Wendell Town Board of Commissioners
Board Room
15 E. Fourth Street, Wendell, NC 27591
Town Board Meeting Agenda
Tuesday, May 28, 2019 @ 7:00 PM

CALL TO ORDER

- Welcome by Mayor Virginia R. Gray
- Pledge of Allegiance by Shania Wilson student at East Wake High School
- Invocation by Wendell Council of Churches

1. ADJUSTMENT AND APPROVAL OF THE AGENDA

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

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

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

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

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

3. CONSENT AGENDA

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

3a. Approval of the minutes from the November 26, 2018, regular Town Board meeting.
3b. Approval of the minutes from the January 14, 2019, regular Town Board meeting.

3c. Approval of the minutes from the January 28, 2019, regular Town Board meeting.
3d. Approval of the minutes from the February 11, 2019 regular Town Board meeting.
3e. Approval of the minutes from the February 23, 2019, Board retreat meeting.
3f. Approval of the minutes from the February 25, 2019 regular Town Board meeting.
3g. Approval of the minutes from the March 11, 2019 regular Town Board meeting.
3h. Approval of the minutes from the March 25, 2019 regular Town Board meeting.
3i. Approval of the minutes from the April 8, 2019 regular Town Board meeting.
3j. Resolution authorizing the Wake County Revenue Administrator to levy and collect property taxes for the Town of Wendell.
3k. Approval of a Certificate of Sufficiency for A-19-04 – Weathers Property [3 non-contiguous parcels totaling 119.60 acres].
3l. Approval of a Certificate of Sufficiency for A-19-05 – Edwards Property [2 non-contiguous parcels totaling 126.67 acres].

4. RECOGNITIONS, REPORTS, AND PRESENTATIONS

4a. Recognition of East Wake High School teacher: Mrs. Holliday-Mosley
Speaker: Mayor Virginia Gray

5. PUBLIC HEARINGS

No Public Hearings scheduled.

6. ADMINISTRATIVE ITEMS

6a. Adoption of the Fiscal Year 2019-2020 Budget and Fee Schedule
Speaker: Town Manager Marc Collins

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

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

8. COMMISSIONERS' REPORTS / COMMENTS

9. MAYOR'S REPORTS / COMMENTS

10. CLOSED SESSION

Closed session will be called if necessary.

11. ADJOURN

TOWN OF WENDELL
BOARD OF COMMISSIONER MEETING MINUTES
DRAFT – November 26, 2018

The Wendell Town Board of Commissioners held their regularly scheduled meeting on Tuesday, November 26, 2018, in the Town Board Room, Wendell Town Hall, 15 East Fourth Street.

PRESENT: Mayor Virginia Gray; Mayor Pro Tem Lutz; Commissioners: John Boyette, Ben Carroll, Jason Joyner and David Myrick.

STAFF PRESENT: Town Manger Marc Collins, Special Assistant to the Manger-Town Clerk Sherry Scoggins, Finance Director Butch Kay, Planning Director David Bergmark, Public Works Director Brian Bray, and Police Chief Bill Carter.

CALL TO ORDER:
Mayor Gray called the meeting to order at 7:00 p.m. and welcomed attendees.

PLEDGE OF ALLEGIANCE:
Quentin Sese, student at Lake Myra Elementary School led the Pledge of Allegiance.

INVOCATION:
Brother Emmanuel Mondona of St. Eugene Catholic Church provided the invocation.

1. ADJUSTMENT AND APPROVAL OF THE AGENDA:

ACTION
Mover: Mayor Pro Tem Lutz moved to adjust the agenda and hear items 6a and 6b after item 9.
Vote: Unanimous

2. PUBLIC COMMENT PERIOD (*one hour time limit in total*):

The following person(s) spoke during Public Comment Period:

- Judy Arnold, 1429 S Hollybrook Road
- David Arnold, 1429 S Hollybrook Road
- Anne Stewart of S Hollybrook Road

3. CONSENT AGENDA

The Board of Commissioners uses a Consent Agenda to act on non-controversial and routine items quickly. The Consent Agenda is acted upon by one motion and vote of the Board. Items may be removed from the Consent Agenda and placed on the Regular Agenda at the request of the Mayor or a Commissioner. The Consent Agenda contains the following items:

No items for the consent agenda were presented to the Town Board of Commissioners for action.

4. RECOGNITION OF LAKE MYRA ELEMENTARY SCHOOL TEACHER: JILL BURTIS.
SPEAKER: Mayor Virginia Gray
ACTION: Presentation.

[Staff Report]
Item Summary
Jill Burtis is a 4th-grade teacher (Quentin's teacher) at Lake Myra Elementary. She has taught at Lake Myra for the last 6 years as a 4th and 5th-grade teacher. Prior to that, she worked at Lockhart Elementary for 5 years, taught 3 years in Utah and 3 years in Maryland.
Jill works diligently to create and maintain positive relationships with her students and families. She meets the individual needs of all students by differentiating her instruction. She has been a team leader among her colleagues and demonstrates what it means to go the "extra mile" for kids.

Mayor Virginia Gray recognized Lake Myra Elementary School teacher Jill Burtis; staff report above in italics.

5. RECOGNITION OF THE EASTERN WAKE SENIOR CENTER.
SPEAKER: Commissioner David Myrick
ACTION: Recognition.

[Staff Report]
On Thursday, November 15, 2018, the Eastern Wake Senior Center was the recipient of the 2018 North Carolina Senior Center Alliance's Ann Johnson Senior Center of the Year Award!
The Ann Johnson Senior Center of the Year Award is an opportunity for member organizations to share how they are excelling in the field of aging by meeting or exceeding in five criteria:

- *Creating innovative approaches to enhance and expanding direct services to older adults in the community,*
- *Delivering high-quality programs and dedicated staff,*
- *Providing strong leadership and organizational management to their organization and the aging network,*
- *Making significant contributions that address and elevate issues important to the field of aging, and*
- *Being champions for senior causes through advocacy or other methods that make a positive impact to the seniors of their community.*

A hearty round of applause to the Eastern Wake Senior Center for the prestigious recognition!! Ms. Norma Ferrell of the Eastern Wake Senior Center will share how the Eastern Wake Senior Center achieved this award and upcoming activities for the EWSC.

Commissioner David Myrick recognized Ms. Miranda Strider-Allen and Ms. Norma Ferrell of the Eastern Wake Senior Center; staff report above in italics.

6a. CONDITIONAL DISTRICT 18-01: TRAFFIC IMPACT ANALYSIS [TIA] INFORMATION REQUESTED BY THE TOWN BOARD OF COMMISSIONERS

AT ITS NOVEMBER 13, 2018 FOR REQUEST SUBMITTED BY SMITH-EDWARDS LLC TO REZONE 116.19. ACRES OF PROPERTY LOCATED ALONG S. HOLLYBROOK ROAD TO A RESIDENTIAL-4 (R4) CONDITIONAL DISTRICT. PUBLIC HEARING CLOSED AT THE NOVEMBER 13, 2018 MEETING; DISCUSSION AND ACTION *CONTINUED TO THE NOVEMBER 26, 2018 MEETING.*
SPEAKER: Planning Director David Bergmark
ACTION: Board may take action.

[Staff Report]
Applicant:
Smith-Edwards LLC
Petition:
The applicant has requested to create a R4 conditional district for approximately 116.19 acres of property within the parcels identified by PIN #s 1783921299, 1793020954, 1783947008 (partial), and 1783837560. The proposed conditional district consists of 339 single family development lots, an amenity site with a clubhouse and pool, as well as a proposed pump station. A link to view the submitted Master Plan is included as Attachment A.
The applicant has proposed to break the Master Plan into 5 phases, which would allow for separate Final Development Plan submittals.
Purpose of a Conditional District:
The purpose of the Conditional Districts (CD) is to provide an alternative means of land development and an alternative zoning procedure that may be used to establish residential, commercial, and industrial Conditional Districts at appropriate locations and in accordance with the planning and development objectives of the Town.
A CD may depart from the strict application of the requirements of the town's general zoning districts.
The CD alternative may allow uses which are not specifically allowed in standard zoning districts. A primary purpose of this section is to provide standards by which such flexibility may be achieved while maintaining and protecting the public health, safety and welfare of the citizens. In this case, no alternative uses or lot dimensional standards have been proposed by the applicant.
A second purpose of the conditional district is to establish a more complete living and working environment through the application of enlightened and imaginative approaches to community planning and property design. A CD should provide a variety of natural features and scenic areas, efficient and economical land use, improved amenities, orderly and economical development, and the protection of existing and future adjacent development.
The provisions of the CD Master Plan shall replace all conflicting development regulations set forth in this Ordinance which would otherwise apply to the development site. The Planning Board may recommend and the Board of Commissioners may attach reasonable and appropriate conditions including, but not limited to, the location, nature, hours of operation, and extent of the proposed use(s). Conditions and site-specific standards shall be limited to those that address conformance of the development and use of the site to this Ordinance and officially adopted plans and those standards and conditions that address the impacts reasonably expected to be generated by the development and use of the site.
Location and History:

This majority of this property is currently located within Wendell's Extra Territorial Jurisdiction (ETJ) and is zoned Residential Agricultural (RA). The RA zone often serves as a holding zone until development is proposed. Approximately 8 acres of land within the parcel identified by PIN # 1783921299 falls within Wake County's jurisdiction and is zoned Residential-30 (R30). Annexation must be approved by the Wendell Board of Commissioners prior to the approval of the conditional district for the applicant to pursue the proposed project. 3.81 acres of the northern tract which has frontage along Selma Road has been excluded from the Conditional District and Annexation request.
To review the complete set of plans, please download the file at:
http://www.townofwendell.com/files/hollybrook-rd-conditional-district

***Project Profile**:*

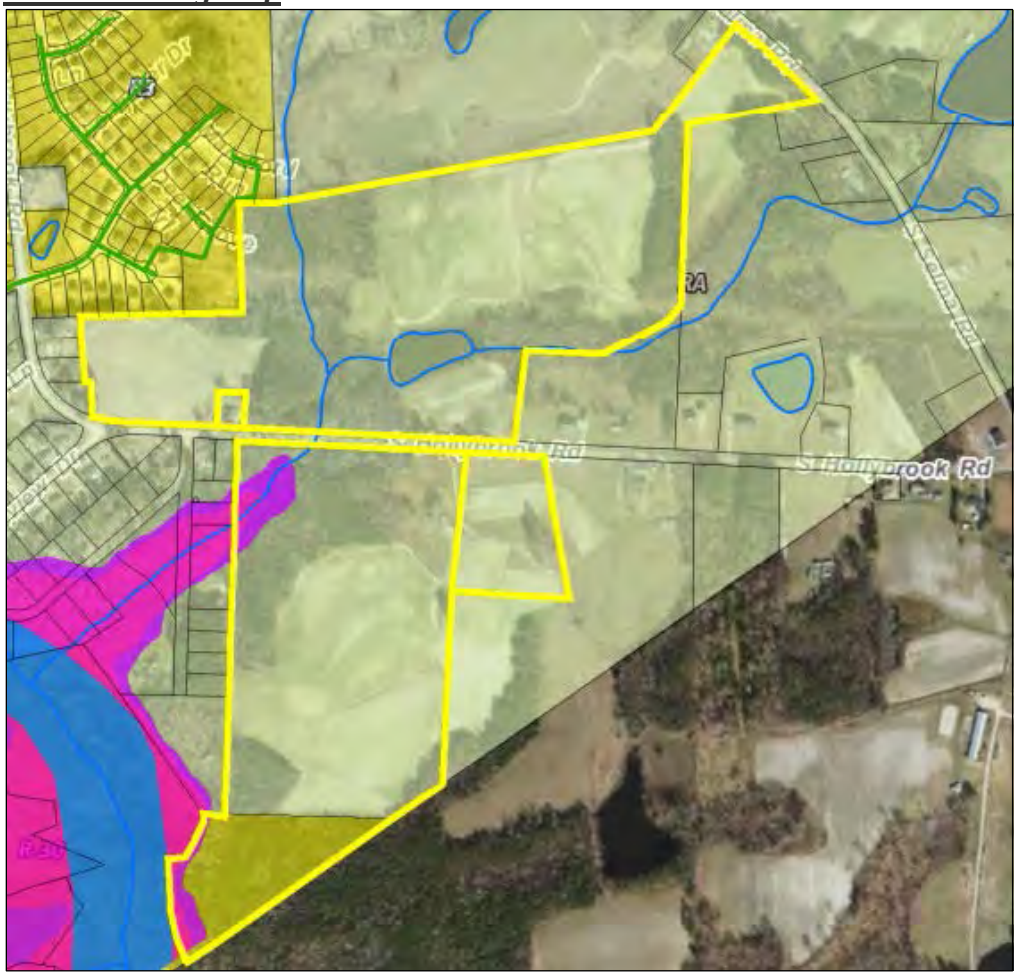
***PROPERTY # 1 LOCATION**:*	*1320 S. Hollybrook Rd*
WAKE COUNTY PIN:	*1783921299*
CURRENT ZONING DISTRICT:	*RA (Wendell) and R-30 (WC)*
CROSS REFERENCES:	*N/A*
PROPERTY OWNER:	*Smith Edwards LLC*
APPLICANT:	*Smith Edwards LLC* *2505 Wendell Blvd* *Wendell, NC 27591*
PROPERTY SIZE:	*48.38 acres*
CURRENT LAND USE:	*Vacant*
PROPOSED LAND USE:	*Single Family Residential & pump station*
***PROPERTY # 2 LOCATION**:*	*0 S. Hollybrook Rd*
WAKE COUNTY PIN:	*1783947008*
CURRENT ZONING DISTRICT:	*RA*
CROSS REFERENCES:	*N/A*
PROPERTY OWNER:	*Smith Edwards LLC*
APPLICANT:	*Smith Edwards LLC* *2505 Wendell Blvd* *Wendell, NC 27591*
PROPERTY SIZE:	*60.5 acres of the 64.3 acre tract*
CURRENT LAND USE:	*Vacant*
PROPOSED LAND USE:	*Single Family Residential*
***PROPERTY # 3 LOCATION**:*	*1217 S. Hollybrook Rd*
WAKE COUNTY PIN:	*1783837560*
CURRENT ZONING DISTRICT:	*RA*
CROSS REFERENCES:	*N/A*
PROPERTY OWNER:	*Smith Edwards LLC*
APPLICANT:	*Smith Edwards LLC* *2505 Wendell Blvd* *Wendell, NC 27591*
PROPERTY SIZE:	*0.47 acres*
CURRENT LAND USE:	*Single Family Residential*
PROPOSED LAND USE:	*Single Family Residential*
***PROPERTY # 4 LOCATION**:*	*0 S. Hollybrook Rd*
WAKE COUNTY PIN:	*1793020954*
CURRENT ZONING DISTRICT:	*RA*
CROSS REFERENCES:	*N/A*
PROPERTY OWNER:	*Smith Edwards LLC*
APPLICANT:	*Smith Edwards LLC*

	2505 Wendell Blvd
	Wendell, NC 27591
PROPERTY SIZE:	*6.83 acres*
CURRENT LAND USE:	*Vacant*
PROPOSED LAND USE:	*Single Family Residential*

Project Setting – Surrounding Districts and Land uses:

DIRECTION	*LANDUSE*	*ZONING*
North	*Residential*	*RA & R3*
South	*Agricultural*	*JC*
East	*Residential/Ag*	*RA*
West	*Residential*	*RA/R3*

Current Zoning Map:



Proposed Conditional District Conditions:

The applicant's submission requires 6 conditions as proposed, as described below (2 additional conditions are recommended by staff):

1. *(**Clarification**) Apply a 5 foot minimum side setback instead of the 20% total lot width being applied to side setback.*

   Staff Comment: A simple 5' side setback is clearer than a 10% setback on each side (which based on the R-4's standard 50' lot width requirement would be 5' anyways unless they side-loaded all of the lots along a block)
   Staff finds that the request is acceptable.

2. *(**Clarification**) Apply a parking ratio to the amenity site of 1/1,000 SF + 1/75 SF of water surface for the pool.*

   The applicant is showing a total of 54 parking spaces on the amenity site. This condition is less of a request of the town, than a clarification of how to address pool parking, which is not clearly defined in the UDO.

   Staff Comment: Staff finds that the request is acceptable.

3. ***(Clarification)** Approval of the subject Conditional District is contingent upon formal acceptance and annexation of the subject parcels into the Town of Wendell. Absent annexation acceptance the Conditional District application will not be approved.*

4. *(**Offering Improvement**) Apply a 55 ft. minimum lot width (rather than 50 ft.).*

   Staff Comment: Staff finds this request acceptable.

5. *(**Offering Improvement**) Providing a minimum of 2,500 sq. ft. of open space per dwelling (rather than 1,750 sq. ft. of open space)*

   Staff Comment: Per Chapter 7 of the UDO, up to one-half of the total open space land required may be located within areas of special flood hazard, including the 100-year floodplain. Easements or areas for public utility transmission lines shall not receive credit as open space. Similarly, dry detention structures may not be towards open space calculations. In response to staff inquiries, the applicant has stated that dry detention structures will not be used.

   57.9 percent of the passive open space provided is located within undevelopable property (floodplain or riparian buffers). However, per the revised Master Plan, the applicant is providing 5.27 acres of Improved/Park space, where only 3.42 acres is required.

   Staff Comment: Staff finds that the request is acceptable

6. *Per the phasing plan, that the club house lot amenities not be required to be constructed until after Phase 3.*

   Staff Comment: Phases 1-3 constitute 213 of the 339 proposed lots. The club house lot represents the only active open space for this development.

   Staff Comment: Staff recommends that the amenity site be completed prior to the Phase 3 final plat (Phases 1 & 2 constitute 150 of the 339 proposed lots). The applicant is proposing temporarily locating one mail kiosk on each side of Hollybrook to be consolidated into the Club once constructed

Staff Recommended Conditions # 7 & 8

7. *That the proposed Pump Station be screened from view from lot 293 and 294 with a Type A buffer (with the exception of an access drive). Existing vegetation may be counted towards this requirement.*

   *Staff Comment**:** Currently the development plans (see below) show a Type B buffer (20 ft) between the pump station and lot 293, but no screening is provided along the side lot line of the pump station. Staff recommends that a Type A buffer (25 ft.) be applied along the 2 sides facing lots 293 and 294.*

8. *That a high visibility crosswalk and pedestrian crossing signs be installed to allow pedestrians to safely cross Hollybrook Rd, in adherence with any required DOT standards for the crossing design.*
   Staff comments: One concern which has been raised is in regards to pedestrians crossing Hollybrook Rd in order to access the Clubhouse lot. Town regulations require all open space to be 'conveniently accessible to all residents of the neighborhood'. The clubhouse lot represents the only active open space in this development and is divided by a collector road. In staff's opinion, these improvements (at a minimum) are needed for pedestrian safety.

Technical Corrections

The following technical corrections were identified by staff based on the most recent development plan submittal. It is not necessary for these types of corrections to be incorporated as conditions of the Conditional District. These items are being provided purely for informational purposes.

1. *All lots should have rear lot setbacks along at least one property line. In the case of corner lots, the rear yard will be positioned at the rear of the home orientation.*
2. *A rear yard landscape buffer should be provided in the rear of lots 116-118, 130-134, and 308-317.*
3. *Label the rear property line length for lots 7, 225, and 300.*
4. *Replace oak tree type street trees with a street tree type from Appendix F in the UDO or similar tree. Oaks were not included in list of approved street trees due to acorns.*

5. *Replace tulip popular on street trees with a street tree type from Appendix F in the UDO or similar tree.*
6. *Active recreation requirements are not currently listed in the base standards on the cover sheet. Please detail what is required and provided. If you draw a rectangle that includes the clubhouse, pool and parking area, the required square feet of active recreations space is generally met.*
7. *When calculating rear yard buffer plantings fractions round to a whole. Following areas are missing shrubs and trees due to rounding down.*
    a. *Area 3: Missing 4 of each*
    b. *Area 4: Missing 1 of each*
    c. *Area 5: Missing 1 of each*
    d. *Area 7: Missing 2 of each*
    e. *Area 9: Missing 2 of each*
8. *Clubhouse*
    a. *All parking lot islands should be landscaped with a minimum of one tree and four shrubs.*
    b. *The clubhouse parking lot facing Hollybrook Rd should be screened with a "semi-opaque screen from the ground to at least a height of 3.5 feet for screening of car lights and glare (minimum width: 10 feet)."*
    c. *Dumpster area is not currently shown on plan. If one is planned, it should be screened according to UDO Section 8.10D. This does not necessarily need to be addressed in this plan.*

As previously stated one purpose of the conditional district is to establish a more complete living and working environment through the application of enlightened and imaginative approaches to community planning and property design. A CD should provide a variety of natural features and scenic areas, efficient and economical land use, improved amenities, orderly and economical development, and the protection of existing and future adjacent development.

While conditional districts do allow an applicant to ask for exemptions from certain types of standards as part of their application, those exemptions are intended to be offset by other improvements which go above and beyond what is required. This process allows for creative trade-offs that can result in a better overall product.

As currently proposed, the Master Development Plan seeks to gain additional density in exchange for extra open space and an amenity center which exceeds the town's minimum requirements.

Applicant's Justification:

Rezoning of the "development" is required as part of the Town's Annexation process. The Town of Wendell Comprehensive Plan (adopted April 23, 2007) uses a two-step methodology to define future land uses within the Framework Plan.

Step one is to "define regional sector boundaries", and per the Framework Plan Map, the "development" is within the "Controlled Growth Sector" (S4). Single-family residential is listed as an appropriate use within the S4 sector.

Step two is to "subdivide regional sectors into transect zones", with transect zones T2, T3, T4, and T5 recommended within the S4 sector. Per UDO section 2.2, the requested base zoning of R-4 is an appropriate base district within the T3 transect zone. As such, R-4 is an appropriate base district for the "development", and is in keeping with the planned future development outlined in the Town of Wendell Comprehensive Plan.

In addition to an existing 100' utility easement running the width of Parcel 1, and to be confirmed by field studies: stream corridor buffers (UDO 6.6), FEMA 100-yr floodplain, an existing pond, and appreciable steep slopes (>25%) both expanding the stream buffers and precluding development, account for approximately 26 acres (23%±) of the "development" area.

As such, the Conditional District provisions are requested in order to offset the significant environmental restrictions existing on site by allowing a minimum lot size of 6,000 SF.
The proposed athletic club includes a proposed pool, with significant parking demand expected above the base requirement for the club gross square footage. The Town UDO does not specify a parking ratio for a swimming pool use, and based upon the owners experience with similar development they currently maintain, a parking ratio of 1 space per 75 square feet of water surface is proposed. Additionally, this parking ratio is consistent with the Town of Cary Land Development Ordinance, effective 12/14/17, 7.8.2.D.A – Recreation/Entertainment, Outdoor – Swimming Pool.
Benefits to Town:
The base requirement for Open Space dedication per UDO 7.5.A.1 is 1,750 SF/dwelling. The subject Conditional District proposes to raise the Open Space dedication requirement to ***2,500 SF/dwelling*** *as further justification in support of the reduced lot size as well as mitigate the additional impervious area from the increased parking ratio.*
Additionally, the proposed Athletic Club and swimming pool exceed the Active Open Space requirements in UDO 7.5.C, with the added benefit of membership in the Fred Smith Sports Club (including access to all four (4) Fred Smith Athletic Clubs and privileges at four (4) Golf Clubs) for Hollybrook residents.
A new pump station is proposed at the southern end of the Glen at Hollybrook parcel. The total Hollybrook development accounts for approximately 10% of the sewer basin. The new pump station, per coordination with the City of Raleigh, will be constructed to provide 25% of total build out for pumps, electrical, generator, odor control, and 50% for structure, electrical building, and force main while also allowing for future expansion for full capacity of the entire basin.
Off-Street Parking*:*
No off street parking is required for single family dwellings. Fifty-four parking spaces are shown on the amenity site. The applicant's plans indicate that they will locate their cluster mailboxes at the club-house site. Cluster mailboxes would be required to be provided with the first phase of development, even if other improvements at the club-house site are delayed until a later phase.
Open Space*:*
The applicant is required to dedicate a minimum of 13.7 acres of open space, with a minimum of 3.42 acres of Park Space, as set forth in the UDO. Of those 3.42 acres of Park Space, 1.13 acres must be designed for active recreational purposes. The applicant is proposing to dedicate 3.03 acres of park space within the Club/amenity tract, plus an additional ~2.2 acres of park space around the pond and for a pedestrian connection between the club tract and the residential road to the north (for a total of ~5.27 acres). The active recreational open space requirement would be satisfied by the pool and club house.
In response to staff concerns regarding the absence of Park Space on the south side of S. Hollybrook Rd, the applicant revised their plans to show 10,000 square feet of Park Space between Lot 317 and a proposed Stormwater Management device.
Overall, the applicant is proposing to dedicate a minimum of 19.57 acres of open space, with 57.9 percent of passive open space falling within riparian buffers (53.1%) or floodplain (4.8%).
Per Chapter 7 of the UDO, up to one-half of the total open space land required may be located within areas of special flood hazard, including the 100-year floodplain. Easements or areas for public utility transmission lines shall not receive credit as open space. Similarly, dry detention structures may not be towards open space calculations. In response to staff's inquiries, the

applicant has stated that no dry detention structures shall be included within the Storm Water Management (SWM) areas.

***Lighting**:*

Lighting shall meet the requirements as set forth in the UDO at the time of the final development plan.

***Public Utilities**:*

Public water and sewer will be extended at the time of development. Per the adopted Water Allocation Policy, this project has 38 base points and must provide 12 bonus points. The applicant has proposed to provide 7.8 acres of additional open space for conservation (7 points), a pool (2 points), an outdoor patio area of more than 3000 square feet (3 points), and a Meeting space without a kitchen more than 3500 square feet in size (8 points). As proposed, these improvements would bring the applicant's point total to 58 points.

Per the applicant's submittal, "A new pump station is proposed at the southern end of the Glen at Hollybrook parcel. The total Hollybrook development accounts for approximately 10% of the sewer basin. The new pump station, per coordination with the City of Raleigh, will be constructed to provide 25% of total build out for pumps, electrical, generator, odor control, and 50% for structure, electrical building, and force main while also allowing for future expansion for full capacity of the entire basin."

The City of Raleigh Public Utilities Department (CORPUD) has confirmed that the applicant would be required to over-size the pump station equipment to handle more than just their development. Plans and engineering for the pump station are still under review and would require CORPUD approval.

***Streets**:*

At the time of construction of all new roads, the standards are to be met as specified by Chapter 12 of the UDO.

Per the Town's Arterial and Collector Street Plan (ACS), the applicant will be responsible for minor widening along S. Hollybrook Road, in order for the road to meet the Town's standard for a Minor Collector (2 lane undivided). These improvements are reflected in their plan, and will involve 3.5 feet of additional right-of-way dedication on either side of S. Hollybrook Road.

All internal subdivision roads shall be designed as a Local Street (52' ROW) or Residential Main Street (64' ROW). Residential Main Streets allow for on-street parking on both sides.

All drives shall meet the requirements as set forth in the UDO at the time of development.

Based upon the size of this proposed development, a Transportation Impact Assessment was required and submitted to NCDOT for review. At this time, the only improvement called for by DOT's review of the TIA is a left turn lane on 231/Selma Road to turn onto S. Hollybrook Rd.

***Landscaping**:*

All landscaping shall meet the requirements as set forth in the UDO at the time of the Final Development Plan and building permits.

***Stormwater Management**:*

Development of this site would be required to meet the stormwater standards contained in the UDO.

Phasing:

The applicant has proposed to break the Master Plan into 5 phases, which would require separate Final Development Plan submittals. The phasing plan is shown on Page 7 of the Master Plan pdf. (See Attachment A)

***TRC Comments**:*

The majority of TRC comments represented small technical corrections or reminders of items that will need to be provided or added prior to construction document approval. Many of the comments have already been addressed by the applicant's updated plans. Only one TRC comment related to emergency ingress/egress would reasonably impact the subdivision's layout or design. Both sides of this development have only 1 roadway connection to Hollybrook Road and rely largely upon future connections to undeveloped tracts. This could be a serious issue in the event of a natural disaster or accident if the route out of the development were blocked or otherwise inaccessible.

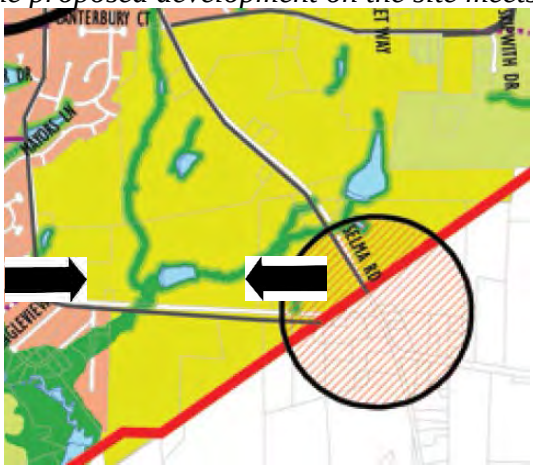
In response to this concern, the applicant revised their plan to show an emergency access way with removable bollards (which doubles as pedestrian access) on the south side of Hollybrook Rd. DOT has allowed this type of request before, but would need to review the construction details at the time of the final development plan. The location of this connection is identified on Page 4 of the Master Plan pdf (See Attachment A).

***Comprehensive Plan**:*

The Wendell Comprehensive Plan defines the subject properties as being completely within the S-4 "Controlled Growth Sector".

The Comprehensive Plan states that S-4 areas "are typically close to thoroughfares and at key cross-road locations. This sector is where moderate intensity new development is appropriate and where the majority of the community's new growth should occur. The typically envisioned community type for S-4 is a traditional neighborhood development (TND), which includes neighborhood serving commercial and civic uses surrounded by a mix of housing types that decrease in density as they get farther away from the commercial area."

The Comprehensive Plan lists the following uses as appropriate land uses/development types within this sector: traditional neighborhood developments, neighborhood centers, single-family and multifamily residential, neighborhood-serving commercial uses (retail and office), civic uses, and industrial uses. The proposed development on the site meets the appropriate uses.



Statement of Plan Consistency and Reasonableness

- *Any recommended change to the zoning map should be accompanied by a statement explaining how the change is consistent with the comprehensive plan, and is reasonable in nature.*
  - *In staff's opinion, the requested conditional district is consistent with the recommended uses and development types outlined in the Wendell Comprehensive Land Use Plan for the S-4 sector.*

Planning Board Recommendation:

- *At their September 17, 2018 meeting, the Wendell Planning Board voted unanimously to approve the proposed conditional district with two amendments to the plan as presented. The second recommendation has subsequently been incorporated into the developer's plan.*
  - *1. To require a Type A buffer between the pump station site and adjacent residential lots.*
  - *2. To require a Type B buffer along the eastern boundary of the club house lot.*
- ***Voting in Favor:*** *Victoria Curtis, Michael Clark, Jonathan A. Olson, Lloyd Lancaster, Grace Walter, Ryan Zakany, Joe DeLoach, Allen Swaim, and Errol Briggerman.*

Staff Comments & Recommendation*:*

- *Staff recommends approval of the proposed conditional district, with the addition of 'Staff Recommended Condition #7 & #8' to properly buffer the pump station and provide for increased pedestrian safety (in addition to adherence to all technical corrections).*

Planning Director David Bergmark provided an overview of the conditional district request CD 18-01; staff report above in italics. The traffic engineer is available to speak to the Board. Spoke with Sam McDonald of AMT, standard practices were followed. Stopped at Forest Lane, if there was a larger development it would have gone further north. Development will have an impact on the number of trips. The engineer looked at peak hours which is the peak A.M. and peak P.M. hours. Currently, it is at a level C and with the build-out it would remain at a level C.

Traffic Engineer Wan from HP has done studies in Wake County. This is his first time conducting a study in Wendell. Mr. Wan followed NCDOT standards.

Planning Director David Bergmark clarified that the Public Hearing was closed on November 13th. The applicant is present and has agreed to the conditions.

Commissioner John Boyette asked if the applicant is willing to extend the buffer that extends to the Powers and Olson lot.

Planning Director David Bergmark stated that it would have to be included as a condition, as there is an existing home on this 3-acre tract.

Applicant Fred Smith stated that he would be happy to extend the buffer to the property of Powers and Olson. He clarified that Ryan Homes is not building the amenities—Fred Smith will build the amenities.

Commissioner Jason Joyner asked about the Storm Water Plan.

Planning Director David Bergmark stated that one of the requirements, which Wake County enforces, is that the post-development flow does not exceed pre-development flow.

Travis Callahan stated that the property lends itself to a retention pond. As an engineer, his team plans to maintain and match that drainage flow and downstream condition.

Commissioner Joyner asked when the study was conducted, what land was included?

Travis Callahan stated that it included adjacent properties at different points.

Mayor Gray mentioned the James Green property that was referenced regarding a buffer in the Public Hearing.

Planning Director David Bergmark stated that it is not a requirement for a berm. A buffer was put up between the amenities site and the adjoining property. There is generally no requirement for a buffer between residential and residential, with the exception of rear-yard to rear-yard.

Mayor Pro Tem Lutz stated that the density of the homes is a concern. The property is adjacent to a R-3 neighborhood and is requesting R-4 status. He stated that less density of homes built would be his recommendation.

Planning Director David Bergmark stated that R-3 versus. R-4 lot size are different regarding how many square feet are required maximum, per lot. R-3 requires 10,000 square feet whereas R-4 requires 6,000 square feet. This R-4 is using 8,300 square feet.

Fred Smith stated that they're below three units per acre at around 2.8 units per acre. He stated that he doesn't care if it's a R-4, R-3 or Conditional Use. He wants to be able to do what the Board recommends. Smith stated that density is what pays the bills and brings commerce.

Commissioner Jason Joyner questioned, referring to lot size and density—where the Deerfield stubs in—what will be the difference?

Fred Smith stated that the Board can rearrange the land however they want to. Currently, there is a lot of open space and a R-3 would not allow for as much open space.

Commissioner John Boyette asked Planning Director Bergmark what the requirements are regarding open space with a R-3.

Planning Director Bergmark stated the amount of open space required to dedicate depends on the number of units. If one was to go down from R-4 to R-3 and the unit count goes down, the amount of required open space will go down as well. Applicant is giving more open space than required.

Commissioner David Myrick asked if it was Staff's recommendation that the applicant request an R-4.

Planning Director Bergmark stated that Staff recommended a Conditional District because it gives more assurance. Applicant originally requested a R-3 due to the density alignment. When the Planning Board looked at the lot size and width, it looked more like an R-4, according to the Planning Board. It was switched to a R-4, accordingly.

Mayor Pro Tem Jon Lutz asked if a condition change needs to be added.
Planning Director David Bergmark suggested having the applicant put together a revised plan for a different lot size minimum.

Fred Smith stated that they currently have 339 lots but is willing to agree to 310 lots, stating that an R-3 would require more than that.

Town Manager Marc Collins stated that the reduction is lessening the impact.

Planning Director David Bergmark stated that in a conditional plan, the board is approving both the development plan and the list of conditions. If the Board is changing the number of units the applicant is putting in, David no longer has an idea of what the Development Plan will be.

Fred Smith stated that the 310-lot plan is subject to staff approval of lot layouts. Smith stated there would be minor changes.

Planning Director Bergmark stated that if the final development plan is not substantial to the agreement with what's approved, it would come back before the Board after review from the Planning Board.

ACTION:
Mover: Mayor Pro Tem Jon Lutz moved to approve the R-4 Conditional District based on the extending of the buffer along the property discussed, reducing the lot size, number of lots to 310, with the general layout remaining the same. If not, it will be brought back before the Board, contingent upon the motion for the approval of annexation, Planning Board and Staff review.
Vote: Unanimous.

6b. ANNEXATION PETITION A-18-03: ANNEXATION REQUEST FOR 116.19 ACRES OF PROPERTY (AND 2.35 AC. OF ROW) LOCATED ADJACENT TO THE GROVE OF DEERFIELD SUBDIVISION ON EITHER SIDE OF S HOLLYBROOK RD AND IDENTIFIED BY PIN NUMBERS 1783921299 [48.38 AC], 1793020954 [6.84 AC], 1783837560 [.47 AC], AND 1783947008 (PARTIAL) [60.5]; CONTIGUOUS. PUBLIC HEARING CLOSED AT THE NOVEMBER 13, 2018 MEETING; DISCUSSION AND ACTION *CONTINUED TO THE NOVEMBER 26, 2018 MEETING.*
SPEAKER: Planning Director David Bergmark
ACTION: Board may take action.

[Staff Report]
Item Summary:
Fred Smith has submitted an annexation request for 116.19 acres of land (and 2.35 ac. of ROW) located on S. Hollybrook Rd. The request includes 4 contiguous parcels as detailed below. These properties currently contain 1 dwelling, but are otherwise vacant. The property owner has submitted an R-4 Conditional District request for this property to create a 339 unit subdivision.
The Town Clerk has certified the sufficiency of the submitted annexation petition. The applicant has requested that action on the annexation petition be delayed until an agreement is reached on the submitted Conditional District request. Were no agreement to be reached, the applicant would withdraw their annexation petition.
Project Profile:

PROPERTY # 1 LOCATION:	*1320 S. Hollybrook Rd*
WAKE COUNTY PIN:	*1783921299*
CURRENT ZONING DISTRICT:	*RA (Wendell) and R-30 (WC)*
CROSS REFERENCES:	*N/A*
PROPERTY OWNER:	*Smith Edwards LLC*
APPLICANT:	*Smith Edwards LLC* *2505 Wendell Blvd* *Wendell, NC 27591*
PROPERTY SIZE:	*48.38 acres*
CURRENT LAND USE:	*Vacant*
PROPOSED LAND USE:	*Single Family Residential & pump station*
PROPERTY # 2 LOCATION:	*0 S. Hollybrook Rd*
WAKE COUNTY PIN:	*1783947008*
CURRENT ZONING DISTRICT:	*RA*
CROSS REFERENCES:	*N/A*
PROPERTY OWNER:	*Smith Edwards LLC*
APPLICANT:	*Smith Edwards LLC* *2505 Wendell Blvd* *Wendell, NC 27591*
PROPERTY SIZE:	*60.5 acres of the 64.3 acre tract*
CURRENT LAND USE:	*Vacant*
PROPOSED LAND USE:	*Single Family Residential*
PROPERTY # 3 LOCATION:	*1217 S. Hollybrook Rd*
WAKE COUNTY PIN:	*1783837560*
CURRENT ZONING DISTRICT:	*RA*
CROSS REFERENCES:	*N/A*
PROPERTY OWNER:	*Smith Edwards LLC*
APPLICANT:	*Smith Edwards LLC* *2505 Wendell Blvd* *Wendell, NC 27591*
PROPERTY SIZE:	*0.47 acres*
CURRENT LAND USE:	*Single Family Residential*
PROPOSED LAND USE:	*Single Family Residential*
PROPERTY # 4 LOCATION:	*0 S. Hollybrook Rd*
WAKE COUNTY PIN:	*1793020954*
CURRENT ZONING DISTRICT:	*RA*
CROSS REFERENCES:	*N/A*
PROPERTY OWNER:	*Smith Edwards LLC*
APPLICANT:	*Smith Edwards LLC* *2505 Wendell Blvd* *Wendell, NC 27591*
PROPERTY SIZE:	*6.84 acres*
CURRENT LAND USE:	*Vacant*
PROPOSED LAND USE:	*Single Family Residential*

Zoning District:
This property is currently zoned primarily Residential-Agricultural (RA), with a ~8 acre piece of property on the southern tip of this site zoned R-30 (Wake County). The applicant has submitted an R-4 Conditional District request, which was reviewed at the November 13, 2018 board meeting.

Public Utilities:
Public water and sewer will be extended at the time of development.
Per the applicant's submittal, "A new pump station is proposed at the southern end of the Glen at Hollybrook parcel. The total Hollybrook development accounts for approximately 10% of the sewer basin. The new pump station, per coordination with the City of Raleigh, will be constructed to provide 25% of total build out for pumps, electrical, generator, odor control, and 50% for structure, electrical building, and force main while also allowing for future expansion for full capacity of the entire basin."
The applicant has been working with the City of Raleigh Public Utilities Department (CORPUD) to facilitate this use, which would require CORPUD approval. Construction details for the pump station would be incorporated into the Final Development Plan for this conditional district.

Tax Information:
Currently, the subject properties contain only one dwelling, and have a total assessed value of $1,737,087. At the current tax rate of 49 cents, annexation of this property "as-is" would result in approximately $8,511 in annual tax revenue for the Town. This figure will increase as the area is developed.
Staff cannot speak to what the average value of the homes would be. However, the applicant's

plan calls for 339 lots. If the average value of each developed lot were $200,000 (which is approximately the average value of the adjacent Groves of Deerfield Lots, though they are zoned R3), the annual tax revenue for the Town at buildout would be $332,000.

***Police & Public Works & Utility Service**:*

- *The proposed annexation area would require services from the Town's Police and Public Works departments if annexed. Both departments are currently serving adjacent residential developments.*

Planning Director David Bergmark provided an overview of annexation petition A-18-03; staff report included above in italics.

ACTION:
Mover: Mayor Pro Tem Lutz moved to approve the annexation petition.
Vote: Unanimous.

7. PRESENTATION OF POLICY FOR TOWN OF WENDELL: STREET CLEARANCE PRIORITIZATION.
SPEAKER: Special Assistant to the Town Manager Sherry Scoggins
POTENTIAL ACTION: Place on December 10, 2018 Consent Agenda.

[Staff Report]
Item Summary
First and foremost is the safety of our residents and staff. This is especially applicable during times of inclement weather. When the climate turns harsh, the Town of Wendell strives to maintain business as usual by keeping roads passable both during and following an event. Public Work crews, equipment and vehicles deploy when conditions are safe.
Recognizing that resources of staff and equipment are limited, the Street Clearance Prioritization Policy was created to describe the hierarchy of the roads to be serviced during severe weather. And a communications initiative is included within the policy to serve as a guide when informing residents of the measures being taken by staff during the incident.

Special Assistant to the Manager Sherry Scoggins provided an overview of the policy for street clearance prioritization; staff report included above in italics.

ACTION:
Mover: Mayor Pro Tem Lutz moved to place on the December 10, 2018, consent agenda.
Vote: Unanimous.

8. PRESENTATION OF POLICY FOR TOWN OF WENDELL: SIDEWALK PETITION PROCESS AND TOWN SIDEWALK PROGRAM.
SPEAKER: Town Manager Marc Collins
POTENTIAL ACTION: Place on December 10, 2018 Consent Agenda.

[Staff Report]
Item Summary:
Local government sidewalk programs typically have several component processes to handle the

various responsibilities related to a comprehensive network providing pedestrian connectivity. The processes include repair and maintenance of existing sidewalk, construction and dedication of sidewalk to the Town by a developer, extension of sidewalks by the Town or State, and a citizen petition process to request sidewalk in their neighborhood. The presentation of the Town Sidewalk Program will provide an overview of the four processes.
The 2017 Town of Wendell Comprehensive Pedestrian Plan recommends the development of a sidewalk petition process and budget allocation to handle "spot improvements". The policy allows citizen to make requests for short sidewalk connections that will fill gaps in the pedestrian network. After implementation, the program will be promoted to citizens and used as a public outreach tool to provide information on results achieved.
The proposed policy provides for a purpose of the policy, the process to submit a sidewalk request, and criteria used by staff to rank sidewalk requests received. All sidewalk requests received will be incorporated into the capital improvement plan process and subject to availability of funding.
The ranking criteria were established by comparative analysis and criteria in the 2017 Town of Wendell Comprehensive Pedestrian Plan. Criteria used in prioritizing sidewalk petitions include accessibility to schools, commercial areas, and public facilities; safety concerns addressed; connectivity and demonstration of need; project support; and issues that impact constructability such as utility conflicts, trees, topography, and easement acquisition.

Town Manager Marc Collins provided an overview of the sidewalk petition process policy and the town sidewalk program; staff report above in italics.

Commissioner Jason Joyner clarified the accessibility criteria

Commissioner John Boyette mentioned the issue of having lowered speed limits in residential neighborhoods by creating a petition process for this issue. To date, no petitions have been received. Asked if there have been any requests for putting sidewalks in.

Town Manager Marc Collins stated that he has not received any in the past three months. Stated that it is a recommended policy in the Pedestrian Plan. There are staff-derived projects involved to work on the sidewalks. This is provided for a complete sidewalk program in addition to maintenance.

Commissioner John Boyette requested to advertise both sidewalks and speed reduction policies.

ACTION:
Mover: Mayor Pro Tem Lutz moved to place on the December 10, 2018, consent agenda.
Vote: Unanimous.

9. UPDATE ON BOARD COMMITTEE(S) BY TOWN BOARD MEMBERS:

Capital Area Metropolitan Planning Organization [CAMPO] [Mayor Gray]

Mayor Gray provided an overview of the CAMPO meeting. There was a meeting about the Triangle J plan for transportation.

10. COMMISSIONERS' REPORTS.

Commissioner Jason Joyner stated that the Town has a great Instagram and Facebook page that the Town Staff manages. Also mentioned that App State won the championship.

Mayor Pro Tem Jon Lutz mentioned that at Grounds Café the area Rotary Clubs are having an open house at 5 o'clock.

11. MAYOR'S REPORT.

Mayor Gray provided the following:

- Wendell Wonderland will take place before the Board's next meeting on Friday, December 7th. Performances will begin at 5 PM at Town Square on Stage. Will begin countdown for lighting the tree at 6 PM followed by a visit from Santa. Additional information available on the Town's website and Social Media.

12. CLOSED SESSION.
ACTION: Will be called if necessary.

No closed session was called.

13. ADJOURN.

ACTION: Mover: Mayor Pro Tem Lutz moved to adjourn at 8:35 p.m. Vote: Unanimous.

Duly adopted this _____ day of _____2019, while in regular session.

_____
Virginia R. Gray,
Mayor

ATTEST:

_____
Sherry L. Scoggins, MMC;
Sp. Asst. to the Town Manager

TOWN OF WENDELL
BOARD OF COMMISSIONER MEETING MINUTES
DRAFT – January 14, 2019

The Wendell Town Board of Commissioners held their regularly scheduled meeting on Monday, January 14, 2019, in the Town Board Room, Wendell Town Hall, 15 East Fourth Street.

PRESENT: Mayor Virginia Gray; Mayor Pro Tem Jon Lutz; Commissioners: John Boyette, Ben Carroll, Jason Joyner and David Myrick.

STAFF PRESENT: Town Manger Marc Collins, Special Assistant to the Manager-Town Clerk Sherry Scoggins, Town Attorney Jim Cauley, Finance Director Butch Kay, Planning Director David Bergmark, Parks & Recreation Director Jeff Polaski and Police Captain John Slaughter.

CALL TO ORDER

Mayor Gray called the meeting to order at 7:00 p.m. and welcomed attendees.

Brianna Guilliam, student at East Wake High School led the Pledge of Allegiance.

Pastor Chris Hilliard of Wendell Baptist Church provided the invocation.

1. ADJUSTMENT AND APPROVAL OF THE AGENDA

ACTION
Mover: Mayor Pro Tem Lutz moved to approve the agenda as presented.
Vote: Unanimous

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

The following person(s) spoke during Public Comment Period:

- Lesia McKenzie [28 Fowlkes St] provided a handout, attached and incorporated into the minutes. She wants continued and positive growth.
- Barry Perry [106 Colonial Dr] supported Ms. McKenizie's comments.
- Regina Harmon [6616 Tells Branch Rd] supported Ms. McKenzie's comments.

3. CONSENT AGENDA

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

3a. Amendment to the 2019 Board of Commissioners Meeting Schedule; inclusion of upcoming Board Retreat Saturday, February 23[primary] and Saturday, March 2 [alternate].
3b. Policy: Street Clearance Prioritization.
3c. Policy: Sidewalk Petition Process.
3d. Resolution in support of the Wake County Food Security Plan.
3e. ~~Two resolutions authorizing notice by electronic means for previously bid [piggyback] contracts for equipment used by the Public Works Department:~~
~~i. Leaf Collector~~
~~ii. Chassis for the Leaf Collector~~

ACTION:
Mover: Mayor Pro Tem Lutz moved to approve consent agenda Items 3a through 3d and remove Item 3e.
Vote: Unanimous.

4. RECOGNITIONS, REPORTS, AND PRESENTATIONS

4a. Recognition of East Wake High School teacher: Julie Scalzo.
Speaker: Mayor Virginia Gray

[Staff Report]
Ms. Julie Scalzo has been teaching for the past nineteen years. She believes the greatest contribution that she can make to education is to love her students, teach in a dynamic way, and help to lighten a burden that a student may face. Ms. Scalzo tries to do each of these things everyday with the hope that she will make a difference in the lives of her students.
As Ms. Scalzo reflects on being named East Wake High School's Teacher of the Year, she is thankful to be recognized for the work she enjoys doing so much. This honor means a great deal to her because it is a direct reflection of so many of her students and their hard work. She has had students think deeper, push harder, and complete tasks that they at one-time thought were almost impossible in an effort to better themselves and focus on their futures and has been fortunate to create strong, lasting relationships with so many of her students. Ms. Scalzo can't imagine a greater accomplishment than being a teacher that is remembered, respected, and admired by her students.

Mayor Gray recognized East Wake High School teacher Ms. Julie Scalzo; staff report included above in italics.

4b. Recognition of the Wendell Rams Pee Wees and Mighty Mites.
Speaker: Mayor Virginia Gray

[Staff Report]
On behalf of the Town of Wendell, the Town Board of Commissioners wishes to acknowledge the Wendell Rams Pee Wees and Mighty Mites for their 2018 seasons and each winning its Super Bowl on Saturday, November 17, 2018.
Congratulations!!

Mayor Gray recognized the Wendell Rams Pee Wees and Mighty Mites for their 2018 seasons and each for their 2018 Super Bowl win; staff report included above in italics.

4c. Presentation of the FY 17-18 audit.
Speaker: Briggs Petway of Petway Mills & Pearson PA Accounting Firm

[Staff Report]
The annual audit for the Town of Wendell was conducted by Petway Mills and Pearson for the fiscal year 2017-2018 (July 1 to June 30). Prior to the board meeting of January 14th, the audit committee will meet with the previously mentioned audit firm to discuss the details of the audit. A summary of the audit committee meeting will be presented to the public and the full board of commissioners by Briggs Pettway of Petway Mills and Pearson.
Staff is recommending that the 2018 audit report be approved.

Mr. Briggs Petway of Petway Mills & Pearson PA Accounting Firm provided a PowerPoint presentation and overview of the Town's FY 2017-2018 (July 1 to June 30) audit; PowerPoint presentation attached and incorporated into the minutes. The Town of Wendell received an unmodified audit open; meaning the Town received a good audit report.

4d. Update on the Wake County Fire Commission.
Speaker: Lucius Jones, municipal representative for the Town of Wendell

[Staff Report]
Lucius Jones, municipal representative for the Town of Wendell, will provide an update on the Wake County Fire Commission.

Municipal Representative for the Town of Wendell on the Wake County Fire Commission Lucius Jones provided an update. He added the most recent Commission meeting lasted several hours due to a possible shortfall in the upcoming budget.

Commissioner Boyette questioned when Mr. Jones' term on the Wake County Fire Commission expired. Mr. Jones stated this year [October 2019].

5. PUBLIC HEARINGS

Evidentiary (Quasi-Judicial) Hearing Guidelines:

- *Case is announced*
- *Town Attorney provides rules of procedure for an evidentiary hearing*
  - *Disclosure*
- *Town Clerk provides oath for persons wishing to present testimony*
- *Staff presentation*
- *Applicant presentation*
- *Opposition presentation*
- *Applicant rebuttal*
- *Opposition rebuttal*
- *Staff closing comments*
- *Board inquiry*

- *Board called into deliberation*
- *Board discussion of the findings of fact:*
  - *Approve*
  - *Approve with conditions*
  - *Deny (must include reason)*

5a. **EVIDENTIARY HEARING**: Special use permit for an indoor event space located at 37 N Main Street.
Speaker: Planning Director David Bergmark

[Staff Report]
Item Summary:
Kathy Dara has requested a Special Use Permit to authorize an indoor event venue to be constructed and operated on the rear portion of 37 N. Main Street. The Dara family recently purchased this property, which is adjacent to their coffee shop at 41 N. Main Street. The front of 37 N. Main Street (~1370 square feet) contains a hair salon. This existing space would remain unchanged. The rear portion of the building (~2400 square feet, separated from the front) would be torn down and rebuilt as a 2-story indoor event venue to host a multitude of events, such as wedding receptions, corporate retreats, birthday parties, etc. Currently the town does not have any indoor event venues in the downtown district.
Applicant's Justification:
The applicant's justification and Special Use Permit responses are included within Attachment B. The applicant is requesting a variance to the Town's parking requirements in order to allow additional on-street parking beyond the boundary of her parcel to satisfy this use's parking needs. Additional information is provided on page 4 of this report.
In regards to hours of operation, the applicant provided the following information:
- *At this time, we are thinking 9am – 11:30 pm weekdays and 10 am-11:30 pm Saturdays and Sundays will be hours available for events. However, we are expecting 2 -4 events a week mostly during the hours of 5pm – 11:30 during the week and midday on weekends.*

Location:
37 N Main Street.
History:
The applicant has contracted Tony Johnson (architect) to develop plans in order to ensure that the proposed building will meet all applicable building and fire codes. Those plans are under development, but the applicant wanted to confirm the use would be allowed before finalizing them.
The applicant has provided concept plans (Attachment A) to show the general layout and design of the new building. As can be seen in Attachment A, the majority of the space (~1890 sq. ft.) would be an open-concept design with tall ceilings going all the way up to the roof. There would be a staircase leading up to a small second floor space that could be used as a bridal room or staging area. The exterior of the building would be cladded in a masonry material. The existing sidewalk along the exterior of the building would remain intact.
Project Profile:

PROPERTY LOCATION:	*37 N Main Street*
WAKE COUNTY PIN:	*1784 60 8209*
ZONING DISTRICT: DMX	
CROSS REFERENCES:	
PROPERTY OWNER:	*Dara Properties Inc.*
	3512 Coach Lantern Ave.

	Wake Forest NC, 27587
APPLICANT:	*Dara Properties Inc.*
	3512 Coach Lantern Ave.
	Wake Forest NC, 27587
PROPERTY SIZE:	*0.1 ac.*
CURRENT LAND USE:	*Vacant*
PROPOSED LAND USE:	*Entertainment/Recreation*

Project Setting – Surrounding Zoning Districts and Land Uses:

DIRECTION	*LANDUSE*	*ZONING*
North	*Commercial*	*DMX*
South	*Commercial*	*DMX*
East	*Commercial*	*DMX*
West	*Commercial*	*DMX*

Aerial Map:

Zoning District:
This site and all adjacent properties are allocated within the town's Downtown Mixed Use (DMX) zoning district. Indoor Event Venues are allowed with a Special Use Permit in the DMX district.

Parking:
Assembly uses require 1 parking space per 4 seats. The application indicates that the proposed space could accommodate up to 125 people, while they don't expect to book the space for more than 100 people. Based on 125 people, 32 parking spaces would be required (or 25 spaces for

100 people). In the Downtown District, adjacent on-street parking may be used to satisfy parking requirements. Based on staff's calculations, there are 19 parking spaces that are directly adjacent to this space (3 on N Main St, 16 on W Depot). However, there are a total of 35 spaces on W. Depot if you count those that extend past the boundaries of this property.
As part of this request, the applicant is requesting a variance to allow additional on-street parking beyond the boundary of her parcel to satisfy her use's parking needs. Based on the total parking requirement, this would amount to the potential use of 12 additional on-street parking spaces beyond the edges of 37 N. Main Street.
Lighting:
Any lighting changes shall be in accordance with the lighting requirements in place at the time of permitting.
Public Utilities:
The site utilizes public water and sewer.
Stormwater Management:
The proposed building and use match the existing building footprint. Thus, there is no impact on stormwater management.
Staff Comments:

- *The applicant has requested a variance to the town's parking requirements in order to allow additional on-street parking, not directly adjacent to her property, to satisfy her parking needs. There is significant on-street parking in the vicinity (35 spaces on W. Depot St. alone). Furthermore, use of the indoor event venue will be periodic, with some events occurring on off-hours when many retail establishments may be closed. For these reasons, staff does not believe granting this request would negatively impact surrounding properties.*

Town Attorney Cauley provided an overview of the procedures for a quasi-judicial [evidentiary] hearing.

Town Clerk Sherry Scoggins swore in the following persons to provide testimony during the hearing: Planning Director David Bergmark and Kathy Dara [owner and applicant]

Planning Director David Bergmark provided the special use permit for an indoor event space located at 37 North Main Street; staff report included above in italics.

Mrs. Kathy Dara stated she is available for questions.

Mayor Pro Tem Lutz questioned the number of stories.

Mrs. Dara stated this is one level with a small upstairs room. The upstairs room could be used for a bridal suite. The building will have a brick façade. Her goal is to have a mid-sized venue to bring people into Downtown Wendell.

Planning Director Bergmark stated the applicant submitted the proposed hours of operations as 9 am-11:30 pm weekdays and 10 am – 11:30 pm Saturday and Sunday. He added the following variances are requested for this special use permit:

- Permission to use on-street parking beyond the boundary of 37 N Main Street to satisfy parking requirements (based on a maximum occupancy of 125 people).
- Permission to use windows on the second floor rather than the first floor along Depot

Street (which Section 5.12B would typically require).

ACTION
Mover: Mayor Pro Tem Lutz moved to approve the special use permit with the two variances as presented.
Vote: Unanimous

Public Hearing Guidelines:

- *Case is announced*
- *Staff presentation*
- *Public hearing is opened*
- *Applicant presentation*
- *Citizens will follow the same rules as Public Comment Period and will have five minutes to speak*
- *Close public hearing*
- *Board members ask questions*
- *Board may take action*

5b. PUBLIC HEARING: Zoning Text Amendment to Chapter 9 of the UDO as it relates to exceptions to roadway infrastructure improvement requirements.
Speaker: Planning Director David Bergmark

[Staff Report]
Applicant:
Town of Wendell
Petition:
Chapter 9 of the UDO contains the Town's general provisions for street design, including street types, connectivity standards, and infrastructure improvement requirements. Infrastructure improvement requirements are meant to ensure that road improvements occur as development occurs. This is important for the Town since it does not have the authority to assess impact fees as an alternative means of funding transportation improvements over time. Requiring infrastructure improvements with development also prioritizes more significant investment along the Town's primary roadways and reduces the occurrence of single family homes fronting directly on collector or arterial roads, which in greater numbers can have negative traffic impacts due to numerous driveways and access points.
However, the Town did include some exemptions to the infrastructure improvement requirements related to replacement homes, family subdivisions, and the construction of a single home on a very large, otherwise vacant lot. The existing language for Section 9.3 is provided below, with the text under consideration for amendment underlined.
Existing Language for Section 9.3 of the UDO (General Provisions for Street Design)
"New development or redevelopment with frontages on existing publicly-maintained streets shall be required to upgrade all street frontages to meet the standards of this Ordinance including sidewalks, street trees, curb and gutter, and right-of-way dedication. Payment in lieu of physical improvements may be permitted by the Board of Commissioners.
Replacement of a single family dwelling shall not require roadway infrastructure improvements unless said property is within 300 feet of an existing sidewalk on the same side of the street, in

which case the property owner shall be responsible for installing sidewalk, curb, and gutter along their frontage.
*Family Subdivisions and development which consists solely of the construction of one single-family dwelling on a tract of land which is **ten** acres or more in size and which contains no existing residences shall not be required to construct the street to the standard section and shall not be required to pay a fee in lieu of such street construction. Dedication of right-of-way along existing roads and reservation of right-of-way along future streets shall be required."*

***Proposed Amendment**:*

*The current text of 9.3 includes an exemption for the construction of one single-family dwelling on a tract of land which is ten (10) acres or more in size. While acknowledging the intent of the ordinance and the importance of retaining a size threshold for an exemption, the town has been requested to **consider reducing the size threshold for the exemption from ten (10) acres to five (5) acres in size**.*

The proposed change would still protect against the likelihood of someone subdividing a stretch of a collector or arterial road into numerous single family lots fronting on the road. At the same time, reducing the threshold to 5 acres would provide some relief to those existing lots between 5 and 10 acres in size.

This particular change was brought to staff's attention due to an existing lot along Old Zebulon road that is 6 acres in size, which the new owner wishes to build a home on. The Town Board has suggested that there may be other changes they would like to explore related to the Town's Transportation Plan and associated improvement standards, but staff is seeking to arrive at a decision for this particular change ahead of other considerations in order to provide more immediate closure to the property owner and any other owners who may find themselves in a similar situation.

***Planning Board Recommendation**:*

At their November 19, 2018 meeting, the planning board voted 8-0 in favor the proposed amendment to reduce the size threshold for an exemption to road improvements from 10 acres to 5 acres.

***Voting in Favor:** Errol Briggerman, Victoria Curtis, Lloyd Lancaster, Allen Swaim, Michael Clark, Joe DeLoach, Ryan Zakany, and Grace Walter.*

***Voting Against**:*

***Absent**: Jonathan Olson*

Statement of Plan Consistency and Reasonableness

- *Any recommended change to the zoning text should be accompanied by a statement explaining how the change is consistent with the comprehensive plan and is reasonable in nature.*
  - *At their November 19, 2018 meeting, the Planning Board found the proposed amendment to be consistent with Principle # 8 of the Wendell Comprehensive Plan and reasonable in nature in order to ensure transportation improvements occur over time without constraining the ability to use larger tracts for a single dwelling/homestead.*
    - *Principle # 8: Ensure local and regional transportation interconnectivity and options while also maintaining and enhancing Wendell as a walkable community.*

***Staff Recommendation**:*

Staff recommends approval of the text amendment request.

Planning Director David Bergmark provided an overview for a zoning text amendment to

Chapter 9 of the UDO as it relates to exemptions to road improvement requirements for the construction of a single family dwelling; staff report included above in italics.

Mayor Gray opened the public hearing at 8:07 p.m. No one came forward to speak on this item. Mayor Gray closed the public hearing at 8:08 p.m.

ACTION:
Mover: Mayor Pro Tem Lutz moved to approve the ordinance text amendment as presented.
Vote: Unanimous.

6. ADMINISTRATIVE ITEMS

6a. Parks & Recreation Masterplan award of contract.
Speaker: Parks & Recreation Director Jeff Polaski

[Staff Report]
Item Summary:
The purpose of a master plan is to develop a comprehensive vision for a park system, individual park, open space area, recreation facility, and/or programs in context of its location, natural resources, and visions of the community. This vision will serve as a framework for the long-term use and development of a park or facility.
Parks and recreation master planning is a comprehensive process that provides guidance and policy direction to local government decision makers. The planning process, which engages stakeholders and garners public input, provides a foundation for understanding and responding to the parks and recreation needs of a community. The process involves strategically examining a community's vision, existing community services, facilities, and resources, and assessing future needs concerning parks, recreation, open space, and greenways.
Wendell has had significant changes since the last master plan was completed back in 2011. Many of the recreational needs have either been addressed or are no longer relevant. The Parks and Recreation Director secured three bids from firms known for producing outstanding Masterplans. Below are their final bids:

McGill Associates - $19,150
Withers Ravenel - $37,800
Susan Hatchell Landscape Architecture - $23,860

The proposals were reviewed by staff to ensure they met the requested scope of work. The Parks and Recreation Commission discussed the proposals at their meeting of January 7, 2019 and recommended awarding the contract to McGill Associates.
Once awarded, staff will coordinate scheduling the project. McGill and Associates reports that they are available to accommodate the Town's schedule and that the project typically takes between four (4) to six (6) months to complete.
The master plan will compose of six (6) work phases that include (1) establishing the project oversight group; (2) inventory and trends analysis; (3) public input; (4) gap analysis and needs assessment; (5) recommendations and prioritization; and (6) develop the strategic plan.
The process will seek community involvement through two (2) public input meetings open to the public and two (2) focus group interviews with stakeholders. The consultant will also meet approximately four (4) times over the course of the project with the master plan committee comprised of Town staff and stakeholders.

The development of a parks and recreation master plan is not in the 2019 Budget. Initiating the master plan in the spring of 2019 is necessary to submit projects for funding through the Parks and Recreation Trust Fund and to provide guidance for the acquisition of property, capital planning of facilities, and be eligible to apply for If approved, the expense will be included in the end of year budget amendment.
***Recommendation**:*
Award the Town of Wendell Parks and Recreation Master Plan contract to McGill Associates in the amount of $19,150.

Parks & Recreation Director Jeff Polaski provided an overview of the parks and recreation masterplan award of contract; staff report included above in italics.

ACTION:
Mover: Mayor Pro Tem Lutz moved to award contract for the parks and recreation plan to McGill Associates.
Vote: Unanimous.

6b. Presentation of policy for Town of Wendell: Budget & Finance.
Speaker: Town Manager Marc Collins

[Staff Report]
Staff is preparing to initiate the Budget development process for the next fiscal year starting July 1, 2019. The budget is the most significant policy document adopted by the Commission on an annual basis. As such, staff will present on efforts for the forthcoming budget process to incorporate recommendations of the Government Finance Officers Association (GFOA) to enhance the policy document. The goal of the presentation is to prepare the Commission to make informed decisions about the provision of services and capital assets in a manner that is consistent with strategic goals and objectives.

Town Manager Marc Collins provided a PowerPoint presentation of policy for the Town of Wendell: Budget and Finance; staff report above in italics and PowerPoint presentation attached and incorporated into the minutes.

ACTION: Received presentation.

6c. Triangle J Regional Brownfields Consortium.
Speaker: Town Manager Marc Collins

[Staff Report]
Item Summary:
The Triangle J Council of Governments (TJCOG) is establishing a Regional Brownfields Consortium to assist municipalities' better leverage brownfields redevelopment as an economic development and revitalization tool. TJCOG staff will work to submit a Brownfields Assessment Grant (up to $600,000) at the end of January 2019 to fund Consortium activities. There is no cost to participate in the program in the current fiscal year.

The Brownfields Consortium with TJCOG staff work will conduct the necessary activities to initiate

a regional brownfields program starting July 1, 2019. Program activities include public outreach and education on benefits of reusing brownfields and resources available to do so; conduct community assessments, create a best practices toolkit to leverage funding and technical expertise for economic development, and prepare and submit grant applications for U.S. Environmental Protection Agency (EPA) Brownfields Program. The cost for the Town of Wendell in Fiscal Year 2020 is $4,000. A commitment to participate is requested now to justify TJCOG resources to prepare the EPA grant. Actual community commitment is achieved by including the funding in the approval of next year's budget.

The EPA defines a brownfield as "a property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant. Cleaning up and reinvesting in brownfields provides communities the opportunity to increase local tax bases, facilitate job growth, utilize existing infrastructure, remove pressure for greenfield development, and protect the environment". Brownfields are not just old industrial sites with chemicals buried. Brownfields include sites that have any chemical applied or spilled and could include old gas stations (very common), dry cleaners, agricultural fields and warehouses, and similar common uses. Removing the question of contamination encourages reuse of property and reinvestment in the community.

Resources to address brownfields are available to identify and assess brownfield sites in communities in partnership with local government and property owners. Grants and tax credits are available from the EPA and NC Department of Environmental Quality (NCDEQ) to offset brownfield costs to redevelopment or reuse. Brownfield programs are voluntary for property owners and reduce costs, like environmental assessments, that occur whether or not a brownfield program is available. Additional information from the EPA on brownfields is available at https://www.epa.gov/brownfields and from NCDEQ at https://deq.nc.gov/about/divisions/waste-management/bf.

Staff recommends proceeding with participation in the Triangle J Regional Brownfields Consortium. Other municipal partners at the initial brownfield meeting included Wake Forest, Fuquay-Varina, Selma, Sanford, Kenly, and Chatham County. The larger cities of Durham and Raleigh have well-established brownfield programs and "new" greenfield cities like Holly Springs have limited need for the program. A regional brownfield program is suitable for older communities, like Wendell, that have generations of land uses with established infrastructure.

Town Manager Marc Collins provided an overview of the Triangle J Regional Brownfields Consortium; staff report above in italics.

ACTION:
Mover: Mayor Pro Tem Lutz moved to approve the town manager submitting the form to participate in the Triangle J Regional Brownfield Consortium.
Vote: Unanimous.

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

7a. Snap Shot: Financial & Operating Report

ACTION: Reviewed.

7b. Update on board committee(s) by Town board members:
- Triangle J Council of Governments [J-COG] – Board of Delegates [Mayor Pro Tem Lutz]
- North Carolina League of Municipalities [NCLM] 2018 Advocacy Goals Conference [Commissioner Boyette]
- Wendell Fire Board [Commissioner Joyner]
- Triangle J Executive Roundtable – Mayor Gray

An update was provided by each representative.

8. COMMISSIONERS' REPORTS / COMMENTS

Commissioner Joyner shared that as a Board member he is looking forward to working with the Fire Commission and Wake County. He appreciated the comments provided by Lucius Jones, the Town's municipal representative serving on the Wake County Fire Commission.

Commissioner Boyette stated he met with state elected delegates on the proposal that would have impacted Wake County's Fire Districts. He stated Commissioner Joyner was a big assist and he thanked Jason for his assistance!

Mayor Pro Tem Lutz stated this Friday is the Wendell United Methodist Church pancake dinner. He added he has tickets.

9. MAYOR'S REPORTS / COMMENTS

Mayor Gray provided the following:
- Family Movie Night is Saturday, January 26 at 7 PM. The featured movie is *Incredibles 2*.
- Wendell Board of Commissioners Retreat is Saturday, February 23, 2019 from 9 AM to 3 PM at the Clayton Center, 111 E Second Street, Clayton, NC.
- Wendell Appearance Commission is hosting Party with a Purpose – A Red Carpet Affair – Saturday, March 2, 2019 from 6-11PM at Universal Chevrolet. Ticket info will be available soon.
- Wendell Wonderland was well attended and positive comments were made. Looking forward to the next Wendell Wonderland on Friday, December 6, 2019.
- Department of Commerce is doing several things for the Town of Wendell including a visioning exercise.
- During the month of December, was out sick the majority of the month. She appreciated the support and gifts during her recovery.

10. CLOSED SESSION

10a. Closed session will be called for the following:

- Acquisition of real property [NC GS 143-318.12(a)(5)]
- Economic development opportunity [NC GS 143-318.12 (a) (4)].

ACTION:
Mover: Mayor Pro Tem Lutz moved to into closed session to consult with the Town Attorney in accordance with NC GS 143-318.11 (a) (5 and 4) at 8:55 p.m.
Vote: Unanimous.

