

**TOWN OF WENDELL  
BOARD OF COMMISSIONER MEETING MINUTES  
MAY 13, 2019**

The Wendell Town Board of Commissioners held their regularly scheduled meeting on Monday, May 13, 2019, in the Town Board Room, Wendell Town Hall, 15 East Fourth Street.

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

**ABSENT:** Commissioner David Myrick

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

## **CALL TO ORDER**

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

Wendell Magnet Elementary School student, Jesei Strickland, led the Pledge of Allegiance.

Wallace Johnson of Wendell Methodist Church provided the invocation.

## **1. ADJUSTMENT AND APPROVAL OF THE AGENDA**

### **ACTION**

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

Vote: 4-0

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

Joe Burnette at 3721 Wendell Boulevard gave his public comment on the Zebulon Times and thanking the Board for his time at the meetings.

## **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.*

**ACTION**

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

Vote: 4-0

- 3a. Wake County Tax Report.
- 3b. Resolution appointing Jeannine Ngwira as a Review Officer for the Town of Wendell.
- 3c. Resolution updating the review officers for the Town of Wendell.
- 3d. Resolution directing the clerk to investigate annexation petition A-19-04 for three non-continuous parcels along Rolesville Road and Davistown Road totaling 119.60 acres,
- 3e. Resolution directing the clerk to investigate annexation petition A-19-05 for two non-contiguous parcels at 1005 Lake Glad Road totaling 126.67 acres.

**4. RECOGNITIONS, REPORTS, AND PRESENTATIONS**

- 4a. Recognition of Wendell Magnet Elementary School teacher: Ashley West  
Speaker: Mayor Virginia Gray

Mayor Gray recognized Wendell Magnet Elementary School teacher, Ashley West.

- 4b. Proclaiming May 19-25, 2019 as Public Works Week.  
Speaker: Mayor Virginia Gray

Mayor Gray proclaimed May 19-25<sup>th</sup> as Public Works Week. She read and presented the below proclamation to the Town of Wendell Public Works Department:

Mayor Gray read the Public Works Week Proclamation into the record:



**TOWN OF WENDELL**

**NORTH CAROLINA**

**PROCLAIMING MAY 19-25, 2019 AS PUBLIC WORKS WEEK**

**WHEREAS**, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of Wendell; and

**WHEREAS**, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers and employees at

all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation’s transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

**WHEREAS**, it is in the public interest for the citizens, civic leaders and children in Wendell to gain knowledge of and to maintain a progressive interest and understanding of the importance of public works and public works programs in their respective communities; and,

**WHEREAS**, the year 2019 marks the 59<sup>th</sup> annual National Public Works Week sponsored by the American Public Works Association; and

**WHEREAS**, the theme for the 2019 National Public Works Week is “*It Starts Here*,” recognizing that infrastructure, growth and innovation, mobility, security and healthy communities start with Public Works. Wendell’s Public Works team contributes to the many facets of modern civilization that grow out of the efforts put forth by them to improve our citizens’ quality of life.

**NOW THEREFORE**, on behalf of the Wendell Town Board of Commissioners, I, Virginia Gray, Mayor of the Town of Wendell, do hereby proclaim the week May 19-25, 2019 as National Public Works Week; I urge all citizens to join with representatives of the American Public Works Association and government agencies in activities, events and ceremonies designed to pay tribute to our public works professionals, engineers, managers and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

**DULY PROCLAIMED** at the Wendell, North Carolina Town Hall this 19th day of May 2019.

## **5. PUBLIC HEARINGS**

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### ***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:** Public hearing to consider a zoning text amendment to section 17.17 of the UDO and Section 3.04 of the Town's Standards and Specifications Manual as they relate to guarantee of required improvements and warranties against defects.  
Speaker: Planning Director David Bergmark

[Staff Report]

**Item Title:**

*ZTA19-02 – Discussion and Action on a Zoning Text Amendment to Section 17.17 of the UDO and Section 3.04d of the Town's Standards and Specifications Manual as they relate to guarantee of required improvements and warranties against defects.*

**Report to the Board of Commissioners:**

- Monday, May 13, 2019

**Report to the Planning Board:**

- Monday, April 15, 2019

**Specific Action Requested:**

- The Board of Commissioners is asked to hold a public hearing and consider taking action on the proposed text amendment to Section 17.17 of the UDO and Section 3.04d of the Town's Standards and Specifications Manual as they relate to guarantee of required improvements and warranties against defects.
  - Action could consist of adopting the attached ordinance.

**Applicant:**

*Town of Wendell*

**Petition:**

*Section 17.17 of the UDO contains the Town's general provisions for guarantees of required improvements and warranties against defects. House Bill 721 (Session Law 2015-187) put in place new regulations regarding the types and amount of performance guarantees local jurisdictions may use. Three specific types of guarantees are listed as acceptable. Additionally, it clarifies that performance guarantees must relate to the completion of improvements, NOT maintenance of improvements already completed (with the exception of stormwater facilities). The Town's current codes do not match the warranty types outlined and include a requirement for a warranty against defects. As a result, the language in the UDO and the Town's Standards and Specifications Manual pertaining to warranties and performance guarantees must be amended to conform to House Bill 721 (included as Attachment A)*

**Existing Language for Section 17.17 of the UDO (Guarantee of Required Improvements and Warranty Against Defects)**

**17.17 - Guarantee of Required Improvements and Warranty Against Defects**

- A. Financial Guarantee in Lieu of Immediate Installation for Approval: In lieu of requiring the completion, installation and inspection of all or any part of the required improvements as described in this Ordinance prior to Final Plat approval, the Town may approve a financial guarantee whereby the developer shall agree to complete all required improvements. Once said financial guarantee is approved by the Board of Commissioners and the security required herein is provided, the Final Plat may be approved if all other requirements of the Ordinance are met. To secure this agreement, the developer shall provide either of, or a combination of, the following guarantees to cover the costs of the proposed improvements:
1. Cash or Equivalent Security: The developer shall deposit cash, a certified check or an irrevocable letter of credit with the Town Manager. The use of any instrument other than cash shall be subject to the approval of the Town. The amount of deposit shall be equal to 125 percent of the estimated cost as approved by the Town Manager, of installing all required improvements. The initial cost estimate shall be the responsibility of the

*developer and certified by his engineer but the approval of the final cost estimate shall be made by the Town Manager.*

