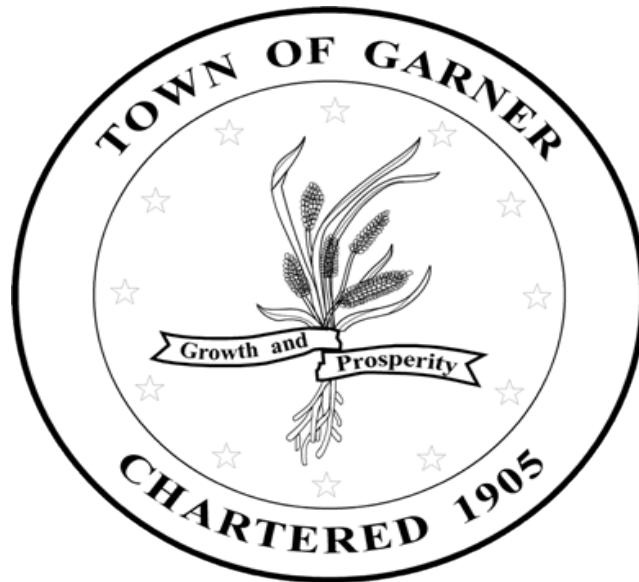


TOWN OF GARNER



TOWN COUNCIL MEETING

May 7, 2018
7:00 P.M.

Garner Town Hall
900 7th Avenue
Garner, NC 27529

**Town of Garner
Town Council Agenda
May 7, 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: Mayor Ronnie Williams

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

- B. PLEDGE OF ALLEGIANCE: Council Member Jackie Johns

- C. INVOCATION: Council Member Jackie Johns

- 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

- 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 5
Presenter: Stella Gibson, Town Clerk

Adopt minutes from the April 17, 2018 regular and closed session meeting.

Action: Adopt Minutes

2. Ordinance Amending FY2017/2018 Operating Budget (GVFR) Page 12
Presenter: Pam Wortham, Finance Director

Ordinance to increase the appropriation for the Garner Volunteer Department to cover expenses relating to the purchase of a vehicle and two defibrillators. These additional expenses were not included in the budget.

Action: Adopt Ordinance (2018) 3910

3. Ordinance Amending FY2017/2018 Operating Budget (Time and Attendance Software) Page 15
Presenter: Pam Wortham, Finance Director

Ordinance to utilize over-realized revenue from interest earned this fiscal year to purchase a time and attendance software system.

Action: Adopt Ordinance (2018) 3911

4. Garner Forward Public Hearing Date Page 18
Presenter: David Bamford, Planning Services Manager

Request to set the public hearing for Garner Forward for June 19, 2018.

Action: Set Public Hearing

H. PUBLIC HEARINGS

1. Annexation Petition ANX-18-01, Creech Road Page 21
Presenter: David Bamford, Planning Services Manager

Request for satellite annexation of .49 acres located at 1421 Creech Road. Investors recently purchased a duplex at this location and wish to make connection to public water on Creech Road; the request to connect to public water is triggering this required annexation petition.

Action: Adopt Ordinance (2018) 3907

2. Annexation Petition ANX-18-02, God's Way Family Church Page 26
Presenter: David Bamford, Planning Services Manager

Request for satellite annexation of 3.15 acres located at 8200 Bryan Road. God's Way Family Church (SP-17-08) approved February 23, 2018; development will connect to public water and sewer.

Action: Adopt Ordinance (2018) 3908

3. Annexation Petition ANX-18-03, Abberly Solaire Apartments Page 31
Presenter: David Bamford, Planning Services Manager

Request for contiguous annexation of 24.47 acres located at Timber Drive East. Abberly Solaire Apartments (CUP SP 16-34) approved February 6, 2017; project will connect to public water and sewer.

Action: Adopt Ordinance (2018) 3909

4. General Use Rezoning Z-18-01, Loop Road Page 36
Presenter: Het Patel, Senior Planner

Request to rezone approximately 0.67 acres from Residential 20 (R20) to Neighborhood Office (NO) for property located at 310 Loop Road. This request is to allow a beauty / barber shop salon as a home-based business out of the existing single-family home.

Action: Close Public Hearing; Refer to Planning Commission

I. NEW/OLD BUSINESS

1. Audit Contract for FY2018 Page 45
Presenter: JoAnne Crabtree, Accounting Manager

Bids were solicited from four CPA firms to provide audit services for FY 2018. The firm of Mauldin & Jenkins was selected. The fee for the audit is \$29,500, which includes review of the Comprehensive Annual Financial Report and the reporting for a Single Audit for one major program.

Action: Approve Execution of Contract

2. 2018 Street Resurfacing Project Page 69
Presenter: Tony Chalk, Town Engineer

The Engineering Department is seeking approval of the lowest bidder, Turner Asphalt, for the 2018 Street Resurfacing Project. This project will resurface approximately 1.8 miles of Town Streets utilizing Powell Bill Funds and streets were selected based on their condition.

Action: Award Project to Turner Asphalt

3. Avery Street Sidewalk Discussion Page 75
Presenter: Tony Chalk, Town Engineer

Discussion of the sidewalk proposed at property adjacent to 701 Curtiss Drive.

Action: Discussion and Council Guidance

J. COMMITTEE REPORTS

K. MANAGER REPORTS

1. garner info
2. Ackerman/Hebron Church meeting
3. Town & State Dinner

L. ATTORNEY REPORTS

M. COUNCIL REPORTS

N. ADJOURNMENT

Town of Garner
Town Council Meeting
Agenda Form

Meeting Date: May 7, 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 the April 17, 2018 regular and closed session meeting.		
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:		
Finance Director:		
Town Attorney:		
Town Manager:	RD	
Town Clerk:		

**Town of Garner
Town Council Agenda
April 17, 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 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, Matt Roycastle-Asst. Town Manager-Operations, Tony Chalk-Town Engineer, Pam Wortham-Finance Director, Het Patel-Senior Planner-Transportation & Land Use, David Bamford-Planning Services Manager, Brandon Zuidema-Police Chief, William E. Anderson-Town Attorney, and Stella Gibson-Town Clerk

PLEDGE OF ALLEGIANCE: Council Member Kathy Behringer

INVOCATION: Council Member Kathy Behringer

PETITIONS AND COMMENTS

Pastor Joe Francisco of the Capital Church expressed concern regarding how the NCDOT project at Hammond Road/Timber Drive and US70 will impact their property as well as those residents leaving the Greenbrier Estates subdivision.

ADOPTION OF AGENDA

Mr. Dickerson requested to add discussion of the Garner Volunteer Fire Department's request to relocate to 914 7th Avenue as well as Resolution (2018) 2349 to correct a previous Resolution regarding construction easements needed for sidewalks on Avery Street and Curtiss Drive.

Motion: Marshburn
Second: Johns
Vote: 5:0

PRESENTATIONS

Town Hall Donation
Presentation: Karl Newton

Mr. Newton presented Council with a collection of time lapse photographs taken during the construction of the new Town Hall.

Mayor Pro Tem Marshburn acknowledged the Garner 101 Citizens Academy participants who were present.

GoTriangle Public Meeting Announcement

Presenter: Ashley Hooper and Elisabeth Raskopf, GoTriangle

Ms. Hooper explained 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. Four formal public meetings will be held and a total of 30 events spread throughout of the county. The launch of these meetings will be in Garner on April 30.

CONSENT

Council Meeting Minutes

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

Annexation Petition ANX-18-01 (Creech Road), ANX-18-02 (God's Way Family Church), and ANX-18-03 (Abberly Solaire)

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

Ordinance Amending FY2017/2018 Operating Budget

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

Ordinance Amending FY2017/2018 Operating Budget (Meadowbrook)

Presenter: Pam Wortham, Finance Director

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

Action: Adopt Ordinance (2018) 3906

Motion: Marshburn
Second Behringer
Vote: 5:0

PUBLIC HEARINGS

NEW/OLD BUSINESS

Avery Street Sidewalk Project Bid Award

Presenter: Tony Chalk, Town Engineer

Mr. Chalk explained 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. Construction of this project is approximately 60 days. The Engineering Department recommends award of this project to Sandhills Contractors, Inc.

Action: Award Project to Sandhills Contractors, Inc.

Motion: Singleton
Second: Kennedy
Vote: 5:0

Recreation Center & GPAC Landscaping Project Award

Presenter: Tony Chalk, Town Engineer

Mr. Chalk explained bids were solicited for the exterior landscaping, irrigation, and concrete sidewalk of the Garner Recreation Center and GPAC parking lot. After review of the submittals, low bid was \$335,700. The Engineering Department recommends award of this project to Norris Landscaping Services, Inc.

Action: Award Project to Norris Landscaping Services, Inc.

Motion: Kennedy
Second: Marshburn
Vote: 5:0

Service Level Agreement

Presenter: Brandon Zuidema, Police Chief

Chief Zuidema explained the Wake Emergency Communications Organization (WECO) is an organization providing a public safety 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 services. Chief Zuidema also provided a history of the development of this document as well as the Service Level Agreement. The SLA is with the City of Raleigh and defines the performance measures for the delivery of public telecommunications by the City to the Town.

Action: Authorize Execution of Agreement

Motion: Kennedy
 Second: Singleton
 Vote: 5:0

Temporary Construction Easement

Presenter: William E. Anderson, Town Attorney

Mr. Anderson stated the original Resolution adopted for the temporary construction easements of a sidewalks on Avery Street and Curtiss Drive needed to be replaced with a Resolution reflecting new property owners.

Action: Adopt Resolution (2018) 2349
 Motion: Singleton
 Second: Johns
 Vote: 5:0

GVFR Use of 914 7th Avenue

Presenter: Rodney Dickerson, Town Manager

Mr. Dickerson stated this item was vetted by the Public Works Committee and a recommendation was made to allow GVFR to move into the space. At this time, GVFR has outgrown their current administration space and have need of a training space. One time and on-going expenses and Improvements include the following with associated costs.

One Time Costs

Furnish Training Room (10 small tables, conference room table and chairs, coffee/food table, whiteboard paint, collaboration space, TVs)	\$14,177
Install CAD TVs (bring monitors from 120 E. Main, add 5 monitors, HDMI splitter/cables)	\$1,700
Install Upgraded Phone System (includes wireless internet access points)	\$4,140
Breakroom/Lobby (dynamic office setup, tables, chairs)	\$3,450
Cut/frame separate door into training room area	\$1,500
Convert small bathroom to shower	\$1,800

Replace water damaged sheetrock	\$300
Painting (includes wallpaper removal, prep, painting all walls but no molding/trim paint)	\$15,099
Exterior Signage (Garner Fire-Rescue letters in the area where Town Hall lettering was previously)	\$2,906
Total One Time Costs	\$45,072

Ongoing Costs (Annualized)

Internet/Phone (upgraded internet speed, 2 voice lines, 3 cable boxes)	\$3,414
Janitorial Service (2 nights per week)	\$4,320
Trash Pickup (weekly service - 2 trash rollouts, 1 recycling rollout)	\$1,082
Total Ongoing Costs (Annualized)	\$8,816

Action: Mr. Singleton made a motion authorizing staff to move forward with improvements to accommodate the GVFR needs.

Motion: Singleton
 Second: Marshburn
 Vote: 5:0

COMMITTEE REPORTS

Mayor Pro Tem Marshburn reported the Law and Finance met to discuss the recommended GVFR budget. He also reported attending the Wake County Community Health Assessment Steering Committee.

