



## Wendell Town Board of Commissioners

### Board Room

15 E. Fourth Street, Wendell, NC 27591

### Town Board Meeting Agenda

Monday, March 9, 2020 @ 7:00 PM

#### CALL TO ORDER

- Welcome by Mayor Virginia R. Gray
- Pledge of Allegiance by East Wake High School Student, Braelin Yarborough
- Invocation by Wendell Council of Churches: Karen Marsh, Covenant Presbyterian 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

No Consent Agenda

#### 4. RECOGNITIONS, REPORTS, AND PRESENTATIONS

- 4a. Recognition of East Wake High School Teacher, Jonathan Hasbrouck  
Speaker: Mayor Virginia Gray

- 4b. Presentation of GFOA Distinguished Budget Award  
Speaker: Senior Accountant Garrett Johnson
- 4c. Census 2020 Presentation  
Speaker: Planner I Jeannine Ngwira
- 4d. Compensation & Classification Study Implementation  
Speakers: David Hill and Bob Carder, Management Analysts at Piedmont Triad Regional Council
- 4e. Planning Board Comparative Analysis  
Speaker: Assistant to the Manager Stephanie Smith
- 4f. Parking Ordinance Amendment Presentation  
Speaker: Town Manager Marc Collins
- 4g. Snap Shot Monthly Report for January 2020  
Speaker: Town Manager Marc Collins


## **5. PUBLIC HEARINGS**

No Public Hearings

## **6. ADMINISTRATIVE ITEMS**

- 6a. Minor Street Closing for Spring into the Arts Walk on Cypress Street  
Speaker: Planning Director David Bergmark
- 6b. Wendell Wine and Beer Festival Road Closure and Alcohol Waiver Request for Saturday, April 18, 2020  
Speaker: Assistant to the Manager Stephanie Smith

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

- 7a. Update on board committee(s) by Town board members:  
 Wendell Volunteer Fire Department Board of Directors  
Commissioner Jason Joyner

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

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

## **10. CLOSED SESSION**

*Closed session will be called if necessary.*

## **11. ADJOURN**

**Item Title:**

Recognition of East Wake High School Teacher, Jonathan Hasbrouck

**Specific Action Requested:**

Recognition.

**Item Summary:**

Jonathan Hasbrouck began his career at Brick Township High School in Brick, New Jersey in 1986. Coach Hasbrouck has been the Athletic Director at East Wake High School since 2008, which he has worked at several Wake County Public Schools dating back to 1991. Coach Hasbrouck, long time Wendell resident has achieved numerous coaching recognitions such as:

- Greater Neuse River Conference 4A Men's Soccer Coach of the year – 2 times
- Greater Neuse River Conference 4A Women's Soccer Coach of the year – 1 time
- North Carolina East/West All-Star Soccer Coach in 2005
- TAAC Men's Soccer Coach of the Year – 1 time
- TAAC Women's Soccer Coach of the Year – 1 time
- North Carolina 4A Women's Soccer Coach of the Year in 2004
- North Carolina Region 5 Women's Soccer Coach of the Year in 1998, 2002, and 2004
- Cap 8 Women's Soccer Coach of the Year – 1 time

Through these accolades Coach Hasbrouck has won numerous championships over his coaching career from 1988 to present. In May of 2020, Coach Hasbrouck will be retiring from the Wake County Public School System where he has dedicated his time to teach, coach, and inspire you people to be being than they knew they could be. East Wake High School wants to thank Coach Hasbrouck for his dedication to education and the East Wake High School Community for his hard work and his family for sharing Coach Hasbrouck with them.

**Attachments:**

None

**Item Title:**

Presentation of GFOA Distinguished Budget Award

**Report to the Board of Commissioners:**

Monday, March 9, 2020

**Specific Action Requested:**

None

**Item Summary:**

The Town of Wendell has been awarded its first Distinguished Budget Presentation Award by the Governmental Finance Officers Association (GFOA) for its Fiscal Year 2020 budget.

While a balanced budget is required by North Carolina General Statute, the Town has chosen to participate in the GFOA's budget award program by going above and beyond general statute requirements. Similar to the Comprehensive Annual Financial Report that the Town submits to the GFOA, Budget Award submittals are evaluated by a panel of outside reviewers with experience in public-sector budgeting.

**Attachments:**

- A. Video award presentation provided by GFOA Executive Director Chris Morrill

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**Item Title:**

Census 2020 Report

**Report to the Board of Commissioners:**

Monday, March 9, 2020

**Specific Action Requested:**

None.

**Item Summary:**

The Census is a counting of every person residing in the United States every 10 years and is conducted by the United States Census Bureau. The 2020 Census will consist of nine questions and will be available in 12 languages. Invitations to participate will start going out the week of March 12<sup>th</sup>-20<sup>th</sup>.

The Census is important because it provides a basis for distributing more than \$675 billion dollars in federal funds annually to states and local communities which means distribution of \$16 billion annually to NC. It is key in funding programs which impact housing, education, transportation, employment, health care and public policy. Also, the information gained from the census is vitally important to community planning and economic development and also provides a basis for reapportioning congressional seats.

For the first time ever, the 2020 Census will have an option for online self-response. Toll-free and traditional questionnaires, which will only be sent to households that have not responded by April 8<sup>th</sup>, are secondary options and enumeration (census worker showing up at the door) is the non-response follow-up plan.

All people living in the United States are required by law to be counted, and the Census Bureau is bound by law to protect responses for 72 years and will be kept confidential. Individual responses are combined with information from other households to produce statistics on the community. Many communities have historically been undercounted in the census. That means that the census data used to ensure fair political representation and provide funding that supports community services is skewed.

There are four main reasons why a population might be undercounted:

1. They might be hard to locate, like people who live off the grid, are very mobile or don't wish to be found.
2. They might be hard to contact, like people who live in gated communities or are younger than 5 (young children were the largest undercounted group in 2010).

3. They might be hard to interview, meaning they might have low literacy or English is not their primary language.
4. They might be hard to persuade, meaning they are suspicious of the government or don't see a benefit to participating in the Census.

In 2010 The Town of Wendell was at a 76% participation rate which was under the Wake County rate of 78%. As a whole, Wake County has a goal of 82% participation rate for 2020. Town staff has been working toward achieving this goal through regular postings on Town of Wendell social media, setting up information tables at Town events and being invited by HOAs and other community groups to speak to people and hand out census information in English and in Spanish.

The Census 2020 Timeline will be as follows:

TIMELINE FOR CENSUS 2020	
On or Between	You Will Receive
<b>March 12-20</b>	An invitation to respond online to the 2020 Census. <i>(Some households will also receive paper questionnaires.)</i>
<b>March 16-24</b>	A reminder letter.
<b>April 1</b>	National Census Day
If you haven't responded yet:	
<b>March 26 - April 3</b>	A reminder postcard.
<b>April 8 - 16</b>	A reminder letter and paper questionnaire.
<b>April 20 - 27</b>	Final reminder postcard before Census Bureau follows up in person.

**Item Title:**

Compensation & Classification Study Presentation

**Board of Commissioners Meeting:**

Monday, March 9, 2020 - Presentation

**Specific Action Requested:**

Receive presentation of findings from the Compensation & Classification Study

**Item Summary:**

The Board identified an initiative in the *2019 Strategic Plan* for *Goal 5: Organization Culture and Communication* to evaluate human resource policies for compensation and provided funding in the FY 2020 Budget to complete a compensation and classification study. The Town Manager retained the services of the Piedmont Triad Regional Council through consultation with the TJCOG to conduct the study.

The *Town of Wendell Personnel Policy* provides that the position classification plan provides a complete inventory of all authorized and permanent positions in the Town service and an accurate description and specification for each class of employment. The plan standardizes job titles with a definitive range of duties and responsibilities.

The consultants will provide a presentation on the findings of the study. The recommendation of the Manager and the project team will be included in the recommended Budget for implementation in FY 2021.

**Attachments:**

Attachment A – Wendell Pay Plan and Position Classification Study





# **Pay Plan and Position Classification Study**

**Town of Wendell, North Carolina**

**January 27, 2020**



**Prepared and Presented By:**

Piedmont Triad Regional Council  
1398 Carrollton Crossing Drive  
Kernersville, North Carolina 27284



Mr. Marvin E. "Marc" Collins  
Manager, Town of Wendell  
16 E. Fourth Street  
Wendell, North Carolina 27591

November 27, 2020

RE: Pay Plan and Position Classification Study

Dear Mr. Collins,

Thank you very much for the opportunity and privilege of presenting this Pay Plan and Position Classification Study Report conducted and presented by Piedmont Triad Regional Council. The report presents an analysis of Wendell's present position classification system and pay plan and presents the methodology and data used to review and update the present class descriptions and introduces a new Pay Plan. Additionally, the report contains the results of our data analysis and presents recommendations regarding classification and pay elements.

The effectiveness of Local Government is measured in several ways but, perhaps, the two most important measurements are the stewardship of public dollars and the delivery of services to its citizens. The information contained in this report is based on a comprehensive review and comparable analysis of Wendell's classification system to those of previously identified local government entities. The analysis provides the data necessary to ensure Wendell's geographic market competitiveness and to assist in attracting new employees as well as retaining current employees needed to meet Wendell's service requirements.

We sincerely appreciate the hospitality you and your staff extended to us as well as the cooperation we received from everyone during the completion of the Position Analysis Questionnaire and the follow-up employee interviews and meetings.

Respectively Submitted,

*David Hill*

*Bob Carter*

Management Analysts  
Piedmont Triad Regional Council

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# I. Initial Workforce Analysis

## Employment

- 39.6% of employees employed less than 2 years
- 49.1% of employees employed less than 5 years
- 64.2% of employees employed less than 10 years
- Average years employed: **8.1 Years**

## Time in Position

- 62.0% of employees have been in current position less than 2 years
- 74.1% of employees have been in current position less than 5 years
- 83.3% of employees have been in current position less than 10 years
- Average years in current position: **4.2 Years**

## Salaries in Relation To Minimums

- 52.8% of employees have salaries less than 5% above their salary grade minimum
- 58.5% of employees have salaries less than 10% above their salary grade minimum
- 83% of employees have salaries below the market value (midpoint) for their salary grade

## Salary Averages

- Average percentage above salary grade minimum: 12.01%
- Average annual base salary: \$51,084
- Average annual base salary of identified market local governments: \$56,940

## II. Initial Workforce Summary

As gleaned from the initial workforce analysis, Wendell, in our opinion, has a relatively immature workforce from the standpoint of average length of service with the Town as well as length of service in their current positions. Approximately 40% of the Town's workforce has been employed less than five (5) years with 30.2% being employed in the calendar year 2019 (as of October 19, 2019). While more than 74% of the workforce have been employed in their current positions less than five (5) years, 62% have been in their current positions two (2) years or less.

With a relatively mature workforce, an employee with 8+ years' experience in their classification, and performing the job with demonstrated proficiencies and competencies, an employee would be expected to have a salary of 25% above the minimum of their salary grade (based on Wendell's 50% range from minimum to maximum). While the Town's average salary is 12.01% above minimum salary, we found 52.8% of employees have salaries less than 5% above their salary grade minimum, and 83% have salaries less than the market value (midpoint) for their salary grade. These percentages are indicative of a relatively immature workforce in which employee salaries are compressed at the lower end of the salary range as the result of the majority of employees being employed for a relatively short period of time. There are other factors related to salary compression that will be addressed in our recommendations later in this report.

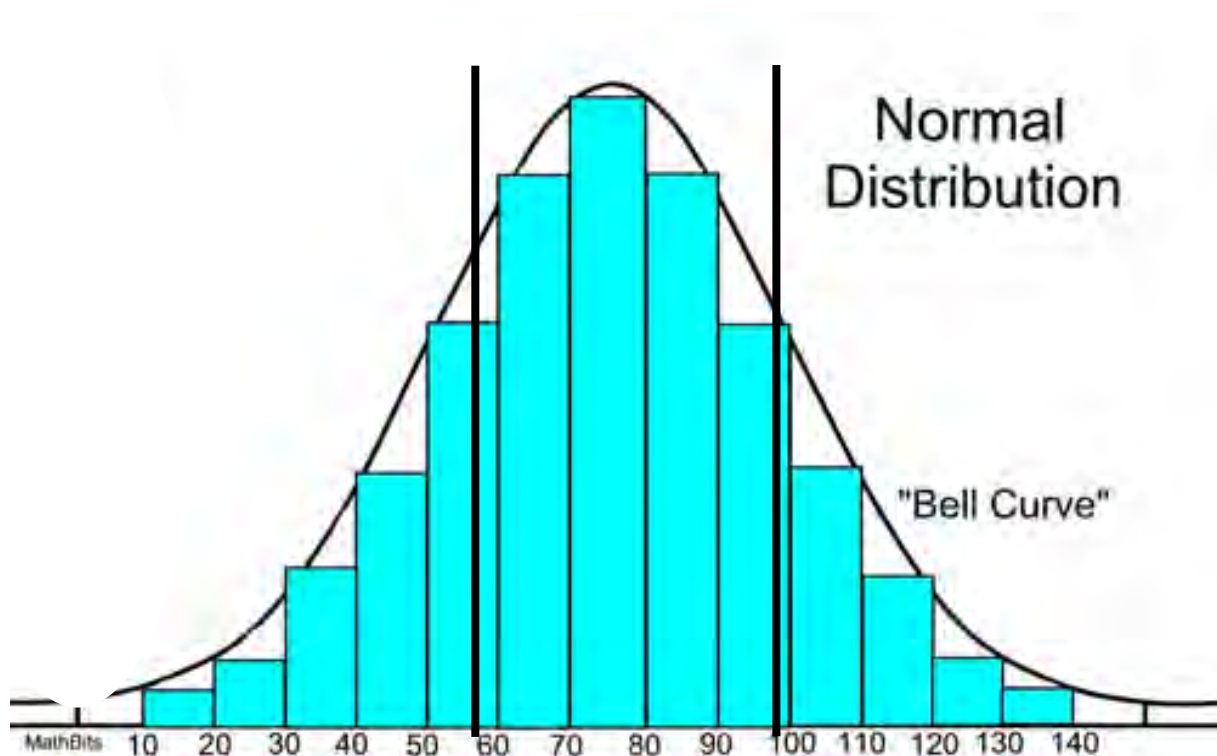
The information contained in our report is based solely on the workforce demographics at the beginning of the pay plan and position classification study, and contains no information based on or derived from any data collected for that study.

