Morrisville Town Council

Regular Meeting
October 27, 2026, 6:00 PM

Town of Morrisville Mission Statement: Connecting our diverse community to an enhanced quality of life through innovative programs and services.

1. **Call to Order**

2. **Recognition of Sergeant at Arms**

3. **Invocation**

4. **Pledge of Allegiance**

5. **Adoption of Regular Agenda**
   Call for any conflicts of interest in relation to the proposed agenda.

6. **Consent Agenda**

   6.a Approval of September Council Minutes
   Kayla Bertling, Town Clerk
   20260908 Minutes DRAFT.pdf
   20260910 Minutes DRAFT.pdf
   20260922 Minutes DRAFT.pdf

   6.b Fall Advisory Committee Appointments
   Kimberly Kowanick, Deputy Town Clerk
   2026-364-0 RES Fall Advisory Committee Appointments.pdf
   2026-364-0 ATTH 01 Ballots & Tally.pdf
   2026-364-0 ATTH 02 Applicants & Applications.pdf

   6.c Plat Review Officer Appointments
   Michele Stegall, Planning Director
   2026-357-0 RES 0A Plat Review Officer Wake.pdf
   2026-357-0 RES 0B Plat Review Officer Durham.pdf

   6.d Stormwater Runoff 5K Fee Schedule Amendment
   Ben Mills, Stormwater Engineering Manager
   2026-360-0 RES Fee Schedule Amendment Stormwwater Runoff 5K.pdf

6.e Resolution Authorizing the Surplus of a 2006 KME Predator Fire Truck
Byron Hayes, Chief Financial Officer
2026-355-0 RES Surplus Property 2006 Fire Apparatus.pdf

6.f Resolution Adopting the 2027 Town Council Meeting Schedule
Kayla Bertling, Town Clerk
2026-346-0 RES Adopting CY2027 TC Meeting Schedule (UPDATED)

7. Items Pulled from Consent (if any)

8. Morrisville Speaks: Public Comment

9. Administrative Reports

9.a Council Expenditures Quarterly Report
Kayla Bertling, Town Clerk
2026-362-0 Council Expenditures Quarterly Report.pdf

10. Action Items

10.a Resolution and CPOA Authorizing Phase 2 of the Design-Build Delivery for Church Street Park Field Reconstruction Project
Brandon Zuidema, Town Manager
Mark Spanioli, P.E., Director of Engineering
2026-333-0 RES DB Ph 2 for Cricket Field Recon.pdf
2026-333-0 CPOA Capital Projects Consolidation.pdf
2026-333-0 ATTH01 Church St Park Field Recon Cost Comparison.pdf
2026-333-0 ATTH02 - ICC Communication.pdf
2026-333-0 - PRES Church Street Park Field Improvement.pdf

11. Future Meetings, Events and Resident Involvement Opportunities For a full listing of events, please see the Town Calendar at www.MorrisvilleNC.gov

12. Council and Manager Comments

13. Work Sessions

13.a Town Center Updates
Brandon Zuidema, Town Manager
Mark Spanioli, Town Engineer

13.b Finance & Personnel Policy Review
Brandon Zuidema, Town Manager
Byron Hayes, Chief Financial Officer
David Hacker, Human Resources Director

Matt Wetherell, Public Works Director
2026-356-0 PRES Town Policy Review.pdf
2026-356-0 ATTH01 Comp Financial Policies.pdf

14. Closed Session

14.a Closed Session Pursuant to NCGS § 143-318.11(a)(6) to Discuss a Personnel Matter

15. Adjournment

Thank you for attending this meeting of the Morrisville Town Council. We hope you plan to join us again! Please feel free to email your Town Council members at TownCouncil@morrisvillenc.gov or visit www.MorrisvilleNC.gov/Council for additional contact information.

Town Council Agenda Item Report

Agenda Item No. 6.a
Submitted by: Kayla Bertling
Submitting Department Administration
Meeting Date: October 27, 2026

SUBJECT
Approval of September Council Minutes

Recommendation:
Approve as presented

Updates/History of Briefing:
NA

Executive Summary and Background Information:
Meetings include September 8, 10, and 22, 2026.

Advisory Board/Committee Review:
None

Insert Date of Advisory Board/Committee Review:

Advisory Board/Committee Recommendation and/or Vote:
None

Potential Options:
Approve as presented or direct changes

Staff Recommendation:
None

ATTACHMENTS
- 20260908 Minutes DRAFT.pdf
- 20260910 Minutes DRAFT.pdf
- 20260922 Minutes DRAFT.pdf

Morrisville Town Council
Regular Meeting Minutes
September 8, 2026, 6:00 p.m.

NOTE: Minutes are summaries only, reflecting Council action and main points of discussion. For the full meeting audio and/or video, the meeting agenda, presentations, and other related agenda materials please visit the Town website.

Present: Mayor Cawley, Mayor Pro Tem Robotti, and Council Members Garimella, Kesling, Patel, Scroggins-Johnson, and Town Attorney Gray

Remote: *Council Member Johnson participated remotely but did not vote*

Staff: Brandon Zuidema, *Town Manager*
Giselle Rodriguez-Villanueva, *Deputy Town Manager*
John Letteney, *Assistant Town Manager*
Jeanne Hooks, *Director of Management Services*
Kayla Bertling, *Town Clerk*
Laura Crumpler, *Senior Center Manager*
Rachel Cypher, *Planner II*
Thomas Dooley, *Fire Chief*
Mark Hassig, *Morrisville Aquatics & Fitness Center Manager*
Byron Hayes, *Chief Financial Officer*
Erin L. Hudson, *Communications & Outreach Director*
Courtney Jenkins, *Planning Manager*
Pina Kantesaria, *MAFC Member Services Supervisor*
Cindi King*, Parks, Recreation & Cultural Resources Director*
James Owens, Jr.*, IT Support Technician*
Eric Pearson, *Senior Capital Projects Manager*
Jordan Prince, *Planner I*
Justin Rosser, *Chief of Police*
Mark Spanioli, *Director of Engineering*
Michele Stegall, *Planning Director*
Phillip Vereen, *Senior Transportation Planner*

1. **Call to Order –** Mayor Cawley called the meeting to order at 6:01 p.m.

2. **Recognition of Sergeant at Arms –** Sergeant Strickland

3. **Invocation –** delivered by Mayor Cawley

4. **Pledge of Allegiance –** led by Mayor Cawley

5. **Adoption of Regular Agenda**
Town Manager Brandon Zuidema requested Council remove the scheduled Closed Session and add a Work Session related to a Drone Show.

No conflicts of interest with the proposed agenda were reported.

MOTION: Mayor Pro Tem Robotti moved to adopt the Regular Agenda with the Town Manager's adjustments. The motion was seconded by Council Member Garimella and carried unanimously 6-0.

6. Consent Agenda

6.a. Resolution Authorizing Construction of the International Drive Sidewalk Project (2026-318-0)
Mark Spanioli, P.E., Director of Engineering

MOTION: Mayor Pro Tem Robotti moved to approve the Consent Agenda. The motion was seconded by Council Member Scroggins-Johnson and carried unanimously 6-0.

6.b. "Key to the Town" Policy (2026-267-0)
Brandon Zuidema, Town Manager
Work Session - August 11, 2026
Work Session - August 27, 2026
Action - September 8, 2026 (Consent)

MOTION: Mayor Pro Tem Robotti moved to approve the Consent Agenda. The motion was seconded by Council Member Scroggins-Johnson and carried unanimously 6-0.

6.c. Resolution Approving a Lease for the Relocation/Expansion of the Senior Center (2026-304-0)
Brandon Zuidema, Town Manager
Presentation - August 25, 2026
Approval (Consent) - September 8, 2026

MOTION: Mayor Pro Tem Robotti moved to approve the Consent Agenda. The motion was seconded by Council Member Scroggins-Johnson and carried unanimously 6-0.

6.d. Locally Preferred Alternative for the Wake Bus Rapid Transit: Western Corridor Extension (2026-239-0)
Bret Martin, Transportation Project Manager
Michele Stegall, Planning Director
Work Session - July 30, 2026
Discussion on Letter - August 25, 2026
Action to Send Letter - September 8, 2026

MOTION: Mayor Pro Tem Robotti moved to approve the Consent Agenda. The motion was seconded by Council Member Scroggins-Johnson and carried unanimously 6-0.

7. Items Pulled from Consent (if any)

DRAFT

No items were pulled from the Consent Agenda.

8. Proclamations

8.a. Proclamation Recognizing National Preparedness Month (2026-237-0)

Council acknowledged a Proclamation Recognizing National Preparedness Month.

9. Morrisville Speaks: Public Comment

Linda Lyons, 1005 Church St., referenced financial issues reported in other nearby jurisdictions. She asked staff to follow up with her to share the Town's procedures that would prevent those issues from occurring in Morrisville.

Two other speakers spoke, whose comments were intended for the annexation public hearing. Their comments are included in that section below.

10. Admin Reports – *For information only unless Council has questions.*

10.a. Chamber of Commerce Quarterly Report (2026-320-0)

Christie Moser, Chamber of Commerce President

There were no questions on the report.

11. Public Hearings

11.a. Resolution Authorizing an Economic Incentive Grant Agreement with Novartis Innovative Technologies, Inc (2026-317-0)

Tiffany McNeill, Economic Development Director

Public Hearing & Action - September 8th, 2026

Giselle Rodriguez, Deputy Town Manager, presented an amendment to the Town's previously authorized incentive agreement (RES 2025-408-0; November 25, 2025) with Novartis Innovative Technologies Inc. The updated agreement reflected the consolidation of two economic projects, which would together reflect a proposed minimum investment of $451 million and 180 new jobs with a combined average annual wage of $116,000.

Mayor Pro Tem Robotti sought clarity on the details of the incentive. Deputy Town Manager Rodriguez clarified the incentive would not be paid until after the company paid their taxes.

Mayor Cawley declared the public hearing open. There were no speakers.

MOTION: Mayor Pro Tem Robotti made a motion to close the public hearing. Council Member Scroggins-Johnson seconded the motion which carried unanimously 6-0.

In response to Council Member Kesling, Deputy Town Manager Rodriguez noted she would share the estimated tax revenue from the project with Council. Deputy Town Manager Rodriguez clarified the incentive would be paid out over eight years, following the project meeting the agreed upon minimum investment threshold. The incentive payments would never exceed the amount received in taxes each year by the Town.

MOTION: Mayor Pro Tem Robotti made a motion to adopt Resolution 2026-317-0 of the Morrisville Town Council Authorizing an Incentive Grant Agreement with

Novartis Innovative Technologies Inc. Council Member Garimella seconded the motion which carried unanimously 6-0.

11.b. Annexation 808 Church St and 0 Church St Hamlet Development (ANX-26-0015) (2026-262-0)
Jordan Prince, Planner I
August 11 - Resolutions Initializing Process
August 25 - Resolution Amending Public Hearing Date
September 8 - Public Hearing & Action

Jordan Prince, Planner I, presented a voluntary annexation of 808 Church St and 0 Church St on behalf of applicant, Middleburg Communities, LLC.

In response to Mayor Pro Tem Robotti, Planner I Prince, clarified the planned development was allowed by-right. The only action Council was taking was to annex the property into Town limits, giving them access to Town services and requiring them to pay property taxes to Morrisville.

Referencing a concern from the public, Mayor Pro Tem Robotti sought clarity on the Town's role in negotiations with neighboring properties. Staff clarified following annexation, the planned development would go through the Town's development process. Since the property was allowed by-right, the application for construction would go through staff approval. During the staff approval process, stormwater control measures would be enforced to ensure stormwater was contained within the property. Fencing between properties could not be enforced by the Town and would be a private negotiation.

In response to Council Member Garimella, Planner I Prince clarified the location of the property and confirmed the proposed by-right development would still be required to make the required betterments.

Mayor Cawley declared the public hearing open.

Peggy Medlin, 5711 McCrimmon Pkwy, shared she lived next to the property. She shared it was difficult to get onto the street already. She felt there should be enough housing for everyone but did not want Church St to turn into McCrimmon Pkwy. She shared concerns about wrecks and traffic at current housing levels and expressed concern about adding future development.

Randy Marshburn, 704 Church St, shared his farm was next to the property. He expressed concerns about stormwater flowing onto his property. He asked for a barrier to protect his cows from children in the proposed development.

Linda Lyons, 1005 Church St, shared she was not opposed to the annexation. She was concerned with the proposed development. She questioned the appropriateness of duplexes on the site and sought clarity on the long-term impacts of the development.

MOTION: Mayor Pro Tem Robotti made a motion to close the public hearing. Council Member Patel seconded the motion which carried unanimously 6-0.

The applicant clarified the item was solely an annexation and was not a rezoning request. They noted the property would be developed by-right, meeting all Unified Development Ordinance (UDO) requirements such as buffers, setbacks, and stormwater controls.

In response to Council Member Kesling, the applicant clarified the annexation allowed the developers to connect to Town sewer and water. If the annexation was not approved, the developer still planned on building the proposed development. In response to Council Member Kesling, Town Manager Zuidema clarified fire response to the site would be unchanged, but law enforcement response would change from the Wake County Sheriff to the Morrisville Police Department if annexed. He also clarified specific questions relating to tax base contributions and long-term infrastructure costs would depend on a development submittal.

Planning Director Michele Stegall reminded Council they were considering the annexation only. The development proposal was not under consideration. She clarified the property's Low Density Residential zoning designation would remain unchanged if annexed.

MOTION: Mayor Pro Tem Robotti made a motion to adopt Ordinance 2026-262-0 of the Morrisville Town Council Pertaining to the Extension of the Town of Morrisville Corporate Limits to Include Property Located at 808 Church St and 0 Church St (ANX-26-0015). Council Member Scroggins-Johnson seconded the motion which carried unanimously 6-0.

11.c. Resolution Approving a Special Use Permit for the West Wake Solid Waste Facility (2026-291-0)
Rachel Cypher, Planner II
September 8 - Public Hearing
September 22 - Action

Mayor Cawley shared information on the quasi-judicial hearing process with the public, reminding Council that their decision must be based on the standards and evidence of the case.

Town Clerk Bertling swore in the following witnesses,

- Michele Stegall, Town of Morrisville staff, Planning Director
- Rachel Cypher, Town of Morrisville staff, Planner II
- Eric Pearson, Town of Morrisville staff, Senior Capital Projects Manager
- Phillip Vereen, Town of Morrisville staff, Senior Transportation Planner
- Nick Kirkland, 9408 Northfield Ct., Raleigh, Appraiser
- Miranda Potthoff, 632 Pershing Rd, Raleigh, Architect
- Kenton Yang, 3801 Lake Boone Trail, Raleigh, Engineer
- Paulo Lopez, 332 Fayetteville St, Raleigh, Owner Representative
- Megan Baldwin, 336 Fayetteville St, Raleigh, County Staff
- Roy Baldwin, 336 Fayetteville St, Raleigh, County Staff
- Ken Murphy, 336 Fayetteville St, Raleigh, County Attorney
- Brandon McLamb, 5410 Trinity Rd, Raleigh, Civil Engineer
- Kevin Dean, 1070 S Main St, Holly Springs, Traffic Engineer

- Kevin Barnes, 5410 Trinity Rd, Raleigh, Landscape Architect
- Patrick Gilbert, 411 Aviation Blvd., Morrisville, Business Across Street

The Town Council reported no conflicts of interest, partialities, or ex-parte communications.

Rachel Cypher, Town of Morrisville Planner II, presented the Special Use Permit (SUP) for the West Wake Solid Waste Facility. Planner II Cypher noted the SUP was for a Major Utility Facility use to accommodate the future development and operation of a West Wake Solid Waste Facility at 414 Aviation Parkway. She showed an aerial map of the property, noting the parcel was currently home to the Town of Morrisville Public Works Facility and a vacant wooded lot. She showed an aerial map of the property, explaining across the parcel's southeast border was the Town of Cary's jurisdiction which was zoned Resource-Recreation to preserve open space. She showed an aerial map of the property, showing the Town of Morrisville's zoning for the surrounding properties in their jurisdiction. She testified the parcel was located in the Town's Industrial-Management zoning district, which per the Town's Unified Development Ordinance (UDO) required a SUP for a major utility facility. Planner II Cypher testified the property was just over 13.5 acres. She noted the current Wake County Convenience Center was located just under 0.5 mile away, also along Aviation Parkway.

Planner II Cypher shared testimony on the history of the site. She shared Council previously approved a SUP for the property in October 2024 for a joint Wake County Convenience Center and Town of Morrisville Public Works Facility. That SUP permit expired in October 2025, which is why a new SUP application was required. She advised Council that the proposed development for this SUP was different, because it no longer incorporated the Public Works building which was proposed under the 2024 SUP.

Planner II Cypher shared testimony on the proposed development. She showed a proposed site plan for the development, explaining there was one entrance in and out of the site which was located at the intersection of International Drive and Aviation Parkway. She testified there was just over 1400 feet of an internal site drive that would allow vehicles to stack inside of the proposed development instead of Aviation Parkway. Referring to the proposed site plan, she explained the development held two portions: a household hazardous waste facility and an expanded convenience center. Planner II Cypher explained the Public Works yard on the property would still be operating, while the front building would be demolished to make way for the internal site drive for the proposed development.

Planner II Cypher testified there was a traffic impact analysis (TIA) conducted and approved for this site, explaining some key points. She explained the Solid Waste Facility would intersect with Aviation Parkway and International Drive, so there would be a modified traffic signal. The current Public Works Facility was not part of that signalized intersection, but it would be with the proposed project. She explained there would be a constructed right-turn lane from Aviation Parkway into the facility as well as a left-turn lane into the facility. There would additionally be a combination of a left-turn lane and a through/right-turn lane leaving the facility either to Aviation Parkway or International Drive. There would be a modification to the current traffic signal to accommodate the new facility.

Planner II Cypher explained the proposed conditions for the SUP. First, Wake County would construct the recommended road improvements as identified in the TIA, prior to the receipt of a Certificate of Occupancy or final plat approval. Second, the entrance would be realigned and reconstructed so that the signalized intersection incorporates the ingress and egress of the West Wake Solid Waste Facility. Third, the proposed development would be consistent with the site plan.

Planner II Cypher read each of the seven SUP review standards outlined in Section 2.5.6.D of the UDO, all of which would need to be met to grant the SUP:

1. The proposed development will not materially endanger the public health or safety;
2. The proposed development will comply with all regulations and standards generally applicable within the zoning district and specifically applicable to the particular type of Special Use;
3. The proposed development will not substantially injure the value of adjoining property, or is a public necessity;
4. The proposed development will be in harmony with the intensity, scale, and character of development existing or planning in the surrounding area;
5. The proposed development will not cause undue traffic congestion or create a traffic hazard;
6. The proposed development will not generate needs for transportation, water supply, sewage disposal, fire and police protection, and similar public services that cannot be adequately handled by available infrastructure and facilities;
7. The proposed development will be consistent with the comprehensive plan.

Planner II Cypher testified that staff recommended approval of the SUP with the three stated conditions.

Ken Murphy, 336 Fayetteville St, Raleigh, Senior Deputy Wake County Attorney, led testimony on behalf of the applicant, Wake County. He shared the West Wake Solid Waste Facility would provide the residents of Morrisville the opportunity to safely and conveniently dispose of household trash and recycling. He testified Wake County currently operated eleven convenience centers, three multi-material recycling facilities, and three household hazardous waste facilities. The West Wake Solids Waste facility would incorporate all three of those elements to serve the citizens of Morrisville. He testified the West Wake Solid Waste Facility would be operated on a property owned by the Town of Morrisville, located at 414 Aviation Parkway. He testified Wake County had operated a convenience center, essentially a smaller scale version of the proposal without some of the proposed amenities. He testified the smaller site had operated for 30 years in Morrisville about 3/10 of a mile away at 266 Aviation Parkway. He shared the current facility was showing signs of its age, and needed to be replaced with a larger, more modern, more efficient facility to better serve the citizens of Morrisville. County Attorney Murphy testified the County would lease a portion of 414 Aviation Parkway, about 6.7 acres of the parcel, from the Town to construct the West Wake Solid Waste Facility. County Attorney Murphy testified Town staff determined the West Wake Solid Waste Facility was a major utility facility and would require a SUP in the Industrial Management zoning district per the Town's UDO. The subject parcel at 414 Aviation Parkway was zoned Industrial Management.

County Attorney Murphy introduced the sworn witnesses present to speak on behalf of the applicant, Wake County.

County Attorney Murphy called Roy Baldwin, 336 Fayetteville St, Raleigh, Wake County Program Manager, to provide testimony on SUP Standards 1, 3, and 6. Program Manager Baldwin testified he had been with the County for 21 years and every one of their Convenience Center upgrades. He testified the proposed facility would not materially endanger the public's health or safety; the facility would replace the County's existing facility which had been located at 266 Aviation Parkway for approximately 30 years. He testified vehicle queuing would be a major safety improvement, as the existing site had about 130-feet of queuing space, while the new site would have more than 1400-feet along with six drop off bays and separate circulation for customers and service vehicles. He testified the facility would also accept household hazardous waste (which should not go into regular trash or recycling), that would be sorted by trained staff, stored temporarily in secured areas, and transported off-site by a qualified vendor. He noted flammable materials would be kept in specially designed storage units with fire suppression and secondary containment units. He testified Wake County already used the described practices at three other HHW facilities. Program Manager Baldwin testified the site would also include security fencing, locked gates, and 24-hour 7-days a week camera monitoring. He testified the proposed facility improved traffic safety, provided a controlled and proven system for safely managing household hazardous waste, and a huge upgrade for the equipment and services they provide.

Program Manager Baldwin testified the facility was a public necessity, which would provide residents with a modern location to dispose of household waste and recycling, and would safely manage household hazardous waste. Program Manager Baldwin testified recycling at the facility would direct material away from the County landfill which had a finite capacity and limited lifespan. He testified the facility would give residents a way to dispose of hazardous material instead of regular garbage or illegal dumping.

Program Manager Baldwin testified the proposed facility would create limited and manageable demands on transportation, water, sewer, fire, police, and any other public services provided by the Town. He shared the facility would serve residential customers using personal vehicles only, and would replace the existing Convenience Center. He explained the water and sewer connections would be minimal, consisting mainly of hose bib connections, fire protection, and eyewash station, and a one-staff restroom that would serve 4-5 attendants per day. He explained the fire and police needs were expected to be no greater than the existing facility. He testified the existing infrastructure could adequately support the facility as it was replacing an existing County service.

