



# Wake County

301 South McDowell Street  
Raleigh, NC

## Meeting Minutes Board of Commissioners

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Monday, November 19, 2018

2:00 PM

Wake County Justice Center

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### Meeting Called to Order: Chair Jessica Holmes

**Present:** 4 - Commissioner Jessica Holmes, Commissioner Sig Hutchinson, Commissioner Greg Ford, and Commissioner James West

**Absent:** 1 - Commissioner Matt Calabria

Others Present: David Ellis, County Manager; Johnna Rogers, Chief Operating Officer; Emily Lucas, Chief Financial Officer; Scott Warren, County Attorney; Denise Hogan, Clerk to the Board; Yvonne Gilyard, Deputy Clerk to the Board; Nicole Kreiser, Assistant County Manager; Chris Dillon, Assistant County Manager; Denise Foreman, Assistant County Manager; Ben Canada, Assistant to the County Manager.

### Pledge of Allegiance

**Invocation: Commissioner James West**

### Items of Business

1. [Approval of Agenda](#)

**Vice-Chair Hutchinson moved, seconded by Commissioner Ford, to approve the agenda. The motion carried by the following vote:**

**Aye:** 6 - Commissioner Holmes, Commissioner Hutchinson, Burns, Commissioner Ford, Portman, and Commissioner West

**Absent:** 1 - Commissioner Calabria

2. [Approval of the Minutes of the Regular Meeting of November 7, 2018](#)

**Commissioner Ford moved, seconded by Vice-Chair Hutchinson, to approve the minutes of the Regular Meeting of November 7, 2018. The motion carried by the following vote:**

**Aye:** 6 - Commissioner Holmes, Commissioner Hutchinson, Burns, Commissioner Ford, Portman, and Commissioner West

**Absent:** 1 - Commissioner Calabria

3. [Recognition of Outgoing Commissioners John Burns and Erv Portman](#)

**Attachments:** [Item Summary - Recognition of Outgoing Commissioners.docx](#)

Chair Holmes addressed Commissioner Burns. She said they ran together for office on a "More with Four" campaign platform and that is what the county has received. She said Wake County is a better place because of Commissioner Burns and his leadership. She spoke of the dedication required of elected officials and the sacrifices Commissioner Burns has made.

She presented him with a plaque for his service. She said although the plaque has an end date, this is not the end of his service to Wake County.

Commissioner Burns thanked Chair Holmes for the kind words. He shared his contributions and accomplishments of office. He said he is proud of the work they have accomplished over the past four years. He said the four things outlined in their "More for Four" campaign platform have all been carried out.

Commissioner Burns commended the staff of Wake County and said their work makes the Commissioners jobs possible. He commented on the time and dedication of county employees to assist during Hurricane Florence and said he is proud to have been part of it. He spoke of the lack of funding when he took office and said it was important to him to remedy the problem, which he feels he did.

Commissioner Burns thanked his colleagues for learning and growing with him the past four years.

Chair Holmes said she is a better person and leader because of Commissioner Burns. She said she has learned how to put differences aside, agree to disagree, and do what is best for the people.

Chair Holmes addressed Commissioner Portman. She said she knew him long before running for office and he was the first person to approach her about running for office. She spoke of his dedication to his family and said he has a strong faith. She said he and his four daughters are strong advocates for education and children in Wake County will have a better school experience because of them.

Chair Holmes spoke of Commissioner Portman's advocacy for creating a

formula related to school funding and assured him the board will continue to work on that goal. In recognition of his dedication, integrity and contribution to the citizens of Wake County, she presented him with a plaque. She said although the plaque has an end date, this is not the end of his service to Wake County. She spoke of his prior service on the Cary Town Council and the Board of Commissioners and said she hopes he continues to be an active part of the Board of Commissioners.

Commissioner Portman addressed the board, staff, and citizens. He spoke of how he and his wife liked Wake County when they first moved here several years ago. He said it has been an honor to serve the community both on the Board of Commissioners and the Cary Town Council. He said that he has great hope for the county and is pleased with the work of this board. He acknowledged the late Stan Norwalk, Betty Lou Ward, and other prior Boards of Commissioners that served before him.

Commissioner Portman said he is most proud of the work the board has done on school funding and he hopes the board continues to work toward that goal.

Vice-Chair Hutchinson said he is honored to have served with Commissioners Burns and Portman. He said they are both brilliant, intelligent, and understand public policy, which are great assets to serving in public office. He said he is very proud of both of them for their accomplishments.

Commissioner West said it is an honor to acknowledge commissioners Burns and Portman. He said the leadership of this board has been one of the most productive. He spoke of the strengths of Commissioners Portman and Burns. He said the county is a better place because of them. He shared the quote "To whom much is given, much is required." and said this certainly applies to them both. He said they have maximized their talents and he will miss working with them.

Commissioner Ford said that service involves sacrifice and families make many sacrifices as well. He said he is grateful for having worked with Commissioners Burns and Portman. He spoke of the things he has learned from them and said he is a better person for working with them.

Commissioner Ford acknowledged Commissioner Burns for his honesty and said his leadership will be missed. Commissioner Ford addressed Commissioner Portman and spoke of his passion for public service.

Chair Holmes acknowledged Commissioner Burns' family that were present and said that Commissioner Burns spoke of them often.

#### 4. [Retiree Recognition](#)

**Attachments:**    [Item Summary 11.19.2018.docx](#)  
                          [Jenks Bullock.docx](#)  
                          [Kim Butler.docx](#)  
                          [James Ferrone.docx](#)  
                          [Eularia Glenn.docx](#)  
                          [Kim Jones.docx](#)

Mr. David Ellis, County Manager, recognized the following employees for their service to Wake County.

Ms. Kimberly Butler, 29 years of service, Human Services Department

Mr. James Ferrone, 44 years of service, Revenue Department

Ms. Eularia Glenn, 29 years of service, Revenue Department

Ms. Kim Jones, 39 years of service, Human Services

He presented each of them with plaques for their service to Wake County.

#### 5. [Recognition of Recent Awards](#)

**Attachments:**    [Final Awards Item Summary 11-19-18.docx](#)

Ms. Johnna Rogers, Chief Operating Officer, shared information regarding a recent award received by Human Resources. She invited Ms. Angela Crawford, Human Resources Director, and her staff to join her.

Ms. Rogers said Chairwoman Holmes announced last month that Wake County was recently ranked #2 in the Healthiest 100 Workplaces in America for 2018. She said the Healthiest 100 Award honors employers who are deeply committed to employee health and offer exceptional corporate wellness programming. The program evaluates 6,000 employers representing 60 million lives each year and is considered the nation's leading workplace wellness award. She said Wake County was lauded for its holistic approach to well-being and innovative wellness resources, especially Living Great @ Wake.

Ms. Rogers said the award credits the county for providing on-site Employee Health Centers and offering more than 130 wellness programs emphasizing several dimensions of personal health. This years Healthiest 100 Workplaces include organizations as small as 19 full-time employees and as large as more than 150,000 employees. They span nearly every industry, size and geography and include both private and public organizations. She said the diversity of the Healthiest 100 makes it even more notable that Wake County is the only government organization in the top five. She said the Healthiest 100 Workplaces in America award culminates the year-long regional wellness awards program, and she is

pleased to share that Wake County is already well-positioned to maintain or even improve our national ranking for 2019.

Ms. Rogers also shared information regarding the 2018 Healthiest Employers Awards, which was announced recently by the Triangle Business Journal. Ms. Rogers said for the second year in a row, Wake County was ranked as the Triangle's #1 Healthiest Employer. The award recognizes Wake County as an exemplary leader in workplace wellness that empowers employees to proactively improve their overall health. She said by again taking the top spot at the regional level, Wake County is well on its way to staying among the top of the national list for 2019. She said this continued success is possible because of our data-driven approach to workplace wellness, the innovation and hard work of our Benefits and Wellness Team, and the unwavering support of this Board.

Vice-Chair Hutchinson shared the Triangle Business Journal article and said there is recognition to be made for the accomplishments. Being number one in the Triangle two years in a row is an accomplishment and he commended staff.

Chair Holmes said that the expectation is to keep the standard. The lives and quality of it are key. She commended staff for their accomplishments.

Mr. David Ellis, County Manager, commended Ms. Rogers as well for her leadership in these wellness initiatives. He said she had a vision and she brought staff on board to accomplish it.

Mr. Ellis shared information on a recent award received by the Human Services, Public Health Division. He invited Ms. Regina Petteway, Wake County Human Services Director, to join him.

Mr. Ellis said nearly 45,000 children in Wake County are food insecure and do not have access to the food they need to lead healthy lives. This need swells even more during the summer when traditional-calendar schools are on break. To help fill the nutrition gap, Wake County's Summer Food Service Program partners with local nonprofit organizations to offer children and teens free, nutritious meals at various sites during the summer months.

He said underscoring the community impact of this program, one of Wake County's Summer Food Service Program sites recently received a 2018 Summer Nutrition Champion Award from the NC Department of Public Instruction and No Kid Hungry North Carolina. The site at Sunnybrook was recognized as a superior site for implementing innovative and creative strategies to expand its summer nutrition program and ensure more Wake County children have year-round access to healthy food.

Mr. Ellis congratulated everyone on this remarkable achievement and thanked them for the work they do to promote healthy communities.

The next award Mr. Ellis shared was for the Human Services, Child Welfare Division. He invited Ms. Paige Rosemond, Human Services Division Director, to join him alongside Ms. Petteway.

Mr. Ellis said Ms. Rosemond leads the Human Services' Child Welfare division, which recently received two awards from the U.S. Department of Health and Human Services for excellence in adoption services and support. This is an extraordinary accomplishment, because Wake County received two of just 12 Adoption Excellence Awards presented nationally this year.

He said the Licensing and Placement and Adoption Resource Teams were selected in the Media and Public Awareness category for their intensive and multifaceted approach to improving adoption services and other permanence outcomes for children waiting in foster care.

Mr. Ellis said the award commended Wake County for consistently exceeding agency-specific baselines for accomplished adoptions. The award also highlighted particularly significant impacts in the areas of adoption matches and placements and an overall shift in attitudes about adopting older children.

Mr. Ellis congratulated Ms. Rosemond and the Child Welfare staff on this national award.

Mr. Ellis shared the final award, which recognized Wake County's second Adoption Excellence Award for 2018. He said a Wake County family nominated by Human Services was selected as a winner in the Family Contributions category. He invited Peter and Ginger Smith along with their family to join him. He said Peter and Ginger are the proud parents of one adopted child and two birth children. In addition, the family has fostered eight Wake County children since 2013.

He said the Adoption Excellence Award recognizes the Smiths' extraordinary contributions as foster and adoptive parents strongly committed to achieving permanency for their foster youth. The award specifically cited the Smiths' work to successfully transition three siblings to a pre-adoptive home, which allowed the children to stay together throughout the adoption process.

Mr. Ellis said the Smiths were also recognized for providing leadership and support to other foster families in Wake County. They have developed and

facilitated innovative training and skill enhancement programs that tackle topics specific to foster caregivers. One example of that is Peter's "Foster Father's Fitness", which is a support group which aims to address the unique needs and stressors of male foster parents.

He said in addition, the Smiths have been strong voices for many of the improvements in policy, programs, and practice within child welfare. They have also been strong advocates for shared parenting and reunification with birth families and served as kinship caregivers whenever possible.

Mr. Ellis thanked the Smith family for their service and leadership, as well as their incredible efforts to improve the lives of foster families in Wake County.

6. [Proclamation Recognizing November as National Hospice Palliative Care Month](#)

**Attachments:**     [Item Summary - 2018 National Hospice Palliative Care Month.docx](#)  
                                 [Proclamation for National Hospice Palliative Care Month.doc](#)

Commissioner Burns said it is an honor to present the Proclamation in honor of Hospice Palliative Care Month. He said the service benefits the families as well as the patient. He said that the persons that provide care for those in need should be admired.

He read aloud the Proclamation.

Mr. Chad Walker, Director of Community and Government Affairs, Transitions Life Care, thanked the board for supporting the work and encouragement of Hospice. He said it is an honor to serve Wake County and it is the goal of his agency to increase access to care and quality of life in Wake County.

Commissioner Portman said his mother and mother-in-law received services from Hospice Care. He thanked Mr. Walker and his staff.

**Commissioner Burns moved, seconded by Commissioner Portman, that the Board of Commissioners adopt a Proclamation recognizing November, 2018 as National Hospice Palliative Care Month. The motion carried by the following vote:**

**Aye:**                6 - Commissioner Holmes, Commissioner Hutchinson, Burns, Commissioner Ford, Portman, and Commissioner West

**Absent:**           1 - Commissioner Calabria

7. [Proclamation Recognizing November 24, 2018 as Small Business Saturday](#)

**Attachments:**    [Small Business Saturday Item Summary.docx EDITED.docx](#)  
                              [Small Business Saturday Proclamation 2018.docx EDITED.docx](#)

Commissioner West said small businesses are the foundation to a successful society and Small Business Saturday is important.

He read aloud the Proclamation.

**Commissioner West moved, seconded by Commissioner Portman, that the Board of Commissioners recognize November 24, 2018 as Small Business Saturday. The motion carried by the following vote:**

**Aye:**                6 - Commissioner Holmes, Commissioner Hutchinson, Burns, Commissioner Ford, Portman, and Commissioner West

**Absent:**          1 - Commissioner Calabria

Recognition of the late Chair of the Wake County Planning Board Mr. Alan Swanstrom

Commissioner Portman recognized the Wake County Planning Board members that were present. He said that Mr. Swanstrom was a friend. He said that Mr. Swanstrom always had a lesson for everything he did. He said that recognition is "Respect Made Visible." He said that his work was always around finding a better way to serve the community.

Vice-Chair Hutchinson said that Mr. Swanstrom was a unique and giving individual. He commended the Wake County Planning Board for their service. He said that Mr. Swanstrom will be greatly missed.

Chair Holmes said that Mr. Swanstrom was enthusiastic and he shared his expertise of the Wake County Planning Board. She said that she came to know him over the years.

Commissioner West echoed previous comments. He said that Mr. Swanstrom was a pioneer and had a belief of the community and represented a heart of change.

Commissioner Ford thanked the Wake County Planning Board for their service. He said that he looked forward to Mr. Swanstroms spark, candor, and joy for life. He said that Mr. Swanstrom is thanked for his service.

Commissioner Burns said the family are in the board's thoughts. He echoed the enthusiasm of his presentations before the Board of Commissioners. He said that he will be greatly missed.

Chair Holmes offered friends and family of Mr. Alan Swanstrom, who

passed away recently, an opportunity to reflect on their relationship with him.

Mr. Bill Jenkins, Planning Board Member, came forward to speak about Mr. Swanstrom and the love he had for his job. He thanked the board for recognizing Mr. Swanstrom and said he will be greatly missed.

Mr. Tom Wells, Wake County Planning Board Member, said that Mr. Swanstrom was a servant leader and thanked the board for their service.

Ms. Sara Mertz, 508 Frank Street Court, Raleigh, Advocates for Health and Action, spoke about the funding of an initiative in Wake County. She invited the board to the ACEs Awareness to Action event on December 10, 2018. She said the Population Health Task Force will highlight the work for health and action on the agenda today.