The following charts provide a graphical representation of Wendell's workforce salaries, employment dates, date in current position, as well as other workforce data.

## The “Bell Curve”

The following workforce charts should be viewed against the backdrop of the standard deviation “Bell Curve”. All workforce measurements should be considered in relation to standard deviation (normal distribution) where a relatively few employees will be found on the extreme left and right sides of the scale while the majority of employees would be expected to appear at, or near, the midpoint of the scale, whether measuring length of employment, salaries or any other workforce metric

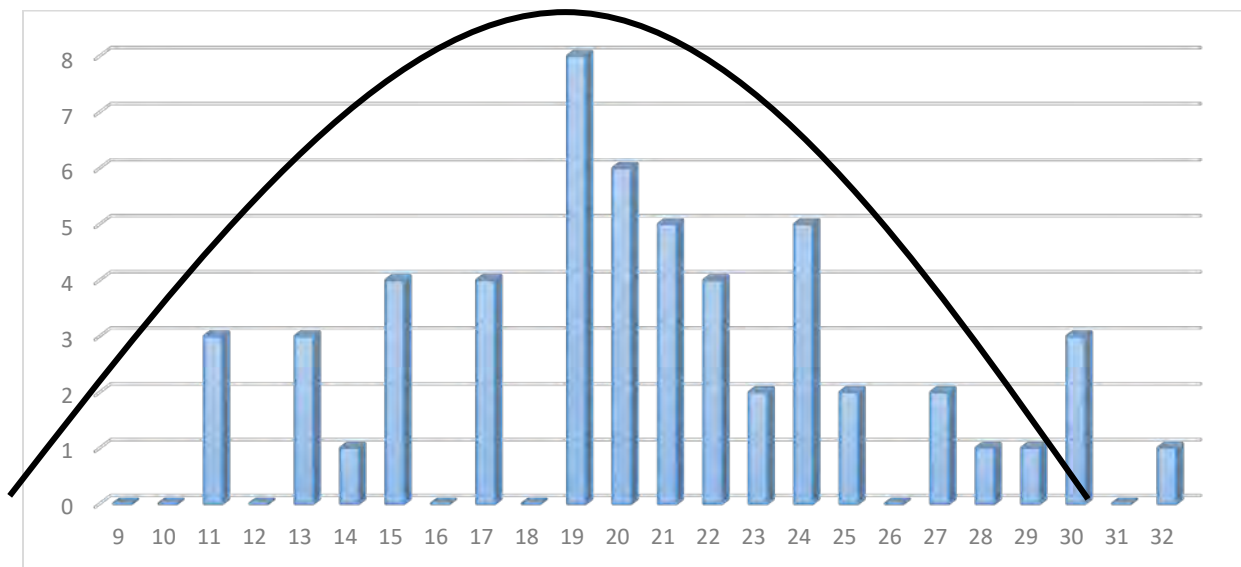
In a mature workforce, two-thirds of the employees should be in the middle one-third of standard deviation. We use an average of 8 to 10 years employed by the Town as a mature workforce. Wendell’s average years of employment is 8.1 years.



We have a technical inability to reproduce a Bell Curve on the following charts and have substituted the Bell Curve with an arch to compare the Town’s workforce data to the normal distribution.

## CHART ONE

### Employees Shown by Pay Grade Assignment

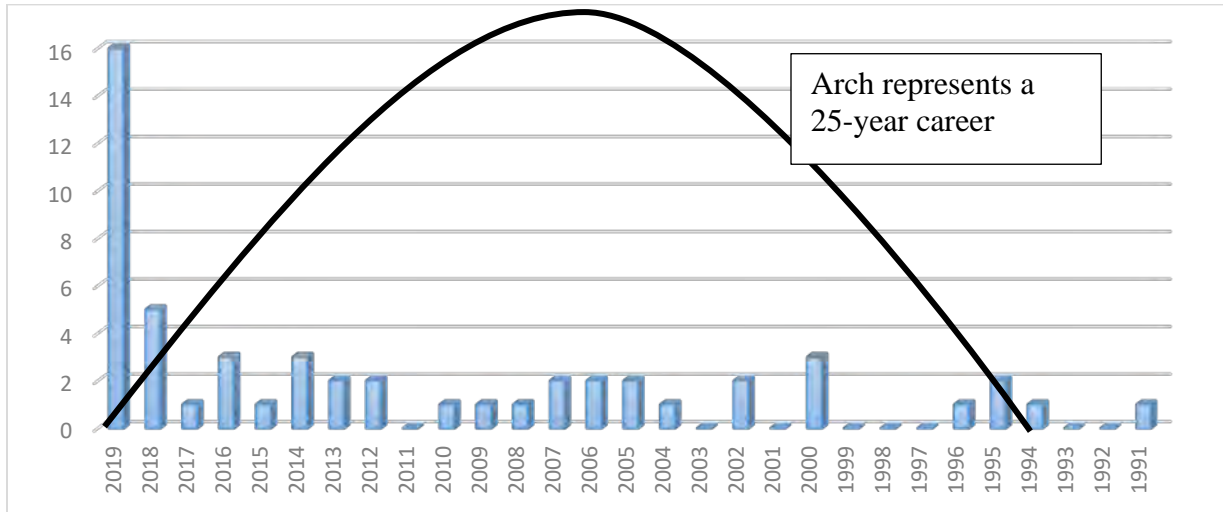


**Chart One:** Wendell's present Salary Schedule consists of salary grades 9 through 35. Employees are currently to grades 11 through 32 and the majority of employees (8) assigned to grade 19 followed by grades 20 then 24.

The data in this chart represents a typical salary grade distribution of employees. The majority of technical and paraprofessional employees are assigned to the middle one-third of the grade schedule and with the highest grades reserved for Department Heads, Directors, and Managers.

## CHART TWO

### Employees Shown by Year Employed

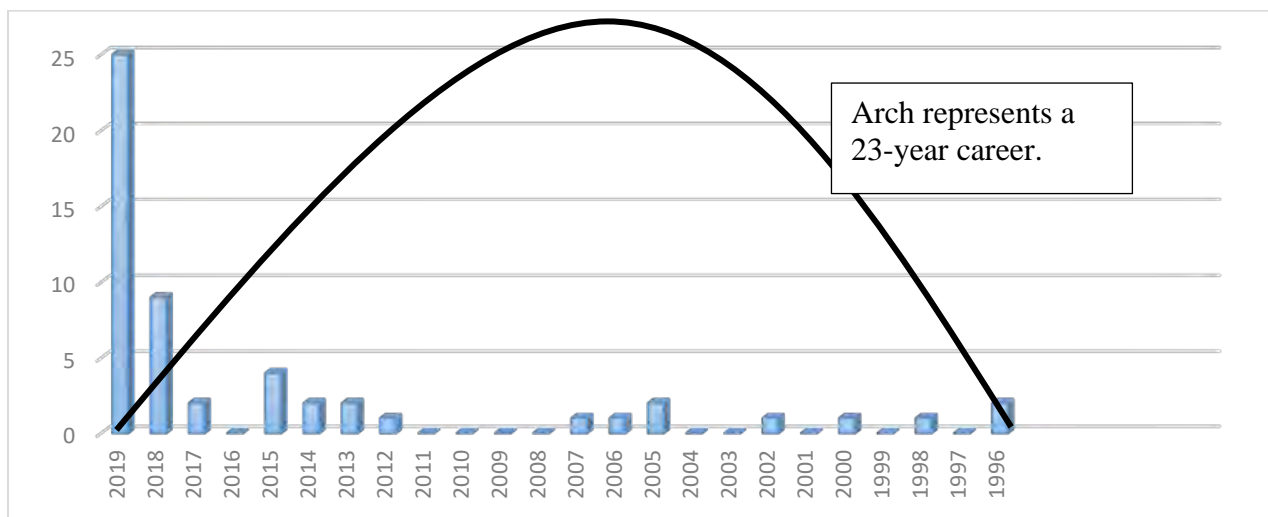


**Chart Two:** This chart provides the graphical representation of the distribution of employees by year of employment with the Town. Although the Town has a number of long serving employees, the majority of employees have been employed within the past the past five (5) years, with the greater majority being employed within the past year. The data in these charts was captured as of October 19, 2019, and approximately 30% (16) of the workforce have been employed during the calendar year 2019. Nearly 50% of the workforce has been employed less than five (5) years. Not represented on Chart Two are the total number of employees employed each year. The chart represents the number of employees employed within each year who are currently employed by the Town.



### CHART THREE

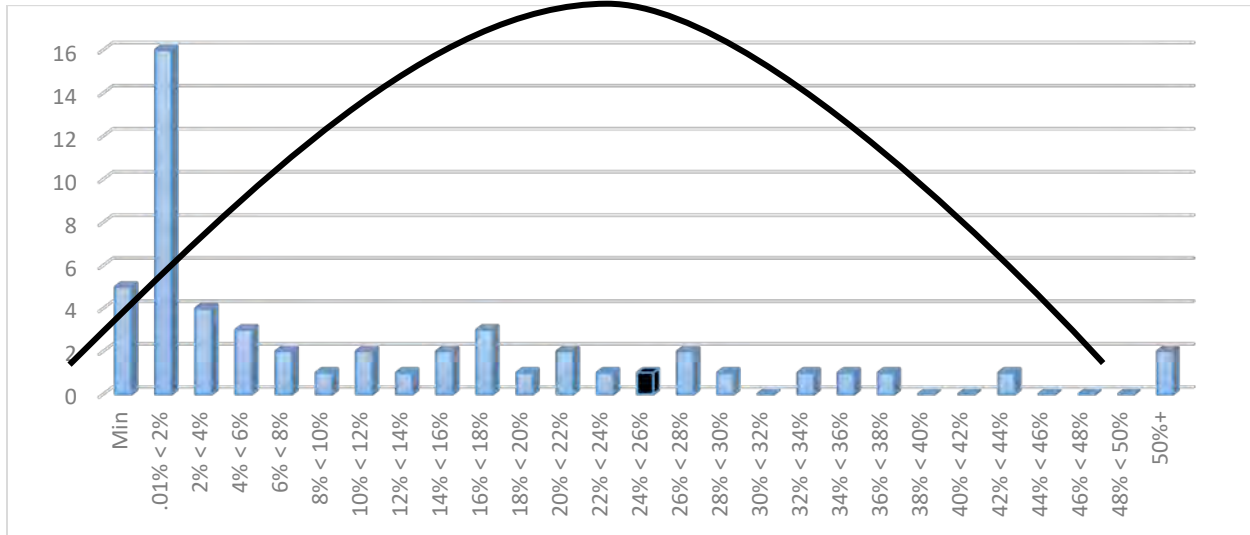
#### Employees Shown by Year Employed in Current Position



**Chart Three:** This chart graphically shows the majority of employees have been in their current positions for a relatively short period of time. For example, 25 employees have been in their current position less than one year, primarily due to recent employment by the Town.

## CHART FOUR

### Salaries Shown as Percent Above Grade Minimum Salary



**Chart Four:** This chart represents the average percentages of employee salaries above their pay grade minimum salary. Wendell's salary grade range, as measured from minimum rate to maximum rate, is 50%. In a 50% range the midpoint (market value) of the range is placed at 25% above minimum (represented by the black bar titled 24% but less than 26%). In a mature workforce, employees with a minimum of 8 to 10 years' experience in their position, could be expected to be earning the market rate for their classification. As seen in the previous slides, as a result of the Town's relatively young workforce, the majority of employees have not been employed long enough to have their salaries advance along their range. Approximately 52.8% of employees have salaries less than 2% above their grade minimum, 58.5% have salaries less than 5% above minimum, and 83% have salaries less than the market rate (midpoint) of their range. An area of concern is potential salary compression if procedures and/or methodologies are not in place to advance employee salaries toward the midpoint.

## CHART FIVE

### Department Metrics

Department	Average Salary	Average Salary Grade	Average % Above Min Salary	Average Years in Position	Average Years Employed
Administration	\$78,104	24	9.54%	0.8	0.8
Finance	\$62,509	23	15.72%	4.8	9.6
Parks & Rec	\$52,529	18	20.18%	9.8	14.4
Planning	\$62,457	23	13.15%	0.7	3.5
Police	\$53,638	21	10.88%	4.8	8.8
Public Works	\$41,522	17	4.23%	1.9	6.2

**Chart Five:** This chart examines several data points of the Town's Departments providing the Department averages of Salary, Salary Grade, Percent above salary grade minimum, Years in Current Position and Years Employed by the Town.

### III. Overview

Piedmont Triad Regional Council (PTRC) was contracted to conduct a Pay Plan and Position Classification study for each approved and budgeted position to determine the effectiveness of the Town's pay plan and analyze each position for correct placement within the pay plan. A pay plan and position classification system form the basis by which employees in varied classifications of work are compensated. Annual maintenance of the pay plan is required to ensure both internal and external competitiveness (equity).

The external competitive analysis focused on geographically located governments. The sources used were 1) similar in size or services provided, 2) similar in job functions, and 3) competitors for talent. The surveyed local government entities were:

Apex	Rolesville
Clayton	Selma
Garner	Wake County
Hillsborough	Wake Forest
Knightdale	Wilson
Raleigh	Zebulon

A formal job analysis of each Wendell position was completed to obtain a thorough understanding of the scope of responsibilities and major job functions associated with each job. The analysis process began with each employee completing a Position Description Questionnaire (PDQ) which was then reviewed by the employee's supervisor before being forwarded to the Manager. The PDQ review and approval was followed by a comprehensive analysis of the data and information contained within each PDQ. Individual employee interviews were conducted providing the opportunity for each employee to become engaged in the process to ensure we had a full appreciation and understanding of the uniqueness of each position. After analysis and formation of the preliminary findings and recommendations, meetings were held with the Manager, Finance Director, Human Resources Specialist and Recreation Program Supervisor to provide an overview of the study findings, results, and recommendations.

The relevancy of an effective market-based pay plan lies within the administration and methodology of establishing starting salaries (for new employees) and a systematic means of moving the salaries of experienced employees across the salary range. To that end, a recommended Pay Plan with established pay grades and pay ranges is included in this report.

