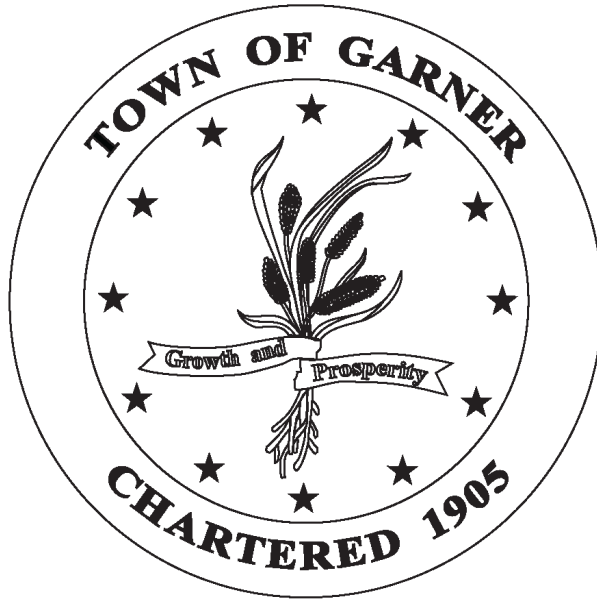


TOWN OF GARNER



Town Council Work Session

November 24, 2020
6:00 p.m.

Garner Town Hall
900 7th Avenue
Garner, NC 27529

**Town of Garner
Work Session Agenda
November 24, 2020**

The Council will meet in a Work Session at 6:00 p.m. in the Council Chambers located at 900 7th Avenue.

- A. CALL MEETING TO ORDER/ROLL CALL: Mayor Ken Marshburn
- B. ADOPTION OF AGENDA
- C. PRESENTATIONS
- D. DISCUSSION/REPORTS

- 1. Utilization of excess Inspection Department funding to cover vehicle related cost.....Page 3
Presenter: Mike Franks, Budget & Special Projects Manager

To discuss the utilization of excess funding in the Inspection's Department to replace various vehicles.

Action: No action required.

- 2. 2013 Street and Sidewalk Bond Fund UpdatePage 13
Presenter: John Hodges, Assistant Town Manager

Staff will provide an update on the 2013 Street and Sidewalk Bond Fund and remaining projects. We will also discuss several existing and new funding needs that could qualify for current or future bond funds and get Council's direction to prioritize the remaining projects.

Action: Provide direction to prioritize remaining bond funds and projects.

- 3. Council Retreat Planning Discussion.....Page 14
Presenter: Rodney Dickerson, Town Manager

Council has previously expressed a desire to return to a February schedule for their annual Council Planning Retreat. To achieve this goal, the Manager's Office would like to get input from Council to aid in initial planning of the retreat.

Action: Provide input to proceed with planning.

- 4. Pending Agenda.....Page 15
Presenter: Rodney Dickerson, Town Manager

The pending agenda items for the December 2020 and January 2021 Council Meetings and Work Session are provided for review and discussion.

Action: Receive as information.

E. MANAGER REPORTS

1. Wake Transit Community Funding Area Program Application Update

F. COUNCIL REPORTS

G. CLOSED SESSION

- Pursuant N.C. General Statutes Section 143-318.11(a)(5) to discuss real estate acquisition.
- Pursuant N.C. General Statutes Section 143-318.11(a)(3) to discuss litigation with staff.
- Pursuant to N.C. General Statutes Section 143-318.11(a)(6) to discuss personnel matter with staff.

