

Code Enforcement Services for the Town of Robbins

About Us

Central Pines Regional Council, formally Triangle J Council of Governments, is a resource and support hub for local governments, community members, and partners across Chatham, Durham, Johnston, Lee, Moore, Orange, and Wake counties. Our work is rooted in the belief that our region thrives when we come together with a common vision and plan for the future. We advance this goal through the support of regional policy, collaboration, and technical assistance.

On any given day, CPRC works with our partners to provide support in the following areas:

- Aging & Human Services
- Community & Economic Development
- Environment & Resilience
- Housing
- Member Support & Strategy
- Mobility & Transportation

Scope of Work

CPRC has executed a memorandum of understanding for intergovernmental services cooperation with the Mid-Carolina Regional Council. The staff of the CPRC and Mid-Carolina work cooperatively to deliver planning services. Working cooperatively, the CPRC and the MCRC are referred to as the “the Councils” in this proposal.

The Councils Responsibilities

The Councils will provide the following activities:

- A Code Enforcement Officer (CEO) to the Town on an hourly basis, as requested by the Town. The CEO will be responsible for:
 - Nuisance abatement according to the Town’s code of ordinance to include but not be limited to tall grass, junk vehicles, and junk debris.
 - Housing Code Enforcement. The CEO will work with the appropriate building code officials to enforce the building regulations to include but not be limited to minimum housing, condemnation, and commercial maintenance code.
 - Solid waste ordinance enforcement.
 - The CEO will investigate all complaints, send the appropriate violation letters, conduct follow-up, abate violations, and close all cases (if applicable).
- Provide a Zoning Enforcement Officer (ZEO) to the Town on an hourly basis, as requested by the Town.

Town Responsibilities

- Ensure Councils staff have access to relevant information that will be necessary for day-to-day tasks.
- Communicate regularly with Councils staff to share feedback and priorities.

Your Support Team

Key personnel are subject to change. All changes will be communicated proactively to the Town for planning and continuity.

Haley Hogg

Planning Director, Mid-Carolina Regional Council

Samantha Wullenwaber

Deputy Executive Director, Mid-Carolina Regional Council

Tony Porter

Code Enforcement Officer, Mid-Carolina Regional Council

Lindsay Whitson

Community and Economic Development Director, Central Pines Regional Council

Proposed Fee

The Town of Robbines will pay CPRC for the work stipulated in the outline of CPRC responsibilities. CPRC will send a detailed invoice at the end of each month for services provided.

- *Personnel: \$70 per hour of services provided.*
- *Travel/Milage: Mileage for travel from Mid-Carolina Council of Government offices and within the town will be reimbursed based at the current IRS rate.*

Acceptance

The Councils' staff will begin work as soon as we are notified of your acceptance. This confirms your intention to accept the scope of work as indicated in the proposal presented by the Councils and otherwise meet the responsibilities outlined, and you are confirming the encumbrance of funds sufficient to pay the fees for services rendered.

Questions and acceptance of proposal can be sent to:

Lindsay Whitson
Community and Economic Development Director
lwhitson@centralpinesnc.gov

If the Town of Robbins would like to proceed with this proposal, please accept the proposal by signing below.

IN WITNESS WHEREOF, the parties hereto cause this agreement to be executed in their respective names.

_____ *ATTEST* _____ *Title*
Signature

_____ *Date*

_____ *Title*

_____ *Date*

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

(Signature of Finance Director)