## Consent Agenda

**Commissioner West moved, seconded by Vice-Chair Hutchinson, to approve the consent agenda. The motion carried by the following vote:**

**Aye:** 6 - Commissioner Holmes, Commissioner Hutchinson, Burns, Commissioner Ford, Portman, and Commissioner West

**Absent:** 1 - Commissioner Calabria

### 8. [FY 2019 Adopted Personnel Ordinance Corrections](#)

**Attachments:** [FY 2019 Adopted Personnel Ordinance Corrections .docx](#)  
[Budget Memo - FY 2019 Grants and Donations Fund.xlsx](#)  
[Budget Memo - FY 2019 Human Services.xlsx](#)  
[Budget Memo - FY 2019 Housing and Community Revitalization.xlsx](#)  
[FY19 Amended Personnel Authorization Ordinance.docx](#)

**Commissioner West moved, seconded by Vice-Chair Hutchinson, that the Board of Commissioners approve corrections to the FY 2019 Amended General Fund personnel ordinance as described below.**

**Aye:** 6 - Commissioner Holmes, Commissioner Hutchinson, Burns, Commissioner Ford, Portman, and Commissioner West

**Absent:** 1 - Commissioner Calabria

**9. [FY 2019 Capital Project Budget Reallocations and Appropriations](#)**

**Attachments:**    [CIP BOC Agenda Item 11.19.18.doc](#)  
                          [CIP Budget Memo - FY 2019 County Capital Fund - County Buildings.xlsx](#)  
                          [CIP Budget Memo - FY 2019 County Capital Fund - Criminal Justice.xlsx](#)

**Commissioner West moved, seconded by Vice-Chair Hutchinson, that the Board of Commissioners:**

**1. Accept and appropriate \$363,009 in the County Building Security Projects within the Capital Improvement Plan for replacement of building keys and improvement of key control; and**

**2. Appropriate \$116,703 for repairs to the Skywalk that connects the Wake County Courthouse to the Wake County Office Building**

**Aye:**                6 - Commissioner Holmes, Commissioner Hutchinson, Burns, Commissioner Ford, Portman, and Commissioner West

**Absent:**          1 - Commissioner Calabria

**10. [Establish Two Full-Time Positions for the Child Care Subsidy Program](#)**

**Attachments:**    [Agenda Item.docx](#)  
                          [Allocation of Child Care Subsidy Funds for State Fiscal Year 2018-2019.pdf](#)  
                          [Smart Start Subsidy MOU#2 FY18-19.pdf](#)  
                          [Summary of SFY 17-18 Non-Smart Start Subsidized Child Care Allocations.pdf](#)  
                          [Smart Start Subsidy Attachment#2 budget FY18-19.pdf](#)  
                          [Budget Memo - FY 2019 Human Services.xlsx](#)

**Commissioner West moved, seconded by Vice-Chair Hutchinson, that the Board of Commissioners establish two (2) full-time equivalent (FTE) Human Services Case Managers for the Child Care Subsidy Program to conduct eligibility determination and provide case management services to families.**

**Aye:**                6 - Commissioner Holmes, Commissioner Hutchinson, Burns, Commissioner Ford, Portman, and Commissioner West

**Absent:**          1 - Commissioner Calabria

**11. [Amended Affordable Housing Development Funding for the Trees & Leaves Apartment Project](#)**

**Attachments:**     [Final Trees & Leaves Item Summary 11-19-18.docx](#)  
                              [Copy of Rental Application - Revised 11-16-18.xlsx](#)

**Commissioner West moved, seconded by Vice-Chair Hutchinson, that the Board of Commissioners:**

- 1. Approve a revised loan of up to \$5,197,350 in County CIP funds to DHIC, Inc. (DHIC) or an approved ownership entity consisting of DHIC as a sole member for the acquisition and rehabilitation of a 64-unit apartment building in Raleigh, subject to terms and conditions acceptable to the County Attorney.**
- 2. Amend and adjust the September 17, 2018 funding allocation in the amount of \$5,250,000 from the County CIP Reserve for future projects to DHIC to \$5,197,350; and**
- 3. Authorize the Chair and/or County Manager to execute any loan documents (including but not limited to a loan agreement, development agreement, right of first refusal, restrictive covenants, etc.) in connection with this transaction, subject to terms and conditions acceptable to the County Attorney.**
- 4. Authorize the County Manager to take any future action as may be required under the loan documents or as may be reasonably necessary to consummate the intention of the parties with respect to this transaction.**

**All awards are contingent upon the basic terms as identified in the project description and the September 17, 2018 Board of Commissioner Approval Item, unless modified herein. Any proposed increase to the loan approval amount or material changes to the loan terms will require Board of Commissioner approval.**

**Aye:**                6 - Commissioner Holmes, Commissioner Hutchinson, Burns, Commissioner Ford, Portman, and Commissioner West

**Absent:**          1 - Commissioner Calabria

- 12.     [Award Construction Contract for Mechanical System Replacement at Human Services Center Sunnybrook](#)**

**Attachments:**    [Agenda\\_Sunnybk HVAC\\_11-1-18.docx](#)  
                          [Bid Tab\\_Sunnybrook AHU\\_10.16.18.pdf](#)  
                          [AA CSC Cost Summary.pdf](#)

**Commissioner West moved, seconded by Vice-Chair Hutchinson, that the Board of Commissioners award a construction contract in the amount of \$796,642 to WATCO Corporation of Raleigh, N.C for the Mechanical System Replacement at Human Services Center Sunnybrook.**

**Aye:**                6 - Commissioner Holmes, Commissioner Hutchinson, Burns, Commissioner Ford, Portman, and Commissioner West

**Absent:**          1 - Commissioner Calabria

**13.    [Reconsideration of the Town of Morrisville Extra Territorial Jurisdiction \(ETJ\) Request](#)**

**Attachments:**    [Item Summary](#)  
                          [Morrisville ETJ Presentation 11-19-18.pdf](#)  
                          [Town Letter to Manager Ellis](#)  
                          [Wake County Board of Commissioner's Staff Report](#)  
                          [Morrisville ETJ Extension Request Map](#)  
                          [Morrisville Future Land Use Map](#)  
                          [Morrisville Utilities Area A Map](#)  
                          [Morrisville Utilities Area B Map](#)  
                          [Planning Board Minutes July 18, 2018](#)  
                          [Morrisville Resolution Requesting ETJ Extension](#)  
                          [Wake County Resolution](#)

**Commissioner West moved, seconded by Vice-Chair Hutchinson, that the Board of Commissioners adopt the attached resolution granting the Town of Morrisville ETJ extension.**

**Aye:**                6 - Commissioner Holmes, Commissioner Hutchinson, Burns, Commissioner Ford, Portman, and Commissioner West

**Absent:**          1 - Commissioner Calabria

**14.    [Land Acquisition for a Land Bank School Site in Western Wake County \(Second Reading\)](#)**

**Attachments:**    [BOC Agenda Item RTP Land Bank Site \(Second Reading\).docx](#)  
                          [Purchase Contract RTP Tract S-32.pdf](#)  
                          [Appraisal Report Little Dr S-32.pdf](#)  
                          [RTF SITE 32 Survey.pdf](#)  
                          [Presentation RTP Landbank 11-7-2018 First Reading.pdf](#)

**Commissioner West moved, seconded by Vice-Chair Hutchinson, that the Board of Commissioners approve funding of the purchase price together with closing costs in an amount not to exceed \$7,747,013.00 pursuant to N.C.G.S 115C-426.**

**Aye:**                6 - Commissioner Holmes, Commissioner Hutchinson, Burns, Commissioner Ford, Portman, and Commissioner West

**Absent:**          1 - Commissioner Calabria

**15.    [Designation of Map and Plat Review Officer for the Town of Wake Forest](#)**

**Attachments:**    [Item Summary](#)  
                          [Resolution from Town of Wake Forest.pdf](#)  
                          [Board of Commissioners Resolution](#)

**Commissioner West moved, seconded by Vice-Chair Hutchinson, that the Board of Commissioners adopt a Resolution designating staff from the Town of Wake Forest as Map and Plat Review Officer.**

**Aye:**                6 - Commissioner Holmes, Commissioner Hutchinson, Burns, Commissioner Ford, Portman, and Commissioner West

**Absent:**          1 - Commissioner Calabria

**Regular Agenda**

**16.    [Award of a Construction Contract for the New Morrisville Community Library and Approval of an Interlocal Agreement and Ground Lease with the Town of Morrisville](#)**

**Attachments:**    [Agenda Summary - Morrisville Library.docx](#)  
                          [MOR Lib Presentation.pdf](#)  
                          [Project Cost Summary.pdf](#)  
                          [Morrisville Library Bid Tab.pdf](#)  
                          [Post-Bid Addendum.pdf](#)  
                          [Interlocal Agreement.docx](#)  
                          [Ground Lease.docx](#)

Mr. John de Haro, Facilities, Design and Construction Project Manager, shared the background for today's request.

- Recent Board actions
  - Approved schematic design November 2017
- Today's requested Board action
  - Authorizes the County Manager to execute an Interlocal Agreement and Ground Lease with the Town of Morrisville
  - Approve construction contract
- Fiscal impact
  - No additional fiscal impact
  - Funding for this project appropriated in 7-Year Community Improvement Plan

He shared the elements of the new site.

- 78 Acre Site
- Parking for 69 Vehicles
- Approx. 9,000 square feet
- Library Positioned for Future Growth of Town Core Master Plan
- High Visibility of Library due to position relative to Round-a- bout

He shared a map of the Town Center 10 year Master Plan.

He shared the additional elements and sustainability features of the project.

Additional elements

Locally Sourced Masonry

Use of Clerestory for Natural Day Lighting

Use of Fritted Glazing to Limit Glare from Direct Sun Light

Follows WC Energy & Design Guidelines

Sustainable features

HI-SRI White Roofing Deep Roof Overhangs

LED Lighting Fixtures Throughout

Low-E Glazing

Solar Ready

70% Native Plants Utilized

He shared photos of the proposal's interior and exterior.

Mr. de Haro shared the programming information for the library.

- Collection of roughly 50,000 Books
- 16 - 18 Public Computers
- 10-12 weekly adult and children programs
- Annual Visitation of Approx. 150,000 Annual Circulation of Approx. 300,000

Regularly Scheduled Programs

- 6 Programs for Young Children
- 2 Programs for School Age
- Teen Leadership Core Programs
- Others

He shared charts of the budget summary and schedule of construction and opening.

Mr. de Haro shared the requested board action.

Commissioner Burns thanked staff for sharing the building guidelines and standards.

Commissioner Portman asked about the building cost of \$4 million. Mr. de Haro said there are challenges receiving pricing from sub contractors.

**Commissioner Burns moved, seconded by Commissioner Ford, that the Board of Commissioners:**

**1. Authorize the County Manager to execute an Interlocal Agreement and Ground Lease with the Town of Morrisville for the Morrisville Community Library subject to terms and conditions acceptable to the County Attorney; and**

**2. Award a construction contract for the new Morrisville Community Library to TCC Enterprises, Inc. of Louisburg, NC; for a total amount of \$3,952,643. The motion carried by the following vote:**

**Aye:**           6 - Commissioner Holmes, Commissioner Hutchinson, Burns, Commissioner Ford, Portman, and Commissioner West

**Absent:** 1 - Commissioner Calabria

17. [Accept Report of Wake County Population Health Task Force](#)

**Attachments:** [Agenda Item.docx](#)  
[PHTF Presentation 11-19-18.pdf](#)  
[Wake County Population Health Task Force Report.docx](#)  
[Notes from PHTF Presentation to HS Board 9.27.18 - Comment Summary DRAFT.docx](#)  
[Notes from PHTF Presentation to the BOC Human Services Committee 10.11.2018 - Comment Summary DRAFT.docx](#)

Mr. Kevin Fitzgerald, Big Atlas Consultant, shared the framework of the Population Health Task Force.

*Every Wake County resident, regardless of background or neighborhood, should have equal opportunity for optimal health and well-being.*

He shared the Task Force Organization and Process.

**Three work groups:**

**Healthy Wake:**

Supporting overall health and well-being of all residents

**Vulnerable Populations:**

Groups of people at risk for poor outcomes

**Familiar Faces:**

Individuals who are frequent users of emergency and medical, social, law enforcement, and other services

He shared the Population Health Task Force Goals.

Broaden the definition of health to guide policy and budgetary decisions

Align existing efforts in the County to improve health and focus on outcomes over activities

Distinguish and address the needs of the general population, vulnerable residents, and frequent users of health and social services

Recognize population health as a key component of Wake County's competitiveness

He shared the Task Force Recommendations.

Sustain and expand the scope of the Community Health Needs Assessment (CHNA) and increase the accountability and focus on implementation

Ensure the alignment of population health initiatives with cross-county efforts, statewide efforts, and appropriate data metrics

Designate a public/private partnership implementation team comprised of businesses, philanthropic organizations, and county government to operationalize, coordinate, and evaluate population health initiatives

He shared the next steps.

- Human Services will develop comprehensive implementation strategies
  - Bring implementation strategies to Board in February 2019
- Implementation strategies should:
  - Provide specific targets and outcomes
  - Prioritize recommendations for consideration in FY2020 budget process
  - Quantify impact and accountability measures (SMART goals...)
- Thank you to Task Force members and everyone who helped us to complete this process.

Mr. Fitzgerald recognized Ms. Petteway and Dr. Levin for their efforts on the Task Force.

Vice-Chair Hutchinson thanked Mr. Fitzgerald for the report. He said this speaks to the county commitment to public health. He commended Ms. Regina, Petteway, Human Services Director, Ms. Sue Ledford, Human Services Division Director, Ms. Beth Collins, Nutritionist, and Ms. Sonya Reid, Human Services Program Manager and the Task Force members for all their work.

Commissioner Portman asked if there was any item that didn't make it into the report or future items that are a vision.

Mr. Fitzgerald said the hope is that an integrated approach to health will be accomplished. He would also like to see a single place to review health outcomes. He said that recognizing the needs assessment is important and the familiar faces is key. He said the marketing around health for the communities, families, and businesses is key.

Commissioner Portman said that it is an inspiring objective. He said teaching the community how to better care for themselves saves money.

Commissioner Burns said the report is great and he thanked everyone involved in compiling it. He said the approach of the report focuses on the ACES (Adverse Childhood Experiences) and building resilience around children. He said the recommendations are solid and should be built into the budget. He commended the report and encouraged the public to review it.

Commissioner West said that the vulnerable and poor communities are in need of evaluation of seeking divergent solutions. He said that the interface between the inductive and deductive piece is necessary. He said that there will be work required around collaboration and collective impacts. He commended staff and Dr. Levin for developing drivers for a better product. He said the drivers that cause and influence behaviors are to be considered.

Mr. Fitzgerald said the best practices in the inductive and deductive methodology are being evaluated. He said that the team is hard working.

Commissioner Ford thanked Mr. Fitzgerald for the work of the Task Force and the community partners. He said a document is only as good as it is put to use. He said the team is working toward a vision to turn the recommendation into a reality.

**Vice-Chair Hutchinson moved, seconded by Commissioner Portman, that the Board of Commissioners receive and accept the Wake County Population Health Task Force Report and recommendations. The motion carried by the following vote:**

**Aye:**           6 - Commissioner Holmes, Commissioner Hutchinson, Burns, Commissioner Ford, Portman, and Commissioner West

**Absent:** 1 - Commissioner Calabria

### **Closed Session**

Mr. Scott Warren, County Attorney, said there was a need for a Closed Session. He said the motion is pursuant to G. S. 143-318 11.a (4) to discuss matters related to the location or expansion of industries or other businesses in the area served by Wake County including an agreement on a tentative list of economic development incentives that may be offered by Wake County in negotiations.

