



**Wendell Town Board of Commissioners  
Board Room  
15 E. Fourth Street, Wendell, NC 27591  
Town Board Meeting Agenda  
Monday, August 26, 2019 @ 7:00 PM**

## **CALL TO ORDER**

- Welcome by Mayor Virginia R. Gray
- Pledge of Allegiance by Police Chief Bill Carter
- Invocation by Wendell Council of Churches

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

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

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

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

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

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

## **3. CONSENT AGENDA**

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

- 3a. Resolution to declare personal property as surplus and dispose of by electronic auction.

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

- 4a. Presentation of Wendell Police Department Monthly Report  
Speaker: Police Chief Bill Carter
- 4b. Introduction of two new Town employees: Assistant to the Manager Stephanie Smith and Assistant Planning Director Bryan Coates  
Speakers: Town Manager Marc Collins and Planning Director David Bergmark
- 4c. Snap Shot Monthly Reports  
Speaker: Town Manager Marc Collins

## 5. PUBLIC HEARINGS

---

### **Public Hearing Guidelines:**


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

- 5a. **PUBLIC HEARING:** Evidentiary Hearing on a Special Use request by Derek & Keri Ayscue and Dave Lewis to permit a Micro-brewery with a tap room to operate at the property addressed as 32 N Main Street, A (frontage on E Campen St).  
Speaker: Planning Director David Bergmark

## 6. ADMINISTRATIVE ITEMS

- 6a. Report on Streetlight Installation on Wendell Falls Parkway from Jake May to Landing View  
Speaker: Public Works Director Brian Bray

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

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

## 8. COMMISSIONERS' REPORTS / COMMENTS

## 9. MAYOR'S REPORTS / COMMENTS

**10. CLOSED SESSION**

*Closed session will be called if necessary.*

**11. ADJOURN**

**Item Title:**

Approval to Declare Personal Property as Surplus and Dispose of by Electronic Auction.

**Report to the Board of Commissioners:**

Item for Decision on August 26, 2019

**Specific Action Requested:**

Approve electronic auction of surplus Town property identified.

**Item Summary:**

Staff identified the following personal property owned by the Town of Wendell as no longer necessary for the conduct of public business. The items have a total fair market value less than \$30,000. All items have been declared as surplus.

1996 Ford ¾ ton pickup  
2009 Dodge Charger  
(3) weed eaters (usable parts salvaged)  
(2) backpack blowers (non-functioning)  
(1) Auger head (non-functioning)  
(1) metal file cabinet

North Carolina General Statute 160A-270 allows for the Wendell Town Board of Commissioners to sell personal property by electronic auction upon adoption of a resolution authorizing the appropriate official to dispose of the property.

Staff will provide the required public notice for the surplus items on the Town's website in accordance with NC GS 160A-270(c). The surplus items would be posted on [www.GovDeals](http://www.GovDeals) for auction following the 10-day public notice period on or after September 9, 2019.

**Attachments:**

A. R-17-2019 Resolution authorizing sale of surplus personal property



TOWN OF WENDELL

NORTH CAROLINA

**RESOLUTION AUTHORIZING SALE OF SURPLUS PERSONAL PROPERTY  
BY ELECTRONIC AUCTION  
R-17-2019**

**WHEREAS**, North Carolina General Statute 160A-270(b) and (c) allows for the Wendell Town Board of Commissioners to sell personal property by electronic auction upon adoption of a resolution authorizing the appropriate official to dispose of the property and;

**WHEREAS**, the below listing of personal property owned by the Town of Wendell is no longer necessary for the conduct of public business, the item or group of items has a fair market value less than \$30,000 and are hereby declared as surplus and to be sold by electronic auction:

- 1996 Ford ¾ ton pickup
- 2009 Dodge Charger
- (3) weed eaters (usable parts salvaged)
- (2) backpack blowers (non-functioning)
- (1) Auger head (non-functioning)
- (1) metal file cabinet

**WHEREAS**, public notice will be posted electronically on the Town of Wendell website at [www.TownofWendell.com](http://www.TownofWendell.com) and electronic bids will be posted at [www.GovDeals.com](http://www.GovDeals.com),

**NOW THEREFORE BE IT RESOLVED**, by the Wendell Town Board of Commissioners that the Town Manager or designee is authorized to sell by electronic auction on **September 9, 2019** the surplus property described above, through electronic advertisement at [www.Townofwendell.com](http://www.Townofwendell.com) and electronic bids may be posted at [www.GovDeals.com](http://www.GovDeals.com) per the terms described in 160A-270. The Town Manager or designee is directed to publish at least once and not less than ten days before the date of the auction, a copy of this resolution or a notice summarizing its content as required by North Carolina General Statute 160A-270(c).

Duly resolved this 26 day of August 2019, while in regular session.

\_\_\_\_\_  
Virginia R. Gray, Mayor

ATTEST:

\_\_\_\_\_  
Megan Howard, Town Clerk

**Item Title:**

Wendell Police Department Monthly Report

**Report to the Board of Commissioners:**

Report provided on August 26, 2019

**Specific Action Requested:**

Receive a presentation on the monthly report published by the Wendell Police Department

**Item Summary:**

At the Board of Commissioner's Retreat in February 2019, discussion of Goal 2: Public Safety and Neighborhood Improvement included the need to share meaningful information concerning the activities of the Police Department with the Wendell community on a regular basis. This direction is included in the strategic initiative to "*Identify methods and seek department-wide training to proactively and consistently utilize community engaged policing methods*". Staff conducted comparative practices research with area law enforcement agencies and determined that a monthly report is an effective means to provide consistent information to the community and transparency regarding the regular activities of the Police Department.

It is important to note that given the relatively small number of incidents which occur in Wendell, there can be no meaningful conclusion drawn in many areas when comparing data on a month to month basis. Over time this report will be amended to include year to date data from preceding years to allow readers the ability to draw some conclusions.

The monthly report is an opportunity to produce a high-level overview of the actives of the Police Department. It is not the intent of this report to provide specific details regarding crimes to insure the state statutes regarding criminal investigations are adhered to. The Monthly report will initially include the following items however modifications may be made as the need arises:

Calls for Service - Generated either by citizen complaints or officers self-initiating. Calls range from a request for a vehicle unlock, to a suspicious person, to a traffic stop, to more serious criminal matters with all requiring the presence or response of an officer to resolve, correct or assist in that situation.

Response Time - Strategic goals of the Police Department to provide core police services of community patrol and response to emergency and non-emergency calls at current levels. A critical component of this goal is to maintain an 90th percentile response time from time dispatched until on scene of 7 minutes. The 90th percentile response time is that time for which 90% of the response times are less and 10% are longer.

Incident Reports - Generated for actual reported crime and capture the necessary information to conduct an investigation. In some cases, they are informational only when needed to document future potential issues or property not associated with a crime. There can be more incident reports than actual crimes.

Reported Crime - Reflects the number of actual crimes reported. This date is then ultimately used to calculate the crime rate. Crime rates are calculated based on a per event per 100,000 to allow for meaningful comparisons between cities and or counties.

It is anticipated that we will see a slight increase in reported crime over the time frame from 2018 to 2020 based on a change in reporting methods. Prior to late 2018, crime reported to the State and ultimately the FBI was done through the Uniformed Crime Report (UCR) system. UCR only reported a single crime based on the hierarchy of crimes. If for instance there was an assault and a larceny only the assault was reported. In late 2018, the Police Department began reporting crime in the soon to be mandated National Incident-Based Reporting System (NIBRS). With the NIBRS system, each crime that takes place during an incident now will be reported. Preliminary estimates are that crime rates should change less than 2% because of reporting changes.

The SBI/FBI publish crime rates on an annual basis as it paints a truer picture regarding what is happening in a community. This data is typically published in the year following the data collection. For example, the most recently published crime rates are from 2017.

Motor Vehicle Crash - Motor vehicle crashes include collisions in which a vehicle collides with another vehicle, pedestrian, animal, road debris, or other stationary obstruction, such as a tree, pole or building. The crashes here include those which are reported to the North Carolina Department of Motor Vehicles.

Directed Efforts – From time to time, citizen complaints and or data collections result in directed patrol efforts. These are in addition to random patrol operations and result in the dedication of attention to an area. Most often these are associate with speeding, stop sign or other traffic violations. The goal of directed efforts is to gain compliance through visibility, education and enforcement.

Community Engagement Efforts – As part of the community policing initiatives, it is the goal of the Police Department to Participate in a minimum of 12 community events per year which are focused on education, understanding, and partnering across the diverse greater Wendell Community.

Administrative Activities – This will include relevant updates information concerning non-enforcement activities. Updates regarding CALEA accreditation activities, training, grants, event planning will be among the items included in this section.

#### **Attachments:**

Wendell Police Department Monthly Report - July 2019

# Wendell Police Department Monthly Report

July 2019



The Mission of the Wendell Police Department is to professionally serve and protect the community and establish community partnerships to maintain and improve the quality of life in Wendell.



# Wendell Police Department

## Monthly Report

### July 2019

#### Calls for Service

Calls for service are generated either by citizen complaints or officers self-initiating. These calls range from a request for a vehicle unlock, to a suspicious person, to a traffic stop, to more serious criminal matters with all requiring the presence or response of an officer to resolve, correct or assist in that particular situation.

In July 2019 the Wendell Police Department recorded 471 calls for service as compared to 539 in the same month the previous year.

Top Five Calls for Service Including Self-initiated by Frequency		
Type	Number	% of Total
Traffic Stop	153	32.5%
Domestic	33	7.0%
Warrant Service	28	5.9%
Motor Vehicle Collision	25	5.3%
Alarms	23	4.9%
Total for top 5	262	55.6%

The following chart reflects the top five calls to which the Police Department was dispatched during the month.

Top Five Dispatched Calls for Service by Frequency		
Type	Number	% of Total
Domestic	33	7.0%
Motor Vehicle Collision	25	5.3%
Alarm	23	4.9%
TWO	21	4.5%
Suspicious Person/Vehicle/Activity	17	3.6%
Total for top 5	119	25.3%

#### Response Time

One of the goals of the Police Department as identified in the Town's Strategic Plan and Budgetary Documents is to continue to provide core police services of community patrol and response to emergency and non-emergency calls at current levels. A critical component of this goal is to maintain an 90th percentile response time from time dispatched until on scene of 7 minutes. The 90th percentile response time is that time for which 90% of the response times are less and 10% are longer.

