

# **TOWN OF GARNER**



## **TOWN COUNCIL MEETING**

June 19, 2018  
7:00 P.M.

Garner Town Hall  
900 7th Avenue  
Garner, NC 27529

**Town of Garner  
Town Council Agenda  
June 19, 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 7<sup>th</sup> 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 Singleton

- C. INVOCATION: Council Member Singleton

- 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 May 22, May 29, and June 4, 2018 regular meetings and closed session minutes from May 22 and 29, 2018 closed sessions.

Action: Adopt Minutes

- 2. Extension of Town Attorney Agreement – FY2018/2019 ..... Page 19  
Presenter: Rodney Dickerson, Town Manager

Annual contract extension for legal services in FY2018/2019. No changes have been made since last year.

Action: Authorize Execution of Contract

- 3. Ordinance Amending FY2017/2018 Operating Budget ..... Page 21  
Presenter: Pam Wortham, Finance Director

Request to utilize building permit fees collected in excess of what was budgeted to provide two vehicles for the Inspections Department.

Action: Adopt Ordinance (2018) 3915

- 4. Recognition of Disposable Property ..... Page 24  
Presenter: Brandon Zuidema, Police Chief

Resolution to recognize service weapon and badge of Officer William Hinson as disposable property, so that they can be awarded to him in recognition of his retirement from the Town after almost 18 years of dedicated service.

Action: Adopt Resolution (2018) 2352

- 5. Ordinance Amending FY2017/2018 Operating Budget (Police Department Holiday Bank Pay-Out) ..... Page 26  
Presenter: Pam Wortham, Finance Director

Request to move funds from other departments to payout holiday leave accrued by sworn officers prior to December 31, 2017. This equates to \$57,005 in salary costs, and \$11,914 in matching fringe benefits.

Action: Adopt Ordinance (2018) 3917

H. PUBLIC HEARINGS

- 1. Garner Forward Comprehensive & Transportation Plans ..... Page 29  
Presenter: David Bamford, Planning Services Manager

Receive public comments on the Garner Forward Comprehensive & Transportation Plans. Staff and the consultant will give a brief presentation overview of both plans.

Action: Adopt Garner Forward Comprehensive & Transportation Plans

2. FY2018/2019 Economic Development Budget Hearing ..... Page 31  
Presenter: Mike Franks, Budget & Special Projects Manager

This Public Hearing is being held for the purpose of complying with the requirements of North Carolina General Statute 158-7.1 which requires a public hearing for all economic development expenditures.

Action: Receive Comments

I. NEW/OLD BUSINESS

1. FY2018/2019 Recommended Budget ..... Page 34  
Presenter: Mike Franks, Budget & Special Projects Manager

Adoption of the FY 2018/2019 Budget Ordinance. Ordinance reflects the changes made to the original recommended budget that were presented to Council at the June 4, 2018 public budget hearing. The FY 2018 - 2019 Fee Schedule is also included for adoption.

Action: Adopt Ordinance (2018) 3916

2. White Oak/Hebron Church/Ackerman Intersection Improvements (Preferred Alternative Selection) ..... Page 44  
Presenter: Het Patel, Senior Planner

To provide a summary of project activities to date including: an update on then public open house meeting and the feedback received on the two (2) preferred alternatives; and, an update on the two (2) preferred alternatives with benefits and concerns for each alternative.

Action: Select Preferred Alternative

3. Amended CDBG Cooperation Agreement ..... Page 69  
Presenter: Jeff Triezenberg, Planning Director

Over the years, the CDBG program has assisted the Town in constructing sidewalks, enhance parks and recreation facilities. The Wake County Attorney's office has determined that amended agreements need to be re-authorized for Federal Fiscal Year 2019. The last agreement was formally signed and entered into in 2006 and have been auto-renewed in years since.

Action: Authorize Execution of Agreement

- 4. Human Resources Committee Nomination to Various Town Boards and Commissions ..... Page 77  
Presenter: Ken Marshburn, Mayor ProTem

The Human Resources Committee of the Town Council held meetings to discuss and conduct interviews and recommend appointments to the Planning Commission, Parks Recreation and Cultural Resources Advisory Committee, Senior Citizens Advisory Committee and the Veterans Advisory Committee.

Action: Appoint nominees to Committees/Boards

J. COMMITTEE REPORTS

K. MANAGER REPORTS

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

L. ATTORNEY REPORTS

M. COUNCIL REPORTS

N. CLOSED SESSION

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

O. ADJOURNMENT

Town of Garner  
Town Council Meeting  
Agenda Form

Meeting Date: June 19, 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 May 22, May 29, and June 4, 2018 regular meetings and closed session minutes from May 22 and 29, 2018.		
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:		
Attachments Yes: <input checked="" type="radio"/> No: <input type="radio"/>		
Agenda Form Reviewed by:	Initials:	Comments:
Department Head:	SG	
Finance Director:		
Town Attorney:		
Town Manager:	RD	
Town Clerk:		

**Town of Garner  
Town Council Meeting Minutes  
May 22, 2018**

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

**CALL MEETING TO ORDER/ROLL CALL:** Mayor Ronnie Williams

Present: Mayor Ronnie Williams, Mayor ProTem Ken Marshburn, Council Member Kathy Behringer, Council Member Jackie Johns, Council Member Buck Kennedy, Council Member Gra Singleton

Staff Present: Rodney Dickerson-Town Manager, Matt Roylance-Asst. Town Manager-Operations, John Hodges-Asst. Town Manager, Economic Development, Jeff Triezenberg-Planning Director, David Bamford-Planning Services Manager, Pam Wortham-Finance Director, Rick Mercier-Communications Manager, Forrest Jones-Public Works Director, Mike Franks-Budget & Special Projects Manager, William E. Anderson-Attorney, Stella Gibson-Town Clerk

**PLEDGE OF ALLEGIANCE:** Council Member Buck Kennedy

**INVOCATION:** Council Member Buck Kennedy

**PETITIONS AND COMMENTS**

**ADOPTION OF AGENDA**

Council Member Singleton requested to add a discussion regarding street resurfacing under Old/New Business and a Closed Session pursuant to N.C. General Statutes 143.318.11(a)(6) "to discuss the qualifications, competence, performance, character, fitness, or conditions of appointment of an individual public officer or employee".

Motion: Singleton  
Second: Kennedy  
Vote: 5:0

**PRESENTATIONS**

Council Member Johns presented a Proclamation to Forrest Jones, Public Works Director, recognizing National Public Works Week on May 20-26, 2018.

**CONSENT**

**Council Meeting Minutes**

Presenter: Stella Gibson, Town Clerk

Minutes from the May 7, 2018 Council Meeting, April 24, 2018 Council Work Session and Closed Session.

Action: Adopt Minutes

**Real Estate Purchase – 210 Purvis Street**

Presenters: William E. Anderson, Town Attorney & John Hodges, Asst. Town Manager-Development Services

The property at 210 Purvis Street has been offered for sale. The owner has accepted an offer to purchase in the amount of \$85,000.

Action: Authorize Purchase

Motion: Marshburn  
Second: Behringer  
Vote: 5:0

**PUBLIC HEARINGS**

**FY2018/2019 Recommended Budget Hearing**

Presenter: Mike Franks, Budget & Special Projects Manager

Mayor Williams opened the public hearing and asked Mr. Franks to present an overview of the recommended FY2018/2019 budget and reviewed the schedule for adoption.

Hearing no comments, Mayor Williams closed the public hearing.

Action: No Action Required

**NEW/OLD BUSINESS**

**Refresher of Garner Forward**

Presenter: David Bamford, Planning Services Manager

Mr. Bamford summarized the progress of the Garner Forward Comprehensive and Transportation Plans to-date and asked for any comments before sending to the consultant.

Council Member Kennedy stated it seemed there were several items being recommended such as bike lanes and trimming a portion of Aversboro Road from 4 lanes to 2 lanes and asked if these projects would be adopted as part of Garner Forward. Mr. Triezenberg responded these projects would not be approved as capital items and would need to be vetted individually.

Mr. Bamford explained the concept of a great street could be applied to another road or new development; Aversboro Road was used as an example of what that concept would look like.

Regarding bike lanes, Mr. Triezenberg stated adding bike lanes would accommodate a small portion of the community. Bike lanes would increase the amount of pavement and add considerable expense. Mr. Triezenberg suggested it was important to establish the curve line to allow for flexibility for future projects.



Mr. Bamford added the new strategy of how land use areas are designated will improve things moving forward. The new maps will be color-coded to identify zoning areas at a glance. The Garner Forward Plan will include a detailed description of each zoning district.

Council Member Singleton was not supportive of the great street concept, especially for Aversboro Road. Council Member Singleton also stated adding bike lanes for a fraction of 1% of bike riders is a concern. If riders turn onto a street that does not have bike lanes it would create a dangerous situation. He felt it was more important to pave and resurface the streets Garner already has instead of adding bike lanes.

Mayor ProTem Marshburn asked about shared work space concept and Mr. Bamford responded this has been identified as a possibility for Garner. Other possibilities include adding other recreational activities and adding a splash pad.

The public hearing for the Garner Forward Comprehensive and Transportation Plans is scheduled June 19 followed by adoption.

Action: Update only; no action required

#### **Position Title Changes**

Presenter: BD Sechler, Human Resources Manager

Mr. Sechler reminded Council that as part of the current adopted budget, the Town Council approved a decision package to fund the addition of a Planner I position within the Planning Department at the mid-way point of the fiscal year. This Planner I position was also accompanied by a re-organization plan. The last step of the re-organization plan is to change the title and job duties of the current Senior Administrative Support Specialist to that of a Planning Technician.

Action: Council Consensus to Authorize Position Title Changes

#### **Street Resurfacing**

Presenter: Gra Singleton, Council Member

Town staff identified approximately two miles of Town streets scheduled for the 2018 Street Resurfacing Project. Due to the costs being above the engineer's estimate, the budgeted amount will only resurface 1.8 miles. Those streets scheduled to be resurfaced this year, but are not funded, will be added to the top of next year's list.

Council Member Singleton expressed the importance of repaving streets and the need to have a dedicated source of funding and increases for resurfacing.

#### **COMMITTEE REPORTS**

The Human Resource Committee met to discuss appointing members to fill vacancies in various Boards and Committees.

#### **MANAGER REPORTS**

- garner info
- Finance Report
- Building & Permit Report
- Lights at Avery Street have been redone and should make it brighter
- Phone tree will be implemented to help facilitate calls
- Council Budget Work Session will be held in the Training Room

## **ATTORNEY REPORTS**

## **COUNCIL REPORTS**

Behringer

- Thanked Public Works for their quick response mowing the grass in the median at North South Station.

Singleton

- Thanked Public Works for their quick response replacing a damaged trash can.

Kennedy

- Reported a utility repair on Vandora Springs Road and asked Public Works to follow-up on.

Marshburn and Johns had nothing to report.

**RETURN TO REGULAR SESSION AND ADJOURNMENT: 9:11 p.m.**

**Town of Garner  
Council Work Session Minutes  
May 29, 2018**

The Council met in a Work Session at 6:00 p.m. on Tuesday, May 29, 2018 in the Town Hall Council Chambers located at 900 7<sup>th</sup> Avenue.

**CALL MEETING TO ORDER/ROLL CALL**

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

Staff Present: Rodney Dickerson-Town Manager, Matt Roylance-Asst. Town Manager-Operations, John Hodges-Asst. Town Manager- Development Services, Pam Wortham-Finance Director, Het Patel-Senior Planner-Transportation and Land Use, Joseph Stallings-Economic Development Director, Jeff Triezenberg-Planning Director, Rick Mercier-Communications Manager, Tony Chalk-Town Engineer, William E. Anderson-Town Attorney, Joe Binns-Captain, and Rebecca Schlichter-Deputy Town Clerk.

Also Present: Thad Anderson, McDaniel & Anderson, LLP, and Sam Bridges, Town Lobbyist

**ADOPTION OF AGENDA**

Mr. Dickerson requested to add discussion of the Motor Vehicle Fee increase.

Motion: Marshburn  
Second: Singleton  
Vote: 5:0

**REPORTS/DISCUSSION**

**Garner Station Boulevard Crosswalk**

Presenter: Het Patel, Senior Planner-Transportation and Land Use

Mr. Patel stated the City of Raleigh Transit Department (GoRaleigh) has requested Council approval for adding a crosswalk at Garner Station Boulevard near the Carlie C's. There are two existing bus stops near the vicinity of the proposed crosswalk and the installation of the crosswalk would enhance pedestrian safety and access to transit.

Town Responsibilities may include striping of crosswalk and installation of high-visibility pedestrian signage associated with striped crosswalk.

Action: Allow GoRaleigh to complete design and installation of crosswalk and pedestrian improvements at Garner Station Boulevard and provide support services to complete installation as necessary.

Motion: Marshburn  
Second: Behringer  
Vote: 5:0

## **Road Improvements Adjacent to Schools**

Presenter: Rodney Dickerson, Town Manager

Mr. Dickerson reported Wake County Public School System (WCPSS) staff met with Town staff recently to discuss legislation passed as a part of the State budget last year regarding road improvements adjacent to schools. In summary, the Department of Transportation and/or the Town can only require public or private schools to construct road improvements “related to schools that are required for safe ingress and egress to the municipal (or State for NCDOT roads) street system and that are physically connected to a driveway of the school site.” The cost for any improvements beyond this, and right of way required to construct them, must be reimbursed to the school system by the Town for municipal street or NC DOT for State roads.

The new legislation is in effect for any school opening after August 1, 2017. Staff had originally understood that the effective date would apply to site plan approval date, not school opening. Based on this effective date, the Town of Garner is impacted by two school projects – Vandora Springs Elementary (VSE) and Garner Magnet Senior High (GMSH). For these two projects, WCPSS will request reimbursement of improvements outside the parameters of the new legislation following the one-year warranty period.

For the Vandora Springs Elementary School project, only the improvements to Frederick Road will result in a reimbursement request from WCPSS to the Town of Garner as Vandora Springs Road is a NCDOT street. These improvements are estimated at \$142,000. The Town Engineer is evaluating the improvements to determine whether any of the proposed work would not be required by the Town. For the contractor to continue working on the project, the Town needs to authorize the proposed improvements or a revised scope of work.

The Town is awaiting detailed information from WCPSS regarding the improvement at GMSH. This will mean reimbursement for improvements to part of Spring Drive. For both projects, the reimbursement request will be after the one-year warranty period, so there will not be an impact to the FY2018-2019 budget that is currently being developed. There are additional details regarding how road improvements will be evaluated for future projects. Staff will work with WCPSS and NCDOT to understand these procedures prior to another public-school site plan submittal.

Council consensus for the contractor to complete the work on Frederick Road.

## **Wake Transit Plan Update**

Presenter: Het Patel, Senior Planner

Mr. Patel provided an update to Council on the Wake Transit Plan including: Bus Plan phasing strategy and approach; Bus Rapid Transit corridor alternatives and segments; and Commuter Rail System corridor. Mr. Patel highlighted the information that is being shared as part of the Spring 2018 Public Outreach efforts to receive feedback on Bus Plan phasing approach and Bus Rapid Transit corridors. The Spring 2018 Public Outreach Goals are Continued education for Wake transit Plan, Feedback on proposed phasing and input on potential BRT alignments and station locations.

## **On-Call Transportation Planning and Design Services**

Presenter: Het Patel, Senior Planner

Mr. Patel provided information regarding a need to advertise for an On-Call Transportation Planning and Design Services RFQ. With the growing number of transportation projects and design needs it would be more efficient to go through the process of selecting an on-call firm to provide transportation planning and design services.

#### General Information

- Growing number of transportation planning and design projects within Town Limits
- On-Call Transportation Planning and Design Services RFQ advertisement
  - Provide efficiency in completing planning and design services
  - Task Work Order based contracts based on need and timeframe for project improvements

All work would be completed to meet Federal funding standards to position the Town to apply for LAPP funding (when applicable)

#### Potential Projects

- The need for the On-Call Transportation Planning and Design Services RFQ advertisement is highlighted by the need to complete the following projects:
  - Design of Jones Sausage Road Improvements
  - Design of Ackerman Road Extension
  - Design of Lake Drive Improvements
- Future potential projects would not require a separate RFQ to complete work

Council consensus to move forward to develop and advertise RFQ for On-Call Transportation Planning Design Services.

#### **NC 50 Bridge General Aesthetics**

Presenter: Het Patel, Senior Planner-Transportation and Land Use

Mr. Patel reviewed a draft concept for general aesthetics associated with NCDOT NC 50 Bridge Replacement Project. Discussion regarding general aesthetic enhancements for NC 50 bridge that would not have additional costs to the Town.

Council consensus for the Classic Rail with Sidewalk and Ashlar Stone for the Retaining Wall Treatment.

#### **Motor Vehicle Fee Increase**

Presenter: Rodney Dickerson, Town Manager

Mr. Dickerson reported after receiving feedback on the proposed FY2018-2019 Budget and understanding the desire to dedicate more funds to resurfacing, he recommended the Town Council consider raising the Motor Vehicle Fee from \$15 to \$30. This will generate \$370,000 in additional revenue. Putting this revenue with the proposed current allocation will increase the amount the Town dedicates to annual resurfacing to over \$750,000.

Council Consensus to increase vehicle fee to \$30, find money in upcoming budget to add 3 streets

#### **MANAGER REPORTS**

- Recreation Center tour is postponed due to weather.

#### **COUNCIL REPORTS**

##### Marshburn

- Requested an update of the White Oak Development future plans.
- Thanked the Town staff for work on Memorial Day presentation.

Behringer

- Requested an update on sidewalks and greenway to Lake Benson Park. Staff reported consultant is still working on plans.

Johns

- Are we hearing anything concerning hotel in White Oak? Mr. Dickerson reported not hearing anything in about a year.

Singleton

- Thanked staff for Memorial Day event.
- Requested an update for crosswalk signs for Timber Drive and Aversboro Road.

Kennedy

- Requested an update on power lines. Mr. Chalk reported Duke Energy has completed the design and are currently working on final costs.
- Requested Mr. Chalk speak with Billy and Ann Banks of 413 Lakeside Drive concerning bypass for Peacock Pond.
- Reported on the west side of recreation center the lower roof overhang has rust on it and would like it fixed prior to the contractor covering it up.

Sam Bridges

- Reported he was not able to attend the Town & State dinner.
- Budget provision appears to want to stall out the light rail progress that has been made. The provision states that no state funds may be committed to that project until all other funds have been collected.
- Reported there is a provision that would allow towns to put forth our revenue for elementary and secondary education.
- Reported State workers minimum salary will be increased to \$31,200.

**CLOSED SESSION**

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

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

**ADJOURNMENT:**

Motion: Kennedy  
Second: Behringer  
Vote: 5:0

**RETURN TO REGULAR SESSION AND ADJOURNMENT: 9:06 P.M.**

**Town of Garner  
Town Council Meeting Minutes  
June 4, 2018**

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

**CALL MEETING TO ORDER/ROLL CALL:** Mayor Ronnie Williams

Present: Mayor Ronnie Williams, Mayor ProTem Ken Marshburn, Council Member Kathy Behringer, Council Member Jackie Johns, Council Member Gra Singleton. Council Member Buck Kennedy was absent.

Staff Present: Rodney Dickerson-Town Manager, Matt Roylance-Asst. Town Manager-Operations, John Hodges-Asst. Town Manager, Economic Development, Jeff Triezenberg-Planning Director, Het Patel-Senior Planner, Pam Wortham-Finance Director, Rick Mercier-Communications Manager, Mike Franks-Budget & Special Projects Manager, William E. Anderson-Attorney, Stella Gibson-Town Clerk

**PLEDGE OF ALLEGIANCE:** Mayor ProTem Ken Marshburn

**INVOCATION:** Mayor ProTem Ken Marshburn invited Rev. Elmo Vance to deliver the invocation.

**PETITIONS AND COMMENTS**

**ADOPTION OF AGENDA**

Mr. Anderson advised Council of a discrepancy found in Resolution (2018) 2351 and presented a revised document.

Motion: Marshburn  
Second: Johns  
Vote 4:0

**PRESENTATIONS**

**CONSENT**

**Resolution Authorizing Wake County Revenue to Levy and Collect Garner Property Tax**

Presenter: Pam Wortham, Finance Director

This Resolution gives the Wake County Revenue Administrator authorization to levy and collect real and personal property taxes on behalf of the Town of Garner.