H. ADJOURN

Town of Garner
Town Council Meeting
Agenda Form

Meeting Date: November 24 2020		
Subject: Utilization of Excess Inspection Funding		
Location on Agenda: Discussion		
Department: Administration		
Contact: Mike Franks, Budget Manager		
Presenter: Mike Franks, Budget Manager		
Brief Summary: To discuss the utilization of excess funding in the Inspection's Department to replace various vehicles.		
Recommended Motion and/or Requested Action:		
Detailed Notes: Recent legislation requires localities to only utilize revenue generated by the Inspections Department on inspection related activities. The Town has accumulated significant inspection related funding and staff is recommending that a portion of this funding be utilized to purchase new inspection vehicles. The vehicles being replaced would be re-purposed in other Town departments to meet identified requirements.		
Funding Source: Inspection Revenue		
Cost: TBD	One Time: <input checked="" type="radio"/>	Annual: <input type="radio"/> No Cost: <input 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:	MR	
Finance Director:		
Town Attorney:		
Town Manager:	RD	
Town Clerk:		

Inspection Vehicle Review

Overview

- History of legislation
- Impact on Inspections Department
- Review of Town wide Vehicle Requirements
- Recommendation

Impacting Legislation

- [SL 2015-145](#) – Clarifies that all inspection fees collected by cities and counties must be used to support the inspection department. In addition, requires that inspections be performed in a full and timely manner and that inspection reports include all items failing to meet code requirements
- Specifically, §153-354 says that “A county may appropriate any available funds for the support of its inspection department. It may provide for paying inspectors fixed salaries, or it may reimburse them for their services by paying over part or all of any fees collected. It may fix reasonable fees for issuing permits, for inspections, and for other services of the inspection department. All fees collected under the authority set forth in this section shall be used for support of the administration and activities of the inspection department and for no other purpose.”

Summary of Impact

- Prevents the Town from charging developers to offset the cost of non-inspection related activities
- The Town has accumulated funding totaling nearly \$700,000 that can only be utilized for Inspection related activities
- Staff believes it is prudent to reserve a portion of this funding for a downturn in the economy
 - A portion of this funding is available to meet Inspection related requirements

Town wide Vehicle Requirements

- The Inspections Department currently utilizes 2WD trucks and sedans to conduct inspections
 - The Department would be better served to utilize 4WD trucks to perform their duties
- Town Departments reviewed their current fleet and, in many cases, would benefit from a repurposed Inspection vehicle

Town wide Vehicle Requirements

- Engineering – Currently utilizes a Ford Fusion to perform a variety of duties and would benefit from a truck
 - The Ford Fusion is currently in fair condition and could be utilized as a pool vehicle
- Police – The evidence technician currently utilizes a Chevrolet Impala and would benefit from a truck
 - The Chevy Impala would be sold
- The Animal Control officers utilize a Ford F150 and would benefit from an Inspection Truck
 - The Ford F150 could be repurposed to Parks for special events and for staff to utilize at the recreation center

Town wide Vehicle Requirements

- Planning – Currently utilizes a Ford Taurus for various administrative tasks
 - This vehicle has experienced significant issues and could be replaced by a Ford Fusion from Inspections
- The Planning Department received a new position that requires a truck to visit construction sites
 - A truck from Inspections could meet this requirement

Recommendation

- Staff recommends that the highlighted changes be implemented and new 4WD trucks be purchased for Inspections
- New trucks would cost approximately \$30,000 per/vehicle. This would result in a total cost of approximately \$300,000
 - In addition to the 5 vehicles being repurposed, staff recommends the replacement of 3 vehicles based on their condition and 2 vehicles to meet current requirements

Questions?

Town of Garner
Town Council Meeting
Agenda Form

Meeting Date: November 24 2020		
Subject: 2013 Street and Sidewalk Bond Fund Update		
Location on Agenda: Reports		
Department: Town Manager's Office		
Contact: John Hodges, Assistant Town Manager - Development Services		
Presenter: John Hodges, Assistant Town Manager - Development Services		
Brief Summary: Staff will provide an update on the 2013 Street and Sidewalk Bond Fund and remaining projects. We will also discuss several existing and new funding needs that could qualify for current or future bond funds and get Council's direction to prioritize the remaining projects.		
Recommended Motion and/or Requested Action: Provide direction to prioritize remaining bond funds and projects		
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 type="radio"/> No: <input checked="" type="radio"/>		
Agenda Form Reviewed by:	Initials:	Comments:
Department Head:	JMH	
Finance Director:		
Town Attorney:		
Town Manager:	RD	
Town Clerk:		