- 2. Governmental Guarantee: In any case where a required improvement is to be provided by the State of North Carolina or any local government other than the Town, the developer may provide, in lieu of the types of financial guarantee as provided for above, a letter from the appropriate State or local government official guaranteeing the installation of the improvement in the required manner and within the time allotted. Provided, however, in any case where the cost of such improvement exceeds \$10,000.00 as determined by the Town, such governmental guarantee shall be in form of an approved Project Budget Ordinance where local government is to be the provider and an equivalent document where the State is to be the provider.*

*B. Duration of Financial Guarantees*

- 1. The duration of a financial guarantee shall be of a reasonable period to allow for completion and acceptance of improvements. In no case shall the duration of the financial guarantee for improvements exceed 18 months unless extended by the Board of Commissioners.*
- 2. All subdivisions whose public improvements are not completed and accepted at least 30 calendar days prior to the expiration of the financial guarantee shall be considered to be in default, unless said guarantee is extended with the consent of the Board of Commissioners to a future date certain not to exceed six months.*

*C. Default*

- 1. Upon default, meaning failure on the part of the developer to complete the required improvements in a timely manner as specified in the financial agreement, the Town may expend said funds as deemed necessary to complete all or any portion of the required improvements.*
- 2. Default on a project does not release the developer from liability/responsibility, financial or otherwise, for the completion of the improvements.*

*D. Release of Guarantee Security*

- 1. The Town Manager may release a portion or all of any security posted as the improvements are completed. Prior to such release the developer shall provide the Administrator with a set of 'as built' drawings certified by his engineer.*

*E. Warranty Against Defects*

- 1. Prior to the approval of the Final Plat or acceptance by the Town of any improvements in any subdivision, the developer shall furnish to the Town a written warranty against defects which shall guarantee the material and workmanship of required improvements for a period of not less than one year from the date of such acceptance. Such warranty shall be accompanied by a financial guarantee payable to the Town equal to at least ten percent of the cost of the installation of such improvements as determined by the Town Manager. Such financial guarantee shall be in the form of financial guarantee as provided for in Section 17.17.A of this Chapter.*

*The financial guarantee will be renewable, in one year terms, until 50 percent of certificates of occupancy have been issued within the applicable phase. When 50 percent of certificates of occupancy have been issued in a particular phase, the developer may petition the town to take over ownership and maintenance of the streets and infrastructure within the phase.*

- 2. Upon successful performance of the improvements, as determined by the Town Manager, the financial guarantee shall be returned to the developer. Upon the failure of an improvement to perform within the generally accepted standards for the type improvement as determined by the Town Manager, the developer shall be notified and given a reasonable period of time to correct the defects. Should the developer fail to act, fail to act*

in a timely manner, or otherwise fail to correct the defect(s), the Town Manager shall find the developer in default and proceed in the same manner as provided for in Section 17.17.C of this Chapter. Although other utilities and services as are set forth in [Section 17.13](#) are not included in this warranty against defects, any grading, boring, cutting or other disturbances in public easements or rights-of-way associated with the installation or such facilities shall be restored prior to the release of this financial guarantee.

**Proposed Amendment:**

The proposed text amendment modifies Section 17.17 of the UDO and Section 3.04d of the Town's Standards and Specifications Manual to limit the requirement for Warranties Against Defects to stormwater facilities only, change the types of performance guarantees required to match House Bill 721, change the approval authority for guarantees from the Town Board to the Zoning Administrator or the Town Manager, and specify at what stage of development required improvements may be completed. By delaying the final lift of asphalt until 70 percent of the lots have been completed, the Town reduces the risk of construction damage occurring to roads that have been accepted by the Town.

Proposed Amendments to Section 17.17 of the UDO (new text is underlined)

**17.17 - Guarantee of Required Improvements and Warranty Against Defects**

A. Financial Guarantee in Lieu of Immediate Installation for Approval: In lieu of requiring the completion, installation and inspection of all or any part of the required improvements as described in this Ordinance prior to Final Plat approval, the Town may require and approve a financial guarantee whereby the developer shall agree to complete all required improvements. The timing of said improvements shall adhere to the Town's adopted Standards and Specifications Manual. Once said financial guarantee is approved by the ~~Board of Commissioners~~ Zoning Administrator and the security required herein is provided, the Final Plat may be approved if all other requirements of the Ordinance are met. To secure this agreement, the developer shall provide either of, or a combination of, the following guarantees to cover the costs of the proposed improvements:

1. ~~Cash or Equivalent Security Surety Bond:~~ The developer shall deposit a surety bond with the Zoning Administrator ~~Town Manager~~. ~~The use of any instrument other than cash shall be subject to the approval of the Town.~~ The amount of the bond deposit shall be equal to 125 percent of the estimated cost as approved by the Zoning Administrator ~~Town Manager~~, of installing all required improvements. The initial cost estimate shall be the responsibility of the developer and certified by his engineer, but the approval of the final cost estimate shall be made by the Zoning Administrator ~~Town Manager~~.
2. Letter of Credit: The developer shall deposit a letter of credit issued by a financial institution licensed to do business in this State with the Zoning Administrator. The amount of the letter of credit shall be equal to 125 percent of the estimated cost as approved by the Zoning Administrator.
3. Other form of guarantee: The developer shall deposit any other form of guarantee that, in the opinion of the Administrator, provides equivalent security to a surety bond or letter of credit. The amount of this guarantee shall be equal to 125 percent of the estimated cost, as approved by the Zoning Administrator.
4. ~~Governmental Guarantee:~~ ~~In any case where a required improvement is to be provided by the State of North Carolina or any local government other than the Town, the developer may provide, in lieu of the types of financial guarantee as provided for above, a letter from the appropriate State or local government official guaranteeing the installation of the improvement in the required manner and within the time allotted. Provided, however, in any case where the cost of such improvement exceeds \$10,000.00 as determined by the Town, such governmental guarantee shall be in form of an approved Project Budget~~



~~Ordinance where local government is to be the provider and an equivalent document where the State is to be the provider.~~

B. Duration of Financial Guarantees

1. The duration of a financial guarantee shall be of a reasonable period to allow for completion and acceptance of improvements. In no case shall the duration of the financial guarantee for improvements exceed 24 48 months unless extended by the ~~Board of Commissioners~~ Town Manager.
2. All subdivisions whose public improvements are not completed and accepted at least 30 calendar days prior to the expiration of the financial guarantee shall be considered to be in default, unless said guarantee is extended with the consent of the ~~Board of Commissioners~~ Town Manager to a future date certain not to exceed ~~six months~~ 12 months. In order for an extension to be granted, a developer shall demonstrate reasonable, good faith progress toward completion of the required improvements that are the subject of the performance guarantee or any extension. The form of any extension shall remain at the election of the developer.