LOBBYIST REPORT

MANAGER REPORTS

- garner info
- Building & Finance Report
- Finance Report
- Reminded Council ethics training will take place in May
 - Relay for Life Fundraiser – April 20
 - A Town Hall Day Dinner is taking place in lieu of Town Hall Day (falls on the May Work Session)
 - Employee health survey deadline for submittal is April 20
- Town staff met with YMCA staff to discuss connecting to the Town’s greenway system. The Town would be required to build more greenway on its property to connect, but not be responsible to construct the bridge. The YMCA would be responsible for all construction. Part of greenway is in a wetland and the City of Raleigh’s sewer easement. The Town would only be responsible for what’s on its property.

Motion: Singleton
Second: Behringer
Vote: 5:0

- Council consensus to keep the scheduled Retreat dates for 2018 as November 7-8, 2018 and possibly look at changing next year

ATTORNEY REPORTS

COUNCIL REPORTS

Marshburn

- Asked to be excused from the April Work Session

Behringer

- Requested trash be picked-up on Old Garner Road near the GPAC as well as glass on Avery Street
- Referring to Pastor Francisco's comments, she stated it may be possible for NCDOT to work with the church and residents in the area to help alleviate their concerns.

Johns

- Expressed appreciation for the pothole repairs on Hwy 50.

Singleton

- Stated he felt the improvements at Hammond Road/Timber Drive and US70 would actually make the area safer.
- Installation of sidewalks is slowly progressing.

CLOSED SESSION

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."

RETURN TO REGULAR SESSION AND ADJOURNMENT: 9:01 p.m.

Town of Garner
Town Council Meeting
Agenda Form

Meeting Date: May 7, 2018			
Subject: Budget Amendment for Fire Department			
Location on Agenda: Consent			
Department: Finance			
Contact: Pam Wortham, Finance Director			
Presenter: Pam Wortham, Finance Director			
Brief Summary: The appropriation for the Garner Volunteer Fire Department was not sufficient to cover expenses relating to a vehicle and two defibrillators.			
Recommended Motion and/or Requested Action: Adopt Ordinance (2018) 3910			
Detailed Notes:			
Funding Source: Fund Balance			
Cost: \$6,500	One Time: <input checked="" type="radio"/>	Annual:	No Cost:
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: MAY 1, 2018

GENERAL FUND

Fire Chief Matt Poole has presented to us a request for reimbursement for some expenditures that were not included in the budget for FY 2017-18. The items are:

1. Two defibrillators and accessories. These were not included in the information provided by Wake County last year as part of the budget process, however, they are contributing their share of the cost. Town of Garner's share is \$2,505.30.
2. Chevrolet Tahoe plus additional equipment and reflective laminate. Included in the budget for a vehicle was \$20,329 (Town's share). The Town's share of the vehicle cost is \$18,514.78, but the additional items took the Town's portion of the purchase to \$27,720.62.

The total amount being requested is less than the amounts indicated above, because the radio and turnout gear purchases came in less than the amount budgeted. We are requesting to budget \$6,500 from unappropriated fund balance.

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

ORDINANCE NO. (2018) 3910

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>				
10531000-537410	Fire-Vehicle	\$20,329	\$27,721	+\$7,392
10531000-523600	Fire-Uniforms	\$16,838	\$15,946	-\$892
<i>Revenues</i>				
10309000-496900	Appropriated Fund Balance	\$1,587,068	\$1,593,568	+\$6,500

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 7th day of May, 2018.

Ronnie S. Williams, Mayor

ATTEST:

Stella L. Gibson, Town Clerk

Town of Garner
Town Council Meeting
Agenda Form

Meeting Date: May 7, 2018		
Subject: Ordinance Amending FY2017/2018 Operating Budget (Time and Attendance Software)		
Location on Agenda: Consent		
Department: Finance		
Contact: Pam Wortham, Finance Director		
Presenter: Pam Wortham, Finance Director		
Brief Summary: This budget amendment is a request to budget for over-realized revenue from Interest Earned this fiscal year to contract for Executime by Tyler Technologies.		
Recommended Motion and/or Requested Action: Adopt Ordinance (2018) 3911		
Detailed Notes:		
Funding Source:		
Cost: \$60,000	One Time: <input checked="" type="radio"/>	Annual: <input type="radio"/> No Cost: <input type="radio"/>
Manager's Comments and Recommendations: Time and attendance software will streamline the payroll process and put everyone on a consistent platform.		
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 30, 2018

GENERAL FUND

We selected Executime as the vendor to provide a Time and Attendance system that will integrate into our payroll system. This software also has an advanced scheduling module that the Police Department has needed.

As of the end of March, we have collected over \$265K in interest earnings, with a budget of \$160K. This request is to use some of this excess revenue to offset the price for the software.

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

ORDINANCE NO. (2018) 3911

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>				
10441000-524300	Finance-Contract Services	\$84,553	\$144,553	+\$60,000
<i>Revenues</i>				
10304000-454010	Interest Earned	\$160,000	\$220,000	+\$60,000

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 7th day of May, 2018.

Ronnie S. Williams, Mayor

ATTEST: _____
Stella L. Gibson, Town Clerk

Town of Garner
Town Council Meeting
Agenda Form

Meeting Date: May 7, 2018		
Subject: Set Garner Forward Public Hearing		
Location on Agenda: Consent		
Department: Planning		
Contact: David Bamford, Planning Services Manager		
Presenter: David Bamford, Planning Services Manager		
Brief Summary: Staff is recommending that the public hearing for Garner Forward be set for Tuesday, June 19, 2018. Additional info is included in attached memo.		
Recommended Motion and/or Requested Action: Set public hearing for June 19, 2018		
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: Garner Forward will layout uniform guidelines for growth and development.		
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 Memorandum

TO: Town Council

FROM: David Bamford, AICP; Planning Services Manager

SUBJECT: *Garner Forward Set Public Hearing*

DATE: May 7, 2018

BACKGROUND

The Planning Commission recommended approval for *Garner Forward* at their last meeting on April 9, 2018. Staff presented the final drafts to Council at the March 27, 2018, work-session. Council requested the month of April to review both *Garner Forward* documents - the *Comprehensive Plan* and the *Transportation Plan*.

FINAL COMMENTS

A final set of comments will be sent to the consultant on May 14 to be incorporated into the final *Garner Forward* documents. The comments Staff have compiled so far are minor and involve correcting typographical errors. Staff invites Council to provide any comments to us by Monday, May 14.

PUBLIC HEARING / PLAN ADOPTION

Staff is recommending that the public hearing for *Garner Forward* be set for Tuesday, June 19, 2018.

**GARNER FORWARD PUBLIC, COMMITTEE, COMMISSION, COUNCIL
INVOLVEMENT**

<u>PUBLIC PARTICIPATION</u>	<u>PLANNING COMMISSION REVIEW</u>	<u>TOWN COUNCIL REVIEW</u>
<p>Focus Groups / Stakeholder Meetings July 26 & 27, 2016</p>	<p>Regular Meeting February 13, 2017</p>	<p>Council Retreat February 8, 2017</p>
<p>Chamber of Commerce Connect Conference August 4, 2016 August 10, 2017</p>	<p>Work session #1 August 28, 2017</p>	<p>Council Work session #1 September 26, 2017</p>
<p>Public Surveys June – July 2016 October 2017</p>	<p>Work session #2 October 10, 2017</p>	<p>Council Work session #2 March 27, 2018</p>
<p>Public Workshops September 8, 2016 December 14, 2016</p>	<p>Regular Meeting March 12, 2018</p>	<p><u>STEERING COMMITTEE</u></p>
<p>GEDC Advisory Board March 3, 2017</p>	<p>Recommendation for Approval April 9, 2018</p>	<p>May 24, 2016 August 9, 2016 October 4, 2016 December 13, 2016 January 30, 2017 July 31, 2017 March 6, 2018</p>
<p>Public Meetings (Civic Groups) April 4, 2017 April 17, 2017</p>		
<p>Public Open House on Draft October 16, 2017</p>		

Town of Garner
Town Council Meeting
Agenda Form

Meeting Date: May 7, 2018		
Subject: Annexation Petition ANX-18-01, 1421 Creech Road		
Location on Agenda: Public Hearings		
Department: Planning		
Contact: David Bamford, Planning Services Manager		
Presenter: David Bamford, Planning Services Manager		
Brief Summary: 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.		
Recommended Motion and/or Requested Action: Adopt Ordinance (2018) 3907		
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 Memorandum

TO: Mayor and Town Council

FROM: David Bamford, AICP; Planning Services Manager

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

DATE: May 7, 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: Adopt annexation ordinance

KEY DATES:

SET PUBLIC HEARING: April 17, 2018

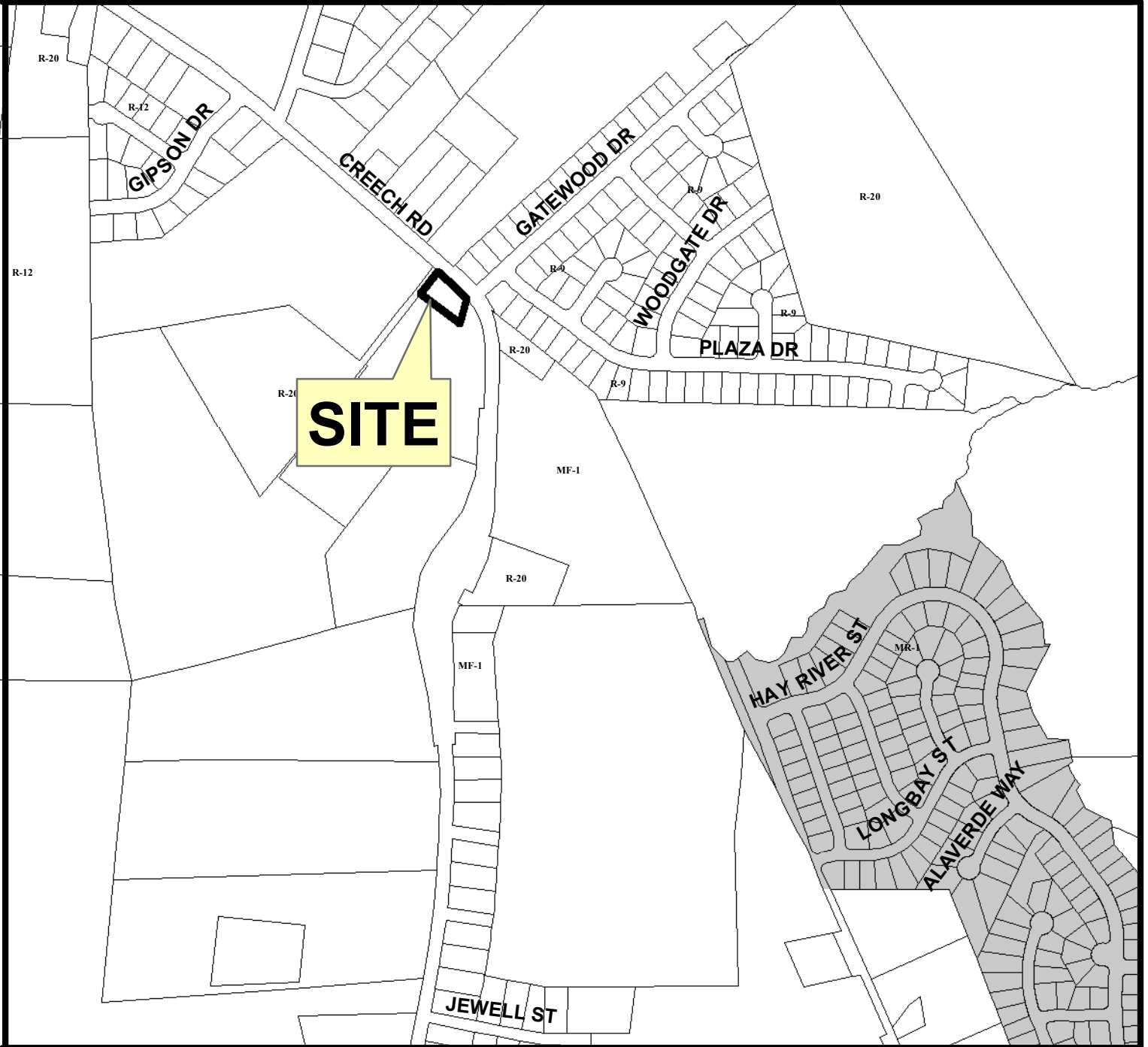
PUBLIC HEARING: May 7, 2018

ANNEXATION EFFECTIVE: 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

Return to:
Stella Gibson
Town of Garner
900 7th Avenue
Garner, NC 25729

ORDINANCE NO. (2018) 3907

**AN ORDINANCE TO EXTEND THE CORPORATE LIMITS OF THE
TOWN OF GARNER, NORTH CAROLINA**

WHEREAS, the Town Council of the Town of Garner has been petitioned under G.S. 160A-58.1 to annex the area described below; and