County Attorney Murphy called Kevin Barnes, 5410 Trinity Rd, Raleigh, Landscape Architect, to provide testimony on SUP Standards 1 and 2. Landscape Architect Barnes testified he had worked on the project for about three years. He testified the proposed facility would not materially endanger the public's health or safety, but felt Program Manager Baldwin's testimony was sufficient, and did not add any additional evidence. Landscape Architect Barnes testified the proposed development will comply with all regulations and standards generally applicable within the zoning district and specifically applicable to the particular type of Special Use. He shared this facility would be the

fourth of its kind within Wake County, and testified lessons had been learned from the other facilities.

County Attorney Murphy called Brandon McLamb, 5410 Trinity Rd, Raleigh, site Civil Engineer, to provide testimony on SUP Standards 2 and 6. Engineer Murphy testified he worked closely with Town staff to ensure all regulations as required in SUP Standard 2 were complied with. Speaking to SUP Standard 6, Engineer Murphy shared a TIA expert would discuss transportation during the hearing. From a compliance standpoint, Engineer Murphy worked closely with the Town and NCDOT to meet all regulations. Engineer Murphy testified they were tying into a water main along Aviation Parkway, and had designed sewer; they would be working with both Morrisville and Cary; permits would come through the Town of Cary. He testified no additional fire or police protection would be needed beyond what was already in use for the current facility.

County Attorney Murphy called Miranda Potthoff, 632 Pershing Rd, Raleigh, Architect, to provide testimony on SUP Standard 4. Architect Potthoff testified the design team had made a significant effort to be good neighbors through site design by meeting intensity and dimensional standards and complying with the UDO requirements for building configuration and design. She testified other nearby uses included industrial trucking and distribution, lawn care, junk collection, concrete, government services, and open space. Architect Potthoff testified the site plan had collection sites located further from Aviation Parkway, while office spaces would be closer to Aviation Parkway which would be more visible to travelers on the road. She testified they met with Town Planning to be sure the confirmed approach to compliance with the UDO for the architectural components was a sound approach. The County's solid waste facilities typically followed a standard prototype design across all facilities, but Architect Potthoff testified they made some adjustments to this particular project to meet UDO requirements related to proportions of predominate facade materials and fenestration percentages. Architect Potthoff testified the materials selected were selected based on proven durability and impact resistance for this highly used environment, as well as to be in compliance with the UDO. Architect Potthoff testified exterior materials would include high-quality materials such as colored concrete masonry units, architectural metal wall panels, cast-in-place concrete and steel. Architect Potthoff testified the facility would be architecturally and aesthetically in harmony with the surrounding area and be in compliance with the UDO.

County Attorney Murphy called Nick Kirkland, 9408 Northfield Ct., Raleigh, Appraiser, to provide testimony on SUP Standards 3 and 4. Appraiser Kirkland testified he was a state-certified general appraiser in North Carolina, noting he has been accepted as an expert in property value impacts for hundreds of cases. Council accepted Appraiser Kirkland as an expert witness in the valuation and appraisal of real property in North Carolina. In response to a line of questions from County Attorney Murphy, Appraiser Kirkland testified his professional opinion was that the proposed development would not substantially injure the value of adjoining property, due to his findings from a paired sales analysis. Appraiser Kirkland testified there was no basis for impact to any of the other adjoining uses. It was his professional opinion that the proposed development would be in harmony with the adjoining uses.

County Attorney Murphy called Kevin Dean, 1070 S Main St, Holly Springs, Traffic

Engineer, to provide testimony on SUP Standard 5. Engineer Dean testified he was a registered professional engineer in North Carolina and had been performing traffic analyses for fifteen years. Council accepted Engineer Dean as an expert in traffic engineering and traffic impact analysis. In response to a line of questions from County Attorney Murphy, Engineer Dean testified his professional opinion was that the proposed development would not cause undue traffic congestion or create a traffic hazard, due to his performance of a TIA that identified a number of improvements to the intersection of Aviation Parkway and International Drive which were planned. He testified the in-site stacking of vehicles and the traffic-signal-controlled entrance to the site would not cause undue traffic congestion or create a traffic hazard.

Council Member Garimella sought clarity on the timeline of the project in relation to the planned expansion of Aviation Parkway. Engineer Dean shared the project would be completed prior to the expansion of Aviation Parkway; the TIA was completed without consideration of the expansion, but the site plan was prepared to accommodate the expansion. Engineer Dean shared the proposed development would have turn lanes, and testified that his team was working closely with NCDOT to coordinate efforts as the expansion project moves forward. In response to Council Member Garimella, Landscape Architect Barnes clarified planning was underway to accommodate grade-height differences for the planned expansion project.

Council Member Garimella sought clarity on sidewalks along the property. Following testimony from multiple witnesses, Paulo Lopez, 332 Fayetteville St, Raleigh, Owner Representative, clarified the facility was not designed for pedestrian access. Council Member Scroggins-Johnson summarized the discussion which was confirmed by the witnesses: a government entity is not required to build sidewalks as part of their improvements because the plan for Aviation expansion included sidewalks along the property's frontage.

In response to Council Member Scroggins-Johnson, Engineer Dean clarified the TIA accounted for planned projects in the area, specifically the HSNC expansion was included.

In response to Council Member Scroggins-Johnson, Engineer Dean clarified the traffic signal improvements.

In response to Council Member Patel, Engineer Dean shared the left and right-turn lanes would be 150 feet in length along Aviation Parkway.

In response to Council Member Patel, Engineer Dean shared the construction traffic would likely be less than traffic when operating.

In response to Council Member Patel, Representative Lopez clarified the ways in which pedestrians were not encouraged at the facility. Program Manager Baldwin clarified there had not been issues at other facilities, sharing policies and signage at other facilities.

In response to Mayor Pro Tem Robotti, Engineer Dean clarified the traffic signal alignments.

In response to Mayor Pro Tem Robotti, Representative Lopez clarified the facility would use minimal electricity, as the lights and compactors were used as needed.

In response to Council Member Kesling, Landscape Architect Barnes clarified only minimal tree canopy would be removed for construction. County Attorney Murphy clarified the project significantly exceeded the Town's UDO tree canopy retention and protection standards.

County Attorney Murphy addressed SUP Standard 7, testifying the facility was in compliance with the UDO as the site was intended for Institutional land use type. He testified the expansion of the West Wake Solid Waste facility would meet this goal.

County Attorney Murphy submitted the County had met all SUP standards.

Town Attorney Frank Gray advised Council on the quasi-judicial process, noting that the only evidence to consider was what was submitted by the County.

Mayor Cawley noted that all information presented by the staff and by the applicant were considered part of the record.

MOTION: Council Member Scroggins-Johnson made a motion to continue the Public Hearing until September 22 Town Council meeting which begins at 6 p.m. Council Member Patel seconded the motion which carried unanimously 6-0.

12. Action Items

12.a. False Alarm Ordinance (2026-294-0)

Justin Rosser, Chief of Police

Presentation - August 25

Action - September 8

Justin Rosser, Chief of Police, presented updates to the proposed revisions of the Town's False Alarm Ordinance.

In response to Council Member Patel, Chief Rosser clarified while some false alarms did come from residential properties, those homeowners were typically very responsible and would fix issues quickly. He clarified that no residential properties with false alarms in 2025 would be in violation of the new ordinance. All residential properties were under the new violation minimums.

In response to Council Member Kesling, Chief Rosser advised Council to not specify in the ordinance that there would never be a discontinuation of service for residential properties due to false alarm violations. He asked that Council keep that flexibility for the Police Department, cautioning that vacant residential properties may pose a challenge with compliance. He emphasized that discontinuation of service was never a decision taken lightly, and compliance would always be addressed first with education and outreach. He clarified the department would have an internal staff policy that would be guided by the ordinance that could address the concern.

Mayor Pro Tem Robotti sought clarity on notifications for tenant occupied properties.

Chief Rosser explained the policy would require written notice to both owner and residents. He noted that the department also made attempts to speak in-person to the occupants as well, emphasizing the department made multiple communication attempts.

Speaking remotely, Council Member Johnson thanked Chief Rosser for the changes and stated that she would vote in favor of the ordinance if present. She acknowledged Chief Rosser's goal of deploying resources and Police Officers in a responsible manner that was effective for the whole community.

MOTION: Mayor Pro Tem Robotti made a motion to adopt Ordinance 2026-294-0 of the Morrisville Town Council Amending the Town Code of Ordinances Chapter 30, Article II Related to Alarm Systems. Council Member Patel seconded the motion which carried unanimously 6-0.

13. Future Meetings, Events and Resident Involvement Opportunities

For a full listing of events, please see the Town Calendar at www.MorrisvilleNC.gov

14. Council and Manager Comments

Council Member Garimella asked staff to help communicate new school assignments, noting there was a significant change coming from the County. Council Member Johnson emphasized the urgency of the matter, noting the first information session was approaching.

Town Manager Zuidema shared that Liberty University was developing a leadership program aimed at local government department directors. The University reached out to Town Manager Zuidema and Assistant Town Manager Letteney offering for the Town's Leadership Team to attend the program for free to help them develop the course. Town Manager Zuidema wanted to be transparent about the offer because he had a relationship with the University in which he taught part-time as an adjunct professor. He clarified he gained no personal benefit from the leadership program.

15. Work Sessions

15.a. MAFC Insurance-Based Memberships Follow-Up (2026-189-0)

Cindi King | Director, PRCR
Megan Young | Assistant Director, PRCR
Mark Hassig | Manager, MAFC
Laura Crumpler | Manager, MSC

Cindi King, Parks, Recreation & Cultural Resources Director (PRCR), led Council discussion on staff's decision to no-longer accept health insurance paid memberships at the Morrisville Aquatics and Fitness Center (MAFC). Council was made aware of the decision at the July 28, 2026, Town Council meeting.

In response to Council Member Scroggins-Johnson, MAFC Manager Mark Hassig explained the department tracked active and non-active members at MAFC. Active members were members who utilized their membership at least once in the month.

Council Member Garimella recommended impacted users contact their insurance companies directly to explore reimbursement opportunities.

In response to Council Member Scroggins-Johnson, MAFC Manager Hassig clarified MAFC had a monthly average waitlist of 230 across all classes, with the average varying for individual classes. He shared additional measures being taken to alleviate the waitlist. MAFC Manager Hassig clarified insurance member impacts on specific classes would be difficult to quantify. Council Member Scroggins-Johnson felt the data would be helpful to understand capacity restraints.

In response to Mayor Pro Tem Robotti, MAFC Manager Hassig explained membership varied throughout the year. The estimated difference between insurance memberships and paid-in-full memberships was $14,582 for the month of June, while the estimated difference for the year was $202,192.

In response to Mayor Pro Tem Robotti, MAFC Manager Hassig clarified staff hoped to balance some demand by expanding offerings at the Morrisville Senior Center (MSC), which would allow some seniors to switch facilities.

In response to Mayor Pro Tem Robotti, PRCR Director King shared more information on the timing of the decision. Staff began negotiations directly with the insurance companies. When those fell through, staff made the decision to end the memberships. Impacted members received a letter with sixth months' notice of the termination, informing them that the Town would continue to work with the insurance companies and encouraging members to reach out to their providers as well. Mayor Pro Tem Robotti expressed disappointment that information was not shared with members prior to a decision being made.

In response to Council Member Kesling, MAFC Manager Hassig explained the estimated annual difference between insurance memberships and paid-in-full memberships was not guaranteed. For the Town to realize the full value, all members would need to continue their membership. Staff would allocate those funds once actually received.

In response to Council Member Kesling, MAFC Manager Hassig explained the MAFC Member Services Supervisor spent 25% of their time reconciling insurance-based memberships. He explained that expense could be quantified by her salary, but emphasized non-monetary impacts from the time she was spent away from her other duties.

Council Member Scroggins-Johnson expressed extreme disappointment that information was not shared with members prior to a decision being made. She emphasized that seniors felt bigger impacts from the decision. Council Member Scroggins-Johnson would like to have seen data on why seniors were attending MSC and not MAFC. She acknowledged improved programming at MSC, but expressed concern that the Senior Center expansion would not open until late 2027. Sharing capacity concerns for MSC, she called for an increased discount for seniors beyond the proposed 20% discount for 2027 at MAFC. Mayor Pro Tem Robotti noted there were capacity concerns for MAFC as well.

In response to Mayor Pro Tem Robotti, staff explained Silver Sneakers was a branded program that was offered through an insurance company. Staff was evaluating new

programming that would serve in its place.

Speaking remotely, Council Member Johnson shared appreciation for a planned Saturday programming pilot at MSC. She encouraged the Town to increase awareness that MSC memberships were free. She appreciated the proposed 20% discount for seniors at MAFC.

In response to Council Member Johnson, PRCR Director King clarified staff conversations with the insurance companies had been limited while they waited to understand Council's direction. If directed to continue conversations, she noted negotiations would be starting from the beginning, emphasizing that some companies were unwilling to work with the Town. Council Member Johnson appreciated any help that could be given, particularly to seniors.

Mayor Cawley appreciated the impact insurance memberships had made, but felt the sustainable option was for the Town to move away from that model. He appreciated the planned replacements for Silver Sneakers. He advised the public that MSC was free and encouraged impacted seniors to take part in that programming. He acknowledged that seniors had been enjoying the insurance memberships, but felt the Town needed to change as it evolved.

Town Manger Zuidema emphasized that this was a new approach that would be evaluated over time.

15.b. ADDED Drone Show Discussion

Mayor Pro Tem Robotti shared with Council that the Mayor wanted to consider adding a drone show to the Town's Diwali event. Mayor Cawley had engaged potential sponsors and vendors for the initiative, and he asked Council to direct staff to explore further. Mayor Pro Tem Robotti expressed concern that the Mayor was acting independent of Council and completing work designated for staff.

Council discussed the situation, acknowledging the intentions of Mayor Cawley, but expressing concern over the deviation from procedure and the lack of transparency. Council expressed concern that they were unaware of the Town's decision to remove fireworks from the Diwali event.

Town Attorney Frank Gray advised Council that any elected official contacting vendors, soliciting proposals, and negotiating contracts was in conflict with the Council-Manager form of government. He advised Council to refer their community contacts to staff and encouraged them to not step into operations.

Following discussion, Council reached consensus to move forward with the event as planned by staff.

16. Adjournment

MOTION: Mayor Pro Tem Robotti made a motion to adjourn the meeting. Council Member Patel seconded the motion which carried unanimously 6-0.

Mayor Cawley adjourned the meeting at 10:13 p.m.

Morrisville Town Council
Regular Meeting Minutes
September 10, 2026, 6:00 p.m.

NOTE: Minutes are summaries only, reflecting Council action and main points of discussion. For the full meeting audio and/or video, the meeting agenda, presentations, and other related agenda materials please visit the Town website.

Present: Mayor Cawley, Mayor Pro Tem Robotti, and Council Members Patel, Garimella and Kesling.

Council Member Johnson participated remotely.

Absent: Council Member Scroggins-Johnson

Staff: Brandon Zuidema, *Town Manager*
Giselle Rodriguez-Villanueva, *Deputy Town Manager*
John Letteney, *Assistant Town Manger*
Jeanne Hooks, *Director of Management Services*
Kimberly Kowanick*, Deputy Town Clerk*
Brandon Hodgin, *IT Support Analyst I*
Paul Huessard, Strategic Performance Manager
Detective Lee, *Sergeant at Arms*
Tiffany McNeill, *Economic Development Director*
Michele Stegall, *Planning Director*

1. **Call to Order –** Mayor Cawley called the meeting to order at 6:01 p.m.

2. **Action Items**

2.a. 2026 General Assembly Recap Presentation (2026-322-0)
Paul Huessard, Strategic Performance Manager

Paul Huessard, Strategic Performance Manager, introduced the 2026 General Assembly Recap Presentation that highlighted bills passed and signed by Governor Stein, vetoed bills that were overridden by supermajorities in both chambers, and proposed bills to be monitored.

Strategic Performance Manager Huessard explained HB 162 (House Bill 162) prohibited regulations requiring an off-street parking lot to meet a minimum number of parking spaces per development or structure and prevented new or increased retroactive stormwater control mandates on existing areas during property redevelopment. In response to Mayor Pro Tem Robotti, Strategic Performance Manager Huessard, clarified that the stormwater control mandates would not be required on existing structures but would be required for new or rezoned properties.

Strategic Performance Manager Huessard explained SB 445 (Senate Bill 445) required local governments to approve designs for home power installations connected at 600

volts or less, allow at least one accessory dwelling that conforms to the North Carolina Residential Code for most one- and two-family dwellings, and prohibited a local government from taking certain actions when permitting accessory dwelling units. Mayor Pro Tem Robotti requested the specifications of an accessory dwelling. Staff explained that an accessory dwelling was a secondary living unit on a single-family residential lot that was independent of the main residence.

Strategic Performance Manager Huessard explained SB 992 would require local governments who wish to adopt property tax rates greater than revenue neutral tax rates in property revaluation years to provide public notice via newspaper, town website, and physical mail to all taxpayers. In response to Council Member Patel, Strategic Performance Manager Huessard clarified that an estimated cost of potential mailings was $50K.

Strategic Performance Manager Huessard noted amendments on the ballot that included voter ID requirements for mail in ballots. Mayor Pro Tem Robotti questioned the criteria for identification for mail in voters. Strategic Performance Manager Huessard explained requirements were ambiguous at the time.

Council Member Garimella discussed HB 1056, which would allow residential development in all commercial zones, prohibit minimum parking requirements, and establish new housing programs and funding through the North Carolina Housing Finance Agency. He noted the restricted zoning regulations were for municipalities with populations exceeding 80,000. Council Member Garimella explained that he had been operating under the assumption that the bill could later be broadened to apply to municipalities with populations over 10,000.

Mayor Cawley suggested the Town include updates on bonds and specifically noted the Wake Tech Bond and Wake County Education Bond.

Council Member Patel referenced SB 257 and asked who currently collected permit fees. Strategic Performance Manager Huessard explained the Town collected permit fees, but the bill referenced the local government inspections departments being required to collect fees for building permits that would help fund the Bureau of Building Codes and Interpretations. In response to Council Member Patel, Strategic Performance Manager Huessard, explained SB 257 added administrative decisions to list of zoning decisions that may be appealed and clarified the term administrative decisions were different than quasi-judicial decisions and legislative decisions, which interpreted the laws that are traditionally brought forth by courts, the general assembly, or the federal government. He highlighted that administrative decisions were concluded by staff such as interpretations of a zoning ordinance.

Council Member Patel questioned what SB 257 meant by SNAP (Supplemental Nutrition Assistance Program) over expenditure. Strategic Performance Manager Huessard explained that due to various reasons, recipients may receive a higher SNAP payment than what was justified, resulting in an overpayment. He emphasized that

when the difference between the justified amount and actual payout exceeded 15%, the state was required to pay back the difference. Performance Manager Huessard explained that North Carolina was placing the burden on local governments to recover the cost.

Council Member Patel clarified that HB 162 prohibited regulations requiring an off-street parking lot to meet a minimum number of parking spaces per development or structure for rezoned properties.

Council Member Johnson asked if there were analysis or data that showed the impact from SB 257 on local governments. Performance Manager Huessard explained that NCLM (North Carolina League of Municipalities) was collecting data to develop an estimation of the impact on municipalities' share of sales tax due to SNAP overpayment requirements. Council Member Johnson emphasized the importance to continue monitoring updates to the bill.

Mayor Pro Tem Robotti questioned how a municipality could be required to pay an over expenditure if local municipalities were not funding benefits. Performance Manager Huessard explained according to the wording in the bill, if the state exceeded SNAP payments, each municipality would be responsible for an equitable amount. Council Member Garimella noted reimbursements typically came from sales tax. Jeanne Hooks, Director of Management Services, clarified that sales tax was distributed from the state. Council Member Patel questioned how over-expenditure was determined if an individual failed to report income. Council Member Garimella explained that the federal government required verification of reporting twice annually.

Council Member Kesling advocated to continue receiving legislative updates during work sessions and requested the inclusion of infographics. He advocated to track effects of passed legislature and requested information on how Council and Staff could coordinate efforts to mitigate effects and advocate to the representatives and legislatures. Mayor Cawley discussed the opportunity to track local bills that may develop over long sessions.

Council Member Patel questioned if changes in the SNAP program would affect school meal programs. Performance Manager Huessard stated he would research any impact.

2.b. Re-Development Discussion with Council (2026-321-0)
Giselle Rodriguez, Deputy Town Manager
Tiffany McNeill, Economic Development Director
Michele Stegall, Planning Director
Jeanne Hooks, Director of Management Services

Giselle Rodriguez, Deputy Town Manager, introduced a re-development discussion with Council that highlighted information on potential redevelopment opportunities and impacts as a part of a FAQ document from the Council Budget Retreat held on August 22, 2026. Council requested an opportunity to discuss this topic given there was no time available at the retreat. Deputy Town Manager Rodriguez stated the Town's definition of

redevelopment was development or improvement of an area that was developed at some time in the past for uses that have become outdated as a result of changing social or market conditions. She reviewed how redevelopment affected the Town and highlighted a 47K population projection, 940 acres or 16% of the ultimate corporate area was identified as vacant or ready for redevelopment, and commercial property was approximately $5.2B or 54% of the tax base, versus $4.4B or 46% for residential property. Michele Stegall, Planning Director, stated there were 210 residential acres and 355 acres of non-residential land left to develop or redevelop within the corporate limits area. Director of Management Services Hooks highlighted potential tax-based growth from both commercial and residential assessed values and noted a 2% annual anticipated conservative growth in tax base over the next 5 years.

In response to Council Member Garimella, Planning Director Stegall, explained that multi-family dwellings such as apartments were categorized under non-residential property. Director of Management Services Hooks stated that apartment dwellings were categorized as non-residential properties because the tax base did not pay for solid waste since apartments are corporately owned.

Tiffany McNeill, Economic Development Director, presented economic recruitment and highlighted that according to the Economic Development Partnership of North Carolina, 44% of 2025 projects were lost to locations outside of NC due to an attributed lack of suitable real estate. She explained this meant economic recruitment was becoming more site- and scale-sensitive and advocated to invest not just in new industries but in continued partnership with existing industries to support growth.

Director of Management Services Hooks reviewed that redevelopment could materially increase assessed value for the Town and presented future tax base potentials for McCrimmon Extension, Transit Oriented Development (TOD) District, and Town Center Phase 1a. She noted a priority focus on Town Center and TOD districts that promoted higher-density mixed-use redevelopment and that McCrimmon Extension was recognized as a key growth area according to the Land Use Plan. Director of Management Services Hooks noted another positive trend was that upfit permits had increased by 12%.