ACTION:
Mover: Mayor Pro Tem Lutz moved to return to open session at 10:24 p.m.
Vote: Unanimous.

11. ADJOURN

ACTION:
Mover: Mayor Pro Tem Lutz moved to adjourn at 10:24 p.m.
Vote: Unanimous.

Duly adopted this _____ day of May 2019, while in regular session.

_____
Virginia R. Gray,
Mayor

ATTEST:

_____
Megan Howard,
Town Clerk

TOWN OF WENDELL
BOARD OF COMMISSIONER MEETING MINUTES
DRAFT – January 28, 2019

The Wendell Town Board of Commissioners held their regularly scheduled meeting on Monday, January 28, 2019, in the Town Board Room, Wendell Town Hall, 15 East Fourth Street.

PRESENT: Mayor Virginia Gray; Mayor Pro Tem Jon Lutz; Commissioners: John Boyette, Jason Joyner and David Myrick.

ABSENT: Commissioner Ben Carroll

STAFF PRESENT: Town Manager Marc Collins, Special Assistant to the Manager-Town Clerk Sherry Scoggins, Town Attorney Jim Cauley, Finance Director Butch Kay, Planning Director David Bergmark, Parks & Recreation Director Jeff Polaski, Public Works Director Brian Bray and Police Chief Bill Carter.

CALL TO ORDER

Mayor Gray called the meeting to order at 7:00 p.m. and welcomed attendees.

Amanda Pulley, student at Wendell Middle School led the Pledge of Allegiance.

Errol Briggerman of Wendell Baptist Church provided the invocation.

1. ADJUSTMENT AND APPROVAL OF THE AGENDA

ACTION
Mover: Mayor Pro Tem Lutz moved to approve agenda as presented.
Vote: 4-0

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

No public comment was received.

3. CONSENT AGENDA

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

3a. Approval of resolution directing the clerk to investigate a non-contiguous annexation petition for .4 acres of property located at 2412 Wendell Blvd and identified by PIN Number 1784-16-1389.

ACTION:
Mover: Mayor Pro Tem Lutz moved to approve the consent agenda as presented.
Vote: 4-0.

4. RECOGNITIONS, REPORTS, AND PRESENTATIONS

4a. Recognition of Wendell Middle School teacher: Nate Wills
Speaker: Mayor Virginia Gray

[Staff Report]
Mr. Wills earned a bachelor's degree in special education and elementary education from Liberty University in Virginia. He taught for one year in Virginia before moving to North Carolina. Mr. Wills joined the teaching staff at Wendell Middle School in August 2017. He is a special education teacher at our school. Mr. Wills is an outstanding team player. He goes above and beyond to help everyone at our school. Mr. Wills checks in on other staff members to make sure that they are doing okay, especially after they have been out sick. Not only has he built strong relationships with the WMS staff, he also builds meaningful relationships with our students and their parents. This is displayed each day during afternoon carpool. You can see Mr. Wills shaking the hands of parents in their cars and asking how their day was. He even says goodbye to each student and almost all by their first names. Mr. Wills models the very character traits we hope to instill in our students. He is kind, respectful, and responsible. Although some staff on his fantasy football league might think a little bit differently as he is very strategic and competitive. Mr. Wills approaches each day at Wendell Middle as an opportunity to make a difference with his students. We are very fortunate to have Mr. Wills as a teacher at Wendell Middle School.

Mayor Gray recognized Wendell Middle School teacher Mr. Nate Wills; staff report included above in italics.

4b. Presentation update about the North Carolina Department of Commerce [NCDOC] assistance to the Town of Wendell for Economic Development and Downtown Assessment.
Speaker: Planning Director David Bergmark

[Staff Report]
On November 13, 2018, the Wendell Board of Commissioners authorized the Town Manager to sign a Memorandum of Understanding with the Department of Commerce NC Main Street and Rural Planning Center to complete the Wendell, NC Economic Development and Downtown Assessment.
The objective of the proposal is to achieve the following outcomes:

- *Provide community input into desired economic growth and develop stakeholders.*
- *Update the Economic Development Strategic Plan to reflect current strategic initiatives.*

- *Conduct trade area and business gap analysis to identify needed businesses with locations.*
- *Prepare a retail market analysis to identify retail leakage.*
- *Engage two areas (potentially downtown and one other area) with the findings to seek input and opportunities for implementation.*

This objective will be achieved through multiple meetings targeting different audiences, the first of which will be a ***one-day Community Assessment*** *to be held on* ***February 5, 2019 at the Community Center****.*

The February 5th meeting will involve a select group of stakeholders (referred to as the Local Work Group) meeting with NC Commerce and Town Staff to provide their unique perspective and feedback on the Town's strengths, challenges, opportunities, and threats as it relates to Economic Development. As part of this analysis, participants will receive a summarized report of a Retail Market Analysis of the Town to show retail leakage. Through this process, Local Work Group participants will serve as a sounding board for the citizens and business persons of the town.

The Local Work Group will meet from ***8:30 a.m. - 1:00 p.m.*** *during the community assessment on February 5th. Additional stakeholders (outside the Local Work Group) will be scheduled for 15-minute interviews beginning at 2:00 p.m. that same day. Town staff has begun reaching out to prospective economic development stakeholders to serve both functions. Staff encourages all Town Board members to participate in the 15-minute Stakeholder Interviews if their schedule permits. Staff has a log to schedule the interviews between 2:00 and 4:15 p.m. (up to 2 interviewees may be scheduled for each 15-minute time slot).*

Following the February 5th Community Assessment, an ***Economic Development Vision Forum*** *open to the entire public will be held. This meeting has been scheduled for* ***February 12th from 6:00 – 8:30 PM at Town Hall****. The purpose of the Vision Forum is to gather broader feedback from the entire community to create a community-shared vision for Wendell's economic future. Participants will be asked to provide similar responses to what was described in the Community Assessment, with some new material based on feedback received from the Local Work Group.*

Finally, staff will schedule two additional meeting in February (date TBD) to drill-down into economic development issues particular to the Downtown Area, as well as the Wendell Falls Parkway corridor.

The Downtown meeting will focus on short and long-term economic development initiatives to support improvements within the Town's business core. This could include discussions on such items as infrastructure projects, incentives, partnerships, development standards, land uses, and town policies. The Wendell Falls Parkway corridor meeting will focus on desired land uses, pedestrian connectivity, infrastructure improvements, and design considerations between Wendell Falls and downtown. The date, location, and specific format of these two meetings are still under development and may be further amended following the Community Assessment.

Planning Director David Bergmark provided an update about the North Carolina Department of Commerce [NCDOC] assistance to the Town of Wendell for Economic Development and Downtown Assessment; staff report included above in italics.

Mayor Gray and Commissioner Joyner volunteered to be available for the Tuesday, February 5, 2019 Stakeholders meeting.

5. PUBLIC HEARINGS

No public hearings scheduled.

6. ADMINISTRATIVE ITEMS

6a. Request for Town Hall property utility encroachment between the Town of Wendell and PSNC Energy [Dominion Energy].
Speaker: Planning Director David Bergmark

[Staff Report]
Item Summary:
Universal Chevrolet is currently in the process of constructing an addition on the rear of their property addressed as 102 N Main Street to build a service garage for commercial vehicles. Though the parcel is addressed off Main Street, the portion of the lot where the construction is occurring is along E. Fourth Street, directly adjacent to Town Hall.
As part of this construction project, the owner (White Brothers G&W LLC) has requested the Town to allow a PSNC service line to run along the alley which separates the Town Hall lot from Universal's lot. This service line would run just behind the curb of the alley connecting to Fourth Street, but is still within the right-of-way of that public alley. As such, permission is required from the Town to locate the service line within the edge of the public alley.
Towards this end, an encroachment agreement between the Town and PSNC has been drafted to permit the service line to encroach up to 3 feet into the alley. This agreement would not establish a permanent easement for the line. Rather, it acknowledges and permits the encroachment, while allowing the Town to demand removal of the line in the future if needed.
The Town attorney drafted the agreement included as Attachment A. It includes a map as an exhibit showing the exact location of the encroachment.

Planning Director David Bergmark provided an overview of a request for Town Hall property utility encroachment between the Town of Wendell and PSNC Energy [Dominion Energy]; staff report included above in italics.

ACTION:
Mover: Mayor Pro Tem Lutz moved to authorize the town manager to execute the encroachment agreement.
Vote: 4-0.

6b. Presentation of draft 2019 Town of Wendell Strategic Plan.
Speaker: Town Manager Marc Collins

[Staff Report]
Item Summary:
Staff will present the draft 2019 Town of Wendell Strategic Plan to the Commission. The plan was drafted using a combination of Commissioner Retreat materials and minutes from 2016 through 2018, adopted Town plans, and individual discussions with Commissioners. The adoption of the Strategic Plan will be considered at the February 11, 2019 Commission meeting. Once adopted, staff will facilitate a prioritization exercise and draft an implementation schedule to include in the FY 2020 budget document for adoption.
According to the Government Finance Officers Association (GFOA) best practices, strategic plans are comprehensive and systematic management tools designed to help the organization assess the current environment, anticipate and respond to change, envision the future, increase

effectiveness, enhance commitment to the Town vision, and achieve consensus on strategies and objectives for achieving that vision.
The vision statement for the Town of Wendell is as follows:
*"**The Town of Wendell is clean, safe, vibrant, and full service with a diverse population. Our citizen friendly reputation is assured by the quality of our facilities and professional staff who work efficiently to provide great customer service. We have a knowledgeable Town Board who works efficiently to incorporate input from Citizen Advisory Boards and staff to be responsible stewards of our tax dollars, through leveraging, by watching return on investments and maintaining our fund balance**."*
From that vision, five broad policy goals were developed to identify the current environment and aspiration efforts for the future. The policy goals are as follows:
GOAL 1: Downtown Vibrancy, Economic Growth, and Community Character
Promote economic vitality through the development of a vibrant Downtown, economic growth, and unique community character.
GOAL 2: Public Safety and Neighborhood Improvement
Provide for a safe and secure community that nurtures livable and well-maintained neighborhoods that are family friendly.
GOAL 3: Infrastructure, Transportation, and the Environment
Develop and maintain infrastructure and policies to support new growth, improve the quality of life for residents, and provide for a clean and green environment.
GOAL 4: Parks, Recreation, Special Events, and Culture
Establish facilities, events, and programs that connect the community, promote healthy lifestyle opportunities, and culturally engage citizens and visitors.
GOAL 5: Organization Culture and Communication
Build a professional and inclusive Town organization that is fiscally responsible, seeks innovation practices, and values the development of staff.
The presentation will provide the specific action initiatives that are prioritized annually to assist in the allocation of resources and staff time to ensure efficiency and effectiveness. After the initiatives are adopted and prioritized, management and the departments will establish measurable goals for each of the initiatives. The progress towards goal attainment will be measured and reported monthly as part of the revised Snapshot communication for FY 2020.
Moving forward, the strategic planning process will be biennial. As such, the Commission Retreat in August or September will be used for either starting a new strategic planning process or, as will be used in 2019, a mid-year progress report to review goal attainment and refocus efforts to match the current environment.
The draft plan will be provided at the meeting in coordination with the presentation.

Town Manager Marc Collins presented a draft of the 2019 Town of Wendell Strategic Plan; staff report included above in italics. The PowerPoint Presentation and Town of Wendell Strategic Plan handout are incorporated into the minutes as attachments.

ACTION: Presentation.

6c. Request for authorization to establish and fill town clerk position.
Speaker: Town Manager Marc Collins

[Staff Report]
Item Summary:

Staff requests authorization to reestablish the Town Clerk position in the Town Manager's Office to separate duties currently assigned to the Special Assistant to the Town Manager. The position is currently assigned the duties as the clerk, public information officer, administrative duties, and manager projects. The Town Clerk position will be responsible for the clerk and share administrative duties. After the new clerk is trained, the Special Assistant position will be responsible for manager projects, public information, and assume the roles of deputy clerk and human resources director (see attached flow chart of responsibilities).
The Town Clerk position has a salary range of $47,875 to $71,798. Benefits costs are approximately $7,920 dependent on salary. The actual cost of the position will depend on the hiring rate and length of time the position is filled in FY2019. An effective start date of March 1, 2019 will cost approximately $21,065. Staff is requesting the position to be funded from fund balance reserves during the end of year budget amendment if sufficient revenues are not received above budget to cover the expense. The position would be budgeted and paid for with recurring revenue funds in the FY2020 Budget. Ancillary expenses for technology, office supplies, and operating expenses will be provided from existing budget lines. The position will be located in the Town Hall offices in an existing vacant office.
The hiring process proposed will use a hiring panel consisting of a Commission representative, the Town Manager, and the current appointed Clerk. If approved, the position will be posted immediately.

Town Manager Marc Collins provided an overview of the request for authorization to establish and fill town clerk position; staff report included above in italics.

ACTION:
Mover: Mayor Pro Tem Lutz moved to authorize establishing and filling the town clerk position.
Vote: 4-0.

ACTION:
Mover: Commissioner Joyner moved for Commissioner Boyette to serve on the interview panel for the town clerk position.
Vote: 4-0.

6d. Request for text amendment to section 2-142 clarifying the clerk reports to the town manager for day-to-day activities.
Speaker: Town Manager Marc Collins

[Staff Report]
Item Summary:
The text amendment clarifies that the town clerk is appointed by the elected officials and reports to the town manager for daily operations.

Town Manager Marc Collins provided an overview of the text amendment to section 2-142 clarifying the clerk reports to the town manager for day-to-day activities; staff report included above in italics.

ACTION:
Mover: Mayor Pro Tem Lutz moved to approve the text amendment as presented.
Vote: 4-0.

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

7a. Update on board committee(s) by Town board members:

- Capital Area Metropolitan Planning Organization [CAMPO] – Mayor Gray
- Eastern Wake Senior Center Auxiliary – Commissioner Myrick
- Triangle J Council of Governments [JCOG] – Mayor Pro Tem Lutz

An update was provided by each representative.

8. COMMISSIONERS' REPORTS / COMMENTS

Commissioner Joyner encouraged citizen participation as there is a lot happening in Wendell – strategic plan, economic development and budget. He thanked the Public Works team for last week's efforts running the entire Town route picking up the leaves.

Commissioner Boyette stated inclement weather is anticipated this week. If it arrives, he encouraged drivers to stay off the roads as black ice is dangerous.

Commissioner Myrick and Mayor Pro Tem Lutz stated no report.

9. MAYOR'S REPORTS / COMMENTS

Mayor Gray provided the following:

- This past Saturday was the Family Movie Night at the Community Center. *The Incredibles 2* was the feature presentation.
- Tuesday, February 12th from 6 PM to 8:30 PM in the Board Room, *Community Visioning / Economic Positioning Forum* being facilitated by a representative of the NC Dept of Commerce
- Saturday, February 23rd from 9 AM to 3 PM at the Clayton Center, *Board Retreat*
- Saturday, February 23rd at 4 PM at the Wendell Community Center, *Princesses in the Park*
- Saturday, March 2nd from 6 to 11 PM at Universal Chevrolet, *Party with a Purpose*; this year's theme is A RED CARPET AFFAIR
- Spoke with Cub Scout Troop 515
- Attended the Wendell Chamber of Commerce Good Morning Wendell which was a networking opportunity
- Attended the East Wake High School graduation

10. CLOSED SESSION

10a. Closed session will be called if necessary for the following:

- Acquisition of real property [NC GS 143-318.12(a)(5)].

ACTION: No closed session was called.

11. ADJOURN

ACTION:
Mover: Mayor Pro Tem Lutz moved to adjourn at 7:56 p.m.
Vote: 4-0.

Duly adopted this _____ day of May 2019, while in regular session.

_____
Virginia R. Gray,
Mayor

ATTEST:

_____
Megan Howard,
Town Clerk

TOWN OF WENDELL
BOARD OF COMMISSIONER MEETING MINUTES
DRAFT – February 11, 2019

The Wendell Town Board of Commissioners held their regularly scheduled meeting on Monday, February 11, 2019, in the Town Board Room, Wendell Town Hall, 15 East Fourth Street.

PRESENT: Mayor Virginia Gray; Mayor Pro Tem Jon Lutz; Commissioners: John Boyette and David Myrick.

ABSENT: Commissioners Ben Carroll and Jason Joyner

STAFF PRESENT: Town Manager Marc Collins, Special Assistant to the Manager-Town Clerk Sherry Scoggins, Town Attorney Jim Cauley, Finance Director Butch Kay, Planning Director David Bergmark, Permit Technician Linda Barbour, Parks & Recreation Director Jeff Polaski, Public Works Director Brian Bray, Public Works Specialist I Michael Jones Jr., Public Works Specialist II David Gay and Police Chief Bill Carter.

CALL TO ORDER

Mayor Gray called the meeting to order at 7:00 p.m. and welcomed attendees.

Gabrielle Spivey student at Lake Myra Elementary School led the Pledge of Allegiance.

Bruce Tarnaski of St. Eugene Catholic Church provided the invocation.

1. ADJUSTMENT AND APPROVAL OF THE AGENDA

ACTION
Mover: Mayor Pro Tem Lutz moved to approve the agenda as presented.
Vote: 3-0.

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

No public comment was received.

3. CONSENT AGENDA

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

3a. Certifying sufficiency and setting public hearing date for a non-contiguous annexation petition for .4 acres of property located at 2412 Wendell Blvd and identified by PIN Number 1784-16-1389.

3b. Adoption of amendment to the 2012 Records Retention and Disposition Schedule dated 10/01/2016.

ACTION:
Mover: Mayor Pro Tem Lutz moved to approve the consent agenda as presented.
Vote: 3-0.

4. RECOGNITIONS, REPORTS, AND PRESENTATIONS

4a. Recognition of Lake Myra Elementary School teacher: Carla Parker
Speaker: Mayor Virginia Gray

[Staff Report]
Item Summary
Carla Parker is currently a 4th-grade teacher at Lake Myra. She has been an educator in a variety of elementary schools for over 24 years. She has a Master's in Education and has specialized in literacy. She began her career in Prince William County in Virginia and has bounced back and forth between there and Wake County for 24 years. She has taught at Bugg Elementary, Brentwood Elementary, and Lake Myra in Wake County. This last year she exceeded growth in reading and math with the students in her classroom and was recognized for making the top 25% of highest growth both for the state and the district. Lake Myra is honored to have such a dedicated teacher with such a focus on student achievement, growth, and learning. Carla has tons of energy and enthusiasm.

Mayor Gray recognized Carla Parker of Lake Myra Elementary School; staff report included above in italics.

Ms. Parker extended an invitation to the Black History Month Live Museum on Wednesday, February 27 at 10 AM at Lake Myra Elementary. Students will dress up and share the story of the selected person.

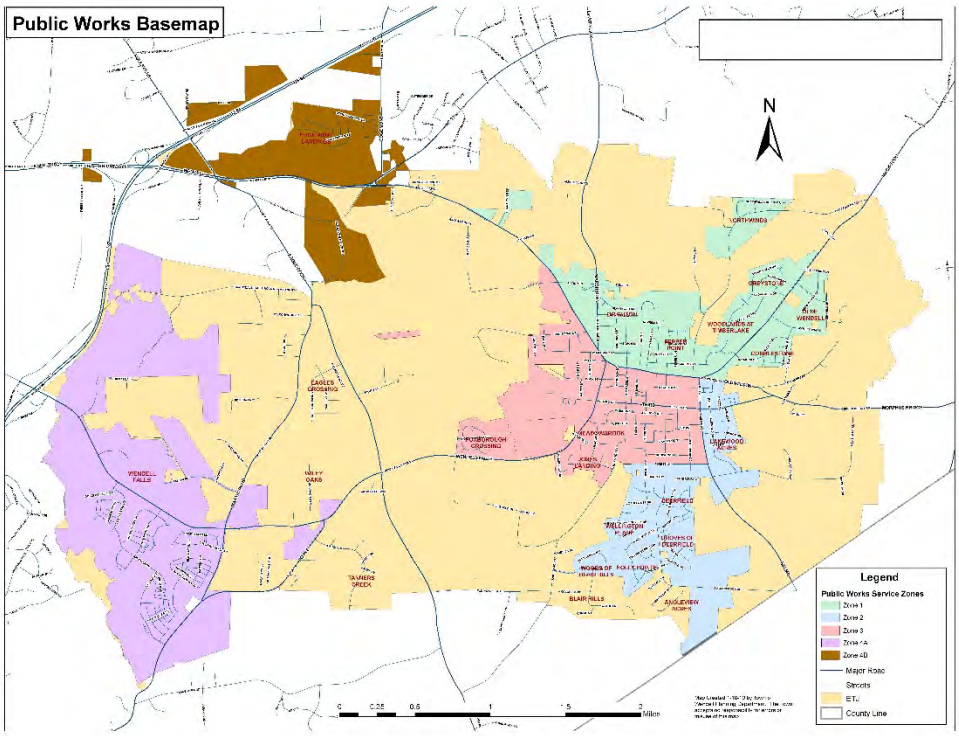
4b. Introduction of new Town of Wendell employees:
i. Linda Barbour, Permit Technician
ii. Michael Jones Jr., Public Works Specialist I
iii. David Gay, Public Works Specialist II

ACTION: Introductions

4c. Presentation on leaf and limb debris collection service.
Speaker: Public Works Director Brian Bray

[Staff Report]
Item Summary:
The wreck and total loss of the sole leaf truck of the Town in November 2018 provided the opportunity for staff to complete a comprehensive evaluation of the leaf and limb debris service from collection equipment, staffing, level of service, collection route, temporary storage of material collected, and appropriate disposal of the material. The presentation by the Public Works

department will provide an update of the changes made to maintain the current level of service utilizing a zone collection method, the equipment needed to maintain this effort, and improvements to ensure a legal and sustainable disposal of the waste material. Following the presentation, staff will work with the Manager's office to push public information on the new zone schedule.



Public Works Director Brian Bray provided an overview of the leaf and limb debris collection service; staff report included above in italics.

ACTION: Presentation

5. PUBLIC HEARINGS

***Public Hearing Guidelines**:*

- *Case is announced*
- *Staff presentation*
- *Public hearing is opened*
- *Applicant presentation*
- *Citizens will follow the same rules as Public Comment Period and will have five minutes to speak*
- *Close public hearing*
- *Board members ask questions*
- *Board may take action*

5a. **PUBLIC HEARING**: Discussion and Action on a Map Amendment request to rezone property at 719 Marshburn Road from Residential-3 (R3) to Neighborhood Center (NC).
Speaker: Planning Director David Bergmark

[Staff Report]
Applicant:
Volunteers of America National Services
Petition:
The applicant has requested a change in zoning classification for property located at 719 Marshburn Rd (PIN # 1784532377) from Residential-3 (R3) to Neighborhood Center (NC).
Location and History:
This property is currently located within the corporate limits of the Town of Wendell and is zoned R3. This site is the location of an existing apartment complex, known as Crestfield Apartments. Per the application, "Crestfield Apartments is an existing project-based Section 8, 55 and older senior multifamily development. The 5.38-acre site contains one single-story leasing office building and ten, one -story residential buildings housing 40 units. The project was originally constructed in 1988 and is currently 100% occupied. The project is located were built in 1985 and include 41 residential units. The project is located in a quiet residential neighborhood but is within a quarter mile of a grocery store, post office, fire station, shopping, and restaurants."
When the Unified Development Ordinance was passed in July of 2010, multi-family dwelling units became prohibited in the R3 zoning district. As a result, Crestfield Apartments is considered an existing non-conforming use. As further explained in the 'Justification' section of this report, the applicant is seeking to rezone their property in order to place this project within a zoning district designation which does not prohibit multi-family dwellings. This would be an important step in the event that this property were ever significantly damaged and required reconstruction.
Justification:
The applicant lists the following reasons for rezoning the property from R3 to NC:
"The site is zoned R-3…which allows for multifamily uses with a special permit from the city. Minimum lot size is 10,000 square feet in the R3 zoning district. Maximum building height is three stories. Multifamily development is approved on a case by case basis, and according to the zoning office, this development likely predates this zoning designation. Thus, the site is a grandfathered use. The site conforms to parking requirements at 62 parking spaces, meeting the minimum 40 parking spaces requirement. The parcel adjacent north of the site is Alexander Place Apartments, which was recently rezoned to NC, Neighborhood Center. It was further approved for its multifamily use and density as it exists when it underwent renovation. Thus, because there is a new precedent set with the adjacent property Alexander Place, the owners of the Crestfield Apartments site are seeking rezoning designation from R-3 to NC."
Project Profile:

PROPERTY LOCATION:	*719 Marshburn Rd*
WAKE COUNTY PIN:	*1784532377*
ZONING DISTRICT:	*Proposed NC/ Current R3*
CROSS REFERENCES:	*ZM12-01*
PROPERTY OWNER:	*Sunshine Development Corp (Volunteers of America is the parent organization)*
APPLICANT:	*Volunteers of America National Services* *1660 Duke Street* *Alexandria, VA 22314*
PROPERTY SIZE:	*5.38 acres*

CURRENT LAND USE: *Multi-family Residential*
PROPOSED LAND USE: *Multi-family Residential*

Project Setting – Surrounding Districts and Land uses:

DIRECTION	*LAND USE*	*ZONING*
North	*Commercial, MF Residential*	*NC*
South	*Vacant*	*R3*
East	*Residential*	*R3CU, R2*
West	*Commercial*	*CMX*

Zoning District:

The property is currently located within the town's corporate limits and is zoned R3. When the Unified Development Ordinance was passed in July of 2010, multi-family dwelling units became prohibited in the R3 zoning district. As a result, Crestfield Apartments is considered an existing non-conforming use. Chapter 13 of the UDO outlines the standards for nonconforming uses and structures.

Existing non-conforming uses may continue their use and even be enlarged or altered, so long as any enlargement or alteration is in compliance with all yard requirements and other regulations. If a nonconforming use is abandoned for 180 consecutive calendars days or more, the use shall not be allowed to be re-established, except in conformance with the town's regulations. Furthermore, should a nonconforming structure be destroyed by any means to an extent of more than 65 percent of its appraised value at time of destruction, it shall not be reconstructed except in conformity with the provisions of the UDO.

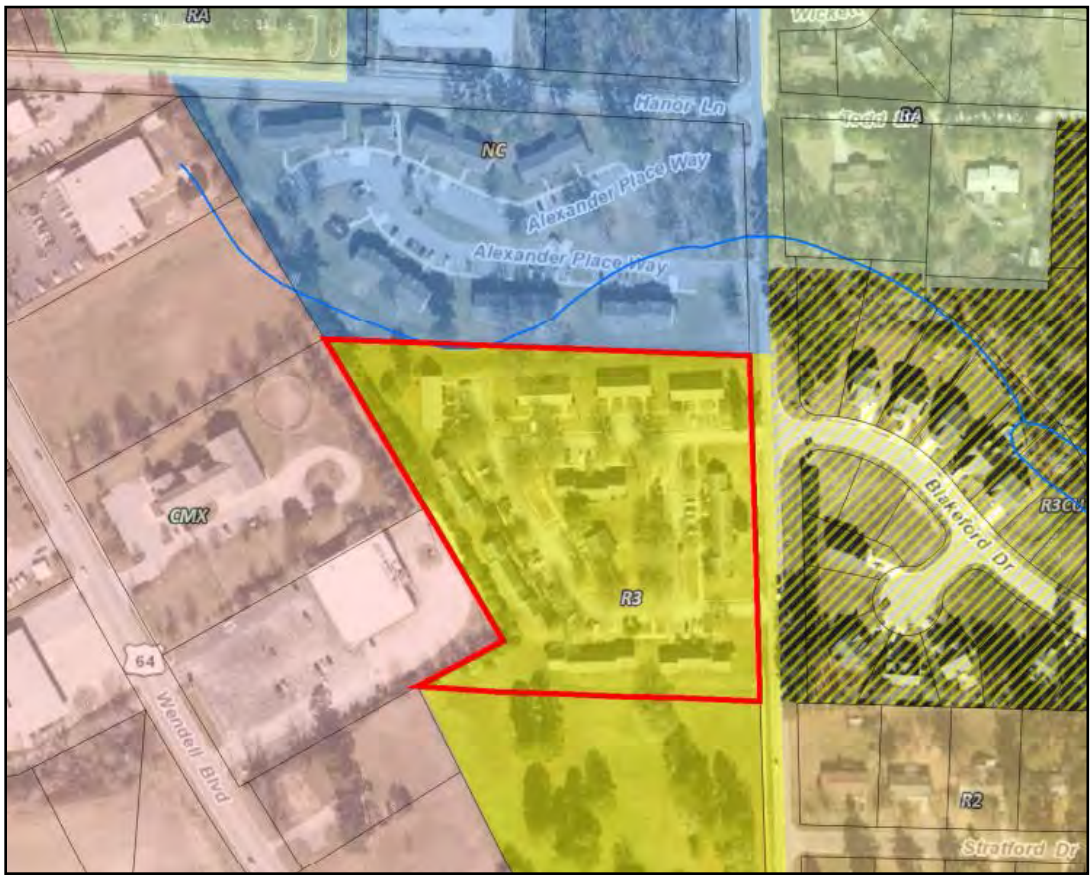
In order to allow this use to be re-established in the event of a severe natural disaster or fire, the applicant is requesting that the property be rezoned from R3 to Neighborhood Commercial (NC). Multi-family dwellings are permitted with a special use permit in the NC district. Under the UDO, multi-family dwellings are only allowed with Board approval through the special use permit process.

Currently the site is bordered by an existing Neighborhood Commercial (NC) district to the north. The Alexander Place Apartments to the north was rezoned from R3 to NC in 2012 for the same reason as this request. The rezoning of the requested property would constitute an extension of that existing district.

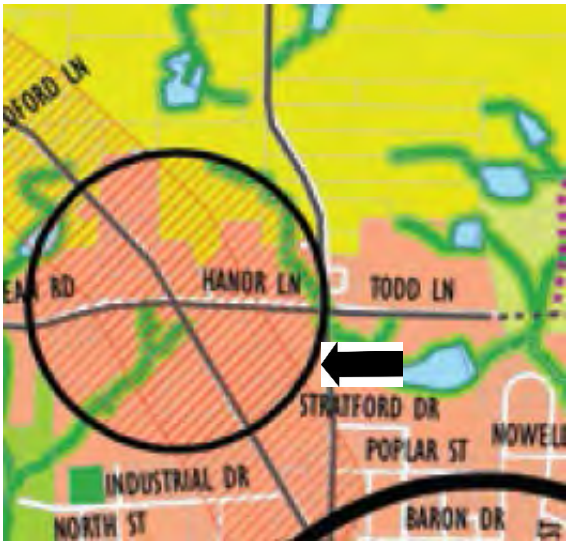
As stated in section 2.8 of the UDO, the purpose and intent of the Neighborhood Commercial (NC) District is to "…provide for areas for residential and mixed-use development in close proximity to existing and planned neighborhood centers. The intent is to create higher density residential areas that compliment commercial districts with physical proximity and pedestrian connectivity. Different housing types and lot styles are encouraged."

A complete list of those uses allowed in the NC district is contained in the Neighborhood Commercial zoning district land use chart (Attachment A).

Current Zoning Map (Requested Property outlined in red):



Off-Street Parking:
At the time of construction of any new building, permanent parking spaces shall be provided in all districts in the amounts specified by Chapter 10 of the Unified Development Ordinance (UDO).
Lighting:
Lighting shall be in accordance with the lighting requirements in place at the time of permitting.
Public Utilities:
This site is currently served by public water and sewer.
Streets:
The site currently has two access points along Marshburn Road. No changes to the current road structure are proposed by the applicant.
Landscaping:
Any future development would be required to submit a landscaping plan to be reviewed by the Technical Review Committee as part of the development review process.
Stormwater Management:
Any substantial re-development of this site would be required to meet the stormwater standards contained in Chapter 6 of the UDO.
Comprehensive Plan:
The Wendell Comprehensive Plan defines this section as S6 "Infill/Redevelopment Area".
The Comprehensive Plan states the S6 sector typically consists of "areas already urbanized and well served with infrastructure and access to services and amenities. Because these areas are already well provided for in terms of urban services, they are the most efficient and most attractive areas for redevelopment of underutilized sites or infill of vacant parcels. Appropriate land uses listed for the S6 sector are neighborhoods, downtowns, single-family and multifamily residential, commercial uses (retail and office), civic uses, and light industrial uses.



Statement of Plan Consistency and Reasonableness

- *At their January 22, 2019 meeting, the Planning Board found the zoning map amendment for the parcel within the rezoning area identified as ZM19-01 from R3 to NC to be consistent with the recommendation of the Wendell Comprehensive Land Use Plan, and reasonable in nature due to existing use of the property as an apartment complex.*

Planning Board Recommendation*:*
At their January 22, 2019 meeting, the Planning Board voted 7-0 in favor of the requested zoning map amendment.
Voting in Favor: *Victoria Curtis, Michael Clark, Jonathan A. Olson, Grace Walter, Ryan Zakany, Allen Swaim, and Errol Briggerman.*
Staff Recommendation*:*
Staff recommends approval of this rezoning request.

Planning Director Bergmark provided an overview of the request submitted by Volunteers of America National Services to rezone property at 719 Marshburn Rd from Residential-3 (R3) to Neighborhood Center (NC); staff report included above in italics.

Mayor Gray opened the public hearing at 7:16 p.m. No one spoke on this item. Mayor Gray closed the public hearing at 7:16 p.m.

ACTION
Mover: Mayor Pro Tem Lutz moved to approve the rezoning request as presented.
Vote: 3-0

**To adopt an ordinance on the date on which it is introduced for a vote, two-thirds of the actual elected officials, excluding vacant seats, must cast a vote. This item will come back for a second reading (vote) at the February 25, 2019 Board meeting [NC GS 160A-75].*

6. ADMINISTRATIVE ITEMS

6a. Request for temporary closure of Main Street for the ProTown BMX.
Speaker: Parks & Recreation Director Jeff Polaski

[Staff Report]
Item Summary:
ProTown BMX is a bike stunt team out of Greenville NC that has performed all over the world. They will perform two shows on Saturday, March 30, 2019. Shows are at 11:00am and 2:00pm. Each show would follow up with an autograph session and free riding clinics.
In the event of inclement weather, the rain date is Sunday, March 31, 2019, with shows at 11:00am and 2:00pm.
North Main Street would be closed from Third Street to the railroad tracks from 9:30am-5:00pm. Public Works will provide the street barricades and cones for this event with delivery on the Friday before the activity. The Parks and Recreation Department will submit the sound permit. Parks and Recreation Department will staff this event with one full time employee and one part time employee. All Main Street businesses have been contacted and are looking forward to ProTown being in Downtown Wendell. The only concern with this event in the past has been with Ladybug's Cottage having its annual Shop Hop on the same day. This year the ProTown BMX event is a week later so as to not interfere with the Shop Hop.
GrillBillies will also host their 2nd Annual Peoples Choice BBQ Challenge on this day beginning at 12 noon.

Parks & Recreation Director Jeff Polaski provided an overview of the temporary closure of Main Street for the ProTown BMX; staff report included above in italics.

ACTION
Mover: Mayor Pro Tem Lutz moved to approve the request for temporary closure of Main Street for the ProTown BMX as presented.
Vote: 3-0

6b. Request to purchase an HVAC air handler and door and lock replacement at the East Wake Senior Center.
Speaker: Public Works Director Brian Bray

[Staff Report]
Item Summary:
The Total Life Center adult day care portion of the East Wake Senior Center building experienced heating system issues beginning in early January 2019. The HVAC system was installed in 1987 and parts are no longer readily available to complete repairs. The Town HVAC maintenance contractor, Alford Mechanical, was able to repair the system to the point where the heat pump is effective. On very cold days, the heat strip in the blower does not function and Public Works provides an auxiliary portable heater to raise temperatures to a habitable standard. The interior air handler in the HVAC system has failed due to age and use and requires replacement. The quote to replace the entire system and remove the old is $7,600 from Alford Mechanical. The Senior Center will accommodate the Total Life participants during the two (2) days to replace the system.
In addition to the HVAC repair, staff identified a risk management concern that needs to be remedied in the Total Life adult day care portion of the building. There are three (3) exterior locking

door handles that have deteriorated to the point that neither public works staff nor a locksmith can repair or rebuild the mechanisms. While they are currently functioning, staff estimates locking mechanism failure to occur prior to the end of the current fiscal year. In addition to the locking mechanism, the northern entry door requires replacement due to severe warping and rusting that leaves open gaps for moisture and animals to enter the building. Staff recommends replacing the door and locks at the same time and received a quote of $4,175.97 from Cox Locksmith to complete the work.

Public Works Director Brian Bray provided an overview of the request to purchase an HVAC air handler and door and lock replacement at the East Wake Senior Center; staff report included above in italics.

Commissioner Boyette questioned if natural gas is available. Public Works Director Bray stated not at this time.

Commissioner Boyette questioned the number and age of the HVAC units. Public Works Director Bray stated there are three units and they were installed in the late 1980's.

ACTION
Mover: Mayor Pro Tem Lutz moved to approve the request to purchase an HVAC air handler and door and lock replacement at the East Wake Senior Center as presented.
Vote: 3-0.

6c. Request to purchase a multi-purpose tow vehicle and pull behind leaf collector.
Speaker: Public Works Director Brian Bray

[Staff Report]
Item Summary:
Following the wreck of the primary and only leaf truck owned by the Town in November 2018, the insurance company declared the vehicle a total loss and provided a pro-rated insurance settlement in the amount of $149,000, which includes the remaining value of the wrecked vehicle. Staff initiated a "piggyback" bid process using an ODB leaf truck bid contract received from the Town of Oxford, NC. In the week prior our January 2019 Commission meeting, ODB cancelled the Oxford bid and staff requested the item to be removed from the Commission agenda. Staff consulted with ODB and learned that prices were increasing and delivery on the new vehicle would be extended from 6 to 8 months to approximately 12 to 18 months. Staff began searching for alternative solutions to providing leaf and limb debris collection and conducted a demo lease of a pull behind leaf collection system like the requested equipment.
The tow behind leaf collector requires a heavy-duty tow vehicle such as the Chevy 5500. Staff used a dump truck and larger tow behind leaf collector for the demonstration collection in January and determined that the length of the dump truck and tow behind collector created challenges on narrow streets and in cul-de-sacs. The proposed truck and smaller tow behind collector provide a solution to access issues and maintains significant collection ability beyond the RAVO. The tow behind can be delivered within 2 to 4 months from order at a cost within the insurance settlement funds received. As such, the tow behind collector should be in service prior to peak grass debris collection season this summer. When not used for leaf collection, the crew-cab truck also provides a needed fleet vehicle for Public Works.

However, the tow behind collector is not recommended as the primary leaf collection system for the Town long-term, due to the extra manpower required to operate the equipment compared to the single operator leaf truck. As the number of lots and lane miles served increases, the use as a sole collection system will cause service level failures. As such, staff is proposing to buy the back-up and peak season tow behind system first using the insurance settlement funds in advance of a future capital improvement plan purchase of the more efficient and effective leaf truck. In the future, both the leaf truck and tow behind systems could be used during peak season to maintain service levels.
Staff received competitive pricing for the quotes received. The Finance Department made the arrangement to adjust the prior bank borrowing with KS Bank to reflect the new equipment in lieu of the wrecked leaf truck. If approved, the final purchase prices will be included in the end of fiscal year budget amendment.

Public Works Director Brian Bray provided an overview of the request to purchase a multi-purpose tow vehicle and pull behind leaf collector; staff report included above in italics.

ACTION
Mover: Mayor Pro Tem Lutz moved to approve the request to purchase a multi-purpose vehicle and pull behind leaf collector as presented.
Vote: 3-0

6d. Adoption of the 2019 Town of Wendell, NC Strategic Plan.
Speaker: Town Manager Marc Collins

[Staff Report]
Item Summary:
Staff requests the adoption of the draft strategic plan presented to the Commission at the January 25, 2019 Commission meeting. Discussion and amendments are welcome and can be incorporated into the adopted document by will of a majority of the Commission. If adopted, staff will guide the Commission on a priority exercise to identify top priority (consensus) initiatives, high priority (majority) initiatives, and other initiatives. Staff will incorporate the priorities and an action implementation schedule for the plan into the FY 2020 Budget document.
The draft Strategic Plan represents a compilation of initiatives identified at Commissioner planning retreats from 2016 to current as well as individual meetings between Commissioners and the Town Manager. The Strategic Plan restates the Town Vision Statement and five (5) broad goal areas established to guide the organization to achieve its vision. Each goal has specific policy initiatives divided into management in progress (current or near-term work efforts of staff) and strategic initiatives (initiatives that necessitate direction and prioritization by the Commission to work towards in the coming year).
In addition to the action implementation schedule, the goals and initiatives in the Strategic Plan are incorporated into the establishment of department goals, service levels, and performance measures submitted with the department budgets in the FY 2020 Budget. This will provide a closer understanding of how the line item budgets achieve the Town vision and identify successes and opportunities for improvement with monthly reporting. Draft department goals will be presented by the department heads at the Budget Retreat on February 23, 2019.

Town Manager Marc Collins provided an overview of the Town of Wendell, NC Strategic

Plan; staff report included above in italics.

ACTION
Mover: Mayor Pro Tem Lutz moved to approve the adoption of the 2019 Town of Wendell Strategic Plan as presented.
Vote: 3-0.

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

7a. Snap Shot.

Mayor Gray requested the removal of the approval of the purchase of the property at 122 W Second Street. Manager Collins stated the lease for this property is a work in progress and will be available in the next several weeks.

ACTION: Reviewed.

7b. Update on board committee(s) by Town board members:
- Wendell Fire Board [Commissioner Joyner]

As Commissioner Joyner was not present, this item will be placed on the February 25, 2019 agenda.

8. COMMISSIONERS' REPORTS / COMMENTS

Commissioner Boyette stated the Wendell Fire Department received its newest fire engine.

9. MAYOR'S REPORTS / COMMENTS

Mayor Gray provided the following:
- TOMORROW -Tuesday, February 12th from 6 PM to 8:30 PM in the Board Room, *Community Visioning / Economic Positioning Forum* being facilitated by a representative of the NC Dept of Commerce. This is an open meeting and citizens are invited to be a part of the process!
- Saturday, February 23rd from 9 AM to 3 PM at the Clayton Center, *Board Retreat*
- Saturday, February 23rd at 4 PM at the Wendell Community Center, *Princesses in the Park*
- Thursday, February 28th the East Wake Education Foundation is hosting Stars in the East at East Wake High School. Dinner begins at 5:30 PM and the show starts at 7 PM. Contact the East Wake Education Foundation for your ticket.
- Saturday, March 2nd from 6 to 11 PM at Universal Chevrolet, *Party with a Purpose*; this year's theme is **A RED CARPET AFFAIR**

10. CLOSED SESSION

ACTION:
Mover: Mayor Pro Tem Lutz moved to go into closed session in accordance with NC GS 143-318.11 (a) (5) at 7:39 p.m.
Vote: 3-0.

ACTION:
Mover: Mayor Pro Tem Lutz moved to return to open session at 7:56 p.m.
Vote: 3-0.

11. ADJOURN

ACTION:
Mover: Mayor Pro Tem Lutz moved to adjourn at 7:56 p.m.
Vote: 3-0.

Duly adopted this _____ day of May 2019, while in regular session.

_____
Virginia R. Gray,
Mayor

ATTEST:

_____
Megan Howard
Town Clerk

Item #3e

TOWN OF WENDELL
BOARD OF COMMISSIONER RETREAT MINUTES
February 23, 2019

The Wendell Town Board of Commissioners held their Board Budget Retreat meeting on Saturday, February 23, 2019, at the Clayton Center, 111 E Second Street, Clayton NC 27520.

ATTENDEES:

Mayor Virginia Gray
Mayor Pro Tem Jon Lutz
Commissioner John Boyette [*arrived at 9:11 AM*]
Commissioner David Myrick
Commissioner Ben Carroll
Commissioner Jason Joyner
Town Manager Marc Collins

Finance Director Butch Kay
Planning Director David Bergmark
Parks & Recreation Director Jeff Polaski
Public Works Director Brian Bray
Police Chief Bill Carter.
Special Assistant to the Manager-Town Clerk Sherry Scoggins

Welcome and logistics

Mayor Gray called the meeting to order at 9:04 a.m.

Retreat Agenda

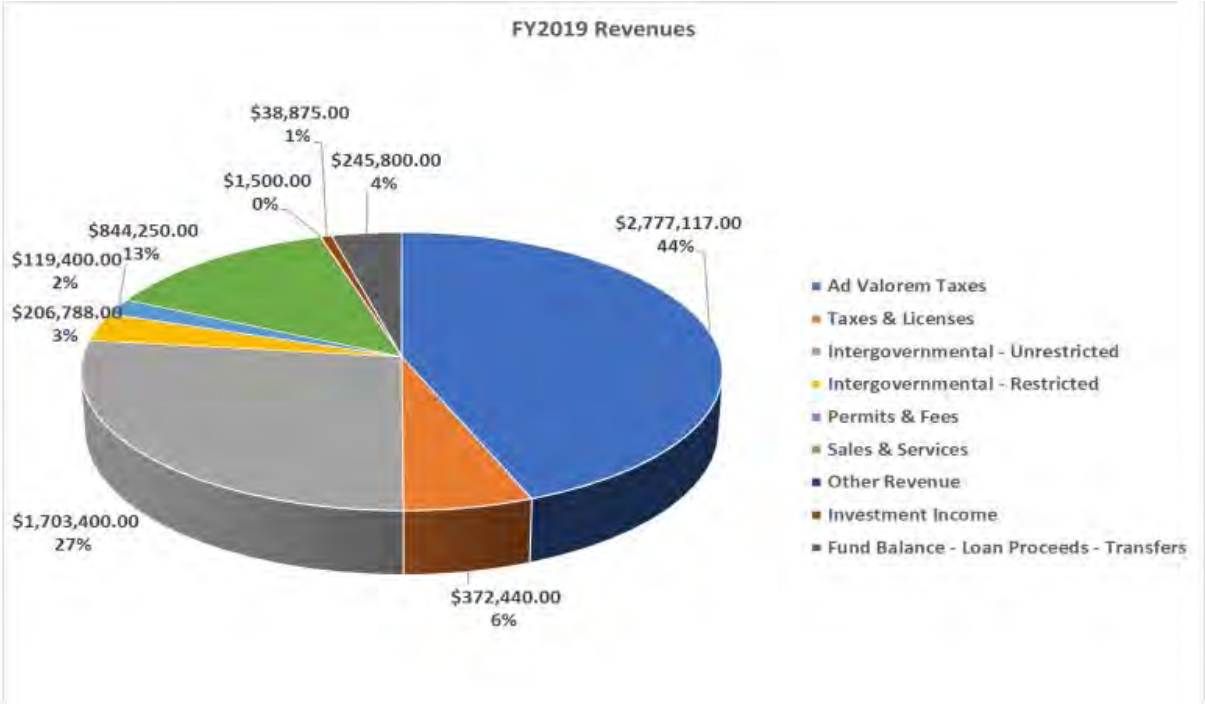
- Welcome and Logistics
- Budget Process and Calendar
- Initial Trends, Forecasts, and Projections
- Baseline Budget
- **BREAK**
- Strategic Plan Prioritization
- Draft Capital Improvements and Debt Schedule
- **LUNCH**
- Department goals and measures
- Budget Layout and GFOA compliance
- Commission feedback
- **ADJOURN**

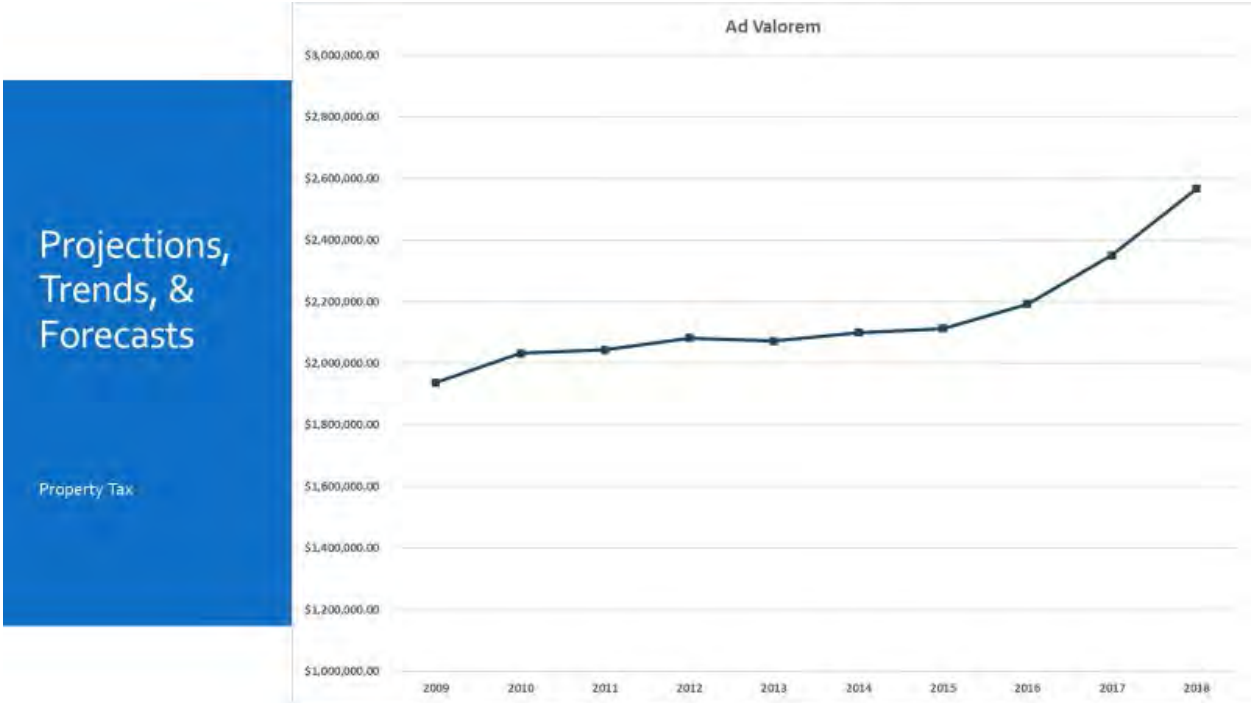
Budget process and calendar

FY 2020 Budget Calendar

- January 2019 (COMPLETE)
  - Kickoff and budget introductions
  - Staff preparations for Retreat
- February 2019 (COMPLETE)
  - Strategic initiative prioritization
  - Commission Budget Retreat
  - Initial policy review by staff
- March 2019
  - Financial Policy Update
  - Department and Capital Budget Development
- April 2019
  - Manager's Proposed Budget
  - Initial Budget Work Session
- May 2019
  - Budget Hearings
  - Budget Decision
- June 2019 (Reserved, if needed)
- July 1, 2019 (Start of FY 2020)
- August/September 2019
  - Mid-year Retreat for Strategic Plan Review

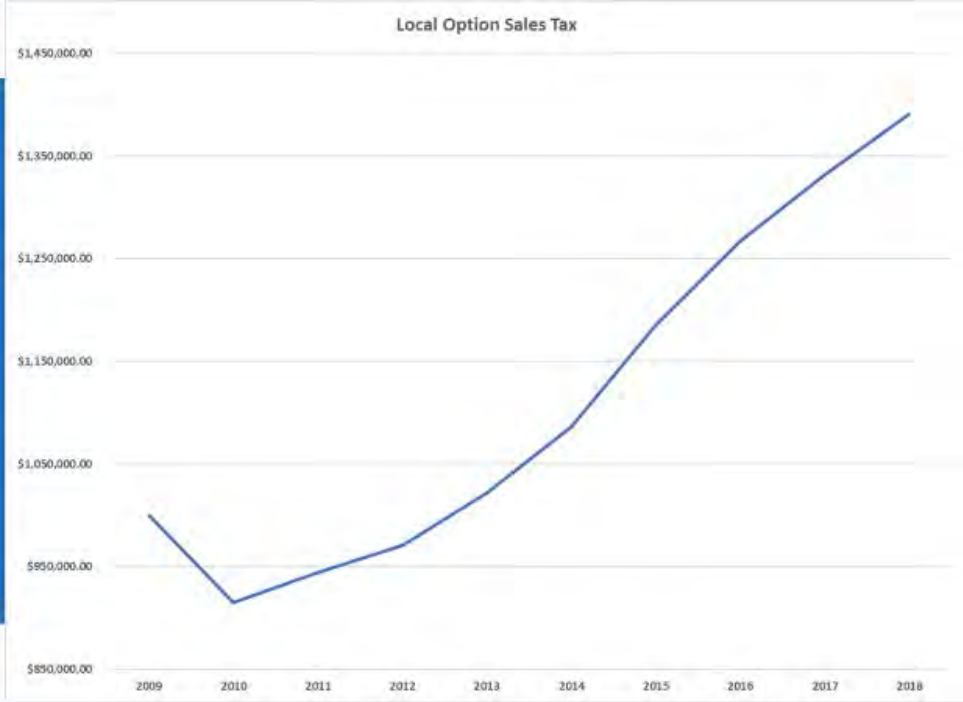
Initial forecasts and projections for major revenues and expenses





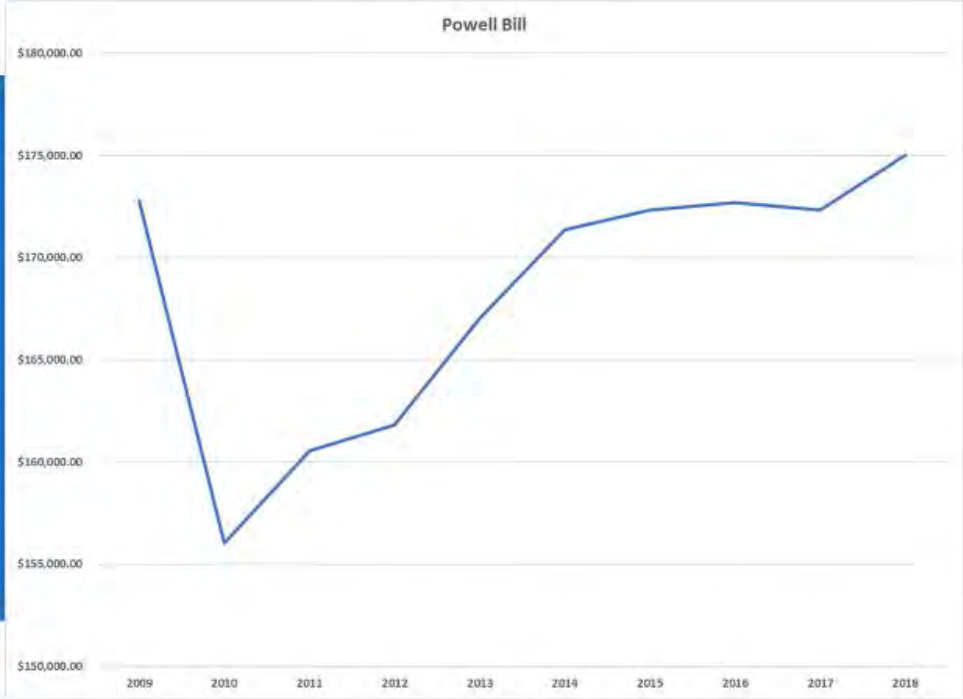
Projections, Trends, & Forecasts

Sales Tax



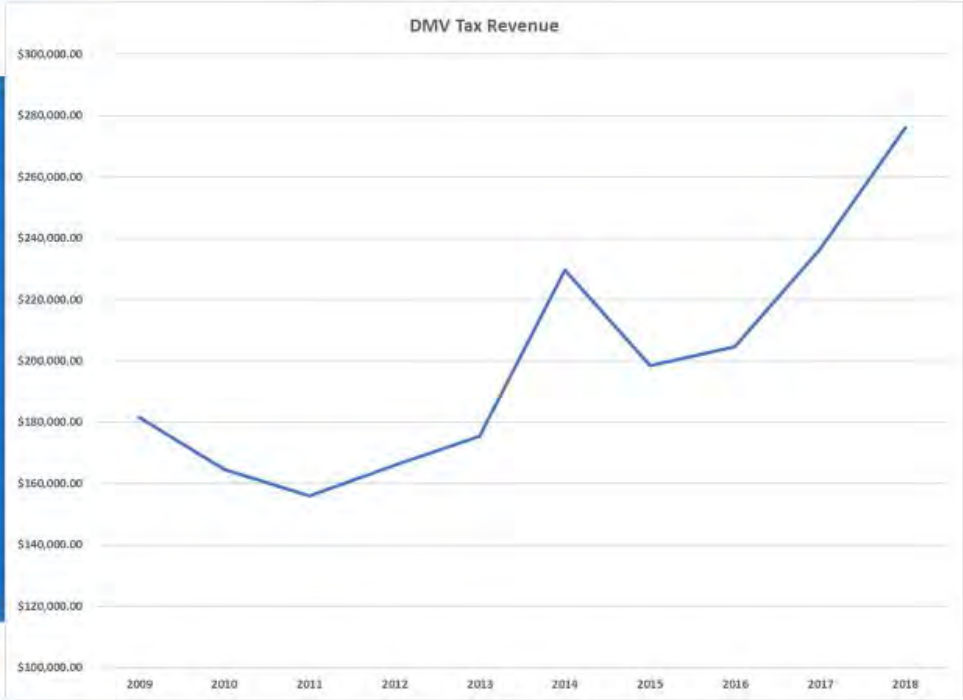
Projections, Trends, & Forecasts

Streets



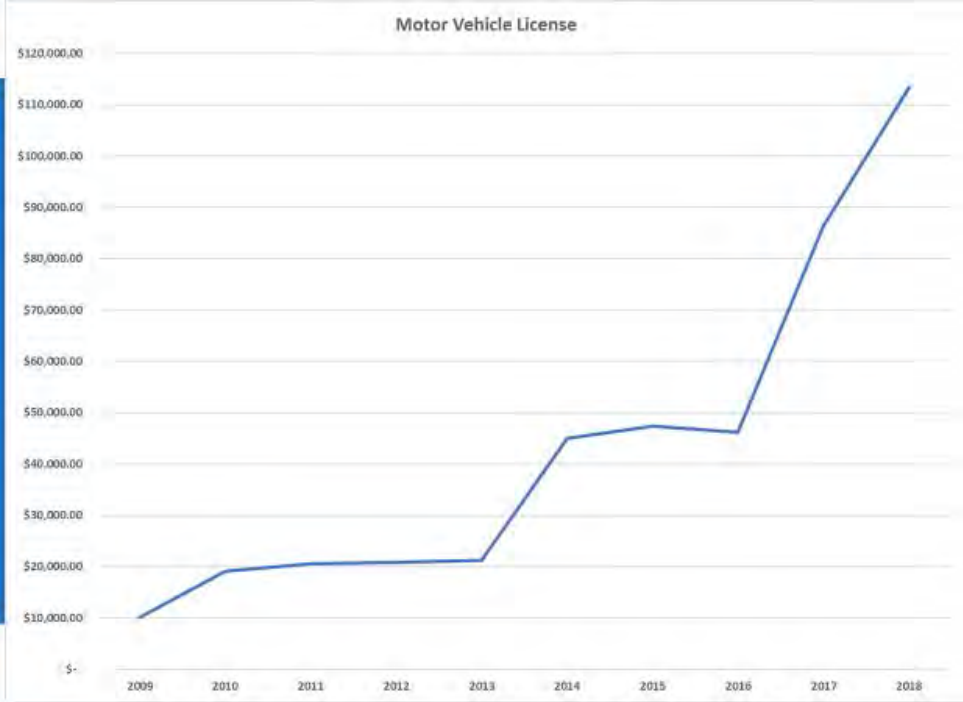
Projections, Trends, & Forecasts

Vehicle Tax



Projections, Trends, & Forecasts

Vehicle License

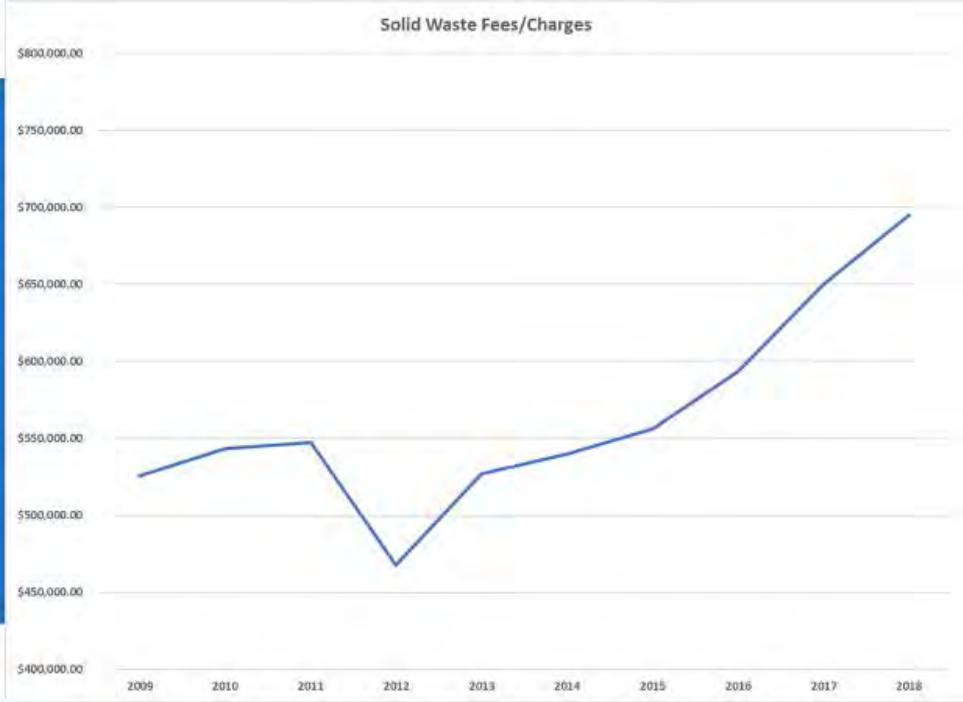


Projections, Trends, & Forecasts

Utility Franchise

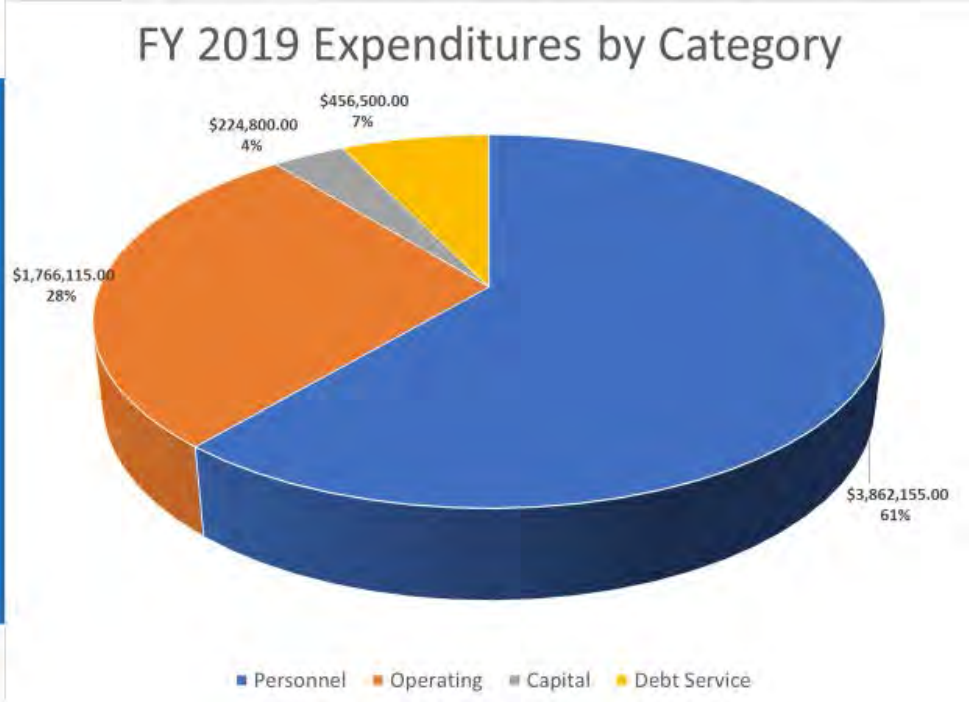
Projections, Trends, & Forecasts

Solid Waste



Projections, Trends, & Forecasts

Expense Categories



Budget at a glance – initial snapshot

FY 2020 Baseline Budget (Handout)

- **Baseline Budget IS…**
  - First glance of past, current year, and look forward
  - Provides sense of operating budget challenges and opportunities
  - Provides for maintenance of current service (baseline)
  - Identifies likely additions (baseline plus)
- **Baseline Budget is NOT…**
  - The Manager's Proposed Budget
  - Final numbers or needs
  - Capital and Debt Schedule
  - Policy

Town of Wendell FY 2020 Baseline Budget

FY 17 Actual	FY 18 Actual	FY 19 Budget	FY 19 Projected	Description	FY 20 Baseline	Base Notes	FY 20 Baseline Plus	Plus Notes
				Revenues				
2,367,259	2,577,258	2,777,117	2,837,091	Ad Valorem Taxes	3,245,700	$470k increase	3,248,700	$470k increase
323,035	390,883	372,440	430,671	Taxes & Licenses	372,440	level	423,200	growth
1,773,645	1,835,252	1,703,400	1,840,680	Intergovernmental (Unrestricted)	1,703,400	level	1,814,500	growth
200,267	473,425	206,788	265,686	Intergovernmental (Restricted)	177,500	less grants	182,000	less grants
126,323	145,629	119,400	139,502	Permits & Fees	119,400	level	137,250	growth
855,909	957,324	844,250	923,075	Sales & Services	844,250	level	843,150	level
4,427	11,841	1,500	152,692	Other Revenue	1,500	level	2,700	growth
32,227	67,884	38,875	98,616	Investment Income	38,875	level	95,000	projection
2,185,851	507,000	245,800	0	Loan Proceeds and Transfers	0		0	
7,868,943	**6,966,496**	**6,309,570**	**6,688,015**	**Total Revenue**	**6,503,065**		**6,746,500**	
				Expenses		2% COLA, No capital		Same + 1% Merit, 10% health inc
89,124	98,059	72,400	72,400	Governing Body	100,900	audit, attorney, & election	100,900	same
254,105	263,544	377,350	374,504	Administration	354,175	full clerk salary	358,800	same
111,039	124,940	197,760	146,148	Information Technology	182,760	level	182,760	level
254,370	267,705	300,500	308,968	Finance	382,675	split from admin	388,000	same
878	1,153	600	5,600	Economic Development	600	level	10,600	$10k façade grant
291,884	323,736	288,050	290,014	Community Development/Planning	324,650	full planner, legal, engineer	339,100	same
246,568	660,928	172,745	284,250	Public Buildings & Grounds	166,640	utilities, maint., senior ctr	166,940	same
1,268,803	1,757,274	1,767,210	1,595,682	Police - Law Enforcement	1,669,902	full year FTE, training, utilities	1,729,450	same + 1 new FTE w/ equip
-1,968	691	8,100	8,100	Fire Services	4,900	less Haz Mat	4,900	less Haz Mat
1,202,262	1,481,348	1,447,185	1,643,158	Public Works	1,500,225	Full admin, equip leases, Code	1,574,000	same + drainage, sidewalks, OT
1,377,953	155,370	173,500	152,000	Powell Bill	173,500	level	175,000	small increase
740,185	1,305,029	677,815	766,009	Parks & Recreation	671,675	Equip lease, utilities, maint.	737,810	same + new maint FTE, PT
606,543	756,108	823,855	862,768	Non-Departmental	866,675	rate increases + debt	905,100	same + new employees adjust
1,000	2,500	2,500	2,500	Special Appropriation	2,500	level	2,500	level
6,442,745	**7,198,386**	**6,309,570**	**6,512,100**	**Total Expenses**	**6,400,777**		**6,675,860**	
1,426,198	-231,890	0	175,915	Surplus/Deficit	102,288		70,640	

Manager Collins provided "Town of Wendell FY 2020 Baseline Budget" handout; incorporated into the minutes as an attachment.

Finance Director Butch Kay provided an overview of the baseline plus. He added these are estimated projections. The Town is awaiting the North Carolina League of Municipalities numbers.

BREAK

Strategic Plan prioritization

Goal 1: Downtown Vibrancy, Economic Growth, & Community Character

1. Seek to implement recommendations developed during the NC Department of Commerce engagement meeting with Downtown stakeholders and businesses.

2. Evaluate existing Downtown grant opportunities, like the façade grant program, and update to reflect goals related to desired uses.

3. Revise the zoning uses for the Downtown are in the Unified Development Ordinance to community and business preference and market needs.

4. Review current special events sponsored by the Town and work with community organizations to enhance existing events and develop sustainable, year-round events.

5. Establish a Special Event policy and process.

6. Identify opportunities for mid and long-term use for the Wendell Elementary School property in coordination with Wake County Schools.

7. Identify opportunities for infill housing and commercial development in Downtown and establish a program to promote the potential development or redevelopment projects.

8. Update the economic development strategic plan to reflect the NC Department of Commerce vision, stakeholder, and engagement sessions to include an action plan for implementation.

Goal 1: Downtown Vibrancy, Economic Growth, & Community Character

9. Evaluate the establishment of either an in-house, contract, or hybrid service delivery for economic development.

10. Develop marketing material and service level data to assist in economic recruitments and annexation.

11. Establish a Wendell Falls Corridor Action Plan to encourage appropriate development, connectivity, and infrastructure extension.

12. Establish a broadband policy and action plan.

13. Work with Newland Communities and area health systems to encourage the development of a hospital and medical park in the Wendell Falls commercial district or other suitable location.

14. Conduct a comparative growth analysis with area jurisdictions to determine best practices and avoidable issues related to growth to maintain a positive quality of life.

15. Establish growth boundaries with Archer Lodge and Rolesville.

16. Complete a small area plan with a focus on connecting Downtown to major interchanges to evaluate opportunities and impediments to development, annexation, public facilities, and preservation.

17. Initiate planning to update the Comprehensive Land Use Plan and update associated development and transportation plans to incorporate the update.

For Goal 1, the Board of Commissioners selected the following as Top Priorities: 7 and 11.

For Goal 1, the Board of Commissioners selected the following as High Priorities: 4, 6,

9, and 13.

For Goal 1, the remaining goals will stay on the list.

For Goal 2, the Board of Commissioners selected the following as Top Priorities: 1 and 3

For Goal 2, the Board of Commissioners selected the following as High Priorities: 4 and 6.

For Goal 2, the remaining goals will stay on the list.