The 90<sup>th</sup> percentile response time for this month is 6.8 minutes.

# Wendell Police Department

## Monthly Report

### Incident Reports Files

Incident reports are typically generated for actual reported crime and capture the necessary information to conduct an investigation. In some cases, they are informational only when needed to document future potential issues or property not associated with a crime.

In July 2019 the Wendell Police Department filed 52 incident reports as compared to 27 in the same month the previous year. A summary of the crimes reported in these incidents is summarized in the following section.

### Reported Crime

Crimes Against Persons	Month	Year to Date
ASSAULT OFFENSES	3	10
KIDNAPPING/ABDUCTION	0	1
SEX OFFENSES	0	2
Group Total	3	13
Crimes Against Property	Month	Year to Date
BURGLARY/BREAKING & ENTERING	2	9
DESTRUCTION/DAMAGE/VANDALISM	8	25
EMBEZZLEMENT	0	1
FRAUD OFFENSES	2	9
LARCENY/THEFT OFFENSES	9	31
MOTOR VEHICLE THEFT	1	3
STOLEN PROPERTY OFFENSES	0	2
Group Total	22	80
Crimes Against Society	Month	Year to Date
ALL OTHER	11	52
DRUG/NARCOTICS OFFENSES	5	57
DWI	5	27
PROSTITUTION OFFENSES	0	1
Group Total	21	137

# Wendell Police Department

## Monthly Report

### **Motor Vehicle Crash**

Motor vehicle crashes reported here include collisions in which a vehicle collides with another vehicle, pedestrian, animal, road debris, or other stationary obstruction, such as a tree, pole or building. The crashes here include those which are reported to the North Carolina Department of Motor Vehicles.

In July 2019 the Wendell Police Department filed 16 motor vehicle crash reports as compared to 16 in the same month the previous year.

### **Directed Efforts**

As a result of citizen complaints regarding stop sign violations, directed patrol efforts were conducted in Wendell Falls, Edgemont Landing, Mattox St and within a core neighborhood in the downtown area. A number of vehicles were stopped in these areas and appropriate enforcement action was taken in an effort to educate and ultimately gain voluntary compliance.

One speeding complaint was received for the 100 block of Hollybrook Rd near the library. The radar sign was deployed in this area to determine average speeds and identify specific times speeding violations were accruing. Officers used the Lidar to identify anyone speeding in this area.

### **Community Engagement Efforts**

A presentation was made to the Wendell Rotary Club about the ordinances and procedures associated with registering and operating a golf cart within the Town of Wendell.

Staff engaged in the final planning and scheduling for the 11<sup>th</sup> Annual Camp Choices held at the Community Center. The camp which is sponsored by Wake County ABC is for children ages 9-12 and is provided at no cost.

### **Administrative Activities**

Members of the management Team participated in planning and after-action meetings associated with Fourth of July festivities, Harvest Festival and the proposed Meet on Main event scheduled for September 2019.

This month officers attended off site training on Case Preparation and Search Warrant development to assist them in more complex investigations.

Chief Carter attended the 73rd Annual Training Conference of the NC Police Executives Association where training was provided on using social media for successful community policing, working with drones, grant development, National Incident-Based Crime Reporting Systems (NIBRS), police chief hiring and retention, legal updates, and updates from the NC Criminal Justice Training and Standards Commission.

Captain Slaughter attended a Watch for Me Action Planning Workshop in Garner to implement the Watch for Me grant to improve pedestrian and bicycle safety through education and enforcement.

Chief Carter partnered with Finance Director Kay to meet with the Town of Rolesville Finance Director to discuss the joint RFP for IT services. Evaluations were conducted, and vendors were narrowed to three for presentation to the respective Town Managers.

**Item Title:**

Introduction of New Town Employees: Assistant to the Manager, Stephanie Smith and Assistant Planning Director, Bryan Coates.

**Report to the Board of Commissioners:**

Report on August 26, 2019

**Specific Action Requested:**

Receive the report on new employees.

**Item Summary:**

The Town of Wendell organization welcomes two (2) new employees this month.

Stephanie Smith joins the Town Manager's Office as the Assistant to the Manager. In this position, Stephanie will provide direct assistance to the Manager, Departments, and Community as a member of the leadership team. A primary focus will be advancing strategic initiatives, introducing innovative practices, and overseeing customer relations among other duties. Stephanie is a resident of Raleigh with an extensive background in communications, branding, and project management.

Stephanie's prior recent position was the Public Information Officer for the Town of Morrisville where she worked in various roles over the past 13 years including Cultural Resources Specialist, and Special Events Coordinator in addition to the communications role.

Bryan Coates joins the Planning Department as the Assistant Planning Director. In this position, Bryan will provide land-use and community planning, working on site-plan review, overseeing land-use-plan and zoning map and text amendments, and making presentations to community groups, advisory boards and elected officials. Bryan is a Wendell resident with over 20 years of experience.

Bryan's prior recent position was a Planner III with the Wake County Planning Department, where he was employed for the past 13 years. More recent projects Bryan was involved in include an update to the Wake County Comprehensive Plan (ongoing) and serving as lead staff on ETJ extension requests and land use plan amendments. Bryan began his planning career in New York State, working for Tioga and Chenango Counties, where he coordinated planning efforts with numerous local municipalities.

**Attachments:**

No Attachments

**Item Title:**

Snap Shot Monthly Reports

**Report to the Board of Commissioners:**

Report on August 26, 2019

**Specific Action Requested:**

Receive the monthly reports for strategic initiatives, operations, and finances.

**Item Summary:**

The 2019 Strategic Plan identified the on-going effort requested by the Commission to “evaluate current communications like the Snap Shot and weekly update to ensure that information is tied to organization performance and strategic goals to be of value to the reader”.

The attached reports advance this strategic initiative by providing the first month (July) operations performance measures, financial reports, and strategic initiative update as a new look for the “Snap Shot”.

Moving forward, the reports will be provided at the second meeting of each month. Staff is pleased with the opportunity to provide this enhanced effort of communicating efforts in a transparent and informative manner to the community.

**Attachments:**

Strategic Plan Update for July 2019

Operations Performance Report for July 2019

Financial Report for July 2019

## 2019 Town of Wendell Strategic Plan

August 26, 2019 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. First update provided to NCDOC on 7/15/2019.	In-Progress	7/22/2019	Planning
3. Downtown parking evaluation/acquisition	Lease agreement approved for Perry site downtown parking. CORPUD installing utilities prior to easement survey. Lease will be recorded after utilities. Construction will occur in conjunction with adjoining development.	In-Progress	7/22/2019	Management / Planning
4. Wendell Water/Sewer Main CORPUD Project	Will resurface alleys, Parish Court area, and patch Third prior to NCDOT 3rd St. project. Public Works Director provided update presentation at 8/12 meeting.	In-Progress	8/19/2019	Public Works
5. NCDOT Third Street milling and resurfacing	NCDOT contractor to start by August and finish September	On-Hold	7/22/2019	Public Works
6. TAP Sidewalk Accessibility Projects	NCDOT contractor to start in FY 2020 on identified intersections.	On-Hold	7/1/2019	Planning / Public Works / Mgt.
7. Downtown Streetlight Evaluation and Options	Staff evaluating condition and options for future CIP project.	In-Progress	7/1/2019	Public Works
8. NCDOC Facilitated Economic Development Assessment	NCDOC completed the Economic Development Assessment and presented to the BOC in June 2019.	Complete	7/1/2019	Planning
9. Review Economic Development Plans, Strategies, and Programs	Economic Development Consultant initiating review with start of contract. Consultant and staff reviewed maps for target areas in July.	In-Progress	8/20/2019	Management / Planning
10. TJCOG Brownfield Coalition Grant Submission	No brownfield grants were awarded in NC in 2019. Staff is meeting with TJCOG in August to start collecting Wendell materials and data for 2020 grant.	In-Progress	8/20/2019	Management / Planning
<b>Strategic Initiatives</b>				
1. Implementation Plan for NCDOC Downtown Engagement Session	Economic Development Assessment completed with action plan. Economic Development consultant and Planning reviewing for incorporation into plans and projects. Implementation update will be provided to BOC in fall 2019.	In-Progress	7/22/2019	Management / Planning
2. Evaluate Downtown Grants and Update	Façade grant program update approved by BOC 8/12/2019.	Complete	8/12/2019	Planning
3. Revise Downtown zoning use table	Facilitated work session with BOC to be scheduled for early winter. Results will be incorporated into Comprehensive Plan update and UDO amendment.	On-Hold	7/22/2019	Planning
4. Review Special Events Practices and Schedule	Meet with partner organizations with staff in advance of events and update for sustainable practices and locations.	In-Progress	7/22/2019	Management
5. Develop a Special Events Policy and Process	Current policies and forms collected from departments. Project on hold for start of new Asst. to the Manager.	On-Hold	7/22/2019	Management
6. Evaluate Wendell Elementary Property	Project on-hold for start of new Asst. to Manager and Planning staff.	On-Hold	7/22/2019	Management / Planning
7. Downtown Infill Opportunities Identification	Staff is currently responsive to business development projects. Proactive project identification will initiate with hire of new Asst. to the Manager and Planning staff.	In-Progress	7/22/2019	Management / Planning
8. Update Economic Development Strategic Plan	Economic Development consultant evaluating current practices and properties. Plan update will start in late summer / early fall for presentation and adoption by BOC in winter.	In-Progress	7/22/2019	Management / Planning
9. Establish an Economic Development Program	Economic Development consultant acquired part-time. The consultant will work with the Manager on further program development in FY 2020.	Complete	7/1/2019	Management

10. Develop Marketing Material for Economic Development	Project will formally start after economic development program and practices are further developed. Initial steps of updating demographic data completed in spring 2019. Program updates for websites initiated and in-progress.	On-Hold	7/22/2019	Management / 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.	In-Progress	8/12/2019	Management / Planning
12. Broadband Policy and Action Plan	Not started or scheduled at this time. Waiting on IT consultant selection and hiring of management and Planning staff.	On-Hold	7/22/2019	Management / IT / Planning
13. Facilitate Health Industry Development	Not started or scheduled at this time. Economic development consultant meeting with Newland, WEDP, and staff in August.	On-Hold	7/22/2019	Management / Planning
14. Comparative Growth Analysis	Project on-hold for start of new Asst. to Manager and Planning staff.	On-Hold	7/22/2019	Management / Planning
15. Growth Boundaries with Archer Lodge and Rolesville	Project on-hold for start of new Asst. to Manager and Planning staff.	On-Hold	7/22/2019	Management / Planning
16. Small Area Plan for Downtown Connections to Interstate	Project on hold for start of New Asst. to the Manager and Senior Planner. Will be incorporated into Comprehensive Plan Update if not initiated earlier.	On-Hold	7/22/2019	Management / Planning
17. Comprehensive Land Use Plan Update	Funded to start in spring FY 2020 and be completed in FY 2021.	On-Hold	7/22/2019	Planning
Goal 2: Public Safety and Neighborhood Improvement				