He acknowledged the work of Commissioner Burns and Commissioner Portman. He said he has enjoyed working with Commissioners Burns and Portman.

The meeting went into recess and the meeting reconvened.

No action was taken.

**Commissioner Burns moved, seconded by Commissioner Ford, to go into Closed Session. The motion carried by the following vote:**

**Aye:** 6 - Commissioner Holmes, Commissioner Hutchinson, Burns, Commissioner Ford, Portman, and Commissioner West

**Absent:** 1 - Commissioner Calabria

### **Adjourn**

**Commissioner Portman moved, seconded by Commissioner Burns, to adjourn. The motion carried by the following vote:**

**Aye:** 6 - Commissioner Holmes, Commissioner Hutchinson, Burns, Commissioner Ford, Portman, and Commissioner West

**Absent:** 1 - Commissioner Calabria

Respectfully submitted,

Denise M. Hogan, NCMCC  
Clerk to the Board  
Wake County Board of Commissioners





## Legislation Details (With Text)

**File #:** 16-1848  
**Type:** Items of Business  
**Status:** Agenda Ready  
**In control:** Board of Commissioners  
**On agenda:** 11/19/2018  
**Final action:**  
**Title:** Recognition of Outgoing Commissioners John Burns and Erv Portman  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Item Summary - Recognition of Outgoing Commissioners.pdf](#)

Date	Ver.	Action By	Action	Result
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Recognition of Outgoing Commissioners John Burns and Erv Portman  
**That the Board of Commissioners recognizes outgoing Commissioners John Burns and Erv Portman**

**Item Title:** Recognition of Outgoing Commissioners John Burns and Erv Portman

**Specific Action Requested:**

**That the Board of Commissioners recognizes outgoing Commissioners John Burns and Erv Portman.**

**Item Summary:**

Commissioner John Burns was elected in December 2014 as a County Commissioner for District 7.

Commissioner Erv Portman was elected in December 2016 as a County Commissioner for District 4.

Plaques honoring Wake County Commissioners John Burns and Erv Portman will be presented to them.

**Attachments:**

None



## Legislation Details (With Text)

**File #:** 16-1846

**Type:** Items of Business      **Status:** Agenda Ready

**In control:** Human Resources

**On agenda:** 11/19/2018      **Final action:**

**Title:** Retiree Recognition

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [Item Summary 11.19.2018.pdf](#)  
[Jenks Bullock.pdf](#)  
[Kim Butler.pdf](#)  
[James Ferrone.pdf](#)  
[Eularia Glenn.pdf](#)  
[Kim Jones.pdf](#)

Date	Ver.	Action By	Action	Result
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### Retiree Recognition

**That the Board of Commissioners recognizes retirees for their years of service to the County**

**Item Title:** Retiree Recognition

**Specific Action Requested:**

**That the Board of Commissioners recognizes retirees for their years of service to the County.**

**Item Summary:**

The following employees will retire on January 1:

- Jenks Bullock, 25 years of service, Human Services Department
- Kimberly Butler, 29 years of service, Human Services Department
- James Ferrone, 44 years of service, Revenue Department
- Eularia Glenn, 29 years of service, Revenue Department
- Kim Jones, 39 years of service, Human Services

**Attachments:**

1. Jenks Bullock Bio
2. Kimberly Butler Bio
3. James Ferrone Bio
4. Eularia Glenn Bio
5. Kim Jones Bio

**Jenks Bullock**  
**Child Welfare Services Parent Coach**  
**Human Services Department**

Jenks began working with Wake County Human Services in July 1993 as a case manager with the Families and Community Together pilot program. This program was designed to provide case management services to families with young children from birth until that child entered kindergarten. The three-year grant was not renewed; however, based on the sustainability of the program, the Family Support Services program was developed. Under Family Support, Jenks provided prevention case management services to families for over 22 years.

As a Family Support Social Worker, Jenks provided case management services utilizing a family centered approach. This approach promoted increased economic self-sufficiency, decreased dependency, prevention of child abuse and encouragement related to health and wellness. For 25 years, Jenks has completed comprehensive family assessments, formulated case plans, coordinated resources to address family's concerns and monitored service delivery.

In March 2018, Jenks became a Parent Coach with the Child Welfare Division. As a parent coach, Jenks' mission was to increase protective factors within families, which would allow families to be strengthened and the likelihood of child abuse and neglect to diminish. Her co-workers relied on her wealth of knowledge of resources, as well as her servant spirit that allowed her to take good care of those around her.

In retirement, Jenks plans to spend time with her family and increase her volunteer time at her church. Eventually, she plans to return to work at a local library.

Please join me in congratulating Jenks on her retirement.

**Kim Butler**  
**Social Worker**  
**Human Services Department**

Kim began her career with Wake County as an intern with the Mental Health and Disabilities Program. She then began employment working with individuals and their families to adapt to their special needs. She then moved to Foster Care and Child Protective Services where she worked with families to assist with reunification.

Kim became a Social Worker, where she was dedicated to working with pregnant women in Wake County. Throughout her time with Maternal Child Health she was assigned to the Fuquay Varina and Holly Springs area before the Southern Regional Center was established. She created the first food pantry and diaper closet in Holly Springs. She devoted many years to working with high risk pregnant women at the WakeMed High Risk OB Doctor's office and the A+ family practice.

Kim was one of the only Social Workers in Maternal Child Health that served as a Pregnancy case manager and then as a Child Services case manager which allowed her to provide continuation of services for these families.

Kim worked on several special committees throughout her career. One that she is most proud of is being part of the first committee in Human Services to look at building safety and domestic violence issues in Wake County.

In retirement, she looks forward to spending more time with her husband and son, relaxing and enjoying time at the beach.

Please join me in congratulating Kim on her retirement.

**James S Ferrone**  
**Personal Property Appraiser**  
**Revenue Department**

Jim began his career with Wake County in December 1974 where he was hired to work in the tax assessor's office as a draftsman. He was responsible for drawing the County's tax maps, transferring deeds and keeping other real estate records.

In 1984, Jim was promoted to Real Estate Appraiser. His responsibilities included the appraisal of residential homes and he worked on the first land use program in Wake County. In 1989, Jim was promoted to Personal Property Supervisor and served in this role until 1995 when the Tax Assessor and Tax Collector's offices were merged to form the Revenue Department.

Jim has spent the past 23 years working in personal property. He has administered the elderly tax relief and veteran's tax exclusion programs, and the business personal property tax exemption program. He was also heavily involved in the registered motor vehicle "Tag and Tax Together" conversion and has trained and mentored countless new staff members.

A native of Wake County, Jim has never met a stranger and his friendly and engaging personality, combined with his technical expertise and historical knowledge have been a tremendous asset to the Revenue Department and Wake County for decades.

Jim will retire with over 44 years of service to Wake County. After a month of hibernation, Jim plans to travel, work part time, and possibly do some volunteer work.

Please join me in congratulating James on his retirement.

**Eularia Glenn**  
**Administrative Services Coordinator II**  
**Revenue Department**

Eularia Glenn began working with Wake County in December 1989. She was hired as a cashier for the Tax Collector's Office, where she collected property tax payments at the Collector's Satellite location in the Wake County Courthouse.

Eularia was quickly promoted over the next four years from cashier to Accounting Technician I and II then Accounting Technician III, with a working title of Accounting Supervisor. She performed multiple accounting functions for the department including monitoring and balancing receipts, while also overseeing staff cash handling.

When the Tax Collector and Assessor's Office merged to become the Revenue Department, Eularia's title changed to Revenue Agent and she continued handling accounting functions for the combined Departments. In 2008 she was promoted to Administrative Services Coordinator I which came with the added responsibilities of contract management, budget support and maintenance, and department HR representative for 67 employees. Eularia was proficient, reliable and performed her duties with great accuracy. In 2012 she was promoted to Administrative Service Coordinator II and joined the department's core team of trainers who hired and trained new Revenue Agents during their first year of employment. She later assumed the leadership role for this team. Eularia is pleasant, professional and well-liked by all staff.

Eularia will retire with 29 years of service. Her immediate plans include travelling with her husband to visit family members. After that she plans to complete multiple family projects and spend more time with her grandchildren.

Please join me in congratulating Eularia on her retirement.

**Kim Jones**  
**Senior Practitioner**  
**Human Services Department**

Kim Jones began her career with Wake County in April 1983. She began her employment as an intake worker in the eligibility department. Several years later she transferred to Service Intake.

In 1986, Kim joined the Child Protective Services (CPS) Intake team. During Kim's tenure with CPS, she has seen the intake unit develop and grow from having 1 intake worker to now having 8 full time workers. She started out writing every report by hand, searching file cards for previous reports, and making phone calls to alert supervisors of new reports. Over the years, these work processes have changed with the use of computers and the art of technology.

Kim remembers working in various Wake County locations and she especially enjoyed being in the downtown area, where she visited Belk and The Capital Room during her lunch breaks. She also recalls walking around Fayetteville Street when it was an actual mall area.

Kim has had the pleasure of working with numerous supervisors throughout her career. She has been a dedicated employee who is compassionate about her work and how that work impacts the lives of those she serves. Kim has been a great asset to the Child Welfare division and she will be missed.

As she prepares to enjoy life after retirement, Kim plans to relocate to the beach.

Please join me in congratulating Kim on her retirement.



## Legislation Details (With Text)

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**File #:** 16-1849

**Type:** Items of Business      **Status:** Agenda Ready

**In control:** Board of Commissioners

**On agenda:** 11/19/2018      **Final action:**

**Title:** Recognition of Recent Awards

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [Final Awards Item Summary 11-19-18.pdf](#)

Date	Ver.	Action By	Action	Result
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Recognition of Recent Awards

**That the Board of Commissioners recognize recent regional and national award winners**

In addition, a Wake County family nominated by Human Services was selected as an Adoption Excellence Award winner in the Family Contributions category. Peter and Ginger Smith, who are the proud parent of one adopted child and two birth children, have fostered eight Wake County children. In addition to their extraordinary contributions as foster parents, the Smiths have collaborated, partnered and extended themselves beyond their own family to provide leadership and support to other foster families and promote permanency for foster youth in Wake County.

**Attachments:**

None



## Legislation Details (With Text)

**File #:** 16-1845  
**Type:** Items of Business  
**Status:** Agenda Ready  
**In control:** Board of Commissioners  
**On agenda:** 11/19/2018  
**Final action:**  
**Title:** Proclamation Recognizing November as National Hospice Palliative Care Month  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Item Summary - 2018 National Hospice Palliative Care Month.pdf](#)  
[Proclamation for National Hospice Palliative Care Month.pdf](#)

Date	Ver.	Action By	Action	Result
11/19/2018	1	Board of Commissioners	accepted	Pass

Proclamation Recognizing November as National Hospice Palliative Care Month

**That the Board of Commissioners adopts a Proclamation recognizing November 2018 as National Hospice Palliative Care Month**



## WAKE COUNTY BOARD OF COMMISSIONERS PROCLAMATION

### National Hospice Palliative Care Month November 2018

**WHEREAS**, as Medicare's first proven coordinated care model, hospice is a program that works offering person-centered, compassionate care, ensuring people dignity, choice, and quality of life; and

**WHEREAS**, the hospice model involves an interdisciplinary, team-oriented approach to treatment, including expert medical care, quality symptom control, and comprehensive pain management as a foundation of care; and

**WHEREAS**, beyond providing physical treatment, hospice attends to the patient's emotional, spiritual and family needs, and provides family services like respite care and bereavement counseling; and

**WHEREAS**, in an increasingly fragmented and broken health care system, hospice is one of the few sectors that demonstrates how health care can – and should – work at its best for its patient; and

**WHEREAS**, a growing body of peer-reviewed research indicates that timely access to hospice and palliative care can decrease hospitalizations and Emergency Room visits and increase quality of life for patients and family caregivers; and

**WHEREAS**, every year more than 1.5 million Americans living with life-limiting illness, and their families, received care from the nation's hospice programs in communities throughout the United States; and

**WHEREAS**, hospice and palliative care organizations are advocates and educators about advance care planning that help individuals make decisions about the care they want; and

**WHEREAS**, the Centers for Medicare and Medicaid Services have pledged to put patients first in all of its programs – including hospice – ensuring a coordinated and patient-led approach to care, protecting patient choice and access to individualized services based on a patient's unique care needs and wishes.

**THEREFORE**, be it resolved that the Wake County Board of Commissioners does hereby proclaim November 2018 as **National Hospice Palliative Care Month** and encourage citizens to increase their understanding and awareness of care at the end of life and to observe this month with appropriate activities and programs.

**ADOPTED** this the 19<sup>th</sup> day of November 2018.

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Jessica N. Holmes, Chair  
Wake County Board of Commissioners



## Legislation Details (With Text)

**File #:** 16-1839  
**Type:** Items of Business  
**Status:** Agenda Ready  
**In control:** Board of Commissioners  
**On agenda:** 11/19/2018  
**Final action:**  
**Title:** Proclamation Recognizing November 24, 2018 as Small Business Saturday  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Small Business Saturday Item Summary.docx EDITED.pdf](#)  
[Small Business Saturday Proclamation 2018.docx EDITED.pdf](#)

Date	Ver.	Action By	Action	Result
11/19/2018	1	Board of Commissioners	accepted	Pass

Proclamation Recognizing November 24, 2018 as Small Business Saturday

**That the Board of Commissioners recognizes November 24, 2018 as Small Business Saturday**



## Wake County Board of Commissioners

### Proclamation Recognizing November 24 as Small Business Saturday

**WHEREAS**, the Wake County Board of Commissioners, celebrates our local small businesses and the contributions they make to our local economy and community; and

**WHEREAS**, according to the United States Small Business Administration, there are currently 30.2 million small businesses in the United States, they represent 99.7% of all businesses with employees in the United States, and they are responsible for 65.9% of net new jobs created from 2000 to 2017; and

**WHEREAS**, 90% of consumers in the United States say Small Business Saturday has had a positive impact on their community; and

**WHEREAS**, 89% of consumers who are aware of Small Business Saturday said the day encourages them to Shop Small all year long; and

**WHEREAS**, 73% of consumers who reported shopping small at independently-owned retailers and restaurants on Small Business Saturday did so with friends or family; and

**WHEREAS**, the most reported reason for consumers aware of the day to shop and dine at small, independently-owned businesses was to support their community; and

**WHEREAS**, Wake County supports our local businesses that create jobs, boost our local economy and preserve our communities; and

**WHEREAS**, advocacy groups, as well as public and private organizations, across the country have endorsed the Saturday after Thanksgiving as Small Business Saturday.

**NOW, THEREFORE BE IT RESOLVED**, that the Wake County Board of Commissioners does hereby proclaim November 24, 2018, as **SMALL BUSINESS SATURDAY**, and urges the residents of our community, and communities across the country, to support small businesses and merchants on Small Business Saturday and throughout the year.