As Wendell grows, it will be imperative to offer competitive salaries to attract the best possible talent to serve the citizens. It is imperative for Wendell to remain geographically competitive to ensure all job roles are properly classified and compensated. To ensure pay plan maintenance, a periodic and ongoing process is required to review benchmark jobs (those critical to the Town) on an annual or bi-annual basis to ensure they are assigned the proper pay grade. This, in conjunction with an effective employee performance evaluation system will provide overall performance management for the Town, each Town Department and each individual employee.

## IV. Current Pay Plan Review

After our initial review of the Town's current pay plan we determined that the number of pay grades was sufficient to administer the number of current and any proposed or anticipated classifications for the current and future years. Each grade had a range, as measured from the minimum to maximum salary, of 50%. In the recommendations section of this report we support and recommend the salary grade range remain at 50%.

The pay plan review also revealed that the differential between each salary grade was inconsistent. This, often times, is caused by the annual adjustment of the pay plan by the amount of cost of living or market adjustments and is affected by rounding up or down of the dollar amounts. We found that while some grades had a differential of the market standard 5%, many had ranges from 4.9% to 4.4%. In the recommendations section of this report our proposed pay plan has a consistent 50% range for each pay grade and a consistent 5% differential between each pay grade.

An example of how the 5% consistent differential effects the current salary grade ranges can be found on page 17 of this report. Table One on page 17 shows the collected market data for Police Officer I. Contained within Table One is the current grade and range for Wendell's Police Officer I: Grade 19 - \$42,371 - \$52,964 - \$63,557. Also shown is the recommended grade range after installing the consistent 5% differential between each grade. The recommended grade 19 range becomes \$43,218 - \$54,023 - \$64,828, a 2% increase of the current grade range. The new grade 19 range, as a result of the 2% increase, brings it to a market competitive range supporting our recommendation to leave Police Officer I in grade 19.

## V. Methodologies

The following methodology was established and utilized to arrive at the stated and recommended outcomes contained herein:

### **Methodology for Position Classification:**

- A. Initial meetings and communications – Met with Manager, Finance Director, Human Resources Specialist and Recreation Program Supervisor to clarify any issues regarding the full scope of work and established the study schedule, procedures, goals and project deliverables.
- B. The Human Resources Specialist provided appropriate and necessary reports and documentation to assist in developing a full understanding of the Town’s present classification structure.
- C. Employee kick-off meetings were held to provide employees with an overview of the study process and instructions regarding the importance of the completion of the Position Description Questionnaire (PDQ).
- D. Employee position information was gathered using PDQs supplemented by employee and supervisor interviews to ensure that complete and accurate information regarding each position was identified and collected.
- E. All collected data was analyzed to identify job families as well as the scope and different levels of work within each job family. Typical duties, knowledge, skills, abilities and other job-related characteristics required to perform the work were identified. Based on this analysis, initial classification concepts and recommendations were produced that were designed to appropriately describe the body of work currently being performed by Wendell employees.
- F. PTRC utilizes the whole job comparison method of job evaluation. The duties and responsibilities of individual positions are evaluated to determine their relative level of difficulty and responsibility. The factors used are generally accepted principles in human resources position and classification analysis. The following are among the classification factors used in determining the level of each position:
  - 1. Working conditions
  - 2. Nature and significance of public contacts
  - 3. Variety and complexity of work
  - 4. Decision making
  - 5. Consequence of error
  - 6. Supervision given
  - 7. Supervision received
  - 8. Knowledge, skills, and abilities
- G. Each position was analyzed to ensure that content and titles were current, accurate and consistent with FLSA, EEO and ADA considerations.

- H. Preliminary meetings with the Town Manager, Finance Director, Human Resources Specialist and Recreation Program Supervisor were held to review and discuss the study findings and recommendations to solicit review and comments.
- I. Any issues or concerns expressed in the preliminary meetings were reviewed and discussed.
- J. Finalized study results and recommendations were determined, are detailed in this report and are scheduled for presentation to the Town's Board of Commissioners.

**Methodology for Pay Plan:**

- A. Identified the relevant job market to base the comparative pay plan analysis. Primary emphasis was on those similarly sized and comparatively staffed municipalities or who are natural competitors for local workforce.
- B. Conducted the customized market salary survey focusing on identified benchmark positions within the workforce.
- C. Analyzed survey data and recommended a pay plan structure including pay grades and pay grade ranges as well as placement of individual classifications within each pay grade.

## VI. Comparable Market Data

Throughout this report the terms “classification” and “position” are interchangeable and refer to the individual title of the classification/position held by each employee. For the purposes of this report the terms “pay plan” and “salary schedule” also are interchangeable and refer to the established plan/schedule that is developed and is representative of the average pay grades and salary ranges for each of the market local governments.

The following table illustrates a work sheet which identifies comparable market data, as well as recommendations for placement in a new salary grade and range. This type of format is used to develop the average and median salary ranges as well as the average and median salaries for the studied classification. The below table is the comparable market data for Wendell’s Police Officer I.

**Table One:** Comparable Market Data for Police Officer

Police Officer	Grd	Min	Midpt	Max	Avg	CR	Range	Compared Classification
Apex		43,193	57,107	71,020	47,475	0.83	64.42%	Police Officer I
Clayton		43,384	55,819	68,254	48,271	0.86	57.32%	Police Officer
Garner		45,038	57,465	69,891	45,351	0.79	55.18%	Police Officer I
Hillsborough		43,914	57,088	70,262	48,335	0.85	60.00%	Police Officer
Knightdale		45,751	56,934	68,117	50,202	0.88	48.89%	Police Officer
Raleigh		42,300	53,987	68,389	46,484	0.86	61.68%	Police Officer
Rolesville		42,484	52,680	62,876	42,909	0.81	48.00%	Police Officer I
Selma		39,067	49,781	60,518	39,526	0.79	54.91%	Police Officer
Wake County		42,000	57,000	72,000	51,540	0.90	71.43%	Deputy Sheriff
Wake Forest		47,360	62,252	77,144	48,583	0.78	62.89%	Police Officer I
Wilson		41,064	53,523	65,982		0.00	60.68%	Police Officer
Zebulon		41,062	51,327	61,593	44,024	0.86	50.00%	Police Officer
<b>Wendell Police Officer</b>	<b>19</b>	<b>42,371</b>	<b>52,964</b>	<b>63,557</b>	<b>42,471</b>	<b>0.80</b>	<b>50.00%</b>	
<b>Average</b>		43,051	55,414	68,004	46,609	0.84	57.96%	
<b>Median</b>		42,839	56,376	68,321	47,475	0.84	59.49%	
<b>Recommendation</b>	<b>19</b>	<b>43,218</b>	<b>54,023</b>	<b>64,828</b>	<b>43,320</b>	<b>0.80</b>	<b>50.00%</b>	

While this example is for Police Officer I, this methodology was used for each studied classification. This data provides the salary range used by each local government for their classification of Patrol/Police Officer as well as Wake County’s classification of Deputy Sheriff. In determining the market comparable pay grade range for Patrol Officer we examined the average and median ranges of the aggregate data. Based on the data collected we recommend Patrol Officer be assigned to grade 19 in the proposed pay plan (See Section VIII for Recommended Pay Plan). The City of Wilson did not provide individual employee salary data.

As can be seen in this comparison, although the pay grade range is only 1.6% below the market range, the actual average salary is 9.4% below the market average salary.



## VII. General Recommendations

### A. Adopt a Salary Administration Philosophy

The following *italicized* information was prepared by the Society for Human Resource Management (SHRM)

*A Salary Administration/Compensation Philosophy is similar to a Mission and Vision Statement. It creates and supports a methodology of horizontal and vertical movement of employee compensation toward the Midpoint (Market Value) of an employee's salary range.*

*The philosophy is simply a formal statement documenting the employer's position about employee pay and total compensation. It essentially explains the "why" behind employee pay and creates a framework for consistency. Employers can benefit from being transparent about their compensation philosophy and having an official pay strategy.*

*The philosophy is based on many factors, including the employer's financial position, the size of the organization, the industry, business objectives, salary survey information, and the level of difficulty in finding qualified talent based on the economy, as well as the unique circumstances of the business. It is important for the compensation philosophy to be reviewed periodically and modified based on how well it is working and current factors affecting recruitment and retention. For example, market conditions may make it really difficult to find qualified talent in a particular specialization, and an employer may need to pay a premium for these candidates. If the employer's current compensation philosophy does not support this value, then the employer may need to change its philosophy to meet its current needs.*

*A well-designed compensation philosophy supports the employer's strategic plan and initiatives, business goals, competitive outlook, operating objectives, and compensation and total reward strategies.*

*As such, most compensation philosophies seek to:*

- *Identify the organization's pay programs and total reward strategies*
- *Identify how the pay programs and strategies support the organization's business strategy, competitive outlook, operating objectives and human capital needs*
- *Attract people to join the organization*
- *Motivate employees to perform at the best of their competencies, abilities and skill sets*
- *Retain key talent and reward high-performing employees*
- *Define the competitive market position of the organization in relation to base pay, variable compensation and benefits opportunities*
- *Define how the organization plans to pay and reward competitively, based on business conditions, competition and ability to pay*

*An effective compensation philosophy should pass the following quality test:*

- *Is the overall program equitable?*
- *Is the overall program defensible and perceived by employees as fair?*
- *Is the overall program fiscally sensitive?*

- *Are the programs included in the compensation philosophy and policy legally compliant?*
- *Can the organization effectively communicate the philosophy, policy and overall programs to employees?*
- *Are the programs the organization offers fair, competitive and in line with the compensation philosophy and policies?*

*While HR is clearly in the lead in developing an organization's compensation philosophy and policy, success lies in close collaboration with the leadership team to obtain valuable input, direction, concurrence, and continuous funding.*

#### **Philosophy Model Statement for Consideration:**

The philosophy behind Wendell's compensation program is to create a compensation program that supports our mission and values. We believe our compensation program is a management tool that, when aligned with an effective communication plan, is designed to support, reinforce and align our values, service delivery strategy, operational and financial needs with a goal of superior customer service.

The Town of Wendell's compensation program is designed to attract, motivate, and retain talented employees who drive our success. We strive to provide base salary that meets the market when employees are fully proficient and meeting expectations. We believe that employees consistently performing above expectations and who are proficient in their role should be rewarded with a higher base pay. Employees who are new to their role and/or not meeting expectations would be paid below the established market range. In addition to base salary, Wendell will utilize incentive, longevity or career development pay as a way to meet our strategic goals. Incentive pay will be available to some employees with consideration for a number of objectively determined factors and will be based on individual goals that relate to the Town's objectives.

In alignment with our transparency culture and our vision statement, we will strive to communicate openly about the goals of the Town and the design of the compensation program. The compensation process is intended to be fair and simple so that all employees and managers understand the goals and the outcomes of the process. The Town of Wendell will administer the compensation program in a manner that is consistent and free of discrimination.

## **B. Administer Market-Based Salary Administration Practices**

1. The proposed Salary Schedule:
  - a. Establishes a minimum to maximum salary range of 50% with a 5.0% differential between each pay grade.
  - b. Should be annually monitored and adjusted to maintain favorable market competitiveness. A comprehensive pay and classification study is recommended approximately every 3 to 5 years with interim adjustments in certain classes and/or class series, at minimum, every 2 to 3 years.
2. The Town should use the recommended practice of reclassification (change in grade level) for individual classifications or specific job roles of employees (or job series) to ensure competitive salaries without the need to revise the entire Salary Schedule.

3. The focus of salary administration should not only be on the competitive minimum salaries, but, also, on the midpoint (market value/job rate) of each job classification. With a 50% range from minimum to maximum, the midpoint/market value is typically established at the 25% above the minimum of the 50% range. The market rate can also be established as a plus/minus relationship to the midpoint salary. For example, the market rate can be identified as plus/minus 3% or 5% of the salary grade midpoint.
4. Salary Schedule adjustments should not necessarily coincide with employee compensation but should be amended when the entry level salaries of a significant portion of the benchmark classifications are no longer competitive. As an example, after adoption and implementation of the market pay and classification study, the salary grade ranges could remain unchanged even though the Town may have implemented a Cost of Living adjustment (COLA) in the new fiscal year. The Town could adjust employee salaries by the amount of the COLA but leave the salary grade ranges unchanged, or move the salary grade ranges a percentage of the COLA. This is effective in the first year after the adoption of the recommendations and assists in addressing salary compression.
5. The focus of salary administration should be on 1) advancing employees toward the midpoint (market value) of each pay grade with a market based compa-ratio established at, for example, plus/minus 5% of the midpoint, and 2) provide methodologies in which employees may continue to advance across their salary grade range. These methodologies could include salary adjustments for attainment of additional certifications, education, experience or other objectively identified position related criteria. A written career development policy and plan, which is endorsed by the Town Commissioners, should be considered to provide consistent objective administration of employee compensation.

## VIII. Implementation Recommendations

- A. Adopt the Recommended Market-Based Pay Plan (see Section IX. - Proposed Pay Plan), and,
- B. Adopt the Following Implementation Recommendation

### **Implementation Recommendation**

Several implementation strategies and recommendations were reviewed and considered. The following recommendation provides the best strategy to both implement a new market-based pay plan and place employee salaries in a better competitive position to the market.

The implementation recommendation assigns each classification (position) to a pay grade commensurate with the market pay ranges average for the same and/or similar classifications. Additionally, the recommendation provides that each employee be placed on the recommended pay plan at the same compa-ratio as they hold on the current pay plan. For example, if an employee's salary is at the midpoint of their current grade range (compa-ratio of 1.00) and, as a result of the pay plan and position classification study, their position is assigned to a higher pay grade, the employee's salary will be placed at the midpoint (compa-ratio of 1.00), the same relative position on the recommended range as they hold on the current grade range. This implementation recommendation also, in addition to assigning each classification to a market competitive grade, provides the framework supporting the initial step addressing salary compression; and, more importantly, prevents new employees from beginning employment at the same, or higher, salaries than current employees.

<b>Recommendation</b>	<b>Salary Adjustments</b>	<b>23% FICA, Retirement, etc.</b>	<b>Required Funding</b>
Implementation	\$306,963	\$70,602	\$377,565

Please note, in the above recommended funding requirement, two proposed new positions will account for \$135,340 (\$110,032 salaries plus \$25,308 FICA, Retirement, 401(k), etc.) of the required amount.

