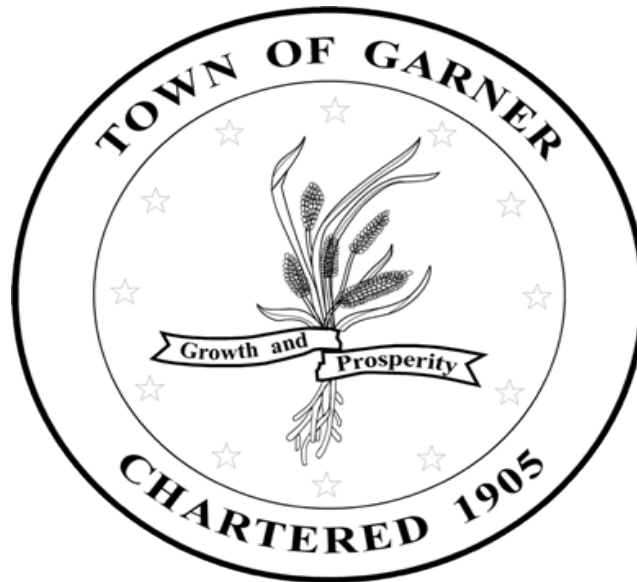


TOWN OF GARNER



TOWN COUNCIL MEETING

April 17, 2018
7:00 P.M.

Garner Town Hall
900 7th Avenue
Garner, NC 27529

**Town of Garner
Town Council Agenda
April 17, 2018**

Dinner will be served for town officials in the Conference Room at 6:15 p.m.

The Council will meet in regular session at 7:00 p.m. in the Garner Town Hall located at 900 7th Avenue.

- A. CALL MEETING TO ORDER/ROLL CALL: Council Member Kathy Behringer

The Council will call for a brief recess at 9:00 p.m.

- B. PLEDGE OF ALLEGIANCE: Council Member Kathy Behringer

- C. INVOCATION: Council Member Kathy Behringer

- D. PETITIONS AND COMMENTS

This portion of the meeting is to receive comments from the public on items not included in this agenda. Citizens should sign up with the Town Clerk to speak prior to the start of the meeting. The Board is interested in hearing your concerns, but may not take action or deliberate on subject matter brought up during the Petitions and Comments segment. Topics requiring further investigation will be referred to the appropriate town officials or staff and may be scheduled for a future agenda.

- E. ADOPTION OF AGENDA

- F. PRESENTATIONS

- 1. Town Hall Donation Page 5
Presentation: Karen Newton

Ms. Newton will present Council with a wall hanging of photographs taken during the construction of the new Town Hall.

- 2. GoTriangle Public Meeting Announcement Page 6
Presenter: Ashley Hooper and Elisabeth Raskopf, GoTriangle

The next phase of implementation of the Wake Transit Plan will feature bus rapid transit. This service will benefit Garner residents, as will the commuter rail service that will be a part of a future phase of the plan's implementation. The upcoming public meetings will inform residents of options for bus rapid transit and offer an opportunity to provide feedback.

G. CONSENT

All items on the Consent Agenda are considered routine, to be enacted by one motion and without discussion. If a member of the governing body requests discussion of an item, the item will be removed from the Consent Agenda and considered separately.

1. Council Meeting Minutes Page 7
Presenter: Stella Gibson, Town Clerk

Adopt minutes from February 27, 2018, March 5, 2018, March 20, 2018, March 27, 2018 and April 2, 2018 regular meetings and January 30, 2018, March 20, 2018, March 27, 2018 and April 2, 2018 closed session meetings.

Action: Adopt Minutes

2. Annexation Petition ANX-18-01 (Creech Road), ANX-18-02 (God’s Way Family Church), and ANX-18-03 (Abberly Solaire) Page 29
Presenter: David Bamford, Planning Services Manager

Resolution to set a public hearing for satellite annexations of .49 acres at 1421 Creech Road and 3.15 acres on Bryan Road, and a contiguous annexation of 24.47 acres on Timber Drive East.

Action: Adopt Ordinance (2018) 2348

3. Ordinance Amending FY2017/2018 Operating Budget Page 37
Presenter: Pam Wortham, Finance Director

At the August 7, 2017 Council meeting, Public Works was approved for a re-organization of their operations. This budget amendment will move funds from Fleet Management to Facilities Management to reflect the change in salaries, and also adds Temporary Salaries to PW Administration to reflect the change from a full-time position to a part-time one.

Action: Adopt Ordinance (2018) 3905

4. Ordinance Amending FY2017/2018 Operating Budget (Meadowbrook) Page 40
Presenter: Pam Wortham, Finance Director

Request to utilize Fund Balance committed for Park Development for needed Meadowbrook repairs.

Action: Adopt Ordinance (2018) 3906

H. PUBLIC HEARINGS

I. NEW/OLD BUSINESS

1. Avery Street Sidewalk Project Bid Award Page 43
Presenter: Tony Chalk, Town Engineer

Bids were solicited for the construction of the Avery Street Sidewalk project. After review of the submittals, the low bid was \$91,177.00 from Sandhills Contractors, Inc. The Engineering Department is recommending award of this contract to Sandhills Contractors, Inc.

Action: Award Project to Sandhills Contractors, Inc.

2. Recreation Center & GPAC Landscaping Project Award Page 46
Presenter: Tony Chalk, Town Engineer

The Engineering Department is recommending the award of the Exterior Landscaping, Irrigation, and Concrete Sidewalk of the Garner Recreation Center and GPAC Parking Lot to the lowest bidder, Norris Landscaping Services, Inc.

Action: Award Project to Norris Landscaping Services, Inc.

3. Service Level Agreement Page 51
Presenter: Brandon Zuidema, Police Chief

This Service Level Agreement is between the City of Raleigh and the Town of Garner for the delivery of public safety communications services through Wake Emergency Communications Organization (WECO).

Action: Authorize Execution of Agreement

J. COMMITTEE REPORTS

K. LOBBYIST REPORT

L. MANAGER REPORTS

1. garner info
2. Building & Finance Report
3. Finance Report

M. ATTORNEY REPORTS

N. COUNCIL REPORTS

O. CLOSED SESSION

1. Pursuant to N.C. General Statutes 143-318.11(a)(5) "to discuss possible real estate acquisition and the Town's negotiating position regarding such real estate."

P. ADJOURNMENT

Town of Garner
Town Council Meeting
Agenda Form

Meeting Date: April 17, 2018		
Subject: Town Hall Donation		
Location on Agenda: Presentations		
Department: Administration		
Contact: Stella Gibson, Town Clerk		
Presenter: Karen Newton		
Brief Summary: Ms. Newton will present Council with a wall hanging of photographs taken during the construction of the new Town Hall.		
Recommended Motion and/or Requested Action: Presentation only; no action		
Detailed Notes:		
Funding Source:		
Cost:	One Time: <input type="radio"/>	Annual: <input type="radio"/> No Cost: <input checked="" type="radio"/>
Manager's Comments and Recommendations: N/A		
Attachments Yes: No: <input checked="" type="radio"/>		
Agenda Form Reviewed by:	Initials:	Comments:
Department Head:	SG	
Finance Director:		
Town Attorney:		
Town Manager:	RD	
Town Clerk:		

Town of Garner
Town Council Meeting
Agenda Form

Meeting Date: April 17, 2018		
Subject: GoTriangle public meeting announcement		
Location on Agenda: Presentations		
Department: Administration		
Contact: Rick Mercier, Communications Manager		
Presenter: Ashley Hooper and Elisabeth Raskopf with GoTriangle		
<p>Brief Summary:</p> <p>GoTriangle will be holding a series of open-house-style public meetings starting in April to inform residents about the next phase of implementation of the Wake Transit Plan. GoTriangle will hold a public open-house meeting on bus rapid transit at Garner Town Hall on April 30 from 5:30 p.m. to 7:30 p.m.</p>		
<p>Recommended Motion and/or Requested Action:</p> <p>N/A</p>		
<p>Detailed Notes:</p> <p>The next phase of implementation of the Wake Transit Plan will feature bus rapid transit. This service will benefit Garner residents, as will the commuter rail service that will be a part of a future phase of the plan's implementation. The upcoming public meetings will inform residents about options for bus rapid transit and offer an opportunity for residents to provide feedback.</p>		
Funding Source:		
Cost:	One Time: <input type="radio"/>	Annual: <input type="radio"/> No Cost: <input checked="" type="radio"/>
<p>Manager's Comments and Recommendations:</p> <p>N/A</p>		
<p>Attachments Yes: No: <input checked="" type="radio"/></p>		
Agenda Form Reviewed by:	Initials:	Comments:
Department Head:	RM	
Finance Director:		
Town Attorney:		
Town Manager:	RD	
Town Clerk:		

Town of Garner
Town Council Meeting
Agenda Form

Meeting Date: April 17, 2018		
Subject: Council Meeting Minutes		
Location on Agenda: Consent		
Department: Administration		
Contact: Stella Gibson, Town Clerk		
Presenter: Stella Gibson, Town Clerk		
Brief Summary: Adopt minutes from February 27, 2018, March 5, 2018, March 20, 2018, March 27, 2018 and April 2, 2018 regular meetings and January 30, 2018, March 20, 2018, March 27, 2018 and April 2, 2018 closed session meetings.		
Recommended Motion and/or Requested Action: Adopt Minutes		
Detailed Notes:		
Funding Source:		
Cost:	One Time: <input type="radio"/>	Annual: <input type="radio"/> No Cost: <input checked="" type="radio"/>
Manager's Comments and Recommendations: N/A		
Attachments Yes: <input checked="" type="radio"/> No: <input type="radio"/>		
Agenda Form Reviewed by:	Initials:	Comments:
Department Head:	SG	
Finance Director:		
Town Attorney:		
Town Manager:	RD	
Town Clerk:		

**Garner Town Council
Council Work Session Minutes
February 27, 2018**

The Council met in a Work Session at 6:00 p.m. on Tuesday, February 27, 2018 in the Town Hall Council Chambers located at 900 7th Avenue.

CALL MEETING TO ORDER/ROLL CALL

Present: Mayor Ronnie Williams, Mayor Pro Tem Ken Marshburn, Council Member Buck Kennedy, Council Member Gra Singleton and Council Member Jackie Johns. Absent: Council Member Kathy Behringer.

Staff Present: Rodney Dickerson-Town Manager, Matt Roylance-Asst. Town Manager-Operations, John Hodges-Asst. Town Manager- Development Services, Pam Wortham-Finance Director, Rick Mercier-Communications Manager, Mike Franks-Budget & Special Projects Manager, Lori Smith-Police Captain, Sonya Shaw-PRCR Director, Forrest Jones-Public Works Director, Tyson Langdon-Asst. Public Works Director, Reginald Buie-Neighborhood Improvement Manager, William E. Anderson- Town Attorney, and Rebecca Schlichter-Deputy Town Clerk.

Also Present: Sam Bridges

ADOPTION OF AGENDA

Motion: Kennedy
Second: Johns
Vote: Unanimous

REPORTS/DISCUSSION

Affordable Housing

Presenter: Jessica Holmes, Wake County Commission Chair, Alicia Arnold and Brian Coats, Wake County Staff Members

Commissioner Holmes, Ms. Arnold and Mr. Coats presented and discussed the Affordable Housing plan and the three essential strategies to address Wake County's growing housing crisis:

- **Land Use Policy:**
The county and its municipalities will use their land use regulations and zoning authorities to indirectly support the production and preservation of affordable housing. More intensive and flexible land use will better enable housing supplies to keep pace with housing needs. This strategy will also help to mitigate housing cost increases and reduce the pressure to convert existing affordable units to market-rate housing.

- **Leveraged Programs:**

New subsidized affordable housing will be created or preserved to meet residents' needs. Structuring programs to effectively combine public funding with private and philanthropic capital will increase the total amount of affordable housing that can be produced or preserved.

- **New Public Resources:**

New funding sources for affordable housing production and preservation will be developed to increase the resources available to meet Wake County's housing challenges. A dedicated public subsidy will help produce affordable housing, because it closes the gap between what a household can afford to pay and what it costs to develop and maintain quality housing.

Council expressed appreciation for Commissioner Holmes and Wake County staff for providing such useful information. Commissioner Holmes stated a willingness to participate in further discussions and keep the conversation going.

Use of Fund Balance to Balance the Budget

Presenter: Matt Roylance, Assistant Town Manager – Operations and Pam Wortham, Finance Director

Mr. Roylance and Ms. Wortham presented the budget process and the use of fund balance to balance the annual operating budget. Also presented were alternatives for Council to consider the following options to minimize the use of fund balance as a budget balancing technique.

- Continue current practice (when budget needs dictate)
- Increased use of multi-year funding strategies (smooth out the spikes)
- Don't make the one-time purchases (or cut an equivalent amount elsewhere in the budget to make room for those purchases)
- Budget revenues more aggressively
- Raise revenues through higher fees
- Raise revenue through higher property taxes

Mr. Singleton recommended loosening the Towns projected revenue estimates as fund balance has not been used in recent years since the revenue has come in higher than projected.

The budget team will explore options to reduce use of fund balance in future budgets.

VERT Funding Update

Presenter: Mike Franks, Budget and Special Projects Manager

Mr. Franks presented an update on the FY 2018-19 VERT budget process and reviewed the current replacement criteria. Staff has prepared an update on VERT funding requirements in future years and summarized three funding options.

- Debt Financing
- Pay Exact Amount
- Fixed Annual Contribution

Mr. Singleton recommended the Fixed Annual Contribution method with adding a small amount for inflation. Council consensus to move forward with this recommendation.

Meadowbrook Update

Presenter: Rodney Dickerson, Town Manager

Mr. Dickerson reviewed the maintenance and repair needs for the Meadowbrook property including:

- One HVAC unit has failed and needs to be replaced for \$8,000
- The second HVAC unit is likely to fail soon based on age and condition \$8,000
- Repair of failed septic system using Town labor and equipment \$6,000
- Dilapidated shelter needs to be demolished for safety reasons \$3,000
- State mandated well testing and construction of well house \$3,000
- General repairs for safety concerns based on staff inspection \$1,000

Council consensus to place on consent agenda and move forward with repairs.

COUNCIL REPORTS

Marshburn

- Commended those who were involved in creating the new Town of Garner guide as it contains lots of good information.

Kennedy

- Reported a pothole on Aversboro Road by Walgreens. Mr. Jones reported that NCDOT has fixed that pothole many times with a cold patch method.

MANAGER REPORTS

- Budget Work Session is scheduled for May 23rd at 8:30 a.m.
- Pancake Breakfast is scheduled for May 21st
- Town of Garner Relay for Life Team is holding a Pig Pickin on Friday, April 6th in front of Town Hall
- NCDOT Meeting to discuss the Timber and Hwy 70 intersection on March 27th from 1:00 to 2:00 for elected officials at Capital Church.
- Garner 101 starts on March 1st at 6:30 p.m.
- Reminded Council that the HWY 50 Bridget project preferences can be reported to staff or to NCDOT directly by May 1st.

Motion: Singleton
Second: Johns
Vote: Unanimous

ADJOURNMENT: 10:10 P.M.

**Town of Garner
Town Council Meeting Minutes
March 5, 2018**

The Council met in a regular session at 7:00 p.m. on Monday, March 5, 2018 in the Town Hall Council Chambers located at 900 7th Avenue.

CALL MEETING TO ORDER/ROLL CALL

Present: Mayor Pro Tem Ken Marshburn, Council Member Kathy Behringer, Council Member Buck Kennedy, and Council Member Jackie Johns. Absent: Mayor Ronnie Williams and Council Member Gra Singleton.

Staff Present: Rodney Dickerson-Town Manager, Matt Roylance-Asst. Town Manager-Operations, John Hodges-Asst. Town Manager- Development Services, Tony Chalk-Town Engineer, Jeff Triezenberg-Planning Director, Pam Wortham-Finance Director, Adam Carroll-Communications Specialist, William E. Anderson- Town Attorney, and Rebecca Schlichter-Deputy Town Clerk.

PLEDGE OF ALLEGIANCE: Mayor Pro Tem Marshburn invited Kendrick Gattison of Boy Scout Troop 366 to lead the pledge.

INVOCATION: Mayor Pro Tem Marshburn invited Reverend Walter Dosier to deliver the invocation.

PETITIONS AND COMMENTS

ADOPTION OF AGENDA

Motion: Kennedy
Second: Behringer
Vote: Unanimous

PRESENTATIONS

CONSENT

Council Meeting Minutes

Presenter: Stella Gibson, Town Clerk

Adopt minutes from the January 30, 2018 Work Session and the February 20, 2018 Regular Meeting.

Action: Adopt Minutes

Investment Policy Update

Presenter: Pam Wortham, Finance Director

At the February 20th Council meeting, Craig Robinson from PFM presented some recommended changes to the Investment Policy. The changes also included administrative clean-up due to personnel changes.

Action: Approve Revised Investment Policy

Thompson Road Sidewalk Grading

Presenter: Tony Chalk, Town Engineer

The Engineering Department was asked to solicit bids to reduce the steepness of the slopes at 803 and 835 Thompson Road. After review of the bids, staff recommended award of this contract to WE Garrison.

Action: Authorize Contract Execution

Temporary Construction Easements on Avery Street & Curtiss Drive

Presenter: William E. Anderson, Town Attorney

This Resolution of Intent is to acquire temporary construction easements needed for the construction of a sidewalk on Avery Street and Curtiss Drive, by negotiated purchase if possible or by eminent domain if necessary.

Action: Adopt Resolution (2018) 2346

Motion: Johns
Second: Behringer
Vote: Unanimous

PUBLIC HEARINGS

Mayor Pro Tem Marshburn stated the following request was for a quasi-judicial hearing to consider a conditional use site plan and asked the Town Attorney to explain the procedures to be followed during the hearing. The Deputy Clerk administered the Affirmation of Oath to the following: Jeff Triezenberg and Matthew Kirchner.

Mayor Pro Tem Marshburn asked the Council to disclose any ex parte communications regarding this project. Hearing none, Mayor Pro Tem Marshburn opened the public hearing and asked Mr. Triezenberg to provide the staff report.

Conditional Use Permit CUP-SP-17-28, McDonald's @ McCullers

Mr. Triezenberg stated this request was for conditional use site plan approval for a restaurant. This project is a complete tear down of the existing McDonald's and gas canopy. The re-build will consist solely of a stand-alone McDonald's restaurant (no gas).

Mr. Kirchner was in attendance to answer any questions regarding the request.

Hearing no further comments, Mayor Pro Tem Marshburn closed the public hearing and called for a motion.

Motion: Kennedy
Second: Johns
Vote: Unanimous

Action: Approve CUP-SP-17-28 with no site-specific conditions.

NEW/OLD BUSINESS

Revenue Savings Plan Policy Update

Presenter: Pam Wortham, Finance Director

Ms. Wortham reviewed the proposed changes to the policy which will simplify the current method of calculation. The Revenue Savings Plan Policy establishes a portion of the annual revenue stream to assist in meeting the Town's annual debt service for future capital improvements.

Action: Approve Revised Revenue Savings Plan Policy

Motion: Behringer
Second: Johns
Vote: Unanimous

Financing Contract

Presenter: Pam Wortham, Finance Director

Ms. Wortham reported in response to the RFQ issued by Davenport & Company on behalf of the Town, sixteen bids were received to secure a direct bank loan for financing various vehicles and equipment purchases for the FY2017/18 budget year. Davenport is recommending award of this loan to KS Bank for an interest rate of 1.41% with no prepayment penalty.

Action: Approve Financing Contract

Motion: Kennedy
Second: Johns
Vote: Unanimous

COMMITTEE REPORTS

MANAGER REPORTS

- garner info
- TCC meeting is scheduled for Marth 7th
- The Town is currently waiting for change order to be signed on the Recreation Center. The completion date will be moved to the end of September and staff will start giving monthly updates on the status of construction.
- US 70/NC 50 informational meeting for local officials is scheduled for March 27th at The Capital Church from 1:00-2:00 p.m.
- Mr. Hodges reported the federal tax bill passed at the end of December 2017 allows the Governor to designate eligible census tracts as Opportunity Zones. Investments made through Opportunity funds in these zones would be allowed to defer or eliminate federal taxes on capital gains.

