



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

CALL TO ORDER

- Welcome by Mayor Virginia R. Gray
- Pledge of Allegiance by Lake Myra Elementary School Student, Emma Hernandez
- Invocation by Wendell Council of Churches: Saint Eugene Catholic Church

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. Wake County Tax Report

4. RECOGNITIONS, REPORTS, AND PRESENTATIONS

- 4a. Recognition of Lake Myra Elementary School Teacher, Erica Drapeau
Speaker: Mayor Virginia Gray
- 4b. Presentation of the Town of Wendell Communications Plan
Speaker: Assistant to the Manager Stephanie Smith
- 4c. Snap Shot

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:** Consider the permanent closure of public right-of-way known as the alley located between East Campen Street and Third Street.
Speaker: Planning Director David Bergmark

6. ADMINISTRATIVE ITEMS

- 6a. Request for temporary street closure(s) for Wendell Wonderland in Downtown Wendell on Friday, December 6, 2019.
Speaker: Parks and Recreation Director Jeff Polaski
- 6b. Request for the Town Board to authorize the Town Manager to enter negotiations with RFQ respondents for design build services related to East Campen Street Parking & Event Space.
Speaker: Assistant Planning Director Bryan Coates

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:
 -  CAMPO [Mayor Gray]
 -  East Wake Senior Center [Commissioner David Myrick]

- 7b. Recognition of Outgoing Elected Officials
Speaker: Mayor Virginia Gray

8. COMMISSIONERS' REPORTS / COMMENTS

9. MAYOR'S REPORTS / COMMENTS

10. CLOSED SESSION

Closed session will be called if necessary.

11. ADJOURN



Board of Commissioners
P.O. Box 550 • Raleigh, NC 27602

TEL 919 856 6160
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JESSICA N. HOLMES, CHAIR
GREG FORD, VICE-CHAIR
VICKIE ADAMSON
MATT CALABRIA
SUSAN P. EVANS
SIG HUTCHINSON
JAMES WEST

November 5, 2019

Megan Howard
Town Clerk
Town of Wendell
15 East Fourth Street
Wendell, NC 27591

Dear Ms. Howard:

The Wake County Board of Commissioners, in regular session on November 4, 2019, approved and accepted the enclosed tax report for the Town of Wendell.

The attached adopted actions are submitted for your review; no local board action is required.

Sincerely,

Denise Hogan
Clerk to the Board
Wake County Board of Commissioners

Enclosure(s)



Wake County Revenue Department

Rebate Details
09/01/2019 - 09/30/2019

WENDELL

DATE: 10/01/2019
TIME: 12:07:59 PM
PAGE: 1

REBATE NUMBER	PROPERTY	CITY TAG	LATE LIST	BILLED INTEREST	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	YEAR FOR	BILLING TYPE	OWNER
BUSINESS REAL ESTATE ACCOUNTS											
737209	3,029.98	0.00	0.00	0.00	3,029.98	09/10/2019	0000062608	2019	2019	000000	GREATER N C JURISDICTION CHURCH OF
SUBTOTALS FOR BUSINESS REAL ESTATE ACCOUNTS											
	3,029.98	0.00	0.00	0.00	3,029.98		1	Properties Rebated			
INDIVIDUAL REAL ESTATE ACCOUNTS											
737895	259.03	0.00	0.00	0.00	259.03	09/19/2019	0000163811	2019	2019	000000	STUFFEL, BROOKE A
SUBTOTALS FOR INDIVIDUAL REAL ESTATE ACCOUNTS											
	259.03	0.00	0.00	0.00	259.03		1	Properties Rebated			
TOTAL REBATED FOR WENDELL											
	3,289.01	0.00	0.00	0.00	3,289.01		2	Properties Rebated for City			

Tax Committee Meeting: 10/17/2019

Board of Commissioners Meeting: 11/04/2019

TO: Wake County Board of Commissioners and Town Board of Wendell

FOR: Consideration of Requests for Tax Deferment

Approved by: Natasha Baldwin 10/17/19

Item #	Taxpayer(s)	Description Jurisdiction	Account # / Year For Payment Status	Value Appealed Tax Deferred	Appeal/Request Type	Recommendation
16077	STRICKLAND, MARY 240 N MAIN ST WENDELL NC 27591-9031	240 N. MAIN ST WENDELL	0000109471 2019 Not Paid	\$179,767	Tax Deferment Historic Property 105-278	Denied. No historic designation.

This List Requires Board Action

Tax Committee Members: Natasha Baldwin, City Of Raleigh
Kim Lorbacher, Wake County Finance
Jessica Murphy-Rhem, Town Of Cary

M. Kinrade

Marcus Kinrade, Tax Administrator

Tax Committee Meeting: 10/17/2019

Board of Commissioners Meeting: 11/04/2019

TO: Wake County Board of Commissioners and Town Board of Wendell

FOR: Consideration of Requests for Tax Relief Exclusions

Approved by: *Natasha Baldwin* Item 3a

Item #	Taxpayer(s)	Description Jurisdiction	Account # / Year For Payment Status	Value Appealed	Appeal/Request Type	Recommendation
16055	DAN RYAN BUILDERS - NORTH CAROLINA, 2099 GAITHER RD STE 600 ROCKVILLE MD 20850-4018	1812 SHADY OAKS DR WENDELL	0000449855 2019 Paid in Full	\$142,670	Exclusion Builder's Inventory 105-277.1D	<i>Delay to next month.</i>
15837	HENDERSON, HERBERT 518 HENDERSON LN WENDELL NC 27591-8914	518 HENDERSON LN WENDELL	0000026706 2019 Not Paid	\$58,492	Exclusion Elderly Exclusion 105-277.1	<i>Granted for good cause shown</i>

This List Requires Board Action

Tax Committee Members: Natasha Baldwin, City Of Raleigh
Kim Lorbacher, Wake County Finance
Jessica Murphy-Rhem, Town Of Cary

M. Kinrade

Marcus Kinrade, Tax Administrator

Item Title:

Recognition of Lake Myra Elementary School Teacher: Erica Drapeau

Specific Action Requested:

Recognition.

Item Summary

Erica Drapeau has been teaching young people for the last 20 years. Her first several years of teaching were in Title One preschool. While teaching Pre-K in Wake county, she took every opportunity to soak up knowledge and experiences about building healthy family-school partnerships, fostering social-emotional learning, nurturing foundational skills in literacy and math, and becoming an advocate for purposeful play. After teaching several years in pre-k, she made the exciting move to Kindergarten, which is where she has been teaching and learning for the last 10 years.

Her goal is to provide an experience where students feel safe, loved and respected. She truly loves guiding students in collecting new experiences in academic learning, building friendships, and developing a healthy sense of self. She has dedicated her adult life to two major things...to take care of her school family and her home family with all her heart. She continues to use a reflective eye in always remembering to learn and grow and be better day after day. She is Lake Myra's Teacher of the Year and models high expectations daily. She is truly among the top teachers Lake Myra has ever had the privilege to employ. The Lake Myra family is so grateful for her and everything she brings to the Lake.

Attachments:

None

Item Title:

Town of Wendell Communications Plan

Board of Commissioners Meeting:

Monday, November 25, 2019

Specific Action Requested:

Receive the Town of Wendell Communications Plan

Item Summary:

Staff has completed the Town of Wendell Communications Plan to be shared with the Board of Commissioners. The purpose of the Communications Plan is to provide guidelines and expectations for the Town of Wendell employees and their work on behalf of the organization. The plan addresses how to handle day-to-day communications as well as guidance on how crisis communications are handled on a staff level.

The Plan includes current and proposed strategies and actions as well as communications tools. Crisis communications are addressed, as well as a public information and media relations policy. As part of this plan, a social media policy is included as an appendix, which addresses the handling of current and future Town social media accounts. A news release template is incorporated, and the statutes speaking to North Carolina Public Records Law are included.

The implementation of the plan addresses one of the Initiatives of Goal 5 of the Town of Wendell Strategic Plan. Goal 5: Organization Culture and Communication includes a Strategic Initiative, “develop a communication plan to market Wendell to external interests and increase communication for internal interests.”

Staff is working on updating the Personnel Policy to incorporate language used in the Communications Plan so that there is consistency across all organization policies and plans. A Personnel Policy update will be brought to the Board for approval at a future meeting.

The next step of the Communications Plan will be implementation, where all departments and staff will be trained to follow the procedures and expectations outlined in the plan. Implementation will kick off in January.

Special thanks to Amber Langston with EWTN for kicking off this process. Part of the implementation of the Communications Plan will be utilizing the communications staff hours we have as part of our agreement with EWTN for video development.

Attachment:

- A. Town of Wendell Communications Plan

	POLICY	
	Administration	Effective: November 14, 2019
Town of Wendell Communications Plan Version 1.0	Supersedes: New	
	Prepared By: Megan Howard, Town Clerk Stephanie Smith, Assistant to the Town Manager Amber Langston, EWTV	
	Approved By: Marc Collins, Town Manager	

I. Purpose

The purpose of this policy is to provide guidelines and expectations for the Town of Wendell employees and their work on behalf of the organization.

The Town of Wendell strives to provide clear direction on how information is disseminated to the public. This plan will address how to handle day-to-day communications as well as guidance on how crisis communications are handled on a staff level.

The Town of Wendell will offer prompt, immediate attention to those who live, play and work in Wendell, and provide clear, concise, and accurate information.

According to its Vision Statement: 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 that 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. This policy supports the Vision of the Town by formalizing and enhancing the way staff communicates information both internally and externally.

II. Scope

This procedure is for internal use by the Town of Wendell employees. Employees must adhere to this policy to maintain consistency in service and quality across the organization.

III. Definitions

- **Two-Way Communication** – Information is shared through the community and the town emphasizing two-way informational flow through encouraging feedback and engagement.

- **Community Problem Solving** – Provide citizens with accurate information that allows them to offer input and suggestions that helps the Town correct issues.
- **Proactive Communication** – The Town provides facts and accurate information instead of relying on others to interpret actions, issues and decisions.
- **Inclusive Communication** – The effort to include everyone who is willing to participate and to provide a feeling of belonging, eliminating the "us vs. them" mentality.
 - **Primary Targeted Audience** -
 - Wendell residents are the main target of the majority of information produced by the Town. Residents are the beneficiaries of the programs, events and services provided by the Town. Ensuring they receive information is crucial to the success of Town operations.
 - Town Board Members & Citizen Advisory Board Members: An important part of local government that allows citizens to get involved in the process of town government. Citizen Advisory Board Members help provide feedback and potential resolutions to elected officials after discussing, analyzing and evaluating specific topics/issues dealing with the Town. Town Board Members (Commissioners) receive information from Citizen Advisory Boards and staff and set policy and directives for staff to implement and execute.
 - Town Employees are representatives of the Town, and therefore need to know important information to be able to share appropriately with the community.
 - News media help share information with the community beyond what the Town communications tools can achieve. A strong partnership is important to ensure critical information reaches as many people as possible.
 - **Secondary Targeted Audience** - People who do not live in Wendell town limits but who work or are active in the town, other local governments, groups, associations and organizations in Eastern Wake County. Visitors to the area are also secondary targeted audiences.

IV. Organizational Rules or Policy

Employees found in violation of this policy may be subject to disciplinary action, up to and including termination of employment.

V. Strategies and Actions

Current:

- a. **Communications Audit** – Review current communications tools in place and determine what is working and where there is opportunity for improvement. Once adopted, annually review Communications Plan in an effort to consistently improve how target audiences are reached.
- b. **Market Research** – Annually collect data from target audiences to determine how information is being received and adjust communications tools appropriately to meet the needs of those receiving information from the Town. Data will be collected through annual meetings with each department, then compiling an internal report to compare to previous years data.

Proposed:

- a. **Staff Media Training** – Provided to at least 1 representative from each department, training on how to respond to and work with the media.
- b. **Social Media Policy** – Provide guidance on expectations surrounding posting to social media platforms, as well as a process to create new social media accounts. As part of the Social Media Policy implementation, provide training to all staff who have access to social media accounts to include expectations on what/when to post and how to respond to comments.
- c. **Reinforce Internal Communications Tools** – Provide information to staff on where information is available.
- d. **Utilize Employee Intranet for Employee News** – Increase awareness of Employee Intranet and add information about employee news and events.
- e. **New Employee Onboarding Process** – Educate new employees on where resources are available; provide new employee information to all staff with photo, email and short biography so fellow staff are aware of new hires.
- f. **Increase Homeowners Association (HOA) Collaboration** - Promote communications with HOA newsletters to reach communities through their outreach tools.
- g. **Media Law Guidelines**: to protect the Town from copyright infringement.
- h. **Marketing Budget**: for design creation software costs.

VI. Communications Tools

This list includes the most frequently used ways information is disseminated to the public regarding Town of Wendell programs, events and information. Other tools may be used, as needed, at the discretion of Administrative staff.

Current:

- **Website**: Comprehensive website designed to allow anyone access to information dealing with the town. This includes, but is not limited to events, department listings, staff names / contact information, calendar of town meetings, agendas and minutes, and news releases. It's one-stop-shopping for details about the town's programs, services, and documents like policies, codes and public notices.
- **Town Board Meetings/Public Meetings**: Regularly scheduled Town Board meetings take place every other week. Each meeting includes an opportunity for public comment. In addition to the regularly scheduled town board meetings, other public meetings to address specific issues are also held as needed. This allows residents to learn more, express opinions and give input about specific issues.
- **Bi-weekly Staff Meetings**: Town officials, including a representative from each of the town's departments, gather the morning after board meetings to go over what was decided / discussed in the meeting, talk about employee relations and areas of potential improvement. It allows all employees to be represented without being present.
- **Town-Wide Staff Meetings**: Regularly scheduled meetings are held for all employees to receive information and share feedback on current or proposed Town initiatives.
- **Annual Employee Benefits Meeting**: An internal Town staff tool that keeps employees informed on their HR benefits. **Town Generated Email**: Intended to update citizens, town employees, and anyone else who signs up. Used to keep

- everyone involved and informed in what has already taken place, road closures/construction, and events planned for the future.
- East Wake Television (EWTV): Public access television used to provide information on cable television and on social media platforms. Records and broadcasts all Town Board Meetings. Meetings are replayed until the next Town Board Meeting. EWTV staff promotes and covers Town events on social media platforms, as well as on their channel. EWTV also assists with the production of Town of Wendell videos, to be used to inform, educate and entertain the public.
 - Printed Materials: Includes, but is not limited to: brochures, flyers, door hangers, postcards and maps. They are created in-house and are placed in Town Hall and passed out during Town-sponsored events.
 - Electronic Sign: Attracts attention and enhances community participation with up-to-date messages about what's going on in the Town. Residents will be able to get essential information in a timely, quick fashion. See Electronic Sign Policy under Section XII Appendices.
 - US64 Billboard: The Town has a public service partnership with Lamar Corporation in which it is able to post Town events at no charge as a public service.
 - Social Media: Intended to update citizens, Town employees, and anyone else who follows the Town's accounts. Used to keep everyone involved and informed in what has already taken place, updates on road closings/construction, UDO/policy reminders and events planned for the future. Town social media includes: LinkedIn, Instagram, Facebook, and Twitter.
 - Accela/TellWendell: Accela is used primarily by Public Works and the Police Department to respond to citizen concerns/requests for service. The Tell Wendell app is managed through Accela and is used as a public information tool and means to submit citizen requests.
 - Email Blasts: Internal and External newsletters (*Wendell Buzz*, *Town of Wendell Newsletter*, *When in the Dell*) that update the Town Board, Citizen Advisory Boards, and the public on town events, sports registration, and staff accomplishments. iContacts, Civic Rec and Microsoft Outlook are currently used to send out this information.
 - Canva: A graphic design tool used to create social media graphics, flyers, and newsletters for web and print promotional purposes.
 - NC Works and GovJobs: Used to post job openings for Town positions.
 - Signs, Letters and Public Notices: Posted for Special Use Permits (SUPs), Rezoning, Variances, Text Amendments, and Annexations as required by state law.
 - Bluebeam: electronic plan review that allows the Planning Department to send market up plans with all comments to the applicant.
 - Agendas, Agenda Packets, and Meeting Minutes: Posted on the Town's website and kept in print in the Town Clerk's office recording the agenda items for the Town Board Meetings.
 - EnerGOV: Online permitting tool that allows applicants to track the status of their applications and submit information to the Planning Department.
 - YouTube: Currently managed by EWTV and used to upload video content to the Town's YouTube account.