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

WHEREAS, the Town Clerk has certified the sufficiency of the petition and a public hearing on the question of this annexation was held at 900 7th Avenue in the Town of Garner Town Hall at 7:00 PM on May 7, 2018, after due notice by the *News & Observer* on April 20, 2018, and

WHEREAS, the Town Council finds that the area described therein meets the standards of G.S. 160A-58.1(b), to wit:

- a. The nearest point on the proposed satellite corporate limits is not more than three (3) miles from the corporate limits of the Town of Garner;
- b. No point on the proposed satellite corporate limits is closer to another municipality than to the Town of Garner;
- c. The area described is so situated that the Town of Garner will be able to provide the same services within the proposed satellite corporate limits that it provides within the primary corporate limits;
- d. No subdivision, as defined in G.S. 160A-376, will be fragmented by this proposed annexation;

WHEREAS, the Town Council further finds that the petition has been signed by all the owners of real property in the area who are required by law to sign; and

WHEREAS, the Town Council further finds that the petition is otherwise valid, and that the public health, safety and welfare of the Town of Garner and of the area proposed for annexation will be best served by annexing the area described;

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

Section 1. By virtue of the authority granted by G.S. 160A-58.2, the following described non-contiguous territory is hereby annexed and made part of the Town of Garner as of May 7, 2018.

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

A 0.51-acre tract located at 1421 Creech Road; the site can be identified as Wake County PIN 1712815362 and Real Estate ID 0030177; the property is recorded in Deed Book 016981 and Page 01655

Section 2. Upon and after May 7, 2018, the above described territory and its citizens and property shall be subject to all debts, laws, ordinances and regulations in force in the Town of Garner and shall be entitled to the same privileges and benefits as other parts of the Town of Garner said territory shall be subject to municipal taxes according to G.S. 160A-58.10.

Section 3. The Mayor of the Town of Garner shall cause to be recorded in the office of the Register of Deeds of Wake County, and in the office of the Secretary of State at Raleigh, North Carolina, an accurate map of the annexed territory, described in Section 1 above, together with a duly certified copy of this ordinance. Such a map shall also be delivered to the Wake County Board of Elections, as required by G.S. 163-288.1.

Adopted this 7th day of May, 2018.

Ronnie S. Williams, Mayor

ATTEST:

Stella L. Gibson, Town Clerk

Town of Garner
Town Council Meeting
Agenda Form

Meeting Date: May 7, 2018		
Subject: Annexation Petition ANX-18-02, God's Way Family Church		
Location on Agenda: Public Hearings		
Department: Planning		
Contact: David Bamford, Planning Services Manager		
Presenter: David Bamford, Planning Services Manager		
Brief Summary: 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.		
Recommended Motion and/or Requested Action: Adopt Ordinance (2018) 3908		
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 Memorandum

TO: Mayor and Town Council

FROM: David Bamford, AICP; Planning Services Manager

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

DATE: May 7, 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: Adopt annexation ordinance

KEY DATES:

SET PUBLIC HEARING: April 17, 2018

PUBLIC HEARING: May 7, 2018

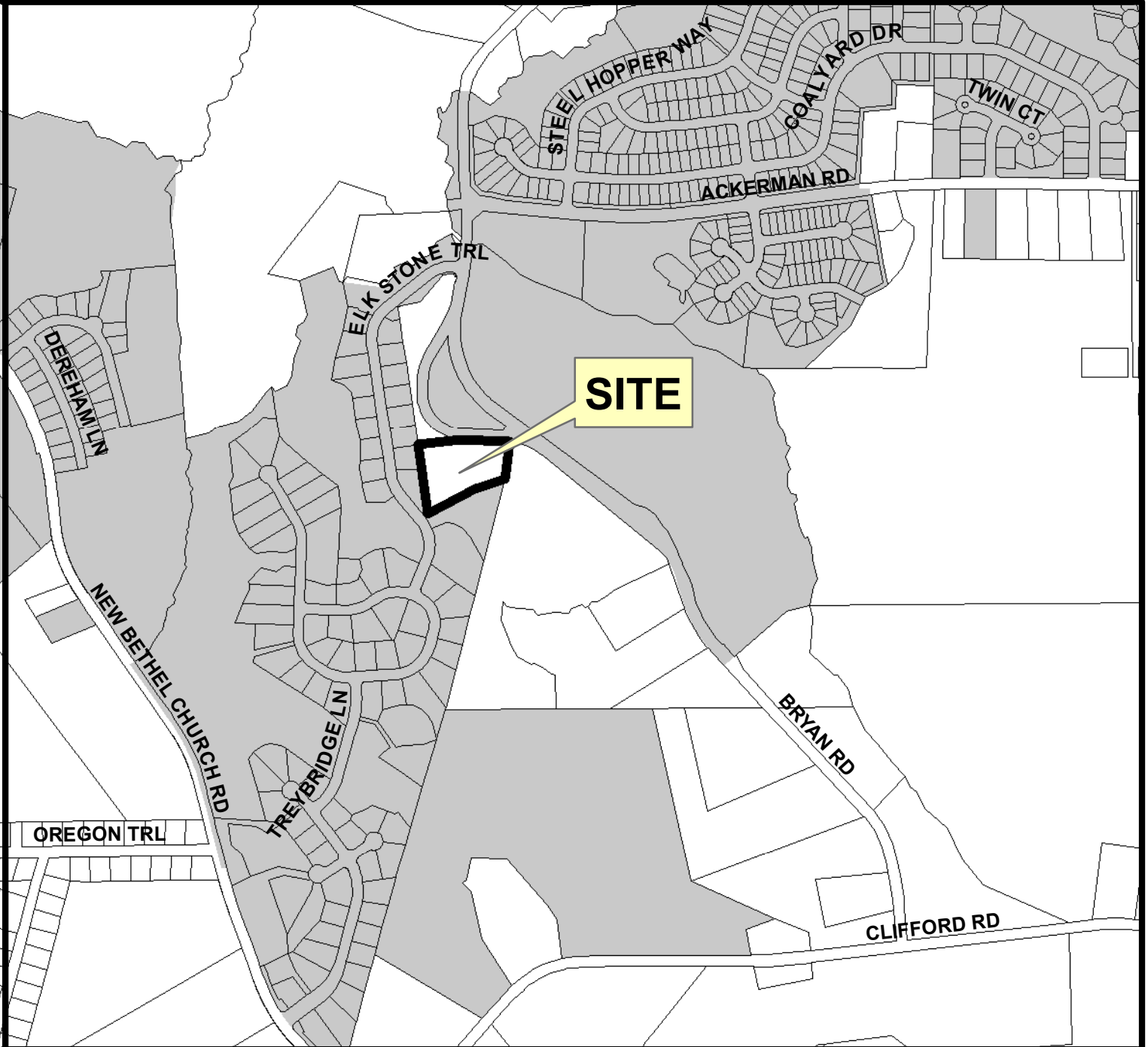
ANNEXATION EFFECTIVE: May 7, 2018

**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

Return to:
Stella Gibson
Town of Garner
900 7th Avenue
Garner, NC 27529

ORDINANCE NO. (2018) 3908

**AN ORDINANCE TO EXTEND THE CORPORATE LIMITS OF THE
TOWN OF GARNER, NORTH CAROLINA**

WHEREAS, the Town Council of the Town of Garner has been petitioned under G.S. 160A-58.1 to annex the area described below; and

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

WHEREAS, the Town Clerk has certified the sufficiency of the petition and a public hearing on the question of this annexation was held at 900 7th Avenue in the Town of Garner Town Hall at 7:00 PM on May 7, 2018, after due notice by the *News & Observer* on April 20, 2018, and

WHEREAS, the Town Council finds that the area described therein meets the standards of G.S. 160A-58.1(b), to wit:

- a. The nearest point on the proposed satellite corporate limits is not more than three (3) miles from the corporate limits of the Town of Garner;
- b. No point on the proposed satellite corporate limits is closer to another municipality than to the Town of Garner;
- c. The area described is so situated that the Town of Garner will be able to provide the same services within the proposed satellite corporate limits that it provides within the primary corporate limits;
- d. No subdivision, as defined in G.S. 160A-376, will be fragmented by this proposed annexation;

WHEREAS, the Town Council further finds that the petition has been signed by all the owners of real property in the area who are required by law to sign; and

WHEREAS, the Town Council further finds that the petition is otherwise valid, and that the public health, safety and welfare of the Town of Garner and of the area proposed for annexation will be best served by annexing the area described;

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

Section 1. By virtue of the authority granted by G.S. 160A-58.2, the following described non-contiguous territory is hereby annexed and made part of the Town of Garner as of May 7, 2018.

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

A 3.16-acre tract located at 8200 Bryan Road; the site can be identified as Wake County PIN 1629077501 and Real Estate ID 0406548; the property is recorded in Deed Book 015564 and Page 01009; the property is also identified as Lot 4 in Book of Maps 2011 and Page 00657

Section 2. Upon and after May 7, 2018, the above described territory and its citizens and property shall be subject to all debts, laws, ordinances and regulations in force in the Town of Garner and shall be entitled to the same privileges and benefits as other parts of the Town of Garner said territory shall be subject to municipal taxes according to G.S. 160A-58.10.

Section 3. The Mayor of the Town of Garner shall cause to be recorded in the office of the Register of Deeds of Wake County, and in the office of the Secretary of State at Raleigh, North Carolina, an accurate map of the annexed territory, described in Section 1 above, together with a duly certified copy of this ordinance. Such a map shall also be delivered to the Wake County Board of Elections, as required by G.S. 163-288.1.

Adopted this 7th day of May, 2018.