Action: Adopt Resolution (2018) 2350

**Ordinance Amending FY2017/2018 Operating Budget**

Presenter: Pam Wortham, Finance Director

Ordinance to transfer remaining Public Works funds to the various divisions of the department and utilize for the following one-time purchases: a NCDMV inspection machine, a nitrogen fill machine, a climate control system for the fleet garage, bulk salt, salt spreader and snow plow for pickup trucks, a domestic water tap for Thompson Road Park, and some aesthetic enhancements for the lobby of the main Public Works building.

Action: Adopt Ordinance (2018) 3913

**Spring Drive Sidewalk Project**

Presenter: William E. Anderson, Town Attorney

This Resolution of Intent is to acquire rights-of-way and easements needed for construction of a sidewalk on Spring Drive and Vandora Springs Road, by negotiated purchase if possible or by eminent domain if necessary.

Action: Adopt Resolution (2018) 2351

Motion: Marshburn  
Second: Johns  
Vote: 4:0

**PUBLIC HEARINGS**

**Conditional Use Zoning CUD-Z-18-01 and Conditional Use Permit CUP-SP-18-02, Lofts at Aversboro**

Presenter: Het Patel, Senior Planner and Jeff Triezenberg, Planning Director

Mr. Anderson explained the procedures to be followed during the hearing. The Town Clerk administered the Affirmation of Oath to the following: Het Patel, Jeff Triezenberg, Keith Roberts, and Douglas Ball.

Mr. Anderson then asked the Council to disclose any exparte communications regarding this project.

Hearing none, Mayor Williams opened the public hearing and asked Mr. Patel to provide the staff report.

Mr. Patel stated this request is for conditional use rezoning for approximately 1.86 acres from Office and Institutional (O&I) to Multi-family 2 (MF2). A companion conditional use site plan for a twenty-six (26) unit apartment complex accompanies this conditional use rezoning request. The site is located on Aversboro Road south of Poole Drive. The Planning Commission recommended approval at their May 14, 2018 meeting.

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



Action: Adopt Ordinance (2018) 3912

Motion: Marshburn  
Second: Johns  
Vote: 4:0

Action: Approve CUP-SP-18-02 with no site specific conditions

Motion: Singleton  
Second: Marshburn  
Vote: 4:0

### **General Use Rezoning Z-18-02, Old Stage Road**

Presenter: Het Patel, Senior Planner

Mayor Williams asked Mr. Patel to provide the staff report.

Mr. Patel stated this request is to rezone approximately 1.0 acre from Residential 20 (R-20) to Residential 40 (R-40) General Use. The site is located at 5200 Old Stage Road.

Hearing no further comments, Mayor Williams closed the public hearing and referred this matter to the Planning Commission

### **FY2018/2019 Recommended Budget Public Hearing**

Presenter: Mike Franks, Budget & Special Projects Manager

Town Council and the general public were provided an opportunity for discussion and input related to the FY2018/2019 Recommended Budget.

Mr. Dickerson advised staff is developing a 3<sup>rd</sup> Quarter Report to allow some decisions before getting too close to the end of the fiscal year and have a better idea of the amount that could go back to fund balance.

Mr. Singleton explained the need to increase the vehicle tax from \$15 to \$30. The Town is responsible for maintaining 99 miles of road that will need to be resurfaced or patched. This fee increase will allow the Town to create a dedicated revenue stream for this purpose.

Action: Receive Comments; no action required. Note: The FY2018/2019 Recommended Budget will be placed on the June 19 Council Agenda for adoption.

## **NEW/OLD BUSINESS**

### **Proposed Fee Schedule for FY 2018-2019**

Presenter: John Hodges, Asst. Town Manager-Development Services

Mr. Hodges stated staff completed a review of the Town's fee schedule and briefly reviewed the changes. Most of the changes proposed are to clarify or remove confusing or outdated language. Only a few fees are proposed to increase or be added.

Action: Receive Comments; no action required. The proposed fee schedule for FY2018/2019 will be placed on the June 19 Council Agenda and adopted as part of the budget process.

### **General Use Rezoning Z-18-01, Loop Road**

Presenter: Het Patel, Senior Planner

Mr. Patel stated this request to rezone approximately 0.67 acres from R-20 to Neighborhood Office (NO) for property located at 310 Loop Road to allow a beauty / barber shop salon as a home-based business out of the existing single-family home. The Public Hearing was held on May 7, 2018 and the Planning Commission recommended approval at their May 14, 2018 meeting.

Action: Adopt Ordinance (2018) 3914

Motion: Singleton  
Second: Behringer  
Vote: 5:0

### **COMMITTEE REPORTS**

#### **MANAGER REPORTS**

- garner info
- Rec Center Update Status
- Advisory Board Dinner scheduled for June 19

#### **ATTORNEY REPORTS**

#### **COUNCIL REPORTS**

Singleton

- Asked if additional striping could be done in the parking lot behind the Avery Street complex and behind the Annex. Mr. Dickerson advised this is scheduled to be done as part of another project.
- Striping also needs to be done on Lakeside between Aversboro Road and Hwy 50.
- Asked about replacement of a new scoreboard at the Avery Street Complex. Mr. Roylance will research options for the replacement.

Behringer

- Received complaints regarding the dip on the Timber Drive East bridge and asked staff to report to NCDOT. Mr. Dickerson advised "bump" signs were installed, and staff is unaware of any further repairs NCDOT is considering.
- Reported tall grass at 300 W. Garner Road

- Received complaints regarding a drainage problem and pothole on Loop Road.
- Reported attending a Lunch and Learn seminar regarding accessory dwelling units.

Marshburn

- Expressed appreciation to the Budget Committee for the smooth budget process.

Council Member Johns had no comments.

**ADJOURNMENT:** 8:12 p.m.

DRAFT

Town of Garner  
Town Council Meeting  
Agenda Form

Meeting Date: June 19, 2018			
Subject: Town Attorney Contract Extension			
Location on Agenda: Consent			
Department: Legislative			
Contact: Stella Gibson, Town Clerk			
Presenter: William E. Anderson, Town Attorney			
Brief Summary: This is an annual contract extension for legal services in FY2018/2019. No changes have been made since last year.			
Recommended Motion and/or Requested Action: Authorize Execution of Contract			
Detailed Notes:			
Funding Source:			
Cost: \$84,000	One Time:	Annual: <input checked="" type="radio"/>	No Cost:
Manager's Comments and Recommendations:			
Attachments Yes: <input checked="" type="radio"/> No: <input type="radio"/>			
Agenda Form Reviewed by:	Initials:	Comments:	
Department Head:	SG		
Finance Director:			
Town Attorney:			
Town Manager:	RD		
Town Clerk:			

EXTENSION OF TOWN ATTORNEY AGREEMENT-FY 2018-19

The parties to this Agreement, being the Town of Garner, a municipal corporation, hereinafter "Town," and the law firm McDANIEL & ANDERSON, L.L.P., hereinafter "Attorneys," hereby agree to the appointment of William E. Anderson as Town Attorney for Fiscal Year 2018-19, to provide various legal services on behalf of the Town, including consultation, research, advice, executive memoranda to Staff and Council, drafting of documents, proposed legislation, proposed ordinances, attendance at Board meetings, providing legal services in connection with Town contracts, real estate acquisition, easement and right-of-way acquisition, land use regulation, including enforcing zoning and nuisance inspections, personnel issues, liability risk management, and representation of the Town in various items of litigation, including prosecution of Town claims by civil action, including enforcement actions, land condemnation, utility assessments, nuisance liens and defending the Town in various civil actions, such work to be rendered based on a retainer of \$7,000 per month, the same as during the previous Fiscal Year, unless specific other arrangements are required on a particular case or assignment, which may be made from time where required and only by mutual consent.

This the 19<sup>th</sup> day of June, 2018.

(Town Seal)

\_\_\_\_\_  
Ronnie S. Williams, Mayor

ATTEST:

\_\_\_\_\_  
William E. Anderson, Attorney

\_\_\_\_\_  
Stella Gibson, Town Clerk

This Agreement has been pre-audited in conformance with the applicable government finance laws of the State of North Carolina. This the \_\_\_\_ day of June, 2018.

\_\_\_\_\_  
Pam Wortham, Finance Director

Town of Garner  
Town Council Meeting  
Agenda Form

Meeting Date: June 19, 2018		
Subject: Budget Amendment-Inspections vehicles		
Location on Agenda: Consent		
Department: Finance		
Contact: Pam Wortham, Finance Director		
Presenter: Pam Wortham, Finance Director		
Brief Summary:  Request to utilize building permit fees collected in excess of what was budgeted to provide two vehicles for the Inspections Department.		
Recommended Motion and/or Requested Action: Approve Ordinance (2018) 3915		
Detailed Notes: We are requesting to use building permit fees that were collected in excess of what we budgeted to provide vehicles to two Inspectors. One vehicle currently assigned to them needs an immediate \$4,000 repair and probably an engine replacement. The second vehicle needed is for the new Code Enforcement Office. We were unable to find a reasonable used vehicle. We have collected approximately \$137,000 above what was budgeted in this line item.		
Funding Source: Over-realized revenues		
Cost: \$47,000	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:	PW	
Finance Director:	PW	
Town Attorney:		
Town Manager:	RD	
Town Clerk:		

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**FINANCE DEPARTMENT MEMORANDUM**

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**TO:** RODNEY DICKERSON, TOWN MANAGER  
**FROM:** PAM WORTHAM, FINANCE DIRECTOR  
**SUBJECT:** BUDGET AMENDMENT-INSPECTIONS VEHICLES  
**DATE:** JUNE 8, 2018

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**GENERAL FUND**

The Inspections Department has previously relied on repurposed vehicles to supplement their fleet as positions were added over the past few years. The vehicle assigned to the Chief Fire Inspector needs significant repairs, including an immediate \$4,000 repair and likely an engine replacement, and is currently undriveable. This was a repurposed vehicle that was pulled back into the fleet as the Inspections Department grew but vehicles were not available. The Chief Fire Inspector is currently driving a car assigned to Planning that is also used by Town Hall departments that do not have dedicated vehicles.

Additionally, the Inspections Department is using another surplus vehicle that was taken out of regular service. While this vehicle is still functioning, it needs to be rotated out of the fleet and no repairs would be made if it failed. The vehicle is currently being used by the Supplemental Code Compliance Officer and would become the primary vehicle for the new Code Enforcement Officer position (building inspector) that is being hired. This position was funded in the current year budget, but a vehicle was not funded. We originally hoped to find a used vehicle when a replacement was needed. However, the last attempts to source used did not result in a significant savings.

To ensure the Inspections Department can maintain a reasonable level of service, we need to fill this gap of two vehicles. Currently, we have collected \$137,016 more than was budgeted for building permit fees. We are requesting to use \$47,000 of those funds to purchase the two vehicles. This request was discussed with Council members in April.

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

ORDINANCE NO. (2018) 3915

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:**

<b>Department/ Category</b>	<b>Description</b>	<b>Current</b>	<b>Amended</b>	<b>Net Change</b>
<b><i>Expenditures</i></b>				
10547000-537410	Inspections-Vehicles	\$0	\$47,000	+\$47,000
<b><i>Revenues</i></b>				
10303000-432410	Building permit fees	\$850,000	\$897,000	+\$47,000

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 19<sup>th</sup> day of June, 2018.

\_\_\_\_\_  
Ronnie S. Williams, Mayor

ATTEST: \_\_\_\_\_  
Stella L. Gibson, Town Clerk



Town of Garner  
Town Council Meeting  
Agenda Form

Meeting Date: June 19, 2018		
Subject: Recognition of disposable property		
Location on Agenda: Consent		
Department: Police		
Contact: Tracey Hamilton/Brandon Zuidema		
Presenter: Brandon Zuidema, Police Chief		
Brief Summary:  Recognize service weapon and badge of Officer William Hinson as disposable property, so that they can be awarded to him in recognition of his retirement from the Town after almost 18 years of service.  **No presentation**		
Recommended Motion and/or Requested Action: Adopt Resolution (2018) 2352		
Detailed Notes:		
Funding Source:		
Cost:	One Time:	Annual: <input type="radio"/>
		No Cost: <input checked="" type="radio"/>
Manager's Comments and Recommendations: Thanks to Officer Hinton for 18 years of dedicated service to the Town of Garner.		
Attachments Yes: <input checked="" type="radio"/> No: <input type="radio"/>		
Agenda Form Reviewed by:	Initials:	Comments:
Department Head:	BVZ	
Finance Director:		
Town Attorney:		
Town Manager:	RD	
Town Clerk:		

RESOLUTION NO. (2018) 2352  
RESOLUTION AUTHORIZING DISPOSITION OF PERSONAL PROPERTY

WHEREAS, Officer William Hinson will medically retire from the Garner Police Department on June 30, 2018 following almost eighteen years of service to the Town of Garner; and

WHEREAS, pursuant to N.C.G.S. 20-187.2, a governing board of a unit of government may award a retiring member of the law-enforcement agency their badge and service side arm at no cost to the retiring employees;

WHEREAS, pursuant to G.S. 160A-266 municipalities are authorized to dispose of personal property;

THEREFORE, BE IT RESOLVED that SigSauer P226 service sidearm, Serial # UU731125 and the badge carried by Officer William Hinson be deemed as disposable property and awarded to him, at no cost, on the occasion of his retirement; and

THEREFORE, BE IT FURTHER RESOLVED that Officer William Hinson will be responsible for obtaining the necessary permits as required by law to possess and carry such a side arm further described as a SigSauer P226, Serial # UU731125.

Duly adopted this 19<sup>th</sup> day of June 2018.

\_\_\_\_\_  
Ronnie S. Williams, Mayor

ATTEST:

\_\_\_\_\_  
Stella L. Gibson, Town Clerk

Town of Garner  
Town Council Meeting  
Agenda Form

Meeting Date: June 19, 2018			
Subject: Budget Amendment-Police Holiday Payout			
Location on Agenda: Consent			
Department: Finance			
Contact: Pam Wortham, Finance Director			
Presenter: Pam Wortham, Finance Director			
<b>Brief Summary:</b>  The policy concerning the Holiday Leave Bank was amended at the December 19, 2017 Council meeting. One of the provisions of this policy change was to pay out holiday leave that had accrued prior to December 31, 2017, and that remains on the books as of June 30, 2018. We are requesting a budget amendment to move funds from other departments so that the payout can be made this fiscal year. There are 2,208 hours to be paid out. This equates to \$57,005 in salary costs, and \$11,914 in matching fringe benefits.			
<b>Recommended Motion and/or Requested Action:</b> Approve Ordinance (2018) 3917			
Detailed Notes:			
Funding Source:			
Cost: \$68,295	One Time: <input checked="" type="radio"/>	Annual: <input type="radio"/>	No Cost: <input type="radio"/>
<b>Manager's Comments and Recommendations:</b> 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:			

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**FINANCE DEPARTMENT MEMORANDUM**

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**TO:** RODNEY DICKERSON, TOWN MANAGER  
**FROM:** PAM WORTHAM, FINANCE DIRECTOR  
**SUBJECT:** BUDGET AMENDMENT-POLICE HOLIDAY PAYOUT  
**DATE:** JUNE 11, 2018

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**GENERAL FUND**

Over the course of the past year or so, there have been many discussions regarding the Holiday Leave Bank used by the Police Department. The policy surrounding this topic was amended at the December 19, 2017 Town Council meeting. Prior to this policy, the practice was that each sworn non-exempt employee received a full year's allocation of holiday hours on January 1 each year. Any unused hours rolled over each year, were paid out if the employee left the Town's employ, and therefore created a liability to the Town that had not been reported.

Council elected to adopt a policy that would allow the liability to be eliminated. For all Holiday Leave that had accrued for employees as of December 21, 2017, and that remained on the books at June 30, 2017, those hours (up to 147 hours) would be paid to the employee. All holiday leave earned on January 1, 2018 forward would be required to be used in that calendar year. There will be no carry forward to subsequent years, and none would be paid out if the employee does not use the leave.

The pay cycle for the Police Department is such that the period ending June 10, 2018, is the "true-up" of the four-week cycle that is used to determine overtime status. The payout of the Holiday Bank will be paid out on the payroll dated June 30, 2018 since the next "true-up" period is in July. There are not sufficient funds within the Police Department's budget to accommodate this large expenditure, so we are requesting to move funds from other Town Departments to cover the shortfall.

The total number of hours to be paid out for all sworn officers is 2,208.62, which equates to \$57,005. The matching FICA, retirement and 401K contributions are \$11,920. We are requesting to move funds from other departments that have budget remaining sufficient to cover these charges.

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

ORDINANCE NO. (2018) 3917

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:**

<b>Department/ Category</b>	<b>Description</b>	<b>Current</b>	<b>Amended</b>	<b>Net Change</b>
<b><i>Expenditures</i></b>				
10511000-510200	Police-Salaries	\$4,364,481	\$4,421,486	+\$57,005
10511000-510500	Police-FICA	364,779	369,140	+4,361
10511000-510700	Police-Retirement	590,963	598,516	+7,553
10461000-510200	Planning-Salaries	462,124	427,665	-34,459
10470000-510200	Inspections-Salaries	601,350	566,890	-34,460

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 19<sup>th</sup> day of June, 2018.

\_\_\_\_\_  
Ronnie S. Williams, Mayor

ATTEST: \_\_\_\_\_  
Stella L. Gibson, Town Clerk

Town of Garner  
Town Council Meeting  
Agenda Form

Meeting Date: June 19, 2018		
Subject: Garner Forward Public Hearing		
Location on Agenda: Public Hearings		
Department: Planning		
Contact: David Bamford, Planning Services Manager		
Presenter: David Bamford, Planning Services Manager		
<p><b>Brief Summary:</b></p> <p>Receive public comments on the Garner Forward Comprehensive &amp; Transportation Plans. Staff and the consultant will give a brief presentation overview of both plans.</p> <p>Hard copies of the Garner Forward materials will be provided to you at the meeting and can be accessed from the Planning Department's main webpage at: <a href="http://www.garnernc.gov/departments/planning">http://www.garnernc.gov/departments/planning</a>.</p>		
<p><b>Recommended Motion and/or Requested Action:</b></p> <p>Adopt the Garner Forward Comprehensive &amp; Transportation Plans</p>		
Detailed Notes:		
Funding Source:		
Cost:	One Time: <input type="radio"/>	Annual: <input type="radio"/> No Cost: <input checked="" type="radio"/>
<p><b>Manager's Comments and Recommendations:</b></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:	JT	
Finance Director:		
Town Attorney:		
Town Manager:	RD	
Town Clerk:		

Design. Connect. Sustain.



## Planning Department Memorandum

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**TO:** Mayor & Town Council

**FROM:** David Bamford, AICP; Planning Services Manager

**SUBJECT:** *Garner Forward Public Hearing*

**DATE:** June 19, 2018

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We are pleased to present the final *Garner Forward Comprehensive & Transportation Plan* documents.

This project kicked-off in the spring of 2016 and has had extensive participation from various groups including local organizations, citizens, the Steering Committee, the Planning Commission, and the Town Council. This project could not have been successful without the contributions of so many people coming and working together for the betterment of Garner's future. We would like to thank everyone for their efforts and contributions. Public participation played a key role in helping to shape the direction of the Plan.

Below, please find the link to the Town Website where the updated Garner Forward materials are available for you to access electronically. Hard copies of the Garner Forward materials will be provided to you at the meeting.

<http://www.garnernc.gov/departments/planning>

(both plans will be highlighted on the Planning Department's main webpage)

Town of Garner  
Town Council Meeting  
Agenda Form

Meeting Date: June 19, 2018		
Subject: FY 2018 - 19 Economic Development Budget Hearing		
Location on Agenda: Public Hearings		
Department: Administration		
Contact: Mike Franks, Budget & Special Projects Manager		
Presenter: Mike Franks, Budget & Special Projects Manager		
Brief Summary:  This Public Hearing is being held for the purpose of complying with the requirements of North Carolina General Statute 158-7.1 which requires a public hearing for all economic development expenditures.		
Recommended Motion and/or Requested Action: Receive Public Comment		
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:	JH and MR	
Finance Director:		
Town Attorney:		
Town Manager:	RD	
Town Clerk:		



**TOWN OF GARNER**

**Memorandum**

**To:** Garner Town Council  
**From:** Mike Franks, Budget and Special Projects Manager  
**Subject:** Economic Development Budget  
**Date:** June 19, 2018

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The entire FY 2018 – 2019 Recommended Budget for Economic Development has been summarized on the following page. In total, the FY 2018 – 2019 Recommended Budget includes funding of \$302,414. Of this total, \$249,875 has been included to fund the Economic Development department and \$52,539 has been included to fund Economic Development Partners.