Commissioner Myrick questioned item 7. Police Chief Carter stated HIPPA prevents a great deal of information exchange.

ACTION:
After discussion by the Town Board of Commissioners, staff is requested to provide a monthly police activity report.

Goal 3: Infrastructure, Transportation, and the Environment

1. Establish an infrastructure plan for the connection and extension of water and sewer for inclusion in the capital improvement plan to promote development, annexation, and close service gaps.

2. Evaluate the water allocation policy for efficiencies in cost and providing necessary infrastructure to encourage appropriate growth.

3. Complete a review of comparative stormwater practices and programs and present a recommended program that includes a prioritization of needed projects and maintenance of existing infrastructure.

4. Seek opportunities to improve the Transportation Plan to balance necessary improvements to occur in a timely manner with economic development, including the Wendell Boulevard widening.

5. Prioritize and prepare intersection improvements for NCDOT and CAMPO funding processes.

6. Establish an eligible projects list for transportation, bike, and pedestrian improvements through CAMPO administered funding sources for inclusion in future capital improvement plans.

7. Establish a facility and lands prioritization list to identify future acquisition needs with funding strategies for inclusion in the capital improvement plan.

8. Submit the Wendell Boulevard Sidewalk Project to CAMPO in FY 2020 for construction in FY 2021.

9. Identify new bus stops and work with regional transit partners to develop implementation strategies.

10. Review solid waste service levels and contract for efficiencies and service improvement options.

For Goal 3, the Board of Commissioners selected the following as Top Priorities: 1 and 5

For Goal 3, the Board of Commissioners selected the following as High Priorities: 2, 4, and 7.

For Goal 3, the remaining goals will stay on the list.

Goal 4: Parks, Recreation, Special Events, & Culture

1. Complete the development and plan for implementation of a comprehensive parks and recreation master plan to guide future recreation services and facility needs.
2. Evaluate the fee-in-lieu policy for parks in the Unified Development Ordinance (UDO).
3. Identify and provide for the acquisition for the next active recreation site identified in the parks and recreation master plan.
4. Update the park plan for the Wendell Town Park to identify next steps for the use of the "new" areas.
5. Develop a plan to link Wendell Falls to Downtown and the Park by greenway that allows for multiple transportation options.
6. Evaluate the transition of Main Street Extension to a greenway connector to Downtown rather than a street for vehicles.
7. Initiate planning for signature special events to ensure sustainability, maintain attendee interest, and provide for appropriate growth.
8. Coordinate the development of a new Wendell Branch Library with Wake County to include space for historic preservation and community group meetings.
9. Identify methods to incorporate sports tourism and visitor marketing for awareness of special events and recreation offerings.

For Goal 4, the Board of Commissioners selected the following as Top Priorities: 1, 3, and 5

For Goal 4, the Board of Commissioners selected the following as High Priority: 7.

For Goal 4, the remaining goals will stay on the list.

For Goal 5, the Board of Commissioners selected the following as Top Priorities: 2, 8, and 9.

For Goal 5, the Board of Commissioners selected the following as High Priorities: 3 and 5.

For Goal 5, the remaining goals will stay on the list.

Draft CIP and Debt Schedule

LUNCH & walking tour/photo preference (weather dependent)

Due to the wet weather, the catered BBQ City lunch was enjoyed indoors.

Department goals, work units, and performance measures

- This IS…
  - Recognize achievements and challenges
  - Connection between core service and organization goals
  - Key work units and performance measures
  - Ability for Commission to direct policy
  - Data to drive an operating report (Snap Shot)
  - A starting point to build on…
- This is NOT…
  - The department line item budget
  - All that departments do or accomplish
  - Final wording and needs

Parks & Recreation: Parks & Recreation Director Jeff Polaski:

- Three Achievements in FY 2019
  - 1. New program development
  - 2. Special event popularity
  - 3. Maintenance building construction
- Challenge in FY 2020
  - Maintenance of facilities, fields, and park

Parks & Recreation Department

FY 2019 Achievements:

1. *New program expansion to activate the improved and expanded facilities included the addition of the community garden, dedicated gym access for special populations, kickball, wiffleball, and a tennis program.*
2. *Community participation and awareness of special events continued.*
3. *Completion of the new park maintenance building behind the community center.*

FY 2020 Challenge:

The expansion of the park, increased program demand, and popularity of special events necessitated increased time of existing staff away from maintenance. In order to protect the investment made and to continue the current level of service provided, a new parks maintenance position is critical to coordinate building, field, and park maintenance schedules and tasks are completed in a timely manner.

Department Goals, Work Units, and Performance Measures:

1. *Evaluate existing recreation programs to increase participation levels to ensure a diverse offering that is relevant to the whole community.*

Work Unit:

- *Total program registrations*
- *Number of programs*

Performance Measures:

- *Increase participation in programs by 2%*
- *Demonstrate that program offerings are inclusive and diverse*

2. *Improve maintenance and operational efficiency throughout the park system to ensure quality facilities and varied park offerings.*

Work Units:

- *Daily, weekly, monthly, and annual inspection numbers for parks and recreation facilities and equipment.*

Performance Measures:

- *Complete checklists for facilities and equipment with appropriate actions taken at least 95% of the time.*

3. *Evaluate special events to increase participation and enhance the value to the community.*

Work Units:

- *Number of events managed*
- *Number of community/social media posts*
- *Rough attendance estimates for events*

Performance Measures:

- *Complete an evaluation of all special events to establish baseline Town resource requirements.*
- *Increase rough attendance estimates for special events by 3%.*

4. *Provide a high quality and diverse park system for all ages, abilities, and interest groups.*

Work Units:

- *Completed Comprehensive Parks and Recreation Master Plan*
- *Average budget investment per acre of park (National: $6,589, Wendell FY 2019: $5,539)*
- *Parks per capita (National: 1 park per 2,114 residents, Wendell: 1 park per 7,200 residents)*
- *Open space per capita (National: 10 acres per 1,000 residents, Wendell: 17.4 acres per 1,000 residents)*
- *Public playgrounds per capita (National: 1 playground per 3,600 residents, Wendell: 1 playground per 7,200 residents)*

Performance Measures:

- *Complete the Comprehensive Parks and Recreation Master Plan and identify initial implementation steps for inclusion in future budgets.*

[Following the Parks & Recreation Department update, Parks & Recreation Director Polaski departed for the Princess in the Park event hosted at the Wendell Community Center.]

Administration & Finance: Special Assistant to the Town Manager Sherry Scoggins:

Administration Department

FY 2019 Achievements:

1. *Collaborated with the Town Board with the Town Manager Assessment process by securing location for the assessment center, facilitating meals and observing the statutory processes for meeting notices and journaling. New Town Manager appointed and sworn in.*
2. *Worked with Town Board and departments in the development and adoption of the 2019 Town of Wendell Strategic Plan.*
3. *Partnered with Newland Communities with a communication feature in the 2019 May visit Raleigh publication. With the final draft completed late January, the piece has an edgy vibe making Wendell a destination for outside visitation.*

FY 2020 Challenge:

The Administration faces a training challenge in FY 2020 with all three positions (Manager, Special Assistant to the Manager, and Town Clerk) either new to the community or assuming a new role. Time allocation and prioritization will be required to allow for necessary training and organization development to occur.

Department Goals, Work Units, and Performance Measures:

5. *Provide quality service in the execution, index and maintenance of records; develop agendas and draft minutes; and prepare and maintain appointment records for the Town Board of Commissioners.*

Work Unit:

- *Meetings attended*
- *Minutes drafted*
- *Agendas developed*
- *Number of citizen advisory boards*
- *Number of members serving on all citizen advisory boards*
- *Number of members with terms expiring*
- *Number of letters to members with terms expiring*

Performance Measures:

- *Percentage of agendas/packets distributed Wednesday prior to the meeting:*
- *Percentage of minutes adopted without correction*
- *Average work hours per set of minutes*
- *Percentage of minutes completed within four days following meeting*
- *Percentage of Board documents indexed and distributed within two days following Board action*
- *Percentage of nomination lists presented to the Board four weeks prior to expiration of term*
- *Continue professional education and development to achieve clerk certification*

6. *Seek to provide transparent governance and timely correspondence to the Commission and community using appropriate and innovative communication methods and media.*

Work Units:

- *Number of weekly correspondences*
- *Number of social media posts developed and shared*
- *Website and social media numbers*
- *Topic memos and correspondence to the Commission*
- *Speaking engagements and civic organization participation*

Performance Measures:

- *Develop a communication plan to market Wendell to external interests and increase communication for internal interests.*
- *Develop and/or share new social media content for each department at least every other two weeks at least 95% of the time.*
- *Provide a weekly correspondence from management to the Commission at least 92% of the time.*

7. *Build an inclusive and diverse Town organization that promotes employee development, effective public service, and innovative efficiencies.*

Work Units:

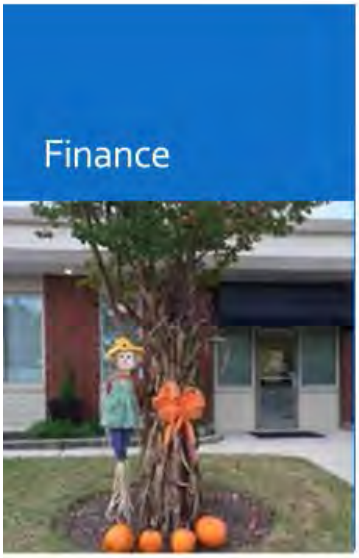
- *Number of employees*
- *Leave days taken*
- *Turnover rate*

Performance Measures:

- *Maintain a turnover rate of employees leaving the organization under 12%.*
- *Increase certificates and courses taken by staff by 10%.*
- *Review and update, as appropriate, at least 33% of the Town personnel policies.*

- *Complete a compensation and classification study and update all job descriptions.*

Finance: Finance Director Butch Kay



- Three Achievements in FY 2019
  - 1. GFOA Award received for FY 2017 CAFR
  - 2. Unqualified Audit Opinion for FY 2018
  - 3. Prepared FY 2018 CAFR and submitted to GFOA
- Challenge in FY 2020
  - Contracts and procurement compliance

Finance Department

<u>FY 2019 Achievements:</u>

1. *Obtained Certificate of Achievement award from the GFOA (Government Finance Officers Association) on May 17, 2018 for the fiscal year 2017 for the CAFR (Comprehensive Annual Financial Report)*
2. *2.Obtained an unqualified opinion from the auditors for the fiscal year 2018. The audit report was submitted to the LGC (Local Government Commission) prior to the October 31st deadline and was approved by the Board of Commissioners at the January 14, 2019 meeting*
3. *Submitted the CAFR for the fiscal year 2018 on December 18, 2018. Pending Certificate of Achievement award.*

<u>FY 2020 Challenge:</u>

Ensure that organization procurement and purchasing practices are legally compliant. To accomplish this challenge, the department would need the resource of an additional staff member dedicated to assist all departments. A centralized purchasing system could result in cost saving measures and provide an efficient procurement process.

<u>Department Goals, Work Units, and Performance Measures:</u>

1. *Provide transparent and accurate fiscal management, inclusive communication and financial information to comply with governmental and regulatory requirements.*

Work Unit:

- *Complete Audit, Comprehensive Annual Financial Report (CAFR), and Distinguished Budget Presentation Award*

Performance Measure:

- *Submit to the required agencies by established deadlines and receive certificates from the Governmental Finance Officers Association (GFOA) of the achievement for excellence in financial reporting*

2. *Maintain customer service for accounts payable by providing timely invoice processing to vendors for goods and services.*

Work Unit:

- *Process 1,260 checks on an annual basis*

Performance Measure:

- *Complete weekly accounts payable and submit payments to vendors by established due dates at least 90% of the time*

3. *Maintain customer service to the organization by preparing accurate payroll to all employees including elected officials.*

Work Unit:

- *Prepare 26 payrolls on an annual basis*

Performance Measure:

- *Complete bi-weekly payroll in a timely manner to meet direct deposit deadlines with at least 95% accuracy.*

4. *Ensure that organization procurement and contracting practices are legally compliant and transparent.*

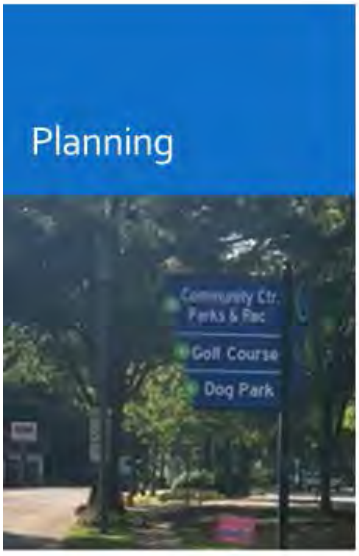
Work Unit:

- *Evaluation of all acquisitions of goods and services over $30,000*

Performance Measure:

- *Achieve 100% legal compliance for purchasing and contracts.*

Planning: Planning Director David Bergmark



- Three Achievements in FY 2019
  - 1. Installation of 16 Wayfinding Signs
  - 2. Issued 200 SF Permits to date in FY 2019
  - 3. Commercial Construction Completed
- Challenge in FY 2020
  - New staff requires training

Planning Department

<u>FY 2019 Achievements:</u>

1. *Installation of 16 Wayfinding Signs throughout Wendell directing residents and visitors to key destinations and advancing the Town's branding efforts.*
2. *New Single-Family Building permits issued in FY 19 to date - 200*
3. *New Commercial Construction Completed in FY19 to date - Wendell Blvd EMS, AAA Louvers, Wendell ABC Store, & Cruizers Gas Station.*

<u>FY 2020 Challenge:</u>

Performing key departmental functions in the face of significant growth in development and building activity, with new staff in place still learning Wendell procedures.

A planner 1 position was funded mid-year to help the department respond to growing needs. However, we will start the fiscal year with 3 members of a 4-person department all having less than 1 year of experience with the Town. To help address this concern, the department has increased its requested training budget with specific courses identified to assist new members obtain necessary knowledge and skills.

<u>Department Goals, Work Units, and Performance Measures:</u>

1. *Proactively support regulatory changes to advance downtown vibrancy, sustainable economic growth, and community character.*
   a. *Facilitate an update to the Town's Comprehensive Plan to reflect changing demographics, growth patterns, and desired outcomes.*
   b. *Perform annual updates to the Wendell Unified Development Ordinance.*
   c. *Revise the zoning uses for the Downtown area in the UDO to promote downtown vibrancy and better reflect community and business preference and market needs.*

Work Units:

- *Adoption of an updated Comprehensive Plan*
- *Adoption of town-initiated text amendments*

- *Adoption of identified UDO amendments for the Downtown area*

Performance Measures:

- *Establish core elements to be included, identify and select preferred consultant to assist with update, engage community in series of visioning workshops, and adopt updated plan within 2 years.*
- *Establish an annual schedule for town-initiated text amendments and adopt a minimum of 5 identified amendments during the period identified in the schedule (unless less than 5 total amendments have been identified during the year).*
- *By the end of Q1 of FY20, adopt UDO amendments related to uses in the Downtown, identified through the NC Department of Commerce engagement meetings.*

2. *Support and enhance economic growth and development in a manner which maintains a positive quality of life and reflects Wendell's unique community character.*
   a. *Facilitate permitting activity within the Town in a clear, consistent, and timely manner.*
   b. *Engage with local and regional partners to maximize opportunities for collaboration and advance mutually beneficial outcomes.*
   c. *Identify opportunities for infill housing and commercial development in Downtown and establish a program to promote the potential development or redevelopment projects.*
   d. *Update the economic development strategic plan to reflect the NC Department of Commerce vision, stakeholder, and engagement sessions to include an action plan for implementation.*
   e. *Pursue capital projects which improve access to recreational amenities, institutions, retail, jobs, and basic services.*

Work Units:

- *New home permit issuance*
- *Trade Permit issuance*
- *Attendance at regional meetings and workshops*
- *Support 2020 Census efforts*
- *Attendance at quarterly update meetings with Wendell Falls*
- *Creation of a vacant property inventory*
- *Adoption of an updated economic development strategic plan*
- *Development of Wendell Blvd Sidewalk Design Study*

Performance Measures:

- *Schedule building plan review and complete zoning review within 4 business days of submittal.*
- *Issue residential trade permits within 48 hours of submittal. Issue commercial trade permits within 7 days of submittal.*
- *Have a planning department representative in attendance for at least 75 percent of all Technical Coordinating Committee, Wake County Economic Development Partner, and Community Development Block Grant meetings.*
- *Have a planning department representative present at all Complete Count Committee meetings and provide financial support for marketing efforts.*
- *Have a planning department representative present at all quarterly update meetings hosted by Newland Communities.*
- *By the end of Q1 of FY20, establish a downtown vacant property index for inclusion on the Town website.*
- *By the end of Q2 of FY20, adopt an updated economic development strategic plan.*

- *Submit a request for proposals for an environmental and design study to be conducted for a proposed sidewalk project along Wendell Blvd between Wendell Elementary and the Food Lion Shopping Center. Select a consultant and complete the design study in FY19/20, in preparation of a LAPP project submittal (for ROW/Construction) to be submitted in FY20/21.*

3. *Pursue organizational improvements which enhance transparency, efficiency, and customer service.*
   a. *Evaluate Neighborhood meeting requirements employed by neighboring jurisdictions to promote transparency and public participation in development decisions.*
   b. *Evaluate departmental policies and procedures to establish more efficient service deliveries.*
   c. *Facilitate a better understanding of Wendell's key zoning and development requirements through the creation of a condensed Wendell Development Frequently Asked Questions (FAQ) document.*
   d. *Pursue and support opportunities for professional development and training.*

Work Units:

- *Development of a comparison table to identify the range of Neighborhood Meeting requirements employed by comparable communities.*
- *Development of a priority list of internal procedural changes to clarify and streamline zoning, development, and annexation application submittals.*
- *Completion of a Wendell Development FAQ document.*
- *Completion of training and certification courses.*

Performance Measures:

- *By the end of Q3 of FY20, bring a summarized report of Neighborhood Meeting requirement options for consideration and potential incorporation into Wendell's procedures.*
- *By the end of Q3 of FY20, develop a list of procedural improvements for consideration and potential incorporation into Wendell's procedures.*
- *By the end of Q2 of FY20, finalize a Wendell Development FAQ document for distribution.*
- *Planning Director to attend the NC APA conference in Wilmington October 8-11th.*
- *Planner I to complete the 'Foundations in Planning and Development Regulations' course offered by the School of Government in September of 2019.*
- *Planner I to complete the 'Zoning Practice' course offered by the School of Government in October of 2019.*
- *Attendance by 1 staff member at the 2020 Main Street Conference (Spring 2020).*

Police: Police Chief Bill Carter

Police Department

FY 2019 Achievements:

1. *Utilized the Asset Replacement Strategy to identify, order and deploy five patrol vehicles.*
2. *Received authorization to utilize federal grant funds to purchase and deploy replacement handguns and duty gear. Weapons and ammunition have been ordered with transition training and deployment scheduled to occur in June 2019.*
3. *Hired two patrol officers to fill vacancies created by promotion of a patrol officer to Sergeant and the resignation of a patrol officer to accept employment in the private sector. A third vacancy is in the final stages of being filled with certification pending from the North Carolina Criminal Justice Education and Training Standards Commission and a projected start date in early March 2019.*

FY 2020 Challenge:

Establish and maintain a patrol staffing level of 4 per shift which will allow for maintenance of current response times as the population grows across the Wendell community as well as create additional opportunities for officers to engage the community and complete training.

Addressing this challenge requires recruitment for two existing vacant positions, filling any future vacancies in a timely manner, and a FY 2020 budget request for an additional patrol officer and associated for the final position to complete the 4 per shift staff level.

Department Goals, Work Units, and Performance Measures:

1. *Provide high quality law enforcement services in order to promote a safe and secure community.*
   a. *Continue to provide core police services of community patrol and response to emergency and non-emergency calls at current levels.*
   b. *Review and enhance departmental policies, practices and training to achieve CALEA accreditation.*

c. *Expand use of electronic communication resources to provide public safety information and increase community partnerships.*
d. *Enhance Community partnerships through consistent use of community-engaged policing methods.*

Work Units:

- *Call Volume (community patrol)*
- *Accreditation implementation plan (accreditation)*
- *Postings on approved social media/web sites (communications)*
- *Community engagement report*

Performance Measures:

- *Maintain a 90th percentile response time from time dispatched until on scene of 7 minutes.*
- *Establish a core team tasked to investigate CALEA accreditation and to guide the organization to meet that standard within 3 years of signing CALEA contract.*
- *Post at least one public awareness informational notice per week onto the approved social media/web sites.*
- *Participate in a minimum of 12 community events per year which are focused on education, understanding and partnering across the diverse greater Wendell Community.*

2. *Ensure staff development is focused on policy development, recruitment, retention and personal development, ensuring that staff is invested in the enhancement of livable family-friendly neighborhoods.*
   a. *Training Committee will complete a review of Career Development Program with a focus on community engagement, officer safety, and traditional law enforcement skill development.*
   b. *Implement a Community Engagement Policing training program*
   c. *Enhance training of Managers and Supervisors.*
   d. *Utilize best practices to actively recruit the most suitable applicants from the available work force which represents the community.*

Work Units:

- *Published draft-revised Career Development Program.*
- *Published Training Guideline including accomplishments.*
- *Training Records.*
- *Published Recruitment Plan.*

Performance Measures:

- *By March 2020, Committee will submit a completed review and include any proposed changes for consideration.*
- *By January 1, 2020, publish a Guiding Document that includes needs assessments, recommended training by position and methods to adjust as needed with a plan to implement by July, 2020.*
- *Each manager/supervisor should attend a minimum of one criminal justice leadership/supervisory-based training program per year.*
- *A recruitment team will be established and tasked with development and implementation, by November 2019, of a published recruitment plan, benchmarks and a reporting process to determine effectiveness.*

3. *Respond to community members in need in a manner that promotes compassion, support and understanding in order to promote safe neighborhoods and businesses.*
   a. *Expand the number of officers trained to provide advanced crisis intervention support to community members.*

b. Identify community-based resources available to persons in crisis or in need of assistance.
c. Expand enforcement of drug violations.

Work Units:

- *Training Records*
- *Resource Directory for Crisis Intervention*
- *Cases opened*

Performance Measures:

- *Assign at least two officers per year to attend formal Crisis Intervention Training.*
- *By December 2019, identify and provide public access to a Wake County relevant published resource referral guide to ensure persons in crisis can be directed to appropriate agencies that can best address their needs.*
- *Increase agency-initiated drug investigations by 25%.*

Public Works: Public Works Director Brian Bray

Public Works Department

<u>FY 2019 Achievements:</u>

1. *Overcoming the loss of the leaf truck and acquiring the alternative collection system.*
2. *Department restructure that incorporates Code Enforcement and inspections with additional staff assigned to maintain compliance from permit issuance to certificate of occupancy.*
3. *All staff required to obtain Class B commercial driver's licenses have obtained the license required by their job descriptions (8 of 13 public works employees).*

<u>FY 2020 Challenge:</u>

Work to improve processes, maintenance practices, and partner coordination to improve public properties and infrastructure.

Department Goals, Work Units, and Performance Measures:

1. *Provide municipal services and enforcement for the efficient and effective removal of leaf, limb, and debris; street clearing; timely code enforcement; solid waste contract management; and utility contract management.*
   Work Units:
   - *Total yards of debris collected: 1870 yards (leaf, limb, & street clearing)*
   - *Total lane miles (all of town): 61.2 miles (leaf, limb, & street clearing)*
   - *Code Violations: 816*
   - *Inspections: (Driveway Inspections: 596, Foundation Inspections: 556, Final CO: 644)*

   Performance Measures:
   - *Provide weekly leaf and limb removal to the town 90% of the time, with the goal of completing the weekly route 50% of the time.*
   - *Provide a minimum of monthly street clearing service to all town-maintained roads at least 92% of the time.*
   - *Provide street clearing in the downtown service area twice per month 100% of the time.*
   - *Respond to all code enforcement service requests within 2 business days (or as scheduled) at least 90% of the time.*
2. *Ensure the maintenance, replacement, and extension of adequate sidewalk, street, stormwater, and street light infrastructure to maintain a high quality of life and clean environment for a growing community.*
   Work Units:
   - *Total miles of town sidewalk maintained: 30 miles*
   - *Total miles of town streets maintained: 28.12 miles*
   - *Total linear feet of known stormwater pipes (Public and Private)*
   - *Total number of public streetlights: 885 (863 Duke Energy + 49 Town)*

   Performance Measures:
   - *Inspect all town sidewalks for maintenance needs two times per year.*
   - *Establish a sidewalk maintenance and replacement plan by the end of Q2 FY 2020.*
   - *Complete a monthly street condition inspection and fill potholes within one week 92% of the time.*
   - *Acquire engineering services to prepare a street resurfacing priority list by the end of Q1 FY 2020.*
   - *Clean all stormwater catch basins annually 100% of the time.*
   - *Complete monthly street light inspections and correct normal deficiencies within 3 weeks 92% of the time.*
3. *Maintain safe and efficient buildings, grounds, and streetscapes.*
   Work Units
   - *Number and square feet of facilities maintained: 6 buildings; 46,245 square feet total*
   - *Work hours needed to complete the landscaping route: 72 per week*
   - *Total facility work orders: 94 (Senior Center: 52, PD: 26, TH: 16)*
   - *Total grounds work orders: 148*

   Performance Measures:
   - *Complete monthly needs and safety inspections for all buildings and grounds 100% of the time.*
   - *Complete all town construction projects on time and within budget 100% of the time.*
   - *Conduct mowing, landscaping, and weekly maintenance during season 85% of the time.*

- *Conduct maintenance inspection for Town Square and street scape two times per year and make needed repairs, as budget allows, within 30 days 92% of the time.*

4. *Develop operational practices to ensure proper maintenance of the town vehicle fleet and equipment, safety practices, and professional development.*

   Work Units

   - *Number of vehicles and equipment maintained: 29*
   - *Total cost of vehicle maintenance: $8,926.46*
   - *Number of wrecks and incidents: 3*
   - *Total training certificates received or renewed by the department last year 53*

   Performance Measures:

   - *Complete all vehicle and equipment service inspections weekly 98% of the time.*
   - *Conduct a maintenance inspection within one week following use for heavy equipment 100% of the time.*
   - *Maintain safety certifications for all employees, as applicable, 100% of the time.*
   - *Provide training opportunities for all employees related to safety, equipment uses, and customer service at least 92% of the time.*

Budget document layout and GFOA compliance

Manager Collins provided an overview of the budget document layout.

Manager Collins stated staff is in discussion with Barry Perry about the downtown parking lot adjacent to Perry's. If an agreement is reached, it would be for a long-term lease and a draft lease is in process.

Mayor Gray requested a review of the rules of procedure and the Town's Charter. She added the elected officials will need to contact the clerk when he/she is unable to attend a Town Board meeting.

ADJOURN

ACTION:
Consensus of the Board of Commissioners to adjourn at 2:59 PM.

Duly adopted this _____ day of May 2019, while in regular session.

_____
Virginia R. Gray,
Mayor

ATTEST:

_____
Megan Howard
Town Clerk

TOWN OF WENDELL
BOARD OF COMMISSIONER MEETING MINUTES
DRAFT – February 25, 2019

The Wendell Town Board of Commissioners held their regularly scheduled meeting on Monday, February 25, 2019, in the Town Board Room, Wendell Town Hall, 15 East Fourth Street.

PRESENT: Mayor Virginia Gray; Mayor Pro Tem Jon Lutz; Commissioners: John Boyette, Ben Carroll, Jason Joyner and David Myrick.

STAFF PRESENT: Town Manager Marc Collins, Special Assistant to the Manager-Town Clerk Sherry Scoggins, Town Attorney Jim Cauley, Finance Director Butch Kay, Planning Director David Bergmark, Parks & Recreation Director Jeff Polaski, Public Works Director Brian Bray and Police Chief Bill Carter.

CALL TO ORDER

Mayor Gray called the meeting to order at 7:00 p.m. and welcomed attendees.

Logan Champion student at Carver Elementary School led the Pledge of Allegiance.

Errol Briggerman of Wendell Council of Churches provided the invocation.

1. ADJUSTMENT AND APPROVAL OF THE AGENDA

ACTION
Mover: Mayor Pro Tem Lutz moved to approve the agenda as presented.
Vote: Unanimous.

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

The following persons spoke during Public Comment Period:

- Sid Baynes spoke in support of Little River vision.

3. CONSENT AGENDA

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

3a. Wake County Tax Report.

3b. Second reading for a Map Amendment request to rezone property at 719 Marshburn Road from Residential-3 (R3) to Neighborhood Center (NC). [Public hearing held on 2/11/2019; vote of 3 to 0 to approve as presented.]

3c. Approval of the November 13, 2018, regular meeting minutes.

ACTION:
Mover: Mayor Pro Tem Lutz moved to approve the consent agenda as presented. .
Vote: Unanimous.

4. RECOGNITIONS, REPORTS, AND PRESENTATIONS

4a. Recognition of Carver Elementary School teacher: Judy Champion
Speaker: Mayor Virginia Gray

[Staff Report]
Item Summary
Judy Champion is a Pre-Kindergarten teacher. Currently, she is teaching in the Blended pre-K classroom at Carver Elementary School. Her career in Wake County began as a Teacher Assistant in a Special Education classroom. It was always a passion of hers to teach students with disabilities. She went back to school to obtain her bachelor's degree in Birth through Kindergarten studies so that she could become a classroom teacher. Once she obtained her degree, she had the opportunity to teach in the Developmentally Delayed pre-K classroom at Carver for seven years.
The Office of Early Learning in Wake County Schools continued to grow and began opening Blended pre-K classrooms throughout the district. Mrs. Faison, my Principal, asked if I would like to open a Blended pre-K at Carver and I excitedly accepted this new adventure. I am grateful for the last 12 years at Carver Elementary school where I have worked with some amazing students, families and staff.

Mayor Gray recognized Carver Elementary School teacher Judy Champion; staff report included above in italics.

4b. Introduction of new Town of Wendell employee: Police Officer Taylor Akins
Speaker: Police Chief Bill Carter

[Staff Report]
Item Summary:
Taylor Rae Akins, who goes by Taylor, is from Jacksonville, Florida. Taylor received her GED at Bevill State Community College in 2016 after which she moved to Raleigh. Upon graduating, Taylor worked in various retail establishments and lived in several states before returning to Raleigh. Taylor has had a long-time desire to enter the law enforcement profession. In order to fulfil that goal, she enrolled in the Wake Tech Community College Basic Law Enforcement Training program and upon successful completion graduated in December 2018.
We first met Taylor at a recruiting event at Wake Tech where she was inquisitive about the Town of Wendell, what it had to offer and the community in general. Her interest in Wendell caused her to pursue employment here even when she had been in the hiring process with larger agencies in Wake County.
Taylor was sworn in as a police officer with the Town of Wendell on February 19, 2019 and is

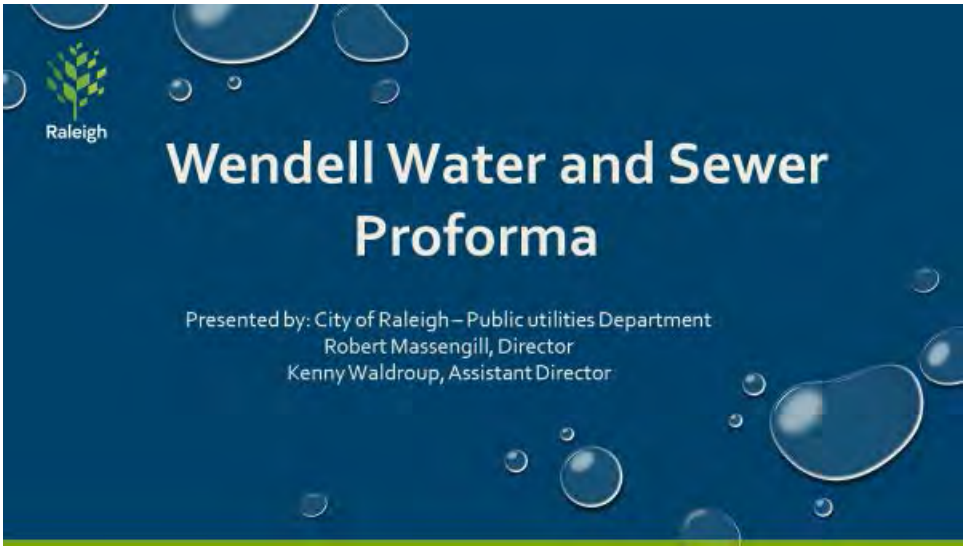
currently in the Field Training Program.

Police Chief Bill Carter introduced Police Officer Taylor Akins; staff report above in italics.

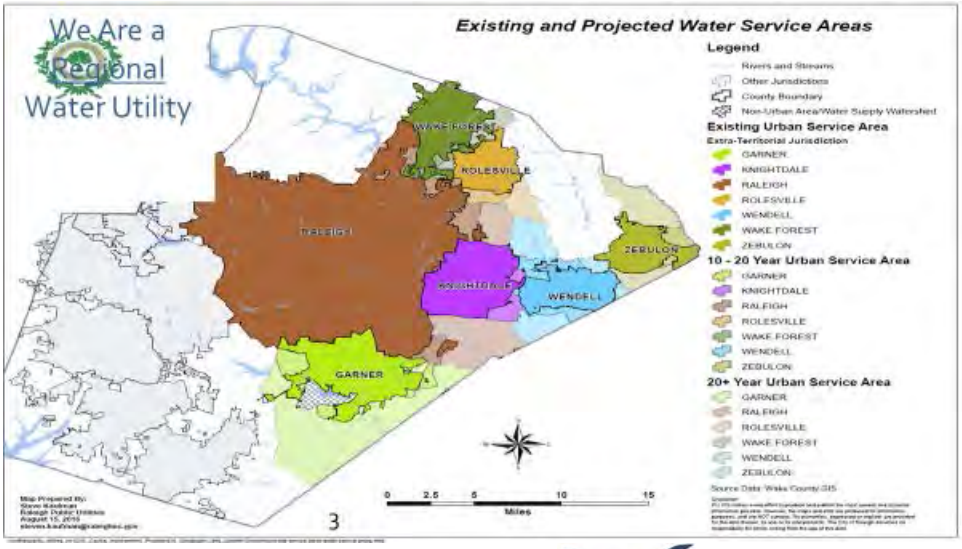
4c. Presentation by City of Raleigh Public Utilities Department [CORPUD] to discuss merger.
Speaker: City of Raleigh Public Utilities Director Robert Massengill

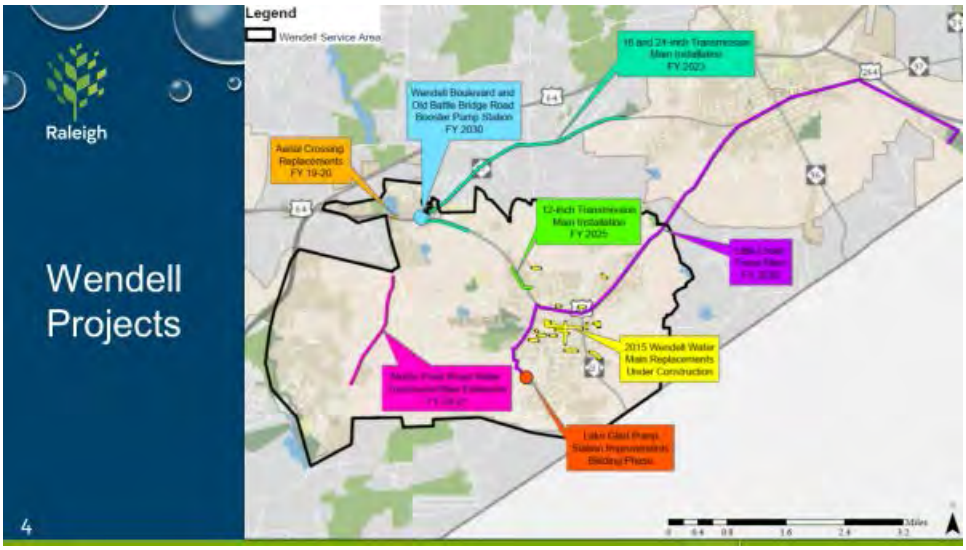
[Staff Report]
Item Title:
Presentation by City of Raleigh Public Utilities Department [CORPUD] to discuss merger.

City of Raleigh Public Utilities Director Robert Massengill presented the below PowerPoint to the Wendell Board of Commissioners:

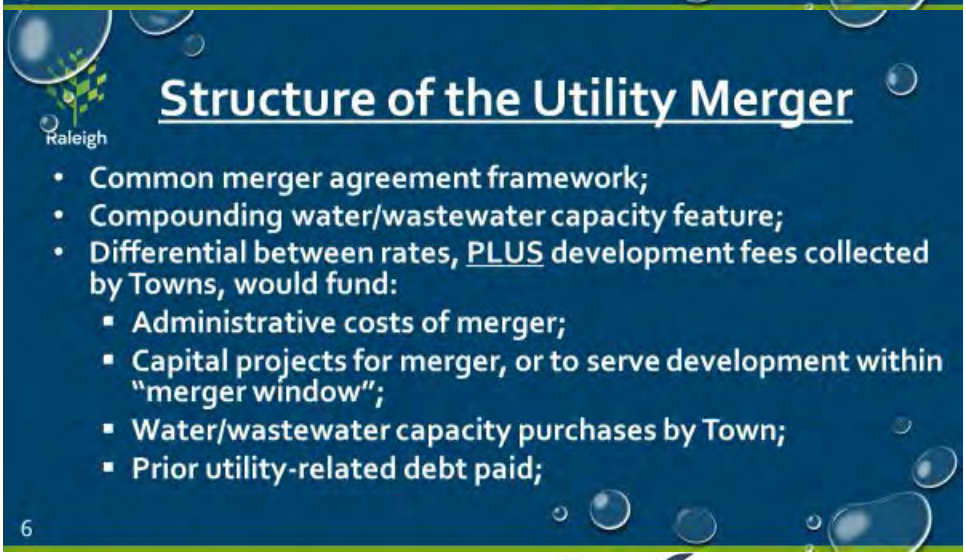

Raleigh
Wendell Water and Sewer Proforma
Presented by: City of Raleigh – Public utilities Department
Robert Massengill, Director
Kenny Waldroup, Assistant Director

Raleigh
Agenda
• Background
• Current Status of Proforma
• Affordability Concerns
• Alternatives
• Questions
2


We Are a Regional Water Utility
Existing and Projected Water Service Areas
Legend
Rivers and Streams
Other Jurisdictions
County Boundary
Non-Urban Area/Water Supply Watershed
Existing Urban Service Area
Extra-Territorial Jurisdiction
GARNER
KNIGHTDALE
RALEIGH
ROLESVILLE
WENDELL
WAKE FOREST
ZEBULON
10 - 20 Year Urban Service Area
GARNER
KNIGHTDALE
RALEIGH
ROLESVILLE
WAKE FOREST
WENDELL
ZEBULON
20+ Year Urban Service Area
GARNER
RALEIGH
ROLESVILLE
WAKE FOREST
WENDELL
ZEBULON
WAKE FOREST
ROLESVILLE
RALEIGH
ZEBULON
KNIGHTDALE
WENDELL
GARNER
0 2.5 5 10 15
Miles
3


Raleigh
Wendell Projects
Legend
Wendell Service Area
Wendell Boulevard and Old Battle Bridge Road Booster Pump Station FY 2030
Aerial Crossing Replacements FY 19-20
12-inch Transmission Main Installation FY 2025
2015 Wendell Water Main Replacements Under Construction
4

Raleigh
Goals for the Utility Merger
• Long-term reliable water and sewer services to support continued growth in the area;
• Provide Eastern Wake county Towns an opportunity to purchase capacity, continue growth and stabilize rates; and
• Regional system to gain benefits of economy of scale
5


Raleigh
Structure of the Utility Merger
• Common merger agreement framework;
• Compounding water/wastewater capacity feature;
• Differential between rates, PLUS development fees collected by Towns, would fund:
▪ Administrative costs of merger;
▪ Capital projects for merger, or to serve development within "merger window";
▪ Water/wastewater capacity purchases by Town;
▪ Prior utility-related debt paid;
6

Structure of the Utility Agreement

Raleigh

- Revenues estimated based upon growth projections & historic revenue patterns provided by Town administration;
- Length of merger term (merger window) = time expected to recover costs of merger through rates/fees;
- Measured using financial pro forma model;
- Some Towns used rate/fee increases to manage merger window length; and
- Transfer of Town utility infrastructure, assets & employees.

7

Conditions Have Changed Since Utility Mergers

Raleigh

- Droughts and tiered rates = reduced per capita demand;
- Changes in economy and development conditions = slower growth, delay in expected development projects;
- Raleigh water rate increases higher than expected;
- CIP Updates and Construction costs higher than expected;
- New legislative limitations on Development Fees; and
- Change in water use accounting (favorable to Towns).

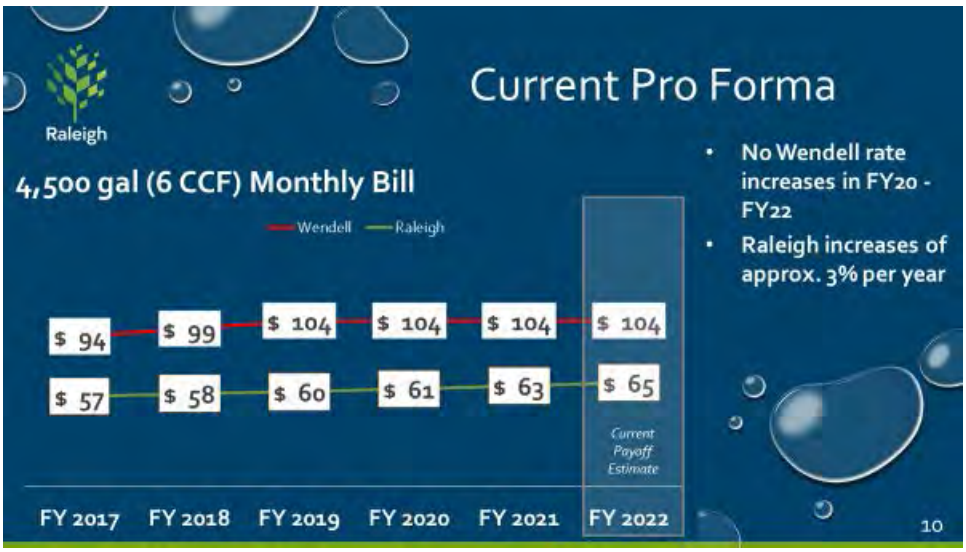
8

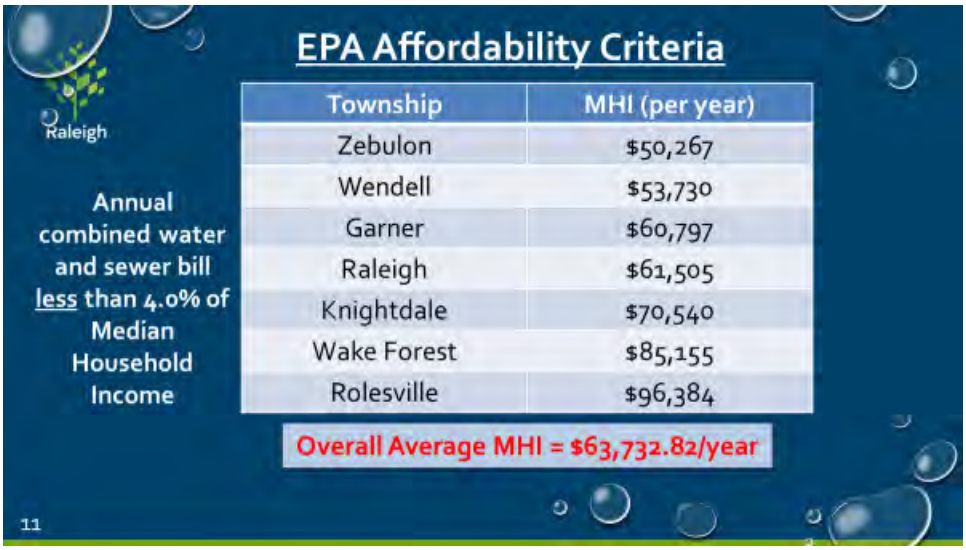
Current status of merger agreement

Raleigh

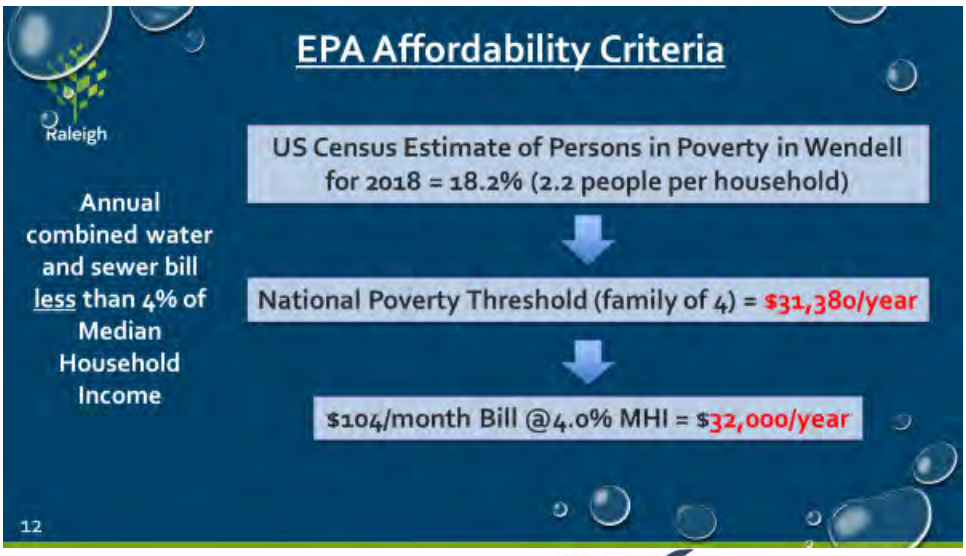
- Garner: FY 2009
- Rolesville: FY 2014
- Wake Forest: FY 2015
- Knightdale: FY 2019
- Wendell: Projected late FY 2022
- Zebulon: Projected late FY 2023

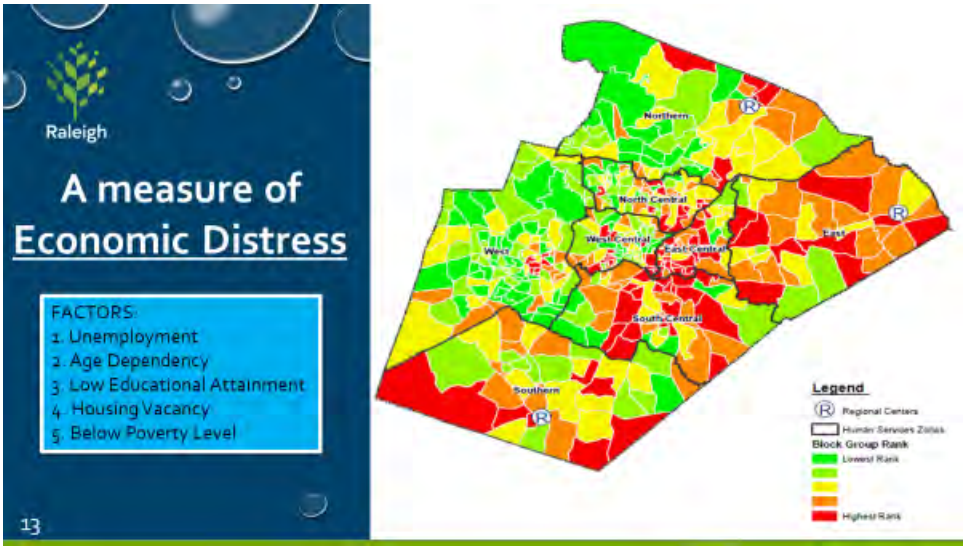
9





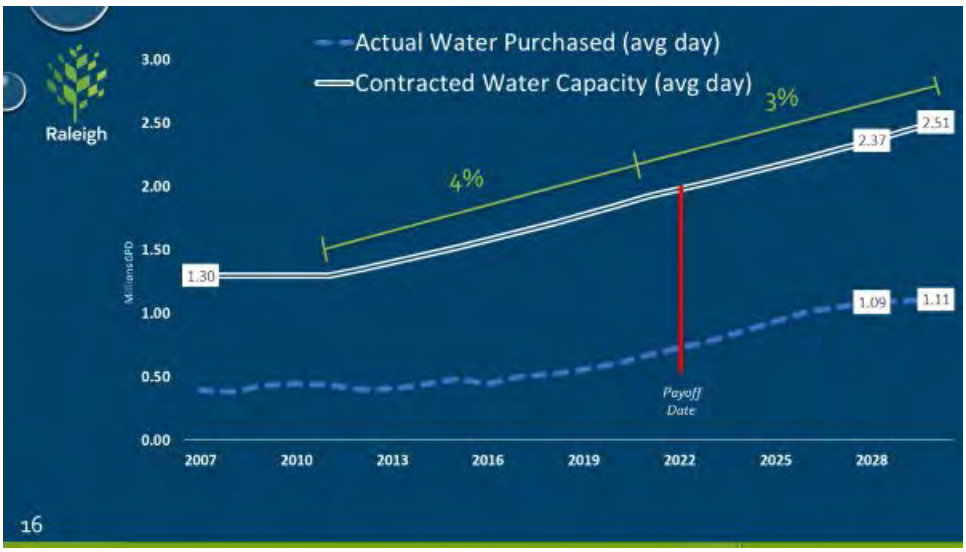
Township	MHI (per year)
Zebulon	$50,267
Wendell	$53,730
Garner	$60,797
Raleigh	$61,505
Knightdale	$70,540
Wake Forest	$85,155
Rolesville	$96,384

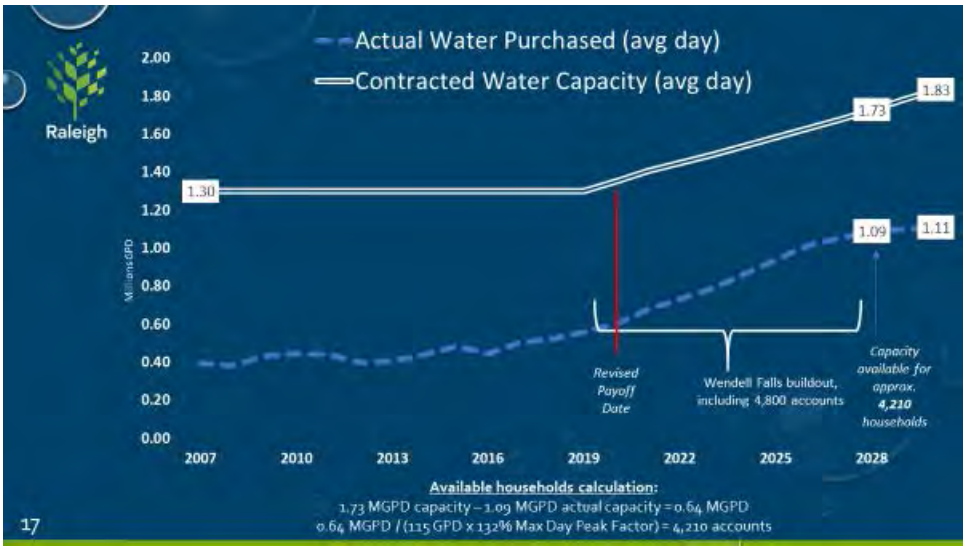



Raleigh
A measure of Economic Distress
FACTORS:
1. Unemployment
2. Age Dependency
3. Low Educational Attainment
4. Housing Vacancy
5. Below Poverty Level
Northern
North Central
West Central
East Central
West
East
South Central
Southern
Legend
Regional Centers
Human Services Zones
Block Group Rank
Lowest Rank
Highest Rank
13

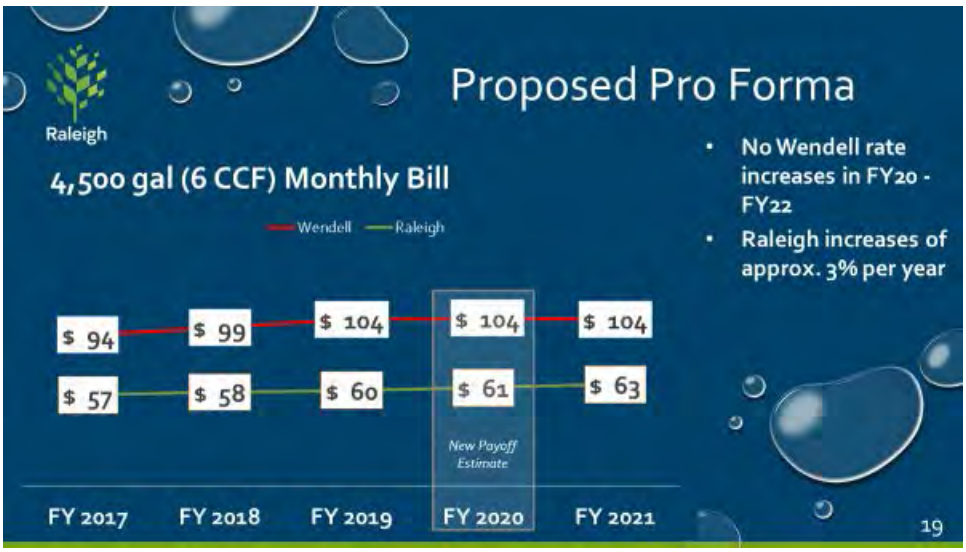
Raleigh
Another Way of Assessing Utility Customer Need
Aggregated Average Severance Amounts
On Accounts With Four or More Severances
WAKE FOREST
ROLESVILLE
RALEIGH
ZEBULON
WENDELL
GARNER
14

Raleigh
MODIFY MERGER AGREEMENT FOR PAYOFF IN JUNE 2020
• $1.725 million monetary credit for compounding water capacity only
– Sewer compound capacity still accrues per agreement
• $2 million cash transfer in FY19
• 4,800 new water accounts at 115 gpd/account added in FY19-28
• Modify Merger Agreement with payoff June 30, 2020
15


Raleigh
Actual Water Purchased (avg day)
Contracted Water Capacity (avg day)
Millions GPD
3.00
2.50
2.00
1.50
1.00
0.50
0.00
4%
3%
1.30
2.37
2.51
1.09
1.11
Payoff Date
2007
2010
2013
2016
2019
2022
2025
2028
16


Raleigh
Actual Water Purchased (avg day)
Contracted Water Capacity (avg day)
Millions GPD
2.00
1.80
1.60
1.40
1.20
1.00
0.80
0.60
0.40
0.20
0.00
1.30
1.73
1.83
1.09
1.11
Revised Payoff Date
Wendell Falls buildout, including 4,800 accounts
Capacity available for approx. 4,210 households
2007
2010
2013
2016
2019
2022
2025
2028
Available households calculation:
1.73 MGPD capacity – 1.09 MGPD actual capacity = 0.64 MGPD
0.64 MGPD / (115 GPD x 132% Max Day Peak Factor) = 4,210 accounts
17

Raleigh
Actual Sewer Flows (avg day)
Contracted Sewer Capacity (avg day)
Millions GPD
1.60
1.40
1.20
1.00
0.80
0.60
0.40
0.20
0.00
0.75
1.37
0.87
2020 Revised Payoff Date
2028 Capacity available for approx. 3,623 households
2007
2010
2013
2016
2019
2022
2025
2028
Available households calculation:
1.37 MGPD capacity – 0.87 MGPD actual capacity = 0.50 MGPD
0.40 MGPD / (115 GPD x 120% Max month Peak Factor) = 3,623 accounts
18



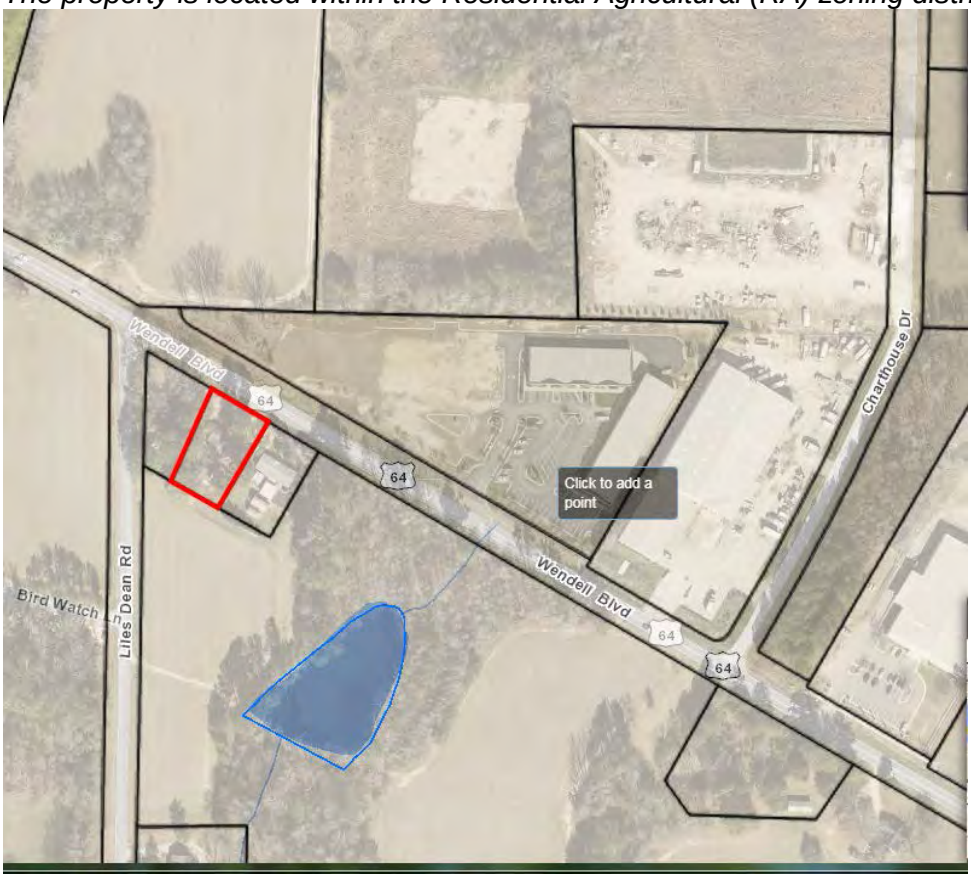
ACTION
Consensus of the Town Board of Commissioners that staff continue working with CORPUD.

5. PUBLIC HEARINGS

5a. **PUBLIC HEARING** for annexation petition A-19-01 for property located at 2412 Wendell Blvd; .4 acres, noncontiguous; PIN # 1784-16-1389.
Speaker: Planning Director David Bergmark

[Staff Report]
Item Summary:
Coconut Boat LLC has submitted an annexation request 0.4 acres of property located at 2412 Wendell Blvd and identified by PIN Number 1784-16-1389. This property is located across the

street from the Knott Square Shopping Center and is occupied by one single family dwelling. The home had been unoccupied for some time, and the new tenant discovered severe problems with the well and septic serving this lot. As a result, the owner has petitioned for annexation in order to access the existing water and sewer utility lines running along Wendell Blvd.
The Town Clerk has certified the sufficiency of the annexation petition.
***Zoning District**:*
The property is located within the Residential Agricultural (RA) zoning district.



Public Utilities:
Both water and sewer run along Wendell Boulevard and are available to the property.
***Tax Information**:*
Currently, the subject property is developed and is valued at $103,576. At the current tax rate of 49 cents per $100 valuation, annexation of this property would result in approximately $508 in annual tax revenue for the Town.
***Police & Public Works & Utility Service**:*

- *The proposed annexation area would require services from the Town's Police and Public Works Departments, if annexed. Both departments currently serve nearby property along Wendell Boulevard.*

Planning Director David Bergmark provided an overview of the satellite annexation request for .4 acres of property located at 2412 Wendell Blvd; staff report included above in italics.

Mayor Gray opened the public hearing at 8:00 PM. No one spoke. Mayor Gray closed

the public hearing at 8:00 PM.

ACTION
Mover: Mayor Pro Tem Lutz moved to the annexation petition A-19-01 for property located at 2412 Wendell Boulevard as presented.
Vote: Unanimous.

6. ADMINISTRATIVE ITEMS

6a. Discussion of the vision statement for the Little River.
Speaker: Mayor Virginia Gray

[Staff Report]
Item Title:
Discussion of the vision statement for the Little River.

Mayor Virginia Gray led the discussion of the vision statement for the Little River.

ACTION
Consensus and direction of the Town Board of Commissioners that staff draft a letter of support for the vision statement.

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

7a. Update on board committee(s) by Town board members:
- Wendell Fire Board [Commissioner Joyner]
- Capital Area Metropolitan Planning Organization [CAMPO] [Mayor Gray]

An update was provided by each representative.

8. COMMISSIONERS' REPORTS / COMMENTS

Commissioner Carroll thanked the staff for the Saturday Board Retreat.

9. MAYOR'S REPORTS / COMMENTS

Mayor Gray provided the following:

- Congratulated the Women's EWHS Basketball team champions!
- Congratulated the Men's EWHS Basketball team! They finished as runner-up.
- Aubrey's and Peedie's is celebrating its 40th Anniversary.
- Spoke at Career Day at Carver Elementary.
- Thanked the Parks & Recreation team for hosting Princesses in the Park.
- Thanked the staff for the Board Retreat.

10. CLOSED SESSION

10a. Closed session will be called if necessary for the following:

- Acquisition of real property [NC GS 143-318.12(a)(5)].

ACTION:
Mover: Mayor Pro Tem Lutz moved to go into closed session in accordance with NC GS 143.318.11 (a) (5) at 8:14 PM.
Vote: Unanimous.

ACTION:
Mover: Mayor Pro Tem Lutz moved to return to open session at 8:32 PM.
Vote: Unanimous.

ACTION:
Mover: Mayor Pro Tem Lutz moved to approve the sanitary sewer outfall resolution; below.
Vote: 4-1 approved with Commissioner Myrick voting opposed. .

RESOLUTION R-06-2019
RESOLUTION OF THE BOARD OF COMMISSIONERS
OF THE TOWN OF WENDELL
PROVIDING FOR THE ACQUISITION OF INTERESTS IN REAL PROPERTY

***WHEREAS**, the governing body of the Town of Wendell hereby determines that it is necessary and in the public interest to acquire interests in those parcels of land hereinafter described for the purpose of installing and upgrading the sanitary sewer system to serve the citizens of the Town of Wendell; and*

***WHEREAS**, proper officials or agents of the Town of Wendell have attempted to acquire the appropriate interests in the hereinafter described properties, and have been able to do so in some cases and in cases have been unable to agree with the owners thereof as to the fair market value thereof; and as a result, the Town of Wendell has been unable or unwilling to obtain all of the said properties by voluntary conveyance; and*

***WHEREAS**, the Town of Wendell, acting by and through the Board of Commissioners, proposes to exercise the power of eminent domain conferred upon the Town by the Charter of the Town and/or Chapter 40A of the North Carolina General Statutes to condemn such properties, if necessary;*

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF WENDELL:

1. That the Town Manager and/or Town Attorney or their designees are authorized to acquire by purchase or condemnation the interests in properties needed for the proposed "Wendell Falls Sanitary Sewer Outfall D Project" which project includes the properties more particularly described on Exhibit A attached hereto and as shown on maps prepared therefore and incorporated herein by reference.

2. The nature of the right, title and interest to be acquired is an easement interest with substantially those terms as set forth on Exhibit B attached hereto.

3. That the purpose for which the parcels are being acquired is to improve and expand the public sanitary sewer system as allowed by law in order to benefit the public and to provide the public with an adequate, safe and efficient sanitary sewer system.

4. That the attorneys for the Town of Wendell are hereby authorized and directed to institute the necessary proceedings, pursuant to Chapter 40A of the General Statutes of the State of North Carolina, to effectuate the acquisition of the interests in the land herein identified and that the attorneys for the Town of Wendell are hereby authorized on behalf of the Town of Wendell to give or receive such notice or notices as may be law be required.

5. That all property acquisitions occurring prior to the date of this Resolution in connection with this project are hereby ratified.

Duly adopted this 25th day of February 2019.

11. ADJOURN

ACTION:
Mover: Mayor Pro Tem Lutz moved to adjourn at 8:33 p.m.
Vote: Unanimous.

Duly adopted this _____ day of May 2019, while in regular session.

_____
Virginia R. Gray,
Mayor

ATTEST:

_____
Megan Howard,
Town Clerk

TOWN OF WENDELL
BOARD OF COMMISSIONER MEETING MINUTES
DRAFT – MARCH 11, 2019

The Wendell Town Board of Commissioners held their regularly scheduled meeting on Monday, March 11, 2019, in the Town Board Room, Wendell Town Hall, 15 East Fourth Street.

PRESENT: Mayor Virginia Gray; Mayor Pro Tem Jon Lutz; Commissioners: John Boyette, Ben Carroll, and Jason Joyner.

ABSENT: Commissioner David Myrick

STAFF PRESENT: Town Manager Marc Collins, Special Assistant to the Manager-Town Clerk Sherry Scoggins, Town Attorney Jim Cauley, Finance Director Butch Kay, Planning Director David Bergmark, and Police Chief Bill Carter.

CALL TO ORDER

Mayor Gray called the meeting to order at 7:00 p.m. and welcomed attendees.

Gabrielle Buchanan student at East Wake High School led the Pledge of Allegiance.

Bob Fleming of Covenant Presbyterian Church provided the invocation.

1. ADJUSTMENT AND APPROVAL OF THE AGENDA

ACTION
Mover: Mayor Pro Tem Lutz moved to approve the agenda as presented.
Vote: 4-0.

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

The following persons spoke during Public Comment Period:

- Ray Hinnant, 205 Dogwood Trail, spoke in opposition to returning water allocation.
- Regina Harmon, 6616 Tells Branch Ln, spoke about the water policy.

3. CONSENT AGENDA

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

3a. Approval of audit service contract with Petway Mills and Pearson PA for FY 2019.
3b. Approval of resolution directing the clerk to investigate a non-contiguous

annexation for 11.67 acres [11.21 for parcel and .46 for r-o-w] located on Wendell Boulevard behind Knott Square Shopping Center and identified by PIN Number 1784-17-7071.

ACTION:
Mover: Mayor Pro Tem Lutz moved to approve the consent agenda as presented.
Vote: 4-0

4. RECOGNITIONS, REPORTS, AND PRESENTATIONS

4a. Recognition of East Wake High School teacher: Toni Vick Dupree
Speaker: Mayor Virginia Gray

[Staff Report]
Item Summary
Toni Vick Dupree is the Special Populations Coordinator and Varsity Girls Basketball Coach at East Wake High School. She attended East Wake High School from 1994-1998 and played varsity girls basketball all four years. During those four years, she scored over 1000 points. She was a starter on the East Wake 4A 1997 Girl Basketball State Championship Team and was the team MVP, All-Conference, and Wake County Player of the Year. Coach Dupree was a member of the 1998 Volleyball team her senior year. Participated in track and field all 4 years. In 1998, Regionals top 3 in throwing discus and advance to States to finish in the top 10.
Coach Dupree received a basketball scholarship to High Point University and graduated in 2002 with a Bachelor of Science in Computer Information Systems. She also has a master's degree from NC State in School Counseling. She started working and coaching at East Wake High in October 2002. Assistant track coach for 4 years and junior varsity girls' basketball coach for 7 years. She started coaching the varsity girls' basketball team in 2009. Coach Dupree's teams have made the State playoffs for 8 years. She was voted Greater Neuse River Coach of the Year in 2015, 2018, 2019. Coach Dupree was honored to be an Assistant Coach for the East team in the NC East-West All-Star game in 2014. She has a 162-71 coaching record. Coach Dupree has been working at East Wake for 16 years and enjoys working with the students.
Toni Dupree is married to Leon Dupree and has two daughters, Paige and Leah.

Mayor Gray recognized East Wake High School teacher: Toni Vick Dupree; staff report is included above in italics.

Mrs. Dupree invited citizens to help proctor for the upcoming end-of-year testing. She also invited residents to come out and support the student athletes.

4b. Recognition of Zackery Feick for his Eagle Scout project at the Wendell Police Department.
Speaker: Police Chief Bill Carter.

[Staff Report]
Item Summary:
Upon installing the basketball goal at the Police Department, it became apparent that there was a need to have a place for players to take a break. A variety of options were explored with the

focus being solving the need through a community service type project. Communications with our local scout troop began and what started off as a good group service project morphed into the opportunity for an Eagle Scout candidate to complete a critical component necessary to reach that honor.

To quote from a Scout publication for Eagle project beneficiaries:

***The Eagle Scout Rank and the Service Project**: Service to others is an important part of the Scout Oath: "... to help other people at all times." Each year, tens of thousands of Scouts strive to achieve the coveted Eagle Scout rank by applying character, citizenship, and Scouting values in their daily lives. One of the rank requirements is to plan, develop, and give leadership to others in a service project helpful to any religious institution, school, or community. Through this requirement, Scouts practice what they have learned and gain valuable project management and leadership experience.*

Zackery Feick is a sophomore at Wake Forest High School. He is a member of the Jr ROTC program and is part of its Saber Team. He enjoys playing basketball, baseball and video games with his younger brother Nolan.

Zackery has been involved in Scouting since the age of seven. He serves as an Assistant Patrol Lead in Wendell's Troop 515 and in that capacity helps to lead the younger scouts. Zackery's commitment to Scouting has been recognized over the years as he has been chosen to attend the Boy Scouts largest National High Adventure Base last summer for leadership training, National Youth Leadership Training and National Advanced Youth Leadership Training. As noted above, the requirement to fulfill this rank requirement is extensive. Zachery was responsible for developing a plan which addressed the process from beginning to end, acquiring materials, coordinating volunteers and serving as the construction manager on the day of the "build". Leading up to the "build", Zachery had to meet with Chief Carter on several occasions with the final meeting including a review of the proposal and an implementation schedule. Once approved, a complete packet had to be submitted to the Awahili District Advancement Chair for their approval which occurred in mid-November 2018. Zackery's goal was to create a safe and effective social area which could be used by community members using the basketball court.

After an early winter snow and holidays, Zackery's plan was finally ready to take shape. On January 5, 2019, a cold and blustery day, Zackery along with a few people arrived. However, the work force quickly grew to almost two dozen of all ages. Zackery's role changed from unloading trucks to coordinating the various team members helping that day. By days end, the project was essentially completed with the construction of a seating area with three benches, a mulched area on which the benches are located, the repurposing of sod removed to install the mulch, general landscaping in the area and as a bonus the construction of a trash can enclosure which was designed to complement the benches.