C. Default

1. Upon default, meaning failure on the part of the developer to complete the required improvements in a timely manner as specified in the financial agreement, the Town may expend said funds as deemed necessary to complete all or any portion of the required improvements.
2. Default on a project does not release the developer from liability/responsibility, financial or otherwise, for the completion of the improvements.

D. Release of Guarantee Security

1. The Town Manager may release a portion or all of any security posted as the improvements are completed. Prior to such release the developer shall provide the Administrator with a set of 'as built' drawings certified by his engineer.

E. Warranty Against Defects

1. Prior to ~~the approval of the Final Plat or~~ acceptance by the Town of any improvements in any subdivision, the developer shall furnish to the Town a written warranty against defects which shall guarantee the material and workmanship of required stormwater improvements for a period of not less than one year from the date of such acceptance. Such warranty shall be accompanied by a financial guarantee payable to the Town equal to at least ten percent of the cost of the installation of such stormwater improvements as determined by the Town Manager. Such financial guarantee shall be in the form of financial guarantee as provided for in Section 17.17.A of this Chapter.  
~~The financial guarantee will be renewable, in one-year terms, until 50 percent of certificates of occupancy have been issued within the applicable phase. When 50 percent of certificates of occupancy have been issued in a particular phase, the developer may petition the town to take over ownership and maintenance of the streets and infrastructure within the phase.~~
2. Upon successful performance of the improvements, as determined by the Town Manager, the financial guarantee shall be returned to the developer. Upon the failure of an improvement to perform within the generally accepted standards for the type improvement as determined by the Town Manager, the developer shall be notified and given a reasonable period of time to correct the defects. Should the developer fail to act, fail to act in a timely manner, or otherwise fail to correct the defect(s), the Town Manager shall find the developer in default and proceed in the same manner as provided for in Section 17.17.C of this Chapter. ~~Although other utilities and services as are set forth in Section 17.13 are not included in this warranty against defects, any grading, boring,~~

~~cutting or other disturbances in public easements or rights-of-way associated with the installation or such facilities shall be restored prior to the release of this financial guarantee.~~

Proposed Amendments to Section 3.04d of the Standards and Specifications Manual (Inspection and Acceptance)

**d. Acceptance**

The final lift of bituminous surface course is to be delayed until such time as its placement is approved by the Town Representative in order to allow for initial residential construction activity to conclude and not damage the road surface. ~~Generally, Unless otherwise approved by the Town Board as part of a Conditional District, Planned Unit Development, or Development Agreement, the final lift shall be installed after 70% of the lots have received certificates of occupancy. the petition to the Town for acceptance of roads within a phase of development may be submitted once 70% of the lots have been constructed and occupied and the final lift shall be installed after 80% of the lots have been constructed and occupied, unless otherwise specified by the Town Representative.~~ If future phases of development are proposed, installation of the final lift can be delayed further as approved by the Town Representative. Following the installation of the final surface course, a final inspection by Town staff shall be conducted and a punch list generated of items required to be repaired. Final acceptance shall be subject to satisfactory correction of any defects in the facilities and provisions to the Town of as-built plans.

**Planning Board Recommendation:**

At their April 15, 2019 meeting, the Planning Board voted unanimously to amend section 17.17 of the UDO and Section 3.04d of the Standards and Specifications Manual in order to conform to House Bill 721 (Session Law 2015-187), which put in place new regulations regarding the types and amount of performance guarantees local jurisdictions may use for required improvements.

**Voting in favor:** Errol Briggerman, Joe DeLoach, Ryan Zakany, Terry Allen Swaim, Victoria Curtis, Lloyd Lancaster and Jonathan Olsen

**Voting against:** None

**Absent:** None

**Statement of Plan Consistency and Reasonableness**

- Any recommended change to the zoning text should be accompanied by a statement explaining how the change is consistent with the comprehensive plan, and is reasonable in nature.
  - In staff's opinion, the requested zoning text amendment is consistent with Principle # 8 of the Wendell comprehensive plan and is reasonable in order to conform to new legislative requirements while protecting the town from undue financial burdens associated with developer installed infrastructure improvements.
    - Principle # 8: Ensure local and regional transportation interconnectivity and options while also maintaining and enhancing Wendell as a walkable community.

**Staff Recommendation:**

Staff recommends approval of the text amendment request. The proposed changes are being made to comply with House Bill 721.

Planning Director David Bergmark presented a zoning text amendment to section 17.17 of the UDO and Section 3.04 of the Town's Standards and Specifications Manual as they relate to guarantee of required improvements and warranties against defects; staff report included above in italics.



Commissioner Joyner asked Mr. Bergmark if he could present the proposed amendment in a Wendell Falls context.

Planning Director Bergmark said that the only difference would be when they put in the base course and asphalt—which would still reveal manhole covers—the town will not be making them wait until 70% of the CO's have gone in. He said that when they put in the first lift, they'll have a bond in place to help guarantee that the last lift will go in. Mr. Bergmark said that the only difference is: when they put in the last layer of asphalt, it will be a finished product after we've gone out and inspected it and ensured that it meets the town's standards. Per the town's UDO, we would generally want a 1-year warranty. He said that this amendment would change that requirement for a warranty, excepting in cases that involve stormwater.

Mayor Gray opened the public hearing to the public. No one spoke. Mayor Gray closed the public hearing.

**ACTION**

Mover: Mayor Pro Tem Lutz moved to approve the proposed text amendment to section 17.17 of the UDO and Section 3.04 of the Town's Standards and Specifications Manual.

Vote: 4-0

5b. **PUBLIC HEARING:** Public hearing for the Town Board of Commissioners to received public comment on the proposed fiscal year 2020 budget for the Town of Wendell.