In response to Council Member Garimella, Planning Director Stegall, clarified that the Town was not seeing construction of additions or changes in square footage for existing commercial properties. Director of Management Services Hooks highlighted the upfits and renovations in Perimeter Park Drive Corridor increased by 14% which indicated interior investments in equipment. She noted that in areas such as Southport and Eastridge, there were higher investments and expansions that may be more visible from the exterior.

Council Member Patel questioned how the Town assisted with redevelopment when it was a property owners initiative. Planning Director Stegall responded that based on a land use plan, the Town could rezone areas to promote incoming markets.
In response to Council Member Johnson, Economic Development Director McNeill,

explained that the majority of Perimeter Park had an 80.5% occupancy rate. Council Member Johnson advocated for the Town to provide support in any way possible, remain responsive to community needs, and proactively address potential issues before they arise.

Mayor Pro Tem Robotti expressed an understanding of the Town's control over zoning and UDO (Unified Development Ordinance) but questioned the Town's limits for redevelopment when another entity owned the parcels. Deputy Town Manager Rodriguez described examples of how the Town had invested in infrastructure that was necessary for projects that led to private investments.

Council Member Kesling expressed concern that the fiscal year (FY 2027) budget deferred reserve funding and fleet investments and questioned the correlation with redevelopment. He noted his priority of Town goals were environmental protection, tax base stability, economic development, protection of public workers and residents, and at the top of the list was housing affordability. Council Member Kesling suggested focusing on return on investments to help position the Town for success. He used an analogy about eating cheeseburgers and explained if he consumed enough to meet his protein needs and exercised to maintain a healthy weight, but his doctor warned that his cholesterol was extremely high, it raised the question of the true cost of eating the cheeseburgers.

Council Member Kesling compared high-value properties with smaller properties and advised that the smaller properties produced more value per acre as they required fewer public services. He emphasized that costs extend beyond fiscal impacts that included transportation and environmental factors. Council Member Kesling emphasized his goal was to ensure that infrastructure costs accurately reflected the true cost of investment. He suggested incorporating small commercial options, such as coffee shops, within residential areas to help alleviate traffic congestion. Council Member Kesling stressed that this should be done through redevelopment rather than by removing green space.

Council Member Kesling requested more detailed information on multifamily housing that included data comparing multifamily versus non-multifamily properties and the revenue generated by each. Director of Management Services Hooks advised that multifamily apartments represented 30% of the commercial tax base which totaled $1.5 billion.

Mayor Cawley advocated to integrate fiscal impact assessment into decision-making and expressed support in integrating small shops such as coffee shops within residential areas. He advised that small area plans were not in the budget and suggested exploring alternative partnerships and identifying what resources small businesses may need. Mayor Cawley applauded that 80% of Perimeter Park was occupied and asked what the Town could do to ensure the area stays viable and sustainable in the future. He questioned how the Town could help companies successfully pursue upfits and emphasized the Town remain friendly and amendable.

Council Member Kesling extended his cheeseburger analogy and explained that tracking

bloodwork was similar to conducting fiscal analysis and examining geo-data parcel by parcel to identify the largest subsidies was like using an MRI to see where true impacts occurred. He referenced Strong Towns principles to guide the creation of land-use plans and suggested that the Town may need its own fitness plan to provide a framework for understanding key concepts and regional trends.

Mayor Cawley conveyed approval for the slogan “Morrisville means business” and suggested to market a slogan that expressed value for existing businesses.

Council Member Kesling inquired if fiscal impact modeling would be applied to the different facets of redevelopment such as conditional rezoning and specifically emphasized potential land use updates. Director of Management Services Hooks clarified that it would be highly dependable on what data sets or assumptions were built and the model developed.

Council Member Garimella sought clarity on the vacancy rate at Perimeter Park. Economic Development Director McNeill confirmed occupancy was about 70% in the previous year and currently averaging 80.5%.

Council Member Kesling advocated for a15-minute city and elaborated it meant that an individual could meet all their basic needs within a 15-minute walk.

3. Closed Session

3.a. Closed Session Pursuant to N.C.G.S. § 143-318.11(a)(4) to Discuss a Matter of Economic Development
Tiffany McNeill, Economic Development Director

MOTION: Mayor Pro Tem Robotti made a motion to enter closed session. The motion was seconded by Council Member Patel and carried unanimously 5-0.

Council entered closed session at 8:19 p.m.

MOTION: Mayor Pro Tem Robotti made a motion to exit closed session. The motion was seconded by Council Member Kesling and carried unanimously 5-0.

Council exited closed session at 8:49 p.m.

4. Adjournment

MOTION: Mayor Pro Tem Robotti made a motion to adjourn the meeting. Council Member Kesling seconded the motion which carried unanimously 5-0.

Mayor Cawley adjourned the meeting at 8:50 p.m.

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Morrisville Town Council
Regular Meeting Minutes
September 22, 2026, 6:00 p.m.

NOTE: Minutes are summaries only, reflecting Council action and main points of discussion. For the full meeting audio and/or video, the meeting agenda, presentations, and other related agenda materials please visit the Town website.

Present: Mayor Cawley, Mayor Pro Tem Robotti, and Council Members Johnson, Garimella, Kesling, Patel, Scroggins-Johnson, and Town Attorney Gray

Staff: Brandon Zuidema, *Town Manager*
Giselle Rodriguez-Villanueva, *Deputy Town Manager*
John Letteney, *Assistant Town Manager*
Jeanne Hooks, *Director of Management Services*
Kayla Bertling, *Town Clerk*
Rachel Cypher, *Planner II*
Thomas Dooley, *Fire Chief*
Courtney Jenkins, *Planning Manager*
Brittany Johnson, *Planning Manager*
Cindi King*, Parks, Recreation & Cultural Resources Director*
Bret Martin, *Transportation Project Manager*
James Owens, Jr.*, IT Support Technician*
Michele Stegall, *Planning Director*
Phillip Vereen, *Senior Transportation Planner*

1. **Call to Order –** Mayor Cawley called the meeting to order at 6:03 p.m.

2. **Recognition of Sergeant at Arms –** Sergeant Strickland

3. **Invocation –** delivered by Mayor Cawley

4. **Pledge of Allegiance –** led by Boy Scout Troop 393

5. **Adoption of Regular Agenda**
No conflicts of interest with the proposed agenda were reported.

Council discussed procedural motions.

MOTION: Council Member Johnson moved to adopt the Regular Agenda. The motion was seconded by Mayor Pro Tem Robotti and carried unanimously 7-0.

6. **Consent Agenda**
6.a. Approval of August Town Council Meeting Minutes
Kayla Bertling, Town Clerk

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MOTION: Council Member Johnson moved to approve the Consent Agenda with the exception of the Western Wake Farmers Market Agreement. The motion was seconded by Mayor Pro Tem Robotti and carried unanimously 7-0.

6.c. Resolution Authorizing a Lease Extension/Update to the Morrisville Community Garden Agreement (2026-331-0)
John Letteney, Assistant Town Manager
Cindi King, Director of Parks, Recreation and Cultural Resources

MOTION: Council Member Johnson moved to approve the Consent Agenda with the exception of the Western Wake Farmers Market Agreement. The motion was seconded by Mayor Pro Tem Robotti and carried unanimously 7-0.

7. Items Pulled from Consent (if any)

6.b. Resolution Authorizing a Lease Extension/Update of the Western Wake Farmers Market (WWFM) Agreement (2026-330-0)
John Letteney, Assistant Town Manager
Cindi King, Director of Parks, Recreation and Cultural Resources

Council Member Kesling pulled the item for discussion. He shared his understanding was that the Council should enter closed session to discuss specifics of the lease agreement.

Council Member Johnson shared that staff and the WWFM had agreed to this temporary extension to allow for additional negotiations. She asked Council to direct staff to create a timeline for the negotiations, with the hope that no additional extensions were needed. She hoped to enter the next agreement sooner than July 1, 2027, if the parties reached agreement sooner. She asked the timeline include Council's feedback. She emphasized the importance of the partnership. Council Member Johnson did not have any additional details to discuss in closed session.

Council Member Scroggins-Johnson wanted discuss material issues of the agreement in closed session.

Mayor Cawley hoped to address all issues during the meeting, to allow the process to move forward. He expressed desire to enter closed session.

Mayor Cawley clarified Council would return to open session to vote.

MOTION: Council Member Kesling moved to add a closed session to discuss the agreement. The motion was seconded by Mayor Caweley and carried unanimously 7-0.

8. Proclamations

8.a. Proclamation Recognizing Veteran Suicide Awareness Month (2026-332-0)

Council presented a Proclamation Recognizing Veteran Suicide Awareness Month and encouraged all residents to learn the warning signs of suicide, reach out to veterans in need, and support programs that promoted mental health and resilience. Council Member Johnson read the proclamation which was received by members of the Lowe's Grove American Legion Post 416.

9. Morrisville Speaks: Public Comment

Stefanie Reed, 1672 Legendary Lane, shared that historic government-created segregation still shaped housing and school inequities. She urged Council to pursue integrated affordable housing opportunities and zoning reforms. She thanked Council for supporting a recent LIHTC senior housing project and called for broader zoning changes to make Morrisville's diversity and inclusion goals real.

Saran Sundaram, 105 Hammond Wood Place, asked Council for appointment to the Public Safety Advisory Committee. He emphasized his interest in the intersection of public safety and public health.

Janice Crawford, President WWFM, introduced the new WWFM marketing manager, Kelli Howard. Speaking to the lease agreement, she shared WWFM and Town staff had a productive conversation last week in which they agreed to meet monthly to work towards a mutually beneficial agreement. Community Member Crawford noted she provided regional comparisons from around the county to staff.

Kelli Howard, WWFM Marketing Manager, shared her previous experience and shared excitement for the future.

10. Public Hearings

11.a. Resolution Approving a Special Use Permit for the West Wake Solid Waste Facility (2026-291-0)
Rachel Cypher, Planner II
September 8 - Public Hearing
September 22 - Action

Mayor Cawley shared information on the quasi-judicial hearing process with the public, reminding Council that their decision must be based on the standards and evidence of the case.

Mayor Cawley reminded witnesses sworn at the September 8 Council meeting that they were still under oath. Town Clerk Bertling swore in the following additional witnesses,

- Bret Martin, Town of Morrisville staff, Transportation Project Manager
- Brittany Johnson, Town of Morrisville staff, Planning Manager
- Earl Lewillyn, City of Durham, Traffic Engineer

The Town Council reported no conflicts of interest, partialities, or ex-parte communications.

Rachel Cypher, Town of Morrisville Planner II, shared there were no updates to the item since the September 8 meeting.

Mayor Cawley shared he believed the applicant had substantively supported that they met the standards, and that the community would benefit from the project.

Town Clerk Bertling informed Council, on advice from the Town Attorney, the final decision document to be signed by the mayor would vary from what was presented in the meeting to add the names of the witnesses.

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MOTION: Council Member Garimella made a motion to adopt Resolution 2026-291-0 of the Morrisville Town Council Approving a Special Use Permit for a Major Utility Facility use to accommodate the future development of the West Wake Solid Waste Facility at 414 Aviation Parkway Wake County PIN 0755462762 (QUASI-26-0012). Council Member Johnson seconded the motion which carried unanimously 7-0.

Mayor Cawley informed the parties that Resolution 2026-291-0 would serve as the written decision document for the quasi-judicial process.

11. Presentations

11.a. Comprehensive Transportation Plan Update (2026-327-0)

Justin Rosser, Chief of Police
Presentation - August 25
Action - September 8

Bret Martin, Transportation Project Manager, presented information on the Town's ongoing update to the Comprehensive Transportation Plan. Council previously received an update at the June 23, 2026, Town Council meeting. Transportation Project Manager Martin shared information on the Greenway Prioritization Framework, schematics and assignments for Roadway Cross Sections, plans for implementation, and planned public transportation projects.

In response to Council Member Garimella, Transportation Project Manager Martin clarified the planned McCrimmon Parkway widening project would be an 8-foot multi use path on one side and a 5-foot sidewalk on the other. The McCrimmon Parkway and Davis Drive intersection had planned pedestrian crossings. Transportation Project Manager Martin noted he would share the updated designs for the project with Council.

In response to Mayor Pro Tem Robotti, Transportation Project Manager Martin clarified the Kitts Creek Rd extension to NC54 was a concept bike and pedestrian project. He noted the first step was to add the concept to the CTP, which would then allow for specifics to be determined. Council expressed interest in the project.

In response to Council Member Patel, Transportation Project Manager Martin clarified Council could amend the CTP at any time. He noted at a certain point in the development process, a developer would become vested, meaning they would remain committed to the CTP adopted at the time. There would always be a transition period between any new amendments.

In response to Council Member Patel, Transportation Project Manager Martin clarified the CTP was not financially constrained, so the Town was not committed to any funding. He clarified some projects had potential funding sources, such as external grants, listed. Those would be evaluated when the specific project moved forward.

Council Member Garimella expressed safety concerns related to the railroads. Transportation Project Manager Martin noted he would investigate the concerns.

Council Member Scroggins-Johnson emphasized the importance of coordination between Morrisville and Cary. Transportation Project Manager Martin shared ways he

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was coordinating with Cary. Council Member Scroggins-Johnson questioned if both communities applied for funding from CAMPO for their shared intersections, would the project score higher. She emphasized coordination to ensure safety at shared intersections, and asked if Council could help with outreach.

Council Member Kesling emphasized the Town was fortunate to have Transportation Project Manager Martin on staff. He asked that an additional map be created that showed greenways, side paths, and bike lanes together to allow for safety gap analysis. Council Member Kesling indicated support for multiple bike and pedestrian routes, even where redundant, to alleviate congestion.

Council Member Kesling agreed with the Planning and Zoning Board feedback to include protective features in bike lanes. In response to Council Member Kesling, Transportation Project Manager Martin noted two-way bike lanes were most efficient if available on both sides of the road. To achieve that, the rights-of-way would need to be increased from the current proposal. Council Member Kesling shared his desire to reduce car dependency.

Council Member Johnson agreed with the Planning and Zoning Board feedback to add striping for not blocking intersections. She supported a bike and pedestrian crossing over NC54 at Church St, noting the project would be expensive and involve many stakeholders. In response to Council Member Johnson, Transportation Project Manager Martin clarified the projects noted as immediate term were unlikely to be fully operational within five years. The timeline would help the Town stay focused and committed to those projects.

Mayor Pro Tem Robotti asked Council to pause and ensure asks from individual Council members were reasonable for staff to accomplish. Transportation Project Manager Martin clarified the asks this evening were reasonable. Mayor Pro Tem Robotti advised Council to be considerate for future discussions as well.

Mayor Cawley looked forward to keeping the projects moving.

Council Member Kesling echoed Mayor Pro Tem Robotti's comments. He thanked staff for providing the materials early, with recommendations on topics for Council to focus on. Council Member Kesling encouraged Transportation Project Manager Martin to work with the Parks, Recreation and Cultural Resources department to coordinate on walking for exercise.

Council Member Johnson echoed and thanked Mayor Pro Tem Robotti. She asked the Mayor Pro Tem to continue to keeping Council in check. She encouraged Council to be mindful.

12. Future Meetings, Events and Resident Involvement Opportunities

For a full listing of events, please see the Town Calendar at www.MorrisvilleNC.gov

13. Council and Manager Comments

Council Member Kesling appreciated staff's communication during a recent water main break. He also appreciated staff's evaluation of safety measures during construction

along Airport Boulevard and Cedar Fork athletic fields. He thanked Assistant Fire Marshal Byrd for her work on a Pack for Safety event, noting climate change's impacts on the environment made it even more important for the community to be disaster ready. Council Member Kesling thanked Officer Barrett for ensuring safety of pedestrians reaching the farmers market.

Mayor Cawley encouraged residents to sign up for Ready Wake alerts. He encouraged the community to slow down vehicles for pedestrians. He encouraged the community to look out for the Town's new butterfly public art statues. Mayor Cawley thanked the Anuraag Foundation for their 5k to support education and welfare programs for intellectually challenged children.

14. Closed Sessions

14.b. *ADDED* Closed Session Pursuant to NCGS 143-318.11(a)(3) to Protect Attorney-Client Privilege

MOTION: Mayor Pro Tem Robotti made a motion to enter Closed Session pursuant to N.C.G.S § 143-318.11(a)(3) to protect attorney-client privilege. Council Member Kesling seconded the motion which carried unanimously 7-0.

Council entered closed session at 8:05 p.m.

MOTION: Mayor Pro Tem Robotti made a motion to end Closed Session. Council Member Patel seconded the motion which carried unanimously 7-0.

Council ended closed session at 8:50 p.m.

MOTION: Council Member Johnson moved to approve Resolution 2026-330-0 as presented. The motion was seconded by Mayor Pro Tem Robotti and carried unanimously 7-0.

14.a. Closed Session Pursuant to NCGS 143-318.11(a)(6) to Discuss a Personnel Matter

MOTION: Mayor Pro Tem Robotti made a motion to enter Closed Session pursuant to N.C.G.S § 143-318.11(a)(6) to discuss a personnel matter. Council Member Johnson seconded the motion which carried unanimously 7-0.

Council entered closed session at 9:01 p.m.

Council Member Garimella left the meeting. Council did not take action to excuse him from the meeting.

MOTION: Mayor Pro Tem Robotti made a motion to end Closed Session. Council Member Johnson seconded the motion which carried unanimously 7-0.

Pursuant to N.C.G.S. 160A-75, Council Member Garimella was recorded as having voted in the affirmative because he left the meeting without being excused by majority

vote of the remaining members present.

Council ended closed session at 9:45 p.m.

15. Adjournment

MOTION: Mayor Pro Tem Robotti made a motion to adjourn the meeting. Council Member Scroggins-Johnson seconded the motion which carried unanimously 7-0.

Pursuant to N.C.G.S. 160A-75, Council Member Garimella was recorded as having voted in the affirmative because he left the meeting without being excused by majority vote of the remaining members present.

Mayor Cawley adjourned the meeting at 9:46 p.m.

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Town Council Agenda Item Report

Agenda Item No. 6.b
Submitted by: Kimberly Kowanick
Submitting Department Administration
Meeting Date: October 27, 2026

SUBJECT
Fall Advisory Committee Appointments

Recommendation:
Approve the Resolution

Updates/History of Briefing:
Not Applicable

Executive Summary and Background Information:
Fall Advisory Committee Recruitment began August 13, 2026 and ended October 17, 2026. Council ballots opened September 24, 2026 and ended October 8, 2026. The next round of appointments is scheduled for Spring 2027.

Advisory Board/Committee Review:
None

Insert Date of Advisory Board/Committee Review:

Advisory Board/Committee Recommendation and/or Vote:
None

Potential Options:
Approve the resolution or not approve the resolution.

Staff Recommendation:
None

ATTACHMENTS
- 2026-364-0 RES Fall Advisory Committee Appointments.pdf
- 2026-364-0 ATTH 01 Ballots & Tally.pdf
- 2026-364-0 ATTH 02 Applicants & Applications.pdf

RESOLUTION 2026-364-0 OF THE MORRISVILLE TOWN COUNCIL APPOINTING ADVISORY COMMITTEE MEMBERS FALL 2026

WHEREAS, recruitment for advisory committee vacancies took place August 13, 2026, through September 17, 2026; and

WHEREAS, eligible applicants were considered, and the selection of applicants for appointment was determined through a majority revote of the Council.

NOW, THEREFORE, BE IT RESOLVED THAT THE MORRISVILLE TOWN COUNCIL hereby appoints the following applicants to Morrisville Advisory Committees:

Parks, Recreation and Cultural Resources Advisory Committee (PRCRAC)

Maharajan Shunmugam	December 1, 2026 – November 30, 2028	(New Term)

Public Safety Advisory Committee (PSAC)

Saran Sundaram	December 1, 2026 – November 30, 2027	(Vacant Term)

Senior Advisory Committee (SAC)

Patricia Cedzidlo	December 1, 2026 – November 30, 2027	(Vacant Term)
Antoinette (Toni) Dinsdale	December 1, 2026 – November 30, 2028	(New Term)
Samantha Warren	December 1, 2026 – November 30, 2028	(New Term)

Adopted this the 27th day of October 2026.

ATTEST:

TJ Cawley, Mayor

Kayla Bertling, Town Clerk

PRCRAC - 1 Seat Availal	Mayor Cawley	Mayor Pro Tem Robotti	Council Member Patel	Council Member Johnson	Council Member Kesling	Council Member Garimella	Council Member Scroggins-Johnson	***Total Votes***
Andrea Chamorro								0
Felicia Braggs								0
Kalpana Bhandari								0
Karla Tirado								0
Karthika Jagadeeswaran								0
Maharajan Shunmugam	1			1		1	1	4
Olga Tulchinskaya								0
Rajalakshmi Sakthivel								0
Sameena Kamalpasha								0
Suruchi Dave		1	1					2
Thomas Riley					1			1
								0
PSAC - 1 Seat Available	Mayor Cawley	Mayor Pro Tem Robotti	Council Member Patel	Council Member Johnson	Council Member Kesling	Council Member Garimella	Council Member Scroggins-Johnson	***Total Votes***
Suresh Narayan	1			1	1			3
Saran Sundaram		1	1			1	1	4
								0
								0
								0
SAC - 3 Seats Available	Mayor Cawley	Mayor Pro Tem Robotti	Council Member Patel	Council Member Johnson	Council Member Kesling	Council Member Garimella	Council Member Scroggins-Johnson	***Total Votes***
Aastha Naik	1							1
Antoinette (Toni) Dinsdale	1	1	1	1	1	1	1	7
Minhua Wang								0
Patricia Cedzidlo		1	1	1	1	1	1	6
Samantha Warren	1	1	1	1	1	1	1	7
								0

Fall Recruitment

PRCRAC - 1 Seat Available	Previous Service	Notes	Verified	Application Date
Andrea Chamorro	N/A		Y	5/27/2026
Felicia Braggs	N/A		Y	8/22/2026
Kalpana Bhandari	N/A	Application on Granicus	Y	2/6/2026
Karla Tirado	N/A	Application on Granicus	Y	10/30/2025
Karthika Jagadeeswaran	N/A		Y	9/15/2026
Maharajan Shunmugam	PRCRAC, PSAC, and MESC		Y	8/10/2026
Olga Tulchinskaya	N/A	Application on Granicus	Y	9/3/2025
Rajalakshmi Sakthivel	N/A		Y	8/26/2026
Sameena Kamalpasha	N/A		Y	5/27/2026
Suruchi Dave	N/A		Y	8/14/2026
Thomas Riley	N/A		Y	9/10/2026

PSAC - 1 Seat Available	Previous Service	Notes	Verified	Application Date
Saran Sundaram	N/A		Y	5/27/2026
Suresh Narayan	Current PSAC	Previous PRCRAC	Y	8/12/2026

SAC - 3 Seats Available	Previous Service	Notes	Verified	Application Date
Aastha Naik	Previous Parks and Rec		Y	5/27/2026
Antoinette (Toni) Dinsdale	N/A		Y	5/27/2026
Minhua Wang	N/A		Y	8/17/2026
Patricia Cedzidlo	SAC		Y	8/13/2026
Samantha Warren	Current SAC Member		Y	9/10/2026

PZB- 0 Seats Available	Previous Service	Notes	Verified	Application Date
Chris Robuck	PZB		Y	5/27/2026
Dristi Patel			Y	5/27/2026
G. Curtis Smith	Morrisville Performance Metric/Budget and PRCRAC		Y	5/27/2026
Michael Anderson	N/A		Y	9/17/2026
Rick Bain	Alternate for PZB	Emailed information - Need to verify address		9/17/2026
Rishi Zalani	Former Performance Measures Advisory Committee		Y	9/11/2026

MESC- 0 Seats Available	Previous Service	Notes	Verified	Application Date
Mandar Kavimandan			Y	5/27/2026
Samir Patel			Y	5/27/2026
Sampada Agarwal	SAC		Y	5/27/2026

View results

Respondent

12 Anonymous

09:00
Time to complete

1. Today's Date *

Please input date (M/d/yyyy)

This question is required.