The project is not quite complete, as Zackery and a smaller team will return in April to stain the benches and the trash can enclosure.

We are extremely proud to have the opportunity to help someone such as Zackery fulfill one of the many steps needed to attain Eagle Scout. We are equally proud of the contribution Zackery and his project have made to the Police Department facilities and are comfortable in saying that the goal of his project has been met in an outstanding manner.

Many thanks to Zackery and the team he led!

Police Chief Bill Carter recognized Zackery Feick for his Eagle Scout project at the Wendell Police Department; staff report included above in italics.

5. PUBLIC HEARINGS

Evidentiary (Quasi-Judicial) Hearing Guidelines:

- *Case is announced*
- *Town Attorney provides rules of procedure for an evidentiary hearing*
    - *Disclosure*
- *Town Clerk provides oath for persons wishing to present testimony*
- *Staff presentation*
- *Applicant presentation*
- *Opposition presentation*
- *Applicant rebuttal*
- *Opposition rebuttal*
- *Staff closing comments*
- *Board inquiry*
- *Board called into deliberation*
- *Board discussion of the findings of fact:*

- o *Approve*
- o *Approve with conditions*
- o *Deny (must include reason)*

5a. **EVIDENTIARY HEARING**: Special use request by Maria Zarate and Filiberto Ramirez to permit a Neighborhood Manufacturing use to operate in the rear portion of property located at 36 N Main Street.
Speaker: Planning Director David Bergmark

[Staff Report]
Item Summary:
Maria Zarate and Filiberto Ramirez have requested a Special Use Permit to permit a Neighborhood Manufacturing use to operate in the rear portion of that property addressed as 36 N Main Street (PIN # 1784700311).
The proposed special use request would allow the tenant, who is starting a cabinet showroom, to do on-site assembly in the rear portion of their store. The total tenant space is approximately 1,940 sf and the rear portion that will be used for assembly is 448 sf. This tenant space was formerly occupied by a flower shop.
Applicant's Justification:
The applicant's justification and Special Use Permit responses are included within Attachment B. As can be seen in Attachment B, the cabinets that are to be assembled on site have been pre-cut by the manufacturer, but occasionally the applicant may need to cut boards or panels on site as well. The applicant would be subject to the Town's Noise Ordinance, which is contained in Sec. 10-80 of the Code of Ordinances. Furthermore, the applicant's hours of operation are limited to 8:00 am – 8:00 pm, per their application.
Project Profile:

PROPERTY LOCATION:	*36 N Main Street*
WAKE COUNTY PIN:	*1784 70 0311*
ZONING DISTRICT:	*DMX*
CROSS REFERENCES:	
PROPERTY OWNER:	*Len Properties, LLC (New Owner)* *3614 Forward Way* *Raleigh, NC 27614*
APPLICANT:	*Maria Zarate and Filiberto Ramirez* *2826 Rexford Lane* *Cary, NC 27518*
PROPERTY SIZE:	*.31 ac. (Portion)*

The following persons were sworn in to provide testimony:

CURRENT LAND USE:	*Commercial*
PROPOSED LAND USE:	*Neighborhood Manufacturing Use*

Existing Zoning Map:

Zoning District:
This site is located in the Downtown Mixed-Use (DMX) Zoning District. The majority of the tenant space will be used as a cabinet showroom, which would fall under the 'General Retail' use category. General Retail is permitted in the DMX district. The light assembly taking proposed in the rear of the premises is considered 'Neighborhood Manufacturing', which requires a Special Use Permit in the DMX district.
All adjacent properties fall within the DMX zoning district.
Off Street Parking:
Adjacent on street parking satisfies the tenant's parking requirements for the DMX zoning district.
Site Improvements:
No improvements are planned or required related to lighting, landscaping, stormwater or public utilities.
Staff Comments:

- *The primary use of this space (as a showroom) is permitted by right under current regulations.*
- *The assembly of cabinets in the rear of the tenant space does require a Special Use Permit in order to confirm it would not negatively impact adjacent uses. Given the applicant's proposal, staff does not foresee any negative impacts related to noise, dust, or traffic from the proposed use. The Town's noise ordinance would still apply should any noise complaints arise.*

Town Attorney Jim Cauley provided the rules of procedure for an evidentiary hearing.

The following persons were sworn in to provide testimony to the Board of

Commissioners: David Bergmark [Planning Director], Maria Zarate [applicant], Filiberto Ramirez [applicant], Kathy Dara and Regina Harmon.

Planning Director David Bergmark provided an overview of the special use request submitted by Maria Zarate and Filiberto Ramirez requesting a Neighborhood Manufacturing use to operate in the rear portion of the property addressed as 36 N Main Street (PIN # 1784700311); staff report included above in italics.

Mr. Ramirez and Ms. Zarate provided an overview of the request for their showroom.

Kathy Dara stated she is excited to have a kitchen and showroom. She is concerned with manufacturing in Downtown Wendell.

Regina Harmon stated she owns two businesses in Downtown Wendell. She is excited for the growth. She stated several years ago a request for metal fabrication manufacturing at the Agave location was received and turned down. She stated this may open the door for other manufacturing requests.

Planning Director David Bergmark stated this request is the least intensive manufacturing requests. He added jewelry makers and seamstresses sewing clothes are also considered assembly manufacturing.

Based upon question by the Board about equipment used by the applicant, Planning Director Bergmark stated the equipment that the applicant will use includes a three-gallon air compressor and staple gun.

Based upon question by the Board about noise, Planning Director Bergmark stated the Town's noise ordinance would be in place.

Based upon question by the Board about hours of operation, Ms. Zarate and Mr. Ramirez stated they would be open from 9 AM to 5 PM Monday through Friday and 9 AM to noon on Saturday.

ACTION
Mover: Mayor Pro Tem Lutz moved to approve the special use request by Maria Zarate and Filiberto Ramirez to permit a Neighborhood Manufacturing use to operate in the rear portion of the property at 36 N Main Street with the condition that the [noise] decibel level could not be louder than the surrounding properties' noise level.
Vote: 4-0

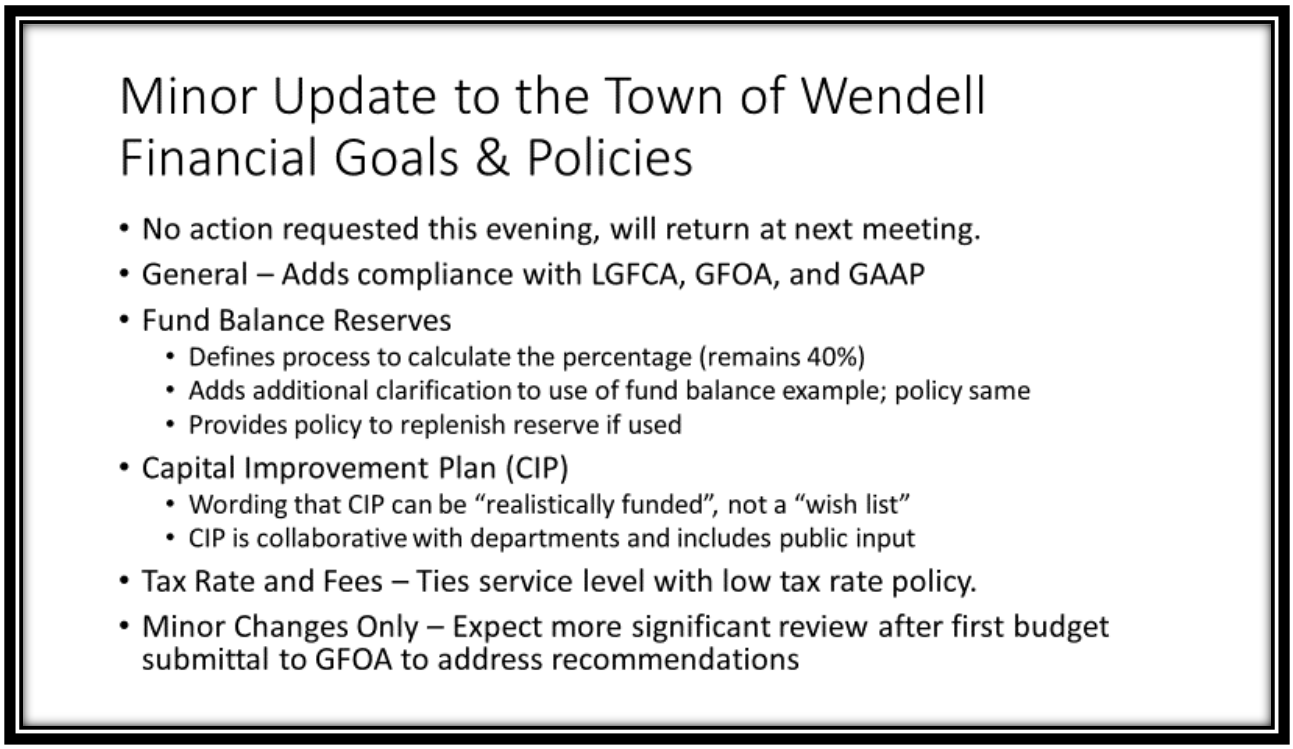
Mayor Gray called for a recess at 8:01 PM. Mayor Gray called the meeting back to order at 8:05 PM.

6. ADMINISTRATIVE ITEMS

6a. Presentation of draft finance policies.
Speaker: Town Manager Marc Collins

[Staff Report]
Item Summary:
Staff will provide a brief presentation on proposed updates and additions to the Town of Wendell Financial Goals & Policies (Policy 107). The policy was last amended in March 13, 2017 and May 26, 2009. The updates will clarify existing policy and provide additional guidance based on Government Finance Officers Association (GFOA) best practices. All proposed policies remain consistent with the Local Government Budget and Fiscal Control Act.
The current Town of Wendell financial policies are attached for reference. Proposed changes and additions will be provided at the meeting on March 11, 2019.

Town Manager Marc Collins presented an overview of the draft finance policies; staff report included above in italics. A summary of the revisions is below:



ACTION
Place on the March 25, 2019, consent agenda for Board action.

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

7a. Snap Shot.

Commissioner Joyner requested to amend the Snap Shot to incorporate the Battle Bridge Road Project.

7b. Update on board committee(s) by Town board members:

- Triangle J Council of Governments Executive Roundtable Discussion [Mayor Gray]
- Wendell Fire Board [Commissioner Joyner]

Mayor Gray had a conflict and was unable to attend the Triangle J Council of Governments Executive Roundtable Discussion.

Commissioner Joyner provided an update on the Wendell Fire Board.

Commissioner Boyette provided an update on the Town Clerk recruitment process.

8. COMMISSIONERS' REPORTS / COMMENTS

Commissioner Joyner stated, Joel Moody, neighbor and friend, passed away last Tuesday. He added Joel was a native of Wendell and he was the embodiment of Wendell.

Mayor Pro Tem Lutz stated his appreciation to the Appearance Commission for the Party with a Purpose and Mr. Paul White and Universal Chevrolet for being the host site of this year's red-carpet affair.

9. MAYOR'S REPORTS / COMMENTS

Mayor Gray provided the following:

- Attended Stars in the East program that showcased the talents of our children.
- On Friday, celebrated and participated in "Read Across America" by reading Dr. Seuss books at Wendell Elementary School and East Wake Academy.
- Wendell Community Partners [also known as Meet on Main] is collecting pledges. No community events are scheduled at this time.
- Saturday, March 23rd at 10 AM the Wendell Tree Board is celebrating Arbor Day at the Town Square. This is a FREE event.
- Saturday, March 30th is a busy day in Downtown Wendell. ProTown BMX will host two FREE shows on Main Street at 11 AM and 2 PM. During the show you will smell good eats as GrillBillies is hosting its Second Annual People's Choice Barbeque Challenge beginning at 12 noon. This is a FREE event and you are

the judge of who created the most delectable barbeque.

- Wendell Council of Churches is having its spring food drive. On Saturday, April 6th members of the Wendell Council of Churches will put out bags for participants to fill with nonperishable food items. On Saturday, April 13th members will return to collect the bags in order to re-stock our local food pantries.

10. CLOSED SESSION

10a. Closed session will be called if necessary for the following:

No closed session was called.

11. ADJOURN

ACTION:
Mover: Commissioner Joyner moved to adjourn in memory of Joel Moody.
Vote: 4-0..

Duly adopted this _____ day of May 2019, while in regular session.

_____
Virginia R. Gray,
Mayor

ATTEST:

_____
Megan Howard,
Town Clerk

TOWN OF WENDELL
BOARD OF COMMISSIONER MEETING MINUTES
DRAFT – MARCH 25, 2019

The Wendell Town Board of Commissioners held their regularly scheduled meeting on Monday, March 25, 2019, in the Town Board Room, Wendell Town Hall, 15 East Fourth Street.

PRESENT: Mayor Virginia Gray; Commissioners: John Boyette, Ben Carroll, Jason Joyner and David Myrick.

ABSENT: Mayor Pro Tem Jon Lutz

STAFF PRESENT: Town Manager Marc Collins, Special Assistant to the Manager-Town Clerk Sherry Scoggins, Town Attorney Jim Cauley, Parks & Recreation Director Jeff Polaski, Planning Director David Bergmark, Planner I Jeannine Ngwira, Public Works Director Brian Bray, Public Works Operations Superintendent Chris Smith, Master Officer Matthew Taylor and Police Chief Bill Carter.

CALL TO ORDER

Mayor Gray called the meeting to order at 7:00 p.m. and welcomed attendees.

Caroline West, 5th grade student at Wendell Magnet Elementary School, led the Pledge of Allegiance.

Reverend Debbie Osterhoudt of Covenant Presbyterian Church provided the invocation.

1. ADJUSTMENT AND APPROVAL OF THE AGENDA

ACTION
Mover: Commissioner Carroll moved to approve the agenda as presented. .
Vote: 4-0

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

No public comment was received.

3. CONSENT AGENDA

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

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

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

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

ACTION:
Mover: Commissioner Carroll moved to approve the consent agenda as presented..
Vote: 4-0.

4. RECOGNITIONS, REPORTS, AND PRESENTATIONS

4a. Recognition of Wendell Magnet Elementary School teacher: Jeanne Winegar
Speaker: Mayor Virginia Gray

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

Mayor Gray recognized Wendell Magnet Elementary School teacher: Jeanne Winegar; staff report included above in italics.

4b. Presentation by the East Wake Education Foundation.
Speaker: Executive Director Shannon White

[Staff Report]
Item Summary
At the October 22, 2018, Town Board meeting, Mayor Gray shared that the East Wake Education Foundation, EWEF, was the recipient of a Kaleidoscope Project grant. The EWEF closed in December 2018 so the facility could undergo improvements for its young patrons who are ages 5 and younger and their caregivers. The doors re-opened on March 11, 2019. Executive Director Shannon White will provide an update on the improvements at EWEF.

Executive Director Shannon White and Program Coordinator Brooke Atkins provided the following PowerPoint presentation:

EAST WAKE EDUCATION FOUNDATION

Serving Wendell, Knightdale, and Zebulon

EWEF

CENTRO DE APRENDIZAJE PARA LA FAMILIA

East Wake
Education Foundation

Resource
Center

Before Renovation

Resource
Center
During Renovations

Resource Center
After Renovations

Library
Before Renovations
Library
During Renovations

Library
After Renovations
Reading/Library
Lectura/Biblioteca

Science Room

Before Renovations

Science Room

During Renovations

Science Room
After Renovations

Classroom
Before Renovations

Classroom
During Renovations

Classroom
After Renovations

Murals
By Peggy Lee

Keep Watching! We are not done!
EAST WAKE EDUCATION FOUNDATION
Serving Wendell, Knightdale, and Zebulon
EWEF
CENTRO DE APRENDIZAJE PARA LA FAMILIA

4c. Introduction of new Town of Wendell employee: Police Officer Matthew Taylor.
Speaker: Police Chief Bill Carter

[Staff Report]
Item Summary:
Matthew Taylor is originally from Fayetteville, NC and is a graduate of Gray's Creek High School. Matthew completed Basic Law Enforcement Training (BLET) at Fayetteville Technical Community College in 2012.
Upon completion of BLET, Matthew was hired by the Wendell Police Department in August 2012 and began his law enforcement career as a patrol officer. Matthew embraced the Wendell community, quickly moved here and continues to call Wendell home. During his time with the Wendell Police Department, Matthew has utilized the Police Department's career development program and progressed to the rank of Master Officer. In 2014, Matthew was assigned to one of the two traffic officer positions within the Police Department. In that capacity, he engages in an increased focus on traffic enforcement both in town and through the Wake County Traffic Taskforce, which affords the Police Department the opportunity to participate in and take advantage of multi- agency initiatives such as speed campaigns and DWI checkpoints.
In August 2018, Matthew was hired by the Wake County Sheriff's Office as he sought to explore a wider variety of opportunities with a larger agency. After seven months, Matthew elected to return to the Wendell Police Department and the Town of Wendell as he saw it offering him a wider variety of opportunities on a daily basis. Matthew was sworn in on March 5, 2019.

Police Chief Bill Carter introduced Master Officer Matthew Taylor; staff report included above in italics.

4d. Introduction of new Town of Wendell employee: Jeannine Ngwira
Speaker: Planning Director David Bergmark.

[Staff Report]
Item Summary:
Jeannine Ngwira began her employment with the Town of Wendell as a Planner I on February 22, 2019. Prior to beginning work with the Town, Jeannine was employed by the Village of North Palm Beach in Florida, where she worked as a Planner. While with North Palm Beach, Jeannine managed planning casework including plan and permit review, preparing staff reports for public hearings, processing certificates of appropriateness, assisting citizens and contractors with planning and zoning issues, and managing site plan modifications.
Jeannine currently resides in a Raleigh apartment and is looking for a permanent home with her husband in the area. Prior to joining the planning profession, past mission-work and employment has caused her to live all over the world, including locations in Africa and South America. She graduated in May of 2018 from Florida Atlantic University with a Master of Urban and Regional Planning.
As Planner I for the Town of Wendell, Jeannine will assist the Town with zoning map and text amendments, special use requests, annexation petitions, variance requests, development review, and general research and zoning inquiries.
Please join the Planning Department in welcoming Jeannine Ngwira to the Town of Wendell.

Planning Director David Bergmark introduced new Town of Wendell employee Planner I Jeannine Ngwira; staff report included above in italics.

4e. Presentation of Law Enforcement Accreditation.
Speaker: Police Chief Bill Carter.

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

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

CALEA operates as an independent, nonprofit 501(c)(3) corporation and is not a governmental entity. It is funded through the fees paid by the participating agencies. Participation in the process is voluntary. Fees paid by public safety agencies defray the Commission's major operating costs. The Commission's authority is derived solely from the voluntary participation of public safety agencies in the accreditation program.
CALEA began as a law enforcement-only accreditation organization. Over time, it recognized the need to expand into other areas of the public safety sector. It now maintains accreditation programs for law enforcement, communications, training academy and campus security.
In North Carolina there are ten agencies in the CALEA self-assessment phase of the law enforcement accreditation process, including Holly Springs Police Department. There are 58 agencies that currently hold a law enforcement accreditation through CALEA in North Carolina. The largest is the Charlotte-Mecklenburg Police Department with 2,400 members and the smallest is the Davidson Police Department with 18 members. Local neighboring agencies which have achieved law enforcement accreditation through CALEA include the police departments of

Apex, Cary, Clayton, Garner, Knightdale, Morrisville, Raleigh, Smithfield and Wake Forest.

Purpose:

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

Commitment:

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

Benefits:

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

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

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

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

> *"From my perspective as chief, accreditation holds the agency and its leadership team accountable to the citizens, as well as the men and women with their boots on the ground, carrying out their duties at high risk within the community. It ensures that agency leaders hold themselves accountable for measuring up to a set of internationally accepted standards of performance. It requires that the entire leadership team values professionalism, officer safety, and proper respect for the personnel and those who reside in the community they serve…. Accreditation assures the community that their police department is committed to excellence, and that its leadership team recognizes their responsibility to the process of perpetual improvement."*

In that same article, his County Manager John Vithoulkas, commented on the value of achieving law enforcement accreditation by concluding with this statement: "It's a picture of professionalism

that makes a statement."

Process:

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

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

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

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

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

Staffing and Cost:

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

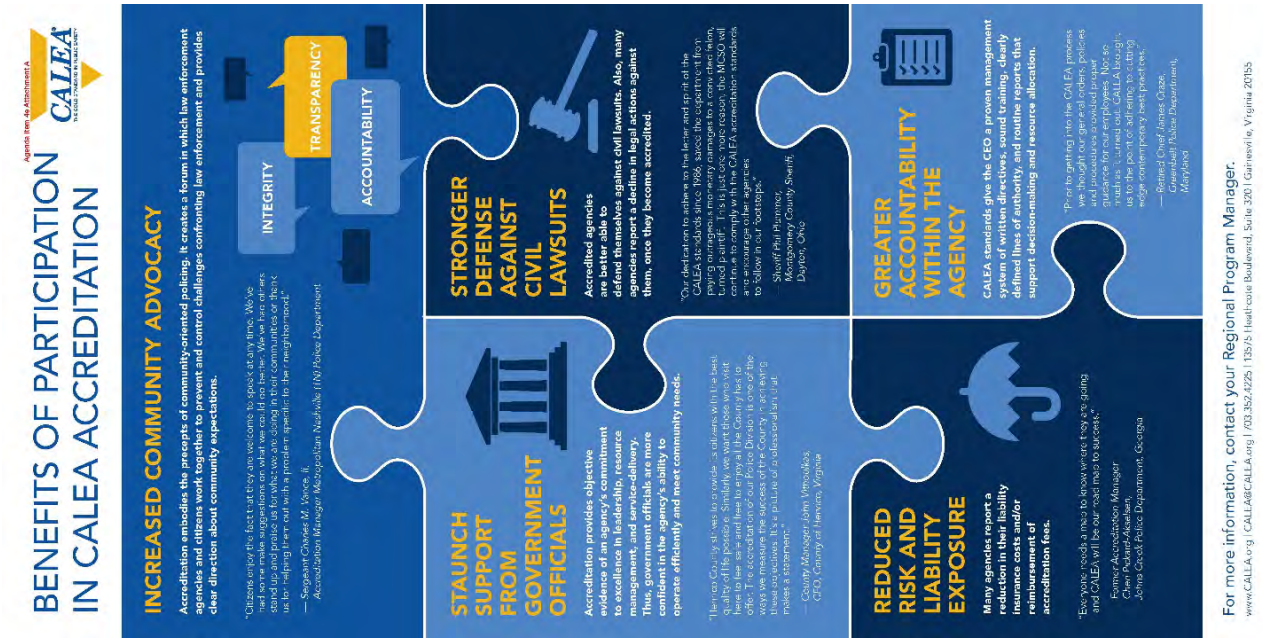
Item	*Minimum Cost*	*Maximum Cost*
Salary - Non-sworn (Grade TBD)	*$37,809*	*$47,865*
Benefits	*$17,014*	*$21,539*
Equipment/License	*$3,000*	*$3,000*
Training	*$3,700*	*$3,700*
CALEA Fees	*$2,900*	*$2,900*

Based on agency size *Does not include year 3 on-site fee.*		
Software Fee (Minimum fee is limited access for CALEA Process. The higher figure provides essential document and training management tools for all police employees based on 22 employees)	*$450*	*$4,750*
TOTAL	*$64,873*	*$83,104*

Action Plan:

The Police Department is convening a committee to evaluate the process of accreditation and make recommendations regarding the course of action to achieve this recognition. –Staff recommends posting the hiring ahead of signing the contract which would start the contract period. The primary role of the position would be that of accreditation manager. Hhowever, collateral duties would include grant management, training coordination and other administrative tasks as workload defines. This timeline would allow the accreditation manager to become familiar with the Town and Police Department policies and procedures. Once the contract with CALEA is signed, the position would focus on the CALEA standards and the necessary actions to meet them as soon as possible.

Attachment A:



Attachment B:

Agenda Item 4e, Attachment B

Accreditation Process **Quick Guide**

The CALEA **5-STEP** Accreditation Process

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

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

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

1 Enrollment

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

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

2 Self-Assessment

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

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

3 Assessment

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

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

4 Award

If compliance requirements are achieved, the Commission awards accreditation

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

5 Reaccreditation

Reaccreditation is an ongoing quality performance review of the agency

- Maintain agency information & statistical tables
- Submit annual reports to CALEA
- Participate in annual web-based assessment

Also in the fourth year:

- Participate in site-based assessment

CONTINUOUS MAINTENANCE OF ACCREDITATION PROCESS

CALEA

Agenda Item 4e, Attachment B

REACCREDITATION
the four-year review cycle

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

Police Chief Bill Carter provided an overview of law enforcement accreditation [CALEA]; staff report included above in italics.

Commissioner Joyner questioned the starting pay for a police officer. Police Chief Carter stated $41,540.

5. PUBLIC HEARINGS

No public hearings scheduled.

6. ADMINISTRATIVE ITEMS

6a. Request for waiver of community center rental fee by the Wendell Council of Churches.
Speaker: Parks & Recreation Director Jeff Polaski

[Staff Report]
Item Summary:
When a waiver of community center rental fee is submitted, the waiver request is for the rental of the entire Community Center. The waiver application is reviewed by the Parks and Recreation Commission and it makes a recommendation on the waiver. In turn, the recommendation is forwarded to the Wendell Town Board of Commissioners for action.
The Community Center is reserved when the non-refundable deposit of the cleaning fee is received. A certificate of liability naming the Town as an additional insured is to be received when paying the deposit. If applicable, payment of the staffing fees must be paid a minimum of 30 days prior to the event.
On behalf of the Wendell Council of Churches, Errol Briggerman is asking for the Community Center rental fees to be waived for the National Day of Prayer event on Thursday May 2, 2019. This event will be from 7:15pm until 8:30pm.
The requested fee waiver is: $255 (3hrs x $85.00). The Wendell Council of Churches would be responsible for the clean-up fee of $250 and the staffing fee of $105 for a total of $355.00.
On March 4, 2019, the Parks and Recreation Commission reviewed and voted unanimously in favor of waiver of the rental fee for this event.

Parks & Recreation Director Jeff Polaski provided an overview of the request by the Wendell Council of Churches for waiver of community center rental fee; staff report included above in italics.

ACTION:
Mover: Commissioner Carroll moved to approve the fee waiver request of $255 for the Wendell Council of Churches request.
Vote: 4-0.

6b. Discussion to receive policy direction on short-term rentals.
Speaker: Planning Director David Bergmark
[Staff Report]
Item Summary:

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

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

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

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

a. Does not serve food or drink to the general public for pay.

b. Serves the breakfast meal, the lunch meal, the dinner meal, or a combination of all or some of these three meals, only to overnight guests of the home.

c. Includes the price of breakfast in the room rate. The price of additional meals served shall be listed as a separate charge on the overnight guest's bill rate at the conclusion of the overnight guest's stay.

d. Is the permanent residence of the owner or the manager of the business."

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

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

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

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

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

***Staff Comments**:*

It is staff's recommendation that the Town Board consider amending Wendell's regulations regarding Bed and Breakfast Inns. Based on the current language of the UDO, anyone would be permitted by right to operate a Bed and Breakfast Inn in any district except M&I. There are currently no zoning standards attached this use, beyond what is arguably incorporated into its definition (that breakfast be served). Building code would require the home to be the permanent

residence of the owner or manager of the business, but otherwise it would permit any existing single family detached dwelling to operate as a Bed and Breakfast. The current regulations would permit essentially any home in any neighborhood to become a Bed and Breakfast Inn with virtually no requirements and no approval process.
While staff believes that a Bed and Breakfast Inn use in the correct context would benefit the Town, the current regulations could result in undesired consequences. Regulations could address things such as # of guests, lengths of stay, permitted locations, etc.
A revision to the Town's Bed and Breakfast Inn use would not necessarily address Airbnb, as these are intended to serve different purposes. If it is the Town's desire to permit other types of short-term rentals (beyond a Bed and Breakfast Inn), specific regulations should be created for these types of rentals as well. Example language from the City of Asheville and the City of Raleigh are provided in Attachment A.
Please note that the example language provided would permit short-term rental of rooms within residential districts, but not short-term rental of an entire dwelling. Asheville does permit short-term vacation rental of an entire dwelling elsewhere in its code, but only within specific commercially-oriented zoning districts.

Planning Director David Bergmark provided an overview of short-term rentals; staff report included above in italics.

Commissioner Boyette questioned if the Town received a complaint. Planning Director David Bergmark stated Mayor Gray received a question.

Commissioner Boyette stated he heard that if the use is not within the Town's Code of Ordinances, then the use is prohibited. He questioned the penalty for the offense. Planning Director David Bergmark stated it would be treated as a zoning violation and it would be a fine of $100 per day.

Manager Collins questioned if the Board of Commissioners wants staff to pursue a recommendation to the Town's UDO.

It was the consensus of the Board for staff to bring back a recommendation.

Commissioner Joyner stated policy is a concern. The enforceability is the same afterwards. He is interested in the use as it generates occupancy tax revenue.

ACTION:
Consensus of the Board of Commissioners for staff to review and bring back a recommendation.

6c. Request for replacement of police vehicles.
Speaker: Police Chief Bill Carter

[Staff Report]
Item Summary:
The Town of Wendell Financial Policies include the utilization of an Asset Replacement Schedule to ensure that town equipment such as vehicles and service equipment replacement is in the most

efficient and cost-effective manner. The schedule contains a criteria chart which considers age, mileage, condition, services, reliability, and maintenance costs to serve as the general indicators for initiating vehicles and equipment replacement. Based on that criteria, the vehicles are classified as either needs priority replacement, qualifies for replacement, or does not need replacement.

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

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

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

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

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

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

Police Chief Bill Carter provided an overview of the request for replacement of police vehicles; staff report included above in italics.

Town Manager Collins added the Town is moving to a five-year capital plan for consistency. He added the cost of vehicles is increasing. The vehicle is the office for the police officer.

Commissioner Boyette questioned what is being pulled. Chief Carter stated the golf cart or the trailer with the department supplies. He added the use of the vehicle to pull the trailers is several times a year.

Commissioner Boyette questioned the use of a public works vehicle. Chief Carter stated there is value for the police department to have a pick up truck.

ACTION:
Mover: Commissioner Joyner moved to approve as requested.
Vote: 4-0.

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

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

Updated on board committee(s) provided.

8. COMMISSIONERS' REPORTS / COMMENTS

Commissioner Joyner expressed concern for children in need not being provided a lunch. He added that he would reach out to the Wendell Council of Churches to see if this can be addressed in Wendell.

9. MAYOR'S REPORTS / COMMENTS

Mayor Gray provided the following:
- Presented State of the Town to the Rotary Club; presentation is available on the Town's social media and Town's website.
- Attended the East Wake High School March Business Alliance meeting.
- Participated in a panel discussion with the local Girl Scouts troop.
- Town is in the middle of its Arbor Day celebrations.
- Saturday, March 30 is the ProTown BMX
- Saturday, March 30 is the 2nd Annual People's Choice BBQ Challenge
- Wendell Council of Churches Re-stocking of the local pantries:
  - Delivery of grocery bags on Saturday, April 6, 2019
  - Pick up of grocery bags filled with non-perishable on Saturday, April 13, 2019

10. CLOSED SESSION

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

ACTION:
Mover: Commissioner Boyette moved to go into closed session in accordance with NC GS 143-318.11 (a) (5) at 8:15 p.m.
Vote: 4-0.

ACTION:
Mover: Commissioner Joyner moved to return to open session at 8:32 p.m.
Vote: 4-0.

11. ADJOURN

ACTION:
Mover: Commissioner Carroll moved to adjourn at 8:32 p.m.
Vote: 4-0.

Duly adopted this ___ day of May 2019, while in regular session.

_____
Virginia R. Gray,
Mayor

ATTEST:

_____
Megan Howard,
Town Clerk

TOWN OF WENDELL
BOARD OF COMMISSIONER MEETING MINUTES
DRAFT – APRIL 08, 2019

The Wendell Town Board of Commissioners held their regularly scheduled meeting on Monday, April 8, 2019, in the Town Board Room, Wendell Town Hall, 15 East Fourth Street.

PRESENT: Mayor Virginia Gray; Mayor Pro Tem Jon Lutz; Commissioners: Ben Carroll, Jason Joyner and David Myrick.

ABSENT: Commissioner John Boyette

STAFF PRESENT: Town Manager Marc Collins, Special Assistant to the Manager-Town Clerk Sherry Scoggins, Town Attorney Jim Cauley, Finance Director Butch Kay, Athletics Program Supervisor Director Tim Kay; Parks & Recreation Director Jeff Polaski, Planning Director David Bergmark, Public Works Director Brian Bray, Public Works Superintendent Chris Smith, and Police Chief Bill Carter.

CALL TO ORDER

Mayor Gray called the meeting to order at 7:00 p.m. and welcomed attendees.

Stalin Wences, student at Carver Elementary School, led the Pledge of Allegiance.

Errol Briggerman of Wendell Baptist Church provided the invocation.

1. ADJUSTMENT AND APPROVAL OF THE AGENDA

ACTION
Mover: Commissioner Myrick moved to table Item 4a.
Vote: 4-0

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

No public comment was received.

3. CONSENT AGENDA

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

3a. Approval of the Wake County Tax Report for the Town of Wendell.
3b. Approval of the amended 2019 Board of Commissioners Meeting Schedule to include a Special Called Budget Work Session on Monday, April 29, 2019 at 7 PM at Wendell Town Hall, 15 E Fourth St.

ACTION:
Mover: Mayor Pro Tem Lutz moved to approve the consent agenda as presented..
Vote: 4-0.

4. RECOGNITIONS, REPORTS, AND PRESENTATIONS

4a. Recognition of Carver Elementary School teacher: Ms. Aryn Kontos
Speaker: Mayor Virginia Gray

Item 4a was tabled.

4b. Recognition of the Youth Winter Basketball All-Star State 15-18 boys' team for winning the State Championship.
Speaker: Athletics Program Supervisor Director Tim Kay

[Staff Report]
Item Summary
This year's Youth Winter Basketball All-Stars was a stellar season for the 15-18 boys team! Through team work and solid performances, these young men won the State Championship!

- *Friday, March 22nd 2019 Wendell 63 vs Knightdale 54*
- *Saturday, March 23rd 2019 Wendell W vs Spring Hope Forfeit*
- *Saturday, March 23rd 2019 Wendell lost to Henderson. However, Henderson used illegal players and was disqualified. Wendell advanced to Sunday's Championship game.*
- *Sunday, March 24th 2019 Wendell 77 vs Wake Forest 70*

Congratulations State Championship Youth Winter Basketball All-Star State 15-18 boys team!!

Athletics Program Supervisor Director Tim Kay provided an overview of the Youth Winter Basketball All-Star State 15-18 boys' team for winning the State Championship; staff report above in italics.

4c. Presentation of the upcoming Spring Into the Arts Walk and request for temporary street closures.
Speaker: Parks & Recreation Director Jeff Polaski

[Staff Report]

Item Summary

Spring Into the Arts Walk – Saturday, May 11th, 9 AM to 3 PM

FREE day-long community event of visual, fine and performing arts!

Young artists will have their art work from school on display showcasing Wendell's youthful talent at Southern Charm Door Hangers. Kids art activities offer creative engagements for budding artists. Explore arts and crafts vendors along Main Street. Acoustic sounds of bluegrass will emanate from Downtown Wendell beginning at 10 AM with the GrassStreet Band followed at 1 PM by the Counterclockwise String Band. Car enthusiasts can "ooh" and "ahh" over vehicles at the Classic Car Show. Aromas of yummy eats from local restaurants and food trucks will waft in the air as you stroll Downtown Wendell. See artists creating masterpieces throughout Wendell's Historic District that will be available for auction at Wine and Beer 101 on Main Street. Reception begins at 6:30 PM and a live auction commences at 7 PM. Proceeds from the auction will be used for projects recommended by the Wendell Appearance Commission.

New for the 2019 Spring Into the Arts Walk:

- *Family and children activities on Third Street at Pine Street*
- *Vendors on Main Street between railroad and Third Street in the parking slips*
- *Bands on Main Street at the railroad facing Third Street*
- *Food trucks on MainStreet between railroad ad Fourth Street*
- *Classic Car Show on Main Street between Wendell Boulevard and Fourth Street*
- *Fourth Street will remain OPEN*
- *Parking available in the Park and Ride lot on Fourth Street, Woman's Club Lot at Third and Cypress Streets and the paved parking lot at Agave's Mexican Restaurant*

Staff is before the Board of Commissioners with the following temporary street closure requests for this year's Spring Into the Arts Walk:

- *Main Street between Wendell Boulevard and Fourth Street*
- *Main Street between Fourth Street and Third Street*
- *Depot Street would be reserved for vendor parking*

Parks and Recreation Director Polaski provided an overview of the upcoming Spring Into the Arts Walk event and requests for temporary street closures; staff report above in italics.

ACTION
Mover: Mayor Pro Tem Lutz moved to approve the temporary street closures for Main Street between Wendell Blvd and Fourth Street, Main Street between Fourth and Third Street, and Depot Street for vendor parking.
Vote: 4-0

5. PUBLIC HEARINGS

Public hearings are legislative. Persons wishing to speak will have five minutes to speak.

QUASI-JUDICIAL [EVIDENTIARY] PUBLIC HEARINGS *- Quasi-judicial hearings are different than regular public hearings in that they resemble a court hearing where testimony is presented. The Town Board refrains from "ex parte communication" about these cases, as they must make a decision based solely on the written and oral evidence actually presented at the hearing itself. This means that the Town Board refrains from receiving any information about these cases outside the hearing, including emails, phone calls, letters, etc. The Town Board also refrains from conducting meetings about these issues outside the hearing.*
These same prohibitions do not apply to staff. Staff welcomes inquiries from the public about any of these cases.

Public Hearing Guidelines*:*

- *Case is announced*
- *Staff presentation*
- *Public hearing is opened*
- *Applicant presentation*
- *Citizens will follow the same rules as Public Comment Period and will have five minutes to speak*
- *Close public hearing*
- *Board members ask questions*
- *Board may take action*

5a. **PUBLIC HEARING** for a map amendment request to rezone 17 acres located behind Industrial Drive, accessed by Church Street (PIN #1784326835; addressed as 0 Wendell Blvd.) from Manufacturing & Industrial (M&I) to Corridor Mixed Use (CMX). The Wendell Board of Commissioners reserves the right to change the existing zoning classification of the area in question or any part or parts thereof to a more restrictive general zoning classification without the necessity of withdrawal or modification of the petition. [Item 5b is contingent

upon adoption of item 5a.]
Speaker: Planning Director David Bergmark.

[Staff Report]

Petition:

The applicant has requested a change in zoning classification for 17 acres of property located at 0 Wendell Blvd. The requested area is located within the extraterritorial jurisdiction (ETJ) of the Town of Wendell and is zoned MI (Manufacturing & Industrial). The applicant has submitted a map amendment petition to request that this property be given the zoning designation of CMX (Corridor Mixed-Use) in order to allow for a potential two-story, 84 unit apartment complex.

Project Profile:

PROPERTY LOCATION:	*0 Wendell Blvd.*
WAKE COUNTY PIN:	*1784326835*
ZONING DISTRICT:	*Proposed CMX/ Current MI*
PROPERTY OWNER:	*Wendell/Larue, LLC*
APPLICANT:	*James A. Harrell, III*
PROPERTY SIZE:	*17 acres*
CURRENT LAND USE:	*Vacant*
DESIRED LAND USE:	*Multi-Family Residential*

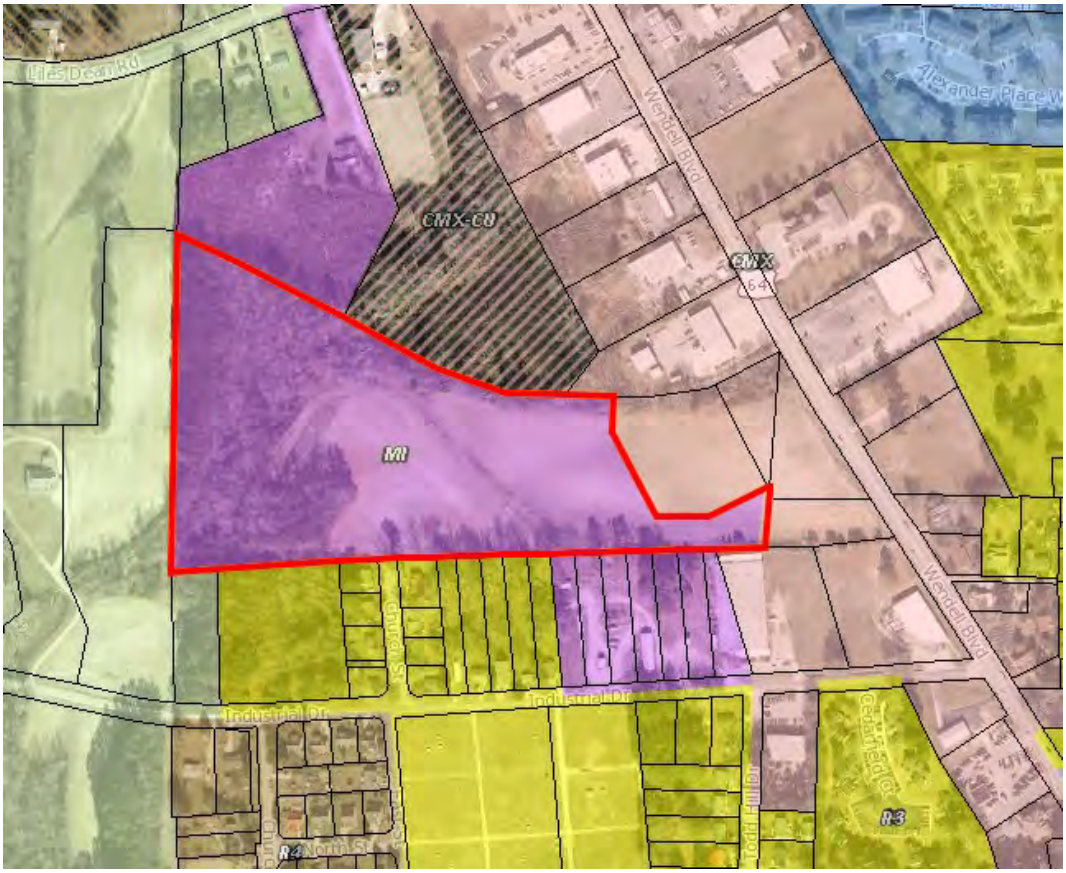
Zoning District:

The property included within this request is currently zoned MI (Manufacturing & Industrial). The MI district is coded to permit the development and operation of light or heavy industrial or flex-space buildings and uses that are typically too large in scale to fit within a neighborhood environment and that should be buffered from surrounding neighborhood uses. It is intended to accommodate the most intense uses in the Town's code, which could include uses like dry cleaning plants, heavy manufacturing, and welding shops.

The applicant has indicated a desire to rezone the property to CMX (Corridor Mixed-Use), with the intent of permitting a proposed two-story, 84 unit apartment complex. The CMX District was designed to provide pedestrian-scaled, higher-density residential and neighborhood-serving commercial activities along existing mixed-use corridors.

However, the Board should keep in mind that the developer would have the right to pursue any of the uses allowed in the CMX zoning district (beyond multi-family). Many of the adjacent properties along Wendell Boulevard are currently zoned CMX. This property is also adjacent to existing residential properties along Industrial Drive. A copy of those uses allowed in the CMX & M&I zoning district is included as Attachment A.

Current Zoning Map & Surrounding Land Uses:



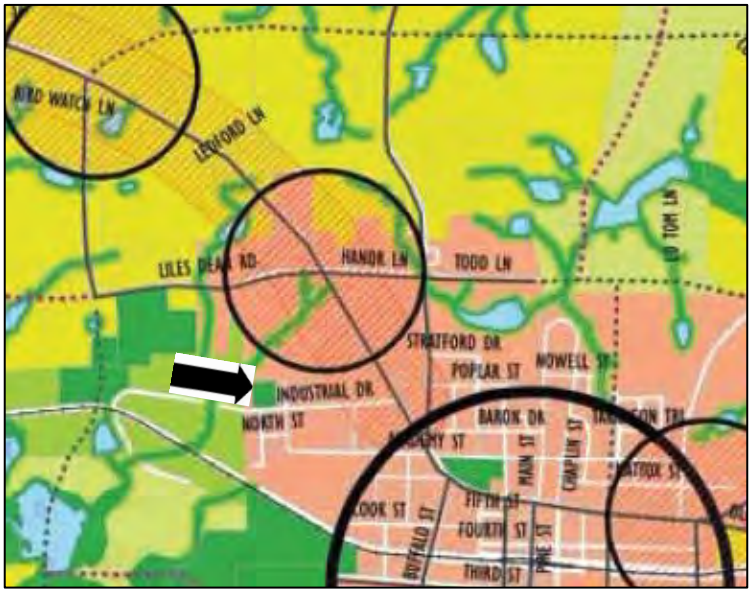
Subject Property Outlined in Red

Public Utilities:
Gravity sewer lines and manholes currently exist on the property and water lines are located adjacent to the site.

Comprehensive Plan:
The Wendell Comprehensive Plan defines this section as S6 "Infill/Redevelopment Area". The Comprehensive Plan describes the S-6 Infill/Redevelopment Sector in the following manner: "Existing urban/suburban development with a fairly dense street grid are classified as S-6. This includes most of the built-out areas of Wendell around the historic downtown core. These areas are already urbanized and well served with infrastructure (roads, utilities, etc.) and access to services and amenities. Because these areas are already well provided for in terms of urban services, they are the most efficient and most attractive areas for redevelopment of underutilized sites or infill of vacant parcels.
The Comprehensive Plan identifies the community types and land uses appropriate for this sector as:

- *Neighborhoods*
- *Downtowns*
- *Single family and Multi-family residential*
- *Commercial uses (retail and office)*

- *Civic uses (parks, schools, religious and government uses)*
- *Light industrial uses*



Statement of Plan Consistency and Reasonableness

- *Any recommended change to the zoning map should be accompanied by a statement explaining how the change is consistent with the comprehensive plan and is reasonable in nature.*
  - *At their March meeting, the Planning Board found the requested zoning map amendment to be consistent with the recommended uses outlined in the Wendell Comprehensive Land Use Plan for the S-6 Sector and to be reasonable in order to provide greater protection to existing, adjacent single family uses from those more intense uses allowed in the M&I zoning district.*

Staff Recommendation*:*
Staff recommends approval of the rezoning request.

Planning Director David Bergmark provided an overview of the map amendment request to rezone 17 acres located behind Industrial Drive, accessed by Church Street (PIN # 1784326835; addressed as 0 Wendell Blvd) from Manufacturing & Industrial (M&I) to Corridor Mixed Use (CMX); staff report included above in italics.

Mayor Gray opened the public hearing at 7:30 p.m.

James A Harrell, attorney and applicant, spoke in support of the rezoning request.

Mr. Herndon of 230 Church Street expressed concern about additional traffic, Church Street being the only access point, and he provided a handout; herewith attached and included in the minutes book.

Tyler Ayscue of 839 Industrial Drive expressed concern about his grandmother's farm

on the backside of this request, the need for a buffer and protection of a natural spring.

Stephen Bowens, attorney from Raleigh, stated he represents Ms. Geraldine Herndon of 230 Church Street. Supports the down zoning of the rezoning request and requested further down zoning to an R-3 so that it is more appropriate with the adjoining neighborhood.

Ann Stewart of 505 Hollybrook Road expressed concern about traffic coming onto Wendell Boulevard.

Mayor Gray closed the public hearing at 7:48 p.m.

Commissioner Myrick requested a comparison between the CMX and M&I zoning districts. Planning Director Bergmark stated M&I that adjoins a different district has a 100 foot buffer and CMX does not have a buffer to residential unless it's a rear yard facing a rear yard. For the stream, the State requires a 50 foot buffer on each side.

Based upon question about traffic, Planning Director Bergmark stated Church Street is the only access point. There could be a stub included in the development that would be connected to when there is future development to the adjoining parcel.

Commissioner Joyner questioned what can be built now. Planning Director Bergmark stated that by right a laundry, dry cleaning plant, heavy manufacturing, light manufacturing, neighborhood manufacturing, metal product fabrication and machine or welding shop are permitted.

Commissioner Myrick questioned if property would be taken on Church Street to widen the road. Planning Director Bergmark stated the developer is only responsible to improving the frontage to the development. He added there is no requirement to improve Church Street.

Commissioner Carroll questioned if apartments are built and Church Street is overburdened with traffic, would property be taken to widen Church Street. Planning Director Bergmark stated right-of-way exists so that the Town could make improvements if needed. He added there is no sidewalk along Church Street.

Mayor Gray questioned if on-street parking could be eliminated. Planning Director Bergmark stated potentially.

Commissioner Joyner stated the down zoning achieves a lot of the goals for those who spoke this evening.

Mayor Pro Tem Lutz stated he supports an R-3 zoning.

Town Attorney Cauley stated the applicant would need to consent to the rezoning change.

ACTION
Mover: Mayor Pro Tem Lutz moved to deny the rezoning request from M&I to CMX.
Vote: 1 to 3 with Commissioners Joyner, Myrick and Carroll voting opposed.

Commissioner Joyner supports the down zoning to relieve the angst of what could come.

Commissioner Carroll agrees with the buffer and traffic concerns. He has no issue with rezoning.

ACTION
Mover: Commissioner Joyner moved to approve the rezoning from M&I to CMX.
Vote: 3 to 1 with Mayor Pro Tem Jon Lutz voting opposed.

Town Attorney Cauley stated the ordinance did not pass by two-thirds vote and will need to come back to the Town Board of Commissioners for a second reading [April 22, 2019] [NC GS 160A-75].

Evidentiary (Quasi-Judicial) Hearing Guidelines:

- *Case is announced*
- *Town Attorney provides rules of procedure for an evidentiary hearing*
  - *Disclosure*
- *Town Clerk provides oath for persons wishing to present testimony*
- *Staff presentation*
- *Applicant presentation*
- *Opposition presentation*
- *Applicant rebuttal*
- *Opposition rebuttal*
- *Staff closing comments*
- *Board inquiry*
- *Board called into deliberation*
- *Board discussion of the findings of fact:*
  - *Approve*
  - *Approve with conditions*
  - *Deny (must include reason)*

5b. **EVIDENTIARY HEARING** for a special use request to construct an 84-unit apartment complex on 17 acres located behind Industrial Drive, accessed by Church Street (PIN #1784326835; addressed as 0 Wendell Blvd.) [described in item 5a].
Speaker: Planning Director David Bergmark

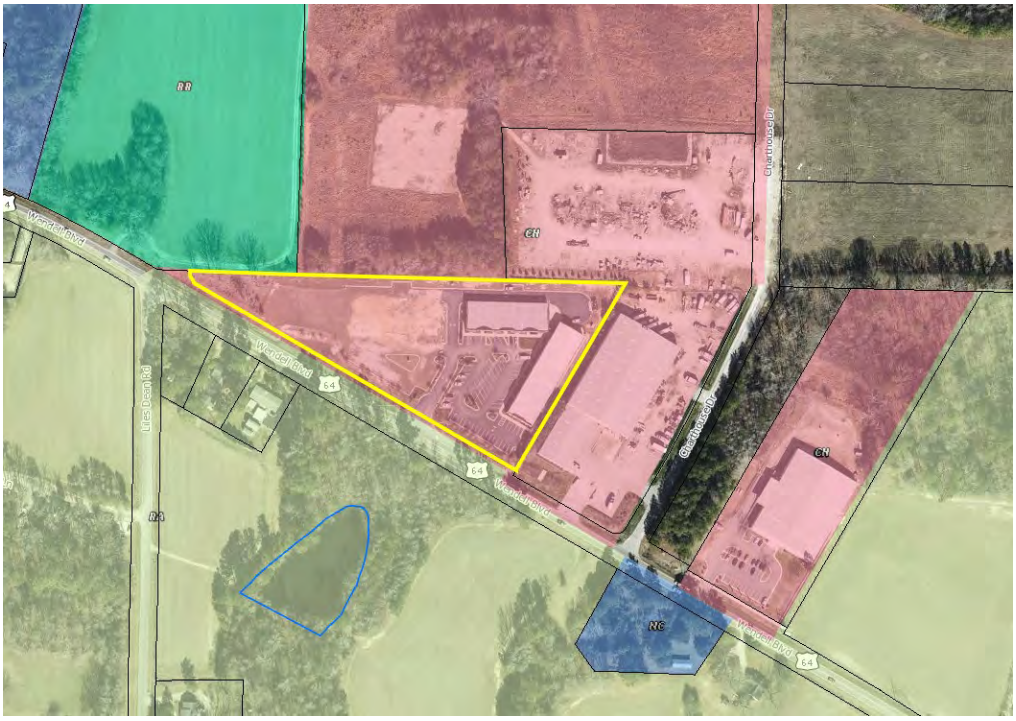
ACTION
Mover: Mayor Pro Tem Lutz moved to continue Item 5b to the Monday, April 22, 2019 meeting.
Vote: 4-0

5c. **EVIDENTIARY HEARING** for a special use request by Marcus A Scott of The Way Church of God and True Holiness to permit a church at 2493 Wendell Blvd located at Knott Square Shopping Center, PIN # 1784-16-5487.
Speaker: Planning Director David Bergmark.

[Staff Report]
Item Summary:
Marcus A. Scott of The Way Church of God and True Holiness has requested a Special Use Permit to operate a church within a 3000 square foot tenant spot within the Knott Square shopping Center (addressed as 2493 Wendell Blvd. ;PIN # 1784165487). Based on the submitted design plan, 2,000 square feet of that space would be for assembly purposes, which could accommodate 286 people.
The previous tenant in this space was Snap Fitness, which was granted a Special Use Permit in October of 2009. As part of this action, Special Use Permit #SU09-05 (to operate a fitness center at 2493 Wendell Blvd.) should be rescinded.
Additionally, on November 10, 2014, Special Use Permit #SU14-04 was approved for Crown of Victory Church of Deliverance to hold church services within a different tenant space addressed as 2475 Wendell Blvd. This 2014 permit included the approval of 25 required parking spaces.
As part of the SUP request, the property owner is requesting that Special Use Permit #SU14-04 also be rescinded since Crown of Victory Church of Deliverance is no longer operating at that location. This will allow the 25 parking spaces to be used by members of the new church.
Applicant's Justification:
The applicant's justification and Special Use Permit responses are included within Attachment B. There are no variances being requested. As stated within their application, the applicant currently has approximately 60 members. The typical service hours will be on Sundays from 10:00 am to 3:00 pm and on Wednesdays from 7:00 pm to 9:00 pm. The church may have an occasional revival or special service on other days, but not before 10:00 am or after 8:00 pm.
Project Profile:

PROPERTY LOCATION:	*2493 Wendell Blvd.*
WAKE COUNTY PIN:	*1784 16 5487*
ZONING DISTRICT:	*CH*
PROPERTY OWNER:	*Merrimen Development Co, LLC* *2475 Wendell Blvd.* *Wendell, NC 27591*
APPLICANT:	*Marcus A. Scott* *The Way Church of God and True Holiness* *P.O. Box 1067* *Knightdale, NC 27545*
PROPERTY SIZE:	*3,000 sf*
CURRENT LAND USE:	*Commercial*
PROPOSED LAND USE:	*Institutional*

Existing Zoning Map:



Zoning District:
This site is located in the Highway Commercial (CH) Zoning District. Religious Institution uses require a Special Use Permit in the CH zoning district.

Off Street Parking:
The Knott Square shopping center currently has a total of 77 parking spaces. The majority of the uses are office/service or retail that operate on weekdays from 8:00 am – 5:00 pm. The applicant expects to have around 60 congregants for their services, with typical service hours on Sundays from 10:00 am to 3:00 pm and on Wednesdays from 7:00 pm to 9:00 pm.
The UDO requires 2 parking spaces per 1,000 sf of office/service or retail and 1 parking space per 4 seats for Civic/Institutional Assembly. The square footage for the office/service/retail portion of the plaza is approximately 22,000 sf., which requires 44 of the 77 total spaces. The Way Church of God and True Holiness, at its current membership of 60 members, will only need 15 spaces. However, if they were to grow to their maximum occupancy based on their building design, their use would require 71 parking spaces.
While churches typically use parking during non-traditional business hours, staff recommends that a condition be added to the Special Use Permit (if approved) to limit the parking for this use, beyond what their building design would dictate. Staff recommends that the building occupancy for this space be capped at 200 people (requiring 50 parking spaces) during regular service times (Sundays from 10:00 am to 3:00 pm; and on Wednesdays from 7:00 pm to 9:00 pm) and to 125 people (requiring 32 spaces) for all other days or times permitted through the SUP.

Site Improvements:
No improvements are planned or required related to lighting, landscaping, stormwater or public utilities.

Staff Comments:

- *If approved, the approval action would include the rescission of a previous SUP at this location for a fitness center, as well as the rescission of a former SUP permit within Knott Square for a different church which is no longer operating. The applicant is aware of and is in support of these stipulations.*

- *Staff recommends that the applicant's hours of operation be included as a condition, and that the building occupancy be limited as a zoning condition of the approval to ensure that adequate parking is available to other tenants.*

Town Attorney Jim Cauley provided an overview of the evidentiary hearing procedures.

Town Clerk Sherry Scoggins provided the oath to those presenting testimony.

Planning Director David Bergmark presented the staff report for special use request by Marcus A Scott of The Way Church of God and True Holiness to permit a church at 2493 Wendell Blvd located at Knott Square Shopping Center, PIN # 1784-16-5487; staff report above in italics. He requested his report be entered into the record.

Pastor Marcus Scott of 1017 Amber Lane of Knightdale stated he is the applicant, He is amenable to the conditions recommended by staff – rescission of previous SUP and hours of operation for adequate parking.

ACTION
Mover: Mayor Pro Tem Lutz moved to approve the special use permit with the two staff conditions..
Vote: 4-0

***Public Hearing Guidelines**:*

- *Case is announced*
- *Staff presentation*
- *Public hearing is opened*
- *Applicant presentation*
- *Citizens will follow the same rules as Public Comment Period and will have five minutes to speak*
- *Close public hearing*
- *Board members ask questions*
- *Board may take action*

5d**.** **PUBLIC HEARING** for annexation petition A-19-03 for 11.64 acre tract located off of Charthouse Drive and adjacent to Knott Square Shopping Center; PIN # 1784-17-7071.
Speaker: Planning Director David Bergmark

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

The Town Clerk has certified the sufficiency of the annexation petition.
***Zoning District**:*
The property is located within the Highway Commercial (CH) zoning district. The Town Board rezoned this property from Manufacturing and Industrial (M&I) to Highway Commercial in March of 2018 at the request of the same applicant.
Public Utilities:
Both water and sewer are available to the property.
***Tax Information**:*
Annual Tax Revenue - $3527 (As undeveloped property. Developed Tax revenue TBD)
***Location Map**:*

***Police & Public Works & Utility Service**:*

- *The proposed annexation area would require services from the Town's Police and Public Works Departments if annexed. Both departments currently serve nearby property along Wendell Boulevard and Charthouse Drive.*

***Staff Recommendation**:*
Staff recommends approval of the request.

Planning Director David Bergmark provided an overview of zoning text amendment to chapter 6.5 of the UDO as it relates to exemptions for private property owners for stormwater runoff provisions. This text amendment is in accordance with NC GS 143-214.7(b3).

Mayor Gray opened the public hearing at 8:24 p.m.

Diana Brown of Kimley-Horn and Associates spoke on behalf of the applicant and in support of the request for access to utilities for the property.

Mayor Gray closed the public hearing at 8:25 p.m.

ACTION
Mover: Mayor Pro Tem Lutz moved to approve annexation petition A-19-03 as presented.
Vote: 4-0

5e. **PUBLIC HEARING** for a zoning text amendment to chapter 6.5 of the UDO as it relates to exemptions for private property owners for stormwater runoff provisions. This text amendment is in accordance with NC GS 143-214.7(b3).
Speaker: Planning Director David Bergmark

[Staff Report]
Petition:
Chapter 6.5 of the UDO contains the Town's general provisions for stormwater management. On December 27, 2018, Senate Bill 469 (Session Law 2018-145) was passed by veto override. This bill made impervious surface requirements in G.S. 143-214.7(b3) applicable to all local governments, effective December 27, 2018. We are required by state law to incorporate the following language into the Town's UDO.
"(b3) Stormwater runoff rules and programs shall not require private property owners to install new or increased stormwater controls for (i) preexisting development or (ii) redevelopment activities that do not remove or decrease existing stormwater controls. When a preexisting development is redeveloped, either in whole or in part, increased stormwater controls shall only be required for the amount of impervious surface being created that exceeds the amount of impervious surface that existed before the redevelopment."
The proposed text amendment includes this language to adhere to new legislation.
Proposed Amendment:
The proposed text amendment provides an exemption for private property owners from installing or increasing stormwater controls as it pertains to preexisting development or redevelopment activities that do not remove or decrease existing stormwater controls. However, if during redevelopment, the amount of impervious surface area exceeds that of pre-development, then increased stormwater controls shall be required. The proposed new sub-section 6.5F2e is provided below (modified language shown in red). The complete language of Section 6.5F with the new language incorporated is included as Attachment A. This text amendment is required by state law per G.S. 143-214.7(b3).
6.5 - Stormwater Runoff Provisions: Post-Construction Stormwater Ordinance
F. Applicability and Jurisdiction.
2. Exemptions:
e. Stormwater runoff rules and programs shall not require private property owners to install new or increased stormwater controls for (i) preexisting development or (ii) redevelopment activities that do not remove or decrease existing stormwater controls. When a preexisting development is redeveloped, either in whole or in part, increased stormwater controls shall

only be required for the amount of impervious surface being created that exceeds the amount of impervious surface that existed before the redevelopment.

Planning Board Recommendation:
At their March 18, 2019 meeting, the Planning Board voted unanimously to amend section 6.5 of the UDO to comply with the state law which provides an exemption for private property owners as it relates to stormwater runoff.
Voting in favor: *Errol Briggerman, Joe DeLoach, Ryan Zakany, Terry Allen Swaim, Michael Clark, Lloyd Lancaster and Jonathan Olsen*
Voting against: *None*
Absent: *Victoria Curtis*
Statement of Plan Consistency and Reasonableness

1. *At their March 18, 2019 meeting, the Wendell Planning Board found the proposed text amendment to be reasonable in order to ensure that stormwater controls occur while still considering the rights of private property owners. Furthermore, they considered the proposed amendments to be consistent with the following principle of the Comprehensive Plan:*
    - *Principle Number 9: Protect and preserve Wendell's natural resources and amenities including its streams, lakes, wetlands, and hardwood forests while balancing private property rights.*
2. *A statement of reasonableness and consistency has been incorporated into the draft ordinance.*

Staff Recommendation*:*
Staff recommends approval of the text amendment request.

Planning Director David Bergmark provided an overview of annexation petition A-19-03 for 11.64 acre tract located off of Charthouse Drive and adjacent to Knott Square Shopping Center; PIN # 1784-17-7071.

Mayor Gray opened the public hearing at 8:28 p.m. No one spoke. Mayor Gray closed the public hearing at 8:29 p.m.

ACTION
Mover: Mayor Pro Tem Lutz moved to approve as presented by staff.
Vote: 4-0

6. ADMINISTRATIVE ITEMS

No Administrative Items were presented to the Board.

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

7a. Snap Shot.

Commissioner Joyner spoke on the NCDOT Project and the 24" main running beside the bridge. He added he will speak with staff off-line and apprise the legislators of the

status of this project.

Mayor Gray questioned the use of the golf cart revenues for a scholarship fund for parks and recreation program attendees. Manager Collins stated staff will provide an update.

7b. Update on board committee(s) by Town board members:
- Wendell Fire Board [Commissioner Joyner]

Commissioner Joyner provided an update. The Town of Wendell is a member of the Wake County Fire Tax District and if Wake County makes changes to the collection rate, the Wendell Board of Commissioners would review the request and action would be in the form of a resolution.

8. COMMISSIONERS' REPORTS / COMMENTS

Commissioner Joyner stated the weekend of ProTown BMX and the Second Annual Peoples Choice Award at GrillBillies, Wendell hosted a lot of people. Exciting to see events growing each year.

Mayor Pro Tem Lutz stated he too enjoyed the sights, sounds and smells of the ProTown BMX and GrillBillies weekend.

9. MAYOR'S REPORTS / COMMENTS

Mayor Gray provided the following:
- Wendell Food Drive bag pick up is Saturday, April 13
- Bird watching is this Saturday at Wendell Park
- Wendell Egg Hunt is Saturday, April 20
- Scam Jam is Tuesday, April 23 at the Wendell Community Center
- Opening Day at the Park is Saturday, April 27
- Tree Board wrapped up its annual Arbor Day celebrations
    - Special thanks to the Tree Board and Phillip Smith
- Thanked all departments for the ProTown BMX
- Manager Collins, Special Assistant to the Manager Scoggins, Mayor Pro Tem Lutz and she attended a meeting at Town Hall with J COG representatives
- Special thank you to the Hoe N Hope Garden Club for sprucing up Town Hall and Parks & Recreation

10. CLOSED SESSION

No closed session was called.

11. ADJOURN

ACTION:
Mover: Mayor Pro Tem Lutz moved to adjourn at 8:46 p.m.
Vote: 4-0.

Duly adopted this _____ day of May 2019, while in regular session.

_____
Virginia R. Gray,
Mayor

ATTEST:

_____
Megan Howard,
Town Clerk

Date: **May 28, 2019** **Item # 3j**

Item Title:

Resolution authorizing the Wake County Revenue Administrator to levy and collect property taxes for the Town of Wendell.

Specific Action Requested:

- The board is asked to approve this item as part of the consent agenda at the May 28, 2019 meeting.

Item Summary:

The Wake County Revenue Department provides the Town of Wendell with tax collection services that include billing, collecting, and distributing tax revenue via wire transfer.

Attachment:

- Resolution

TOWN OF WENDELL NORTH CAROLINA

RESOLUTION AUTHORIZING THE WAKE COUNTY REVENUE ADMINISTRATOR TO LEVY AND COLLECT PROPERTY TAXES FOR THE TOWN OF WENDELL

R-14-2019

BE IT RESOLVED by the Town Board of the Town of Wendell, North Carolina, as follows:

> The Wake County Revenue Administrator is hereby authorized, empowered, and commended to collect the taxes as set forth in the tax records filed in the office of the Wake County Revenue Administrator 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 Wendell, 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 the law.

Duly resolved by the Wendell Board of Commissioners this 11th day of June 2018 while in regular session.

_____
Virginia R. Gray,
Mayor

ATTEST:

_____
Megan Howard, Town Clerk

Date: **May 28, 2019** **Agenda Item # 3k**

Item Title:

Receive the Clerk's certificate of sufficiency of a non-contiguous annexation for 3 parcels totaling 119.6 acres [12.28 for PIN #1765-85-2510, 50.16 for PIN #1765-96-2276 and 57.16 for PIN #1765-85-6251] located at 4501 Rolesville Rd, 0 Davistown Road and 1401 Davistown Road, respectively.

Report to the Board of Commissioners:

May 28, 2019
May 13, 2019

Specific Action Requested:

- That the Board of Commissioners receives the Town Clerk's certificate of sufficiency of annexation petition A19-04.

Item Summary:

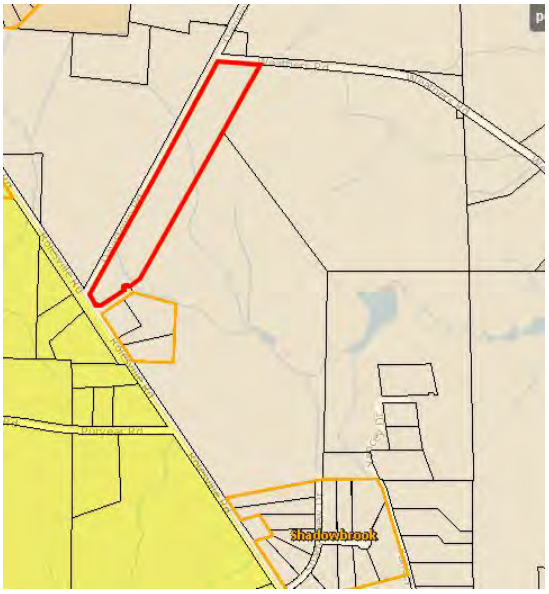
Chris Rurkowski has submitted an annexation request for 3 parcels totaling 119.6 acres [12.28- PIN #1765-85-2510, 50.16- PIN #1765-96-2276 and 57.16- PIN #1765-85-6251] located at 4501 Rolesville Rd, 0 Davistown Road and 1401 Davistown Road, respectively. These parcels are located in Wake County and are currently in the Residential-40 (R-40) Zoning District.

The Town Clerk has certified the petition's sufficiency. The scheduling of a public hearing for this item will come back to the Town Board at a later date once it has been determined that the Conditional District petition for the subject property will be ready for Board review.

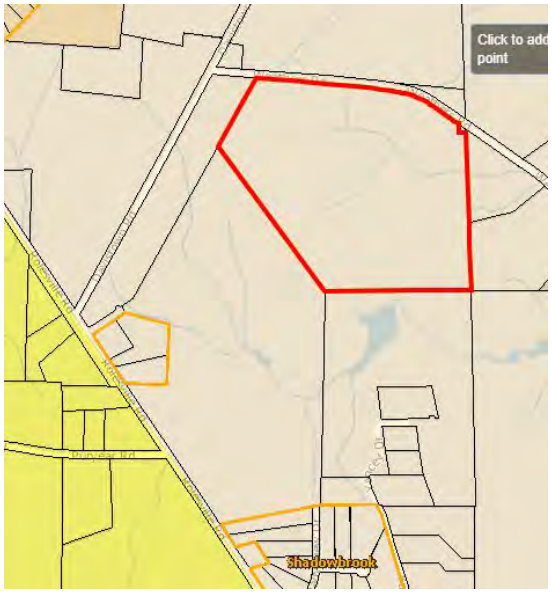
Zoning District:

The properties are located within the Wake County R-40 zoning district.