Initiative	Update	Status	Date	Assigned
<b>Management in Progress</b>				
1. Increase Police involvement in Community Events	Maintained existing effort. Activity will be reported in monthly Police Report starting in August 2019. Chief presenting report 8/26/2019.	In-Progress	8/20/2019	Police
2. Comparative analysis of neighborhood improvement programs	Project on-hold for start of new Asst. to Manager and Planning staff.	On-Hold	7/22/2019	Management / Planning
3. Temporary Sign Provision Review	Project on-hold for start of new Asst. to Manager and Planning staff.	On-Hold	7/22/2019	Management / Planning
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
<b>Strategic Initiatives</b>				
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 after IT consultant selected and Asst. to the Manager hired.	On-Hold	7/22/2019	Police
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.	In-Process	7/22/2019	Planning

5. Parking Enforcement Review	Staff evaluated HOA parking requirements at Wendell Falls and Town ordinances related to parking in Spring 2019. Staff is drafting parking ordinance revisions for review with the BOC, the HOA, and residents.	In-Process	7/22/2019	Police
6. Crisis Intervention Training Expansion	Goal to train 2 officers per year pending Wake Tech course availability.	On-Hold	7/22/2019	Police
7. Opioid Issue Awareness and Partnerships	Department is researching new community resources for inclusion on website. Project is ongoing in nature.	In-Process	7/22/2019	Police
8. Neighborhood Clean-Up Day Pilot	Project on-hold for start of new Asst. to Manager and Planning staff.	On-Hold	7/22/2019	Management / Planning
9. Housing Diversity and Neighborhood Improvements	CDBG project submitted for sidewalk in Senior Center area. Staff working with Appearance Commission on work plan. Neighborhood planning on-hold for start of new Asst. to Manager and Planning staff.	In-Process	7/22/2019	Management / 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 will re-evaluate potential for early merger in preparation for FY21.	Complete	7/1/2019	Management / Planning / Finance
2. Infrastructure Rate Comparison	Comparative rates were researched and included in the FY20 Budget.	Complete	7/1/2019	Management / Finance
3. Stormwater Program Compliance	Staff met with Town Engineer and developed project cost to complete the multi-year stormwater mapping project in FY20.	In-Process	7/1/2019	Public Works
4. Street Repaving Program Implementation	Program funding and description included in CIP. Staff evaluating project opportunity coordinated with CORPUD in FY20. Engineer to evaluate streets for resurfacing priority and needs for capital budgeting.	In-Process	7/1/2019	Management / Public Works
5. NCDOT Old Battle Bridge Replacement	Waiting on NCDOT to initiate project. Public Works inspects area to ensure barriers remain intact and notifies NCDOT if issues. Current schedule is completion in 2021 with indications it could be advanced to 2020.	On-Hold	7/1/2019	Public Works
6. Martin Crossing Improvements (U-5323)	Planning met with CAMPO and NCDOT regarding next steps. Engineering evaluation of options needed. Report will be provided in fall 2019 to BOC.	In-Process	7/22/2019	Planning
7. Sidewalk Maintenance and Extension Program	Funding added in FY 2020 Budget and CIP for Pedestrian Plan implementation efforts. Recurring funding program established.	Complete	7/1/2019	Management / Planning / Public Works
8. Wendell Boulevard Sidewalk Project Design	Funding added in FY 2020 Budget for design. Design firm process started in June 2019 and selection in July 2019. Engineering firm selected will initiate design and prepare project for LAPP grant submission to CAMPO.	In-Process	7/22/2019	Planning
<b>Strategic Initiatives</b>				
1. Infrastructure Plan for CIP	Requires analysis by Economic Development and Engineer. On hold for engineering services contract and new Asst. to Manager and Planning staff. Project scheduled to be started with FY 21 CIP process in spring 2020.	On-Hold	7/22/2019	Management / Planning
2. Evaluate the Water Allocation Policy	Evaluation being conducted by Planning. Waiting for new Asst. to Manager and Planning staff to complete. Presentation to BOC in winter 2019 to 2020.	In-Process	7/22/2019	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 winter 2019-2020.	In-Process	7/22/2019	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	7/22/2019	Public Works and Planning

6. CAMPO Eligible Projects List for Future Funding	Waiting for engineering services selection to be completed and new Asst. to Manager and Planning staff. Project will be initiated in spring 2020.	On-Hold	7/22/2019	Planning
7. Facility and Lands Prioritization	Staff working with Cumming on Town Hall project for presentation to BOC in July 2019. Recreation needs will be in completed master plan in fall 2019. Additional facility and land needs will be evaluated in the CIP process.	In-Process	7/22/2019	Management / Public Works / Planning
8. Wendell Boulevard Sidewalk Project to CAMPO	Engineer firm selection in July 2019 to prepare CAMPO grant submission for LAPP funds for project.	In-Process	7/22/2019	Planning
9. Evaluate Additional Transit Stops	Waiting on new Planning position.	On-Hold	7/22/2019	Planning
10. Solid Waste Service Level and Contract Review	Solid waste contract expires in June 2020. Staff will initiate contract discussions and review service options in winter 2019-2020.	On-Hold	7/22/2019	Public Works / Finance
Goal 4: Parks, Recreation, Special Events, and Culture				

Initiative	Update	Status	Date	Assigned
<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 Maintenance Plan	Parks Maintenance position added in FY 2020 budget.	Complete	7/1/2019	Management and Parks & Recreation
4. Meet on Main Special Event Planning	Staff is meeting with event organizers to discuss a first event in September 2019. A yearly schedule will be produced in fall 2019 for 2020.	In-Process	7/22/2019	Management and Parks & Recreation
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	Once adopted, the master plan initiatives will be included in the CIP process	On-Hold	7/22/2019	Management and Parks & Recreation
2. Evaluate UDO Fee in Lieu for Parks	Project not started. Waiting for new Asst. to Manager and Planning staff.	On-Hold	7/22/2019	Planning
3. Plan for Acquisition of New Park	Waiting for completion of master plan in fall 2019.	On-Hold	7/22/2019	Parks & Recreation and Finance
4. Update the Wendell Park Plan	Waiting for completion of master plan in fall 2019.	On-Hold	7/22/2019	Parks & Recreation
5. Greenway Plan to Connect Downtown to Wendell Falls	Waiting for new Asst. to Manager and Planning staff.	On-Hold	7/22/2019	Management and Planning
6. Main Street Extension as Greenway Connector to Downtown rather than a Street for Vehicles	Concept plan for Lake Glad property to incorporate the change when developed.	On-Hold	7/22/2019	Management and 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.	In-Process	7/22/2019	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. Waiting for new Asst. to Manager and Planning staff.	On-Hold	7/22/2019	Management and 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.	In-Process	7/22/2019	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. Selection to be made by fall 2019. Vendor interviews complete and due diligence in-process.	In-Process	8/20/2019	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.	Complete	8/23/2019	Management and Finance
2. Strategic Plan Quarterly Updates	Updates incorporated into monthly reports starting July 2019	Complete	8/26/2019	Management
3. Customer Service Policy Review with Departments	Project not started yet. Project design to start fall 2019.	On-Hold	7/22/2019	Management
4. Online Agenda Packets with Background Materials	Waiting on IT consultant selection to work with Clerk on software.	On-Hold	7/22/2019	Management
5. Communication Plan	EWTN communication contract staff started July 2019 and is working with Clerk to identify comparative practices. Project will be coordinated with Rolesville	In-Process	7/22/2019	Management
6. Biannual Retreats and Biennial Strategic Planning Process	Retreats in process and strategic plan adopted in 2019. Staff will work with BOC at Winter retreat to establish the Strategic Planning process. Process developed will be implemented in FY 2020 to cover the next 2-year period.	In-Process	7/22/2019	Management
7. ADA Compliance	Management is evaluating current requirements and will name an ADA Coordinator in 2019. The organization will work to develop a Transition plan over the next 3-years.	In-Process	7/22/2019	Management
8. Charter and Procedural Review with Commission	Staff is preparing for the review at the fall 2019 BOC Retreat.	In-Process	7/22/2019	Management
9. Human Resources Policy and Program Review	Employee Committee role updated, employee recognition program updated, bereavement policy updated, insurance selection completed with budget, EAP program included in insurance with Budget, training funding increased, and compensation and classification study funded in budget and scheduled to start in fall 2019.	In-Process	7/22/2019	Management

# Administration

Item 4c Attachment B

Performance Measures	Jul-19	Year-to-Date
Percentage of agendas/packets distributed Wednesday prior to meeting	67%	67%
Percentage of minutes adopted without correction	100%	100%
Percentage of minutes completed within four days following meeting	100%	100%
Average work hours per set of minutes	4	4.0
Percentage of Board documents indexed and distributed within two days following Board	100%	100%
Percentage of nomination lists presented to the Board four weeks prior to expiration term	N/A	N/A
Continue professional education and development to achieve clerk certification	Not Started	Not Started
Develop a communication plan to market Wendell to external interests and increase communication for internal interests	In Progress	In Progress
Develop and/or share new social media content for each department at least every other two weeks at least 95% of the time	67%	67%
Provide a weekly correspondence from management to the Commission at least 92% of	100%	100%
Maintain a turnover rate of employees leaving the organization under 12%	2%	2%
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	Not Started	Not Started
Certificates and courses taken by staff	4	4

Work Units	Jul-19	Year-to-Date
Meetings attended	3	3
Minutes drafted	2	2
Agendas developed	3	3
Number of citizen advisory boards	6	6
Number of members serving on all citizen advisory boards	37	37
Number of members with terms expiring	0	0
Number of letters to members with expiring terms	0	0
Number of weekly correspondences	4	4
Number of social media posts developed and shared	86	86
Website numbers	5600	5600
Social media numbers	118	118
Total Social Media Posts - Administration	31	31
Total Social Media Posts - Finance	0	0
Total Social Media Posts - Planning	0	0
Total Social Media Posts - Police	18	18
Total Social Media Posts - Public Works	12	12
Total Social Media Posts - Parks and Recreation	5	5
Topic memos and correspondence to the Commission	12	12
Speaking engagements and civic organization participation	3	3
Number of employees	47	47
Leave days taken	83.7	83.7