	FY 2016 - 2017	FY 2017 - 2018	FY 2017 - 2018	FY 2018-19	FY 2018-19
<b>Economic Development</b>	Actual	Adopted	Revised Budget	Department Request	Manager Recommended
Salaries	125,295	135,716	135,716	140,521	140,521
FICA	10,313	10,382	10,382	10,750	10,750
Group Insurance	17,691	20,625	20,625	23,563	23,563
Retirement	16,701	17,016	17,016	17,872	17,872
Postage	12	1,275	1,275	1,275	1,275
Telephone	1,431	1,272	1,272	1,272	1,272
Printing	2,028	2,700	2,700	2,700	2,700
Travel and Training	7,193	8,120	8,120	8,965	8,965
Business Recruitment	11,243	16,450	16,450	16,450	16,450
Business Retention & Expansion	40	1,700	1,700	1,700	1,700
Development Assistance	-	1,000	1,000	1,000	1,000
Auto Maintenance & Repair	160	300	300	300	300
Equipment Rental	139	150	150	150	150
Advertisement	2,285	2,500	2,500	2,500	2,500
Fuel	468	400	400	470	470
Departmental Supplies	638	600	600	600	600
Equipment Non-Capital	1,539	-	-	-	-
Promotional Supplies	1,231	1,600	1,600	1,600	1,600
Building Façade Grant Program	-	5,000	10,000	5,000	5,000
Contract Services	8,730	14,020	65,070	10,800	10,800
Dues and Subscriptions	1,765	2,191	2,191	2,387	2,387
<b>Economic Development Total</b>	<b>208,902</b>	<b>243,017</b>	<b>299,067</b>	<b>249,875</b>	<b>249,875</b>
<b>Economic Development Partners</b>	FY 2016 - 2017	FY 2017 - 2018	FY 2017 - 2018	FY 2018-19	FY 2018-19
	Actual	Adopted	Revised Budget	Department Request	Manager Recommended
Downtown Grant Program	-	-	75,000	-	-
Garner Chamber of Commerce	32,965	33,000	33,000	33,000	33,000
Garner Revitalization Association	14,539	17,039	17,039	19,539	19,539
Railroad Protective Liability	2,000	-	-	-	-
<b>Economic Development Total</b>	<b>49,504</b>	<b>50,039</b>	<b>125,039</b>	<b>52,539</b>	<b>52,539</b>
<b>Economic Development Incentives</b>	FY 2016 - 2017	FY 2017 - 2018	FY 2017 - 2018	FY 2018-19	FY 2018-19
	Actual	Adopted	Revised Budget	Department Request	Manager Recommended
Economic Incentives	-	-	70,000	-	-
<b>Economic Development Total</b>	<b>-</b>	<b>-</b>	<b>70,000</b>	<b>-</b>	<b>-</b>
<b>Total Economic Development</b>	<b>258,406</b>	<b>293,056</b>	<b>494,106</b>	<b>302,414</b>	<b>302,414</b>

Town of Garner  
Town Council Meeting  
Agenda Form

Meeting Date: June 19, 2018		
Subject: Adoption of the FY 2018 - 19 Operating Budget and Fee Schedule		
Location on Agenda: Old/New Business		
Department: Administration		
Contact: Mike Franks, Budget & Special Projects Manager		
Presenter: Mike Franks, Budget & Special Projects Manager		
Brief Summary:  Adoption of the FY 2018 - 2019 Budget Ordinance. Ordinance reflects the changes made to the original recommended budget that were presented to Council at the June 4, 2018 public budget hearing. The FY 2018 - 2019 Fee Schedule is also included for adoption.		
Recommended Motion and/or Requested Action: Adopt Ordinance (2018) 3916		
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: The balanced budget as presented is without a property tax increase and will allow us to provide quality services. The budget does reflect an increase in the vehicle license fee.		
Attachments Yes: <input checked="" type="radio"/> No: <input type="radio"/>		
Agenda Form Reviewed by:	Initials:	Comments:
Department Head:	MR	
Finance Director:		
Town Attorney:		
Town Manager:	RD	
Town Clerk:		

**TOWN OF GARNER**

**Memorandum**

**To:** Garner Town Council  
**From:** Town of Garner Budget Team  
**Subject:** Adjustments to Recommended FY 2018-2019 Operating Budget  
**Date:** June 19, 2018

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The following charts summarize the recommended changes to the FY 2018 – 2019 Recommended Budget. Staff has included these changes based on guidance from Council as part of the Budget Work Session held on May 23, 2018 and Public Hearings on May 22, 2018 and June 4, 2018. In addition, the recommended Budget Ordinance has been included which summarizes current funding levels for all revenue categories and departments.

It is important to note that based on a review of Powell Bill requirements, staff has determined that vehicles funded with Powell Bill appropriations should be reflected in the Powell Bill Division of Public Works. As part of the FY 2018 – 2019 Recommended Budget, this funding was included in the multi-year vehicle fund. A net \$0 adjustment has been reflected in the ordinance to correct this issue.

**Revenues**

Recommended Revenue Budget Total		\$34,898,432
Revenue Adjustments:		
Ad Valorem Taxes - Current Year	\$43,650	
Building Permit Fees	\$40,000	
Powell Bill Balance Appropriation	\$80,000	
Motor Vehicle Fees - Roads	\$270,000	
Appropriated Fund Balance	(\$100,000)	
	Total	\$333,650
<b>Adopted Revenue Budget Total</b>		<b>\$35,232,082</b>

**Expenditures**

Recommended Expenditure Budget Total		\$34,898,432
Expenditure Adjustments:		
Resurfacing Activities	\$300,000	
Pavement Condition Study	\$50,000	
Legal Services Training	\$1,000	
Metro Mayor's Coalition	(\$8,442)	
Recreation Superintendent	(\$7,796)	
Debt Service in Fire Department	(\$1,112)	
	Total	\$333,650
<b>Adopted Expenditure Budget Total</b>		<b>\$35,232,082</b>



# FY 2018 – 2019 BUDGET SUMMARY



# Budget Schedule

- May
  - 5-22-2018 - *Public Hearing*
  - 5-23-2018 - *Budget Work Session*
  
- June
  - 6-4-2018 - *Recommended Budget Public Hearing*
  - 6-19-2018 - *Proposed Council Adoption*
  
- August
  - 8-15-2018 - *Publish Adopted Budget Book and Budget Brief*

# Proposed Changes

- Increase vehicle tax from \$15 to \$30
  - *Additional revenue of \$270,000 in FY 2018 – 2019 and \$370,000 in future years*
  - *Increased funding for resurfacing activities and funding for a pavement condition study*
  
- Various adjustments to reduce use of Fund Balance by \$100,000
  - *Increase Property Tax and Building Permit Fees*
  - *Eliminate funding for Metro Mayor's Coalition*
  - *Reduce funding for Debt Service in Fire*
  - *Reduce funding for Recreation Superintendent*
  
- Additional funding for Legal Services

ORDINANCE NO. (2018) 3916

AN ORDINANCE TO APPROPRIATE FUNDS AND TO RAISE REVENUES FOR THE FISCAL YEAR BEGINNING JULY 1, 2018 AND ENDING JUNE 30, 2019

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Garner, North Carolina, in accordance with NC General Statutes 159-13, that the following anticipated fund revenues and departmental expenditures are hereby appropriated and approved for the operation of the Town government and its activities for the Fiscal Year beginning July 1, 2018 and ending June 30, 2019.

Section I. GENERAL FUND

A. ANTICIPATED REVENUES

AD VALOREM TAXES

Ad Valorem Taxes-Current Year	\$	18,442,006
Ad Valorem Taxes-Prior Year		60,500
Ad Valorem Tax Rental Vehicles		22,500
Payment in Lieu of Taxes		800
Tax Penalty and Interest		44,000

OTHER TAXES

ABC Net Revenue		135,000
Local Government Sales Tax 1%		3,075,037
Local Government Sale Tax 1/2%		3,616,838
Solid Waste Disposal Tax		20,000
Business Registration Fee		17,000

INTERGOVERNMENTAL REVENUES

Beer and Wine Tax		135,000
Utility Franchise Tax		1,866,000
Video Programming Fees		249,000
Cablevision PEG Reimbursement		63,166
Powell Bill Distribution		745,000
USDOJ-BVP Program		3,575
USDOJ-Body Camera Grant		83,320
Build America Bond Interest Reimbursement		73,770
School Resource Officer		106,136
General Purpose Grant Senior Center		10,000



PERMITS AND FEES

Sidewalk Fee	40,000
Engineering Inspection Fee	35,000
Motor Vehicle Fee - General Fund	123,333
Motor Vehicle Fee - Roads	516,667
Dog Tags	500
Subdivision Fees	15,000
Board of Adjustment Fees	1,200
Site Plan / Permit Fees	25,000
Rezoning Fees	6,000
Sign Permit Fees	7,100
Annexation and Street Closing	1,200
Special Event Permit	700
Building Permit Fees	1,140,000
Re-inspection Fees	15,000
Inspection Fees - After Hours	1,480
Fire Inspection Fee	30,000
Police Outside Employment	225,000
Inspection Plan Review Fee	40,000
False Alarm Charges	10,300

SALES AND SERVICES

Recreation Fees	233,348
Auditorium Concessions	3,500
Parks & Rec Facility Rental	260,000
Special Refuse Collection Fees	3,775
Refuse Cart Fees	25,000
NCDOT Mowing Agreement	23,000
Wake County - Collection Fees	950
City of Raleigh - Collection Fees	4,000
City of Raleigh - Street Repairs	20,000

INVESTMENT REVENUES

Interest Earned	410,000
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OTHER REVENUES

Co Landfill Reimbursement	95,000
Grounds Fee - School Commons	9,000
Miscellaneous Revenue	15,000
Sewer Assessments	4,000
Interest on Assessments	1,000
Code Enforcement Fines	20,000
Miscellaneous Land Use Charges	5,250
Officer Fees	10,000
Parking Violations	2,000
Scrap Metal Sales	2,000
Sale of Fixed Assets	45,000

OTHER FUNDING SOURCES

Transfer From – Stormwater Infrastructure Reserve	45,000
Transfer From – Water/Sewer Debt Reserve	428,893
Appropriated Fund Balance - Powell Bill	518,740
Appropriated Fund Balance - Bond Debt Capital Reserve	1,148,257
Appropriated Fund Balance - Unassigned	897,241

\$ 35,232,082

B. ANTICIPATED EXPENDITURES

GOVERNING BODY	\$337,286
ADMINISTRATION	\$1,568,382
FINANCE	
Finance Administration	\$852,265
ECONOMIC DEVELOPMENT	
Economic Development	\$249,875
Economic Development Partners	\$52,539

PLANNING		
Administration		\$759,690
INSPECTIONS		
Building Inspections		\$1,097,915
ENGINEERING		
Community Engineering		\$610,780
INFORMATION TECHNOLOGY		
Information Technology		\$545,135
POLICE		
Police Administration		\$7,898,857
FIRE AND RESCUE		
Garner Volunteer Fire-Rescue, Inc.		\$3,408,021
PUBLIC WORKS		\$8,159,790
PARKS, RECREATION, AND CULTURAL RESOURCES		\$2,253,710
DEBT SERVICE		\$3,717,729
SPECIAL APPROPRIATIONS		\$1,358,208
TRANSFERS		<u>\$2,361,900</u>
TOTAL		<u>\$35,232,082</u>

## Section II. LEVY OF TAXES

There is hereby levied, for Fiscal 2018-2019 Ad Valorem Tax Rate of \$0.5325 per one hundred dollars (\$100) valuation of taxable property, as listed for taxes as of January 1, 2018, for the purpose of raising funds for the General services under Current Year's Tax, as set forth in the forgoing estimates of revenues in order to finance the foregoing applicable appropriations. This rate of tax is based on an estimated assessed valuation of \$3,491,569,164 and an estimated rate of collection of 99.19 percent. Under authority of NC General Statute 20-97, an annual license tax of \$30.00 is levied on each vehicle in the Town of Garner.

Section III. AUTHORIZATIONS & RESTRICTIONS OF THE BUDGET OFFICER

The Budget Officer is hereby authorized to transfer amounts between line items within a department without limitation, provided that transfers to or from the personnel services category of expense from another category of expense shall be reported to the Board at the first regularly scheduled meeting of each month.

Transfers between departments, and revisions of the revenue or expenditure totals, or utilization of any fund balance not already authorized in this ordinance shall require Board approval by budget ordinance.

Funds from capital project budgets to be closed shall be transferred into the General Fund unless otherwise specified by Town Council or the funds are restricted in their use by an external source.

Section IV. PURCHASE ORDERS.

All purchase orders will be pre-audited in accordance with the Local Government Budget and Fiscal Control Act and issued on all purchases over \$1,000.00.

Section V. PAY AND CLASSIFICATION PLAN

The sums appropriated and set forth in the detailed schedule of personnel services shall be paid in accordance with the Pay Plan and Position Classification Plan adopted by Town Council. All positions, position titles, incorporated herein for personnel are authorized and approved. The Town Manager is authorized to change positions, position titles, classifications and reclassifications, and reassignments for personnel for all positions authorized in the budget, but no new positions that are not captured within the budget or within the Position Classification Plan shall be added without the approval of the Town Council.

Section VI. UTILIZATION OF BUDGET ORDINANCE

This ordinance shall be the basis of the financial plan for the Town of Garner during the Fiscal Year 2018-2019. The Budget Officer shall administer the budget and shall insure that operating officials are provided guidance and sufficient details to implement their appropriate portion of the budget. The Finance Department shall establish and maintain all records which are in consonance with this ordinance, and the appropriate statutes of the State of North Carolina. 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 the 19<sup>th</sup> day of June, 2018.

\_\_\_\_\_  
Ronnie S. Williams, Mayor

ATTEST: \_\_\_\_\_  
Stella L. Gibson, Town Clerk

Town of Garner  
Town Council Meeting  
Agenda Form

Meeting Date: June 19, 2018		
Subject: White Oak, Hebron Church, Ackerman - Alternatives Selection		
Location on Agenda: Consent		
Department: Planning		
Contact: Het Patel, Senior Planner		
Presenter: Het Patel, Senior Planner		
<b>Brief Summary:</b>  To provide a summary of project activities to date including: An update on Public Open House meeting and the feedback received on the two (2) preferred alternatives; and, an update on the two (2) preferred alternatives with benefits and concerns for each alternative.		
<b>Recommended Motion and/or Requested Action:</b> Council consensus and selection of preferred alternative for environmental documentation and preliminary design.		
<b>Detailed Notes:</b> Based on the analysis completed and the public feedback gathered, the following items should be discussed regarding both alternatives before selection of preferred alternative: Future improvements for White Oak Road and potential CAMPO LAPP reimbursement costs; setting a location for the future intersection of Timber Drive East; and, any potential right-of-way impacts and cost estimates for both alternatives.		
Funding Source:		
Cost:	One Time: <input type="radio"/>	Annual: <input type="radio"/> No Cost: <input checked="" type="radio"/>
<b>Manager's Comments and Recommendations:</b> 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

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**TO:** Mayor and Members of the Town Council

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

**SUBJECT:** *White Oak, Hebron Church, Ackerman – Alternatives Selection*

**DATE:** June 19, 2018

---

### **INTRODUCTION**

The purpose of this memorandum is to provide a summary of activities and work completed to date for White Oak Road, Hebron Church Road, and Ackerman Road Intersection Improvements project and to get Council's direction for selection of preferred alternative. Below is an outline of activities completed to date:

- Data Collection: March 8, 2018
- Development of Alternatives: March 22-27, 2018
- Shortlist of Alternatives: April 12, 2018
- Stakeholder Meeting: April 16, 2018
- Town Council Worksession: April 24, 2018
- Public Meeting: May 8, 2018
- Summary Report: June 11, 2018

### **TOWN COUNCIL WORKSESSION (APRIL 24, 2018)**

On April 24, 2018, Town Council Worksession meeting staff and consultant provided Town Council with an update on project activities including presentation of shortlist of four (4) alternatives. Based on the feedback received from the Stakeholder meeting held before the Town Council Worksession and the guidance from Town Council, the shortlist of alternatives was further refined to two (2) preferred alternatives.

These two (2) preferred alternatives were then presented at an open house public meeting for community feedback on preferred improvements. Town Council indicated at their worksession meeting that they wanted staff and consultant to complete a more thorough analysis of cost estimates and to be conservative with cost estimates to avoid surprises in the future.

Additionally, this would ensure that a more educated decision was made in the selection of a preferred alternative.

**PUBLIC MEETING (MAY 8, 2018)**

The public open house was held on Tuesday, May 8, 2018 from 5:00pm – 7:00pm at the Town of Garner Town Hall Training Room. Participants were encouraged to drop-in anytime to view concept alternatives, take a short survey, talk with staff, and collaborate with friends and neighbors. 48 individual participants, not including staff were in attendance; and, 31 hard-copy surveys were completed providing feedback on the two (2) preferred alternatives.

Overall, participants voiced the desire for a quick, long-term solution with minimum impact on surrounding properties. This was a common theme that rose to the top when speaking with participants. Below is summary of results based on preferences for either alternative:

- **55% of respondents reacted favorably to Alternative 3 (Roundabout)** with 37% reacting negatively.
- **40% of respondents reacted favorably to Alternative 7 (Realignment)** with roughly 33% reactive negatively.

The survey results indicated respondents had a clear decision when selecting from the options for possible improvements in the study area. **Alternative 3 (Roundabout) demonstrated a slight majority.** When asked to consider Alternative 7 (Realignment), respondents were less decisive with over a quarter being indifferent about the option.

**PREFERRED ALTERNATIVES**

The table below provides an updated summary analysis of the two (2) preferred alternatives:

<b>Alternative 3: Partial Dual Lane Roundabout (see attachments for design exhibit)</b>	
Description	Construct partial dual-lane roundabout at White Oak/Hebron Church/Ackerman intersection; eliminates existing signal
Design	170-foot diameter roundabout; four approaches with no provision for future leg (Ackerman Road Extension)
Operations	2022 Intersection Level of Service (LOS): AM – A; PM – B; longest queues: 150'
Cost Estimate (2018 Dollars)	\$1,300,000 (not including ROW costs for 0.6 acres)
Other Issues	<ul style="list-style-type: none"> <li>• Significant utility relocation required</li> <li>• Would be first roundabout with dual-lane entries in area</li> <li>• Attentiveness in design / motorist expectancy necessary</li> </ul>
<b>Alternative 7: Realignment of Intersections – (see attachments for design exhibit)</b>	
Description	Realign Hebron Church to intersect White Oak at new signalized intersection opposite future Timber Drive extension
Design	New 2-lane alignment (50' ROW) thru existing residential properties with new connections to Ackerman/Hebron; Ackerman improvements could be later phase (development-driven project)
Operations	2022 Intersection Level of Service (LOS): White Oak / Hebron: AM – D ; PM – C White Oak / Akerman: AM – C ; PM – B
Cost Estimate (2018 Dollars)	\$2,100,000 (not including ROW costs for 1.7 acres & structure take)
Other Issues	<ul style="list-style-type: none"> <li>• Fixes location of future Timber Drive opposite Hebron Church at good location on White Oak</li> <li>• Two signals on White Oak Road spaced at 1,100 feet</li> </ul>

### Alternative 3 – Partial Dual Lane Roundabouts

Alternative 3 provides multiple benefits to the existing conditions for the intersection improvements at White Oak, Hebron Church, and Ackerman including:

- Operational improvements to LOS A in the AM Peak and LOS B during the PM Peak; and,
- Cost estimate for alternative is lower than Alternative 7 at \$1.3 million.

Potential concerns with Alternative 3 include:

- Significant utility relocation;
- Introduction of first roundabout with dual-lane entries in the area and any associated education and learning curve for the public; and,
- Potential reimbursement to CAMPO LAPP funds if/when White Oak is widened to four lanes and the intersection must be reconfigured to allow a second southbound lane through the roundabout for White Oak Road.

### Alternative 7 – Realignment of Intersections

Alternative 7 provides multiple benefits to the existing conditions for the intersection improvements at White Oak, Hebron Church, and Ackerman including:

- Operational improvements to LOS D in the AM Peak and LOS C during the PM Peak for intersection of White Oak Road and Hebron Church Road;
- Operational improvements to LOS C in the AM Peak and LOS B during the PM Peak for intersection of White Oak Road and Ackerman Road; and,
- Sets the intersection for future Timber Drive East extension; and,
- Provides better connection to future White Oak widening to four lanes and wouldn't require reimbursement to CAMPO LAPP.