ATTORNEY REPORTS

COUNCIL REPORTS

Behringer

- Congratulated the 3 young men from Boy Scout Troop 366 working on the Eagle scout award.
- Reported a drainage problem at 200 West Garner Road.

Marshburn

- Reported information on tax preparation at Aversboro Annex is included in current water bill.
- Thanked the Town staff for repairing the pothole on Aversboro Road.

Kennedy

- Reported he may not be able to attend the Pancake Breakfast on March 23rd.
- Requested the Community Appearance discussion be put on future work session.

Council Member Johns had nothing to report.

CLOSED SESSION

Pursuant to N.C. General Statutes Section 143-318.11(a)(5) "to discuss possible real estate acquisition and the Town's negotiating position regarding such real estate."

RETURN TO REGULAR SESSION AND ADJOURNMENT: 8:00 p.m.

**Town of Garner
Town Council Meeting Minutes
March 20, 2018**

The Council met in regular session at 7:00 p.m. in the Garner Town Hall located at 900 7th Avenue.

CALL MEETING TO ORDER/ROLL CALL:

Mayor Ronnie Williams, Mayor Pro Tem Ken Marshburn, Council Member Kathy Behringer, Council Member Jackie Johns, Council Member Buck Kennedy, and Council Member Gra Singleton

Staff Present: Rodney Dickerson-Town Manager, John Hodges-Asst. Town Manager-Development Services, Matt Roylance-Asst. Town Manager-Operations, Jonathan Ham-Asst. Planning Director, Tony Chalk-Town Engineer, BD Sechler-Human Resources Director, Mari Howe-Downtown Development Manager, Pam Wortham-Finance Director, Forrest Jones-Public Works Director, Joe Binns-Police Captain, Lori Smith-Captain, Het Patel-Senior Planner-Transportation & Land Use, Brandon Zuidema-Police Chief, William E. Anderson-Town Attorney, and Stella Gibson-Town Clerk

PLEDGE OF ALLEGIANCE: Council Member Gra Singleton

INVOCATION: Council Member Gra Singleton

PETITIONS AND COMMENTS

Mayor Pro Tem Marshburn acknowledged the Garner 101 Citizens Academy attendees present.

ADOPTION OF AGENDA

Mayor ProTem Marshburn requested to amend the agenda to add a closed session per N.C. General Statutes 143-318.11(a)(6) "to discuss the qualifications, competence, performance, character, fitness or conditions of appointment of an individual public officer or employee."

Motion: Marshburn
Second: Singleton
Vote: Unanimous

PRESENTATIONS

Downtown Garner Association 2018 Work Plan

Presenter: Mari Howe, Downtown Development Manager and Members of the Downtown Garner Association

Ms. Howe and members of the Downtown Garner Association presented the 2017 Accomplishments and the 2018 Plan of Work as part of their commitment to the Town as an Economic Development Partner. Ms. Howe also presented Council with the Best Image Building Campaign Award received at the recent Main Street Conference.

Mayor Williams invited Eagle Scout Dean Price to address Council regarding a proposed project near the Rec Center. Council consensus to place on the March 27 Work Session agenda for further discussion.

CONSENT

Council Meeting Minutes

Presenter: Stella Gibson, Town Clerk

Adopt minutes from the November 8-9, 2017 Council Retreat.

Action: Adopted Minutes

Motion: Marshburn
Second: Singleton
Vote: Unanimous

PUBLIC HEARINGS

NEW/OLD BUSINESS

Historic Depot Relocation

Presenter: Mari Howe, Downtown Development Director

Ms. Howe reported staff completed a preliminary site plan for relocating the Depot to the Town-owned property at the corner of Pearl and Main Streets. Ms. Howe reminded Council the Depot currently houses several donated historical items as well as providing general storage for the Downtown Garner Association. One consideration of use may be to utilize the Depot as flex space for meetings and event rentals. However, this would require access to the restrooms at Avery Street or Pearl Street. Depending on the use and location of the Depot, water and sewer facilities may need to be added. Discussions included the option to look at the feasibility of an additional site comparable to Pearl and Main Street in an area further out of the downtown area.

Council discussed the original intended use of the property which was to provide additional parking in the downtown area. There has been an increase in activity in the downtown area which will increase once the Rec Center is complete and there will be an even greater need for additional parking.

Council also discussed what repairs were needed to the Depot, both before and after it was moved; project costs could be up to \$200,000. Mr. Jones provided a list of repairs needed due to the recent damage to the building (floor repair, siding, HVAC system, meter base service). These repairs will be paid for as part of the insurance claim. Mr. Jones recommended remedial repair to prevent further deterioration. Ms. Howe added the Downtown Garner Association had designated \$11,000 towards renovating the Depot into a museum and suggested these funds may be available to use towards the project.

Some concern was expressed at removing the Depot from the Town's historical district. However, with the implementation of the new transit and long-range plan, placing the Depot at this site would not be a good fit.

Mr. Hodges advised the Council that in 2015 the railroad agreed to pay a portion of relocating the Depot. At this time, they will need to review the site plan and understand the full cost, etc. to evaluate whether they would still consider paying a percentage towards the project.

While Council was supportive of repairing and relocating the Depot, they felt at this time, there were still too many unknowns. Council also supported the need to move forward with this project sooner rather than later.

Action: Staff to work with Council Member Kennedy to review both the Avery Street and Old Garner Road site and to move forward with making repairs to the Depot resulting from the insurance claim. Report back to Council in 90 days.

Motion: Singleton
Second: Marshburn
Vote: Unanimous

Design Services for South Garner Greenway Extension

Presenter: Matt Roylance, Asst. Town Manager-Operations

The Town plans to extend the South Garner Greenway and needs to determine the best alignment before proceeding. Staff recommended hiring the design firm of McAdams to help guide the Town through this process. Total project cost is \$33,400.

Council Member Kennedy asked that sufficient opportunities be provided allowing for public comment. He also suggested some changes to the contract language and asked the Town Attorney to review.

Action: Authorize Contract pending review of Attorney

Motion: Kennedy
Second: Behringer
Vote: Unanimous

Additional Design Services for Parking Lot at Main Street

Tony Chalk, Town Engineer

Mr. Chalk stated this amendment was for the original design contract for enhancements in the downtown area. The property recently purchased at 112 Rand Mill Road will offer additional parking spaces adjacent to the existing lot. This design will also include storm water devices to offset the additional impervious that will be added.

Action: Approve Contract Amendment

Motion: Singleton
Second: Marshburn
Vote: Unanimous

Pedestrian Crossing Signage Improvements

Presenter: Jonathan Ham, Asst. Town Engineer

Mr. Ham presented the proposed pedestrian crossing signage improvements for the intersections at Aversboro Road and Buffaloe Road; and Timber Drive and Buckingham Road. Mr. Ham also presented cost estimates for installation and materials based on whether the improvements were performed in-house or by an outside contractor. Mr. Dickerson stated this project may be funded from the general fund or possibly qualify for funding under the streets and sidewalks bond.

Action: Authorize staff to move forward with the project and work with staff to install.

Motion: Singleton
Second: Marshburn
Vote: Unanimous

Police Salary Adjustments

Presenter: Rodney Dickerson, Town Manager

Mr. Dickerson explained the Police Department recently recognized that some officers did not receive proper starting compensation, based on defined hiring criteria and the Town's pay policy. An analysis of officer starting pay was completed by Chief Zuidema and it was determined that 13 officers were affected. Mr. Dickerson stated the amount to compensate these officers, beginning January 1, 2018, is \$31,000. Funding resulting from Town-wide lapse salaries is proposed. Moving forward the entire Town will operate under the same hiring policy.

Action: Authorize Salary Adjustments

Motion: Singleton
Second: Marshburn
Vote: Unanimous

COMMITTEE REPORTS

LOBBYIST REPORT

Mr. Bridges reported that Beau Mills is the new Executive Director of the Metro Mayors Association. The Association is re-exploring the possibility of establishing a working relationship with the League.

MANAGER REPORTS

- garner info
- Finance Report
- Building & Permit Report
- Development Review Update
- March 22:
 - Women in Business Luncheon @ 11:30 a.m.
 - Informational Meeting re: Spring Drive/Vandora Springs Sidewalk Project@ 6:00 p.m.
 - "68" playing @ GPAC
- March 23: Employee Pancake Breakfast @ 7:00 a.m.
- March 24: Eggstravaganza @ 10:00 a.m.
- March 26: Recognition of Epilepsy World Purple Day
- March 27: NCDOT US70/Timber/Hammond Public Meeting @ 1:00 p.m.
- Proposed construction completion of Rec Center is September 18, 2018
- Moody's Investors Service Report
- Temporary road closure Vandora Springs and Frederick Roads

ATTORNEY REPORTS

Mr. Anderson requested to add a closed session pursuant to N.C. General Statutes 143-318.11(a)(6) "to discuss the qualifications, competence, performance, character, fitness, or conditions of appointment of an individual public officer or employee."

COUNCIL REPORTS

Kennedy

- Suggested Garner may need an additional Post Office and reported cars parked in the fire lane at the existing Post Office which impedes the view when crossing the road and making it difficult to access the handicap ramp.
- Asked for a status of the Highway 50 project. Mr. Hodges responded staff is continuing to monitor to ensure they are in compliance with what they are supposed to do.
- Asked for an update on the status of running the underground power lines on Aversboro Road adjacent to Town Hall. Mr. Chalk respond staff is working with Duke Energy, however, there is no update available at this time.
- Requested maps be included on pending projects report.

Singleton

- Asked staff to notify NCDOT the "school ahead" sign on Creech Road, north of Arleen street, has been destroyed.
- Asked what happened to the Garner City Limit sign that was on Garner Road, from Raleigh south, near the ABC warehouse. Needs to be replaced.

Johns

- Asked the status of the ditches on New Rand Road. Mr. Jones responded staff looked at this location and the lack of road shoulder makes it difficult to do anything without adding additional piping. Staff would need to work with NCDOT for that.

Behringer

- Advised the Garner Ed Foundation is holding a fundraiser on April 22 at 1:30 p.m. at Aversboro Restaurant.
- Asked the status of the business on Main Street with the concrete slabs close to the road. Mr. Dickerson responded they have been advised of the violation and staff is monitoring.

Marshburn

- Thanked the Human Resources Department for their work on the wellness reward program and Rick Mercier for keeping Council informed of things relating to Garner.

CLOSED SESSION

Pursuant to N.C. General Statutes 143-318.11(a)(3)) “to consult with the Town Attorney regarding litigation.”

Pursuant to N.C. General Statutes 143-318.11(a)(4)) “to discuss economic development.” This item was removed from the agenda.

Pursuant to N.C. General Statutes 143-318.11(a)(5)) “to discuss possible real estate acquisition and the Town’s negotiating position regarding such real estate.”

Pursuant to N.C. General Statutes 143-318.11(a)(6)) “to discuss the qualifications, competence, performance, character, fitness, or conditions of appointment of an individual officer or employee.”

RETURN TO REGULAR SESSION AND ADJOURNMENT: 10:08 p.m.

**Garner Town Council
Council Work Session Minutes
March 27, 2018**

The Council met in a Work Session at 6:00 p.m. on Tuesday, March 27, 2018 in the Town Hall Council Chambers located at 900 7th Avenue.

CALL MEETING TO ORDER/ROLL CALL

Present: Mayor Ronnie Williams, Mayor Pro Tem Ken Marshburn, Council Member Kathy Behringer, Council Member Buck Kennedy, Council Member Gra Singleton and Council Member Jackie Johns.

Staff Present: Rodney Dickerson-Town Manager, Matt Roylance-Asst. Town Manager-Operations, John Hodges-Asst. Town Manager- Development Services, Pam Wortham-Finance Director, Sonya Shaw-PRCR Director, Brandon Zuidema-Police Chief, David Bamford-Planning Services Manager, Jeff Triezenberg-Planning Director, William E. Anderson- Town Attorney, and Rebecca Schlichter-Deputy Town Clerk.

Also Present: Sam Bridges, Town Lobbyist

ADOPTION OF AGENDA

Mayor Pro Tem Marshburn requested to add a closed session for personnel issue.

Motion: Marshburn
Second: Johns
Vote: Unanimous

REPORTS/DISCUSSION

FY 18/19 Benefits Renewal

Presenter: BD Sechler, Human Resources Director

Mr. Sechler and Mr. Sydor from Independent Benefit Advisors reviewed the FY18/19 Health Plan renewal and as of July 1, 2018, a renewal increase of 15% for Health Plan with no benefit changes for the employees. The Dental, Life & Disability Insurance, Cobra & FSA will have no premium increase and a 9.5% increase with no change in benefits for the Medicare Supplement.

New deductions will be effective in paychecks on June 1, 2018 and go into effect on July 1, 2018.

Proposed Eagle Scout Project

Presenter: T. Dean Price, Eagle Scout

Item was removed as presenter could not be present.

Garner Forward – Comprehensive and Transportation Plans

Presenter: David Bamford, Planning Services Manager

Mr. Bamford summarized the major updates to the Comprehensive and Transportation plans since the September 26, 2017 Council work session. The Steering Committee held their last meeting for the project on March 6, 2018. The Committee met for a total of 7 times; their role was to work with staff and the consultant to provide feedback, input, and direction on the major components of the plans. While they provided some additional comments at their last meeting, the Committee did as a group endorse the draft plans to move forward to the Planning Commission.

Council Member Behringer requested that staff review the reference to “create a healthy brand” in the Comprehensive Plan. Council Member Singleton voiced concern over making Aversboro Road a Great Street. Council Member Kennedy suggested to remove the bike mileage on page 44 as he is concerned citizens will then demand it.

PRCR Comprehensive Plan and Meadowbrook Planning

Presenter: Sonya Shaw, PRCR Director

Ms. Shaw reviewed the PRCR Comprehensive Plan and Meadowbrook Planning process.

PRCR Comprehensive Plan

- Purpose
 - To provide a clear vision, action plan and financial strategy plan to define a clear path for providing parks, recreation and cultural resources, open space and greenway services for the community through 2029
 - 10-year life cycle to plan
 - Current plan began 2006, adopted June 2007
 - New plan will be year-long process pending adoption Summer 2019
 - Required for National Accreditation and PARTF Grant
- New Plan components
 - Review current comp plan and related community plans
 - Citizen Survey
 - Citizen Input
 - Inventory, assessment and analysis of existing parks, facilities, programs and staff
 - Review operations and maintenance of recreational facilities, parks and staffing levels
 - Review and update open space and greenways plan
 - Create prioritized Capital Improvement Plan (CIP)
 - Recommendations for future recreational services

Comp Plan and Meadowbrook

- Recommended Process
 - Advertise RFP for Comp Plan and Meadowbrook: Early April 2018
 - Responses Due: Early May
 - Interview and Selection Process: May
 - Council Approval: June
 - Comp Plan Process: July/August 2018- Summer 2019

- Meadowbrook Planning: Can begin once survey data and analysis completed by hired firm
- *Alternative*: Conduct Meadowbrook Plan completely separate of Comp plan

COUNCIL REPORTS

Kennedy

- Confirmed Budget work session is scheduled for May 23rd.

Singleton

- Reported the NCDOT meeting on HWY 70 improvements was very informative.
- Thanked Ms. Gibson, Mr. Sechler and Ms. Schlichter for work at employee breakfast.

Johns

- Thanked staff for help with pancake breakfast.

Behringer

- Enjoyed serving breakfast to town staff.
- Reported tractor trailer parked near railroad on W. Garner Road.

Marshburn

- Requested staff investigate correct usage of Mitchell property on Highway 50.

Ms. Behringer asked what direction we want the Depot relocation committee to go forward? Consensus was to review lot on E. Garner Road just beyond concrete plant.

MANAGER REPORTS

CLOSED SESSION

Pursuant to N.C. General Statutes 143-318.11(a)(6) to discuss the qualifications, competence, performance, character, fitness, or conditions of appointment of an individual public officer or employee.

ADJOURNMENT:

Motion: Marshburn
Second: Johns
Vote: Unanimous

RETURN TO REGULAR SESSION AND ADJOURNMENT: 9:15 P.M.

**Town of Garner
Town Council Agenda
April 2, 2018**

The Council will meet in regular session at 7:00 p.m. in the Garner Town Hall located at 900 7th Avenue.

CALL MEETING TO ORDER/ROLL CALL: Mayor Ronnie Williams

Mayor Ronnie Williams, Mayor Pro Tem Ken Marshburn, Council Member Kathy Behringer, Council Member Jackie Johns, Council Member Buck Kennedy, and Council Member Gra Singleton

Staff Present: Rodney Dickerson-Town Manager, John Hodges-Asst. Town Manager-Economic Development, Tony Chalk-Town Engineer, BD Sechler-Human Resources Director, Pam Wortham-Finance Director, Jeff Triezenberg-Planning Director, Het Patel- Het Patel-Senior Planner-Transportation & Land Use, Joe Stallings-Economic Development Manager, William E. Anderson-Town Attorney, and Stella Gibson-Town Clerk

PLEDGE OF ALLEGIANCE: Mayor Ronnie Williams asked Mr. Price to lead the Pledge.

INVOCATION: Mayor Ronnie Williams

PETITIONS AND COMMENTS

ADOPTION OF AGENDA

Mr. Dickerson requested to add a Resolution authorizing the execution of a financing agreement and Mayor Pro Tem Marshburn requested to add a closed session pursuant to N.C. General Statutes 143-318.11(a)(6) "to discuss the qualifications, competence, performance, character, fitness, or conditions of appointment of an individual public officer or employee."

Motion: Johns
Second: Marshburn
Vote: Unanimous

PRESENTATIONS

Eagle Scout Project

Presenter: T. Dean Price, Eagle Scout

Mr. Price presented details of a proposed Eagle Scout project across from the Rec Center in the railroad right-of-way. Council was supportive of the project but expressed concern regarding working in the railroad right-of-way as well as safety, installation of fence posts and benches, and language for the plaque for the boulder. Mr. Price was advised to coordinate with the railroad, Town staff, and the Downtown Garner Association to ensure the project is compliant with Town standards and fits into the

plans for downtown. Mr. Price asked that the Town sign-off as beneficiary of the project. Mr. Dickerson will review and respond.

CONSENT

Health Plan Renewal for 2018/2019

Presenter: BD Sechler, Human Resources Director

Approval of benefits plans, including health, dental, life, AD&D, short term disability and retiree medical for FY 18/19 beginning on July 1, 2018.

Action: Authorize Renewal

Ordinance Amending FY2017/2018 Operating Budget

Presenter: Pam Wortham, Finance Director

Ordinance to establish the initial capital project fund that can be used for non-bond related projects for the US70 to White Oak Creek Outfall Sewer Project and amendment to the General Fund operating budget to appropriate funding.

Action: Adopt Ordinance (2018) 3902 establishing project and Ordinance (2018) 3903 establishing funding

PUBLIC HEARINGS

Conditional Use Rezoning CUD-Z-17-06 (C-199) and Conditional Use Permit CUP-SP-17-31, Bannister Properties

Presenter: Het Patel-Senior Planner-Transportation & Land Use

Request for a change in zoning for approximately 2.16 acres from Neighborhood Office (NO) to Service Business conditional use. Accompanying this rezoning request is a conditional use site plan for an office with storage. The site is located at 5413 Fayetteville Road.

Mr. Anderson stated this request was for consideration of a rezoning request and a quasi-judicial hearing for a conditional use permit and explained the procedures to be followed during the hearing. The Clerk administered the Affirmation of Oath to the following: Jeff Triezenberg, Het Patel, Sonny Bannister, and Larry Mack.