Proposed:

- News Releases (emergency and non-emergency): A written form of communication about town events, issues, and incidents distributed to the local news media. News releases should be timely, relevant and contain the basic information of who, what, where, when, why and how.
- Merge/Update Email Blast Notifications: Combine current email notification groups into one comprehensive email blast notification group and increase use of email notifications. This would consolidate the current practice of multiple newsletters emailed to multiple email groups. Could include recommendation for new notification software.
- Annual Print Mailing: Send a document to all residents annually with important updates that have occurred in the past year, as well as a reminder on who provides services to residents (contact information for City of Raleigh for water/sewer service, Waste Industries for trash/recycling service)
- Website Enhancements:
 - New Resident Button on Homepage: promoting utility information for new residents. Online applications: for planning permits and job applications with the Town. Online Development Tracking Map: for current development projects in town.
 - Site Translator: translates website information into Spanish and other languages.
- Social Media Scheduling Software: to have different departments submit requests to Admin for content creation, timeline expectations to be communicated, and all Social Media platforms to be streamlined into one user interface for scheduling post publications.
 - Website Redesign: with either Municode or Granicus in addition to Agenda Prep software that streamlines publication of meeting documents, scheduling, etc.

VII. Crisis Communications

A disaster can happen at any time and without warning. The Town is dedicated to providing the public with the most accurate information in a timely manner to keep everyone safe. The most frequent tools of communication during an emergency are news releases, social media posts and activating the Town's emergency call list.

When an incident occurs, the following notification procedure will be followed:

- The Town Manager will begin notification procedure as needed when an incident occurs and notify staff directly involved.
- The Town Manager will then notify the Mayor and Board Members, providing pertinent information and talking points as needed, should they be contacted by the public or media.
- The Town Manager will notify Department Heads with instructions on if and when to notify staff.

Once everyone has been notified as appropriate, the Public Information Policy will be followed.

VIII. Public Information Policy/Media Relations

It's important for the Town of Wendell to have a positive, working relationship with the local media, including television/radio stations as well as online and print outlets. In order to do that, effort will be made to maintain positive relationships with reports and media representatives, so that they can assist in disseminating information during a crisis.

- For Town-managed incidents, the Town Manager, or Incident Commander will act as spokesperson for any crisis. Process will differ when Wendell Fire/EMS is lead on scene.
- Town staff will maintain a list of media contacts including email addresses and phone numbers. The Town Manager and communications staff will use the contacts during crisis situations.
- News releases will be issued to media contacts in the event of an emergency, and should be factual, informative, and to-the-point. Avoid legalese and technical terms as much as possible. If warranted, include maps, pictures and videos. Releases should include the who, what, where, when and why of an incident, with as much detail as is appropriate and can be released.
- Once a news release is issued, the information included in the release will be posted to social media.
- If necessary, the Town Manager will activate the Town's emergency call list.
- All outreach (news releases, social media posts, interviews, etc.) should be reviewed and approved by the Town Manager, or their designee, before being released to the public.
- **Any media inquiry should be referred to the Town Manager and communications staff.**

For emergency events, the Town should follow the Wake County Hazard Mitigation Plan as needed. The Town of Wendell Hazard Mitigation Plan can be found in Section 9 of the plan, located at <http://www.wakegov.com/em/Pages/hazardmitigation.aspx>.

IX. Town Website Review

The Town's website is a main source of information for its citizens. Review of each Department's webpages from the Town's website should occur on at least a monthly basis. Each department will have assigned personnel review the content, links, and photos for each page.

Content Review: All content should be reviewed for grammatical and informational errors. Content and page organization should be relevant to the user and easy to navigate.

Photo Review: All photos should be reviewed and kept up to date in accordance with relevancy of information. If the photos need to be changed with the season, departments should make those changes.

Link Review: All links and page redirections should be checked for accuracy and that the redirection is not broken or links to the wrong site.

See Communications Tools for current and recommended website tools.

X. Social Media Policy

Social networking and Internet services have become popular forms of communication. The Town of Wendell believes that effective and efficient interaction with the public, stakeholders and organizations may be enhanced by using online technology to present, discuss and collaborate matters of interest in the Town.

The Town of Wendell has an overriding interest in deciding what is conveyed on behalf of the Town on social media sites. This policy is designed to define social media, the process of using social media and the rights and responsibilities of the Town and its employees in using social media.

See Social Media Policy under XII Appendices.

XI. News Releases (Non-Crisis)

News releases are intended to keep the public informed about what is happening in Town through the media. All news releases will be sent out by the Town Manager, their designee, or communications staff. For routine news releases (non-crisis), releases should be drafted by department staff, then sent to communications staff for review and feedback. Once finalized, the release will be sent to the Town Manager for final approval.

Staff should be mindful of the timing of news releases, and plan to give enough time for internal review and feedback before the release will be approved and issued to the media. Typically, releases should be sent to communications staff 2-3 weeks prior to the event or program being promoted.

Staff should use the press release template as a guide on what information to include. See Section XII Appendices for template.

XII. Public Records Policy

It is important for Town employees to be aware of North Carolina Public Records Law, and how it applies to the records they maintain.

According to Section 132-1 of the North Carolina Public Records Law:

§ 132-1. "Public records" defined.

(a) "Public record" or "public records" shall mean all documents, papers, letters, maps, books, photographs, films, sound recordings, magnetic or other tapes, electronic data-processing records, artifacts, or other documentary material, regardless of physical form or characteristics, made or received pursuant to law or ordinance in connection with the transaction of public business by any agency of North Carolina government or its subdivisions. Agency of North Carolina government or its subdivisions shall mean and include every public office, public officer or official (State or local, elected or appointed), institution, board, commission, bureau, council, department, authority or other unit of government of the State or of any county, unit, special district or other political subdivision of government.

(b) The public records and public information compiled by the agencies of North Carolina

government or its subdivisions are the property of the people. Therefore, it is the policy of this State that the people may obtain copies of their public records and public information free or at minimal cost unless otherwise specifically provided by law. As used herein, "minimal cost" shall mean the actual cost of reproducing the public record or public information. (1935, c. 265, s. 1; 1975, c. 787, s. 1; 1995, c. 388, s. 1.)

In Section 132-6 of the North Carolina Public Records Law states that an agency in charge of public records must make them available "at reasonable times and under reasonable supervision by any person, and shall, as promptly as possible, furnish copies thereof upon payment of any fees as may be prescribed by law."

§ 132-6. Inspection, examination and copies of public records.

(a) Every custodian of public records shall permit any record in the custodian's custody to be inspected and examined at reasonable times and under reasonable supervision by any person, and shall, as promptly as possible, furnish copies thereof upon payment of any fees as may be prescribed by law. As used herein, "custodian" does not mean an agency that holds the public records of other agencies solely for purposes of storage or safekeeping or solely to provide data processing.

(a1) A public agency or custodian may satisfy the requirements in subsection (a) of this section by making public records available online in a format that allows a person to view the public record and print or save the public record to obtain a copy. If the public agency or custodian maintains public records online in a format that allows a person to view and print or save the public records to obtain a copy, the public agency or custodian is not required to provide copies to these public records in any other way.

(b) No person requesting to inspect and examine public records, or to obtain copies thereof, shall be required to disclose the purpose or motive for the request.

(c) No request to inspect, examine, or obtain copies of public records shall be denied on the grounds that confidential information is commingled with the requested nonconfidential information. If it is necessary to separate confidential from nonconfidential information in order to permit the inspection, examination, or copying of the public records, the public agency shall bear the cost of such separation.

(d) Notwithstanding the provisions of subsections (a) and (b) of this section, public records relating to the proposed expansion or location of specific business or industrial projects may be withheld so long as their inspection, examination or copying would frustrate the purpose for which such public records were created; provided, however, that nothing herein shall be construed to permit the withholding of public records relating to general economic development policies or activities. Once the State, a local government, or the specific business has announced a commitment by the business to expand or locate a specific project in this State or the business has made a final decision not to do so, of which the State or local government agency involved with the project knows or should know, the provisions of this subsection allowing public records to be withheld by the agency no longer apply. Once the provisions of this subsection no longer apply, the agency shall disclose as soon as practicable, and within 25 business days, public records requested for the announced project that are not otherwise made confidential by law. An announcement that a business or industrial project has committed to expand or locate in the State shall not require disclosure of local government records relating to the project if the business has not selected a specific location within the State for the project. Once a specific location for the project has been determined, local government records must be disclosed, upon request, in accordance with the provisions of this section. For purposes of this section, "local government records" include records maintained by the State that relate to a local government's efforts to attract the project.

Records relating to the proposed expansion or location of specific business or industrial projects that are in the custody of the Department of Commerce or an entity with which the Department contracts pursuant to G.S. 143B-431.01 shall be treated as follows:

(1) Unless controlled by another subdivision of this subsection, the records may be withheld if their inspection, examination, or copying would frustrate the purpose for which the records were created.

(2) If no discretionary incentives pursuant to Chapter 143B of the General Statutes are requested for a project and if the specific business decides to expand or locate the project in the State, then the records relating to the project shall not be disclosed.

(3) If the specific business has requested discretionary incentives for a project pursuant to Chapter 143B of the General Statutes and if either the business decides not to expand or locate the project in the State or the project does not receive the discretionary incentives, then the only records relating to the project that may be disclosed are the requests for discretionary incentives pursuant to Chapter 143B of the General Statutes and any information submitted to the Department by the contracted entity.

(4) If the specific business receives a discretionary incentive for a project pursuant to Chapter 143B of the General Statutes and the State or the specific business announces a commitment to expand or locate the project in this State, all records requested for the announced project, not otherwise made confidential by law, shall be disclosed as soon as practicable and within 25 days from the date of announcement.

(e) The application of this Chapter is subject to the provisions of Article 1 of Chapter 121 of the General Statutes, the North Carolina Archives and History Act.

(f) Notwithstanding the provisions of subsections (a) and (a1) of this section, the inspection or copying of any public record which, because of its age or condition could be damaged during inspection or copying, may be made subject to reasonable restrictions intended to preserve the particular record. (1935, c. 265, s. 6; 1987, c. 835, s. 1; 1995, c. 388, s. 2; 2005-429, s. 1.1; 2014-18, s. 1.1(c); 2014-115, s. 56.1; 2017-10, s. 2.9(b).)

State law lists the town clerk as the "custodian of all city records," and each department head as being in charge of all records made, sent and received in his / her department by current and former employees.

§ 160A-171. City clerk; duties.

There shall be a city clerk who shall give notice of meetings of the council, keep a journal of the proceedings of the council, be the custodian of all city records, and shall perform any other duties that may be required by law or the council. (1917, c. 136, subch. 13, s. 1; C.S., s. 2826; 1941, c. 103; 1949, c. 14; 1971, c. 698, s. 1.)

§ 132-2. Custodian designated.

The public official in charge of an office having public records shall be the custodian thereof. (1935, c. 265, s. 2.)

All information dealing with the Town is property of the Town. It is subject to being reviewed, copied and submitted for public records requests. The Town Manager has the right to request and access any and all information on town-issued computers, laptops, cell phones, email accounts, and social media accounts. All town employees, including part-time and temporary employees, as well as volunteers, are subject to these policies. Technology and the means to communicate changes regularly. The Town encourages its employees to use these policies as a guide but to utilize a "common sense" approach when it comes to representing and promoting the Town.

XIII. Appendices

1. Electronic Sign Policy
2. Social Media Policy
3. Press Release Template

Adopted: July 12, 2015
Supersedes:
Policy Number: 103



TOWN OF WENDELL ELECTRONIC MESSAGE BOARD POLICY

Effective Date:

1. **Purpose:** In 2014, the Town of Wendell authorized the design and construction of an Electronic Message Board sign at 3040 Wendell Boulevard. The purpose of this policy is to provide guidance on the intended use of this (or future) Town-owned Electronic Message Board sign(s).
2. **General Use Policies:** The duration and design of all content displayed shall be at the discretion of the Town Manager or his/her designee. Section 3 (provided below) details the type of content which may be displayed on such signs.
3. **Content Regulations:**
 - A. **Permitted Content:**
 - i. Governmental meetings/workshops/information
 1. Examples: road closings, trash pickup, citizen board applications, weather, meetings, etc.
 - ii. Chamber events/announcements
 1. Examples: Harvest Festival, Business of the Month
 - iii. Community-wide (free) events/information/announcements
 1. Examples: International Food Festival, Easter Egg Hunt, Camps
 - iv. Other events deemed appropriate in the promotion of economic development and the community.
 - v. Fundraising events such as bake/food sales/golf tournaments for non-profits, located within the corporate limits, are permitted once a year, with a two week notice.
 - B. **Prohibited Content:**
 - i. Advertisements specific to a business
 - ii. Advertisements for individual non-profit services, such as vacation bible schools, preschools, etc.

	POLICY	
	Administration	Effective: November 14, 2019
Town of Wendell Social Media Policy Version 1.0	Supersedes: New	
	Prepared By: Megan Howard, Town Clerk Stephanie Smith, Assistant to the Town Manager	
	Approved By: Marc Collins, Town Manager	

I. Purpose

Social networking and Internet services have become popular forms of communication. The Town of Wendell believes that effective and efficient interaction with the public, stakeholders and organizations may be enhanced by using online technology to present, discuss and collaborate matters of interest in the Town.

The Town of Wendell has an overriding interest in deciding what is conveyed on behalf of the Town on social media sites. This policy is designed to define social media, the process of using social media and the rights and responsibilities of the Town and its employees in using social media.

II. Scope

This policy applies to all officers, agents and employees of the Town of Wendell, referred to collectively in this policy as “Employees” for ease of reference only. Employees who choose to participate in social media must adhere to this policy. The policy applies to currently available social networks as well as future networks and opportunities.

In the event that an individual department believes more stringent guidelines/policies are necessary for that individual department, the Department Head must seek approval from the Town Manager. Departments may not implement internal guidelines/policies for social media without such approval. Additional approved guidelines/policies must be in writing and provided to all affected Employees.

III. Definitions

- **Social Media/Social Network** – A group of Internet-based applications that allow the creation and exchange of user generated content.
- **Social Media Platform** – A program, tool or application that allows users to exchange information and ideas. Examples: Facebook, Twitter, Instagram, LinkedIn.
- **Social Media Action Plan** – An internal operating plan that departments develop in collaboration with the Administration Department that outlines the purpose, goals, tactics, success metrics, and frequency of use for each social media account.
- **Blog** – An abridgement of the term web log, a blog is a website with regular entries of commentary, descriptions of events, or other material such as graphics or video.
- **Contributors** – Approved and trained staff who distribute content on social media.

- **Post** – Information, articles, pictures, videos or any other form of communication posted on a social media site.
- **Tag** – A method to assign a person, place or organization to a social media post. Tags are by the author of a post or may be added by others.

IV. Organizational Rules

Section 1: Oversight and Enforcement

- A. The Town's official website, www.townofwendell.com (or any domain owned by the Town) will remain the Town's primary means of internet communication. Department or other Town social media accounts should link back to the Town's official website for forms, documents, online services as frequently as possible.
- B. Town contact information (email accounts and phone numbers) will be used for account set-up, monitoring and access.
- C. Approved accounts (see approval process Chapter IV: Section 2: A), must be monitored by department contributors at regular intervals and new content must be posted on a regular basis, as agreed upon in the applicable Social Media Action Plan.
- D. Accounts should clearly indicate that they are maintained by the Town of Wendell and shall include:
 - Town branding;
 - Town contact information for the responsible department, such as a direct link to the department web page, mailing address and phone number;
 - A link to the Social Media Disclaimer on the Town's website; and
 - The Town's disclosure statement: *Town of Wendell social media accounts are subject to applicable public records laws. Any interaction with this account is a public record and may be disclosed upon request.*
- E. The Town of Wendell's Administration Department will monitor content on Town social media sites intermittently to ensure adherence to the Town's Social Media Policy, the applicable Social Media Action Plan and the interest and goals of the Town.
- F. The Town of Wendell reserves the right to terminate any Town social media accounts, or individual user access at any time.
- G. Town administration reserves the right to change, modify, or amend all or part of this policy at any time.
- H. Employees should follow the guidelines set forth in Article XII. Information Technology Policy of the Town of Wendell Personnel Policy.

Section 2: Professional Use

The Town of Wendell encourages departments to consider social media and social networking sites to further organizational goals and the missions of departments, where appropriate.

- A. Any employee or group of employees who would like to create a social media account/site must:
 1. receive initial approval from his or her department head,
 2. collaborate with the Administration Department on the development of a Social Media Action Plan,

3. receive approval of the Social Media Action Plan from their Department Head and the Town Manager, and
 4. complete social media training regarding the terms of this policy – before new accounts are created.
- B. Remain focused on customers, existing commitments and achieving the mission of your department and the Town. Use of social media should never interfere with your primary job duties, with the exception of where it is a primary duty to use these tools to do your job.
 - C. Always consider whether it is appropriate to post comments that commit themselves or the Town to a course of action.
 - D. Social media should not be used to circumvent other agency communication policies, including news media release requirements/processes.
 - E. Contributors may not publish information on Town social media sites that includes:
 1. confidential information,
 2. copyright violations,
 3. profanity, racist, sexist, or derogatory content or comments,
 4. political views, or
 5. endorsements or advertising of any kind.
 - F. Never tag individuals in posts. Partner organizations may be tagged, with prior approval by their representatives, only if the tag would not imply an endorsement.
 - G. Never comment on areas that are NOT within the realm of your job responsibility, or that are opinion in nature.
 - H. All posts and content must comply with:
 1. usage rules and regulations required by the site provider, including privacy policies, and
 2. applicable federal, state and local laws, regulations and policies.