# Finance

Item 4c Attachment B

Performance Measures	Jul-19	Year-to-Date
FY 2019 Audit	In Progress	In Progress
FY 2019 Budget Award	In Progress	In Progress
FY 2019 CAFR	In Progress	In Progress
Accounts Payable accuracy of 90%	92%	92%
Payroll accuracy of 95%	98%	98%
Legal compliance of \$30,000+ acquisitions of 100%	N/A	N/A
Certificates and courses taken by staff	0	0

Work Units	Jul-19	Year-to-Date
Accounts Payable volume	108	108
Payrolls prepared and processed	126	126
Number of \$30,000+ acquisitions made	0	0

# Planning

## Item 4c Attachment B

Performance Measures	Jul-19	Year-to-Date
Update Comprehensive Plan - Establish core elements to be included	Not Started	Not Started
Update Comprehensive Plan - Identify and select preferred consultant to assist with update	Not Started	Not Started
Update Comprehensive Plan - Engage community in series of visioning workshops	Not Started	Not Started
Update Comprehensive Plan - Adopt updated plan within 2 years	Not Started	Not Started
Adoption of Town-Initiated Text Amendments - Establish annual schedule for Town-initiated text amendments	Not Started	Not Started
Adoption of Town-Initiated Text Amendments - Adopt a minimum of 5 identified amendments	0	0
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	59%	59%
Residential trade permits ready to issue within 48 hours of submittal	58%	58%
Commercial trade permits ready to issue within 7 calendar days of submittal	60%	60%
Have a Planning Department representative in attendance for at least 75 percent of all Technical Coordinating Committee, Wake County Economic Development Partner, and Community Development Block Grant meetings	100%	100%
Have a Planning Department representative present at all Complete Count Committee meetings	N/A	N/A
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	100%	100%
Establish a downtown vacant property index for inclusion on the Town website by the end of FY 2020 Q1	Not Started	Not Started
Adopt an updated economic development strategic plan by the end of FY 2020 Q2	In Progress	In Progress
Submit a RFP for an environmental and design study to be conducted for a proposed sidewalk project along Wendell Boulevard between Wendell Elementary and the Food Lion shopping center	Completed	Completed
Select a project consultant and complete the design study by the end of FY 2020	Consultant Selected	Consultant Selected
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	Not Started	Not Started
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)	N/A	N/A
Planner I to complete the 'Foundations in Planning and Development Regulations' course offered by the UNC School of Government (September 2019)	N/A	N/A
Planner I to complete the 'Zoning Practice' course offered by the UNC School of Government (October 2019)	N/A	N/A
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	0

Work Units	Jul-19	Year-to-Date
New home permits issued	32	32
Residential trade permits issued	12	12
Commercial trade permits issued	5	5

# Police

## Item 4c Attachment B

Performance Measures	Jul-19	Year-to-Date
Maintain a 90th percentile response time from time dispatched until on scene of 7 minutes	Yes	100%
Establish a core team tasked to investigate CALEA accreditation	In Progress	In Progress
Guide the organization to meet CALEA standards within 3 years of signing CALEA contract	Not Started	Not Started
Post at least one public awareness informational notice per week onto the approved social media/websites (Average posts per week)	2.8	2.8
Participate in a minimum of 12 community events per year which are focused on education, understanding, and partnering across the diverse greater Wendell Community	2	2
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	14.3%	14.3%
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	Not Started	Not Started
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	Not Started	Not Started
Increase agency-initiated drug investigations by 25%	5%	5%

Work Units	Jul-19	Year-to-Date
Call volume	471	471
90th Percentile Response Time (In Minutes)	6.80	6.80

# Public Works

Item 4c Attachment B

Performance Measures	Jul-19	Year-to-Date
Provided weekly leaf/limb removal	Yes	100%
Completed leaf/limb route	100%	100%
Provide monthly street clearing for all Town-maintained roads	No	0%
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	#1 In Progress	#1 In Progress
Establish a sidewalk maintenance and replacement plan by the end of FY 2020 Q2	In Progress	In Progress
Complete a monthly street condition inspection 92% of the time	Yes	100%
Fill potholes within 1 week 92% of the time	100%	100%
Acquire engineering services to prepare a street resurfacing priority list by the end of FY 2020 Q1	Not Started	Not Started
Clean all stormwater catch basins annually 100% of the time	In Progress	In Progress
Complete monthly street light inspections 92% of the time	No	0%
Correct normal street light deficiencies within 3 weeks 92% of the time		
Complete monthly needs and safety inspections for all buildings and grounds	Yes	100%
Complete all Town construction projects on time	100%	100%
Complete all Town construction projects within budget	100%	100%
Conduct mowing, landscaping, and weekly maintenance 85% of the time (In Season)	100%	100%
Conduct maintenance inspection for Town Square and streetscape 2x per year	#1 In Progress	#1 In Progress
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	0

Work Units	Jul-19	Year-to-Date
Total yards of debris collected from leaf, limb, and street clearing	1145	1145
Number of code violations	75	75
Number of inspections for driveways, foundations, and final certificates of occupancy	144	144
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	288	288
Total facility work orders	0	0
Total grounds work orders	0	0
Number of vehicles and equipment maintained	33	33
Total cost of vehicle maintenance	\$ 3,914.24	\$ 3,914.24
Number of wrecks and incidents	0	0

# Parks and Recreation

Item 4c Attachment B

Performance Measures	Jul-19	Year-to-Date
Increase participation by 2%	23%	23%
Demonstrate that program offerings are inclusive and diverse	4	4
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	Completed	Completed
Increase rough attendance estimates for special events by 3%	N/A	N/A
Complete the Comprehensive Parks and Recreation Master Plan	In Progress	In Progress
Identify initial implementation steps for inclusion in future budgets	No	No
Certificates and courses taken by staff	0	0

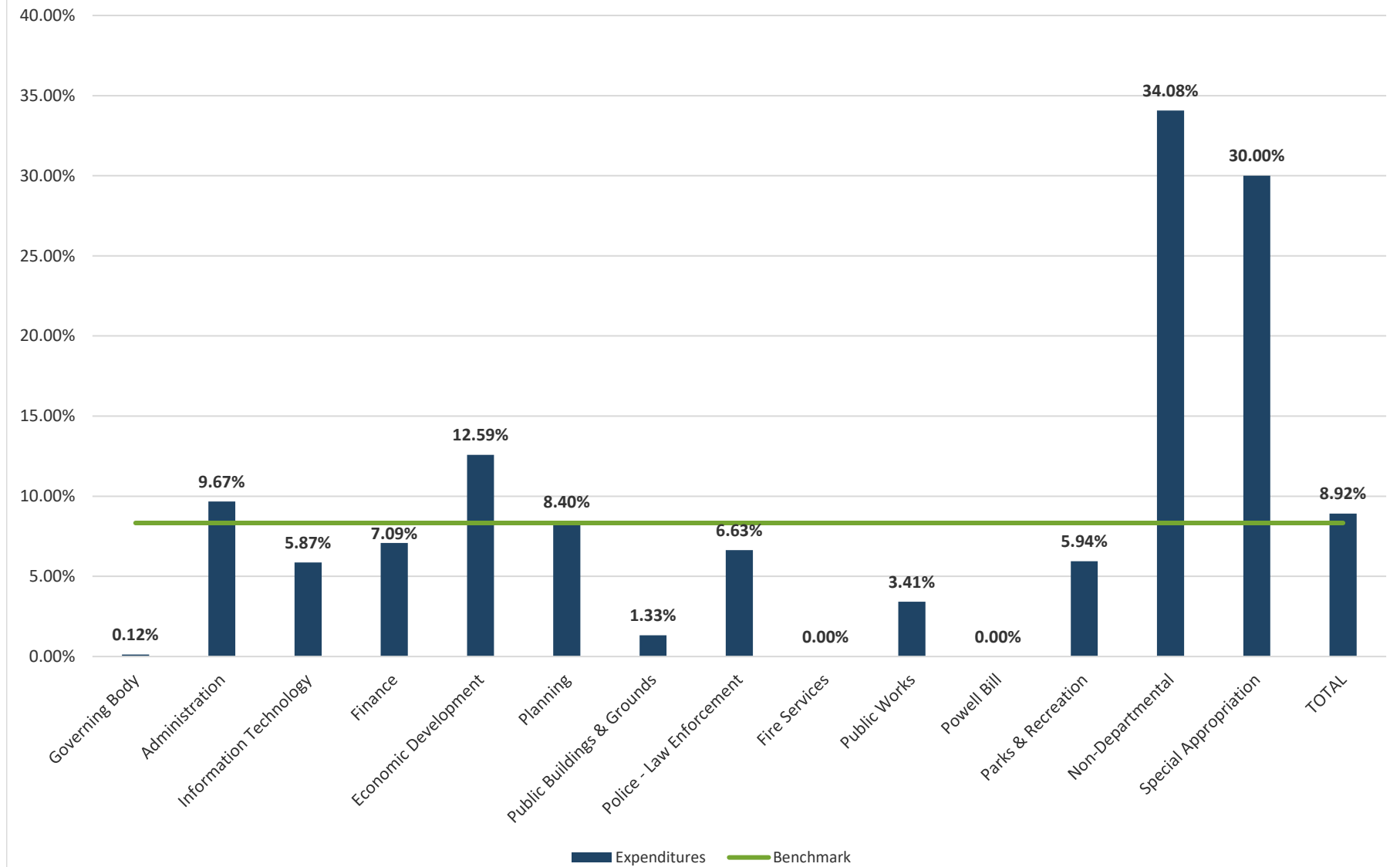
Work Units	Jul-19	Year-to-Date
Total program registrations	1048	1048
Total number of programs	13	13
Total facility and equipment inspections performed	50	50
Number of events managed	1	1
Attendance estimates for events	100	100
Number of community/social media posts	28	28