Mr. Anderson then asked the Council to disclose any exparte communications regarding this project. Mayor Pro Tem Marshburn reported visiting the site and speaking informally to the property owner, however, specific details of the project were not discussed. As this was not considered an exparte communication, Mayor Williams opened the public hearing and asked Mr. Patel to provide the staff report.

Mr. Bannister stated this project is to provide additional storage for the current real estate office.

Mr. Mack asked to speak regarding placing a storage building on his property. Mr. Kennedy advised Mr. Mack to work with Planning Department staff on this matter.

May Williams asked Mr. Triezenberg to present the staff report for the conditional use permit.

Hearing no further comments, Mayor Williams closed the public hearing and called for a vote.

Action: Adopt Ordinance (2018) 3904

Motion: Marshburn
Second: Kennedy
Vote: Unanimous

Action: Approve CUP-SP-17-31 with no site specific conditions

NEW/OLD BUSINESS

Raynor Road Bridge Design Services
Presenter: Tony Chalk, Town Engineer

Mr. Chalk reminded Council that during the replacement of the bridge on Raynor Road there is a need to have greenway access incorporated into the design of the project. NCDOT has forwarded an agreement to formalize design considerations along with a revised estimate of services. The agreement includes a more refined cost estimate. Council consensus to fund the project through the transportation bond if it meets requirements and if funding is available. If not, funding is proposed through the general fund. A \$40,000 payment is due at the time of contract execution.

Action: Authorize execution of agreement; fund through transportation bond

Motion: Kennedy
Second: Singleton
Vote: Unanimous

COMMITTEE REPORTS

MANAGER REPORTS

- garner info
- Realtor Legislative Reception – April 26 at 5:30 p.m.
- Representative Rosa Gill is planning to have Town Hall meeting in Garner on, April 12 at 6:30 p.m. This is a nonpartisan event to update the public on matters from last year's session and what items may come from the short session. Mr. Bridges has been asked to work with Ms. Gill on this event.
- Community Shred Day - April 14 at 9:00 a.m.
- Law & Finance Committee Meeting – April 9 at 8:00 a.m.

- Significant process has been made on the Police Departments use of holiday bank hours. The Town began the process of reducing the number of hours to 147 or less in anticipation of paying out the balance to start fresh from January 1. At this time the Town's liability is approximately \$93,000. Proposed funding is through Town-wide lapse salaries.

ATTORNEY REPORTS

Mr. Anderson requested to add a closed session per N.C. General Statutes 143.318.11(a)(3)) "to consult with the Town Attorney regarding litigation" regarding various chronic land use issues at 1100 Benson Road and 135 White Cap Lane.

COUNCIL REPORTS

Marshburn

- Asked about an additional crosswalk at the new YMCA. Staff advised this request was forwarded to NCDOT and are awaiting a response.

Singleton

- Urged Council to consider the installation of curb and gutter near Garner Rec Park to make continuous curb and gutter along Garner Road. Mr. Chalk advised this may be appropriate to be combined with several small sidewalk projects that are outstanding.
- Council Member Singleton also asked about possible funding from the Rec Center to provide upgrades at the Avery Street Rec Center to make it a nicer facility. Mr. Dickerson stated staff will investigate possible funding sources.

Kennedy

- Asked that staff ensure mud was removed from the metal being installed at the Rec Center.
- Stated he was in support of the work on the depot, and supported more broadly, work moving forward for a museum for Garner.

Behringer

- Reported speaking with the Downtown Development Manager about arranging a Tour of the depot for Council.

Council Member Johns had nothing to report.

Mr.Chalk reported the project at the GPAC parking lot is moving forward; piping was installed last week, stone should be introduced for curb and gutter soon. Paving of this parking lot and resurfacing in front of the GPAC will be done at the same time toward the end of the project.

Mr. Dickerson recognized the Garner 101 Citizens Academy participant who was present.

CLOSED SESSION

Pursuant to N.C. General Statutes 143.318.11(a)(3) “to consult with the Town Attorney regarding litigation” relating to various chronic land use issues at 1100 Benson Road and 135 White Cap Lane.

Pursuant to N.C. General Statutes 143-318.11(a)(4) “to discuss economic development.”

Pursuant to N.C. General Statutes 143-318.11(a)(6) “to discuss the qualifications, competence, performance, character, fitness, or conditions of appointment of an individual public officer or employee.”

RETURN TO REGULAR SESSION AND ADJOURNMENT: 10:45 a.m.

DRAFT

Town of Garner
Town Council Meeting
Agenda Form

Meeting Date: April 17, 2018		
Subject: Annexation Petition ANX-18-01, ANX-18-02, and ANX-18-03		
Location on Agenda: Consent		
Department: Planning		
Contact: David Bamford, Planning Services Manager		
Presenter: David Bamford, Planning Services Manager		
Brief Summary: ANX-18-01 - Investors recently purchased a duplex at 1421 Creech Road and wish to make connection to public water on Creech Road; the request to connect to public water is triggering this required annexation petition. ANX-18-02 - God's Way Family Church - Annexation petition for 8200 Bryan Road; God's Way Family Church (SP-17-08) approved February 23, 2018; development will connect to public water & sewer ANX-18-03 - Project Abberly Solaire Apartments (CUP SP 16-34) on Timber Drive East – approved February 6, 2017 - project will connect to public water & sewer		
Recommended Motion and/or Requested Action: Adopt Resolution (2018) 2348		
Detailed Notes:		
Funding Source:		
Cost:	One Time: <input type="radio"/>	Annual: <input type="radio"/> No Cost: <input checked="" type="radio"/>
Manager's Comments and Recommendations: N/A		
Attachments Yes: <input checked="" type="radio"/> No: <input type="radio"/>		
Agenda Form Reviewed by:	Initials:	Comments:
Department Head:	JT	
Finance Director:		
Town Attorney:		
Town Manager:	RD	
Town Clerk:		

Planning Department Staff Report

TO: Mayor and Town Council

FROM: David Bamford, AICP; Planning Services Manager

SUBJECT: ***ANX-18-01: 1421 Creech Road***

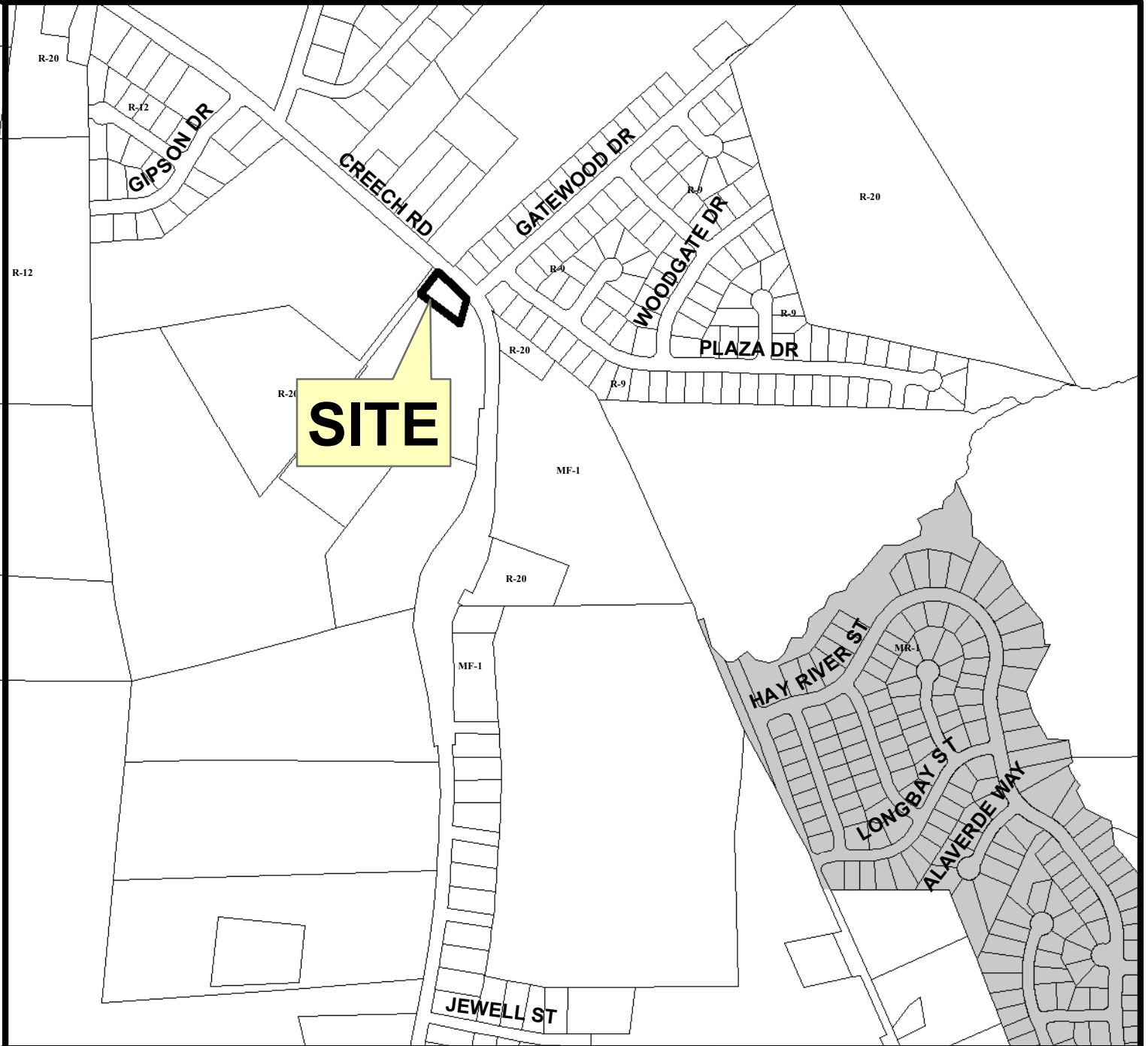
DATE: April 17, 2018

ANNEXATION APPLICATION:	ANX 18-01
OWNER:	Holt & Holt Properties LLC
CONTIGUOUS / SATELLITE:	Satellite
LOCATION OF PROPERTY:	1421 Creech Road (Duplex Home)
WAKE COUNTY PIN #:	1712815362
REAL ESTATE ID #:	0030177
AREA:	0.49 acres
ZONING:	R-20
ASSOCIATED DEVELOPMENT PLAN:	Investors renovating a duplex and connecting to public water on Creech Road
RECOMMENDATION:	Set Public Hearing for May 7, 2018

**Town of Garner
Planning Department**

**Annexation
ANX 18-01**

0 400 800
Feet



Project: Duplex water connection
Property: 1421 Creech Road
Property Owner: Holt & Holt Properties LLC
Area: 0.49
Pin: 1712815362

Planning Department Staff Report

TO: Mayor and Town Council

FROM: David Bamford, AICP; Planning Services Manager

SUBJECT: ***ANX-18-02: God's Way Family Church***

DATE: April 17, 2018

ANNEXATION APPLICATION: ANX 18-02

OWNER: Steven & Arlene Owens

CONTIGUOUS / SATELLITE: Satellite

LOCATION OF PROPERTY: 8200 Bryan Road

WAKE COUNTY PIN #: 1629077501

REAL ESTATE ID #: 0406548

AREA: 3.15 acres

ZONING: R-40

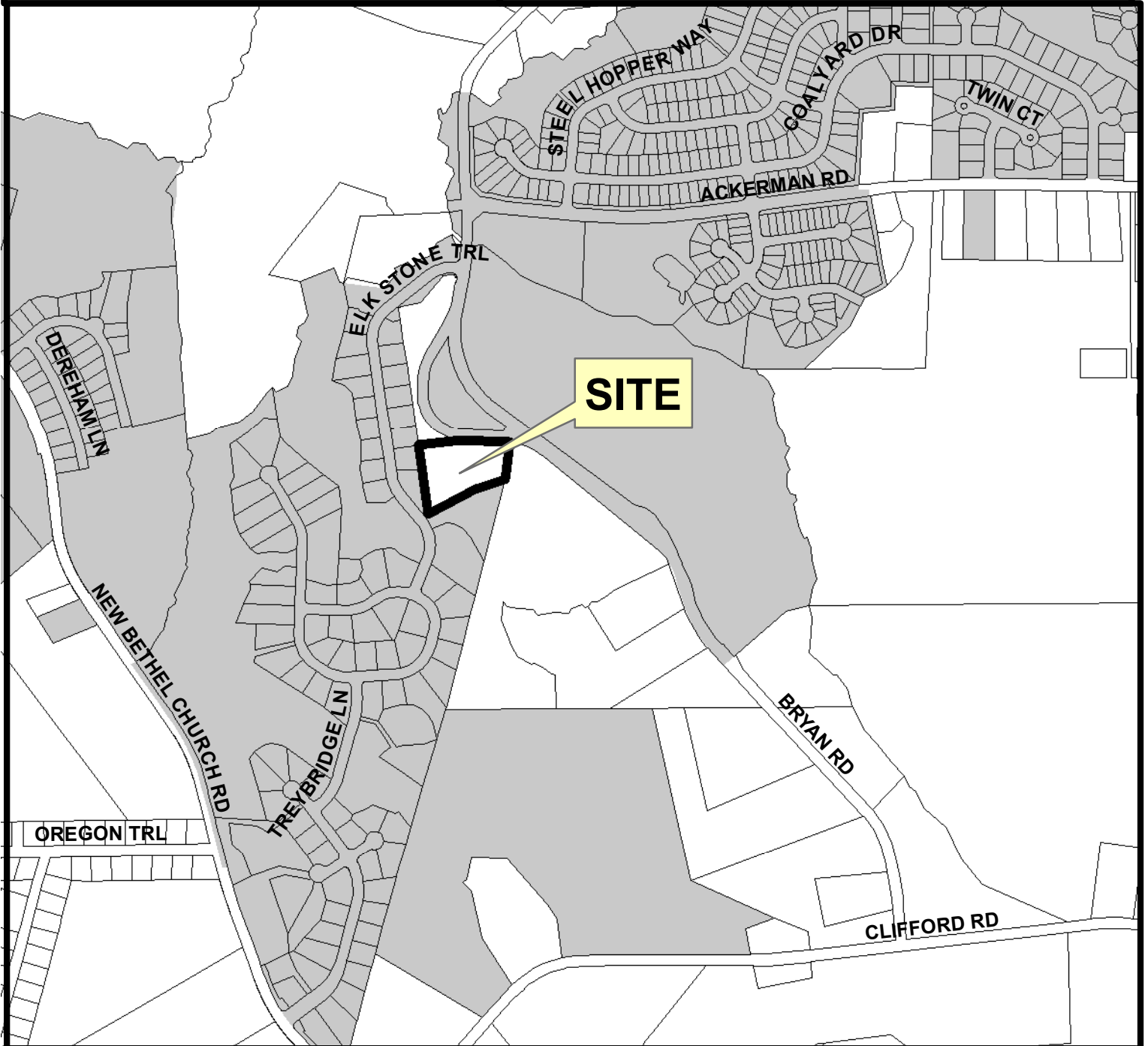
ASSOCIATED DEVELOPMENT PLAN: SP-17-08, God's Way Family Church (approved February 23, 2018); development will connect to public water & sewer

RECOMMENDATION: Set Public Hearing for May 7, 2018

**Town of Garner
Planning Department**

**Annexation
ANX 18-02**

0 400 800
Feet



Project: God's Way Church
Property: 8200 Bryan Road
Property Owner: Steven & Arlene Owens
Area: 3.15
Pin: 1629077501

Planning Department Staff Report

TO: Honorable Mayor and Town Council

FROM: David Bamford, AICP; Planning Services Manager

SUBJECT: ***ANX-18-03: Abberly Solaire***

DATE: April 17, 2018

ANNEXATION APPLICATION: ANX 18-03

OWNERS: Garner Land Company LLC
Abberly Solaire LLC

CONTIGUOUS / SATELLITE: Contiguous

LOCATION OF PROPERTY: Timber Drive East

WAKE COUNTY PIN #: 1720629857 and portion of 1720728696

REAL ESTATE ID #: 0452611 and portion of 0003987

AREA: 24.47 acres

ZONING: MF-2 C193, MXD-1, and R-40

ASSOCIATED DEVELOPMENT PLAN: Abberly Solaire Apartments (CUP SP 16-34) – approved February 6, 2017

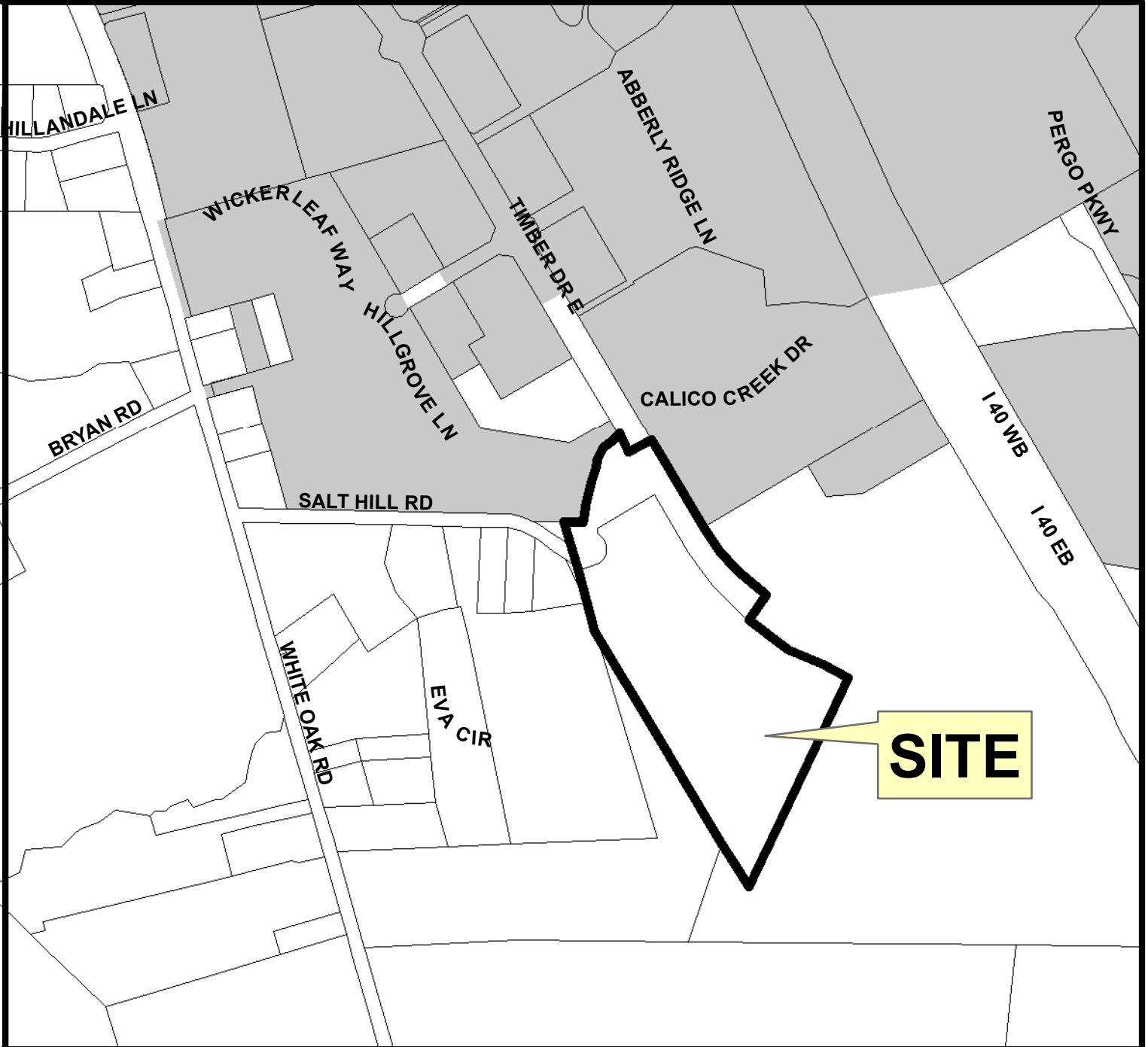
RECOMMENDATION: Set Public Hearing for May 7, 2018

**Town of Garner
Planning Department**

Annexation

ANX 18-03

0 400 800 Feet



Project: Abberly Solaire
Property: Timber Drive East
Property Owner: Garner Land Company LLC
Abberly Solaire LLC
Area: 24.47
Pin: 1720629857 and portion of 1720728696

RESOLUTION NO. (2018) 2348

**RESOLUTION FIXING DATE OF PUBLIC HEARINGS ON QUESTION OF ANNEXATIONS
PURSUANT TO G.S. 160A-31 AND 160A-58.1, AS AMENDED**

WHEREAS, three (3) petitions requesting annexation of the areas described herein have been received; and

WHEREAS, the Town Council has by resolution directed the Town Clerk to investigate the sufficiency thereof; and

WHEREAS, certification by the Town Clerk as to the sufficiency of said petitions have been made;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Garner, North Carolina:

Section 1. That public hearings on the question of annexation of the areas described herein will be held at the Town Hall at 7:00 p.m. on the 7th day of May, 2018.