Speaker: Town Manager Marc Collins

*[Staff Report]*

**Item Title:**

*Public hearing for the proposed Fiscal Year (FY) 2019-2020 Town of Wendell Budget.*

**Board of Commissioners Meeting:**

*Monday, May 13, 2019 Public Hearing*

*Monday, April 29, 2019 Budget Work Session*

**Specific Action Requested:**

*Receive a Budget presentation and hold a public hearing on the proposed FY 2019-2020 Town of Wendell Budget and to take action at the Tuesday, May 28, 2019 Board meeting.*

**Item Summary:**

*Pursuant to Section 159-11 of the North Carolina General Statutes, the Budget Officer submits the Fiscal Year 2019-2020 (FY 2020) budget for the consideration of the Board of Commissioners. The submitted budget is balanced and in compliance with the Local Government Budget and Fiscal Control Act and the Financial Policies of the Town of Wendell.*

*Staff requests the Board of Commissioners to hold a Budget Hearing on Monday, May 13, 2019 prior to taking action on the recommended budget at the Tuesday, May 28, 2019 Commission Meeting. A copy of the Budget was provided to the Town Clerk and made available to the media and a copy placed at the Wendell Library for public review. The Budget is also available for review on the Town website.*

*The FY 2020 budget totals \$8,027,766, an increase of 10.8% above the total budget for FY 2019,*

*and recommends maintaining a flat property tax rate of 49.0 cents per \$100 of taxable valuation. This All Funds total increase includes capital expenses, debt service, and the Water and Sewer Funds in addition to the General Fund operating and personnel expenses. The Wake County Fire Tax will also maintain a flat rate of 9.6 cents per \$100 of taxable valuation. The rates for water and sewer usage and solid waste remain unchanged for FY 2020. The increased budget is a reflection on increased revenues resulting from growth and like increases in expenses to maintain services to a larger community.*

*The fee schedule remains largely unchanged except for new program fees (soccer, wiffleball, kickball, community garden, weight room, and general program classes) and minor market adjustments to existing programs including a \$5 per day increase for Track-out Camp and a \$50 per team increase for co-ed volleyball. The golf cart fee established in FY 2018 is added with an estimated revenue of \$3,500. A budget overview of all funds follows:*

***{Remainder of page left blank intentionally.}***

Budget Overview - All Funds		
General Fund	Revenues:	
	Ad Valorem Taxes	3,252,300
	Licenses & Permits	426,200
	Intergovernmental - Unrestricted	1,840,570
	Intergovernmental - Restricted	184,611
	Permits & Fees	164,950
	Sales & Services	864,015
	Other Revenues	3,000
	Investment Income	95,620
	Fund Balance Transfer	696,500
	<b>Total:</b>	<b>7,527,766</b>
	Expenses:	
	Governing Body	100,200
	Administration	380,900
	Information Technology	160,760
	Finance	333,100
	Economic Development	48,600
	Planning	422,200
	Public Buildings & Grounds	350,840
	Police	1,923,014
	Fire Services	4,900
	Public Works	1,906,710
	Powell Bill - Local Roads Program	175,000
	Parks & Recreation	795,377
	Non-Departmental	923,665
	Special Appropriations	2,500
	<b>Total</b>	<b>7,527,766</b>
Water Fund	Revenues - City of Raleigh	50,000
	Expenses - Debt Service	50,000
Sewer Fund	Revenues - City of Raleigh	450000
	Expenses - Debt Service	450000
Total Funds	Revenues	8,027,766
	Expenses	8,027,766

Town Manager Collins presented the proposed FY 2020 Budget for the Town of Wendell; staff report included above in italics.

Manager Collins provided a PowerPoint Presentation; herewith incorporated into the minutes.

MAY 13, 2019

# FY 2020 Budget Hearing



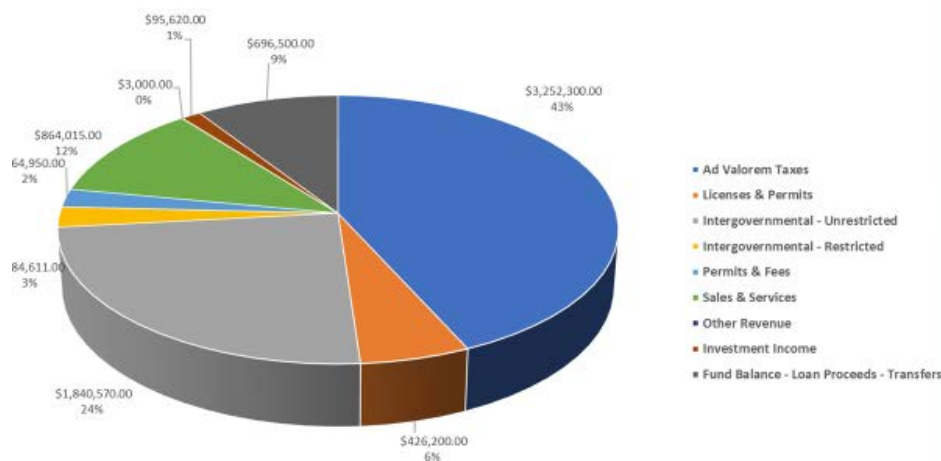
## General Fund

- ▶ **Total FY 2020 All Funds** **\$8,027,766**
  
- ▶ **Total FY 2020 General Fund Budget** **\$7,527,766**
  - ▶ Personnel \$3,735,387 (50%)
  - ▶ Operations \$2,818,379 (37%)
  - ▶ Capital \$716,500 (10%)
  - ▶ Debt Service \$257,500 (3%)
  
- ▶ Increase of 19.3% over FY 2019 General Fund Budget
- ▶ Increase of 2.8% over FY 2018 Actual Expenses
- ▶ Fund Balance for capital \$696,500
- ▶ Fund Balance calculation for FY 2020 88.5%
- ▶ Proposed Budget is Balanced

## Revenues for FY 2020

- ▶ No increase in property tax rate
- ▶ No increase in water or sewer rates
- ▶ No increase in solid waste fees
- ▶ Increased property valuation of approximately \$75 million from new development
- ▶ Growth driving increases in revenues in general
- ▶ Adds several fees required by Statute and Code (check return fee, beer & wine licenses, and Board room night reservation)
- ▶ Only fee increases are in Parks and Recreation
  - ▶ New programs (soccer, wiffleball, kickball, community garden, weight room, CPR/First Aid/Babysitting Classes)
  - ▶ Track-out Camp increase from \$25 to \$30 per day
  - ▶ Adult Co-Ed Volleyball increase from \$250/team to \$300/team
- ▶ Golf Cart Fees added to FY 2020 (\$3,500)