2. Members may only serve on one Advisory Board/Committee at a time. Please select the Advisory Board/Committee you are applying to serve on. *

- ○ Morrisville Environment and Stormwater Committee
- ◉ Parks, Recreation, and Cultural Resources Advisory Committee
- ○ Planning and Zoning Board
- ○ Public Safety Advisory Committee
- ○ Senior Advisory Committee

This question is required.

3. It is recommended that you review the approved Charter of the Advisory Board/Committee(s) that you have selected to gain a greater understanding of the role and scope of work. Please acknowledge that you have read and reviewed the charter, found at https://www.morrisvillenc.gov/Government/Town-Council-Advisory-Committee-Meetings/Advisory-Committees. *

- ◉ Yes, I have read the Charter.
- ○ No, I have not read the Charter.

4. It is recommended that you review the approved Committee Attendance Policy to ensure an understanding of the attendance requirements for all meetings. Please acknowledge that you have read and reviewed the Committee Attendance Policy, found at https://www.morrisvillenc.gov/files/assets/town/v/1/admin/documents/attendance-policy.pdf . *

- ◉ Yes, I have read the Committee Attendance Policy.
- ○ No, I have not read the Committee Attendance Policy.

5. It is recommended that you review the approved Committee Meeting Dates due to attendance requirements. Please acknowledge that you have read and reviewed the Committee Meeting Dates.

   - Morrisville Environment and Stormwater Committee: https://www.morrisvillenc.gov/Events-directory/MESC-Meeting
   - Parks, Recreation, and Cultural Resources Advisory Committee: https://www.morrisvillenc.gov/Events-directory/Parks-Recreation-Cultural-Resources-Advisory-Committee-Meeting
   - Planning and Zoning Board: https://www.morrisvillenc.gov/Events-directory/Planning-Zoning-Board-Meeting
   - Public Safety Advisory Committee: https://www.morrisvillenc.gov/Events-directory/Public-Safety-Advisory-Committee-Meeting
   - Senior Advisory Committee: https://www.morrisvillenc.gov/Events-directory/Senior-Advisory-Committee-Meeting

   *

   (●) Yes, I have read the Committee Meeting Dates.

   ( ) No, I have not read the Committee Meeting Dates.

6. First Name *

   Andrea

7. Last Name *

   Chamorro

8. Middle Initial

   C

9. Prefix

10. Suffix

11. Email *

    achamorro91@gmail.com

12. Home Address including Suite or Apt

    **All Advisory Board/Committee appointees must reside within the Town of Morrisville limits or its Extraterritorial Jurisdiction (ETJ). Residency of each applicant will be verified. Residency is based on the municipality you pay property taxes to.* *

    3000 Orchid St. Cary, NC

13. How long have you been a resident of Morrisville? *

    1 year

14. Primary Phone Number *

    6502768284

15. Alternate Phone Number

16. Are you 18 years of age or older? *

Yes

17. Are you 65 years of age or older? *

No

18. Ethnicity *

Hispanic

19. Gender *

Female

20. Veteran Status

- ○ I am a Veteran
- ◉ I am not a Veteran

21. Have you been a member on this or other Town boards or Town committees? This includes Morrisville or other municipalities or counties.
If yes, please name the committee/board and location.
If no, please indicate N/A.

N/A

22. Have you attended previous board/committee meetings? This includes Morrisville or other municipalities or counties.
If yes, please name the committee/board and location.
If no, please indicate N/A.

N/A

23. Have you completed Morrisville 101?

- ○ Yes
- ◉ No

24. What value would you add to the board/committee you are interested in serving on?

I would add diversity and new perspective

25. What do you see as the primary responsibilities of the board/committee(s)?

Responsibility to have the best interest of the community when thinking about cultural events, parks, and recreation.

26. Please describe your community involvement and participation experience.
If none, please indicate N/A.

N/A

27. Are you an immediate family member of a current Town of Morrisville Advisory Board/Committee appointee? *

- ○ Yes
- ◉ No

28. If yes, please list their name and the Advisory Board/Committee to which they are appointed.

29. Do you have any personal or business interests that could create a conflict of interest (real or perceived), if you are selected for appointment to your preferred board/committee?
If yes, please explain.
If no, indicate N/A. *

N/A

30. I understand this application is a public record, subject to public inspection at any time, and that appointments are made at the discretion of Town Council.
It is the Town's goal to have a balanced, diverse representation of citizens serving on its Advisory Boards/Committees based on race/gender/age and District residency. I understand that current employees and their spouses, elected officials and their spouses, are ineligible for appointment. Immediate family members of current appointees may not serve on the same board/committee as a current appointee. I have read and agree to adhere to the Appointed Public Bodies Administrative Policy, established as guidance for boards/committees. I understand that regular attendance to any board/committee is important and I further understand that if my attendance is less than the standards established for any such body within the Appointed Public Bodies Administrative Policy, that it may be cause for removal. I understand that conduct standards for board/committee appointees are outlined in the Appointed Public Bodies Administrative Policy and violation of those standards may be cause for removal. I acknowledge that I have read the board/committee charter and understand the purpose and commitment necessary to effectively participate. I certify that the facts contained in this application are true and correct to the best of my knowledge. *

- ◉ I certify that the facts contained in this application are true and correct to the best of my knowledge.
- ○ I DO NOT certify that the facts contained in this application are true and correct to the best of my knowledge.

View results

Respondent

34 Anonymous

18:17
Time to complete

1. Today's Date *

8/22/2026

2. Members may only serve on one Advisory Board/Committee at a time. Please select the Advisory Board/Committee you are applying to serve on. *

- ( ) Morrisville Environment and Stormwater Committee
- (•) Parks, Recreation, and Cultural Resources Advisory Committee
- ( ) Planning and Zoning Board
- ( ) Public Safety Advisory Committee
- ( ) Senior Advisory Committee

3. It is recommended that you review the approved Charter of the Advisory Board/Committee(s) that you have selected to gain a greater understanding of the role and scope of work. Please acknowledge that you have read and reviewed the charter, found at https://www.morrisvillenc.gov/Government/Town-Council-Advisory-Committee-Meetings/Advisory-Committees. *

- (•) Yes, I have read the Charter.
- ( ) No, I have not read the Charter.

4. It is recommended that you review the approved Committee Attendance Policy to ensure an understanding of the attendance requirements for all meetings. Please acknowledge that you have read and reviewed the Committee Attendance Policy, found at https://www.morrisvillenc.gov/files/assets/town/v/1/admin/documents/attendance-policy.pdf . *

- (•) Yes, I have read the Committee Attendance Policy.
- ( ) No, I have not read the Committee Attendance Policy.

5. It is recommended that you review the approved Committee Meeting Dates due to attendance requirements. Please acknowledge that you have read and reviewed the Committee Meeting Dates.

- Morrisville Environment and Stormwater Committee: https://www.morrisvillenc.gov/Events-directory/MESC-Meeting
- Parks, Recreation, and Cultural Resources Advisory Committee: https://www.morrisvillenc.gov/Events-directory/Parks-Recreation-Cultural-Resources-Advisory-Committee-Meeting
- Planning and Zoning Board: https://www.morrisvillenc.gov/Events-directory/Planning-Zoning-Board-Meeting
- Public Safety Advisory Committee: https://www.morrisvillenc.gov/Events-directory/Public-Safety-Advisory-Committee-Meeting
- Senior Advisory Committee: https://www.morrisvillenc.gov/Events-directory/Senior-Advisory-Committee-Meeting

*

(●) Yes, I have read the Committee Meeting Dates.

( ) No, I have not read the Committee Meeting Dates.

6. First Name *

Felicia

7. Last Name *

Braggs

8. Middle Initial

9. Prefix

10. Suffix

11. Email *

nfbvantage@gmail.com

12. Home Address including Suite or Apt

**All Advisory Board/Committee appointees must reside within the Town of Morrisville limits or its Extraterritorial Jurisdiction (ETJ). Residency of each applicant will be verified. Residency is based on the municipality you pay property taxes to.* *

148 Durants Neck Ln Morrisville, NC 27560

13. How long have you been a resident of Morrisville? *

1 year 2 months

14. Primary Phone Number *

252-295-8015

15. Alternate Phone Number

16. Are you 18 years of age or older? *

Yes

17. Are you 65 years of age or older? *

No

18. Ethnicity *

African American

19. Gender *

Female

20. Veteran Status

- ○ I am a Veteran
- ◉ I am not a Veteran

21. Have you been a member on this or other Town boards or Town committees? This includes Morrisville or other municipalities or counties.
If yes, please name the committee/board and location.
If no, please indicate N/A.

No

22. Have you attended previous board/committee meetings? This includes Morrisville or other municipalities or counties.
If yes, please name the committee/board and location.
If no, please indicate N/A.

N/a

23. Have you completed Morrisville 101?

- ○ Yes
- ◉ No

24. What value would you add to the board/committee you are interested in serving on?

I am a Licensed Mental Health Counselor Associate and Licensed Clinical Addictions Specialist Associate who brings a culturally responsive and inclusive perspective, along with experience serving on the Social Committee within East Carolina University's Counseling and Student Development Department.

25. What do you see as the primary responsibilities of the board/committee(s)?

To encourage greater community engagement and participation in a variety of events throughout the City of Morrisville, including recreational programs and activities held in parks and other public spaces.

26. Please describe your community involvement and participation experience.
If none, please indicate N/A.

I volunteered as an Assistant Volleyball Coach for the town of Morrisville Junior Volleyball Team.

27. Are you an immediate family member of a current Town of Morrisville Advisory Board/Committee appointee? *

- ○ Yes
- ◉ No

28. If yes, please list their name and the Advisory Board/Committee to which they are appointed.

N/a

29. Do you have any personal or business interests that could create a conflict of interest (real or perceived), if you are selected for appointment to your preferred board/committee?
If yes, please explain.
If no, indicate N/A. *

N/a

30. I understand this application is a public record, subject to public inspection at any time, and that appointments are made at the discretion of Town Council.
It is the Town's goal to have a balanced, diverse representation of citizens serving on its Advisory Boards/Committees based on race/gender/age and District residency. I understand that current employees and their spouses, elected officials and their spouses, are ineligible for appointment. Immediate family members of current appointees may not serve on the same board/committee as a current appointee. I have read and agree to adhere to the Appointed Public Bodies Administrative Policy, established as guidance for boards/committees. I understand that regular attendance to any board/committee is important and I further understand that if my attendance is less than the standards established for any such body within the Appointed Public Bodies Administrative Policy, that it may be cause for removal. I understand that conduct standards for board/committee appointees are outlined in the Appointed Public Bodies Administrative Policy and violation of those standards may be cause for removal. I acknowledge that I have read the board/committee charter and understand the purpose and commitment necessary to effectively participate. I certify that the facts contained in this application are true and correct to the best of my knowledge. *

- ◉ I certify that the facts contained in this application are true and correct to the best of my knowledge.
- ○ I DO NOT certify that the facts contained in this application are true and correct to the best of my knowledge.

Town of Morrisville Boards & Committees

Submit Date: Feb 06, 2026

Application Form

Notice to Applicants

It is recommended that you review the approved Charter of the Advisory Board/Committee(s) that you have selected to gain a greater understanding of the role and scope of work. Please acknowledge that you have read and reviewed the charter, found at www.townofmorrisville.org/government/citizen-advisory-committees

○ Yes ◉ No

Please submit one application per committee of interest. Only the most recent application will be kept on file.

Committee Attendance Policy can be found here
Committee Meeting Dates can be found here

Any information provided in this application or submitted as a part of this application is a public record, subject to public inspection and archival in publicly searchable web databases.

Accomodations

If you have any questions or need assistance/accommodations to fill out an application, please contact the Town Clerk at TownClerk@morrisvillenc.gov

Profile

Kalpana
First Name

Bhandari
Last Name

kbhandari129@gmail.com
Email Address

**All Advisory Board/Committee appointees must reside within the Town of Morrisville limits or its Extraterritorial Jurisdiction (ETJ). Residency of each applicant will be verified.*

228 STAR MAGNOLIA DR
Home Address

Suite or Apt

Morrisville
City

NC
State

27560
Postal Code

Home: (571) 888-1839
Primary Phone

How long have you been a resident of Morrisville?

6

Are you 18 years or older?

(•) Yes ( ) No

Interests & Experiences

Which Boards would you like to apply for?

Parks, Recreation and Cultural Resources Advisory Committee: Submitted

What value would you add to the board/committee you are interested in serving on.

I served as a General Secretary (2024-2025) on a Nepali non-profit organization's board. We worked with various Towns across the RTP area, including Town of Morrisville. I'll bring in my experience from working with a diverse Nepali community.

What do you see as the primary responsibilities of the board/committee(s)?

My primary responsibility would be to work with the Town of Morrisville Park and Recreation staff to implement the town's activities and events. I also see myself as bridging the gap between the community and town staff, fathering input and making recommendations for short and long term improvements.

Please describe your community involvement/participation experience. If none, please indicate N/A.

General Secretary, Nepal Center of North Carolina (2024-2025)

Have you served on other Town boards/committees or attended any previous board/committee meetings? If no, please indicate N/A.

No

Have you completed Morrisville 101?

( ) Yes (•) No

Please attach any information you would like to have considered with your application.

Demographic Information

Kalpana Bhandari

Ethnicity

☑ Asian or Pacific islander

Gender

☑ Female

Question applies to multiple boards

Veteran Status

☑ I am not a veteran.

Conflict Declarations

Are you an immediate family member of a current Town of Morrisville Advisory Board/Committee appointee?

◉ Yes ○ No

If yes, please list their name and the Advisory Board/Committee to which they are appointed:

Nirajan Aryal, MESC

Do you have any personal or business interests that could create a conflict of interest (real or perceived), if you are selected for appointment to your preferred board/committee? (If no, indicate N/A. If yes, please explain.)

No

Acknowledgement

Kalpana Bhandari

I understand this application is a public record, subject to public inspection at any time, and that appointments are made at the discretion of Town Council.

It is the Town's goal to have a balanced, diverse representation of citizens serving on its Advisory Boards/Committees based on race/gender/age and District residency. I understand that current employees and their spouses, elected officials and their spouses, are ineligible for appointment. Immediate family members of current appointees may not serve on the same board/committee as a current appointee. I have read and agree to adhere to the Appointed Public Bodies Administrative Policy, established as guidance for boards/committees. I understand that regular attendance to any board/committee is important and I further understand that if my attendance is less than the standards established for any such body within the Appointed Public Bodies Administrative Policy, that it may be cause for removal. I understand that conduct standards for board/committee appointees is outlined in the Appointed Public Bodies Administrative Policy and violation of those standards may be cause for removal. I acknowledge that I have read the board/committee charter and understand the purpose and commitment necessary to effectively participate. I certify that the facts contained in this application are true and correct to the best of my knowledge.

☑ I Agree

Kalpana Bhandari

Town of Morrisville Boards & Committees

Submit Date: Oct 30, 2025

Application Form

Notice to Applicants

It is recommended that you review the approved Charter of the Advisory Board/Committee(s) that you have selected to gain a greater understanding of the role and scope of work. Please acknowledge that you have read and reviewed the charter, found at www.townofmorrisville.org/government/citizen-advisory-committees

(•) Yes ( ) No

Please submit one application per committee of interest. Only the most recent application will be kept on file.

Committee Attendance Policy can be found here
Committee Meeting Dates can be found here

Any information provided in this application or submitted as a part of this application is a public record, subject to public inspection and archival in publicly searchable web databases.

Accomodations

If you have any questions or need assistance/accommodations to fill out an application, please contact the Town Clerk at TownClerk@morrisvillenc.gov

Profile

Karla
First Name

Tirado
Last Name

karlajtirado@gmail.com
Email Address

**All Advisory Board/Committee appointees must reside within the Town of Morrisville limits or its Extraterritorial Jurisdiction (ETJ). Residency of each applicant will be verified.*

210 Millet Drive
Home Address

Suite or Apt

Morrisville
City

NC
State

27560
Postal Code

Mobile: (919) 525-7223
Primary Phone

How long have you been a resident of Morrisville?

1

Are you 18 years or older?

(•) Yes ( ) No

Interests & Experiences

Which Boards would you like to apply for?

Parks, Recreation and Cultural Resources Advisory Committee: Eligible

What value would you add to the board/committee you are interested in serving on.

Although I've only lived in Morrisville a short time, I'm eager to get involved and contribute. I would bring strong organizational skills, attention to detail, and experience coordinating programs and collaborating across diverse teams. With a background in Counseling, I also offer empathy, active listening, and thoughtful communication, which will help ensure all perspectives are considered as the committee plans and improves recreational and cultural initiatives.

What do you see as the primary responsibilities of the board/committee(s)?

The committee helps shape the future of Morrisville's recreational and cultural life by advising the Town Council on programs, facilities, and long-term initiatives. Acting as a bridge between residents and local government, it ensures parks and cultural spaces truly reflect the community's needs, interests, and diversity.

Please describe your community involvement/participation experience. If none, please indicate N/A.

I've moved to Morrisville from Fuquay-Varina (and before that, NY). I was a part of the FV Women's Group, where we supported the community in events and donations. I directly contacted a local organization that provides services for individuals that have aged-out of the foster care system, and coordinated donations for living supplies like dinnerware, detergent, towels, etc for their new apartments. I would love to support others, support programs and be involved in helping our community feel included and a part of something special.

Have you served on other Town boards/committees or attended any previous board/committee meetings? If no, please indicate N/A.

N/A

Have you completed Morrisville 101?

( ) Yes (•) No

Please attach any information you would like to have considered with your application.

Karla Tirado

Demographic Information

Ethnicity

☑ Hispanic

Gender

☑ Female

Question applies to multiple boards

Veteran Status

☑ I am not a veteran.

Conflict Declarations

Are you an immediate family member of a current Town of Morrisville Advisory Board/Committee appointee?

○ Yes ◉ No

If yes, please list their name and the Advisory Board/Committee to which they are appointed:

Do you have any personal or business interests that could create a conflict of interest (real or perceived), if you are selected for appointment to your preferred board/committee? (If no, indicate N/A. If yes, please explain.)

N/A

Acknowledgement

Karla Tirado

I understand this application is a public record, subject to public inspection at any time, and that appointments are made at the discretion of Town Council.

It is the Town's goal to have a balanced, diverse representation of citizens serving on its Advisory Boards/Committees based on race/gender/age and District residency. I understand that current employees and their spouses, elected officials and their spouses, are ineligible for appointment. Immediate family members of current appointees may not serve on the same board/committee as a current appointee. I have read and agree to adhere to the Appointed Public Bodies Administrative Policy, established as guidance for boards/committees. I understand that regular attendance to any board/committee is important and I further understand that if my attendance is less than the standards established for any such body within the Appointed Public Bodies Administrative Policy, that it may be cause for removal. I understand that conduct standards for board/committee appointees is outlined in the Appointed Public Bodies Administrative Policy and violation of those standards may be cause for removal. I acknowledge that I have read the board/committee charter and understand the purpose and commitment necessary to effectively participate. I certify that the facts contained in this application are true and correct to the best of my knowledge.

☑ I Agree

Karla Tirado

View results

Respondent

40 Anonymous

18:15
Time to complete

1. Today's Date *

9/15/2026

2. Members may only serve on one Advisory Board/Committee at a time. Please select the Advisory Board/Committee you are applying to serve on. *

- Morrisville Environment and Stormwater Committee
- Parks, Recreation, and Cultural Resources Advisory Committee
- Planning and Zoning Board
- Public Safety Advisory Committee
- Senior Advisory Committee

3. It is recommended that you review the approved Charter of the Advisory Board/Committee(s) that you have selected to gain a greater understanding of the role and scope of work. Please acknowledge that you have read and reviewed the charter, found at https://www.morrisvillenc.gov/Government/Town-Council-Advisory-Committee-Meetings/Advisory-Committees. *

- Yes, I have read the Charter.
- No, I have not read the Charter.

4. It is recommended that you review the approved Committee Attendance Policy to ensure an understanding of the attendance requirements for all meetings. Please acknowledge that you have read and reviewed the Committee Attendance Policy, found at https://www.morrisvillenc.gov/files/assets/town/v/1/admin/documents/attendance-policy.pdf . *

- Yes, I have read the Committee Attendance Policy.
- No, I have not read the Committee Attendance Policy.

5. It is recommended that you review the approved Committee Meeting Dates due to attendance requirements. Please acknowledge that you have read and reviewed the Committee Meeting Dates.

   - Morrisville Environment and Stormwater Committee: https://www.morrisvillenc.gov/Events-directory/MESC-Meeting
   - Parks, Recreation, and Cultural Resources Advisory Committee: https://www.morrisvillenc.gov/Events-directory/Parks-Recreation-Cultural-Resources-Advisory-Committee-Meeting
   - Planning and Zoning Board: https://www.morrisvillenc.gov/Events-directory/Planning-Zoning-Board-Meeting
   - Public Safety Advisory Committee: https://www.morrisvillenc.gov/Events-directory/Public-Safety-Advisory-Committee-Meeting
   - Senior Advisory Committee: https://www.morrisvillenc.gov/Events-directory/Senior-Advisory-Committee-Meeting

   *

   (●) Yes, I have read the Committee Meeting Dates.