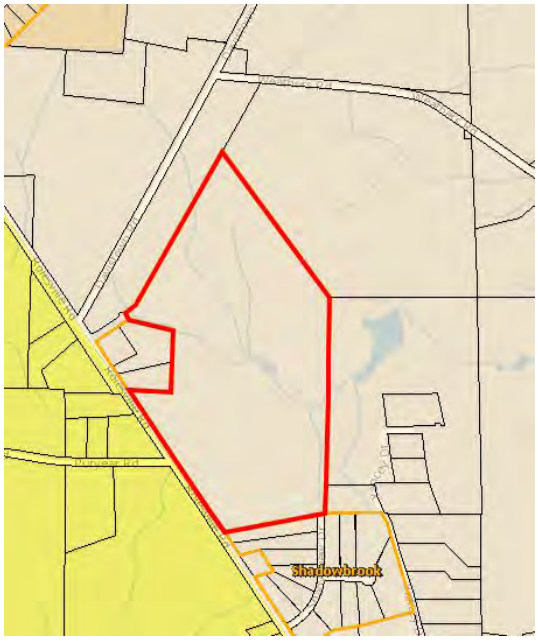
Location Maps:



4501 Rolesville Rd



0 Davistown Rd



1401 Davistown Rd

Attachments:

A. Certificate of Sufficiency

TOWN OF WENDELL NORTH CAROLINA

CERTIFICATE OF SUFFICIENCY

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

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

In witness whereof, I have hereunto set my hand and affixed the seal of the Town of Wendell, this 14th day of May 2019.

_____
Sherry L. Scoggins, MMC
Deputy Town Clerk

A-19-04 – Weathers Property [3 non-contiguous parcels totaling 119.60 acres]:
4501 Rolesville Rd, PIN # 1765-85-2510, 12.28 ac [Nuttall, Amy & John]
0 Davistown Rd, PIN # 1765-96-2276, 50.16 ac [Nuttall, Amy]
1401 Davistown Rd, PIN # 1765-856251, 57.16 ac [Herring, Eva]

Date: **May 28, 2019** **Agenda Item # 3l**

Item Title:

Receive the Clerk's certificate of sufficiency of a non-contiguous annexation for 2 parcels totaling 126.67 acres [30 for PIN #1783-42-0133 and 96.67 for PIN #1783-41-0646] located at 0 Lake Glad Road and 1005 Lake Glad Road, respectively.

Report to the Board of Commissioners:

May 28, 2019
May 13, 2019

Specific Action Requested:

- That the Board of Commissioners receives the Town Clerk's certificate of sufficiency of annexation petition A19-05.

Item Summary:

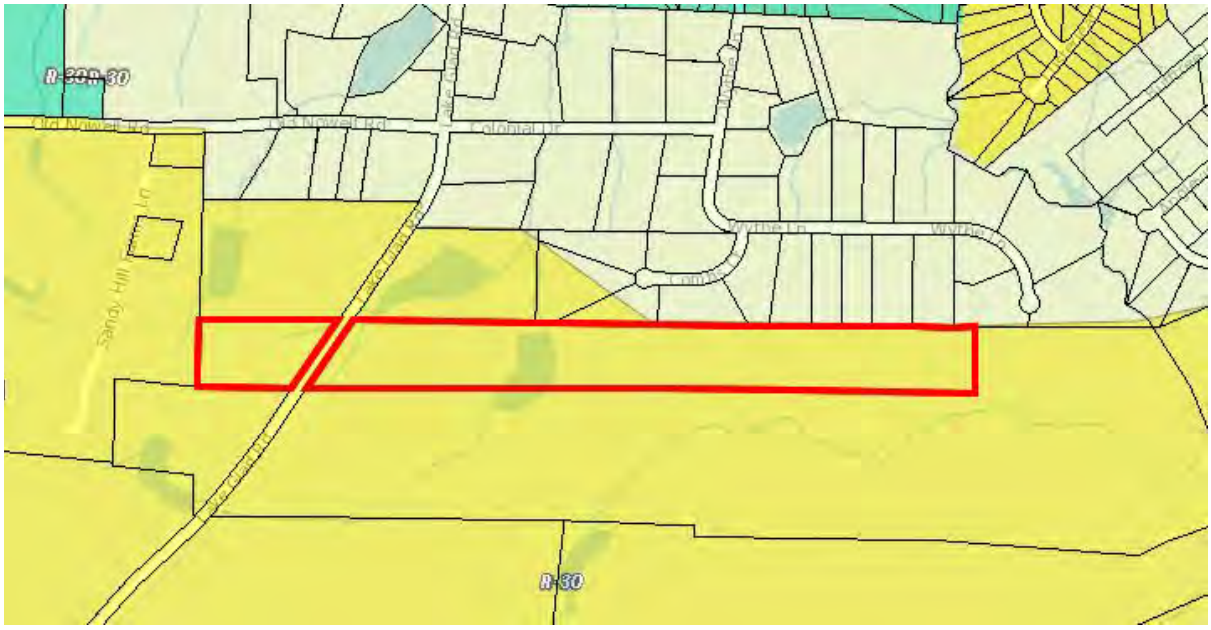
Gayle H. Edwards and William H. Edwards have submitted an annexation request for 2 parcels totaling 126.67 acres [30 for PIN #1783-42-0133 and 96.67 for PIN #1783-41-0646] located at 0 Lake Glad Road and 1005 Lake Glad Road, respectively. These parcels are located in Wake County and are currently in the Residential-30 (R-30) Zoning District.

The Town Clerk has certified the petition's sufficiency. The scheduling of a public hearing for this item will come back to the Town Board at a later date once it has been determined that the Conditional District petition for the subject property will be ready for Board review.

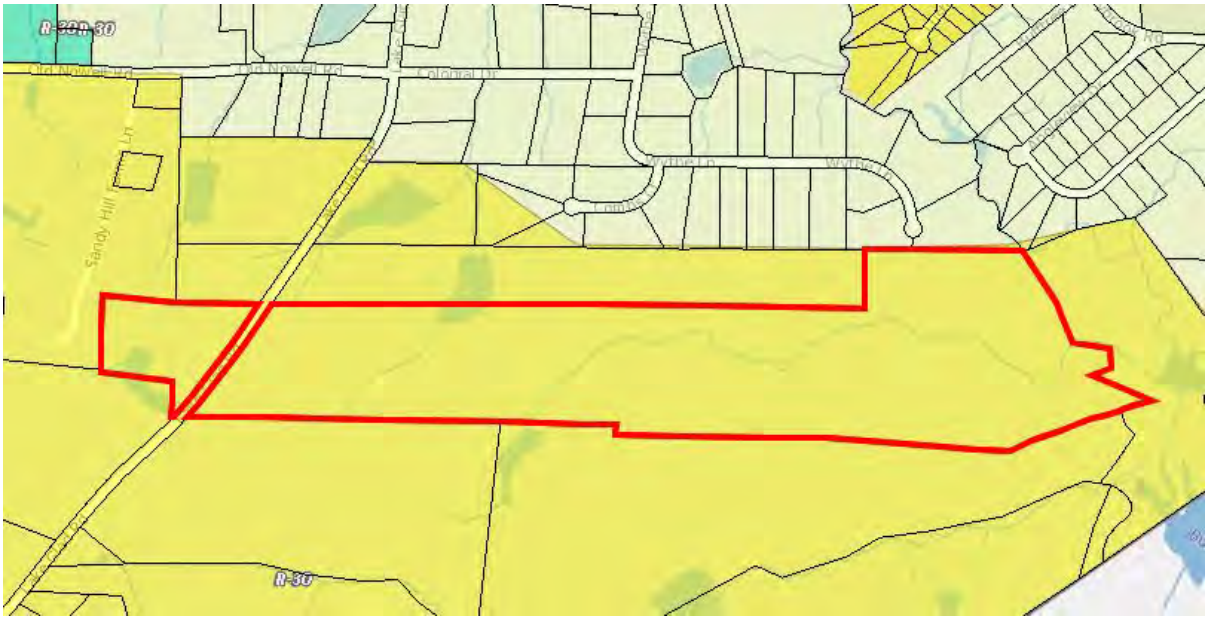
Zoning District:

The properties are located within the Wake County R-30 zoning district.

Location Maps:



0 Lake Glad Road



1005 Lake Glad Road

Attachments:

A. Certificate of Sufficiency

TOWN OF WENDELL NORTH CAROLINA

CERTIFICATE OF SUFFICIENCY

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

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

In witness whereof, I have hereunto set my hand and affixed the seal of the Town of Wendell, this 14th day of May 2019.

_____
Sherry L. Scoggins, MMC
Deputy Town Clerk

A-19-05 – Edwards Property [2 non-contiguous parcels totaling 126.67 acres]:
0 Lake Glad Road, PIN # 1783-42-0133, 30 ac [Edwards, Gayle & William]
1005 Lake Glad Road, PIN # 1783-41-0646, 96.67 ac [Edwards, Gayle & William]

Date: May 28, 2019 **Item #4a**

Item Title:

Recognition of Wendell Magnet Elementary School teacher: Mrs. Holliday-Mosley

Specific Action Requested:

Recognition.

Item Summary

Mrs. Holliday-Mosley began her teaching career at East Wake High School in 2017 after working as an electrical engineer for 23 years. Mrs. Holliday-Mosley feels that teaching was her calling and serves as a Math teacher. Mrs. Holliday-Mosley is the club advisor for P.I.F. (Pass It Forward) club. The P.I.F. club is a club that was modeled after Capturing Kids' Hearts. The mission is to let students know that no matter what they are going through, there is always a positive side. P.I.F. recognizes students every month. Mrs. Holliday-Mosley has taken money out of her pocket to reward the students monthly. Their teachers nominate many of the students that are recognized.

Outside of school, Mrs. Holliday-Mosley is a mother and a wife. She has two children and is an ordained minister.

Attachments:

None

Date: May 28, 2019 **Item # 6a**

Item Title:

Fiscal Year (FY) 2018-2019 Town of Wendell Budget and Fee Schedule

Board of Commissioners Meeting:

Saturday, February 23, 2019	Budget Retreat
Monday, April 29, 2019	Budget Work Session
Tuesday, May 7, 2019	Presentation of Proposed Budget
Monday, May 13, 2019	Budget Public Hearing
Tuesday, May 28, 2019	Adoption of FY 2020 Budget

Specific Action Requested:

The Board is asked to take three (3) actions on the FY 2019-2020 Town of Wendell Budget.

1. Motion to adopt the FY 2020 Town of Wendell Budget
2. Motion to approve the FY 2020 Budget Ordinance
3. Motion to approve the FY 2020 Fee Schedule

Item Summary:

The Town of Wendell Budget for Fiscal Year (FY) 2020 for the period of July 1, 2019 through June 30, 2020 is prepared and submitted in accordance with the Local Government Budget and Fiscal Control Act. Consideration of the budget includes the (1) adoption of the budget document to establish the budget policy, (2) approval of the budget ordinance as required by July 1 by Statute, and (3) approval of the fee schedule for FY 2020.

The FY 2020 Budget Document

The FY 2020 Budget document is a primary policy document that connects fiscal appropriations and the levy of revenues with the strategic goals of the governing board and the performance measures of the operating departments. The document is intended to provide information in a clear, concise, and organized manner that identifies the services provided by the Town of Wendell and the connection of those services to funding.

The FY 2020 Budget meets the budget priorities established by the Commission by having no tax increase or borrowing proposed while advancing strategic initiatives. The document includes a 5-year capital improvement plan that maintains compliance with the 40-percent fund balance policy. Additional transparency and detail connecting revenue trends and operating expenses is included. A staffing needs analysis and population growth projection are provided to guide position and service needs for the growing community. Additionally, performance goals and measures are provided for the operating departments.

Four new positions are proposed in the budget to include a police officer, a records and training (CALEA accreditation) administrator, a public works specialist, and a parks maintenance technician. Additional personnel highlights include a 3% salary increase (2% cost of living adjustment and 1% merit increment to reduce compression), increased health care costs (22.5% increase), funding for a compensation and classification study, and establishment of an employee assistance program. Investing in our staff includes increases in training necessary for employees to meet service and job requirements.

The capital budget for FY 2020 is $716,500 and includes funding for ADA sidewalk improvements ($20,000), Wendell Boulevard Sidewalk design ($185,000), leaf collector truck ($185,000), vehicles for public works and police use ($199,000), Wendell Park Improvements ($25,500), technology replacements ($15,000), mowers ($17,000) and initiating an update to the Comprehensive Land Use Plan ($60,000).

FY 2020 Budget Ordinance

The FY 2020 Budget ordinance is provided for approval to recognize revenues, authorize expenditures, and levy taxes for the period of July 1, 2019 through June 30, 2020. The proposed budget is balanced with total fund allocations of $8,027,766. The Budget includes two accounting funds that are also balanced; the General Fund ($7,527,766) and the Water and Sewer Fund ($500,000).

The Ad Valorem tax levy remains level at forty-nine cents ($0.49) per one hundred dollar ($100) valuation of taxable property. This rate is based upon an estimated county assessed valuation of $670,700,000 and an estimated collection rate of 98.64%. Revenues are budgeted by major source and include ad valorem taxes, licenses and permits, intergovernmental revenues, permits and fees, sales and services, and other revenues.

The FY 2020 Budget appropriates $695,500 of fund balance to provide for capital project expenditures. The appropriated fund balance is made consistent with adopted financial policies with a calculated fund balance remaining equivalent to 88.5% of the general fund operating non-capital budget. This exceeds the 40% fund balance policy level.

The Budget Ordinance provides for the aggregate appropriations for each department. Additional line item detail and analysis is provided in the FY 2020 Budget document. Total expenses equal the sum of revenues and appropriated fund balance.

Statute requires the appropriation of the full amount estimated to be required for debt service during the fiscal year. The total debt service descriptions are provided for streets, general expenses, water, and sewer and total $897,100.

The proposed Budget was presented on May 7, 2019 and a budget hearing was held on May 13, 2019. The budget has been available for public review and comment for greater than ten (10) days as required by Statute and is eligible for approval by the Board of Commissioners.

FY 2020 Fee Schedule

The fee schedule is prepared in the form of an ordinance and sets forth the charges and fees for the Town for the FY 2020 period extending from July 1, 2019 through June 30, 2020. The fee rates provide for administrative fees, parks and recreation fees, and planning and development fees.

The fee schedule remains largely unchanged from last year except for new recreation program fees (soccer, wiffleball, kickball, community garden, weight room, and general program classes) and minor market adjustments to existing recreation programs including a $5 per day increase for Track-Out Camp and a $50 per team increase for co-ed volleyball.

Attachments:

A. Town Manager's Budget Message and link to FY 2020 Budget
B. Town of Wendell Fiscal Year 2019-2020 Budget Ordinance
C. Town of Wendell Fiscal Year 2019-2020 Fee Schedule

Item 6a Attachment A

Town of Wendell

Small Town. Big Charm.

TOWN OF WENDELL
FY 2019-2020 BUDGET
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TOWN OF WENDELL
NORTH CAROLINA

2019-2020 BUDGET

FOR THE YEAR ENDING JUNE 30, 2020

Town Officials

Mayor and Town Commission

Virginia R. Gray – Mayor
John Lutz – Mayor Pro Tempore
John Boyette – Commissioner
Ben Carroll – Commissioner
Jason Joyner – Commissioner
David Myrick – Commissioner

Officials

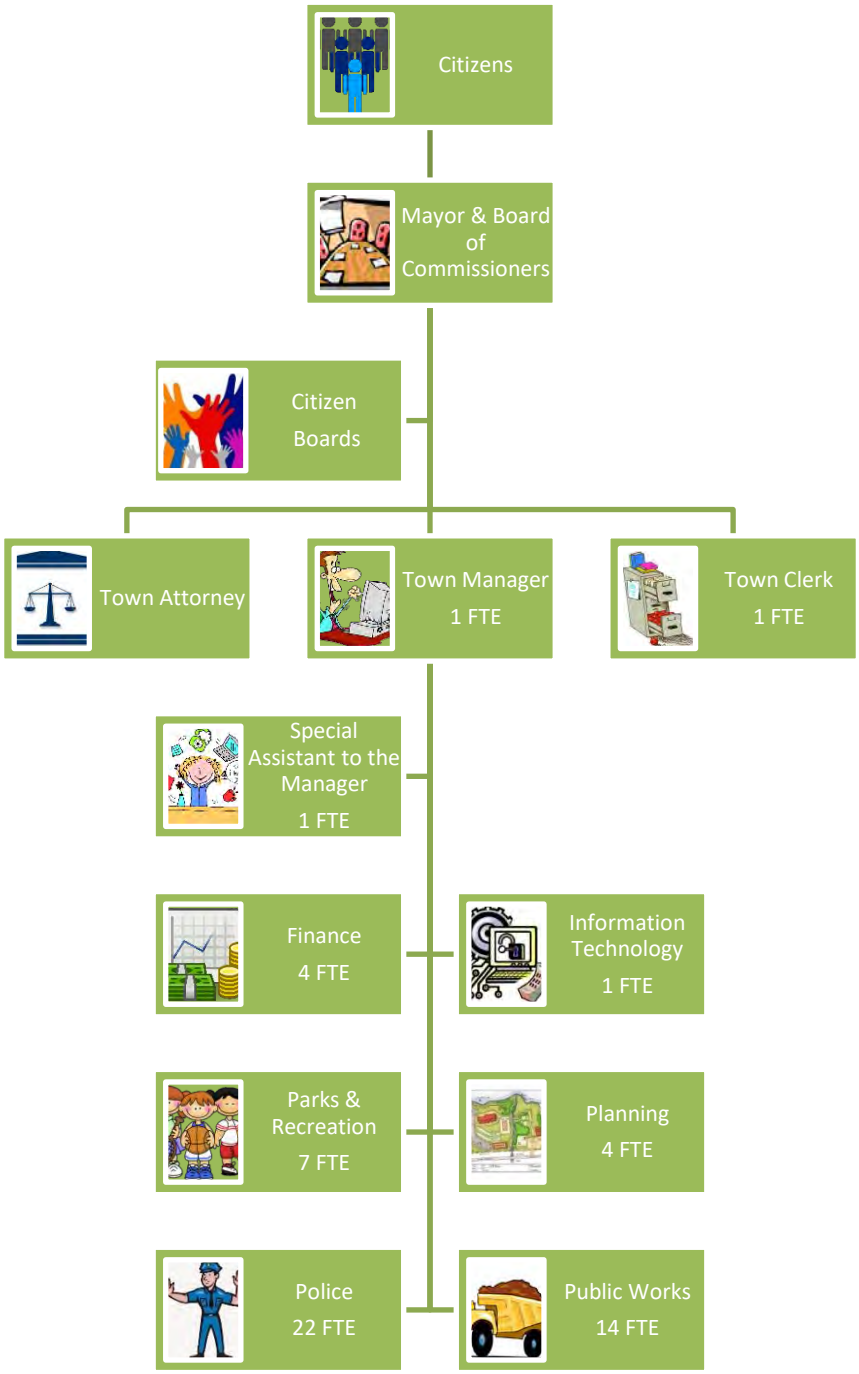
Marvin "Marc" Collins
Town Manager

James P. Cauley, III
Town Attorney

Megan Howard
Town Clerk

Department Heads and Budget Staff

Brian Bray – Public Works Director
Bill Carter – Police Chief
Jeff Polaski – Parks & Recreation Director
Garrett Johnson – Accountant
David Bergmark – Planning Director
Butch Kay – Finance Director
Sherry Scoggins – Special Assistant to the Manager



55 Full Time Equivalents (FTE)

CITIZEN BOARDS, ELECTED OFFICIALS, AND THE TOWN ATTORNEY ARE NOT EMPLOYEES OF THE TOWN OF WENDELL.

15 E Fourth St, Wendell NC 27591 919.365.4450
www.townofwendell.com

Honorable Mayor and Board of Commissioners:

Pursuant to Section 159-11 of the North Carolina General Statutes, I am honored to submit the Fiscal Year 2019-2020 (FY 2020) budget for your consideration. The submitted budget is balanced and in compliance with the Local Government Budget and Fiscal Control Act and the Financial Policies of the Town of Wendell. While the growth of the built environment and improvements in quality of life are highly visible to the community, the increased effort to link the strategic initiatives adopted by the Board of Commissioners to the resources appropriated by this document are major that often go unnoticed. The FY 2020 Budget document provides transparency and information to the public in a new format.

The FY 2020 budget totals $8,027,766, an increase of 10.8% above the total budget for FY 2019, and recommends maintaining a flat property tax rate of 49.0 cents per $100 of taxable valuation. This All Funds total increase includes capital expenses, debt service, and the Water and Sewer Funds in addition to the General Fund operating and personnel expenses. The Wake County Fire Tax will also maintain a flat rate of 9.6 cents per $100 of taxable valuation. The rates for water and sewer usage and solid waste remain unchanged for FY 2020. The increased budget is a reflection on increased revenues resulting from growth and like increases in expenses to maintain services to a larger community.

The fee schedule remains largely unchanged except for new program fees (soccer, wiffleball, kickball, community garden, weight room, and general program classes) and minor market adjustments to existing programs including a $5 per day increase for Track-out Camp and a $50 per team increase for co-ed volleyball. The golf cart fee established in FY 2018 is added with an estimated revenue of $3,500.

The budget maintains comparative tax rates and fees to other area communities given the valuation of assessed property and fiscally conservative policy approach to reduce the impact of taxation on residents. In addition to maintaining fiscal controls, the Town of Wendell is experiencing steady growth evidenced by approximately $75 million in new development being assessed for FY 2020 and increasing residential and commercial development rates reflected in planning and permitting programs. The development of the budget in FY 2020 takes caution in the allocation of resources to best increase investments in services to meet the policy goals of a growing community.

Budget Priorities

Every effort is made in the proposed budget to maintain core levels of municipal services and to incorporate strategic initiatives from the 2019 Town of Wendell Strategic Plan adopted in February 2019. The inclusion of the following budget priorities establishes the budget as a means to allocate resources and provide direction to staff for the accomplishment of community goals.

The budget seeks to promote the goal of increasing economic vitality through the development of a vibrant Downtown, economic growth, and building upon a unique community character. Economic growth is anticipated to accelerate through increased private investments and development announcements in FY 2020. The role of the Town to encourage this activity in a manner consistent with preferred community character includes investment in public spaces and economic development programs. The FY 2020 budget promotes these efforts by providing for the development of an economic development program through contract services ($30,000), façade grant program funding ($10,000), participating in the Triangle J Council of Governments regional brownfield program ($8,000), and increased Downtown maintenance funding for the Town Square stage, streetlights, and waste receptacles.

Providing for a safe and secure community that nurtures livable family-friendly neighborhoods starts with the investment in public safety and the professionalism of the department. Investments in public safety priorities include initiating the CALEA accreditation staffing and program as well as increasing training and education by $14,920. Increases are provided for departmental supplies ($9,250) and uniform ($5,550) lines to purchase training ammunition and replace worn equipment.

The FY 2020 budget reflects an increased effort to maintain existing infrastructure and plan for the addition of new sidewalks and increased stormwater compliance. The regulatory requirements for the stormwater program are increasing and will include the addition of Wendell to be subject to the Neuse River Rules and a Stormwater Permit Audit by the State. The budget increases funding for stormwater maintenance ($12,950) and provides resource to complete stormwater mapping ($10,500). Significant efforts are made to implement the 2017 Pedestrian Plan including a Wendell Boulevard Sidewalk project that will connect Wendell Elementary School to the grocery store and improve pedestrian crossings.

The promotion of healthy lifestyles and cultural engagement is well underway in the development of a Parks and Recreation Master Plan anticipated to be completed in FY 2020. The Wendell Park Improvements will maintain existing facilities and add Wi-Fi service outside and future projects are planned for acquiring park land, construction of a new park, and initiating a multi-purpose trail to anticipate recommendations in the plan due to community needs from growth.

The budget document itself reflects the implementation of a significant policy initiative in FY 2019 and FY 2020 build a professional and inclusive Town organization that prides itself for being fiscally responsible, innovative, and initiates efforts to develop staff to meet the needs of the rapidly growing community. The budget provides for no tax increases or borrowing in FY 2020. Several of the new features in the budget include a five-year capital improvement program, results of the ten-year staffing needs analysis, and significant increases in comparative data and explanations of the budget environment including new sections for a budget summary, department budget details with goals and performance measures, capital project descriptions, and a wealth of additional information to

assist citizens to better understand the programs and funding of their Town. The organization-wide efforts of staff in preparing this document are deserving of praise.

General Fund

Revenues

Total revenues for FY 2020 are $7,527,766 representing a 19.3% increase from revenues in FY 2019. Change in revenues include ad valorem (property) tax increasing $475,183 (17.1%) from new development value, fund balance transfer increasing $450,700 (183.4%) to cover capital expenses, and sales tax increasing $110,395 (8.4%) due to population growth. Revenues tied to development and population growth reflected positive growth overall in developing the FY 2020 budget.

Property taxes remain the primary source of revenue (43%) followed by unrestricted intergovernmental (24%), sales and services (12%), fund balance (9%), licenses and permits (6%), restricted intergovernmental (3%), permits and fees (2%), interest income (1%), and other income (<1%).

Expenses

Total expenses for the FY 2020 budget are $7,527,766 including a fund balance appropriation of $696,500 for capital expenses. The $1,218,196 increase in General Fund expenses is a 19.3% increase from FY 2019 to FY 2020. Debt service is reduced by 43.6%, but personnel, operating, and capital expenses all increase as indicated in the following table.

	FY2019	FY 2020	Difference	% Change
Personnel	$ 3,474,300	$ 3,735,387	$ 261,087	7.5
Operating	$ 2,153,970	$ 2,818,379	$ 664,409	30.8
Capital	$ 224,800	$ 716,500	$ 491,700	218.7
Debt Service	$ 456,500	$ 257,500	$ (199,000)	(43.6)
Total	$ 6,309,570	$ 7,527,766	$ 1,218,196	19.3

Operating increases of 30.8 percent reflect the investment in supplies, training, and equipment needed to maintain existing services and infrastructure in a growing community. Further, the increases reflect the budget priorities established by the Commission and regulatory requirements related to stormwater and accessibility. Continued increases in future years are anticipated consistent with growing revenues to keep pace with demand for municipal services.

Personnel

The proposed budget increases the number of positions from 51 to 55 in FY 2020. The four new positions include a Parks Maintenance Technician, a Police Officer (starting January 1, 2020), a Records and Training Administrator (starting January 1, 2020), and a Public Works Specialist. The new staff reflects the necessary investment for a sufficient workforce to maintain service levels understanding that continued growth places additional strain on staff. In addition to Town staff, the budget provides for increased contract services for the attorney to attend two meetings per month, an economic development consultant, and a shared public information officer in partnership with the Town of Rolesville and East Wake Television.

In addition to positions, the budget provides for a 3% increase in salaries for staff (2% cost of living allowance and 1% merit increment to reduce compression). In addition to salary increases, part-time funding increases are provided in Parks and Recreation, Public Works, and Police. Overtime compensation lines are added to the budget for Public Works and Police. The budget includes funding to complete a compensation and classification study to recommend appropriate pay scales and ranges, assist in updating job descriptions, and recommending adjustments in existing positions.

Benefit costs are increasing in FY 2020 with an anticipated 22% increase in health care costs due to the organization having a high claims experience during the past year. Additional benefits provided include that establishment of an employee assistance program (EAP) for counselling services ($9,000) and a wellness benefit for police officers for reimbursement of monthly gym costs ($6,000).

Personnel costs (salary, FICA, and retirement) total $3,735,387 and represent 50% of expenses in the FY 2020 budget.

Capital Expenditures

The capital budget for FY 2020 is $716,500 which represents a 191.5% increase over FY 2019. Funding is provided from the fund balance ($696,500) and Powell Bill revenue ($20,000). Capital budget projects for FY 2020 include Wendell Boulevard Sidewalk Project Design ($185,000), ADA Local Road Compliance ($20,000), Leaf Collector Truck ($195,000), Public Works Pickup Truck Replacement ($28,000), two Mowers ($17,000), two replacement and one new Police Vehicles ($171,000), Technology Replacement Program ($15,000), Wendell Park Improvements ($25,500), and initiating the Comprehensive Land Use Plan Update ($60,000). Capital improvements represent 10% of the FY 2020 budgeted expenses.

The five-year capital improvement program identifies both revenues and expenses for FY 2020 through FY 2024 for a total expenditure of $12,213,743. The capital improvement program includes planning for revenue growth to offset the use of fund balance, needed road and sidewalk improvements, a new town hall, vehicle and equipment replacement, and new parks and community spaces. However, years two through five are for planning purposes only and will be evaluated regularly to reflect community growth, adopted plans, and economic conditions.

Debt Management

No new issuance of debt or lease is recommended in the FY 2020 budget and $396,487 is allocated to retire principal and interest of past debt. The net debt of the Town is $3,668,200 and the legal debt margin (amount legally available) is $48,938,960. Debt service represents 3% of the FY 2020 budgeted expenses.

Fund Balance

The FY 2020 budget appropriates $696,500 from the fund balance to fund capital expenditures. The remaining fund balance of 88.5% exceeds the suggested minimum of the Local Government Commission (8%) and the fiscal policy of the Town of Wendell (40%). The fund balance remains healthy and available if needed.

Water and Sewer Funds

The two enterprise funds of the Town of Wendell are the Water Fund and the Sewer Fund. Since the Merger Agreement with the City of Raleigh for the provision of water and sewer service in 2006, the Water and Sewer Funds are used to account for the retirement of past utility debt. Debt service payments are determined annually and paid by the Town. The City of Raleigh provides a like payment to the Town to offset the debt payment. For FY 2020, the Water Fund revenue and expense is $50,000. The Sewer fund revenue and expense is $450,000.

Budget Summary

The FY 2020 budget represents a significant advance in budget development for the organization thanks to the efforts of staff and policy direction from the Board. The document bridges the vision to keep Wendell's motto of "Small Town, Big Charm" alive as the town grows into the vibrant, welcoming community of tomorrow.

Given the attention to transparency and accountability, connection of resource allocation to the budget priorities of the Board of Commissioners, and flat property tax rate, I trust the budget document will provide the materials needed to work together toward adoption of our FY 2020 Budget.

Respectfully submitted,

Marc Collins

Marvin "Marc" Collins
Town Manager

A Guide for Reviewing the Budget

The following guide is provided to assist the reader understand and locate information within the budget document. It is the intent of the Town to provide the information that is clear, concise and organized in a manner that flows in a logical sequence. Above all else, it is the intent of this document to identify the services provided by the Town of Wendell and the connection of those services to funding. The Budget document is organized into the following sections:

Introduction and Overview – This section identifies the elected, appointed, and staff leadership of the Town as well as the organization chart for fiscal year 2020. The Manager's Message provides an overview of the budget and identifies the issues addressed and opportunities achieved in the budget. The budget message is followed by this Guide for Reviewing the Budget, the budget process calendar, the basis of budgeting used to develop the budget, and the financial and budget policies.

Strategic Plan – The Town of Wendell Strategic Plan is incorporated into the Budget in this section. The Strategic Plan identifies five key policy goals and establishes prioritized initiatives for each goal. The goals provide policy direction for economic development, public safety, infrastructure and transportation, parks and recreation, and the communication and culture of the Town organization. An update on progress in achieving the initiatives through this budget is provided.

Budget Summary - The Budget Ordinance provides adopted totals in the form required by the North Carolina General Statutes. A summary of revenues and expenditures is provided for all funds by type, category, and function. The section also identifies descriptions, trends, projections, and assumptions for each revenue type and expense by function. An analysis of past and proposed staffing for FY 2020 and a ten-year staffing projection is provided.

General Fund – A line item summary of revenues and expenditures in the general fund is provided for past years, the previous budget, department requests, recommended amounts, and the adopted budget. Further detail and analysis for each department is provided including a general description of service, a discussion of revenues and expenditures, staffing, department goals, and performance measures.

Water and Sewer Fund – The water and sewer funds provide an update of the merger agreement with the City of Raleigh Utilities Department and any programmed capital or debt related to the utilities. The City of Raleigh is responsible for all revenues and expenses related to the operation, maintenance, and capital replacement of the systems.

Long-Range Financial Planning – This section incorporates the Five-Year Capital Improvement Plan into the budget document. Year one of the plan is the capital budget programmed for expenditure in FY 2020 and years two through five are for planning purposes. Capital projects are expenditures over $10,000 and typically involves facilities, land, plans, vehicles, and equipment. A description of each expense is provided in the capital improvement program. The debt management program is provided in this section to identify current debt of the Town.

Supplemental and Statistical Materials – The section provides information that is applicable to the entire document including the history, form of government, population projections, community profile, demographics, and Town statistics. Next is a comparison of rates and values with communities in the area and the schedule of fees for FY 2020. Finally, a glossary of terms and common acronyms is provided.

Town of Wendell
FY 2019-2020 Budget Calendar

The following budget calendar was prepared in compliance with the Local Government Budget and Fiscal Control Act (LGBFCA) and local procedures as applicable. A date with an asterisk (*) indicates an opportunity for public input is provided.

DATE	ACTIVITY	NOTES
January 14, 2019*	Presentation of Financial Policy Amendments	Local procedure
January 15, 2019	Initial budget materials provided to Departments	Local procedure
January 28, 2019*	Presentation of Draft 2019 Strategic Plan	Local procedure
February 11, 2019*	Approval of 2019 Strategic Plan	Local procedure
February 23, 2019*	Board of Commission Budget Retreat	Local procedure
February 25, 2019*	City of Raleigh Utilities Merger Report	Local procedure
March 5, 2019	Final budget materials provided to Departments	Local procedure
March 19, 2019	Department Requests Submitted to Budget Officer (LGBFCA deadline is April 30)	NCGS 159.10
March 25, 2019	Approval of Financial Policy Amendments	Local procedure
April 29, 2019*	Detailed Budget Work Session Presentation of Draft Budget	Local procedure
May 6, 2019	Submission of Budget with Message to Commission (LGBFCA deadline is June 1)	NCGS 159.11
	Budget made available to the public and press	NCGS 159.12
	Publish budget statement and public hearing date	NCGS 159.12
1st Week of May	Individual Meetings with Commissioners	Local procedure
May 13, 2019*	Budget Hearing	NCGS 159.12
May 28, 2019*	Adoption of Budget, Levy Tax Rate, and Fee Schedule Adoption (LGBFCA deadline is by July 1)	NCGS 159.13

Basis for Budgeting

The Town of Wendell uses the modified accrual method as the basis for budgeting and for accounting of all funds. This approach to accounting recognizes revenues when they become measurable and expenditures at the time the liability is incurred. All revenues and expenditures must be included in the annual budget ordinance. Any operational appropriations that are not expended or encumbered shall lapse. The North Carolina Local Government Budget and Fiscal Control ACT (LGBFCA) controls how municipalities budget and spend money. The major effects of the LGBFCA on the budgetary process are as follows:

- Budget Preparation Calendar
- Budget Forms and Procedures
- Departmental Requests
- Recommended Budget
- Board Review
- Adoption of the Budget Ordinance
- Budget Adoption and Amendment

The Town of Wendell budget process and documents are consistent with the requirements of the LGBFCA.

Financial Goals and Polices

The following *Town of Wendell Financial Goals & Policies* were adopted by the Board of Commissioners on March 25, 2019 as Town Policy 107.

General

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

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

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

Financial Goals

Financial goals are broad, fairly timeless statements of the financial position the town seeks to attain. The financial goals for the Town of Wendell focus on the following areas: Accountability; Budget; Fund Balance and Reserves; Cash Management; Capital Improvement Plan; Tax Rate and Fees; Debt Management; and Asset Replacement Schedule.

1. Accountability - The town will insure the legal use of public assets through an effective system of internal controls.
   - The town will strive to establish the lowest reasonable tax rate for its citizens without compromising the quality of municipal services.

   - The town will maintain a budgetary control system to ensure compliance with the approved budget and will maintain adequate internal controls to safeguard public assets.

   - Expenditures will be monitored through the accounting system with monthly reports to assure budgetary compliance.

   - Reports demonstrating the status of financial activity and results (including an annual independent audit) will be prepared on a timely basis and in compliance with Generally Accepted Accounting Procedures (GAAP).

   - The Town will prepare and submit a Comprehensive Annual Financial Report (CAFR) to the Government Finance Officers Association (GFOA).

2. Budget - A comprehensive annual budget will be adopted after careful consideration of public needs, their input, and availability of funding.
   - During the budget development process, the town will strive to maintain the tax rate and fees at the lowest possible rate.

   - During the budget development process, the town staff will strive to show and explain where areas of increased needs exist.

   - After a thorough budget process, an annual comprehensive budget will be adopted by ordinance. A detailed budget document disclosing all anticipated revenues and authorized appropriations for operating and capital expenditures will be prepared and published. The budget will establish the level of services to be provided by each department with anticipated revenues and available resources.

   - Where possible, grants or contributions of capital will be identified for proposed town expenditures. When grants are undertaken, the town will strive to be mindful of the long-term requirements and commitments involved in acceptance of such grants.

   - If the presented balanced budget includes a tax rate increase, staff must also present a balanced budget showing a tax rate decrease in the same amount of the tax rate increase.

3. Fund Balance and Reserves - The Town will strive to maintain a General Fund fund balance of 40%.
   - The purpose of the fund balance will be to provide sufficient operating reserves (working capital) to manage monthly and daily cash flow variability, as well as adequate liquidity to provide for limited interruptions in revenues (natural disasters, unexpected loss of revenue source, etc.).

   - The budgetary fund balance reserve will be calculated using the percentage of the last audited fund balance and the proposed operations and maintenance budget. The fund balance represents

only the unassigned fund balance and not the full GAAP fund balance. The operations and maintenance budget does not include capital expenditures for the calculation.

- Contingency and reserve funds will be available for use in the event of emergency and/or unforeseen events.

- Cash balances in excess of the amount required to maintain strategic reserves can be used, with approval from the Board of Commissioners, to fund one-time or non-recurring costs. Preference will be given to uses that reduce ongoing expenses (for example - early retirement of debt or the reduction of debt necessary to complete a significant capital project).

- It is the intent of the Town to replenish fund balance reserves in an expedient manner if conditions necessitate expenditure below the 40% policy level. The Town will restore the balance using any combination of end of year balances, reduced capital expenditures, or direct appropriation of revenues. The restoration of the fund balance will be done in a manner that maintains the structural balance of the whole budget.

4. Cash Management - The town's cash management policy will promote responsible, efficient and legal use of public funds and will optimize the management and earnings on the public funds.
   - Central Depository – The town will maintain an interest-bearing account as its official central depository, as approved by the Board of Commissioners. The town also shall maintain a checking account for disbursements. Other accounts can be maintained as is necessary, with board approval.

   - Banking Relations – To ensure the lowest fees, best services, and highest rates of interest, the town's banking services will be continuously monitored and reviewed. No more than every five years, the town will review banking services to get the most competitive services and rates available and a recommendation for services will be submitted to the Board of Commissioners for approval.

5. Capital Improvement Plan - The Capital Improvement Plan will be comprehensive and updated every year.
   - The town will update a Capital Improvements Plan (CIP) every year and provide a copy to the Town Board. This plan will be a long-range plan that will forecast facility needs and requirements town-wide for each of the next five years.

   - In the CIP, staff will attempt to forecast projected revenues and resources required to finance the capital improvement plans to ensure that the plan represents projects that can be realistically funded by the Town.

   - The CIP will be established in collaboration with Town departments and provide for public input in the Budget process.

   - In addition to facilities, the plan will include projections for equipment requirements valued in excess of $10,000.

- Long-term borrowing will be confined to significant capital improvements (or similar projects) that have an extended life and to instances when it is not practicable to provide financing from the current revenues. All other available and appropriate sources of financing will be exhausted before long term borrowing is pursued.

6. Tax Rate and Fees - The town will establish a responsible tax rate and schedule of fees and will strive for public transparency in the establishment of these taxes and fees.
   - The town will strive to maintain the tax rate and fees at the lowest possible level to provide the level of services established by the Commission in the annual Budget.

   - The town will strive to educate the public concerning the fact that the Town of Wendell is the only town in Wake County that does not provide municipal fire service and for which fire service is provided through a county fire district and a county fire district tax.

   - Whenever possible, fees will be established at rates that allow those using / benefitting from public services to pay for those services.

   - The tax rates and fee schedule will be reviewed annually as part of the budget development process.

7. Debt Management - The Town will use a balanced approach to funding capital improvements, projects, and vehicle and/or equipment needs.
   - The balanced approach will consist of various funding options to include utilizing debt financing, draws on fund balances in excess of policy targets, and current year (pay-as-you-go) appropriations.

   - The general fund debt as a percentage of total assessed value of taxable property should not exceed 2.5%.

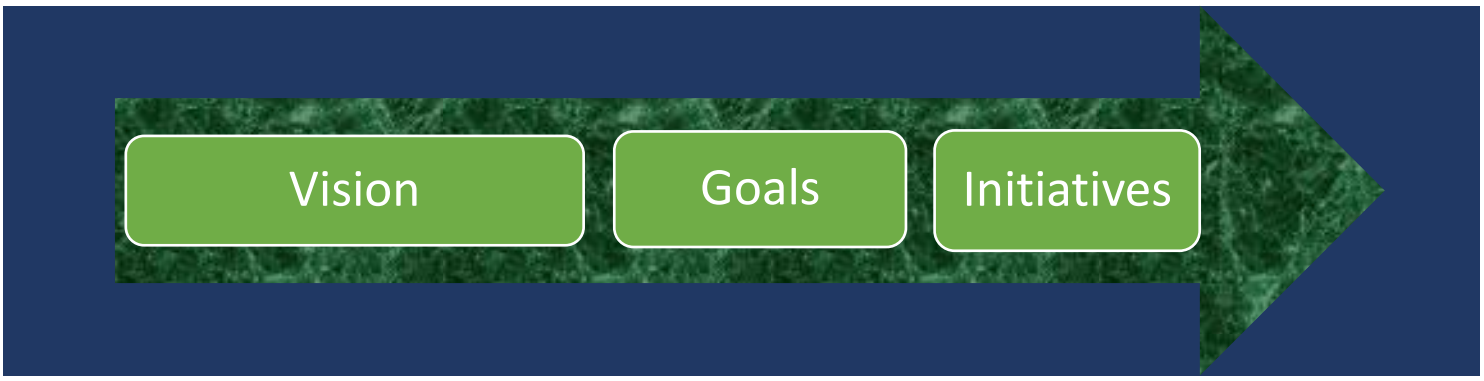
   - The ratio of debt service expenditures as a percentage of total general fund expenditures should not exceed 15% with an aggregate ten-year principal payout ratio target of 55% or better.

8. Asset Replacement Schedule - The Town will set forth an outline/criteria for the replacement of Town owned vehicles and equipment in order to ensure that replacement is in the most efficient and cost effective manner.
   - The criteria chart (see attached) takes into account age, mileage, condition, services, reliability, and maintenance costs to serves as the general indicator for initiating vehicles and equipment replacement.

   - Each vehicle and piece of equipment accumulates points using the criteria chart. Once all points have been totaled for each vehicle and piece of equipment, a replacement rating will be assigned (Good, Poor, and Priority). The criteria chart (see attached) will provide descriptions of the replacement rating.

The Town of Wendell, NC

STRATEGIC PLAN



Adopted by the Board of Commissioners February 11, 2019

PURPOSE OF THE STRATEGIC PLAN

The Town of Wendell recognizes that the realization of a community vision is only achieved when the strategic goals of the community are in alignment with available and planned resources. As such, the purpose of the strategic plan is to provide for a process that aligns resources with commitment from Town organization leaders to bridge the gap between the assessed current conditions and envisioned community of the future.

SMART Goals

Specific	What ***exactly*** will you do?
Measurable	How will you know if you ***meet*** your goal?
Achievable	What ***steps*** are you going to take to reach your goal?
Relevant	What about your goal makes it ***important*** to you?
Timely	***When*** do you want to complete your goal?

The *2019 Town of Wendell Strategic Plan* represents a compilation and prioritization of the annual strategic planning sessions for 2016 through 2018. The strategic planning sessions include input from the Board and staff to develop the Town Vision Statement and policy goals incorporated into this document.

The Town organization is committed to SMART goal principles to establish actionable outcomes that are linked to long-term financial planning. Through the strategic planning process, the Town Commission works with community stakeholders to provide policy direction for implementation by the Town Manager and staff in partnership with the citizens and organization that call Wendell home.

Initiatives are identified to be advanced within the annual planning period. While not all goals can be finished in one year, action items identify limitations and expectations of management-in-progress that are timely.

Wendell Board of Commissioners
(Left to Right)

Jason Joyner, Commissioner
John Boyette, Commissioner
David Myrick, Commissioner
Virginia Gray, Mayor
Dr. Jon Lutz, Mayor Pro-Tem
Ben Carroll, Commissioner

Vision Statement for the Town of Wendell

"The Town of Wendell is clean, safe, vibrant, and full service with a diverse population. Our citizen friendly reputation is assured by the quality of our facilities and professional staff who work efficiently to provide great customer service. We have a knowledgeable Town Board who works efficiently to incorporate input from Citizen Advisory Boards and staff to be responsible stewards of our tax dollars, through leveraging, by watching return on investments and maintaining our fund balance."

In working to achieve this vision for the Town of Wendell, the Board of Commissioners have committed to the following:

- **Strive for efficiency** in the way we handle business. We are hard-working and attend all meetings.
- Keep the **best interests of the Town** uppermost in our minds.
- Consider all aspects of a situation and make **thorough, deliberate, and well-reasoned decisions**.
- **Explore all viewpoints**. We are open to hearing from others, learning from them and compromising, when needed.
- **Stay cohesive, collaborative, collegial, and connected** to the manager and to each other.
- **Demonstrate respect for all opinions**, especially in public. And we support the decisions of the Board. Once decisions are made by the majority, we support that decision.
- Tackle **new and novel ideas** and processes.

POLICY GOALS

Policy goal areas are intentionally broad and are used to identify the most critical issues facing the community. Each policy goal has specific action initiatives that are prioritized annually to assist in the allocation of resources and staff time to ensure efficiency and effectiveness. The policy goal areas identified include the following:

- **GOAL 1: Downtown Vibrancy, Economic Growth, and Community Character**
  Promote economic vitality through the development of a vibrant Downtown, economic growth, and unique community character.

- **GOAL 2: Public Safety and Neighborhood Improvement**
  Provide for a safe and secure community that nurtures livable and well-maintained neighborhoods that are family friendly.

- **GOAL 3: Infrastructure, Transportation, and the Environment**
  Develop and maintain infrastructure and policies to support new growth, improve the quality of life for residents, and provide for a clean and green environment.

- **GOAL 4: Parks, Recreation, Special Events, and Culture**
  Establish facilities, events, and programs that connect the community, promote healthy lifestyle opportunities, and culturally engage citizens and visitors.

- **GOAL 5: Organization Culture and Communication**
  Build a professional and inclusive Town organization that is fiscally responsible, seeks innovative practices, and values the development of staff.

GOAL 1: Downtown Vibrancy, Economic Growth, and Community Character

GOAL 1: Downtown Vibrancy, Economic Growth, and Community Character

Promote economic vitality through the development of a vibrant Downtown, economic growth, and unique community character.

Downtown vibrancy, economic growth, and community character goal attainment occurs when the following opportunities are realized or conditions exist.

A. Downtown contains a vibrant mix of businesses that are centered on food and beverage, retail, and neighborhood services that attract area residents in coordination with sufficient parking, attractive public spaces, and regular special events to foster the "Small Town, Big Charm" motto.

Management in Progress

1. Conduct a Downtown Engagement Session facilitated by the NC Department of Commerce to receive input from stakeholders and businesses
2. Administer the NC Department of Commerce grant for Downtown improvements related to building façades, utilities, and establishment of the Meet of Main organization.
3. Evaluate opportunities to acquire and/or enhance parking and public spaces Downtown.
4. Provide project updates on Raleigh Public Utilities capital project for water main improvements to enhance communication and reduce business impact.
5. Prepare for the NC Department of Transportation capital project to mill and resurface Third Street in 2019 to enhance communication and reduce business impact.
6. Seek enhancements through the Transportation Alternative Program to improve sidewalk crossing for accessibility and aesthetics.
7. Evaluate downtown streetlight options with Duke Energy to enhance efficiency, improve lighting, and aesthetics.

Strategic Initiatives

1. Seek to implement recommendations developed during the NC Department of Commerce engagement meeting with Downtown stakeholders and businesses.
2. Evaluate existing Downtown grant opportunities, like the façade grant program, and update to reflect goals related to desired uses.
3. Revise the zoning uses for the Downtown area in the Unified Development Ordinance to community and business preference and market needs.
4. Review current special events sponsored by the Town and work with community organizations to enhance existing events and develop a sustainable, year-round event schedule.
5. Establish a Special Event policy and process to guide the use of public space, facilities, and Town resources.
6. Identify opportunities for the mid and long-term use for the Wendell Elementary School property in coordination with Wake County Schools.
7. Identify opportunities for infill housing and commercial development in Downtown and establish a program to promote the potential development or redevelopment projects.

GOAL 1: Downtown Vibrancy, Economic Growth, and Community Character

B. The Town contains an appropriate mix of land uses including the development of commercial, office, and industrial uses to enhance property values, create jobs for residents, and make opportunities available for shopping, services, and products desired by the community and region.

Management in Progress

1. Work with the NC Department of Commerce to facilitate an economic development assessment to establish stakeholder opportunities, community vision, and identify market gaps.
2. Review established economic development plans, strategies, and programs to identify opportunities to attract commercial and industrial development.
3. Participate in the Triangle J Council of Governments Brownfields Coalition to submit a grant application to the EPA Brownfield Program to assess brownfield properties in the region.

Strategic Initiatives

1. Update the economic development strategic plan to reflect the NC Department of Commerce vision, stakeholder, and engagement sessions to include an action plan for implementation.
2. Evaluate the establishment of either an in-house, contract, or hybrid service delivery for economic development.
3. Develop marketing material and service level data to assist in economic recruitments and annexation.
4. Establish a Wendell Falls Corridor Action Plan to encourage appropriate development, connectivity, and infrastructure extension.
5. Establish a broadband policy and action plan.
6. Work with Newland Communities and area health systems to encourage the development of a hospital and medical park in the Wendell Falls commercial district or other suitable location.
7. Conduct a comparative growth analysis with area jurisdictions to determine best practices and avoidable issues related to growth to maintain a positive quality of life.
8. Establish growth boundaries with Archer Lodge and Rolesville.
9. Complete a small area plan with a focus on connecting Downtown to major interchanges to evaluate opportunities and impediments to development, annexation, public facilities, and preservation.
10. Initiate planning to update the Comprehensive Land Use Plan and update associated development and transportation plans to incorporate the update.

GOAL 2: Public Safety and Neighborhood Improvement

Provide for a safe and secure community that nurtures livable and well-maintained neighborhoods that are family friendly.

Public safety and neighborhood improvement goal attainment occurs when the following opportunities are realized or conditions exist.

A. Develop an environment for community engaged policing and code enforcement that emphasizes maintaining safe, family friendly neighborhoods, improving the public environment for accessibility, and encouraging community ownership in improving private property.

Management in Progress

1. Include police officer involvement in special events, school activities, and other civic engagements to encourage interaction and relationship building with citizens.
2. Conduct a comparative analysis of community improvement programs to seek a neighborhood driven solution for engagement, housing repair, and aesthetic improvement.
3. Review the temporary sign provisions and waiver to evaluate the benefit of business advertising versus sign clutter and aesthetic impact on neighborhoods.
4. Complete a comprehensive review of the use of force policies and update as needed.

Strategic Initiatives

1. Establish an action plan for the police department to achieve Commission on Accreditation for Law Enforcement Agencies (CALEA) accreditation and initiate policy review and development to implement.
2. Identify methods and seek department-wide training to proactively and consistently utilize community engaged policing methods.
3. Identify opportunities to improve officer health and safety through the promotion of physical fitness, use of employee assistance programs, ergonomic equipment, and like practices.
4. Seek opportunities and programs to improve traffic and pedestrian safety near school sites.
5. Evaluate the towing rotation policy and parking enforcement practices to incorporate Wendell Falls streets and Downtown event parking.
6. Expand officer participation in Crisis Intervention Training to expand existing capabilities beyond the supervisory level to properly assist persons in crisis receive appropriate agency referrals.
7. Partner with external stakeholders to address illegal drug (opioid) issues in the community to include enforcement and referral to treatment and support opportunities as the problems are identified.
8. Develop a pilot project for a “neighborhood clean-up day” to connect citizens in-need to resources for home and yard improvements, encourage voluntary efforts, and improve public spaces for a targeted geographic area.
9. Evaluate housing stock and identify opportunities to encourage a diversity of housing types, promote infill development, and provide for connectivity, beautification, and park improvements.

GOAL 3: Infrastructure, Transportation, and the Environment

GOAL 3: Infrastructure, Transportation, and the Environment

Develop and maintain infrastructure and policies to support new growth, improve the quality of life for residents, and provide for a clean and green environment.

Infrastructure, transportation, and the environment goal attainment occurs when the following opportunities are realized or conditions exist.

A. Public utilities, land, services, and open spaces are designed, maintained, and extended to provide for necessary water, sewer, stormwater, roads, sidewalks, bikeways, paths, intersections, facilities, and debris removal for the existing and planned community.

Management in Progress

1. Evaluate the water and sewer system merger and seek feasible options with CORPUD for an early merger opportunity to reduce utility rates while maintaining needed access to capacity.
2. Compare infrastructure rates with area municipalities for inclusion in the budget.
3. Identify stormwater program compliance requirements with costs for inclusion in the budget.
4. Implement a street repaving program to regularly resurface Town streets and pave unimproved roads.
5. Support the completion of the NCDOT Old Battle Bridge replacement bridge project in 2019.
6. Identify next steps for the U-5323 NCDOT intersection realignment project to determine continued liabilities and options to resolve.
7. Establish a sidewalk maintenance and extension program to implement the Pedestrian Plan.
8. Prepare for the design and funding submission for the Wendell Boulevard Sidewalk Project.

Strategic Initiatives

1. Establish an infrastructure plan for the connection and extension of water and sewer for inclusion in the capital improvement plan to promote development, annexation, and close service gaps.
2. Evaluate the water allocation policy for efficiencies in cost and providing necessary infrastructure to encourage appropriate growth.
3. Complete a review of comparative stormwater practices and programs and present a recommended program that includes a prioritization of needed projects and maintenance of existing infrastructure.
4. Seek opportunities to improve the Transportation Plan to balance necessary improvements to occur in a timely manner with economic development, including the Wendell Boulevard widening.
5. Prioritize and prepare intersection improvements for NCDOT and CAMPO funding processes.
6. Establish an eligible projects list for transportation, bike, and pedestrian improvements through CAMPO administered funding sources for inclusion in future capital improvement plans.
7. Establish a facility and lands prioritization list to identify future acquisition needs with funding strategies for inclusion in the capital improvement plan.
8. Submit the Wendell Boulevard Sidewalk Project to CAMPO in FY 2020 for construction in FY 2021.
9. Identify new bus stops and work with regional transit partners to develop implementation strategies.
10. Review solid waste service levels and contract for efficiencies and service improvement options.

GOAL 4: Parks, Recreation, Special Events, and Culture

GOAL 4: Parks, Recreation, Special Events, and Culture

Establish facilities, events, and programs that connect the community, promote healthy lifestyle opportunities, and culturally engage citizens and visitors.

Parks, recreation, special events, and culture goal attainment occurs when the following opportunities are realized or conditions exist.

A. Provide recreation amenities and services to residents and visitors through quality facilities, a diverse program offering, varied parks, and special events guided by a community-driven master plan that provides for accessibility, connectivity and healthy fun for all.

Management in Progress

1. Initiate a comprehensive parks and recreation master plan to guide future recreation services and facility needs.
2. Provide for the installation of shade structures at the Town park.
3. Establish a parks maintenance plan to include staff resources needed to sustain current programming.
4. Work with the Meet on Main group to coordinate a year-round special event schedule.
5. Prepare a lease for the 122 Second Street property for use as a historic museum.
6. Revise athletic program offerings to meet current seasonal demands to increase field use.

Strategic Initiatives

1. Complete the development and plan for implementation of a comprehensive parks and recreation master plan to guide future recreation services and facility needs.
2. Evaluate the fee-in-lieu policy for parks in the Unified Development Ordinance (UDO).
3. Identify and provide for the acquisition for the next active recreation site identified in the parks and recreation master plan.
4. Update the park plan for the Wendell Town Park to identify next steps for the use of the “new” areas.
5. Develop a plan to link Wendell Falls to Downtown and the Park by greenway that allows for multiple transportation alternatives.
6. Evaluate the transition of Main Street Extension to a greenway connector to Downtown rather than a street for vehicles.
7. Initiate planning for signature special events to ensure sustainability, maintain attendee interest, and provide for appropriate growth.
8. Coordinate the development of a new Wendell Branch Library with Wake County to include space for historic preservation and community group meetings.
9. Identify methods to incorporate sports tourism and visitor marketing for awareness of special events and recreation offerings.

GOAL 5: Organization Culture and Communication

GOAL 5: Organization Culture and Communication

Build a professional and inclusive Town organization that is fiscally responsible, seeks innovative practices, and values the development of staff.

Organization culture and communication goal attainment occurs when the following opportunities are realized or conditions exist.

A. Build an organization committed to improving daily towards a goal of excellence in service to its citizens, businesses, visitors, and employees through responsible fiscal management, inclusive communication, innovative technologies, and professional development.

Management in Progress

1. Maintain a fiscally conservative approach in the review of comparative tax and utility rates for inclusion in the budget.
2. Establish a capital improvement plan that incorporates a capital budget with a capital funding reserve that identifies revenues, preserves the fund balance policy, and incorporates debt service.
3. Enhance the budget document to provide greater detail and transparency on department expenses and how they connect to strategic initiatives.
4. Complete a comparative staffing needs analysis that is updated annually to assist in budget development and to guide organization growth over the next five to fifteen year period.
5. Identify existing work performance data collected by the departments, establish levels of service, and incorporate performance goals tying service levels to strategic goals in the budget process.
6. Complete the analysis of the IT program to consider both efficiencies and organization growth needs.
7. Evaluate current communications like the Snapshot and weekly update to ensure that information is tied to organization performance and strategic goals to be of value to the reader.

Strategic Initiatives

1. Maintain GFOA financial reporting recognition and seek recognition for the budget submission as well.
2. Establish a quarterly (at least) update of strategic initiatives that includes the responsible party and timelines.
3. Evaluate current department policies and practices to enhance efforts to improve customer service.
4. Establish an online agenda that includes background materials and the opportunity for public comment.
5. Develop a communication plan to market Wendell to external interests and increase communication for internal interests.
6. Establish biannual retreats for the Commission and a biennial strategic planning process that provides for community and stakeholder input.
7. Determine requirements for compliance with the Americans with Disabilities Act, as amended, and prepare a transition plan as necessary for facilities, infrastructure, programs, and communications.
8. Complete a review of the Charter and procedural rules of the Commission.
9. Evaluate human resource policies for overtime, insurance selection, employee evaluation, compensation, comparative benefits, and training programs.

Prioritization of Strategic Plan Initiatives

At the February 2019 Budget Retreat, the Board of Commissioners participated in a facilitated exercise to prioritize the strategic initiatives. Members selected a set number of initiatives that mattered most to them individually. The members shared their initiatives to develop Board priorities. Top Priority initiatives received five or six votes (consensus) and High Priority initiatives received three or four votes (voting majority). While all the initiatives are important, the prioritization allows staff to appropriate allocate resources and budget requests to maximize policy implementation.

The FY 2020 Budget is developed to maximize opportunities to achieve the strategic goals of the community through the allocation of available and planned resources. Details are provided to outline how the budget is designed to advance the adopted Strategic Plan.

The priorities and budget implementation for each goal are as follows:

GOAL 1: Downtown Vibrancy, Economic Growth, and Community Character

TOP PRIORITY INITATIVES

1. Identify opportunities for infill housing and commercial development in Downtown and establish a program to promote the potential development or redevelopment projects.
2. Establish a Wendell Falls Corridor Action Plan to encourage appropriate development, connectivity, and infrastructure extension.

HIGH PRIORITY INITATIVES

1. Review current special events sponsored by the Town and work with community organizations to enhance existing events and develop a sustainable, year-round event schedule.
2. Identify opportunities for the mid and long-term use for the Wendell Elementary School property in coordination with Wake County Schools.
3. Evaluate the establishment of either an in-house, contract, or hybrid service delivery for economic development.
4. Work with Newland Communities and area health systems to encourage the development of a hospital and medical park in the Wendell Falls commercial district or other suitable location.

IMPLEMENTING GOAL 1 IN THE BUDGET

- Downtown Parking ($300,000) improvement in FY 2022.
- NCDOT sidewalk crossing improvements ($40,000 total) in FY 2020 and FY 2021.
- Downtown streetlight maintenance and repair ($3,500 increase) in FY 2020.
- Façade Grant program funding ($10,000) in FY 2020.
- TJCOG Regional Brownfield Program ($8,000) in FY 2020.
- Contract Economic Development Program ($30,000) in FY 2020.
- Comprehensive Land Use Plan Update ($120,000 total) in FY 2020 and FY 2021.

GOAL 2: Public Safety and Neighborhood Improvement

TOP PRIORITY INITATIVES

1. Establish an action plan for the police department to achieve Commission on Accreditation for Law Enforcement Agencies (CALEA) accreditation and initiate policy review and development to implement.
2. Identify opportunities to improve officer health and safety through the promotion of physical fitness, use of employee assistance programs, ergonomic equipment, and like practices.

HIGH PRIORITY INITATIVES

1. Seek opportunities and programs to improve traffic and pedestrian safety near school sites.
2. Expand officer participation in Crisis Intervention Training to expand existing capabilities beyond the supervisory level to properly assist persons in crisis receive appropriate agency referrals.

IMPLEMENTING GOAL 2 IN THE BUDGET

- Position for CALEA accreditation in salary line to start in January in FY 2020.
- Funding for CALEA training and program in FY 2020.
- Training and education ($14,920 increase) in FY 2020.
- Health club membership reimbursement program ($6,000) in FY 2020.
- Employee assistance program (EAP) for all employees ($9,000) in FY 2020.
- Overtime line added ($6,000) in FY 2020.
- Wendell Boulevard Sidewalk Project ($1,485,000) in FY 2020 and FY 2021.

GOAL 3: Infrastructure, Transportation, and the Environment

TOP PRIORITY INITATIVES

1. Establish an infrastructure plan for the connection and extension of water and sewer for inclusion in the capital improvement plan to promote development, annexation, and close service gaps.
2. Prioritize and prepare intersection improvements for NCDOT and CAMPO funding processes.

HIGH PRIORITY INITATIVES

1. Evaluate the water allocation policy for efficiencies in cost and providing necessary infrastructure to encourage appropriate growth.
2. Seek opportunities to improve the Transportation Plan to balance necessary improvements to occur in a timely manner with economic development, including the Wendell Boulevard widening.
3. Establish a facility and lands prioritization list to identify future acquisition needs with funding strategies for inclusion in the capital improvement plan.

IMPLEMENTING GOAL 3 IN THE BUDGET

- Fee comparison added to Budget in FY 2020.
- Stormwater contract ($9,000 increase) and drainage maintenance ($3,950 increase) in FY 2020.
- Street repaving ($539,243 total) in CIP.
- Sidewalk program ($1,700,000 total) in CIP to implement part of 2017 Pedestrian Plan.
- Wendell Boulevard Sidewalk Project ($1,485,000) in FY 2020 and FY 2021.
- Intersection improvements in the Wendell Boulevard Sidewalk and ADA compliance projects.

GOAL 4: Parks, Recreation, Special Events, and Culture

TOP PRIORITY INITATIVES

1. Complete the development and plan for implementation of a comprehensive parks and recreation master plan to guide future recreation services and facility needs.
2. Identify and provide for the acquisition for the next active recreation site identified in the parks and recreation master plan.
3. Develop a plan to link Wendell Falls to Downtown and the Park by greenway that allows for multiple transportation alternatives.

HIGH PRIORITY INITATIVES

1. Initiate planning for signature special events to ensure sustainability, maintain attendee interest, and provide for appropriate growth.

IMPLEMENTING GOAL 4 IN THE BUDGET

- Parks and Recreation Master Plan (in-process) to be completed in FY 2020.
- Parks Maintenance Technician position in Parks and Recreation salary line in FY 2020.

- Park land acquisition ($400,000) in FY 2021.
- New park construction ($500,000) in FY 2022.
- Wendell Park Improvement ($25,500) in FY 2020.
- Multi-Purpose Trail ($500,000) in FY 2022.

GOAL 5: Organization Culture and Communication

TOP PRIORITY INITATIVES

1. Establish a quarterly (at least) update of strategic initiatives that includes the responsible party and timelines.
2. Complete a review of the Charter and procedural rules of the Commission.
3. Evaluate human resource policies for overtime, insurance selection, employee evaluation, compensation, comparative benefits, and training programs.

HIGH PRIORITY INITATIVES

1. Evaluate current department policies and practices to enhance efforts to improve customer service.
2. Develop a communication plan to market Wendell to external interests and increase communication for internal interests.

IMPLEMENTING GOAL 5 IN THE BUDGET

- No tax increase or borrowing proposed in FY 2020.
- Capital improvement program with fund balance compliance in FY 2020 budget document.
- Additional transparency and detail connecting policy to expenses in FY 2020 budget document.
- Staffing needs analysis included in the FY 2020 budget document.
- Performance measurements and goals established in FY 2020 budget document.
- Communication plan with Contract Services and Administration staff ($4,000) in FY 2020.
- ADA compliance for intersections and sidewalks ($40,000 total) in FY 2020 and FY 2021.
- Overtime budgets added in Public Works ($6,000) and Police ($6,000) in FY 2020.
- Employee Assistance Program (EAP) for all employees ($9,000).
- Compensation and Classification Study ($8,250) in FY 2020.
- Organization training emphasized ($32,145 total increase for all departments) in FY 2020.

Budget Summary

The Budget Summary provides the descriptive overview of the funds used by the Town through the preparation of the Budget Ordinance as required by the Local Government Budget and Fiscal Control Act (LGBFCA). Following the ordinance is the budget overview for all funds that shows the fund structure and the relationship of departments to the funds. The Revenues by Type section describes the major revenue sources and explains the assumptions and trends used to establish the revenue estimates. Likewise, expenditures are evaluated by functional area to show trends and statistics. As a provider of municipal public service, personnel costs related to the recruitment and retention of talent is a primary cost center. As such, the Budget Summary includes a staffing history, analysis, and positions authorized in the budget.

TOWN OF WENDELL
FISCAL YEAR 2019-2020 BUDGET ORDINANCE
O-07-2019

BUDGET ORDINANCE: BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF WENDELL, NORTH CAROLINA THAT:

Section 1: The following accounts are hereby appropriated to the fund set forth for the operation of the town government and its activities for the fiscal year beginning July 1, 2019, and ending June 30, 2020, in accordance with the chart of accounts heretofore established for this town:

CODE	GENERAL FUND		AMOUNT
10-410	Governing Body	$	100,200
10-420	Administration	$	380,900
10-430	Information Technology	$	160,760
10-440	Finance	$	333,100
10-450	Economic Development	$	48,600
10-490	Community Development/Planning	$	422,200
10-500	Public Buildings & Ground	$	350,840
10-510	Police - Law Enforcement	$	1,923,014
10-530	Fire Services	$	4,900
10-560	Public Works	$	1,906,710
10-570	Powell Bill	$	175,000
10-620	Parks and Recreation	$	795,377
10-660	Non-Departmental	$	923,665
10-690	Special Appropriations	$	2,500
	FUND SUBTOTAL	$	7,527,766
	WATER and SEWER FUND		
30-660	Non-Departmental	$	50,000
32-660	Non-Departmental	$	450,000
	FUND SUBTOTAL	$	500,000
	TOTAL FUND ALLOCATIONS	**$**	**8,027,766**

Section 2: It is estimated, and therefore appropriated, that the following revenues will be made available to the respective funds for the fiscal year beginning July 1, 2019 and ending June 30, 2020, as follows:

CODE	FUND		AMOUNT
10	General Fund	$	7,527,766
30 & 32	Water and Sewer Fund	$	500,000
	TOTAL FUND ALLOCATIONS	**$**	**8,027,766**

Section 3: That found included in Section 1 of this ordinance are appropriations in an amount of $397,100 from the General Fund; $50,000 from the Water Fund and $450,000 from the Sewer Fund which are payments for the following long-term capital debt service payments during FY 2019-20:

ACCOUNT	DEBT SERVICE DESCRIPTION		AMOUNT
10-570-4400	Street and Drainage Improvement Projects	$	139,600
10-660-9100	Open Space, Equipment and Facility Improvements	$	257,500
30-660-9100	Water Bond and Clean Water Loan	$	50,000
32-660-9100	Sewer Bond and Buffalo Creek Loan	$	450,000
	TOTAL	**$**	**897,100**

Section 4: There is hereby levied an Ad Valorem Tax of forty-nine cents ($0.49) per one hundred dollar ($100) valuation of taxable property for the purpose of raising a portion of the revenue listed in the General Fund appropriation in Section 2 of this Ordinance. This rate is based upon an estimated county assessed valuation of $670,700,000 for the Town of Wendell and an estimated collection rate of 98.64%.

Section 5: Community Development/Planning fees are remitted to the Town at the time application is submitted for consideration.

Section 6: Parks and Recreation fees are to be remitted prior to participation in the program.

Section 7: Fees related to removal of solid waste will be charged on a monthly or case by case basis dependent upon the type of materials involved with payments remitted in accordance with the approved fee schedule.

Section 8: Copies of this Budget Ordinance and accompanying document shall be furnished to the Town Clerk, Budget Officer, and other Department Heads of the Town of Wendell to be kept on file by them for their direction in the disbursement of funds.

Upon introduction of this Ordinance by Commissioner _____ this ordinance is hereby adopted this 28th day of May, 2019.