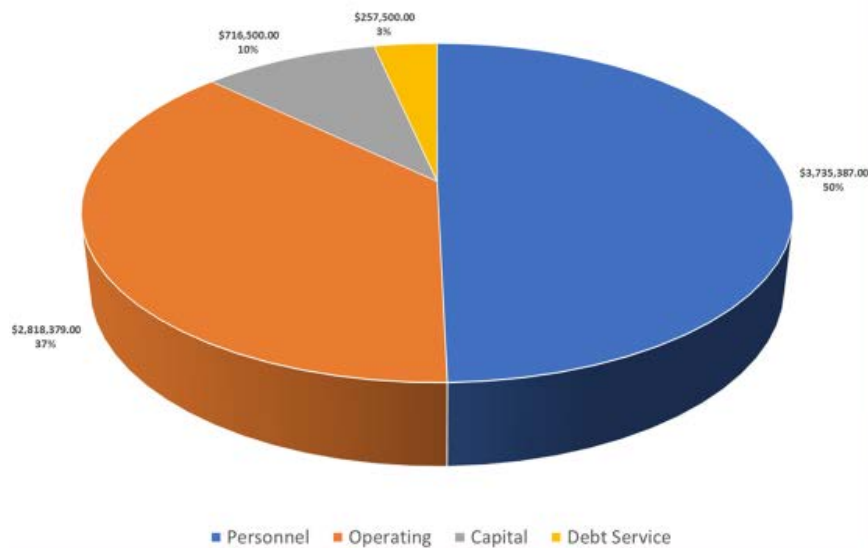
## FY2020 Revenues



Ad Valorem Taxes	\$ 3,252,300.00
Licenses & Permits	\$ 426,200.00
Intergovernmental - Unrestricted	\$ 1,840,570.00
Intergovernmental - Restricted	\$ 184,611.00
Permits & Fees	\$ 164,950.00
Sales & Services	\$ 864,015.00
Other Revenue	\$ 3,000.00
Investment Income	\$ 95,620.00
Fund Balance - Loan Proceeds - Transfers	\$ 696,500.00
	\$ 7,527,766.00

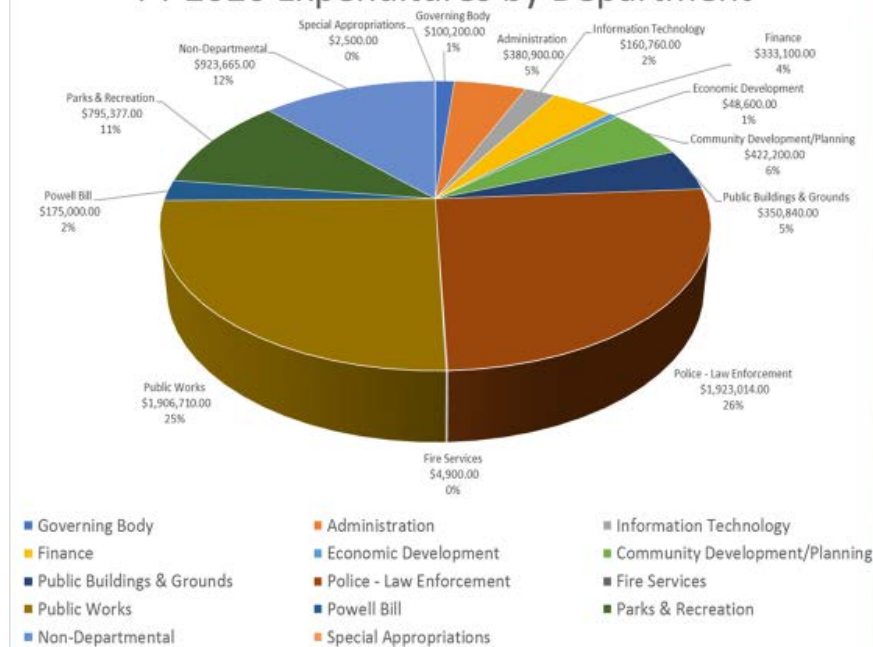
## Revenues by Type

## FY 2020 Expenditures by Category



Expenditures  
by Category

## FY 2020 Expenditures by Department



Departments



## FY 2020 General Fund Operating Highlights

- ▶ General Governance - Legal expenses increased \$12,000 – Attorney attend 2 meetings per month, Municipal election \$19,000
- ▶ Communication – Shared communications position through EWTN partnering with Town of Rolesville (\$4,000)
- ▶ Economic Development - Downtown Façade Grant (\$10,000), Economic Development Contract Services (\$30,000), TJCOG Regional Brownfields Program (\$8,000)
- ▶ Building & Grounds - Senior center HVAC system improvements (\$6,000), Cemetery driveway maintenance (\$1,750), Town Square Stage Step Replacement/Repair (\$4,000), Retrofit Downtown Trashcan Lids (\$3,000)



## FY 2020 General Fund Operating Highlights

- ▶ Police - Training increased (\$14,920), Department Supplies increased (\$9,250), New radios (\$4,000), Uniforms increased (\$5,550), Wellness program for gym membership reimbursement (\$6,000)
- ▶ Public Works - Street signs increased (\$3,600), Streets increased (\$2,000), Sidewalks increased (\$5,000), Salt-spreader (\$7,000), Chemical sprayer (\$3,500)
- ▶ Parks & Recreation - Maintenance increases for field aeration (\$19,350), Tractor maintenance (\$5,225), Track-out program increase (\$2,850), New Recreation Scholarship Program (\$1,000).





## Personnel/Staffing Highlights

- ▶ 3% Total increase in pay (2% cost of living and 1% merit increment)
- ▶ Assumes 22.5% increase in insurance costs
- ▶ 4 New Positions Proposed in FY 2020
  - ▶ Park Maintenance Technician
  - ▶ Public Works Specialist
  - ▶ Police Officer
  - ▶ Police Records & Training (CALEA) Administrator
- ▶ 10-Year Staff Analysis in Budget Summary
- ▶ Compensation & Classification Study
- ▶ Benefits – Police Wellness, Employee Assistance Program (EAP)

## Capital Improvement Program

- ▶ 5 Year Program
  - ▶ Year 1 is the Capital Budget (funded in the General Fund)
  - ▶ FY 2020 Capital and Debt Total is \$1,244,380
  - ▶ Years 2-5 are for planning purposes
  - ▶ Total Capital and Debt for 5 years is \$15,441,435
- ▶ Identifies Revenues
  - ▶ Transition from general fund balance reliance to include sales tax and auto decal fee
- ▶ Includes Debt Service and Lease Payments
- ▶ Fund Balance Reserves over 40% maintained all 5 years
- ▶ Asset replacement criteria used for capital budget requests