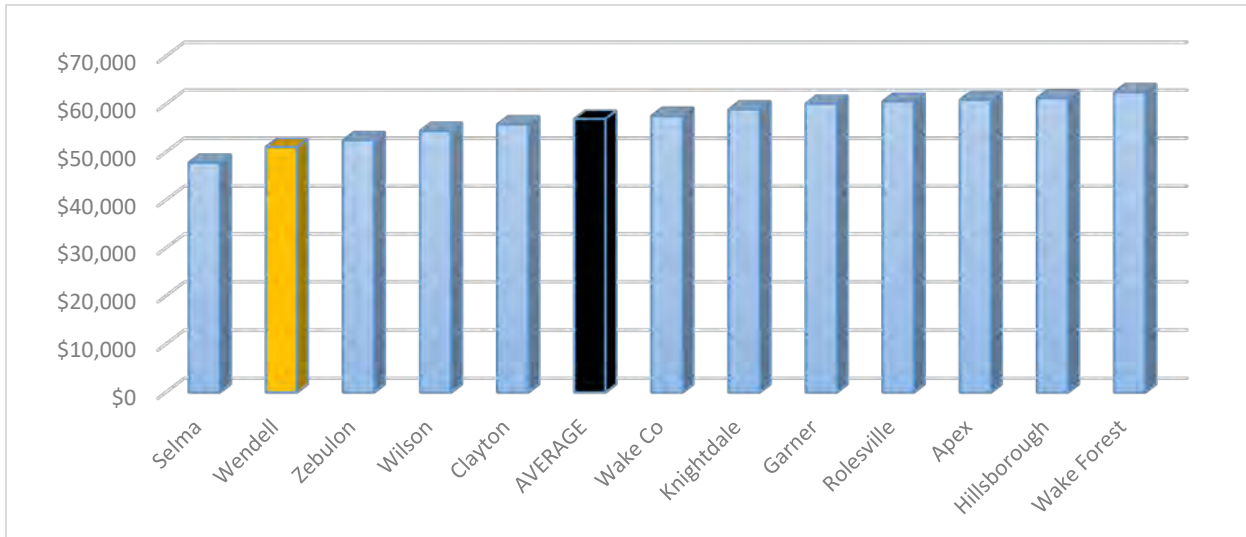
With the adoption of this Implementation Recommendation, the average Wendell employee annual salary will be \$56,664 (10.9% greater than the current \$51,084 average). It also moves the Town's average salary to within .5% of the market average, from the current 11.5% differential.

The recommendations for implementing changes to individual employees are provided in a separate spreadsheet submitted to the Town Manager.

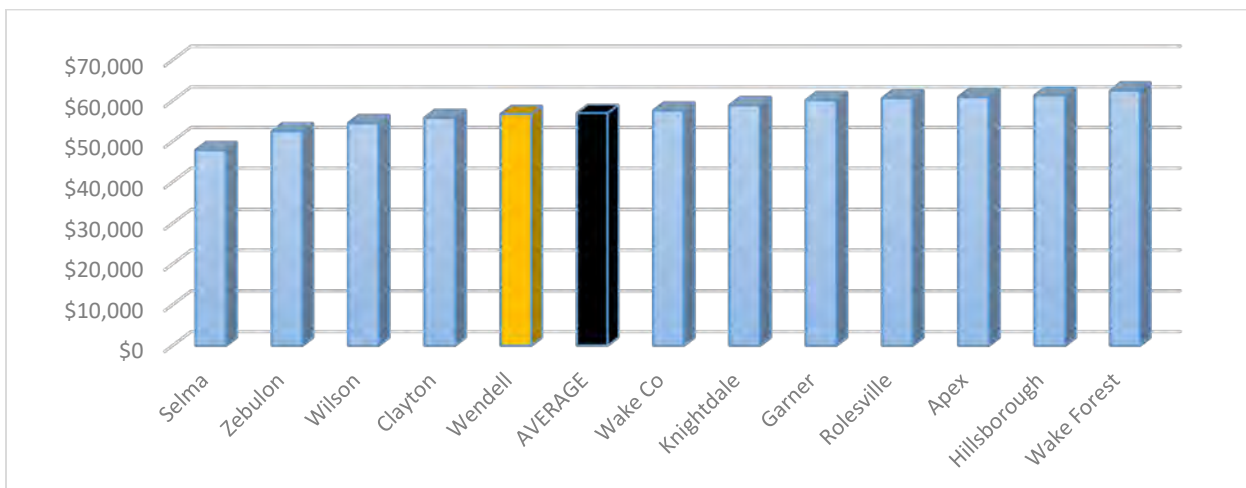
## IX. Market Average Salaries Comparisons

The following two charts represent Wendell's current average salary in comparison to the identified market (Chart Six), and proposed comparison to the market after implementation of the recommendation (Chart Seven).

**CHART SIX  
CURRENT AVERAGE SALARY COMPARISON**



**CHART SEVEN  
PROPOSED AVERAGE SALARY COMPARISON**



The average salary for the market group is \$56,940 in comparison to the current Wendell average salary of \$51,084 (11.5% below market average). With the adoption of the recommendations, Wendell's average salary will be \$56,664, or .5% below the market average.

## X. Proposed Pay Plan

<u>Grade</u>	<u>Minimum</u>	<u>Midpoint</u>	<u>Maximum</u>	<u>FLSA</u>	<u>Classification Title</u>
10	27,754	34,692	41,630	N	Future Use
11	29,141	36,427	43,712	N	Future Use
12	30,598	38,248	45,898	N	Future Use
13	32,128	40,160	48,192	N	Park Maintenance Technician
13	32,128	40,160	48,192	N	Customer Service Representative
13	32,128	40,160	48,192	N	Police Administrative Assistant
13	32,128	40,160	48,192	N	Public Works Administrative Assistant
13	32,128	40,160	48,192	N	Public Works Specialist I
14	33,735	42,168	50,602	N	Future Use
15	35,421	44,277	53,132	N	Permit Technician
15	35,421	42,277	53,132	N	Public Works Specialist II
16	37,192	46,491	55,789		Future Use
17	39,052	48,815	58,578	N	Accounting Technician
17	39,052	48,815	58,578	N	Senior Public Works Specialist
18	41,005	51,256	61,507		Future Use
19	43,055	53,819	64,582	N	Payroll and Benefits Specialist
19	43,055	53,819	64,582	N	Police Officer I
19	43,055	53,819	64,582	N	Public Works Crew Leader
20	45,208	56,510	67,812	N	Accountant I
20	45,208	56,510	67,812	N	Code Compliance Officer
20	45,208	56,510	67,812	N	Police Officer II
20	45,208	56,510	67,812	N	Recreation Program Supervisor
21	47,468	59,335	71,202	N	Master Police Officer
21	47,468	59,335	71,202	N	Police Investigator
22	49,841	62,302	74,762	N	Planner I
22	49,841	62,302	74,762	N	Senior Police Officer
23	52,334	65,417	78,500	N	Accountant II
23	52,334	65,417	78,500	N	Accreditation Manager
24	54,950	68,688	82,425	N	Police Investigations Sergeant
24	54,950	68,688	82,425	N	Police Sergeant
25	57,698	72,122	86,547	N	Human Resources Administrator
25	57,698	72,122	86,547	N	Town Clerk
26	60,583	75,728	90,874	E	Public Works Superintendent
27	63,612	79,515	95,418	N	Assistant to the Town Manager
28	66,792	83,490	100,189	E	Assistant Planning Director
28	66,792	83,490	100,189	E	Police Captain
29	70,132	87,665	105,198	E	Future Use
30	73,639	92,048	110,458	E	Future Use
31	77,320	96,651	115,981	E	Future Use

<b><u>Grade</u></b>	<b><u>Minimum</u></b>	<b><u>Midpoint</u></b>	<b><u>Maximum</u></b>	<b><u>FLSA</u></b>	<b><u>Classification Title</u></b>
32	81,187	101,483	121,780	E	Parks and Recreation Director
32	81,187	101,483	121,780	E	Planning Director
32	81,187	101,483	121,780	E	Public Works Director
33	85,246	106,557	127,869	E	Future Use
34	89,508	111,885	134,262	E	Chief of Police
35	93,984	117,479	140,975	E	Finance Director
36	98,683	123,353	148,024	E	Future Use
37	103,617	129,521	155,425	E	Future Use
38	108,798	135,997	163,197	E	Future Use
39	114,238	142,797	171,356	E	Future Use
40	119,949	149,937	179,924	E	Future Use
41	125,947	157,434	188,920	E	Future Use
42	132,244	165,305	198,366	E	Future Use
43	138,856	173,571	208,285	E	Town Manager
44	145,799	182,249	218,699	E	Future Use
45	153,089	191,362	229,634	E	Future Use

**Notes:**

1. Employees in classifications with FLSA status “N” are subject to the overtime provisions of the Federal Fair Labor Standards Act which requires the payment of overtime (or equivalent compensatory time), at time and one half, after the employee has worked more than 40 hours in the employer’s official work week, not the employee’s work schedule.

2. Employees in classifications with FLSA status “E” are not subject to (exempt from) the overtime provisions of the Federal Fair Labor Standards Act.

3. Law Enforcement Officers and Firefighting personnel who are subject to the overtime provisions of the FLSA may be paid on the basis of a work period ranging from 7 to 28 days and not the Town’s official work week.

\* Under the Fair Labor Standards Act (FLSA), effective January 1, 2020, the annual salary threshold for an Exempt employee is \$35,568. The above listed classifications in grade 15, or lower, may (by a review of the duties), be Exempt under the FLSA. However, if the employee’s actual annual earnings are below \$35,568, the classification will be designated as Non-Exempt. The actual FLSA designation of Non-Exempt or Exempt will be based on the actual annual salary of the employee(s) working in the classification and in accordance with the applicable duties test.



## XI. Updated Class Specifications

All Class Specifications (Job Descriptions) were updated utilizing Position Description Questionnaire responses as well as individual employee interviews.

Prior to final submission, each updated job description was reviewed by the department director.

## XII. Definitions of Salary Survey Analysis Terms

<b><u>Terms</u></b>	<b><u>Description</u></b>
<b><u>Average</u></b>	The arithmetic mean of several reported salaries for a specific job classification (e.g., average salaries of all Firefighters as a class)
<b><u>Median</u></b>	The median is the middle value of a series of values in numerical order. For employee salaries in a given job classification, it is the middle point of all salaries of employees in a given classification. In effect, half the employees would make less than the middle value (median) and half would make more than the middle value (median)
<b><u>Compa-Ratio</u></b>	The relationship (expressed as a decimal) between an employee's actual annual salary and the midpoint (market value) of the assigned pay grade (the salary divided by the range's midpoint). The midpoint is represented as 1.00. Employee salaries below the midpoint are shown as a lower decimal (e.g., .80, .95, etc) and salaries above the midpoint are shown as a higher value (e.g., 1.05, 1.10, etc) indicating a higher value to the midpoint
<b><u>Grade Differential</u></b>	The percentage increase from a lower pay grade to the next highest pay grade. Typically, 5% from one pay grade to the next highest pay grade
<b><u>Minimum</u></b>	The beginning or entry salary for each salary grade. Typically, this is 25% less than the Midpoint on a 50% salary range
<b><u>Midpoint</u></b>	The arithmetic average of the minimum salary and maximum salary for each salary grade. Typically represents the "Market Value" of the positions assigned to each salary grade
<b><u>Maximum</u></b>	The last or ending salary for each salary grade. Typically, this is 20% greater than the Midpoint on a 50% salary range



**Item Title:**

Planning Board Comparative Analysis

**Board of Commissioners Meeting:**

Monday, March 9, 2020 - Presentation

**Specific Action Requested:**

Receive presentation of a comparative analysis of Planning Boards in Wake County.

**Item Summary:**

Staff has prepared a comparative analysis of Planning Boards in Wake County to compare size of boards. This effort is a result of the discussion at the January 25 Organizational Retreat to determine if the current size of the Planning Board is appropriate, or if the Board of Commissioners would like to consider changing the number of seats available.

**Attachments:**

Planning Board Comparative Analysis Table

Town	Total Number of Board Members	Number of ETJ Seats
Wendell	9	2
Apex	8	1
Cary	10	1
Fuquay-Varina	8	2
Garner	7	2
Holly Springs	9	1
Knightdale	9	3
Morrisville	7	1
Raleigh	10	1
Rolesville	7	3
Wake Forest	6	1
Zebulon	7	3

**Item Title:**

Parking Ordinance Amendment Presentation

**Board of Commissioners Meeting:**

Monday, March 9, 2020 - Presentation

**Specific Action Requested:**

Receive presentation of the Draft Article III Specific Street Regulation Amendments

**Item Summary:**

Staff recommends the amendment of *Article III Specific Street Regulations* to accommodate the acceptance of recently developed roads with significant restrictive covenants in place regulating parking and to update provisions with State Statute.

The presentation will review the minor amendments in the attached draft to meet this goal. In the draft, bold text represents new language and strikethroughs are text recommended for deletion. All other text is existing language with no changes proposed or needed.

Changes proposed include the following:

- Sec. 24-90 (3) – Revise the language for distances from an intersection prohibited for parking to be consistent with State Statute.
- Sec. 24-90 (18) – Add language that prohibits parking that blocks trailheads or parking on public greenways.
- Sec. 24-90 (19) – Add language that prohibits on-street parking in Wendell Falls except in designated places. Parking for community events can be approved by the Town Manager, or designee. The Commissioners may allow parking during holiday periods. This is consistent with current restrictive covenants and parking practices in Wendell Falls.

Staff will place the text amendment for decision on the March 23, 2020 Board of Commission meeting.

**Attachments:**

Attachment A – Draft Article III Specific Street Regulation Amendments

## ARTICLE III. - SPECIFIC STREET REGULATIONS

### DIVISION 1. - GENERALLY

Secs. 24-40—24-53. - Reserved.

### DIVISION 2. - SPEED LIMITS, STOP STREETS, YIELD STREETS<sup>[\[3\]](#)</sup>

Footnotes:

--- (3) ---

**State Law reference**— Authority of municipality to establish speed limits, G.S. 20-141(B), 20-141(G); speed restrictions, G.S. 20-141; stop signs, G.S. 20-158; yield right-of-way signs, G.S. 20-158.1.

Sec. 24-54. - Speed limits.

The speed limit within the town shall be 35 miles per hour unless otherwise posted.