   ( ) No, I have not read the Committee Meeting Dates.

6. First Name *

   Karthika

7. Last Name *

   Jagadeeswaran

8. Middle Initial

9. Prefix

10. Suffix

11. Email *

    karthikadevi.jb@gmail.com

12. Home Address including Suite or Apt

    **All Advisory Board/Committee appointees must reside within the Town of Morrisville limits or its Extraterritorial Jurisdiction (ETJ). Residency of each applicant will be verified. Residency is based on the municipality you pay property taxes to.* *

    1108 Yatesbury Pl

13. How long have you been a resident of Morrisville? *

    10 years

14. Primary Phone Number *

    9197716804

15. Alternate Phone Number

16. Are you 18 years of age or older? *

Yes

17. Are you 65 years of age or older? *

No

18. Ethnicity *

Asian

19. Gender *

Female

20. Veteran Status

- ○ I am a Veteran
- ◉ I am not a Veteran

21. Have you been a member on this or other Town boards or Town committees? This includes Morrisville or other municipalities or counties.
If yes, please name the committee/board and location.
If no, please indicate N/A.

N/A

22. Have you attended previous board/committee meetings? This includes Morrisville or other municipalities or counties.
If yes, please name the committee/board and location.
If no, please indicate N/A.

N/A

23. Have you completed Morrisville 101?

- ○ Yes
- ◉ No

24. What value would you add to the board/committee you are interested in serving on?

I would be honored to contribute my time, creativity, and collaborative spirit to the committee and help expand opportunities for cultural learning, community participation, and youth engagement and creating inclusive opportunities for residents of all ages.

25. What do you see as the primary responsibilities of the board/committee(s)?

I believe parks, recreation, and cultural resources play an important role in strengthening communities and improving quality of life. We would be committed to listening to residents, understanding their needs, and supporting programs that make Morrisville a welcoming and vibrant place for everyone.

26. Please describe your community involvement and participation experience.
If none, please indicate N/A.

I have experience organizing and leading traditional arts programs, workshops, and cultural events serving in non profit organizations that bring people together and encourage participation across generations. Through my involvement in community organizations, I have developed skills in program planning, volunteer coordination, event management, and building partnerships with artists and community members. I would use these experiences to contribute fresh ideas for cultural programming, youth development, and accessible recreational activities.

27. Are you an immediate family member of a current Town of Morrisville Advisory Board/Committee appointee? *

- ○ Yes
- ◉ No

28. If yes, please list their name and the Advisory Board/Committee to which they are appointed.

29. Do you have any personal or business interests that could create a conflict of interest (real or perceived), if you are selected for appointment to your preferred board/committee?
If yes, please explain.
If no, indicate N/A. *

N/A

30. I understand this application is a public record, subject to public inspection at any time, and that appointments are made at the discretion of Town Council.
It is the Town's goal to have a balanced, diverse representation of citizens serving on its Advisory Boards/Committees based on race/gender/age and District residency. I understand that current employees and their spouses, elected officials and their spouses, are ineligible for appointment. Immediate family members of current appointees may not serve on the same board/committee as a current appointee. I have read and agree to adhere to the Appointed Public Bodies Administrative Policy, established as guidance for boards/committees. I understand that regular attendance to any board/committee is important and I further understand that if my attendance is less than the standards established for any such body within the Appointed Public Bodies Administrative Policy, that it may be cause for removal. I understand that conduct standards for board/committee appointees are outlined in the Appointed Public Bodies Administrative Policy and violation of those standards may be cause for removal. I acknowledge that I have read the board/committee charter and understand the purpose and commitment necessary to effectively participate. I certify that the facts contained in this application are true and correct to the best of my knowledge. *

- ◉ I certify that the facts contained in this application are true and correct to the best of my knowledge.
- ○ I DO NOT certify that the facts contained in this application are true and correct to the best of my knowledge.

View results

Respondent

27 Anonymous

141:12
Time to complete

1. Today's Date *

8/10/2026

2. Members may only serve on one Advisory Board/Committee at a time. Please select the Advisory Board/Committee you are applying to serve on. *

- [ ] Morrisville Environment and Stormwater Committee
- [x] Parks, Recreation, and Cultural Resources Advisory Committee
- [ ] Planning and Zoning Board
- [ ] Public Safety Advisory Committee
- [ ] Senior Advisory Committee

3. It is recommended that you review the approved Charter of the Advisory Board/Committee(s) that you have selected to gain a greater understanding of the role and scope of work. Please acknowledge that you have read and reviewed the charter, found at https://www.morrisvillenc.gov/Government/Town-Council-Advisory-Committee-Meetings/Advisory-Committees. *

- [x] Yes, I have read the Charter.
- [ ] No, I have not read the Charter.

4. It is recommended that you review the approved Committee Attendance Policy to ensure an understanding of the attendance requirements for all meetings. Please acknowledge that you have read and reviewed the Committee Attendance Policy, found at https://www.morrisvillenc.gov/files/assets/town/v/1/admin/documents/attendance-policy.pdf . *

- [x] Yes, I have read the Committee Attendance Policy.
- [ ] No, I have not read the Committee Attendance Policy.

5. It is recommended that you review the approved Committee Meeting Dates due to attendance requirements. Please acknowledge that you have read and reviewed the Committee Meeting Dates.

   - Morrisville Environment and Stormwater Committee: https://www.morrisvillenc.gov/Events-directory/MESC-Meeting
   - Parks, Recreation, and Cultural Resources Advisory Committee: https://www.morrisvillenc.gov/Events-directory/Parks-Recreation-Cultural-Resources-Advisory-Committee-Meeting
   - Planning and Zoning Board: https://www.morrisvillenc.gov/Events-directory/Planning-Zoning-Board-Meeting
   - Public Safety Advisory Committee: https://www.morrisvillenc.gov/Events-directory/Public-Safety-Advisory-Committee-Meeting
   - Senior Advisory Committee: https://www.morrisvillenc.gov/Events-directory/Senior-Advisory-Committee-Meeting

   *

   (●) Yes, I have read the Committee Meeting Dates.

   ( ) No, I have not read the Committee Meeting Dates.

6. First Name *

   MAHARAJAN

7. Last Name *

   SHUNMUGAM

8. Middle Initial

9. Prefix

10. Suffix

11. Email *

    MAHA_DSRC@YAHOO.COM

12. Home Address including Suite or Apt

    **All Advisory Board/Committee appointees must reside within the Town of Morrisville limits or its Extraterritorial Jurisdiction (ETJ). Residency of each applicant will be verified. Residency is based on the municipality you pay property taxes to.* *

    131 STELLA CT MORRISVILLE NC 27560

13. How long have you been a resident of Morrisville? *

    11 YEARS

14. Primary Phone Number *

    3219489158

15. Alternate Phone Number

16. Are you 18 years of age or older? *

YES

17. Are you 65 years of age or older? *

NO

18. Ethnicity *

ASIAN

19. Gender *

MALE

20. Veteran Status

- ○ I am a Veteran
- ◉ I am not a Veteran

21. Have you been a member on this or other Town boards or Town committees? This includes Morrisville or other municipalities or counties.
If yes, please name the committee/board and location.
If no, please indicate N/A.

PRCRAC, PSAC & MESC

22. Have you attended previous board/committee meetings? This includes Morrisville or other municipalities or counties.
If yes, please name the committee/board and location.
If no, please indicate N/A.

PRCRAC, PSAC & MESC

23. Have you completed Morrisville 101?

- ◉ Yes
- ○ No

24. What value would you add to the board/committee you are interested in serving on?

I have been actively involved in volunteering with the Town for more than 10 years. During this time, I have served two terms on the Public Safety Advisory Committee, one term on the Morrisville Environmental Sustainability Committee, and one term on the Parks, Recreation, and Cultural Resources Advisory Committee. I will bring the experience and knowledge I have gained through these roles and continue to actively participate in and support Town events and initiatives. I look forward to contributing my time, experience, and community perspective to help make our Town an even better place to live.

25. What do you see as the primary responsibilities of the board/committee(s)?

I see the primary responsibility of the committee as providing community input and thoughtful recommendations to help the Town develop, maintain, and improve parks, recreational programs, facilities, and cultural activities that serve residents of all ages and backgrounds. The committee should also serve as a bridge between the community and the Town by listening to residents, understanding their needs and interests, and helping ensure that parks and recreation opportunities are accessible, inclusive, safe, and engaging. Having volunteered with the Town for more than 10 years and served on PSAC, MESC, and PRCRAC, I understand the importance of working collaboratively with Town staff, fellow committee members, and residents. I believe the committee should also actively support and promote Town events and initiatives that bring the community together. I would bring my experience from these previous roles and my involvement in community events to help provide a practical, resident-focused perspective.

26. Please describe your community involvement and participation experience.
If none, please indicate N/A.

I have been actively involved in the Morrisville community for more than 10 years, with a strong focus on volunteering, community service, and bringing residents together. Through Morrisville Indians Group, I have helped organize and participate in numerous community initiatives, including the Town's Adopt-a-Highway program, Church Street Park stewardship, stormwater and environmental initiatives, drain marking, Creek Week, and other Town-sponsored events. I have also had the opportunity to serve the Town in several advisory committee roles. I served two terms on the Public Safety Advisory Committee, one term on the Morrisville Environmental Sustainability Committee, and one term on the Parks, Recreation and Cultural Resources Advisory Committee. These experiences have given me a better understanding of how the Town works with residents, volunteers, staff, and advisory committees to address community needs. Beyond committee service, I have actively participated in and supported Town events and community activities, including July 4th celebrations, Diwali, Holi, Christmas tree lighting, community cleanups, and other volunteer initiatives. I have also been involved in organizing community gatherings and appreciation initiatives, including our annual Thanksgiving lunch for Town staff, which has become a tradition. My community involvement has taught me the importance of listening to residents, working collaboratively, respecting different perspectives, and turning community feedback into meaningful action. I hope to continue contributing my experience, time, and energy to make Morrisville an even more connected, welcoming, and vibrant community

27. Are you an immediate family member of a current Town of Morrisville Advisory Board/Committee appointee? *

- ○ Yes
- ◉ No

28. If yes, please list their name and the Advisory Board/Committee to which they are appointed.

29. Do you have any personal or business interests that could create a conflict of interest (real or perceived), if you are selected for appointment to your preferred board/committee?
If yes, please explain.
If no, indicate N/A. *

N/A

30. I understand this application is a public record, subject to public inspection at any time, and that appointments are made at the discretion of Town Council.
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- ◉ I certify that the facts contained in this application are true and correct to the best of my knowledge.
- ○ I DO NOT certify that the facts contained in this application are true and correct to the best of my knowledge.

Town of Morrisville Boards & Committees

Submit Date: Sep 03, 2025

Application Form

Notice to Applicants

It is recommended that you review the approved Charter of the Advisory Board/Committee(s) that you have selected to gain a greater understanding of the role and scope of work. Please acknowledge that you have read and reviewed the charter, found at www.townofmorrisville.org/government/citizen-advisory-committees

(•) Yes ( ) No

Please submit one application per committee of interest. Only the most recent application will be kept on file.

Committee Attendance Policy can be found here
Committee Meeting Dates can be found here

Any information provided in this application or submitted as a part of this application is a public record, subject to public inspection and archival in publicly searchable web databases.

Accomodations

If you have any questions or need assistance/accommodations to fill out an application, please contact the Town Clerk at TownClerk@morrisvillenc.gov

Profile

Olga
First Name

Tulchinskaya
Last Name

o.tulchinskaya@gmail.com
Email Address

**All Advisory Board/Committee appointees must reside within the Town of Morrisville limits or its Extraterritorial Jurisdiction (ETJ). Residency of each applicant will be verified.*

301 Kirkeenan crl
Home Address

Suite or Apt

Morrisville
City

NC
State

27560
Postal Code

Mobile: (984) 960-9775
Primary Phone

Olga Tulchinskaya

How long have you been a resident of Morrisville?

5

Are you 18 years or older?

(•) Yes ( ) No

Interests & Experiences

Which Boards would you like to apply for?

Parks, Recreation and Cultural Resources Advisory Committee: Eligible

What value would you add to the board/committee you are interested in serving on.

Once selected I will bring a strong commitment to community engagement and inclusivity, with experience supporting recreational, cultural, and wellness initiatives that reflect Morrisville's diverse population.

What do you see as the primary responsibilities of the board/committee(s)?

My perspective will help ensure that parks and cultural resources remain vibrant, accessible, and meaningful for all Morrisville residents.

Please describe your community involvement/participation experience. If none, please indicate N/A.

I have actively participated in community initiatives that promote health and cultural enrichment. My involvement has included volunteering with local organizations, supporting recreational programs, and engaging in public forums, where residents' voices shape community priorities.

Have you served on other Town boards/committees or attended any previous board/committee meetings? If no, please indicate N/A.

N/A

Have you completed Morrisville 101?

(•) Yes ( ) No

Please attach any information you would like to have considered with your application.

Demographic Information

Olga Tulchinskaya

Ethnicity

☑ Caucasian/Non-Hispanic

Gender

☑ Female

Question applies to multiple boards

Veteran Status

☑ I am not a veteran.

Conflict Declarations

Are you an immediate family member of a current Town of Morrisville Advisory Board/Committee appointee?

◉ Yes ○ No

If yes, please list their name and the Advisory Board/Committee to which they are appointed:

my husband, Mark Tulchinskiy is a member of PSAC

Do you have any personal or business interests that could create a conflict of interest (real or perceived), if you are selected for appointment to your preferred board/committee? (If no, indicate N/A. If yes, please explain.)

n/a

Acknowledgement

Olga Tulchinskaya

I understand this application is a public record, subject to public inspection at any time, and that appointments are made at the discretion of Town Council.

It is the Town's goal to have a balanced, diverse representation of citizens serving on its Advisory Boards/Committees based on race/gender/age and District residency. I understand that current employees and their spouses, elected officials and their spouses, are ineligible for appointment. Immediate family members of current appointees may not serve on the same board/committee as a current appointee. I have read and agree to adhere to the Appointed Public Bodies Administrative Policy, established as guidance for boards/committees. I understand that regular attendance to any board/committee is important and I further understand that if my attendance is less than the standards established for any such body within the Appointed Public Bodies Administrative Policy, that it may be cause for removal. I understand that conduct standards for board/committee appointees is outlined in the Appointed Public Bodies Administrative Policy and violation of those standards may be cause for removal. I acknowledge that I have read the board/committee charter and understand the purpose and commitment necessary to effectively participate. I certify that the facts contained in this application are true and correct to the best of my knowledge.

☑ I Agree

Olga Tulchinskaya

View results

Respondent

35 Anonymous

10:21
Time to complete

1. Today's Date *

8/26/2026

2. Members may only serve on one Advisory Board/Committee at a time. Please select the Advisory Board/Committee you are applying to serve on. *

- ○ Morrisville Environment and Stormwater Committee
- ◉ Parks, Recreation, and Cultural Resources Advisory Committee
- ○ Planning and Zoning Board
- ○ Public Safety Advisory Committee
- ○ Senior Advisory Committee

3. It is recommended that you review the approved Charter of the Advisory Board/Committee(s) that you have selected to gain a greater understanding of the role and scope of work. Please acknowledge that you have read and reviewed the charter, found at https://www.morrisvillenc.gov/Government/Town-Council-Advisory-Committee-Meetings/Advisory-Committees. *

- ◉ Yes, I have read the Charter.
- ○ No, I have not read the Charter.

4. It is recommended that you review the approved Committee Attendance Policy to ensure an understanding of the attendance requirements for all meetings. Please acknowledge that you have read and reviewed the Committee Attendance Policy, found at https://www.morrisvillenc.gov/files/assets/town/v/1/admin/documents/attendance-policy.pdf . *

- ◉ Yes, I have read the Committee Attendance Policy.
- ○ No, I have not read the Committee Attendance Policy.

5. It is recommended that you review the approved Committee Meeting Dates due to attendance requirements. Please acknowledge that you have read and reviewed the Committee Meeting Dates.

   - Morrisville Environment and Stormwater Committee: https://www.morrisvillenc.gov/Events-directory/MESC-Meeting
   - Parks, Recreation, and Cultural Resources Advisory Committee: https://www.morrisvillenc.gov/Events-directory/Parks-Recreation-Cultural-Resources-Advisory-Committee-Meeting
   - Planning and Zoning Board: https://www.morrisvillenc.gov/Events-directory/Planning-Zoning-Board-Meeting
   - Public Safety Advisory Committee: https://www.morrisvillenc.gov/Events-directory/Public-Safety-Advisory-Committee-Meeting
   - Senior Advisory Committee: https://www.morrisvillenc.gov/Events-directory/Senior-Advisory-Committee-Meeting

   *

   (●) Yes, I have read the Committee Meeting Dates.

   ( ) No, I have not read the Committee Meeting Dates.

6. First Name *

   RAJALAKSHMI

7. Last Name *

   SAKTHIVEL

8. Middle Initial

9. Prefix

10. Suffix

11. Email *

    rajalakshmisgvg72@gmail.com

12. Home Address including Suite or Apt

    **All Advisory Board/Committee appointees must reside within the Town of Morrisville limits or its Extraterritorial Jurisdiction (ETJ). Residency of each applicant will be verified. Residency is based on the municipality you pay property taxes to.* *

    1024 Yatesbury place , Morrisville, Nc 27560

13. How long have you been a resident of Morrisville? *

    10

14. Primary Phone Number *

    9196074708

15. Alternate Phone Number

16. Are you 18 years of age or older? *

Yes

17. Are you 65 years of age or older? *

No

18. Ethnicity *

Asian

19. Gender *

Female

20. Veteran Status

- ○ I am a Veteran
- ◉ I am not a Veteran

21. Have you been a member on this or other Town boards or Town committees? This includes Morrisville or other municipalities or counties.
If yes, please name the committee/board and location.
If no, please indicate N/A.

N/A

22. Have you attended previous board/committee meetings? This includes Morrisville or other municipalities or counties.
If yes, please name the committee/board and location.
If no, please indicate N/A.

N/A

23. Have you completed Morrisville 101?

- ○ Yes
- ◉ No

24. What value would you add to the board/committee you are interested in serving on?

I'm serve my best for community goodness

25. What do you see as the primary responsibilities of the board/committee(s)?

Make better community

26. Please describe your community involvement and participation experience.
If none, please indicate N/A.

N/A

27. Are you an immediate family member of a current Town of Morrisville Advisory Board/Committee appointee? *

- ( ) Yes
- (•) No

28. If yes, please list their name and the Advisory Board/Committee to which they are appointed.

29. Do you have any personal or business interests that could create a conflict of interest (real or perceived), if you are selected for appointment to your preferred board/committee?
If yes, please explain.
If no, indicate N/A. *

N/A

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- (•) I certify that the facts contained in this application are true and correct to the best of my knowledge.
- ( ) I DO NOT certify that the facts contained in this application are true and correct to the best of my knowledge.

View results

Respondent

19 Anonymous

29:46
Time to complete

1. Today's Date *

Please input date (M/d/yyyy)

This question is required.

2. Members may only serve on one Advisory Board/Committee at a time. Please select the Advisory Board/Committee you are applying to serve on. *

- ○ Morrisville Environment and Stormwater Committee
- ◉ Parks, Recreation, and Cultural Resources Advisory Committee
- ○ Planning and Zoning Board
- ○ Public Safety Advisory Committee
- ○ Senior Advisory Committee

This question is required.

3. It is recommended that you review the approved Charter of the Advisory Board/Committee(s) that you have selected to gain a greater understanding of the role and scope of work. Please acknowledge that you have read and reviewed the charter, found at https://www.morrisvillenc.gov/Government/Town-Council-Advisory-Committee-Meetings/Advisory-Committees. *

- ◉ Yes, I have read the Charter.
- ○ No, I have not read the Charter.

4. It is recommended that you review the approved Committee Attendance Policy to ensure an understanding of the attendance requirements for all meetings. Please acknowledge that you have read and reviewed the Committee Attendance Policy, found at https://www.morrisvillenc.gov/files/assets/town/v/1/admin/documents/attendance-policy.pdf . *

- ◉ Yes, I have read the Committee Attendance Policy.
- ○ No, I have not read the Committee Attendance Policy.

5. It is recommended that you review the approved Committee Meeting Dates due to attendance requirements. Please acknowledge that you have read and reviewed the Committee Meeting Dates.

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   - Planning and Zoning Board: https://www.morrisvillenc.gov/Events-directory/Planning-Zoning-Board-Meeting
   - Public Safety Advisory Committee: https://www.morrisvillenc.gov/Events-directory/Public-Safety-Advisory-Committee-Meeting
   - Senior Advisory Committee: https://www.morrisvillenc.gov/Events-directory/Senior-Advisory-Committee-Meeting

   *

   (●) Yes, I have read the Committee Meeting Dates.

   ( ) No, I have not read the Committee Meeting Dates.

6. First Name *

   Sameena

7. Last Name *

   Kamalpasha

8. Middle Initial

9. Prefix

10. Suffix

11. Email *

    sameenak4ever@gmail.com

12. Home Address including Suite or Apt

    **All Advisory Board/Committee appointees must reside within the Town of Morrisville limits or its Extraterritorial Jurisdiction (ETJ). Residency of each applicant will be verified. Residency is based on the municipality you pay property taxes to.* *

    162 Cotten Drive Morrisville NC 27560

13. How long have you been a resident of Morrisville? *

    3 years

14. Primary Phone Number *

    9197632865

15. Alternate Phone Number

16. Are you 18 years of age or older? *

yes

17. Are you 65 years of age or older? *

no

18. Ethnicity *

Asian

19. Gender *

women

20. Veteran Status

- ( ) I am a Veteran
- (•) I am not a Veteran

21. Have you been a member on this or other Town boards or Town committees? This includes Morrisville or other municipalities or counties.
If yes, please name the committee/board and location.
If no, please indicate N/A.

N/A

22. Have you attended previous board/committee meetings? This includes Morrisville or other municipalities or counties.
If yes, please name the committee/board and location.
If no, please indicate N/A.

no

23. Have you completed Morrisville 101?

- (•) Yes
- ( ) No

24. What value would you add to the board/committee you are interested in serving on?

I would bring Community engagement and commitment to creating welcoming public space for families and residents of all ages.

25. What do you see as the primary responsibilities of the board/committee(s)?

I believe the primary responsibilities of the board are to support and improve parks and recreational programs and serve the needs of the community.

26. Please describe your community involvement and participation experience.
If none, please indicate N/A.

I have been actively involved in my community through my role as a committee head with the AANHPI Unity Collective, where i helped organize and lead various initiatives. I have worked on food drives to support families in need, participated in campaigning and canvassing efforts to engage and inform the community and contributed to organizing a career fair to connect students and professionals.

