

Robert K. Smith Mayor Gerry Vincent Town Manager Veronica Hardaway Town Clerk

BOARD OF COMMISSIONERS WORKSHOP January 19, 2021 6:30pm

Pledge of Allegiance Moment of Prayer

New Business:

- 1. Six Month Review of FY21 Budgets (Gerry & Hans)
- 2. Interlocal Library Agreement (Katy)



Board of Commissioners Agenda Report

55 N Broad Street W. PO Box 278 Angier, NC 27501 www.angier.org

MEETING DATE:

January 19, 2021

PREPARED BY:

Gerry Vincent, Town Manager ICMA-CM

ISSUE

Six (6) Month Review of FY21 Budgets

CONSIDERED:

DEPARTMENT: Administration

SUMMARY OF ISSUE: During the budget discussions prior to adopting the FY21 General & Utility Fund budgets, staff & the Board agreed to postpone the new positions for the Planning, Police and Utility departments until a full review was conducted by staff and presented to the Board.

The spreadsheet attached will be presented to indicate our analysis to move forward with recommending a new position in the Planning Department (Planning Technician) and two (2) new positions within the Police Department (Police Officers). However, even though the Utility Fund is showing positive signs, we are unable to recommend a new position at this time.

FINANCIAL IMPACT: The financial impact would minimal due to only six months remaining in the FY21 budget. The police officer positions would consist of \$56,119 x 2 annually, including benefits; the planning position would consist of \$55,843, including benefits. With advertising, interviewing, and paperwork, approximately 25% or less would be expended this fiscal year. Therefore, the additional financial increase for this fiscal year would be approximately \$45,000. Next fiscal year, the full impact would be authorized.

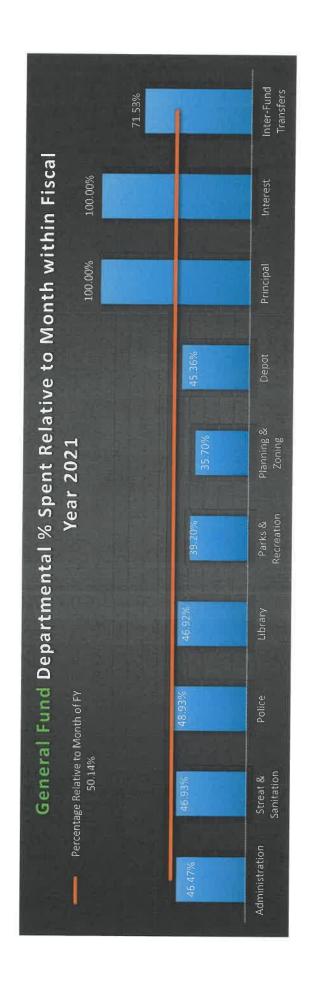
RECOMMENDATION: Authorize the Town Manager to proceed the budget adjustments to add new positions, as described above.

REQUESTED MOTION: I recommend authorizing the Town Manager to make the necessary budget amendments to add new positions as mentioned above.