Ronnie S. Williams, Mayor

ATTEST:

Stella L. Gibson, Town Clerk

Town of Garner
Town Council Meeting
Agenda Form

Meeting Date: May 7, 2018		
Subject: Annexation Petition ANX-18-03, Abberly Solaire Apartments		
Location on Agenda: Public Hearings		
Department: Planning		
Contact: David Bamford, Planning Services Manager		
Presenter: David Bamford, Planning Services Manager		
Brief Summary: 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 Ordinance (2018) 3909		
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 Memorandum

TO: Mayor and Town Council

FROM: David Bamford, AICP; Planning Services Manager

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

DATE: May 7, 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: Adopt annexation ordinance

KEY DATES:

SET PUBLIC HEARING: April 17, 2018

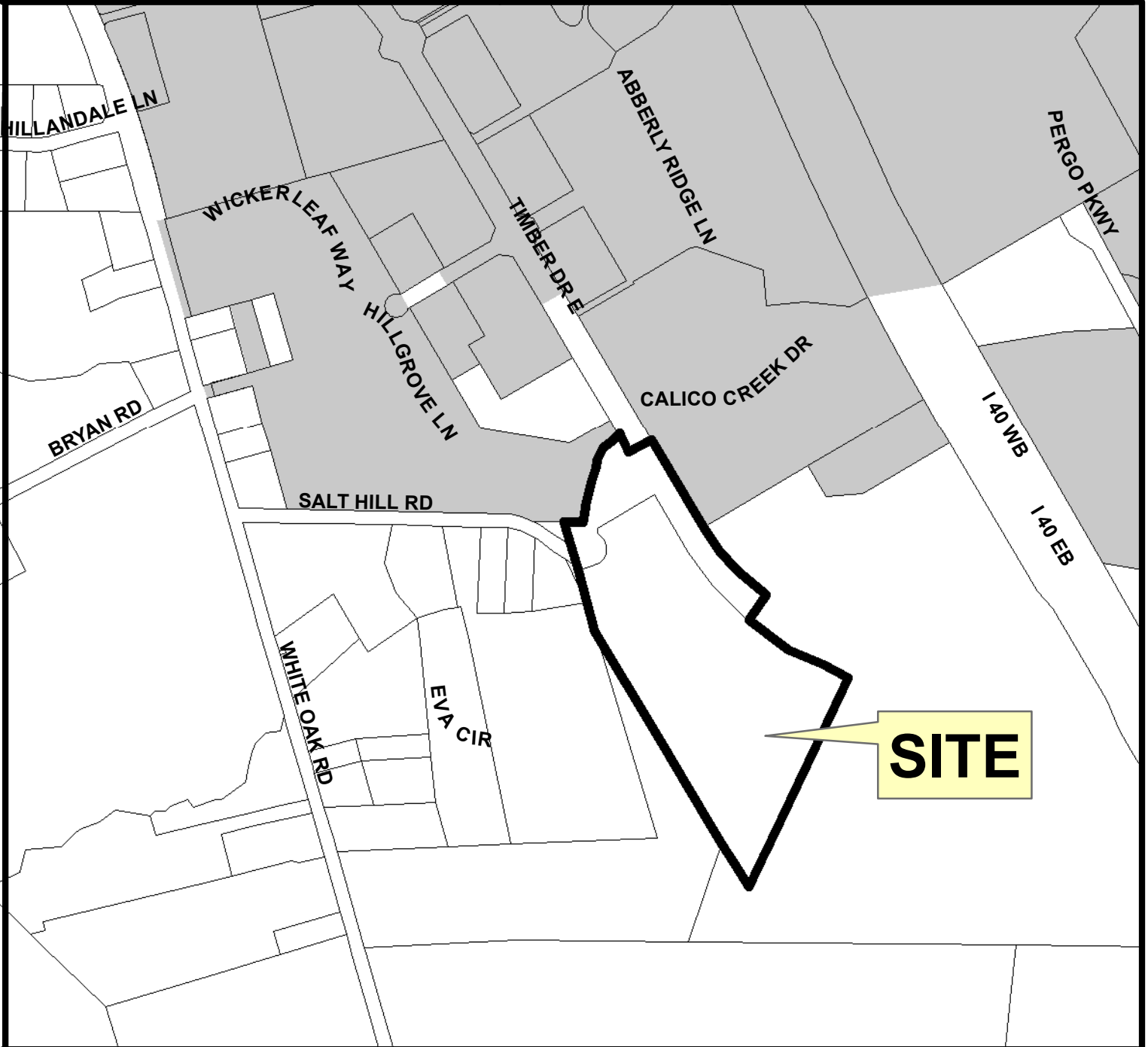
PUBLIC HEARING: May 7, 2018

ANNEXATION EFFECTIVE: 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

Return to:
Stella Gibson
Town of Garner
900 7th Avenue
Garner, NC 27529

ORDINANCE NO. (2018) 3909

**AN ORDINANCE TO EXTEND THE CORPORATE LIMITS OF THE TOWN OF GARNER,
NORTH CAROLINA**

WHEREAS, the Town Council has been petitioned under G.S. 160A-31, as amended, to annex the area described herein; and

WHEREAS, the Town Council has by resolution directed the Town Clerk to investigate the sufficiency of said petition; and

WHEREAS, the Town Clerk has certified the sufficiency of said petition, and a public hearing on the question of this annexation was held at the Town Hall at 7:00 p.m. on May 7, 2018, after due notice by publication in the *News & Observer* on April 20, 2018; and

WHEREAS, the Town Council does hereby find as a fact that said petition meets the requirements of G.S. 160A-31, as amended;

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

Section 1. By virtue of the authority granted by G.S. 160A-31, as amended, the following described territory, is hereby annexed and made part of the Town of Garner as of May 7, 2018.

(ANX 18-03) Abberly Solaire

A 19.61-acre tract located at 1700 Timber Drive East; the site can be identified as Wake County PIN 1720629857 and Real Estate ID 0452611; the property is recorded in Deed Book 017004 and Page 01062; the property is also identified as Lot 100 in Book of Maps 2017 and Page 02548

Section 2. Upon and after the 7th day of May, 2018, the above described territory and

its citizens and property shall be subject to all debts, laws, ordinances and regulations in force in the Town of Garner and shall be entitled to the same privileges and benefits as other parts of the Town of Garner. Said territory shall be subject to municipal taxes according to G.S. 160A-58.10.

Section 3. The Mayor of the Town of Garner shall cause to be recorded in the office of the Register of Deeds of Wake County, and in the office of the Secretary of State at Raleigh, North Carolina, an accurate map of the annexed territory, described in Section 1 hereof, together with a duly certified copy of this ordinance. Such a map shall also be delivered to the County Board of Elections, as required by G.S. 163-288.1.

Adopted this 7th day of May, 2018.

Ronnie S. Williams, Mayor

ATTEST:

Stella L. Gibson, Town Clerk

Town of Garner
Town Council Meeting
Agenda Form

Meeting Date: May 7, 2018		
Subject: General Use Rezoning Z-18-01 310, Loop Road		
Location on Agenda: Public Hearings		
Department: Planning		
Contact: David Bamford, Planning Services Manager		
Presenter: Het Patel, Senior Planner		
Brief Summary: Tracy Evans at 310 Loop Road is requesting rezoning from R-20 to Neighborhood Office (NO) to allow a beauty / barber shop salon as a home-based business out of the existing single-family home. This is a general use request with no conditions proposed.		
Recommended Motion and/or Requested Action: Refer Z-18-01 to the Planning Commission for review at their May 14, 2018 Meeting.		
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 Members

FROM: Het Patel, AICP; Senior Planner – Transportation and Land Use

SUBJECT: *General Use Rezoning – Z-18-01, Loop Road*

DATE: May 7, 2018

I. PROJECT AT A GLANCE

Rezoning Application:	Z-18-01 General Use Rezoning
Applicant:	Tracy Evans, Perfect Touch Hairstyling
Owner:	Timothy Evans and Tracy Lynn Evans
Property Location:	310 Loop Road
Wake Count PIN(s):	1701-85-5423
Area:	0.67 +/- acres
Town Limits:	Yes
Present Zoning:	R-20
Overlay:	US 70/401 Thoroughfare Overlay District
Requested Zoning:	Neighborhood Office (NO) Note: This is a general use request. No conditions are proposed.
Key Meeting Dates:	
Town Council Public Hearing:	May 7, 2018
Planning Commission:	May 14, 2018
Town Council Action Hearing:	June 4, 2018

II. BACKGROUND / REQUEST SUMMARY

The rezoning Z-18-01 has been submitted to allow an opportunity for home-based business use along with residential use of the property. It is our understanding the proposed use would include a single-family residence and a home-based barber / beauty salon. The applicant is requesting to rezone the site from Single-Family Residential (R-20) to Neighborhood Office (NO).

The reason for the zoning request is that “barber, beauty, and other personal service shops” are not an allowed home occupation in any residential district such as R-20, R-15, R-12, or R-9. This use is however allowed in a single-family home as a home-based business if the property is zoned Neighborhood Office.

III. ZONING ANALYSIS

Existing: The existing zoning of the 0.67-acre site is **Residential 20 (R-20)**. Residential districts are designed to create and maintain residential neighborhoods composed primarily of single-family dwellings and, as special uses, such institutional, public, and other compatible uses that are designed, constructed and maintained so as not to detract from the quality of each district. R-20 district allows single-family lots of at least 20,000 square feet (.45 acres).

The following is a list of permitted uses in the R-20 district:

- | | |
|---|--|
| 1. Single-family site built and modular homes | 10. Public safety facilities (fire, police, rescue, ambulance) |
| 2. Residential Cluster | 11. Cemetery |
| 3. Family Care home | 12. Public parks, swimming pools, tennis and golf courses |
| 4. Group care home | 13. Religious institutions |
| 5. Intermediate care home | 14. Minor utility—elevated water tank |
| 6. Community center | 15. Private golf course or country club |
| 7. Child day care up to 3 as home occupation | 16. Bed and breakfast |
| 8. Family child day care up to 8 in home | 17. Agriculture or silviculture |
| 9. School public or private | |

Proposed: The proposed zoning of the 0.67-acre site is **Neighborhood Office (NO)**. The **NO** zoning district has been established to accommodate modest-scale professional and service occupations, along with single-family residential units, to serve as a neighborhood activity center and as a transition between residential and more intense commercial uses.

The following is a list of permitted uses in the NO district.

- | | |
|----------------------------|---------------------------|
| 1. Single-family detached | 4. Family care home |
| 2. Upper story residential | 5. Group care home |
| 3. Modular home | 6. Intermediate care home |

- | | |
|---|---|
| 7. Adult daycare | 16. Golf course or country club private |
| 8. Child day care (in home) | 17. Gym, spa, indoor tennis or pool private |
| 9. Day care center | 18. Medical office |
| 10. Funeral home crematorium | 19. Other office; general office |
| 11. Ambulance, rescue squad, police, fire station | 20. Bed and breakfast |
| 12. Cemetery | 21. Hair and beauty salons |
| 13. Public parks, swimming pools, tennis and golf courses | 22. Banks and financial institutions |
| 14. Religious institutions | 23. Veterinarian/kennel, indoor tank |
| 15. Minor utility—elevated water tank | |

Overlay Districts: This property falls within the **US 70/401 Thoroughfare Overlay District**. This overlay district has additional development standards and use restrictions for properties with frontage along these 2 corridors. The overlay is explained in Article 4.11 of the *Unified Development Ordinance*. There are several uses that are prohibited or restricted within the overlay district.

Prohibited uses: None of the prohibited overlay district uses are included in the proposed use list provided above.

Prohibited uses adjacent to or within 150 feet of existing residential uses: The following may be expressly included in whole or in part in the proposed use list provided above and are prohibited as noted unless more stringently prohibited by the base zone.

- a. Hotel/motels
- b. Pool halls/bowling alleys only
- c. Bars/night clubs/ABC-permitted private clubs

Restricted uses with additional standards (site layout, screening): The following may be expressly included in whole or in part in the proposed use list provided above and are restricted by additional standards unless more stringent standards are already required by the base zone or they are not permitted by the proposed use list provided above.