Ayes:	
Nays:	
Absent:	

Virginia Gray - Mayor

Megan Howard - Town Clerk

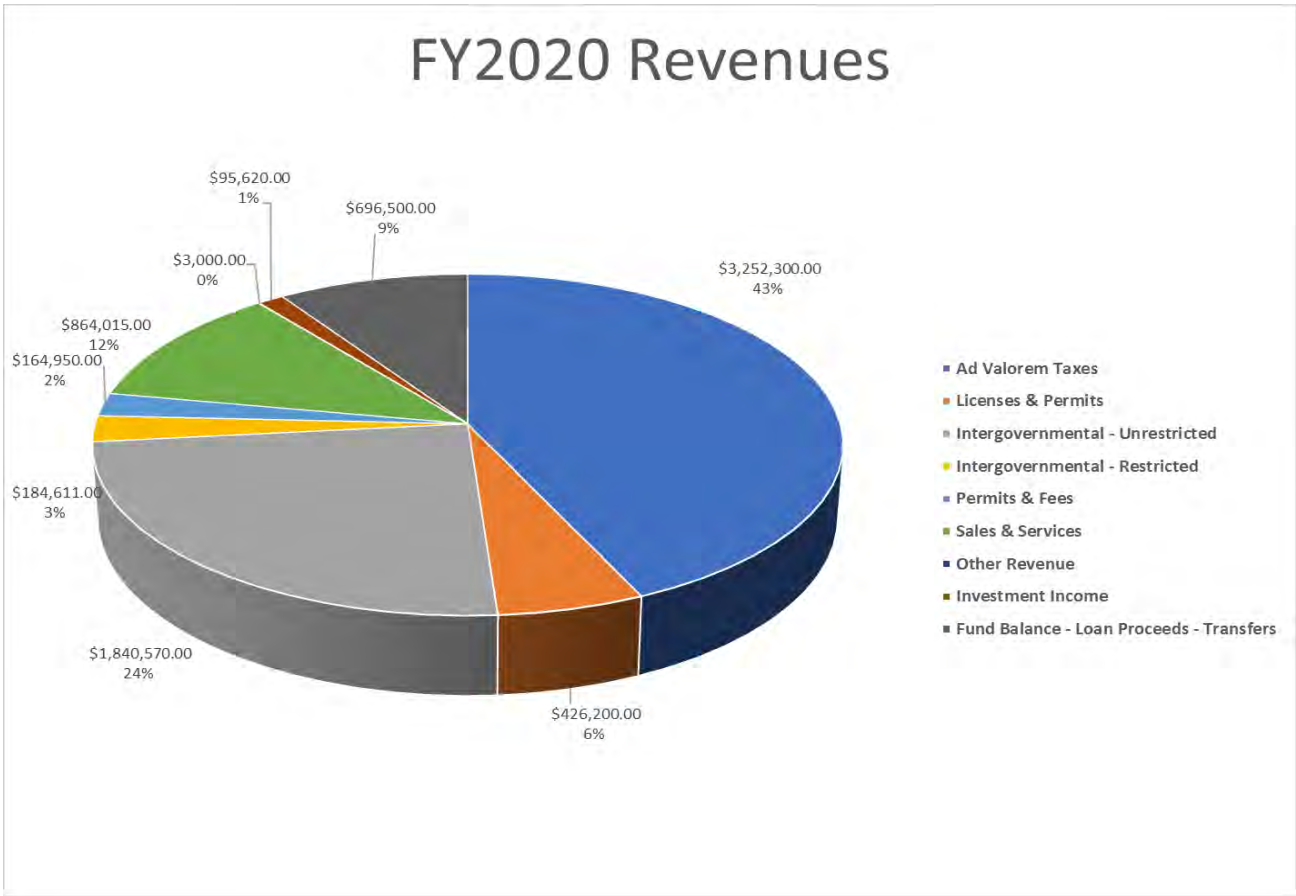
Budget Overview – All Funds

The Town of Wendell is served by three funds; the General Fund, the Water Fund, and the Sewer Fund. The General Fund provides the revenues and expenses for all operating departments and expenses of the Town other than the retirement of water and sewer debt. The Water Fund and Sewer Fund only provide debt service payments and do not provide or receive transfers from other funds.

Budget Overview - All Funds		
General Fund		
	Revenues:	
	Ad Valorem Taxes	3,252,300
	Licenses & Permits	426,200
	Intergovernmental - Unrestricted	1,840,570
	Intergovernmental - Restricted	184,611
	Permits & Fees	164,950
	Sales & Services	864,015
	Other Revenues	3,000
	Investment Income	95,620
	Fund Balance Transfer	696,500
	Total:	**7,527,766**
	Expenses:	
	Governing Body	100,200
	Administration	380,900
	Information Technology	160,760
	Finance	333,100
	Economic Development	48,600
	Planning	422,200
	Public Buildings & Grounds	350,840
	Police	1,923,014
	Fire Services	4,900
	Public Works	1,906,710
	Powell Bill - Local Roads Program	175,000
	Parks & Recreation	795,377
	Non-Departmental	923,665
	Special Appropriations	2,500
	Total	**7,527,766**
Water Fund	**Revenues - City of Raleigh**	**50,000**
	Expenses - Debt Service	**50,000**
Sewer Fund	**Revenues - City of Raleigh**	**450000**
	Expenses - Debt Service	**450000**
Total Funds	**Revenues**	**8,027,766**
	Expenses	**8,027,766**

Revenues by Type – Descriptions, Trends, and Assumptions

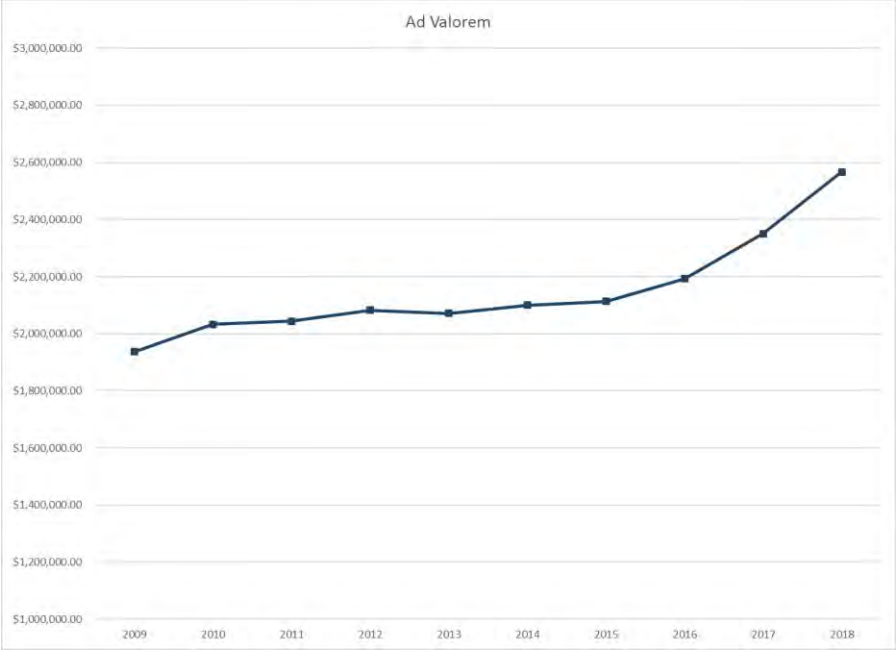
A summary of revenues by type for FY 2020 is provided followed by revenue descriptions, trends, and assumptions.



AD VALOREM TAXES

Taxes Ad Valorem

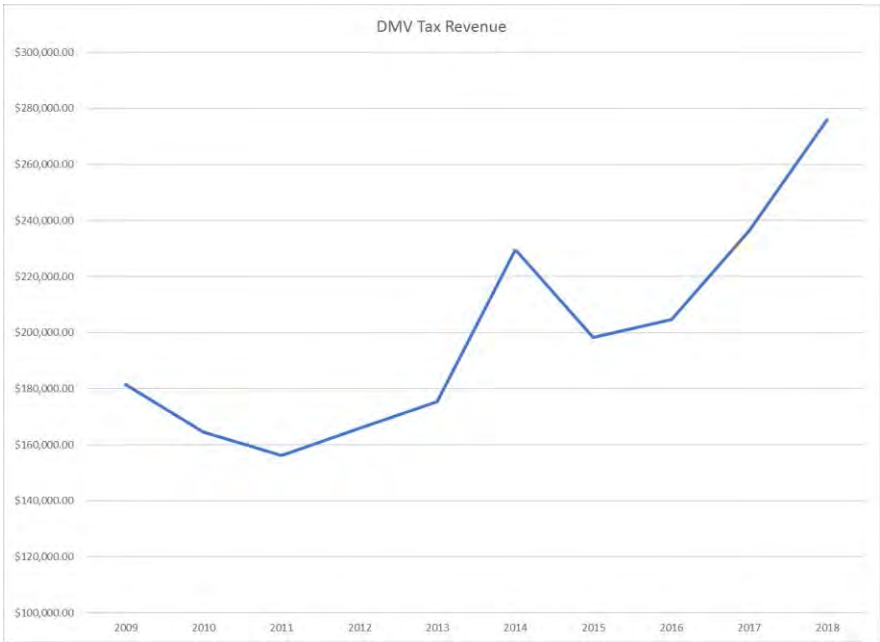
Ad valorem taxes are taxes paid on the real and personal property located within the Town's corporate limits. Taxes for real and personal property are levied based upon the preceding January 1 valuations and the tax rate established by the Town; the adopted tax rate is applied per every $100 in property valuation. The Town's estimated budgetary collection rate percentage may not exceed the current year collection percentage. These taxes are billed and collected by Wake County on the Town of Wendell's behalf and distributed on a weekly basis. Delinquent ad valorem taxes from previous fiscal years and late fee penalties are also distributed with current collections. By the beginning of FY2019-2020, Wendell's assessed property value is projected to have increased by 17.05% (or $97,700,00) to $670,000,000. The Town of Wendell's property tax rate will be $0.49 per one hundred dollars ($100) valuation of property. The Town utilizes an estimated 96.84% collection rate for ad valorem taxes. The total Taxes Ad Valorem is budgeted at $3,429,700.



TAXES & LICENSES

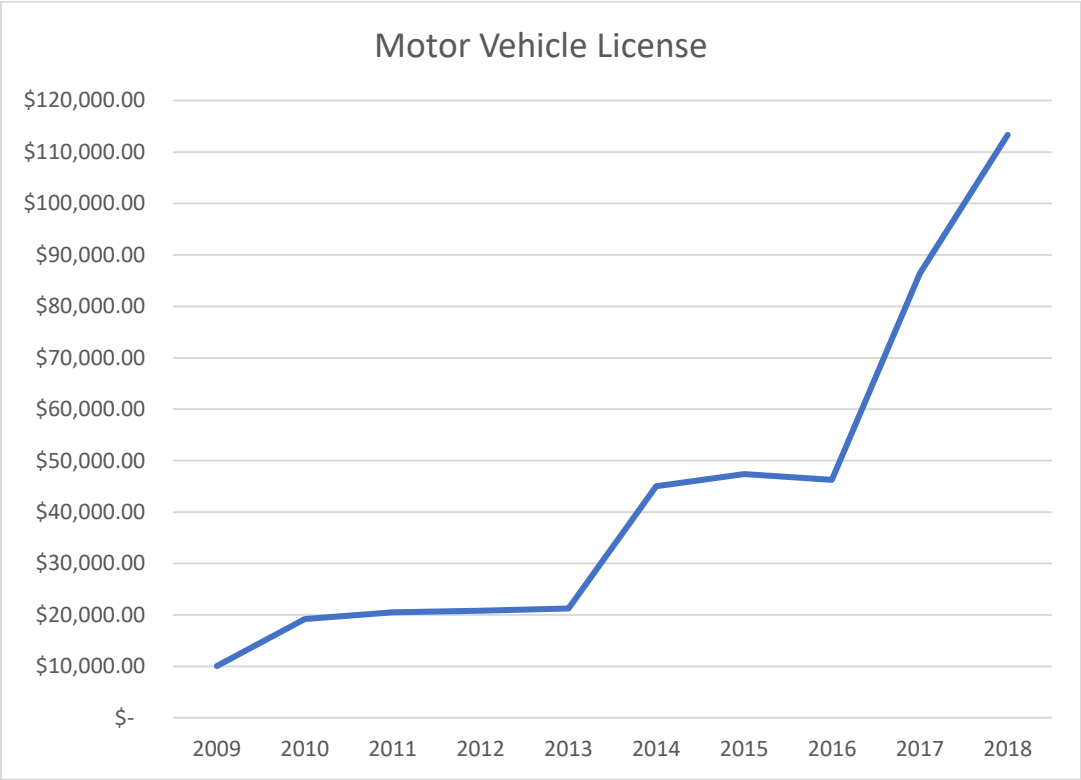
DMV Tax Revenue

Motor vehicle ad valorem taxes are paid on the motor vehicles located within the Town's corporate limits. Vehicle taxes are billed and collected by the North Carolina Department of Motor Vehicles at the same time as the vehicle registration. Ad valorem taxes are based on growth projections from the Wake County Revenue Department. For FY2019-2020, the Town anticipates receiving $305,000 in DMV Tax Revenue; this represents an increase of $34,130 (or 12.6%) from FY2018-2019. A large majority of this can be attributed to the overall growth the Town of Wendell is experiencing. An improving economy is also suspected to play a role in this revenue increase; citizens of Wendell can replace their older vehicles with newer ones, increasing the overall DMV Tax Revenue pool.



Motor Vehicle License

By local act, the Town is authorized to levy a motor vehicle license tax of up to $20 on any vehicle residing in the jurisdiction. This tax is billed and collected by the North Carolina Department of Motor Vehicles in conjunction with the annual property tax bill. Annual revenues are based on the growth projections from the Wake County Revenue Department. Of the $20 tax levy, only $5 may be used for any general purpose; the remaining portion must be used for maintaining, repairing, constructing, reconstructing, widening, or improving public streets that are not part of the State highway system. The Town is anticipating on receiving $115,000 in Motor Vehicle License fees; this represents an increase of 13.36% or $13,555. This increase is based on continued growth within the Town of Wendell. An additional factor that influences the increase in anticipated revenues is a more aggressive budgetary figure based on realized revenue increases after a fee increase four fiscal years ago.



Golf Cart Fees

The Town of Wendell Board of Commissioners ordained that Chapter 24 of the Wendell Code of Ordinances be amended to provide clear definition and guidance to ensure the safe operation of golf carts within the town. Low Speed Vehicles, as defined under North Carolina General Statute 20-4.01, and as equipped and regulated under North Carolina General Statute 20-121.1, are not subject to this ordinance; instead they are registered and licensed by the North Carolina Department of Motor Vehicles. Golf cart permit fees are collected at time of application; issuance of the permit is subject to the successful completion of an equipment inspection performed by a Town of Wendell police officer. Issued permits are valid for a period that reflects the Town's fiscal year calendar (July through June) and are subject to renewal annually. Registration fees shall be prorated monthly for first-time registrants. The Town of Wendell is anticipating $3,000 in Golf Cart Fees. This level of revenues allows for 13 previously issued

permits to not be renewed for FY2020; additional first-time registrants will only further boost this source of revenue.

Beer & Wine License

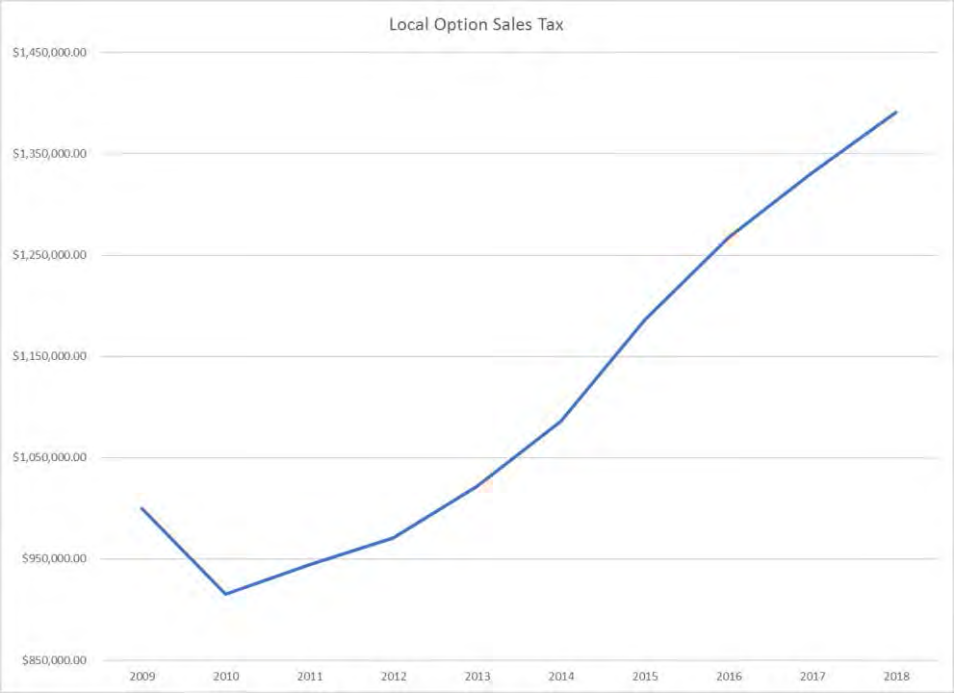
A person holding any of the following retail ABC permits for an establishment located in the Town of Wendell shall obtain from the Town a license for that activity. Licenses permitting the sale of malt beverages for on-premise consumption are levied at an annual tax of $15; licenses permitting the sale of malt beverages for off-premise consumption are levied at an annual tax of $5. Licenses permitting the sale of unfortified and/or fortified wine for on-premise consumption are levied at an annual tax of $15; licenses permitting the sale of unfortified and/or fortified wine for off-premise consumption are levied at an annual tax of $10. A small budgeting increase of $75 in Town Beer & Wine Licenses is being implemented for FY2019-2020. This considers the addition of new businesses in Town that may sell beer and/or wine for on- or off-premise consumption.

INTERGOVERNMENTAL

Unrestricted

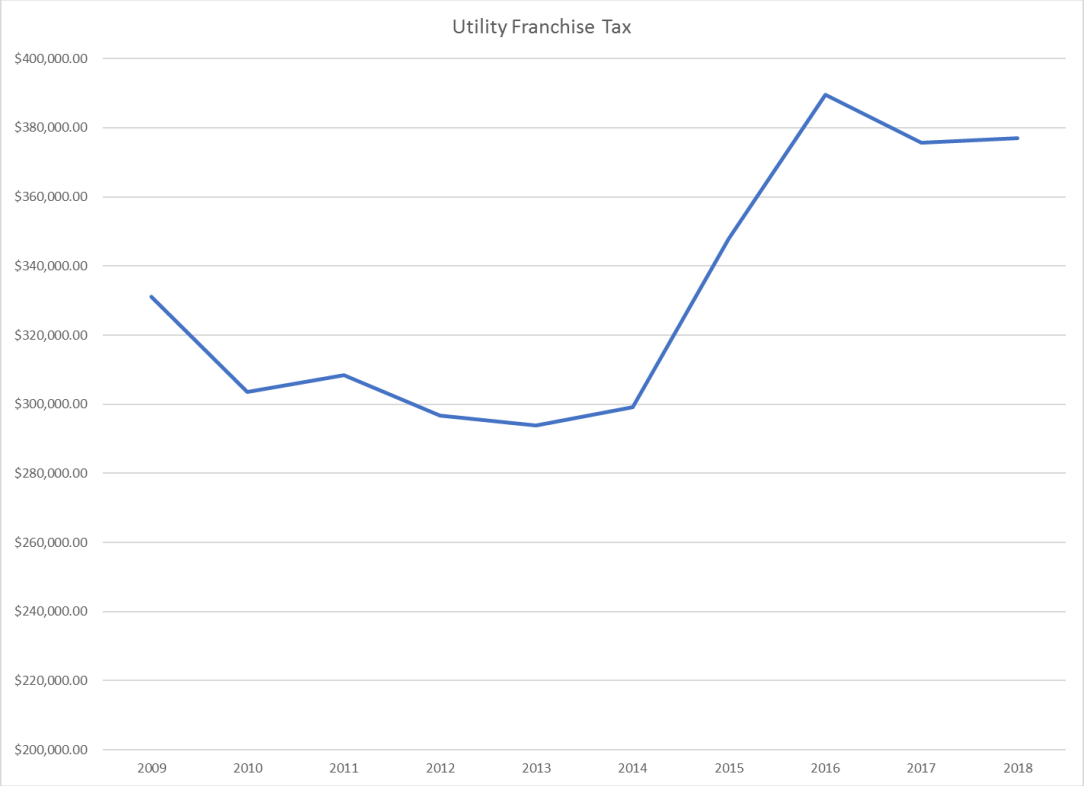
Local Option Sales Tax

The local sales and use taxes are levied by the Wake County Board of Commissioners and is collected by the State of North Carolina on behalf of the County. The local option sales tax rate of 2¢ consists of three separate taxes that are authorized by North Carolina General Statutes: Article 39 1¢ tax, Article 40 ½¢ tax, and Article 42 ½¢ tax. Distributions of these funds are made to the Town monthly on a per capita basis. The North Carolina League of Municipalities is projecting a statewide increase in Local Option Sales Tax of 4.5%. The Town feels that taxes collected in Wake County will exceed the statewide growth; Wendell is budgeting for a 6.62% increase over FY2019's budgeted amount for sales tax to $1,400,000.



Utility Franchise Tax

The utility franchise tax is a combination of taxes on telecommunications sales, gross receipts of electric power sales, gross receipts of video programming sales, and an excise tax on piped natural gas. The taxes received from gross receipts of video programming sales helps fund the Town's local PEG channel (local public, educational, or governmental access channel). The State of North Carolina distributes these funds to the Town on a quarterly basis. Utility franchise tax distributions are estimated to grow by 1.71% for FY2019-2020. This estimated growth is primarily driven by a projected increase in the electric power sales portion of the distribution.



ABC Net Revenues

The Wake County Board of Alcoholic Control distributes its net profits to the municipalities located within Wake County. These distributions are made on a quarterly basis in proportion to ad valorem taxes. ABC Net Revenues will be increased from $17,000 to $20,000 for FY2019-2020. This increase brings the budgeted revenue source more in line with actual revenues received over the past four fiscal years.

Solid Waste Disposal Tax

The State levies a $2 per-ton "tipping tax" on municipal solid waste and construction and demolition debris that is deposited in a landfill in the state, or transferred at a transfer station for disposal outside the state. The North Carolina Department of Revenue distributes 18.75% of the taxes collected on a per capita basis. Solid waste disposal taxes are distributed on a quarterly basis. In FY2019-2020, the Town is expecting a slight increase ($100) in Solid Waste Disposal Tax revenues. This represents a 2.56% increase over FY2018-2019; this is a result of the average growth in this revenue source over the past three fiscal years.

Beer & Wine Tax

The alcoholic beverages tax is an excise tax levied on the sales of malt beverages, unfortified wine, and fortified wine. Malt beverage sales carry an excise tax of 61.71¢ per gallon; unfortified wine sales carry an excise tax of 26.34¢ per liter; fortified wine sales carry an excise tax of 29.34¢ per liter. The excise tax is distributed to all counties and cities in which the retail sale of these beverages is authorized in the entire county or city within 60 days after March 31 of each year. Of the taxes levied, the North Carolina Department of Revenue distributes 20.47% for malt beverages, 49.44% for unfortified wine, and 18% for fortified wine on a per capita basis. Growth of 4.54% is anticipated for annual Beer & Wine Tax distributions. Recently implemented legislature allowing for more alcohol sales and an increase in the Town's population in addition to historic data are contributing factors in this budgetary decision.

Restricted

Powell Bill – Motor Fuels Tax

Powell Bill revenues are distributed to municipalities so long as funds are appropriated as part of the state budget by the North Carolina General Assembly. The Town's annual distributions are based on two factors; seventy five percent is allocated on a per capita basis while the remaining twenty five percent is allocated based on the number of street miles maintained within the Town's corporate limits. The State restricts the use of these funds to primarily the resurfacing of streets. Powell Bill funds are received in two installments per fiscal year. The North Carolina League of Municipalities is predicting a $0.27 decrease in per capita allocation as well as a $18.69 decrease in per street mile allocation. The Town of Wendell believes that the per capita growth within the town is enough to compensate for the decrease in allocation rates. The Town is taking a conservative approach to budgeting for Powell Bill revenues for FY2019-2020 by implementing a small increase of $1,500 (or 0.86%) from $173,500 to $175,000.

Grants and/or Matching Funds

Occasionally, the Town of Wendell applies for and receives grant or matching funds from other government agencies. If awarded these funds, the expenditures are typically restricted to one or more specific uses. It is often required that the Town reports its expenditures back to the issuing agency to ensure that the funds are being used appropriately as they were intended. In FY2019-2020, the Town will be re-appropriating $6,124 in grant funds from a Wake County Board of Alcoholic Control Grant that was received in a previous fiscal year.

PERMITS & FEES

Development/Planning Fees

This revenue is composed of development-related permits and fees charged to developers, builders, and homeowners for new construction and additions/alterations to property. Permit fees are collected upon issuance of the permit. Additionally, revenues are collected for rezoning, special use, and annexation applications; these fees are collected at time of application submittal. A 4.67% increase in Development/Planning Fees from $114,650 to $120,000 is anticipated for FY2019-2020. Approximately one-third of the total revenue source is tied to fees related to new single-family home construction. Continued building in existing developments as well as anticipated submittals for new developments and other zoning-related matters drive the increase for this source of revenue.

Sidewalk & Driveway Fees

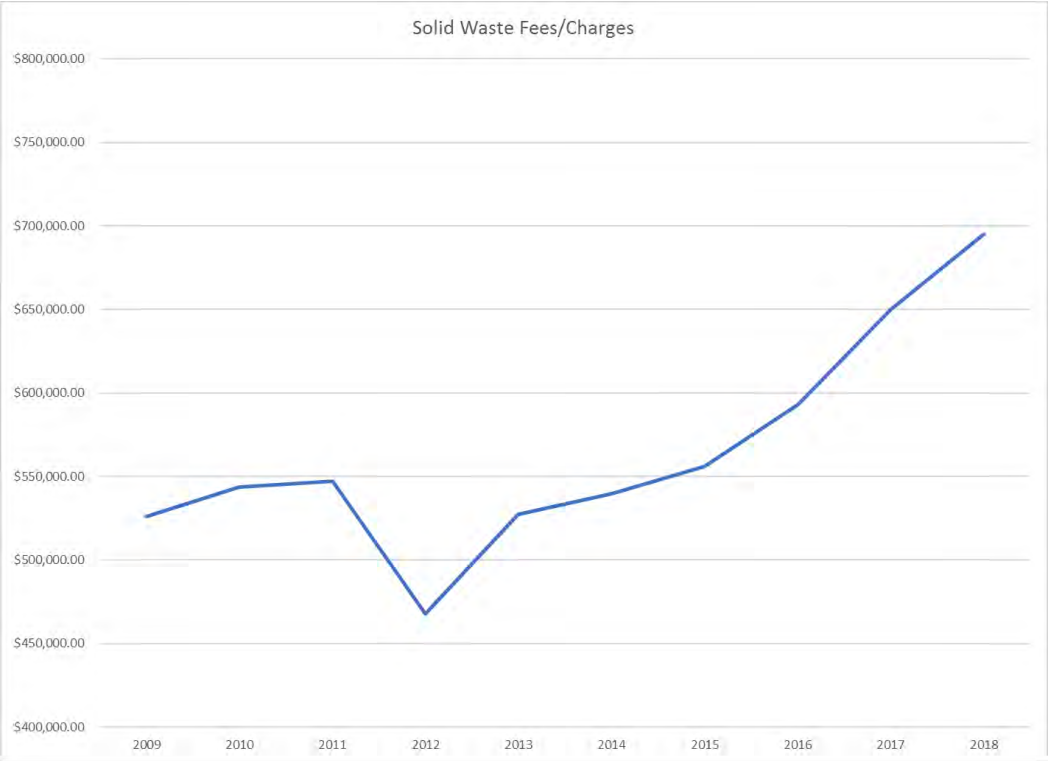
The Town charges a fee for the inspection of sidewalk and driveway installations for new single-family homes. The fee is collected upon the issuance of the building permit for the single-family home. The fee covers two inspection visits. An additional fee is charged for each additional inspection required after the initial two inspections. The Town is anticipating on receiving $13,000 in Sidewalk & Driveway Fees. To

meet this budgetary goal, the Town will need to issue approximately 18 new single-family home permits per month; this required issuance rate is well within the Town's current issuance rate.

SALES & SERVICES

Solid Waste Fees

Solid waste fees are billed to and collected from homeowners/residents by the City of Raleigh on a monthly basis as a component of water and sewer bills on behalf of the Town of Wendell. These fees represent the cost recovery of providing curbside garbage, recycling, and yard waste collection to Town residences. State statutes restrict the use of these funds to the provision of solid waste services. The Town anticipates a 1.74% (or $11,450) increase in Solid Waste Fees for FY2019-2020. This takes into account the Town's growth rate, which translates into new solid waste accounts, while anticipating reduced revenues due to the collection process in place through the City of Raleigh.



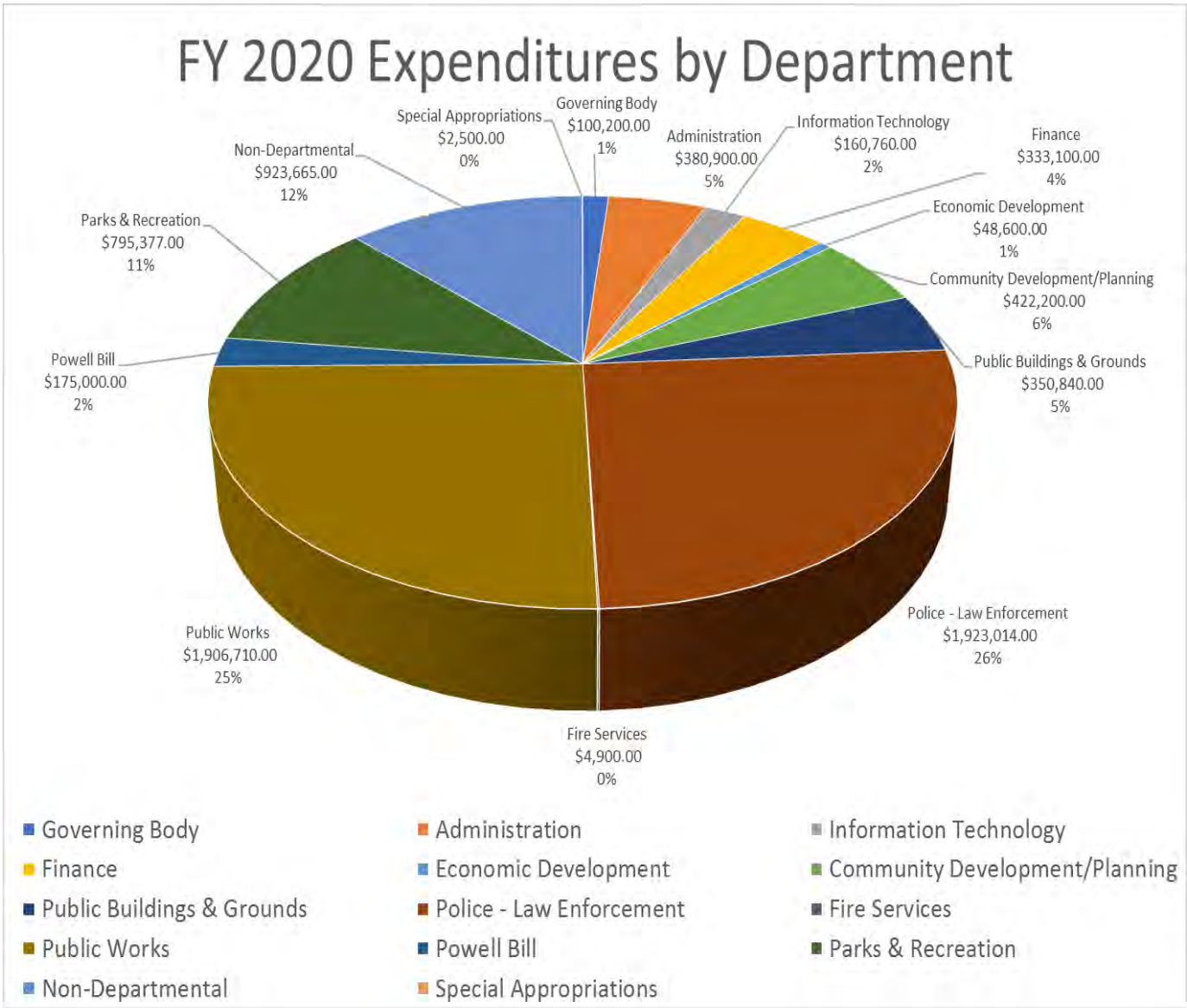
Recreation Fees

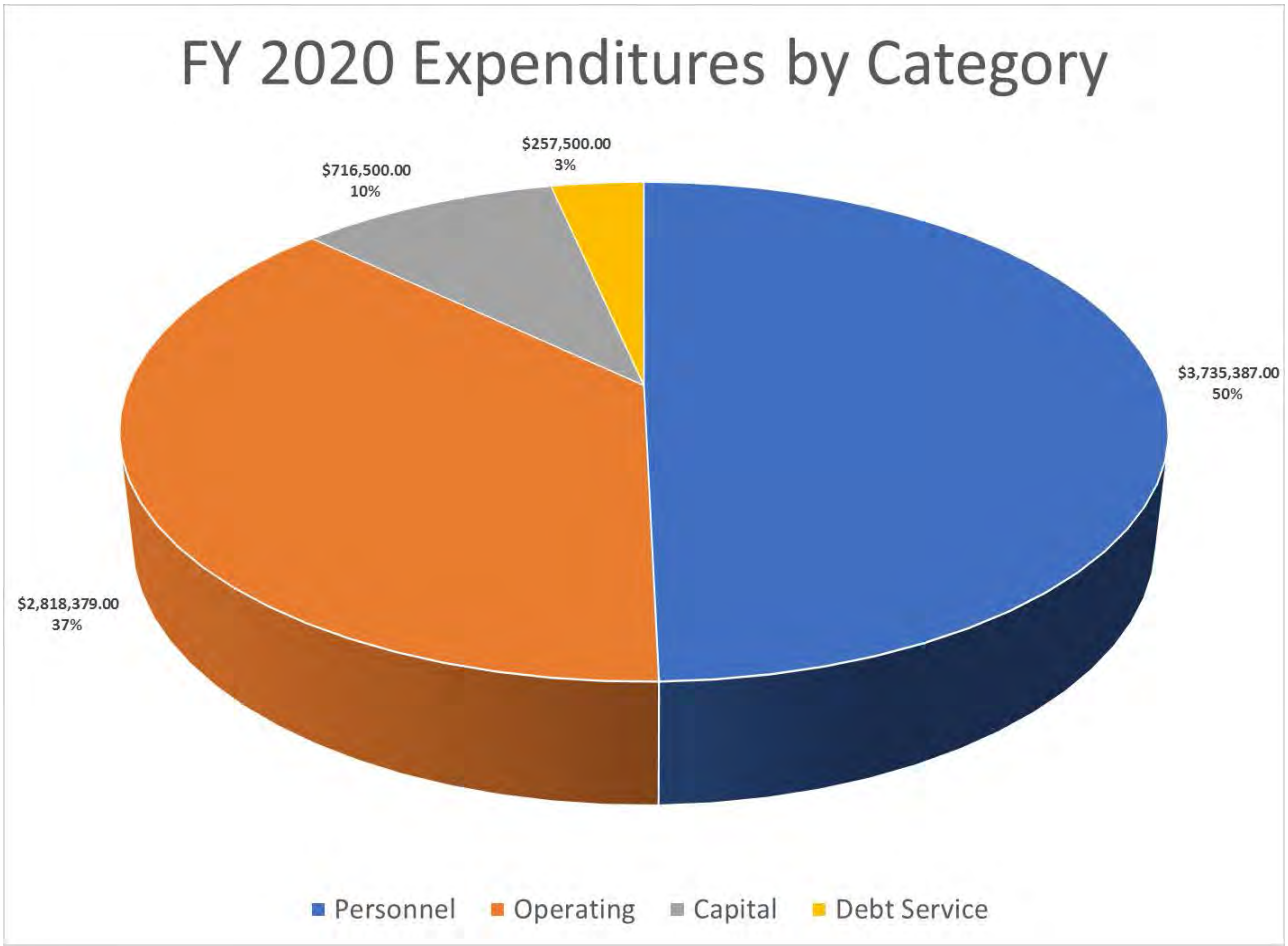
The Town of Wendell collects recreation user fees from athletic program registration, facility rentals, track out programming, and other special events to offset costs associated with providing these programs. These fees are collected at various times throughout the fiscal year when different program become available for participation. For FY2019-2020, the Town is anticipating on receiving a total of $173,150 in recreation-type revenues; this represents a 0.84% increase over the FY2018-2019 budget. The majority of this increase is attributable to the creation of new recreation leagues and programs that were not previously offered by the Parks & Recreation Department; all other aspects of the Parks & Recreation Department are expected to remain at the same level for FY2019-2020.

INTEREST ON INVESTMENTS

Municipalities are authorized to invest their idle cash. Funds for investment come from capital and operating revenues and fund balances. State law prescribes the authorized types of investments, and the law reflects the dual policy goals of minimizing the risk of investments and maximizing the liquidity of invested funds. The Town of Wendell heavily utilizes the North Carolina Capital Management trust, a mutual fund for local government investments. The interest earned on investments must be credited proportionately to the funds from which the moneys that were invested came. The amount of investment income the Town earns fluctuates from year to year because of changes in short-term interest rates. The Town expects a 144.37% (or $56,125) increase in Interest on Investments for FY2019-2020. This large increase can be attributed to an economy that continues to flourish, restructured investment portfolio balances, as well as renegotiated interest rates on depository accounts.

Expenditures by Function (Department and Category)





Staffing Analysis and Authorized Positions

The staff history and proposed positions for FY 2020 are provided in the following chart. The full-time equivalents (FTE) increase from 51 to 55 with additions of a Parks Maintenance Position in Parks and Recreation, and Public Works Specialist in Public Works, and a police officer and records and training administrator in the Police Department.

TOWN STAFF IN FULL TIME EQUIVALENTS* *Fiscal Years*					
Department	2017	2018	2019	2020	FY 2020 New Positions Recommended
Administration	2	2	3	3	No new position
Finance	4	4	4	4	No new position
Information Technology	1	1	1	1	No new position
Parks and Recreation	6	6	6	7	Parks Maintenance Technician
Planning	4	4	4	4	No new position
Police					
Sworn	17	18	19	20	Police Officer
Non-Sworn	1	1	1	2	Records and Training Adminstrator
Public Works	7	10	13	14	Public Works Specialist
Total Positions	**42**	**46**	**51**	**55**	

* Excludes temporay and seasonal part-time staff

Following a comparative analysis of communities and organizations like Wendell today and the Wendell of the projected future with growth, a 10-year staff of projection is provided as a planning document. The staffing project is subject to change based on fiscal constraints, differences in projected growth patterns, statutory and policy requirements, and revisions in municipal service provision. The staff project identifies 41 positions for an average of approximately four (4) per year. The plan will be evaluated annually as part of the budget development process based on department requests and an evaluation of the factors influencing staffing needs.

Town of Wendell 10-Year Staff Projection	
FY 2020	FY 2021
Records Manager (PD) Police Officer (PD) Public Works Specialist (PW) Parks Maintenance Tecnician (P&R)	Risk Manager (Admin) Stormwater Crew Leader (PW) Public Works Specialist (PW) Community Resource Officer (PD) Community Resource Officer (PD)
FY 2022	FY 2023
Fleet Maintenance Technician (PW) Economic Development Specialist (Admin) Purchasing Agent (FIN) Watch Commander (PD) Parks Supervisor (P&R)	Communications Specialist (Admin) Public Works Specialist (PW) Administrative Support Specialist (PLN) Specialty Unit Sergeant (PD)
FY 2024	FY 2025
Human Resource Administrator (Admin) Public Works Specialist (PW) Special Events Coordinator (P&R) Specialty Unit Officer (PD) Specialty Unit Officer (PD)	Assistant Town Manager (Admin) Public Works Specialist (PW) Police Officer (PD)
FY 2026	FY 2027
Streets Supervisor (PW) Administrative Support Specialist (FIN) Police Officer (PD) Public Works Specialist (PW)	Innovation & Technology Director (IT) Public Works Specialist (PW) Police Officer (PD) Parks Maintenance Technician (P&R)
FY 2028	FY 2029
Budget Analyst (FIN) Facilities Supervisor (PW) Police Officer (PD)	Town Engineer (Admin) Public Works Specialist (PW) Watch Commander (PD) Parks Maintenance Technician (P&R)

General Fund

The General Fund identifies and allocates sufficient revenues to cover the costs of the services provided by the departments. Expenses include personnel, operating, and capital expenses for each function of the Town government. The General Fund also provides for the allocation of funds to cover the debt service.

The General Fund includes revenues like property taxes, licenses and permits, intergovernmental, fees, service charges, and other revenues. Cost centers in this fund include the governing body, administration, finance, police, public works, planning, recreation, and other public services.

The first section of the General Fund provides the line item details for each of the revenues and expenses. Each line provides the previous two fiscal years of actual expenses, the current year budgeted amount, the department request, the Town Manager's proposed, and the amount adopted by the Board of Commissioners.

Details for each department follow the line item summary that include (1) a description of the service, (2) revenues attributed to the department (if any), (3) changes for personnel, operating, and capital expenditures, (4) a summary of department expenses, (5) department staffing, (6) prior year achievements, (7) next year's anticipated challenge, (8) and the goals, work units, and performance measures for the department. Performance measurement is new in FY 2020 and data will be collected and reported monthly by the departments. Moving forward, past performance will be measured and evaluated to assist in determining appropriate resources needed to achieve desired community service levels, maintain core services, and track progress towards strategic goals.

The last department report is the General Fund Balance that reports on maintaining savings at a level compliant with the Local Government Commission (8%) and Town policy (40%). These accumulating funds remaining at the end of the year are accounted for in the General Fund Balance reserve. The fund balance reserve policy is to retain a balance of at least 40% when taking the percentage of the non-capital expenses of the proposed budget and the last audited fund balance.

FISCAL YEAR 2020 GENERAL FUND BUDGET - REVENUE AND EXPENDITURE SUMMARY							
Account	Account Description	FY 16/17 Actual	FY 17/18 Actual	FY 18/19 Budget	FY 19/20 Requested	FY 19/20 Proposed	FY 19/20 Adopted
	REVENUES						
	Ad Valorem Taxes						
10-301-0300	Ad Valorem Taxes - Prior Years	5,006	2,677	0	3,000	5,100	
10-301-0400	Ad Valorem Property Tax - Current	2,350,945	2,566,419	2,770,567	3,241,700	3,241,700	
10-301-0500	Tax Penalty & Interest	4,967	5,069	5,450	2,500	4,000	
10-301-0600	Payment in Lieu of Taxes	6,341	3,093	1,100	1,500	1,500	
	Total Ad Valorem Taxes	***2,367,259***	***2,577,258***	***2,777,117***	***3,248,700***	***3,252,300***	***0***
	Licenses and Permits						
10-301-0700	DMV Tax Revenue	236,377	276,016	270,870	305,000	307,200	
10-319-0000	Auto Decal Fee	86,408	113,343	101,445	115,000	115,300	
10-319-1000	Golf Cart Fees	0	1,324	0	3,000	3,500	
10-325-0000	Beer and Wine (Town)	250	200	125	200	200	
	Total Licenses and Permits	***323,035***	***390,883***	***372,440***	***423,200***	***426,200***	***0***
	Intergovernmental Revenues - Unrestricted						
10-337-0000	Utility Franchise	375,722	376,903	344,125	350,000	351,800	
10-341-0000	Beer & Wine Tax	28,682	28,296	25,350	26,500	27,350	
10-345-0000	Local Option Sales Tax	1,331,442	1,391,013	1,313,025	1,400,000	1,423,420	
10-347-0000	ABC Net Revenue	19,397	20,593	17,000	20,000	20,000	
10-352-0100	South Wake Landfill Revenue	14,164	14,019	0	14,000	14,000	
10-368-0000	Solid Waste Disposal Tax	4,239	4,429	3,900	4,000	4,000	
	Total Intergovernmental Revenues - Unrestricted	***1,773,646***	***1,835,253***	***1,703,400***	***1,814,500***	***1,840,570***	***0***
	Intergovernmental Revenues - Restricted						
10-343-0000	Powell Bill Funds	172,344	175,014	173,500	175,000	175,000	
10-380-0000	State Law Enforcement Forfeiture	558	1,328	0	0	0	
10-380-0600	Grant - CDBG Projects	0	36,052	0	0	0	
10-381-0100	Grant - NCLM	5,000	0	0	0	0	
10-381-0400	Grant - Wake ABC	21,000	0	9,082	6,124	6,124	
10-381-0500	Grant - Governor's Crime Commission	0	0	24,206	0	0	
10-381-0700	Grant - PARTF	6,365	192,519	0	0	0	
10-382-0200	NC Works - Career Development Services	0	9,993	0	0	0	
10-382-0300	NCDOT - Mowing	0	1,877	0	3,487	3,487	
10-399-0000	State/Federal Disaster Revenue	0	51,642	0	0	0	
	Total Intergovernmental Revenues - Restricted	***205,267***	***468,425***	***206,788***	***184,611***	***184,611***	***0***
	Permits & Fees						
10-333-0000	Street Closing Fees	0	0	0	0	0	
10-335-0300	Light Reimbursements	-4,460	0	0	0	0	
10-339-0000	Administrative Invoice Fees	2,352	1,858	1,000	1,000	1,000	
10-350-0000	Raleigh Transaction Fees	1,592	1,644	1,650	1,650	1,650	
10-351-0100	Court Revenue - Officer Fees	2,233	2,167	0	500	750	
10-356-0000	Development/Planning Fees	120,370	138,188	114,650	120,000	120,450	
10-356-0100	Sidewalk & Driveway Fees	0	0	0	12,000	13,000	
10-356-0200	Engineer Review Fees	0	0	0	25,000	26,000	
10-357-0000	Code Enforcement Fees	4,237	1,773	2,100	2,100	2,100	
	Total Permit & Fees	***126,324***	***145,630***	***119,400***	***162,250***	***164,950***	***0***
	Sales & Services						
10-359-0000	Solid Waste Services	649,905	694,920	658,550	660,000	670,000	
10-361-0000	Cemetery Revenue	1,200	7,200	2,500	2,500	2,500	
10-361-0100	Cemetery Monument Deposit	600	2,400	1,000	1,000	1,000	
10-365-0000	Recreation Revenue	91,765	90,423	78,750	80,000	89,565	
10-365-0100	Recreation Sponsorship	10,220	8,000	4,900	4,900	5,600	
10-365-0200	Recreation Rental Proceeds	40,148	32,110	36,800	37,000	37,600	
10-365-0500	Recreation Revenue - Trackout	60,795	63,089	51,250	51,250	51,250	
10-370-0000	Wake Transit Revenue	0	3,000	0	1,500	1,500	
10-383-0000	Sale of Fixed Assets	1,276	56,182	10,500	5,000	5,000	
	Total Sales & Services	***855,909***	***957,324***	***844,250***	***843,150***	***864,015***	***0***

	Other Revenues						
10-331-0000	Park Concession Revenue	50	1,260	0	1,200	1,200	
10-332-0000	Facility Rent	1,500	1,500	1,500	1,500	1,500	
10-335-0000	Miscellaneous Revenues	2,877	81	0	0	300	
10-367-0200	Gasoline Tax Refund	0	0	0	0	0	
10-393-0100	Cell Tower Proceeds	0	9,000	0	0	0	
10-399-0100	Insurance Revenue	0	0	0	0	0	
	Total Other Revenues	***4,427***	***11,841***	***1,500***	***2,700***	***3,000***	***0***
	Investment Income						
10-329-0000	Interest on Investments	32,227	67,884	38,875	*95,000*	*95,620*	
	Total Investment Income	***32,227***	***67,884***	***38,875***	***95,000***	***95,620***	***0***
	Transfers - Fund Balance - Loan Proceeds						
10-381-0100	Loan Proceeds - Equipment	0	0	0	0	0	
10-388-0000	Loan Proceeds - Facilities	2,185,851	507,000	0	0	0	
10-398-0000	Fund Balance Appropriation	18,000	176,970	245,800	694,000	696,500	
10-398-0100	Fund Balance - Powell Bill	0	0	0	0	0	
	Total Transfers - Fund Balance - Loan Proceeds	***2,203,851***	***683,970***	***245,800***	***694,000***	***696,500***	***0***
	TOTAL REVENUES	**7,891,945**	**7,138,468**	**6,309,570**	**7,468,111**	**7,527,766**	**0**
	EXPENSES						
	Governing Body						
10-410-0100	Salaries - Board Compensation	26,600	26,600	26,600	26,600	26,600	
10-410-0500	Professional Services - Legal	11,999	12,000	12,000	24,000	24,000	
10-410-0600	Professional Services - Audit	13,500	13,500	13,600	13,800	13,800	
10-410-1400	Training	755	420	2,500	2,500	2,500	
10-410-4600	Contract Services - Election	0	12,099	0	19,100	19,100	
10-410-4700	Codification - Town Ordinances	13,591	3,086	5,500	5,500	5,500	
10-410-4800	Contract Services			3,500	0	0	
10-410-5300	Dues & Subscriptions	2,999	3,143	4,200	4,200	4,200	
10-410-5700	Miscellaneous Expense	1,386	2,919	1,500	1,500	1,500	
10-410-5800	Board Retreat	1,628	-23	800	800	800	
10-410-5900	Contract Services - New Manager	0	22,280	0	0	0	
10-410-9500	FICA Expense	2,035	2,035	2,200	2,200	2,200	
	Total Governing Body	***74,493***	***98,059***	***72,400***	***100,200***	***100,200***	***0***
	Administration						
10-420-0100	Salaries - Regular	177,945	181,309	271,475	255,000	255,000	
10-420-0500	Professional Services - Legal	17,866	16,916	19,000	19,000	18,500	
10-420-1100	Postage	0	0	0	0	0	
10-420-1400	Travel, Training, & Schools	468	920	1,200	12,000	10,800	
10-420-1600	Maintenance & Repair Equipment	952	1,080	1,050	1,050	1,050	
10-420-2100	Facility & Equipment Rental	498	532	975	1,600	1,200	
10-420-2600	Advertising	0	3,450	0	0	0	
10-420-3300	Departmental Supplies	1,187	1,472	1,350	2,500	2,100	
10-420-3600	Uniforms	0	0	0	0	0	
10-420-4400	Contract Services - Communication	0	0	0	2,000	4,000	
10-420-4500	Contract Services - Bus Service	3,399	3,380	4,000	4,000	4,000	
10-420-4700	Contract Services - Personnel Study	0	0	0	10,000	8,250	
10-420-5300	Dues & Subscriptions	10,204	11,898	13,100	14,000	14,000	
10-420-5700	Miscellaneous - Staff Expense	2,870	3,003	3,500	4,000	3,500	
10-420-7400	Capital Outlay	0	0	0	0	0	
10-420-9500	FICA Expense	12,015	12,285	20,900	20,000	20,000	
10-420-9700	Retirement Expense	26,700	27,300	40,800	38,500	38,500	
	Total Administration	***254,105***	***263,544***	***377,350***	***383,650***	***380,900***	***0***
	Information Technology						
10-430-0100	Salaries - Regular	52,002	54,133	56,000	56,000	56,000	
10-430-1400	Travel, Training, & School	990	1,339	1,200	1,200	1,200	
10-430-1600	Maintenance & Repair - Equipment	2,346	1,173	1,000	1,000	1,000	
10-430-2100	Aircard/Data Expense	2,051	1,824	1,860	1,860	1,860	
10-430-3300	Departmental Supplies	470	278	500	500	500	
10-430-4100	Licenses & User Fees	15,031	17,864	20,300	20,300	20,300	

10-430-4600	Contract Services - Data Process	25,710	22,168	24,600	24,600	24,600	
10-430-4700	Contract Services - Maintenance	2,888	4,189	5,000	5,000	5,000	
10-430-4800	Contract Services - Support	0	0	59,500	59,500	22,500	
10-430-7400	Capital Outlay - Equipment	-344	11,657	15,000	0	15,000	
10-430-7600	Capital Outlay - Facilities	0	0	0	0	0	
10-430-9500	FICA Expense	3,549	3,693	4,350	4,350	4,350	
10-430-9700	Retirement Expense	6,346	6,622	8,450	8,450	8,450	
	Total Information Technology	***111,039***	***124,940***	***197,760***	***182,760***	***160,760***	***0***
	Finance						
10-440-0100	Salaries - Regular	201,803	215,242	236,025	305,000	255,500	
10-440-0200	Salaries - Part-Time	5,332	1,085	0	0	0	
10-440-1100	Postage	1,400	1,400	1,800	2,100	2,100	
10-440-1200	Printing	0	0	0	800	800	
10-440-1400	Travel, Training & Schools	1,405	1,818	2,300	2,500	2,500	
10-440-1600	Maintenance & Repair Equipment	952	1,080	1,050	1,700	1,700	
10-440-2100	Facility & Equipment Rental	498	532	975	1,300	1,300	
10-440-3300	Departmental Supplies	3,561	4,415	4,050	3,750	3,750	
10-440-3600	Uniforms	0	0	0	0	0	
10-440-4900	Contract Services - OPEB	3,357	3,975	0	5,000	5,000	
10-440-5300	Dues & Subscriptions	1,134	590	700	1,200	1,200	
10-440-5700	Miscellaneous - Staff Expense	0	0	0	250	250	
10-440-7400	Capital Outlay - Equipment	0	0	0	0	0	
10-440-9500	FICA Expense	16,567	16,903	18,100	23,500	20,000	
10-440-9700	Retirement Expense	18,361	20,666	35,500	46,000	39,000	
	Total Finance	***254,370***	***267,705***	***300,500***	***393,100***	***333,100***	***0***
	Economic Development						
10-450-4500	Façade Grants	1,000	4,000	0	10,000	10,000	
10-450-4600	Contract Services - Economic Development	0	0	0	0	30,000	
10-450-4700	TJCOG Regional Brownfields Consortium	0	0	0	0	8,000	
10-450-8000	Downtown Programming	38	-54	300	300	300	
10-450-9000	Appearance Committee	-159	-2,794	300	300	300	
	Total Economic Development	***879***	***1,152***	***600***	***10,600***	***48,600***	***0***
	Planning						
10-490-0100	Salaries - Regular	205,267	216,214	193,000	221,000	221,000	
10-490-0400	Professional Services - Engineer	10,373	2,163	1,800	31,200	31,200	
10-490-0500	Professional Services - Legal	17,619	17,974	20,000	20,000	20,000	
10-490-1200	Printing	188	0	400	400	400	
10-490-1300	Streetlight Reimbursement - Developers	0	20,610	12,750	18,000	18,000	
10-490-1400	Travel, Training, & Schools	1,422	2,071	2,400	3,750	3,750	
10-490-1600	Maintenance & Repair - Equipment	3,117	2,887	2,500	2,000	2,000	
10-490-1700	Maintenance & Repair - Vehicles	716	687	800	800	800	
10-490-2100	Facility & Equipment Rental	1,519	2,278	2,200	1,600	1,600	
10-490-2600	Advertising/Public Notices	2,951	3,059	5,200	5,200	5,200	
10-490-3100	Fuel Expense	1,295	1,775	1,050	1,050	1,050	
10-490-3300	Departmental Supplies	2,849	1,594	2,300	2,300	2,300	
10-490-3600	Uniforms	553	836	0	0	0	
10-490-4500	Minimum Housing Code Enforcement	0	0	400	0	0	
10-490-4600	Contract Services	1,313	700	1,350	62,000	2,000	
10-490-4700	Contract Services - Cell Tower	0	6,500	0	0	0	
10-490-4800	Contract Services - Comp Plan	0	0	0	0	60,000	
10-490-5300	Dues & Subscriptions	1,730	1,029	1,900	1,900	1,900	
10-490-7400	Capital Outlay - Equipment	0	0	0	0	0	
10-490-9200	Surveying and Recording of Maps	361	99	500	500	500	
10-490-9500	FICA Expense	15,605	16,473	13,500	17,000	17,000	
10-490-9700	Retirement Expense	25,006	26,786	26,000	33,500	33,500	
	Total Planning	***291,884***	***323,735***	***288,050***	***422,200***	***422,200***	***0***
	Public Buildings and Ground						
10-500-1000	Utilities - Telephone	52,048	45,712	63,260	52,500	52,500	
10-500-1100	Utilities - Water	4,596	1,726	2,870	2,870	2,870	
10-500-1300	Utilities - Electric	12,187	8,180	9,245	10,200	10,200	
10-500-1400	Utilities - Fuel	1,739	1,233	2,850	2,850	2,850	

10-500-1500	Maintenance & Repair - Buildings/Ground	13,473	30,982	11,800	15,000	15,000	
10-500-1600	Maintenance & Repair - Equipment	129	266	2,500	2,500	2,500	
10-500-1700	Maintenance & Repair - Vehicle	0	0	300	0	0	
10-500-1800	Maintenance & Repair - Senior Center	2,441	10,352	5,500	14,700	9,200	
10-500-1900	Maintenance & Repair - Cemetery	0	0	0	1,750	1,750	
10-500-2100	Facility & Equipment Rental	26,541	8,744	6,500	6,800	6,800	
10-500-3100	Fuel Expense	0	0	250	0	0	
10-500-3300	Departmental Supplies	8	0	300	300	300	
10-500-4600	Contract Services - Janitor	13,700	14,000	14,300	14,300	14,300	
10-500-4700	Contract Services - Landscaping	31,560	36,540	42,500	42,500	30,000	
10-500-4800	Contract Services - Pest Control	1,780	2,410	3,120	3,120	3,120	
10-500-4900	Contract Services - HVAC	4,225	4,225	5,950	5,950	5,950	
10-500-7300	Non-Capital Expense Items	0	0	0	11,000	7,000	
10-500-7400	Capital Outlay - Equipment	0	0	0	0	0	
10-500-7600	Capital Outlay - Facilities	80,691	495,883	0	185,000	185,000	
10-500-9000	Cemetery Monument Refunds	1,450	675	1,500	1,500	1,500	
	Total Public Buildings and Ground	***246,568***	***660,928***	***172,745***	***372,840***	***350,840***	***0***
	Police						
10-510-0100	Salaries - Regular	918,341	971,466	1,161,000	1,257,500	1,212,000	
10-510-0200	Salaries - Part-Time	0	0	0	0	7,500	
10-510-0300	Salaries - Overtime	0	0	0	7,800	6,000	
10-510-1000	Utilities - Fuel	0	1,154	2,750	2,200	2,200	
10-510-1100	Utilities - Water	0	1,375	2,420	1,850	1,850	
10-510-1300	Utilities - Electricity	0	3,930	4,750	4,800	4,800	
10-510-1400	Court Parking	2	2	100	100	100	
10-510-1500	Maintenance & Repair - Building & Grounds	0	7,052	2,500	0	0	
10-510-1600	Maintenance & Repair - Equipment	18,691	15,712	14,200	23,050	23,050	
10-510-1700	Maintenance & Repair - Vehicles	28,001	14,856	17,500	22,000	19,000	
10-510-1800	Training & Education Expense	3,268	3,772	3,500	18,420	18,420	
10-510-1900	Emergency Communications	63,019	65,950	77,202	82,110	79,110	
10-510-2100	Facility & Equipment Rental	11,586	11,546	14,100	16,300	16,300	
10-510-3100	Fuel Expense	30,172	35,960	38,500	45,800	40,250	
10-510-3300	Departmental Supplies	2,321	3,437	2,500	11,750	11,750	
10-510-3600	Uniforms	2,453	8,202	4,750	10,300	10,300	
10-510-5300	Dues & Subscriptions	2,978	2,202	3,100	6,260	6,260	
10-510-7300	Non-Capital Expense Items	0	0	0	4,000	4,000	
10-510-7400	Capital Outlay - Equipment	0	358,190	115,000	171,000	171,000	
10-510-7600	Capital Outlay - Facility	0	38,523	0	0	0	
10-510-9200	Employee Wellness Program Expense	0	0	0	0	6,000	
10-510-9000	Investigations & Drug Enforcement	585	1,200	1,500	500	500	
10-510-9204	Wake ABC Grant	3,095	15,260	9,082	6,124	6,124	
10-510-9205	Grant - Governor's Crime Commission	0	0	24,206	0	0	
10-510-9300	State Law Enforcement Forfeiture	0	0	0	0	0	
10-510-9400	Federal Law Enforcement Forfeiture	0	0	0	0	0	
10-510-9500	FICA Expense	69,689	74,051	90,850	96,500	93,500	
10-510-9700	Retirement Expense	114,602	122,657	177,700	189,000	183,000	
	Total Police	***1,268,803***	***1,756,497***	***1,767,210***	***1,977,364***	***1,923,014***	***0***
	Fire Services						
10-530-9100	Wake County Hazardous Material	0	0	3,200	0	0	
10-530-9200	Wake County Fire Inspections - Town Facilities	366	202	650	650	650	
10-530-9300	Wake County Fire Inspections - Businesses	-2,334	489	4,250	4,250	4,250	
	Total Fire Services	***-1,968***	***691***	***8,100***	***4,900***	***4,900***	***0***
	Public Works						
10-560-0100	Salaries - Regular	296,849	349,057	533,800	583,000	583,000	
10-560-0200	Salaries - Part-Time	0	0	0	0	4,000	
10-560-0300	Salaries - Overtime	0	0	0	10,000	6,000	
10-560-1100	Utilities - Water	0	1,398	1,510	3,800	3,000	
10-560-1200	Utilities - Heating Fuel	1,800	2,929	3,850	4,500	3,900	
10-560-1300	Utilities - Streetlights	123,593	124,251	145,075	145,075	141,075	
10-560-1400	Travel, Training, & Schools	3,146	1,291	2,300	7,175	7,175	
10-560-1500	Maintenance & Repair - Buildings & Grounds	0	9,086	3,500	9,100	9,100	
10-560-1600	Maintenance & Repair - Equipment	12,766	10,976	12,450	23,000	23,000	

10-560-1700	Maintenance & Repair - Vehicles	23,937	37,211	19,000	27,400	27,400	
10-560-2100	Facility & Equipment Rental	4,012	4,951	4,500	6,200	6,200	
10-560-3100	Fuel Expense	14,827	17,763	20,800	25,000	22,000	
10-560-3300	Departmental Supplies	8,827	12,243	8,350	12,150	11,150	
10-560-3400	Street Signs & Fixtures	4,225	4,879	3,600	9,200	7,200	
10-560-3600	Uniforms	3,634	10,080	10,775	14,000	13,000	
10-560-4000	Contract Services - Stormwater	0	0	9,000	20,000	18,000	
10-560-4100	Downtown Lights - Maintenance & Repair	407	356	2,000	5,500	5,500	
10-560-4200	Contract Services - Tree Removal	0	0	0	3,500	2,000	
10-560-4300	Contract Services - Grade Streets	0	0	0	0	0	
10-560-4400	Contract Services - Snow Removal	1,329	4,394	4,000	6,500	4,500	
10-560-4500	Holiday Decorations	11,751	5,879	6,300	8,300	4,500	
10-560-4600	Maintenance & Repair - Streets	4,651	2,239	2,500	4,500	4,500	
10-560-4700	Maintenance & Repair - Drainage	2,033	928	2,450	6,400	6,400	
10-560-4800	Maintenance & Repair - Sidewalk	295	184	2,500	11,500	7,500	
10-560-5300	Dues & Subscriptions	0	270	0	2,610	2,610	
10-560-5500	Minimum Housing Enforcement	0	0	0	1,000	1,000	
10-560-7300	Non-Capital Expense Items	0	0	0	17,500	10,500	
10-560-7400	Capital Outlay - Equipment	1,000	313,172	51,000	260,000	240,000	
10-560-7500	Lease Expense	0	0	0	62,500	62,500	
10-560-7600	Capital Outlay - Facilities	231,843	36,980	0	0	0	
10-560-8100	Contract Services - Residential Collection	352,745	404,440	418,800	460,000	457,000	
10-560-8200	Contract Services - Commercial Collection	7,063	6,063	9,325	9,500	9,500	
10-560-8300	Contract Services - Leaf & Limb	23,417	17,753	25,500	76,500	60,000	
10-560-9205	Stormwater Maintenance - Phase II	9,315	35,946	21,000	0	10,500	
10-560-9500	FICA Expense	22,250	26,409	41,500	45,000	45,000	
10-560-9700	Retirement Expense	36,046	40,219	81,800	88,000	88,000	
	Total Public Works	***1,201,761***	***1,481,347***	***1,447,185***	***1,968,410***	***1,906,710***	***0***
	Powell Bill - Local Roads Program						
10-570-0100	Salaries - Regular	0	0	0	0	0	
10-570-0200	Salaries - Part-Time	4,997	3,489	0	0	0	
10-570-0400	Professional Services - Engineer	260	1,403	2,500	2,500	2,500	
10-570-4200	ADA Compliance - Street Maintenance	0	0	0	0	20,000	
10-570-4300	Contract Services - Grade Streets	1,235,283	4,500	21,500	23,000	12,900	
10-570-4400	Debt Service - Powell Bill	137,035	145,979	149,500	149,500	139,600	
10-570-9500	FICA Expense	378	0	0	0	0	
10-570-9700	Retirement Expense	0	0	0	0	0	
	Total Powell Bill - Local Roads Program	***1,377,953***	***155,371***	***173,500***	***175,000***	***175,000***	***0***
	Parks and Recreation						
10-620-0100	Salaries - Regular	308,054	316,586	329,900	380,000	380,500	
10-620-0200	Salaries - Part-Time	39,052	26,900	26,050	45,000	41,487	
10-620-0400	Umpires & Officials	32,670	33,945	33,400	34,300	34,300	
10-620-1000	Utilities - Telephone	297	537	1,000	1,000	700	
10-620-1200	Utilities - Fuel	2,731	3,098	3,860	3,860	3,860	
10-620-1300	Utilities - Electric	27,736	29,876	30,950	30,950	30,950	
10-620-1400	Travel, Training, & Schools	771	1,913	1,750	2,950	2,950	
10-620-1500	Maintenance & Repair - Building & Grounds	23,768	26,248	20,750	40,100	40,100	
10-620-1600	Maintenance & Repair - Equipment	3,896	3,447	4,125	9,950	9,350	
10-620-1700	Maintenance & Repair - Vehicles	414	1,127	2,275	2,275	2,275	
10-620-1800	Utilities - Water	5,899	9,289	8,850	10,850	10,350	
10-620-2100	Facility & Equipment Rental	7,171	8,089	7,480	7,480	7,480	
10-620-3100	Fuel Expense	2,451	2,672	3,150	3,150	3,150	
10-620-3200	Online Processing Fees	0	0	0	5,500	5,500	
10-620-3300	Departmental Supplies	17,431	21,117	17,050	15,300	15,300	
10-620-3600	Uniforms	24,780	25,120	25,100	28,000	26,500	
10-620-4600	Contract Service - Janitorial Services	-1,775	-875	0	0	0	
10-620-5300	Dues & Subscriptions	800	445	1,475	1,475	1,475	
10-620-5400	Participants Insurance	258	-276	500	1,550	1,550	
10-620-5600	Team Registration Fee	780	540	2,200	2,200	2,200	
10-620-5700	Special Programs and Grant Expense	14,642	136,470	16,700	17,100	17,100	
10-620-5800	Trackout Program	10,870	10,017	17,150	20,000	20,000	
10-620-5900	Scholarship Program	0	0	0	0	1,000	
10-620-7300	Non-Capital Expense Items	0	0	0	23,300	13,800	

10-620-7400	Capital Outlay - Equipment	5,495	4,147	13,800	0	0	
10-620-7500	Lease Expense	0	0	0	6,000	6,000	
10-620-7600	Capital Outlay - Facilities	147,626	702,547	30,000	18,000	25,500	
10-620-9100	Tree City Program Expense	499	217	1,000	1,000	1,000	
10-620-9200	Employee Wellness Program Expense	425	0	500	500	500	
10-620-9500	FICA Expense	26,480	26,249	29,000	33,000	33,000	
10-620-9700	Retirement Expense	36,964	38,582	49,800	57,000	57,500	
	Total Parks and Recreation	***740,185***	***1,428,027***	***677,815***	***801,790***	***795,377***	***0***
	Non-Departmental						
10-660-0600	Group Insurance - Active	273,911	289,889	300,280	375,000	423,000	
10-660-0800	Unemployment Insurance	798	0	14,875	17,000	17,000	
10-660-0900	Group Insurance - Retirees	71,022	56,314	72,700	82,500	82,500	
10-660-5400	Insurance and Bonds	106,211	109,101	122,600	125,000	127,500	
10-660-8000	Safety Program Expenses	1,854	3,425	3,400	4,165	4,165	
10-660-8500	Employee Education	0	1,065	3,000	3,000	3,000	
10-660-9000	Employee Assistance Program (EAP)	0	0	0	0	9,000	
10-660-9100	Debt Service - General Fund	152,581	296,314	307,000	320,000	257,500	
10-660-9200	Bad Debt Expense	166	0	0	0	0	
	Total Non-Departmental	***606,543***	***756,108***	***823,855***	***926,665***	***923,665***	***0***
	Special Appropriations						
10-690-9200	Wendell Historical Society	0	500	500	500	500	
10-690-9500	Interact	0	1,000	1,000	1,000	1,000	
10-690-9800	East Wake Education Foundation	1,000	1,000	1,000	1,000	1,000	
	Total Special Appropriations	***1,000***	***2,500***	***2,500***	***2,500***	***2,500***	***0***
	Total Expenses	**6,427,614**	**7,320,604**	**6,309,570**	**7,721,979**	**7,527,766**	**0**
	Difference	1,464,331	-182,137	0	-253,868	0	0

Governing Body

Description of Service: The Governing Body is the elected leadership of the Town organization responsible for setting the policy and making legislative decisions.

Revenues:
No revenues are directly attributed to the Governing Body

Expenditures:

	FY 2019	FY 2020	% Change
Personnel	$28,800	$28,800	0
Operating	$43,600	$71,400	63.8
Capital	0	0	0
Total	$72,400	$100,200	38.4

Summary of Department Budget:
Contract services for legal expenses were increased $12,000 for the Town Attorney to attend two meetings per month. Election expenses of $19,100 included to cover the municipal election.

Staffing:
The Mayor and five Commissioners are not considered employees of the Town of Wendell.

In working to achieve the vision for the Town of Wendell, the Board of Commissioners have committed to the following:

- **Strive for efficiency** in the way we handle business. We are hard-working and attend all meetings.
- Keep the **best interests of the Town** uppermost in our minds.
- Consider all aspects of a situation and make **thorough, deliberate, and well-reasoned decisions**.
- **Explore all viewpoints**. We are open to hearing from others, learning from them and compromising, when needed.
- **Stay cohesive, collaborative, collegial, and connected** to the manager and to each other.
- **Demonstrate respect for all opinions**, especially in public. And we support the decisions of the Board. Once decisions are made by the majority, we support that decision.
- Tackle **new and novel ideas** and processes.

Administration

Description of Service:
Provides managerial, record keeping, human resources, and communication services for the organization.

Revenues:
No revenues are directly attributed to Administration.