## Capital Budget Projects \$716,500

- ▶ Wendell Boulevard Sidewalk Project (\$185,000)
- ▶ ADA Local Road Compliance (\$20,000)
- ▶ Leaf Collector Truck (\$195,000)
- ▶ Public Works Pickup Truck (\$28,000)
- ▶ 2 Mowers (\$17,000)
- ▶ Police Vehicle Replacement Program (\$171,000)
- ▶ Technology Replacement Program (\$15,000)
- ▶ Wendell Park Improvements (\$25,500)
- ▶ Comprehensive Land Use Plan - ½ cost (\$60,000)

	Fiscal Year							
	2011	2012	2013	2014	2015	2016	2017*	2018
Restricted	\$ 441,449	\$ 555,157	\$ 310,202	\$ 416,973	\$ 229,137	\$ 374,024	\$ 1,364,711	\$ 362,791
Committed	\$1,239,884	\$1,249,178	\$ 386,131	\$ 263,203	\$ -	\$ -	\$ -	\$ -
Assigned	\$ -	\$ -	\$ 222,869	\$ 125,000	\$ 891,450	\$ 18,000	\$ 176,970	\$ 245,800
Unassigned	\$2,755,351	\$2,833,622	\$ 3,400,310	\$3,952,032	\$3,862,538	\$5,052,270	\$5,328,810	\$6,030,012
<b>Total</b>	<b>\$4,436,684</b>	<b>\$4,637,957</b>	<b>\$ 4,319,512</b>	<b>\$4,757,208</b>	<b>\$4,983,125</b>	<b>\$5,444,294</b>	<b>\$6,870,491</b>	<b>\$6,638,603</b>
Change in Total Fund Balance	\$ 391,553	\$ 201,273	\$ (318,445)	\$ 437,696	\$ 225,917	\$ 461,169	\$ 1,426,197	\$ (231,888)
Change in Assigned/Unassigned Fund Balance	\$ 78,271	\$ 789,557	\$ 453,853	\$ 676,956	\$ 316,282	\$ 435,510	\$ 770,032	

Assigned Fund Balance is designated fund balance appropriation for succeeding budget year.  
\* Reporting loan proceeds to spend in FY 2018

## Fund Balance

POLICY CALCULATION = 88.5% FOR FY 2020

## Debt Management Program

Annual Debt Service Requirements					
Year Ending June 20	Governmental Activities		Business-type Activities		Total
	Principal	Interest	Principal	Interest	
2019	\$ 388,592	\$ 76,984	\$ 417,048	\$ 50,342	\$ 932,966
2020	391,255	68,123	417,048	39,957	916,383
2021	331,035	59,010	417,048	29,572	836,665
2022	332,808	50,906	417,048	19,187	819,950
2023	212,249	42,780	381,886	8,802	645,717
2024-2028	922,000	124,128	-	-	1,046,128
2029-2031	300,000	19,740	-	-	319,740
	\$2,877,939	\$ 441,672	\$ 2,050,078	\$ 147,860	\$ 5,517,549

FY 2020 Estimated Changes in Long-Term Debt				
	Estimated Balance June 30, 2019	Estimated Additions	Estimated Retirements	Estimated Balance June 30, 2020
General Fund Debt	\$ 2,854,034	\$ -	\$ 459,378	\$ 2,394,656
Water and Sewer Fund Debt	\$ 1,730,548	-	457,005	\$ 1,273,543
<b>Total Debt</b>	<b>\$ 4,584,583</b>	<b>\$ -</b>	<b>\$ 916,383</b>	<b>\$ 3,668,200</b>

Computation of Legal Debt Margin	
Estimated Assessed Valuation - FY 2019	\$ 657,589,503
Debt Limit (at 8% of assessed valuation)	\$ 52,607,160
Net Debt	\$ 3,668,200
<b>Legal Debt Margin</b>	<b>\$ 48,938,960</b>

## Water & Sewer Funds

- Only used to pay past debt for water and sewer system since the 2006 Merger Agreement with the City of Raleigh to assume utility service

Account	Account Description	FY 18/19 Budget	FY 19/20 Proposed	FY 19/20 Adopted	FY 20/21 Estimate	FY 21/22 Estimate	FY 22/23 Estimate
	<b>REVENUES</b>						
30-399-04	City of Raleigh - Debt Payment - Water	132,149	50,000		50,000	50,000	0
32-399-04	City of Raleigh - Debt Payment - Sewer	803,807	450,000		430,000	420,000	410,000
	<b>TOTAL REVENUES</b>	<b>935,956</b>	<b>500,000</b>	<b>0</b>	<b>480,000</b>	<b>470,000</b>	<b>410,000</b>
	<b>EXPENSES</b>						
30-660-91	Non-Departmental - Debt Service - Water Fund	132,149	50,000		40,000	50,000	0
32-660-91	Non-Departmental - Debt Service - Sewer Fund	803,807	450,000		430,000	420,000	410,000
	<b>TOTAL EXPENSES</b>	<b>935,956</b>	<b>500,000</b>	<b>0</b>	<b>470,000</b>	<b>470,000</b>	<b>410,000</b>

Connection to the  
Strategic Plan  
Goal 1: Downtown  
Vibrancy, Economic  
Growth, and  
Community Character



- Downtown Parking (\$300,000) improvement in FY 2022.
- NCDOT sidewalk crossing improvements (\$40,000 total) in FY 2020 and FY 2021.
- Downtown streetlight maintenance and repair (\$3,500 increase) in FY 2020.
- Façade Grant program funding (\$10,000) in FY 2020.
- TJCOC Regional Brownfield Program (\$8,000) in FY 2020.
- Contract Economic Development Program (\$30,000) in FY 2020.
- Comprehensive Land Use Plan Update (\$120,000 total) in FY 2020 and FY 2021.

Connection to the  
Strategic Plan  
Goal 2: Public Safety  
& Neighborhood  
Improvement



- Position for CALEA accreditation in salary line to start in January in FY 2020.
- Funding for CALEA training and program in FY 2020.
- Training and education (\$14,920 increase) in FY 2020.
- Health club membership reimbursement program (\$6,000) in FY 2020.
- Employee assistance program (EAP) for all employees (\$9,000) in FY 2020.
- Overtime line added (\$6,000) in FY 2020.
- Wendell Boulevard Sidewalk Project (\$1,485,000) in FY 2020 and FY 2021.