Section 2. The areas proposed for annexation are described as follows:

(ANX 18-01) 1421 Creech Road – Satellite annexation

(ANX 18-02) God’s Way Family Church – Satellite annexation

(ANX 18-03) Abberly Solaire – Contiguous annexation

Section 3. Notice of said public hearings shall be published in the *News & Observer*, a newspaper having general circulation in the Town of Garner, at least ten (10) days prior to the date of said public hearings.

Duly adopted this 17th day of April, 2018.

Ronnie S. Williams, Mayor

ATTEST: _____
Stella L. Gibson, Town Clerk

Town of Garner
Town Council Meeting
Agenda Form

Meeting Date: April 17, 2018			
Subject: Budget Amendment for Public Works Re-organization			
Location on Agenda: Consent			
Department: Finance			
Contact: Pam Wortham, Finance Director			
Presenter: Pam Wortham, Finance Director			
Brief Summary: At the August 7, 2017 Council meeting, Public Works was approved for a re-organization of their operations. However, the funds were never moved to reflect that re-organization. This budget amendment is moving funds from Fleet Management to Facilities Management to reflect the change in salaries, and also adds Temporary Salaries to PW Administration to reflect the change from a full time position to a part-time one.			
Recommended Motion and/or Requested Action: Adopt Ordinance (2018) 3905			
Detailed Notes:			
Funding Source:			
Cost:	One Time:	Annual:	No Cost: X
Manager's Comments and Recommendations: N/A			
Attachments Yes: <input checked="" type="radio"/> No: <input type="radio"/>			
Agenda Form Reviewed by:	Initials:	Comments:	
Department Head:	PW		
Finance Director:	PW		
Town Attorney:			
Town Manager:	RD		
Town Clerk:			

FINANCE DEPARTMENT MEMORANDUM

TO: RODNEY DICKERSON, TOWN MANAGER
FROM: PAM WORTHAM, FINANCE DIRECTOR
SUBJECT: BUDGET AMENDMENT
DATE: APRIL 9, 2018

GENERAL FUND

At the August 7, 2017 Council meeting, Public Works presented a request for a reorganization of their operations. This reorganization was approved, but the budgeted funds were not identified at the time to request a budget amendment. The Services Superintendent position was budgeted and paid for from the Fleet Management division. This position was eliminated, and two supervisor positions were established, one for Fleet and one for Facilities. This budget amendment is to request that the Fleet Management budget be reduced to cover the increased cost in Facilities Management for the new position's salary and benefits.

This reorganization also included a request to eliminate one of the full-time Administrative positions and utilize a supplemental administrative support specialist. This amendment also includes adding budget for the temporary wages line item.

If you have any questions or concerns, please let me know. Thank you.

ORDINANCE NO. (2018) 3905

ORDINANCE AMENDING ORDINANCE NO. (2017) 3862
WHICH ESTABLISHED THE 2017 – 2018 OPERATING BUDGET

BE IT ORDAINED by the Town Council of the Town of Garner, North Carolina:

Section One. That the GENERAL FUND be amended as follows:

General Fund Budget Changes:

Account #	Account Description	Current Budget Amount	Amended Budget Amount	Net Budget Revision
<i>Expenditures</i>				
10-5600-00-5102-20	PW Admin Temp Wages	-	12,000	12,000
10-5640-00-5102-00	PW Facilities Mgt-Salaries	183,299	218,299	35,000
10-5640-00-5105-00	PW Facilities Mgt-FICA	14,449	15,649	1,200
10-5640-00-5106-00	PW Facilities Mgt-Insurance	50,441	58,241	7,800
10-5640-00-5107-00	PW Facilities Mgt-Retirement	23,654	28,654	5,000
10-5650-00-5102-00	PW Fleet-Salaries	205,862	158,862	(47,000)
10-5650-00-5105-00	PW Fleet-FICA	16,488	15,288	(1,200)
10-5650-00-5106-00	PW Fleet-Insurance	48,079	40,279	(7,800)
10-5650-00-5107-00	PW Fleet-Retirement	27,005	22,005	(5,000)

Section Two. Copies of this ordinance shall be furnished to the Finance Director and the Town Clerk for their direction in the disbursement of the Town’s funds and for public inspection.

Duly adopted this 17th day of April, 2018.

Ronnie S. Williams, Mayor

ATTEST: _____
Stella L. Gibson, Town Clerk

Town of Garner
Town Council Meeting
Agenda Form

Meeting Date: April 17, 2018		
Subject: Budget amendment for Meadowbrook		
Location on Agenda: Consent		
Department: Finance		
Contact: Pam Wortham, Finance Director		
Presenter: Pam Wortham, Finance Director		
Brief Summary: We are requesting to utilize Fund Balance committed for Park Development for needed Meadowbrook repairs. See attached memo.		
Recommended Motion and/or Requested Action: Approve budget ordinance (2018) 3906		
Detailed Notes:		
Funding Source: F/B Committed for Park Development		
Cost: 24,250	One Time: <input checked="" type="radio"/>	Annual: <input type="radio"/> No Cost:
Manager's Comments and Recommendations: Repairs will keep the facility operational until the Town decides how and when to develop it.		
Attachments Yes: <input checked="" type="radio"/> No: <input type="radio"/>		
Agenda Form Reviewed by:	Initials:	Comments:
Department Head:	PW	
Finance Director:	PW	
Town Attorney:		
Town Manager:	RD	
Town Clerk:		

FINANCE DEPARTMENT MEMORANDUM

TO: RODNEY DICKERSON, TOWN MANAGER
FROM: PAM WORTHAM, FINANCE DIRECTOR
SUBJECT: BUDGET AMENDMENT
DATE: APRIL 9, 2018

GENERAL FUND

We recently presented to Council a list of some repairs at the Meadowbrook property, including HVAC replacement, failed septic system needing attention, and some other life safety items. The estimated total for all of the identified items is \$24,250. We are requesting to use Fund Balance committed for Park Development to make the needed repairs.

If you have any questions or concerns, please let me know. Thank you.

ORDINANCE NO. (2018) 3906

ORDINANCE AMENDING ORDINANCE NO. (2017) 3862
WHICH ESTABLISHED THE 2017 – 2018 OPERATING BUDGET

BE IT ORDAINED by the Town Council of the Town of Garner, North Carolina:

Section One. That the GENERAL FUND be amended as follows:

General Fund Budget Changes:

Department/ Category	Description	Current	Amended	Net Change
<i>Expenditures</i>				
10-5640-00-5243-00	PW Facility Mgt-Contract Services	\$182,795	\$194,795	12,000
10-5640-00-5216-00	PW Facility Mgt-Equipment Maintenance	28,000	37,250	9,250
10-5630-00-5247-00	PW Solid Waste-Landfill charges	25,000	28,000	3,000
<i>Revenues</i>				
10-3090-00-4969-01	Restricted Fund Bal Appropriation - Park Development		24,250	24,250

Section Two. Copies of this ordinance shall be furnished to the Finance Director and the Town Clerk for their direction in the disbursement of the Town's funds and for public inspection.

Duly adopted this 17th day of April, 2018.

Ronnie S. Williams, Mayor

ATTEST: _____
Stella L. Gibson, Town Clerk

Town of Garner
Town Council Meeting
Agenda Form

Meeting Date: April 17, 2018		
Subject: Avery Street Sidewalk Project Bid Award		
Location on Agenda: Old/New Business		
Department: Engineering		
Contact: Tony Chalk, Town Engineer		
Presenter: Tony Chalk, Town Engineer		
Brief Summary: Award the Avery Street Sidewalk Project to the lowest bidder, Sandhills Contractors, Inc.		
Recommended Motion and/or Requested Action: Award the project to Sandhills Contractors, Inc.		
Detailed Notes: See attached memo and certified bid tab.		
Funding Source: Street & Sidewalk Bond Funds		
Cost: \$ 91,177.00	One Time: <input checked="" type="radio"/>	Annual: <input type="radio"/> No Cost: <input type="radio"/>
Manager's Comments and Recommendations: N/A		
Attachments Yes: <input checked="" type="radio"/> No: <input type="radio"/>		
Agenda Form Reviewed by:	Initials:	Comments:
Department Head:	TC	
Finance Director:		
Town Attorney:		
Town Manager:	RD	
Town Clerk:		

TOWN OF GARNER
ENGINEERING DEPARTMENT
MEMORANDUM

TO: Town Council

FROM: Tony Chalk, PE, PLS
Town Engineer

DATE: April 17, 2018

SUBJECT: Award of Project
Avery Street Sidewalk Project

Bids were solicited, and a bid opening was held on March 27, 2018 for the construction of the Avery Street Sidewalk project. Five bids were received and opened on March 27, 2018. The low bid was \$91,177.00 from Sandhills Contractors, Inc. This bid was approximately \$16,217.00 above the engineer's estimate of \$74,960.00 for the work. I have completed the certified bid tabulation for this bid opening and it is enclosed.

The Engineering Department is recommending the award of the Avery Street Sidewalk Project to Sandhills Contractors, Inc.

Please let me know if you have any questions.

BID TABULATION

Bid Opening: March 27, 2018, 10:00 AM				Engineer's Estimate		Hollins Construction Services, Inc.		Lanier Construction Company, Inc.		Narron Contracting, Inc.		SAL Construction Company, Inc.		Sandhills Contractors, Inc.	
License Number				-		69738		18152		62426		24633		25707	
MBE Documentation				-		YES		YES		YES		NO		YES	
Bid Bond Attached? (Y/N)				-		YES		YES		YES		YES		YES	
Item	Description	Qty*	Unit	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
1	Mobilization	1	LS	\$ 6,500.00	\$ 6,500.00	\$ 10,000.00	\$ 10,000.00	\$ 3,000.00	\$ 3,000.00	\$ 4,801.00	\$ 4,801.00	\$ 4,517.00	\$ 4,517.00	\$ 4,287.00	\$ 4,287.00
2	Clearing & Grubbing	1	LS	\$ 10,000.00	\$ 10,000.00	\$ 4,500.00	\$ 4,500.00	\$ 38,000.00	\$ 38,000.00	\$ 13,000.00	\$ 13,000.00	\$ 19,300.00	\$ 19,300.00	\$ 2,125.00	\$ 2,125.00
3	Concrete Sidewalk	860	SY	\$ 36.00	\$ 30,960.00	\$ 113.00	\$ 97,180.00	\$ 51.00	\$ 43,860.00	\$ 67.00	\$ 57,620.00	\$ 55.00	\$ 47,300.00	\$ 79.00	\$ 67,940.00
4	Silt Fence	1500	FT	\$ 2.00	\$ 3,000.00	\$ 4.00	\$ 6,000.00	\$ 3.00	\$ 4,500.00	\$ 5.00	\$ 7,500.00	\$ 5.25	\$ 7,875.00	\$ 4.00	\$ 6,000.00
5	Handicap Ramps	3	EA	\$ 2,000.00	\$ 6,000.00	\$ 3,800.00	\$ 11,400.00	\$ 4,000.00	\$ 12,000.00	\$ 2,900.00	\$ 8,700.00	\$ 2,482.00	\$ 7,446.00	\$ 2,168.00	\$ 6,504.00
6	Seeding & Mulching	1	LS	\$ 8,000.00	\$ 8,000.00	\$ 5,500.00	\$ 5,500.00	\$ 2,000.00	\$ 2,000.00	\$ 2,900.00	\$ 2,900.00	\$ 4,725.00	\$ 4,725.00	\$ 3,082.00	\$ 3,082.00
7	Adjust Water Meter Boxes	7	EA	\$ 1,500.00	\$ 10,500.00	\$ 200.00	\$ 1,400.00	\$ 500.00	\$ 3,500.00	\$ 900.00	\$ 6,300.00	\$ 263.00	\$ 1,841.00	\$ 177.00	\$ 1,239.00
TOTAL BID				\$ 74,960.00		\$ 135,980.00		\$ 106,860.00		\$ 100,821.00		\$ 93,004.00		\$ 91,177.00	

* Units are based on Town of Garner Engineering estimates. Actual quantities may differ and payment will be based on Unit Prices.

Certification: The bids tabulated herein were received by the Town of Garner and read aloud on March 27, 2018 at 10:00AM in the Town of Garner Offices. The bid tabulation is correct in that it contains the unit prices as presented on the original bid proposal of



Town of Garner
Town Council Meeting
Agenda Form

Meeting Date: April 17, 2018		
Subject: Recreation Center & GPAC Landscaping Project Award		
Location on Agenda: Old/New Business		
Department: Engineering		
Contact: Tony Chalk, Town Engineer		
Presenter: Tony Chalk, Town Engineer		
Brief Summary: The Engineering Department is recommending the award of the Exterior Landscaping, Irrigation, and Concrete Sidewalk of the Garner Recreation Center and GPAC Parking Lot to the lowest bidder, Norris Landscaping Services, Inc.		
Recommended Motion and/or Requested Action: Award project to low bidder Norris Landscaping Services, Inc.		
Detailed Notes: See attached memo and certified bid tabulation.		
Funding Source: Recreation Center Project Funds / John Rex Grant Funds		
Cost: \$355,700	One Time: <input checked="" type="radio"/>	Annual: <input type="radio"/> No Cost: <input type="radio"/>
Manager's Comments and Recommendations: See additional memo regarding funding.		
Attachments Yes: <input checked="" type="radio"/> No: <input type="radio"/>		
Agenda Form Reviewed by:	Initials:	Comments:
Department Head:	TC	
Finance Director:		
Town Attorney:		
Town Manager:	RD	
Town Clerk:		

EXTERIOR LANDSCAPING, IRRIGATION, AND CONCRETE SIDEWALK
FOR THE GARNER RECREATION CENTER (GRC) AND GARNER PERFORMING ARTS CENTER (GPAC)

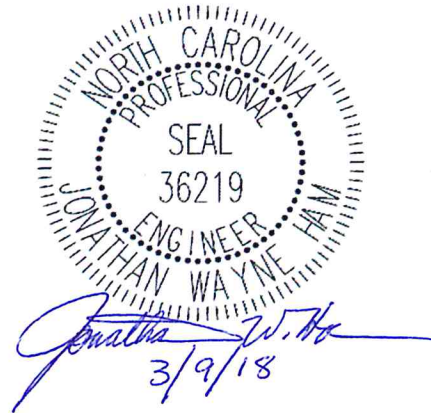
Town of Garner, NC

Bid Opening: March 8, 2018 at 10:00AM

				Engineer's Estimate		Charles W. Hughes Construction, LLC.		Norris Landscaping Services, Inc.		SAL Construction Company, Inc.	
<i>License Number</i>				-		GC: 74643 / NCLC: L0108 / NCIC: 503		NCLC: 0638 / NCIC: 560		GC: 24633	
<i>Acknowledgement of Addenda? (Y/N)</i>				-		YES		YES		YES	
<i>Bid Bond Attached? (Y/N)</i>				-		YES		YES		YES	
<i>Item</i>	<i>Description</i>	<i>Qty*</i>	<i>Unit</i>	<i>Unit Price</i>	<i>Total</i>	<i>Unit Price</i>	<i>Total</i>	<i>Unit Price</i>	<i>Total</i>	<i>Unit Price</i>	<i>Total</i>
1	Landscaping	1	LS	\$ 220,000.00	\$ 220,000.00	\$ 350,017.00	\$ 350,017.00	\$ 285,000.00	\$ 285,000.00	\$ 279,820.00	\$ 279,820.00
2	Irrigation	1	LS	\$ 30,000.00	\$ 30,000.00	\$ 25,022.00	\$ 25,022.00	\$ 26,975.00	\$ 26,975.00	\$ 34,000.00	\$ 34,000.00
3	Concrete Walking Trail	875	SYD	\$ 51.50	\$ 45,062.00	\$ 45.00	\$ 39,375.00	\$ 39.00	\$ 34,125.00	\$ 48.00	\$ 42,000.00
BASE BID				\$ 295,062.00		\$ 414,414.00		\$ 346,100.00		\$ 355,820.00	
4	Alternate 1: Sod Area	1	LS	\$ 11,400.00	\$ 11,400.00	\$ 5,500.00	\$ 5,500.00	\$ 9,600.00	\$ 9,600.00	\$ 12,500.00	\$ 12,500.00
TOTAL BID				\$ 306,462.00		\$ 419,914.00		\$ 355,700.00		\$ 368,320.00	

* Units are based on Town of Garner Engineering estimates. Actual quantities may differ and payment will be based on Unit Prices.

Certification: The bids tabulated herein were received by the Town of Garner and read aloud on March 8, 2018 at 10:00AM in the Town of Garner Offices. The bid tabulation is correct in that it contains the unit prices as presented on the original bid proposal of each bidder.



TO: Town Council

FROM: Tony Chalk, PE, PLS
Town Engineer

DATE: April 17, 2018

SUBJECT: Award of Project
*Exterior Landscaping, Irrigation, and Concrete Walking Trail for the
Recreation Center and GPAC Parking Lot*

Bids were solicited, and a bid open was scheduled for February 20, 2018 for the Exterior Landscaping, Irrigation, and Concrete Sidewalk for the Garner Recreation Center (GRC) and the Garner Performing Arts Center (GPAC) Parking Lot project; two bids were received, and the bid was re-advertised. After the re-advertisement, bids opened on March 8, 2018 for the Project. Three bids were received, and the low bid was \$355,700 from Norris Landscaping Services, Inc. This bid was approximately \$49,238 above the engineer's estimate of \$306,462 for the work. I have completed the certified bid tabulation for this bid opening and it is enclosed.

The Engineering Department is recommending the award of the Exterior Landscaping, Irrigation, and Concrete Walking Trail for the Recreation Center and GPAC Parking Lot Project to Norris Landscaping Services, Inc.

Please let me know if you have any questions.

**Town of Garner
Engineering Department
Memorandum**

To: Town Council

From: Tony Chalk PE PLS
Town Engineer

Date: April 10, 2018

Re: Recreation Center Landscaping contract award

As discussed at the October 2017 work session, monies from the CDBG Grant designated for use in the construction of the Recreation Center were reprogrammed due to certain conditions that were tied to accepting the money. (See attached memo from John Hodges dated 10/25/2017)

Funding for the landscaping work contained in this contract will be designate to be paid from bond project funds. As the project proceeds and total funds required to complete the Recreation Center and the landscaping are better known, staff will update the Council on the project funding. It will be our intent to utilize contingency funding where possible but some additional funding may be required.

TO: Mayor and Town Council

FROM: John Hodges, Assistant Town Manager – Development Services

DATE: October 25, 2017

SUBJECT: CDBG Grant for Recreation Center

Wake County has prepared a Subrecipient Agreement for CDBG Funds for the Recreation Center project. The amount of funds that can be used for the project and the approved uses have changed since the original proposal. Staff will update Council on these changes at the October 31, 2017 Work Session.