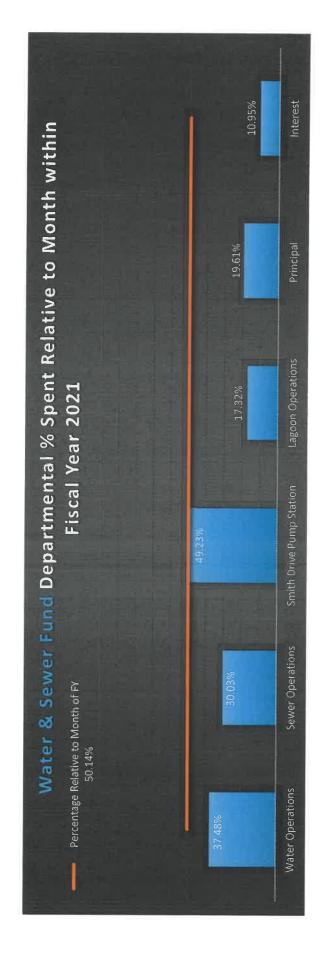
REVIEWED BY TOWN MANAGER: Gerry Vincent

Attachments: Financial Spreadsheets

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Line Item	Description	Budget	July	August	September	October	November	December	January	February	March	April	Mav	June	YTD	Variance	%
							Water &	Water & Sewer Fund									1
60-3001-0002	INTEREST ON INVESTME	35,400	2,517.10	2,566.34	5,274.58	909.12	902.51	862.79	800	800	800	800	800	800	. 17.832	(17 568)	50 370%
60-3001-0028	SALE OF ASSETS	90		•	,	•		×	1	•	900					(000,000)	7000
60-3002-0001	WATER SALES	1,229,084	101,448.81	113,053.59	111,489.43	103,257.69	102,820.10	105,444.27	102,000	102,000	102.000	102.000	110 000	110 000	1 265 514	36 430 1	02.00.0
60-3002-0003	WATER REGULATORY F	55,000	15,109.00	9,985.00	5,990.00	11,980.00	10,717.00	8,387,00	10,361	10,361	10.361	10.361	10 361	10.361	124 334	- (102.70%
60-3002-0004	LATE FEES / RECONNEC	65,000	(5.29)	9,633.28	14,222.01	10,255.75	9,103.85	10,332.12	10,709	10,709	10.709	10.709	10.709	10.709	762 211		101 2207
60-3002-0005	ACTIVATION FEE	15,000	2,380.00	1,785.00	1,715.00	1,785.00	2,275.00	1,820.00	1,960	1,960	1.960	1.960	1 960	1 960	23 520		26.80%
9002-0009	RETURNED CHECK CHA	119	50.00	25.00	125.00	75.00	50.00	50.00	50	50	. 05	20	05	50	678	_	0.00.0
60-3002-0007	METER TAMPERING FEE	1	150.00		20.00	•	•	,	,	,	134		ū	· ·	200	300	0.00%
60-3002-0008	MISCELLANEOUS REVER	167,130	167,130.00		575.00	(1.12)	÷	81.30	9	,	G		,	,	167 785	-	00.0070
60-3002-0012	IRRIGATION TAP FEES	•	1	٠	•				,	•	11. V	ñ			701,107	-	00.000
60-3002-0013	WATER ACREAGE FEES	,	•			9		,	(1		6 6	2 0	ı		. 5		0.00%
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60-3002-0017	CABACITY REF. WATER	18		1		1,12	4,740.34	2,042.43	2,740	2,740	2,740	7,740	7,740	2,746	35,859	4,359 1	13.84%
7100-2005-00	CALACII I I EE - WAI EN	,		9.1		1		¥1.	ı	0		Ģ:	٠		w		%00.0
	WATER METER REVENU	26,452	7,551.00	4,956.00	2,994.00	5,988.00	5,355.00	4,191.00	,	•	3	34	ij	,	31,035	4,583 1	117.33%
	WATER SYSTEM DEVELO	71,113	W.	×	665.00	00'599	19,950.00		,	1		i.	6	(21,280)	1	(71,113)	%00.0
	SEWER SALES	1,172,304	96,183.97	106,307.30	107,665.25	98,172.37	97,636.98	99,024.43	98,000	98,000	98,000	000'66	100,831	100,831	1,199,652	_	02.33%
60-3003-0003	SEWER REGULATORY FI	52,500	15,980.00	10,387.00	6,392.00	12,784.00	11,186.00	8,824.00		ı	ı		. '	(13,053)	52,500	_	%00 00
60-3003-0006	SEWER ACREAGE FEES		1	1		,	,	•	,	,	11	,	,	` '			7000
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60-3003-0007	FUND BALANCE APPROF	1,530,614	•	1					ı				Į,	1 530 614	1 530 614		700.00
60-3003-0021	SEWER SYSTEM DEVELO	83,500	,	٠	1,994.00	1,994.00	59,820.00	,		1	ï		•	(63.808)		(83 500)	7000
60-3003-0022	TRANSFER FROM W/S C.	,	1	1	,	,	•		٠	,	Ε,) •	(222,222)		(000,00)	200.0
60-3300-0000 CARES ACT	CARES ACT	29,842		•	è		29,842.00	1			•		,	3	29,842.00		%00.001
Water	Water & Sewer Revenue	4,737,387	411,241	264,191	259,151	250,611	391,086	244,666	226,626	226,626	226,626	227,626	237,457	1,804,197	4.770,106.50	32 719 50	769 001





Board of Commissioners Agenda Report

55 N Broad Street W. PO Box 278 Angier, NC 27501 www.angier.org

MEETING DATE: Janu

January 19, 2021

PREPARED BY:

Katy Warren

ISSUE

Interlocal Library Agreement

CONSIDERED:

DEPARTMENT: Library

SUMMARY OF ISSUE: The Town maintains a written agreement with Harnett County to be part of the Harnett County Library System. This agreement is updated every 2 years. The agreement outlines responsibility of both the Library System and the Town to provide library services to the public.