**State Law reference**— Speed restrictions, G.S. 20-141.

Sec. 24-55. - Stop streets.

It shall be unlawful for any person to operate a motor vehicle and fail to stop at a stop sign as required by G.S. 20-158(a), when the stop sign has been erected by authority of the Board of Commissioners.

(Code 1986, ch. 72, sch. II)

**State Law reference**— Stop signs, G.S. 20-158.

Sec. 24-56. - Yield streets.

It shall be unlawful for any person to operate a motor vehicle and fail to yield the right-of-way at a yield right-of-way sign when signs have been erected by authority of the Board of Commissioners.

(Code 1986, ch. 72, sch. III)

**State Law reference**— State requirement to yield right-of-way, G.S. 20-158.1.

Secs. 24-57—24-85. - Reserved.

### DIVISION 3. - STOPPING, STANDING, PARKING<sup>[\[4\]](#)</sup>

Footnotes:

--- (4) ---

**State Law reference**— Town's authority to regulate parking, G.S. 160A-301, 160A-302.

Sec. 24-86. - Parking prohibited at all times.

It shall be unlawful to park or leave standing any motor vehicle in any parking space located in the town for longer than the time authorized by signs or markings placed on or in front of an individual parking space.

(Code 1986, ch. 73, sch. I; Ord. No. 0-4-86, 3-10-1986; Ord. of 5-12-2003)

Sec. 24-87. - Stopping on street or bridge prohibited; removal of vehicles from public street or bridge.

When any vehicle is parked or left standing upon the shoulder or right-of-way of any street or bridge within the town corporate limits for a period of 24 hours or more, the owner shall be deemed to have appointed any investigating law enforcement officer his agent for the purpose of arranging for the transportation and safe storage of the vehicle and the investigating law-enforcement officer shall be deemed a legal possessor of the motor vehicle within the meaning of that term as it appears in G.S. 44A-2(d).

(Code 1986, ch. 73, sch. II; Ord. No. 0-4-87, 7-8-1987)

**State Law reference**— Abandoned and derelict motor vehicles, G.S. 29-137.6 et seq.; removal and disposal of motor vehicles constituting hazards, G.S. 160A-303.

Sec. 24-88. - Civil enforcement of parking provisions.

- (a) *Parking violations department established.* In order to promote and protect the public health, safety and welfare pursuant to the police powers of the town, and in order to regulate more efficiently the parking of vehicles upon the public streets of the town, there is hereby established a parking violations department with the person in charge thereof to be designated or appointed by the town manager.
- (b) *Procedure for notification of violator.* When any person charged with the duty of enforcement of the law regulating or prohibiting the parking of vehicles upon any street or public way or place within the town as provided by law shall find any vehicle parked upon such street, public way or place contrary to and in violation of any statute or town ordinance, when such violation was not committed in his presence or under such circumstances as would indicate sufficient evidence to support a conviction of the person who violated such statute or ordinance, the person so charged with such enforcement may notify the owner of such vehicle of the violation so found by conspicuously attaching to such vehicle a notice or ticket which shall require the owner or operator of such vehicle to pay to the town, within five days after the date of such notice, a fee or penalty in the amount hereinafter prescribed.
- (c) *Content of notice of violation.* Such parking violation notice or ticket shall, among other things:
  - (1) Contain a description of the vehicle and the time and place of the violation;
  - (2) State upon its face the nature of the parking violation and the amount of the fee or penalty due to the town.
- (d) *Parking violations enumerated.*
  - (1) The parking violations referred to in this subsection may be described on the notice or ticket referred to in subsection (b) of this section as follows: In violation of the law or ordinance this vehicle (describe vehicle) was parked at the stated date and time (violation checked).

- (2) The fines for parking violations are as follows:
- a. In a no parking zone, \$25.00.
  - b. Too close to intersection, \$25.00.
  - c. On a sidewalk, \$25.00.
  - d. Too far from curb or street edge, \$25.00.
  - e. On roadway side of standing vehicle (double-parked), \$25.00.
  - f. In loading zone, \$25.00.
  - g. Obstructing traffic, \$25.00.
  - h. In fire lane, \$50.00.
  - i. In parking zone for handicapped, \$50.00.
  - j. In restricted time zone, \$25.00.
  - k. Wrong side of street facing traffic, \$25.00.
  - l. Parking in front of a fire hydrant, \$50.00.
  - m. Other violations, \$25.00.
- (e) *Penalty fee.* The fee or penalty to be paid to the town for any one violation of a parking law or ordinance as set out in subsection (d) of this section is hereby fixed as noted. Any parking penalty or fee not paid within 30 days from the date of issuance will subject the violator to a \$25.00 late penalty. An additional \$25.00 late penalty will accrue each and every 30 days beyond the late payment period. Any such fees or penalties received by the town shall be applied toward the cost of enforcing and administering traffic and parking laws and ordinances within the town.
- (f) *Misdemeanor status of parking violations; towing of illegally parked vehicles.* Nothing herein is intended to provide that the violation of any law or ordinance regulating traffic or the parking of vehicles upon the public streets shall not constitute a misdemeanor as provided in G.S. 14-4, and nothing herein is intended to provide that vehicles parked in violation of a law or ordinance may not be towed away as provided by law. Failure to pay parking fines as indicated in subsection (e) of this section may be cause for vehicle immobilization or towing.
- (g) *Authority of town police to carry out or assist enforcement.* In addition to such person as may be designated or appointed by the town manager with the enforcement of the provisions of this section, police officers and nonsworn police personnel, as designated by the chief of police, are hereby authorized to carry out or to assist in such enforcement.
- (h) *Appeals.* Appeal of parking tickets must be made within five business days of receipt by contacting the town manager.

(Ord. of 6-11-2007)

Sec. 24-89. - Manner of parking.

- (a) No person shall stand or park in a roadway other than parallel with the edge of the roadway, and with the curbside wheels of the vehicle within 12 inches of the edge of the roadway, except upon those streets which have been marked or signed for angle parking, vehicles shall be parked at the angle to the curb indicated by such marks or signs with the front tire within 12 inches of the curb.
- (b) It shall be unlawful for any driver operating a motor vehicle on a two-way street to drive the vehicle across the centerline of the street, whether the centerline is or is not marked by paint, and park the vehicle or leave it standing, parallel to the curb or street edge, facing oncoming traffic.

(Ord. of 6-11-2007)

Sec. 24-90. - Parking in specific places prohibited.

No person shall park a vehicle, attended or unattended, except when necessary to avoid conflict with other traffic or in compliance with the directions of a police officer or traffic control device in any of the following places:

- (1) On a sidewalk;
- (2) On a crosswalk;
- (3) Within ~~45~~ **25** feet of an intersection ***of curb lines or, if none, then within 15 feet of the intersection of property lines at an intersection of streets;***
- (4) Alongside or opposite any street excavation or obstruction when such stopping or standing or parking would obstruct traffic;
- (5) Upon any bridge or other elevated structure or within any underpass structure;
- (6) On the roadway side of any vehicle stopped, standing or parked at the edge or curb of a street;
- (7) Within 15 feet in either direction of a fire hydrant or the entrance to a fire station;
- (8) Blocking any driveway;
- (9) At any location along Wendell Boulevard;
- (10) On the east side of North Pine Street, from Wendell Boulevard to Mattox Street;
- (11) On the south and north sides of Wall Street, 100 feet from Wendell Boulevard;
- (12) On the east side of Hollybrook Road, from Third Street to the railroad track;
- (13) On the east side of Buffalo Street, 100 feet south from Wendell Boulevard;
- (14) Both sides of North Cypress Street, from Wendell Boulevard to Fifth Street;
- (15) Across any parking lines;
- (16) At any no parking zone as designated by signs or markings;
- (17) Blocking any residential or commercial mailbox thereby preventing delivery or collection of the U.S. mail.
- (18) Blocking any trailhead or upon a public greenway.***
- (19) In the Wendell Falls Subdivision on any public or private streets within the community except where otherwise designated. Parking during community-wide resident events is permitted with prior approval from the Town Manager of their designee. The Board of Commissioners may allow on-street parking during holiday periods.***

(Ord. of 6-11-2007)

Sec. 24-91. - No parking and fire lanes.

- (a) No person shall park a vehicle or permit it to stand, whether attended or unattended, upon any public vehicular, street, highway, or roadway in any area designated as a fire lane. This prohibition includes designated fire lanes in shopping center or mall parking lots and all other public vehicular areas; provided, however, persons actively loading or unloading supplies or merchandise may park temporarily in a fire lane located in a shopping center or mall parking lot as long as the vehicle is not left unattended.

- (b) The following is a recommended method for marking fire lanes. However, nothing in this section precludes variances to this recommended procedure. Fire lanes may be marked as follows:
- (1) Signs should be a minimum of 12 inches by 18 inches with red letters and border on a white background;
  - (2) Signs should be placed at each end of the fire lane, at every exterior angle in curb and gutter with a maximum of 100 feet between signs;
  - (3) Fire lanes should be marked with a continuous single six-inch-wide yellow stripe from beginning to end;
  - (4) Lanes should be four to five feet wide from curb to yellow line; and
  - (5) The words "No Parking—Fire Lane" with the words "Towing Enforced" directly beside or below it, shall be stenciled, parallel to the face of the curb, no farther than 100 feet apart, using yellow paint with a minimum 12-inch-high letters, or for each wall-mounted or column-mounted sign which gives notice of a fire lane, there shall be additional language, whether added to the existing sign or on a supplemental sign placed under or beside the existing sign, in the same general size and type of lettering, with the words "Towing Enforced."
- (c) The following locations are designated as "No Parking—Fire Lane" zones when appropriately marked: The Town of Wendell.

(Ord. of 6-11-2007)

Sec. 24-92. - Owner, lessee to install, maintain no parking areas and fire lanes in private parking areas and driveways.

It is and shall remain the duty of the owner or lessee of the private parking lot or driveway area to install and maintain and replace any signs established pursuant to this Code and to replace said signs and maintain and repaint said markings when such replacement or repainting shall become necessary, in order adequately to give notice to the public of such restricted parking designation.

(Ord. of 6-11-2007)

Sec. 24-93. - Parking zones for the handicapped.

- (a) Parking spaces for any vehicle driven by or transporting a person who is handicapped, as defined by G.S. 20-37.5, or transporting a person who is visually impaired, as defined by G.S. 111-11, shall be designated as provided by G.S. 20-37.6(d) in public places within the town located as follows:
- (1) On the west side of North Pine Street, 40 feet north from the north curb of East Fourth Street.
  - (2) On the south side of East Fourth Street, 38 feet west from the west curb of North Pine Street.
  - (3) On the south side of East Depot Street, 21 feet east from the east curb of North Main Street.
  - (4) On the north side of West Depot Street, 17 feet west of the west curb of North Main Street.
  - (5) On the north side of East Third Street, 20 feet east from the east curb of North Main Street.
- (b) It shall be the duty of the director of public works to mark parking spaces as set out in subsection (a) of this section by marking spaces and by use of sign R7-8, Manual on Uniform Traffic Control Devices, or by such means of designation as may be provided by G.S. 20-37.6(d), as amended.
- (c) Parking spaces for any vehicle driven by or transporting a person who is handicapped, as defined by G.S. 20-37.5, or transporting a person who is visually impaired, as defined by G.S. 111-11, shall be designated as provided by G.S. 20-37.6(d) in parking areas or driveways of hospitals, shopping areas, apartment complexes, condominium complexes, commercial office complexes, or other



privately owned public vehicular areas in the town by such means of designation as may be provided by G.S. 20-37.6(d), as amended.

- (d) The installation and maintenance of signs or markings designated for any vehicle driven by or transporting a person who is handicapped or visually impaired as set forth in subsection (c) of this section is and shall remain the duty of the owner or lessee of the privately owned parking lot or driveway or other privately owned public vehicular area, and it shall be and remain the duty of said owner or lessee to maintain and replace such signs and maintain and repaint said markings when such replacement or repainting shall become necessary, adequately to give notice to the public of such restricted parking designation.

(Ord. of 6-11-2007)

Sec. 24-94. - Restricted parking.

- (a) Parking shall be restricted to no more than 15 minutes in the following designated areas: two parking spaces on East Fourth Street in front of Wendell Town Hall located at 15 E. Fourth Street from 6:00 a.m. until 6:00 p.m. daily.
- (b) Parking shall be restricted to no more than two hours per space in the designated areas of either side of Main Street between Second Street and Fourth Street and either side of Third Street from Cypress Street to Pine Street from 8:00 a.m. until 6:00 p.m.

(Ord. of 6-11-2007)

Sec. 24-95. - Parking in or near residential areas.

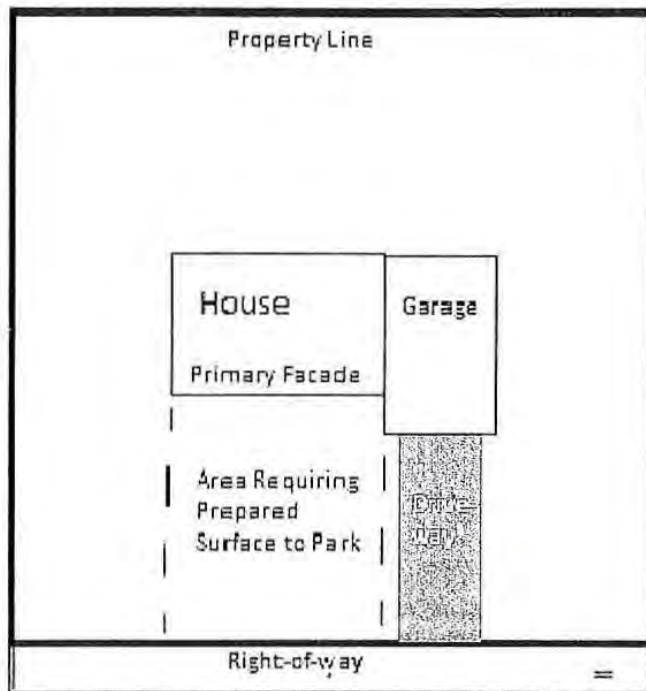
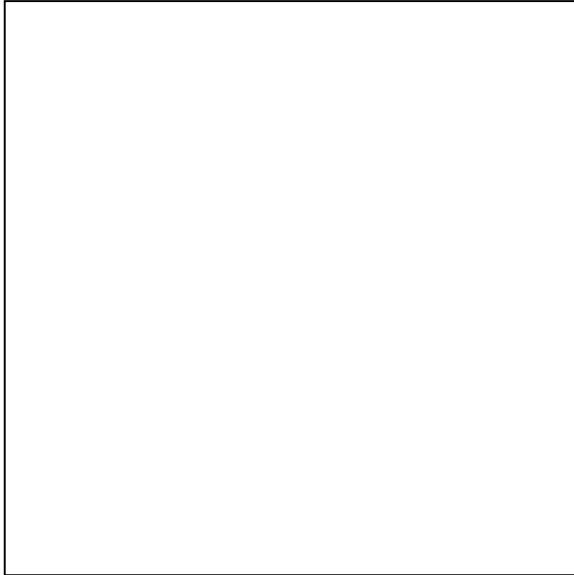
- (a) *Definitions* . The following words, terms and phrases, when used in this section, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning.