Background

The original budget for the Recreation Center included anticipated CDBG Funding in the amount of \$330,000. When Town Engineer Tony Chalk received the original Subrecipient Agreement several months ago, he realized that the funding required construction projects to be bid with Davis-Bacon Act provisions for paying local prevailing wages on public projects. The Engineering Department was unaware of this requirement at the time the Recreation Center project was bid.

As a solution, Mr. Chalk proposed pulling the landscaping portion of the project from the original scope and bidding it separately with the required Davis-Bacon provisions. Wake County verbally approved this plan and the landscaping was pulled from the Pro Construction contract. Several months later, Wake County informed staff that they could not approve this alternate plan because the landscaping was considered significantly related to the Recreation Center construction which did not meet the Davis-Bacon requirements.

Current Proposal

Staff has worked with Wake County to structure an agreement that retains as much of the originally anticipated funding for the Recreation Center as can be justified under CDBG guidelines. The current agreement includes funding in the amount of \$212,000 with a promise to fund an additional \$118,000 for another qualifying project, keeping the total Garner funding allocation at \$330,000.

Most of the \$212,000 will offset costs already in the Recreation Center budget (i.e. furnishings for programming spaces) or unbudgeted expenses that we know we will incur (i.e. sports equipment). Some of the qualifying uses will offset costs being spent from other (non-Parks and Recreation) bond funds. These include benches, trash cans and bike racks around the Recreation Center that are a part of the Main Street Streetscape project funded by Streets and Sidewalk bond funds.

Next Steps

1. Staff will monitor actual project expenses and bring alternative funding options back to Council at a future date.
2. Staff will work with Wake County to identify a project that can be funded with the remaining \$118,000 allocation to Garner.
3. The CDBG Subrecipient Agreement will be on the November 6, 2017 agenda for Council's authorization for the Mayor to execute.

Town of Garner
Town Council Meeting
Agenda Form

Meeting Date:			
Subject:			
Location on Agenda:			
Department:			
Contact:			
Presenter:			
Brief Summary:			
Recommended Motion and/or Requested Action:			
Detailed Notes:			
Funding Source:			
Cost:	One Time:	Annual:	No Cost:
Manager's Comments and Recommendations:			
Attachments Yes:		No:	
Agenda Form Reviewed by:	Initials:	Comments:	
Department Head:			
Finance Director:			
Town Attorney:			
Town Manager:			
Town Clerk:			

SERVICE LEVEL AGREEMENT
BETWEEN
THE CITY OF RALEIGH AND TOWN OF GARNER REGARDING
THE DELIVERY OF PUBLIC SAFETY COMMUNICATIONS SERVICES

This Service Level Agreement (the “Agreement” or “Service Level Agreement”), entered into this, the ____ day of _____, 20__, by and between the **CITY OF RALEIGH, NORTH CAROLINA**, a municipal corporation organized under the laws of the State of North Carolina (hereinafter “City of Raleigh” or “City”) and the **TOWN OF GARNER**, hereinafter referred to individually by name as “TOWN” or, in conjunction with Wake County as “MEMBERS” of the Wake Emergency Communications Organization (WECO); collectively referred to herein as “the Parties.”

ARTICLE I
PURPOSE

1.01 This Agreement represents a Service Level Agreement between Town and City to define performance measures in regard to the delivery of public safety telecommunications services by City to Town.

ARTICLE II
COOPERATION

2.01 The Town and City will cooperate and use their best efforts to ensure that the various provisions of this Agreement are fulfilled. The Town and the City agree in good faith to undertake resolutions of disputes, if any, in an equitable and timely manner and in accordance with the provisions of this Agreement.

ARTICLE III
DEFINITIONS

3.01 **AGREEMENT.** “Agreement” means this document as approved by appropriate action through ordinance, resolution, or other method, pursuant to the ordinances, resolutions, or charter of the governing bodies of the Town and City.

- 3.02 CAD SYSTEM. “CAD System” means a computer aided dispatch system; a combination of computer hardware, software, and networking components employed to manage efficiently the process of dispatching public safety resources to calls for service, sending and receiving mobile data transmissions from field resources and recording data related thereto.
- 3.03 COMMUNICATIONS SERVICES. “Communications Services” means the processing of 9-1-1 and non-emergency telephone calls from persons in need of assistance, the dispatching public safety responders to such incidents, conduct and maintenance of radio communications between and among those public safety responders, the collection and maintenance of data concerning those incidents, and such other activities incidental to the services described above.
- 3.04 DIRECTOR OF RWECC. “Director of RWECC” means the Director of the Raleigh-Wake Emergency Communications Center, duly appointed by the City Manager of the City of Raleigh.
- 3.05 FISCAL YEAR. “Fiscal Year” means the period commencing on July 1 of any calendar year and concluding on June 30 of the following calendar year.
- 3.06 RADIO SYSTEM. “Radio System” means the equipment, software, services and networking components combined together into a system to support mission critical, two-way wireless communications within the county.
- 3.07 RWECC. “RWECC” means the Raleigh-Wake Emergency Communications Center
- 3.08 TOWN. “Town” means the Town of Garner.
- 3.09 WECO. “WECO” means the Wake Emergency Communications Organization, a body of managers of municipalities (or their designees) that are users of some or all of the public safety communications services provided by City, and as more fully described in Exhibit 1, “Wake Emergency Communications Organization,” attached hereto and incorporated herein, and which may be amended from time to time.

ARTICLE IV TERM

- 4.01 This Agreement shall be effective upon the properly authorized execution of the Agreement by both Parties hereto (“Effective Date”), and shall continue in effect until June 30, 2027 (“Initial Term”), unless either party terminates this Agreement in accordance with Article V.
- 4.02 After the Initial Term, this Agreement shall automatically renew for ten (10) one (1) year terms, to run concurrent with the fiscal year (July 1-June 30) (“Successive Terms”), unless either Party terminates this Agreement in accordance with Article V.

ARTICLE V
TERMINATION AND AMENDMENT

- 5.01 **TERMINATION BECAUSE OF BREACH.** In the event that any Party breaches this Agreement, the other Party shall deliver written notice of the breach and request to cure. If such breach is not cured within thirty (30) days of the written notice thereof, the non-breaching Party may, without further notice or demand, in addition to all other rights and remedies provided in this Agreement, at law or in equity, terminate this Agreement and recover any damages to which it is entitled as a result of said breach.
- 5.02 **TERMINATION UPON ONE (1) YEAR'S NOTICE.** Either Party may terminate its participation in this Agreement, with or without breach, by giving written notice to the other Party of intent to terminate, at least one (1) year prior to the intended termination date, or effective date of the renewal term.
- 5.03 **TERMINATION UPON FAILING TO MAKE FINANCIAL COMMITMENTS.** In the event that either Party fails to properly authorize and appropriate any necessary financial commitments, including execution of an Amendment as required, the other Party may, but is not required, to deliver written notice of intent to terminate within thirty (30) days. The Parties agree to exercise good faith efforts to participate in the Amendment process. If the required Amendment is not executed, then the termination is effective upon the expiration of the thirty (30) days, unless extended by agreement of the Parties. This provision is intended to be used to ensure a pre-audited funding commitment from each party.
- 5.04 **BANKRUPTCY/INSOLVENCY.** If any Party applies for or consents to the appointment of a receiver, trustee or similar officer for it or any substantial part of its property or assets, or any such appointment is made without such application or consent by such Party and remains undischarged for sixty (60) days, or files a petition in bankruptcy or makes a general assignment for the benefit of creditors, then such action shall constitute a material breach of this Agreement not requiring notice and opportunity to cure, and the other Party may terminate effective immediately.
- 5.05 **COOPERATION.** In the event of termination pursuant to Article V, the terminating Party shall **not** be relieved of any existing and unperformed obligations, including funding obligations, incurred up until the effective date of termination.
- 5.06 **NON-EXCLUSIVE REMEDIES.** No remedy provided in this Agreement shall be considered exclusive of any other remedy in law or in equity.
- 5.07 **NOTICE.** Any written or electronic notice required by this section shall be delivered to the Parties at the following addresses:

For City of Raleigh: City Manager
City of Raleigh
Post Office Box 590
Raleigh, NC 27602

With a copy to City Attorney
City of Raleigh
Post Office Box 590
Raleigh, NC 27602

For Town: Town Manager
Town of Garner
912 7th Avenue
Garner, NC 27529

With a copy to Town Attorney
Town of Garner
912 7th Avenue
Garner, NC 27529

Notices shall be deemed delivered on the date sent if addressed as set forth herein. Either party may notify the other of a change of address, which will only be effective by written notice. As necessary, day-to-day communication may occur between the Chief of Police or his/her designee of the Town and the Director of the Raleigh-Wake Emergency Communications Center, of the City. All issues of concern discussed by either party must be resolved within 30 business days or in a mutually agreed time in writing.

5.08 **AMENDMENTS TO BASE AGREEMENT:** If any Party desires to amend the base Agreement, then the proposed amendment and the reasons for the proposed amendment shall be communicated in writing to the RWECC Director and the WECO Chairperson. If WECO and the RWECC agree to the proposed amendment, then the base agreement shall incorporate the amendment within the next revision for all participants to the Agreement.

5.09 **AGENCY SPECIFIC SERVICES:** An amendment addressing an additional specific service that does not change the substantive or financial commitments of the base Agreement may be executed by the Town Manager and the City of Raleigh Manager. This would be in the form of an addendum to the specific town's service level agreement. Exhibit 1, Section 7.6 outlines the process to request unique or agency-specific services above those outlined in the base agreement.

**ARTICLE VI
INFRASTRUCTURE, FACILITIES AND EQUIPMENT:
CAPITAL COSTS; CERTAIN OPERATING COSTS**

- 6.01 City shall own all RWECC telecommunications infrastructure equipment, except for equipment and facilities that are part of County’s 800 MHz radio system. City shall be responsible for acquisition, maintenance and replacement of RWECC infrastructure equipment, (including hardware, firmware, software, furniture and allied equipment) other than equipment that is part of Wake County’s 800 MHz radio system as described above. Town agrees to share the costs of acquisition, maintenance and/or replacement of such equipment required to maintain the level of communications services in place in the RWECC communications center located in City’s Central Communications Center and in the RWECC backup communications center(s) and agrees to share the cost of infrastructure improvements agreed to in the manner described in Exhibit 1, “Wake Emergency Communications Organization.”
- 6.02 City reserves the right to implement service and/or capital improvements (and agrees to bear the cost of such improvements) for service and/or capital improvements for which City is the sole beneficiary, provided that such improvements do not impair services provided to Town. City agrees to implement service and/or capital improvements for Town for which Town is the sole beneficiary, provided that Town agrees to bear the cost of such improvements, and provided further that such improvements do not impair services provided to City.

ARTICLE VII – ACCREDITATION & COMPLIANCE

- 7.01 The Parties agree that the Director of RWECC shall, at a minimum, ensure that RWECC pursues and maintains the following professional certifications:
1. “Public Safety Communications Accreditation” as granted by the Commission on Accreditation for Law Enforcement Agencies, Inc. (CALEA)
 2. “Accredited Center of Excellence” accreditation as granted by the International Academies of Emergency Dispatch (IAED) per the most current EMD-Q performance standards published for reaccreditation.
 3. Agency Training Program (P33) Certification granted by the Association of Public-Safety Communications Officials (APCO).
 4. “International Academies of Emergency Dispatch (IAED) Accredited Center of Excellence (ACE)” Accreditation in the area of Emergency Fire Dispatch (EFD)

The Director of RWECC shall report any change that impacts or has the potential to impact these certifications as well as any progress updates to initial accreditation and ongoing reaccreditation activities at each WECO meeting.

- 7.02 The Parties agree that the Director of RWECC shall ensure that RWECC maintains compliance with the rules and standards established by the North Carolina 911 Board so as to maintain eligibility for NC 911 Board funding.

The Director of RWECC shall report any change that impacts or has the potential to impact this compliance at each meeting of WECO.

ARTICLE VIII – PERFORMANCE MEASURES

- 8.01 The Parties to this Agreement agree that measures of performance related to the level of service to be delivered to the members of WECO will be established on an annual (fiscal year) basis and will be provided to the WECO members in conjunction with the budget overview process outlined in Exhibit 1, Section 5.0.
- 8.02 Any failure to meet or maintain the certification, compliance, or performance measures established in Exhibit 1 will be reported to WECO by the Director of RWECC with a report on actions to be taken or other changes recommended correcting the failure.

WECO will then collaborate with the Director of RWECC to make the changes necessary to correct the failure(s) or, if necessary due to factors outside the control of WECO and/or RWECC, to amend the performance measure(s).

ARTICLE IX COMPLAINTS AND APPEALS

- 9.01 Complaints from the parties to this Agreement shall be forwarded to the Director of RWECC or his/her designee, as soon as possible. In the event that the complaint pertains to the RWECC Director, complaint should be filed with City Manager or his/her designee.
- 9.02 In the event that either (or both) of the parties to this Agreement disagree with the action of the Director of RWECC or his designee, the parties to this Agreement may appeal the directive or action to the Raleigh City Manager for determination. The determination of the Raleigh City Manager may include referral to the Policy Board for consideration and development of a non-binding recommendation. In the determination of any appeal, City of Raleigh policies (including personnel) and ordinances shall control.
- 9.03 The parties further agree not to take or support any action that would impair the operation of the communications system for any other user, including (but not limited to) actions that

would unnecessarily slow the operation of the communications system, create confusion among RWECC telecommunicators, or create 800 MHz trunked radio and/or CAD system security breaches.

- 9.04 The respondent to a complaint or appeal, as authorized under this Article shall answer within 45 days after its service upon him. For good cause shown, and before the expiration of the 45-day period, the respondent may make a written request for an extension of time to answer.

ARTICLE X MERGER AND MODIFICATION

- 10.01 It is understood and agreed that the entire Agreement between the parties is contained herein and that this Agreement supersedes all oral arguments and negotiations between the City and Town.
- 10.02 Any alterations, variations, modifications, or waivers of the provisions of this Agreement shall only be valid when they have been reduced to writing as an amendment to this Agreement and signed by the parties hereto.

ARTICLE XI RECORDS AND INSPECTION

- 11.01 The Town and the City agree that each party hereto, will cooperate with the State, County, or municipal Auditor, or any of their duly authorized representatives, at any time during normal business hours; and further, that such auditor shall have access to, and the right to examine, audit, excerpt, and transcribe any books, documents, papers, and records, which are pertinent to the accounting practices and procedures of the other party hereto and involve transactions relating to this Agreement.
- 11.02 The Town and the City agree to maintain all records relative to this Agreement during the period in which such system is used by both parties, and for an additional period as prescribed by law, or absent such prescription, for five (5) years beyond the expiration date of the Agreement.
- 11.03 In the event that legislation is passed by either the United States Congress or the North Carolina General Assembly delimiting public access to the financial, operational, or other relevant records of public safety CAD systems, the State, County, or municipal auditor conducting such review shall, to the extent permitted by law, agree to maintain as confidential any information or data permitted to be excluded from public access and review. Such protected information and data shall, to the extent permitted by law, not be included in written findings of an auditor nor discussed in any forum open to the public.

The Town and the City agree to include such restrictions in any public solicitations or contracts for audit services.

ARTICLE XII DATA PRIVACY

- 12.01 City and Town agree to abide by all applicable Federal and State laws and regulations and confidential information concerning individuals and/or data including, but not limited to information made non-public by such laws or regulation.

(See also Exhibit 1, Section 4.1.5).

ARTICLE XIII RELATIONSHIP OF PARTIES

- 13.01 Town and the City of Raleigh are, and shall remain, independent contractors with respect to any service or function performed under this Agreement. Except as provided for in this Agreement, each Party shall select the means, method, and manner of performing their respective services herein. Each party is an independent contractor and shall not represent itself or be deemed as an officer, agent or employee of the other party for any purpose. Nothing under this Agreement is intended or should be construed in any manner to create a partnership or venture between the Parties.
- 13.02 Each party agrees that it will obey all State and Federal statutes, rules, and regulations which are applicable to any responsibility or duty outlined herein. The Town represents that it has, or will secure at its own expense, all personnel required in performing services under this Agreement. Any personnel of the Town, the City, or other persons engaged in the performance of any work or services under this Agreement, shall have no contractual relationship with any other party, and shall not be employees of any other party. Such personnel or other persons shall neither require nor be entitled to any compensation, rights, or benefits of any kind whatsoever from the other party, including, without limitation, tenure rights, medical and hospital care, sick and vacation leave, Worker's Compensation, Re-Employment Insurance, disability, severance pay, or retirement.
- 13.03 Any claims that might arise under the Unemployment Compensation Act, the Worker's Compensation Act of the State of North Carolina, or any other applicable Federal or State law, rule, or regulation on behalf of said personnel, arising out of employment or alleged employment, including, without limitation, claims of discrimination against either party, its officers, agents, contractors, or employees, shall in no way be the responsibility of the other party. To the extent permitted, and as limited by North Carolina law, each party shall defend, indemnify, and hold the other party, its officers, agents, and employees harmless from any and all such claims.

**ARTICLE XIV
NON-ASSIGNMENT**

- 14.01 Neither party shall assign any portion of this Agreement or the rights and responsibilities hereunder to another person or entity who is not a party to this Agreement without the prior written consent of the other party to this Agreement.

**ARTICLE XV
NON-APPROPRIATION**

- 15.01 Town and the City of Raleigh are governmental entities, and the contract validity is based upon the availability of public funding under the authority of their respective statutory mandates.

In the event that funds are not available and not appropriated to the program specified in this Agreement, then this Agreement shall automatically expire without penalty to either party.

In the event of a legal change in either party's statutory authority, mandate, and mandated functions which adversely affects the authority to continue performing obligations under this Agreement, then this Agreement shall automatically expire without penalty to either party.

**ARTICLE XVI
NO THIRD-PARTY BENEFICIARIES**

- 16.01 This Agreement is not intended for the benefit of any third party. The rights and obligations contained herein belong exclusively to the Parties hereto, and shall not confer any rights or remedies upon any person or entity other than the Parties hereto.

**ARTICLE XVII
NO WAIVER OF SOVEREIGN IMMUNITY**

- 17.01 Nothing in this Agreement shall be construed to mandate purchase of insurance by Town pursuant to N.C.G.S. 153A-435; or to be inconsistent with Wake County's "Resolution Regarding Limited Waiver of Sovereign Immunity" enacted October 6, 2003; or to in any other way waive either Party's defense of sovereign or governmental immunity from any cause of action alleged or brought against Town or City of Raleigh for any reason if otherwise available as a matter of law.

**ARTICLE XVIII
NO WAIVER OF QUALIFIED IMMUNITY**

18.01 No officer, agent or employee of either Party shall be subject to any personal liability by reason of the execution of this Agreement or any other documents related to the transactions contemplated hereby. Such officers, agents, or employees shall be deemed to execute this Agreement in their official capacities only, and not in their individual capacities. This section shall not relieve any such officer, agent or employee from the performance of any official duty provided by law.

**ARTICLE XIX
SEVERABILITY**

19.01 If any provision of this Agreement shall be determined to be unenforceable by a court of competent jurisdiction, such determination will not affect any other provision of this Agreement.

**ARTICLE XX
COUNTERPARTS**

20.01 This Agreement may be executed in several counterparts, each of which shall be deemed an original.

**ARTICLE XXI
NON-DISCRIMINATION**

21.01 To the extent permitted by North Carolina law, the parties hereto for themselves, their agents, officials, employees and servants agree not to discriminate in any manner on the basis of race, color, creed, national origin, sex, age, handicap, or sexual orientation with reference to the subject matter of this Contract. The parties further agree, to the extent permitted by law, to conform with the provisions and intent of City of Raleigh Ordinance 1969-889, as amended. This provision is hereby incorporated into this Contract for the benefit of the City of Raleigh and its residents, and may be enforced by action for specific performance, injunctive relief, or other remedy as provided by law. This provision shall be binding on the successors and assigns of the parties with reference to the subject matter of this Contract.