**ADOPTED** this the 19th day of November 2018.

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Jessica N. Holmes, Chair  
Wake County Board of Commissioners



## Legislation Details (With Text)

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**File #:** 16-1853

**Type:** Consent Item      **Status:** Passed

**In control:** Board of Commissioners

**On agenda:** 11/19/2018      **Final action:** 11/19/2018

**Title:** FY 2019 Adopted Personnel Ordinance Corrections

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [FY 2019 Adopted Personnel Ordinance Corrections .pdf](#)  
[Budget Memo - FY 2019 Grants and Donations Fund.pdf](#)  
[Budget Memo - FY 2019 Human Services.pdf](#)  
[Budget Memo - FY 2019 Housing and Community Revitalization.pdf](#)  
[FY19 Amended Personnel Authorization Ordinance.pdf](#)

Date	Ver.	Action By	Action	Result
11/19/2018	1	Board of Commissioners	accepted	Pass

FY 2019 Adopted Personnel Ordinance Corrections

**That the Board of Commissioners approves corrections to the FY 2019 Amended General Fund personnel ordinance as described below**



**Budget and Management Services  
Inter-Office Correspondence**

**TO:** David Ellis, County Manager

**FROM:** Michelle Venditto, Budget and Management Services Director

**SUBJECT:** *Revisions to Fiscal Year 2019 Grants and Donations Project Ordinance,*

The following chart summarizes all budget revisions to the Fiscal Year 2019 Adopted Budget for the fund indicated below. The summary includes approved items, as well as items to be considered by the Board of Commissioners at the meeting date indicated. *Items for consideration are shown in bold italics .*

<b>Fund: Grants and Donations Fund</b>				
<b>REVENUES</b>				
<b>Date</b>	<b>Description of Revision or Adjustment</b>	<b>Revenue Category</b>	<b>Amount</b>	<b>Balance</b>
July 1, 2018	Adopted Budget		\$4,041,336	\$4,041,336
July 2, 2018	Increase the revenue and expenditure budgets for units in the Sheriff's Grants and Donations Fund	Donations	\$463,528	\$4,504,864
July 5, 2018	Appropriate donations received for EMS Week	Donations	\$3,148	\$4,508,012
July 5, 2018	Appropriate revenues received for Energy Camp Donation per Grants and Donations Ordinance Section 5	Donations	\$11,935	\$4,519,947
July 23, 2018	Accept and appropriate \$11,500 federal grant for the Wake County Historic Preservation Commission	Federal	\$11,500	\$4,531,447
August 1, 2018	Appropriate donations received for Animal Shelter	Donations	\$43,960	\$4,575,407
August 9, 2018	Appropriate donations received for Community Services	Donations	\$48,608	\$4,624,015
August 20, 2018	Accept and appropriate \$126,103 for the Wake County 75% match of the GHSP Traffic Safety grant	Transfer from General Fund	\$126,103	\$4,750,118
August 20, 2018	Accept and appropriate \$42,035 for the state 25% match of the GHSP Traffic Safety grant	State	\$42,035	\$4,792,153
September 4, 2018	Increase the revenue and expenditure budgets for units in the Sheriff's Grants and Donations Fund	Multiple	\$58,028	\$4,850,181

EXPENDITURES				
Date	Description of Revision or Adjustment	Department	Amount	Balance
July 1, 2018	Appropriation per Ordinance		\$4,041,336.00	\$4,041,336
July 2, 2018	Increase the revenue and expenditure budgets for units in the Sheriff's Grants and Donations Fund	Sheriff	\$463,528.00	\$4,504,864
July 5, 2018	Appropriate donations received for EMS Week	EMS	\$3,148.00	\$4,508,012
July 5, 2018	Appropriate revenues received for Energy Camp Donation per Grants and Donations Ordinance Section 5	GSA	\$11,935.00	\$4,519,947
July 23, 2018	Proposed: Accept and appropriate \$11,500 federal grant for the Wake County Historic Preservation Commission	Community Services	\$11,500.00	\$4,531,447
August 1, 2018	Appropriate donations received for Animal Shelter	Environmental Services	\$43,960.00	\$4,575,407
August 9, 2018	Appropriate donations received for Community Services	Community Services	\$48,608.40	\$4,624,015
August 20, 2018	Accept and appropriate \$168,138 to fund two Forensic Scientists and other associated direct costs for eight months as part of a GHSP Traffic Safety grant.	CCBI	\$168,138	\$4,792,153
September 4, 2018	Increase the revenue and expenditure budgets for units in the Sheriff's Grants and Donations Fund	Sheriff	\$58,028	\$4,850,181
STAFFING				
Date	Description of Revision or Adjustment	Department	FTE	Balance
July 1, 2018	Appropriation per Ordinance		19.000	19.000
October 1, 2018	Transfer two positions for Integrated Program for Prevention of Drug Overdose & Tobacco, quarter position for family reunification, and abolishing two positions for Juntos 4-H Program and Ryan White Title III Program	Human Services	(0.250)	18.750



**Budget and Management Services  
Inter-Office Correspondence**

**TO:** David Ellis, County Manager

**FROM:** Michelle Venditto, Budget and Management Services Director

**SUBJECT:** Revisions to Fiscal Year 2019 Operating Budget Ordinance, Section 2 and 3, and Fiscal Year 2019 Personnel Authorization Ordinance.

The following chart summarizes all budget revisions to the fiscal year 2019 adopted budget for the department and fund indicated below. The summary includes approved items, as well as items to be presented to the Board of Commissioners at the meeting date indicated. *Items for presentation are shown in bold italics.*

Fund: General Fund			Department: Human Services	
REVENUE CATEGORY (SOURCE OF FUNDS)				
Date	Description of Revision or Adjustment	Type	Amount	Balance
July 1, 2018	Adopted Budget	All	\$74,252,896	\$74,252,896
EXPENDITURES (USE OF FUNDS)				
Date	Description of Revision or Adjustment	Division	Amount	Balance
July 1, 2018	Adopted Budget		\$151,585,369	\$151,585,369
	Encumbrances Carried Forward	All	\$630,893	\$152,216,262
October 31, 2018	Increase budget for Director merit spread	Multiple	\$4,229	\$152,220,490
STAFFING				
Date	Description of Revision or Adjustment	Division	FTE	Balance
July 1, 2018	Adopted Budget	All	1,581.984	1,581.984
October 1, 2018	Transfer two positions for Integrated Program for Prevention of Drug Overdose & Tobacco to Grants and Donations Fund	Public Health	-2.000	1,579.984
October 1, 2018	Transfer quarter position for family reunification from Grants and Donations Fund	Child Welfare	0.250	1,580.234
November 19, 2018	Proposed: Increase position count due to Housing calculation error	Administration and Operations	0.350	1,580.584
November 19, 2018	Proposed: Decrease position count due to Grants and Donations calculation error	Child Welfare	(0.250)	1,580.334
November 19, 2018	Proposed: Increase position count due to additional allocation of Child Care Subsidy funds for eligibility determination and case management.	Economic Self-Sufficiency	2.000	1,582.334



**Budget and Management Services  
Inter-Office Correspondence**

**TO:** David Ellis, County Manager

**FROM:** Michelle Venditto, Budget and Management Services Director

**SUBJECT:** Revisions to Fiscal Year 2019 Operating Budget Ordinance, Section 2 and 3, and Fiscal Year 2019 Personnel Authorization Ordinance.

The following chart summarizes all budget revisions to the fiscal year 2019 adopted budget for the department and fund indicated below. The summary includes approved items, as well as items to be presented to the Board of Commissioners at the meeting date indicated. *Items for presentation are shown in bold italics.*

Fund: General Fund			Department: Human Services	
REVENUE CATEGORY (SOURCE OF FUNDS)				
Date	Description of Revision or Adjustment	Type	Amount	Balance
July 1, 2018	Adopted Budget	All	\$2,589,745	\$2,589,745
EXPENDITURES (USE OF FUNDS)				
Date	Description of Revision or Adjustment	Division	Amount	Balance
July 1, 2018	Adopted Budget		\$22,883,050	\$22,883,050
July 26, 2018	Director Merit Adjustment	Admin	(\$3,223)	\$22,879,827
STAFFING				
Date	Description of Revision or Adjustment	Division	FTE	Balance
July 1, 2018	Adopted Budget	All	60.350	60.350
November 19, 2018	Proposed: Increase position count due to Housing calculation error	Administration and Operations	(0.350)	60.000

## PERSONNEL AUTHORIZATION ORDINANCE

**BE IT ORDAINED** by the Wake County Board of Commissioners, that the following budget ordinance for the Personnel Authorization is hereby adopted:

**Section 1: AUTHORIZED POSITIONS.** The following full-time equivalent positions are hereby authorized in the County government by organizational unit and fund for the fiscal year beginning July 1, 2018 and ending June 30, 2019.

Department, Division and Fund (All Positions are in the General Fund unless otherwise noted)	Authorized Full-time Equivalent Positions
Board of Commissioners	4.000
Communications	10.000
County Manager	11.000
County Attorney	20.000
Board of Elections	26.000
Budget and Management Services	9.000
Facilities, Design & Construction	13.000
Finance	
General Fund	31.000
Debt Service Fund	3.000
Finance Total	34.000
Human Resources	33.000
Information Services	104.750
Register of Deeds	41.000
Revenue	73.000
Quasi-Governmental	6.000
Community Services	
CS Management and Budget	7.000
Parks, Recreation and Open Space	34.000
Veteran Services	4.000
Geographic Information Services	19.000
Libraries	275.000
Planning and Development Services	56.000
Community Services Total	395.000
Environmental Services	
General Fund	
ES Administration	9.000
Environmental Health & Safety	42.000
Water Quality	45.000
Animal Care, Control and Adoption Center	45.000
Total General Fund	141.000
Solid Waste Fund	15.000
South Wake Landfill Fund	5.000
Environmental Services Total	161.000

Department, Division and Fund (All Positions are in the General Fund unless otherwise noted)	Authorized Full-time Equivalent Positions
General Services	
General Fund	
Administrative Support	13.000
Central Services	7.000
Facility and Field Services	34.000
Physical Plant	66.000
Safety and Security	6.000
Total General Fund	126.000
Fleet Fund	18.000
General Services Total	144.000
Human Services	
General Fund	
Social Services	583.000
Child Welfare	293.200
Public Health	339.134
Health Clinics	175.400
Administration and Operations	189.600
Total General Fund	1,580.334
Grants & Donations Fund	17.000
Transportation Fund	3.000
Human Services Total	1,600.334
Housing	
General Fund	60.000
Housing & Community Revitalization Fund	10.000
Housing Total	70.000
Emergency Medical Services	317.000
Fire Services	
General Fund	22.000
Grants & Donations Fund	2.000
Fire Services Total	24.000
City-County Bureau of Identification	81.000
Sheriff	
General Fund	
Law Enforcement	455.000
Detention	569.000
Sheriff Total	1,024.000
Capital Area Workforce Development	18.000
TOTAL FTEs ALL FUNDS	4,219.084

**Section 2: AUTHORIZATION TO TRANSFER POSITIONS.** The County Manager, or his designee, is hereby authorized to transfer and/or reclassify full-time equivalent positions within the same fund.

**Section 3: INCREASE IN AUTHORIZATION.** With the exception of changes allowed through Section 2, any changes to the full-time equivalent (FTE) amounts authorized in Section 1 of this ordinance must be approved by the Board of Commissioners.

**Section 4: SALARY SCHEDULE.** The salary minimums, midpoints and maximums are hereby established for the salary schedule effective July 1, 2018.

Non-Exempt			
Band	Minimum	Midpoint	Maximum
4	\$31,325	\$42,289	\$53,253
	\$15.06	\$20.33	\$25.60
5	\$32,614	\$44,029	\$55,444
	\$15.68	\$21.17	\$26.66
6	\$35,880	\$48,438	\$60,996
	\$17.25	\$23.29	\$29.33
7	\$39,478	\$53,295	\$67,113
	\$18.98	\$25.62	\$32.27
8	\$43,430	\$58,631	\$73,831
	\$20.88	\$28.19	\$35.50
9	\$47,777	\$64,499	\$81,221
	\$22.97	\$31.01	\$39.05
10	\$52,561	\$70,957	\$89,354
	\$25.27	\$34.11	\$42.96
11	\$57,824	\$78,062	\$98,301
	\$27.80	\$37.53	\$47.26
Exempt			
29	\$50,440	\$70,616	\$90,792
	\$24.25	\$33.95	\$43.65
30	\$55,484	\$77,678	\$99,871
	\$26.68	\$37.35	\$48.02
31	\$61,032	\$85,445	\$109,858
	\$29.34	\$41.08	\$52.82
32	\$67,136	\$93,990	\$120,844
	\$32.28	\$45.19	\$58.10
33	\$73,849	\$103,389	\$132,929
	\$35.50	\$49.71	\$63.91
34	\$81,234	\$113,728	\$146,221
	\$39.05	\$54.68	\$70.30
35	\$89,358	\$125,101	\$160,844
	\$42.96	\$60.14	\$77.33
36	\$98,293	\$137,611	\$176,928
	\$47.26	\$66.16	\$85.06
37	\$108,123	\$151,372	\$194,621
	\$51.98	\$72.77	\$93.57
38	\$118,935	\$166,509	\$214,083
	\$57.18	\$80.05	\$102.92

Medical Series			
Band	Minimum	Midpoint	Maximum
Exempt			
50	\$62,005	\$86,807	\$111,609
	\$29.81	\$41.73	\$53.66
51	\$55,484	\$77,678	\$99,871
	\$26.68	\$37.35	\$48.02
52	\$73,849	\$103,389	\$132,929
	\$35.50	\$49.71	\$63.91
53	\$81,234	\$113,728	\$146,221
	\$39.05	\$54.68	\$70.30
54	\$103,208	\$144,491	\$185,774
	\$49.62	\$69.47	\$89.31
55	\$113,529	\$158,941	\$204,352
	\$54.58	\$76.41	\$98.25
56	\$143,415	\$200,781	\$258,147
	\$65.67	\$89.89	\$114.11
57	\$157,757	\$220,860	\$283,963
	\$75.84	\$106.18	\$136.52
58	\$165,645	\$231,903	\$298,161
	\$79.64	\$111.49	\$143.35

Legal Series			
Band	Minimum	Midpoint	Maximum
Non-Exempt			
70	\$35,880	\$48,438	\$60,996
	\$17.25	\$23.29	\$29.33
Exempt			
71	\$73,849	\$103,389	\$132,929
	\$35.50	\$49.71	\$63.91
72	\$81,234	\$113,728	\$146,221
	\$39.05	\$54.68	\$70.30
73	\$98,293	\$137,611	\$176,928
	\$47.26	\$66.16	\$85.06
74	\$108,123	\$151,372	\$194,621
	\$51.98	\$72.77	\$93.57

Detention Officer Series			
Non-Exempt			
Band	Minimum	Midpoint	Maximum
80	\$36,213	\$48,871	\$61,542
	\$17.41	\$23.50	\$29.59
81	\$39,821	\$53,758	\$67,696
	\$19.15	\$25.85	\$32.55
82	\$43,803	\$59,134	\$74,465
	\$21.06	\$28.43	\$35.80
83	\$48,184	\$65,048	\$81,912
	\$23.17	\$31.27	\$39.38
Exempt			
84	\$53,002	\$74,203	\$95,403
	\$25.48	\$35.67	\$45.87
85	\$58,302	\$81,623	\$104,944
	\$28.03	\$39.24	\$50.45
86	\$64,132	\$89,785	\$115,438
	\$30.83	\$43.17	\$55.50
87	\$76,959	\$107,742	\$138,526
	\$37.00	\$51.80	\$66.60