*Commercial, industrial or construction truck or vehicle* means any motor vehicle having a gross weight of greater than 12,000 pound or having three or more axles or which has a length in excess of 270 inches (22 feet, six inches) overall or a width in excess of 96 inches (eight feet). For purposes of clarification, but without limitation, the term *commercial, industrial or construction truck or vehicle* includes dump trucks, tractor-trailers, tankers, tank trucks, buses, large panel vans, trailers and construction equipment or any part thereof. Residential utility trailers are not considered a commercial, industrial or construction truck or vehicle for the purpose of this section.

- (b) *Prohibited acts*. It shall be unlawful:

- (1) To operate, park, store, maintain or repair a commercial, industrial or construction truck or vehicle within a residential area or on the public rights-of-way therein, except for:
  - a. The sole purpose of, and for the time period reasonable required for, loading or unloading commodities; or
  - b. An owner/driver of a tractor/trailer to park the tractor portion of the rig on property where he resides.
- (2) To park a commercial, industrial or construction truck or vehicle in a commercial or industrial zone unless it is at least 25 feet away from any residential area.
- (3) For any vehicle used, manufactured, or designed for transporting toxic or explosive materials or flammable liquids to park in any residential area or on the public rights-of-way therein.
- (4) To park any recreational vehicles, including, but not limited to, campers, motorhomes, utility trailers, and boats, within the front yard of a residential area or on the public rights-of-way therein.

- (5) Unless on a prepared surface, to park directly between the primary front facade of a dwelling and the road right-of-way. The primary facade of a dwelling does not include attached front-loading garages or carports. Prepared surfaces include concrete, asphalt, brick, gravel, or other similar materials, but shall not include landscaped areas or dirt. For gravel to be used as a prepared surface, it must be at least two inches deep and bordered by landscape timbers or a similar material.



- (6) On corner lots, to park within seven feet of the edge of street pavement in the side yard, with the exception of those vehicles parked on an approved driveway.

(Ord. of 12-11-2006(2); [Ord. No. O-3-2014](#), § 2, 4-14-2014; [Ord. No. O-15-2014](#), § 1, 8-25-2014)

Sec. 24-96. - Parking in loading zones.

When signs are erected or painted on the streets giving notice thereof, no person shall, at any time between the hours of 8:00 a.m. and 6:00 p.m., Monday through Saturday, park any vehicle within the areas designated as loading zones, except for purposes of loading and unloading such vehicle. In no case shall the stop for loading or unloading of materials exceed 60 minutes or the loading or unloading of passengers exceed 10 minutes.

Sec. 24-97. - Leave standing or parking a vehicle for certain purposes prohibited.

No person shall stand or park a vehicle upon any right-of-way or roadway or street for the principal purpose of:

- (1) Displaying it for sale;
- (2) Greasing or repairing or performing work of any kind on such vehicle except repairs necessitated by emergency or parking it in such locations before or after or otherwise incidental to performing work or repairs.

Secs. 24-98—24-122. - Reserved.

## 2019-2020 Town of Wendell Strategic Plan

March 9, 2020 Update

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

Initiative	Update	Status	Date	Assigned
<b>Management in Progress</b>				
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. Second update provided to NCDOC on 1/15/2020. Work in nearing completion.	In-Progress	1/27/2020	Planning
3. Downtown parking evaluation/acquisition	Design-Build RFP awarded and agreement signed. Mural artist contracts waiting schedule/signature. Survey/design started. Adjoining owner meeting being scheduled. Completion schedule is June 2020.	In-Progress	3/3/2020	Management / Planning
4. Wendell Water/Sewer Main CORPUD Project	CORPUD completed Third Street area and Parrish Court and moving to other areas of project. Work complete on Hester and awaiting paving. Working on residential streets in 2/2020.	In-Progress	3/3/2020	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. DOT funding issues have delayed project. Will provide update when received.	On-Hold	3/3/2020	Planning / Public Works / Mgt.
7. Downtown Streetlight Evaluation and Options	Staff evaluating condition and options for future CIP project. Project to be considered in 5-year CIP.	In-Progress	3/3/2020	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 completed review, staff prepared draft plan, ED Committee recommended, and Board adoption of plan at 1/27/2020.	In-Progress	1/20/2020	Management / Planning
10. TJCOG Brownfield Coalition Grant Submission	No brownfield grants were awarded in NC in 2019. TJCOG for regional coalition grant submitted in 12/2019 with 3 Town sites identified. Presentation of grant and program to Board at 1/13/2020 meeting.	Complete	1/13/2020	Management / Planning
<b>Strategic Initiatives</b>				
1. Implementation Plan for NCDOC Downtown Engagement Session	Economic Development Assessment completed with action plan. Implementation update provided to BOC at 1/13/20 Commission meeting as part of the updated economic development strategic plan.	Complete	1/27/2020	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	Process will be incorporated into Comprehensive Plan update and UDO amendment. Planning RFQ for consultants in-process.	In-Progress	1/20/2020	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. Present to Board at 1/27/2020 meeting.	Complete	3/9/2020	Management
6. Evaluate Wendell Elementary Property	Project to be included into the Comprehensive Land Use Plan update process to start in spring 2020. Planning RFQ for consultants in-process.	In-Progress	1/20/2020	Planning
7. Downtown Infill Opportunities Identification	Project to be included into the Comprehensive Land Use Plan update process to start in spring 2020. Planning RFQ for consultants in-process.	In-Progress	1/20/2020	Planning
8. Update Economic Development Strategic Plan	Economic Development consultant evaluated current practices and properties. Planning staff completed draft plan. Presentation 1/13/2020 and adoption by BOC at 1/27/2020 meeting.	Complete	3/9/2020	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	NCDOT 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. Land Use will be updated in the Comprehensive Land Use Plan process starting Spring 2020. Planning RFQ for consultants in-process.	In-Progress	1/20/2020	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. Wake Med announced acquisition of land in Wendell Falls. Development details and timing TBD.	In-Progress	9/9/2019	Management / Planning
14. Comparative Growth Analysis	Assistant to the Manager collecting data points from comparative places.	In-Progress	1/20/2020	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. Draft County map prepared.	In - Progress	1/20/2020	Planning
16. Small Area Plan for Downtown Connections to Interstate	Project to be included into the Comprehensive Land Use Plan update process to start in spring 2020.	In-Progress	9/9/2019	Planning
17. Comprehensive Land Use Plan Update	Funded to start in spring FY 2020 and be completed in FY 2021. Planning soliciting for consultants to conduct plan in January 2020. Selection Made	In-Progress	3/9/2020	Planning
Goal 2: Public Safety and Neighborhood Improvement				

Initiative	Update	Status	Date	Assigned
<u>Management in Progress</u>				
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	Planning and Assistant to Manager conducted comparative analysis and project scoping. Draft program presented to Board at 1/13/2020 meeting.	Complete	1/13/2020	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
<u>Strategic Initiatives</u>				
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. Technical Committee recommended funding project to CAMPO Board.	In-Process	1/20/2020	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 presentation to Board on 1/27/2020/	In-Process	1/20/2020	Police / Management
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	Town hosted Wake County housing public comment session in November 2019. Staff with meeting County staff in January 2020 to coordinate efforts. Staff submitted CDBG funding request to County in 12/20 to implement draft Neighborhood Improvement Program presented to Board 1/13/2019. Improvements to be implemented in FY 2021.	Complete	1/13/2020	Planning

## Goal 3: Infrastructure, Transportation, and the Environment

Initiative	Update	Status	Date	Assigned
<b>Management In-Progress</b>				
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 evaluating FY21 merger during budget process in spring 2020.	Complete	1/20/2020	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 drafted in December 2019 and in-process. Next step is repoorting gaps and implementing program to address in FY 2021.	In-Process	1/20/2020	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 completed in January 2020. Parrish and segments of 1st and 2nd completed. Hester Court being evaluated with CORPUD.	In-Process	1/20/2020	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 2022 due to recent funding issues.	On-Hold	3/9/2020	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 winter 2020 to BOC.	In-Process	1/20/2020	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-Horm prepared project for initial LAPP grant submission to CAMPO. Final submission submitted in October. Design work in -progress by consultant. CAMPO tech committee recommends funding for applications.	In-Process	1/20/2020	Planning

<b>Strategic Initiatives</b>				
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, TJCOC, 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 summer 2020.	In-Process	1/20/2020	Planning
7. Facility and Lands Prioritization	Staff worked with Cumming on Town Hall project for presentation to BOC in July 2019. Recreation needs completed master plan in fall 2019. Additional facility and land needs will be evaluated in the CIP process.	In-Process	1/20/2020	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
<b>Goal 4: Parks, Recreation, Special Events, and Culture</b>				
Initiative	Update	Status	Date	Assigned
<b>Management in Process</b>				
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
<b>Strategic Initiatives</b>				
1. Plan for Implementation of Master Plan	Master plan adopted and initiatives will be included in the CIP process	In-Process	1/20/2020	Management and Parks & Recreation
2. Evaluate UDO Fee in Lieu for Parks	Planning Director began a comparative analysis after P&R Master Plan adopted and will present proposed changes to Board in spring 2020.	In-Process	1/20/2020	Planning
3. Plan for Acquisition of New Park	Staff is evaluating opportunities for acquisition of park sites as recommended by the adopted Master Plan.	In-Process	1/20/2020	Management and Parks & Recreation
4. Update the Wendell Park Plan	Recommendations for improvements in adopted master plan.	Complete	1/20/2020	Parks & Recreation
5. Greenway Plan to Connect Downtown to Wendell Falls	Planning working with developers to incorporate trail into design. Will present trail options to Board in spring 2020.	In-Process	1/20/2020	Planning

6. Main Street Extension as Greenway Connector to Downtown rather than a Street for Vehicles	Project conceived drafted and submitted to Wake County for grant funding in FY 2021.	Complete	1/20/2020	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
<b>Management in Process</b>				
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
<b>Strategic Initiatives:</b>				
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 spring 2020.	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 presented to Board in November 2019. Implement in 2020.	Complete	1/20/2020	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.	Complete	3/9/2020	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



**Item 4g**

8. Charter and Procedural Review with Commission	Reviewed at January Board Retreat.	Complete	3/9/2020	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 and findings to be presented to Board in 2/2020 for inclusion in Budget. Board authorized HR Administrator position to assist with implementation. Recruitment process started in December 2019. Expect staff on board by March 2020.	In-Process	1/20/2020	Management

Town Of Wendell  
Finance Report  
Fiscal Year 2019-2020

Item 4g

<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	\$56,629	56.52%
Administration	10-420	\$380,900	\$380,900	\$214,955	56.43%
Information Technology	10-430	\$160,760	\$160,760	\$51,468	32.02%
Finance	10-440	\$333,100	\$333,100	\$184,672	55.44%
Economic Development	10-450	\$48,600	\$48,600	\$21,261	43.75%
Planning	10-490	\$422,200	\$422,200	\$237,494	56.25%
Public Buildings & Grounds	10-500	\$350,840	\$1,150,840	\$178,581	15.52%
Police - Law Enforcement	10-510	\$1,923,014	\$1,923,014	\$860,986	44.77%
Fire Services	10-530	\$4,900	\$4,900	\$704	14.37%
Public Works	10-560	\$1,906,710	\$1,906,710	\$1,268,594	66.53%
Powell Bill	10-570	\$175,000	\$175,000	\$41,241	23.57%
Parks & Recreation	10-620	\$795,377	\$795,377	\$414,914	52.17%
Non-Departmental	10-660	\$923,665	\$923,665	\$653,903	70.79%
Special Appropriation	10-690	\$2,500	\$2,500	\$2,750	110.00%
<b>TOTAL</b>		\$7,527,766	\$8,327,766	\$4,188,152	50.29%

# Administration

Item 4g

Performance Measures	Jan-20	Year-to-Date
Percentage of agendas/packets distributed Wednesday prior to meeting	100%	93%
Percentage of minutes adopted without correction	100%	100%
Percentage of minutes completed within four days following meeting	100%	93%
Average work hours per set of minutes	4	4.1
Percentage of Board documents indexed and distributed within two days following Board	94%	99%
Percentage of nomination lists presented to the Board four weeks prior to expiration term	0%	7%
Continue professional education and development to achieve clerk certification	In Progress	In Progress
Develop a communication plan to market Wendell to external interests and increase communication for internal interests	Completed	Completed
Develop and/or share new social media content for each department at least every other two weeks at least 95% of the time	83%	85%
Provide a weekly correspondence from management to the Commission at least 92% of the	N/A	312%
Maintain a turnover rate of employees leaving the organization under 12%	0%	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	Jan-20	Year-to-Date
Meetings attended	3	15
Minutes drafted	3	14
Agendas developed	3	15
Number of citizen advisory boards	6	6
Number of members serving on all citizen advisory boards	35	35
Number of members with terms expiring	15	15
Number of letters to members with expiring terms	15	15
Number of weekly correspondences	0	78
Number of social media posts developed and shared	94	524
Website numbers	6600	38604
Social media numbers	100	896
Total Social Media Posts - Administration	39	232
Total Social Media Posts - Finance	0	10
Total Social Media Posts - Planning	27	62
Total Social Media Posts - Police	6	85
Total Social Media Posts - Public Works	19	77
Total Social Media Posts - Parks and Recreation	2	30
Topic memos and correspondence to the Commission	0	94
Speaking engagements and civic organization participation	0	6
Number of employees	50	50
Leave days taken	76.1	590.5