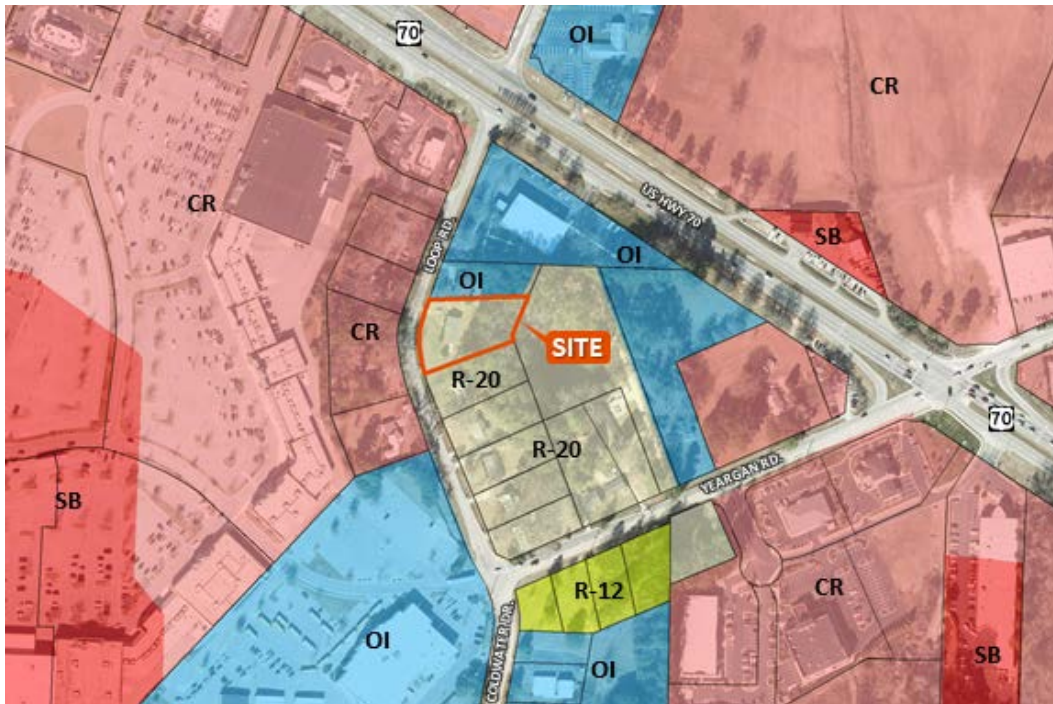
- a. Uses with outdoor storage, display, or goods for sale
- b. Manufactured home sales lots
- c. Motor vehicle sales lots
- d. Automobile service centers
- e. Automobile repair and body shops
- f. Veterinarians or kennels
- g. Truck terminals
- h. Car washes

Zoning History: The Planning Department’s rezoning database contains the following rezoning cases in this area.

Case	Applicant	Location	Zoning Change
CUD-Z 96-09	Springfield Development Corp.	Garner Towne Square (Home Depot)	CB to SB C57
CUD-Z 06-11	BSS Properties LLC	Fidelity Business Park	SB & O&I to CR C145
CUD-Z 08-03	BSS Properties LLC	201 New Fidelity Court	CR C145 to CR C154
CUD-Z 12-04	BRE Throne Garner Towne Square	9 th Grade Center	SB C54 and CR to O&I C165
CUD-Z 13-05	Sherman Yeargan	Loop Road & US 70 (Walgreens)	CR C69 to CR C170

Adjacent Zoning and Land Uses:

- North:** Office & Institutional (O&I) Single-Family Residential
- South:** Single-Family Residential (R-20) Single-Family Residential
- East:** Single-Family Residential (R-20) Single-Family Residential
- West:** Commercial Retail (CR) Single-Family Residential



Overall Neighborhood Character: This area along Loop Road is located between US 70 Highway and Yeargan Road. This area contains a mix of single-family residential, office, and heavy commercial uses. The predominant zoning in this area is non-residential CR and O&I. There is a small block of residential R-20 and R-12 tucked in the center of this activity center. Four (4) single-family homes across the street from the rezoning site (310 Loop Rd) are zoned Community Retail (CR). As development pressures mount in this area of Garner, we expect the remaining single-family homes to eventually transition over non-residential uses.

Infrastructure: Water/Sewer – The property is in the town limits and has access to public water and sewer. The property is developed as single-family residential home and is connected to an 8” water line and an 8” sewer line on Loop Road.



Transportation – The site has approximately 180 feet of road frontage on Loop Road. Loop Road is an 18-foot wide Town-maintained facility within a 60-foot right of way. Except for the newer Walgreens development, this road lacks curb and gutter and sidewalks. There is no traffic count information, and Loop Road is not classified on the Town of Garner’s Transportation Plan as either a major or minor thoroughfare.

The site is already developed so road improvements will not be required as part of this rezoning. However, if this site is re-developed in the future, road improvements would apply (curb / gutter / sidewalks). We also do not anticipate additional traffic impacts as a result of this rezoning.

Environment – This site is not located within the 100-year flood plain as delineated by the FEMA Flood Insurance Rate Maps.

IV. COMPREHENSIVE PLAN ANALYSIS

2006 Comprehensive Growth Plan: According to the *Town of Garner 2006 Comprehensive Growth Plan* map, the rezoning site is entirely within the boundary of the **Regional Center** which extends from Yeargan Road west over to Fayetteville Road (US 401) and south down to Old Stage Road.

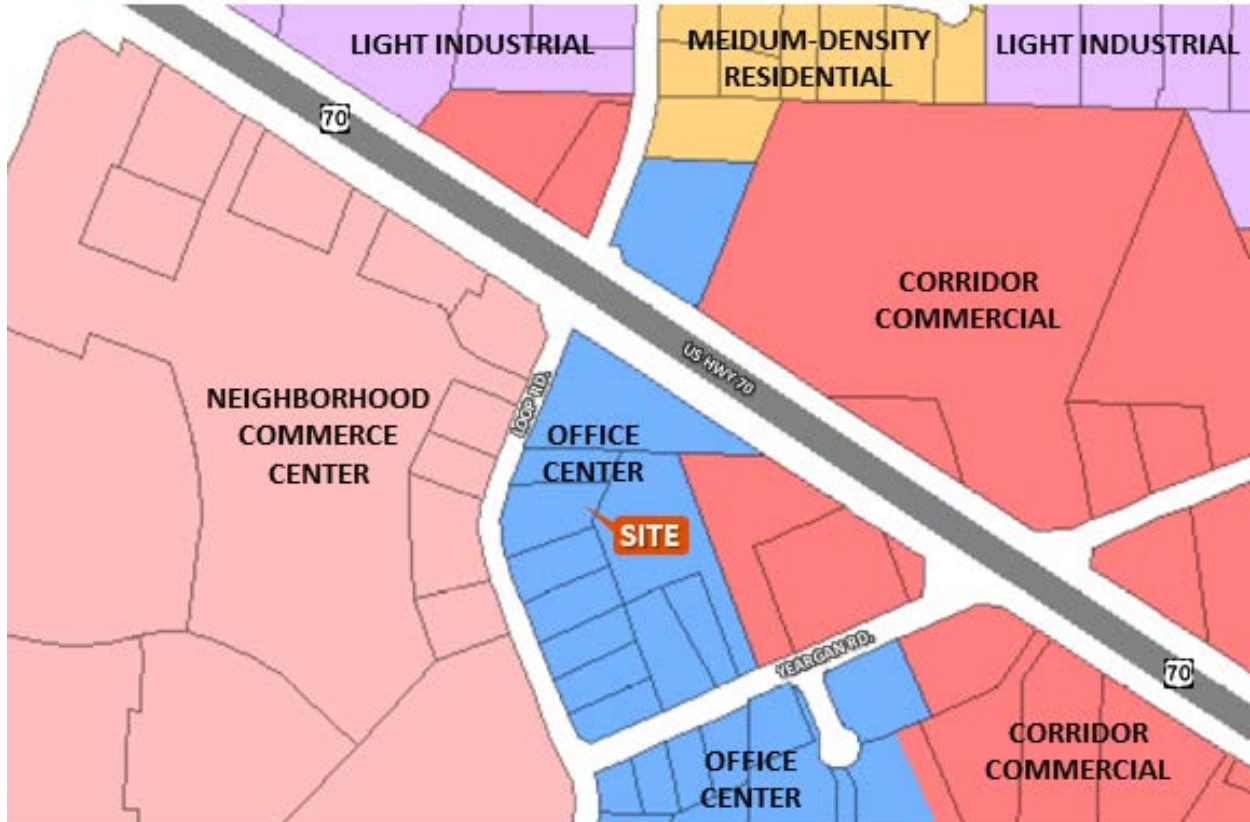
A **Regional Center** is designed to target a regional population. In these areas, the land uses are primarily non-residential which incorporates large areas of retail and large office buildings. However, the development of higher density residential (apartments) is often incorporated in these centers and provides housing options close to employment with direct access to the freeway. These centers also include park or natural areas for general public use and to mitigate the impacts of intensive development. The recommended zoning districts for a Regional Center include: O&I, PUD, SB, CR, MXD, and MF-2. The recommended residential density range is 13+ dwelling units per acre.

Since this is a general use rezoning, all allowable Neighborhood Office uses must be considered when evaluating this rezoning request.



Draft 2018 Garner Forward Plan (target adoption May/June 2018): Additionally, on the current draft Plan map, the site and tracts along Loop Road in this area are designated as **Office Center** on the east side and Neighborhood Commerce Center on the west side.

The **Office Center** land use category may have multiple, non-government tenants occupying a single building, adjacent spaces, or separate buildings accessed by 1-2 driveways from an arterial roadway. Examples may include professional or medical offices. The **Office Center** is usually located near transitional uses like moderate- to higher-density residential and mixed-use developments.



V. STAFF RECOMMENDATION

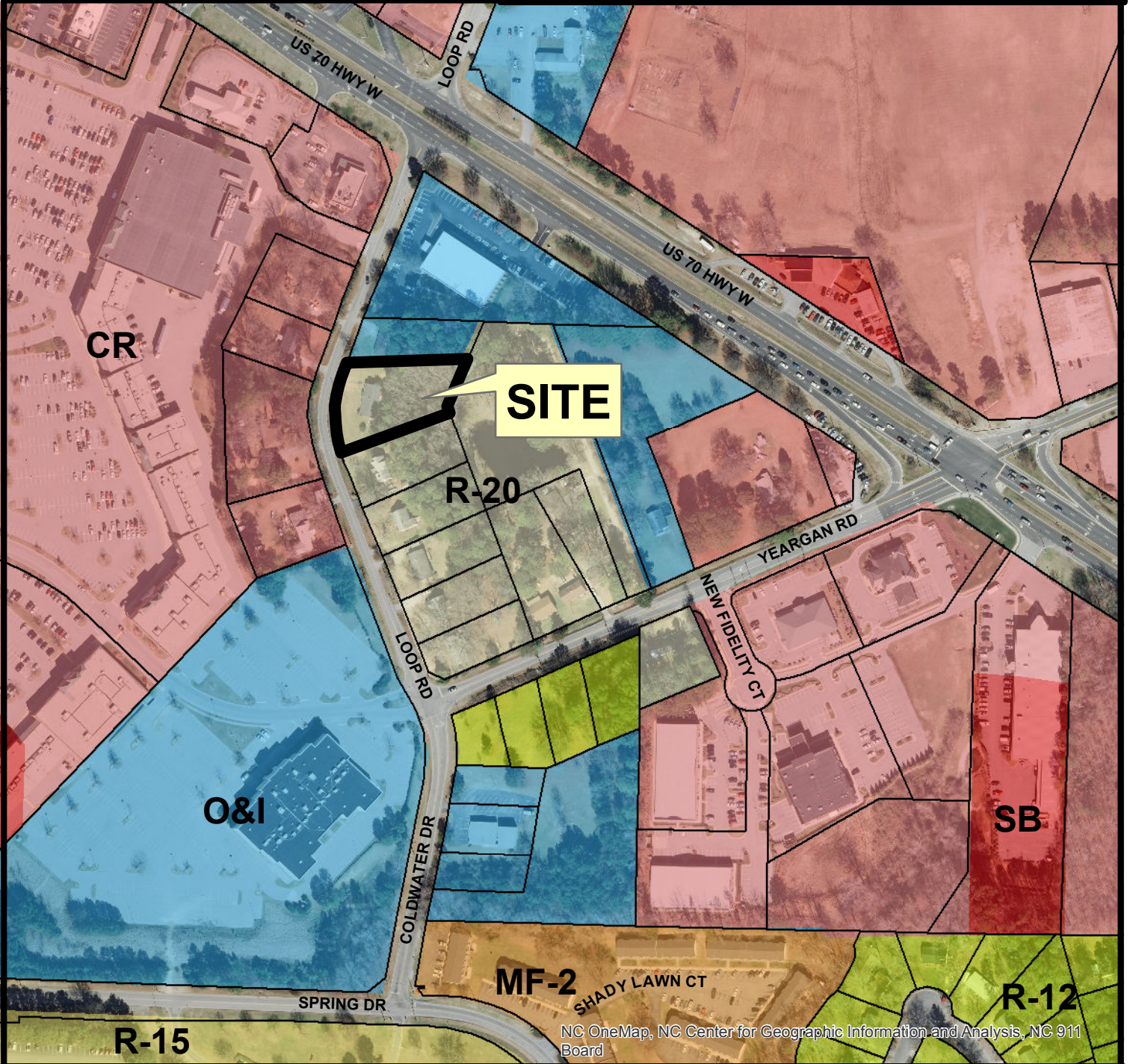
After conducting the public hearing, staff recommends referring the rezoning application Z-18-01 to the Planning Commission for review at their May 14, 2018 meeting.