Deputy Sheriff Series			
Non-Exempt			
Band	Minimum	Midpoint	Maximum
90	\$40,000	\$56,000	\$72,000
	\$19.24	\$26.93	\$34.62
91	\$46,000	\$62,100	\$78,200
	\$22.12	\$29.86	\$37.60
92	\$50,600	\$68,310	\$86,020
	\$24.33	\$32.85	\$41.36
93	\$55,660	\$75,141	\$94,622
	\$26.76	\$36.13	\$45.49
94	\$61,226	\$82,655	\$104,084
	\$29.44	\$39.74	\$50.04
Exempt			
95	\$67,349	\$94,288	\$121,227
	\$32.38	\$45.33	\$58.28
96	\$80,818	\$113,146	\$145,473
	\$38.85	\$54.40	\$69.94
97	\$88,900	\$124,460	\$160,020
	\$42.74	\$59.84	\$76.93

EMS Series*				
Non-Exempt				
Band	Minimum	Midpoint	Maximum	Shift
100	\$14.25	\$19.24	\$24.23	2080
	\$13.53	\$18.27	\$23.00	2190
	\$10.18	\$13.74	\$17.31	2912
101	\$17.25	\$23.29	\$29.33	2080
	\$16.38	\$22.12	\$27.85	2190
	\$12.32	\$16.63	\$20.95	2912
102	\$18.98	\$25.62	\$32.27	2080
	\$18.03	\$24.34	\$30.65	2190
	\$13.56	\$18.30	\$23.05	2912
103	\$20.88	\$28.19	\$35.50	2080
	\$19.83	\$26.77	\$33.71	2190
	\$14.91	\$20.13	\$25.35	2912
104	\$25.27	\$34.11	\$42.96	2080
	\$24.00	\$32.40	\$40.80	2190
	\$18.05	\$24.37	\$30.68	2912
105	\$27.80	\$37.53	\$47.26	2080
	\$26.40	\$35.64	\$44.89	2190
	\$19.86	\$26.81	\$33.76	2912
Exempt				
106	\$50,440	\$70,616	\$90,792	
107	\$61,032	\$85,445	\$109,858	
108	\$98,293	\$137,611	\$176,928	

\*Classes not subject to 7k exemption therefore hourly rates shown are based on built in overtime and shift type

**Section 5: NON- EXEMPT POSITION CLASSIFICATIONS.** The following non-exempt position classification schedule is hereby established effective July 1, 2018. The County Manager, or his designee, is hereby authorized to establish or modify non-exempt position classifications.

Band 1	Band 6	Band 7 cont.'d
Library Page	Administrative Supervisor	Human Services Program Auditor
Park Aide	Assistant Park Manager	Human Services Senior Case Manager
Pre-Vocational Aide	Board of Elections Logistics Specialist	Librarian I
Student Assistant	Consumer Records Manager	Medical Technologist
Swimming Pool Technician	Executive Assistant	Nutritionist
Band 4	Evidence Technician	Paralegal
Administrative Assistant	Facility HVAC Technician	Register of Deeds Supervisor
Animal Health Care Technician	Firefighter-Driver	Social Worker
Animal Shelter Attendant	Forensic Photographer	Trades Specialist
Customer Service Representative	Human Services Case Manager	Veterans Service Officer
Dental Assistant	Licensed Practical Nurse	X-Ray Technician
Executive Secretary	Master Mechanic	Band 8
Facilities Technician	Payroll Specialist	Accountant
Interpreter	Planning Technician	Animal Center Manager
Laboratory Technician	Public Health Educator	Appraiser
Library Assistant	Register of Deeds Specialist	CCBI Agent
Nurse's Aide	Revenue Agent	Dental Hygienist
Park Technician	Senior Accounting Technician	Deputy Fire Marshal
Pharmacy Technician	Senior Identification Technician	Director of Telecommunications
Scale House Attendant	Soil Scientist	Environmental Health Program Specialist
Band 5	Telecommunicator II	Environmental Program Coordinator
Accounting Technician	Vital Records Specialist	Fire Captain
Animal Control Officer	Band 7	Fire Rescue Responder
Certified Medical Assistant	Administrative Services Coordinator I	Forensic Examiner
Elections Specialist	Board of Elections Campaign Finance Specialist	Human Services Program Specialist
Graphic Specialist	Board of Elections Recruitment Coordinator	Human Services Senior Practitioner
Human Resources Technician	Board of Elections Training Specialist	Human Services Supervisor I
Human Services Technician	Buyer	Information - Technology Technician
Identification Technician	CCBI Processing Unit Supervisor	Natural Resource Conservationist
Inmate Activities Coordinator	Conservation Specialist	Planner I
Inventory Control Specialist	Crime Analyst	Public Safety Training Specialist
Mail Center - Warehouse Coordinator	Deputy Clerk to the Board	Ultrasound Technologist
Mapping Technician	Deputy Director of Telecommunications	Wellness Coordinator
Plans & Permits Technician	Detention Classification Coordinator	Workforce Development Specialist
Program Assistant	Early Voting Coordinator	Band 9
Register of Deeds Technician	Environmental Health Specialist	CCBI Senior Agent
Senior Facilities Technician	Facility HVAC Specialist	Emergency Management Specialist
Solid Waste Compliance Officer	General Inspector	Environmental Services Team Leader
Telecommunicator I	Housing Rehabilitation Specialist	Human Services Child Protective Services Investigator Assessor
Vehicle Technician	Human Resources Specialist	Senior Inspector
		Trades Supervisor

<b>Band 10</b>	<b>Band 81</b>	<b>Band 94</b>
Chief Deputy Fire Marshal	Detention Officer - Master	Deputy Sheriff - Lieutenant
Emergency Management Team Leader	<b>Band 82</b>	<b>Band 100</b>
Human Resources Supervisor	Detention Officer - Sergeant	Emergency Medical Technician
Lead Inspector	<b>Band 83</b>	<b>Band 101</b>
Nurse	Detention Officer - Lieutenant	EMS Logistics Specialist
<b>Band 11</b>	<b>Band 90</b>	Paramedic
CCBI Field Shift Supervisor	Deputy Sheriff	<b>Band 102</b>
Latent Print Supervisor	Deputy Sheriff - 1st Class	Advanced Practice Paramedic
Nursing Supervisor	Deputy Sheriff - Master	Paramedic Field Training Officer
<b>Band 50</b>	<b>Band 91</b>	<b>Band 103</b>
Physician Extender	Deputy Sheriff - Investigator	EMS Program Coordinator
<b>Band 70</b>	<b>Band 92</b>	EMS Training Specialist
Legal Assistant	Deputy Sheriff - Senior Investigator	<b>Band 104</b>
<b>Band 80</b>	<b>Band 93</b>	EMS Supervisor
Detention Officer	Deputy Sheriff - Sergeant	<b>Band 105</b>
		EMS Shift Supervisor

**Section 6: EXEMPT CLASSIFICATIONS.** The following exempt position classification schedule is hereby established effective July 1, 2018. The County Manager, or his designee, is hereby authorized to establish or modify exempt position classifications.

<b>Band 29</b>	<b>Band 29 cont.'d</b>	<b>Band 30 cont.'d</b>
Administrative Services Coordinator II	Senior Appraiser	Risk Management Supervisor
Business Auditor	Senior Executive Assistant	Senior Human Resources Consultant
CCBI Crime Lab Quality Manager	Senior Soil Scientist	Solid Waste Facilities Manager
Chemist	Workforce Development Coordinator	Workforce Development Manager
Communications Specialist	<b>Band 30</b>	<b>Band 31</b>
Consumer Records Director	Budget & Management Analyst	Assistant Purchasing Director
Criminal Justice Planner	Business Officer	Business Analytics Manager
Environmental Planner	Code Enforcement Complaint Coordinator	Chief Veterinarian
Housing Rehabilitation Coordinator	Communications Manager	Data Analyst
Human Resources Consultant	Computer System Administrator	Deputy CCBI Director
Human Services Clinician	Conservation District Administrator	Deputy Director Board of Elections
Human Services Program Consultant	Emergency Management Coordinator	Deputy Fire Services Director
Human Services Supervisor II	Financial Systems Administrator	Director of Nursing
Information - Technology Specialist	Fiscal & Policy Analyst	Environmental Consultant
Investment Analyst	GIS Analyst	Environmental Health Manager
Librarian II	Human Resources Officer	Facilities Engineer
Mapping Supervisor	Human Services Program Manager	Facilities Project Manager
Medical Laboratory Manager	Information - Technology Analyst	Human Resources Manager
Nutritionist Supervisor	Information Services Customer Service Supervisor	Information - Technology Business Analyst
Park Manager	Inspections Supervisor	Land Development Administrator
Planner II	Internal Auditor	Long Range Planning Administrator
Risk Management Specialist	Management & Policy Analyst	Regional Center Director
Safety Coordinator	Payroll Manager	Regional Library Supervisor
Senior Accountant	Planner III	Senior Budget & Management Analyst

Band 31 cont.'d	Band 34	Band 56
Senior Geographic Information Services Analyst	Deputy Finance Director	Physician
Watershed Manager	Deputy GSA Director	Band 57
Band 32	Deputy Human Resources Director	Physician Director
Animal Services Director	Human Services Deputy Director	Band 58
Appraisal - Collection Manager	Information Services Database Supervisor	Medical Director
Assistant Library Director	Information - Technology Manager	Band 71
Assistant to the County Manager	Internal Audit Director	Assistant County Attorney
Budget Manager	Library Director	Band 72
Community Services Manager	Planning, Development & Inspections Director	Senior Assistant County Attorney
Deputy Director Register of Deeds	Band 35	Band 73
Environmental Health & Safety Director	Assistant Information Technology Director	Deputy County Attorney
Environmental Services Manager	Band 36	Band 74
ERP Systems Manager	Budget & Mgt Services Director	Senior Deputy County Attorney
Facilities & Field Services Director	CCBI Director	Band 84
Financial Services Manager	Communications Director	Detention Officer - Captain
Fleet Director	Community Services Director	Band 85
Health Services Administrator	Emergency Management Director	Detention Officer - Major
Human Services Asst Division Director	Environmental Services Director	Band 86
Information Technology Engineer	Facilities, Design & Construction Director	Asst Director of Detention Services
Information Tech Project Manager	Finance Director	Band 87
Purchasing Director	Fire Services Director	Director of Detention Services
Safety & Security Director	General Services Director	Band 95
Senior Facilities Engineer	Housing Director	Deputy Sheriff - Captain
Senior Facilities Project Manager	Human Resources Director	Band 96
Special Aide to the Sheriff	Information Technology Director	Deputy Sheriff - Major
Strategy & Performance Officer	Revenue Director	Band 97
Water Quality Manager	Band 37	Chief of Staff - Sheriff
Band 33	Human Services Director	Chief of Operations - Sheriff
Assistant County Manager	Band 38	Band 106
Asst Director - Budget & Mgmt Services	Deputy County Manager	EMS Chief of Management Services
Benefits & Wellness Manager	Band 39	Band 107
Building Inspections Director	Senior Deputy County Manager	Deputy EMS Director
Deputy Revenue Assessor	Band 50	Emergency Services Manager
Enterprise Architect	Physician Extender	Band 108
Human Services Division Director	Band 51	EMS Chief Operating Officer
Human Services Finance Officer	Psychologist	Appointed-Elected Unbanded Classifications- 00
Information Services – Div. Supervisor	Band 52	Clerk to the Board
Mgmt Services Director - Sheriff	Pharmacist	County Attorney
Parks, Recreation & Open Space Director	Band 53	County Commissioner
Physical Plant Director	Pharmacy Director	County Manager
Solid Waste Management Director	Band 54	Director of Elections
Water Quality Director	Dentist	Register of Deeds
Workforce Development Director	Band 55	Sheriff
	Dental Director	

**Section 7: LIVING WAGE POLICY.** It is the policy of the County of Wake that persons working for the County as regular employees whose scheduled hours exceed 1040 annually be paid as further described in this section.

**Section 7(A): PAYMENT OF MINIMUM COMPENSATION TO EMPLOYEES.**

- a. Eligibility: The County shall pay all regular employees an amount equal to or greater than the Minimum Wage Rate as defined in Section 7.A(c). A regular employee is defined as being in a Board authorized position and having regularly scheduled straight-time hours in excess of 1040.
- b. Emergency Medical Positions: Employees working in emergency medical positions with scheduled overtime will be considered to have met or exceeded the Minimum Wage Rate if their calculated gross annual salary (i.e. straight-time hourly rate times scheduled straight-time hours plus one and one-half times straight-time hourly rate times scheduled overtime hours) is greater than or equal to the Minimum Wage Rate times 2080 hours.
- c. Wage Rate Calculation: The Universal Living Wage Formula Calculation used by the County is based on the average housing cost of a Studio / Efficiency and a One Bedroom according to Housing and Urban Development's (HUD) Fair Market Rents in the Raleigh - Cary MSA. As of April 1, 2018, the housing costs were \$14.25 for a Studio / Efficiency and \$17.17 for a One Bedroom. The average of these amounts is \$15.71, to which a \$1.50 an hour credit for health insurance is applied resulting in a Living Wage Formula Calculation of \$14.21. On an annual basis, the County current Living Wage Rate is compared to the April 1 calculated amount to determine if an adjustment is needed. For FY19, no adjustment is needed as the current rate exceeds \$14.21.
- d. The Living Wage Rate for fiscal year 2019 shall be fifteen dollars and six cents (\$15.06) per hour (\$16.56 less \$1.50 credit for health insurance).
- e. Annual Adjustment: The County Manager shall calculate or cause to be calculated the Minimum Wage Rate for employees on an annual basis and shall make such adjustments in the County's pay plan to ensure the Minimum Wage Rate as stated herein is paid to all eligible employees

**Section 8: ELECTED OFFICIALS COMPENSATION.** Funding is provided for a 3.00% compensation adjustment for the members of the Board of Commissioners, the members of the Wake County Board of Education, the Register of Deeds and the Sheriff effective July 1, 2018.

**Section 9: ALCOHOLIC BEVERAGE CONTROL BOARD OFFICIALS COMPENSATION.** The Board of Commissioners authorizes the compensation for the Alcoholic Beverage Control Board within Wake County. Compensation will be set at \$400 per meeting for Alcoholic Beverage Control Board members and \$500 per meeting for the chair of the Alcohol Control Board, effective July 1, 2018. The ABC Board revenues from alcohol sales will provide for this compensation, not Wake County property taxes.