Town Of Wendell  
Finance Report  
Fiscal Year 2019-2020

Item 4c Attachment C

<i>DEPARTMENT</i>	<i>ACCOUNT</i>	<i>ADOPTED BUDGET</i>	<i>Y-T-D EXPENSES</i>	<i>PERCENTAGE</i>
Governing Body	10-410	\$100,200	\$120	0.12%
Administration	10-420	\$380,900	\$36,825	9.67%
Information Technology	10-430	\$160,760	\$9,430	5.87%
Finance	10-440	\$333,100	\$23,615	7.09%
Economic Development	10-450	\$48,600	\$6,117	12.59%
Planning	10-490	\$422,200	\$35,458	8.40%
Public Buildings & Grounds	10-500	\$350,840	\$4,655	1.33%
Police - Law Enforcement	10-510	\$1,923,014	\$127,589	6.63%
Fire Services	10-530	\$4,900	\$0	0.00%
Public Works	10-560	\$1,906,710	\$65,102	3.41%
Powell Bill	10-570	\$175,000	\$0	0.00%
Parks & Recreation	10-620	\$795,377	\$47,267	5.94%
Non-Departmental	10-660	\$923,665	\$314,750	34.08%
Special Appropriation	10-690	\$2,500	\$750	30.00%
<b>TOTAL</b>		<b>\$7,527,766</b>	<b>\$671,678</b>	<b>8.92%</b>

Year-to-Date Expenditures  
By Monthly Benchmark  
July 2019

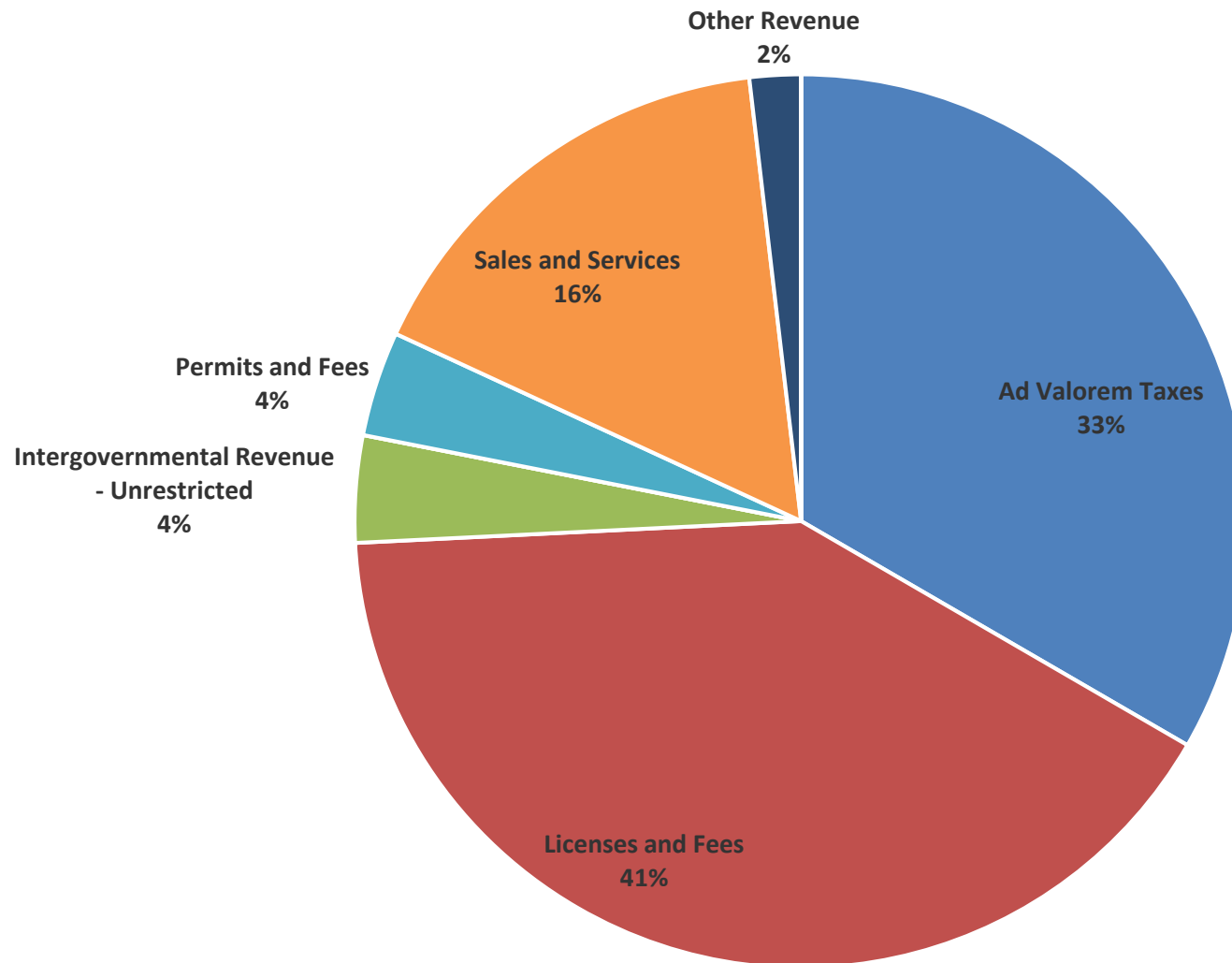


Town Of Wendell  
Finance Report  
Fiscal Year 2019-2020

Item 4c Attachment C

<i><b>CATEGORY</b></i>	<i><b>ADOPTED BUDGET</b></i>	<i><b>Y-T-D REVENUES</b></i>	<i><b>PERCENTAGE</b></i>
Ad Valorem Taxes	\$3,252,300	\$38,328	1.18%
Licenses and Fees	\$426,200	\$46,941	11.01%
Intergovernmental Revenue - Unrestricted	\$1,840,570	\$4,442	0.24%
Intergovernmental Revenue - Restricted	\$184,611	\$0	0.00%
Permits and Fees	\$164,950	\$4,364	2.65%
Sales and Services	\$864,015	\$18,677	2.16%
Other Revenue	\$3,000	\$2,133	71.10%
Investment Income	\$95,620	\$0	0.00%
Transfers - Fund Balance - Loan Proceeds	\$696,500	\$0	0.00%
<b>TOTAL</b>	<b>\$7,527,766</b>	<b>\$114,886</b>	<b>1.53%</b>

Year-to-Date Revenues  
By Revenue Type  
July 2019

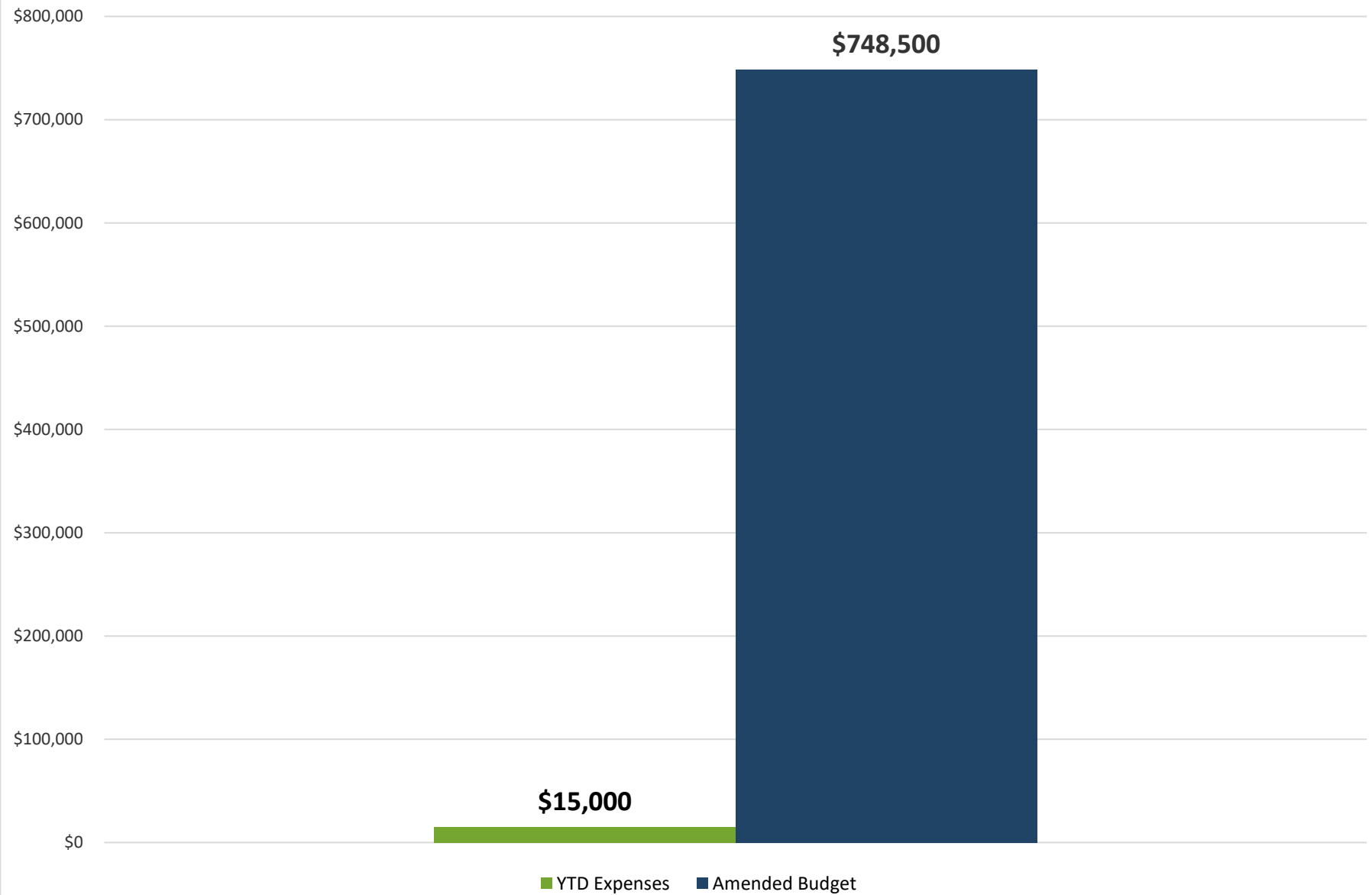


Town Of Wendell  
Finance Report  
Fiscal Year 2019-2020

Item 4c Attachment C

<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	\$0	0.00%
ADA Local Road Compliance	\$20,000	\$20,000	\$0	0.00%
Leaf Collector Truck	\$195,000	\$195,000	\$0	0.00%
Pickup Truck Replacement (Public Works)	\$28,000	\$0	\$0	0.00%
Dump Truck (Public Works) [Amended]	\$0	\$60,000	\$0	0.00%
Mowers (Public Works)	\$17,000	\$17,000	\$15,000	88.24%
Police Vehicle Replacement Program	\$171,000	\$171,000	\$0	0.00%
Technology Replacement Program	\$15,000	\$15,000	\$0	0.00%
Wendell Park Improvements	\$25,500	\$25,500	\$0	0.00%
Comprehensive Land Use Plan Update	\$60,000	\$60,000	\$0	0.00%
<b>TOTAL</b>	<b>\$716,500</b>	<b>\$748,500</b>	<b>\$15,000</b>	<b>2.00%</b>

### Year-to-Date Capital Expenditures July 2019



**Item Title:**

Evidentiary Hearing on a Special Use request by Derek & Keri Ayscue and Dave Lewis to permit a Micro-brewery with a tap room to operate at the property addressed as 32 N Main Street, A (frontage on E Campen St).