Section 3: Records Retention

Social media sites contain communications sent to or received by the Town of Wendell and its employees, and such communications are therefore public records subject to NCGS 143-A. These retention requirements apply regardless of the form of the record (digital text, photos, audio, video, etc.).

Section 4: Moderation of Third Party Content

The Town of Wendell social media accounts serve as a *limited public forum* and all content published is subject to monitoring. User-generated posts will be reviewed by staff and posts may be removed, if they are off topic or inappropriate.

Section 5: Personal Use

The Town of Wendell acknowledges employee rights to privacy and free speech that may protect online activity conducted on personal social networks. However, what is published on such personal sites should not be attributed to the Town and should not appear to be endorsed by or originated from the Town. It is important that Employees avoid giving the appearance that the Town endorses or supports their private thoughts and opinions on any subject.

Employees should take caution that their social media activity does not impair working relationships of the Town or their Department, for which loyalty and confidentiality are important, impede the performance of duties, impair discipline and harmony among coworkers, or interfere with the regular operation of the Town.

Employees should always keep in mind that their behavior, especially while in uniform, wearing Town logos, or operating Town vehicles, has the potential to reflect on the Town.

Employees with leadership responsibilities, by virtue of their position, must be especially cognizant of whether their profile and related content (even if of a personal and not official nature), is consistent with how they wish to present themselves as a professional, and is appropriate given the public trust associated with their position.

Guidelines for Employees:

- A. Honesty (or dishonesty) will be noticed quickly on social media.
- B. Employees should be thoughtful when using their personal social media to share Town content or promoting Town programs and events as it blurs the line between personal and professional audiences.
- C. Assume that speech and related activity will reflect on your position and the Town of Wendell. You are responsible for ensuring your profile, content and social media interactions are consistent with how you wish to present yourself to colleagues, residents and other stakeholders.
- D. Do not share information learned on the job that is confidential, or has not been disclosed to the general public.
- E. If you publish content outside of the Town of Wendell and it has something to do with your work, or subjects associated with the Town, use a disclaimer to clearly state that postings on the site are your own and do not necessarily represent the Town's positions or opinions. Please note that the use of a disclaimer does not absolve you from violations of this policy. In some situations, a disclaimer may mitigate adverse effects on the Town; however, in other situations the gravity of the offense or the position of the Employee may make such a disclaimer ineffective.
- F. Those in leadership positions should be cognizant that the nature of their positions may invite increased scrutiny by the public.

Section 6: Failure to Abide

Employees found in violation of this policy may be subject to disciplinary action, up to and including termination of employment.

V. Appendices

1. Social Media Action Plan (SMAP) Template



Social Media Action Plan

Need help? Contact Town Clerk Megan Howard at mhoward@townofwendell.com or 919-366-6894.

Section I: Department Information

For all new social media pages, departments must submit this form to the Administration Department. It is helpful to have a conversation with the Town Clerk and your supervisor before filling out a Social Media Action Plan (SMAP).

Please allow five (5) business days for a response and plan accordingly. It is recommended that each department have a SMAP on record for the social media pages being used to engage the public online, and that they are reviewed annually.

1. Department:			
2. Your Name:		3. Email:	
4. Your Manager:		5. Email:	
6. Today's Date:		7. Launch Date:	
8. Provide a brief overview of your project or ongoing work, and explain why you feel the social media platforms you are proposing are a good fit for this work. If you would like the launch to coincide with another event, please include that information.			

Section II: Strategy

Departments should have a full communications plan that includes social media and aligns with the Town of Morrisville Strategic Plan. This SMAP is designed to be a conversation starter and can help teams identify goals, target audiences, success metrics, and more related to new social media pages.

GOALS	1. What do you want to accomplish by having this account?
TACTICS	2. What specific actions will help you achieve your goals? How often will you post to this channel?
TARGET AUDIENCE	3. Who will you be talking to? How does social media enhance your conversations with them?
SUCCESS METRICS	4. What does success look like? What will you measure to gauge your performance?

Section III: Process and Management

Town departments should have social media pages that complement existing communications strategies and reach key audiences online.

PROMOTION	1. How will you promote and integrate social media into your routine communications?
PUBLISHING	2. Who is authorized to use this page? How much time should they spend on it?
ENGAGEMENT	3. How will your page engage followers (graphics, photos, polls, video)? Are any additional trainings or resources needed?
INFLUENCERS	4. Which partner organizations or stakeholders can you interact with online?
TRAINING, SECURITY & RECORDS RETENTION	5. Follow these steps to ensure your page meets training, security and records retention guidelines.
	<ul style="list-style-type: none"> • Users who are new to using town social media accounts must be trained. • Social media platforms do not have password requirements to ensure security. To ensure consistency with town security practices accounts will be set up by the Community Relations Liaison and department users will be given access. Password changes will be coordinated regularly. • Account users should never change the permissions within an account. They should seek guidance in changing headers and profile pictures to ensure consistency with brand standards. • The Town of Morrisville uses a cloud-based application called ArchiveSocial to ArchiveSocial media content and direct communications to ensure compliance with

	N.C. Public Records laws. The Community Relations Liaison will add your accounts to Archive Social.
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Section IV: Appendix

Statistics below were published by Pew Internet Research in June 2015.

Trends and demographics for the big five social networks (U.S. only):

- **Facebook** – Largest social network by far, better for women, above average for Hispanics and low-income users, below-average for blacks.
- **Twitter** – Smallest social network of the big five, better for men than women, above average for blacks and Hispanics, below average for whites and low-income users.
- **Instagram** – Better for women and young people, significantly higher use by blacks and Hispanics, above average for low-income users, below average for whites.
- **LinkedIn** – Better for high-income and highly educated whites, above average use by Hispanics, very low use by blacks and low-income users.
- **Pinterest** – Better for high-income white women, very low use by blacks, Hispanics, low-income users and men.

Social networks appropriate for town use:

- Facebook
- Twitter
- YouTube
- Pinterest
- Instagram
- LinkedIn
- Nextdoor
- ***Don't see yours?*** Let's talk about it.

Social media pages and what they're good for:

Name	Easy to manage	Good for employees	Good for web traffic	Good for community	Good for video	Good for images
Facebook	•	•	•	•	•	•
Twitter	•	•	•	•		
YouTube		•			•	
Pinterest	•	•	•	•		•
Instagram	•	•		•		•
LinkedIn	•	•	•	•		
Nextdoor	•			•		

- Attachments: Article 12 Personnel Policy

ARTICLE XII. INFORMATION TECHNOLOGY POLICY

Section 1. Purpose

The purpose of this policy is to set standards for appropriate use of Town information technology resources and to safeguard the integrity of computers, networks, and data.

Definitions

E-mail: The distribution of messages, documents, files, software, or images by electronic means over a phone line or a network connection. This includes internal e-mail, external e-mail, Internet e-mail, instant messaging (IM) and all forms of electronic correspondence.

- A. **Local Drive:** The primary drive of staff computers, which is used for the storing of programs. All data and information is stored on the server.
- B. **Network:** A system by which all Town computers are connected together. The Town network allows employees access to authorized areas on different computer systems. This includes access to printers and shared drives.
- C. **Outside Data Source:** Any file, program, image, picture, or document received on media (diskettes, CD ROM, or tapes), email, through the Internet (including Internet email), or through file transfer.
- D. **Town Management:** Refers to the Town Manager or designee
- E. **Streaming media:** Streaming media refers to video, audio, or broadcasts that play immediately when accessed, without requiring a full download before playback (e.g., video news clips, or radio stations accessed through the internet.)
- F. **“Push” Technology:** “Push” technology is a type of streaming media through which a PC receives daily, hourly or continuous updates via the Internet; e.g., news, stock quotes, weather, and similar information.

Section 2. Appropriate Use of Technology

It is the policy of the Town to provide its employees with the information technology resources necessary to do the work of the organization. This policy covers the use of all information technology resources belonging to the Town whether individually controlled or shared, stand alone or networked. It includes all computer systems of any size and function and their attached peripherals, projectors, telephones, faxes, voice mail systems, e-mail systems, network resources and Internet resources.

All technology resources and all information transmitted by, received from, or stored on Town systems are the property of the Town and as such, are subject to inspection by Town management. The Town reserves the right to access all systems for review and monitoring for appropriate use.

At all times when an employee is using Town technology resources, he is representing the Town. The same good judgment used in written correspondence or in determining appropriate conduct should be applied to use of information technology resources.

- A. While in the performance of work-related functions, while on the job, or while using publicly owned or publicly provided technology resources, Town employees are expected to use them responsibly and professionally.
- B. Individuals may have access to the World Wide Web and web browser software to display information, obtain data or software, and access interactive data systems provided by external or internal resources.

Section 3. Public Record

Pursuant to North Carolina General Statutes, Chapter 132, Public Records – e-mail and any attachments, sent in conjunction with the conducting of official business, as well as any e-mail that may be sent in response to it, is considered public record and as such are subject to request for public review. All activities of the Town are in the public domain, therefore employees should have no expectation of privacy when using any information technology resources (e.g., e-mail, faxes, telephones, voice mail, Internet, cell phones, or computers).

Section 4. Limited Personal Use

The following limited personal use is authorized for all employees.

- A. Internet: Internet access is provided for Town business purposes. Occasional or casual use of the Internet on a limited basis is acceptable so long as it is not a detriment to one's job performance or a distraction to others.
- B. Email: Personal use of e-mail must not cause congestion, delay or disruption of service to any Town system or equipment. Employees should establish their own personal email account and direct personal communication to that address. The following applies to employee use of Town email:
 - 1. Employees using Town e-mail for personal purposes must not represent themselves as acting in an official capacity.
 - 2. Employees should not give out their Town e-mail address for personal purposes, particularly when "registering" at various Internet sites. Registering may result in the employee receiving unwanted e-mail, which in turn could further strain the network resources.
 - 3. Broadcast transmissions, mass mailings or bulletin boards for personal use are prohibited.
 - 4. Employees should refrain from reference to the Town when establishing a personal email address, website address or other technological identification which could result in confusion between personal use and approved Town technology use.

Section 5. Prohibited Uses of Technology Resources

Other provisions Town Personnel Policies covering political activity, secondary employment, sexual harassment, and solicitations, applies to the use of all Town information technology resources. The following items are strictly prohibited:

- A. Loading Unauthorized Software - Software may not be loaded onto any Town computer system without prior approval of the Town management. This includes shareware, freeware, personal software (such as tax preparation programs, computer games, etc.) or Internet distributed programs. An Information Technology impact analysis must be performed for a program or project that has a software requirement before that software can be installed or used.
- B. Inappropriate Uses - Using any Town technology resource, especially email, for activities that are illegal, inappropriate, offensive, or violates the civil rights of any person, such as the use of sexually explicit material or material or remarks that ridicule others on the basis of race, creed, religion, color, sex, disability, age, political affiliation, national origin or sexual orientation.
- C. Sexually Explicit Material - Access of any sexually explicit material will not be tolerated. Sexually explicit material may not be displayed, archived, stored, distributed, emailed, edited or recorded using the Town network or computing resources.
- D. Transmission of Confidential Information - Anytime information is transmitted through e-mail, over the Internet, or through other electronic media; there is the possibility that it could be intercepted. Therefore, no confidential Town information may be transmitted electronically without the prior approval of the Town management. If the employee is uncertain whether information is confidential, err on the side of caution and obtain approval before transmitting.
- E. Posting of Personal Opinions - Employees are prohibited from using Town provided access to the Internet to present their personal views in a way that would lead the public to interpret it as an official Town position. This includes posting to external news groups, bulletin boards, or other public forums (e.g., posting to a blog using your ... @Town.org email address for response.)
- F. Streaming Media - Live stream use of the Internet strains the network, significantly slows network speed, degrades network performance, and interferes with official business. Employees must exercise caution and good judgment concerning when and how to use the Internet as a radio, music or video player, using "push" technology on the Internet, or other continuous data streams.
- G. Security - Each employee is responsible for all actions taken on a PC while using his user profile or password. Sensitive or confidential information should remain password protected. Employees should make every effort to safeguard passwords.

Section 6. Altering Files on Other Computers

Except as provided elsewhere in this policy the examination, modification, copying, or deletion of files and/or data belonging to other employees without their prior consent is prohibited.

Section 7. Privacy of E-mail

Access to electronic mail on the Town's network of computers that involves reading electronic mail may occur only where authorized by the Town Manager, or designee, by the appropriate officials designated below and only for the following purposes:

- A. Troubleshooting hardware and software problems, such as rerouting or disposing of undeliverable mail, if deemed necessary by the Technology Officer(CIO) or Security Officer or his or her authorized designee;
- B. Preventing or investigating unauthorized access and system misuse, if deemed necessary by the CIO or the Security Officer;
- C. Investigating reports of violation of Organizational policy or local, state, or federal law*;
- D. Investigating reports of employee misconduct;
- E. Complying with legal requests for information, such as subpoenas and public records requests;
- F. Retrieving information in emergency circumstances where there is a threat to health, safety, or organizational property involved.

The extent of the access will be limited to what is reasonably necessary to acquire the information for a legitimate purpose.

When an employee leaves employment from the Town, a system administrator may, with approval of the unit head to which the employee was assigned, remove the departing employee's email files from the Town's email systems in order to conserve space or for other business purposes. An employee's email may be retained and accessed by the unit as necessary for use in connection with Town business. In all such cases the extent of the access will be limited to what is reasonably necessary to acquire the information for a legitimate purpose. Units and departments are encouraged to make arrangements for disposition of email files with departing employees in advance of their departure.

Section 8. Disclosure Statement Regarding E-mail Retention and Access

In order to comply with federal wiretap laws the Town requires all employees to sign an acknowledgement statement indicating that the employee is aware of how e-mails are captured and retained by the Town's information technology system prior to delivery to the recipient. Such as statement shall be as follows:

“Users should be aware that electronic messages (E-mail) coming into the Town's system are captured by an archiving system before the e-mail reaches the e-mail server and individual mailboxes. This is done for the purpose of backing up files.”



YOUR NAME HERE, Title
Town of Wendell
15 E Fourth Street
Wendell, NC, 27591
(919) 365-4450

For Immediate Release

HEADLINE

(WENDELL, N.C., Date) — Lede paragraph should capture the news elements. Why should they want to publish this? Typically, lede paragraphs range from two to four sentences depending on the topic and where the news release is being sent.

Body paragraph(s) should contain facts that are clearly and concisely stated. A good release avoids the use of overly descriptive language, superlatives, jargon, and ineffectual quotes. The release reflects the practitioner and sponsoring organization. Misspellings and grammatical errors can lead to credibility problems, so the release should be *carefully* proofread.

“Quotes are another very important aspect of any news release. They provide a personal perspective on the story and amplify certain elements of the lede. Quotes can be from experts, firsthand accounts, and reviews. It’s generally best to give more than one quote in a news release, allowing the media to ‘pick and choose.’ Write quotes that sound conversational and contain information that is relevant to the story,” said Megan Howard, Town Clerk.

If pictures / videos / maps / graphics are included with the release, indicate that there are attachments and explain when those pictures / videos were taken. Give news / media outlets permission to use the attachments and request they courtesy the Town of Wendell for the items.

-more-

Commented [MH1]: This is known as the release time. On occasion, you will NOT want the news release shared until a certain time by using an embargo. For example, if we didn’t want the information in the release shared until a certain date, we would write: EMBARGO UNTIL MARCH 1.

Commented [MH2]: The headline is informative, in capital letters, bolded, centered and double-spaced lines. From this point on, we use double-spaced lines.

Commented [MH3]: This is called a dateline. Important rules to remember: According to AP style, datelines should contain a city name, entirely in capital letters, followed by the name of the state. The city is based on where the information was obtained, not where it was written. Always include an EM dash (—) after the dateline.

Commented [MH4]: An effective news release lede (lead) should contain the who, what, where, why, when, and how of the story in one or two sentences.

Commented [MH5]: A news release should be written in the traditional inverted pyramid style, with the most important or interesting information conveyed first, followed by information that is increasingly less important. Sentences and paragraphs should be kept short

The first part of a release includes the most important information. The following section contains secondary information like attribution or background material. The third part elaborates or amplifies items mentioned in the first part. And the fourth and final part is supplemental information that may be related to, but not necessarily critical to, the intended message.

Commented [MH6]: Always end a quote with a comma and always give a job title or description of who this person is.

Commented [MH7]: If there is more to the news release that goes beyond one page, add a footer that says “-more-” to indicate there is more information on the following page.