**Adopted this the 4th day of June 2018.**



## Legislation Details (With Text)

**File #:** 16-1854  
**Type:** Consent Item  
**Status:** Passed  
**In control:** Board of Commissioners  
**On agenda:** 11/19/2018  
**Final action:** 11/19/2018  
**Title:** FY 2019 Capital Project Budget Reallocations and Appropriations  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [CIP BOC Agenda Item 11.19.18.pdf](#)  
[CIP Budget Memo - FY 2019 County Capital Fund - County Buildings.pdf](#)  
[CIP Budget Memo - FY 2019 County Capital Fund - Criminal Justice.pdf](#)

Date	Ver.	Action By	Action	Result
11/19/2018	1	Board of Commissioners	accepted	Pass

FY 2019 Capital Project Budget Reallocations and Appropriations  
**That the Board of Commissioners:**

- 1. Accept and appropriate \$363,009 in the County Building Security Projects within the Capital Improvement Plan for replacement of building keys and improvement of key control; and**
- 2. Appropriate \$116,703 for repairs to the Skywalk that connects the Wake County Courthouse to the Wake County Office Building**



**Budget and Management Services  
Inter-Office Correspondence**

**TO:** David Ellis, County Manager

**FROM:** Michelle Venditto, Budget and Management Services Director

**SUBJECT:** Revisions to Fiscal Year 2019 County Capital Ordinance, Section 1(A) and 1 (B)

The following chart summarizes all budget revisions to the fiscal year 2019 adopted budget for the County Buildings Element of the County Capital Fund indicated below. The summary includes approved items, as well as items to be presented to the Board of Commissioners at the meeting date indicated. *Items for presentation are shown in bold italics.*

Fund: County Capital			Element: County Buildings	
REVENUE CATEGORY (SOURCE OF FUNDS)				
Date	Description of Revision or Adjustment	Type	Amount	Balance
June 30, 2018	Prior Project Appropriation		64,229,681.64	64,229,681.64
July 1, 2018	Adopted Budget	Multiple	12,548,074.00	76,777,755.64
Various	Various unit close-outs of completed projects	Multiple	(2,322,097.88)	74,455,657.76
November 19, 2018	Proposed: Appropriate \$363,008.98 in the County Building Security Projects for replacement of building keys and improvement of key control	Insurance Settlement	363,008.98	74,818,666.74
EXPENDITURES (USE OF FUNDS)				
Date	Description of Revision or Adjustment	CIP Element	Amount	Balance
June 30, 2018	Prior Project Appropriation		64,229,681.64	64,229,681.64
July 1, 2018	Adopted Budget	County Buildings	12,548,074.00	76,777,755.64
Various	Various unit close-outs of completed projects	County Buildings	(2,322,097.88)	74,455,657.76
November 19, 2018	Proposed: Appropriate \$363,008.98 in the County Building Security Projects for replacement of building keys and improvement of key control	County Buildings	363,008.98	74,818,666.74



**Budget and Management Services  
Inter-Office Correspondence**

**TO:** David Ellis, County Manager

**FROM:** Michelle Venditto, Budget and Management Services Director

**SUBJECT:** Revisions to Fiscal Year 2019 County Capital Ordinance, Section 1(A) and 1 (B)

The following chart summarizes all budget revisions to the fiscal year 2019 adopted budget for the Criminal Justice Element of the County Capital Fund indicated below. The summary includes approved items, as well as items to be presented to the Board of Commissioners at the meeting date indicated. *Items for presentation are shown in bold italics.*

Fund: County Capital				Element: Open Space
REVENUE CATEGORY (SOURCE OF FUNDS)				
Date	Description of Revision or Adjustment	Type	Amount	Balance
June 30, 2018	Prior Project Appropriation	Miscellaneous	331,139,739.23	331,139,739.23
July 1, 2018	FY 2019 Adopted County Capital Budget	Miscellaneous	1,797,157.00	332,936,896.23
August 20, 2018	Appropriate \$410,000 of state GSHP Traffic Safety grant funding for the acquisition of a Liquid Chromatograph Triple Quadrupole Mass Spectrometer (LC/MS/MS).	GSHP Traffic Safety Grant	410,000.00	333,346,896.23
October 24, 2018	Project Closeout: Detention Center Phase 2	Mutiple	(144,905,697.59)	188,441,198.64
<b>November 19, 2018</b>	<b><i>Proposed: Appropriate \$116,703 of Justice Center rebate funding for repairs to the Wake County Courthouse's Skywalk project</i></b>	<b><i>Justice Center Rebate</i></b>	<b><i>116,703.00</i></b>	<b><i>188,557,901.64</i></b>
EXPENDITURES (USE OF FUNDS)				
Date	Description of Revision or Adjustment	Division	Amount	Balance
June 30, 2018	Prior Project Appropriation	All	331,139,739.23	331,139,739.23
July 1, 2018	FY 2019 Adopted County Capital Budget	All	1,797,157.00	332,936,896.23
August 20, 2018	Appropriate \$410,000 for the acquisition of a Liquid Chromatograph Triple Quadrupole Mass Spectrometer (LC/MS/MS).	Criminal Justice Equipment	410,000.00	333,346,896.23
October 24, 2018	Project Closeout: Detention Center Phase 2	Detention Facilities	(144,905,697.59)	188,441,198.64
<b>November 19, 2018</b>	<b><i>Proposed: Appropriate \$116,703 of Justice Center rebate funding for repairs to the Wake County Courthouse's Skywalk project</i></b>	<b><i>Judicial Facilities</i></b>	<b><i>116,703.00</i></b>	<b><i>188,557,901.64</i></b>



## Legislation Details (With Text)

**File #:** 16-1852

**Type:** Consent Item      **Status:** Passed

**In control:** Board of Commissioners

**On agenda:** 11/19/2018      **Final action:** 11/19/2018

**Title:** Establish Two Full-Time Positions for the Child Care Subsidy Program

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [Agenda Item.pdf](#)  
[Allocation of Child Care Subsidy Funds for State Fiscal Year 2018-2019.pdf](#)  
[Smart Start Subsidy MOU#2 FY18-19.pdf](#)  
[Summary of SFY 17-18 Non-Smart Start Subsidized Child Care Allocations.pdf](#)  
[Smart Start Subsidy Attachment#2 budget FY18-19.pdf](#)  
[Budget Memo - FY 2019 Human Services.pdf](#)

Date	Ver.	Action By	Action	Result
11/19/2018	1	Board of Commissioners	accepted	Pass

Establish Two Full-Time Positions for the Child Care Subsidy Program

**That the Board of Commissioners establish two (2) full-time equivalent (FTE) Human Services Case Managers for the Child Care Subsidy Program to conduct eligibility determination and provide case management services to families**



**Budget and Management Services  
Inter-Office Correspondence**

**TO:** David Ellis, County Manager

**FROM:** Michelle Venditto, Budget and Management Services Director

**SUBJECT:** Revisions to Fiscal Year 2019 Operating Budget Ordinance, Section 2 and 3, and Fiscal Year 2019 Personnel Authorization Ordinance.

The following chart summarizes all budget revisions to the fiscal year 2019 adopted budget for the department and fund indicated below. The summary includes approved items, as well as items to be presented to the Board of Commissioners at the meeting date indicated. *Items for presentation are shown in bold italics.*

Fund: General Fund			Department: Human Services	
REVENUE CATEGORY (SOURCE OF FUNDS)				
Date	Description of Revision or Adjustment	Type	Amount	Balance
July 1, 2018	Adopted Budget	All	\$74,252,896	\$74,252,896
EXPENDITURES (USE OF FUNDS)				
Date	Description of Revision or Adjustment	Division	Amount	Balance
July 1, 2018	Adopted Budget		\$151,585,369	\$151,585,369
	Encumbrances Carried Forward	All	\$630,893	\$152,216,262
October 31, 2018	Increase budget for Director merit spread	Multiple	\$4,229	\$152,220,490
STAFFING				
Date	Description of Revision or Adjustment	Division	FTE	Balance
July 1, 2018	Adopted Budget	All	1,581.984	1,581.984
October 1, 2018	Transfer two positions for Integrated Program for Prevention of Drug Overdose & Tobacco to Grants and Donations Fund	Public Health	-2.000	1,579.984
October 1, 2018	Transfer quarter position for family reunification from Grants and Donations Fund	Child Welfare	0.250	1,580.234
November 19, 2018	Proposed: Increase position count due to Housing calculation error	Administration and Operations	0.350	1,580.584
November 19, 2018	Proposed: Decrease position count due to Grants and Donations calculation error	Child Welfare	(0.250)	1,580.334
November 19, 2018	Proposed: Increase position count due to additional allocation of Child Care Subsidy funds for eligibility determination and case management.	Economic Self-Sufficiency	2.000	1,582.334



## Legislation Details (With Text)

**File #:** 16-1855

**Type:** Consent Item      **Status:** Passed

**In control:** Board of Commissioners

**On agenda:** 11/19/2018      **Final action:** 11/19/2018

**Title:** Award Construction Contract for Mechanical System Replacement at Human Services Center Sunnybrook

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [Agenda Sunnybk HVAC 11-1-18.pdf](#)  
[Bid Tab Sunnybrook AHU 10.16.18.pdf](#)  
[AA CSC Cost Summary.pdf](#)

Date	Ver.	Action By	Action	Result
11/19/2018	1	Board of Commissioners	accepted	Pass

Award Construction Contract for Mechanical System Replacement at Human Services Center Sunnybrook

**That the Board of Commissioners awards a construction contract in the amount of \$796,642 to WATCO Corporation of Raleigh, N.C for the Mechanical System Replacement at Human Services Center Sunnybrook**



## Legislation Details (With Text)

**File #:** 16-1851  
**Type:** Regular Item  
**Status:** Passed  
**In control:** Board of Commissioners  
**On agenda:** 11/19/2018  
**Final action:** 11/19/2018  
**Title:** Reconsideration of the Town of Morrisville Extra Territorial Jurisdiction (ETJ) Request  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Item Summary](#)  
[Morrisville ETJ Presentation 11-19-18.pdf](#)  
[Town Letter to Manager Ellis](#)  
[Wake County Board of Commissioner's Staff Report](#)  
[Morrisville ETJ Extension Request Map](#)  
[Morrisville Future Land Use Map](#)  
[Morrisville Utilities Area A Map](#)  
[Morrisville Utilities Area B Map](#)  
[Planning Board Minutes July 18, 2018](#)  
[Morrisville Resolution Requesting ETJ Extension](#)  
[Wake County Resolution](#)

Date	Ver.	Action By	Action	Result
11/19/2018	1	Board of Commissioners	accepted	Pass

Reconsideration of the Town of Morrisville Extra Territorial Jurisdiction (ETJ) Request  
**That the Board of Commissioners adopts the attached resolution granting the Town of Morrisville ETJ extension**



## Legislation Details (With Text)

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**File #:** 16-1866

**Type:** Consent Item      **Status:** Passed

**In control:** Facilities Design & Construction

**On agenda:** 11/19/2018      **Final action:** 11/19/2018

**Title:** Land Acquisition for a Land Bank School Site in Western Wake County (Second Reading)

**Sponsors:**

**Indexes:**

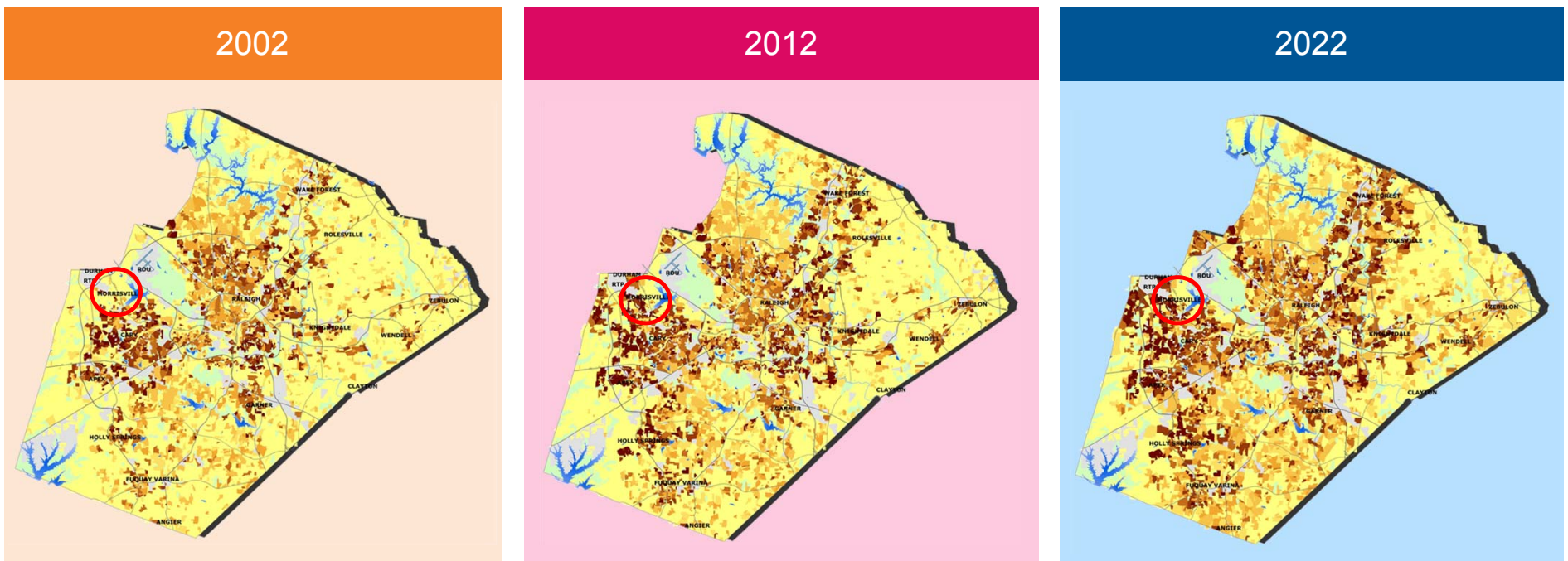
**Code sections:**

**Attachments:** [BOC Agenda Item RTP Land Bank Site \(Second Reading\).pdf](#)  
[Purchase Contract RTP Tract S-32.pdf](#)  
[Appraisal Report Little Dr S-32.pdf](#)  
[RTF SITE 32 Survey.pdf](#)  
[Presentation RTP Landbank 11-7-2018 First Reading.pdf](#)

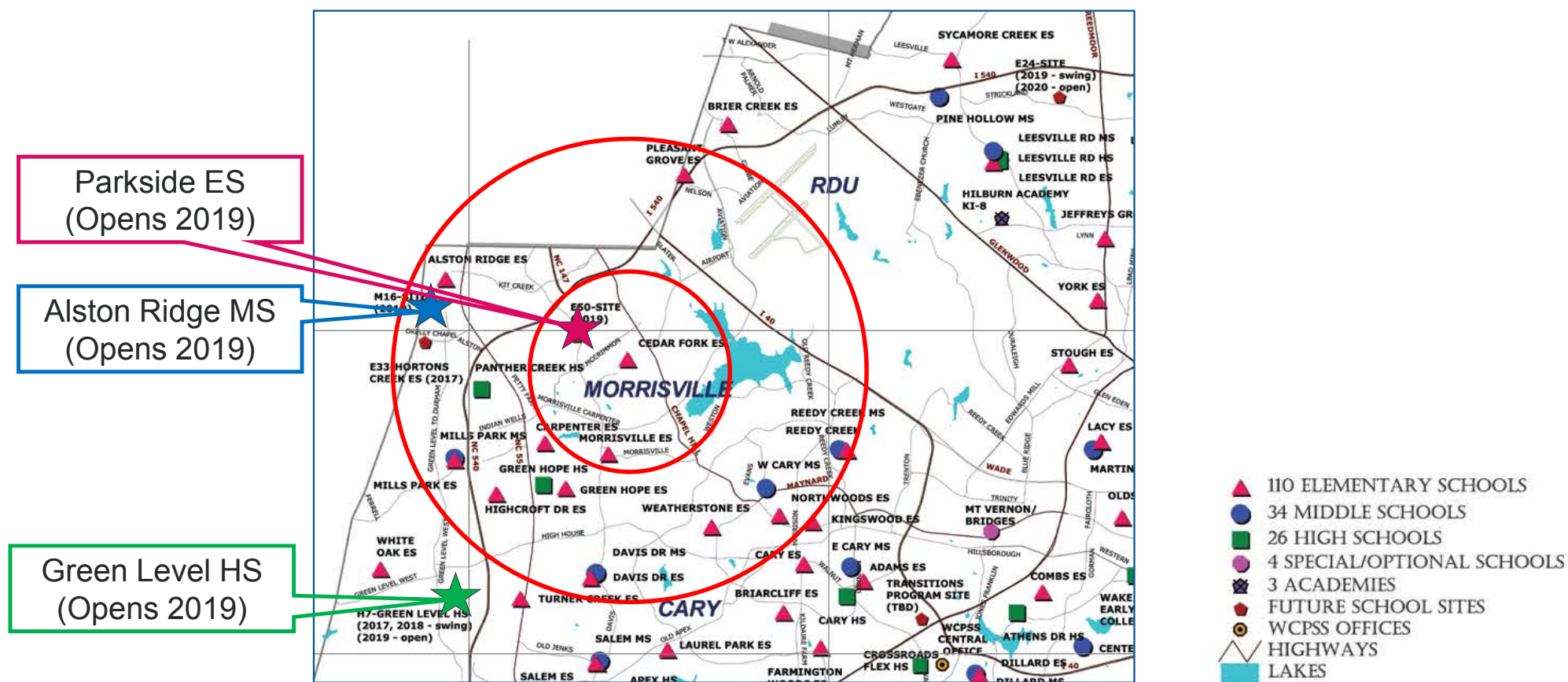
Date	Ver.	Action By	Action	Result
11/19/2018	1	Board of Commissioners	accepted	Pass