27. Are you an immediate family member of a current Town of Morrisville Advisory Board/Committee appointee? *

- ○ Yes
- ◉ No

28. If yes, please list their name and the Advisory Board/Committee to which they are appointed.

29. Do you have any personal or business interests that could create a conflict of interest (real or perceived), if you are selected for appointment to your preferred board/committee?
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N/A

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- ◉ I certify that the facts contained in this application are true and correct to the best of my knowledge.
- ○ I DO NOT certify that the facts contained in this application are true and correct to the best of my knowledge.

View results

Respondent

31 Anonymous

02:57
Time to complete

1. Today's Date *

8/14/2026

2. Members may only serve on one Advisory Board/Committee at a time. Please select the Advisory Board/Committee you are applying to serve on. *

- ○ Morrisville Environment and Stormwater Committee
- ◉ Parks, Recreation, and Cultural Resources Advisory Committee
- ○ Planning and Zoning Board
- ○ Public Safety Advisory Committee
- ○ Senior Advisory Committee

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   - Planning and Zoning Board: https://www.morrisvillenc.gov/Events-directory/Planning-Zoning-Board-Meeting
   - Public Safety Advisory Committee: https://www.morrisvillenc.gov/Events-directory/Public-Safety-Advisory-Committee-Meeting
   - Senior Advisory Committee: https://www.morrisvillenc.gov/Events-directory/Senior-Advisory-Committee-Meeting

   *

   (●) Yes, I have read the Committee Meeting Dates.

   ( ) No, I have not read the Committee Meeting Dates.

6. First Name *

   Suruchi

7. Last Name *

   Dave

8. Middle Initial

9. Prefix

10. Suffix

11. Email *

    Suruchidave@gmail.com

12. Home Address including Suite or Apt

    **All Advisory Board/Committee appointees must reside within the Town of Morrisville limits or its Extraterritorial Jurisdiction (ETJ). Residency of each applicant will be verified. Residency is based on the municipality you pay property taxes to.* *

    304 Ruthwin Dr, Morrisville

13. How long have you been a resident of Morrisville? *

    21 years

14. Primary Phone Number *

    919-439-5858

15. Alternate Phone Number

16. Are you 18 years of age or older? *

Yes

17. Are you 65 years of age or older? *

No

18. Ethnicity *

Asian

19. Gender *

Female

20. Veteran Status

- ( ) I am a Veteran
- (•) I am not a Veteran

21. Have you been a member on this or other Town boards or Town committees? This includes Morrisville or other municipalities or counties.
If yes, please name the committee/board and location.
If no, please indicate N/A.

Yes, CERT and Public Safety

22. Have you attended previous board/committee meetings? This includes Morrisville or other municipalities or counties.
If yes, please name the committee/board and location.
If no, please indicate N/A.

23. Have you completed Morrisville 101?

- (•) Yes
- ( ) No

24. What value would you add to the board/committee you are interested in serving on?

New ideas for the events

25. What do you see as the primary responsibilities of the board/committee(s)?

Leading events

26. Please describe your community involvement and participation experience.
If none, please indicate N/A.

Great

27. Are you an immediate family member of a current Town of Morrisville Advisory Board/Committee appointee? *

- (●) Yes
- ( ) No

28. If yes, please list their name and the Advisory Board/Committee to which they are appointed.

Suruchi Dave

29. Do you have any personal or business interests that could create a conflict of interest (real or perceived), if you are selected for appointment to your preferred board/committee?
If yes, please explain.
If no, indicate N/A. *

No

30. I understand this application is a public record, subject to public inspection at any time, and that appointments are made at the discretion of Town Council.
It is the Town's goal to have a balanced, diverse representation of citizens serving on its Advisory Boards/Committees based on race/gender/age and District residency. I understand that current employees and their spouses, elected officials and their spouses, are ineligible for appointment. Immediate family members of current appointees may not serve on the same board/committee as a current appointee. I have read and agree to adhere to the Appointed Public Bodies Administrative Policy, established as guidance for boards/committees. I understand that regular attendance to any board/committee is important and I further understand that if my attendance is less than the standards established for any such body within the Appointed Public Bodies Administrative Policy, that it may be cause for removal. I understand that conduct standards for board/committee appointees are outlined in the Appointed Public Bodies Administrative Policy and violation of those standards may be cause for removal. I acknowledge that I have read the board/committee charter and understand the purpose and commitment necessary to effectively participate. I certify that the facts contained in this application are true and correct to the best of my knowledge. *

- (●) I certify that the facts contained in this application are true and correct to the best of my knowledge.
- ( ) I DO NOT certify that the facts contained in this application are true and correct to the best of my knowledge.

View results

Respondent

38 Anonymous

76:44
Time to complete

1. Today's Date *

9/10/2026

2. Members may only serve on one Advisory Board/Committee at a time. Please select the Advisory Board/Committee you are applying to serve on. *

- ( ) Morrisville Environment and Stormwater Committee
- (•) Parks, Recreation, and Cultural Resources Advisory Committee
- ( ) Planning and Zoning Board
- ( ) Public Safety Advisory Committee
- ( ) Senior Advisory Committee

3. It is recommended that you review the approved Charter of the Advisory Board/Committee(s) that you have selected to gain a greater understanding of the role and scope of work. Please acknowledge that you have read and reviewed the charter, found at https://www.morrisvillenc.gov/Government/Town-Council-Advisory-Committee-Meetings/Advisory-Committees. *

- (•) Yes, I have read the Charter.
- ( ) No, I have not read the Charter.

4. It is recommended that you review the approved Committee Attendance Policy to ensure an understanding of the attendance requirements for all meetings. Please acknowledge that you have read and reviewed the Committee Attendance Policy, found at https://www.morrisvillenc.gov/files/assets/town/v/1/admin/documents/attendance-policy.pdf . *

- (•) Yes, I have read the Committee Attendance Policy.
- ( ) No, I have not read the Committee Attendance Policy.

5. It is recommended that you review the approved Committee Meeting Dates due to attendance requirements. Please acknowledge that you have read and reviewed the Committee Meeting Dates.

   - Morrisville Environment and Stormwater Committee: https://www.morrisvillenc.gov/Events-directory/MESC-Meeting
   - Parks, Recreation, and Cultural Resources Advisory Committee: https://www.morrisvillenc.gov/Events-directory/Parks-Recreation-Cultural-Resources-Advisory-Committee-Meeting
   - Planning and Zoning Board: https://www.morrisvillenc.gov/Events-directory/Planning-Zoning-Board-Meeting
   - Public Safety Advisory Committee: https://www.morrisvillenc.gov/Events-directory/Public-Safety-Advisory-Committee-Meeting
   - Senior Advisory Committee: https://www.morrisvillenc.gov/Events-directory/Senior-Advisory-Committee-Meeting

   *

   (●) Yes, I have read the Committee Meeting Dates.

   ( ) No, I have not read the Committee Meeting Dates.

6. First Name *

   Thomas

7. Last Name *

   Riley

8. Middle Initial

   D

9. Prefix

10. Suffix

11. Email *

    tomdriley@outlook.com

12. Home Address including Suite or Apt

    **All Advisory Board/Committee appointees must reside within the Town of Morrisville limits or its Extraterritorial Jurisdiction (ETJ). Residency of each applicant will be verified. Residency is based on the municipality you pay property taxes to.* *

    1900 Carrington Park Cir, Apt 107, Morrisville, NC 27560

13. How long have you been a resident of Morrisville? *

    2 years in Morrisville, 5 years in surrounding area

14. Primary Phone Number *

    9197713643

15. Alternate Phone Number

16. Are you 18 years of age or older? *

yes

17. Are you 65 years of age or older? *

no

18. Ethnicity *

Irish/Italian Canadian

19. Gender *

Man

20. Veteran Status

- ○ I am a Veteran
- ◉ I am not a Veteran

21. Have you been a member on this or other Town boards or Town committees? This includes Morrisville or other municipalities or counties.
If yes, please name the committee/board and location.
If no, please indicate N/A.

No

22. Have you attended previous board/committee meetings? This includes Morrisville or other municipalities or counties.
If yes, please name the committee/board and location.
If no, please indicate N/A.

Yes, I have attended multiple previous Morrisville Town Council meetings

23. Have you completed Morrisville 101?

- ○ Yes
- ◉ No

24. What value would you add to the board/committee you are interested in serving on?

Like many Morrisville residents, I recently immigrated to the US, and I have found a new community to call home by joining sports teams, visiting the town's parks, farmers markets, and events. That is the perspective I would bring to PRCRAC: I know how the parks and recreation has allowed me to connect and meet new people, and go from a newcomer to a neighbor. I believe creating not just a town but a community comes integrally from having leisure and cultural spaces for people to connect and share their background. As a young resident and renter, I could contribute to the committee through outreach to my peers, and bring perspective on ways to shape future programs and park facilities. I see Morrisville's diversity as one of its biggest strengths, and see a great opportunity in embracing that, as we already do with events like our Diwali festivities, the Eid Bazaar, etc. Finally I have experience serving on the board of the Durham Makerspace and holding productive meetings; coaching softball and being involved in parks as a community member, and organizing team events at work has taught me about planning and what types of events people like to attend. I see parks as more than a background space, but as a place where people from different background who wouldn't otherwise run into each other can come together and connect and have fun :)

25. What do you see as the primary responsibilities of the board/committee(s)?

I see the responsibility of the PRCRAC to provide the town staff and council with a community and resident perspective on the things it is planning with regards to the parks, recreation, and cultural needs of Town. I see this as a multi-way dialog between the committee members and the staff and council with the shared goal of a thriving community. I believe we can provide valuable input on town plans like the Parks, Recreation & Cultural Resources Master Plan, the ADA Transition Plan, the Comprehensive Transportation Plan, and others. I also think we can do valuable work in promoting the work of the town to our fellow residents, as I know different residents will find out about what is happening in their community in different ways.

26. Please describe your community involvement and participation experience.
If none, please indicate N/A.

In the time I have lived in Morrisville, I have been an active participant in the community in many ways. As mentioned above, I have been a coach for an adult softball team, I have been a board member of the Durham makerspace, and attendee of town events like the farmers market and cultural festivals. I have participated in other community recreational sports such as Tri-sports Soccer, Triangle Ultimate Frisbee, and pickup Cricket with friends, among others. I have also attended Town Council meetings, and canvased for a Town Council member.

27. Are you an immediate family member of a current Town of Morrisville Advisory Board/Committee appointee? *

- (●) Yes
- ( ) No

28. If yes, please list their name and the Advisory Board/Committee to which they are appointed.

My girlfriend Bhavana Veeravalli is on the MESC committee

29. Do you have any personal or business interests that could create a conflict of interest (real or perceived), if you are selected for appointment to your preferred board/committee?
If yes, please explain.
If no, indicate N/A. *

N/A

30. I understand this application is a public record, subject to public inspection at any time, and that appointments are made at the discretion of Town Council.
It is the Town's goal to have a balanced, diverse representation of citizens serving on its Advisory Boards/Committees based on race/gender/age and District residency. I understand that current employees and their spouses, elected officials and their spouses, are ineligible for appointment. Immediate family members of current appointees may not serve on the same board/committee as a current appointee. I have read and agree to adhere to the Appointed Public Bodies Administrative Policy, established as guidance for boards/committees. I understand that regular attendance to any board/committee is important and I further understand that if my attendance is less than the standards established for any such body within the Appointed Public Bodies Administrative Policy, that it may be cause for removal. I understand that conduct standards for board/committee appointees are outlined in the Appointed Public Bodies Administrative Policy and violation of those standards may be cause for removal. I acknowledge that I have read the board/committee charter and understand the purpose and commitment necessary to effectively participate. I certify that the facts contained in this application are true and correct to the best of my knowledge. *

- (●) I certify that the facts contained in this application are true and correct to the best of my knowledge.
- ( ) I DO NOT certify that the facts contained in this application are true and correct to the best of my knowledge.

View results

Respondent

30 Anonymous

24:18
Time to complete

1. Today's Date *

8/12/2026

2. Members may only serve on one Advisory Board/Committee at a time. Please select the Advisory Board/Committee you are applying to serve on. *

- ( ) Morrisville Environment and Stormwater Committee
- ( ) Parks, Recreation, and Cultural Resources Advisory Committee
- ( ) Planning and Zoning Board
- (•) Public Safety Advisory Committee
- ( ) Senior Advisory Committee

3. It is recommended that you review the approved Charter of the Advisory Board/Committee(s) that you have selected to gain a greater understanding of the role and scope of work. Please acknowledge that you have read and reviewed the charter, found at https://www.morrisvillenc.gov/Government/Town-Council-Advisory-Committee-Meetings/Advisory-Committees. *

- (•) Yes, I have read the Charter.
- ( ) No, I have not read the Charter.

4. It is recommended that you review the approved Committee Attendance Policy to ensure an understanding of the attendance requirements for all meetings. Please acknowledge that you have read and reviewed the Committee Attendance Policy, found at https://www.morrisvillenc.gov/files/assets/town/v/1/admin/documents/attendance-policy.pdf . *

- (•) Yes, I have read the Committee Attendance Policy.
- ( ) No, I have not read the Committee Attendance Policy.

5. It is recommended that you review the approved Committee Meeting Dates due to attendance requirements. Please acknowledge that you have read and reviewed the Committee Meeting Dates.

- Morrisville Environment and Stormwater Committee: https://www.morrisvillenc.gov/Events-directory/MESC-Meeting
- Parks, Recreation, and Cultural Resources Advisory Committee: https://www.morrisvillenc.gov/Events-directory/Parks-Recreation-Cultural-Resources-Advisory-Committee-Meeting
- Planning and Zoning Board: https://www.morrisvillenc.gov/Events-directory/Planning-Zoning-Board-Meeting
- Public Safety Advisory Committee: https://www.morrisvillenc.gov/Events-directory/Public-Safety-Advisory-Committee-Meeting
- Senior Advisory Committee: https://www.morrisvillenc.gov/Events-directory/Senior-Advisory-Committee-Meeting

*

(●) Yes, I have read the Committee Meeting Dates.

( ) No, I have not read the Committee Meeting Dates.

6. First Name *

Suresh

7. Last Name *

Narayan

8. Middle Initial

9. Prefix

10. Suffix

11. Email *

Sureshn36@gmail.com

12. Home Address including Suite or Apt

**All Advisory Board/Committee appointees must reside within the Town of Morrisville limits or its Extraterritorial Jurisdiction (ETJ). Residency of each applicant will be verified. Residency is based on the municipality you pay property taxes to.* *

803 Willingham Road Morrisville NC 27560

13. How long have you been a resident of Morrisville? *

23 Years and 9 Months

14. Primary Phone Number *

9196231896

15. Alternate Phone Number

16. Are you 18 years of age or older? *

Yes

17. Are you 65 years of age or older? *

Yes

18. Ethnicity *

Indian

19. Gender *

Male

20. Veteran Status

- ○ I am a Veteran
- ◉ I am not a Veteran

21. Have you been a member on this or other Town boards or Town committees? This includes Morrisville or other municipalities or counties.
If yes, please name the committee/board and location.
If no, please indicate N/A.

Yes PRCRAC Morrisville

22. Have you attended previous board/committee meetings? This includes Morrisville or other municipalities or counties.
If yes, please name the committee/board and location.
If no, please indicate N/A.

Yes PRCRAC

23. Have you completed Morrisville 101?

- ◉ Yes
- ○ No

24. What value would you add to the board/committee you are interested in serving on?

Be actively involved in enhancing and supporting the Town of Morrisville safety initiatives.

25. What do you see as the primary responsibilities of the board/committee(s)?

Ensure Safety of the Morrisville residents at all times.

26. Please describe your community involvement and participation experience.
If none, please indicate N/A.

1. Currently CERT (Community Emergency Response Team) . 2. Serving On the Breckenridge HOA Board of Directors and Treasurer for the Morrisville Veterans Memorial Fund (MVMF)

27. Are you an immediate family member of a current Town of Morrisville Advisory Board/Committee appointee? *

- (●) Yes
- ( ) No

28. If yes, please list their name and the Advisory Board/Committee to which they are appointed.

29. Do you have any personal or business interests that could create a conflict of interest (real or perceived), if you are selected for appointment to your preferred board/committee?
If yes, please explain.
If no, indicate N/A. *

No

30. I understand this application is a public record, subject to public inspection at any time, and that appointments are made at the discretion of Town Council.
It is the Town's goal to have a balanced, diverse representation of citizens serving on its Advisory Boards/Committees based on race/gender/age and District residency. I understand that current employees and their spouses, elected officials and their spouses, are ineligible for appointment. Immediate family members of current appointees may not serve on the same board/committee as a current appointee. I have read and agree to adhere to the Appointed Public Bodies Administrative Policy, established as guidance for boards/committees. I understand that regular attendance to any board/committee is important and I further understand that if my attendance is less than the standards established for any such body within the Appointed Public Bodies Administrative Policy, that it may be cause for removal. I understand that conduct standards for board/committee appointees are outlined in the Appointed Public Bodies Administrative Policy and violation of those standards may be cause for removal. I acknowledge that I have read the board/committee charter and understand the purpose and commitment necessary to effectively participate. I certify that the facts contained in this application are true and correct to the best of my knowledge. *

- (●) I certify that the facts contained in this application are true and correct to the best of my knowledge.
- ( ) I DO NOT certify that the facts contained in this application are true and correct to the best of my knowledge.

View results

Respondent

25 Anonymous

565:53
Time to complete

1. Today's Date *

Please input date (M/d/yyyy)

This question is required.

2. Members may only serve on one Advisory Board/Committee at a time. Please select the Advisory Board/Committee you are applying to serve on. *

- Morrisville Environment and Stormwater Committee
- Parks, Recreation, and Cultural Resources Advisory Committee
- Planning and Zoning Board
- Public Safety Advisory Committee
- Senior Advisory Committee

This question is required.

3. It is recommended that you review the approved Charter of the Advisory Board/Committee(s) that you have selected to gain a greater understanding of the role and scope of work. Please acknowledge that you have read and reviewed the charter, found at https://www.morrisvillenc.gov/Government/Town-Council-Advisory-Committee-Meetings/Advisory-Committees. *

- Yes, I have read the Charter.
- No, I have not read the Charter.

4. It is recommended that you review the approved Committee Attendance Policy to ensure an understanding of the attendance requirements for all meetings. Please acknowledge that you have read and reviewed the Committee Attendance Policy, found at https://www.morrisvillenc.gov/files/assets/town/v/1/admin/documents/attendance-policy.pdf . *

- Yes, I have read the Committee Attendance Policy.
- No, I have not read the Committee Attendance Policy.

5. It is recommended that you review the approved Committee Meeting Dates due to attendance requirements. Please acknowledge that you have read and reviewed the Committee Meeting Dates.

   - Morrisville Environment and Stormwater Committee: https://www.morrisvillenc.gov/Events-directory/MESC-Meeting
   - Parks, Recreation, and Cultural Resources Advisory Committee: https://www.morrisvillenc.gov/Events-directory/Parks-Recreation-Cultural-Resources-Advisory-Committee-Meeting
   - Planning and Zoning Board: https://www.morrisvillenc.gov/Events-directory/Planning-Zoning-Board-Meeting
   - Public Safety Advisory Committee: https://www.morrisvillenc.gov/Events-directory/Public-Safety-Advisory-Committee-Meeting
   - Senior Advisory Committee: https://www.morrisvillenc.gov/Events-directory/Senior-Advisory-Committee-Meeting

   *

   (●) Yes, I have read the Committee Meeting Dates.

   ( ) No, I have not read the Committee Meeting Dates.

6. First Name *

   Saran

7. Last Name *

   Sundaram

8. Middle Initial

9. Prefix

10. Suffix

11. Email *

    rksaran2020@gmail.com

12. Home Address including Suite or Apt

    **All Advisory Board/Committee appointees must reside within the Town of Morrisville limits or its Extraterritorial Jurisdiction (ETJ). Residency of each applicant will be verified. Residency is based on the municipality you pay property taxes to.* *

    105, Hammond wood Place, Morrisville, NC- 27560

13. How long have you been a resident of Morrisville? *

    2 weeks

14. Primary Phone Number *

    331 345 4246

15. Alternate Phone Number

919 650 0530

16. Are you 18 years of age or older? *

yes, 24 years old

17. Are you 65 years of age or older? *

no

18. Ethnicity *

Indian

19. Gender *

Male

20. Veteran Status

- I am a Veteran
- I am not a Veteran

21. Have you been a member on this or other Town boards or Town committees? This includes Morrisville or other municipalities or counties.
If yes, please name the committee/board and location.
If no, please indicate N/A.

no

22. Have you attended previous board/committee meetings? This includes Morrisville or other municipalities or counties.
If yes, please name the committee/board and location.
If no, please indicate N/A.

No. I've only witnessed a Town Council meeting in-person on June 9th as a part of the general public.

23. Have you completed Morrisville 101?

- Yes
- No

24. What value would you add to the board/committee you are interested in serving on?

I have completed medical school with my graduation set to take place in October 2026. I believe I can provide knowledge and insight on matters such as public health, preventive medicine, emergency care, general care and health-related safety protocols. As a young medical professional I would also be able to provide advice on organizing programs and taking measures aimed at reducing tobacco use and vaping among young people

25. What do you see as the primary responsibilities of the board/committee(s)?

I see the primary responsibility of the board/committee as providing advice to uphold the public safety of the residents of Morrisville. I also believe providing advice on matters related to public health and advocacy against tobacco, vaping and substance abuse is a great responsibility of mine.

26. Please describe your community involvement and participation experience.
If none, please indicate N/A.

I served as the Founding President of the Drug Abuse Prevention and Tobacco Cessation Club of the University where I studied medicine in. I organized various events involving college students, school students, teachers, police officers and medical professionals to spread awareness against substance absue and tobacco use. As Vice President of the University Rotaract Club I organized medical camps, blood donation drives and awareness programs on healthy-living.

27. Are you an immediate family member of a current Town of Morrisville Advisory Board/Committee appointee? *

- ( ) Yes
- (•) No

28. If yes, please list their name and the Advisory Board/Committee to which they are appointed.

29. Do you have any personal or business interests that could create a conflict of interest (real or perceived), if you are selected for appointment to your preferred board/committee?
If yes, please explain.
If no, indicate N/A. *

no

30. I understand this application is a public record, subject to public inspection at any time, and that appointments are made at the discretion of Town Council.
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- (•) I certify that the facts contained in this application are true and correct to the best of my knowledge.
- ( ) I DO NOT certify that the facts contained in this application are true and correct to the best of my knowledge.