Page 2 of 2

By now, you might have noticed that the paragraphs are not indented. This is correct and known as full block format. Instead of indenting to signify a new paragraph, a line space between paragraphs is used. News releases are generally written in a twelve-point Times New Roman font. Double spaced, they rarely exceed three pages in length. Eliminate the Oxford Comma. For example: the event hosts games, pumpkins and music. Use AP style when writing a news release (a copy of the 2018 AP Style Guide is available in the clerk's office.)

The specific elements to a news release are (1) timeliness: relevance to current events or issues or relatedness to an important event that has just taken place; (2) magnitude: the degree to which the story or issue has an effect on people; (3) impact: the effect the story could have on the public, at large; (4) human interest: an appeal to readers' emotions; (5) celebrity: the involvement of a well-known person, or of someone in the public eye, in the story; (6) proximity: when a story hits close to the local coverage area and has relevance for people in a specific community or industry; and (7) novelty: an interesting angle that makes a story significant or unique.

This is a Boilerplate. Here, the reporter/editor can contact you for more information if need be. It should also supply the necessary background about "who" the organization is, its mission, and other relevant information that the Town may wish to convey, such as: The Town of Wendell was established in 1903 as an agricultural center named in recognition of the poet...

Commented [MH8]: This is known as a page slug and is only used if a news release runs more than a single page. It always appears at the top, flush left. You will also notice that we do not continue the header with the address and logo on subsequent pages of a news release.

Commented [MH9]: At the end of a news release, insert a footer that has three number symbols ### to indicate that this is the end of the news release.

###

Item Title:

Snap Shot Monthly Reports

Board of Commissioners Meeting:

Monday, November 25, 2019

Specific Action Requested:

No action requested.

Item Summary:

Monthly reports are attached for review for October 2019 to update strategic initiatives, financial activity, and operating measures. No presentation will be provided.

Attachment:

- A. October 2019 Snap Shot Monthly Reports

2019 Town of Wendell Strategic Plan

November 25, 2019 Update

GOAL 1: Downtown Vibrancy, Economic Growth, and Community Character

Initiative	Update	Status	Date	Assigned
Management in Progress				
1. Downtown Engagement Session by NCDOC	Session conducted by NCDOC in Spring 2019	Complete	7/1/2019	Planning
2. Administer NCDOC Grant for Downtown	Meet on Main group established. Façade grant awarded for 1 N Main project. First update provided to NCDOC on 7/15/2019. Work in progress.	In-Progress	10/23/2019	Planning
3. Downtown parking evaluation/acquisition	Design-Build RFP selection and negotiate agreement to Board. Hearing for abandonment of alley to Board. Mural artist contracts to attorney for review.	In-Progress	11/20/2019	Management / Planning
4. Wendell Water/Sewer Main CORPUD Prject	CORPUD completing Third Street area and Parrish Court and moving to other areas of project. Working on Hester Court as of 10/23/2019.	In-Progress	10/23/2019	Public Works
5. NCDOT Third Street milling and resurfacing	NCDOT contractor started project 9/16. Resurfacing complete. Striping done.	Complete	11/23/2019	Public Works
6. TAP Sidewalk Accessibility Projects	NCDOT contractor to start in FY 2020 on identified intersections.	On-Hold	7/1/2019	Planning / Public Works / Mgt.
7. Downtown Streetlight Evaluation and Options	Staff evaluating condition and options for future CIP project.	In-Progress	7/1/2019	Public Works
8. NCDOC Facilitated Economic Development Assessment	NCDOC completed the Economic Development Assessment and presented to the BOC in June 2019.	Complete	7/1/2019	Planning
9. Review Economic Development Plans, Strategies, and Programs	Economic Development Consultant initiating review with start of contract. Draft plan presented to ED Commission. Board presentation in winter.	In-Progress	10/23/2019	Management / Planning
10. TJCOG Brownfield Coalition Grant Submission	No brownfield grants were awarded in NC in 2019. Staff is working with TJCOG for regional coalition grant submission this December. Town sites identified.	In-Progress	11/23/2019	Management / Planning
Strategic Initiatives				
1. Implementation Plan for NCDOC Downtown Engagement Session	Economic Development Assessment completed with action plan. Implementation update will be provided to BOC in winter 2019 as part of the updated economic development strategic plan.	In-Progress	11/23/2019	Management / Planning
2. Evaluate Downtown Grants and Update	Façade grant program update approved by BOC 8/12/2019.	Complete	8/12/2019	Planning
3. Revise Downtown zoning use table	Facilitated work session with BOC to be scheduled for early winter. Results will be incorporated into Comprehensive Plan update and UDO amendment.	In-Progress	7/22/2019	Planning
4. Review Special Events Practices and Schedule	Meet with partner organizations with staff in advance of events and update for sustainable practices and locations. Review completed.	Complete	11/23/2019	Management
5. Develop a Special Events Policy and Process	Current policies and forms collected from departments. Draft guide and policy drafted. Staff reviewing with departments and partners. Present to Board in next 2-3 months.	In-Progress	11/23/2019	Management
6. Evaluate Wendell Elementary Property	Project to be included into the Comprehensive Land Use Plan update process to start in spring 2020.	On-Hold	9/9/2019	Planning
7. Downtown Infill Opportunities Identification	Project to be included into the Comprehensive Land Use Plan update process to start in spring 2020.	On-Hold	9/9/2019	Planning
8. Update Economic Development Strategic Plan	Economic Development consultant evaluating current practices and properties. Planning staff completed draft plan. Presentation and adoption by BOC in winter.	In-Progress	11/23/2019	Management / Planning
9. Establish an Economic Development Program	Economic Development consultant acquired part-time. The consultant will work with the Manager on further program development in FY 2020.	Complete	7/1/2019	Management

10. Develop Marketing Material for Economic Development	Project will formally start after economic development program and practices are further developed. Initial steps of updating demographic data completed in spring 2019. Program updates for websites initiated and in-progress.	In-Progress	9/13/2019	Planning
11. Wendell Falls Corridor Action Plan Development	NCDOC held stakeholder meeting for corridor in spring 2019. Staff assessed development impediments with CAMPO, NCDOT, CORPUD, development community, and property owners. Transportation plan amended 8/12/2019 by BOC. On hold - Land Use will be updated in the Comprehensive Land Use Plan process starting Spring 2020.	On-Hold	9/9/2019	Planning
12. Broadband Policy and Action Plan	Not started or scheduled at this time. Waiting on IT consultant selection. Likely to schedule evaluation in spring 2020 for future consideration.	On-Hold	9/9/2019	Management / IT / Planning
13. Facilitate Health Industry Development	Economic development consultant met with Newland, WEDP, and staff in August. Site specific is market driven in Wendell Falls and general process to be included in the land use discussions in updating the Comprehensive Plan.	On-Hold	9/9/2019	Management / Planning
14. Comparative Growth Analysis	Project design with Assistant to Manager in process.	In-Progress	9/9/2019	Management
15. Growth Boundaries with Archer Lodge and Rolesville	Project to be included into the Comprehensive Land Use Plan update process to start in spring 2020. Meeting with County staff regarding areas between Towns in December as part of PlanWake process.	In - Progress	11/23/2019	Planning
16. Small Area Plan for Downtown Connections to Inerstate	Project to be included into the Comprehensive Land Use Plan update process to start in spring 2020.	On-Hold	9/9/2019	Planning
17. Comprehensive Land Use Plan Update	Funded to start in spring FY 2020 and be completed in FY 2021.	On-Hold	7/22/2019	Planning
Goal 2: Public Safety and Neighborhood Improvement				

Initiative	Update	Status	Date	Assigned
Management in Progress				
1. Increase Police involvement in Community Events	Maintained existing effort. Activity will be reported in monthly Police Report started in August 2019. Initiative is ongoing service level.	Complete	8/26/2018	Police
2. Comparative analysis of neighborhood improvement programs	Assistant to Manager conducting comparative analysis and project scoping.	In-Progress	9/9/2019	Management
3. Temporary Sign Provision Review	Manager reviewing policy for winter report to Commission.	In-Progress	9/9/2019	Management
4. Use of Force Policy Review and Update	Department committee doing comparative analysis from CALEA accredited agencies. Project scheduled for completion in spring 2020.	In-Progress	7/22/2019	Police
Strategic Initiatives				
1. CALEA Accreditation Action Plan	Action plan established and reported to the BOC in spring 2019. Accreditation is a 3 year process. Funding provided in FY 2020 budget to initiate the process. First step is hiring a Records & Training Administrator to manage the process with a department team. Implementation will be reported in monthly police report. Final goal is achieving accreditation.	Complete	7/1/2019	Police
2. Community Engaged Policing Methods and Training	Project start anticipated Fall 2019. Assistant to Manager will work with Police Department on comparative analysis and program development in 2020.	On-Hold	9/9/2019	Police / Management
3. Officer Health and Safety Initiative	Management met with Police staff in spring 2019. FY 2020 budget funded EAP and wellness program reimbursement for officers. In addition funding was increased for equipment, training, uniforms, and supplies to improve officer conditions. Effort will be evaluated annually during the budget process to continue improvement as resources allow.	Complete	7/1/2019	Police

4. Pedestrian Safety Near School Sites	Wendell Boulevard Sidewalk Project design approved in FY 2020 budget. LAPP grant will be prepared by design consultant in fall 2019. Design complete prior to construction start in fall / winter 2020. LAPP application submitted 10/19.	In-Process	10/23/2019	Planning	
5. Parking Enforcement Review	Staff evaluated HOA parking requirements at Wendell Falls and Town ordinances related to parking in Spring 2019. Staff is drafting parking ordinance revisions for review with the BOC, the HOA, and residents.	In-Process	7/22/2019	Police	
6. Crisis Intervention Training Expansion	Goal to train 2 officers per year pending Wake Tech course availability.	On-Hold	7/22/2019	Police	
7. Opioid Issue Awareness and Partnerships	Department is researching new community resources for inclusion on website. Project is ongoing in nature.	In-Process	7/22/2019	Police	
8. Neighborhood Clean-Up Day Pilot	Assistant to Manager conducting comparative analysis, seeking resources, and developing project scope. Pilot project goal set for spring 2020.	In-Process	9/9/2019	Management	
9. Housing Diversity and Neighborhood Improvements	CDBG project submitted for sidewalk in Senior Center area. Town hosted Wake County housing public comment session in November 2019. Staff with meeting County staff in January 2020 to coordinate efforts.	In-Process	11/23/2019	Planning	
Goal 3: Infrastructure, Transportation, and the Environment					
	Initiative	Update	Status	Date	Assigned
Management In-Progress					
1. CORPUD Merger Evaluation	Completed FY19 evaluation for Merger. CORPUD presented to BOC in spring 2019. Policy direction to maintain capacity allocation at this time. Staff will re-evaluate potential for early merger in preparation for FY21.	Complete	9/9/2019	Management / Planning / Finance	
2. Infrastructure Rate Comparison	Comparative rates were researched and included in the FY20 Budet.	Complete	7/1/2019	Management / Finance	
3. Stormwater Program Compliance	Town Engineer completed the multi-year stormwater mapping project in November 2019. New engineer to review maps and assist with developing compliant program prior to DEP audit in 2022. Task order for engineer drafting in December 2019.	In-Process	7/1/2019	Public Works	
4. Street Repaving Program Implementation	Program funding and description included in CIP. Engineer to evaluate streets for resurfacing priority and needs for capital budgeting. Task order to be completed in December 2019. Parrish and segments of 1st and 2nd completed. Hester Court being evaluated with CORPUD.	In-Process	11/23/2019	Management / Public Works	
5. NCDOT Old Battle Bridge Replacement	Waiting on NCDOT to initiate project. Public Works inspects area to ensure barriers remain intact and notifies NCDOT if issues. Current schedule is completion in 2021 with indications it could be advanced to 2020.	On-Hold	7/1/2019	Public Works	
6. Martin Crossing Improvements (U-5323)	Planning met with CAMPO and NCDOT regarding next steps. Engineering evaluation of options needed. Report will be provided in fall 2019 to BOC.	In-Process	7/22/2019	Planning	
7. Sidewalk Maintenance and Extension Program	Funding added in FY 2020 Budget and CIP for Pedestrian Plan implementation efforts. Recurring funding program established.	Complete	7/1/2019	Management / Planning / Public Works	
8. Wendell Boulevard Sidewalk Project Design	Funding added in FY 2020 Budget for design. Design firm selection completed. Kimley-Horn prepared project for initial LAPP grant submission to CAMPO. Final submission submitted in October. Design work in -progress by consultant.	In-Process	11/23/2019	Planning	
Strategic Initiatives					
1. Infrastructure Plan for CIP	Requires analysis by Economic Development and Engineer. On hold for engineering services contract. Project scheduled to be started with FY 21 CIP process in spring 2020.	On-Hold	9/9/2019	Management / Planning	

2. Evaluate the Water Allocation Policy	Evaluation being conducted by Planning. Management reviewing current policy. Presentation to BOC in winter 2020.	In-Process	9/9/2019	Management / Planning
3. Stormwater Program Analysis	Public Works works with Wake County, TJCOG, and DENR for permit compliance. Staff will work with an engineering consultant to present the program needs in spring 2020. DEP audit scheduled for 2022.	In-Process	11/23/2019	Public Works
4. Transportation Plan Review	Planning staff completed a review of the Transportation Plan. UDO amendments to Planning Board in June 2019 and BOC adopted 8/12/ 2019.	Complete	8/12/2019	Planning
5. Prioritize Intersection Improvements	Waiting for engineering services selection to be completed. Project will be added to FY 2021 Budget process for consideration.	On-Hold	9/6/2019	Public Works and Planning
6. CAMPO Eligible Projects List for Future Funding	Planning to evaluate Transportation Plan and Pedestrian Plan with engineer, CAMPO, and DOT and provide report in December-January period.	In-Process	9/9/2019	Planning
7. Facility and Lands Prioritization	Staff worked with Cumming on Town Hall project for presentation to BOC in July 2019. Recreation needs will be in completed master plan in fall 2019. Additional facility and land needs will be evaluated in the CIP process.	In-Process	7/22/2019	Management / Public Works / Planning
8. Wendell Boulevard Sidewalk Project to CAMPO	Engineer firm selection in July 2019 to prepare CAMPO grant submission for LAPP funds for project. Submitted to CAMPO in 10/2019.	Complete	10/23/2019	Planning
9. Evaluate Additional Transit Stops	Project assigned to Assitant Planning Director to develop project schedule and scope. Some portions will be in the Comprehensive Plan. Meeting with Transit staff to discuss project planning in November 2019.	In-Process	11/23/2019	Planning
10. Solid Waste Service Level and Contract Review	Solid waste contract expires in June 2020. Staff will initiate contract discussions and review service options in winter 2019-2020.	On-Hold	7/22/2019	Public Works / Finance
Goal 4: Parks, Recreation, Special Events, and Culture				

Initiative	Update	Status	Date	Assigned
Management in Process				
1. Initiate Parks and Recreation Master Plan	BOC awarded bid to McGill to complete plan. Plan is in process and is scheduled for completion in early fall 2019.	Complete	7/1/2019	Parks & Recreation
2. Shade Structure Installation at Park	Shade structures installed late spring 2019.	Complete	7/1/2019	Parks & Recreation
3. Parks Mainenance Plan	Parks Maintenance position added in FY 2020 budget.	Complete	7/1/2019	Management and Parks & Recreation
4. Meet on Main Special Event Planning	Initial event planned and held on 9/20.	Complete	9/20/2019	Mgt/PD/PW/P&R
5. WHS Lease of 122 Second Street for Museum	Lease completed in spring 2019.	Complete	7/1/2019	Management
6. Update Athletic Program Offerings	FY 2020 fee schedule includes new programs for kickball, soccer, and wiffleball	Complete	7/1/2019	Parks & Recreation
Strategic Initiatives				
1. Plan for Implementation of Master Plan	Once adopted, the master plan initiatives will be included in the CIP process	On-Hold	7/22/2019	Management and Parks & Recreation
2. Evaluate UDO Fee in Lieu for Parks	Planning Director to begin comparative analysis after P&R Master Plan complete this Fall.	On-Hold	9/9/2019	Planning
3. Plan for Acquisition of New Park	Waiting for completion of master plan in fall 2019.	On-Hold	7/22/2019	Parks & Recreation and Finance
4. Update the Wendell Park Plan	Waiting for completion of master plan in fall 2019.	On-Hold	7/22/2019	Parks & Recreation
5. Greenway Plan to Connect Downtown to Wendell Falls	Project assigned to Assistant Planning Director for project scope and schedule.	In-Process	9/9/2019	Planning
6. Main Street Extension as Greenway Connector to Downtown rather than a Street for Vehicles	Concept plan for Lake Glad property to incorporate the change when developed. Planning Director working with development inquiries.	In-Process	9/9/2019	Planning