Land Acquisition for a Land Bank School Site in Western Wake County (Second Reading)  
That the Board of Commissioners approves funding of the purchase price together with closing costs in an amount not to exceed \$7,747,013.00 pursuant to N.C.G.S 115C-426

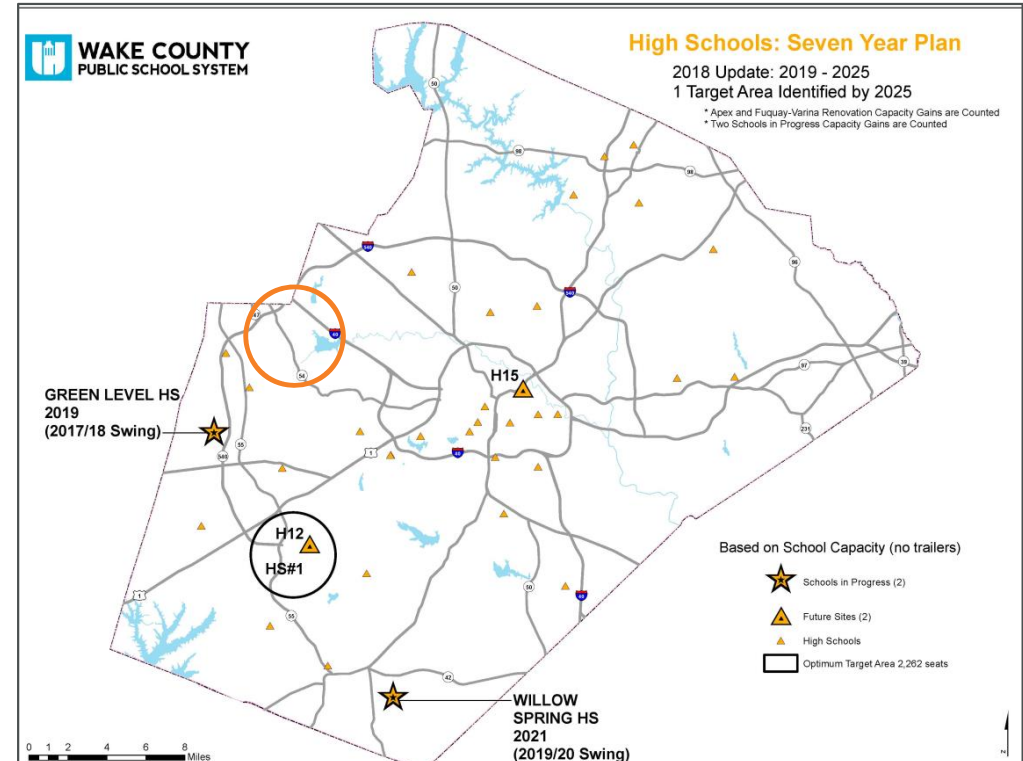
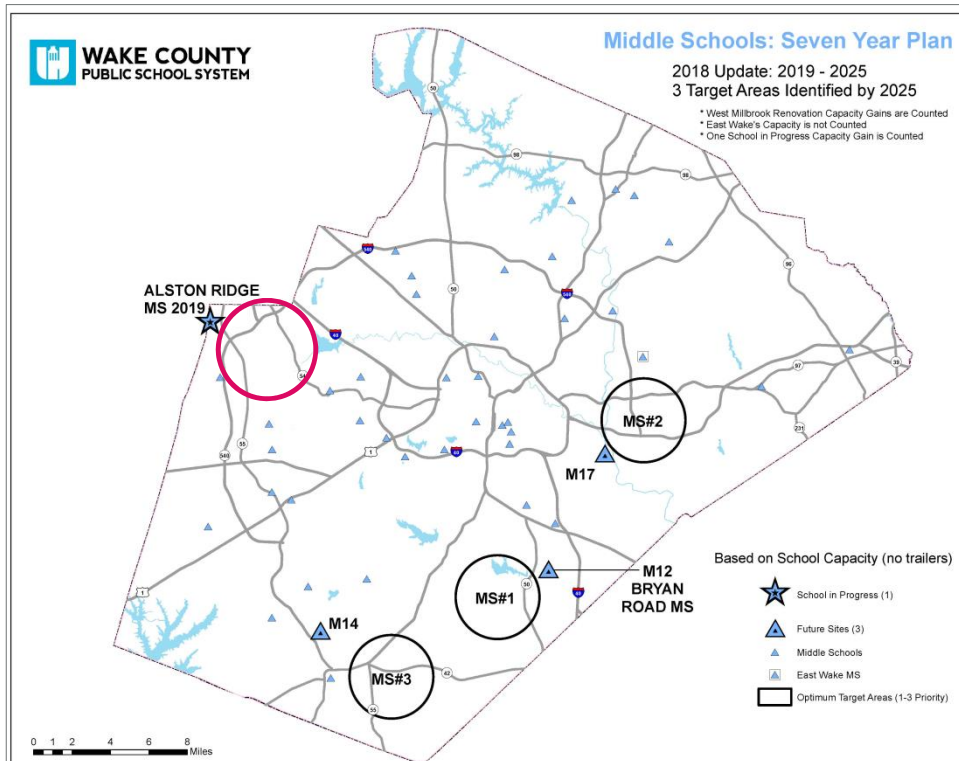
# Growth Trends: Actual Student Density by Planning Units of Residence



# Western Wake – Cary/Morrisville/RTP Area Schools



# Middle & High School Target Areas: 2018 Update of Seven Year Plan



# Middle School Utilization in Western Wake

Middle Schools	School Capacity	2017-2018 Enrollment	School Capacity Crowding %: 2017-2018	Current # of Trailer Classrooms	Actual Crowding %: 2017-2018
Davis Drive	918	1,359	148.0%	11	112.9%
Mills Park (C)	1,464	1,745	119.2%	4	111.3%
Reedy Creek (C)	952	965	101.4%	0	101.4%
West Cary	952	991	104.1%	6	89.4%
<b>Total</b>	4,286	5,060		21	
<b>Seat Shortage</b> (Enrollment - School Capacity)	774				
<b>MS Prototype*</b>	1,288				

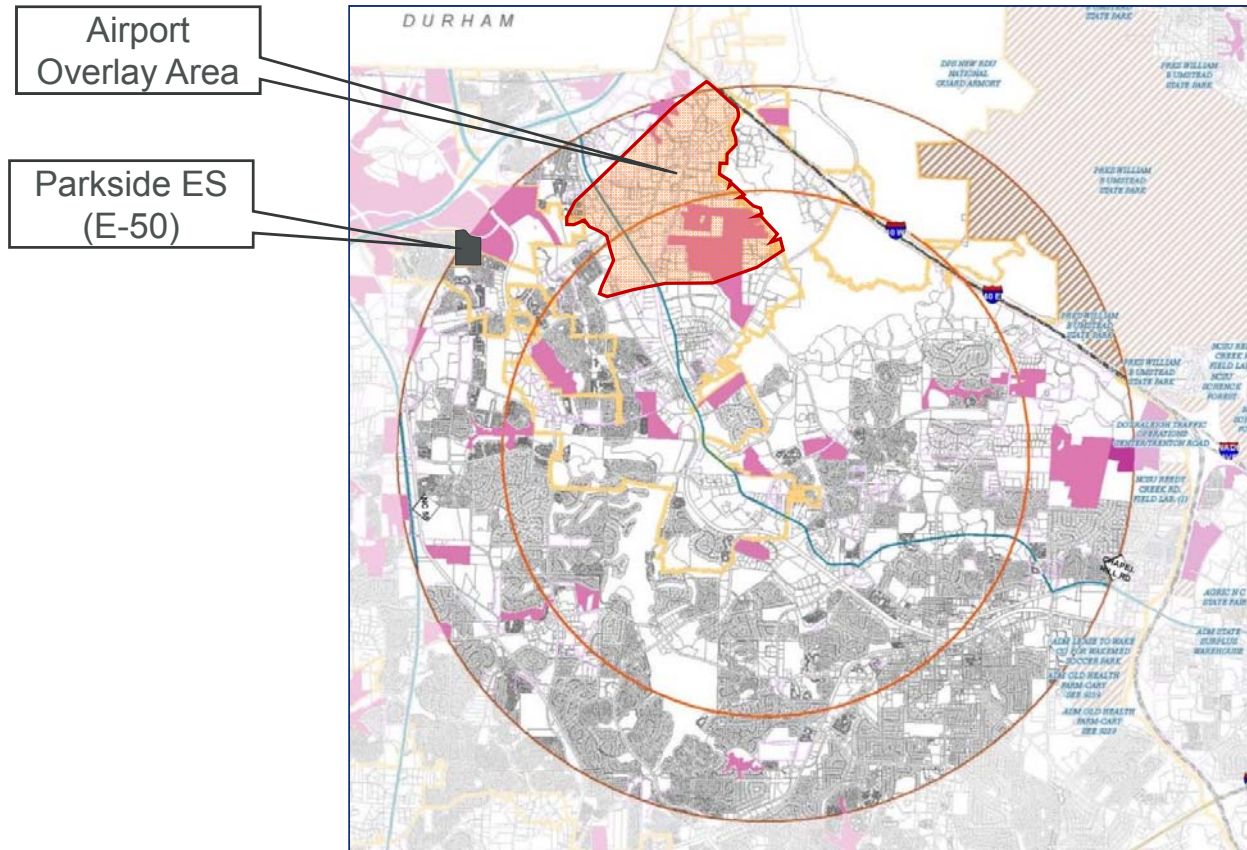
\*Alston Ridge Middle is slated to open in 2019-2020

# High School Utilization in Western Wake

High Schools	School Capacity	2017-2018 Enrollment	School Capacity Crowding %: 2017-2018	Current # of Trailer Classrooms	Actual Crowding %: 2017-2018
Panther Creek (C)	1,772	2,708	152.9%	33	112.6%
Green Hope	1,707	2,921	171.1%	37	105.6%
Cary	2,238	2,371	105.9%	0	105.9%
Total	5,717	8,000	-	70	-
Seat Shortage (Enrollment - School Capacity)	2,283	-	-	-	-
HS Prototype*	2,266	-	-	-	-

\*Green Level High is slated to open in 2019-2020

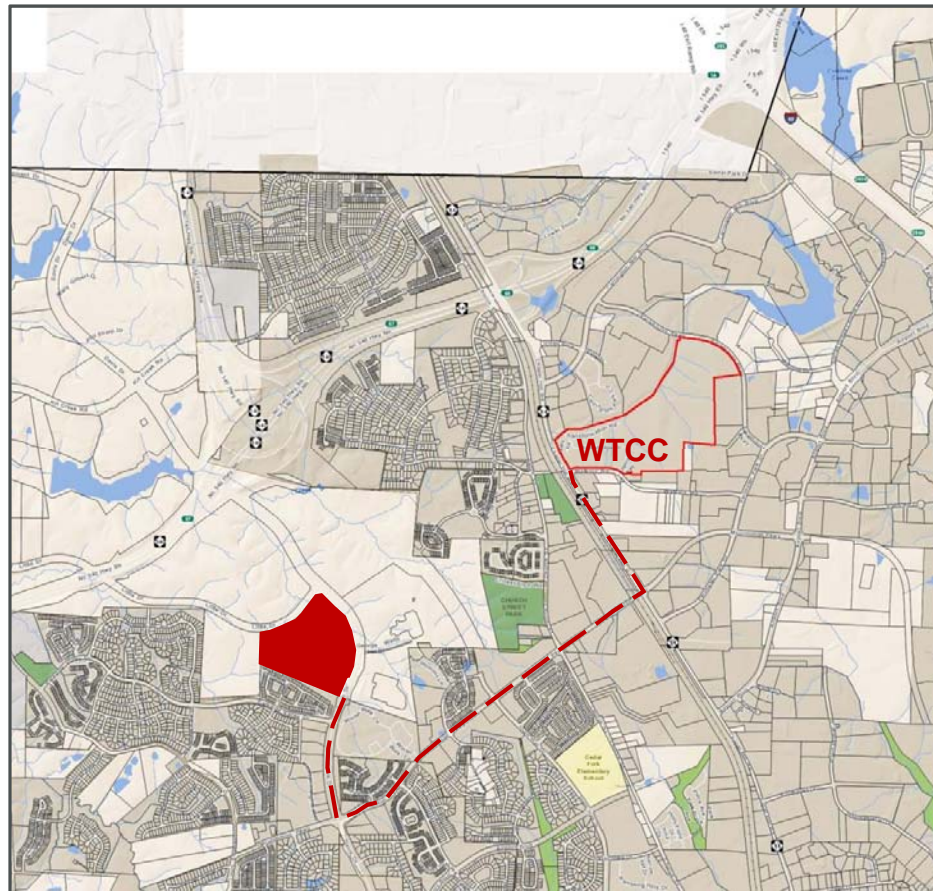
# Previous E-50 Objective Searches – Limited Options



# Proposed Land Bank Site GIS Aerial



# Land Bank Site Proximity To Wake Tech RTP Campus



# Preliminary Feasibility Study: Land Bank – MS and 9-10 HS Program





# Land Acquisition Comparison

	Appraised Value*	Acreage	Sales Price	Appraised Value Per Acre*	Sales Price (Per Acre)	Sales Price Over/(Under) Appraised Value Per Acre
<b>Land Bank Site</b>	\$7,724,675	44.141	\$7,724,675	\$175,000	\$175,000	(\$0)

Recent Acquired Sites In The Area	Date of Acquisition	Acreage	Total Sales Price	Appraised Value (Per Acre)	Sales Price (Per Acre)	Sales Price Over/(Under) Appraised Value (Per Acre)
<b>E-50 Parkside ES</b>	2/2016	32.00	\$4,064,000	\$129,000	\$127,000	(\$2,000)
<b>E-33 Hortons Creek ES</b>	4/2015	18.00	\$2,900,000	\$161,111	\$161,111	(\$0)
<b>E-38 Pleasant Grove ES</b>	6/2014	23.86	\$2,964,125	\$113,251	\$125,000	\$11,749