View results

Respondent

16 Anonymous

02:56
Time to complete

1. Today's Date *

Please input date (M/d/yyyy)

This question is required.

2. Members may only serve on one Advisory Board/Committee at a time. Please select the Advisory Board/Committee you are applying to serve on. *

- ○ Morrisville Environment and Stormwater Committee
- ○ Parks, Recreation, and Cultural Resources Advisory Committee
- ○ Planning and Zoning Board
- ○ Public Safety Advisory Committee
- ◉ Senior Advisory Committee

This question is required.

3. It is recommended that you review the approved Charter of the Advisory Board/Committee(s) that you have selected to gain a greater understanding of the role and scope of work. Please acknowledge that you have read and reviewed the charter, found at https://www.morrisvillenc.gov/Government/Town-Council-Advisory-Committee-Meetings/Advisory-Committees. *

- ◉ Yes, I have read the Charter.
- ○ No, I have not read the Charter.

4. It is recommended that you review the approved Committee Attendance Policy to ensure an understanding of the attendance requirements for all meetings. Please acknowledge that you have read and reviewed the Committee Attendance Policy, found at https://www.morrisvillenc.gov/files/assets/town/v/1/admin/documents/attendance-policy.pdf . *

- ◉ Yes, I have read the Committee Attendance Policy.
- ○ No, I have not read the Committee Attendance Policy.

5. It is recommended that you review the approved Committee Meeting Dates due to attendance requirements. Please acknowledge that you have read and reviewed the Committee Meeting Dates.

   - Morrisville Environment and Stormwater Committee: https://www.morrisvillenc.gov/Events-directory/MESC-Meeting
   - Parks, Recreation, and Cultural Resources Advisory Committee: https://www.morrisvillenc.gov/Events-directory/Parks-Recreation-Cultural-Resources-Advisory-Committee-Meeting
   - Planning and Zoning Board: https://www.morrisvillenc.gov/Events-directory/Planning-Zoning-Board-Meeting
   - Public Safety Advisory Committee: https://www.morrisvillenc.gov/Events-directory/Public-Safety-Advisory-Committee-Meeting
   - Senior Advisory Committee: https://www.morrisvillenc.gov/Events-directory/Senior-Advisory-Committee-Meeting

   *

   (●) Yes, I have read the Committee Meeting Dates.

   ( ) No, I have not read the Committee Meeting Dates.

6. First Name *

   Aastha

7. Last Name *

   Naik

8. Middle Initial

   J

9. Prefix

10. Suffix

11. Email *

    Aasthanaik12@gmail.com

12. Home Address including Suite or Apt

    **All Advisory Board/Committee appointees must reside within the Town of Morrisville limits or its Extraterritorial Jurisdiction (ETJ). Residency of each applicant will be verified. Residency is based on the municipality you pay property taxes to.* *

    405 ruby walk dr

13. How long have you been a resident of Morrisville? *

    10 year

14. Primary Phone Number *

    2522278006

15. Alternate Phone Number

16. Are you 18 years of age or older? *

Yes

17. Are you 65 years of age or older? *

No

18. Ethnicity *

Asian

19. Gender *

Femalw

20. Veteran Status

- ( ) I am a Veteran
- (•) I am not a Veteran

21. Have you been a member on this or other Town boards or Town committees? This includes Morrisville or other municipalities or counties.
If yes, please name the committee/board and location.
If no, please indicate N/A.

Yes - parks and rec

22. Have you attended previous board/committee meetings? This includes Morrisville or other municipalities or counties.
If yes, please name the committee/board and location.
If no, please indicate N/A.

Yes parks and rec

23. Have you completed Morrisville 101?

- ( ) Yes
- (•) No

24. What value would you add to the board/committee you are interested in serving on?

Trying to volunteer for the town

25. What do you see as the primary responsibilities of the board/committee(s)?

Helping when and as needed

26. Please describe your community involvement and participation experience.
If none, please indicate N/A.

27. Are you an immediate family member of a current Town of Morrisville Advisory Board/Committee appointee? *

- ( ) Yes
- (•) No

28. If yes, please list their name and the Advisory Board/Committee to which they are appointed.

29. Do you have any personal or business interests that could create a conflict of interest (real or perceived), if you are selected for appointment to your preferred board/committee?
If yes, please explain.
If no, indicate N/A. *

No

30. I understand this application is a public record, subject to public inspection at any time, and that appointments are made at the discretion of Town Council.
It is the Town's goal to have a balanced, diverse representation of citizens serving on its Advisory Boards/Committees based on race/gender/age and District residency. I understand that current employees and their spouses, elected officials and their spouses, are ineligible for appointment. Immediate family members of current appointees may not serve on the same board/committee as a current appointee. I have read and agree to adhere to the Appointed Public Bodies Administrative Policy, established as guidance for boards/committees. I understand that regular attendance to any board/committee is important and I further understand that if my attendance is less than the standards established for any such body within the Appointed Public Bodies Administrative Policy, that it may be cause for removal. I understand that conduct standards for board/committee appointees are outlined in the Appointed Public Bodies Administrative Policy and violation of those standards may be cause for removal. I acknowledge that I have read the board/committee charter and understand the purpose and commitment necessary to effectively participate. I certify that the facts contained in this application are true and correct to the best of my knowledge. *

- (•) I certify that the facts contained in this application are true and correct to the best of my knowledge.
- ( ) I DO NOT certify that the facts contained in this application are true and correct to the best of my knowledge.

View results

Respondent

11 Anonymous

66:34
Time to complete

1. Today's Date *

Please input date (M/d/yyyy)

This question is required.

2. Members may only serve on one Advisory Board/Committee at a time. Please select the Advisory Board/Committee you are applying to serve on. *

- Morrisville Environment and Stormwater Committee
- Parks, Recreation, and Cultural Resources Advisory Committee
- Planning and Zoning Board
- Public Safety Advisory Committee
- Senior Advisory Committee

This question is required.

3. It is recommended that you review the approved Charter of the Advisory Board/Committee(s) that you have selected to gain a greater understanding of the role and scope of work. Please acknowledge that you have read and reviewed the charter, found at https://www.morrisvillenc.gov/Government/Town-Council-Advisory-Committee-Meetings/Advisory-Committees. *

- Yes, I have read the Charter.
- No, I have not read the Charter.

4. It is recommended that you review the approved Committee Attendance Policy to ensure an understanding of the attendance requirements for all meetings. Please acknowledge that you have read and reviewed the Committee Attendance Policy, found at https://www.morrisvillenc.gov/files/assets/town/v/1/admin/documents/attendance-policy.pdf . *

- Yes, I have read the Committee Attendance Policy.
- No, I have not read the Committee Attendance Policy.

5. It is recommended that you review the approved Committee Meeting Dates due to attendance requirements. Please acknowledge that you have read and reviewed the Committee Meeting Dates.

   - Morrisville Environment and Stormwater Committee: https://www.morrisvillenc.gov/Events-directory/MESC-Meeting
   - Parks, Recreation, and Cultural Resources Advisory Committee: https://www.morrisvillenc.gov/Events-directory/Parks-Recreation-Cultural-Resources-Advisory-Committee-Meeting
   - Planning and Zoning Board: https://www.morrisvillenc.gov/Events-directory/Planning-Zoning-Board-Meeting
   - Public Safety Advisory Committee: https://www.morrisvillenc.gov/Events-directory/Public-Safety-Advisory-Committee-Meeting
   - Senior Advisory Committee: https://www.morrisvillenc.gov/Events-directory/Senior-Advisory-Committee-Meeting

   *

   (●) Yes, I have read the Committee Meeting Dates.

   ( ) No, I have not read the Committee Meeting Dates.

6. First Name *

   Antoinette (Toni)

7. Last Name *

   Dinsdale

8. Middle Initial

   L

9. Prefix

   Mrs

10. Suffix

11. Email *

    acoreync@gmail.com

12. Home Address including Suite or Apt

    **All Advisory Board/Committee appointees must reside within the Town of Morrisville limits or its Extraterritorial Jurisdiction (ETJ). Residency of each applicant will be verified. Residency is based on the municipality you pay property taxes to.* *

    1217 Somers Drive, Morrisville NC 27560

13. How long have you been a resident of Morrisville? *

    13 yrs 9 months

14. Primary Phone Number *

    919-884-6103

15. Alternate Phone Number

16. Are you 18 years of age or older? *

Yes

17. Are you 65 years of age or older? *

No

18. Ethnicity *

Caucasian

19. Gender *

Female

20. Veteran Status

- ( ) I am a Veteran
- (•) I am not a Veteran

21. Have you been a member on this or other Town boards or Town committees? This includes Morrisville or other municipalities or counties.
If yes, please name the committee/board and location.
If no, please indicate N/A.

N/A

22. Have you attended previous board/committee meetings? This includes Morrisville or other municipalities or counties.
If yes, please name the committee/board and location.
If no, please indicate N/A.

N/A

23. Have you completed Morrisville 101?

- ( ) Yes
- (•) No

24. What value would you add to the board/committee you are interested in serving on?

As an early retiree and younger Morrisville senior, I will be able to provide a unique perspective that will benefit current programming and the development of a long-term vision and evolving plan to foster new participation.

25. What do you see as the primary responsibilities of the board/committee(s)?

Fundamentally to be the eyes and ears of my fellow seniors and utilize the information to help the Town or Morrisville modify / create new programs and make well informed business decisions.

26. Please describe your community involvement and participation experience.
If none, please indicate N/A.

I am an active participant at the Morrisville Sr center. I attend daily classes, monthly crafts and field trips. I am also a member of the Morrisville aquatics & fitness center, where you'll find me in the pool taking water aerobics and learning how to swim laps. I am inspired by and appreciate that so many Seniors are enjoying and spending a great deal of time at both of these locations. In the greater community I am affiliated with the Lasagna Love organization. I make and deliver lasagnas for those in need. I am also on my neighborhood social committee planning and volunteering for a variety of multicultural events for all ages across our community.

27. Are you an immediate family member of a current Town of Morrisville Advisory Board/Committee appointee? *

- ○ Yes
- ◉ No

28. If yes, please list their name and the Advisory Board/Committee to which they are appointed.

N/A

29. Do you have any personal or business interests that could create a conflict of interest (real or perceived), if you are selected for appointment to your preferred board/committee?
If yes, please explain.
If no, indicate N/A. *

N/A

30. I understand this application is a public record, subject to public inspection at any time, and that appointments are made at the discretion of Town Council.
It is the Town's goal to have a balanced, diverse representation of citizens serving on its Advisory Boards/Committees based on race/gender/age and District residency. I understand that current employees and their spouses, elected officials and their spouses, are ineligible for appointment. Immediate family members of current appointees may not serve on the same board/committee as a current appointee. I have read and agree to adhere to the Appointed Public Bodies Administrative Policy, established as guidance for boards/committees. I understand that regular attendance to any board/committee is important and I further understand that if my attendance is less than the standards established for any such body within the Appointed Public Bodies Administrative Policy, that it may be cause for removal. I understand that conduct standards for board/committee appointees are outlined in the Appointed Public Bodies Administrative Policy and violation of those standards may be cause for removal. I acknowledge that I have read the board/committee charter and understand the purpose and commitment necessary to effectively participate. I certify that the facts contained in this application are true and correct to the best of my knowledge. *

- ◉ I certify that the facts contained in this application are true and correct to the best of my knowledge.
- ○ I DO NOT certify that the facts contained in this application are true and correct to the best of my knowledge.

View results

Respondent

32 Anonymous

16:23
Time to complete

1. Today's Date *

8/17/2026

2. Members may only serve on one Advisory Board/Committee at a time. Please select the Advisory Board/Committee you are applying to serve on. *

- ( ) Morrisville Environment and Stormwater Committee
- ( ) Parks, Recreation, and Cultural Resources Advisory Committee
- ( ) Planning and Zoning Board
- ( ) Public Safety Advisory Committee
- (•) Senior Advisory Committee

3. It is recommended that you review the approved Charter of the Advisory Board/Committee(s) that you have selected to gain a greater understanding of the role and scope of work. Please acknowledge that you have read and reviewed the charter, found at https://www.morrisvillenc.gov/Government/Town-Council-Advisory-Committee-Meetings/Advisory-Committees. *

- (•) Yes, I have read the Charter.
- ( ) No, I have not read the Charter.

4. It is recommended that you review the approved Committee Attendance Policy to ensure an understanding of the attendance requirements for all meetings. Please acknowledge that you have read and reviewed the Committee Attendance Policy, found at https://www.morrisvillenc.gov/files/assets/town/v/1/admin/documents/attendance-policy.pdf . *

- (•) Yes, I have read the Committee Attendance Policy.
- ( ) No, I have not read the Committee Attendance Policy.

5. It is recommended that you review the approved Committee Meeting Dates due to attendance requirements. Please acknowledge that you have read and reviewed the Committee Meeting Dates.

   - Morrisville Environment and Stormwater Committee: https://www.morrisvillenc.gov/Events-directory/MESC-Meeting
   - Parks, Recreation, and Cultural Resources Advisory Committee: https://www.morrisvillenc.gov/Events-directory/Parks-Recreation-Cultural-Resources-Advisory-Committee-Meeting
   - Planning and Zoning Board: https://www.morrisvillenc.gov/Events-directory/Planning-Zoning-Board-Meeting
   - Public Safety Advisory Committee: https://www.morrisvillenc.gov/Events-directory/Public-Safety-Advisory-Committee-Meeting
   - Senior Advisory Committee: https://www.morrisvillenc.gov/Events-directory/Senior-Advisory-Committee-Meeting

   *

   (●) Yes, I have read the Committee Meeting Dates.

   ( ) No, I have not read the Committee Meeting Dates.

6. First Name *

   Minhua

7. Last Name *

   Wang

8. Middle Initial

9. Prefix

10. Suffix

11. Email *

    minhuawang168@msn.com

12. Home Address including Suite or Apt

    **All Advisory Board/Committee appointees must reside within the Town of Morrisville limits or its Extraterritorial Jurisdiction (ETJ). Residency of each applicant will be verified. Residency is based on the municipality you pay property taxes to.* *

    121 Leafycreek Dr. Morrisville

13. How long have you been a resident of Morrisville? *

    20 years

14. Primary Phone Number *

    9199862606

15. Alternate Phone Number

16. Are you 18 years of age or older? *

yes

17. Are you 65 years of age or older? *

yes

18. Ethnicity *

Asian

19. Gender *

Female

20. Veteran Status

- ( ) I am a Veteran
- (•) I am not a Veteran

21. Have you been a member on this or other Town boards or Town committees? This includes Morrisville or other municipalities or counties.
If yes, please name the committee/board and location.
If no, please indicate N/A.

22. Have you attended previous board/committee meetings? This includes Morrisville or other municipalities or counties.
If yes, please name the committee/board and location.
If no, please indicate N/A.

23. Have you completed Morrisville 101?

- ( ) Yes
- ( ) No

24. What value would you add to the board/committee you are interested in serving on?

25. What do you see as the primary responsibilities of the board/committee(s)?

26. Please describe your community involvement and participation experience.
If none, please indicate N/A.

NA

27. Are you an immediate family member of a current Town of Morrisville Advisory Board/Committee appointee? *

- ○ Yes
- ◉ No

28. If yes, please list their name and the Advisory Board/Committee to which they are appointed.

29. Do you have any personal or business interests that could create a conflict of interest (real or perceived), if you are selected for appointment to your preferred board/committee?
If yes, please explain.
If no, indicate N/A. *

NA

30. I understand this application is a public record, subject to public inspection at any time, and that appointments are made at the discretion of Town Council.
It is the Town's goal to have a balanced, diverse representation of citizens serving on its Advisory Boards/Committees based on race/gender/age and District residency. I understand that current employees and their spouses, elected officials and their spouses, are ineligible for appointment. Immediate family members of current appointees may not serve on the same board/committee as a current appointee. I have read and agree to adhere to the Appointed Public Bodies Administrative Policy, established as guidance for boards/committees. I understand that regular attendance to any board/committee is important and I further understand that if my attendance is less than the standards established for any such body within the Appointed Public Bodies Administrative Policy, that it may be cause for removal. I understand that conduct standards for board/committee appointees are outlined in the Appointed Public Bodies Administrative Policy and violation of those standards may be cause for removal. I acknowledge that I have read the board/committee charter and understand the purpose and commitment necessary to effectively participate. I certify that the facts contained in this application are true and correct to the best of my knowledge. *

- ◉ I certify that the facts contained in this application are true and correct to the best of my knowledge.
- ○ I DO NOT certify that the facts contained in this application are true and correct to the best of my knowledge.

View results

Respondent

28 Anonymous

05:50
Time to complete

1. Today's Date *

8/13/2026

2. Members may only serve on one Advisory Board/Committee at a time. Please select the Advisory Board/Committee you are applying to serve on. *

- ○ Morrisville Environment and Stormwater Committee
- ○ Parks, Recreation, and Cultural Resources Advisory Committee
- ○ Planning and Zoning Board
- ○ Public Safety Advisory Committee
- ◉ Senior Advisory Committee

3. It is recommended that you review the approved Charter of the Advisory Board/Committee(s) that you have selected to gain a greater understanding of the role and scope of work. Please acknowledge that you have read and reviewed the charter, found at https://www.morrisvillenc.gov/Government/Town-Council-Advisory-Committee-Meetings/Advisory-Committees. *

- ◉ Yes, I have read the Charter.
- ○ No, I have not read the Charter.

4. It is recommended that you review the approved Committee Attendance Policy to ensure an understanding of the attendance requirements for all meetings. Please acknowledge that you have read and reviewed the Committee Attendance Policy, found at https://www.morrisvillenc.gov/files/assets/town/v/1/admin/documents/attendance-policy.pdf . *

- ◉ Yes, I have read the Committee Attendance Policy.
- ○ No, I have not read the Committee Attendance Policy.

5. It is recommended that you review the approved Committee Meeting Dates due to attendance requirements. Please acknowledge that you have read and reviewed the Committee Meeting Dates.

   - Morrisville Environment and Stormwater Committee: https://www.morrisvillenc.gov/Events-directory/MESC-Meeting
   - Parks, Recreation, and Cultural Resources Advisory Committee: https://www.morrisvillenc.gov/Events-directory/Parks-Recreation-Cultural-Resources-Advisory-Committee-Meeting
   - Planning and Zoning Board: https://www.morrisvillenc.gov/Events-directory/Planning-Zoning-Board-Meeting
   - Public Safety Advisory Committee: https://www.morrisvillenc.gov/Events-directory/Public-Safety-Advisory-Committee-Meeting
   - Senior Advisory Committee: https://www.morrisvillenc.gov/Events-directory/Senior-Advisory-Committee-Meeting

   *

   (●) Yes, I have read the Committee Meeting Dates.

   ( ) No, I have not read the Committee Meeting Dates.

6. First Name *

   Patricia

7. Last Name *

   Cedzidlo

8. Middle Initial

   A

9. Prefix

   Ms

10. Suffix

11. Email *

    paj1milford@yahoo.com

12. Home Address including Suite or Apt

    **All Advisory Board/Committee appointees must reside within the Town of Morrisville limits or its Extraterritorial Jurisdiction (ETJ). Residency of each applicant will be verified. Residency is based on the municipality you pay property taxes to.* *

    326 Indian Branch Dr

13. How long have you been a resident of Morrisville? *

    24 years

14. Primary Phone Number *

    9194541416

15. Alternate Phone Number

16. Are you 18 years of age or older? *

Yes

17. Are you 65 years of age or older? *

Yes

18. Ethnicity *

White

19. Gender *

Female

20. Veteran Status

- ○ I am a Veteran
- ◉ I am not a Veteran

21. Have you been a member on this or other Town boards or Town committees? This includes Morrisville or other municipalities or counties.
If yes, please name the committee/board and location.
If no, please indicate N/A.

Yes Senior Advisory Committee

22. Have you attended previous board/committee meetings? This includes Morrisville or other municipalities or counties.
If yes, please name the committee/board and location.
If no, please indicate N/A.

Yes SAC

23. Have you completed Morrisville 101?

- ○ Yes
- ◉ No

24. What value would you add to the board/committee you are interested in serving on?

I'm well connected with the senior community.

25. What do you see as the primary responsibilities of the board/committee(s)?

To advocate for all seniors in the area

26. Please describe your community involvement and participation experience.
If none, please indicate N/A.

SAC, attending town functions and I have sat at the SAC table at functions. I attend the music in the park. I have done sponsored walks.

27. Are you an immediate family member of a current Town of Morrisville Advisory Board/Committee appointee? *

- ○ Yes
- ◉ No

28. If yes, please list their name and the Advisory Board/Committee to which they are appointed.

29. Do you have any personal or business interests that could create a conflict of interest (real or perceived), if you are selected for appointment to your preferred board/committee?
If yes, please explain.
If no, indicate N/A. *

N/A

30. I understand this application is a public record, subject to public inspection at any time, and that appointments are made at the discretion of Town Council.
It is the Town's goal to have a balanced, diverse representation of citizens serving on its Advisory Boards/Committees based on race/gender/age and District residency. I understand that current employees and their spouses, elected officials and their spouses, are ineligible for appointment. Immediate family members of current appointees may not serve on the same board/committee as a current appointee. I have read and agree to adhere to the Appointed Public Bodies Administrative Policy, established as guidance for boards/committees. I understand that regular attendance to any board/committee is important and I further understand that if my attendance is less than the standards established for any such body within the Appointed Public Bodies Administrative Policy, that it may be cause for removal. I understand that conduct standards for board/committee appointees are outlined in the Appointed Public Bodies Administrative Policy and violation of those standards may be cause for removal. I acknowledge that I have read the board/committee charter and understand the purpose and commitment necessary to effectively participate. I certify that the facts contained in this application are true and correct to the best of my knowledge. *

- ◉ I certify that the facts contained in this application are true and correct to the best of my knowledge.
- ○ I DO NOT certify that the facts contained in this application are true and correct to the best of my knowledge.

View results

Respondent

37 Anonymous

16:27
Time to complete

1. Today's Date *

9/10/2026

2. Members may only serve on one Advisory Board/Committee at a time. Please select the Advisory Board/Committee you are applying to serve on. *

- ○ Morrisville Environment and Stormwater Committee
- ○ Parks, Recreation, and Cultural Resources Advisory Committee
- ○ Planning and Zoning Board
- ○ Public Safety Advisory Committee
- ◉ Senior Advisory Committee

3. It is recommended that you review the approved Charter of the Advisory Board/Committee(s) that you have selected to gain a greater understanding of the role and scope of work. Please acknowledge that you have read and reviewed the charter, found at https://www.morrisvillenc.gov/Government/Town-Council-Advisory-Committee-Meetings/Advisory-Committees. *

- ◉ Yes, I have read the Charter.
- ○ No, I have not read the Charter.