Potential concerns with Alternative 7 include:

- Cost estimate for alternative is higher than Alternative 3 at \$2.1 million;
- Right-of-way and property impacts are higher than Alternative 3; and,
- Would require additional coordination and due diligence to complete right-of-way and construction within one CAMPO LAPP cycle.

### **STAFF RECOMMENDATION**

Based on the analysis completed to date and the public feedback gathered, staff recommends council have a discussion regarding the benefits and concerns identified for both alternatives. Specifically focusing on:

- Future improvements for White Oak Road and potential CAMPO LAPP reimbursement;
- Setting the intersection for future extension of Timber Drive East; and,
- Potential right-of-way impacts and cost estimates.

Attached please find a detailed summary report for intersection improvements project activities to help guide Council discussion. The attached summary report also includes comment summary of public comments received during the public open house meeting.



## **ATTACHMENTS**

- Alternative 3 – Partial Dual Lane Roundabout
- Alternative 7 – Realignment of Intersections
- Summary Report for White Oak, Hebron Church, Ackerman Intersection Improvements
  - Public Comment Summary (part of larger appendices)



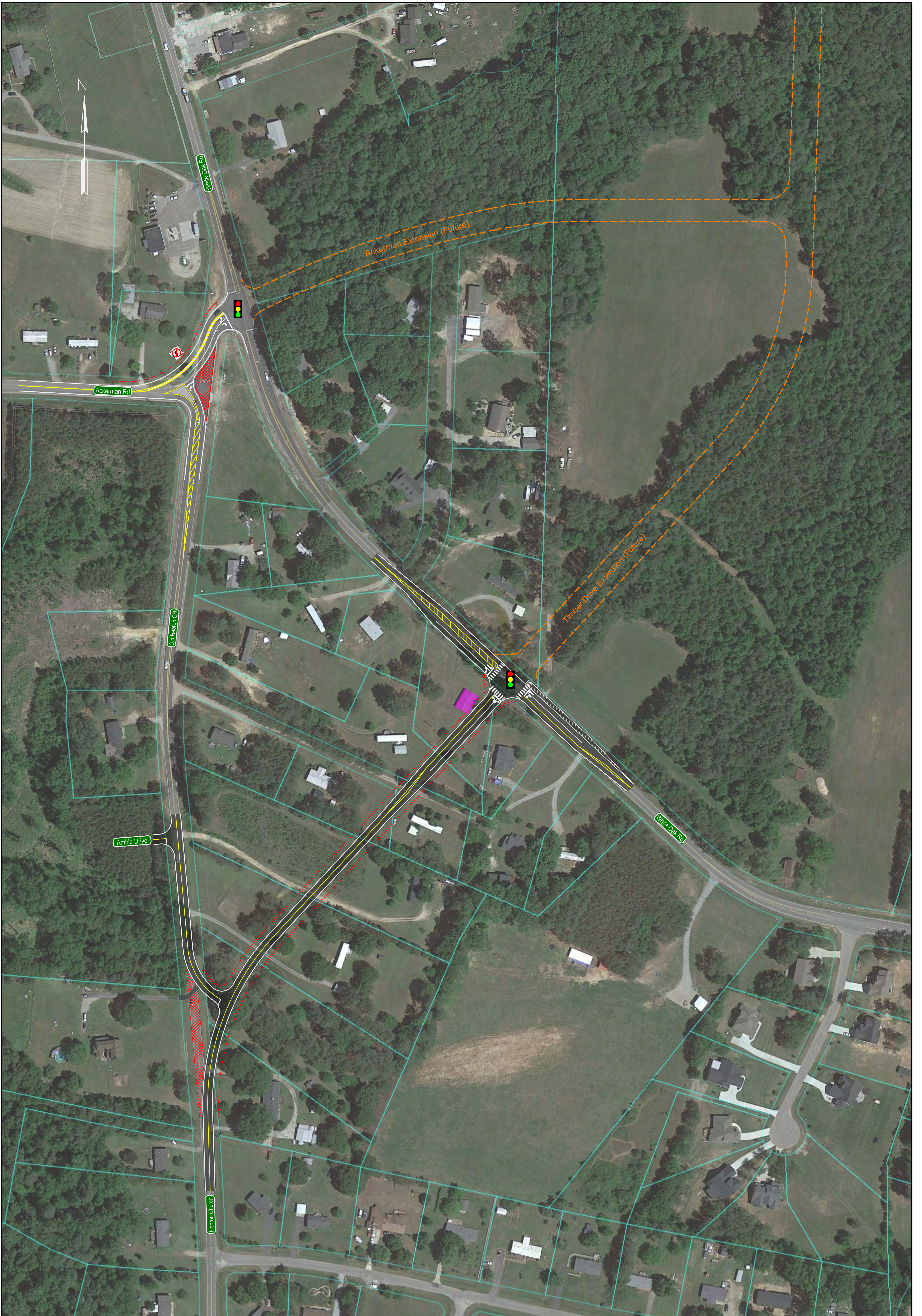


**LEGEND**

- Proposed Roadways
- Proposed New ROW (estimate)
- Future Road ROW (estimate)
- Proposed Sidewalk
- Signalized Intersection
- Structure Impact

ALTERNATIVE 3  
4-LEG PARTIAL DUAL-LANE RAB  
(NO FUTURE ACKERMAN EXT)



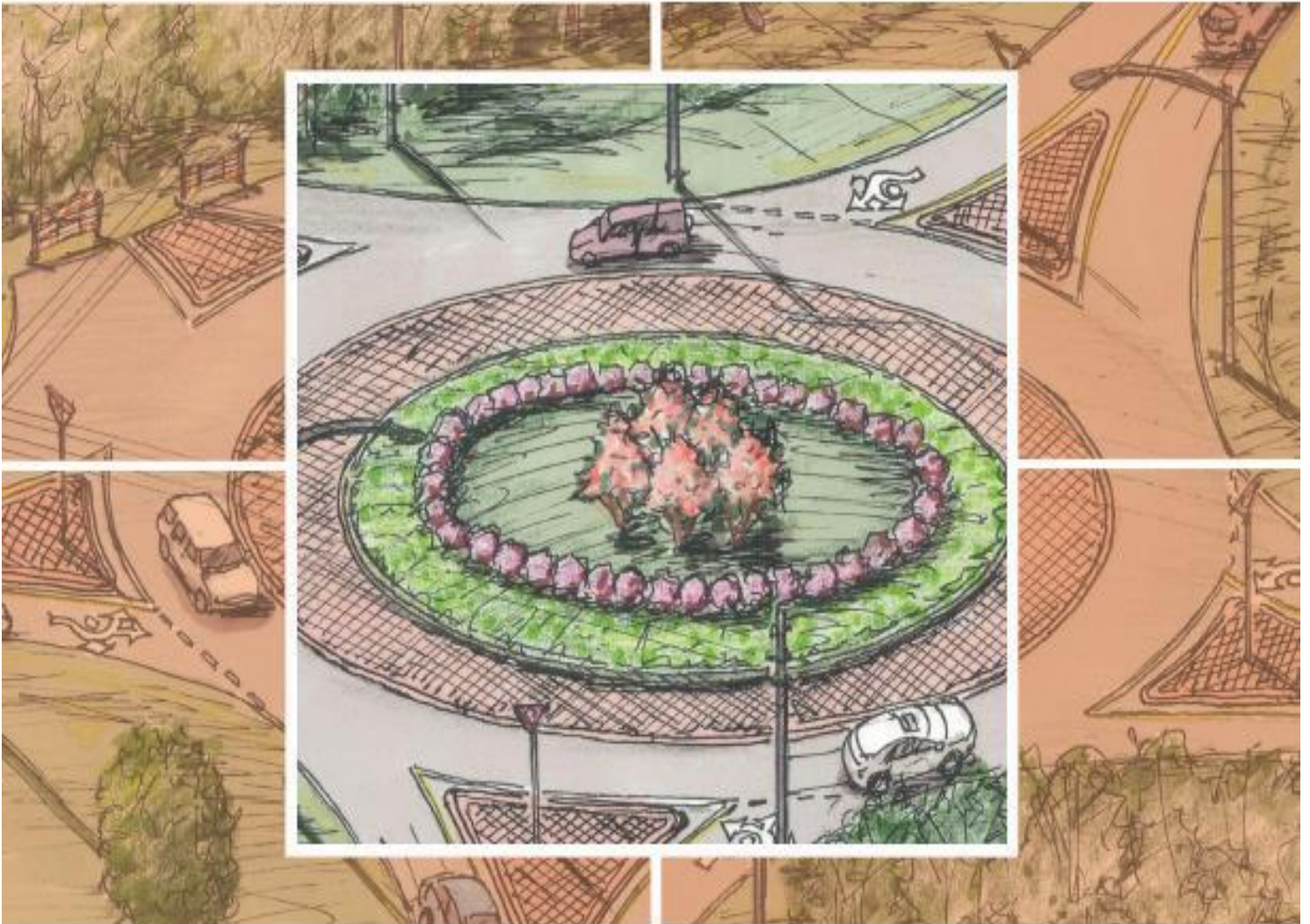


**LEGEND**

- Proposed Roadways
- Proposed Sidewalk
- Signalized Intersection
- Proposed New ROW (estimate)
- Future Road ROW (estimate)
- Removed Pavement
- Structure Impact

**ALTERNATIVE 7  
REALIGN HEBRON CHURCH WITH  
FUTURE TIMBER DRIVE EXTENSION**





# WHITE OAK ROAD, ACKERMAN ROAD AND HEBRON CHURCH ROAD INTERSECTION IMPROVEMENTS PROJECT SUMMARY REPORT

JUNE 19, 2018



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## APPENDICES

- Appendix A: Traffic Data and Forecasts
- Appendix B: Operational Analysis and Cost Estimates
- Appendix C: Public Involvement Summary

# 1 Introduction

## 1.1 Study Objective

This Project Summary Report has been prepared to document the planning, engineering and public involvement activities performed by the Town of Garner and its subconsultant (Arcadis) to identify needed improvements at the intersection of White Oak Road, Hebron Church Road and Ackerman Road within the Town of Garner, NC. The goal of this project was to identify and recommend intersection and roadway improvements to Town Council that were backed by public support. In a later Project phase, the final recommended improvements will be the basis for developing preliminary plans and an engineering cost estimate, to be submitted to the Capital Area Metropolitan Planning Agency (CAMPO) Locally Administered Project Program (LAPP) for funding considerations in October 2018.

## 1.2 Project Study Area

The focus of this study area is the intersection of White Oak Road, Hebron Church Road, and Ackerman Road. Figure 1 illustrates the project study area including the following roadways and intersections:

- White Oak road from Bryan Road to Battle Field Drive, including the signalized intersection of White Oak Road and Hebron Church Road and the minor street stop control intersection of White Oak Road at Bryan Road
- Hebron Church Road, from White Oak Road to Clifford Road, including the minor street stop control intersection of Hebron Church at Ackerman Road
- Ackerman Road from Hebron Church Road to Bryan Road.

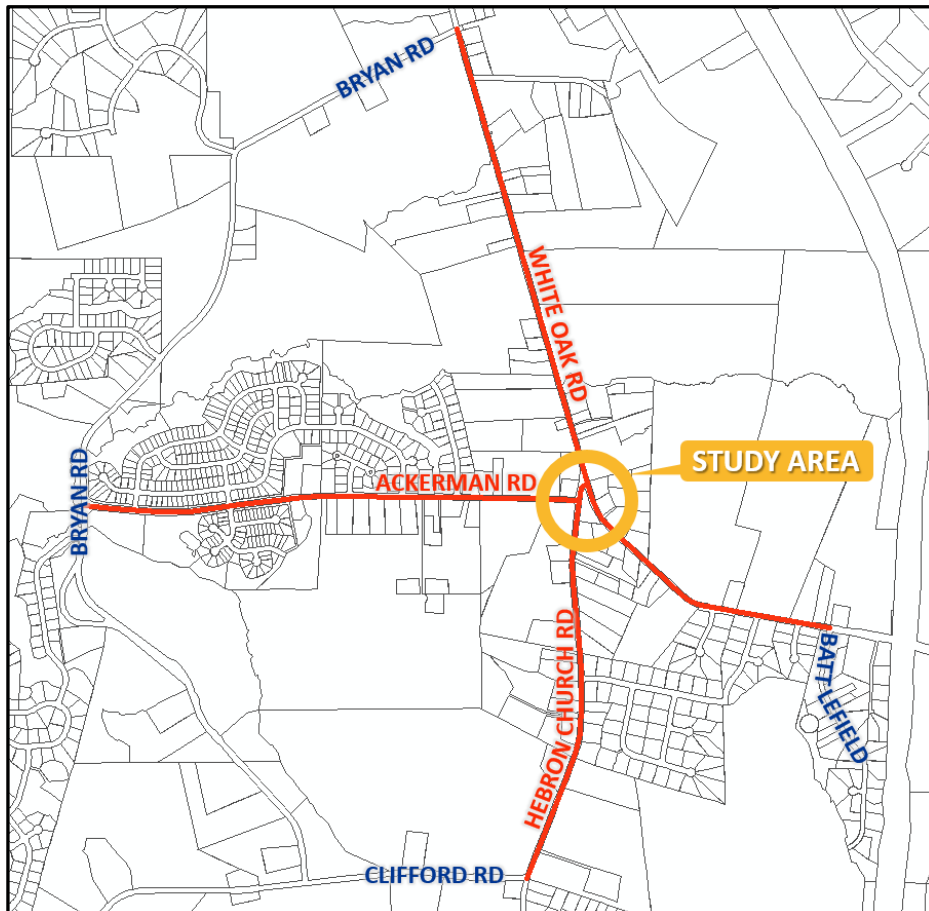


Figure 1: Project Study Area

### 1.3 Existing Intersection Conditions

The closely-spaced intersections of White Oak Road at Hebron Church Road and Hebron Church Road at Ackerman Road essentially operate as one intersection governed by signal operations at the White Oak Road / Hebron Church Road intersection. This intersection currently experiences morning and afternoon peak hour delays, recently worsened by the opening of South Garner High School on Hebron Church Road to the south. Conditions are expected to further worsen due to developments either under construction or in the final planning stages in the immediate vicinity of the intersection including:

- Country Walk Subdivision - 214 Single Family & 126 Townhomes
- Bryan Road Subdivision - 59 Single Family Homes
- Clifford Grove / Tingen Road Subdivision - 114 Single Family Homes
- Oak Park Subdivision - 212 Single Family Homes
- Town of Garner Recreation Park - Convert current golf course to recreational park
- Bryan Road Middle School - Proposed capacity of 1,450 students

Field observations were made during typical weekday morning and afternoon peak periods. The worst intersection congestion occurred in the morning peak period during school hours. Vehicles on Ackerman Road had difficulty turning onto Hebron Church Road due to cars queuing back from the Hebron Church Road / White Oak Road intersection. It was also observed that due to the skewed intersection geometry (with several of turn movements sharper than 90-degrees), turning movements were more difficult for busses and larger trucks.

### 1.4 Data Collection

NCDOT had collected recent average daily traffic (ADT) counts on Hebron Church Road and Ackerman Road, but there are no recent ADT counts on White Oak Road in the vicinity and no recent turning movement count (TMC) data available for the intersections of White Oak / Hebron Church / Ackerman Roads. Therefore, new ADT and TMC counts were collected in February 2018, on a typical weekday when schools were in session, at the following locations:

- 13-hour TMC's were collected at the intersections of White Oak Road at Hebron Church Road, Hebron Church Road at Ackerman Road and White Oak Road at Bryan Road
- 48-hour ADT counts were collected on White Oak Road north and south of Hebron Church Road, on Hebron Church Road south of Ackerman Road, and on Ackerman Road west of Hebron Church Road. These counts included classification of vehicles by type (cars, busses, trucks etc)

Summaries of all the traffic count data collected are included in Appendix A.



**Figure 2: White Oak / Hebron Church Road Intersection**



## 1.5 Agency Coordination

Throughout the duration of the project, the Project Team coordinated with Garner Town Council and local and state agencies (including NCDOT and CAMPO) with updates on the project progress, alternatives developed, public involvement activities and recommendations. This coordination included gathering traffic data, studies and growth assumptions for the area, including the use of the Triangle Regional Model (TRM) demand forecasting model and gathering feedback on developed alternatives.

## 2 Project Analysis

### 2.1 Transportation Data and Forecasting

Existing conditions (2018) traffic volumes were developed based on traffic count data collected for the project. The project team used information available from approved Traffic Impact Assessment (TIAs) for the planned developments and the official Triangle Regional Model (TRM) to develop future year traffic volumes.

Opening Year (2022) traffic volumes were developed based on approved and planned developments in the study area and projected traffic growth rates from 2018 to 2022. Peak hour and daily traffic volumes were obtained from the following approved development Traffic Impact Assessments (TIAs):

- Country Walk Subdivision
- Bryan Road Subdivision
- Clifford Grove Subdivision and Tingen road Subdivision
- Oak park Subdivision

Traffic volumes were also estimated for Town of Garner Recreation Park which is currently in the early planning stages. Development generated traffic volumes and four-year background traffic growth were added to the 2018 traffic volumes collected to determine Opening Year (2022) traffic volumes.

Design Year (2045) traffic volumes were developed based on the Triangle Regional Model (TRM) v6 (build version 310 dated April 01, 2018). This version includes 2045 Metropolitan Transportation Plan (MTP) projects approved by CAMPO and DCHC. The 2045 MTP model network include the widening of White Oak Road to four lanes, an interchange on White Oak Road at I-40, an interchange on White Oak Road at future I-540, Timber Drive East extension to Greenfield Parkway, and an Ackerman Road extension to Timber Drive. Traffic volume development details are provided in Appendix A.

### 2.2 Initial Alternatives Development

The Project Team conducted a brainstorming session to develop a series of conventional and innovative intersection improvement alternatives for presentation to the Town. A total of eight initial alternatives were presented to and reviewed by the Town, including:

- Alternative 1 – Turn lane improvements
- Alternative 1A – Dual left turn lanes on Hebron Church Road
- Alternative 2 – Single-lane roundabout
- Alternative 3 – Partial multi-lane roundabout
- Alternative 4 – Ackerman Road right-in / right-out with U-turn
- Alternative 5 – Ackerman Road Extension w/ mini-roundabout
- Alternative 6 – Ackerman Road Extension (new signal at White Oak)
- Alternative 7 – Realignment of Hebron Church Road

These alternatives are summarized in Figure 3, including the potential benefits, concerns and potential impacts, magnitude of costs and recommendation to select or drop from further detailed analysis.