**Report to the Board of Commissioners:**

- Monday, August 26, 2019

**Specific Action Requested:**

- The Board of Commissioners is asked to hold a public hearing and take action on a Special Use Permit request for property described herein.

**Item Summary:**

Derek & Keri Ayscue and Dave Lewis have requested a Special Use Permit to operate a Micro-brewery with a tap room at the property addressed as 32 N Main Street, A (frontage on E Campen St). PIN #1783790956, to include the adjacent alley to the east.

The proposed special use request would allow the tenant to operate a micro-brewery and tap room at the location, which would also have an outdoor seating area. Since the proposed operation includes on-site alcohol consumption and does not meet the definition of a restaurant, the applicant is required to request a Special Use Permit as a bar/taproom. Per their application, the hours of operation would be:

Monday - Thursday: 3:00 pm – 11:00 pm  
Friday – Saturday: 12:00 pm – 12:00 am  
Sunday: 12:00 pm – 8:00 pm.

**Applicant's Justification:**

The applicant's justification can be found in Attachment C. They are not requesting any variances and have indicated that all needed utilities are in place or are in the process of being extended (natural gas). They are hoping that this will be a positive addition to the town that will help build community.

### **Project Profile:**

PROPERTY LOCATION:	32 N Main Street, A
WAKE COUNTY PIN:	1783790956
ZONING DISTRICT:	DMX
CROSS REFERENCES:	
PROPERTY OWNER:	Perry's of Wendell Inc PO Box 745 Wendell, NC 27591
APPLICANT:	Derek & Keri Ayscue; Dave Lewis 2832 Peebles Road Raleigh, NC 27616
PROPERTY SIZE:	0.12 ac
CURRENT LAND USE:	Commercial
PROPOSED LAND USE:	Commercial

### **Project Setting – Surrounding Zoning Districts and Land Uses:**

<u>DIRECTION</u>	<u>LANDUSE</u>	<u>ZONING</u>
North	Commercial	DMX
South	Commercial	DMX
East	Commercial	DMX
West	Commercial	DMX

### **Existing Zoning Map:**



### **Zoning District:**

This site is located in the Downtown Mixed Use (DMX) Zoning District. Microbreweries are permitted with additional standards in the DMX district, but typically require a special use permit if there is on-site alcohol consumption.

### **Off Street Parking:**

The applicant's preliminary design anticipates a total of 88 seats in their taproom. Based on these preliminary estimates, this would require the use of 22 downtown on-street parking spaces if filled to capacity.

Like most downtown properties in this area, this lot does not include any off-street parking.

### **Site Improvements:**

The applicant is proposing to perform significant renovations to the building in question, as well as to add outdoor seating to the east of the building within the existing alley. The Town has entered into a long-term lease agreement with Barry Perry for use of the lot on the opposite side of the alley and plan to renovate this space for use as public parking and event space. The applicant has also stated their intention to petition the town to close the alley, and Mr. Perry has indicated his willingness to cede the alley area (if abandoned by the town) to Derek & Keri Ayscue. The alley area would be used primarily for outdoor seating, with the southeast corner serving a loading/utility function (see Attachment C). The applicant has also included conceptual pictures of the types of design themes they would like to use in Attachment C.

Any lighting or landscaping improvements would be subject to the Town's UDO regulations.

### **Staff Comments:**

- The submitted application has been deemed complete, and staff has not identified any violations of the general requirements needed to approve a special use permit.
- As a condition of approval, staff recommends that the boundary of the special use approval be specifically extended to include the alley to the east for outdoor seating, loading, and utilities, contingent upon transfer of this property to the applicant.

### **Attachments:**

- A. Section 15.15 - When conditional or special uses may be granted.
- B. Additional Standards for Micro-Breweries (Section 3.3 of the UDO)
- C. SUP Application – SU19-03
  - a. Includes applicant's responses to SUP questions, a Conceptual Blocking Diagram, and Design Ideas (purely conceptual at this stage)

**B. General Requirements:**

- 1.** Only those uses enumerated as Special Uses in a zoning district shall be authorized by the Board of Commissioners.
- 2.** The evaluation and approval of the Special Use Permit shall be governed by quasi-judicial proceedings, which are based upon the sworn testimony and evidence presented at the hearing relevant to the following standards:
  - a.** That the proposed use does not affect adversely the general plans for the physical development of the town as embodied in this Ordinance and in any plan or portion thereof adopted by the Board of Commissioners;
  - b.** The proposed use will not be contrary to the purposes stated for these regulations;
  - c.** The proposed use will not adversely affect the health and safety of residents and workers in the town;
  - d.** The proposed use will not be detrimental to the use of development of adjacent properties or other neighborhood uses;
  - e.** The proposed use will not be affected adversely by the existing uses;
  - f.** The proposed use will be placed on a lot of sufficient size to satisfy the space requirements of the use;
  - g.** The proposed use will not constitute a nuisance or hazard because of the number of persons who will attend or use the facility, vehicular movement, noise, or fume generation or type of physical activity;
  - h.** The standards set forth for each particular use for which a permit may be granted have been met;
  - i.** The Board may impose or require such additional restrictions and conditions as may be necessary to protect the health and safety of works and residents in the community, and to protect the value and use of property in the general neighborhood;
  - j.** The proposed use shall be subject to the minimum area, setback, and other location requirements of the zoning district in which it will be located; and
  - k.** The proposed use shall be subject to the off-street parking and service requirements of these regulations.
  - l.** Wherever the Board shall find, in the case of any permit granted pursuant to the provisions of this chapter, that any of the terms, conditions, or restrictions, on which such permit was granted are not being complied, the Board shall rescind and revoke the permit after giving due notice to all parties concerned and granting full opportunity for a public hearing.

**Additional Standards by Use – Section 3.3 of the UDO**

**DD. Micro-Distillery/Micro-Brewery/Micro-Winery (NC, CMX, CC, DMX, CH, M&I, TND).**

1. Except for loading, all activities must occur within a building.
2. Must have an off-street or alley loading dock.
3. Maximum floor area may not exceed 20,000 square feet.
4. Must obtain all applicable ABC commission permits.
5. If located in the DMX district, the facility must include a tasting room, restaurant, or incorporate tours.
6. Shall not produce odors, gas, dust or any other atmospheric pollutant detrimental to the health, safety or general welfare of persons living or working in the surrounding area.
7. If the facility includes on-site consumption of alcohol (excluding tastings) and does not meet the definition of a restaurant, it shall also be required to meet all standards of a 'Bar/Tavern/Nightclub' and shall only be allowed in those districts in which a Bar/Tavern/Nightclub is permitted.
8. If located in the NC district or the TND district, the facility must include a restaurant or bar.



## TOWN OF WENDELL SPECIAL USE PERMIT APPLICATION

Date of Application: August 2, 2019 Application Number: \_\_\_\_\_

Location of Property: 32 N Main Street A Wendell, NC 27591

Current Zoning District: DMX Wake Co. PIN: 1783790956

Applicant's Name: DEREK & KERI AYSUE ; DAVE LEWIS (BREWERY OWNERS)

Applicant's Mailing Address: 2032 PEEBLES ROAD

City/State/ZIP: RALEIGH, NC 27616

Phone: 919-757-5242 Email: keri.ayscue@hotmail.com

Property Owner's Name: Perry's of Wendell Inc.

Property Owner's Address: PO Box 745

City/State/ZIP: Wendell, NC 27591

Phone: 919-880-2121 Email: gunz4u@aol.com

Type of Special Use/Reason for Special Use (cite the code section to which this Special Use applies):

Per UDO Ch. 1 Section 2.3C, the property requires a SUP in order to establish the use as

a "Bar / Tavern" within a micro-brewery.

Intended use of property, building or structure as a Special Use (describe below):

Micro-brewery with a tap room

Is this a modification of a previously-issued SUP? ☐ Yes ☒ No

Other information: \_\_\_\_\_

## Attachment C

The following information MUST be included before the application will be accepted and processed:

- ☐ Attachment A – A list of adjacent property owners (including across public right-of-ways) and their mailing and physical addresses.
- ☒ Attachment B – write up with the following questions numbered, listed, and answered:
1. Are there any variances being requested? If so, list each one.
  2. Will utilities, fire, police, and other necessary public and private facilities and services be adequate to handle the proposed use? Please explain how they will or will not be adequate.
  3. How will the proposed use affect the health and safety of the residents and workers of Wendell?
  4. Will the proposed use affect the use or development of adjacent properties or other uses?
  5. Will the proposed use constitute a nuisance or hazard because of the number of persons who will attend or use the facility, vehicular movement, noise, or fume generation or type of activity? Explain.
  6. What are the hours of operation?
  7. How many work shifts will there be?
  8. How many employees will work per shift? \_\_\_\_\_ Full-time \_\_\_\_\_ Part-time

*The undersigned property owner hereby authorizes the filing of this application and any subsequent revisions thereto. The filing of this application authorizes the Town of Wendell staff to enter upon the site to conduct relevant site inspections as deemed necessary to process the application.*

Signature: \_\_\_\_\_

*JUNE BERN*  
*PDA for Patsy Bern*  
 Date: 8/5/2019

*As the applicant, I agree that this permit, if granted, is issued on the presentation made herein and that this permit may be revoked in the event of any breach of representation or non-compliance of conditions of the permit. It is further understood that if the Special Use as requested herein is not started within twelve (12) months from the date of issuance, that the permit shall become invalid. Fees are nonrefundable. The applicant is responsible for presenting their case to the town.*