FINANCIAL IMPACT: N/A

RECOMMENDATION:

Staff recommends approval of the agreement as written.

REQUESTED MOTION:

"I move to adopt the Library System agreement as written."

REVIEWED BY TOWN MANAGER:

Attachments: Interlocal Library Agreement.

COUNTY OF HARNETT

THIS INTE	ERLOCAL LIBRARY	AGREEMENT	(hereinafter	"Agreement") is
made pursuant to N	Iorth Carolina General S	tatutes Section 1	53A-270 and	entered into this
day of	, 2021, by and b	etween the Cou	nty of Harnet	t, a body politic,
organized and exist	ing under the laws of the	e State of North	Carolina (he	reinafter referred
to as "County"), and	d the Town of Angier.			

WITNESSETH

WHEREAS, County maintains and operates the Harnett County Library System (hereinafter referred to as "Library System") pursuant to Chapter 153A, Article 14 of the North Carolina General Statutes to provide library service to the residents of Harnett County, and appoints the Board of Trustees of the Harnett County Library System to formulate and recommend programs, policies and regulations for the government of Library System and to otherwise advise the Harnett County Board of Commissioners on library matters

NOW THEREFORE, for and in consideration of the mutual covenants and promises hereinafter set forth, and pursuant to resolutions duly adopted by governing boards and in compliance with the North Carolina Administrative Code and the North Carolina General Statutes, the Town of Angier renews their commitment to the Harnett County Library System based upon the terms set forth below in the Agreement.

II. Purpose:

This agreement is to perpetuate excellent library and information services to the residents of the areas included within the jurisdictions of the aforementioned government body through their collaborative and collective efforts under the legal authority of the North Carolina General Statutes and North Carolina Administrative Code by defining the financial, property and operational appropriations and supervision of the Library System.

III. Board of Trustees:

Pursuant to the direction of the County of Harnett Board of Commissioners, the Harnett County Library System Board of Trustees shall be the governing body of the Library System. There shall be Eleven (11) members of the Board, with one (1) appointed from each Member. The remaining members shall be at large seats representing other areas of Harnett County and as many ex-officio County Commissioner seats as deemed appropriate by the Board of County Commissioners. Appointments are for staggered terms and Board members shall serve no more than two (2) consecutive three year terms. No Board Member shall serve more than six consecutive years. The Harnett County Library System Board of Trustees Library Policies and Procedures shall supersede local policy and procedure. The following powers and duties are delegated to The Harnett County Library System Board of Trustees:

- i. To adopt bylaws and rules for its own governance.
- ii. To recommend to the Board of County Commissioners policies for the administration and operation of the Library System.
- iii. To assure compliance with applicable State and Federal Law and eligibility requirements for receipt of State and Federal funds.
- iv. To make recommendations concerning the construction and improvement of physical facilities for the libraries within the system.
- viii. To make regular reports of services and operations.
- v. To obtain an annual independent audit of regional accounts and submit a copy to the State Library of North Carolina.

IV. Finance:

A. Property Ownership

- 1. All buildings, grounds and other facilities of the Angier Public Library shall remain property of the Municipality.
- 2. All books, technology and other resources paid for by local funds shall remain property of the Municipality.
- 3. All books, technology and other resources paid for with System or State funds shall remain the property of the System.