**Figure 3: Initial Project Alternatives**

**WHITE OAK / HEBRON / ACKERMAN INTERSECTION IMPROVEMENT STUDY – MATRIX OF POTENTIAL CONCEPTS FOR EVALUATION (REVISED)**

ALTERNATIVE SKETCH	NAME / DESCRIPTION	POTENTIAL BENEFITS	CONCERNS / POTENTIAL IMPACTS	COSTS	RECOMMENDATION
	<b>Alternative 1:</b> Turn lane improvements: Add RT lane on SB White Oak and RT on SB Hebron Church at Ackerman	<ul style="list-style-type: none"> <li>- Low cost improvements that are required and/or could be built by developers</li> <li>- Does not add new signal that would need coordination</li> </ul>	<ul style="list-style-type: none"> <li>- Limited short-term benefits, and provides no long-term benefits (likely no significant operational benefits)</li> <li>- Does not address awkward current intersection geometry</li> <li>- Potential ROW impact to gas station</li> <li>- Does not advance concept for Ackerman Road extension</li> </ul>	\$	Do not advance
	<b>Alternative 1B:</b> Dual LT lanes on NB Hebron Ch; add receiving lane on NB White Oak Road; (Alt includes 1A RT lane improvements)	<ul style="list-style-type: none"> <li>- Provides needed capacity/storage for NB Hebron Ch approach</li> <li>- Added pavement could be used for future widening of White Oak</li> <li>- Does not add new signal that would need coordination</li> </ul>	<ul style="list-style-type: none"> <li>- ROW/property/access impacts along east side of White Oak for +/-1000'</li> <li>- Does not address awkward current intersection geometry</li> <li>- Additional improvements needed to accommodate Ackerman Rd Ext</li> </ul>	\$\$	Do not advance
	<b>Alternative 2:</b> Single lane roundabout: Open w/4-legs, expandable to 5 w/Ackerman Rd Ext; Design to be expandable to multi-lane roundabout for when/if warranted	<ul style="list-style-type: none"> <li>- Could be built largely outside of existing travel lanes, benefiting MOT during construction</li> <li>- Eliminates signal; improved operations and safety</li> <li>- Flexible geometry to serve 5 legs at one intersection</li> </ul>	<ul style="list-style-type: none"> <li>- On cusp of capacity for some movements in peak hours(s) in opening year</li> <li>- Large impact to single land owner</li> <li>- Requires property impact(s) for future Ackerman Road Ext</li> </ul>	\$\$\$	Advance to further study
	<b>Alternative 3:</b> Multi-lane roundabout; open w/ 4 legs expandable to 5 w/Ackerman Rd Ext -or- Provide NB slip lane that would preclude 5 <sup>th</sup> leg (Ackerman Ext elsewhere)	<ul style="list-style-type: none"> <li>- Would satisfy long-term capacity needs and accommodate any future White Oak widening</li> <li>- Eliminates signal; improved operations and safety</li> <li>- Flexible geometry to serve 5 legs at one intersection</li> </ul>	<ul style="list-style-type: none"> <li>- Motorist acceptance/experience with dual-lane roundabouts still developing</li> <li>- Lane assignments (signing and marking) complicated by 5<sup>th</sup> leg</li> <li>- Larger diameter would have greater impacts and MOT during construction</li> <li>- Requires property impact(s) for future Ackerman Road Ext</li> </ul>	\$\$\$\$	Advance to further study
	<b>Alternative 4:</b> RIRO on Ackerman Road at Hebron Church with downstream U-turn	<ul style="list-style-type: none"> <li>- Low cost improvements that could be built by developers</li> <li>- Addresses capacity/storage needs (if combined with Alt 1B)</li> <li>- Addresses conflicts at Ackerman / Hebron Ch intersection</li> <li>- Does not add new signal that would need coordination</li> </ul>	<ul style="list-style-type: none"> <li>- Busses/larger vehicles would have to navigate U-turn movement</li> <li>- Potential impacts to residential driveway(s)</li> <li>- Does not address awkward current intersection geometry</li> <li>- Additional improvements needed to accommodate Ackerman Rd Ext</li> </ul>	\$	Do not advance
	<b>Alternative 5:</b> Extend Ackerman to White Oak w/ LI/RO intersection; Mini- roundabout (70' dia) at Hebron Ch / Ackerman	<ul style="list-style-type: none"> <li>- Could be built largely outside of existing travel lanes</li> <li>- Addresses capacity/storage needs on Hebron Church</li> <li>- Improves intersection skews</li> <li>- Does not add new signal that would need coordination</li> </ul>	<ul style="list-style-type: none"> <li>- Need evaluation of mini-roundabout operations w/busses / large vehicles</li> <li>- ROW/property/access impacts along east side of White Oak north for 1000'</li> <li>- Additional improvements needed to accommodate Ackerman Rd Ext</li> <li>- Adds unsignalized LT movement on NB White Oak (safety disbenefit)</li> </ul>	\$\$	Advance to further study
	<b>Alternative 6:</b> Extend Ackerman to White Oak w/full intersection; Mini-roundabout at Hebron Ch / Ackerman intersection	<ul style="list-style-type: none"> <li>- Could be built largely outside of existing travel lanes</li> <li>- Does not add new signal that would need coordination</li> <li>- Provides logical extension of Ackerman Road</li> </ul>	<ul style="list-style-type: none"> <li>- Short approach on Ackerman Road approaching White Oak (100') could result in storage / queuing issues extending back into mini-roundabout</li> <li>- ROW/property/access impacts along east side of White Oak north for 1000'</li> <li>- ROW and property impacts (one structure) to accommodate future Ackerman Rd Ext</li> </ul>	\$\$\$	Do not advance
	<b>Alternative 7:</b> SW Area Plan to separate Ackerman and Hebron Ch intersections with White Oak Road	<ul style="list-style-type: none"> <li>- Separates turning movements to two intersections; would meet long-term capacity needs</li> <li>- Hebron Church Road aligns with Timber Ridge Ext; Ackerman Rd extended to Timber Drive</li> <li>- Could be built in 2 phases and be largely developer driven</li> <li>- May eliminate/delay need to widen White Oak Road</li> </ul>	<ul style="list-style-type: none"> <li>- Significant ROW and property impact on north side of Ackerman Road and along new Hebron Church alignment (each impact 3 structures)</li> <li>- Adds new signal on White Oak that would need coordination (intersections separated by +/-350')</li> </ul>	\$\$\$\$	Advance to further study

The Project Team met with the Town on March 27, 2018 to review the initial alternatives developed and shortlisted four of the eight alternatives for further study. These shortlisted alternatives were determined to best meet the needs of the project and community in a balanced and economical approach. The four alternatives shortlisted for detailed analysis include:

- Alternative 2 – Single-lane roundabout
- Alternative 3 – Partial multi-lane roundabout
- Alternative 5 – Ackerman Road Extension w/ mini-roundabout
- Alternative 7 – Realignment of Hebron Church Road

### 2.3 Shortlisted Concepts

The four shortlisted alternatives were evaluated in further detail using the following criteria:

#### Design Concepts

Conceptual designs were developed for each alternative to illustrate the intersection function and footprint and to identify potential impacts to right-of-way, property boundaries and structures, environmental resources, and utility impacts. Design challenges and cost impacts identified include overhead utility lines (power/communications) and a cross drain running under the intersection.

#### Cost Analysis

Planning level cost estimates were developed for each alternative based on the design concept drawings. Cost estimates were based on quantities and unit pricing for roadway, signal, signing and marking and ROW items and included design and contingency costs.

#### Traffic Analysis

Each alternative was also evaluated for its impact on traffic operations using Highway Capacity Manual (HCM) procedures for evaluating average intersection delay and level of service (LOS) for Opening Year (2022) volume conditions. The LOS scale is a measure of intersection delay based upon driver tolerance for stopped delay and signal efficiency. The LOS criteria for signalized and unsignalized (two-way stop-controlled) intersections as defined in the *2010 Highway Capacity Manual* (Exhibit 18-4 for signalized and Exhibit 19-1 for unsignalized) are summarized in Figure 4.

**Figure 4: Intersection Level of Service Criteria**

LOS	Description	Average Control Delay (s/veh)	
		Signalized	Unsignalized
A	Operations with very low control delay occurring with favorable progression and short cycle lengths.	$d \leq 10$	$d \leq 10$
B	Operations with low control delay, short queues, good signal progression and short cycle lengths.	$10 < d \leq 20$	$10 < d \leq 15$
C	Operations with average control delays resulting from fair progression and/or longer cycle lengths. Individual cycle failures begin to appear.	$20 < d \leq 35$	$15 < d \leq 25$
D	Operations with longer control delays due unfavorable progression, occasional cycle failures, long cycle lengths, and/or high V/C ratios.	$35 < d \leq 55$	$25 < d \leq 35$
E	Operations with high control delays, poor progression, long cycle lengths, frequent cycle failures and volume-capacity ratios $\geq 1.0$ .	$55 < d \leq 80$	$35 < d \leq 50$
F	Operation with control delays unacceptable to most drivers occurring due to oversaturation, poor progression, and/or very long cycle lengths.	$d > 80$	$d > 50$

Opening Year traffic volumes were distributed according to the alternative geometry. Opening year traffic volumes were developed for each of the four shortlisted alternatives based on the changed intersection and roadway geometries. The volumes and alternative concept geometry were used as

inputs into Synchro traffic analysis models created for signalized intersections and Sidra models created for roundabouts, to determine intersection delay and LOS.

### Other Factors

Other factors were considered for each concept, including the ability to service bus and larger vehicles, construction duration and maintenance of traffic during construction and change of access to properties and driveway access within the project impact area.

## 2.4 Analysis Results

The 2022 Opening Year traffic analysis results are summarized in Figure 5 below.

**Figure 5: Opening Year (2022) Analysis Results**

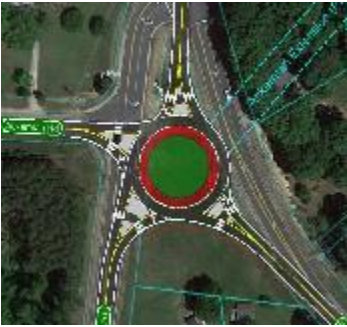
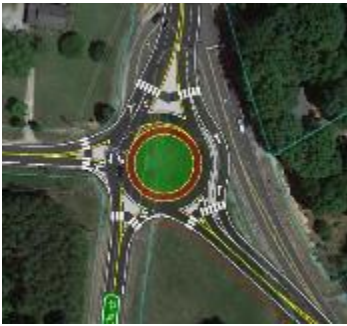


Alternative	AM Peak Hour		PM Peak Hour	
	Delay (s)	LOS	Delay (s)	LOS
<b>Existing Conditions (2018)</b>				
White Oak Road and Hebron Church Road (signalized)	46.6	D	26.0	C
Hebron Church Road and Ackerman Road (unsignalized)	9.2	A	2.3	A
<b>Alternative 2 – Single-lane roundabout</b>	167.5	F	64.0	F
<b>Alternative 3 – Partial multi-lane roundabout</b>	6.2	A	11.3	B
<b>Alternative 5 – Ackerman Road Extension w/ mini-roundabout</b>				
White Oak Road and Hebron Church Road (signalized)	23.2	C	12.5	B
Hebron Church Road and Ackerman Road (roundabout)	11.5	B	9.0	A
<b>Alternative 7 – Realignment of Hebron Church Road</b>				
White Oak Road and Ackerman Road (signalized)	32.9	C	24.0	C
White Oak Road and Realigned Hebron Church Rd (signalized)	28.7	C	12.0	B

A summary of the traffic analysis results includes:

- In Alternative 2, the single lane roundabout significantly worsens traffic conditions at the intersection. The analysis reports also showed excessively long queues on one or more of the roundabout approaches during the AM and PM peak hours.
- The partial multi-lane roundabout (Alternative 3), which included a slip lane for northbound White Oak Road traffic to bypass the roundabout, significantly improved intersection operations, with virtually no queues on any of the roundabout legs.
- Alternative 5 provided improved operations at both intersections, but the queues from White Oak Road / Hebron Church Road intersection extended into the Hebron Church Road / Ackerman Road mini-roundabout during peak conditions, making entry from Ackerman Road (which was one of the primary issues the project is intended to improve).
- Alternative 7 provided improved and acceptable operating conditions at both signalized intersections.

Figure 6 illustrates the geometric concepts and summarizes the costs, traffic operations and other evaluation criteria for each of the four shortlisted alternatives.

**Figure 6: Shortlisted Concepts**

<b>Measure</b>	<b>Results</b>	<b>Alternative 2: Single Lane Roundabout</b>
Description	Construct single lane roundabout at White Oak/Hebron Church/Ackerman intersection; eliminates existing signal	
Design	150-foot diameter roundabout; four approaches with provisions for future leg (Ackerman Road Extension)	
Operations	2022 Intersection Level of Service: AM – F (NB Approach); PM – F (SB Approach); longest queues: 2,500 ft	
Cost Estimate (2018 Dollars)	\$750,000 + ROW (0.65 ac)	
Other Issues	<ul style="list-style-type: none"> <li>• Can be built under traffic with minimal disruptions</li> <li>• Avoids major utility impacts</li> <li>• Future 5-leg roundabout presents signing and marking challenges</li> </ul>	
<b>Measure</b>	<b>Results</b>	<b>Alternative 3: Partial Dual Lane Roundabout</b>
Description	Construct partial dual-lane roundabout at White Oak/Hebron Church/Ackerman intersection; eliminates existing signal	
Design	170-foot diameter roundabout; four approaches with no provision for future leg (Ackerman Road Extension)	
Operations	2022 Intersection Level of Service: AM – A; PM – B; longest queues: 150'	
Cost Estimate (2018 Dollars)	\$950,000 + ROW (0.6 ac)	
Other Issues	<ul style="list-style-type: none"> <li>• Significant utility relocation required</li> <li>• Would be first roundabout with dual-lane entries in area</li> <li>• Attentiveness in design / motorist expectancy necessary</li> </ul>	
<b>Measure</b>	<b>Results</b>	<b>Alternative 5: Mini Roundabout</b>
Description	Construct mini-roundabout at Hebron Church/Ackerman; Signal at White Oak includes dual lefts from Hebron Church; Can accommodate future Ackerman	
Design	80-foot mini-roundabout can accommodate through busses; acceleration lane on White Oak to receive dual left lanes	
Operations	2022 Intersection Level of Service: AM – C ; PM – B (NB Hebron Church 95% queue backs into roundabout)	
Cost Estimate (2018 Dollars)	\$1,000,000 + ROW (0.2 ac)	
Other Issues	<ul style="list-style-type: none"> <li>• Least construction, utility and property impacts</li> <li>• Improved but limited left turn capacity on Hebron Church</li> </ul>	
<b>Measure</b>	<b>Results</b>	<b>Alternative 7: Hebron Church Realignment</b>
Description	Realign Hebron Church to intersect White Oak at new signalized intersection opposite future Timber Drive	
Design	New 2-lane alignment (50' ROW) thru existing residential properties with new connections to Ackerman/Hebron; Ackerman improvements could be later phase (development-driven project)	
Operations	2022 Intersection Level of Service: White Oak / Hebron: AM – D ; PM – C White Oak / Akerman: AM – C ; PM – B	
Cost Estimate (2018 Dollars)	\$2,900,000 + ROW (min 1.7 ac) & structure take (\$2.0M if only Phase I is built)	
Other Issues	<ul style="list-style-type: none"> <li>• Fixes location of future Timber Drive opposite Hebron Church at good location on White Oak</li> <li>• Two signals on White Oak Road spaced at 1,100 feet</li> </ul>	



## 3 Public Involvement

### 3.1 Stakeholder Meeting

The four shortlisted alternatives were presented to the project stakeholder group at a meeting on April 16, 2018. The stakeholder group was represented by Town of Garner, CAMPO and NCDOT staff and property owners, school officials, and developers potentially impacted by the project.

The stakeholder group meeting included a presentation on project status and a summary of the four shortlisted alternatives, followed by a question-and-answer session and open-session time evaluating the concept drawings and data. Twenty-eight stakeholders attended the meeting and most participants provided feedback on the project in the form of comment cards. A summary of the stakeholder feedback on the shortlisted alternatives included:

- Overall positive feedback for Alternatives 3 and 7 (best operational improvements)
- Concerns about high-school students navigating roundabouts, especially dual-lane alternative
- Recommended plans consider potential for White Oak 4-lane widening (limit throw-away costs)
- Concerns about project timeframe (and impact to school traffic) and other committed traffic improvements as area development continues to grow
- CAMPO raised concern over request for LAPP funding that spans multiple years for ROW/construction may decrease chances of award

The Project Team presented the stakeholder meeting results to the Town Council at a work session on April 24, 2018.

### 3.2 Public Meeting

Based on shortlisted alternative analysis results, stakeholder and agency feedback and Town Council recommendations, the list of viable alternatives was further shortlisted to two alternatives for presentation to the public:

- Alternative 3 – Partial multi-lane roundabout
- Alternative 7 – Realignment of Hebron Church Road

The Project Team met with CAMPO and NCDOT on May 3, 2018 to review the final two alternatives and discuss the presentation of the two alternatives to the public.

An Open House Public Meeting was held on Tuesday, May 8, 2018 in the Town of Garner Training Room. The meeting was advertised in advance by distribution of meeting notice flyers and installation of signs advertising the meeting placed one week in advance at the intersection of White Oak Road at Hebron Church Road. The meeting included a presentation loop where participants could begin by learning about the project and the two shortlisted alternatives. Participants then proceed to a secondary room where drawings and details for both alternatives could be viewed and commented on. Project Team and Town staff was on-hand to answer specific questions about the alternatives and project process. The Public Meeting was attended by 48 individual participants (not including Project Team or Town staff) and 31 comment cards were received.

Participants overwhelmingly agreed that improvements were needed at this intersection and that the Public Meeting met their expectations in terms of information provided and adequate time to converse with project staff. A majority (55%) of respondents reacted favorably to Alternative 3 compared to a minority (40%) of respondents reacting favorably to Alternative 7, with both alternatives receiving negative responses from one-third of respondents. A full summary of the public meeting results is included in Appendix C.

## 4 Final Recommendations

(Section to be finalized after Town Council presentation on June 19).

Based on comments received from Town Council and the public meeting, the final two alternatives were slightly revised as follows (and summarized in Figure 7):

### Alternative 3:

- The final concept includes additional ROW along White Oak Road departing the roundabout to the south to provide for the potential widening of White Oak to four lanes
- The cost estimate was revised slightly upwards to account for unknowns and proper aesthetics at the roundabout. Final cost estimates for both alternatives are included in Appendix B.
- A traffic operations video was prepared to show the expected operations at the roundabout for presentation to council. A video screenshot is provided in Figure 8.

### Alternative 7:

- Improvements to Ackerman Road were reduced, with the understanding that Ackerman Road could use the existing Hebron Road approach geometry until Ackerman Road is realigned as part of an extension to Timber Drive. The cost estimate was revised accordingly.

**Figure 7: Final Alternatives Summary**


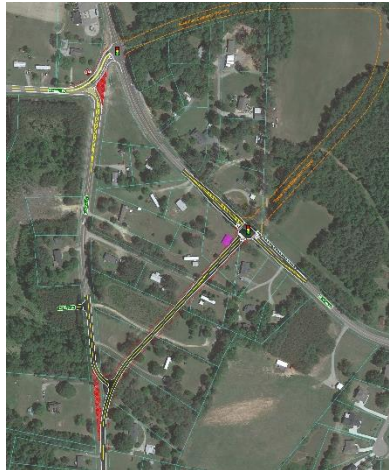
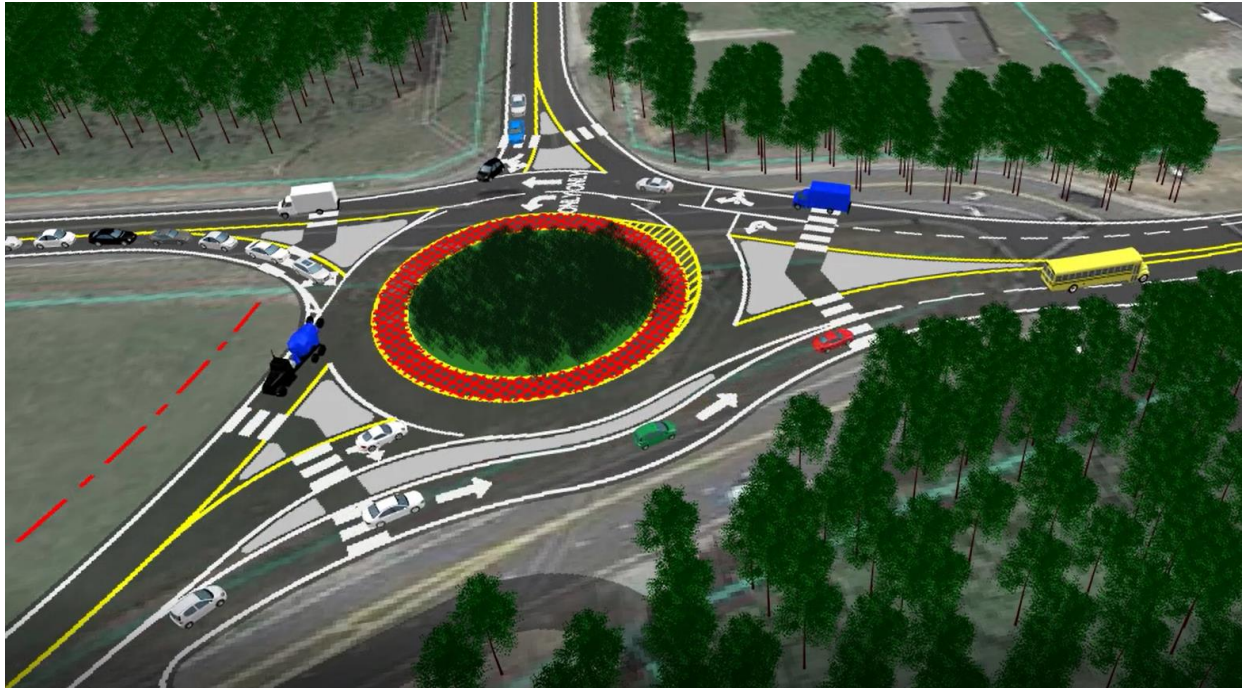
Measure	Results	Alternative 3: Partial Dual Lane Roundabout
Description	Construct partial dual-lane roundabout at White Oak/Hebron Church/Ackerman intersection; eliminates existing signal	
Design	170-foot diameter roundabout; four approaches with no provision for future leg (Ackerman Road Extension)	
Operations	2022 Intersection Level of Service: AM – A; PM – B; longest queues: 150'	
Cost Estimate (2018 Dollars)	\$1.3M (not including ROW costs for 0.6 ac)	
Other Issues	<ul style="list-style-type: none"> <li>• Significant utility relocation required</li> <li>• Would be first roundabout with dual-lane entries in area</li> <li>• Attentiveness in design / motorist expectancy necessary</li> </ul>	
Measure	Results	Alternative 7: Hebron Church Realignment
Description	Realign Hebron Church to intersect White Oak at new signalized intersection opposite future Timber Drive	
Design	New 2-lane alignment (50' ROW) thru existing residential properties with new connections to Ackerman/Hebron; Ackerman improvements could be later phase (development-driven project)	
Operations	2022 Intersection Level of Service: White Oak / Hebron: AM – D ; PM – C White Oak / Akerman: AM – C ; PM – B	
Cost Estimate (2018 Dollars)	\$2,100,000 (not including ROW costs for 1.7 acres & structure take	
Other Issues	<ul style="list-style-type: none"> <li>• Fixes location of future Timber Drive opposite Hebron Church at good location on White Oak</li> <li>• Two signals on White Oak Road spaced at 1,100 feet</li> </ul>	

Figure 8: Screenshot of Alternative 3 Roundabout Operations (AM Peak Period)



## 5 Environmental Documentation and Survey

To be completed once final alternative is identified.