Expenditures:

	FY 2019	FY 2020	% Change
Personnel	$333,175	$313,500	-5.9
Operating	$44,175	$67,400	52.6
Capital	0	0	0
Total	$377,350	$380,900	0.9

Summary of Department Budget:
Salaries reduced $16,475 to reflect full year costs for new clerk and manager. Training increased $9,600 for new clerk training, HR training for special assistant and credentialed manager professional development. Departmental Supplies increased $750 for equipment for new clerk. Contract Services includes $4,000 for a shared PEG position to provide eight (8) hours per week of communication services and $8,250 to complete a compensation and classification study.

Staffing:

	FY 2017	FY 2018	FY 2019	FY 2020
Positions Approved (FTE's)	2	2	3	3

The Town Clerk position was added in FY 2019. No new positions proposed in FY 2020.

FY 2019 Achievements:
1. Town Manager and Clerk recruitments.
2. Adoption of first Strategic Plan and developed a GFOA based budget document.
3. Developed a visit Raleigh visitor guide feature.

FY 2020 Challenge:
The Administration faces a training challenge with all three positions either new to the community or assuming a new role. Time allocation and prioritization will be necessary to meet the challenge.

Goals, Work Units, and Performance Measures:
1. Provide quality service in the execution, index and maintenance of records; develop agendas and draft minutes; and prepare and maintain appointment records for the Town Board of Commissioners.
   Work Unit:
   - Meetings attended
   - Minutes drafted
   - Agendas developed
   - Number of citizen advisory boards
   - Number of members serving on all citizen advisory boards
   - Number of members with terms expiring

- Number of letters to members with terms expiring

Performance Measures:

- Percentage of agendas/packets distributed Wednesday prior to the meeting:
- Percentage of minutes adopted without correction
- Average work hours per set of minutes
- Percentage of minutes completed within four days following meeting
- Percentage of Board documents indexed and distributed within two days following Board action
- Percentage of nomination lists presented to the Board four weeks prior to expiration of term
- Continue professional education and development to achieve clerk certification

2. Seek to provide transparent governance and timely correspondence to the Commission and community using appropriate and innovative communication methods and media.

   Work Units:

   - Number of weekly correspondences
   - Number of social media posts developed and shared
   - Website and social media numbers
   - Topic memos and correspondence to the Commission
   - Speaking engagements and civic organization participation

   Performance Measures:

   - Develop a communication plan to market Wendell to external interests and increase communication for internal interests.
   - Develop and/or share new social media content for each department at least every other two weeks at least 95% of the time.
   - Provide a weekly correspondence from management to the Commission at least 92% of the time.

3. Build an inclusive and diverse Town organization that promotes employee development, effective public service, and innovative efficiencies.

   Work Units:

   - Number of employees
   - Leave days taken
   - Turnover rate

   Performance Measures:

   - Maintain a turnover rate of employees leaving the organization under 12%.
   - Increase certificates and courses taken by staff by 10%.
   - Review and update, as appropriate, at least 33% of the Town personnel policies.
   - Complete a compensation and classification study and update all job descriptions.

Information Technology

Description of Service:
Provides technical assistance and advice to departments on the application of technology and innovative practices to improve efficiencies and effectiveness.

Revenues:
No revenues are directly attributed to Information Technology.

Expenditures:

	FY 2019	FY 2020	% Change
Personnel	$68,800	$68,800	0
Operating	$113,960	$76,960	-32.5
Capital	$15,000	$15,000	0
Total	$197,760	$160,760	-18.7

Summary of Department Budget:
The budget retains the staff position and funding for replacement of technology. Contract services for support was reduced $37,000 to reflect current needs and will be re-evaluated in FY 2020 upon the completion of the RFP for information technology services.

Staffing:

	FY 2017	FY 2018	FY 2019	FY 2020
Positions Approved (FTE's)	1	1	1	1

No new positions proposed in FY 2020.

FY 2019 Achievements:
1. Implementation of Office 365 for email and Microsoft Office products.
2. Evaluated services and issued a RFP for technology services.

FY 2020: Challenge:
Re-establish an information technology program following the completion of the RFP process.

Goals, Work Units, and Performance Measures:
To be determined in FY 2020 after completing the RFP for information technology services.

Finance

Description of Service:
The Finance Department is responsible for administering the Town's financial policies and procedures which include: accounts payable, accounts receivable, annual audit process, annual budget preparation, cash and investment management, financial reporting, and payroll. The department establishes and maintains an accounting and reporting system in accordance with state and federal laws and Generally Accepted Accounting Principles (GAAP).

Revenues:
No revenues are directly attributed to Finance.

Expenditures:

	FY 2019	FY 2020	% Change
Personnel	$289,625	$314,500	8.6
Operating	$10,875	$18,600	71.0
Capital	0	0	0
Total	$300,500	$333,100	10.8

Summary of Department Budget:
Equipment maintenance and repair increased $650 for copier expenses. Contract Services of $5,000 for estimated post-employment benefit (OPEB) expenses. Dues and subscriptions increased $500 for GFOA dues and award applications.

Staffing:

	FY 2017	FY 2018	FY 2019	FY 2020
Positions Approved (FTE's)	4	4	4	4

No new positions proposed in FY 2020.

FY 2019 Achievements:
1. GFOA Award received for the FY 2017 Comprehensive Annual Financial Report (CAFR).
2. Unqualified audit opinion for the FY 2018 audit.
3. Prepared and submitted the FY 2018 CAFR for review by the GFOA.

FY 2020: Challenge:
Ensure compliance for purchasing and contracts as organization grows and seek opportunities to achieve efficiencies through coordinated purchasing opportunities.

Goals, Work Units, and Performance Measures:
Ensure that organization procurement and purchasing practices are legally compliant. To accomplish this challenge, the department would need the resource of an additional staff member dedicated to assist all departments. A centralized purchasing system could result in cost saving measures and provide an efficient procurement process.

Department Goals, Work Units, and Performance Measures:

1. Provide transparent and accurate fiscal management, inclusive communication and financial information to comply with governmental and regulatory requirements.
   Work Unit:
   - Complete Audit, Comprehensive Annual Financial Report (CAFR), and Distinguished Budget Presentation Award applications.

   Performance Measure:
   - Submit to the required agencies by established deadlines and receive certificates from the Governmental Finance Officers Association (GFOA) of the achievement for excellence in financial reporting.

2. Maintain customer service for accounts payable by providing timely invoice processing to vendors for goods and services.
   Work Unit:
   - Process 1,260 checks on an annual basis

   Performance Measure:
   - Complete weekly accounts payable and submit payments to vendors by established due dates at least 90% of the time.

3. Maintain customer service to the organization by preparing accurate payroll to all employees including elected officials.
   Work Unit:
   - Prepare 26 payrolls on an annual basis.

   Performance Measure:
   - Complete bi-weekly payroll in a timely manner to meet direct deposit deadlines with at least 95% accuracy.

4. Ensure that organization procurement and contracting practices are legally compliant and transparent.
   Work Unit:
   - Evaluation of all acquisitions of goods and services over $30,000 to include the number of acquisitions evaluated and process used.

   Performance Measure:
   - Achieve 100% legal compliance for purchasing and contracts.

Economic Development

Description of Service:
The Economic Development program provides services, administers grants, and engages the community to induce investment by new and existing businesses, encourages diversification of land use, and promotes a vibrant downtown economy.

Revenues:
No revenues are directly attributed to Economic Development.

Expenditures:

	FY 2019	FY 2020	% Change
Personnel	0	0	0
Operating	$600	$48,600	8,000
Capital	0	0	0
Total	$600	$48,600	8,000

Summary of Department Budget:
Provides $10,000 for the Downtown façade grant program, $30,000 for contract services for economic development work and program development, and $8,000 to participate in the TJCOG regional brownfield program. Maintains level funding for Downtown programming and the Appearance Commission.

Staffing:
No staff is accounted for in the Economic Development Department.

FY 2019 Achievements:
1. Completed an Economic Development Assessment with the NC Department of Commerce.
2. Received a $40,000 grant from the NC Department of Commerce for a significant Downtown façade improvement and the establishment of a special event non-profit for Downtown.
3. Developed a scope of work for economic development contract services to provide a Wendell presence with economic partners and develop a sustainable program structure.

FY 2020: Challenge:
Establish an economic development program through contracted services.

Goals, Work Units, and Performance Measures:
To be developed in FY 2020 in coordination with contracted services.

Planning

Description of Service:
The Planning Department works with the community to create a vibrant town that meets the quality of life needs of all residents, revitalizes the downtown and local economy, supports preservation of history, and protects natural resources and community assets.

Revenues:

	FY 2019	FY 2020	% Change
Dev./ Plan. Fees	$114,650	$120,450	5.1
Engineer Review Fees	0	$26,000	---
Total	$114,650	$146,450	27.7

Expenditures:

	FY 2019	FY 2020	% Change
Personnel	$232,500	$271,500	16.8
Operating	$44,175	$67,400	63.3
Capital	0	$60,000	---
Total	$377,350	$380,900	46.6

Summary of Department Budget:
Development and Planning fees continue are projected to increase with continued growth. Salary increases reflect the new Planner position for a full year. Engineer review fees are accounted for in both revenue and expense lines in FY 2020. A $29,400 increase in professional services reflects the separation of actual expense in Planning with a new revenue line charged during development. Reimbursement for streetlight expenses increases $5,250 due to growth. Training is increased by $1,350 for new staff and AICP certifications. The Comprehensive Land Use Plan update starts with one-half the cost, $60,000, budgeted in FY 2020.

Staffing:

	FY 2017	FY 2018	FY 2019	FY 2020
Positions Approved (FTE's)	4	4	4	4

The Code Enforcement position was transferred to Public Works and the Planner position was added in FY 2019. No new positions requested in FY 2020.

FY 2019 Achievements:
1. Installation of 16 wayfinding signs.
2. Issued 200 single-family home permits through January 2019 for FY 2019.
3. Commercial activity completed includes Wendell Blvd Emergency Management Services (EMS), AAA Louvers, Wendell ABC Store, and Cruizers Gas Station.

FY 2020: Challenge:
With 75% of staff being new to the organization and Wake County initiating a new digital permitting system in FY 2019, training of staff in a busy development environment is necessary.

Goals, Work Units, and Performance Measures:

1. Proactively support regulatory changes to advance downtown vibrancy, sustainable economic growth, and community character.
   a. Facilitate an update to the Town's Comprehensive Plan to reflect changing demographics, growth patterns, and desired outcomes.
   b. Perform annual updates to the Wendell Unified Development Ordinance.
   c. Revise the zoning uses for the Downtown area in the UDO to promote downtown vibrancy and better reflect community and business preference and market needs.

   Work Units:
   - Adoption of an updated Comprehensive Plan
   - Adoption of town-initiated text amendments
   - Adoption of identified UDO amendments for the Downtown area

   Performance Measures:
   - Establish core elements to be included, identify and select preferred consultant to assist with update, engage community in series of visioning workshops, and adopt updated plan within 2 years.
   - Establish an annual schedule for town-initiated text amendments and adopt a minimum of 5 identified amendments during the period identified in the schedule (unless less than 5 total amendments have been identified during the year).
   - By the end of Q1 of FY20, adopt UDO amendments related to uses in the Downtown, identified through the NC Department of Commerce engagement meetings.

2. Support and enhance economic growth and development in a manner which maintains a positive quality of life and reflects Wendell's unique community character.
   a. Facilitate permitting activity within the Town in a clear, consistent, and timely manner.
   b. Engage with local and regional partners to maximize opportunities for collaboration and advance mutually beneficial outcomes.
   c. Identify opportunities for infill housing and commercial development in Downtown and establish a program to promote the potential development or redevelopment projects.
   d. Update the economic development strategic plan to reflect the NC Department of Commerce vision, stakeholder, and engagement sessions to include an action plan for implementation.
   e. Pursue capital projects which improve access to recreational amenities, institutions, retail, jobs, and basic services.

   Work Units:
   - New home permit issuance
   - Trade Permit issuance
   - Attendance at regional meetings and workshops
   - Support 2020 Census efforts
   - Attendance at quarterly update meetings with Wendell Falls
   - Creation of a vacant property inventory
   - Adoption of an updated economic development strategic plan
   - Development of Wendell Blvd Sidewalk Design Study

   Performance Measures:
   - Schedule building plan review and complete zoning review within 7 calendar days of submittal.
   - Residential trade permits ready to issue within 48 hours of submittal. Commercial trade permits ready to issue within 7 calendar days of submittal.

- Have a planning department representative in attendance for at least 75 percent of all Technical Coordinating Committee, Wake County Economic Development Partner, and Community Development Block Grant meetings.
- Have a planning department representative present at all Complete Count Committee meetings and provide financial support for marketing efforts.
- Have a planning department representative present at all quarterly update meetings hosted by Newland Communities.
- By the end of Q1 of FY20, establish a downtown vacant property index for inclusion on the Town website.
- By the end of Q2 of FY20, adopt an updated economic development strategic plan.
- Submit a request for proposals for an environmental and design study to be conducted for a proposed sidewalk project along Wendell Blvd between Wendell Elementary and the Food Lion Shopping Center. Select a consultant and complete the design study in FY19/20, in preparation of a LAPP project submittal (for ROW/Construction) to be submitted in FY20/21.

3. Pursue organizational improvements which enhance transparency, efficiency, and customer service.
   a. Evaluate Neighborhood meeting requirements employed by neighboring jurisdictions to promote transparency and public participation in development decisions.
   b. Evaluate departmental policies and procedures to establish more efficient service deliveries.
   c. Facilitate a better understanding of Wendell's key zoning and development requirements through the creation of a condensed Wendell Development Frequency Asked Questions (FAQ) document.
   d. Pursue and support opportunities for professional development and training.

   <u>Work Units</u>:
   - Development of a comparison table identify the range of Neighborhood Meeting requirements employed by comparable communities.
   - Development of a priority list of internal procedural changes to clarify and streamline zoning, development, and annexation application submittals.
   - Completion of a Wendell Development FAQ document.
   - Completion of training and certification courses.

   <u>Performance Measures</u>:
   - By the end of Q3 of FY20, bring a summarized report of Neighborhood Meeting requirement options for consideration and potential incorporation into Wendell's procedures.
   - By the end of Q3 of FY20, develop a list of procedural improvements for consideration and potential incorporation into Wendell's procedures.
   - By the end of Q2 of FY20, finalize a Wendell Development FAQ document for distribution.
   - Planning Director to attend the NC APA conference in Wilmington October 8-11th.
   - Planner I to complete the 'Foundations in Planning and Development Regulations' course offered by the School of Government in September of 2019.
   - Planner I to complete the 'Zoning Practice' course offered by the School of Government in October of 2019.
   - Attendance by 1 staff member at the 2020 Main Street Conference (Spring 2020).

Public Buildings and Grounds

Description of Service:
Public Buildings and Grounds is a budget cost-center used to track expenses for buildings and grounds used or owned by the Town of Wendell.

Revenues:
No revenues are directly attributed to Public Buildings and Grounds.

Expenditures:

	FY 2019	FY 2020	% Change
Personnel	0	0	0
Operating	$172,745	$165,840	-4.0
Capital	0	$185,000	---
Total	$172,745	$350,840	103.1

Summary of Department Budget:
Expense reductions include telephone, $10,760, to reflect actual and landscaping contract services, $12,500, to reduce areas contracted. Operations highlights include replacement of remaining HVAC system at the Senior Center ($6,000), cemetery driveway maintenance ($1,750), Town Square stage step repair ($4,000), and retrofit covers for Downtown trashcans ($3,000). The $185,000 capital project is the design and environmental work for the Wendell Boulevard Sidewalk project.

Staffing:
No staff is accounted for in the Public Buildings and Grounds Department.

FY 2019 Achievements:
1. Senior Center repairs and maintenance to replace one portion of HVAC and side door.
2. Transfer limb debris storage from old dump site to current public works yard and arrange for disposal by the solid waste service provider.
3. Evaluate Town Hall in preparation for determining options for constructing a new structure or renovating and adding to the existing site.

FY 2020: Challenge:
Maintain aging facilities within constrained budgets until replacement facilities or renovation projects are planned and constructed.

Goals, Work Units, and Performance Measures:
To be developed in FY 2020 in coordination with the consolidation of Building and Grounds cost centers.

Police

Description of Service:
The Police Department delivers the highest quality law enforcement services by establishing and maintaining partnerships to ensure a high quality of life for all persons that are a part of the community.

Revenues:

	FY 2019	FY 2020	% Change
Golf Cart Fees	0	$3,500	---
Court Revenue	0	$750	---
Wake ABC Grant	$9,082	$6,124	-32.6
Total	$9,082	$10,374	14.2

Expenditures:

	FY 2019	FY 2020	% Change
Personnel	$1,429,550	$1,502,000	5.1
Operating	$222,660	$250,014	12.3
Capital	$115,000	$171,000	48.7
Total	$1,767,210	$1,923,014	8.8

Summary of Department Budget:
The salary line includes two new positions starting in January 2020 to address manpower needs and to prepare for CALEA accreditation. An overtime line ($6,000) provides officers an alternative to compensatory leave and a part-time line ($7,500) covers an existing auxiliary officer. Equipment maintenance increased $8,850 to cover new position equipment. Training and education increased $14,920 to cover CALEA accreditation expenses and increased training needs. Department supplies increased by $9,250 for training ammunition for the new handguns. Uniforms is increased $5,550 to cover new employee expenses and to begin replacing worn-out. Dues and subscriptions increased $3,160 to cover accreditation membership. A non-capital line ($4,000) is added for radios for new positions. The capital outlay of $171,000 replaces and equips two existing patrol vehicles and provides one new vehicle. A wellness program is established ($6,000) to reimburse officers gym membership costs.

Staffing:

	FY 2017	FY 2018	FY 2019	FY 2020
Positions Approved (FTE's)	18	19	20	22

The Police Officer position was added in FY 2019. Two new positions requested in FY 2020 to start on or after January 1, 2020 are a Police Officer position and a Records and Training Administrator position. The Police Officer provides staffing to have four officers per squad. The Records and Training Administrator will handle CALEA accreditation, training records, and grant writing as responsibilities.

FY 2019 Achievements:
1. Five patrol vehicles equipped and deployed.
2. Implemented a Governor's Crime Commission grant to acquire new handguns and equipment.
3. Filled two vacant positions.

FY 2020: Challenge:
Manpower remains the greatest challenge including filling authorized positions to establish a staffing level of four officers per shift.

Goals, Work Units, and Performance Measures:

1. Provide high quality law enforcement services in order to promote a safe and secure community.
   a. Continue to provide core police services of community patrol and response to emergency and non-emergency calls at current levels.
   b. Review and enhance departmental policies, practices and training to achieve CALEA accreditation.
   c. Expand use of electronic communications resources to provide public safety information and increase community partnerships.
   d. Enhance Community partnerships through consistent use of community engaged policing methods.

   Work Units:
   - Call Volume (community patrol)
   - Accreditation implementation plan (accreditation)
   - Postings on approved social media/web sites (communications)
   - Community engagement report

   Performance Measures:
   - Maintain an 90th percentile response time from time dispatched until on scene of 7 minutes.
   - Establish a core team tasked to investigate CALEA accreditation and to guide the organization to meet that standard within 3 years of signing CALEA contract.
   - Post at least one public awareness informational notice per week onto the approved social media/web sites.
   - Participate in a minimum of 12 community events per year which are focused on education, understanding and partnering across the diverse greater Wendell Community.

2. Ensure staff development is focused on policy development, recruitment, retention and personal development so that staff is invested in the enhancement of livable family friendly neighborhoods.
   a. Training Committee will complete a review of Career Development Program with a focus on community engagement, officer safety, and traditional law enforcement skill development.
   b. Implement a Community Engagement Policing training program.
   c. Enhance training of Managers and Supervisors.
   d. Utilize best practices to actively recruit the most suitable applicants from the available work force that represents the community served.

   Work Units:
   - Published draft revised Career Development Program.
   - Published Training Guideline including accomplishments.
   - Training Records.
   - Published Recruitment Plan.

   Performance Measures:
   - By March 2020, Committee will submit a completed review and include any proposed changes for consideration.
   - By January 1, 2020, publish a Guiding Document that includes needs assessments, recommended training by position and methods to adjust as needed with a plan to implement by July, 2020.
   - Each manager/supervisor should attend a minimum of one criminal justice leadership/supervisory based training program per year.

- A recruitment team will be established and tasked with development and implementation of a published recruitment plan, benchmarks and a reporting process to determine effectiveness by November 2019.

3. Respond to community members in need in a manner that promotes compassion, support and understanding in order to promote safe neighborhoods and businesses.
   a. Expand the number of officers trained to provide advanced crisis intervention support to community members.
   b. Promote community-based resources available to persons in crisis or in need of assistance.
   c. Expand enforcement of drug violations.

   Work Units:
   - Training Records
   - Resource Directory for Crisis Intervention
   - Cases opened

   Performance Measures:
   - Assign at least two officers per year to attend formal Crisis Intervention Training.
   - By December 2019, identify and provide public access to a Wake County relevant published resource referral guide to ensure persons in crisis can be directed to appropriate agencies that can best address their needs.
   - Increase agency-initiated drug investigations by 25%.

Fire Services

Description of Service:
The Fire Services program tracks expenses for fire inspections of Town properties and businesses. Fire protection is provided by the Wendell Fire Department, not a Town department, and funded through the Wake County Fire Tax. Ambulance service is provided by East Wake EMS through a contract with Wake County and is also not a Town Department. Hazardous Material response service is provided by the City of Raleigh by contract with the Town and funded by the Wake County Fire Tax.

Revenues:
No revenues are directly attributed to Fire Services.

Expenditures:

	FY 2019	FY 2020	% Change
Personnel	0	0	0
Operating	$8,100	$4,900	-39.5
Capital	0	0	0
Total	$8,100	$4,900	-39.5

Summary of Department Budget:
A reduction of $3,200 for Wake County Hazardous Material recognizes that the cost is provided for by the Wake County Fire Tax and not the Town.

Staffing:
No staff is accounted for in the Fire Services Budget.

Public Works

Description of Service:
Provides maintenance and replacement services for public infrastructure, buildings, and grounds in the areas of stormwater, code enforcement, streets, sidewalks, facilities, solid waste, landscaping, and maintenance.

Revenues:

	FY 2019	FY 2020	% Change
Sidewalk & Driveway	0	$13,000	---
Code Enforcement	$2,100	$2,100	0
Solid Waste Fees	$658,550	$670,000	1.7
NCDOT Mowing	0	$3,487	---
Total	$660,650	$688,587	4.2

Expenditures:

	FY 2019	FY 2020	% Change
Personnel	$657,100	$726,000	10.5
Operating	$739,085	$878,210	18.8
Capital	$51,000	$302,500	493.1
Total	$1,447,185	$1,906,710	31.8

Summary of Department Budget:
New revenue lines added to reflect fees for sidewalk and driveway inspections and reimbursement from NCDOT for Town mowing of State roads. Salary lines increase to add one Public Works Specialist and an overtime salary line is added ($6,000) to offer an alternative to compensatory leave. Training is increased ($4,875) for supervisory and staff training requirements and dues and subscriptions ($2,610) added for APWA membership. Maintenance and repair increases include facilities ($5,600) for door replacements, equipment ($10,550) for required maintenance, and vehicles ($8,400) for streetsweeper maintenance, transmission service, and tires. Investments in public infrastructure repair include increases for street signs ($3,600), streets ($2,000), drainage ($3,950), and sidewalks ($5,000). Non-capital purchases include a salt spreader ($7,000) and a chemical sprayer ($3,500). Capital expenses include a primary leaf truck ($195,000), a replacement truck ($28,000), and two replacement mowers ($17,000). Contract services for leaf and limb disposal increased $34,500 for offsite disposal.

Staffing:

	FY 2017	FY 2018	FY 2019	FY 2020
Positions Approved (FTE's)	7	10	13	14

Three positions were added in FY 2019 and the department underwent a restructuring of existing positions that resulted in an administrative assistant, a superintendent, and an additional crew leader position. A Public Works Specialist position is proposed in FY 2020.

FY 2019 Achievements:
1. Overcoming the loss of the leaf truck and acquiring the alternative collection system.
2. Department restructure that incorporates Code Enforcement and inspections with additional staff assigned to maintain compliance from permit issuance to certificate of occupancy.

3. Staff obtained commercial drivers licenses (8 of 13 employees), as required by job descriptions.

FY 2020: Challenge:
Work to improve processes, maintenance practices, and partner coordination to improve public properties and infrastructure.

Goals, Work Units, and Performance Measures:

1. Provide municipal services and enforcement for the efficient and effective removal of leaf, limb, and debris; street clearing; timely code enforcement; solid waste contract management; and utility contract management.

   Work Units:
   - Total yards of debris collected from leaf, limb, & street clearing.
   - Total lane miles (all of town) from leaf, limb, & street clearing.
   - Number of code violations.
   - Number of inspections for driveways, foundations, and final certificates of occupancy.

   Performance Measures:
   - Provide weekly leaf and limb removal to the town 90% of the time, with the goal of completing the weekly route 50% of the time.
   - Provide a minimum of monthly street clearing service to all town-maintained roads at least 92% of the time.
   - Provide street clearing in the downtown service area twice per month 100% of the time.
   - Respond to all code enforcement service requests within 2 business days (or as scheduled) at least 90% of the time.

2. Ensure the maintenance, replacement, and extension of adequate sidewalk, street, stormwater, and street light infrastructure to maintain a high quality of life and clean environment for a growing community.

   Work Units:
   - Total miles of town sidewalk maintained.
   - Total miles of town streets maintained.
   - Total linear feet of known stormwater pipes (Public and Private).
   - Total number of public streetlights.

   Performance Measures:
   - Inspect all town sidewalks for maintenance needs two times per year.
   - Establish a sidewalk maintenance and replacement plan by the end of Q2 FY 2020.
   - Complete a monthly street condition inspection and fill potholes within one week 92% of the time.
   - Acquire engineering services to prepare a street resurfacing priority list by the end of Q1 FY 2020.
   - Clean all stormwater catch basins annually 100% of the time.
   - Complete monthly street light inspections and correct normal deficiencies within 3 weeks 92% of the time.

3. Maintain safe and efficient buildings, grounds, and streetscapes.

   Work Units:

   - Number and square feet of facilities maintained.
   - Work hours needed to complete the landscaping route.
   - Total facility work orders.
   - Total grounds work orders.

   Performance Measures:

   - Complete monthly needs and safety inspections for all buildings and grounds 100% of the time.
   - Complete all town construction projects on time and within budget 100% of the time.
   - Conduct mowing, landscaping, and weekly maintenance during season 85% of the time.
   - Conduct maintenance inspection for Town Square and streetscape two times per year and make needed repairs, as budget allows, within 30 days 92% of the time.

4. Develop operational practices to ensure proper maintenance of the town vehicle fleet and equipment, safety practices, and professional development.

   Work Units

   - Number of vehicles and equipment maintained.
   - Total cost of vehicle maintenance.
   - Number of wrecks and incidents.
   - Total training certificates received or renewed by the department last year.

   Performance Measures:

   - Complete all vehicle and equipment service inspections weekly 98% of the time.
   - Conduct a maintenance inspection within one week following use for heavy equipment 100% of the time.
   - Maintain safety certifications for all employees, as applicable, 100% of the time.
   - Provide training opportunities for all employees related to safety, equipment uses, and customer service at least 92% of the time.

Powell Bill – Local Roads Program

Description of Service:
The Local Roads program tracks the expenditure of Powell Bill Funds received from the State that are restricted to eligible road maintenance expenses.

Revenues:

	FY 2019	FY 2020	% Change
Powell Bill Funds	$173,500	$175,000	0.9
Total	$173,500	$175,000	0.9

Expenditures:

	FY 2019	FY 2020	% Change
Personnel	0	0	0
Operating	$173,500	$175,000	0.9
Capital	0	0	0
Total	$173,500	$175,000	0.9

Summary of Department Budget:
Payment of debt for past road improvements account is $139,600. An ADA Compliance program is established ($20,000) to retrofit local road sidewalk crossings.

Staffing:
No staff is accounted for in the Powell Bill – Local Roads Program.

FY 2019 Achievements:
1. Payment of past project debt service ($149,500 budgeted in FY 2019).
2. Established a local street resurfacing program in the five-year capital improvement program.
3. Initiated an updated of the local street condition and maintenance plan.

FY 2020: Challenge:
Initiating an ADA compliance program to ensure accessibility at all local street intersections and sidewalks.

Goals, Work Units, and Performance Measures:
Not applicable in FY 2020.

Parks and Recreation

Description of Service:
Offers high-quality recreational, cultural, and leisure opportunities for residents and visitors through facilities, programming, parks, and special events.

Revenues:

	FY 2019	FY 2020	% Change
Rec. Revenue	$78,750	$89,565	13.7
Rec. Sponsorship	$4,900	$5,600	14.3
Rec. Rental Proceeds	$36,800	$37,600	2.2
Rec. – Trackout	$51,250	$51,250	0
Park Concessions	0	$1,200	---
Totals	$171,700	$185,215	7.9

Expenditures:

	FY 2019	FY 2020	% Change
Personnel	$434,750	$512,487	17.9
Operating	$229,265	$251,390	9.7
Capital	$13,800	$31,500	128.3
Total	$677,815	$795,377	17.3

Summary of Department Budget:
Recreation revenues and sponsorships are anticipated to grow with program and community growth. Personnel lines increased for a new parks maintenance position and increased part-time funding ($15,437) due to increased use and a market rate pay adjustment. Training is increased $1,200 for two staff to become certified parks and recreation professionals (CPRP). Increases in maintenance budgets provide for field aeration ($19,350), tractor maintenance ($5,225), and water ($1,500) due to use and the new field. Online processing fees ($5,500) are accounted for outside of the revenue. Trackout program costs increase $2,850. A new recreation scholarship program ($1,000) is funded. Non-capital expense items include tables and chair replacement, a rototiller, a podium PA system, an ice machine, trashcans, and picnic tables. A lease payment ($6,000) for the tractor acquired in FY 2019 is added. The capital project ($25,500) provides improvements to Wendell Park and Community Center to replace gym stairs, WiFi, access to lower parking area, and gutter guards.

Staffing:

	FY 2017	FY 2018	FY 2019	FY 2020
Positions Approved (FTE's)	6	6	6	7

A Parks Maintenance position is proposed in FY 2020.

FY 2019 Achievements:
1. New program expansion to activate the improved and expanded facilities included the addition of the community garden, dedicated gym access for special populations, kickball, wiffleball, and tennis.
2. Community participation and awareness of special events continued.
3. Completion of the new park maintenance building behind the community center.

FY 2020: Challenge:
The expansion of the park, increased program demand, and popularity of special events necessitated increased time of existing staff away from maintenance. In order to protect the investment made and to continue the current level of service provided, a new parks maintenance position is critical to coordinate building, field, and park maintenance schedules and tasks are completed in a timely manner.

Goals, Work Units, and Performance Measures:

1. Evaluate existing recreation programs to increase participation levels to ensure a diverse offering that is relevant to the whole community.
   Work Unit:
   - Total program registrations
   - Number of programs

   Performance Measures:
   - Increase participation in programs by 2%
   - Demonstrate that program offerings are inclusive and diverse

2. Improve maintenance and operational efficiency throughout the park system to ensure quality facilities and varied park offerings.
   Work Units:
   - Daily, weekly, monthly, and annual inspection numbers for parks and recreation facilities and equipment.

   Performance Measures:
   - Complete checklists for facilities and equipment with appropriate actions taken at least 95% of the time.

3. Evaluate special events to increase participation and enhance the value to the community.
   Work Units:
   - Number of events managed
   - Number of community/social media posts
   - Rough attendance estimates for events

   Performance Measures:
   - Complete an evaluation of all special events to establish baseline Town resource requirements.
   - Increase rough attendance estimates for special events by 3%.

4. Provide a high quality and diverse park system for all age, ability, and interest groups.
   Work Units:
   - Completed Comprehensive Parks and Recreation Master Plan
   - Average budget investment per acre of park (National: $6,589, Wendell FY 2019: $5,539)
   - Parks per capita (National: 1 park per 2,114 residents, Wendell: 1 park per 7,200 residents)
   - Open space per capita (National: 10 acres per 1,000 residents, Wendell: 17.4 acres per 1,000 residents)
   - Public playgrounds per capita (National: 1 playground per 3,600 residents, Wendell: 1 playground per 7,200 residents)

   Performance Measures:
   - Complete the Comprehensive Parks and Recreation Master Plan and identify initial implementation steps for inclusion in future budgets.

Non-Departmental

Description of Service:
The Non-Departmental section is comprised of organization-wide expenses such as debt service, life insurance, health insurance, retiree expenses, and other benefit related costs.

Revenues:
No revenues are directly attributed to Non-Departmental programs.

Expenditures:

	FY 2019	FY 2020	% Change
Personnel	0	0	0
Operating	$823,855	$923,665	12.1
Capital	0	0	0
Total	$823,855	$923,665	12.1

Summary of Department Budget:
Health insurance estimates are increased $122,720 to account for full-year employee coverage, new positions, and 22% premium increases due to claim history in FY 2019. Debt service payments are decreased by $49,500 consistent with payment schedules after retiring a loan early in FY 2019. The employee education assistance program is continued ($3,000) and a new employee assistance program (EAP) is established ($9,000) to assist with employee counseling and crisis needs.

Staffing:
No staff is accounted in Non-Departmental programs.

FY 2019 Achievements:
1. Continued servicing of existing debt.
2. Maintaining insurance coverage for retirees.
3. No increase in life and property insurance rates.

FY 2020: Challenge:
Maintain competitive benefits to attract quality professionals to the organization in a manner that is cost-sustainable to the community.

Goals, Work Units, and Performance Measures:
Not applicable in FY 2020.

Special Appropriations

Description of Service:
Special appropriations provide annual funding support to agencies outside of the Town organization that support community and Town goals as determined by the Board of Commissioners.

Revenues:
No revenues are directly attributed to Special Appropriations.

Expenditures:

	FY 2019	FY 2020	% Change
Personnel	0	0	0
Operating	$2,500	$2,500	0
Capital	0	0	0
Total	$2,500	$2,500	0

Summary of Department Budget:
Outside agencies receiving funding are as follows:

- Wendell Historical Society $500
- InterAct $1,000
- East Wake Educational Foundation $1,000

Staffing:
No staff is accounted for in Special Appropriations.

FY 2019 Achievements:
1. Maintained funding to outside agencies as determined by the Board of Commissioners.

FY 2020: Challenge:
Provide an equitable program to receive and consider outside agency funding requests that encourages fiscal sustainability and return on the community investment.

Goals, Work Units, and Performance Measures:
Not applicable in FY 2020.

General Fund Balance

The General Fund Balance is simply the accumulation of revenues minus expenditures over time. The purpose of this savings provides the Town with cash flow, emergency funds for unexpected expenses, and to facilitate saving money over time for anticipated capital projects. The Local Government Commission (LGC) set 8% as a minimum fund balance target for NC local governments. The Town of Wendell policy is to maintain a minimum unassigned fund balance of 40% of the operating (non-capital) budget. The current and fund balance history are provided in the following table.

	Fiscal Year							
	2011	2012	2013	2014	2015	2016	2017*	2018
Restricted	$ 441,449	$ 555,157	$ 310,202	$ 416,973	$ 229,137	$ 374,024	$ 1,364,711	$ 362,791
Committed	$ 1,239,884	$ 1,249,178	$ 386,131	$ 263,203	$ -	$ -	$ -	$ -
Assigned	$ -	$ -	$ 222,869	$ 125,000	$ 891,450	$ 18,000	$ 176,970	$ 245,800
Unassigned	$ 2,755,351	$ 2,833,622	$ 3,400,310	$ 3,952,032	$ 3,862,538	$ 5,052,270	$ 5,328,810	$ 6,030,012
Total	$ 4,436,684	$ 4,637,957	$ 4,319,512	$ 4,757,208	$ 4,983,125	$ 5,444,294	$ 6,870,491	$ 6,638,603
Change in Total Fund Balance	$ 391,553	$ 201,273	$ (318,445)	$ 437,696	$ 225,917	$ 461,169	$ 1,426,197	$ (231,888)
Change in Assigned/Unassigned Fund Balance		$ 78,271	$ 789,557	$ 453,853	$ 676,956	$ 316,282	$ 435,510	$ 770,032

Assigned Fund Balance is designated fund balance appropriation for succeeding budget year.

* Reporting loan proceeds to spend in FY 2018

Compliance with the Fund Balance policy for the FY 2020 budget is calculated as follows:

The FY 2020 Operating Budget is the calculated by subtracting capital expenses from the total expenses, or $7,527,766 - $716,500 = $6,811,266.

2018 Unassigned Fund Balance / FY 2020 Operating Budget * 100% = FY 2020 Budgetary Fund Balance, or, $6,030,012 / $6,811,266 * 100% = 88.5%.

As such, the FY 2020 budgetary fund of 88.5% exceeds LGC and Town requirements and is compliant.

Water and Sewer Funds

Water and Sewer service is provided to the Town of Wendell by the City of Raleigh following a Merger Agreement in 2006. The Water and Sewer Funds are maintained as a pass-through fund to receive revenues from the City of Raleigh to pay past debt issued for capital improvements. The Funds may be used for Town participation in the extension of water or sewer lines as provided for in the Merger Agreement but have not been used in this manner to date. The Local Government Commission provides the debt payment amount annually for the Town to pay. The City of Raleigh reimburses the Town for the debt payment. The amount budgeted exceeds the amount anticipated by the auditor for the outstanding debt for both water and sewer loans. The loan for past water improvements is scheduled to retire following FY 2022. The sewer loan is scheduled to retire and the Town merge with the City of Raleigh system in FY 2023.

Account	Account Description	FY 18/19 Budget	FY 19/20 Proposed	FY 19/20 Adopted	FY 20/21 Estimate	FY 21/22 Estimate	FY 22/23 Estimate
	REVENUES						
30-399-04	City of Raleigh - Debt Payment - Water	132,149	50,000		50,000	50,000	0
32-399-04	City of Raleigh - Debt Payment - Sewer	803,807	450,000		430,000	420,000	410,000
	TOTAL REVENUES	**935,956**	**500,000**	**0**	**480,000**	**470,000**	**410,000**
	EXPENSES						
30-660-91	Non-Departmental - Debt Service - Water Fund	132,149	50,000		40,000	50,000	0
32-660-91	Non-Departmental - Debt Service - Sewer Fund	803,807	450,000		430,000	420,000	410,000
	TOTAL EXPENSES	**935,956**	**500,000**	**0**	**470,000**	**470,000**	**410,000**

Long-Range Financial Planning

The Town of Wendell uses long-range financial planning to establish a plan for capital projects that require more money to implement and capitalizing funds for capital projects through the issuance of debt and lease obligations. The capital expenditures detailed in this section only apply to General Fund Expenditures. Capital expenditures and debt related to utilities are detailed in the Water and Sewer Fund section. It is important to note that planning for capital expenses and the issuance of debt is just that… planning. The long-range financial planning does not obligate the Town to expend the funds as shown. The plans are evaluated and adjusted annually based on the capital needs, obligations, economic conditions, and fiscal policies of the time. Circumstances may arise that necessitates the addition or removal of capital improvements during the fiscal year.

Capital items are defined as expenses exceeding $10,000 that include facilities, land, infrastructure, vehicles, equipment, technology, or plans. Capital expenses can also include projects that extend the life of existing capital items and projects. Long-term borrowing is confined to fund significant capital improvements that have an extended life when it is not practical to fund the project from existing revenues or fund balance reserves.

The Capital Improvement Program (CIP) identifies a five-year plan identifying the capital projects needed by the Town. Year one of the CIP is the capital budget that is included in the budget ordinance for funding approval in FY 2020. Years two through five are for planning purposes only and subject to review. Typically, capital items progress towards funding over time, but can be delayed during the annual evaluation. The Capital Budget for FY 2020 is $716,500. Debt service and lease payments total for FY 2020 is $527,880. The total capital improvement and debt budget for FY 2020 is $1,244,380. The total cost for capital improvements for the five-year CIP for FY 2020 through FY 2024 is $12,213,743.

Like the General Fund budget, the CIP is divided into revenues and expenses. The FY 2020 budget identifies the use Sales Tax revenues to cover the cost of existing principle and interest debt payments due during the coming fiscal year. During years two through five, the goal is to increase the use of Sales Tax revenues as a regular funding source for capital improvements. In each successive year, increments of $200,000 from Sales Tax will be used to fund the CIP. The use of the Sales Tax will increase revenues available for capital purchases needed during this period of community and organization growth and reduce the use of fund balance and loans to fund minor capital needs, such as equipment and vehicles. The additional revenue will also provide funding for future borrowing needs for facility and land needs.

Capital expenses are divided into four broad categories of expenses as follows: (1) transportation and infrastructure; (2) vehicles, equipment, and technology; (3) buildings, grounds, and land; and (4) economic and community development. The CIP Summary lists all the capital improvements and payments for debt and leases for the five-year period. The CIP Summary also provides an estimate of fund balance policy compliance based on current year numbers that maintains a balance above 40%.

Project descriptions are provided for each capital improvement. Each project description includes a project scope, cost estimate, phasing if it extends beyond a single-year, funding sources, and connection to the strategic plan and other adopted plans.

The debt management plan follows the CIP and provides a list of current debt obligations and identifies new debt that may be needed soon to fund projects in the CIP.

Town of Wendell - Capital Improvement Program Summary for Fiscal Years 2020 through 2024						
	FIVE YEAR CAPITAL IMPROVEMENT PROGRAM					
	FY 2020	**FY 2021**	**FY 2022**	**FY 2023**	**FY 2024**	**Total**
CAPITAL REVENUES						
Sales Tax	325,398	600,000	800,000	1,000,000	1,200,000	**3,925,398**
Powell Bill (Road Funds)	159,589	255,000	175,000	175,000	175,000	**939,589**
Motor Vehicle License Fee (Auto Decal Fee 75%)		76,084	76,084	76,084	76,084	**304,336**
NCDOT Locally Admin. Projects Program (LAPP)		1,000,000			1,000,000	**2,000,000**
Town Hall Loan		5,000,000				**5,000,000**
Fund Balance Appropriation	696,500					**696,500**
Wake County Park Bond Funds		200,000	425,000			**625,000**
PARTF Grant			250,000			**250,000**
TOTAL CAPITAL REVENUES	**1,181,487**	**7,131,084**	**1,051,084**	**1,251,084**	**2,451,084**	**12,865,823**
LONG-TERM EXPENSES (CAPITAL AND DEBT)						
Capital Expenses						
Transportation and Infrastructure						
Repaving Program		174,894	118,184	121,474	124,691	**539,243**
Sidewalk Program			100,000	300,000	1,300,000	**1,700,000**
Wendell Boulevard Sidewalk Project	185,000	1,300,000				**1,485,000**
Multi-Purpose Trail Project			500,000			**500,000**
ADA Local Road Compliance	20,000	20,000				**40,000**
Vehicles, Equipment, and Technology						
Leaf Collector Truck	195,000					**195,000**
Pickup Truck Replacement (Public Works)	28,000	35,000		35,000		**98,000**
Mowers (2)	17,000					**17,000**
Jet Machine				65,000		**65,000**
Police Vehicle Replacement Program (3 per year)	171,000	171,000	171,000	171,000	171,000	**855,000**
GIS Plotter				14,000		**14,000**
Technology Replacement Program	15,000	15,000	15,000	15,000	15,000	**75,000**
Knuckleboom Truck Replacement			200,000			**200,000**
Ravo Street Sweeper (2nd Unit Lease)					60,000	**60,000**
Buildings, Grounds, and Land						
Wendell Park Improvements	25,500					**25,500**
Park Land Acquisition		400,000				**400,000**
New Parks Construction			500,000			**500,000**
Evidence Room Generator		25,000				**25,000**
Town Hall Project		500,000	4,500,000			**5,000,000**
Economic and Community Development						
Comprehensive Land Use Plan Update	60,000	60,000				**120,000**
Downtown Parking and Event Space Project			300,000			**300,000**
Total Capital Expenses	**716,500**	**2,700,894**	**6,404,184**	**721,474**	**1,670,691**	**12,213,743**
Debt Service and Lease Payments						
General Fund Debt - Principal	229,311	231,035	232,809	112,250	105,500	910,905
General Fund Debt - Interest	27,587	22,820	18,007	13,170	10,128	91,712
Powell Bill Debt - Principal	100,000	100,000	100,000	100,000	100,000	500,000
Powell Bill Debt - Interest	39,589	36,190	32,900	29,610	26,393	164,682
New Debt Issuance for Town Hall			385,000	385,000	385,000	1,155,000
Equipment Lease Payments	68,500	68,500	68,500	68,500	68,500	342,500
Subtotal Debt Service and Lease Payments	**464,987**	**458,545**	**837,216**	**708,530**	**695,521**	**3,164,799**
Total Capital and Debt	**1,181,487**	**3,159,439**	**7,241,400**	**1,430,004**	**2,366,212**	**15,378,542**
Difference (Revenues - Expenditures)	**0**	**3,971,645**	**-6,190,316**	**-178,920**	**84,872**	**-2,512,719**
Fund Balance Policy (over 40%)	**88.5**	**136.6**	**45.7**	**43.1**	**44.3**	

FY 2020 through FY 2024 Capital Improvement Program
Project Descriptions

A description is provided for each of the projects identified in the CIP. The item descriptions are subject to change due to changing project scope, cost fluctuations, and other factors. All projects are subject to compliance with purchasing and contracts provisions of the Local Government Fiscal Control Act and Town Codes and Policies prior to the expenditure of funds. The projects descriptions are provided in the order listed in the CIP Summary using the four broad categories of projects.

In addition to guidance from departments on core service needs and adopted plans, the Town of Wendell uses the following Asset Replacement Criteria Chart to evaluate vehicles for replacement. All replacement vehicles in the plan meet the criteria to warrant action or are anticipated to do so in the fiscal year the asset is scheduled for replacement in the CIP. Assets are evaluated annually.

Town of Wendell
Asset Replacement
Criteria Chart

Type	Points	Description
Age	1	One point assigned for each year of the chronological age, based on in-service date
Mileage/Hours	1	One point assigned for each 10,000 miles of operation or 250 hours
Type of Service	1	Standard sedans, SUVs, Light Trucks (includes admin police vehicles)
	2	Vehicle/equipment that pulls trailer, hauls heavy loads, or has continued off-road usage
	3	Police patrol vehicles
Condition	1	Good condition - minor imperfections in body and paint surface, interior fair (no rips, tear, burns), good drive train
	2	Poor condition - noticeable imperfections in body and paint surface, minor rust, bad interior (one or more rips, tears, burns), weak /noisy drive train
	3	Damaged/lemon condition - previous/current accident damage, poor body and paint surface, rust (holes), bad interior (rips, tears, burns), drive train components damaged or inoperable
Maintenance Cost	1	Low maintenance - costs are less than or equal to 30% of replacement cost
	2	Medium maintenance - costs are 31% to 70% of replacement cost
	3	High maintenance - costs are greater than 71% of replacement cost

Project Title:	Repaving Program				
Estimated Project Budget:					
FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
0	$174,894	$118,184	$121,474	$124,691	$539,243

Project Description: The Town of Wendell is responsible for maintaining 28.12 miles of public local roads. The average lifespan of an asphalt road surface is 15 to 20 years with proper maintenance. Average resurfacing costs vary between $35 to $42 per linear foot. The Town resurfacing schedule is currently on a 22 year cycle using a $38 unit cost and total funds available annually from the Powell Bill and Auto Decal Fee (approximately $250,000). The repaving program identifies funding available that is available beyond the debt service for past resurfacing projects. Unspent funds will be programmed into the available funds for the following year. It is typical for the Town to defer annual speanding for several years to achieve a better project cost due to reduced mobilizations or to take advantage of material costs. The Town has the local roads evaluated regularly and ranked based on physical condition to establish the project list. Project cost and available funding are also used to prioritize the project list. The Town is obtaining engineering services to evaluate the roads in FY 2020.

Funding Sources: Powell Bill funds not allocated to debt service and 75% of Motor Vehicle License Fee (Auto Decal Fee).

Connection to Adopted Plan(s): Strategic Plan initiative to implement a street repaving program.

Project Title:	Sidewalk Program				
Estimated Project Budget:					
FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
0	0	$100,000	$300,000	$1,300,000	$1,600,000

Project Description: Project implements a recurring sidewalk program to provide for the extension and replacement of sidewalks in the Town. The program will implement sidewalk projects identified in the 2017 Comprehensive Pedestrian Plan and will leverage local funds with state and federal programs. FY 2022 initiates minor replacements and repairs in coordination with the completion of the Wendell Boulevard Sidewalk project that is identified as a separate project. FY 2023 continues minor projects and completes the design for a larger project submission in FY 2024 that is yet to be determined. Specific streets and improvements will be identified in FY 2021.

Funding Sources: $1,000,000 from the NCDOT Locally Administered Projects Program (LAPP) and $600,000 from the General Fund.

Connection to Adopted Plan(s): Strategic plan initiatives to establish a sidewalk maintenance and extension program and identify projects for state and federal funding. Implements projects identified in the 2017 Comprehensive Pedestrian Plan.

Project Title:	Wendell Boulevard Sidewalk Project				
Estimated Project Budget:					
FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
$185,000	$1,300,000	0	0	0	$1,485,000

Project Description: This project involves completion of design, ROW acquisition, constructoin, and NEPA documentation for a planned sidewalk connection between Wendell Elementary and Hanor Lane, as well as closing Wall Street and signalizing the intersection of Wendell Blvd and Wendell Falls Pkwy. The consultant would determine ROW acquisition needs, identify utility conflicts, and develop a plan to provide a 5 foot sidewalk along the north/east side of Wendell Boulevard to bridge the existing gap. In order to provide a safe connection to the school, this would also involve the realignment or crossing of Marshburn Road as it approaches Wendell Blvd.

The design would also account for how to move or adjust any utility or drainage conflicts, identify where easements may be required, identify areas where curbing may be needed, and provide for safe pedestrian crossings at driveways and intersections. All work would be performed in a manner which is compliant with LAPP projects. The completion of this project would then allow the Town to subsequently apply for a LAPP project to complete the ROW acquisition and construction of the project. The cost of the subsequent LAPP project is estimated at $1.3 Million of which the Town would be responsible for at least 20% to 30%.

Funding Sources: FY 2020 funding is from the General Fund. FY 2021 funding is $1,000,000 from the NCDOT Locally Administered Projects Program (LAPP) with a $300,000 local match funded from the General Fund.

Connection to Adopted Plan(s): Strategic Plan initiative and 2017 Comprehensive Pedestrian Plan recommended project.

Project Title:	Multi-Purpose Trail Project				
Estimated Project Budget:					
FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
0	0	$500,000	0	0	$500,000

Project Description: Project will identify potential shared use paths and prioritize projects for implementation. The project uses Town funds to leverage County and other funds available to construct approximately 1 to 2 miles of 10 foot wide asphalt trail. Conceptual projects include trails between Wendell Park and Downtown along Buffalo Creek or extending the existing Wendell Falls Parkway shared use path.

Funding Sources: $300,000 from Wake County (or other trails grant) and $200,000 from the General Fund.

Connection to Adopted Plan(s): Strategic Plan initiatives, 2017 Comprehensive Pedestrian Plan, and the Wake County Greenway Plan.

Project Title:	ADA Local Road Compliance				
Estimated Project Budget:					
FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
$20,000	$20,000	0	0	0	$40,000

Project Description: The NCDOT is partnering with the Town in FY 2020 to update intersection crossings to meet the requirements of the Americans with Disabilities Act (ADA). The project uses federal Transportation Alternatives Program (TAP) funds that have a 80:20 match ratio for federal to state or local funds. The NCDOT is planning to make improvements at 20 intersections of state maintained roads and will cover the match. One local road will also be addressed at that time that the Town will provide the local match. The project provides funding for local match improvements in FY 2020 and FY 2021 and additional funding for sidewalks and intersctions as needed to improve accessibility and ADA compliance.

Funding Sources: $40,000 provided from Powell Bill. Project budget may expand to include Federal Transportation Alternatives Program (TAP) funds through NCDOT with a 80:20 Federal to Local funding ratio using the Powell Bill funds as the match if available.

Connection to Adopted Plan(s): Strategic Plan initiative and 2017 Comprehensive Pedestrian Plan recommendation.

Project Title:	Leaf Collector Truck				
Estimated Project Budget:					
FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
$195,000	0	0	0	0	$195,000

Project Description: Replaces the leaf truck placed out of service in FY 2019. The vehicle serves as the primary and most efficient means of maintaining leaf and limb service for the Town. The vehicle will be used all year with the tow-behind unit also being used during peak leaf season. Public Works is evaluating different brands of vehicle and will initiate the procurement process upon adoption of the budget in an attempt to receive delivery during peak leaf season.

Funding Sources: $195,000 funding from the General Fund.

Connection to Adopted Plan(s): No connection to plans. Restores existing level of service after wreck of leaf truck in FY 2019.

Project Title:	Pickup Truck Replacement Schedule (Public Works)				
Estimated Project Budget:					
FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
$28,000	$35,000	0	$35,000	0	$98,000

Project Description: The project provides for the replacement of pick-up trucks used by Public Works consistent with the asset replacement schedule. The truck planned for FY 2020 is a 1/2 ton quad cab comparible to the Chevy 1500. The trucks scheduled for FY 2021 and FY 2023 are larger 3/4 to 1 ton quad cabs compariable to Chevy 2500 or 3500 vehicles. The Public Works Director will use the smaller vehicle purchased in FY 2020 and the larger vehicle assigned to the Director will be used by a public works crew. The truck currently used by the crew will be taken out of service and surplused as recommended by the asset replacement schedule.

Funding Sources: $98,000 funding from the General Fund.

Connection to Adopted Plan(s): No connection to plans. Maintains existing level of service.

Project Title:	Mower Replacement (2 existing in Public Works)				
Estimated Project Budget:					
FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
$17,000	0	0	0	0	$17,000

Project Description: Replacement of two (2) Hustler mowers purchased in 2011 that are having electrical issues and maintenance costs beyond justificaation of retaining the equipment. Both are recommended for replacement by the asset replacement schedule. With the growth of the Town jurisdiction, reliable and efficient equipment is necessary to maintain service levels of the Landscaping crew.

Funding Sources: $17,000 funding from the General Fund.

Connection to Adopted Plan(s): No connection to plans. Maintains existing level of service.

Project Title:	Jet Machine (Public Works - Stormwater)				
Estimated Project Budget:					
FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
0	0	0	$65,000	0	$65,000

Project Description: The jet machine is used by the Stormwater crew to maintain stormwater pipes and culverts as required by regulations. Currently, the Town does not own a jet machine and hires a contractor to perform the work. Public Works is evaluating existing stormwater infrastructure conditions and needs to improve the stormwater program to meet regulatory requirements. Until the program is updated and the jet machine is purchased, the Town will continue to use contract assistance in maintaining the system. The cost of the jet machine will be offset by the cost of paying an outside contractor over the life of the equipment.

Funding Sources: $65,000 fundingfrom the General Fund.

Connection to Adopted Plan(s): No connection to plans. Maintains existing level of service.

Project Title:	Police Vehicle Replacement Program				
Estimated Project Budget:					
FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
$171,000	$171,000	$171,000	$171,000	$171,000	$855,000

Project Description: The asset replacement schedule necessitates the replacement of three (3) police vehicles per year based on the number of vehicles in the fleet and positions that require a vehicle. For FY 2020, two (2) replacement vehicles and one (1) new vehicle are recommended as a mid-year purchase of two (2) vehicles was approved in FY 2019 (one replacement and one new). The regular replacement schedule of three (3) vehicles per year is programmed for FY 2021 through FY 2024. The addition of new officers to the department during this period will also necessitate an additional vehicle being added to the purchase schedule.

Funding Sources: $855,000 funding from the General Fund.

Connection to Adopted Plan(s): No connection to plans. Maintains existing level of service.

Project Title:	GIS Plotter Replacement				
Estimated Project Budget:					
FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
0	0	0	$14,000	0	$14,000

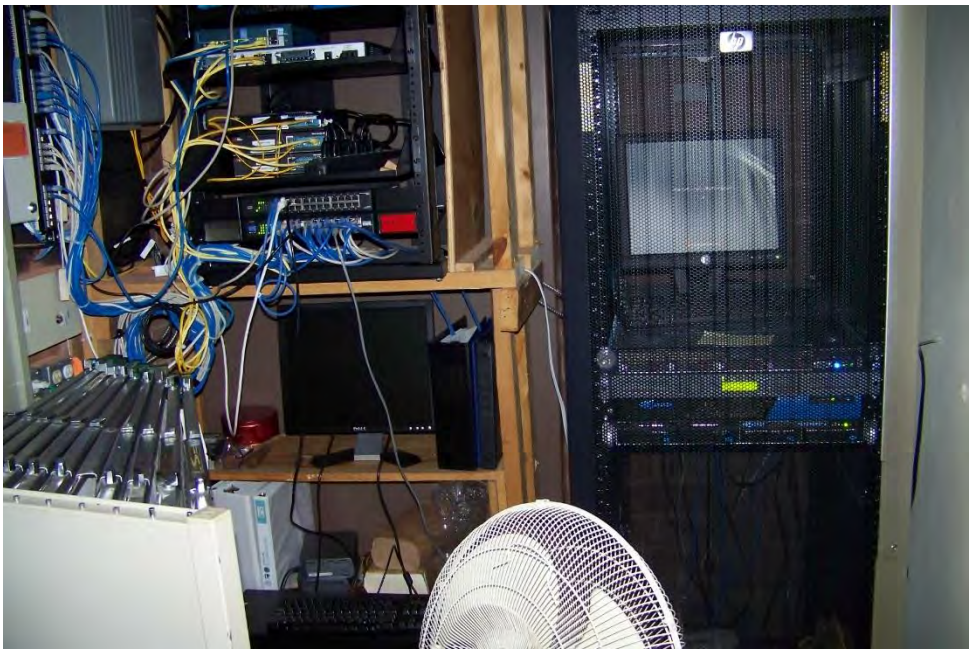
Project Description: Replacement of the Town's Wide Format Plotter (to print large format maps). The Town's existing large format plotter is 12+ years old. It is still functioning, but is nearing the end of its useful life. While this is not something in immediate need of replacement, it will likely need replacement within the next few years . Actual cost can vary widely based the desired functionality. A Plotter which does not include scanning/copying functionality could be purchased for less than the estimated amount.

Funding Sources: $14,000 funding from the General Fund.

Connection to Adopted Plan(s): No connection to plans. Purchase maintains existing level of service.

Project Title:	Technology Replacement Program				
Estimated Project Budget:					
FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
$15,000	$15,000	$15,000	$15,000	$15,000	$75,000

Project Description: The project provides for the regular replacement of technology for the organization including servers, work stations, monitors, and laptops. The information technology (IT) program will be evaluated and restructured in FY 2020 with the release of an RFP for IT services that includes the replacement of technology in the scope of services. As such, this capital improvement project will be amended next year to reflect the actual IT program in place. Until then, this project provides for the emergency replacement of technology.



Funding Sources: $75,000 funding from the General Fund.

Connection to Adopted Plan(s): No connection to plans. Maintains existing level of service.

Project Title:	Knuckleboom Truck Replacement				
Estimated Project Budget:					
FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
0	0	$200,000	0	0	$200,000

Project Description: Replacement of a 2012 knuckleboom loader in FY 2022 to provide for continued service. The vehicle is used for heavy debris and waste pickup weekly and is in full-service. With the purchase of a new knuckleboom truck in FY 2019, this vehicle will be used in an a reserve capacity during the 5-year lease period of the new vehicle. If the leased vehicle is purchased, the 2012 vehicle will be sold for surplus. The equipment will be evaluated annually to determine when replacement is necessary though the asset replacement schedule currently identifies it as eligible for replacement.

Funding Sources: $200,000 funding from the General Fund.

Connection to Adopted Plan(s): No connection to plans. Maintains existing level of service.

Project Title:	Ravo Street Sweeper				
Estimated Project Budget:					
FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
0	0	0	0	$60,000	$60,000

Project Description: The continued addition of development in Wendell Falls and other developments with cul-de-sacs and narrow streets will necessitate the addition of a second Ravo street sweeper to the vehicle fleet in FY 2024. The amount programmed is a lease payment consistent with the current vehicle that was acquired with a five-year lease.

Funding Sources: $60,000 funding from the General Fund.

Connection to Adopted Plan(s): No connection to plans. Maintains existing level of service.

Project Title:	Wendell Park Improvements				
Estimated Project Budget:					
FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
$25,500	0	0	0	0	$25,500

Project Description: The capital improvement extends the life of Wendell Park by providing WiFi service in the park ($10,000) to enhance customer experience, gutter guards on the community center ($8,000) for employee safety, replaces stairs in the gym ($3,500) for maintenance and safety, and evaluates access from the community center to the lower parking area to potentially add stairs across the rock drainage area ($4,000). Additional improvements and capital needs at the Wendell Park are deferred until the completion of the Parks and Recreation Master Plan in FY 2020.

Funding Sources: $25,500 funding from the General Fund.

Connection to Adopted Plan(s): Consistent with Strategic Plan Goal 4 for Parks, Recreation, Special Events, and Culture and initiatives to update the Wendell Town Park. Project also maintains existing level of service.

Project Title:	Park Land Acquisition				
Estimated Project Budget:					
FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
0	$400,000	0	0	0	$400,000

Project Description: This project provides for the purchase of 20 to 40 acres of land for a future park site as identified by the Parks and Recreation Master Plan. Depending on the findings and recommendations of the Plan, this project may expand, be deferred, and/or have alternative funding identified.

Funding Sources: $200,000 Wake County Park funds (or similar funding source) and $200,000 from the General Fund. Evaluation of this project will occur based on recommendations of the Parks and Recreation Master Plan and potential borrowing for the Town Hall Project.

Connection to Adopted Plan(s): consistent with Strategic Plan initiatives to implement the Parks and Recreation Master Plan and to identify the next active recreation park site.

Project Title:	New Parks Construction				
Estimated Project Budget:					
FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
0	0	$500,000	0	0	$500,000

Project Description: This project provides for the construction of a future park site as identified by the Parks and Recreation Master Plan. Depending on the findings and recommendations of the Plan, this project may expand, be deferred, and/or have alternative funding identified. Staff will seek to leverage Town funds to receive county, state, and/or federal grant assistance.

Funding Sources: $250,000 funding from the Parks and Recreation Trust Fund (PARTF), $125,000 from the Wake County Parks fund, and $125,000 from the General Fund. Evaluation of this project will occur based on recommendations of the Parks and Recreation Master Plan and potential borrowing for the Town Hall Project.

Connection to Adopted Plan(s): Strategic Plan initiative

Project Title:	Evidence Room Generator				
Estimated Project Budget:					
FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
0	$25,000	0	0	0	$25,000

Project Description: The Police Department facility was purchased by the Town in FY 2018. The facility does not have a generator to provide either whole or partial building power service in the event of a loss of electrical service. A generator is necessary to provide for a continuation of service and preservation of evidence (when applicable) during such an outage. While other arrangements for using other facilities is currently made, it creates a hardship on the department during a time that the service of the department is needed most by the community. The project provides funding for the installation of a commercial generator in FY 2021. During FY 2020, the Public Works Department will work with the Police Department and an outside contractor to design and plan for the installation.

Funding Sources: $25,000 funding from the General Fund. Staff will assess grant availability for the project in FY 2020.

Connection to Adopted Plan(s): No connection to plans. Purchase maintains existing level of service.

Project Title:	Town Hall Project				
Estimated Project Budget:					
FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
0	$500,000	$4,500,000	0	0	$5,000,000

Project Description: The current Town Hall was constructed in 1963 and served as the fire station, police station, margistrate court, and Town offices. While currently it is only used as a Town Hall, space is at a premium and viable office space remaining is limited and will require loss of other functional uses (i.e. conference room or permitting space). The Town has acquired the services of the Cumming Corporation to evaluate the current structure and estimate future needs. The consultant will consider both a renovation and addition at the current site and a new-build construction and report findings and recommendations to the Town in 2019. The Town Hall Project will take the findings of the evaluation to complete a design for the "new" Town Hall in FY 2021 followed by construction in FY 2022 for the accepted option.

Funding Sources: Loan proceeds will be used to fund $500,000 of design in FY 2021 and $4,500,000 of construction in FY 2022.

Connection to Adopted Plan(s): Strategic Plan initiative to prioritize facility and grounds needs for inclusion in the CIP.

Project Title:	Comprehensive Land Use Plan Update				
Estimated Project Budget:					
FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
$60,000	$60,000	0	0	0	$120,000

Project Description: Update of the Wendell Comprehensive Plan to reflect changing demographics, community preferences, growth patterns, and desired community outcomes. The project will start in FY 2020 and be finished in FY 2021. The current Comprehensive Plan was adopted 11 years ago and no longer effectively reflects the Town's predicted growth patterns or desired community vision. As a result, it's usefulness for guiding other adopted plans, planning initiatives, and capital expenditures is becoming increasingly limited.

Project Scope:

1. Review of Existing Background Data and Policy context
2. Conduct a Growth Capacity and Market Analysis
3. Perform initial collection of public input on desired future vision (Questionnaires/Surveys)
4. Develop Draft Goals and Objectives, with related policy recommendations
5. Develop Draft Land Use Plan
6. Community Review of Draft Products (Comprehensive Charrette process)
7. Based on community and Citizen Board review, finalize the final report

a. Final Report to include appropriate goals, objections, implementation strategies with timelines, maps, illustrations, and all necessary background information and appendices.

b. Final Report must also include action plans for integrating the implementation strategies into ongoing planning, evaluation and budgeting processes for both capital and operating budgets, including key performance measures.

Funding Sources: $120,000 funding from the General Fund.

Connection to Adopted Plan(s): Strategic Plan initiative to update the Comprehense Land Use Plan as part of Goal 1 for Downtown Vibrancy, Economic Growth, and Community Character. Capital improvement updates an adopted plan.

Project Title:	Downtown Parking and Event Space				
Estimated Project Budget:					
FY 2020	FY 2021	FY 2022	FY 2023	FY 2024	Total
0	0	$300,000	0	0	$300,000

Project Description: The project will provide improved parking areas designed as flexible areas for parking, events, and outdoor seating in the Campen Street area between Main Street and Pine Street. The project will also seek to improve pedestrian connectivity between the two streets. The timing of the project is variable depending on the timing and design needs of adjoining buildings and uses. The scope of the project is also contigent on the approval of a lease agreement with property adjoining the Campen Street right-of-way. The project includes both design and construction costs in the project budget. Initial steps will occur in FY 2019 to begin the lease agreement, replace utilities, pave the main drive, and place millings to smooth adjoining parking areas. The paving is being completed by the City of Raleigh in coordination with the utility replacement and the milling material and placement will be completed by Public Works at no additional cost to the Town.

Funding Sources: $300,000 funding from the General Fund. Staff will also seek to leverage the funding with state and foundation grants.

Connection to Adopted Plan(s): Strategic Plan initiative.

Debt Management Program

The FY 2020 budget does not plan for a new debt issuance in this fiscal year. This section will provide graphics that identify the current long-term debt, a summary of the estimated changes in long-term debt for FY 2020, and the computation of the legal debt margin as required by the Local Government Fiscal Control Act (LGFCA). The debt margin represents the balance available that the Town could legally borrow.

The annual debt service requirements related to debt are:

Annual Debt Service Requirements					
	Governmental Activities		Business-type Activities		Total
Year Ending June 20	Principal	Interest	Principal	Interest	
2019	$ 450,536	$ 77,932	$ 417,048	$ 50,342	$ 995,858
2020	329,311	67,176	417,048	39,957	853,492
2021	331,035	59,010	417,048	29,572	836,665
2022	332,808	50,906	417,048	19,187	819,950
2023	212,249	42,780	381,886	8,802	645,717
2024-2028	922,000	124,128	-	-	1,046,128
2029-2031	300,000	19,740	-	-	319,740
	$2,877,939	$ 441,672	$ 2,050,078	$ 147,860	$ 5,517,549

A summary of estimated changes in long-term debt in FY 2020 is as follows:

FY 2020 Estimated Changes in Long-Term Debt				
	Estimated Balance June 30, 2019	Estimated Additions	Estimated Retirements	Estimated Balance June 30, 2020
General Fund Debt	$ 2,791,143	$ -	$ 396,487	$ 2,394,656
Water and Sewer Fund Debt	$ 1,730,548	-	457,005	$ 1,273,543
Total Debt	$ 4,521,691	$ -	$ 853,492	$ 3,668,200

The computation of the legal debt margin is as follows:

Computation of Legal Debt Margin	
Estimated Assessed Valuation - FY 2019	$ 657,589,503
Debt Limit (at 8% of assessed valuation)	$ 52,607,160
Net Debt	$ 3,668,200
Legal Debt Margin	**$ 48,938,960**

Supplemental and Statistical Materials

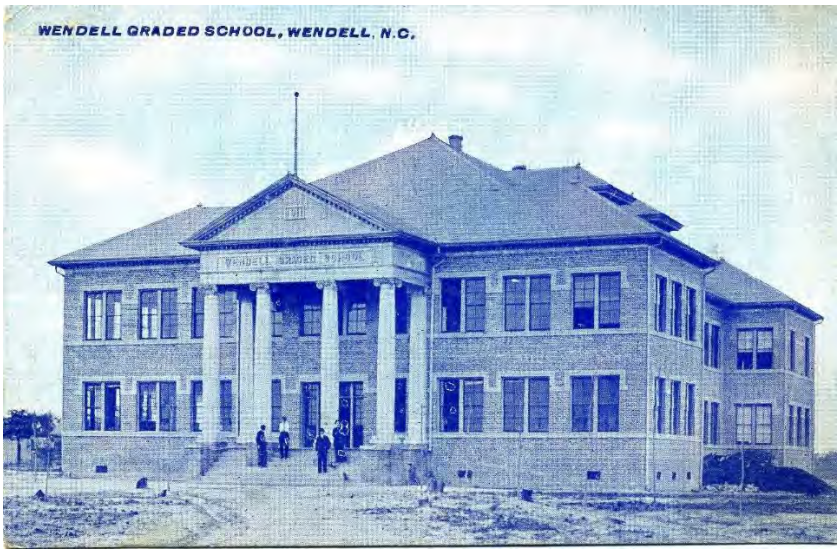
The supplemental and statistical section of the budget provides the context for understanding the decisions made in developing the budget. This is accomplished by providing the history and form of government, demographics and statistics, a comparison of rates and fees with other communities, the proposed FY 2020 fee schedule, a list of outside agency service partners, and a glossary of terms and acronyms commonly used in local government. The information provided is intended to reflect the environment in which the budget is developed by gaining understanding where the community came from, the political environment in which decisions are made, the people and economy that are served, and the language that is used in the budget.