B. Personnel

- 1. The Town of Angier is responsible for the direct payment of:
 - a. Salaries and benefits for Angier Public Library staff.
 - b. All facility costs, including, but not limited to, rent utilities, custodial services, and the maintenance and repair of building interiors and exteriors, parking lots, grounds, and landscaping.
 - c. Costs of library materials for Angier Public Library

C. Technology

1. Hardware

- a. The Harnett Library System will provide the following:
 - i. Equipment necessary for the wide area network.
 - ii. Computers for public access and circulation.
 - iii. Equipment necessary for the PC/Print management system.
- b. The Town of Angier agrees to provide and own any other equipment as necessary.
 - 1. The party agrees that:
 - i. Equipment acquired by the Town of Angier meet the minimal recommendations as determined by Harnett County IT, if connected to the Library Computer system.
 - ii. The Town of Angier will be responsible for the installation, software, repair and maintenance for Town of Angier owned equipment.

2. Exceptions:

- i. Public computers owned or leased by Harnett County
- ii. Pc/print management; Staff computers used for circulation;
- iii. Library System will install and maintain software necessary to access the ILS.
- iv. Harnett County will continue to install and maintain the print management, security software, anti-virus software and filter software for all computers on the county network.

2. Software:

- a. Integrated Library System (ILS)
 - i. The Library System maintains the ILS used by all libraries.
 - ii. The database belongs to the Library System and it is responsible for the integrity of the data. The parties, therefore, agree to the standards and policies set by the Library Director and the Library System, including cataloging.
 - iii. The Harnett County public Library will be responsible for the cataloging of all materials added to the system.
- b. The Library System will provide ILL (InterLibrary Loan) services.

V. Operations:

In order for consistency and continuity in the system to best serve the citizens of the County of Harnett and for purposes of applying for grants and aid, the parties agree to the following:

- 1. Angier Public Library staff will provide, by the 5th of every month, a report which encompasses the library's usage including the door count, programming statistics, number of employees and hours of operation.
- 2. The Town of Angier will provide revenue expenditures and their Annual budgets of each Library by the 15th day of August each year.
- 3. The Town of Angier will send a representative to monthly Branch Manager meetings.
- 4. The Town of Angier will abide by the Service Policy of the Harnett County Library System https://harnett.libguides.com/ld.php?content_id=27008652) and Library Card and Borrowing Policies

(https://harnett.libguides.com/ld.php?content_id=27008752) located on the Harnett County Public Library Website.

5. Any other requirement necessary to aid in the administration of the Library System.

VI. Term of Agreement and Amendment:

The term of this Agreement is January 1, 2021 to December 31, 2023. This Agreement

may be amended from time to time upon the mutual written consent of all the parties.

VII. Termination:

This Agreement may be terminated by the mutual written consent of all the parties. Such termination will occur six (6) months after the final consent is received by the Library System Board of Trustees.

VIII. Integration of Understandings:

This Agreement is intended as the complete integration of all understandings between the parties. No prior or contemporaneous additions, deletions, subsequent renewal, deletion, or other amendment hereto shall have any force or affect unless embodied herein in writing signed by both parties.

IX. Controlling Law:

This contract shall be governed by and construed in accordance with the laws of the State of North Carolina. The North Carolina State Courts located in Harnett County, North Carolina shall have jurisdiction to hear any dispute under this Agreement and any legal or equitable proceedings by either party must be filed in Harnett County, North Carolina.

X. Notices:

All notices or other communications which shall be made pursuant hereto shall be in writing and shall be deemed to be given and received (a) when hand delivered to the address stated below, (b) three (3) days after being mailed to the address stated below, postage prepaid by certified or registered mail of the United States, return receipt requested to the addresses set forth below. Either party to this Agreement may change its designated person or designated address at any time and from time to time by giving notice of such change to the other party in the manner set forth above.

Harnett County Library Director 455 McKinney Parkway (Physical Address) PO Box 1149 (Mailing Address) Lillington, NC 27546 XI. Indemnification/limit of liability paragraph:

To the extent permitted by law, each party will mutually indemnify and hold harmless the other parties, their officers, agents and employees from and against all loss, cost, damage, expense and liability caused by accident or other occurrence resulting in bodily injury, including death and disease to any person or damage or destruction to property, real or personal arising directly or indirectly from operations, products, or services rendered or purchased under this Agreement.

This contract may be amended upon unanimous approval of all the parties signing this agreement.

IN WITNESS THEREOF, the Harnett County Public Library and the Angier Public Library.

Robert K. Smith
Mayor, Town of Angier

W. Brooks Matthews, Chairman, Harnett County Board of Commissioners