## Summary Findings of Public Engagement

### Town of Garner Intersection Improvements Public Open House

Prepared May 17, 2018

#### Introduction

The Town of Garner is planning intersection improvements at White Oak Road, Hebron Church Road, and Ackerman Road. The recent growth around the intersections of these three (3) state-maintained roads, including the approval of almost 600 new residential lots within the last year in addition to the opening of South Garner High School and Bryan Road Elementary, have further elevated the need to improve existing conditions.



The Town hopes to complete the design for the intersection improvements to position itself for right-of-way (ROW) and construction funding in Fall of 2018. Stakeholder input will help guide planning and design at these critical intersections.

Public engagement is important to the study process as it ensures frequent communication and quality interaction with staff and meetings with an informed stakeholder group. A public engagement plan was developed that utilized a public open house meeting to effectively gather feedback from citizens, property owners, elected and appointed officials.

#### Open House

The public open house was held on Tuesday, May 8, 2018 from 5:00pm – 7:00pm at the Town of Garner Town Hall Training Room located at 900 Seventh Ave., Garner, NC 27529. Participants were encouraged to drop-in anytime to view concept alternatives, take a short survey, talk with staff, and collaborate with friends and neighbors.



#### By the numbers

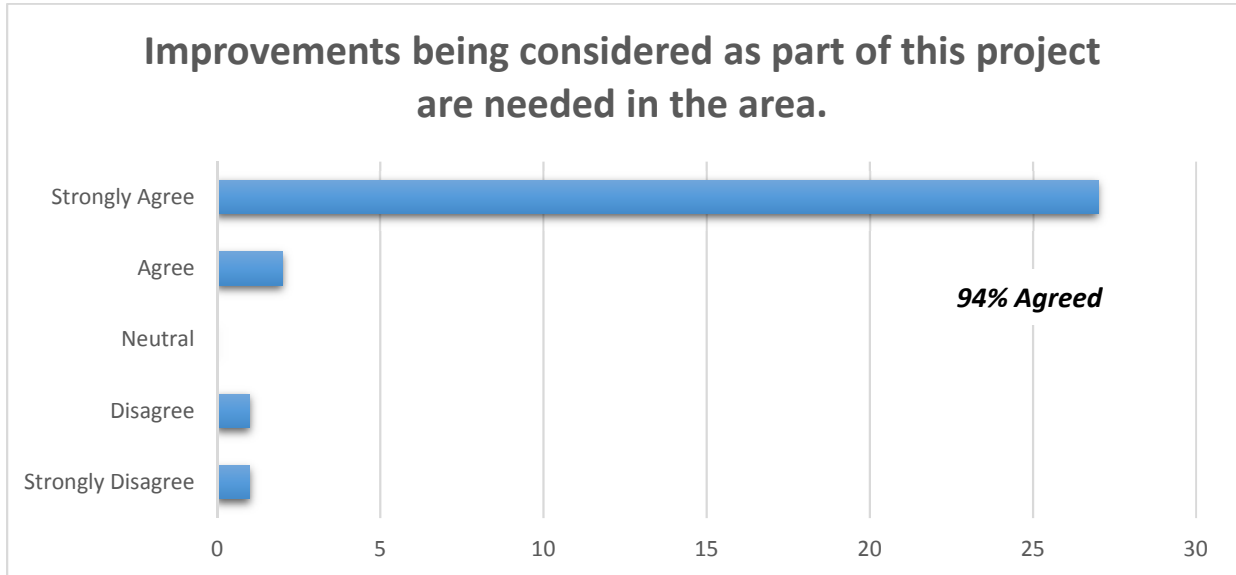
- 48 individual participants; not including staff
- 31 hard-copy surveys completed



## Survey Results

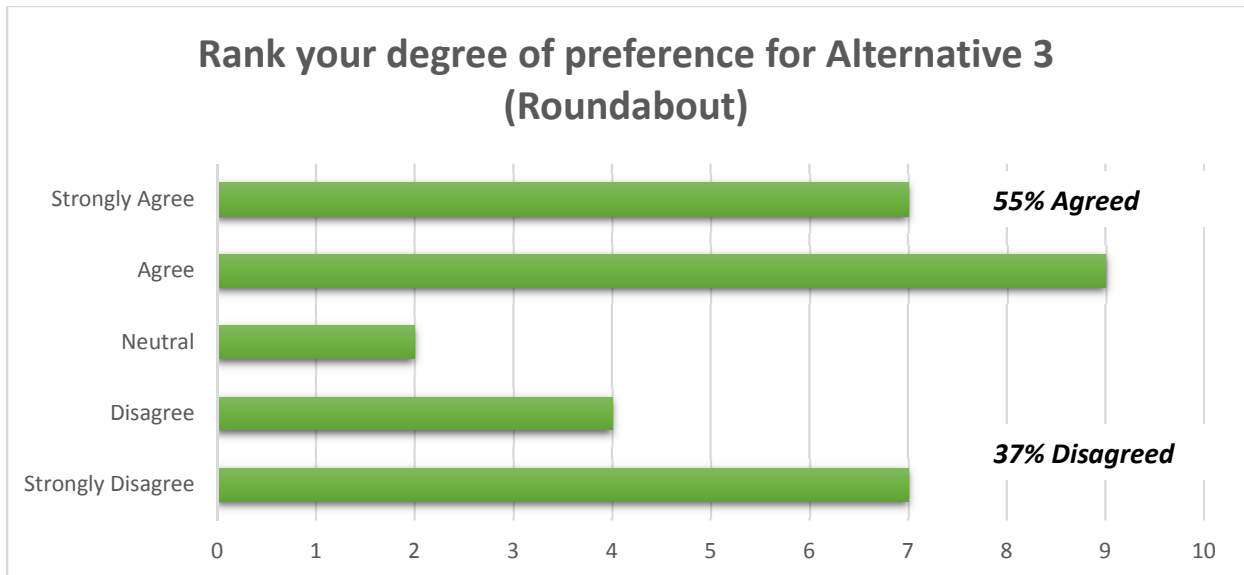
The following comments were collected through hard-copy surveys completed at the open house.

### General Need



**Figure 1.** Hard-Copy Survey Responses from Open House – Question 1.

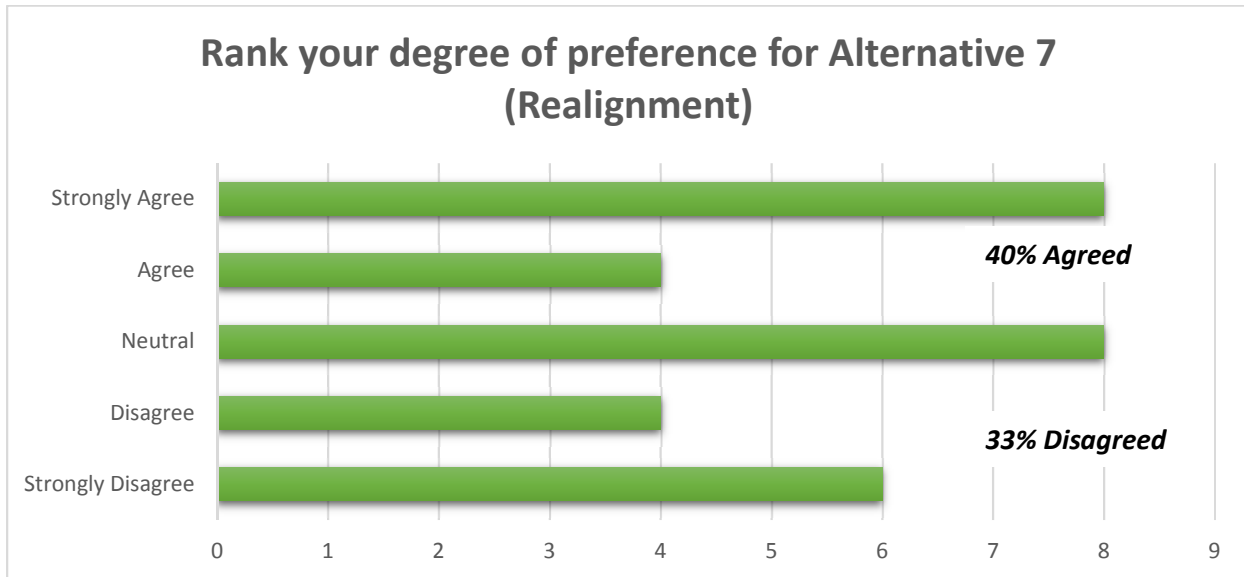
### Alternative 3 (Roundabout)



**Figure 2.** Hard-Copy Survey Responses from Open House – Question 2.



### Alternative 7 (Realignment)



**Figure 3.** Hard-Copy Survey Responses from Open House – Question 3.

#### By the Numbers

- 87% of respondents agreed that improvements should be considered in the project area.
- 55% of respondents reacted favorably to Alternative 3 (Roundabout) with 37% reacting negatively. Nearly 7% were indifferent.
- 40% of respondents reacted favorably to Alternative 7 (Realignment) with roughly 33% reactive negatively. Nearly 27% were indifferent.

Overall, participants voiced the desire for a quick, long-term solution with minimum impact on surrounding properties. This was a common theme that rose to the top when speaking with participants.

#### Survey Assessment

The survey results indicated respondents had a clear decision when selecting from the options for possible improvements in the study area. Alternative 3 (Roundabout) demonstrated a slight majority. When asked to consider Alternative 7 (Realignment), respondents were less decisive with over a quarter being indifferent about the option.



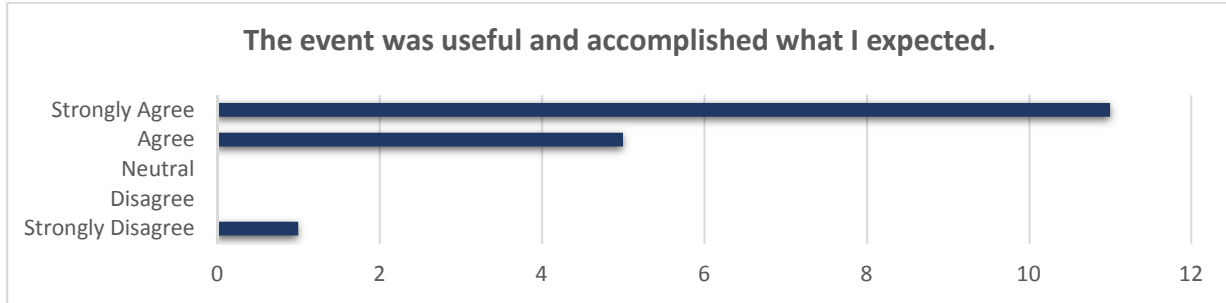
## Open Ended Comments

The following comments were provided by Open House participants through feedback forms:

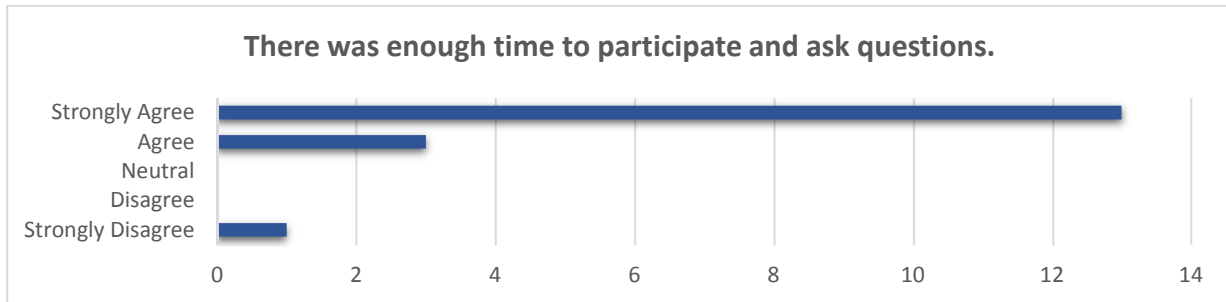
- Please give a close estimate of how much (average) of Mr. Jones lot that will be left after the roundabout (Plan 3) is built.
- Bryan Road needs clearing at White Oak Road. Trees block views toward Clayton.
- Please consider a stop sign (temporary) placement for Hebron Church traffic traveling toward White Oak at Ackerman so that Ackerman traffic has an opportunity to turn left onto Hebron Church to access White Oak Road.
  - Future: Please consider the addition of sidewalks on Ackerman & Hebron Church Roads so that pedestrians can walk to the school.
- Please fix the right turn from White Oak to Hebron Church. Often people turn & drive in towards oncoming traffic on Hebron Church. Too tight and squiggly
- I hate roundabouts but think that is the best alternative to improve this intersection.
- With alternative 7, consider a roundabout at Ackerman and White Oak, leaving only one signal at Hebron Church. Consider safe left turn into gas station at Ackerman / White Oak. Build for the future, not just for the now.
- Alternative 7 provides better for future growth of the area. Might as well do that now to make it better. Safer with high school drivers who will be a large number of the drivers in those intersections.
- I would like to see a separate right turn lane starting from the Marathon Gas Station on White Oak connecting White Oak to Hebron Church. Where the right lane connects to Hebron Church it would be a yield lane to merge onto Hebron Church. It would be nice to have a left turn lane for people turning left from Hebron on to White Oak and then want to turn left into the Marathon Gas Station.



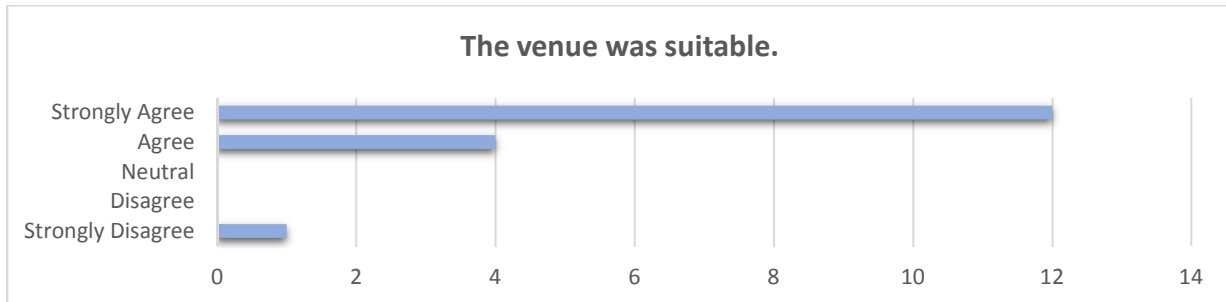
## Event Feedback



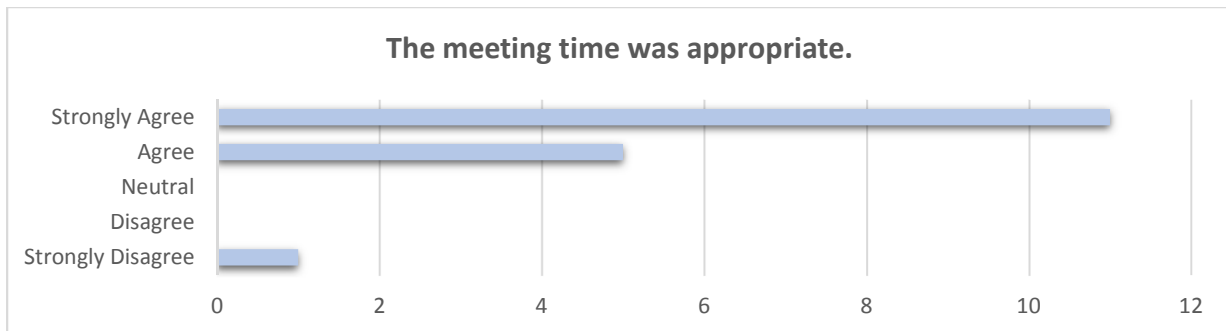
**Figure 4.** Feedback Form Responses from Open House – Question 1.



**Figure 5.** Feedback Form Responses from Open House – Question 2.



**Figure 6.** Feedback Form Responses from Open House – Question 3.



**Figure 7.** Feedback Form Responses from Open House – Question 4.

Town of Garner  
Town Council Meeting  
Agenda Form

Meeting Date: June 19, 2018		
Subject: Wake County Amended CDBG Cooperation Agreement		
Location on Agenda: Old/New Business		
Department: Planning/Town Attorney		
Contact: Jeff Triezenberg, Planning Director		
Presenter: Jeff Triezenberg, Planning Director		
<b>Brief Summary:</b>  Over the years, the CDBG program has assisted the Town in constructing sidewalks, enhance parks and recreation facilities. The Wake County Attorney's office has determined that amended agreements need to be re-authorized for Federal Fiscal Year 2019. The last agreement was formally signed and entered into in 2006 and have been auto-renewed in years since.		
<b>Recommended Motion and/or Requested Action:</b> Authorize the Town Manager to sign amended Agreement.		
<b>Detailed Notes:</b> Wake County has determined that amended cooperation agreements are needed for those 9 municipalities (Apex, Knightdale, Morrisville, Wendell, Wake Forest, Rolesville, Fuquay Varina, Zebulon, Garner) currently participating in the CDBG Cooperation Agreement. It is also their understanding that the Town of Holly Springs desires to join in FFY 2019, so a new agreement is also needed for Holly Springs. The amended agreements will replace the 2006 Cooperation Agreements that have been auto renewed through Federal Fiscal Year 2018. The agreements for all jurisdictions, except Holly Springs, are identical in content.		
Funding Source:		
Cost:	One Time: <input type="radio"/>	Annual: <input type="radio"/> No Cost: <input checked="" type="radio"/>
Manager's Comments and Recommendations:		
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:		

**STATE OF NORTH CAROLINA**  
**COUNTY OF WAKE**

**WAKE COUNTY AMENDED  
COMMUNITY DEVELOPMENT  
BLOCK GRANT  
COOPERATION AGREEMENT  
FFY 2019, 2020 &2021**

This Wake County Amended Community Development Block Grant Cooperation Agreement (“**Agreement**”) is made and entered into on this \_\_\_\_ day of \_\_\_\_\_, 2018 (“Effective Date”), by the COUNTY OF WAKE a body politic and corporate of the State of North Carolina (hereinafter referred to as the "**County**") and the TOWN OF GARNER, a municipal corporation (the “Town”) of the State of North Carolina (the “State”). Both County and Town may herein be referred to as a “Party” or collectively as the “Parties” as the context may require.