Town of Garner
Town Council Meeting
Agenda Form

Meeting Date: November 24 2020		
Subject: Council Retreat Planning Discussion		
Location on Agenda: Reports		
Department: Town Manager's Office		
Contact: Rodney Dickerson, Town Manager		
Presenter: Rodney Dickerson, Town Manager		
Brief Summary: Council has previously expressed a desire to return to a February schedule for their annual Council Planning Retreat. To achieve this goal, the Manager's Office would like to get input from Council to aid in initial planning of the retreat.		
Recommended Motion and/or Requested Action: Provide input to proceed with planning		
Detailed Notes: One of the priorities Council identified at their July, 2020 retreat to focus on during the next 12 months was a review of the Town's Strategic Plan and to explore alignment between the plan and Council's vision. This review would provide valuable information for the management team and leadership team to ensure work plans are aligned with Council goals and would inform the next steps in the multi-year planning and budgeting system that has been developed. The outcome of this view would also be used to evaluate the need to revamp or rewrite the Strategic Plan which was also identified as a focus for 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:		
Finance Director:		
Town Attorney:		
Town Manager:	RD	
Town Clerk:		

Town of Garner
Town Council Meeting
Agenda Form

Meeting Date: November 24 2020		
Subject: December 2020 and January 2021 Pending Agendas		
Location on Agenda: Reports		
Department: Town Manager's Office		
Contact: Rodney Dickerson, Town Manager		
Presenter: Rodney Dickerson, Town Manager		
Brief Summary: The pending agenda items for the December 2020 and January 2021 Council Meetings and Work Session are provided for review and discussion.		
Recommended Motion and/or Requested Action: Receive as information		
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:	JMH	
Finance Director:		
Town Attorney:		
Town Manager:	RD	
Town Clerk:		



Town Manager's Office Memorandum

TO: Mayor and Town Council

FROM: Rodney Dickerson, Town Manager

DATE: November 19, 2020

SUBJECT: December and January Pending Agenda Items

The following items are currently planned for the December Council Meetings and Work Session. As there is no work session in December, the known January items are also being provided. These items are subject to change.

Monday, December 7 – Regular Meeting

Presentations

None at this time

Consent

None at this time

Public Hearings

1. CUD-Z-20-06 & CUP-SB-20-06 – Old Stage Road Townhomes

Old/New Business

1. Teleworking Policy Approval (Needed for COVID Planning)
2. Policy Approval Authorization
3. 2021 Resurfacing List

Reports

None at this time

Tuesday, December 22 – Regular Meeting

Presentations

1. Audit Report (Pending Approval)

Consent

1. Budget Amendments
2. Nuisance abatements

Public Hearings

1. CUP-SP-19-27 Rand Village Commercial

Old/New Business

1. Garner Fire Merger – Status Report and Request for Funding

Reports

None at this time

Monday, January 4 – Regular Meeting

Presentations

None at this time

Consent

None at this time

Public Hearings

1. Z-21-01 Town of Garner Montauge Street Property (General Rezoning)

Old/New Business

1. Town Resolution - Public Events
2. Garner Transit Study Adoption
3. UDO-20-02 Chapter 160D
4. UDO-20-03 Residential Solar Panels
5. UDO-20-05 Townhomes and Indoor Entertainment in the CBD
6. UDO-20-04 Telecom Towers – Setback Radius (Pending)

Reports

1. Capital Project Status Report – Period Ending FY21-Q2

Tuesday, January 19 – Regular Meeting

Presentations

None at this time

Consent

None at this time

Public Hearings

1. SUP-SP-20-03 The Distillery (Event Space)
2. CUD-Z-20-07 and CUP-SB-20-05 White Oak Ridge (Commercial Subdivision)
3. CUP-SP-02-12 Saad Building, Phase II

Old/New Business

None at this time

Reports

None at this time

Monday, January 26 – Work Session

Presentations

1. Medical Insurance Renewal Kick Off – Paul Sydor and John Gasiorowski

Discussion

1. Joint Planning Commission – Town Council Work Session – UDO Articles 4-6
2. BRT Branding and Design Update

Pending Items

1. Council Meeting Procedures