**ARTICLE XXII
APPLICABLE LAW**

- 22.01 All matters relating to this Contract shall be governed by the laws of the State of North Carolina, without regard to its choice of law provisions, and venue for any action relating to this Contract shall be Wake County Civil Superior Court or the United States District Court for the Eastern District of North Carolina, Western Division.
- 22.02 The Town and the City agree to comply with all applicable Federal and State laws, as well as local ordinances relating to non-discrimination, affirmative action, public purchases, contracting, employment including worker's compensation and state labor wage provisions, and surety deposits required for construction contracts.

**ARTICLE XXIII
E-VERIFY**

- 23.01 The Parties, and any vendor hired by the Town to perform work, shall comply with E-Verify, the federal E-Verify program operated by the United States Department of Homeland Security and other federal agencies, or any successor or equivalent program used to verify the work authorization of newly hired employees pursuant to federal law and as in accordance with N.C.G.S. §64-25 et seq.

**ARTICLE XXIV
FORCE MAJEURE**

- 24.01 Neither the Town nor the City shall be liable for any failure, delay or interruption in service or for any failure or delay in the performance of any obligation under this Agreement due to strikes, walkouts, acts of God, governmental restriction, enemy action, civil commotion, unavoidable casualty, unavailability, or other similar acts beyond the reasonable control of either Party.

ARTICLE XXV
INCORPORATION OF DOCUMENTS/COMPLETE AGREEMENT

25.01 This Contract, and any documents incorporated below, represent the entire Contract between the parties and suspend all prior oral or written statements, agreements or Contracts.

Specifically incorporated into this Contract are the following attachments, or if not physically attached, are incorporated fully herein by reference:

Exhibit 1 - WECO Agreement

In cases of conflict between this Contract and any of the above incorporated attachments or references, the terms of this Contract shall prevail.

[The remainder of this page remains blank intentionally.]

IN WITNESS WHEREOF, intending to be legally bound hereby, and with the authority vested in them by resolution of their respective governing boards, the parties have caused this Interlocal Agreement to be executed and delivered as of the date first above written.

<p>CITY OF RALEIGH, NORTH CAROLINA</p> <p>By: _____ City Manager</p>	<p>This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act.</p> <p>_____</p> <p>Finance Officer City of Raleigh, North Carolina</p>
<p>ATTEST:</p> <p>By: _____</p> <p>Clerk</p> <p>[Seal]</p>	<p>This instrument is approved as to form and legal sufficiency.</p> <p>_____</p> <p>City Attorney</p>
<p>TOWN OF GARNER, NORTH CAROLINA</p> <p>By: _____ Town Manager</p>	<p>This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act.</p> <p>_____</p> <p>Finance Director Town of Garner, North Carolina</p>
<p>[Seal]</p> <p>ATTEST:</p> <p>_____</p> <p>Clerk</p>	<p>This instrument is approved as to form and legal sufficiency.</p> <p>_____</p> <p>Town Attorney</p>

Exhibit 1

Date: January 28, 1972
Revised: February 21, 2018

Wake Emergency Communications Organization (WECO)

1.0 Purpose and Definition

The Wake Emergency Communications Organization is an organization providing a public service to elements of government and associated agencies engaged in public safety services by affecting the rapid and efficient transfer of communications between citizens requesting assistance and public safety units.

2.0 Eligibility

2.1 All municipalities in the County of Wake, North Carolina.

2.2 County of Wake, North Carolina.

2.3 Public Service non-profit agencies engaged in public safety in Wake County. Examples would include agencies or entities that function in the same manner as any current WECO member, to include municipal, county, or state law enforcement agencies, campus/university police, municipal fire departments, fire departments under contract with Wake County, or EMS agencies under contract with Wake County. Other agencies or entities will be evaluated on a case-by-case basis by WECO. Private, for-profit entities will normally not be considered for membership unless a WECO member calls for consideration of such an application based on a public safety issue. Refer to Section 9.0 regarding membership application requirements.

3.0 Organization. WECO shall consist of voluntary representative members from all agencies that are a party to an Interlocal Agreement and/or Service Level Agreement relating to Raleigh-Wake Emergency Communications Center (RWECC) public safety communication services. WECO members will provide input, feedback and general participation in all meetings, projects and discussions related to RWECC strategy and operations. The Organization will consist of a Policy Board (Section 3.1) that will serve as the representative voting body of the overall organization and three (3) Dispatch Steering Committees (Section 3.2) to provide guidance on key operational issues to the Policy Board as needed. WECO Members are eligible for participation in both the Policy Board and the Dispatch Steering Committees.

3.1 Policy Board

3.1.1 Purpose. The Policy Board guides WECO activities by addressing matters brought before it as described herein.

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3.1.2 Composition. The Policy Board is composed of seven voting members and two non-voting members. The Policy Board voting members shall be the three (3) Dispatch Steering Committee chairs (Section 3.2.3), three (3) City of Raleigh representatives, and one (1) Wake County representative. The two non-voting members shall be the RWECC director and a designated representative of the Wake County Manager. The voting members may delegate their authority and responsibility to an employee within their organization, or to a committee member for Dispatch Steering Committee representatives, by officially assigning said delegate the power to vote and represent his/her organization in all matters requiring a decision.

3.1.2.1 The composition of the Policy Board shall be reviewed every five years to ensure that it is proportionate to the allocation of RWECC workload. The distribution and number of Policy Board seats may be adjusted if it is determined that there has been a change in workload meriting consideration. The City of Raleigh and Wake County shall maintain permanent seats; however, the number of seats shall be based upon their respective workload as compared to the other WECO members. Notwithstanding the foregoing, (i) the City of Raleigh shall maintain, at all times, a minimum of three (3) permanent seats and (ii) no member, shall maintain a total number of permanent seats exceeding one-half of the total composition of the Policy Board.

3.1.2.2 WECO voting members shall elect a Chairperson (WECO Chair) from among Policy Board members. The election of the WECO Chair will occur at the final meeting of the fiscal year, at which the term of the current WECO Chair expires, or at other times if necessary (i.e., due to a vacancy). The term for the WECO Chair is one fiscal year or, if elected to complete an existing term, until the end of that term. No WECO Chair shall be elected to more than two (2) consecutive terms. The responsibilities of the WECO Chair shall include: (i) conducting the WECO meetings and (ii) other such responsibilities as described in this Agreement. In the case of the absence of the WECO Chair, a Dispatch Steering Committee chair shall conduct the WECO meeting.

3.1.3 Responsibilities of Policy Board

3.1.3.1 Review RWECC operating budgets, providing line item concerns, where deemed necessary, that address specific issues with the presented budget.

3.1.3.2 Recommend and approve the use of WECO funds for any requested major expenditures and capital improvements.

Exhibit 1

3.1.3.3 Review and act on recommendations and feedback submitted by the RWECC and the WECO general membership.

3.1.3.4 Any decisions that are operational in nature will be directed by the Policy Board to the appropriate Dispatch Review Committee for approval and/or action.

3.1.3.5 Approve all changes to WECO governance and operation; provided that any changes which are inconsistent with the terms of the Interlocal Agreement must be separately approved by the City and County to be effective.

3.1.3.6 Approve all applications of new members to WECO.

3.1.4 Meetings

3.1.4.1 Meetings shall be held at least quarterly, or more often as needed, if requested by the WECO Chair and approved by a majority of the Policy Board.

3.2 Dispatch Steering Committees

3.2.1 Purpose. There are three (3) Dispatch Steering Committees that have oversight for operational issues brought before the committee(s) or recommended by the Policy Board: Law Enforcement, Fire, and EMS.

3.2.2 Composition. The committees are composed of RWECC personnel and WECO member agency representatives who have a vested interest in the specific discipline of the committee. These committees will operate under the purview of the Policy Board and will operate under the existing rules and appointments of these committees.

3.2.3 Chair. The Law Enforcement and Fire Committees will elect a chair on an annual basis. Committee chairs must be an agency head or assistant/deputy agency head (or equivalent) from a member agency. Committee chairs may not be a representative of the City of Raleigh, Wake County or Wake County Sheriff's Office. The EMS committee shall be chaired by the Wake County EMS Medical Director.

3.2.4 Responsibilities of Committees

3.2.4.1 Advise and provide strategic recommendations to the Policy Board on all matters related to relevant topics of the Committee and/or referred by the Policy Board or RWECC Director. The RWECC

Exhibit 1

Director will have final approval for day-to-day first responder activities and 911 operational decisions due to time constraints and the need for decisions to be made immediately.

3.2.4.2 Provide timely, accurate, and appropriate information in order to improve emergency systems based on verifiable data.

3.2.4.3 Steering Committee meetings will be scheduled as defined by the Committee Chair.

3.2.4.4 Committee Chairs will also serve on the WECO Policy Board, as defined in 3.1.2.

3.3 Advisory Committees

3.3.1 Purpose. When deemed necessary by the Policy Board or RWECC Director, a temporary advisory committee will be appointed to review and make recommendations to the Policy Board on matters of systems techniques, methods of operating, and the use and acquisition of equipment or other operational needs.

3.3.2 Composition. Advisory Committees shall be composed of the RWECC director (or his/her designee), and a member of any WECO agency who has a vested interest in the specific project or service being reviewed by the Committee. The Committee will elect a chairperson.

3.3.3 Meetings. Meetings will be scheduled and communicated by Committee chair as needed.

4.0 Operations

4.1 Raleigh-Wake Emergency Communications Center (RWECC)

4.1.1 Location. The RWECC is located on property owned by the City of Raleigh for the purpose of the RWECC.

4.1.2 RWECC employs continuous dispatching service 24 hours per day, every day of the year.

4.1.3 Equipment. RWECC shall supply operating consoles, equipped as required, in a sufficient number and maintained to meet the needs of the WECO.

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- 4.1.4 Personnel. All RWECC personnel shall be considered City of Raleigh employees for all purposes, including without limitation, tenure rights, medical and hospital care, sick and vacation leave, Worker's Compensation, Re-Employment Insurance, disability, severance pay, or retirement.
 - 4.1.5 Services. Each participating unit of WECO shall receive emergency communications service as required for public safety needs in their area. The RWECC will answer emergency and non-emergency calls for service from field units and from the public within the area served and dispatch the appropriate help.
 - 4.1.6 Data Release. In the course of operations, the RWECC collects data within systems including, but not limited to, CAD records, investigation data, and call recordings. However, approval for release of records will be determined solely by the respective WECO member agency. RWECC will not release records without the approval of all relevant agencies or by operation of law, including issuance of a court order.
- 4.2 Emergency Back-Up Center
- 4.2.1 The Emergency Back-Up Center will be at a location designated by the Director of the RWECC.
 - 4.2.2 Purpose. The Emergency Back-Up Center(s) serve as a ready PSAP for the RWECC in the event of a major emergency or disorder at the primary communications center.
 - 4.2.3 Equipment. The Emergency Back-Up Center(s) is a fully equipped and redundant emergency communications center. The RWECC maintains and tests the equipment on a scheduled basis.

5.0 Financial

- 5.1 The costs of operations and expenditures for the RWECC and Emergency Back-Up Center (i) personnel; (ii) equipment; (iii) operating costs, including professional system(s), management services, insurance, and consumable parts; and (iv) facility costs as presented in the annual budget process shown in Exhibit A, shall be shared by participating members of the WECO. Each participating member unit shall pay an equitable share based on a formula set by the Policy Board (*see* Section 6.0).
- 5.2 The RWECC shall prepare and present annually to WECO, for discussion and agreement, a budget overview that identifies any expected supplemental budget requests that involve additional costs to the WECO members as well as the projected 911 Fund PSAP Distribution Funding. The RWECC presentation shall

Exhibit 1

include information on any assumptions and/or formula(e) used to establish estimated costs. This review will occur prior to budget review by the City Manager and prior to presentation of the estimated WECO budget to the membership in January (Section 5.3).

- 5.3 The RWECC shall prepare and present annually the estimated WECO cost, as presented to the City Manager, to WECO by January 31 of each year and shall present a final budget that has received preliminary approval of the City Manager for WECO to review by April 30 of each year, or as soon as practical thereafter following preliminary approval.
- 5.4 For each fiscal year of this Agreement, City shall provide a final budget to each participating Organization, showing fiscal year percent and cost to each Organization in substantially the form shown on Exhibit A, attached hereto, and shall ensure that all Organizations are invoiced for their respective cost shares in a timely manner.
- 5.5 The City of Raleigh will receive WECO member cost-sharing contributions on a quarterly basis.
- 5.6 The City of Raleigh shall provide the means by which to select and acquire equipment, supplies and outside services. City of Raleigh procurement procedures will apply, and City account or project numbers shall be used to identify the RWECC purchases on behalf of WECO.
- 5.7 The City of Raleigh shall pay the salary of all RWECC personnel.
- 5.8 Cost sharing contributions shall, in total, match the costs of operations and purchases. During budget preparation and fiscal review, adjustments will be made to cost sharing contributions to insure a balanced and solvent operation.
- 5.9 At any time during the fiscal year, the RWECC director may present any new budgetary item(s) that he/she believes are necessary for WECO to fund, of which the failure of funding such item(s) could result in diminished service, or the inability to add or continue WECO related service(s).

6.0 Allocation of RWECC Operations Costs

- 6.1 The costs of operating RWECC for the benefit of its members are shared by those members based on the number of incidents in the member's jurisdiction which are initiated by a call to RWECC, and which result in dispatch and maintenance of the status of one or more units in connection with that dispatch or, in the case of those members who operate secondary PSAPs, which result in the transfer of a call to the member as shown in Exhibit A.

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- 6.2 Members who utilize RWECC for full dispatch services are charged for each dispatch that occurs for their fire and police departments. Members who utilize RWECC for transfer of emergency calls without dispatch are charged for each transfer they receive, with each transfer being charged at twenty-five percent (25%) of the cost of a dispatch.
- 6.2.1 Examples of “chargeable incidents” include, but not limited to, reports of fire, medical emergencies, or crimes by citizens to RWECC and requests of RWECC for such response by other units or other agencies.
- 6.2.2 The following incidents and status changes are not chargeable incidents:

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Incident Type ID	Incident Type Description
EMESS	MESSAGE ONLY
ESA	SPECIAL ASSIGNMENT
ETEST	TEST CALL
F1	ADDRESS CHECK
FMESS	ADDRESS CHECK
FTEST	TEST
H1	ADDRESS CHECK ONLY
HCIP	CHECK IN WITH POLICE
HWCAS	WAKE COUNTY ANIMALS
HSPCA	SPCA
P1	ADDRESS CHECK
P21	CALL BY PHONE
P38	TRAFFIC STOP
PATL	ATTEMPT TO LOCATE
PBOLO	BE ON THE LOOKOUT
PCIE	CHECK IN WITH EMS
PCIF	CHECK IN WITH FIRE
PCIH	CHECK IN WITH HUMANE
PCIO	CHECK IN WITH OTHER
PCIP	CHECK IN W/PD
PC17	FOLLOW-UP INVESTIGATION
PC18	SECURITY CODE
PC4	WARRANT SERVICE
PFOOT	FOOT PATROL
POFF	OFF-DUTY OFFICER
PRADAR	SPECIAL ASSIGNMENT RADAR
PREPO	REPO
PSA	SPECIAL ASSIGNMENT
PTEST	TEST CALL
PBIKE	BIKE PATROL
PTOW	TOW RECORD
PTRAFF	TEST TRAFFIC UNIT

For example, a police officer who initiates a traffic stop and reports a location change has not generated a chargeable incident.

- 6.3 RWECC operating costs that solely benefit one agency (e.g., one full-time equivalent (FTE) telecommunicator position dedicated to City of Raleigh public utilities incidents) are wholly reimbursed by the benefiting agency, and are not shared with other RWECC users. Where an agency has assumed responsibility for a service (e.g., Wake County's assumption of responsibility for EMS services in Wake County), RWECC operations are reimbursed by the responsible agency and not shared with other RWECC users.

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7.0 Services Provided to WECO Members

WECO members shall be provided the following services by virtue of their membership:

- 7.1 Accreditation assistance for members who are currently accredited or who are seeking accredited status.
- 7.2 Call taking services, to include: receipt of emergency and non-emergency calls, when appropriate, transfer of emergency calls to secondary PSAPs, transfer of non-emergency calls to members, and all associated record keeping for such tasks.
- 7.3 Dispatch services for members.
- 7.4 Recording of 9-1-1 phone lines and monitored dispatch talk-groups.
- 7.5 RWECC IT Services, as shown in Exhibit B.
- 7.6 Any specialized services requested by specific WECO members will be negotiated with those member agencies and documented as an addendum to the Service Level Agreements for each recipient agency, as required.

8.0 Dispatch System Failures and/or Degraded Level of Service

- 8.1 Upon the identification of Dispatch System Failures and/or Degraded Level of Service, the RWECC shall:
 - 8.1.1 Employ all industry standards to ensure and maintain mission critical resiliency of all technical systems to minimize system failures or degraded level of service at all times.
 - 8.1.2 Provide on-duty operational personnel with notification within 10 minutes of the onset of a system failure or degraded level of service that has an impact on service delivery. This includes, but is not limited to, CAD functionality, AVL recommendation functionality, Locution dispatching, network connectivity, report server functionality, and 911 phone service.
 - 8.1.3 Provide agency heads or their designated representative, within 24 hours of returning to normal operations, with documentation outlining the causation, resolution, and any future preventative measures for any system failure and/or degraded level of service that resulted in a notification to the standard as outlined above. If a root cause has not been outlined, a notification of such will be made. Further notification will be made once the root cause has been isolated.

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- 8.1.4 Provide member agencies with a report at the quarterly scheduled WECO meeting of the total duration, causation, and resolution of any system failure and/or degraded level of service that resulted in a notification that was within the control of the RWECC.

9.0 Complaints and Appeals

- 9.1 Any Complaints and/or appeals to this Agreement shall be controlled by the Interlocal Agreement or Service Level Agreement to which the specific WECO member is a party.

10.0 Membership

- 10.1 WECO membership consists of the following entities as of the date of this Agreement:

- The City of Raleigh;
- County of Wake;
- Town of Apex;
- Town of Fuquay-Varina;
- Town of Garner;
- Town of Holly Springs;
- Town of Knightdale;
- Town of Morrisville;
- Town of Rolesville;
- Town of Wake Forest;
- Town of Wendell; and
- Town of Zebulon

- 10.1.1 New member applications shall be in writing, addressed to the RWECC Director and the WECO Chair. The application shall state willingness on the part of the applicant to share in the cost of the RWECC and subscribe to the rules of the system operations.

- 10.1.2 An application for membership shall be reviewed by an ad hoc Advisory Committee and thereafter submitted for approval by the Policy Board.

- 10.1.3 The Policy Board shall determine an equitable charge for new members, if a change is required. Contributions from all members of the WECO shall be adjusted, if necessary, to balance cost versus contribution. The current membership fee is \$1,000 per year, with the total cost determined by the number of public safety dispatches (or transfers) the previous year per agency, membership fee and any credit from the previous year's WECO budget.

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10.1.4 The Advisory Board shall recommend the effective date of the commencement of services to new applicants to the Policy Board.