Connection to the  
Strategic Plan  
Goal 3: Infrastructure,  
Transportation, and  
the Environment



- Fee comparison added to Budget in FY 2020.
- Stormwater contract (\$9,000 increase) and drainage maintenance (\$3,950 increase) in FY 2020.
- Street repaving (\$539,243 total) in CIP.
- Sidewalk program (\$1,700,000 total) in CIP to implement part of 2017 Pedestrian Plan.
- Wendell Boulevard Sidewalk Project (\$1,485,000) in FY 2020 and FY 2021.
- Intersection improvements in the Wendell Boulevard Sidewalk and ADA compliance projects.

Connection to the  
Strategic Plan  
Goal 4: Parks,  
Recreation, Special  
Events, and Culture



- Parks and Recreation Master Plan (in-process) to be completed in FY 2020.
- Parks Maintenance Technician position in Parks and Recreation salary line in FY 2020.
- Park land acquisition (\$400,000) in FY 2021.
- New park construction (\$500,000) in FY 2022.
- Wendell Park Improvement (\$25,500) in FY 2020.
- Multi-Purpose Trail (\$500,000) in FY 2022.

## Connection to the Strategic Plan Goal 5: Organization Culture and Communication



- No tax increase or borrowing proposed in FY 2020.
- Capital improvement program with fund balance compliance in FY 2020 budget document.
- Additional transparency and detail connecting policy to expenses in FY 2020 budget document.
- Staffing needs analysis included in the FY 2020 budget document.
- Performance measurements and goals established in FY 2020 budget document.
- Communication plan with Contract Services and Administration staff (\$4,000) in FY 2020.
- ADA compliance for intersections and sidewalks (\$40,000 total) in FY 2020 and FY 2021.
- Overtime budgets added in Public Works (\$6,000) and Police (\$6,000) in FY 2020.
- Employee Assistance Program (EAP) for all employees (\$9,000).
- Compensation and Classification Study (\$8,250) in FY 2020.
- Organization training emphasized (\$32,145 total increase for all departments) in FY 2020.

## Discussion & Next Steps

- ▶ Budget Hearing - now
- ▶ Budget Adoption
  - ▶ Tuesday, May 28, 2019  
at Commission  
Meeting (7pm)



Mayor Pro Tem Lutz asked what was done with the previous radios used by police.

Police Chief Bill Carter said that, when they did their main radio conversion two years ago, they traded the old ones in and received an allowance for them. These new radios are for a new employment positioned officer.

Mayor Gray opened the floor for the Public to comment on the budget hearing.

Regina Harmon of 6616 Tails Branch Road thanked Town Manager Collins for an extensive budget and requested that an upgrade to bathrooms at Wendell Park and Carver Elementary School be added.

Mayor Gray closed the public comments period for the budget hearing and asked if there were any questions from the Board.

Commissioner Joyner thanked staff for putting together a comprehensive budget.

**ACTION**

The FY 20 budget will be on the May 28, 2019 agenda for Board action.

**6. ADMINISTRATIVE ITEMS**

- 6a. Discussion of request for proposals [RFP] for information technology [IT] services.  
Speaker: Town Manager Marc Collins

*[Staff Report]*

**Item Title:**

*Joint Request for Proposals (RFP) for Information Technology (IT) Support Services for the Towns of Rolesville and Wendell.*

**Report to the Board of Commissioners:**

*Monday, May 13, 2019*

**Specific Action Requested:**

*Motion to approve Finance staff to issue the Joint Request for Proposals for Information Technology Services.*

**Item Summary:**

*The Towns of Rolesville and Wendell request to solicit information technology support services from a qualified vendor through the issuance of a request for proposals (RFP). The RFP will seek the following:*

- Achieve efficiencies in service and cost through the economy of scale offered by a joint solicitation;*
- Improve IT effectiveness in all areas for the growing towns;*
- Enhance the quality of service to departments and employees, and through the citizens;*
- Minimize downtime and technical support costs while providing an option for full-time on-site IT staff;*
- Provide IT consultation for the towns in negotiation with outside agencies and vendors;*
- Ensure the security of data and build resilient systems compliant with NC Records Retention requirements; and*
- Maximize the return on investment in IT hardware and software.*

*In accomplishing these goals, the RFP provides for a scope of services that includes the assessment of the current IT system; help desk and on-site support, desktop support, server and infrastructure support, after hours and emergency support, data and security management, third-party applications and software management, communications support, budgetary advice, liaison on behalf of towns for IT issues, hardware and software recommendation, and additional support*



*services to address issues.*

*The RFP provides for a three (3) year agreement beyond the remainder of the current fiscal year. The Towns are not obligated to select a vendor as a result of the solicitation and may consider other options at the end of the process which includes an in-house solution.*

*IT support services provided may be hosted solutions, managed solutions, or a hybrid solution. Hosted solutions are services and staff provided off-site. Managed solutions are services or equipment that is maintained and kept in Town facilities and vehicles. A hybrid solution is a combination of the managed and hosted.*

*A summary of the proposed RFP schedule for Wendell is as follows:*

- *Issue RFP - May 16, 2019*
- *Vendor Walk Through - June 6, 2019*
- *Proposals from Vendors – July 17, 2019*
- *Vendor presentation to staff (as needed) – August 1 to 15, 2019*
- *Presentation to Commission for Award of Bid – August 19, 2019*
- *Contract effective date – September 3, 2019*

*The dates for presentation and consideration by the Town of Rolesville are to be determined later in the process. The effective date and roll-out of services selected will be delayed meeting the needs of the Town of Rolesville but will not impact the consideration for the Town of Wendell. The proposals will be reviewed, and a recommendation made by a joint committee of both Towns.*

*The solicitation of information technology goods and services is consistent with North Carolina General Statute 143-129.8. The contract will be awarded to the vendor that submits the best overall proposal. While the RFP is issued jointly, it in no way obligates that both or either Town accept and/or award contracts.*

Town Manager Marc Collins presented an overview of the request for proposals [RFP] for information technology services; staff report included above in italics.

Mayor Pro Tem Lutz asked if the bids came back and one town were to deny or step out, would it affect the overall amount.

Manager Collins said that you could look at that in two ways. He said it could result in less favorable results for one town or the other. It also gives more weight on the proposer to get both parties in to get the contracts. It's less favorable to do it apart. It would be up to the vendor to submit a good proposal that would interest both communities.