Town of Garner Planning Department

General Use Applications Z 18-01

0 250 500
Feet



NC OneMap, NC Center for Geographic Information and Analysis, NC 911 Board

Applicant: Tracy Evans
Owner: Tracy Evans
Location: 310 Loop Rd
Pin: 1701855423

Proposed Use: Residential with home business
Current Zoning: R-20 (residential)
Proposed Zoning: NO (Neighborhood Office)
Overlay: US / 401 Overlay
Acreage:0.72

Town of Garner
Town Council Meeting
Agenda Form

Meeting Date: May 7, 2018		
Subject: Audit Contract for FY 2018		
Location on Agenda: Old/New Business		
Department: Finance		
Contact: Pam Wortham, Finance Director		
Presenter: JoAnne Crabtree, Accounting Manager		
<p>Brief Summary:</p> <p>We have selected the audit firm for the Town of Garner's FY 2018 audit after reviewing bids from four firms. The audit firm selected is Mauldin & Jenkins. The fee for this year's audit will be \$29,500 that includes the Single Audit fee. The engagement letter and the State Treasurer's standard audit contract are included for your review.</p>		
<p>Recommended Motion and/or Requested Action:</p> <p>Authorize Execution of Contract</p>		
<p>Detailed Notes:</p> 		
<p>Funding Source: General fund budget</p>		
Cost: \$60,000	One Time: <input checked="" type="radio"/>	Annual: <input checked="" type="radio"/> No Cost: <input checked="" type="radio"/>
<p>Manager's Comments and Recommendations:</p> <p>N/A</p>		
<p>Attachments Yes: <input checked="" type="radio"/> No: <input type="radio"/></p>		
Agenda Form Reviewed by:	Initials:	Comments:
Department Head:	PW	
Finance Director:	PW	
Town Attorney:		
Town Manager:	RD	
Town Clerk:		

FINANCE DEPARTMENT MEMORANDUM

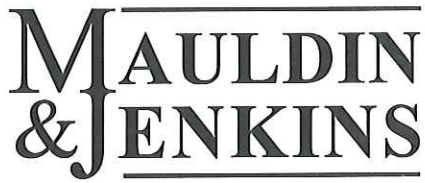
TO: RODNEY DICKERSON, TOWN MANAGER
FROM: PAM WORTHAM, FINANCE DIRECTOR
SUBJECT: AUDIT CONTRACT FOR FISCAL YEAR 2018
DATE: MAY 1, 2018

GENERAL FUND

We recently solicited proposals from CPA firms to provide audit services for FY 2018. Of the four proposals received, the one we selected is Mauldin & Jenkins. The fee for the audit will be \$29,500, which includes the review of the Comprehensive Annual Financial Report as prepared by our staff, and the reporting for a Single Audit for one major program. The proposal included a small increase in the amount for the following two years.

I am requesting that we be allowed to enter into the agreement for this firm to provide audit services for the Town.

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



April 12, 2018

Members of the Town Council
Town of Garner, North Carolina
900 Seventh Avenue
Garner, North Carolina 27529

Attn: Ms. Pamela Wortham, Finance Director and Mr. Rodney Dickerson, Town Manager

We are pleased to confirm our understanding of the services we are to provide the Town of Garner, North Carolina (the Town) for the year ended June 30, 2018. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of the Town of Garner, North Carolina as of and for the year then ended. These statements will include the budgetary comparison information for the General Fund. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Town's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Town's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis (MD&A).
2. Law Enforcement Officers' Special Separation Allowance Schedule of Changes in Total Pension Liability.
3. Law Enforcement Officers' Special Separation Allowance Schedule of Total Pension Liability as a Percentage of Covered Payroll.
4. Other Post-Employment Benefits Schedule of Changes in the Net OPEB Liability and Related Ratios.
5. Other Post-Employment Benefits Schedule of Town Contributions.

6. Local Government Employees' Retirement System Schedule of the Town's Proportionate Share of the Net Pension Liability.
7. Local Government Employees' Retirement System Schedule of Town Contributions.

We have also been engaged to report on supplementary information other than RSI that accompanies the Town's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

1. Schedule of expenditures of federal and state awards.
2. Individual fund statements and schedules.

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, we have no responsibility for determining whether such other information is properly stated, and our auditor's report will not provide an opinion or any assurance on that other information:

1. Introductory section
2. Statistical section

Audit Objectives

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on -

- Internal control over financial reporting and compliance with the provisions of laws, regulations, contracts and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Members of the Town Council for the Town of Garner, North Carolina. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements or the Single Audit compliance opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue reports, or may withdraw from this engagement.

Management Responsibilities

Management is responsible for the financial statements, schedule of expenditures of federal awards, and all accompanying information as well as all representations contained therein.

Management is responsible for (1) designing, implementing, and maintaining effective internal controls, including internal controls over federal awards, and for evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements, or abuse that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and to prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review subsequent to the start of fieldwork.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior

period (or, if they have changed, the reasons for such changes): and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes): and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective,

Government Auditing Standards do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Town of Garner, North Carolina's compliance with provisions of applicable laws, regulations, contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the Town of Garner's major programs. The purpose of these procedures will be to express an opinion on the Town of Garner's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Audit Administration, Fees, and Other

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the Town of Garner, North Carolina; however, management is responsible for distribution of the reports and financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Mauldin & Jenkins and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the

supervision of Mauldin & Jenkins personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by a regulatory body. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party (ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit in approximately August 2018 and to issue our reports no later than October 31, 2018. Adam M. Fraley is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Our fee for these services will be \$29,500 for the year ended June 30, 2018. This fee includes our review of the Comprehensive Annual Financial Report (CAFR), as prepared by management, and the performance and reporting for a Single Audit for one major program. Additional Single Audit major programs will be additional fees. Our hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered as work progresses and are payable upon presentation. The above fees are based on anticipated cooperation from your personnel (including complete and timely receipt by us of the information on the client participation listings) and the assumption that unexpected circumstances (including scope changes) will not be encountered during the audit. If significant additional time is necessary, we will discuss it with management and arrive at a new fee estimate before we incur the additional costs.

Our services and the terms of this engagement letter are contingent on our satisfactorily completing our client acceptance process, including communicating with and reviewing the predecessor auditor's workpapers.

As a result of our prior or future services to you, we might be requested or required to provide information or documents to you or a third party in a legal, administrative, arbitration, or similar proceeding in which we are not a party. If this occurs, our efforts in complying with such requests will be deemed billable to you as a separate engagement. We shall be entitled to compensation for our time and reasonable reimbursement for our expenses (including legal fees) in complying with the request. For all requests we will observe the confidentiality requirements of our profession and will notify you promptly of the request.

We appreciate the opportunity to be of service to the Town of Garner, North Carolina and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

MAULDIN & JENKINS, LLC



Adam M. Fraley

RESPONSE:

This letter correctly sets forth the understanding of the Town of Garner, North Carolina.

By: _____

Title: _____



Report on the Firm's System of Quality Control

To the Shareholders of Mauldin & Jenkins, LLC
and the National Peer Review Committee:

We have reviewed the system of quality control for the accounting and auditing practice of Mauldin & Jenkins, LLC (the firm), applicable to engagements not subject to PCAOB permanent inspection, in effect for the year ended May 31, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act; audits of employee benefit plans, an audit performed under FDICIA, and examinations of service organization's SOC 1 and SOC 2 engagements.

As part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Mauldin & Jenkins, LLC applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended May 31, 2017, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Mauldin & Jenkins, LLC has received a peer review rating of *pass*.

PBMares, LLP

PBMares, LLP
October 30, 2017

CONTRACT TO AUDIT ACCOUNTS

Of _____
Primary Government Unit

Discretely Presented Component Unit (DPCU) if applicable

On this _____ day of _____, _____,

Auditor: _____ Auditor Mailing Address: _____

_____ Hereinafter referred to as The Auditor

and _____ (Governing Board(s)) of _____
(Primary Government)

and _____: hereinafter referred to as the Governmental Unit(s), agree as follows:
(Discretely Presented Component Unit)

1. The Auditor shall audit all statements and disclosures required by accounting principles generally accepted in the United States of America (GAAP) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit (s) for the period beginning _____, _____, and ending _____, _____. The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business-type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).
2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with auditing standards generally accepted in the United States of America. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards*, (Uniform Guidance) and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board). **County and Multi-County Health Departments:** The Office of State Auditor will require Auditors of these Governmental Units to perform agreed upon procedures (AUPs) on eligibility determination on certain programs. Both Auditor and Governmental Unit agree that Auditor shall complete and report on these AUPs on Eligibility Determination as required by Office of the State Auditor (OSA) and in accordance with the instructions and timeline provided by OSA.
3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's Auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.
4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the SLGFD staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.

-
5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2011 revisions, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of their most recent peer review report regardless of the date of the prior peer review report to the Governmental Unit and the Secretary of the LGC prior to the execution of the audit contract. **If the audit firm received a peer review rating other than pass**, the Auditor shall not contract with the Governmental Unit without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to Government Accounting Standards or if financial statements are not prepared in accordance with GAAP and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment.

6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to the SLGFD within four months of fiscal year end. Audit report is due on:_____. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay shall be submitted to the Secretary of the LGC for approval.
7. It is agreed that generally accepted auditing standards include a review of the Governmental Unit's systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his findings, together with his recommendations for improvement. That written report shall include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.
8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. **Invoices for services rendered under these contracts shall not be paid by the Governmental Unit until the invoice has been approved by the Secretary of the LGC.** (This also includes any progress billings.) [G.S. 159-34 and 115C-447] All invoices for Audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoices shall be sent via upload through the current portal address: <https://nctreasurerslgfd.leapfile.net>. Subject line should read "Invoice – [Unit Name]. The PDF invoice marked 'approved' with approval date shall be returned by email to the Auditor to present to the Governmental Unit for payment. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.
9. In consideration of the satisfactory performance of the provisions of this contract, the Primary Government shall pay to the Auditor, upon approval by the Secretary of the LGC, the fee, which includes any cost the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (Federal and State grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. (**Note: Fees listed on Fees page.**). This does not include fees for any Pre-Issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item #12).
10. If the Governmental Unit has outstanding revenue bonds, the Auditor shall submit to the SLGFD either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to the SLGFD simultaneously with the

Governmental Unit's audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.

11. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board as soon as practical after the close of the fiscal year end.
12. If the audit firm is required by the NC State Board, the NCACPA Peer Review Committee, or the Secretary of the LGC to have a pre-issuance review of its audit work, there shall be a statement in the engagement letter indicating the pre-issuance review requirement. There also shall be a statement that the Governmental Unit shall not be billed for the pre-issuance review. The pre-issuance review shall be performed **prior** to the completed audit being submitted to the SLGFD. The pre-issuance review report shall accompany the audit report upon submission to the SLGFD.
13. The Auditor shall electronically submit the report of audit to the SLGFD as a text-based PDF file when (or prior to) submitting the invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the SLGFD by any interested parties. **Any subsequent revisions to these reports shall be sent to the Secretary of the LGC along with an Audit report Reissuance form.** These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings, by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit without subsequent consent of the Auditor. If the SLGFD determines that corrections need to be made to the Governmental Unit's financial statements, those corrections shall be provided within three days of notification unless another deadline is agreed to by the SLGFD.

If the OSA designates certain programs to be audited as major programs, as discussed in item #2, a turnaround document and a representation letter addressed to the OSA shall be submitted to the SLGFD.

The SLGFD's process for submitting contracts, audit reports and invoices is subject to change. Auditors shall use the submission process in effect at the time of submission. The most current instructions will be found on our website: <https://www.nctreasurer.com/slq/Pages/Audit-Forms-and-Resources.aspx>

14. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the Secretary of the LGC, this contract may be varied or changed to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.
15. If an approved contract needs to be amended for any reason, the change shall be made in writing, on the Amended LGC-205 contract form and pre-audited if the change includes a change in audit fee. This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted through the audit contract portal to the Secretary of the LGC for approval. The portal address to upload the amended contract is <https://nctreasurerslgfd.leapfile.net>. No change to the audit contract shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.

-
16. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit shall be attached to the contract, and by reference here becomes part of the contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item #23 of this contract. Engagement letters containing indemnification clauses shall not be accepted by the SLGFD.
 17. Special provisions should be limited. Please list any special provisions in an attachment. [See attached Engagement Letter](#)
 18. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the parent government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and finance officer also shall be included on this contract.
 19. The contract shall be executed, pre-audited, physically signed by all parties including Governmental Unit and the Auditor and then submitted in PDF format to the Secretary of the LGC. The current portal address to upload the contractual documents is <https://nctreasurerslgfd.leapfile.net>. Electronic signatures are not accepted at this time. Included with this contract are instructions to submit contracts and invoices for approval as of November 2017. These instructions are subject to change. Please check the NC Treasurer's web site at <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx> for the most recent instructions.
 20. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. **The audit should not be started before the contract is approved.**
 21. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.
 22. **E-Verify.** Auditor **shall comply** with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor **shall require** such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.
 23. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted: (See Item 16 for clarification).

[Number 22, because Auditor does not have 25 or more employees in the State of North Carolina.](#)

SIGNATURE PAGES FOLLOW FEES PAGE

FEES – PRIMARY GOVERNMENT

AUDIT: \$ _____

WRITING FINANCIAL STATEMENTS: \$ _____

ALL OTHER NON-ATTEST SERVICES: \$ _____

For all non-attest services the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and *Governmental Auditing Standards* (as applicable). Bookkeeping and other non-attest services necessary to perform the audit shall be included under this contract. However, bookkeeping assistance shall be limited to the extent that the Auditor is not auditing his or her own work or making management decisions. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience necessary to oversee the services and accept responsibility for the results of the services. Financial statement preparation assistance shall be deemed a “significant threat” requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. The Auditor shall maintain written documentation of his or her compliance with these standards in the audit work papers.

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees above. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee.

The 75% cap for interim invoice approval for this audit contract is \$ _____
**** NA if there is to be no interim billing**

FEES – DPCU (IF APPLICABLE)

AUDIT: \$ _____

WRITING FINANCIAL STATEMENTS: \$ _____

ALL OTHER NON-ATTEST SERVICES: \$ _____

For all non-attest services the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and *Governmental Auditing Standards* (as applicable). Bookkeeping and other non-attest services necessary to perform the audit shall be included under this contract. However, bookkeeping assistance shall be limited to the extent that the Auditor is not auditing his or her own work or making management decisions. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience necessary to oversee the services and accept responsibility for the results of the services. Financial statement preparation assistance shall be deemed a “significant threat” requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. The Auditor shall maintain written documentation of his or her compliance with these standards in the audit work papers.

Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees above. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year audit fee.

The 75% cap for interim invoice approval for this audit contract is \$ _____
**** NA if there is to be no interim billing**

Communication regarding audit contract requests for modification or official approvals will be sent to the email addresses provided in the spaces below.

Audit Firm Signature:

Name of Audit Firm

By

Authorized Audit firm representative name: Type or print

Signature of authorized audit firm representative

Date

Email Address of Audit Firm

Governmental Unit Signatures:

Name of Primary Government

By

Mayor / Chairperson: Type or print name and title

Signature of Mayor/Chairperson of governing board

Date

By

Chair of Audit Committee - Type or print name

_____ **

Signature of Audit Committee Chairperson

Date

*** If Governmental Unit has no audit committee, mark this section "N/A"*

PRE-AUDIT CERTIFICATE: Required by G.S. 159-28 (a)

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

By

Primary Government Unit Finance Officer:

Type or print name

Primary Government Finance Officer Signature

Date

*(Pre-audit Certificate **must be dated.**)*

Email Address of Finance Officer

Date Primary Government Governing Body Approved Audit Contract - G.S. 159-34(a)

*****Please provide us the most current email addresses available as we use this information to update our contact database*****

**** This page to only be completed by Discretely Presented Component Units If Applicable ****

Communication regarding audit contract requests for modification or official approvals will be sent to the email addresses provided in the spaces below.

DPCU Governmental Unit Signatures:

Name of Discretely Presented Component Unit

By

DPCU Board Chairperson: Type or print name and title

Signature of Chairperson of DPCU governing board

Date

By

Chair of Audit Committee - Type or print name

_____ **

Signature of Audit Committee Chairperson

Date

*** If Governmental Unit has no audit committee, mark this section "N/A"*

PRE-AUDIT CERTIFICATE: Required by G.S. 159-28

(a)

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

By _____

DPCU Finance Officer:

Type or print name

DPCU Finance Officer Signature

Date

(Pre-audit Certificate must be dated.)

Email Address of Finance Officer

Date DPCU Governing Body Approved Audit Contract - G.S. 159-34(a)

*****Please provide us the most current email addresses available as we use this information to update our contact database*****

Steps to Completing the Audit Contract

1. Complete the header information – If a DPCU is subject to the audit requirements found in the Local Government Budget and Fiscal Control Act and a separate report is being issued for that DPCU, a separate audit contract for the DPCU is required. If a separate report is not being issued for the DPCU – it is being included in the Primary Government’s audit – the DPCU shall be named with the Primary Government on the audit contract for the Primary Government. The Board Chairperson of the DPCU shall sign the audit contract in addition to the elected leader of the Primary Government.
2. Item No. 1 – Complete the period covered by the audit
3. Item No. 6 – Fill in the audit due date. For Governmental Unit (s), the contract due date can be no later than 4 months after the end of the fiscal year, even though amended contracts may not be required until a later date.
4. Item No. 8 – If the process for invoice approval instructions changed, the Auditor should make sure he and his administrative staff are familiar with the current process. Instructions for each process can be found at the following link. <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>
5. Item No. 9 –Please note that the new fee section has been moved to page 5.
6. Item No. 16 – Has the engagement letter been attached to the contract that is being submitted to SLGFD?
 - a. Do the terms and fees specified in the engagement letter agree with the Audit contract? *“In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence.”*
 - b. Does the engagement letter contain an indemnification clause? **The audit contract shall not be approved if there is an indemnification clause – refer to LGC Memo # 986.**
7. Complete the fee section for BOTH the Primary Government and the DPCU (if applicable) on the fees page; please note:
 - The cap on interim payments is 75% of the current audit fee for services rendered if the contracted fee amount is a fixed amount. If any part of the fee is variable, interim payments are limited to 75% of the prior year’s total audit fee. If the contract fee is partially variable, we shall compare the authorized interim payment on the contract to 75% of last year’s actual approved total audit fee amount according to our records. There is a report of audit fees paid by each governmental unit on our web site: https://www.nctreasurer.com/slg/lfm/audit_acct/Pages/default.aspx select “audit fees”

Please call or email Lorna Hodge at 919-814-4299 lorna.hodge@nctreasurer.com if you have any questions about the fees on this list.

 - For variable fees for services, are the hourly rates or other rates clearly stated in detail? If issued separately in an addendum, has the separate page been acknowledged in writing by the Governmental Unit?

-
- For fees for services that are a combination of fixed and variable fees, are the services to be provided for the fixed portion of the fee clearly stated? Are the hourly rates or other rates clearly stated for the variable portion of the fee? (Note: See previous bullet point regarding variable fees.)
 - If there is to be no interim billing, please indicate N/A instead of leaving the line blank.
8. Signature Area – There are now 2 Signature Pages: one for the Primary Government and one for the DPCU. Please only send the page(s) that are applicable to your Unit of Government and do not include the instructions pages. Make sure all signatures have been obtained, and properly dated. **The contract shall be approved by Governing Boards pursuant to G.S. 159-34(a).** If this contract includes the audit for a DPCU that is a Public Authority that falls under the Local Government Budget and Fiscal Control Act, it shall be named in this contract and the Board Chairperson of the DPCU also shall sign the contract in the area indicated. If the DPCU is filing a separate audit, a separate audit contract is required for that DPCU.
9. Please place the date the Primary Government’s Governing Board and the DPCU’s Governing Board (if applicable) approved the audit contract in the space provided.
- a. Please make sure that you provide email addresses for the audit firm and finance officer as these will be used to communicate official approval of the contract.
 - b. Has the pre-audit certificate for the Primary Government (and the DPCU if applicable) been signed and dated by the appropriate party?
 - c. Has the name and title of the Mayor or Chairperson of the Unit’s Governing Board and the DPCU’s Chairperson (if applicable) been typed or printed on the contract and has he/she signed in the correct area directly under the Auditor’s signature?
10. If the Auditor is performing an audit under the yellow book or single audit rules, has year-end bookkeeping assistance been limited to those areas permitted under the revised GAO Independence Standards? Although not required, we encourage Governmental Units and Auditors to disclose the nature of these services in the contract or an engagement letter. Fees for these services should be shown in the space indicated on the fees page.
11. Has the most recently issued peer review report for the audit firm been included with the contract? This is required if the audit firm has received a new peer review report that has not yet been forwarded to us. The audit firm is only required to send the most current Peer Review report to us once – not multiple times.
12. After all the signatures have been obtained and the contract is complete, please convert the contract and all other supporting documentation to PDF. When submitting for approval send the documents as one PDF file to include the Audit contract, any applicable addendums, the engagement letter and Peer Review Report. Submit these documents using the most current submission process which can be obtained at the NC Treasurer’s web site <https://www.nctreasurer.com/slg/Audit%20Forms%20and%20Resources/Instructions%20for%20Contract%20Submission.pdf>
13. If an audit cannot be completed by the due date, the Auditor or Governmental Unit shall file an Amended Contract form (Amended LGC-205). This form shall be signed by the Governmental Unit representative and the Auditor. The explanation for the delay in completing the audit is part of this contract amendment form and shall be provided. The parties that signed the original audit contract shall sign the amended contract form as well. If the signing representatives are unable to sign the amended contract, please include an explanation for this in the submitted amended contract form.