7. Evaluate Special Events to Increase Impact	Staff meets with event organizers to evaluate opportunities to improve events and ensure that locations provide opportunity for growth. Layout for Downtown events modified to include Main Street for existing events. New events added for Meet on Main and Farmers Market.	Complete	11/23/2019	Management and Parks & Recreation
8. Wendell Branch or Regional Library Site	Staff met with Library leadership in spring 2019. Staff will monitor and participate in the Library master plan update and prepare for a potential future bond offering. Project assigned to Assistant Planning Director.	In-Process	9/9/2019	Planning
9. Incorporate Sports Tourism and Marketing into Events and Recreation Program Offerings	Staff met with Visit Raleigh staff regarding implementation of the tourism plan. Staff attended a hotel development meeting and partnered with Newland to develop a marketing piece in the visitors' guide. Visit Raleigh actively promoting Town events (multiple posts for Wendell Wonderland).	Complete	11/23/2019	Management and Parks & Recreation

Goal 5: Organization Culture and Communication

Initiative	Update	Status	Date	Assigned
Management in Process				
1. Fiscally conservative budget approach for tax and utility rates in developing FY 2020 Budget.	No rate increases were proposed for the FY 2020 Budget for property tax or utility rates.	Complete	7/1/2019	Management and Finance
2. Establish a Capital Improvement Plan	Capital Improvement Plan established and adopted in FY 2020 Budget.	Complete	7/1/2019	Management and Finance
3. Enhance the FY 2020 Budget document for transparency and detail connecting department expenses to policy	Significant enhancements provided to the budget document for FY 2020. Adopted Strategic Plan with BOC priorities incorporated with section linking budget expenses to strategic plan.	Complete	7/1/2019	Management and Finance
4. Staffing Needs Analysis	A 10-year staffing needs analysis was included in the FY 2020 Budget.	Complete	7/1/2019	Management and Finance
5. Establish performance goals in budget	Performance management goals included for each department in FY 2020	Complete	7/1/2019	Management and Finance
6. IT Program Analysis	Joint RFP for IT services issued in partnership with Rolesville. Vendor selected at 9/23 Board meeting. Consultant to conduct 2-month evaluation of system and needs for CIP starting in December 2019.	In-Process	11/23/2019	Management and Finance
7. Update regular communications to reflect performance and strategic goals	Finance developing draft reports. Content reported at 7/22/19 BOC meeting. First updated reports to be provided at 8/26/19 BOC meeting.	Complete	8/26/2019	Management and Finance
Strategic Initiatives:				
1. GFOA recognition for Audit and Budget	GFOA recognition for audit received in spring 2019. Budget submitted for first time on 8/23/2019 to GFOA. Response expected in several months.	Complete	8/23/2019	Management and Finance
2. Strategic Plan Quarterly Updates	Updates incorporated into monthly reports starting July 2019	Complete	8/26/2019	Management
3. Customer Service Policy Review with Departments	Project not started yet. Project design to start fall 2019.	On-Hold	7/22/2019	Management
4. Online Agenda Packets with Background Materials	Waiting on IT consultant selection to work with Clerk on software.	On-Hold	7/22/2019	Management
5. Communication Plan	EWTN communication contract staff started July 2019. Project was coordinated with Rolesville. Comparative analysis and initial draft plan complete. Staff presenting to Board in November 2019. Implement in 2020.	In-Process	11/23/2019	Management
6. Biannual Retreats and Biennial Strategic Planning Process	Retreats in process and strategic plan adopted in 2019. Staff will work with BOC at Winter retreat to establish the Strategic Planning process. Process developed will be implemented in FY 2020 to cover the next 2-year period.	In-Process	7/22/2019	Management
7. ADA Compliance	Management is evaluating current requirements and will name an ADA Coordinator in 2019. The organization will work to develop a Transition plan over the next 3-years.	In-Process	7/22/2019	Management
8. Charter and Procedural Review with Commission	Staff is preparing for the review at a work session in the winter.	In-Process	9/9/2019	Management

9. Human Resources Policy and Program Review	Employee Committee role updated, employee recognition program updated, bereavement policy updated, insurance selection completed with budget, EAP program included in insurance with Budget, training funding increased, and compensation and classification study started 9/3. Board authorized HR Administrator position to assist with implementation. Recruitment process planned to start in November 2019.	In-Process	10/23/2019	Management
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Administration

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Performance Measures	Oct-19	Year-to-Date
Percentage of agendas/packets distributed Wednesday prior to meeting	100%	89%
Percentage of minutes adopted without correction	100%	100%
Percentage of minutes completed within four days following meeting	100%	100%
Average work hours per set of minutes	5	4.3
Percentage of Board documents indexed and distributed within two days following Board	100%	100%
Percentage of nomination lists presented to the Board four weeks prior to expiration term	N/A	N/A
Continue professional education and development to achieve clerk certification	Not Started	Not Started
Develop a communication plan to market Wendell to external interests and increase communication for internal interests	In Progress	In Progress
Develop and/or share new social media content for each department at least every other two weeks at least 95% of the time	83%	77%
Provide a weekly correspondence from management to the Commission at least 92% of the	175%	118%
Maintain a turnover rate of employees leaving the organization under 12%	2%	1%
Review and Update, as appropriate, at least 33% of the Town personnel policies	In Progress	In Progress
Complete a compensation and classification study and update all job descriptions	In Progress	In Progress
Certificates and courses taken by staff	0	7

Work Units	Oct-19	Year-to-Date
Meetings attended	2	9
Minutes drafted	2	8
Agendas developed	2	9
Number of citizen advisory boards	6	6
Number of members serving on all citizen advisory boards	37	37
Number of members with terms expiring	0	0
Number of letters to members with expiring terms	0	0
Number of weekly correspondences	7	20
Number of social media posts developed and shared	87	292
Website numbers	5500	20800
Social media numbers	210	567
Total Social Media Posts - Administration	48	137
Total Social Media Posts - Finance	0	0
Total Social Media Posts - Planning	15	20
Total Social Media Posts - Police	15	58
Total Social Media Posts - Public Works	6	39
Total Social Media Posts - Parks and Recreation	3	11
Topic memos and correspondence to the Commission	7	36
Speaking engagements and civic organization participation	0	6
Number of employees	50	50
Leave days taken	128.4	381.3

Finance

Item 4c

Performance Measures	Oct-19	Year-to-Date
FY 2019 Audit	Submitted	Submitted
FY 2019 Budget Award	Submitted	Submitted
FY 2019 CAFR	In Progress	In Progress
Accounts Payable accuracy of 90%	94.17%	92.66%
Payroll accuracy of 95%	99.50%	99.14%
Legal compliance of \$30,000+ acquisitions of 100%	100.00%	100.00%
Certificates and courses taken by staff	0	1

Work Units	Oct-19	Year-to-Date
Accounts Payable volume	120	463
Payrolls prepared and processed	199	579
Number of \$30,000+ acquisitions made	1	2

Planning

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Performance Measures	Oct-19	Year-to-Date
Update Comprehensive Plan - Establish core elements to be included	In Progress	In Progress
Update Comprehensive Plan - Identify and select preferred consultant to assist with update	Not Started	Not Started
Update Comprehensive Plan - Engage community in series of visioning workshops	Not Started	Not Started
Update Comprehensive Plan - Adopt updated plan within 2 years	Not Started	Not Started
Adoption of Town-Initiated Text Amendments - Establish annual schedule for Town-initiated text amendments	Not Started	Not Started
Adoption of Town-Initiated Text Amendments - Adopt a minimum of 5 identified amendments	0	2
Adopt UDO amendments related to uses in the Downtown as identified through the NC Dept. of Commerce engagement meetings by the end of FY 2020 Q1	Not Started	Not Started
Schedule building plan review and complete zoning review within 7 calendar days of submittal	80%	69%
Residential trade permits ready to issue within 48 hours of submittal	64%	52%
Commercial trade permits ready to issue within 7 calendar days of submittal	N/A	67%
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	100%	100%
Have a Planning Department representative present at all Complete Count Committee meetings	100%	100%
Provide financial support for marketing efforts for Complete Count Committee	Yes	Yes
Have a Planning Department representative present at all quarterly update meetings hosted by Newland Communities	N/A	100%
Establish a downtown vacant property index for inclusion on the Town website by the end of FY 2020 Q1	Not Started	Not Started
Adopt an updated economic development strategic plan by the end of FY 2020 Q2	In Progress	In Progress
Submit a RFP for an environmental and design study to be conducted for a proposed sidewalk project along Wendell Boulevard between Wendell Elementary and the Food Lion shopping center	Completed	Completed
Select a project consultant and complete the design study by the end of FY 2020	Design Study In Progress	Design Study In Progress
Bring a summarized report of Neighborhood Meeting requirements employed by comparable communities by the end of FY 2020 Q3	Not Started	Not Started
Develop a list of procedural improvements for consideration and potential incorporation into Wendell's procedures by the end of FY 2020 Q3	In Progress	In Progress
Finalize a Wendell Development FAQ document for distribution by the end of FY 2020 Q2	Not Started	Not Started
Planning Director to attend the NC APA conference in Wilmington, NC (October 8-11)	Attended	Attended
Planner I to complete the 'Foundations in Planning and Development Regulations' course offered by the UNC School of Government (September 2019)	Attended	Attended
Planner I to complete the 'Zoning Practice' course offered by the UNC School of Government (October 2019)	Attended	Attended
Attendance by 1 staff member at the 2020 Main Street Conference (March 10-12)	N/A	N/A
Certificates and courses taken by staff	3	4

Work Units	Oct-19	Year-to-Date
New home permits issued	10	91
Residential trade permits issued	11	46
Commercial trade permits issued	0	6

Police

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Performance Measures	Oct-19	Year-to-Date
Maintain a 90th percentile response time from time dispatched until on scene of 7 minutes	Yes	75%
Establish a core team tasked to investigate CALEA accreditation	In Progress	In Progress
Guide the organization to meet CALEA standards within 3 years of signing CALEA contract	Not Started	Not Started
Post at least one public awareness informational notice per week onto the approved social media/websites (Average posts per week)	2.25	2.33
Participate in a minimum of 12 community events per year which are focused on education, understanding, and partnering across the diverse greater Wendell Community	3	9
Submit a completed review of the Career Development Program to include any proposed changes for consideration by March 2020	Not Started	Not Started
Establish a Community Engaged Policing training program guiding document that includes needs assessments, recommended training by position, and methods to adjust as needed to be published by January 2020	Not Started	Not Started
Implement Community Engaged Policing training program by July 2020	Not Started	Not Started
Attend a minimum of one criminal justice leadership/supervisory-based training by each manager/supervisor annually	0%	85.7%
Establish a recruitment team tasked with development and implementation of a published recruitment plan, benchmarks, and a reporting process to determine effectiveness by November 2019	In Progress	In Progress
Assign at least two officers per year to attend formal Crisis Intervention Training	0	0
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 by December 2019	In Progress	In Progress
Increase agency-initiated drug investigations by 25%	26%	26%
Work Units	Oct-19	Year-to-Date
Call volume	345	1564
90th Percentile Response Time (In Minutes)	6.50	6.83

Public Works

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Performance Measures	Oct-19	Year-to-Date
Provided weekly leaf/limb removal	Yes	100%
Completed leaf/limb route	100%	94%
Provide monthly street clearing for all Town-maintained roads	No	25%
Provide downtown street clearing 2x month	100%	100%
Code Enforcement requests answered within 2 business days	1	100%
Inspect all Town sidewalks for maintenance needs 2x per year	#1 In Progress	#1 In Progress
Establish a sidewalk maintenance and replacement plan by the end of FY 2020 Q2	In Progress	In Progress
Complete a monthly street condition inspection 92% of the time	Yes	100%
Fill potholes within 1 week 92% of the time	100%	100%
Acquire engineering services to prepare a street resurfacing priority list by the end of FY 2020 Q1	In Progress	In Progress
Clean all stormwater catch basins annually 100% of the time	Not Started	Not Started
Complete monthly street light inspections 92% of the time	In Progress	50%
Correct normal street light deficiencies within 3 weeks 92% of the time	1	100%
Complete monthly needs and safety inspections for all buildings and grounds	Yes	100%
Complete all Town construction projects on time	100%	100%
Complete all Town construction projects within budget	100%	100%
Conduct mowing, landscaping, and weekly maintenance 85% of the time (In Season)	100%	100%
Conduct maintenance inspection for Town Square and streetscape 2x per year	#1 Completed	#1 Completed
Make needed Town Square/Streetscape repairs within 30 days 92% of the time	1	100%
Complete all vehicle and equipment service inspections weekly 98% of the time	Yes	100%
Conduct a maintenance inspection within 1 week following use for heavy equipment 100% of the time	Yes	100%
Maintain safety certifications for all employees, as applicable, 100% of the time	Yes	100%
Provide training opportunities for all employees related to safety, equipment uses, and customer service at least 92% of the time	Yes	100%
Certificates and courses taken by staff	8	17

Work Units	Oct-19	Year-to-Date
Total yards of debris collected from leaf, limb, and street clearing	1150	4770
Number of code violations	16	360
Number of inspections for driveways, foundations, and final certificates of occupancy	138	542
Total miles of Town sidewalk maintained	30	30
Total miles of Town streets maintained	28.38	28.38
Total linear feet of known stormwater pipes (public and private)		
Total number of public streetlights	863	863
Number of facilities maintained	5	5
Square feet of facilities maintained	45151	45151
Work hours needed to complete the landscaping route	420	321.5
Total facility work orders	6	22
Total grounds work orders	0	8
Number of vehicles and equipment maintained	34	34
Total cost of vehicle maintenance	\$ 4,952.85	\$ 10,906.77
Total cost of equipment maintenance	\$ 611.16	\$ 15,695.65
Number of wrecks and incidents	2	2

Parks and Recreation

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Performance Measures	Oct-19	Year-to-Date
Increase participation by 2%	1%	11%
Demonstrate that program offerings are inclusive and diverse	5	4.5
Complete checklists for facilities and equipment with appropriate actions taken at least 95% of the time	100%	100%
Complete an evaluation of all special events to establish baseline town resource requirements	In Progress	In Progress
Increase rough attendance estimates for special events by 3%	76%	82%
Complete the Comprehensive Parks and Recreation Master Plan	In Progress	In Progress
Identify initial implementation steps for inclusion in future budgets	No	No
Certificates and courses taken by staff	0	0

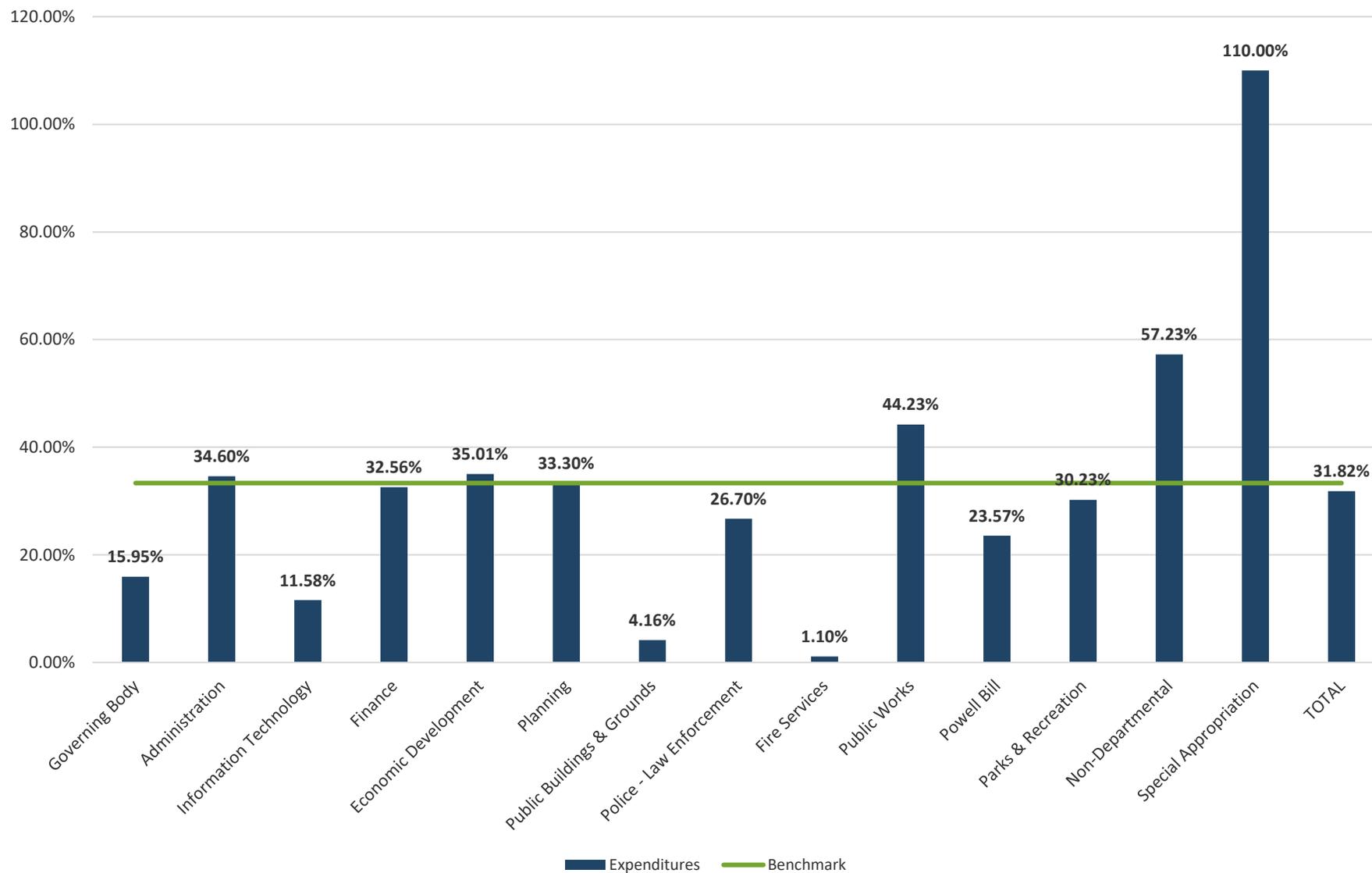
Work Units	Oct-19	Year-to-Date
Total program registrations	973	3094
Total number of programs	13	53
Total facility and equipment inspections performed	62	236
Number of events managed	1	3
Attendance estimates for events	3000	3200
Number of community/social media posts	25	91