# Finance

Item 4g

Performance Measures	Jan-20	Year-to-Date
FY 2019 Audit	Approved	Approved
FY 2019 Budget Award	Awarded	Awarded
FY 2019 CAFR	Submitted	Submitted
Accounts Payable accuracy of 90%	85.86%	93.03%
Payroll accuracy of 95%	99.24%	99.38%
Legal compliance of \$30,000+ acquisitions of 100%	N/A	100.00%
Certificates and courses taken by staff	0	1

Work Units	Jan-20	Year-to-Date
Accounts Payable volume	99	789
Payrolls prepared and processed	132	970
Number of \$30,000+ acquisitions made	0	2

# Planning

Item 4g

Performance Measures	Jan-20	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	In Progress	In Progress
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	In Progress	In Progress
Adoption of Town-Initiated Text Amendments - Adopt a minimum of 5 identified amendments	1	4
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	11%	60%
Residential trade permits ready to issue within 48 hours of submittal	47%	59%
Commercial trade permits ready to issue within 7 calendar days of submittal	N/A	56%
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%	91%
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	Completed	Completed
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	0	10

Work Units	Jan-20	Year-to-Date
New home permits issued	35	177
Residential trade permits issued	17	88
Commercial trade permits issued	0	9

# Police

Item 4g

Performance Measures	Jan-20	Year-to-Date
Maintain a 90th percentile response time from time dispatched until on scene of 7 minutes	No	71%
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)	1.00	1.7
Participate in a minimum of 12 community events per year which are focused on education, understanding, and partnering across the diverse greater Wendell Community	0	10
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%	44%	44%

Work Units	Jan-20	Year-to-Date
Call volume	513	2749
90th Percentile Response Time (In Minutes)	7.80	6.87

# Public Works

Item 4g

Performance Measures	Jan-20	Year-to-Date
Provided weekly leaf/limb removal	Yes	100%
Completed leaf/limb route	100%	93%
Provide monthly street clearing for all Town-maintained roads	Yes	57%
Provide downtown street clearing 2x month	100%	100%
Code Enforcement requests answered within 2 business days	100%	100%
Inspect all Town sidewalks for maintenance needs 2x per year	#2 In Progress	#2 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	In Progress	In Progress
Complete monthly street light inspections 92% of the time	In Progress	29%
Correct normal street light deficiencies within 3 weeks 92% of the time	100%	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)	50%	88%
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	100%	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	0	25

Work Units	Jan-20	Year-to-Date
Total yards of debris collected from leaf, limb, and street clearing	737.5	8782.5
Number of code violations	38	458
Number of inspections for driveways, foundations, and final certificates of occupancy	90	842
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	72	216.2857143
Total facility work orders	10	40
Total grounds work orders	4	13
Number of vehicles and equipment maintained	34	34
Total cost of vehicle maintenance	\$ 8,180.28	\$ 21,120.72
Total cost of equipment maintenance	\$ 1,483.06	\$ 21,891.01
Number of wrecks and incidents	0	2

# Parks and Recreation

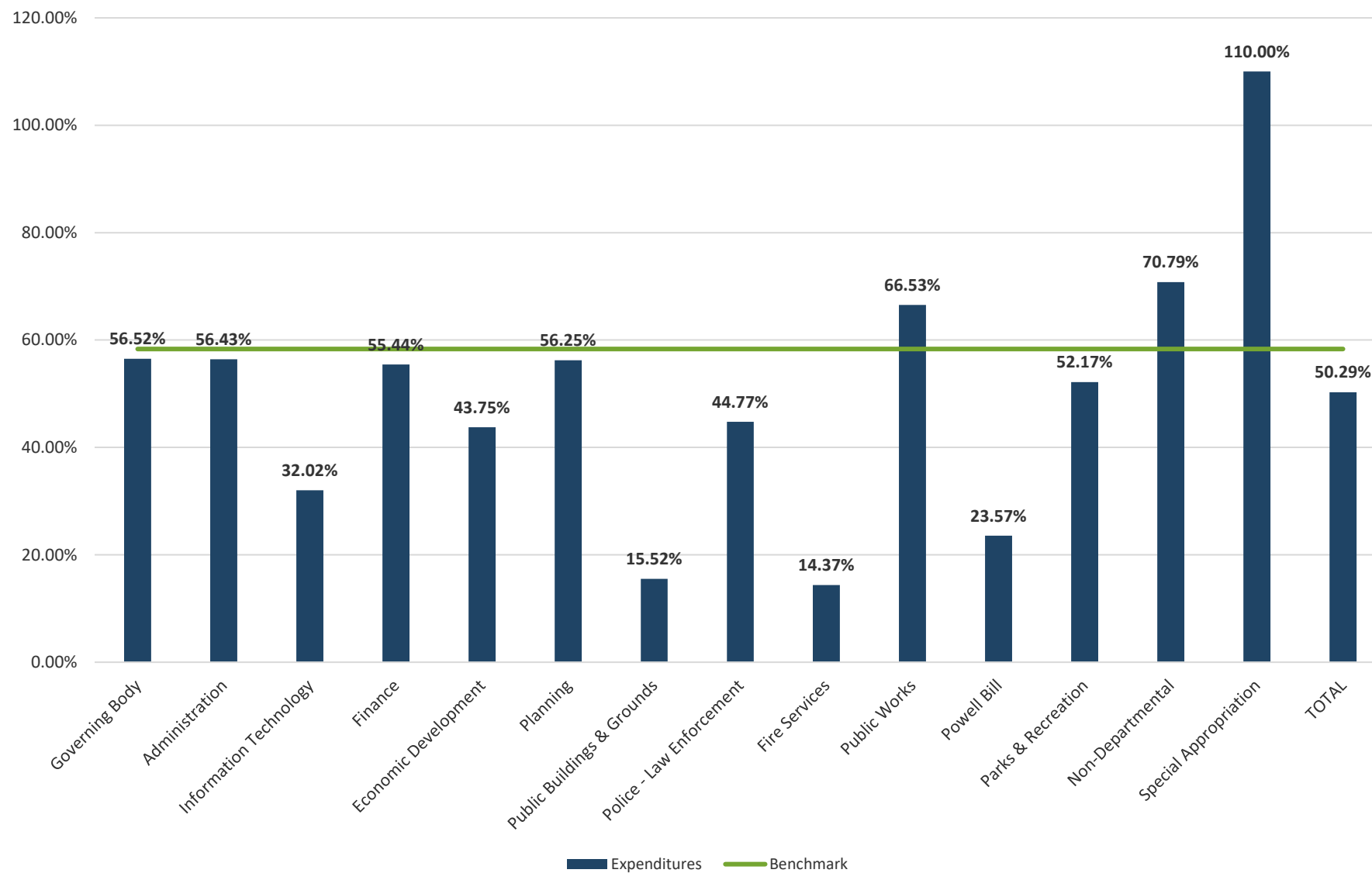
Item 4g

Performance Measures	Jan-20	Year-to-Date
Increase participation by 2%	10%	9%
Demonstrate that program offerings are inclusive and diverse	5	4.43
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%	-9%	45%
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	2	2

Work Units	Jan-20	Year-to-Date
Total program registrations	1484	6248
Total number of programs	9	78
Total facility and equipment inspections performed	62	422
Number of events managed	1	6
Attendance estimates for events	32	7097
Number of community/social media posts	33	158



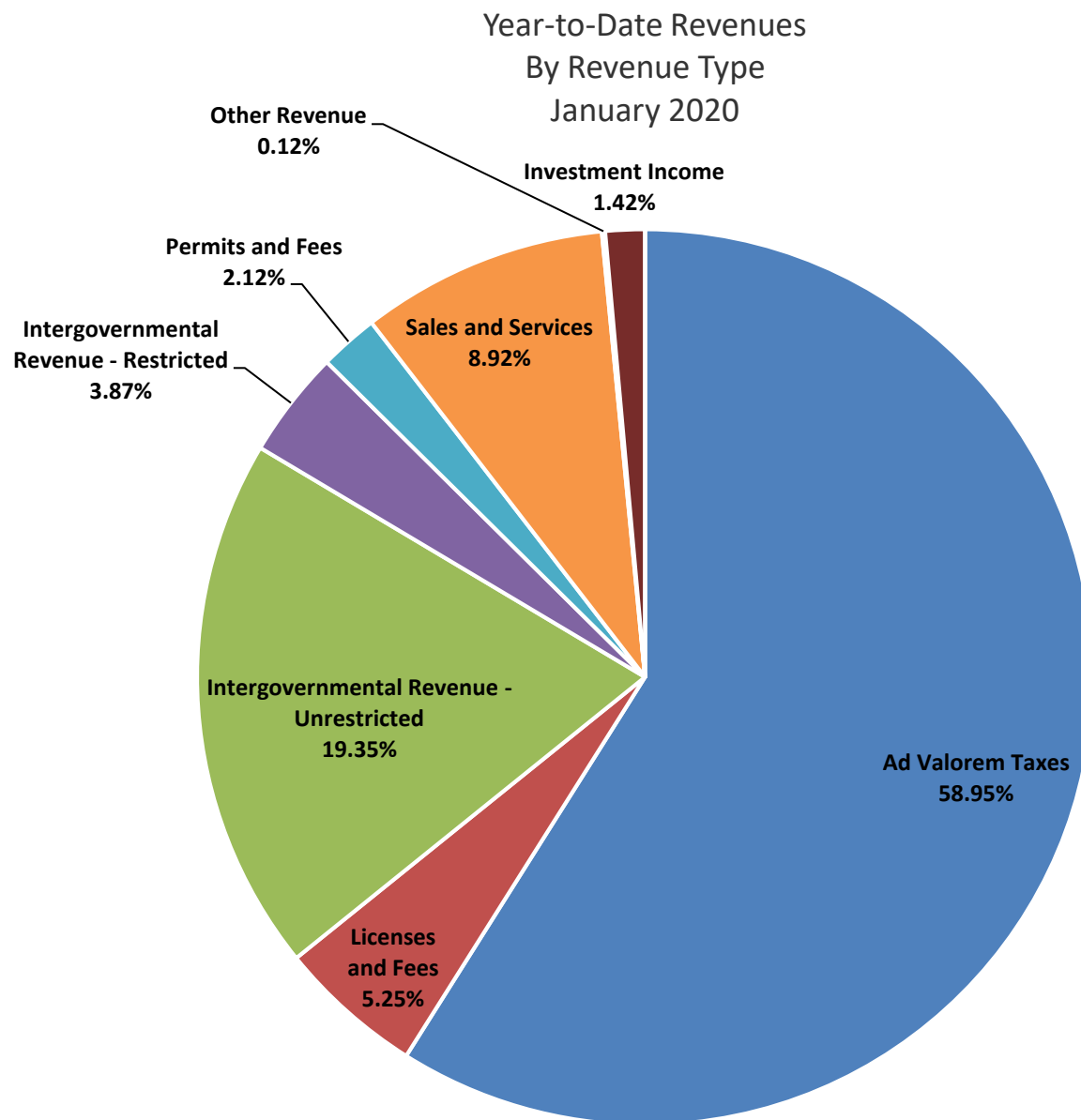
Year-to-Date Expenditures  
By Monthly Benchmark  
January 2020



Town Of Wendell  
Finance Report  
Fiscal Year 2019-2020

Item 4g

<i><b>CATEGORY</b></i>	<i><b>ADOPTED BUDGET</b></i>	<i><b>AMENDED BUDGET</b></i>	<i><b>Y-T-D REVENUES</b></i>	<i><b>PERCENTAGE</b></i>
Ad Valorem Taxes	\$3,252,300	\$3,252,300	\$3,303,030	101.56%
Licenses and Fees	\$426,200	\$426,200	\$294,248	69.04%
Intergovernmental Revenue - Unrestricted	\$1,840,570	\$1,840,570	\$1,084,349	58.91%
Intergovernmental Revenue - Restricted	\$184,611	\$184,611	\$216,642	117.35%
Permits and Fees	\$164,950	\$164,950	\$118,757	72.00%
Sales and Services	\$864,015	\$864,015	\$499,616	57.82%
Other Revenue	\$3,000	\$3,000	\$6,757	225.24%
Investment Income	\$95,620	\$95,620	\$79,631	83.28%
Transfers - Fund Balance - Loan Proceeds	\$696,500	\$1,496,500	\$0	0.00%
<b>TOTAL</b>	<b>\$7,527,766</b>	<b>\$8,327,766</b>	<b>\$5,603,029</b>	<b>74.43%</b>