**WITNESSETH:**

WHEREAS, in 2006, the Parties entered into a Wake County Community Development Block Grant and Home Program Cooperation Agreement (“2006 Cooperation Agreement”) for Fiscal Years 2007, 2008, 2009; and

WHEREAS, the 2006 Cooperation Agreement automatically renewed for each successive three-year urban county qualification period; the most recent Agreement is valid through federal fiscal year 2018; and

WHEREAS, the United States Department of Housing and Urban Development (hereinafter referred to as “HUD”) has determined that the County is eligible, as an “Urban County”, to continue receiving entitlements associated with the CDBG Entitlement Program (“CDBG”) pursuant to Title I of the Housing and Community Development Act of 1974 (Act), as amended, but has conditioned said funding on adoption of a cooperation agreement with the participating local government in accordance with HUD’s Urban County Qualification Notice (the “Qualification Notice”); and

WHEREAS, HUD has determined that the County is eligible, as a "Participating Jurisdiction", to continue receiving HOME funds under Titles I and II of the Cranston-Gonzalez National Affordable Housing Act, HOME Investment Partnership Act (HOME), as amended, to address certain needs of predominantly low and moderate income persons, but has conditioned said funding on adoption of a cooperation agreement with the participating local government in accordance with the Qualification Notice; and

WHEREAS, HUD has determined that the County is eligible to receive Emergency Solutions Grants Programs (ESG) funds authorized by subtitle B of title IV of the McKinney–Vento Homeless Assistance Act (42 U.S.C. 11371–11378) for the rehabilitation or conversion of buildings for use as emergency shelters for the homeless, for the payment of certain expenses related to operating emergency shelters, for essential services related to emergency shelters and street outreach for the homeless, and for homelessness prevention and rapid re-housing assistance, but has conditioned said funding on adoption of a cooperation agreement with the participating local government in accordance with the Qualification Notice; and

WHEREAS, the County is also an eligible grantee of Housing Opportunities for Persons with AIDS (HOPWA) funds administered through the Housing Opportunity Through Modernization Act of 2016 (HOTMA), which as amended, allows the County to enter into an agreement with an eligible alternative grantee pursuant to in section 854(c), including a unit of general local government, to receive and administer a portion of the HOPWA formula allocation in its place; and

WHEREAS, the County invites the incorporated, non-entitlement municipalities located within its borders to participate in the CDBG, HOME, ESG and HOPWA entitlement programs (collectively referred to herein as the “Programs”), once said municipalities dedicate their population counts in support of the County formula allocation of funds; and



WHEREAS, the purpose of this Agreement is to set forth a mutual understanding between the County and the Town as the permissible use of Program funds and other terms and conditions associated with the Programs; and

WHEREAS, as a party to this Agreement, the County agrees to carry out the objectives of the identified Programs throughout the unincorporated areas of the County and within the municipalities who have entered into cooperation agreements similar to this Agreement; and

WHEREAS, this Agreement is intended to demonstrate compliance with the Qualification Notice issued on or about March 22, 2018, to identify new sources of grant funding for allocation to the County, and to incorporate new federal requirements that did not exist as of the 2006 Cooperation Agreement; and

WHEREAS, this Agreement updates, supersedes and replaces the 2006 Cooperation Agreement in its entirety.

NOW, THEREFORE, BE IT AGREED AND CERTIFIED by the Town that:

1. The recitals above are incorporated herein and made part of this Agreement by reference.
2. The Town hereby elects to participate in the County's Programs, as defined in this Agreement, with the understanding that this binding decision means that for the Federal Fiscal Years 2019-2021 (October 1, 2018 - September 30, 2021) (the three Program years plus an additional year for implementation of projects begun during the three-year period) and all successive three-year qualification periods unless this Agreement is terminated.
3. By execution of this Agreement, the governing board of the Town hereby grants the County the authority to undertake and administer housing and community development activities within the municipal limits and extraterritorial jurisdiction of the Town.
4. For the term of this Agreement, the Town is not eligible to apply for any grants appropriated under the State CDBG Program, which shall include, but

is not limited to, a Small Cities CDBG grant from the North Carolina Department of Commerce, Division of Community Assistance (or its successor agency).

5. The Town may receive a formula allocation under the HOME Program only through the County. Regardless of whether the County receives a HOME formula allocation, the Town cannot form a HOME consortium with other local governments. (Note: This does not preclude the urban county or a unit of government participating with the urban county from applying to the State for HOME funds, if the State allows.)
6. The Town may receive a formula allocation under the ESG Program only through the County and pursuant to the terms of this Agreement. (Note: This does not preclude the urban county or a unit of government participating with the urban county from applying to the State for ESG funds, if the State allows.)
7. The Town may receive a formula allocation under the HOPWA Program only through the County and pursuant to the terms of this Agreement.

NOW, THEREFORE, BE IT FURTHER MUTUALLY AGREED between the Parties as follows:

1. The recitals above are incorporated herein and made part of this Agreement by reference.
2. The governing bodies of the Town and the County have approved this Agreement as reflected in their respective minutes authorizing the signatories to execute the same as of the effective date.
3. The County will administer the Program funds received from HUD. The County agrees to actively request the Town's involvement in the Programs and the County agrees to consider the Town's interests in undertaking eligible Program activities. The County will have the responsibility for approving projects as eligible for funding, after consultation with the Town's management. The County will also have the responsibility for filing the annual final statement and other reports to HUD. The Town will provide any documentation required by HUD to the County, with technical assistance from the County, for projects funded with Program funds in the Town.
4. At the option of the County, the Agreement may be renewed for participation in successive three-year qualification periods, unless the County or Town provides written notice that it elects not to participate in the new qualification period (by the date specified in any future HUD urban county qualification notice). The County will notify the Town in writing of its right to elect not to

participate before the automatic renewal date and a copy of the same will be sent to the HUD Field Office.

5. The Parties stipulate and agree to work cooperatively and adopt any amendments to this Agreement as may be required to comply with law or to meet the requirements set forth in the Qualification Notice or any subsequent qualification notice for any subsequent three-year urban county qualification periods. Failure to comply with this provision will void any automatic renewal period.
6. This Agreement remains in effect until all Program income received is expended and the funded activities completed during the three-year qualification period (FFY 2019-2021) and any successive qualification periods. Neither Party may terminate or withdraw from this Agreement while it remains in effect, unless otherwise authorized herein. Notwithstanding the above, this Agreement may be canceled if HUD notifies the County that it is not entitled to Program funding, the County fails to qualify as an Urban County or if the County does not receive Program funding in any year of the three-year federal funding period made subject to this Agreement.
7. The Parties will cooperate to undertake, or to assist in undertaking, community renewal and lower-income housing assistance activities. The County agrees to submit to the Town for review and comment any plans, involving the use of funds for Program implementation, affecting the Town.
8. The Parties will take all actions necessary to assure compliance with the County's certification under section 104(b) of Title I of the Housing and Community Development Act of 1974, as amended, regarding Title VI of the Civil Rights Act of 1964, the Fair Housing Act, and affirmatively furthering fair housing. See 24 CFR 91.225(a). The Parties will comply with section 109 of Title I of the Housing and Community Development Act of 1974, which incorporates Section 504 of the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975 and any other applicable laws. The Parties agree to comply with other applicable law. The County shall not fund activities in, or in support of, the Town that does not affirmatively further fair housing within its own jurisdiction or that impedes the County's actions to comply with the County's fair housing certification.
9. The Parties have adopted and are enforcing:
  - a. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
  - b. A policy of enforcing applicable State and local

laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within jurisdictions.

10. Neither Party may veto or implement any other restriction that would allow any Party to the Agreement to obstruct the implementation of the approved consolidated plan during the period covered by this Agreement. The County has final responsibility for selecting CDBG, HOME, ESG and HOPWA activities and submitting the consolidated plan to HUD.
11. Pursuant to the requirements of 24 CFR 570.501(b), if the County requests the Town to enter into a subrecipient agreement for the expenditure of Program funds, the Town is subject to the same requirements applicable to subrecipients, including the requirement of a written agreement as described in 24 CFR 570.503.
12. In addition to federal laws governed by this Agreement, the Parties agree to adhere to State and local laws and to undertake necessary action, as determined by the County, to carry out a community development program and the approved consolidated plan.
13. The Parties will not sell, trade, or otherwise transfer all or any portion of Program funds to a metropolitan city, urban county, unit of general local government, Indian tribe, or insular area that directly or indirectly receives CDBG funds in exchange for any other funds, credits or non-federal considerations, but must use such funds for activities eligible under Title I of the Housing and Community Development Act of 1974, as amended.
14. By entering into this Agreement, the County does not guarantee availability of funding or funding allocations to the Town in any specified amount. Subject to adherence of federal rules and regulations, the County has complete authority over the allocation of said funding without right of objection or veto by the Town or other participating and eligible municipalities.
15. The Parties agree to abide by the requirements contained in 24 C.F.R. § 570.504 with respect to the receipt, expenditure, and disposition of any Program income that is generated from the Programs made subject to this Agreement.

BE IT FURTHER RESOLVED that the governing bodies of the Town and the County have approved this Agreement as set forth in their respective minutes authorizing execution by the parties identified below.

**FOR THE TOWN OF GARNER, NC**

**FOR WAKE COUNTY, NC**

BY: \_\_\_\_\_  
**Rodney Dickerson, Town Manager**

BY: \_\_\_\_\_  
**David Ellis, Manager**

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

ATTEST:  
\_\_\_\_\_

ATTEST:  
\_\_\_\_\_

\_\_\_\_\_  
Name or Title (typed or printed)

\_\_\_\_\_  
Name or Title (typed or printed)

The terms and provisions of the Agreement are fully authorized under State and local law and continue to provide full legal authority for the County.

[AFFIX TOWN SEAL HERE]

\_\_\_\_\_  
Scott Warren, Wake County Attorney

\_\_\_\_\_  
(Date)

Town of Garner  
Town Council Meeting  
Agenda Form

Meeting Date: June 19, 2018		
Subject: Human Resources Committee Nomination to Various Town Board and Commissions		
Location on Agenda: Old/New Business		
Department: Administration		
Contact: Stella Gibson, Town Clerk		
Presenter: Ken Marshburn, Mayor ProTem		
<b>Brief Summary:</b>  The Human Resources Committee of the Town Council held meetings to discuss and conduct interviews and recommend appointments to the Planning Commission, Parks Recreation and Cultural Resources Advisory Committee, Senior Citizens Advisory Committee and the Veterans Advisory Committee.		
<b>Recommended Motion and/or Requested Action:</b> Appoint nominees to Committees/Boards		
<b>Detailed Notes:</b> The Committee presents the following recommendation: Planning Commission - appoint Barbara Barat, Jim Hunnicutt and Ruth Strindberg-Howe to expire June 30, 2020; PRCR - re-appoint Robert Deaton and Elmo Vance to expire June 30, 2021; Senior Citizens Advisory - re-appoint Nancy Cope and Troy Ellis and appoint John Bigliardi to expire June 30, 2021; Garner Veterans Advisory- re-appoint Richard Ripley and Donald Searles to expire June 30, 2021.		
Funding Source:		
Cost:	One Time: <input type="radio"/>	Annual: <input type="radio"/> No Cost: <input checked="" type="radio"/>
Manager's Comments and Recommendations:		
Attachments Yes: <input checked="" type="radio"/> No: <input type="radio"/>		
Agenda Form Reviewed by:	Initials:	Comments:
Department Head:	Town Council	
Finance Director:		
Town Attorney:		
Town Manager:	RD	
Town Clerk:		

# Reports

**Building Activity by Type and Proposed Use for  
Report Beginning: 05/01/2018 to Report Ending: 05/31/2018**

**Addition**

<b>Proposed Use</b>	<b>Number of Units</b>	<b>Construction Value</b>	<b>Intown Value</b>
DECK	3	\$8,512.00	\$8,512.00
MANUFACTURED HOME	1	\$23,000.00	\$0.00
SCREENED PORCH	2	\$23,200.00	\$23,200.00
SINGLE FAMILY DWELLIN	1	\$32,500.00	\$32,500.00
SUNROOM	1	\$6,585.00	\$6,585.00
TOWNHOME	1	\$5,000.00	\$5,000.00
<b>Total</b>	<b>9</b>	<b>\$98,797.00</b>	<b>\$75,797.00</b>

**Alteration**

<b>Proposed Use</b>	<b>Number of Units</b>	<b>Construction Value</b>	<b>Intown Value</b>
BUSINESS/OFFICE	5	\$167,648.00	\$167,648.00
CHURCH/RELIGIOUS	1	\$45,000.00	\$45,000.00
DECK	1	\$1,000.00	\$1,000.00
MERCANTILE/RETAIL	1	\$294,000.00	\$294,000.00
SINGLE FAMILY DWELLIN	7	\$119,533.00	\$103,033.00
STORAGE/WAREHOUSE	1	\$14,000.00	\$14,000.00
TOWNHOME	1	\$1,300.00	\$1,300.00
<b>Total</b>	<b>17</b>	<b>\$642,481.00</b>	<b>\$625,981.00</b>

**Electrical**

<b>Proposed Use</b>	<b>Number of Units</b>	<b>Construction Value</b>	<b>Intown Value</b>
BUSINESS/OFFICE	1	\$5,000.00	\$0.00
COMMERCIAL SIGN	1	\$100.00	\$100.00
MERCANTILE/RETAIL	1	\$18,090.00	\$18,090.00
MULTI-FAMILY 5 UNITS &	1	\$545.00	\$545.00
OTHER	1	\$800.00	\$0.00
RESTAURANT	1	\$3,000.00	\$3,000.00
SINGLE FAMILY DWELLIN	3	\$5,820.00	\$5,820.00



<b>Total</b>	9	\$33,355.00	\$27,555.00
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### Mechanical

Proposed Use	Number of Units	Construction Value	Intown Value
DUCTWORK	1	\$5,589.00	\$0.00
GAS FUEL LINE	1	\$2,200.00	\$2,200.00
GAS GRILL	2	\$4,550.00	\$4,550.00
LP TO NATURAL GAS CON	1	\$900.00	\$0.00
MECHANICAL INSTALLATI	1	\$1,425.00	\$1,425.00
MECHANICAL REPLACEME	69	\$434,390.00	\$381,475.00
TANKLESS HOT WATER HE	1	\$1,200.00	\$1,200.00
<b>Total</b>	76	\$450,254.00	\$390,850.00

### New Building

Proposed Use	Number of Units	Construction Value	Intown Value
CARPORT	1	\$6,400.00	\$6,400.00
CONSTRUCTION TRAILER	1	\$600.00	\$600.00
MANUFACTURED HOME	1	\$47,236.00	\$0.00
OTHER	1	\$38,000.00	\$0.00
SINGLE FAMILY DWELLIN	17	\$3,291,603.00	\$2,687,003.00
TOWNHOME	7	\$902,718.00	\$902,718.00
<b>Total</b>	28	\$4,286,557.00	\$3,596,721.00

### New Structure

Proposed Use	Number of Units	Construction Value	Intown Value
ASSEMBLY/AMUSEMENT	1	\$1,000.00	\$1,000.00
COMMERCIAL SIGN	1	\$7,000.00	\$7,000.00
GARAGE DETACHED	3	\$23,500.00	\$10,000.00
NEW STRUCTURE	1	\$29,900.00	\$29,900.00
RESIDENTIAL STORAGE	1	\$5,000.00	\$5,000.00
TEMPORARY TENT	3	\$1,500.00	\$1,500.00
TOWNHOME	1	\$1,000.00	\$1,000.00
<b>Total</b>	11	\$68,900.00	\$55,400.00

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**Plumbing**

<b>Proposed Use</b>	<b>Number of Units</b>	<b>Construction Value</b>	<b>Intown Value</b>
BUSINESS/OFFICE	1	\$2,500.00	\$2,500.00
CHURCH/RELIGIOUS	1	\$2,500.00	\$2,500.00
GAS FUEL LINE	1	\$1,800.00	\$0.00
IRRIGATION	4	\$13,700.00	\$13,700.00
PLUMBING	5	\$15,346.00	\$15,346.00
WATER SERVICE	2	\$6,000.00	\$6,000.00
<b>Total</b>	<b>14</b>	<b>\$41,846.00</b>	<b>\$40,046.00</b>

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**Repair**

<b>Proposed Use</b>	<b>Number of Units</b>	<b>Construction Value</b>	<b>Intown Value</b>
SINGLE FAMILY DWELLIN	2	\$16,053.00	\$10,925.00
<b>Total</b>	<b>2</b>	<b>\$16,053.00</b>	<b>\$10,925.00</b>

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**Sum**

<b>Total Number of Permits</b>	<b>166</b>
<b>Total Construction Value</b>	<b>\$5,638,243.00</b>
<b>Total Intown Value</b>	<b>\$4,823,275.00</b>

<b>Permit #:</b>	2180366	<b>Inside Town Limits</b> Yes	
<b>Issue date:</b>	5/1/2018	<b>Census tract:</b>	<b>PIN#:</b> 1701-53-4933
<b>Lot#:</b>	330	<b>Subdivision:</b> GREENBRIER	<b>Total cost:</b> \$181,000.00
<b>PropAddress:</b>	4918 CINDY DRIVE		
<b>Owner's</b>	BARBEE CONSTRUCTION SERVICES LLC	<b>Owner's Phone:</b>	919-796-0953
<b>Contractor</b>	BARBEE CONSTRUCTION SERVICES LLC	<b>Contractor's Phone:</b>	919-796-0953
<b>Type of Improvement:</b>	New Building	<b>Proposed Use</b>	SINGLE FAMILY DWELLIN
<b>Permit #:</b>	2180490	<b>Inside Town Limits</b> No	
<b>Issue date:</b>	5/3/2018	<b>Census tract:</b>	<b>PIN#:</b> 1628-07-8711
<b>Lot#:</b>	40	<b>Subdivision:</b> GLEN CREEK	<b>Total cost:</b> \$306,600.00
<b>PropAddress:</b>	4833 WRENN ROAD		
<b>Owner's</b>	BUFFALOE PRESERVE, LLC	<b>Owner's Phone:</b>	919-363-4111
<b>Contractor</b>	ROBUCK HOMES TRIANGLE, LLC	<b>Contractor's Phone:</b>	919-876-9200
<b>Type of Improvement:</b>	New Building	<b>Proposed Use</b>	SINGLE FAMILY DWELLIN
<b>Permit #:</b>	2180514	<b>Inside Town Limits</b> Yes	
<b>Issue date:</b>	5/1/2018	<b>Census tract:</b>	<b>PIN#:</b> 1629-15-8601
<b>Lot#:</b>	51	<b>Subdivision:</b> CLIFFORD GROVE	<b>Total cost:</b> \$122,026.00
<b>PropAddress:</b>	148 WHITETAIL DEER LANE		
<b>Owner's</b>	D.R. HORTON INC	<b>Owner's Phone:</b>	919-407-2037
<b>Contractor</b>	D.R. HORTON, INC.	<b>Contractor's Phone:</b>	919-407-2037
<b>Type of Improvement:</b>	New Building	<b>Proposed Use</b>	SINGLE FAMILY DWELLIN
<b>Permit #:</b>	2180515	<b>Inside Town Limits</b> Yes	
<b>Issue date:</b>	5/1/2018	<b>Census tract:</b>	<b>PIN#:</b> 1629-15-5652
<b>Lot#:</b>	77	<b>Subdivision:</b> CLIFFORD GROVE	<b>Total cost:</b> \$168,138.00
<b>PropAddress:</b>	153 WHITETAIL DEER LANE		
<b>Owner's</b>	D.R. HORTON INC	<b>Owner's Phone:</b>	919-407-2037
<b>Contractor</b>	D.R. HORTON, INC.	<b>Contractor's Phone:</b>	919-407-2037
<b>Type of Improvement:</b>	New Building	<b>Proposed Use</b>	SINGLE FAMILY DWELLIN
<b>Permit #:</b>	2180519	<b>Inside Town Limits</b> Yes	
<b>Issue date:</b>	5/1/2018	<b>Census tract:</b>	<b>PIN#:</b> 1629-15-3880
<b>Lot#:</b>	81	<b>Subdivision:</b> CLIFFORD GROVE	<b>Total cost:</b> \$164,650.00
<b>PropAddress:</b>	169 WHITETAIL DEER LANE		
<b>Owner's</b>	D.R., HORTON INC	<b>Owner's Phone:</b>	919-407-2037
<b>Contractor</b>	D.R. HORTON, INC.	<b>Contractor's Phone:</b>	919-407-2037
<b>Type of Improvement:</b>	New Building	<b>Proposed Use</b>	SINGLE FAMILY DWELLIN