Town Of Wendell
Finance Report
Fiscal Year 2019-2020

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<i>DEPARTMENT</i>	<i>ACCOUNT</i>	<i>ADOPTED BUDGET</i>	<i>AMENDED BUDGET</i>	<i>Y-T-D EXPENSES</i>	<i>PERCENTAGE</i>
Governing Body	10-410	\$100,200	\$100,200	\$15,984	15.95%
Administration	10-420	\$380,900	\$380,900	\$131,793	34.60%
Information Technology	10-430	\$160,760	\$160,760	\$18,619	11.58%
Finance	10-440	\$333,100	\$333,100	\$108,459	32.56%
Economic Development	10-450	\$48,600	\$48,600	\$17,017	35.01%
Planning	10-490	\$422,200	\$422,200	\$140,606	33.30%
Public Buildings & Grounds	10-500	\$350,840	\$1,150,840	\$47,917	4.16%
Police - Law Enforcement	10-510	\$1,923,014	\$1,923,014	\$513,383	26.70%
Fire Services	10-530	\$4,900	\$4,900	\$54	1.10%
Public Works	10-560	\$1,906,710	\$1,906,710	\$843,329	44.23%
Powell Bill	10-570	\$175,000	\$175,000	\$41,241	23.57%
Parks & Recreation	10-620	\$795,377	\$795,377	\$240,419	30.23%
Non-Departmental	10-660	\$923,665	\$923,665	\$528,613	57.23%
Special Appropriation	10-690	\$2,500	\$2,500	\$2,750	110.00%
TOTAL		\$7,527,766	\$8,327,766	\$2,650,184	31.82%

Year-to-Date Expenditures By Monthly Benchmark October 2019

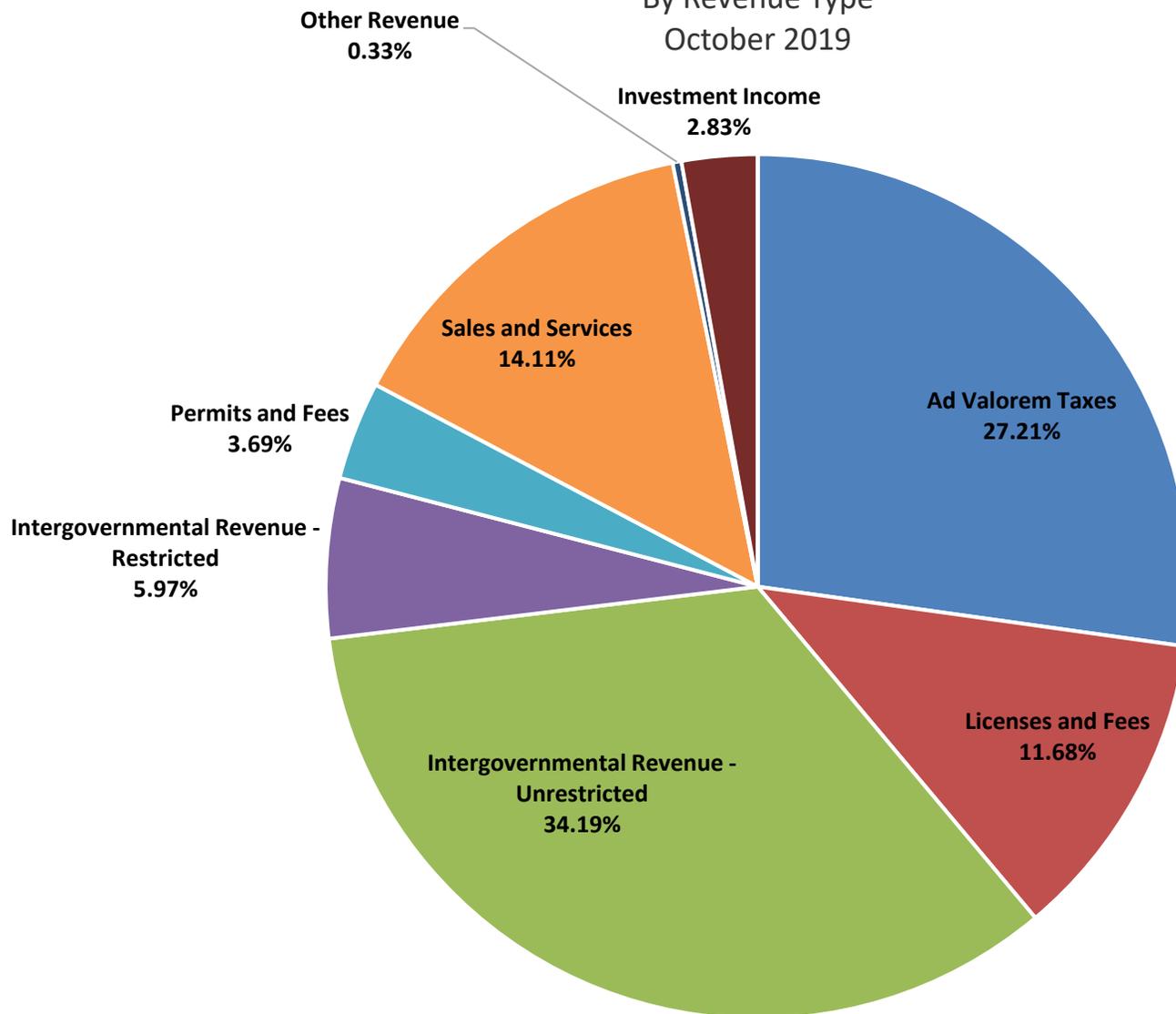


Town Of Wendell
 Finance Report
 Fiscal Year 2019-2020

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<i>CATEGORY</i>	<i>ADOPTED BUDGET</i>	<i>AMENDED BUDGET</i>	<i>Y-T-D REVENUES</i>	<i>PERCENTAGE</i>
Ad Valorem Taxes	\$3,252,300	\$3,252,300	\$417,371	12.83%
Licenses and Fees	\$426,200	\$426,200	\$179,179	42.04%
Intergovernmental Revenue - Unrestricted	\$1,840,570	\$1,840,570	\$524,446	28.49%
Intergovernmental Revenue - Restricted	\$184,611	\$184,611	\$91,581	49.61%
Permits and Fees	\$164,950	\$164,950	\$56,528	34.27%
Sales and Services	\$864,015	\$864,015	\$216,400	25.05%
Other Revenue	\$3,000	\$3,000	\$5,037	167.89%
Investment Income	\$95,620	\$95,620	\$43,433	45.42%
Transfers - Fund Balance - Loan Proceeds	\$696,500	\$1,496,500	\$0	0.00%
TOTAL	\$7,527,766	\$8,327,766	\$1,533,976	20.38%

Year-to-Date Revenues By Revenue Type October 2019

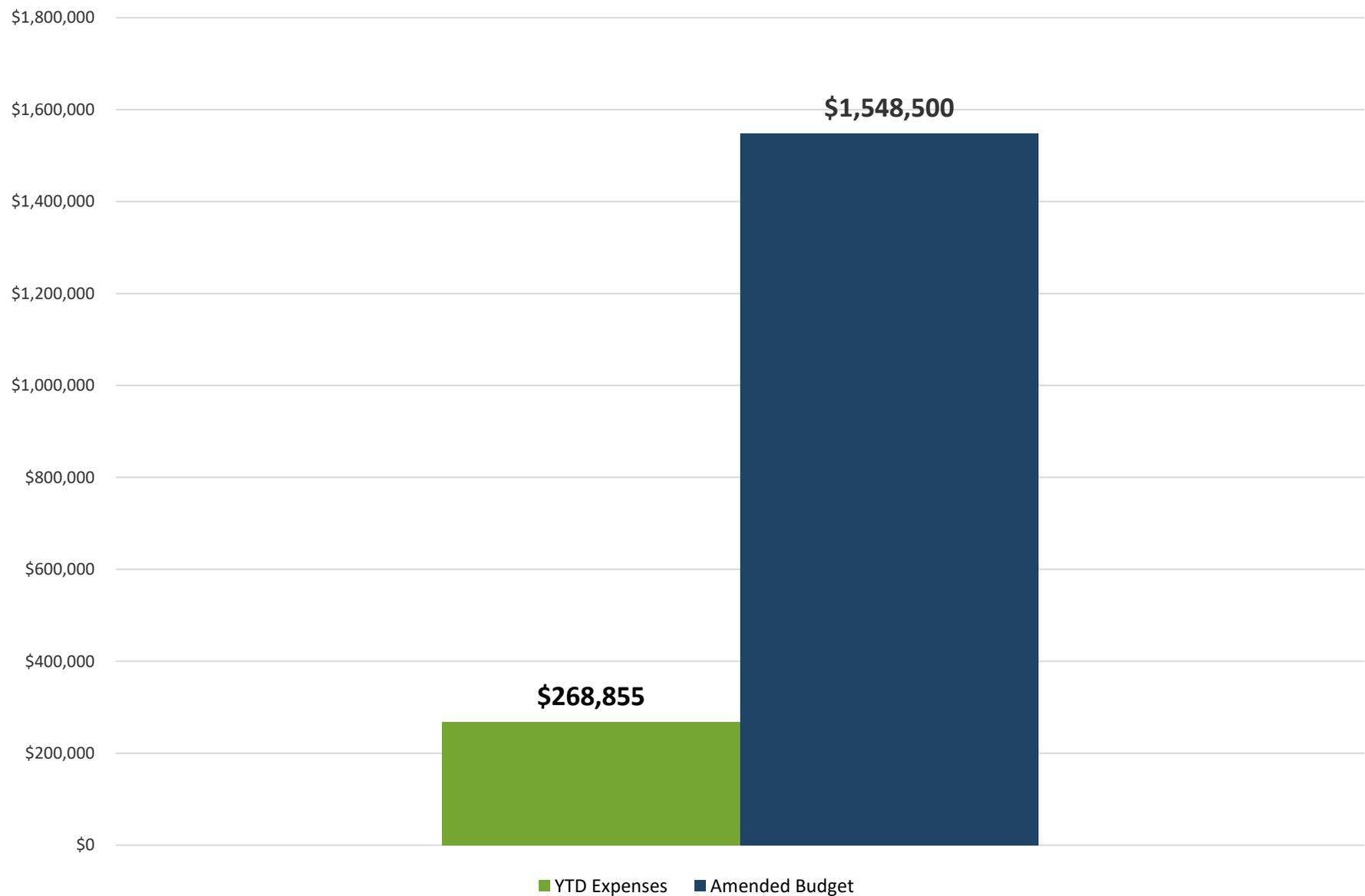


Town Of Wendell
Finance Report
Fiscal Year 2019-2020

Item 4c

<i>DEPARTMENT</i>	<i>ADOPTED BUDGET</i>	<i>AMENDED BUDGET</i>	<i>Y-T-D EXPENSES</i>	<i>PERCENTAGE</i>
Wendell Boulevard Sidewalk Project	\$185,000	\$185,000	\$0	0.00%
ADA Local Road Compliance	\$20,000	\$20,000	\$0	0.00%
Leaf Collector Truck	\$195,000	\$195,000	\$190,332	97.61%
Pickup Truck Replacement (Public Works) [Amended]	\$28,000	\$0	\$0	0.00%
Dump Truck (Public Works) [Amended]	\$0	\$60,000	\$62,595	104.33%
Mowers (Public Works)	\$17,000	\$17,000	\$15,072	88.66%
Police Vehicle Replacement Program	\$171,000	\$171,000	\$0	0.00%
Technology Replacement Program	\$15,000	\$15,000	\$856	5.71%
Wendell Park Improvements	\$25,500	\$25,500	\$0	0.00%
Comprehensive Land Use Plan Update	\$60,000	\$60,000	\$0	0.00%
Town Hall Project [Amended]	\$0	\$500,000	\$0	0.00%
Downtown Parking and Event Space [Amended]	\$0	\$300,000	\$0	0.00%
TOTAL	\$716,500	\$1,548,500	\$268,855	17.36%

Year-to-Date Capital Expenditures October 2019



Item Title:

Public Hearing to Consider the permanent closure of public right-of-way known as the alley located between East Campen Street and Third Street.

Report to the Board of Commissioners:

Monday, October 28, 2019

Specific Action Requested:

The Board of Commissioners is asked to hold a public hearing and consider adoption of an Order Closing an Unimproved Road Right-of-Way.

Item Summary:

The Town of Wendell is requesting to formally close the entire (3,000 square feet) alley in downtown Wendell. The alley splits the properties owned by the Perry family and those by Shalimar Holdings, identified by PIN#s 1783-79-0912, 1783-79-0912, 1783-79-0956 and 1783-79-1911. On February 27, 1906, a final plat was recorded (BM1885 PG61) for the creation of downtown Wendell south of rail tracks (see attachments A&B).

The alley requested for closure has not been improved, or accepted for maintenance by NCDOT; however, it is still shown as right-of-way on Wake County's GIS records.

According to §160A-299 (Attachment C), for a road or alley to be formally closed, the municipality's Town Board must first adopt a resolution declaring its intent to close the street or alley and calling a public hearing on the question (Attachment D). This resolution must be published in the paper for four successive weeks, and notices must be mailed to adjoining property owners and posted on the property.

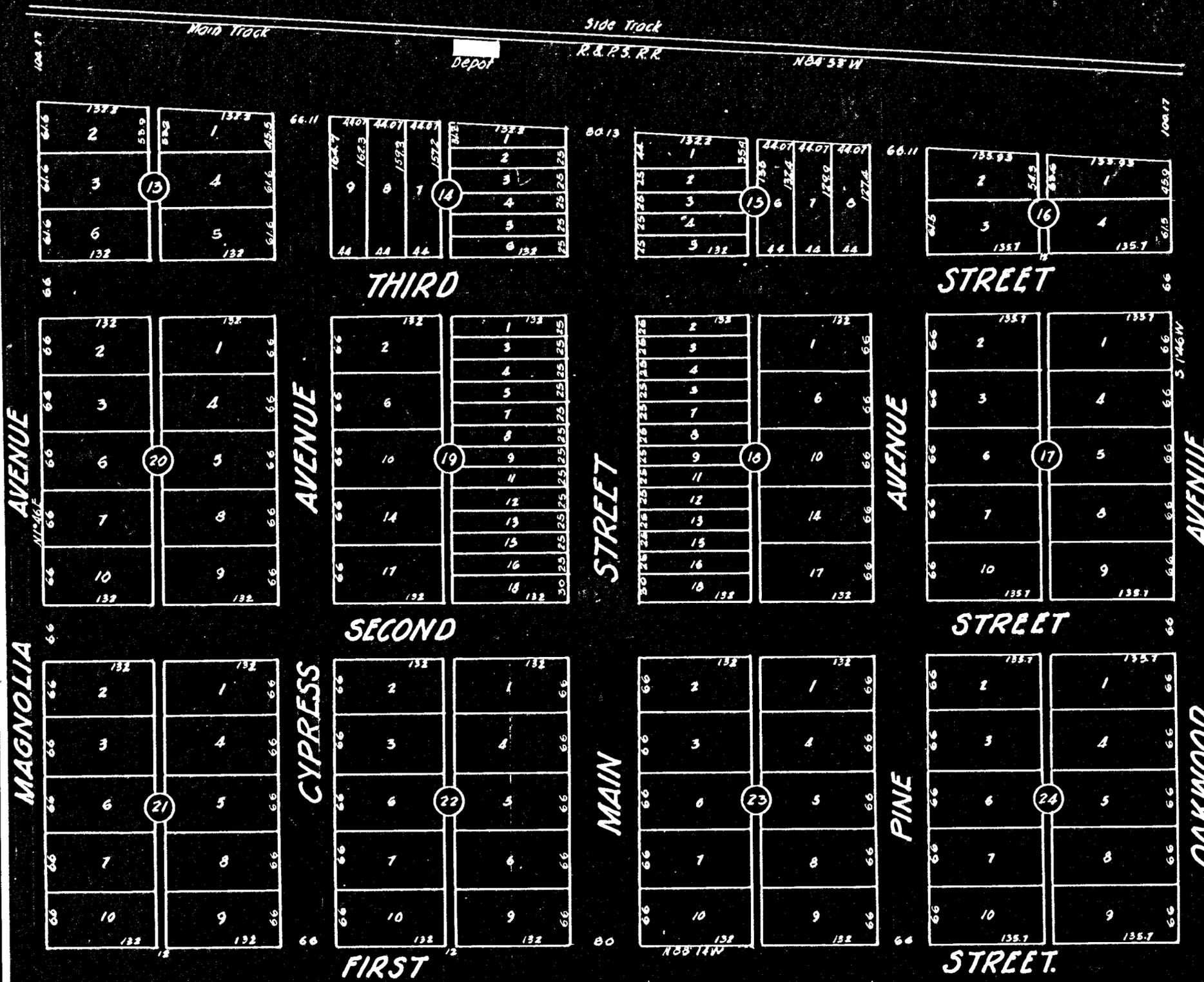
The requested land would be split between the abutting properties. The northern section would be split between the two Perry properties, the southern section would match what is shown by Wake County GIS records (Attachment E)

Staff Recommendation:

Given that the alley is currently unimproved and multiple connections remain for access to the block, staff recommends adoption of the attached Order to Close the unimproved Road Right-of-Way (Attachment F).