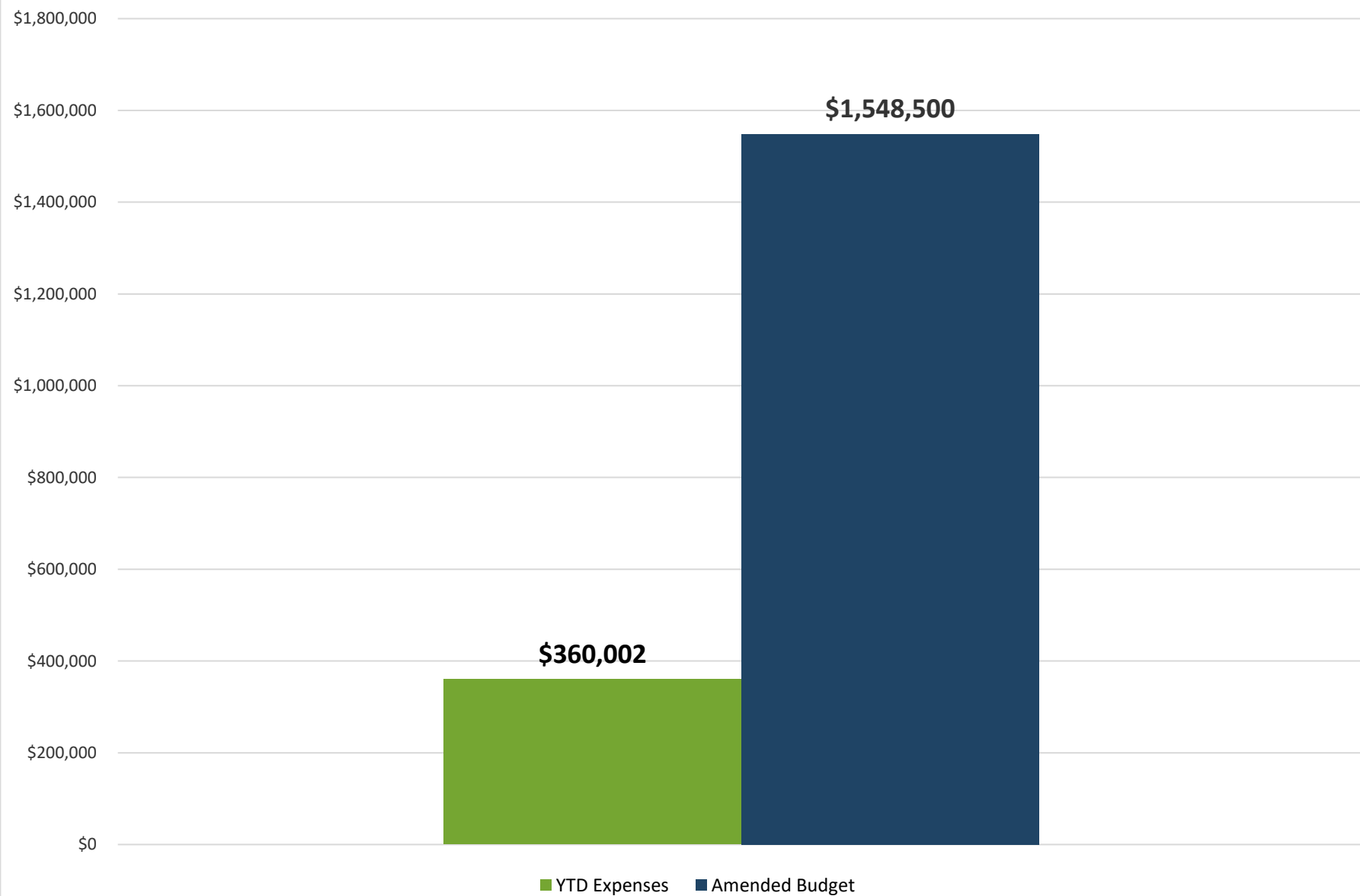


Town Of Wendell  
Finance Report  
Fiscal Year 2019-2020

Item 4g

<i><b>DEPARTMENT</b></i>	<i><b>ADOPTED BUDGET</b></i>	<i><b>AMENDED BUDGET</b></i>	<i><b>Y-T-D EXPENSES</b></i>	<i><b>PERCENTAGE</b></i>
Wendell Boulevard Sidewalk Project	\$185,000	\$185,000	\$91,089	49.24%
ADA Local Road Compliance	\$20,000	\$20,000	\$0	0.00%
Leaf Collector Truck	\$195,000	\$195,000	\$190,390	97.64%
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%
<b>TOTAL</b>	<b>\$716,500</b>	<b>\$1,548,500</b>	<b>\$360,002</b>	<b>23.25%</b>

### Year-to-Date Capital Expenditures January 2020



**Item Title:**

Minor Street Closing for Spring into the Arts Walk on Cypress Street

**Report to the Board of Commissioners:**

Monday, March 9, 2020

**Specific Action Requested:**

Approve a minor street closing permit for the use of Cypress Street between Third Street and Second Street for the Spring into the Arts Walk Event on May 2nd.

**Item Summary:**

The Town of Wendell is currently planning its 5th annual Spring into the Arts Walk Event, which will take place on May 2, 2020. Events are scheduled to take place at the Town Square and at the Women's Club lot. As a result, it is staff's desire to close the portion of Cypress Street between these two lots between 8AM and 4PM for general pedestrian safety, as well as for use during the event. Specifically, staff is planning to locate vendors and chalk artists within on-street parking spaces along this section of Cypress Street.

Approval by the Board of Commission for the minor street closure is required to facilitate the use of this space. The Town will provide barricades and staff the event to ensure only registered vendors are setting up and using the space provided. Vendors will be responsible for their own tents and tables.

**Attachments:**

- A. Minor Street Closing Application
- B. Exhibit A – Map Description of Permit Area



## Town of Wendell Street Closing Application

### CONTACT INFORMATION

Name of Organization: <u>Town of Wendell</u>	Name of Event Coordinator: <u>Bryan Coates</u>
Email Address: <u>bcoates@townofwendell.com</u>	Phone Number: <u>919-365-4448</u>
Address: <u>15 E. Fourth St,</u>	City, State, Zip Code: <u>Wendell NC 27591</u>

### EVENT INFORMATION:

What is the event: <u>5th annual Spring into the Arts Walk</u>		
Types of activities during the event: <u>Art Contests, Art Exhibition, Music, craft vendors</u>		
Date of Closure: <u>5-2-20</u>	Set-up Time Begins: <u>8 AM</u>	Time Event Begins: <u>9 AM</u>
Time Event Ends:	Clean-up time Ends: <u>4 PM</u>	Estimated Attendance: <u>700</u>
Requirement of Town barricades and/or cones are at the discretion of staff. If required, an additional \$25 fee will be due for approval.		

### EVENT LOCATION:

Street(s): <u>Cypress</u>	Block: <u>btwn Third St + Second St.</u>
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**Street Closing Requirements:**

The Town of Wendell is committed to supporting the activities among residents, provided certain guidelines are observed to ensure the safety of participants and to preserve the Town's ability to protect its citizens and assets. The following guidelines are established to achieve these goals:

- W Review of the request begins when a completed application, \$15 application fee, and \$25 cone fee [if applicable] are received.
  - o Application fee is non-refundable.
  - o Upon approval of request, the barricades and cones will be scheduled for delivery.
- W Event organizer is responsible for contacting and receiving permission from adjoining businesses or neighbors adjacent to the request.
- W Sound permit is required for the amplification of music and sound, including mega-phones.
- W Approval may be required for all commercial food vendors by Wake County Environmental Services. Contact 919-856-6609 for details.
- W Alcohol is prohibited on outdoor Town property without special permission from the Town of Wendell Board of Commissioners. Permission may be granted by the Town Manager placing an item on the agenda for an upcoming Board Meeting for Board action. Police attendance, additional insurance and all associated fees are required for any event serving alcohol.
- W Event organizers must maintain a fourteen (14) foot lane on all blocked streets for emergency vehicle access.
- W Weights such as water barrels or cement buckets must be used for anchoring temporary tents. **Stakes are not permitted.**
- W All trash and recycling must be promptly removed at the conclusion of the event.
- W All barricades must be monitored. Event organizers shall be required to move barricades in the case of an emergency.
- W Major street closures will require Board approval at a regularly scheduled Board Meeting.

**Event Organizer Certification:**

I hereby certify that I have read and understand the above requirements for this Street Closing Request; the information given in this application is correct to the best of my knowledge. Event organizer agrees to indemnify and hold harmless the Town of Wendell for any and all liability arising from the event.

Signed:  Date: 2/27/19

Print Name: Bryan Coates

**Please submit completed application and application fee payment to:**

Town of Wendell

Attn: Assistant to the Town Manager

Phone: 919.365.4450

15 E Fourth Street

Fax: 919.366.1462

Wendell, NC 27592

**You will be notified when the permit is approved or denied.**

**Staff Use**

Payment received by: N/A Amount of Payment: N/A Date: \_\_\_\_\_

Town Manager	Approved:	Note(s):
	Yes <input type="checkbox"/> No <input type="checkbox"/>	
	Date: _____	

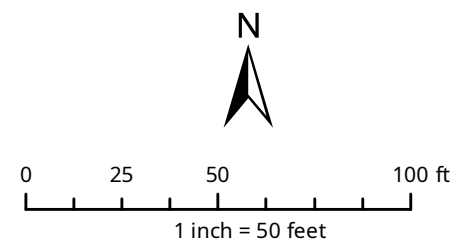
Date of Notifications: ☐ Police ☐ Public Works ☐ Finance ☐ Event Organizer

\_\_\_\_\_





May 2nd street closing map



**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.*

**Item Title:**

Wendell Wine and Beer Festival Road Closure and Alcohol Waiver Request for Saturday, April 18, 2020

**Report to the Board of Commissioners:**

Monday, March 9, 2020

**Specific Action Requested:**

Approve the requested temporary road closures for the Wendell Wine and Beer Festival and allow alcohol in permitted areas of Town Square.

**Item Summary:**

3<sup>rd</sup> Street Social (Brad Ellis) plans to host a Wendell Wine and Beer Festival event on Saturday, April 18, 2020. The event will be held at the Town Square and Women's Club Lot, and will run from 1:00 p.m. until 6:00 p.m. The set-up in the Town Square will begin at 8:00 a.m. with vendor set-up and clean-up ending at 8:00 p.m. Cypress Street will close at 8:00 a.m., and Third Street will close at 12 p.m. This is a private event not sponsored by the Town and requires the purchase of a ticket to enter.

Mr. Ellis requests the Town to approve the temporary road closures:

Cypress Street:	Second to Third Street
Third Street:	Cypress to Main Street

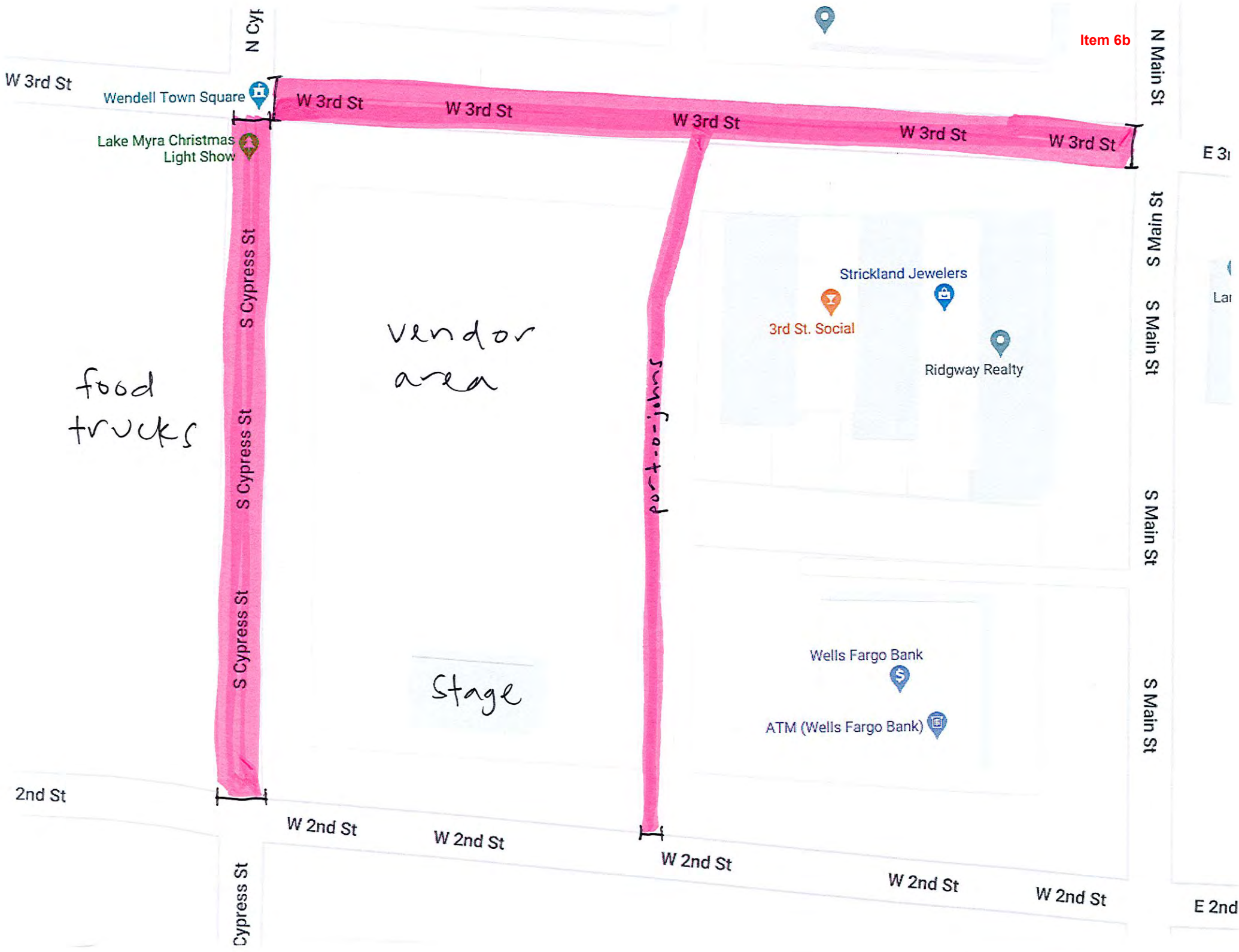
Town of Wendell Code of Ordinances Section 14-21 prohibits the consumption of alcoholic beverages "on or within the rights-of-way of any municipal street, public vehicular area, alley, or any public property owned or occupied by the town..... or as otherwise approved by the Wendell Board of Commissioners. The applicant seeks approval for the sale and consumption of beer within the previously defined event area of the "beer garden" on the Town Square property during the event (see Attachment A).

The serving of alcohol requires security to ensure compliance. Mr. Ellis will hire necessary staffing from off-duty law enforcement officers or a licensed and insured security firm to assist compliance with alcohol regulations. The request to allow alcohol is limited to a designated area that will be permitted and compliant with legal requirements and regulations.

Town staff is working closely with Mr. Ellis to appropriately provide staff depending on ticket sales leading up to the event. The closure on Third Street is requested to accommodate a large number of event attendees, and may be adjusted depending on ticket sales.

**Attachments:**

- A. Event Map (draft subject to change)



Item 6b

W 3rd St

Wendell Town Square

Lake Myra Christmas Light Show

N Cypress St

S Cypress St

W 3rd St

W 3rd St

W 3rd St

W 3rd St

W 3rd St

N Main St

S Main St

S Main St

S Main St

S Main St

W 2nd St

W 2nd St

W 2nd St

W 2nd St

W 2nd St

E 3rd

E 2nd

Cypress St

port-o-johns

Vendor area

Stage

Strickland Jewelers

3rd St. Social

Ridgway Realty

Wells Fargo Bank

ATM (Wells Fargo Bank)

food trucks

**Item Title:**

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



Wendell Volunteer Fire Department Board of Directors  
Commissioner Jason Joyner

**Specific Action Requested:**

None

**Attachments:**

None

**Item Title:**

Commissioners' Reports.

**Specific Action Requested:**

None

**Attachments:**

None

**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