Signature: \_\_\_\_\_

*K. W. Ayon*  
 Date: 08/05/19

#### OFFICE USE ONLY

Fee Paid: \_\_\_\_\_ Check # \_\_\_\_\_ Recvd By: \_\_\_\_\_ Date: \_\_\_\_\_

BOARD OF COMMISSIONERS Date of Public Hearing: \_\_\_\_\_ Date Sign Erected: \_\_\_\_\_

Dates Public Hearing Advertised (#1) \_\_\_\_\_ in \_\_\_\_\_ (#2) \_\_\_\_\_ in \_\_\_\_\_

Town Board Recommendation ☐ Approval ☐ Denial

Conditions \_\_\_\_\_

Town Clerk Signature \_\_\_\_\_

Date \_\_\_\_\_

Mayor's Signature \_\_\_\_\_

Date \_\_\_\_\_

## Attachment C

## ATTACHMENT A : ADJACENT PROPERTY OWNERS

32 N Main Street A Wendell, NC | PIN: 1783790956



#	Property Owner	Physical Address	Mailing Address
1	Ginger H Lee & Robert M Lee Jr	32 N Main Street Wendell, NC 27591	PO Box 1734 Wendell, NC 27591
2	Christina Anne Dara	30 N Main Street Wendell, NC 27591	433 Fowlkes Street Wendell, NC 27591
3	Rea Properties	28 N Main Street Wendell, NC 27591	PO Box 417 Wendell, NC 27591
4	McKenzie Holdings LLC	22 N Main Street Wendell, NC 27591	PO Box 510 Wendell, NC 27591
5	Herbert J Pippin Jr	18 N Main Street Wendell, NC 27591	8521 Hampton Chase Court Wake Forest, NC 27587
6	Ruben Ceron	14 N Main Street Wendell, NC 27591	5412 Green Feather Lane Raleigh, NC 27604
7	Shallmar Holdings LLC	12 N Main Street Wendell, NC 27591	400 W Morth Street Apt 714 Raleigh, NC 27603
8	June G Perry & Patsy K Perry	15 E Third Street Wendell, NC 27591	PO Box 745 Wendell, NC 27591
9	Inline Properties LLC	42 N Main Street Wendell, NC 27591	6815 Holly Springs Road Raleigh, NC 27606
10	East Wake Education Foundation	16 E Fourth Street Wendell, NC 27591	PO Box 1404 Wendell, NC 27591

## ATTACHMENT B

1. Are there any variances being requested? If so, list each one.

None.

2. Will utilities, fire, police, and other necessary public and private facilities and services be adequate to handle the proposed use? Please explain how they will or will not be adequate

Water and sewer capacity will be sufficient. Gas is being brought to the building. We do not believe the building will add stress to police or fire services.

3. How will the proposed use affect the health and safety of the residents and workers of Wendell?

There will be no negative affect to the health and safety of the residents and workers of Wendell. We hope this will be seen as a positive addition to the town that will help build community.

4. Will the proposed use affect the use or development of adjacent properties or other uses?

It will have no effect on the use or development of adjacent properties or other uses. We hope we can work with the Town to make the facilities an extension of the plaza redevelopment in the lot adjacent to the building.

5. Will the proposed use constitute a nuisance or hazard because of the number of persons who will attend or use the facility, vehicular movement, noise, or fume generation or type of activity? Explain.

We do not believe so.

6. What are the hours of operation?

Proposed business hours:

Sunday	12pm-8pm
Monday-Thursday	3pm-11pm
Friday - Saturday	12pm-12am

7. How many work shifts will there be?

Primarily a 1-shift business

8. How many employees will work per shift? Full-time Part-time

Varies from 2-4 per shift depending on customer volume. Intent is to have 3-4 full-time employees and 3-4 part time employees.

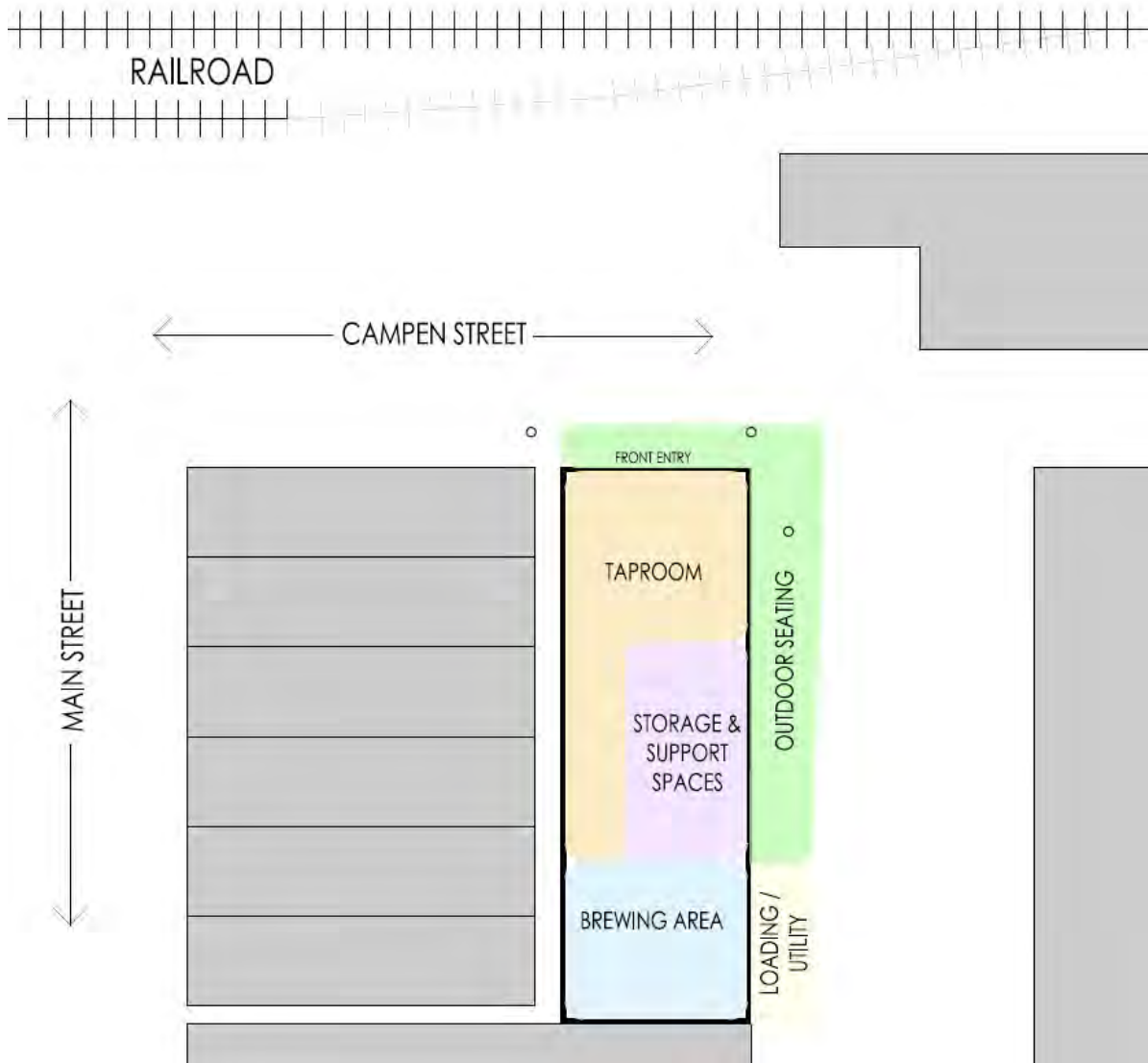
MICRO-BREWERY  
& TAPROOM

WENDELL, NC

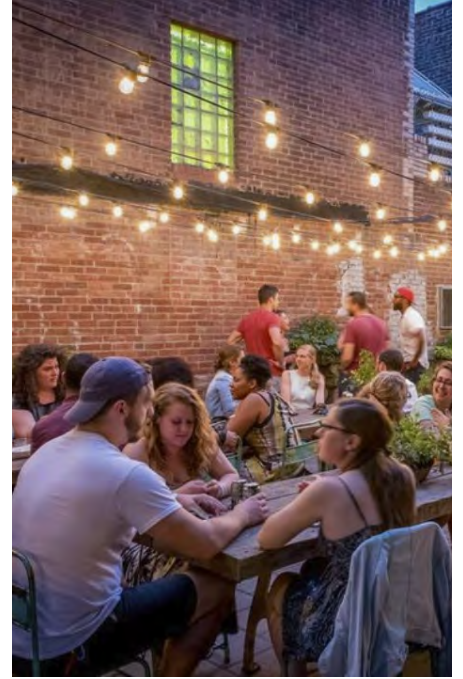
32 NORTH MAIN STREET A

(ALSO KNOWN AS 32 E. CAMPEN STREET)

## Attachment C



Attachment C



CONCEPTUAL EXTERIOR IMAGES

## Attachment C

CONCEPTUAL INTERIOR IMAGES

**Item Title:**

Report on Streetlight Installation on Wendell Falls Parkway from Jake May to Landing View

**Report to the Board of Commissioners:**

Report on August 26, 2019

**Specific Action Requested:**

Request approval to proceed with the design and installation of streetlights on a portion of Wendell Falls Parkway.

**Item Summary:**

The development of Foxborough Crossing between Buffalo Creek and Jake May Road extended the Town limits beyond the extent of municipal streetlights. Citizen concerns related to speed of vehicles and damage to personal property (mailboxes) necessitated enhanced traffic enforcement efforts and an evaluation of the physical conditions along the road.