11.0 Performance Measures

- 11.1 The Parties agree that the Director of RWECC shall measure baseline performance against benchmarks identified in NFPA 1221, “*Standard for the Installation, Maintenance, and Use of Emergency Services Communications Systems*” as listed below. The Director of RWECC agrees to work with the City of Raleigh and any Town or Agency to reduce the interval between baseline performance and these agreed upon benchmarks.
- 11.1.1 Alarms received on emergency lines shall be answered within ten (10) seconds ninety percent (90%) of the time (*NFPA 1221 – 7.4.1*).
- 11.1.2 Emergency alarm processing shall be completed within sixty-four (64) seconds ninety percent (90%) of the time for emergency call types associated with fire, rescue, and emergency medical services not identified below (*NFPA 1221 – 7.4.2*).
- 11.1.3 Emergency alarm processing shall be completed within ninety (90) seconds ninety percent (90%) of the time for the following call types:
- 11.1.3.1 Calls requiring emergency medical dispatch questioning and pre-arrival medical instructions,
- 11.1.3.2 Calls of criminal activity that require information vital to emergency responder safety prior to dispatching units,
- 11.1.3.3 Hazardous material incidents,
- 11.1.3.4 Technical rescue, and
- 11.1.3.5 Calls that require determining the location of the alarm due to insufficient information (*NFPA 1221 – 7.4.2.2*).
- 11.2 The following measures represent the adopted Performance Measures for WECO for the FY18 budget year:
- 11.2.1 Ninety percent (90%) of emergency 911 calls received on emergency lines shall be answered within ten (10) seconds, and ninety-five percent (95%) of emergency 911 calls received on emergency lines shall be answered within twenty (20) seconds.

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- 11.2.2 Ninety percent (90%) of fire and emergency medical calls shall be processed within one hundred thirty (130) seconds.
- 11.3 The Parties agree further that all response-time and/or elapsed-time data (including the data described below) shall be made available to WECO, and shall include data at the ninetieth (90th) percentile of the number of data points in each response-time category, and such reports will be made available at least quarterly.
- 11.4 The Parties agree further that the Director of RWECC shall maintain the measurement of performance in RWECC, including, but not limited to:
- 11.4.1 Elapsed time from 9-1-1 telephone call received to transmittal of emergency information to a dispatch position;
- 11.4.2 Elapsed time from arrival of emergency information for dispatch to initiation of dispatch for highest priority (0, 1) calls;
- 11.4.3 Elapsed time from initiation of dispatch to response of emergency resource;
- 11.4.4 Elapsed time from 9-1-1 telephone pickup to the beginning of the transmittal of information to emergency response facilities or emergency response units; and
- 11.4.5 Such other measurement data, agreed upon by a majority vote of WECO, which can be obtained from available verified sources.
- 11.5 RWECC will endeavor to meet and maintain all performance measures named herein. Meeting said performance measures may require additional financial support through the annual WECO Budget process to fund the addition of budgetary items including, but not limited to, personnel, supplies, and equipment, to meet and maintain the performance measures herein.

Raleigh-Wake Emergency Communications Center - FY18 Budget FINAL

	FY16 Budget	FY16 Actual	FY16 Credit	FY17 Budget	FY18 Budget	FY17 Budget Description
Salaries	4,256,636	3,688,319	568,317	4,777,076	4,841,668	111 Authorized Positions; cost includes 20% of two ECC Systems Manager positions; addition of two (2) call takers 1/1/18
Overtime	587,731	675,258	-87,527	645,178	652,356	Training & Unscheduled Absences
Holiday Pay	150,034	136,514	13,520	164,718	166,309	Holiday Pay
Benefits	1,554,398	1,405,385	149,013	1,907,057	1,880,060	Benefits
Additional Benefits	175,000	175,000	0	175,000	175,000	Funding Model Addition of Benefits
Subtotal Salaries & Benefits	6,723,799	6,080,476	643,323	7,669,029	7,715,393	
Dues	11,372	10,480	892	11,372	11,372	Annual Continuation Fees for CALEA Accreditations; Memberships to Professional Associations
Printing & Copying	7,250	7,779	-529	7,250	7,250	Copier Equipment
Repairs to Equipment	55,830	9,263	46,567	52,958	24,703	Consoles, Radios and Support Equipment
Telephone Network	50,192	27,721	22,471	11,870	21,870	Leased Lines & Common Equipment
Travel	15,500	25,007	-9,507	15,500	26,089	Technical Training, APCO, NENA, DCI & EMD Travel
Training	42,214	21,145	21,069	35,434	35,434	EMD, ConEd, Training
Computer Lease	12,700	10,993	1,707	10,572	12,827	Computer Equipment Lease Fees
Office & Operational Supplies	28,760	32,698	-3,938	20,760	30,760	Maintain Office Operations; Postage
Small Equipment	525	474	51	525	525	Small Equipment Needs
Vehicle Maintenance & Operation	4,183	2,197	1,986	4,183	3,594	Vehicle Maintenance, Repair & Fuel
Professional Services	20,000	68,274	-48,274	20,000	20,000	Psychological Hiring Services
Central Service Costs	54,220	54,220	0	54,328	147,446	Facility Use
Service Contracts	0	23,043	-23,043	0		Back-Up Center
Utilities	7,516	7,196	320	7,516	7,516	Back-Up Center
Computer Operations & Accessories	105,374	102,732	2,642	262,453	268,453	Critical Systems Maintenance (DCI, Master Recorder, Etc.), WAN Cost
Wireless Communications	8,300	4,083	4,217	4,300	4,300	Wireless Card/Smart Phone Services, Cell Phones
Subtotal Operating Expenses	423,936	407,305	16,631	519,021	622,139	
TOTAL	7,147,735	6,487,781	659,954	8,188,050	8,337,532	

Note that additional authorized ECC positions funded as follows: 6 positions funded by City-only (1 telecommunicator, 5 radio shop employees), 3 positions funded by County-only (3 telecommunicators for EMD) and 7 positions funded by 911 Fund (2 at 80%, 5 at 100%).

Raleigh-Wake Emergency Communications Center - FY18 Cost by Agency

ORGANIZATION	CY 2016 DISPATCH PD	CY 2016 DISPATCH FIRE/EMS	CY 2016 TRANSFER	CY 2016 TOTAL DISPATCH/ TRANSFER (25%)	SHARED PERCENT	DISPATCH COST	BASE COST	GROSS COST	CREDIT	FY18 NET COST
APEX		2,008	3,681	2,928	0.005861	48,866	1,000	49,866	-3,868	45,998
FUQUAY VARINA		2,265	3,797	3,214	0.006433	53,639	1,000	54,639	-4,246	50,393
GARNER	17,039	2,937		19,976	0.039983	333,356	1,000	334,356	-26,387	307,969
HOLLY SPRINGS		1,426		1,426	0.002854	23,797	1,000	24,797	-1,884	22,913
KNIGHTDALE	7,686	1,231		8,917	0.017848	148,805	1,000	149,805	-11,779	138,027
MORRISVILLE	7,492	1,345		8,837	0.017688	147,470	1,000	148,470	-11,673	136,797
RALEIGH	275,957	39,581		315,538	0.631559	5,265,639	1,000	5,266,639	-416,800	4,849,840
ROLESVILLE	2,630	474		3,104	0.006213	51,799	1,000	52,799	-4,100	48,699
WAKE FOREST		2,247	4,770	3,440	0.006884	57,398	1,000	58,398	-4,543	53,854
WENDELL	3,658			3,658	0.007322	61,044	1,000	62,044	-4,832	57,212
ZEBULON	5,674	1,168		6,842	0.013694	114,178	1,000	115,178	-9,038	106,140
WAKE CO EMS		100,652		100,652	0.201458	1,679,662	333	1,679,995	-132,953	1,547,042
WAKE CO FIRE		17,044		17,044	0.034114	284,427	333	284,760	-22,514	262,246
WAKE CO SHERIFF			16,168	4,042	0.008090	67,452	334	67,786	-5,339	62,447
TOTALS	320,136	172,378	28,416	499,618	1.000000	\$8,337,532	\$12,000	\$8,349,532	-\$659,954	\$7,689,578

TOTAL COST **\$8,337,532**
COST PER DISPATCH **\$16.69**

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Reports

**Building Activity by Type and Proposed Use for
Report Beginning: 03/01/2018 to Report Ending: 03/31/2018**

Addition

Proposed Use	Number of Units	Construction Value	Intown Value
DECK	3	\$13,000.00	\$13,000.00
MANUFACTURED HOME	1	\$2,000.00	\$0.00
SCREENED PORCH	1	\$3,000.00	\$0.00
SINGLE FAMILY DWELLIN	1	\$125,000.00	\$125,000.00
STORAGE/WAREHOUSE	1	\$203,370.00	\$203,370.00
Total	7	\$346,370.00	\$341,370.00

Alteration

Proposed Use	Number of Units	Construction Value	Intown Value
BUSINESS/OFFICE	5	\$199,200.00	\$199,200.00
COLLOCATION TOWER	1	\$19,250.00	\$0.00
MERCANTILE/RETAIL	1	\$25,000.00	\$25,000.00
RESTAURANT	2	\$616,177.00	\$616,177.00
SINGLE FAMILY DWELLIN	4	\$141,224.00	\$48,424.00
STORAGE/WAREHOUSE	1	\$165,900.00	\$165,900.00
Total	14	\$1,166,751.00	\$1,054,701.00

Demolition

Proposed Use	Number of Units	Construction Value	Intown Value
SINGLE FAMILY DWELLIN	1	\$14,000.00	\$14,000.00
Total	1	\$14,000.00	\$14,000.00

Electrical

Proposed Use	Number of Units	Construction Value	Intown Value
BUSINESS/OFFICE	2	\$7,500.00	\$2,500.00
CHURCH/RELIGIOUS	1	\$2,082.00	\$0.00
ELECTRIC HOT WATER HE	1	\$300.00	\$300.00
ELECTRICAL SERVICE REC	1	\$100.00	\$0.00
MULTI-FAMILY 5 UNITS &	1	\$15,000.00	\$15,000.00

SINGLE FAMILY DWELLIN	7	\$10,588.00	\$7,488.00
Total	13	\$35,570.00	\$25,288.00

Mechanical

Proposed Use	Number of Units	Construction Value	Intown Value
DUCTWORK	1	\$2,450.00	\$2,450.00
GAS FUEL LINE	5	\$10,435.00	\$10,335.00
MECHANICAL REPLACEME	35	\$269,842.00	\$231,249.00
SWIMMING POOL	1	\$8,000.00	\$8,000.00
Total	42	\$290,727.00	\$252,034.00

New Building

Proposed Use	Number of Units	Construction Value	Intown Value
ASSEMBLY/AMUSEMENT	1	\$450,000.00	\$450,000.00
OTHER	1	\$110,000.00	\$0.00
SINGLE FAMILY DWELLIN	30	\$4,728,142.00	\$4,615,172.00
STORAGE/WAREHOUSE	1	\$6,000.00	\$6,000.00
TOWNHOME	6	\$578,744.00	\$578,744.00
Total	39	\$5,872,886.00	\$5,649,916.00

New Structure

Proposed Use	Number of Units	Construction Value	Intown Value
GARAGE DETACHED	1	\$36,700.00	\$0.00
RESIDENTIAL STORAGE	2	\$8,995.00	\$6,995.00
SIGN	1	\$5,000.00	\$5,000.00
SWIMMING POOL	3	\$147,195.00	\$147,195.00
Total	7	\$197,890.00	\$159,190.00

Plumbing

Proposed Use	Number of Units	Construction Value	Intown Value
BUSINESS/OFFICE	1	\$400.00	\$0.00
ELECTRIC HOT WATER HE	2	\$2,350.00	\$2,350.00
PLUMBING	3	\$6,168.00	\$3,569.00
SINGLE FAMILY DWELLIN	3	\$13,850.00	\$5,050.00

TANKLESS HOT WATER HE	1	\$900.00	\$900.00
Total	10	\$23,668.00	\$11,869.00

Repair

Proposed Use	Number of Units	Construction Value	Intown Value
SCREENED PORCH	1	\$4,000.00	\$4,000.00
SINGLE FAMILY DWELLIN	4	\$30,870.00	\$30,870.00
Total	5	\$34,870.00	\$34,870.00

Sum	Total Number of Permits	138
	Total Construction Value	\$7,982,732.00
	Total Intown Value	\$7,543,238.00

Permit #:	2171239	Inside Town Limits Yes	
Issue date:	3/21/2018	Census tract:	PIN#: 1701-27-9370
Lot#:		Subdivision: N/A	Total cost: \$156,085.00
PropAddress:	4305 FAYETTEVILLE RD		
Owner's	BISCUITVILLE	Owner's Phone:	336-553-3700
Contractor	QUALIFIED BUILDERS INC	Contractor's Phone:	919-784-9280
Type of Improvement:	Alteration	Proposed Use	RESTAURANT
Permit #:	2180166	Inside Town Limits Yes	
Issue date:	3/12/2018	Census tract:	PIN#: 1701-28-9110
Lot#:		Subdivision: N/A	Total cost: \$460,092.00
PropAddress:	4202 FAYETTEVILLE ROAD		
Owner's	DAVID CHURCH	Owner's Phone:	858-354-0007
Contractor	SCDS, LLC	Contractor's Phone:	804-525-5036
Type of Improvement:	Alteration	Proposed Use	RESTAURANT
Permit #:	2180183	Inside Town Limits Yes	
Issue date:	3/9/2018	Census tract:	PIN#: 1711-35-0848
Lot#:	17	Subdivision: VANDORA WEST	Total cost: \$204,467.00
PropAddress:	1229 CURTISS DRIVE		
Owner's	KELLYS CROSSING DEVELOPERS	Owner's Phone:	919-800-9169
Contractor	SMITH DOUGLAS HOMES	Contractor's Phone:	919-812-0350
Type of Improvement:	New Building	Proposed Use	SINGLE FAMILY DWELLIN
Permit #:	2180224	Inside Town Limits Yes	
Issue date:	3/5/2018	Census tract:	PIN#: 1710-87-9705
Lot#:	34	Subdivision: PREAKNESS PLACE	Total cost: \$111,200.00
PropAddress:	130 ZULABELLE COURT		
Owner's	D.R. HORTON INC	Owner's Phone:	919-407-2037
Contractor	D.R. HORTON, INC.	Contractor's Phone:	919-407-2037
Type of Improvement:	New Building	Proposed Use	SINGLE FAMILY DWELLIN
Permit #:	2180227	Inside Town Limits Yes	
Issue date:	3/5/2018	Census tract:	PIN#: 1619-02-8846
Lot#:	80	Subdivision: CREEKSIDE	Total cost: \$187,313.00
PropAddress:	136 BINGHAM CREEK DR		
Owner's	D.R. HORTON INC	Owner's Phone:	919-407-2037
Contractor	D.R. HORTON, INC.	Contractor's Phone:	919-407-2037
Type of Improvement:	New Building	Proposed Use	SINGLE FAMILY DWELLIN

Permit #:	2180229	Inside Town Limits Yes	
Issue date:	3/5/2018	Census tract:	PIN#: 1629-15-1493
Lot#:	47	Subdivision: CLIFFORD GROVE	Total cost: \$147,730.00
PropAddress:	140 WHITETAIL DEER LANE		
Owner's	D.R. HORTON INC	Owner's Phone:	919-407-2037
Contractor	D.R. HORTON, INC.	Contractor's Phone:	919-407-2037
Type of Improvement:	New Building	Proposed Use	SINGLE FAMILY DWELLIN
Permit #:	2180243	Inside Town Limits Yes	
Issue date:	3/7/2018	Census tract:	PIN#: 1629-15-1493
Lot#:	72	Subdivision: CLIFFORD GROVE	Total cost: \$137,772.00
PropAddress:	133 WHITETAIL DEER LANE		
Owner's	D.R. HORTON INC	Owner's Phone:	919-407-2037
Contractor	D.R. HORTON, INC.	Contractor's Phone:	919-407-2037
Type of Improvement:	New Building	Proposed Use	SINGLE FAMILY DWELLIN
Permit #:	2180249	Inside Town Limits Yes	
Issue date:	3/8/2018	Census tract:	PIN#: 1629-15-1493
Lot#:	70	Subdivision: CLIFFORD GROVE	Total cost: \$164,345.00
PropAddress:	125 WHITETAIL DEER LANE		
Owner's	D.R. HORTON INC	Owner's Phone:	919-407-2037
Contractor	D.R. HORTON, INC.	Contractor's Phone:	919-407-2037
Type of Improvement:	New Building	Proposed Use	SINGLE FAMILY DWELLIN
Permit #:	2180251	Inside Town Limits Yes	
Issue date:	3/8/2018	Census tract:	PIN#: 1619-12-5868
Lot#:	38	Subdivision: CREEKSIDE	Total cost: \$171,291.00
PropAddress:	190 BINGHAM CREEK DRIVE		
Owner's	D.R. HORTON INC	Owner's Phone:	919-407-2037
Contractor	D.R. HORTON, INC.	Contractor's Phone:	919-407-2037
Type of Improvement:	New Building	Proposed Use	SINGLE FAMILY DWELLIN
Permit #:	2180252	Inside Town Limits Yes	
Issue date:	3/8/2018	Census tract:	PIN#: 1710-97-0797
Lot#:	36	Subdivision: PREAKNESS PLACE	Total cost: \$101,200.00
PropAddress:	123 ZULABELLE COURT		
Owner's	D.R. HORTON INC	Owner's Phone:	919-407-2037
Contractor	D.R. HORTON, INC.	Contractor's Phone:	919-407-2037
Type of Improvement:	New Building	Proposed Use	SINGLE FAMILY DWELLIN

Permit #:	2180253	Inside Town Limits Yes	
Issue date:	3/8/2018	Census tract:	PIN#: 1619-02-9820
Lot#:	79	Subdivision: CREEKSIDE	Total cost: \$185,632.00
PropAddress:	142 BINGHAM CREEK DR		
Owner's	D.R. HORTON INC	Owner's Phone:	919-407-2037
Contractor	D.R. HORTON, INC.	Contractor's Phone:	919-407-2037
Type of Improvement:	New Building	Proposed Use	SINGLE FAMILY DWELLIN
Permit #:	2180257	Inside Town Limits Yes	
Issue date:	3/9/2018	Census tract:	PIN#: 1619-03-3336
Lot#:	3	Subdivision: CREEKSIDE	Total cost: \$179,475.00
PropAddress:	118 ROARING CREEK DRIVE		
Owner's	D.R. HORTON INC	Owner's Phone:	919-407-2037
Contractor	D.R. HORTON, INC.	Contractor's Phone:	919-407-2037
Type of Improvement:	New Building	Proposed Use	SINGLE FAMILY DWELLIN
Permit #:	2180258	Inside Town Limits Yes	
Issue date:	3/9/2018	Census tract:	PIN#: 1711-34-0874
Lot#:	36	Subdivision: VANDORA WEST	Total cost: \$133,693.00
PropAddress:	109 COVINGTON CHASE COURT		
Owner's	KELLYS CROSSING DEVELOPERS	Owner's Phone:	919-800-9169
Contractor	SMITH DOUGLAS HOMES	Contractor's Phone:	919-812-0350
Type of Improvement:	New Building	Proposed Use	SINGLE FAMILY DWELLIN
Permit #:	2180263	Inside Town Limits Yes	
Issue date:	3/13/2018	Census tract:	PIN#: 1701-18-6747
Lot#:		Subdivision: N/A	Total cost: \$450,000.00
PropAddress:	1601 GARNER STATION BLVD		
Owner's	CHEER EXTREME RALEIGH	Owner's Phone:	770-262-6690
Contractor	RAYNOR BUILDERS, INC.	Contractor's Phone:	919-639-3012
Type of Improvement:	New Building	Proposed Use	ASSEMBLY/AMUSEMENT
Permit #:	2180268	Inside Town Limits Yes	
Issue date:	3/19/2018	Census tract:	PIN#: 1710-47-2695
Lot#:	54	Subdivision: LANDING AT HEATHER PARK	Total cost: \$104,416.00
PropAddress:	100 MYATT FERN DRIVE		
Owner's	ROYAL OAKS BUILDING GROUP	Owner's Phone:	919-233-3886
Contractor	ROYAL OAKS BUILDING GROUP, LLC	Contractor's Phone:	919-233-3886
Type of Improvement:	New Building	Proposed Use	TOWNHOME