Report on the Firm's System of Quality Control

To the Shareholders of Mauldin & Jenkins, LLC
and the National Peer Review Committee:

We have reviewed the system of quality control for the accounting and auditing practice of Mauldin & Jenkins, LLC (the firm), applicable to engagements not subject to PCAOB permanent inspection, in effect for the year ended May 31, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act; audits of employee benefit plans, an audit performed under FDICIA, and examinations of service organization's SOC 1 and SOC 2 engagements.

As part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Mauldin & Jenkins, LLC applicable to engagements not subject to PCAOB permanent inspection in effect for the year ended May 31, 2017, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Mauldin & Jenkins, LLC has received a peer review rating of *pass*.

PBMares, LLP

PBMares, LLP
October 30, 2017

Town of Garner
Town Council Meeting
Agenda Form

Meeting Date: May 7, 2018		
Subject: 2018 Street Resurfacing Project Award		
Location on Agenda: Old/New Business		
Department: Engineering		
Contact: Jonathan Ham, Asst. Town Engineer		
Presenter: Tony Chalk, Town Engineer		
Brief Summary: The Engineering Department is seeking approval of the lowest bidder, Turner Asphalt, for the 2018 Street Resurfacing Project. The 2018 Street Resurfacing Project will resurface approximately 1.8 miles of Town Streets utilizing Powell Bill Funds and streets were selected based on their condition.		
Recommended Motion and/or Requested Action: Award 2018 Street Resurfacing Project to Turner Asphalt for the resurfacing of 1.8 miles of Town streets.		
Detailed Notes: See attached memo, map and certified bid tab.		
Funding Source: Powell Bill Funds		
Cost: \$694,303	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

900 7th Avenue • Garner, North Carolina 27529
Phone (919) 772-4688 • Fax (919) 662-8874 • www.GarnerNC.gov

MEMO

TO: John Hodges, Assistant Town Manager

FROM: Jonathan Ham, Assistant Town Engineer

DATE: April 27, 2018

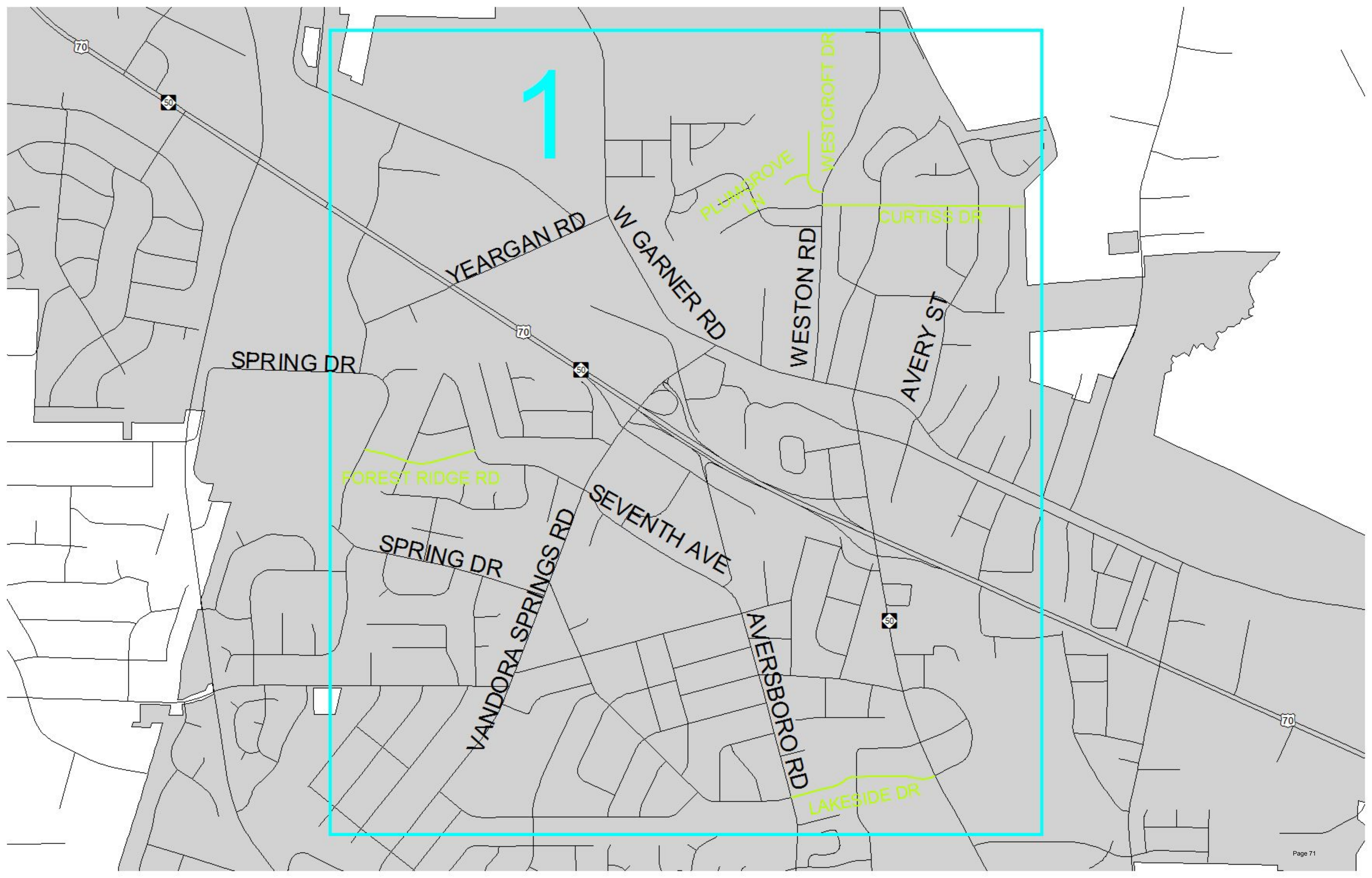
RE: **2018 Street Resurfacing Project Bids**

Bids were received and opened on April 24th, 2018 for the resurfacing of approximately two miles of town streets. Four bids were received, and the low bid was \$694,303.00 from Turner Asphalt. This bid was approximately 29% above the Engineer's estimate of \$538,111.58 for the work and is also above the target budget.

Enclosed are maps of the streets slated to be resurfaced per the contract quantities and an engineer's certified bid tabulation of the bids received. Please note that with the prices received from Turner Asphalt, staff will be negotiating with them to reduce the overall project cost by removing streets from the list of streets. The streets removed from the list are in the best condition of those that were selected and will be addressed in future resurfacing cycles.

Turner Asphalt has worked on many paving projects around town and also has done a good job on previous town resurfacing projects, and as such I recommend award of the 2018 Street Resurfacing Project contract to Turner Asphalt.

Please let me know if you have any questions.



1

70

50

70

50

50

70

SPRING DR

FOREST RIDGE RD

SPRING DR

VANDORA SPRINGS RD

SEVENTH AVE

AVERSBORO RD

LAKESIDE DR

YEARGAN RD

W GARNER RD

WESTON RD

PLUMGROVE LN

WESTCROFT DR

CURTISS DR

AVERY ST

2

VANDORA SPRINGS RD

OLD STAGE RD

BUFFALO RD

SHADY BIRCH LN

MISTY MEADOW LN

3

NEWHAVEN CT

BUFFALOE RD

DUNHAVEN DR

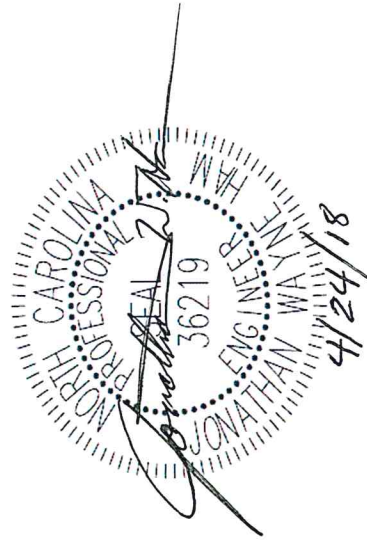
BENSON RD

BID TABULATION

BID OPENING: APRIL 24, 2018, 10:00 AM		Engineer's Estimate		Barnhill Contracting Co.		Fred Smith Company		Gelder & Associates, Inc.		Turner Asphalt	
Item	Description	Qty*	Unit	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total
	License Number				3194		43848		5078		73137
	MBE Documentation				Y		Y		Y		Y
	Bid Bond Attached? (Y/N)				Y		Y		Y		Y
	Addenda Acknowledgement? (Y/N)				Y		Y		Y		Y
1	Mobilization	1	LS	\$ 13,701.58	\$ 13,701.58	\$ 56,270.00	\$ 43,500.00	\$ 46,000.00	\$ 46,000.00	\$ 1,200.00	\$ 1,200.00
2	Pavement Removal & Replacement (2" Depth)	11,600	SY	\$ 7.00	\$ 81,200.00	\$ 24.15	\$ 280,140.00	\$ 9.25	\$ 107,300.00	\$ 15.72	\$ 182,352.00
3	Aggregate Base Course	250	Ton	\$ 40.00	\$ 10,000.00	\$ 64.00	\$ 16,000.00	\$ 125.00	\$ 31,250.00	\$ 35.00	\$ 8,750.00
4	Bituminous Base Course	1,250	Ton	\$ 55.00	\$ 68,750.00	\$ 156.50	\$ 195,625.00	\$ 130.00	\$ 162,500.00	\$ 125.00	\$ 156,250.00
5	Asphalt Surface Course	2,600	Ton	\$ 94.00	\$ 244,400.00	\$ 97.50	\$ 253,500.00	\$ 110.00	\$ 286,000.00	\$ 95.00	\$ 247,000.00
6	Manhole Adjustment	49	EA	\$ 340.00	\$ 16,660.00	\$ 450.00	\$ 22,050.00	\$ 425.00	\$ 20,825.00	\$ 285.00	\$ 13,965.00
7	Water Vavluue Adjustment	55	EA	\$ 340.00	\$ 18,700.00	\$ 450.00	\$ 24,750.00	\$ 400.00	\$ 22,000.00	\$ 285.00	\$ 15,675.00
8	Pavement Milling	26,650	SY/IN	\$ 3.00	\$ 79,950.00	\$ 3.15	\$ 83,947.50	\$ 1.90	\$ 50,635.00	\$ 3.15	\$ 83,947.50
9	Geotextile Fabric	150	SY	\$ 5.00	\$ 750.00	\$ 7.40	\$ 1,110.00	\$ 6.00	\$ 900.00	\$ 10.00	\$ 1,500.00
10	Signal Loop Re-establishment	1	LS	\$ 4,000.00	\$ 4,000.00	\$ 1,900.00	\$ 1,900.00	\$ 1,400.00	\$ 1,400.00	\$ 3,800.00	\$ 3,800.00
TOTAL BID					\$ 538,111.58		\$ 955,292.50		\$ 726,310.00		\$ 758,939.50
											\$ 694,303.00

* 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 April 24, 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.



Town of Garner
Town Council Meeting
Agenda Form

Meeting Date: May 7, 2018		
Subject: Avery Street/Curtiss Drive Sidewalk Discussion		
Location on Agenda: Old/New Business		
Department: Engineering		
Contact: Tony Chalk, Town Engineer		
Presenter: Tony Chalk, Town Engineer		
Brief Summary: Denise Thomas indicated that she would be present at the meeting to present information regarding the proposed sidewalk adjacent to 701 Curtiss Drive.		
Recommended Motion and/or Requested Action: Discussion and Council Guidance		
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:	TC	
Finance Director:		
Town Attorney:		
Town Manager:	RD	
Town Clerk:		