## Legislation Details (With Text)

**File #:** 16-1847

**Type:** Consent Item      **Status:** Passed

**In control:** Board of Commissioners

**On agenda:** 11/19/2018      **Final action:** 11/19/2018

**Title:** Designation of Map and Plat Review Officer for the Town of Wake Forest

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [Item Summary](#)  
[Resolution from Town of Wake Forest.pdf](#)  
[Board of Commissioners Resolution](#)

Date	Ver.	Action By	Action	Result
11/19/2018	1	Board of Commissioners	accepted	Pass

Designation of Map and Plat Review Officer for the Town of Wake Forest  
**That the Board of Commissioners adopts a Resolution designating staff from the Town of Wake Forest as Map and Plat Review Officer**

**WAKE COUNTY BOARD OF COMMISSIONERS**  
**November 19, 2018**

**RESOLUTION**  
**APPOINTING STAFF FROM THE TOWN OF WAKE FOREST TO SERVE AS**  
**MAP AND PLAT REVIEW OFFICERS**

WHEREAS, Article 2 of Chapter 47 (§47-30.2) of the North Carolina General Statutes requires the Board of Commissioners of each County to designate one or more persons experienced in mapping or land records management to be appointed as a Review Officer to certify the maps or plats presented to the Register of Deeds as complying with all statutory requirements for recording; and

WHEREAS, the review of statutory requirements is of a technical nature; and

WHEREAS, Town of Wake Forest staff is qualified to undertake this technical review and therefore are the logical people to implement this requirement; and

WHEREAS, one of the services the Town of Wake Forest staff provides to the community is a similar technical process for subdivision plat review in order to verify compliance with the Town's development regulations; and

WHEREAS, it appears most efficient for the Town of Wake Forest to avoid adding another layer of development review by providing for the certification of statutory compliance for all maps or plats to be presented to the Register of Deeds for recording within the context of subdivision review procedures:

NOW, THEREFORE, BE IT RESOLVED that the Wake County Board of Commissioners designates the following persons to serve as the Review Officers for all lands within the municipal and extraterritorial jurisdiction of the Town of Wake Forest:

<u>Name</u>	<u>Position/Title</u>
Patrick Reidy	Senior Planner

This motion was made by Commissioner \_\_\_\_\_ and seconded by Commissioner \_\_\_\_\_, and passed by \_\_\_\_\_ vote of the Wake County Board of Commissioners on this 19th day of November 2018.

\_\_\_\_\_  
Jessica N. Holmes, Chair  
Wake County Board of Commissioners



## Legislation Details (With Text)

**File #:** 16-1850

**Type:** Regular Item      **Status:** Agenda Ready

**In control:** Board of Commissioners

**On agenda:** 11/19/2018      **Final action:**

**Title:** Award of a Construction Contract for the New Morrisville Community Library and Approval of an Interlocal Agreement and Ground Lease with the Town of Morrisville

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** [Agenda Summary - Morrisville Library.pdf](#)  
[MOR Lib Presentation.pdf](#)  
[Project Cost Summary.pdf](#)  
[Morrisville Library Bid Tab.pdf](#)  
[Post-Bid Addendum.pdf](#)  
[Interlocal Agreement.pdf](#)  
[Ground Lease.pdf](#)

Date	Ver.	Action By	Action	Result
11/19/2018	1	Board of Commissioners	accepted	Pass

Award of a Construction Contract for the New Morrisville Community Library and Approval of an Interlocal Agreement and Ground Lease with the Town of Morrisville

**That the Board of Commissioners:**

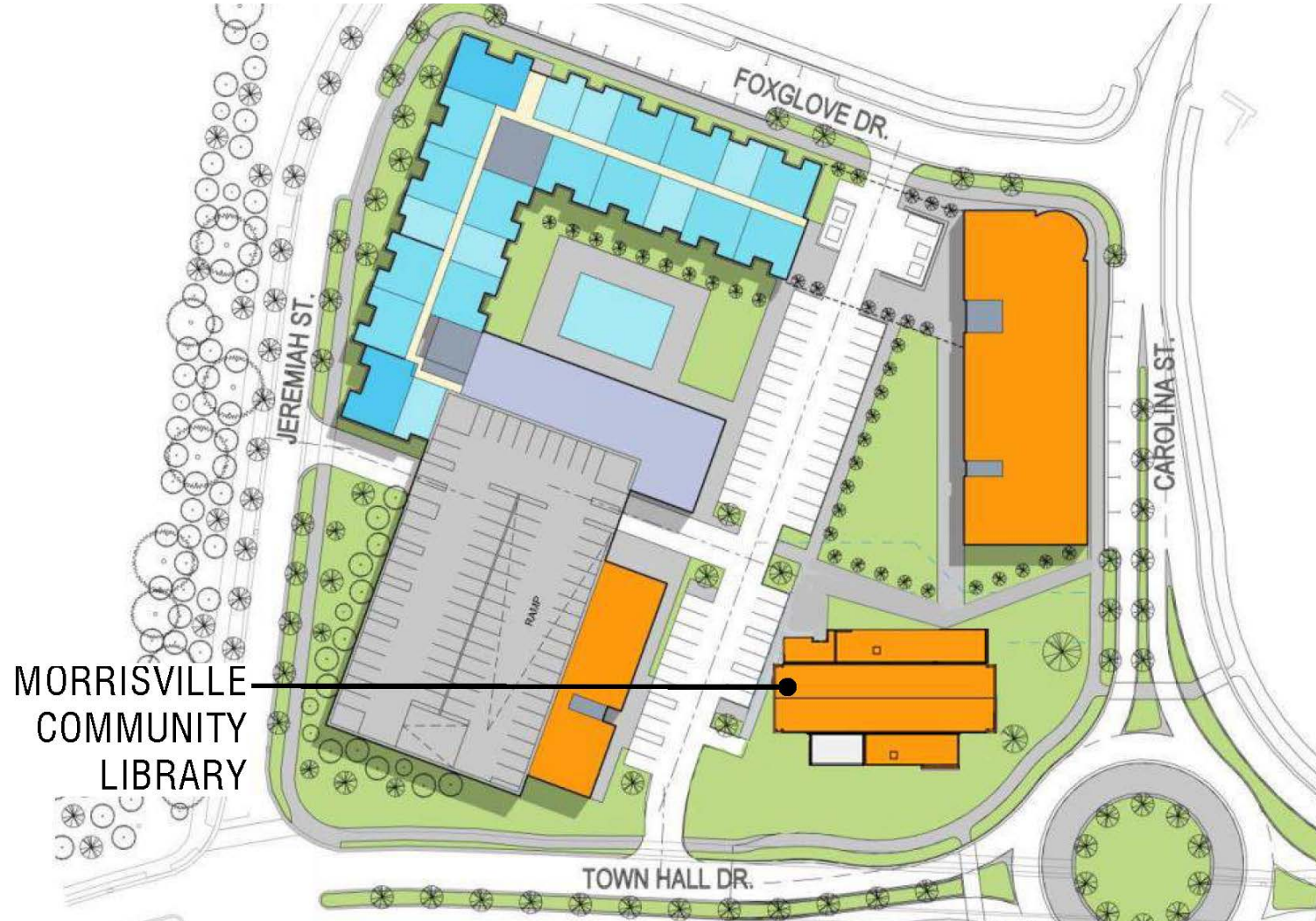
- 1. Authorizes the County Manager to execute an Interlocal Agreement and Ground Lease with the Town of Morrisville for the Morrisville Community Library subject to terms and conditions acceptable to the County Attorney; and**
- 2. Awards a construction contract for the new Morrisville Community Library to TCC Enterprises, Inc. of Louisburg, NC; for a total amount of \$3,952,643**

# Elements of New Site



- .78 Acre Site
- Parking for 69 Vehicles
- Approx. 9,000 square feet
- Library Positioned for Future Growth of Town Core Master Plan
- High Visibility of Library due to position relative to Round-a-bout

# Town Center 10 Year Master Plan



# Incorporates Many Sustainability Elements

## Additional Elements

Locally Sourced Masonry

Use of Clerestory for Natural Day Lighting

Use of Fritted Glazing to Limit Glare from Direct Sun Light

Follows WC Energy & Design Guidelines

## Sustainable Features

HI-SRI White Roofing

Deep Roof Overhangs

LED Lighting Fixtures Throughout

Low-E Glazing

Solar Ready

70% Native Plants Utilized





# Library Programming

Collection of roughly 50,000 Books

16 - 18 Public Computers

10-12 weekly adult and children programs

Annual Visitation of Approx. 150,000

Annual Circulation of Approx. 300,000

## Regularly Scheduled Programs

- 6 Programs for Young Children
- 2 Programs for School Age
- Teen Leadership Core Programs
- Others

# Project Budget Summary

## Estimated Project Costs

• Professional Services	\$ 555,000
• <b>Site Development &amp; Construction</b>	<b>\$ 3,952,643</b>
• Permit & Utility Fees	\$ 30,000
• Furniture Fixtures & Equipment	\$ 330,000
• Public Art	\$ 40,000

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<i>Sub-Total</i>	\$ 4,907,643
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• <i>Project Contingency</i>	\$ 300,000
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<b>Total Project Cost</b>	<b>\$ 5,207,643</b>
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<b><i>Total Funding Sources</i></b>	<b>\$ 5,262,000</b>
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<i>Library Books</i>	\$ 916,000
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# Scheduled to Open Early Winter 2020

Development Stage	Date
Town of Morrisville Rd Improvements	Fall of 2018 Through Spring 2019
Schematic Design	Fall 2017
Schematic Design Approval	November, 2017
DD and CD Design	Summer 2018
Town Approves Site Plan	October, 2018
Bidding and Permitting	Fall 2018
 <b>ILA &amp; Ground Lease Approval</b>	<b>November 19, 2018</b>
<b>Construction Contract Approval</b>	<b>November 19, 2018</b>
Construction	Winter 2018 to Winter 2019
Facility Opens	February 2020



## Legislation Details (With Text)

**File #:** 16-1832  
**Type:** Regular Item  
**Status:** Agenda Ready  
**In control:** Board of Commissioners  
**On agenda:** 11/19/2018  
**Final action:**  
**Title:** Accept Report of Wake County Population Health Task Force  
**Sponsors:**  
**Indexes:**  
**Code sections:**  
**Attachments:** [Agenda Item.pdf](#)  
[PHTF Presentation 11-19-18.pdf](#)  
[Wake County Population Health Task Force Report.pdf](#)  
[Notes from PHTF Presentation to HS Board 9.27.18 - Comment Summary DRAFT.pdf](#)  
[Notes from PHTF Presentation to the BOC Human Services Committee 10.11.2018 - Comment](#)

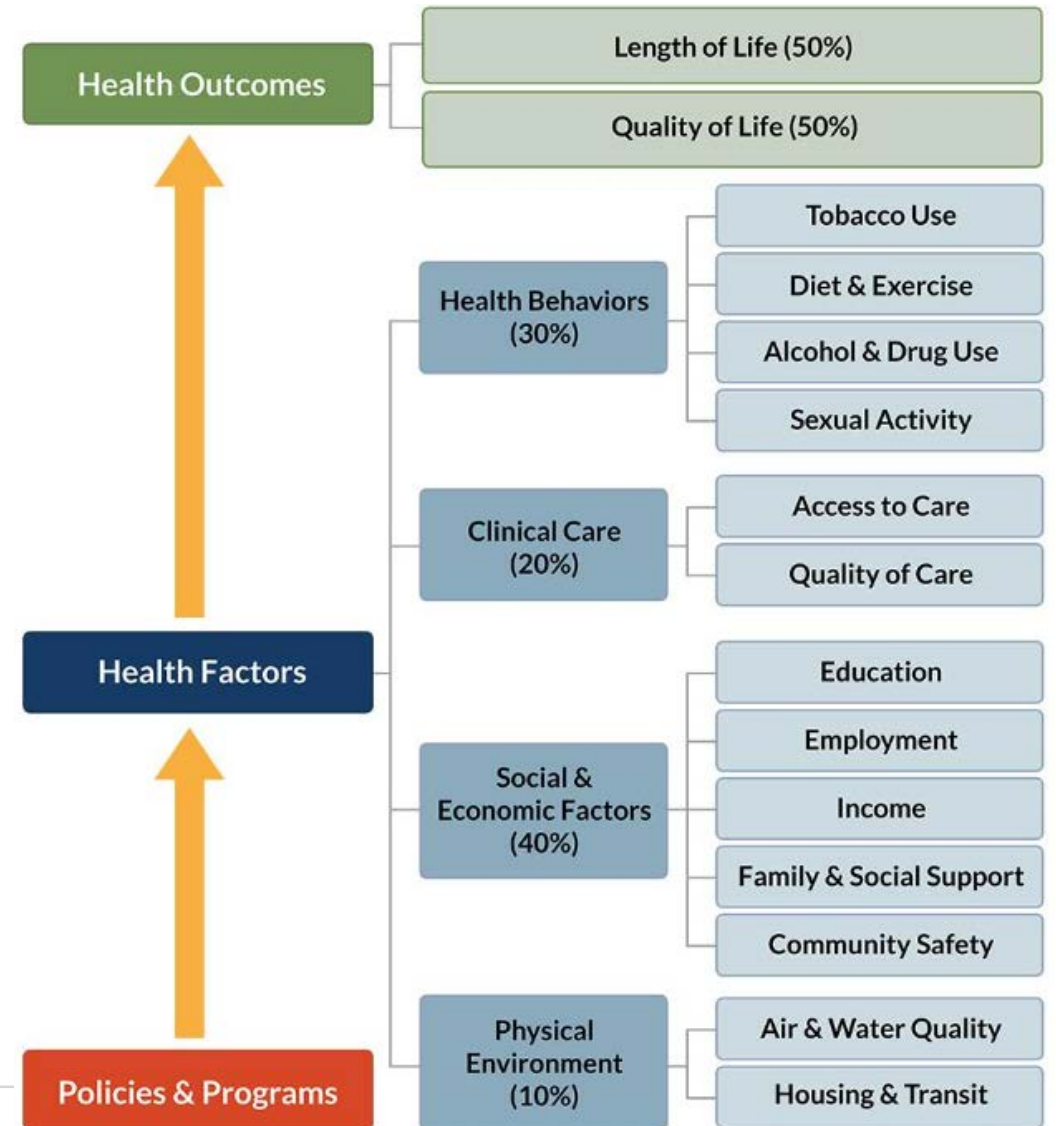
Date	Ver.	Action By	Action	Result
11/19/2018	1	Board of Commissioners	accepted	Pass

Accept Report of Wake County Population Health Task Force  
**That the Board of Commissioners receive and accept the Wake County Population Health Task Force Report and Recommendations**

# Population Health Framework

*Every Wake County resident, regardless of background or neighborhood, should have equal opportunity for optimal health and well-being.*

<http://www.nationalcollaborative.org/our-programs/hope-initiative-project/>



# Task Force Organization and Process

## Three work groups:

### **Healthy Wake:**

Supporting overall health and well-being of all residents

### **Vulnerable Populations:**

Groups of people at risk for poor outcomes

### **Familiar Faces:**

Individuals who are frequent users of emergency and medical, social, law enforcement, and other services