<b>Permit #:</b>	2180547	<b>Inside Town Limits</b>	No
<b>Issue date:</b>	5/7/2018	<b>Census tract:</b>	<b>PIN#:</b> 1629-77-7466
<b>Lot#:</b>		<b>Subdivision:</b> N/A	<b>Total cost:</b> \$298,000.00
<b>PropAddress:</b>	7908 COUNTRY CLUB DRIVE		
<b>Owner's</b>	DENNIS & APRIL PEEBLES	<b>Owner's Phone:</b>	919-625-3533
<b>Contractor</b>	C B PUGH ENTERPRISES, LLC	<b>Contractor's Phone:</b>	919-931-2581
<b>Type of Improvement:</b>	New Building	<b>Proposed Use</b>	SINGLE FAMILY DWELLIN
<b>Permit #:</b>	2180560	<b>Inside Town Limits</b>	Yes
<b>Issue date:</b>	5/10/2018	<b>Census tract:</b>	<b>PIN#:</b> 0699-16-1489
<b>Lot#:</b>	40	<b>Subdivision:</b> MCCULLERS WALK	<b>Total cost:</b> \$145,550.00
<b>PropAddress:</b>	200 MISTY PIKE DRIVE		
<b>Owner's</b>	HALLE BUILDING GROUP	<b>Owner's Phone:</b>	
<b>Contractor</b>	RYAN HOMES	<b>Contractor's Phone:</b>	703-956-4000
<b>Type of Improvement:</b>	New Building	<b>Proposed Use</b>	TOWNHOME
<b>Permit #:</b>	2180561	<b>Inside Town Limits</b>	Yes
<b>Issue date:</b>	5/10/2018	<b>Census tract:</b>	<b>PIN#:</b> 0699-16-1522
<b>Lot#:</b>	43	<b>Subdivision:</b> MCCULLERS WALK	<b>Total cost:</b> \$160,365.00
<b>PropAddress:</b>	188 MISTY PIKE DRIVE		
<b>Owner's</b>	HALLE BUILDING GROUP	<b>Owner's Phone:</b>	
<b>Contractor</b>	RYAN HOMES	<b>Contractor's Phone:</b>	703-956-4000
<b>Type of Improvement:</b>	New Building	<b>Proposed Use</b>	TOWNHOME
<b>Permit #:</b>	2180572	<b>Inside Town Limits</b>	Yes
<b>Issue date:</b>	5/10/2018	<b>Census tract:</b>	<b>PIN#:</b> 1711-25-6074
<b>Lot#:</b>	6	<b>Subdivision:</b> VANDORA WEST	<b>Total cost:</b> \$127,417.00
<b>PropAddress:</b>	125 VANDORA HILLS PLACE		
<b>Owner's</b>	KELLYS CROSSING DEVELOPER LLC	<b>Owner's Phone:</b>	919-800-9169
<b>Contractor</b>	SMITH DOUGLAS HOMES	<b>Contractor's Phone:</b>	919-812-0350
<b>Type of Improvement:</b>	New Building	<b>Proposed Use</b>	SINGLE FAMILY DWELLIN
<b>Permit #:</b>	2180573	<b>Inside Town Limits</b>	Yes
<b>Issue date:</b>	5/10/2018	<b>Census tract:</b>	<b>PIN#:</b> 1711-25-9216
<b>Lot#:</b>	24	<b>Subdivision:</b> VANDORA WEST	<b>Total cost:</b> \$153,320.00
<b>PropAddress:</b>	103 BENNING HILLS PLACE		
<b>Owner's</b>	KELLYS CROSSING DEVELOPER, LLC	<b>Owner's Phone:</b>	919-800-9169
<b>Contractor</b>	SMITH DOUGLAS HOMES	<b>Contractor's Phone:</b>	919-812-0350
<b>Type of Improvement:</b>	New Building	<b>Proposed Use</b>	SINGLE FAMILY DWELLIN

<b>Permit #:</b>	2180584	<b>Inside Town Limits</b> Yes	
<b>Issue date:</b>	5/16/2018	<b>Census tract:</b>	<b>PIN#:</b> 1619-87-7514
<b>Lot#:</b>	61	<b>Subdivision:</b> GLENS AT BETHEL	<b>Total cost:</b> \$358,000.00
<b>PropAddress:</b>	155 DEREHAM LANE		
<b>Owner's</b>	HORIZONS EAST LLC	<b>Owner's Phone:</b>	910-708-1418
<b>Contractor</b>	HORIZON EAST, LLC	<b>Contractor's Phone:</b>	910-708-1418
<b>Type of Improvement:</b>	New Building	<b>Proposed Use</b>	SINGLE FAMILY DWELLIN
<b>Permit #:</b>	2180591	<b>Inside Town Limits</b> Yes	
<b>Issue date:</b>	5/11/2018	<b>Census tract:</b>	<b>PIN#:</b> 1619-12-4184
<b>Lot#:</b>	29	<b>Subdivision:</b> CREEKSIDE	<b>Total cost:</b> \$137,000.00
<b>PropAddress:</b>	274 ROARING CREEK DR		
<b>Owner's</b>	D.R. HORTON INC	<b>Owner's Phone:</b>	919-407-2037
<b>Contractor</b>	D.R. HORTON, INC.	<b>Contractor's Phone:</b>	919-407-2037
<b>Type of Improvement:</b>	New Building	<b>Proposed Use</b>	SINGLE FAMILY DWELLIN
<b>Permit #:</b>	2180604	<b>Inside Town Limits</b> Yes	
<b>Issue date:</b>	5/21/2018	<b>Census tract:</b>	<b>PIN#:</b> 1619-97-0354
<b>Lot#:</b>	27	<b>Subdivision:</b> GLENS AT BETHEL	<b>Total cost:</b> \$266,000.00
<b>PropAddress:</b>	239 VALLEYCRUISE CIRCLE		
<b>Owner's</b>	BRC HOMES INC	<b>Owner's Phone:</b>	919-422-0355
<b>Contractor</b>	BRC HOMES, INC	<b>Contractor's Phone:</b>	919-562-1081
<b>Type of Improvement:</b>	New Building	<b>Proposed Use</b>	SINGLE FAMILY DWELLIN
<b>Permit #:</b>	2180606	<b>Inside Town Limits</b> Yes	
<b>Issue date:</b>	5/21/2018	<b>Census tract:</b>	<b>PIN#:</b> 1619-87-7337
<b>Lot#:</b>	63	<b>Subdivision:</b> GLENS AT BETHEL	<b>Total cost:</b> \$266,800.00
<b>PropAddress:</b>	167 DEREHAM LANE		
<b>Owner's</b>	BRC HOMES, INC	<b>Owner's Phone:</b>	919-422-0355
<b>Contractor</b>	BRC HOMES, INC	<b>Contractor's Phone:</b>	919-562-1081
<b>Type of Improvement:</b>	New Building	<b>Proposed Use</b>	SINGLE FAMILY DWELLIN
<b>Permit #:</b>	2180607	<b>Inside Town Limits</b> Yes	
<b>Issue date:</b>	5/21/2018	<b>Census tract:</b>	<b>PIN#:</b> 1710-47-3369
<b>Lot#:</b>	44	<b>Subdivision:</b> LANDING AT HEATHER PARK	<b>Total cost:</b> \$119,261.00
<b>PropAddress:</b>	182 MYATT FERN DRIVE		
<b>Owner's</b>	ROYAL OAKS BUILDING GROUP, LLC	<b>Owner's Phone:</b>	919-233-3886
<b>Contractor</b>	ROYAL OAKS BUILDING GROUP, LLC	<b>Contractor's Phone:</b>	919-233-3886
<b>Type of Improvement:</b>	New Building	<b>Proposed Use</b>	TOWNHOME

<b>Permit #:</b>	2180608	<b>Inside Town Limits</b> Yes	
<b>Issue date:</b>	5/21/2018	<b>Census tract:</b>	<b>PIN#:</b> 1710-47-3461
<b>Lot#:</b>	45	<b>Subdivision:</b> LANDING AT HEATHER PARK	<b>Total cost:</b> \$112,054.00
<b>PropAddress:</b>	174 MYATT FERN DRIVE		
<b>Owner's</b>	ROYAL OAKS BUILDING GROUP, LLC	<b>Owner's Phone:</b>	919-233-3886
<b>Contractor</b>	ROYAL OAKS BUILDING GROUP, LLC	<b>Contractor's Phone:</b>	919-233-3886
<b>Type of Improvement:</b>	New Building	<b>Proposed Use</b>	TOWNHOME
<b>Permit #:</b>	2180609	<b>Inside Town Limits</b> Yes	
<b>Issue date:</b>	5/21/2018	<b>Census tract:</b>	<b>PIN#:</b> 1710-47-3453
<b>Lot#:</b>	46	<b>Subdivision:</b> LANDING AT HEATHER PARK	<b>Total cost:</b> \$133,929.00
<b>PropAddress:</b>	166 MYATT FERN DRIVE		
<b>Owner's</b>	ROYAL OAKS BUILDING GROUP, LLC	<b>Owner's Phone:</b>	919-233-3886
<b>Contractor</b>	ROYAL OAKS BUILDING GROUP, LLC	<b>Contractor's Phone:</b>	919-233-3886
<b>Type of Improvement:</b>	New Building	<b>Proposed Use</b>	TOWNHOME
<b>Permit #:</b>	2180610	<b>Inside Town Limits</b> Yes	
<b>Issue date:</b>	5/21/2018	<b>Census tract:</b>	<b>PIN#:</b> 1619-92-6459
<b>Lot#:</b>	19	<b>Subdivision:</b> OAK PARK	<b>Total cost:</b> \$164,340.00
<b>PropAddress:</b>	192 GUNDERSON LANE		
<b>Owner's</b>	ROYAL OAKS BUILDING GROUP LLC	<b>Owner's Phone:</b>	919-233-3886
<b>Contractor</b>	ROYAL OAKS BUILDING GROUP, LLC	<b>Contractor's Phone:</b>	919-233-3886
<b>Type of Improvement:</b>	New Building	<b>Proposed Use</b>	SINGLE FAMILY DWELLIN
<b>Permit #:</b>	2180611	<b>Inside Town Limits</b> Yes	
<b>Issue date:</b>	5/21/2018	<b>Census tract:</b>	<b>PIN#:</b> 1710-47-3445
<b>Lot#:</b>	47	<b>Subdivision:</b> LANDING AT HEATHER PARK	<b>Total cost:</b> \$112,054.00
<b>PropAddress:</b>	158 MYATT FERN DRIVE		
<b>Owner's</b>	ROYAL OAKS BUILDING GROUP, LLC	<b>Owner's Phone:</b>	919-233-3886
<b>Contractor</b>	ROYAL OAKS BUILDING GROUP, LLC	<b>Contractor's Phone:</b>	919-233-3886
<b>Type of Improvement:</b>	New Building	<b>Proposed Use</b>	TOWNHOME
<b>Permit #:</b>	2180612	<b>Inside Town Limits</b> Yes	
<b>Issue date:</b>	5/21/2018	<b>Census tract:</b>	<b>PIN#:</b> 1629-03-4547
<b>Lot#:</b>	147	<b>Subdivision:</b> OAK PARK	<b>Total cost:</b> \$184,635.00
<b>PropAddress:</b>	111 GUNDERSON LANE		
<b>Owner's</b>	ROYAL OAKS BUILDING GROUP LLC	<b>Owner's Phone:</b>	919-233-3886
<b>Contractor</b>	ROYAL OAKS BUILDING GROUP, LLC	<b>Contractor's Phone:</b>	919-233-3886
<b>Type of Improvement:</b>	New Building	<b>Proposed Use</b>	SINGLE FAMILY DWELLIN

<b>Permit #:</b>	2180613	<b>Inside Town Limits</b> Yes	
<b>Issue date:</b>	5/21/2018	<b>Census tract:</b>	<b>PIN#:</b> 1710-47-3448
<b>Lot#:</b>	48	<b>Subdivision:</b> LANDING AT HEATHER PARK	<b>Total cost:</b> \$119,505.00
<b>PropAddress:</b>	150 MYATT FERN DRIVE		
<b>Owner's</b>	ROYAL OAKS BUILDING GROUP	<b>Owner's Phone:</b>	919-233-3886
<b>Contractor</b>	ROYAL OAKS BUILDING GROUP, LLC	<b>Contractor's Phone:</b>	919-233-3886
<b>Type of Improvement:</b>	New Building	<b>Proposed Use</b>	TOWNHOME

<b>Permit #:</b>	2180635	<b>Inside Town Limits</b> Yes	
<b>Issue date:</b>	5/21/2018	<b>Census tract:</b>	<b>PIN#:</b> 1701-75-9533
<b>Lot#:</b>		<b>Subdivision:</b> GARNER TOWNE SQUARE	<b>Total cost:</b> \$294,000.00
<b>PropAddress:</b>	2620 TIMBER DRIVE		
<b>Owner's</b>	BURN BOOT CAMP	<b>Owner's Phone:</b>	703-434-9494
<b>Contractor</b>	HERITAGE CONSTRUCTION OF WAKE CO	<b>Contractor's Phone:</b>	919-453-1622
<b>Type of Improvement:</b>	Alteration	<b>Proposed Use</b>	MERCANTILE/RETAIL

<b>Permit #:</b>	2180668	<b>Inside Town Limits</b> Yes	
<b>Issue date:</b>	5/30/2018	<b>Census tract:</b>	<b>PIN#:</b> 1711-31-9896
<b>Lot#:</b>		<b>Subdivision:</b> N/A	<b>Total cost:</b> \$161,000.00
<b>PropAddress:</b>	405 BUTLER DRIVE		
<b>Owner's</b>	ICON COMMERCIAL RE LLC	<b>Owner's Phone:</b>	919-618-4886
<b>Contractor</b>	PROFILE CONSTRUCTION INC	<b>Contractor's Phone:</b>	919-291-2135
<b>Type of Improvement:</b>	New Building	<b>Proposed Use</b>	SINGLE FAMILY DWELLIN

<b>Permit #:</b>	2180674	<b>Inside Town Limits</b> Yes	
<b>Issue date:</b>	5/31/2018	<b>Census tract:</b>	<b>PIN#:</b> 1711-25-9277
<b>Lot#:</b>	25	<b>Subdivision:</b> VANDORA WEST	<b>Total cost:</b> \$142,477.00
<b>PropAddress:</b>	105 BENNING HILLS PLACE		
<b>Owner's</b>	KELLYS CROSSING DEVELOPER LLC	<b>Owner's Phone:</b>	919-800-9169
<b>Contractor</b>	SMITH DOUGLAS HOMES	<b>Contractor's Phone:</b>	919-812-0350
<b>Type of Improvement:</b>	New Building	<b>Proposed Use</b>	SINGLE FAMILY DWELLIN

## Memorandum

**To:** Rodney Dickerson, Town Manager  
**From:** Pam Wortham, Finance Director  
**Date:** June 12, 2018  
**Subject:** Financial Reports for May 2018  
**CC:** Town Council

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Attached is the statement of revenues and expenditures for FY 2018 through May 31, 2018. We are eleven months, or 91% through the budget year.

The report shows that year-to-date, the Town has collected approximately 81.2% of estimated revenues. Some important analysis of the Town's revenues included:

- Through the end of April, we have received approximately 100% of budgeted Ad Valorem taxes. Vehicle taxes will continue to be collected as vehicles are registered through the end of the fiscal year.
- We have received eight sales tax distributions and are 2.85% ahead of this time last year.
- Building permit fees are 17.11% higher than compared to the same period last year, and we have collected \$126,413 more than was budgeted for this item.

Please review the attached Analysis of Revenues for additional information.

Overall, the report shows that the Town has expended approximately 80% of its budget. Through the same period the previous year, the Town had expended 83% of its budget. Important expenditure highlights include:

- All of the vehicle and equipment replacements in this year's budget have been received and are reflected in the expenditures.
- Annual dues and subscriptions and several annually contracted services are usually paid at the beginning of the year.
- The Town has disbursed 88.9% of the total budgeted Debt Service.
- The Town has had twenty-three pay periods year to date (88.46% of all pay periods).

The balance sheet report provides selected accounts for your review. As a reminder, this reports only on General Fund accounts and does not include any taxes or assessment receivable accounts. Taxes Receivable are reported on the Analysis of Revenue report.

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



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

**FOR INTERNAL USE ONLY**

	Budget	Actual	Over (Under) Budget	Percentage of Budget	Actual Prior Year
<b>REVENUES</b>					
Ad valorem taxes	\$ 17,714,800	\$ 17,710,944	\$ (3,856)	100.0%	\$ 17,217,696
Other taxes and licenses	6,366,000	4,177,568	(2,188,432)	65.6%	4,062,601
Intergovernmental revenues	3,338,507	2,062,247	(1,276,260)	61.8%	2,040,762
Permits and fees	2,353,573	2,373,152	19,579	100.8%	2,835,193
Sales and services	543,898	474,094	(69,804)	87.2%	510,094
Investment earnings	220,000	295,064	75,064	134.1%	138,003
Other revenues	193,143	262,991	69,848	136.2%	304,577
Other Financing Sources	3,780,870	677,670	(3,103,200)	17.9%	97,206
Proceeds from issuance of debt		-	-	0.0%	710,000
Transfers in		-	-	0.0%	-
Appropriated fund balance		-	-	0.0%	-
<b>Total Revenues</b>	<b>\$ 34,510,791</b>	<b>\$ 28,033,729</b>	<b>\$ (6,477,062)</b>	<b>81.2%</b>	<b>\$ 27,916,132</b>
<b>EXPENDITURES</b>					
Governing body	\$ 431,145	\$ 366,982	(64,163)	85.1%	\$ 285,736
Administration	1,453,078	1,167,538	(285,540)	80.3%	1,043,760
Finance	850,427	712,404	(138,023)	83.8%	615,789
Economic development	424,106	320,108	(103,998)	75.5%	242,055
Economic incentives	70,000	-	(70,000)	0.0%	-
Planning	840,153	567,929	(272,224)	67.6%	688,545
Inspections	1,022,307	792,528	(229,779)	77.5%	831,588
Engineering	624,908	523,874	(101,034)	83.8%	541,255
Information technology	594,305	467,663	(126,642)	78.7%	502,329
Police	8,451,331	7,465,761	(985,570)	88.3%	6,887,614
Fire services	3,285,869	2,896,748	(389,121)	88.2%	2,680,248
Public works	7,864,283	5,994,596	(1,869,687)	76.2%	5,694,548
Parks and recreation	2,081,854	1,623,527	(458,327)	78.0%	1,658,605
Debt service	3,924,469	3,487,233	(437,236)	88.9%	3,165,408
Special appropriations	1,346,037	1,207,472	(138,565)	89.7%	1,100,649
Transfers out	1,246,519	-	(1,246,519)	0.0%	-
Contingency	-	-	-	0.0%	1,500
<b>Total expenditures</b>	<b>\$ 34,510,791</b>	<b>\$ 27,594,363</b>	<b>\$ (6,916,428)</b>	<b>80.0%</b>	<b>\$ 25,939,629</b>
<b>Revenues over Expenditures</b>	<b>\$ -</b>	<b>\$ 439,366</b>	<b>\$ 439,366</b>		<b>\$ 1,976,503</b>

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

**Property Tax Collections**

*(collections compared to budget)*

	Through Month Ending	
	5/31/2018	5/31/2017
Collections--Current Year	\$ 17,639,955	\$ 17,099,341
Collection % Budget	100.30%	100.46%
Collection % Value/Levy (both DMV & Wake County)	99.44%	99.20%

**Property Tax Billings (from Wake County & DMV)**

	Through Month Ending		
	5/31/2018	5/31/2017	
Real Property Value	\$2,777,319,789	\$2,732,009,205	
Personal Property Value	203,660,399	179,065,109	
Public Service Property Value	132,723,662	118,064,138	
Vehicle Value	215,282,984	209,956,965	
			<u>Percent Change</u>
Total	\$3,328,986,834	\$3,239,095,417	2.78%

**Sales Tax Distributions**

	Through Month Ending		% Change
	5/31/2018	5/31/2017	
Sales Taxes	\$4,033,864	\$3,922,229	2.85%

*Sales taxes distributed through 5/31 represent sales tax paid by consumers in July 2017-February 2018.*

**Building Permit Fees**

	Through Month Ending		% Change
	5/31/2018	5/31/2017	
Fees Collected	\$976,413	\$833,738	17.11%

**PRCR Fees**

	Through Month Ending		% Change
	5/31/2018	5/31/2017	
Recreation Fees	\$193,005	\$197,529	-2.29%
Facility Rentals	\$203,391	\$210,279	-3.28%

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

**FOR INTERNAL USE ONLY**

		General
<b>ASSETS</b>		
Cash in Bank	\$	2,805,808
Petty cash and change funds		2,186
NC Cash Management Trust investments		17,816,975
PFM Investments		9,924,835
Police Asset Forfeiture account		39,854
Receivables & Inventory (excluding Taxes & Assessments)		306,392
	\$	30,896,050
<b>LIABILITIES</b>		
Accounts Payable	\$	278,003
Bonds on deposit for Planning/Engineering		145,615
Rental Deposits		12,678
Deferred Revenue		73,209
	\$	509,505
Current Year Revenues to date	\$	28,033,729
Current Year Expenditures to date		(27,594,363)
Restricted Fund Balance July 1		916,441
Committed Fund Balance July 1		7,270,556
Unrestricted Fund Balance		21,760,182
	\$	30,386,545