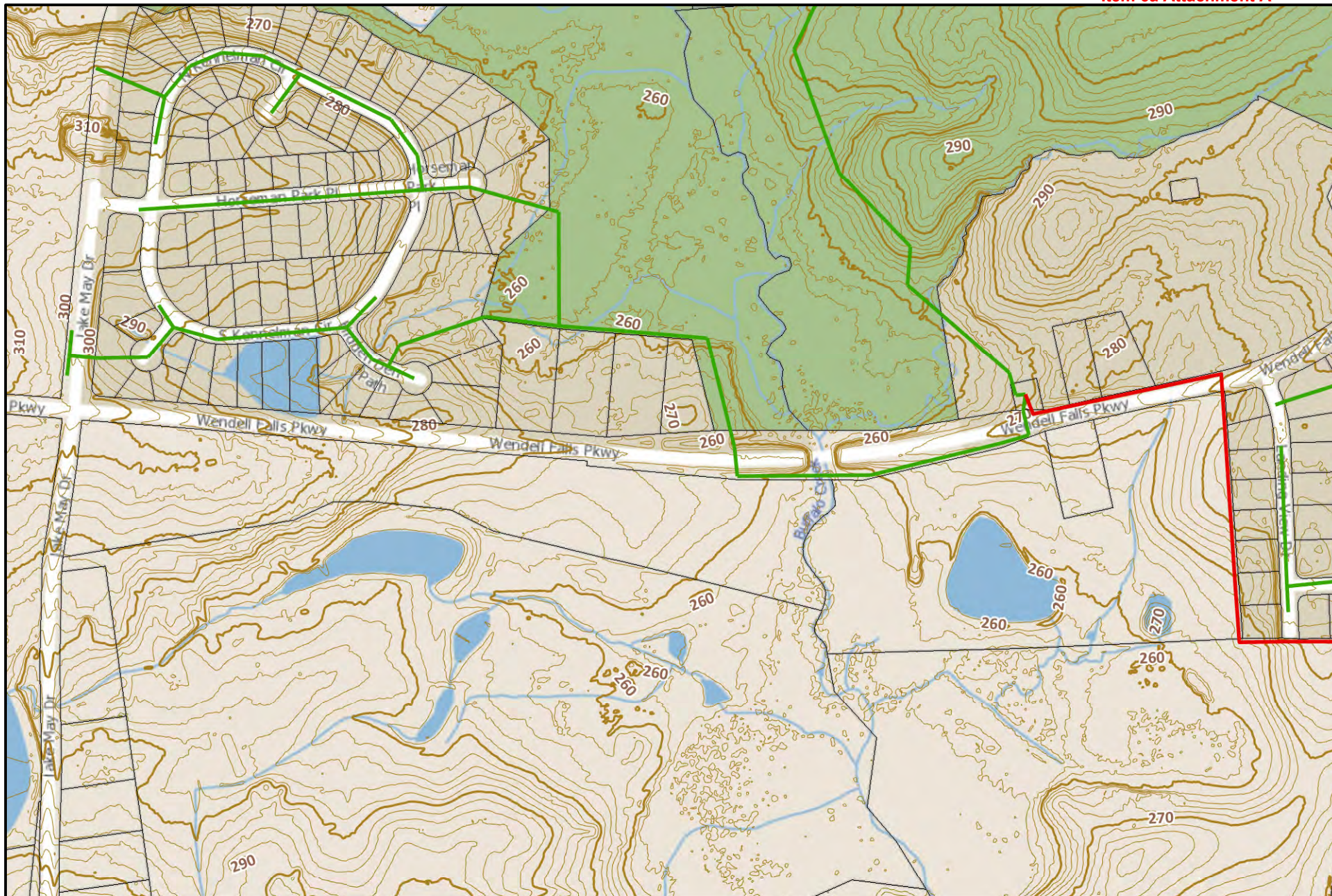
Public Works staff worked with Duke Energy and the NC Department of Transportation (NCDOT) to evaluate the physical condition. It was determined that a narrowing of the paved surface in a dark area with a slight curve beyond the creek may contribute to motorists striking mailboxes and trash cans. The proposed solution to the physical condition is the extension of streetlights on Wendell Falls Parkway from Landing View to Jake May Road (see attached map for reference).

Duke Energy designed the installation of fourteen (14) new fiberglass poles with 105 amp LED fixtures to resolve the streetlight gap. The cost estimate to install the lights is \$17,436.93 with an ongoing cost of \$182.01 per month for use (see attached cost estimate).

Staff recommends approving the streetlight installation project in the current fiscal year to address the safety concern. The expense will be charged to the streetlight line item in the Public Works budget (\$141,075 budgeted). Any overage will be adjusted in the final budget amendment, if needed, at the end of the fiscal year.

**Attachments:**

Map of Area for Proposed Streetlights  
Cost Estimate from Pike for Streetlight Installation



0 215 430 860 ft  
1 inch = 400 feet

**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.


**LIGHTING  
SOLUTIONS**

Proposal Date: 07/23/19  
 Prepared by: NATHANIEL FRANKS  
 Phone: (919) 654-6621

Work Order #: 30376179

Customer Name TOWN OF WENDELL  
 Street Address 15 E FOURTH ST  
 City, State, Zip WENDELL, NC 27591  
 Customer Phone (919) 345- 4822  
 CIM Account Number 089-275-2312  
 Design Description Street Lighting for Wendell Falls Parkway UG

**Abnormal Charges**

		Cost
Tamping	=	\$5,461.06
Reseeding	=	\$912.10
Bore Road or Driveway	=	\$2,629.04
Sidewalk Removal	=	\$0.00
Sidewalk Installation	=	\$0.00
In-Line Pole	=	\$0.00
Other (List Below)	=	\$0.00
Hand Digging	=	\$0.00
Pole Hand Dig / Hand Set Surcharge	=	\$0.00
Abnormal (over 250') Circuit Length	=	\$0.00

**Total Abnormal Charges** Sub Total = \$ 9,002.20

	# of Poles	One-Time U/G Service Charge		
One Time Underground Service Charge	= 14 @	\$521.00	Total U/G Service Charge	\$7,294.00
<b>Total One Time Charges Before Taxes</b>			Subtotal	16,296.20
			7% Tax	1,140.73
<b>*Total One Time Charges</b>				<b>17,436.93</b>

The term of the contract shall be 10 years from date of installation. \*\*\*

**Comments:**

I certify that I am legally authorized to sign this document and request Duke Energy Progress to install lights or other services as outlined herein. I agree to the monthly rate and contract term as outlined in the Company's rate schedule.

Print Name/Title

Signature:

Date:

**Note:** This is an estimate only. Cost could vary due to abnormal field conditions.

This is not a bill. Do not remit payment.

These charges will be billed on Account Number: \_\_\_\_\_

## Duke Energy Progress LED - Company Owned - NC-SLS-53 Contract

LIGHTING  
SOLUTIONS

Proposal Date: 7/23/19

Prepared by: NATHANIEL FRANKS

Phone: (919) 654-6621

Customer Name  
Street Address  
City, State, Zip  
Customer Phone:  
CIM Account Number  
Drawing # / Design Description  
Service Location of Light(s)

TOWN OF WENDELL  
15 E FOURTH ST  
WENDELL, NC 27591  
(919) 345-4822  
089-275-2312  
Street Lighting for Wendell Falls Parkway UG

Work Order #: 30376179

## Pricing Changes Effective 1-1-2019

LED Fixtures	Watts	# of Items	Monthly *	Total Cost
LED 50 Roadway / NEIGHBORHOOD	50	@	\$7.41	= -
LED 75 Roadway	75	@	\$7.67	= -
LED 105 Roadway	105	14 @	\$9.44	= 132.16
LED 150 Roadway	150	@	\$12.20	= -
LED 215 Roadway	215	@	\$15.00	= -
LED 280 Roadway	280	@	\$17.14	= -
LED 150 Sitelighter	150	@	\$16.30	= -
LED 205 Shoebox	205	@	\$18.94	= -
LED 420 Shoebox	420	@	\$39.84	= -
LED 530 Shoebox	530	@	\$48.48	= -

LED Post Top Fixtures	Watts	# of Items	Monthly *	Total Cost
Mini Bell	50	@	\$12.35	= -
Traditional /Traditional Open	50	@	\$9.92	= -
Pedestrian Shoebox "S"	50	@	\$11.65	= -
Enterprise	50	@	\$13.62	= -

Standard Pole(s)	Mounting Height	# of Items	Monthly *	Total Cost
Wood Pole	25', 30', 35'	@	\$1.55	= -
16' Black Fiberglass Pole	16'	@	\$2.71	= -
Gray Fiberglass Pole / Metal** Pole	25', 30', 35'	14 @	\$2.71	= 37.94
Decorative Black Square Metal Pole	30'	@	\$10.44	= -

Non Standard Pole(s)	Mounting Height	# of Items	Monthly *	Total Cost
Black Fiberglass Poles	25'	@	\$6.55	= -
Black Fiberglass Poles	30'	@	\$7.37	= -
Black Fiberglass Poles	35'	@	\$7.97	= -
Black Decorative Round 35' Steel Pole	35'	@	\$27.14	= -
Tenon Adapter		@	\$1.82	= -

Use when Site Lighter(s) are mounted on Round Black Fiberglass and Round Black Tapered Steel Poles. *One adapter* is used for each pole.

Monthly Underground Service Charge	# of Items	Monthly *	Total Cost
Per Pole NC - As of 6/1/13, UG Service Charges can no longer be Waived	@	\$3.21	= -

One-Time Underground Service Charge	# of Items	One-time Charge	Total Cost
Per Pole NC - As of 6/1/13, UG Service Charges can no longer be Waived	@	\$0.00	= -

Total Proposed "Monthly" Charges Before Taxes	Subtotal	170.10
	7% Tax	11.91
	Total	\$ 182.01

Total Proposed One-Time Charges	Subtotal	-
	7% Tax	-
	Total	\$ -

The term of the contract shall be 10 years from date of installation. \*\*\*

## Comments:

I certify that I am legally authorized to sign this document and request Duke Energy Progress to install lights as outlined herein. I agree to the monthly rate and contract term as outlined in the Company's rate schedule.

Print Name/Title:

Signature:

Date:

\* The Monthly Charge is based on the current Street Lighting Tariff in effect at the time of signing of this contract. Future cost will be adjusted to reflect approved charges in subsequent Street Lighting Tariffs.

\*\* Limited Design Availability

\*\*\* Termination of the lighting prior to the term of the contract will result in contract termination charges pursuant to the Company's applicable Street Lighting Service Regulations.

**Date: August 26, 2019**

**Item # 7a**

---

**Item Title:**

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

**Specific Action Requested:**

None

**Attachments:**

None

**Date: August 26, 2019**

**Item # 8**

---

**Item Title:**

Commissioners' Reports.

**Specific Action Requested:**

None

**Attachments:**

None

**Date: August 26, 2019**

**Item # 9**

---

**Item Title:**

Mayor's Report.

**Specific Action Requested:**

None

**Attachments:**

None

---

**Item Title:**

Closed Session [NC GS 143-318.11].

**Specific Action Requested:**

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

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

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

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

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

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

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

**Attachments:**

None