Permit #:	2180270	Inside Town Limits Yes	
Issue date:	3/19/2018	Census tract:	PIN#: 1710-47-3600
Lot#:	52	Subdivision: LANDING AT HEATHER PARK	Total cost: \$104,416.00
PropAddress:	116 MYATT FERN DRIVE		
Owner's	ROYAL OAKS BUILDING GROUP, LLC	Owner's Phone:	919-233-3886
Contractor	ROYAL OAKS BUILDING GROUP, LLC	Contractor's Phone:	919-233-3886
Type of Improvement:	New Building	Proposed Use	TOWNHOME
Permit #:	2180284	Inside Town Limits Yes	
Issue date:	3/16/2018	Census tract:	PIN#: 1629-15-1493
Lot#:	74	Subdivision: CLIFFORD GROVE	Total cost: \$171,291.00
PropAddress:	141 WHITETAIL DEER LANE		
Owner's	D.R. HORTON, INC	Owner's Phone:	919-407-2037
Contractor	D.R. HORTON, INC.	Contractor's Phone:	919-407-2037
Type of Improvement:	New Building	Proposed Use	SINGLE FAMILY DWELLIN
Permit #:	2180286	Inside Town Limits Yes	
Issue date:	3/16/2018	Census tract:	PIN#: 1619-12-0821
Lot#:	78	Subdivision: CREEKSIDE	Total cost: \$159,885.00
PropAddress:	148 BINGHAM CREEK DRIVE		
Owner's	D.R. HORTON INC	Owner's Phone:	919-407-2037
Contractor	D.R. HORTON, INC.	Contractor's Phone:	919-407-2037
Type of Improvement:	New Building	Proposed Use	SINGLE FAMILY DWELLIN
Permit #:	2180287	Inside Town Limits Yes	
Issue date:	3/16/2018	Census tract:	PIN#: 1619-12-1800
Lot#:	77	Subdivision: CREEKSIDE	Total cost: \$184,451.00
PropAddress:	154 BINGHAM CREEK DRIVE		
Owner's	D.R. HORTON, INC	Owner's Phone:	919-407-2037
Contractor	D.R. HORTON, INC.	Contractor's Phone:	919-407-2037
Type of Improvement:	New Building	Proposed Use	SINGLE FAMILY DWELLIN
Permit #:	2180288	Inside Town Limits Yes	
Issue date:	3/16/2018	Census tract:	PIN#: 1619-12-0821
Lot#:	2	Subdivision: PREAKNESS PLACE	Total cost: \$153,100.00
PropAddress:	111 PREAKNESS FARM DRIVE		
Owner's	D.R. HORTON, INC	Owner's Phone:	919-407-2037
Contractor	D.R. HORTON, INC.	Contractor's Phone:	919-407-2037
Type of Improvement:	New Building	Proposed Use	SINGLE FAMILY DWELLIN

Permit #:	2180289	Inside Town Limits	No
Issue date:	3/16/2018	Census tract:	PIN#: 1629-23-7034
Lot#:		Subdivision: N/A	Total cost: \$112,970.00
PropAddress:	1813 NEW BETHEL CHURCH ROAD		
Owner's	RED DOOR HOMES	Owner's Phone:	919-337-5304
Contractor	RED DOOR HOMES	Contractor's Phone:	910-672-8900
Type of Improvement:	New Building	Proposed Use	SINGLE FAMILY DWELLIN
Permit #:	2180308	Inside Town Limits	Yes
Issue date:	3/26/2018	Census tract:	PIN#: 1629-03-3376
Lot#:	149	Subdivision: OAK PARK	Total cost: \$190,703.00
PropAddress:	119 GUNDERSON LANE		
Owner's	ROYAL OAKS BUILDING GROUP LLC	Owner's Phone:	919-233-3886
Contractor	ROYAL OAKS BUILDING GROUP, LLC	Contractor's Phone:	919-233-3886
Type of Improvement:	New Building	Proposed Use	SINGLE FAMILY DWELLIN
Permit #:	2180309	Inside Town Limits	Yes
Issue date:	3/26/2018	Census tract:	PIN#: 1629-03-2300
Lot#:	151	Subdivision: OAK PARK	Total cost: \$184,635.00
PropAddress:	127 GUNDERSON LANE		
Owner's	ROYAL OAKS BUILDING GROUP LLC	Owner's Phone:	919-233-3886
Contractor	ROYAL OAKS BUILDING GROUP, LLC	Contractor's Phone:	919-233-3886
Type of Improvement:	New Building	Proposed Use	SINGLE FAMILY DWELLIN
Permit #:	2180310	Inside Town Limits	Yes
Issue date:	3/26/2018	Census tract:	PIN#: 1629-03-3219
Lot#:	150	Subdivision: OAK PARK	Total cost: \$178,937.00
PropAddress:	123 GUNDERSON LANE		
Owner's	ROYAL OAKS BUILDING GROUP	Owner's Phone:	919-233-3886
Contractor	ROYAL OAKS BUILDING GROUP, LLC	Contractor's Phone:	919-233-3886
Type of Improvement:	New Building	Proposed Use	SINGLE FAMILY DWELLIN
Permit #:	2180311	Inside Town Limits	Yes
Issue date:	3/26/2018	Census tract:	PIN#: 1628-02-1513
Lot#:	118	Subdivision: OAK PARK	Total cost: \$173,796.00
PropAddress:	118 LEMOYNE COURT		
Owner's	ROYAL OAKS BUILDING GROUP LLC	Owner's Phone:	919-233-3886
Contractor	ROYAL OAKS BUILDING GROUP, LLC	Contractor's Phone:	919-233-3886
Type of Improvement:	New Building	Proposed Use	SINGLE FAMILY DWELLIN

Permit #:	2180316	Inside Town Limits Yes	
Issue date:	3/26/2018	Census tract:	PIN#: 1629-03-1303
Lot#:	152	Subdivision: OAK PARK	Total cost: \$176,736.00
PropAddress:	131 GUNDERSON LANE		
Owner's	ROYAL OAKS BUILDING GROUP LLC	Owner's Phone:	919-233-3886
Contractor	ROYAL OAKS BUILDING GROUP, LLC	Contractor's Phone:	919-233-3886
Type of Improvement:	New Building	Proposed Use	SINGLE FAMILY DWELLIN
Permit #:	2180317	Inside Town Limits Yes	
Issue date:	3/26/2018	Census tract:	PIN#: 1629-03-0230
Lot#:	153	Subdivision: OAK PARK	Total cost: \$140,778.00
PropAddress:	101 BELLEFORTE PARK CIRCLE		
Owner's	ROYAL OAKS BUILDING GROUP LLC	Owner's Phone:	919-233-3886
Contractor	ROYAL OAKS BUILDING GROUP, LLC	Contractor's Phone:	919-233-3886
Type of Improvement:	New Building	Proposed Use	SINGLE FAMILY DWELLIN
Permit #:	2180318	Inside Town Limits Yes	
Issue date:	3/26/2018	Census tract:	PIN#: 1629-03-0199
Lot#:	154	Subdivision: OAK PARK	Total cost: \$173,340.00
PropAddress:	105 BELLEFORTE PARK CIRCLE		
Owner's	ROYAL OAKS BUILDING GROUP LLC	Owner's Phone:	919-233-3886
Contractor	ROYAL OAKS BUILDING GROUP, LLC	Contractor's Phone:	919-233-3886
Type of Improvement:	New Building	Proposed Use	SINGLE FAMILY DWELLIN
Permit #:	2180320	Inside Town Limits Yes	
Issue date:	3/26/2018	Census tract:	PIN#: 1711-34-1844
Lot#:	37	Subdivision: VANDORA WEST	Total cost: \$125,937.00
PropAddress:	115 COVINGTON CHASE COURT		
Owner's	KELLYS CROSSING DEVELOPER LLC	Owner's Phone:	919-800-9169
Contractor	SMITH DOUGLAS HOMES	Contractor's Phone:	919-812-0350
Type of Improvement:	New Building	Proposed Use	SINGLE FAMILY DWELLIN
Permit #:	2180321	Inside Town Limits Yes	
Issue date:	3/22/2018	Census tract:	PIN#: 1619-13-3022
Lot#:	42	Subdivision: CREEKSIDE	Total cost: \$170,497.00
PropAddress:	169 BINGHAM CREEK DRIVE		
Owner's	D.R. HORTON, INC	Owner's Phone:	919-407-2037
Contractor	D.R. HORTON, INC.	Contractor's Phone:	919-407-2037
Type of Improvement:	New Building	Proposed Use	SINGLE FAMILY DWELLIN

Permit #:	2180324	Inside Town Limits Yes	
Issue date:	3/22/2018	Census tract:	PIN#: 1629-15-1493
Lot#:	75	Subdivision: CLIFFORD GROVE	Total cost: \$132,918.00
PropAddress:	145 WHITETAIL DEER LANE		
Owner's	D.R. HORTON, INC	Owner's Phone:	919-407-2037
Contractor	D.R. HORTON, INC.	Contractor's Phone:	919-407-2037
Type of Improvement:	New Building	Proposed Use	SINGLE FAMILY DWELLIN
Permit #:	2180325	Inside Town Limits Yes	
Issue date:	3/22/2018	Census tract:	PIN#: 1629-15-1493
Lot#:	76	Subdivision: CLIFFORD GROVE	Total cost: \$151,733.00
PropAddress:	149 WHITETAIL DEER LANE		
Owner's	D.R. HORTON, INC	Owner's Phone:	919-407-2037
Contractor	D.R. HORTON, INC.	Contractor's Phone:	919-407-2037
Type of Improvement:	New Building	Proposed Use	SINGLE FAMILY DWELLIN
Permit #:	2180326	Inside Town Limits Yes	
Issue date:	3/28/2018	Census tract:	PIN#: 1721-10-3109
Lot#:		Subdivision: N/A	Total cost: \$203,370.00
PropAddress:	521 US HIGHWAY 70 EAST		
Owner's	DEH GARNER LLC	Owner's Phone:	919-828-7171
Contractor	ROBERT HIGH DEVELOPMENT LLC	Contractor's Phone:	910-790-9490
Type of Improvement:	Addition	Proposed Use	STORAGE/WAREHOUSE
Permit #:	2180327	Inside Town Limits Yes	
Issue date:	3/28/2018	Census tract:	PIN#:
Lot#:		Subdivision: N/A	Total cost: \$165,900.00
PropAddress:	523 US HIGHWAY 70 EAST		
Owner's	DEH GARNER, LLC	Owner's Phone:	919-828-7171
Contractor	ROBERT HIGH DEVELOPMENT LLC	Contractor's Phone:	910-790-9490
Type of Improvement:	Alteration	Proposed Use	STORAGE/WAREHOUSE
Permit #:	2180332	Inside Town Limits Yes	
Issue date:	3/26/2018	Census tract:	PIN#: 0699-15-0896
Lot#:	1	Subdivision: MCCULLERS WALK	Total cost: \$176,463.00
PropAddress:	102 AMBER ACORN AVE		
Owner's	HALLE BUILDING GROUP	Owner's Phone:	919-387-1885
Contractor	RYAN HOMES	Contractor's Phone:	703-956-4000
Type of Improvement:	New Building	Proposed Use	SINGLE FAMILY DWELLIN

Permit #:	2180343	Inside Town Limits	Yes
Issue date:	3/27/2018	Census tract:	PIN#: 1619-13-0072
Lot#:	45	Subdivision: CREEKSIDE	Total cost: \$154,054.00
PropAddress:	151 BINGHAM CREEK DRIVE		
Owner's	D.R. HORTON, INC	Owner's Phone:	919-407-2037
Contractor	D.R. HORTON, INC.	Contractor's Phone:	919-407-2037
Type of Improvement:	New Building	Proposed Use	SINGLE FAMILY DWELLIN
Permit #:	2180344	Inside Town Limits	Yes
Issue date:	3/27/2018	Census tract:	PIN#:
Lot#:		Subdivision: N/A	Total cost: \$119,100.00
PropAddress:	510 TIMBER DRIVE EAST SUITE 102		
Owner's	TIMBER DRIVE EAST OWNERS LLC	Owner's Phone:	919-964-7116
Contractor	ENDEAVOR CONSTRUCTION SERVICES, I	Contractor's Phone:	919-390-2468
Type of Improvement:	Alteration	Proposed Use	BUSINESS/OFFICE
Permit #:	2180347	Inside Town Limits	No
Issue date:	3/29/2018	Census tract:	PIN#: 1731-40-9034
Lot#:		Subdivision: N/A	Total cost: \$110,000.00
PropAddress:	4404 AUBURN KNIGHTDALE ROAD		
Owner's	CALATLANTIC GROUP INC	Owner's Phone:	919-465-5900
Contractor	WATER & WASTE SYSTEMS	Contractor's Phone:	919-661-8602
Type of Improvement:	New Building	Proposed Use	OTHER
Permit #:	2180350	Inside Town Limits	Yes
Issue date:	3/28/2018	Census tract:	PIN#: 1710-13-1889
Lot#:		Subdivision: HEATHER RIDGE	Total cost: \$125,000.00
PropAddress:	1606 WOODS CREEK DRIVE		
Owner's	FLORENCE BOGGS	Owner's Phone:	
Contractor	QUALITY ONE CONTRACTING	Contractor's Phone:	919-909-3495
Type of Improvement:	Addition	Proposed Use	SINGLE FAMILY DWELLIN

Memorandum

To: Rodney Dickerson, Town Manager
From: Pam Wortham, Finance Director
Date: April 10, 2018
Subject: Financial Reports for March 2018
CC: Town Council

Attached is the statement of revenues and expenditures for FY 2018 through March 31, 2018. We are seven months, or 75% through the budget year.

The report shows that year-to-date, the Town has collected approximately 73.9% of estimated revenues. Some important analysis of the Town's revenues included:

- Through the end of March, we have received 98.1% of budgeted Ad Valorem taxes. Vehicle taxes will continue to be collected as vehicles are registered through the end of the fiscal year.
- We have received six sales tax distributions and are 3.36% ahead of this time last year.
- The Town's investments are performing well above projections, and we have collected \$76,941 more than was budgeted.
- Building permit fees are 8.79% higher than compared to the same period last year, and we have collected 93.38% of the budget for this item.

Please review the attached Analysis of Revenues for additional information.

Overall, the report shows that the Town has expended approximately 69.1% of its budget. Through the same period the previous year, the Town had expended 71.5% of its budget. Important expenditure highlights include:

- Most of the vehicle and equipment replacements in this year's budget have been received and are reflected in the expenditures.
- Annual dues and subscriptions and several annually contracted services are usually paid at the beginning of the year.
- The Town has disbursed 86.9% of the total budgeted Debt Service.
- The Town has had nineteen pay periods year to date (73.07% of all pay periods).

Included in this month's financial report is a balance sheet report that provides selected accounts for your review. This reports only on General Fund accounts and does not include any taxes or assessment receivable accounts. Taxes Receivable are reported on the Analysis of Revenue report.

If you have any questions, please let me know. Thank you.

Town of Garner
Statement of Revenues and Expenditures
For the Period July 1, 2017 to March 31, 2018

FOR INTERNAL USE ONLY

	Budget	Actual	Over (Under) Budget	Percentage of Budget	Actual Prior Year
REVENUES					
Ad valorem taxes	\$ 17,714,800	\$ 17,380,688	\$ (334,112)	98.1%	\$ 16,128,873
Other taxes and licenses	6,366,000	3,292,372	(3,073,628)	51.7%	3,020,484
Intergovernmental revenues	3,338,507	1,934,796	(1,403,711)	58.0%	1,919,056
Permits and fees	2,353,573	2,002,823	(350,750)	85.1%	2,527,948
Sales and services	543,898	353,818	(190,080)	65.1%	281,165
Investment earnings	160,000	236,941	76,941	148.1%	51,705
Other revenues	193,143	121,431	(71,712)	62.9%	152,891
Sale of capital assets	45,000	17,480	(27,520)	38.8%	64,479
Proceeds from issuance of debt	672,000	-	(672,000)	0.0%	630,000
Transfers in	79,400	-	(79,400)	0.0%	81,456
Appropriated fund balance	2,839,720	-	(2,839,720)	0.0%	-
Total Revenues	\$ 34,306,041	\$ 25,340,349	\$ (8,965,692)	73.9%	\$ 24,858,057
EXPENDITURES					
Governing body	\$ 431,145	\$ 325,803	\$ (105,342)	75.6%	\$ 255,706
Administration	1,453,078	971,361	(481,717)	66.8%	860,621
Finance	790,427	584,432	(205,995)	73.9%	536,586
Economic development	424,106	281,368	(142,738)	66.3%	272,362
Economic incentives	70,000	-	(70,000)	0.0%	5,142
Planning	840,153	459,902	(380,251)	54.7%	480,874
Inspections	1,022,307	650,783	(371,524)	63.7%	596,469
Engineering	624,908	430,327	(194,581)	68.9%	839,836
Information technology	594,305	339,745	(254,560)	57.2%	410,573
Police	8,451,331	6,391,734	(2,059,597)	75.6%	5,429,216
Fire services	3,279,369	2,315,473	(963,896)	70.6%	1,863,120
Public works	7,840,033	5,012,991	(2,827,042)	63.9%	4,998,866
Parks and recreation	2,081,854	1,357,181	(724,673)	65.2%	1,237,900
Debt service	3,924,469	3,487,233	(437,236)	88.9%	2,512,893
Special appropriations	1,326,037	1,101,965	(224,072)	83.1%	929,116
Transfers out	1,132,519	-	(1,132,519)	0.0%	37,000
Contingency	20,000	-	(20,000)	0.0%	-
Total expenditures	\$ 34,306,041	\$ 23,710,298	\$ (10,595,743)	69.1%	\$ 21,266,280
Revenues over Expenditures	\$ -	\$ 1,630,051	\$ 1,630,051		\$ 3,591,777

Town of Garner
 Analysis of Major Revenues
 For the Period July 1, 2017 Through March 31, 2018

Property Tax Collections

(collections compared to budget)

	Through Month Ending	
	3/31/2018	3/31/2017
Collections--Current Year	\$ 17,320,081	\$ 16,810,956
Collection % Budget	98.48%	98.77%
Collection % Value/Levy (both DMV & Wake County)	99.00%	98.83%

Property Tax Billings (from Wake County & DMV)

	Through Month Ending		
	3/31/2018	3/31/2017	
Real Property Value	\$2,777,319,789	\$2,732,009,205	
Personal Property Value	203,660,399	176,065,109	
Public Service Property Value	132,723,662	118,064,138	
Vehicle Value	169,636,070	167,328,306	
Total	\$3,283,339,920	\$3,193,466,758	Percent Change 2.81%

Sales Tax Distributions

	Through Month Ending		
	3/31/2018	3/31/2017	
Sales Taxes	\$3,178,487	\$3,075,154	3.36%
<i>Sales taxes distributed through 2/28 represent sales tax paid by consumers in July-December 2017.</i>			

Building Permit Fees

	Through Month Ending		
	3/31/2018	3/31/2017	
Fees Collected	\$793,744	\$729,601	8.79%

PRCR Fees

	Through Month Ending		
	3/31/2018	3/31/2017	
Recreation Fees	\$149,121	\$149,376	-0.17%
Facility Rentals	\$164,283	\$155,074	5.94%

Town of Garner
 Selected Balance Sheet accounts
 As of March 31, 2018

FOR INTERNAL USE ONLY

		General
ASSETS		
Cash in Bank	\$	1,184,103
Petty cash and change funds		2,186
NC Cash Management Trust investments		20,606,703
PFM Investments		9,924,835
Police Asset Forfeiture account		39,317
Receivables & Inventory (excluding Taxes & Assessments)		296,261
	\$	32,053,404
 LIABILITIES		
Accounts Payable	\$	282,046
Bonds on deposit for Planning/Engineering		111,115
Rental Deposits		12,163
Deferred Revenue		70,850
	\$	476,174
 Current Year Revenues to date	 \$	 25,340,350
Current Year Expenditures to date		(23,710,298)
Restricted Fund Balance July 1		916,441
Committed Fund Balance July 1		7,270,556
Unrestricted Fund Balance		21,760,182
	\$	31,577,230