History of Wendell – A Small Town with Big Charm

The Town of Wendell started in the 1850's when Tobacco Farmers in nearby Granville County were impacted by what came to be known as the Granville County Wilt. With the failure of the tobacco crop, the farmers moved into eastern Wake County looking for fertile soil to plant their crops. With the influx of farming families, Ambrose Rhodes donated land for a school to be built. The new school was called the Rhodes School and was located on the same site as the current Wendell Elementary School on Wendell Boulevard. The school grew with the community and the name was changed to the Wendell Academy in 1891.

The growth of the farming community induced the formation of a small village. The establishment of "community" lead to the need for a name. The population asked the school teacher, M.A. Griffin, to come up with a name for this area. The teacher's favorite poet, Oliver Wendell Holmes, inspired the new town to be named Wendell in honor of the poet. However, the arrival of the railroad changed the pronunciation of the name. The railroad porters calling out, "WEN-DELL", emphasizing each syllable led the townspeople to use the oft repeated, new pronunciation that continues to this day by locals.

Continued growth encouraged a post office in 1891 which was restored by the Wendell Historical Society and remains on the corner of Fourth Street and Oakland Street. However, the oldest institution in the community was religion, with the establishment of Hephzibah Baptist Church in 1809. The incorporation of the Town in 1903 and election of its first Mayor led to establishment of Main Street and further growth of the community as a regional tobacco center and railroad stop. The first newspaper, the Wendell Clarion, was opened in 1911 and succeeded by the Gold Leaf Farmer. The County constructed a new brick school in 1911 and graduated its first class in 1915. The Town government accepted the Council-Manager form of government in 1934 and hired its first manager.



While railroad passenger service and tobacco farming are parts of the community's past, the Town of Wendell retains its historic Downtown and role as a regional hub in the greater Raleigh metro area. Although the railroad spur remains active, the population is served by convenient interstate access to Raleigh and benefits from the high quality of life of the Triangle Region of North Carolina. With demographics of the population constantly evolving, Wendell retains its "Small Town, Big Charm" motto. This character is attracting a new generation of migrants seeking "fertile soil" in a welcoming and affordable community to recreate, thrive, and live as part of an exceptional small town.

Form of Government

The Town of Wendell adopted the Council-Manager form of government in 1934 as is reflected in the Town Charter and Town Code of Ordinances. The Mayor and five Commissioners are elected at-large and serve staggered, four-year terms. A municipal election will be held in November 2019 to elect the Mayor and two Commissioners. In November 2021, a municipal election will be held to elect three Commissioners. The Board of Commissioners select one of its members to act as Mayor Pro Tempore to perform the duties of the Mayor in the Mayor's absence. For budgetary purposes, the Board of Commissioners vote on the adoption of the Budget Ordinance that sets the revenues and expenses for the next fiscal year in accordance with the North Carolina Local Government Fiscal Control Act (LGFCA). The Mayor only votes in the event of a tie vote by the Board of Commissioners.

The Town Manager is appointed by the Board of Commissioners and is the head of the administrative branch of the city government and serves at the pleasure of the Board of Commissioners. The Town Manager is appointed as the Town budget officer as proscribed by the LGFCA. The budget officer is responsible for the preparation of the annual budget for submission to the Board of Commissioners and to execute the annual budget ordinance and any project ordinances.

The Finance Director is appointed as the Finance Officer under the LGFCA. In this capacity as the chief financial offer for the Town, the Finance Director is responsible for establishing and maintaining the accounting system, controlling expenditures and dispersing moneys, preparing and presenting financial reports, managing the receipt and deposit of moneys, managing the debt service obligations, and supervising investments.

Population, Demographics, and Statistics

The Town of Wendell is growing due to large-scale development like Wendell Falls and a growing number of small to mid-size residential developments. The last population estimate from the NC Office of State Budget and Management was 6,843 on July 1, 2017. The Wake County Planning Department estimated the population to be 7,566 as of July 1, 2018, a 10.6% increase from the prior year State estimate. A comparative 10% growth rate during FY 2019 would result in a projected population of 8,322 as of July 1, 2019. The following projection provides for a 4% growth rate over a 10-year period in addition to the Wendell Falls development.

Town of Wendell
Population History and Projection

Year	Estimated Population	4% Projection	Wendell Falls 3,606 Units	Wendell Falls Pop. Growth	Total Town Population
2007	5,742				5,742
2008	5,798				5,798
2009	6,001				6,001
2010	5,886				5,886
2011	6,001				6,001
2012	6,093				6,093
2013	6,149				6,149
2014	6,224				6,224
2015	6,337		104		6,337
2016	6,533		152		6,533
2017	6,843		200		6,843
2018	7,566		200		7,566
2019		7,869	300	633	8,501
2020		8,183	250	696	9,512
2021		8,511	250	633	10,471
2022		8,851	300	696	11,508
2023		9,205	250	696	12,557
2024		9,573	250	633	13,558
2025		9,956	300	696	14,637
2026		10,355	250	696	15,731
2027		10,769	250	633	16,778
2028		11,200	300	696	17,904
2029		11,648	250	696	19,048
2030		12,113		316	19,830

Town of Wendell

WENDELL

Wake County, North Carolina

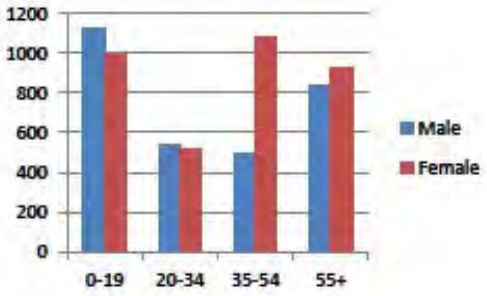
Demographic and Housing Data Fact Sheet

Population

2017 Population Estimate:	7,261
Male:	3,340 (46%)
Female:	3,921 (54%)
2010 Population:	5,845

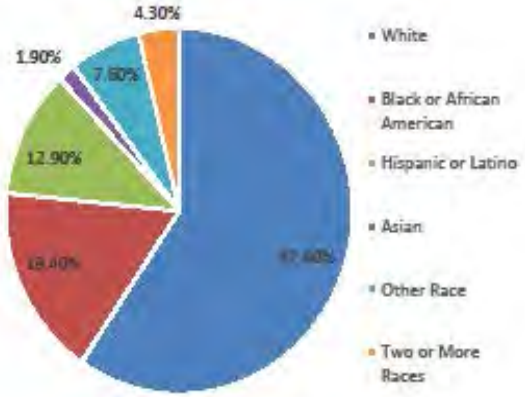
2017 Population by Age:

0-19	32.7%
20-34	16.3%
35-54	24.2%
55+	27.1%



Median Age, Corporate Limits: 37

Race and Ethnicity



Housing

Average Family Size:	3
Total Housing Units, 2013-2017:	2,691
Occupied:	2,454 (91.2%)
Owner Occupied:	1,744
Renter Occupied:	710
Vacant:	237 (8.8%)

Housing Value:

Median Housing Value (2016): **$183,200**

Source – Wake County Tax Assessor

Gross Rent, occupied units	
$0 - $499	15.3%
$500 - $999	38.1%
$1000 - $1499	37.7%
$1,500 & above	9.0%
Median Rent	$933

Source (all data unless otherwise noted): U.S. Census Bureau

Last Updated: February 28, 2019

Town of Wendell

WENDELL
Wake County, North Carolina
Quick Fact Data Sheet

Demographics

2010 Population:	5,845
2017 Estimated Population:	7,261

Source: U.S. Census Bureau

For zip code 27591, ETJ Limits:	
Number of Employees:	2,710
Number of Businesses:	316
Annual Payroll in Millions of Dollars:	$111.4

Source: Census Zip Code Business Patterns, 2016

Median Age, Corporate Limits:	37
Housing Units, 2017:	2,691

Source: U.S. Census Bureau

Some College, Associate's Degree or higher:	63%
Median Family Income:	$53,730
Owner-Occupied Housing:	71.1%

Source: ACS 5-Year Estimates, 2013-2017

Welcome to WENDELL

*** Small Town, Big Charm ***

Location

Corporate Limits, 2/2019:	5.75 sq mi
Extraterritorial Jurisdiction (ETJ), 2/2019:	9.46 sq mi

Source: Town of Wendell Planning Department

Finances

Tax Base, 2018-2019:	$657,589,503

79% Residential / 21% Commercial

Source: Wake County Revenue Department

General Fund Budget, 2018-2019:	$6,309,570

Source: Town of Wendell Finance Department

Top 5 Tax Revenue Generators in 2018:

1) NASH Wendell Falls, LLC
2) MLC Automotive, LLC
3) Daedong USA Inc
4) Measurements Group Inc
5) Tidewater Investors, LLC

Source: Wake County Revenue Department

Tax Rates 2018:	
Town of Wendell	$0.490 per $100 valuation
Wake County	$0.6544 per $100 valuation

Source: Wake County Revenue Department

Number of Town Employees (Full-Time Only): 47

Source: Town of Wendell Finance Department

Recreation

Wendell Park and Community Center: 103 acres (est.)
601 W. Third Street, Wendell NC
(919) 366-2266

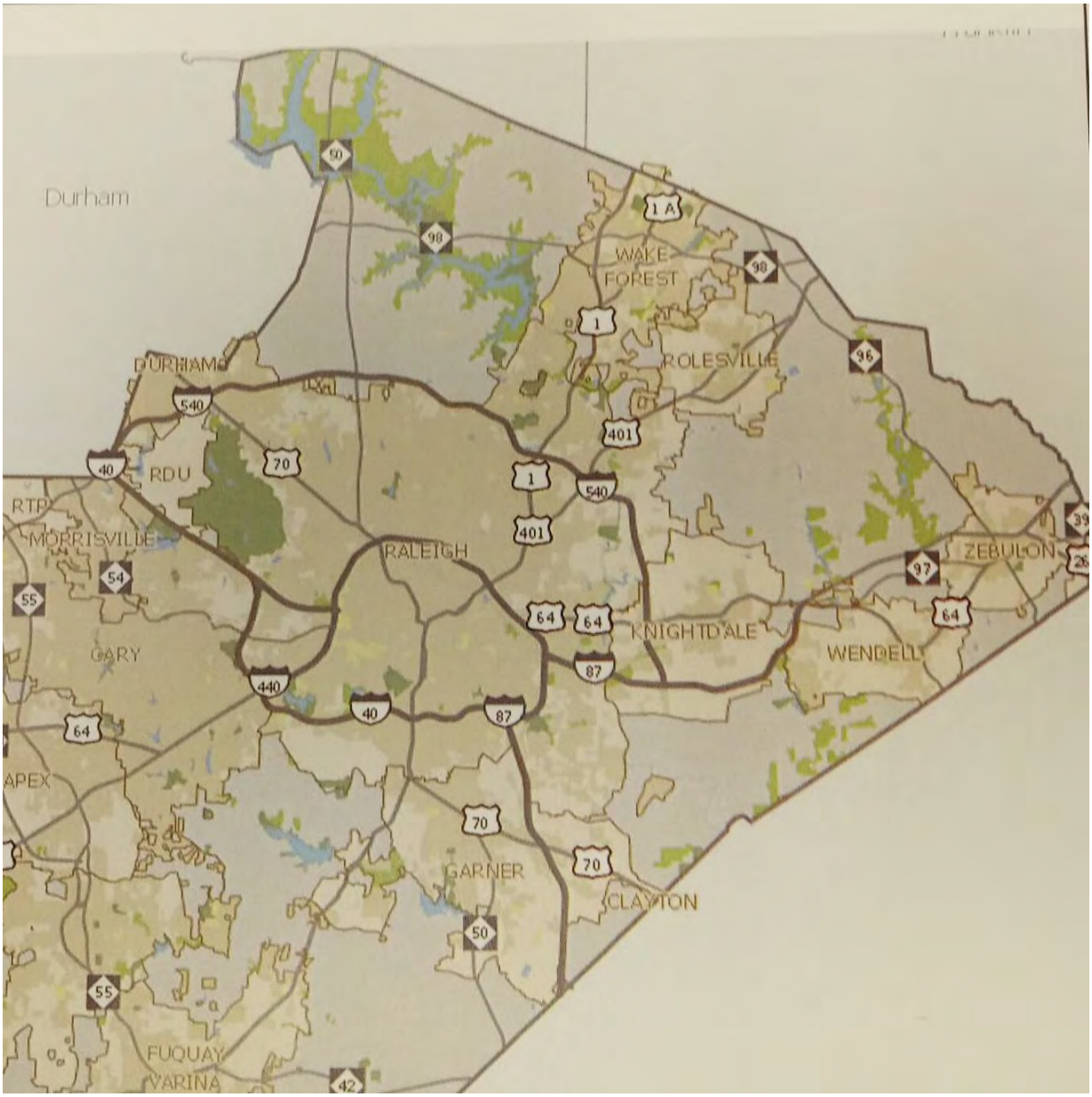
Amenities: Wendell Community Center, Tennis Courts, Dog Park, Frisbee Golf, Doug Proctor Field, Wendell Park Large Field, Hugh T. Moody Nature Trail, Fitness Trails, Large Picnic Shelter, Small Picnic Shelter, Playgrounds

Additional: Lake Myra County Park * Lake Myra School Fields * East Wake Community Field * Wendell Middle School Gym and Fields * Carver Elementary Ball Fields * Thompson Field * Wendell Elementary School Gym * Town Square * Old Carver School Field * Buffalo Creek Cypress Swamp * Robertson's Mill Pond Preserve * Procter Farm Preserve * Turnipseed Nature Preserve

Source: Town of Wendell Parks and Recreation Department

Last Updated: February 28, 2019

Area Map:


Durham
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MORRISVILLE
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RALEIGH
ZEBULON
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KNIGHTDALE
64
GARY
WENDELL
87
440
40
87
64
APEX
70
70
GARNER
CLAYTON
50
55
FUQUAY
VARINA
42

Comparative Rates and Fee Schedules

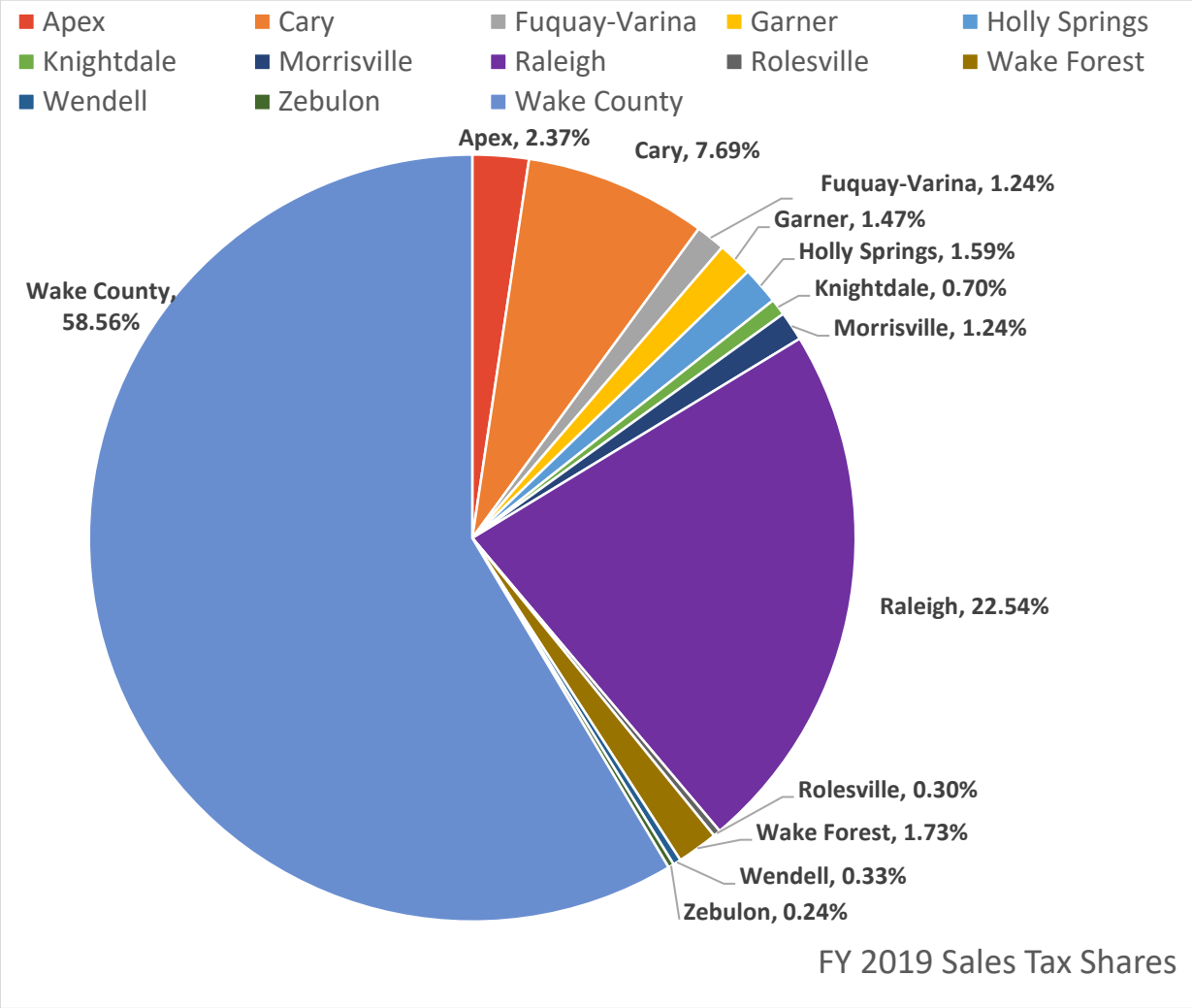
The evaluation of neighboring tax rates, assessed valuation, and fees assist in the development of the budget. While a fiscal goal is to maintain a competitive rate and fee structure, the individual economic, demographic, and political environments can lead to variation.

Property Tax, Assessed Value, and Median House:
The assessed value for the Town of Wendell is the lowest in Wake County due to the amount of residential property, limited commercial development, and a low median house value. The property tax rate (Town and Fire combined) is attributed to this statistic as the provision of core municipal services requires the higher rate to generate comparable revenues to pay for the services. This trend is changing with increased development (moderate value residential and commercial) and rate increases in adjoining communities.

Wake County Cities and Towns Tax Comparison										
FISCAL YEAR 2019										
CITY/TOWN	TOTAL VALUE		TAX RATE	ADDT'L RATES	* PENNY VALUE	# SFD UNITS	FIRE TAX	MED. HOUSE	PROPERTY TAX	FIRE TAX
Commercial	$1,481,202,443	21%								
Residential	$5,544,798,575	79%								
Apex	**$7,026,001,318**		**0.415**		**$688,548**	**15448**		**$ 275,800**	**$1,144.57**	
Commercial	$7,914,422,661	30%								
Residential	$18,255,258,878	70%								
Cary	**$26,169,681,539**		**0.35**		**$2,564,629**	**47191**		**$ 307,260**	**$1,075.41**	
Commercial	$849,785,715	25%								
Residential	$2,491,156,114	75%								
Fuquay-Varina	**$3,340,941,829**		**0.4325**		**$327,412**	**9682**		**$ 214,785**	**$ 928.95**	
Commercial	$1,617,114,945	47%								
Residential	$1,859,442,440	53%								
Garner	**$3,476,557,385**		**0.5325**		**$340,703**	**8716**		**$ 157,015**	**$ 836.10**	
Commercial	$787,068,642	17%								
Residential	$3,835,737,392	83%								
Holly Springs	**$4,622,806,034**		**0.4325**		**$453,035**	**11338**		**$ 260,760**	**$1,127.79**	
Commercial	$630,165,463	36%								
Residential	$1,124,304,019	64%								
Knightdale	**$1,754,469,482**		**0.43**		**$171,938**	**4923**		**$ 182,735**	**$ 785.76**	
Commercial	$2,502,707,827	53%								
Residential	$2,215,080,010	47%								
Morrisville	**$4,717,787,837**		**0.39**	**0.10**	**$462,343**	**6321**		**$ 285,345**	**$1,112.85**	
Commercial	$24,420,360,994	41%								
Residential	$35,529,376,929	59%								
Raleigh	**$59,949,737,923**		**0.4382**	**0.2129**	**$5,875,074**	**119200**		**$ 195,600**	**$ 857.12**	
Commercial	$104,040,892	11%								
Residential	$854,016,831	89%								
Rolesville	**$958,057,723**		**0.48**		**$93,890**	**2543**		**$ 274,520**	**$1,317.70**	
Commercial	$1,284,013,196	25%								
Residential	$3,880,902,332	75%								
Wake Forest	**$5,164,915,528**		**0.52**	**0.14**	**$506,162**	**12321**		**$ 258,975**	**$1,346.67**	
Commercial	$136,492,424	21%								
Residential	$521,097,079	79%								
Wendell	**$657,589,503**		**0.49**	**0.096**	**$64,444**	**2605**	**$143.96**	**$ 128,220**	**$ 628.28**	**$123.09**
Commercial	$809,118,236	73%								
Residential	$300,921,965	27%								
Zebulon	**$1,110,040,201**		**0.592**		**$108,784**	**1652**		**$ 117,275**	**$ 694.27**	
Commercial	$48,454,692,372	33%								
Residential	$99,131,321,981	67%								
Wake County	**$147,586,014,353**		**0.6544**	**0.096**	**$14,463,429**	**65067**	**$270.74**	**$ 236,330**	**$1,546.54**	**$226.88**

* 98% collection rate

Sales Tax Distribution in Wake County:



Vehicle License Tax (Auto Decal Fee):

		Fiscal Year				
		2015	*2016*	*2017*	*2018*	*2019*
M	*Apex*	$ 5.00	$ 5.00	$ 10.00	$ 15.00	$ 20.00
u	*Cary*	$ 15.00	$ 15.00	$ 15.00	$ 15.00	$ 30.00
n	*Fuquay-Varina*	$ 5.00	$ 5.00	$ 5.00	$ 15.00	$ 20.00
i	*Garner*	$ 15.00	$ 15.00	$ 15.00	$ 15.00	$ 30.00
c	*Holly Springs*	$ 10.00	$ 10.00	$ 10.00	$ 10.00	$ 10.00
i	*Knightdale*	$ 15.00	$ 15.00	$ 15.00	$ 15.00	$ 15.00
p	*Morrisville*	$ 15.00	$ 15.00	$ 15.00	$ 15.00	$ 30.00
a	*Raleigh*	$ 30.00	$ 30.00	$ 30.00	$ 30.00	$ 30.00
l	*Rolesville*	$ 10.00	$ 10.00	$ 10.00	$ 10.00	$ 10.00
i	*Wake Forest*	$ 15.00	$ 15.00	$ 15.00	$ 15.00	$ 25.00
t	*Wendell*	$ 10.00	$ 10.00	$ 20.00	$ 20.00	$ 20.00
y	*Zebulon*	$ 10.00	$ 10.00	$ 10.00	$ 10.00	$ 10.00

Solid Waste and Recycling Fees:

Municipality	Solid Waste Fiscal Year 2015	2016	2017	2018	2019
Apex	$ 9.92	$ 9.92	$ 7.97	$ 8.17	$ 8.30
Cary					
Fuquay-Varina					$ 14.25
Garner	$ -	$ -	$ -	$ -	$ -
Holly Springs	$ 9.50	$ 9.50	$ 9.69	$ 9.69	$ 9.69
Knightdale			$ 10.93	$ 11.08	$ 11.08
Morrisville	$ -	$ -	$ -	$ -	$ -
Raleigh	$ 10.70	$ 11.45	$ 12.20	$ 12.95	$ 12.95
Rolesville	$ 19.58	$ 19.58	$ 19.58	$ 19.58	$ 19.58
Wake Forest	$ -	$ -	$ -	$ -	$ -
Wendell					
Zebulon			$ 19.25	$ 19.25	$ 19.25

Municipality	Recycling Fiscal Year 2015	2016	2017	2018	2019
Apex	$ 2.41	$ 2.41	$ 3.31	$ 3.39	$ 3.44
Cary					
Fuquay-Varina	$ -	$ -	$ -	$ -	$ -
Garner	$ -	$ -	$ -	$ -	$ -
Holly Springs	$ 4.25	$ 4.25	$ 4.34	$ 4.34	$ 4.34
Knightdale			$ 2.88	$ 3.75	$ 3.75
Morrisville	$ -	$ -	$ -	$ -	$ -
Raleigh	$ 2.60	$ 2.60	$ 2.60	$ 2.60	$ 2.60
Rolesville	$ 7.38	$ 7.38	$ 7.38	$ 7.38	$ 7.38
Wake Forest	$ -	$ -	$ -	$ -	$ -
Wendell					
Zebulon			$ 4.16	$ 3.46	$ 3.46

Municipality	Yard Waste Fiscal Year 2015	2016	2017	2018	2019
Apex	$ 4.00	$ 4.00	$ 6.85	$ 6.86	$ 7.83
Cary					
Fuquay-Varina	$ -	$ -	$ -	$ -	$ -
Garner	$ -	$ -	$ -	$ -	$ -
Holly Springs	$ 2.00	$ 2.00	$ 2.00	$ 3.00	$ 3.00
Knightdale	$ -	$ -	$ -	$ -	$ -
Morrisville	$ -	$ -	$ -	$ -	$ -
Raleigh	$ -	$ -	$ -	$ -	$ -
Rolesville	$ 17.04	$ 17.04	$ 17.04	$ 17.04	$ 17.04
Wake Forest	$ -	$ -	$ -	$ -	$ -
Wendell					
Zebulon	$ -	$ -	$ -	$ -	$ -

Municipality	Total Fiscal Year 2015	2016	2017	2018	2019
Apex	$ 16.33	$ 16.33	$ 18.13	$ 18.42	$ 19.57
Cary	$ 15.00	$ 16.00	$ 16.00	$ 16.00	$ 17.00
Fuquay-Varina	$ -	$ -	$ -	$ -	$ 14.25
Garner	$ -	$ -	$ -	$ -	$ -
Holly Springs	$ 15.75	$ 15.75	$ 16.03	$ 17.03	$ 17.03
Knightdale	$ -	$ -	$ 13.81	$ 14.83	$ 14.83
Morrisville	$ -	$ -	$ -	$ -	$ -
Raleigh	$ 13.30	$ 14.05	$ 14.80	$ 15.55	$ 15.55
Rolesville	$ 44.00	$ 44.00	$ 44.00	$ 44.00	$ 44.00
Wake Forest	$ -	$ -	$ -	$ -	$ -
Wendell	$ 22.00	$ 22.00	$ 22.00	$ 22.00	$ 22.00
Zebulon	$ -	$ -	$ 23.41	$ 22.71	$ 22.71

General Fund Staffing Comparison:

Department	Wendell	Hillsborough	Pittsboro	Rolesville	Zebulon	Selma
Adminisrtation	2	7.98	2	2.5	3	4
Finance	4	6	4	3	3	6
Planning	3	4	5	3	5	3
Parks & Rec	6	1.9	0	4	5	8
Safety & RM	0	1	0	0	0	0
IT	1	1	0	0	0	0
Stormwater	0	3	0	0	2	0
Police	20	31.23	14	20	22	25.5
Fire Marshall & EM	0	1.58	0	0	0	0
Public Works	13	11.1	9	5	12	9.5
Econ. Dev.	0	1	0	0	0	0
Library	0	0	0	0	0	3
Cemetery	0	0	0	0	0	2
Fire	0	0	0	0	15	10
Total	**49**	**69.79**	**34**	**37.5**	**67**	**71**

Comparative Community Population, Growth Rate, and Land Area:

	2010 Population	2017 Population	Population Growth Rate	2010 Land Area (sq mi)	2017 Land Area (sq mi)	Land Area Growth Rate
Wendell	5,845	6,843	17%	5.204	5.301	2%
Nearby Comparisons:						
Hillsboro	6,087	7,364	21%	5.33	5.61	5%
Pittsboro	3,743	4,602	23%	4.14	4.40	6%
Rolesville	3,786	6,319	67%	3.93	4.70	19%
Selma	6,073	6,495	7%	4.85	4.93	2%
Zebulon	4,433	4,901	11%	4.14	4.55	10%
Current Comparisons:						
Aberdeen	6,350	7,678	21%	8.51	8.60	1%
Black Mountain	7,848	8,471	8%	6.70	6.73	0%
Fletcher	7,187	8,135	13%	6.41	6.41	0%
Gibsonville	6,410	7,128	11%	3.50	3.51	0%
Woodfin	6,123	6,640	8%	8.79	8.90	1%
5-7 Year Growth Comparisons:						
Archdale	11,415	12,104	6%	8.21	8.60	5%
Knightdale	11,401	14,417	26%	6.21	7.43	20%
Lewisville	12,639	13,231	5%	13.97	14.12	1%
Mebane	11,393	13,363	17%	8.36	9.21	10%
Waxhaw	9,859	13,645	38%	11.54	11.99	4%
10-15 Year Growth Comparisons:						
Clayton	16,116	20,112	25%	13.51	15.07	12%
Clemmons	18,627	19,903	7%	11.81	11.85	0%
Fuquay Varina	17,937	25,548	42%	12.09	14.22	18%
Leland	13,527	18,893	40%	19.78	19.78	0%
Harrisburg	11,526	16,877	46%	9.05	11.28	25%
Kernersville	23,123	25,164	9%	17.32	17.76	3%
Mint Hill	22,722	27,237	20%	23.92	24.17	1%

Parks and Recreation Program Fees:

(Resident / Non-Resident)								
	Baseball	T-Ball	Soccer	Volleyball	Mens' Softball	Mens' Basketball	Co-Ed Softball	Co-Ed Volleyball
Wendell	$50/$70	$25/$45	3-5yr $60/$80 6-9yr $80/$100	Spring $25/$45 Fall $50/$70	$575/team	$450/team	$400/team	$250/team
Clayton	$35/$70	$25/$60	$25/$60	$25/$70	$500+$25/non-res. Player	$450+$25/non-res. Player	N/A	N/A
Knightdale	$45/$60	$25/$35	$88/$128	$25/$60	$40/pleayer	$55/player	$40/player	N/A
Zebulon	$45/$65	$35/$55	$45/$65	N/A	$450/team	N/A	N/A	N/A
Rolesville	$53/$80	$53/$80	$53/$80	N/A	$625/team	N/A	N/A	N/A
Wake Forest	$60/$100	$60/$100	N/A	$40/$80	$550/team	N/A	N/A	N/A

Town of Wendell
Legislative & Administrative Fee Schedule: O-08-2019

Legislative

Filing Fee:

	Mayor	Commissioner
Filing fee for elected office for Town of Wendell Board of Commissioners*	$25.00	$25.00

Reference(s):
Town of Wendell Resolution – R-18-77 (6/30/1977); NC GS 163A-1620(e)
**Filing fee is collected by the Wake County Board of Elections when candidate files for placement on ballot as Mayor or Town Board of Commissioner.*

Administrative

Check Return Fee:

	Cost
Check Return Fee	$ 25

NC GS 25-3-506

Town Beer & Wine License:

	Cost
Beer on Premises [NC GS 105-113.77]	$ 15
Beer off Premises [NC GS 105-113.77]	$ 5
Wine on Premises [NC GS 105-113.77]	$ 15
Wine off Premises [NC GS 105-113.77]	$ 10
Wholesale Dealer – Beer Only [NC GS 105-113.79]	$ 37.50
Wholesale Dealer – Wine Only [NC GS 105-113.79]	$ 37.50
Wholesale – Beer and Wine Under Same License [NC GS 105-113.79]	$ 62.50

Golf Cart Fees:

Golf Cart Fees:	Cost
Yearly registration fee	$100
Transfer of registration to new golf cart replacing an older currently- registered golf cart held by the same owner.	$ 20
Lost and/or stolen decal fee	$ 20

Town of Wendell Code of Ordinances; Sec. 24-155

Vehicle License Tax:

	Cost
Vehicle License Tax	$ 20

Town of Wendell Code of Ordinances; Sec 24-131

Street Closing Fee:

	Cost
Minor Street Closing Application* [Non-refundable **and** payable upon submission of application]	$ 15
Cones and/or barricades per event**	$ 25

Does not apply to Town sponsored or co-sponsored events.
*Does not apply to NCDOT maintained roads
**Must be paid prior to scheduling delivery

Reservation of Board Room:

	Cost
Reservation of Board Room [after 5 p.m.]	$ 35 per hour

Town of Wendell Code of Ordinances; Sec 2-334; Policy 106

Town of Wendell
Parks & Recreation Fee Schedule: O-08-2019

Mission

The Wendell Parks and Recreation Department strives to be a leader in Eastern Wake County by offering high quality recreational, cultural and leisure opportunities that will promote positive development and growth for Wendell citizens and visitors alike. It is our mission to provide open space facilities that will meet the needs of parks and recreation, preserve our natural resources and protect the historical integrity of our community for generations to come.

Wendell Resident is defined as a person who lives within the Wendell Corporate Limits.

Visitor is defined as anyone who resides outside the Wendell Corporate Limits.

Open Space is defined as open land that is undeveloped (has no buildings or other built structures) and is accessible to the public.

Wendell Community Center, 601 West Third Street

Regular Business Hours
7 a.m. to 9 p.m. - Monday through Thursday
7 a.m. to 5 p.m. – Friday

Registration Fees:

Activity	Wendell Resident	Visitor
Youth T-ball/Girls Volleyball	$25	$45
Tiny Basketball	$30	$30
Youth Athletics	$50	$70
Track –Out Camp	~~$25 per day~~ $30 per day	~~$25 per day~~ $30 per day
Adult Church Softball	$500 per team	$500 per team
Adult Co-Ed Softball	$400 per team	$400 per team
Adult Basketball (25 and older)	$450 per team	$450 per team
Adult Co-Ed Volleyball	~~$250 per team~~ $300 per team	~~$250 per team~~ $300 per team
Adult Beach Volleyball	$100 per team	$100 per team
Adult Fast Pitch Softball	$450 per team	$450 per team
Soccer	$60 – 3 to 6, $80 – 7 to 10	$60 – 3 to 6, $80 – 7 to 10
Wiffleball	$25 per person	$25 per person
Kickball	$25 per person	$25 per person
Community Garden	$15 per person	$15 per person
Weight Room	$10 per person	$10 per person
CPR/First Aid/Babysitting Classes	$25/$25/$35 or $60 for all 3	$25/$25/$35 or $60 for all 3

Facility Rental Fees

Athletic Fields (Non-Tournament)

Activity	Cost
Deposit	**$30 and non-refundable**
Field Use	$30 per hour
Parks & Recreation Staff	$35 per hour
Lining (baseball/softball)	$50 per event
Lining (soccer)	$75 per event
Lights (baseball/softball/multi-purpose field)	$30 per hour
Mowing	$30 per event
Cross Country / Open Space	$30 per hour (2 hour minimum)

Athletic Fields (Tournament)

Activity	Cost
Deposit	**$50 and non-refundable**
Field Use	$200 per field per day (includes lights)
Field #3	$100 per day (no lights)
Disc Golf Course Tournaments	$100, Monday – Friday (no lights)
Staff	$250 per day
Field Dry Mix	$10 per bag

Outdoor Rental

Activity	Cost
Large Shelter - Deposit	**$20 and non-refundable**
Large Shelter - Rental	$20 per hour
Small Shelter - Deposit	**$15 and non-refundable**
Small Shelter – Rental	$15 per hour
Beach Volleyball – Rental	$10 per hour

Community Center

Activity	**Wendell Resident**	**Wendell Resident – After Hours**	**Visitor**	**Visitor – After Hours**
Deposit	Equal to one hour Wendell Resident rate			
Conference Room				
Activity Room A	$15 per hour	$35 per hour	$40 per hour	$60 per hour
Activity Room B	$25 per hour	$45 per hour	$50 per hour	$70 per hour
Gym (and Stage)	$65 per hour	$85 per hour	$80 per hour	$100 per hour
Youth Birthday Party (12 years and younger	$120 (2 hours)	n/a	$140 (2 hours)	n/a
Entire Facility – First four hours	$125 per hour	n/a	$150 per hour	n/a
Entire Facility – After initial four hours	$175 per hour	n/a	$200 per hour	n/a
+Entire Facility – First four hours **HOLIDAY RATE**	n/a	$175 per hour	n/a	$200 per hour
+Entire Facility – After initial four hours **HOLIDAY RATE**	n/a	$225 per hour	n/a	$250 per hour
Entire Facility **and** Serving Alcohol – 3 p.m. to 12 a.m.	$2,500* Flat fee includes: parks and recreation staff, police officers, security, insurance, dumpster and clean-up fees.		$3,000* Flat fee includes: parks and recreation staff, police officers, security, insurance, dumpster and clean-up fees.	
Set-up and/or break down	n/a	$20 per hour	n/a	$20 per hour
Dumpster Fee	$125			
Insurance Fees	$200; waived if certificate of liability is provided to Parks & Recreation staff.			
Port-o-John Rental	Event coordinator to contact rental facility. Event coordinator to provide information to Parks & Recreation staff.			

+**Holidays** are defined as those recognized by the Town of Wendell. No event shall be schedule during the recognized Town holidays of Thanksgiving and Christmas.

* Fee schedule is subject to change upon approval by the Wendell Town Board of Commissioners. Actual cost for the use of the entire facility will be based upon the date of the event. If the increased cost is more than the renter is willing to pay, a refund will be made and the reservation cancelled.

Facility Cleaning Rate (Gym and/or Entire Facility)

Number of Participants	**Wendell Resident**	**Visitor**
Up to 100 (**no** alcohol)	$125	$125
101 or more persons	$250	$250
Event serving alcohol	$250	$250

Facility Staffing

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

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

Downtown Wendell, Ashley Square, and/or Woman's Club

Space for special event request is reserved upon receipt of non-refundable special event fee. The full balance must be paid and all permits turned in 30 days prior to the event.

Fee Description	Wendell Resident	Visitor
J. Ashley Wall Town Square – Deposit	**$75 and non-refundable**	
J. Ashley Wall Town Square – Rental	$75 (first 4 hours)	
J. Ashley Wall Town Square – After initial four hours	$25 per hour for each hour after initial four hours	
J. Ashley Wall Town Square - Water Fee	$20	
J. Ashley Wall Town Square – Electric Fee	$20	
*Temporary sign permit fees for up to 6 signs	$10; Issued by Wendell Planning Department	
*Wake County Building Permit	Determined by Wake County Inspections	
*Insurance Fees	Determined by Individual Carrier	
*Port-o-John Rental	Event coordinator to contact rental facility. Event coordinator to provide information to Parks & Recreation staff.	

*Event coordinator will need to contact the Town, County, or business that provides service.

Special Events Staffing

The Town of Wendell will determine the minimum staffing levels for each event.

Staffing Fees	
Parks & Recreation staff	$35 per hour
Police officer / Security	$35 per hour
Public Works staff	$35 per hour

Town of Wendell
Planning / Development Fee Schedule: O-08-2019

Effective July 1, 2019: All fees are to be remitted prior to processing and/or action being taken by the Town on behalf of the applicant. Fee schedule is subject to change upon approval by the Wendell Town Board of Commissioners.

Building Permit and Inspections Fee Schedule is subject to change based on fees established by the Wake County Board of Commissioners.

Development Infrastructure Fee Schedule is subject to change based on fees set by the City of Raleigh and Duke Energy.

Development Infrastructure Submittal Fees

Duke Energy Underground Service Charge
See separate Duke Energy Fee Schedule available in the Wendell Planning Dept.

Wireless Communication Fees	
Collocations/Modifications	$1,000 plus 3rd party fee
New Structure	$2,500 plus 3rd party fee
Project Requiring Special Use (plus 3rd party fee)	$2,500 plus 3rd party fee and Special Use fee

Residential Solid Waste and Recycling	
Solid Waste Fees* (*Chapter 18, Town Code of Ordinances*)	$22 per month *Shown on Raleigh Utility Bill

City of Raleigh
Residential: Water, Sewer and Other System Fees
See separate City of Raleigh Fee Schedule available in the Wendell Planning Dept.
Commercial:
See separate City of Raleigh Fee Schedule available in the Wendell Planning Dept.

Development Submittal Fees

Residential Building Permit Processing	
New Dwelling/Addition/Renovation	$100
Detached Garage/Secondary Dwelling/Pool	$100
Unheated Storage Building/Unenclosed Deck/Stairs/Ramp	$0
Commercial Building Permit Processing:	
New Structure/Addition/Renovation	$100
Administration - Other	
Demolition Permit Processing Fee	$25
Trade Permit Processing Fee	$20
Contractor Change Form Fee	$60 or up to max of $180 per occurrence
Zoning Compliance Permits	
Residential Compliance	$25
Accessory Structure / Deck	$25
Residential New Structure	$100
Multi-Family New Structure	$100
Commercial Zoning Compliance Only	$50
Commercial Addition or Renovation	$50
Commercial New Structure	$250
Signage	
Window / Sign Face Replace	No Charge
Wall Awning Sign	$ 30
Monument Sign	$ 50
Two or more of any type	$ 60
Temporary Signs (for profit only)	$ 20
Zoning Related Hearing Items	
Annexation	$350
Zoning Text Amendment	$550
Special Use Request Application	$550
Variance Application	$550
Zoning Map Amendment / Conditional District Request	$550
Rezoning Application	$550
Appeal of Zoning Administrator or Board of Adjustment	$300
Plan Review	
Sketch Plan	$150
Preliminary Plat – Minor Subdivision / Recombination:	$150
Preliminary Plat – Major Subdivision / Master Plan	$400 (plus $5/lot)
Commercial Site Plan / Preliminary Plat	$400
Final Plat – Major Subdivision	$200 (plus $5/lot)
Re-submittal fees – (beginning with 3rd submittal)	½ original submittal fee

Cemetery	
In-Town Applicant	$1,200
Out-of-Town Applicant	$2,400
Monument Deposit*	$600 *refundable fee
Printed Maps / Document	
Comprehensive Master Plan – 8.5 x 11 size (B & W)	$20 (bound)
Unified Development Ordinance – 8.5 x 11 size (B & W)	$60 (bound)
Zoning Map or Future Development Map – 24 x 36 size (color)	$25
Printed Customized Map – 24 x 36 size	$25 (+ additional customization administrative fee)
Printed Customized Map/Document – 36 x 48 size or larger	$30 (+ additional customization administrative fee)
Other Documents and Plans (3-ring)	$ 40
Printing 8.5 x 11 (B & W)	$0.20 per page (Min. 3 copies)
Printing 8.5 x 11 (color)	$0.40 per page (Min. 3 copies)
Printing 11 x 17 (B & W)	$0.50 per page (Min. 2 copies)
Printing 11 x 17 (color)	$1 per page (Min. 2 copies)
Miscellaneous Fees	
Zoning Penalty/Working Without A Permit	$100 per day
Engineering Fees (*Prepaid at time of application submittal*)	$1,000
Development Agreement (new or amendment)	$400
Water/Sewer Capacity Reservation Fee	Paid for when/if vested rights are extended
Solid Waste Fees*	$22 per month *Shown on Raleigh Utility Bill
Sidewalk and/or Driveway Inspection *[A re-inspection fee is charged for each extra trip (beyond 2 total trips for sidewalks and/or Driveways combined) necessary to approve a required inspection*. Must be paid prior to scheduling a re-inspection.]	• Initial and first re-inspection – $60 Second and subsequent re-inspections - $60 each
Storm Drainage Inspection – If performed by Town Charged to the developer *[A re-inspection fee is charged for each extra trip necessary to approve a required inspection*. Must be paid prior to scheduling a re-inspection.]	• $1 per linear foot. Re-inspections shall be charged $1 per linear foot for the affected area.

Town of Wendell	
Fee in Lieu of Installation	
Sidewalk Fee in Lieu	$25 per linear foot
Open Space Fee in Lieu for Multi-family (excluding Townhome)	$2500 per unit
All other Fee in Lieu requests must submit cost estimates of required improvements for review.	

Duly adopted this _____ day of _____, while in regular session.

_____
Virginia R. Gray,
Mayor

ATTEST:

_____
Sherry L. Scoggins, MMC
Town Clerk

_____
James P. Cauley III
Town Attorney

Outside Agency Service Partners

As a small town with big charm, the Town of Wendell seeks to provide a high quality of life for its residents and customers. As a growing community, new residents may be familiar with services being provided by the Town or other agencies. To assist direct residents to the appropriate agency responsible for a municipal service in Wendell, the following list of partner agencies and services is provided.

- Ambulance and Paramedic Services – Eastern Wake EMS, Inc. contracts with Wake County to provide paramedic level 911 service response for the Towns of Knightdale, Wendell, Rolesville, and Zebulon and surrounding areas.

- Animal Control – Wake County Animal control provides services for domestic animal issues.

- Building Code Inspections – Inspections and permitting for Building Code compliance is administered by Wake County Inspections.

- Elections – Wake County Board of Elections oversees the municipal and special elections in Wendell, as well as County, State, and Federal elections.

- Fire Inspections – Wake County Fire Inspections provide inspections, permitting, and enforcement for the North Carolina Fire Code.

- Fire Protection – The Wendell Fire Department is a non-profit that contracts with Wake County to provide fire service protection within the Town of Wendell and the surrounding Wendell-Holmes Fire District.

- Public Schools – Public education for grades K-12 is provided by the Wake County Public School System.

- Solid Waste – Residential waste disposal and recycling services are provided by Waste Industries through a contract with the Town and billed on the City of Raleigh Utility Bill.

- Stormwater Services – Wake County Environment Services provide stormwater program assistance with permitting and inspections.

- Tax Collection and Appraisal – Wake County Revenue provides tax appraisal and collection services for the Town of Wendell.

- Vital Records – Records for persons born, married, or died in Wendell or Wake County may be accessed at the Wake County Register of Deeds.

- Water and Sewer – The City of Raleigh Utilities Department provide water and sewer service to the Town, Extra Territorial Jurisdiction (ETJ), and Urban Services Area.

Glossary of Terms and Acronyms

The following glossary of terms and acronyms is provided to inform and assist the reader with the language used in the budget.

- ADA – Americans with Disabilities Act, as amended.
- AICP – American Institute of Certified Planners is the American Planning Association verification of qualification for planners.
- Allocate – To set apart portions of budgeted expenditures that are specifically designated for special activities or purposes.
- Appropriation – A legal authorization by the Board of Commissioners to incur obligations and make expenditures for specific purposes.
- APWA – American Public Works Association.
- Balanced Budget – Expenditures equal revenues. NC state statute requires local governments to adopt a balanced budget.
- Bond – A written promise to repay a specific amount of money with interest within a specific time period, usually long-term.
- Budget – A proposed plan for raising and spending money for specified programs, functions, activities or objectives during a fiscal year.
- Budget Ordinance – The ordinance that levies taxes and appropriates revenues for specific purposes, functions, activities or objectives during a fiscal year.
- Budget Year – The fiscal year for which a budget is proposed, or a budget ordinance is adopted extending from July 1 to June 30.
- Budgetary Control – The control or management of a governmental unit in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.
- CAFR – Comprehensive Annual Financial Report is a set of governmental financial reports, including the annual audit reports, meeting the requirements of the Governmental Accounting Standards Board (GASB).
- CALEA – Commission on Accreditation for Law Enforcement Agencies is a credentialing authority for law enforcement agencies.
- Capital Improvement Program (CIP) – A strategic plan for capital expenditures to be incurred over a fixed period of five future years, summarizing estimated project costs and sources of financing.

- Capital Assets – Assets of long-term character which are intended to continue to be held or used by the Town, including land, buildings, machinery, furniture and other equipment.

- Capital Outlay – An expenditure for the acquisition of or addition to fixed assets tracked by departments with an expected useful life of more than one year.

- Capital Project – An undertaking involving construction, purchase, or major renovation of a building, utility system, or other structure and equipment having a useful life of at least 15 years and an estimated cost of at least $10,000.

- Contingency – An appropriation controlled by the Board of Commissioners intended for emergencies and unforeseen circumstances not otherwise budgeted.

- Debt Service – The sum of money required to pay installments of principal and interest on bonds, notes, and other evidences of debt accruing within a fiscal year.

- Department – An organizational unit of the Town responsible for carrying out a major governmental function.

- Division – A sub-unit of a department that has responsibility for a specific function within the department.

- Enterprise Fund – A fund that accounts for governmental activities supported wholly or in part with user fees or charges and is operated using business principals. Examples include the Water and Sewer Funds.

- Expenditure – The spending of money by the Town for programs or projects included within the approved budget.

- FICA – Federal Insurance Contributions Act is a payroll contribution made by both employees and employers to fund the federal programs of Social Security and Medicare.

- Fiscal Year (FY) – A twelve-month period of time to which the annual operating budget applies and at the end of which the financial position and results of operation are determined (July 1 through June 30).

- FTE – Full time equivalent is used in staffing to indicate the number of permanent full-time and part-time positions in a department or organization.

- Fund – A fiscal and accounting entity with a self-balancing set of accounts recording cash and other resources, together with all liabilities or balances, for the purpose of carrying on specific activities or attaining certain objectives.

- Fund Balance – The difference between the assets and liabilities of a fund.

- Fund Balance Appropriated – A budgetary amount representing the fund's equity to be used to offset expenditures.

- Fund Balance Available – The amount of fund balance determined at the end of the preceding fiscal year that is available for appropriation and expenditure in the current year.

- GAAP – Generally Accepted Accounting Principles.

- GASB - Governmental Accounting Standards Board.

- General Fund – The General Fund accounts for the financial resources of the government. General Fund revenues include property taxes, licenses and permits, local taxes, and other types of revenue. The fund includes police protection, finance, administration, information technology, planning, parks and recreation, and public works.

- GFOA – Government Finance Officers Association.

- Grant – A contribution or gift in cash or other assets from another government or non-profit to be used for a specific purpose.

- ICMA – International City/County Manager's Association

- Internal Service Funds – Funds used to account for the financing of goods or services by one Town department to other Town departments on a cost reimbursement basis.

- NCDOT – North Carolina Department of Transportation.

- OPEB – Other Post-Employment Benefits.

- PEG – A non-profit organization that provides video content to local government access channels including East Wake Television, Channel 22, that serves Wendell.

- Personnel Services – Expenditures related to the compensation of employees, including full-time and part-time salaried, overtime, FICA, and retirement benefits.

- Proprietary Funds – Funds used to separate, control, and track financial resources of business-type activities carried out by a government. The two proprietary fund types include enterprise funds and internal service funds.

- Recovered costs – Expenditures incurred by one Town department or division and recovered by way of charging them to the Town department or division causing the expenditures.

- RFP – Request for Proposals is a means to procure services from potential vendors.

- Revaluation – Assignment of value to properties, buildings, vehicles, and equipment used for business and residential purposes by the Wake County Revenue Office. State law requires all property to be revalued no less frequently that once every eight (8) years.

- Revenue – Income received or anticipated by a local government from either tax or non-tax sources.

- ROW – Right-of-way is the public easement area for the placement of a road.

- Special Revenue Fund – Fund used to account for the proceeds of special revenue sources (other than special assessments, expendable trusts, or major capital projects) that are legally restricted to expenditure for specified purposes.

- TJCOG – Triangle J Council of Governments is a regional government that provides services to a seven-county region, including Wake County.

- Transfer – An amount distributed from one fund to finance activities in another fund.

- UDO – Unified Development Ordinance guides development and land use.

- User Fees – Category of revenue that includes fees charged primarily for the delivery or use of a public service.

TOWN OF WENDELL
FISCAL YEAR 2019-2020 BUDGET ORDINANCE
O-07-2019

BUDGET ORDINANCE: BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE TOWN OF WENDELL, NORTH CAROLINA THAT:

Section 1: The following accounts are hereby appropriated to the fund set forth for the operation of the town government and its activities for the fiscal year beginning July 1, 2019, and ending June 30, 2020, in accordance with the chart of accounts heretofore established for this town:

CODE	GENERAL FUND		AMOUNT
10-410	Governing Body	$	100,200
10-420	Administration	$	380,900
10-430	Information Technology	$	160,760
10-440	Finance	$	333,100
10-450	Economic Development	$	48,600
10-490	Community Development/Planning	$	422,200
10-500	Public Buildings & Ground	$	350,840
10-510	Police - Law Enforcement	$	1,923,014
10-530	Fire Services	$	4,900
10-560	Public Works	$	1,906,710
10-570	Powell Bill	$	175,000
10-620	Parks and Recreation	$	795,377
10-660	Non-Departmental	$	923,665
10-690	Special Appropriations	$	2,500
	FUND SUBTOTAL	$	7,527,766
	WATER and SEWER FUND		
30-660	Non-Departmental	$	50,000
32-660	Non-Departmental	$	450,000
	FUND SUBTOTAL	$	500,000
	TOTAL FUND ALLOCATIONS	**$**	**8,027,766**

Section 2: It is estimated, and therefore appropriated, that the following revenues will be made available to the respective funds for the fiscal year beginning July 1, 2019 and ending June 30, 2020, as follows:

CODE	FUND		AMOUNT
10	General Fund	$	7,527,766
30 & 32	Water and Sewer Fund	$	500,000
	TOTAL FUND ALLOCATIONS	**$**	**8,027,766**

TOWN OF WENDELL
FISCAL YEAR 2019-2020 BUDGET ORDINANCE
O-07-2019

Section 3: That found included in Section 1 of this ordinance are appropriations in an amount of $459,600 from the General Fund; $50,000 from the Water Fund and $450,000 from the Sewer Fund which are payments for the following long-term capital debt service payments during FY 2019-20:

ACCOUNT	DEBT SERVICE DESCRIPTION		AMOUNT
10-570-4400	Street and Drainage Improvement Projects	$	139,600
10-660-9100	Open Space, Equipment and Facility Improvements	$	257,500
30-660-9100	Water Bond and Clean Water Loan	$	50,000
32-660-9100	Sewer Bond and Buffalo Creek Loan	$	450,000
	TOTAL	**$**	**897,100**

Section 4: There is hereby levied an Ad Valorem Tax of forty-nine cents ($0.49) per one hundred dollar ($100) valuation of taxable property for the purpose of raising a portion of the revenue listed in the General Fund appropriation in Section 2 of this Ordinance. This rate is based upon an estimated county assessed valuation of $670,700,000 for the Town of Wendell and an estimated collection rate of 98.64%.

Section 5: Community Development/Planning fees are remitted to the Town at the time application is submitted for consideration.

Section 6: Parks and Recreation fees are to be remitted prior to participation in the program.

Section 7: Fees related to removal of solid waste will be charged on a monthly or case by case basis dependent upon the type of materials involved with payments remitted in accordance with the approved fee schedule.

Section 8: Copies of this Budget Ordinance and accompanying document shall be furnished to the Town Clerk, Budget Officer, and other Department Heads of the Town of Wendell to be kept on file by them for their direction in the disbursement of funds.

Upon introduction of this Ordinance by Commissioner _____ this ordinance is hereby adopted this 28th day of May, 2019.

Ayes:	
Nays:	
Absent:	

Virginia Gray - Mayor

Megan Howard - Town Clerk **James P. Cauley, III - Town Attorney**

Town of Wendell
Legislative & Administrative Fee Schedule: O-08-2019

Legislative

Filing Fee:

	Mayor	Commissioner
Filing fee for elected office for Town of Wendell Board of Commissioners*	$25.00	$25.00

Reference(s):
Town of Wendell Resolution – R-18-77 (6/30/1977); NC GS 163A-1620(e)
**Filing fee is collected by the Wake County Board of Elections when candidate files for placement on ballot as Mayor or Town Board of Commissioner.*

Administrative

Check Return Fee:

	Cost
Check Return Fee	$ 25

NC GS 25-3-506

Town Beer & Wine License:

	Cost
Beer on Premises [NC GS 105-113.77]	$ 15
Beer off Premises [NC GS 105-113.77]	$ 5
Wine on Premises [NC GS 105-113.77]	$ 15
Wine off Premises [NC GS 105-113.77]	$ 10
Wholesale Dealer – Beer Only [NC GS 105-113.79]	$ 37.50
Wholesale Dealer – Wine Only [NC GS 105-113.79]	$ 37.50
Wholesale – Beer and Wine Under Same License [NC GS 105-113.79]	$ 62.50

Golf Cart Fees:

Golf Cart Fees:	**Cost**
Yearly registration fee	$100
Transfer of registration to new golf cart replacing an older currently- registered golf cart held by the same owner.	$ 20
Lost and/or stolen decal fee	$ 20

Town of Wendell Code of Ordinances; Sec. 24-155

Vehicle License Tax:

	Cost
Vehicle License Tax	$ 20

Town of Wendell Code of Ordinances; Sec 24-131

Street Closing Fee:

	Cost
Minor Street Closing Application* [Non-refundable **and** payable upon submission of application]	$ 15
Cones and/or barricades per event**	$ 25

Does not apply to Town sponsored or co-sponsored events.
*Does not apply to NCDOT maintained roads
**Must be paid prior to scheduling delivery

Reservation of Board Room:

	Cost
Reservation of Board Room [after 5 p.m.]	$ 35 per hour

Town of Wendell Code of Ordinances; Sec 2-334; Policy 106

Town of Wendell
Parks & Recreation Fee Schedule: O-08-2019

Mission

The Wendell Parks and Recreation Department strives to be a leader in Eastern Wake County by offering high quality recreational, cultural and leisure opportunities that will promote positive development and growth for Wendell citizens and visitors alike. It is our mission to provide open space facilities that will meet the needs of parks and recreation, preserve our natural resources and protect the historical integrity of our community for generations to come.

Wendell Resident is defined as a person who lives within the Wendell Corporate Limits.

Visitor is defined as anyone who resides outside the Wendell Corporate Limits.

Open Space is defined as open land that is undeveloped (has no buildings or other built structures) and is accessible to the public.

Wendell Community Center, 601 West Third Street

Regular Business Hours
7 a.m. to 9 p.m. - Monday through Thursday
7 a.m. to 5 p.m. – Friday

Registration Fees:

Activity	Wendell Resident	Visitor
Youth T-ball/Girls Volleyball	$25	$45
Tiny Basketball	$30	$30
Youth Athletics	$50	$70
Track –Out Camp	$30 per day	$30 per day
Adult Church Softball	$500 per team	$500 per team
Adult Co-Ed Softball	$400 per team	$400 per team
Adult Basketball (25 and older)	$450 per team	$450 per team
Adult Co-Ed Volleyball	$300 per team	$300 per team
Adult Beach Volleyball	$100 per team	$100 per team
Adult Fast Pitch Softball	$450 per team	$450 per team
Soccer	$60 – 3 to 6, $80 – 7 to 10	$60 – 3 to 6, $80 – 7 to 10
Wiffleball	$25 per person	$25 per person
Kickball	$25 per person	$25 per person
Community Garden	$15 per person	$15 per person
Weight Room	$10 per person	$10 per person
CPR/First Aid/Babysitting Classes	$25/$25/$35 or $60 for all 3	$25/$25/$35 or $60 for all 3

Facility Rental Fees

Athletic Fields (Non-Tournament)

Activity	Cost
Deposit	**$30 and non-refundable**
Field Use	$30 per hour
Parks & Recreation Staff	$35 per hour
Lining (baseball/softball)	$50 per event
Lining (soccer)	$75 per event
Lights (baseball/softball/multi-purpose field)	$30 per hour
Mowing	$30 per event
Cross Country / Open Space	$30 per hour (2 hour minimum)

Athletic Fields (Tournament)

Activity	Cost
Deposit	**$50 and non-refundable**
Field Use	$200 per field per day (includes lights)
Field #3	$100 per day (no lights)
Disc Golf Course Tournaments	$100, Monday – Friday (no lights)
Staff	$250 per day
Field Dry Mix	$10 per bag

Outdoor Rental

Activity	Cost
Large Shelter - Deposit	**$20 and non-refundable**
Large Shelter - Rental	$20 per hour
Small Shelter - Deposit	**$15 and non-refundable**
Small Shelter – Rental	$15 per hour
Beach Volleyball – Rental	$10 per hour

Community Center

Activity	**Wendell Resident**	**Wendell Resident – After Hours**	**Visitor**	**Visitor – After Hours**
Deposit	Equal to one hour Wendell Resident rate			
Conference Room				
Activity Room A	$15 per hour	$35 per hour	$40 per hour	$60 per hour
Activity Room B	$25 per hour	$45 per hour	$50 per hour	$70 per hour
Gym (and Stage)	$65 per hour	$85 per hour	$80 per hour	$100 per hour
Youth Birthday Party (12 years and younger	$120 (2 hours)	n/a	$140 (2 hours)	n/a
Entire Facility – First four hours	$125 per hour	n/a	$150 per hour	n/a
Entire Facility – After initial four hours	$175 per hour	n/a	$200 per hour	n/a
+Entire Facility – First four hours **HOLIDAY RATE**	n/a	$175 per hour	n/a	$200 per hour
+Entire Facility – After initial four hours **HOLIDAY RATE**	n/a	$225 per hour	n/a	$250 per hour
Entire Facility **and** Serving Alcohol – 3 p.m. to 12 a.m.	$2,500* Flat fee includes: parks and recreation staff, police officers, security, insurance, dumpster and clean-up fees.		$3,000* Flat fee includes: parks and recreation staff, police officers, security, insurance, dumpster and clean-up fees.	
Set-up and/or break down	n/a	$20 per hour	n/a	$20 per hour
Dumpster Fee	$125			
Insurance Fees	$200; waived if certificate of liability is provided to Parks & Recreation staff.			
Port-o-John Rental	Event coordinator to contact rental facility. Event coordinator to provide information to Parks & Recreation staff.			

+**Holidays** are defined as those recognized by the Town of Wendell. No event shall be schedule during the recognized Town holidays of Thanksgiving and Christmas.

* Fee schedule is subject to change upon approval by the Wendell Town Board of Commissioners. Actual cost for the use of the entire facility will be based upon the date of the event. If the increased cost is more than the renter is willing to pay, a refund will be made and the reservation cancelled.

Facility Cleaning Rate (Gym and/or Entire Facility)

Number of Participants	**Wendell Resident**	**Visitor**
Up to 100 (**no** alcohol)	$125	$125
101 or more persons	$250	$250
Event serving alcohol	$250	$250

Facility Staffing

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

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

Downtown Wendell, Ashley Square, and/or Woman's Club

Space for special event request is reserved upon receipt of non-refundable special event fee. The full balance must be paid and all permits turned in 30 days prior to the event.

Fee Description	Wendell Resident	Visitor
J. Ashley Wall Town Square – Deposit	**$75 and non-refundable**	
J. Ashley Wall Town Square – Rental	$75 (first 4 hours)	
J. Ashley Wall Town Square – After initial four hours	$25 per hour for each hour after initial four hours	
J. Ashley Wall Town Square - Water Fee	$20	
J. Ashley Wall Town Square – Electric Fee	$20	
*Temporary sign permit fees for up to 6 signs	$10; Issued by Wendell Planning Department	
*Wake County Building Permit	Determined by Wake County Inspections	
*Insurance Fees	Determined by Individual Carrier	
*Port-o-John Rental	Event coordinator to contact rental facility. Event coordinator to provide information to Parks & Recreation staff.	

*Event coordinator will need to contact the Town, County, or business that provides service.

Special Events Staffing

The Town of Wendell will determine the minimum staffing levels for each event.

Staffing Fees	
Parks & Recreation staff	$35 per hour
Police officer / Security	$35 per hour
Public Works staff	$35 per hour

Town of Wendell
Planning / Development Fee Schedule: O-08-2019

Effective July 1, 2019: All fees are to be remitted prior to processing and/or action being taken by the Town on behalf of the applicant. Fee schedule is subject to change upon approval by the Wendell Town Board of Commissioners.

Building Permit and Inspections Fee Schedule is subject to change based on fees established by the Wake County Board of Commissioners.

Development Infrastructure Fee Schedule is subject to change based on fees set by the City of Raleigh and Duke Energy.

Development Infrastructure Submittal Fees

Duke Energy Underground Service Charge
See separate Duke Energy Fee Schedule available in the Wendell Planning Dept.

Wireless Communication Fees	
Collocations/Modifications	$1,000 plus 3rd party fee
New Structure	$2,500 plus 3rd party fee
Project Requiring Special Use (plus 3rd party fee)	$2,500 plus 3rd party fee and Special Use fee

Residential Solid Waste and Recycling	
Solid Waste Fees* (*Chapter 18, Town Code of Ordinances*)	$22 per month *Shown on Raleigh Utility Bill

City of Raleigh
Residential: Water, Sewer and Other System Fees
See separate City of Raleigh Fee Schedule available in the Wendell Planning Dept.
Commercial:
See separate City of Raleigh Fee Schedule available in the Wendell Planning Dept.

Development Submittal Fees

Residential Building Permit Processing	
New Dwelling/Addition/Renovation	$100
Detached Garage/Secondary Dwelling/Pool	$100
Unheated Storage Building/Unenclosed Deck/Stairs/Ramp	$0
Commercial Building Permit Processing:	
New Structure/Addition/Renovation	$100
Administration - Other	
Demolition Permit Processing Fee	$25
Trade Permit Processing Fee	$20
Contractor Change Form Fee	$60 or up to max of $180 per occurrence
Zoning Compliance Permits	
Residential Compliance	$25
Accessory Structure / Deck	$25
Residential New Structure	$100
Multi-Family New Structure	$100
Commercial Zoning Compliance Only	$50
Commercial Addition or Renovation	$50
Commercial New Structure	$250
Signage	
Window / Sign Face Replace	No Charge
Wall Awning Sign	$ 30
Monument Sign	$ 50
Two or more of any type	$ 60
Temporary Signs (for profit only)	$ 20
Zoning Related Hearing Items	
Annexation	$350
Zoning Text Amendment	$550
Special Use Request Application	$550
Variance Application	$550
Zoning Map Amendment / Conditional District Request	$550
Rezoning Application	$550
Appeal of Zoning Administrator or Board of Adjustment	$300
Plan Review	
Sketch Plan	$150
Preliminary Plat – Minor Subdivision / Recombination:	$150
Preliminary Plat – Major Subdivision / Master Plan	$400 (plus $5/lot)
Commercial Site Plan / Preliminary Plat	$400
Final Plat – Major Subdivision	$200 (plus $5/lot)
Re-submittal fees – (beginning with 3rd submittal)	½ original submittal fee

Cemetery	
In-Town Applicant	$1,200
Out-of-Town Applicant	$2,400
Monument Deposit*	$600 *refundable fee
Printed Maps / Document	
Comprehensive Master Plan – 8.5 x 11 size (B & W)	$20 (bound)
Unified Development Ordinance – 8.5 x 11 size (B & W)	$60 (bound)
Zoning Map or Future Development Map – 24 x 36 size (color)	$25
Printed Customized Map – 24 x 36 size	$25 (+ additional customization administrative fee)
Printed Customized Map/Document – 36 x 48 size or larger	$30 (+ additional customization administrative fee)
Other Documents and Plans (3-ring)	$ 40
Printing 8.5 x 11 (B & W)	$0.20 per page (Min. 3 copies)
Printing 8.5 x 11 (color)	$0.40 per page (Min. 3 copies)
Printing 11 x 17 (B & W)	$0.50 per page (Min. 2 copies)
Printing 11 x 17 (color)	$1 per page (Min. 2 copies)
Miscellaneous Fees	
Zoning Penalty/Working Without A Permit	$100 per day
Engineering Fees (*Prepaid at time of application submittal*)	$1,000
Development Agreement (new or amendment)	$400
Water/Sewer Capacity Reservation Fee	Paid for when/if vested rights are extended
Solid Waste Fees*	$22 per month *Shown on Raleigh Utility Bill
Sidewalk and/or Driveway Inspection *[A re-inspection fee is charged for each extra trip (beyond 2 total trips for sidewalks and/or Driveways combined) necessary to approve a required inspection*. Must be paid prior to scheduling a re-inspection.]	• Initial and first re-inspection – $60 Second and subsequent re-inspections - $60 each
Storm Drainage Inspection – If performed by Town Charged to the developer *[A re-inspection fee is charged for each extra trip necessary to approve a required inspection*. Must be paid prior to scheduling a re-inspection.]	• $1 per linear foot. Re-inspections shall be charged $1 per linear foot for the affected area.

Town of Wendell	
Fee in Lieu of Installation	
Sidewalk Fee in Lieu	$25 per linear foot
Open Space Fee in Lieu for Multi-family (excluding Townhome)	$2500 per unit
All other Fee in Lieu requests must submit cost estimates of required improvements for review.	

Duly adopted this 28 day of May 2019, while in regular session.

ATTEST:

Virginia R. Gray,
Mayor

Megan Howard
Town Clerk

James P. Cauley III
Town Attorney

Date: May 28, 2019 **Item # 7a**

Item Title:

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

Specific Action Requested:

None

Attachments:

None

Date: May 28, 2019 **Item # 8**

Item Title:

Commissioners' Reports.

Specific Action Requested:

None

Attachments:

None

Date: May 28, 2019 **Item # 9**

Item Title:

Mayor's Report.

Specific Action Requested:

None

Attachments:

None

Date: May 28, 2019 **Item # 10**

Item Title:

Closed Session [NC GS 143-318.11].

Specific Action Requested:

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

(1) To prevent the disclosure of information that is privileged or confidential pursuant to the law of this State or of the United States, or not considered a public record within the meaning of Chapter 132 of the General Statutes.

(2) To prevent the premature disclosure of an honorary degree, scholarship, prize, or similar award.

(3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged. General policy matters may not be discussed in a closed session and nothing herein shall be construed to permit a public body to close a meeting that otherwise would be open merely because an attorney employed or retained by the public body is a participant. The public body may consider and give instructions to an attorney concerning the handling or settlement of a claim, judicial action, mediation, arbitration, or administrative procedure. If the public body has approved or considered a settlement, other than a malpractice settlement by or on behalf of a hospital, in closed session, the terms of that settlement shall be reported to the public body and entered into its minutes as soon as possible within a reasonable time after the settlement is concluded.

(4) To discuss matters relating to the location or expansion of industries or other businesses in the area served by the public body, including agreement on a tentative list of economic development incentives that may be offered by the public body in negotiations, or to discuss matters relating to military installation closure or realignment. Any action approving the signing of an economic development contract or commitment, or the action authorizing the payment of economic development expenditures, shall be taken in an open session.

(5) To establish, or to instruct the public body's staff or negotiating agents concerning the position to be taken by or on behalf of the public body in negotiating (i) the price and other material terms of a contract or proposed contract for the acquisition of real property by purchase, option, exchange, or lease; or (ii) the amount of compensation and other material terms of an employment contract or proposed employment contract.

(6) To consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee; or to hear or investigate a complaint, charge, or

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

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

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

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

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

Attachments:

None