Attachments:

- A. Recorded Plat BM1885 Page 61
- B. Recorded Plan BM1945 Page 66
- C. General Statute concerning road and alley closings (§160A-299)
- D. Resolution of Intent to Close Road Right-of-Way
- E. Wake County GIS Map
- F. Order Closing an Unimproved Road Right-of-Way



**PLAT OF WENDELL
WAKE CO., N.C.**

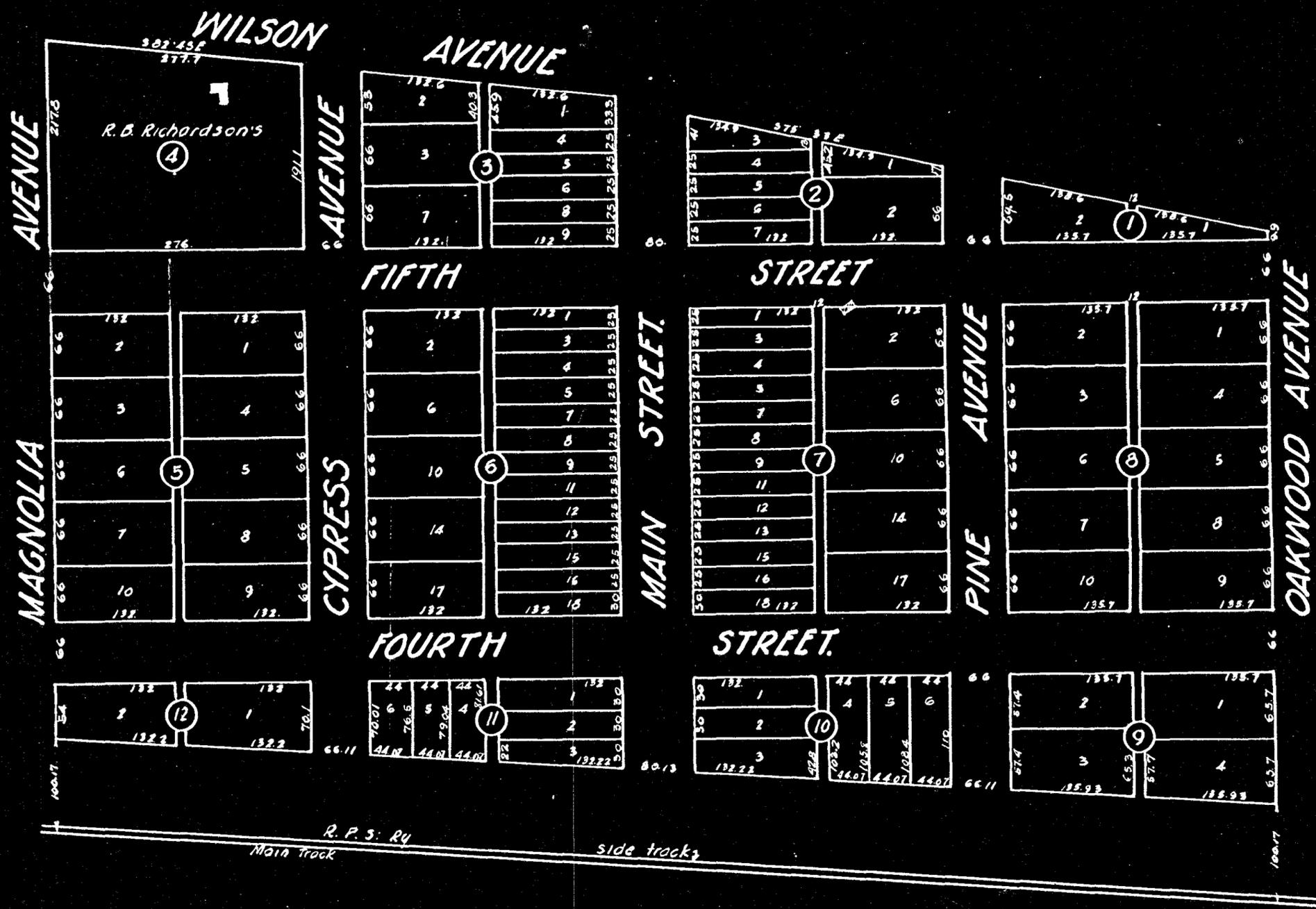
Scale 1 inch = 100 ft. - 1908

Recorded this 27 day of February 1906

ACTUAL DATE UNKNOWN

Book 1885 Page 61

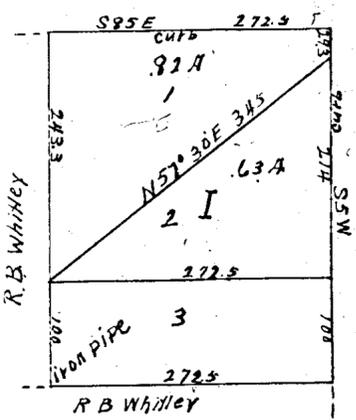
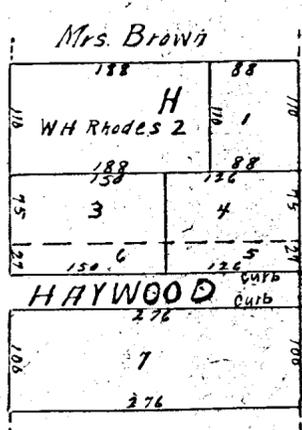
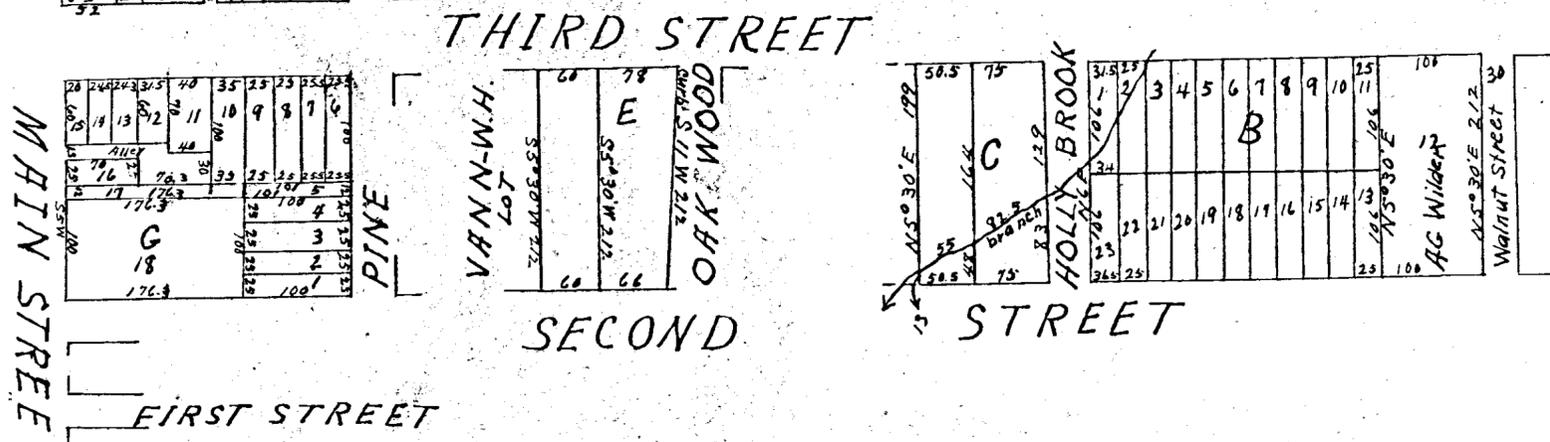
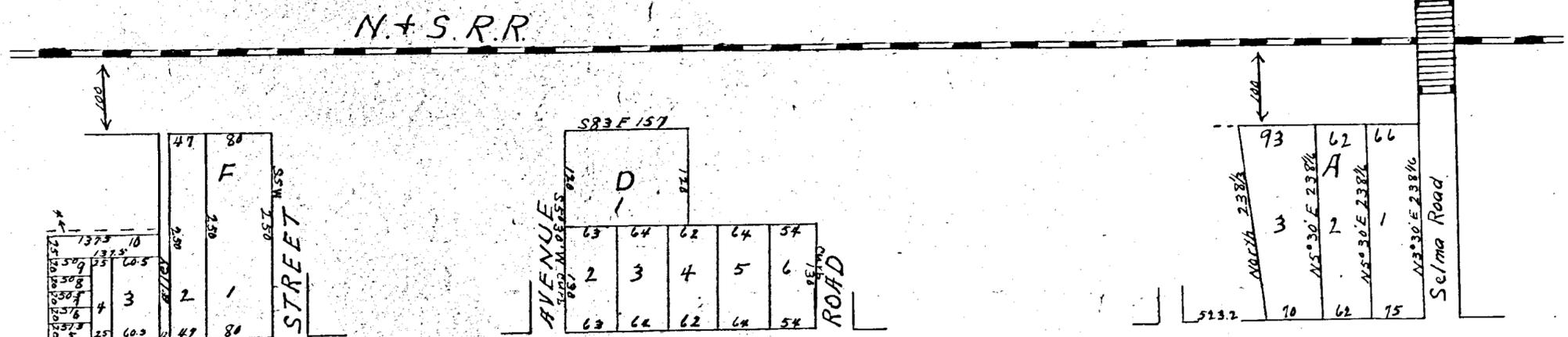
55



ACTUAL DATE UNKNOWN

WENDELL

66



PROPERTY OF
R. B. WHITLEY HEIRS
AND OTHERS
WENDELL, WAKE COUNTY, NC.

Scale 1" = 100' Jan. 5, 1946.



Pittman Steel Co.

ORIGINAL MAP
OF POOR QUALITY

§ 160A-299. Procedure for permanently closing streets and alleys.

(a) When a city proposes to permanently close any street or public alley, the council shall first adopt a resolution declaring its intent to close the street or alley and calling a public hearing on the question. The resolution shall be published once a week for four successive weeks prior to the hearing, a copy thereof shall be sent by registered or certified mail to all owners of property adjoining the street or alley as shown on the county tax records, and a notice of the closing and public hearing shall be prominently posted in at least two places along the street or alley. If the street or alley is under the authority and control of the Department of Transportation, a copy of the resolution shall be mailed to the Department of Transportation. At the hearing, any person may be heard on the question of whether or not the closing would be detrimental to the public interest, or the property rights of any individual. If it appears to the satisfaction of the council after the hearing that closing the street or alley is not contrary to the public interest, and that no individual owning property in the vicinity of the street or alley or in the subdivision in which it is located would thereby be deprived of reasonable means of ingress and egress to his property, the council may adopt an order closing the street or alley. A certified copy of the order (or judgment of the court) shall be filed in the office of the register of deeds of the county in which the street, or any portion thereof, is located.

(b) Any person aggrieved by the closing of any street or alley including the Department of Transportation if the street or alley is under its authority and control, may appeal the council's order to the General Court of Justice within 30 days after its adoption. In appeals of streets closed under this section, all facts and issues shall be heard and decided by a judge sitting without a jury. In addition to determining whether procedural requirements were complied with, the court shall determine whether, on the record as presented to the city council, the council's decision to close the street was in accordance with the statutory standards of subsection (a) of this section and any other applicable requirements of local law or ordinance.

No cause of action or defense founded upon the invalidity of any proceedings taken in closing any street or alley may be asserted, nor shall the validity of the order be open to question in any court upon any ground whatever, except in an action or proceeding begun within 30 days after the order is adopted. The failure to send notice by registered or certified mail shall not invalidate any ordinance adopted prior to January 1, 1989.

(c) Upon the closing of a street or alley in accordance with this section, subject to the provisions of subsection (f) of this section, all right, title, and interest in the right-of-way shall be conclusively presumed to be vested in those persons owning lots or parcels of land adjacent to the street or alley, and the title of such adjoining landowners, for the width of the abutting land owned by them, shall extend to the centerline of the street or alley.

The provisions of this subsection regarding division of right-of-way in street or alley closings may be altered as to a particular street or alley closing by the assent of all property owners taking title to a closed street or alley by the filing of a plat which shows the street or alley closing and the portion of the closed street or alley to be taken by each such owner. The plat shall be signed by each property owner who, under this section, has an ownership right in the closed street or alley.

(d) This section shall apply to any street or public alley within a city or its extraterritorial jurisdiction that has been irrevocably dedicated to the public, without regard to whether it has actually been opened. This section also applies to unopened streets or public alleys that are shown on plats but that have not been accepted or maintained by the city, provided that this section shall not abrogate the rights of a dedicator, or those claiming under a dedicator, pursuant to G.S. 136-96.

(e) No street or alley under the control of the Department of Transportation may be closed unless the Department of Transportation consents thereto.

(f) A city may reserve a right, title, and interest in any improvements or easements within a street closed pursuant to this section. An easement under this subsection shall include utility, drainage, pedestrian, landscaping, conservation, or other easements considered by the city to be in the public interest. The reservation of an easement under this subsection shall be stated in the order of closing. The reservation also extends to utility improvements or easements owned by private utilities which at the time of the street closing have a utility agreement or franchise with the city.

(g) The city may retain utility easements, both public and private, in cases of streets withdrawn under G.S. 136-96. To retain such easements, the city council shall, after public hearing, approve a "declaration of retention of utility easements" specifically describing such easements. Notice by certified or registered mail shall be provided to the party withdrawing the street from dedication under G.S. 136-96 at least five days prior to the hearing. The declaration must be passed prior to filing of any plat or map or declaration of withdrawal with the register of deeds. Any property owner filing such plats, maps, or declarations shall include the city declaration with the declaration of withdrawal and shall show the utilities retained on any map or plat showing the withdrawal. (1971, c. 698, s. 1; 1973, c. 426, s. 47; c. 507, s. 5; 1977, c. 464, s. 34, 1981, c. 401; c. 402, ss. 1, 2; 1989, c. 254; 1993, c. 149, s. 1; 2015-103, s. 1.)



RESOLUTION # R-19-2019

**RESOLUTION DECLARING INTENT TO CLOSE
ROAD RIGHT-OF-WAY**

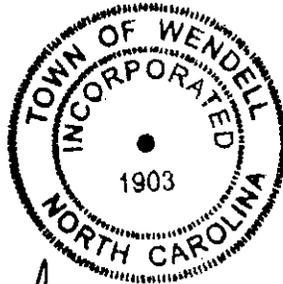
BE IT RESOLVED that, the Town of Wendell does hereby declare its intent to close the alley located between East Campen Street and Third Street right-of-way, being approximately 3,000 square feet and located in downtown Wendell in the town limits, bordering the lots identified by PINs # 1783-79-0912, 1783-79-0912, 1783-79-0956 and 1783-79-1911.

BE IT FURTHER RESOLVED that the Board of Commissioners hereby orders that a public hearing on this matter be held on Monday, November 25, 2019 at 7:00 p.m. in the Wendell Town Hall, following the public notice of intent as required by §160A-299.