#### **ACTION**

Mover: Mayor Pro Tem Lutz moved to approve to allow the Finance staff to issue the joint for proposals (RFP) for Information Technology (IT) Support Services for the Towns of Rolesville and Wendell.

Vote: 4-0

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

7a. Snap Shot.

[Staff Report]

**Item Title:**

Snap Shot.

**Specific Action Requested:**

- Information. The Board may take action by directing staff to amend the Project/Punch List and/or Service Priorities.

**Item Summary:**



## WENDELL BOARD OF COMMISSIONERS

### Agenda Item #7a: Snap Shot

#### Town Board Snap Shot

Where are we at financially?	Revenues	Expenditures
May 3, 2019	\$6,228,138.09	\$4,981,970.28

As of 4/03/2019, Town's dashboard available at:

<https://broker.edmundsassoc.com/Dashboard/?municipalid=WENDNC>

Fund Balance				
Date	Allocated %	Available %	Allocated \$\$	Available \$\$
Audit report 6/30/2018 and Budget 2019	0.04% (\$245,800/\$6,309,570)	95.57% (\$6,030,012/\$6,309,570)	\$245,800	\$5,784,212

Debt Balance (Ratio)				
Date	Allocated %	Available %	Allocated \$\$	Available \$\$
Audit report 6/30/2018 and Budget 2019	7.24% (\$456,500/\$6,309,570)	88.25% (\$57,016,705/\$64,944,722)	\$456,500 (\$149,500 Powell Bill and \$307,000 General Fund)	\$41,944,722

\*Any significant debt policy projection, if applicable



## WENDELL BOARD OF COMMISSIONERS

### Agenda Item #7a: Snap Shot

#### Town Board Goals, Priorities & Strategies

PROJECT / PUNCH LIST	PERMITTER COSTS	STATUS OF C.I.P.
<b>TRANSPORTATION FUNDS (Fee in Item)</b>		
Street Fee in Lieu (Berridge, 5/10/18)	\$294,000.00	Pending; collected at time building permit issuance
Subsidiary Fee in Lieu (4/9/18)	\$3,062.00	Prioritize potential sites. Subsidy Petition Policy approved at the 1/14/2019 meeting.
Comprehensive report w/City of Raleigh for the water & sewer, progress on pro-forma		2.25.2019 - CORPUD staff presented merger options to the Town Board of Commissioners. The information was received, and staff was directed to continue working with CORPUD on the issue.
Review of Town Charter by Town Attorney	\$3,500	At its July 23, 2018 meeting, the Town Board approved the Town Attorney reviewing the Town's Charter. Staff forwarded comments of Chapter 2 of the Town Code of Ordinances and Suggested Rules of Procedure of the Town Board to the Town Attorney for his review.
Battle Bridge Road Bridge Project	NCDOT Project	August 2018 Town of Wendell requested and received funding for the Battle Bridge Road Bridge Project from the State Legislature. FY 19 the project was under design for let in June 2019. Due to complication of a 24" main running beside the bridge, the let is slated for March 2020 with construction to take 8 months from that date.

Capital Improvement Project (C.I.P.) Priorities -  
Top projects as chosen by the Town Board; include projected costs. One or two sentences on status of C.I.P.; include a date for every action  
Service Information  
Any options for savings (i.e. technology, equipment)  
Short and to the point!

Snap Shot will be available in the first monthly meeting agenda packet.

\*The Fund Balance and Debt Balance information is retrieved from the Town's audit. The auditor will deliver the audit information to the Board in November and the Fund Balance and Debt Balance posted on the Snap Shot will be updated at that time.

Manager Marc Collins stated a new Snap Shot format is forthcoming. Finance will present the new format to the Board in July.

#### **ACTION**

The Board of Commissioners reviewed the Snap Shot.

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



Triangle J Council of Government [JCOG] Board of Delegates [Mayor Pro Tem Lutz]

Mayor Pro Tem Lutz said JCOG's budget was presented for the upcoming year, a new member was introduced, and the resiliency plan was discussed.



Wendell Fire Board [Commissioner Joyner]

Commissioner Joyner said that he was not able to attend the last meeting. He followed up and was informed of the purchase a new fire truck and the selling of the old one to a fire department in need.

#### **8. COMMISSIONERS' REPORTS / COMMENTS**



Commissioner Joyner said that the Spring into the Arts Walk was a success



Commissioner Boyette referred to the adverse weather and asked everyone to keep preparedness in mind, as it is that time of year.



Commissioner Lutz had no comments/reports.



Commissioner Carroll thanked staff for a comprehensive budget.

#### **9. MAYOR'S REPORTS / COMMENTS**



Mayor Gray thanked staff for a great budget document.



Mayor Gray thanked everyone that participated in Spring into the Arts Walk



The American Legion Post 148, JROTC members, and Boy Scout Troop 515 will place flags at the graves of our veterans resting in Greenmount Cemetery in Wendell on Saturday, May 25th at 5:00 PM



The American Legion Post 148 will host a Memorial Day Service on Sunday, May 26 at 5:00 PM at the American Legion Post located at 5100 Wendell Boulevard. This event is open to the public. Hot dogs, chips and drinks are provided for everyone at the conclusion of the observance.



June 22nd is Big Truck Day from 11:00 AM to 2:00 PM on Campen and Depot Street, downtown. Kids can explore big trucks of all kinds and meet the people who operate them.



Mayor Gray mentioned that the Shade Structures are up at Wendell Park.



May 16<sup>th</sup> is the Grand Re-opening at E Wake Education Foundation from 3-7 PM with a ribbon cutting at 5 PM.



Mayor Gray thanked all of those who helped with the cleanup from the day's weather.



Mayor Gray reminded everyone that the next board meeting will be on **Tuesday**, May 28<sup>th</sup> due to Memorial Day.

## 10. CLOSED SESSION

### **ACTION**

Mover: Mayor Pro Tem Lutz moved to go into closed session in accordance with NC G.S. 143.318.11 (a) 4 & 5 at 8:15 PM.

Vote: 4-0

### **ACTION**

Mover: Mayor Pro Tem Lutz moved to return to open session at 9:00 PM

Vote: 4-0

## 11. ADJOURN

### **ACTION:**

Mover: Mayor Pro Tem Lutz moved to adjourn at 9:02 p.m.

Vote: 4-0

Duly adopted this 10 day of June 2019, while in regular session.

**ATTEST:**

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Virginia R. Gray,  
Mayor

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Megan Howard,  
Town Clerk