Duly adopted this 28th day of October, 2019.

Interested parties and citizens shall have an opportunity to speak and may obtain additional information on the request from the Town of Wendell, 15 E. Fourth Street, Wendell, North Carolina, 27591.

Attest:

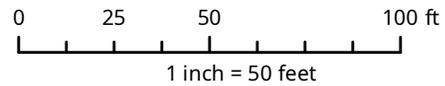


Virginia R. Gray
Virginia R. Gray, Mayor

Megan Howard
Megan Howard, Town Clerk



GIS Map - East Campen & 3rd Street



Disclaimer

iMaps makes every effort to produce and publish the most current and accurate information possible. However, the maps are produced for information purposes, and are NOT surveys. No warranties, expressed or implied, are provided for the data therein, its use, or its interpretation.

Return Address: Marvin Collins, Town Manager
Town of Wendell
15 E. Fourth Street
Wendell, NC 27591

STATE OF NORTH CAROLINA
COUNTY OF WAKE

-SEAL-

CLERK'S CERTIFICATION

I, **Megan Howard**, Town Clerk of the Town of Wendell, North Carolina, do hereby certify that the attached is original ordinance **#O-24-2019**, as adopted by the Wendell Board of Commissioners on the 25th day of November 2019 at a regular meeting and is approved for recording in the Wake County Register of Deeds.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official Seal of the Town of Wendell, North Carolina this 25th day of November 2019.

Town Clerk

ORDER CLOSING AN UNIMPROVED ROAD RIGHT-OF-WAY

WHEREAS, a request to close the unimproved alley between East Campen Street & Third Street right-of-way located in the Town of Wendell was received by the Wendell Board of Commissioners; and

WHEREAS, the Wendell Board of Commissioners did on October 28, 2019 adopt a resolution declaring its intent to close the unimproved road right-of-way identified as an approximately 3,000 square feet of alley located between East Campen Street & Third Street in

the Town of Wendell, adjacent to the lots identified by PIN #s 1783-79-0912, 1783-79-0912, 1783-79-0956 and 1783-79-1911; and

WHEREAS, a public hearing regarding the question of closing the road right-of-way was held in conformance with §160A-299 on November 25, 2019 in the Wendell Boardroom; and

WHEREAS, in recognition of the facts presented at the public hearing held on the matter of closing the road right-of-way, it was determined that closing the unimproved right-of-way as hereinafter described is not contrary to the public interests and that no individual owning property in the vicinity of the unimproved road right-of-way hereinafter described would thereby be deprived of reasonable means of ingress and egress to his property;

IT IS NOW ORDERED, subject to the reservation of easements to the Town of Wendell for utility purposes, that the following described unimproved road right-of-way be closed pursuant to the provisions of §160A-299:

That certain unimproved road right-of-way (alley between East Campen Street & Third Street) being an approximately 12 feet wide on the northern and southern boundaries, 250 feet wide on the eastern and western boundaries, containing a strip of land running between East Campen Street & Third Street shown on the recorded plat BM 1885 PG 61; adjacent to the lot identified by PIN#s 1783-79-0912, 1783-79-0912, 1783-79-0956 and 1783-79-1911.

IT IS FURTHER ORDERED by the Wendell Board of Commissioners that the above-described unimproved road right-of-way is permanently closed and abandoned pursuant to the provisions of §160A-299 and all right, title and interest in the unimproved road right-of-way so closed shall be presumed to be vested in those persons owning lots or parcels of land adjacent to the unimproved road right-of-way and the title of such adjoining landowners for the width of the abutting land owned by them shall extend to the centerline of the unimproved road right-of-way pursuant to §160A-299(c).

Adopted the 25th day of November, 2019 while in regular session.

TOWN OF WENDELL

Town Clerk

Virginia Gray, Mayor

Attest: _____

Town Clerk

Item Title:

Request for temporary street closures for Wendell Wonderland in Downtown Wendell on Friday, December 6, 2019.

Board of Commissioners Meeting:

Monday, November 25, 2019

Specific Action Requested:

Approve the temporary closure of the requested Downtown streets for the 2019 Wendell Wonderland special event on Friday, December 6, 2019.

Item Summary:

The Town of Wendell will host the 2019 Wendell Wonderland event on Friday, December 6 from 5:00 pm to 9:00 pm. The special event necessitates the closure of First Street at approximately 12:45 pm to start stage and vendor set-up. Cypress and Third Streets may be kept open until approximately 3:00 or 4:00 pm. All streets will be re-opened by 11:00 pm at the latest, though most streets will re-open earlier.

Last year's Wendell Wonderland was very well attended. The evening included performances throughout Downtown, Santa and Mrs. Clause at the Town Square, the Light Show at the Woman's Club Lot, a trolley ride around Downtown, open Downtown businesses, food trucks, Craft Market, a cookie walk and live nativity scene – just to name a few of the many activities available to the public.

The safety of those attending the event necessitates the temporary closing of public streets. Staff evaluated the locations of last year's performances and made revisions to prevent people enjoying the activities from entering open streets with vehicles. To minimize conflicts between vehicles and pedestrians, the event will feature performances at J Ashley Wall Town Square and Main Street, the craft market is moved to Main Street, and the trolley route is adjusted to circle Town Hall.

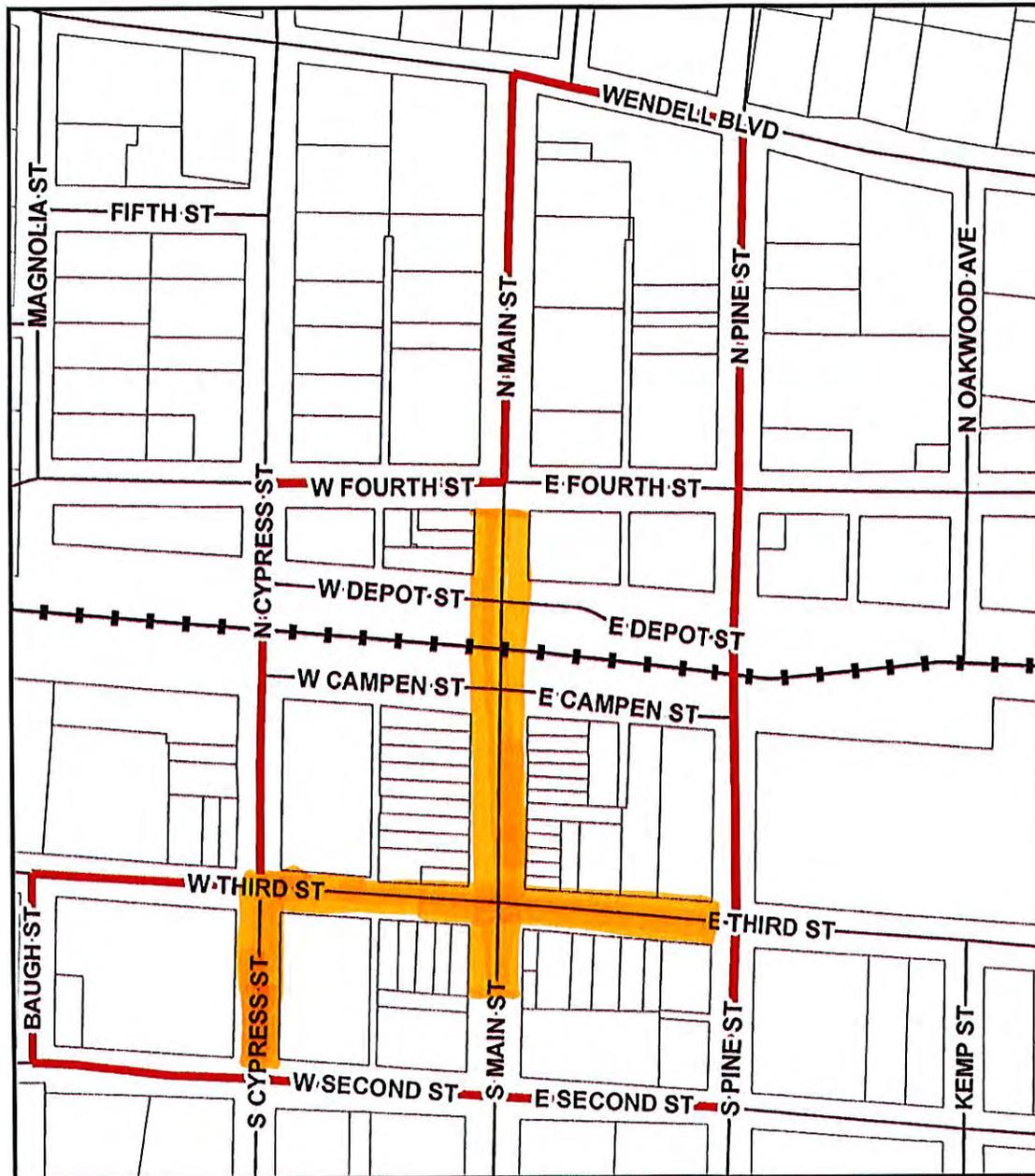
Staff is requesting the following temporary street closure(s):

- Cypress Street between Third and Second Streets
- Third Street between Cypress and Pine Streets
- Main Street between Fourth and Second Streets

Attachments:

- A. Trolley Route Map with Road Closures Highlighted
- B. Wendell Wonderland Event Map

Trolley Route

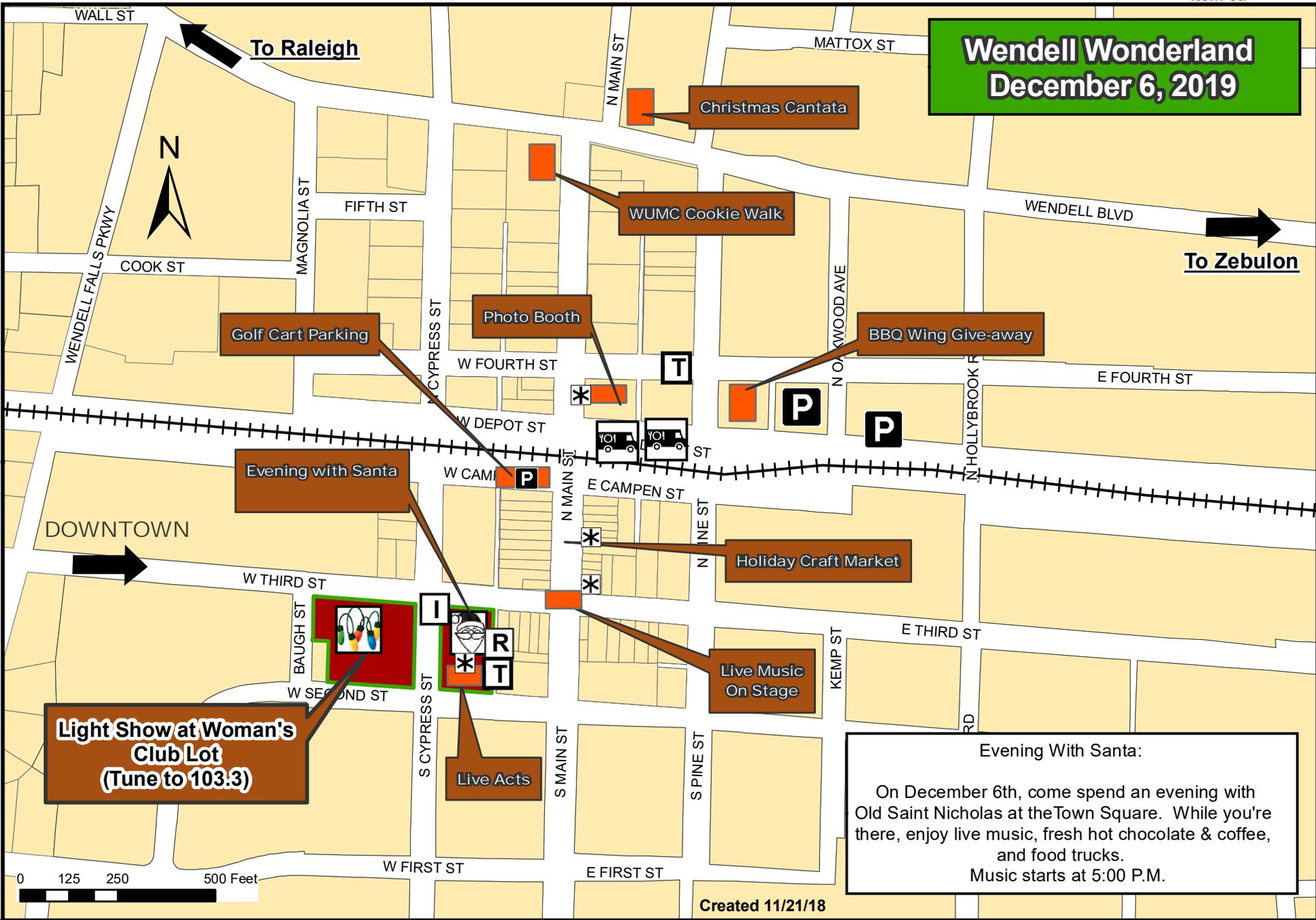


Prepared by Town of Wendell
Date: November 18, 2019
Disclaimer: Town of Wendell assumes no legal responsibility for errors or misuse of this map.



 CLOSED STREETS

Wendell Wonderland December 6, 2019



Evening With Santa:
 On December 6th, come spend an evening with Old Saint Nicholas at the Town Square. While you're there, enjoy live music, fresh hot chocolate & coffee, and food trucks.
 Music starts at 5:00 P.M.

Created 11/21/18

Legend



Food Truck



Toys for Tots Box



Public Parking



Public Restroom



Information Desk



Trolley Stop

This map was created by the Wendell Planning Department and is for reference only. The Town of Wendell assumes no responsibility for errors or misuse of this map.

Item Title:

Request for the Town Board to authorize the Town Manager to enter negotiations with RFQ respondents for design build services related to East Campen Street Parking & Event Space.

Report to the Board of Commissioners:

Monday, November 25, 2019

Specific Action Requested:

The Town Board is asked to authorize the Town Manager to enter negotiations in rank order with RFQ respondents for design build services related to East Campen Street Parking & Event Space.

Background:

One of the priorities of the Town Board, as reflected by the Town of Wendell Strategic Plan and the adopted Capital Improvement Plan (CIP), is to create parking and event space in the downtown.

Item Summary:

On October 8, 2019, The Town of Wendell issued a request for qualifications (RFQ) for design build services for the East Campen Street Parking & Events Space project. The goal of the RFQ was to identify firms that could deliver a public parking and event space capital improvement project by May of 2020 within budget. The scope of work for the selected firm could include:

Parking that can accommodate vehicle, golf cart, and bike parking as well as pedestrian connections, food truck pads with electric hookups, lighting, landscaping and be able to address stormwater runoff and function as a community event space as needed.

The RFQ required interested firms to submit their letter of interest and qualifications by November 1, 2019. A total of two vendors submitted proposals by the deadline. Town staff readvertised the RFQ and received no additional submittals.

Copies of the submitted qualifications were distributed to key Wendell staff members for independent review and evaluation utilizing the selection criteria included in the RFQ and necessary to satisfy the goals of the RFQ. Staff reviewing the proposals included Assistant Planning Director Bryan Coates, Assistant to the Town Manager Stephanie Smith, Public Works Director Brian Bray, and Planning Director David Bergmark. Upon completion of the independent review, a meeting was held with the selection team to establish a consensus ranking of the

submittals to ultimately recommend the top firm to the Town Manager pursuant to the requirements of the RFQ.

Staff hereby requests the Board to authorize the Town Manager to enter negotiations with RFQ respondents in the following rank order:

- 1) J.M. Thompson (JMT)
- 2) Muter Construction

Following successful negotiations with the selected firm, an agreement will be prepared and signed by both parties.

Attachments:

NA

Date: November 25, 2019

Item # 7a

Item Title:

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

Specific Action Requested:

None

Attachments:

None

Date: November 25, 2019

Item #7b

Item Title:

Recognition of Outgoing Elected Officials

Board of Commissioners Meeting:

Monday, November 25, 2019

Specific Action Requested:

Presentation of Proclamations recognizing the dedicated public service of Commissioner Ben Carroll and Commissioner David Myrick

Item Summary:

The Town wishes to recognize the dedicated public service of Commissioner Ben Carroll and Commissioner David Myrick at their last regular Board of Commissioner meeting in the reading and presentation of the attached proclamations.

Attachments:

None

Date: November 25, 2019

Item # 8

Item Title:

Commissioners' Reports.

Specific Action Requested:

None

Attachments:

None

Date: November 25, 2019

Item # 9

Item Title:

Mayor's Report.

Specific Action Requested:

None

Attachments:

None

Item Title:

Closed Session [NC GS 143-318.11].

Specific Action Requested:

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

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

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

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

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

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

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

Attachments:

None