4. It is recommended that you review the approved Committee Attendance Policy to ensure an understanding of the attendance requirements for all meetings. Please acknowledge that you have read and reviewed the Committee Attendance Policy, found at https://www.morrisvillenc.gov/files/assets/town/v/1/admin/documents/attendance-policy.pdf . *

- ◉ Yes, I have read the Committee Attendance Policy.
- ○ No, I have not read the Committee Attendance Policy.

5. It is recommended that you review the approved Committee Meeting Dates due to attendance requirements. Please acknowledge that you have read and reviewed the Committee Meeting Dates.

   - Morrisville Environment and Stormwater Committee: https://www.morrisvillenc.gov/Events-directory/MESC-Meeting
   - Parks, Recreation, and Cultural Resources Advisory Committee: https://www.morrisvillenc.gov/Events-directory/Parks-Recreation-Cultural-Resources-Advisory-Committee-Meeting
   - Planning and Zoning Board: https://www.morrisvillenc.gov/Events-directory/Planning-Zoning-Board-Meeting
   - Public Safety Advisory Committee: https://www.morrisvillenc.gov/Events-directory/Public-Safety-Advisory-Committee-Meeting
   - Senior Advisory Committee: https://www.morrisvillenc.gov/Events-directory/Senior-Advisory-Committee-Meeting

   *

   (●) Yes, I have read the Committee Meeting Dates.

   ( ) No, I have not read the Committee Meeting Dates.

6. First Name *

   Samantha

7. Last Name *

   Warren

8. Middle Initial

9. Prefix

10. Suffix

11. Email *

    cnwx2@yahoo.com

12. Home Address including Suite or Apt

    **All Advisory Board/Committee appointees must reside within the Town of Morrisville limits or its Extraterritorial Jurisdiction (ETJ). Residency of each applicant will be verified. Residency is based on the municipality you pay property taxes to.* *

    101 Chinabrook Court, Morrisville, NC 27560

13. How long have you been a resident of Morrisville? *

    30 YEARS

14. Primary Phone Number *

    919-931-1504

15. Alternate Phone Number

16. Are you 18 years of age or older? *

YES

17. Are you 65 years of age or older? *

No

18. Ethnicity *

African American

19. Gender *

Female

20. Veteran Status

- ( ) I am a Veteran
- (•) I am not a Veteran

21. Have you been a member on this or other Town boards or Town committees? This includes Morrisville or other municipalities or counties.
If yes, please name the committee/board and location.
If no, please indicate N/A.

Yes. Senior Advisory Committee, Town of Morrisville

22. Have you attended previous board/committee meetings? This includes Morrisville or other municipalities or counties.
If yes, please name the committee/board and location.
If no, please indicate N/A.

YES. I've attended multiple board and committee meetings: including Town of Morrisville Town Council, Senior Advisory, and PRCR Committee meetings. Additionally, I regularly attend Wake County Commissioners Board Meetings and NC State and Wake County Board of Elections Meetings.

23. Have you completed Morrisville 101?

- (•) Yes
- ( ) No

24. What value would you add to the board/committee you are interested in serving on?

I am an experienced community leader and advocate. I bring a collaborative and inclusive spirit and enjoy impactful community engagement.

25. What do you see as the primary responsibilities of the board/committee(s)?

I see the primary responsibility of a board member to be an ambassador for the community; the "ear" and "voice" of the Senior Community within the town and a trusted partner to both the Town's staff and the Town Council. The Board and Committee members should help accelerate the town's strategy and amplify/promote the town's impact.

26. Please describe your community involvement and participation experience.
If none, please indicate N/A.

I am ending my 2nd year as Chair of the Senior Advisory Committee. I volunteered to join the Town's Delegation as part its "All American City" application. I have volunteered and attended various Town of Morrisville events; engaging with community members, Town Council and Staff. Additionally, I have 10+ years of Board leadership experience that includes my current role as an Officer of the NC State Alumni Association's Board of Directors.

27. Are you an immediate family member of a current Town of Morrisville Advisory Board/Committee appointee? *

- ○ Yes
- ◉ No

28. If yes, please list their name and the Advisory Board/Committee to which they are appointed.

29. Do you have any personal or business interests that could create a conflict of interest (real or perceived), if you are selected for appointment to your preferred board/committee?
If yes, please explain.
If no, indicate N/A. *

N/A

30. I understand this application is a public record, subject to public inspection at any time, and that appointments are made at the discretion of Town Council.
It is the Town's goal to have a balanced, diverse representation of citizens serving on its Advisory Boards/Committees based on race/gender/age and District residency. I understand that current employees and their spouses, elected officials and their spouses, are ineligible for appointment. Immediate family members of current appointees may not serve on the same board/committee as a current appointee. I have read and agree to adhere to the Appointed Public Bodies Administrative Policy, established as guidance for boards/committees. I understand that regular attendance to any board/committee is important and I further understand that if my attendance is less than the standards established for any such body within the Appointed Public Bodies Administrative Policy, that it may be cause for removal. I understand that conduct standards for board/committee appointees are outlined in the Appointed Public Bodies Administrative Policy and violation of those standards may be cause for removal. I acknowledge that I have read the board/committee charter and understand the purpose and commitment necessary to effectively participate. I certify that the facts contained in this application are true and correct to the best of my knowledge. *

- ◉ I certify that the facts contained in this application are true and correct to the best of my knowledge.
- ○ I DO NOT certify that the facts contained in this application are true and correct to the best of my knowledge.

Town Council Agenda Item Report

Agenda Item No. 6.c
Submitted by: Michele Stegall
Submitting Department Planning
Meeting Date: October 27, 2026

SUBJECT
Plat Review Officer Appointments

Recommendation:
Approve
Updates/History of Briefing:
None

Executive Summary and Background Information:
North Carolina General Statute 47-30.2 requires the Board of Commissioners of each County to designate, by name, one or more persons as a Plat Review Officer with the ability to sign plats presented to the County Register of Deeds. This includes plats for Type I and Type II subdivisions and exempt plats that may involve a land transfer between neighboring lots or the consolidation of lots, among other things. In signing the Plat, the Review Officer is certifying that the Plat complies with all applicable local and state regulations, including the statutory requirements for recording. For Morrisville, the Planner I traditionally fulfills this duty with others able to serve in their absence. This action would designate Planning Manager Courtney Jenkins and Planner I Jordan Prince as Plat Review Officers.

Advisory Board/Committee Review:
None

Insert Date of Advisory Board/Committee Review:

Advisory Board/Committee Recommendation and/or Vote:
None

Potential Options:
The Council may choose to either approve or deny the request.

Staff Recommendation:
None

ATTACHMENTS

- 2026-357-0 RES 0A Plat Review Officer Wake.pdf
- 2026-357-0 RES 0B Plat Review Officer Durham.pdf

RESOLUTION 2026-357-0A OF THE MORRISVILLE TOWN COUNCIL PERTAINING TO THE APPOINTMENT OF A WAKE COUNTY PLAT REVIEW OFFICER FOR THE TOWN OF MORRISVILLE

WHEREAS, North Carolina General Statutes Section 47-30.2 requires the Board of Commissioners of each county, by resolution, designate by name, one or more persons experienced in mapping or land records management to be appointed as a Plat Review Officer to certify the maps or plats presented to the Register of Deeds as complying with all statutory requirements for recording; and

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

WHEREAS, to establish an orderly, efficient, and comprehensive plat review, it is in the best interest of the Town of Morrisville to designate a qualified Plat Review Officer to ensure compliance with North Carolina General Statutes Section 47-30.2 and allow for proper procedural recordation with the Wake County Register of Deeds.

NOW, THEREFORE, BE IT RESOLVED THAT THE MORRISVILLE TOWN COUNCIL hereby recommends the following staff members be appointed by the Wake County Board of Commissioners to serve as a Plat Review Officer for all lands within the municipal and extraterritorial jurisdiction of the Town of Morrisville in order to certify each map and plat presented to the Wake County Register of Deeds satisfies the statutory requirements for recording:

NAME	POSITION/TITLE
Courtney Jenkins	Planning Manager
Jordan Prince	Planner I

Adopted this the 27th day of October, 2026.

_____
TJ Cawley, Mayor

ATTEST:

_____
Kayla Bertling, Town Clerk

RESOLUTION 2026-357-0B OF THE MORRISVILLE TOWN COUNCIL PERTAINING TO THE APPOINTMENT OF A DURHAM COUNTY PLAT REVIEW OFFICER FOR THE TOWN OF MORRISVILLE

WHEREAS, North Carolina General Statutes Section 47-30.2 requires the Board of Commissioners of each county, by resolution, designate by name, one or more persons experienced in mapping or land records management to be appointed as a Plat Review Officer to certify the maps or plats presented to the Register of Deeds as complying with all statutory requirements for recording; and

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

WHEREAS, to establish an orderly, efficient, and comprehensive plat review, it is in the best interest of the Town of Morrisville to designate a qualified Plat Review Officer to ensure compliance with North Carolina General Statutes Section 47-30.2 and allow for proper procedural recordation with the Durham County Register of Deeds.

NOW, THEREFORE, BE IT RESOLVED THAT THE MORRISVILLE TOWN COUNCIL hereby recommends the following staff members be appointed by the Durham County Board of Commissioners to serve as a Plat Review Officer for all lands within the municipal and extraterritorial jurisdiction of the Town of Morrisville in order to certify each map and plat presented to the Durham County Register of Deeds satisfies the statutory requirements for recording:

NAME	POSITION/TITLE
Courtney Jenkins	Planning Manager
Jordan Prince	Planner I

Adopted this the 27th day of October, 2026.

_____
TJ Cawley, Mayor

ATTEST:

_____
Kayla Bertling, Town Clerk

Town Council Agenda Item Report

Agenda Item No. 6.d
Submitted by: Ben Mills
Submitting Department Engineering
Meeting Date: October 27, 2026

SUBJECT
Stormwater Runoff 5K Fee Schedule Amendment

Recommendation:
Approve resolution.

Updates/History of Briefing:
N/A

Executive Summary and Background Information:
The FY27 Fee Schedule is being amended to establish a $20 participation fee for the Stormwater Runoff 5K. The fee will help offset the costs associated with hosting the 5K, ensure adequate resources are available for the event, and encourage participant commitment. While the event was previously approved by Town Council as part of the FY27 Budget, it was not included in the original FY27 Fee Schedule because the event was on hold and was not held in the previous year. Additionally, the registration fee could not be finalized at the time of budget adoption, as it was dependent on the execution and negotiation of a contract with the event registration provider, which occurred after the FY27 Budget was adopted.

Advisory Board/Committee Review:
None

Insert Date of Advisory Board/Committee Review:

Advisory Board/Committee Recommendation and/or Vote:
None

Potential Options:
Approve the Resolution amending the FY 2027 Fee Schedule.
Request changes and approve the Resolution amending the FY 2027 Fee Schedule.
Do not approve the Resolution amending the FY 2027 Fee Schedule.

Staff Recommendation:
None

ATTACHMENTS
- 2026-360-0 RES Fee Schedule Amendment Stormwwater Runoff 5K.pdf

RESOLUTION 2026-360-0 OF THE MORRISVILLE TOWN COUNCIL AMENDING OF THE FY2027 FEE SCHEDULE TO ADD A REGISTRATION FEE FOR THE STORMWATER RUNOFF 5K

WHEREAS, the Town of Morrisville has the legal authority to set fees that recover some of the cost of providing services; and

WHEREAS, the Town of Morrisville fees are reviewed and updated annually in conjunction with the budget and defined by the master fee schedule; and

WHEREAS, the FY2027 Fee Schedule was approved with the FY2027 Budget; and

WHEREAS, Town Council approved a community 5K event in the FY2027 Budget; and

WHEREAS, on occasion, the need may occur to make changes off-cycle to the Fee Schedule; and

WHEREAS, a registration fee will help offset the costs associated with hosting the 5K, ensure adequate resources are available for the event, and encourage participant commitment.

NOW, THEREFORE, BE IT RESOLVED, that the Morrisville Town Council hereby amends, the adopted FY2027 Fee Schedule, previously adopted on June 9, 2026, to permit the collection of participant registration fees associated with the Stormwater Runoff 5K shown in Red below:

Engineering Fees/Bonds			
Fee	FY 26 Fee	Adopted FY27 Fee	Notes/Justification
5K Registration Fee (Effective October 27, 2026)	N/A	$20/participant	Establishing a fee for the 5K event.

Adopted this the 27th day of October 2026.

ATTEST:

_____
TJ Cawley, Mayor

_____
Kayla Bertling, Town Clerk

Town Council Agenda Item Report

Agenda Item No. 6.e
Submitted by: Byron Hayes
Submitting Department Finance
Meeting Date: October 27, 2026

SUBJECT
Resolution Authorizing the Surplus of a 2006 KME Predator Fire Truck

Recommendation:
Approve surplus

Updates/History of Briefing:
NA

Executive Summary and Background Information:
The 2006 KME Predator Model #6226 has been deemed surplus and has an anticipated value greater than $30,000. Staff intends to initiate the process by listing an Invitation to Bid (ITB) on the Town's website directing interested parties to a public auction website, Auctions International. Given the anticipation of bids in excess of $30,000, it is required that staff seek approval from the Town Council for disposal. Funds received from this disposal will be re-invested into the Public Safety Capital Reserve Fund.

Advisory Board/Committee Review:
None

Insert Date of Advisory Board/Committee Review:

Advisory Board/Committee Recommendation and/or Vote:
None

Potential Options:
Approve the resolution or direct changes.

Staff Recommendation:
None

ATTACHMENTS
- 2026-355-0 RES Surplus Property 2006 Fire Apparatus.pdf

RESOLUTION 2026-355-0 OF THE MORRISVILLE TOWN COUNCIL DECLARING PERSONAL PROPERTY SURPLUS AND AUTHORIZING THE TOWN MANAGER TO DISPOSE OF PERSONAL PROPERTY

WHEREAS, the Morrisville Fire Department has a fire apparatus, which is no longer needed in service and is identified as a 2006 KME Predator Fire Truck (VIN# 1K9AF42866NO58176)**;** and

WHEREAS, by authority of N.C.G.S. 160A-266, 267, 269, 270, cities or towns may declare surplus any personal property owned by the Town, sell the property by private negotiated offer, advertisement and upset bid, or public auction.

NOW, THEREFORE, BE IT RESOLVED THAT THE MORRISVILLE TOWN COUNCIL declares the 2006 KME Predator Fire Truck as surplus and authorizes the sale of said fire truck; and authorizes the Town Manager to accept the highest offer, finalize the sale of the truck, and re-invest proceeds from the sale in the Public Safety Capital Reserve Fund, if received in the current fiscal year, for the purpose of acquiring a future fire apparatus

Adopted this the 27th of October 2026.

_____
TJ Cawley, Mayor

ATTEST:

_____
Kayla Bertling, Town Clerk

Town Council Agenda Item Report

Agenda Item No. 6.f
Submitted by: Kayla Bertling
Submitting Department Administration
Meeting Date: October 27, 2026

SUBJECT
Resolution Adopting the 2027 Town Council Meeting Schedule

Recommendation:
Adopt as presented

Updates/History of Briefing:
Council discussed changes to the resolution on October 15.

Executive Summary and Background Information:
Formal adoption of a regular meeting date calendar keeps the community informed and provides a structured schedule format to plan around.

Advisory Board/Committee Review:
None

Insert Date of Advisory Board/Committee Review:

Advisory Board/Committee Recommendation and/or Vote:
None

Potential Options:
Approve as presented or direct changes.

Staff Recommendation:
None

ATTACHMENTS
- 2026-346-0 RES Adopting CY2027 TC Meeting Schedule (UPDATED)

RESOLUTION 2026-346-0 OF THE MORRISVILLE TOWN COUNCIL ADOPTING THE CY2027 TOWN COUNCIL MEETING SCHEDULE

WHEREAS, formal adoption of a regular meeting date calendar keeps the community informed and provides a structured schedule format to plan around; and

WHEREAS, the Town Council has maintained an annual schedule where it holds business meetings on the second and fourth Tuesday of each month, including opportunities for public input; and

WHEREAS, work sessions to manage discussion topics and other work items requiring specific focused attention have been scheduled; and

WHEREAS, Town Council may add or cancel other meetings and/or work sessions, as well as consider other modifications and adjustments to the meeting format during the year to address fluctuations in workload and budget preparation; and

WHEREAS, Council meetings are scheduled and held in accordance with NC Open Meetings Law; and

WHEREAS, the Council reserves the right to make changes according to the Open Meetings Law notification procedures, including, but not limited to, changing the meeting time, location, date, or calling of special meetings.

NOW, THEREFORE, BE IT RESOLVED THAT THE MORRISVILLE TOWN COUNCIL hereby adopts the 2027 Town Council Regular Meeting Calendar (Exhibit A).

Adopted this the 27th day of October 2026.

TJ Cawley, Mayor

Kayla Bertling, Town Clerk

Morrisville Town Council CY2027 Meeting Schedule

January

12	Regular Meeting
26	Regular Meeting

February

4	Retreat
5	Retreat
6	Retreat
9	Regular Meeting
23	Regular Meeting
25	Budget Work Session

March

9	Regular Meeting
18	Work Session
23	Regular Meeting

April

13	Regular Meeting
15	Budget Work Session
27	Regular Meeting

May

11	Regular Meeting
20	Work Session
25	Regular Meeting
27	Budget Work Session (if needed)

June

8	Regular Meeting
22	Regular Meeting

July

13	**NO MEETING**
27	Regular Meeting
29	Work Session

August

10	Regular Meeting
19	Work Session
24	Regular Meeting

September

14	Regular Meeting
28	Regular Meeting
30	Work Session

October

12	Regular Meeting
26	Regular Meeting
28	Work Session

Novemeber

9	Regular Meeting
23	Regular Meeting

December

14	Regular Meeting

With the exception of February 4-6, all meetings will begin at 6 p.m. in the Town Hall Council Chambers, located at 100 Town Hall Dr., Morrisville, NC 27560

The February 4 meeting will begin at 5:30 p.m. in the Town Hall Council Chambers, located at 100 Town Hall Dr., Morrisville, NC 27560

The February 5-6 meetings will begin at 8 a.m. in the East Ridge Buidling, located at 150 Perimeter Park Dr, Morrisville, NC 27560

Town Council Agenda Item Report

Agenda Item No. 9.a
Submitted by: Kayla Bertling
Submitting Department Administration
Meeting Date: October 27, 2026

SUBJECT
Council Expenditures Quarterly Report

Recommendation:
Receive information

Updates/History of Briefing:
NA

Executive Summary and Background Information:
Rule 36 of the Town Council Policies & Rules of Procedure ensures transparency, equity, and consistency in the use of Town funds for official Council business. The rule establishes guidelines for how Council Members may expend Town resources as part of their official duties.

Advisory Board/Committee Review:
None

Insert Date of Advisory Board/Committee Review:

Advisory Board/Committee Recommendation and/or Vote:
None

Potential Options:
Receive information or ask questions.

Staff Recommendation:
None

ATTACHMENTS
- 2026-362-0 Council Expenditures Quarterly Report.pdf

To: Town Council

From: Kayla Bertling, Town Clerk

Date: October 27, 2026

Subject: Quarterly Council Expenditures Report – FY27 (Q1)

Rule 36 of the Town Council Policies & Rules of Procedure ensures transparency, equity, and consistency in the use of Town funds for official Council business. The rule establishes guidelines for how Council Members may expend Town resources as part of their official duties.

For Fiscal Year 2027 (FY27), each Council Member received an allotment of $2000 towards approved training and its associated travel. The annual NCLM City Vision conference was specifically budgeted for in FY27 and will not count towards any Council member's individual training allotment. Branded apparel was approved for $150 per member. Membership dues were also approved for the following organizations:

- Central Pines Council of Governments
- National League of Cities
- NC Mayors Association
- NC Women in Municipal Government
- UNC School of Government
- Wake County Mayors Association

FY2027 Snapshot

	Total Spend	**Total From Apparel Allotment**	**Total From Training Allotment**	***Remaining Training Funds***
Mayor Cawley	$1,049	$38	$265	*$1,735*
Mayor Pro Tem Robotti	$1,253	$38	$1,215	*$785*
Council Member Johnson	$601	$38	$563	*$1,437*
Council Member Garimella	$533	$38	$495	*$1,505*
Council Member Scroggins-Johnson	$38	$38	$-	*$2,000*
Council Member Kesling	$111	$38	$-	*$2,000*
Council Member Patel	$111	$38	$-	*$2,000*

FY2027 Detail

Council Member	Counts Towards Annual Training Allotment?	Amount	Description
Robotti	*Yes-Training & Travel*	*$495.00*	*SOG Build Coaching Skills*
Robotti	*Yes-Training & Travel*	*$495.00*	*SOG Elevate Organizational Performance*
Robotti	*Yes-Training & Travel*	*$495.00*	*SOG Navigate Difficult Conversations*
Robotti	*Yes-Training & Travel*	*$225.00*	*SOG Effective Community Engagement*
Garimella	*Yes-Training & Travel*	*$495.00*	*SOG Emotional Intelligence*
Cawley	*No-NC Mayors Association*	*$400.00*	*NC Mayors Association Annual Dues*
Robotti	*Yes-Training & Travel*	*$(495.00)*	*SOG Build Coaching Skills REFUND*
Cawley	*Yes-Training & Travel*	*$100.00*	*RCOC Annual Meeting*
Cawley	*Yes-Training & Travel*	*$125.00*	*RCOC Metro Metrics*
Cawley	*No-NC Mayors Association*	*$125.00*	*NC Mayors Association Fall Meeting*
Cawley	*Yes-Training & Travel*	*$40.00*	*RCOC First Responders Breakfast*
Cawley	*No-Budgeted Apparel*	*$37.88*	*All America City Apparel*
Johnson	*No-Budgeted Apparel*	*$37.88*	*All America City Apparel*
Robotti	*No-Budgeted Apparel*	*$37.88*	*All America City Apparel*
Scroggins-Johnson	*No-Budgeted Apparel*	*$37.88*	*All America City Apparel*
Garimella	*No-Budgeted Apparel*	*$37.88*	*All America City Apparel*
Patel	*No-Budgeted Apparel*	*$37.88*	*All America City Apparel*
Kesling	*No-Budgeted Apparel*	*$37.88*	*All America City Apparel*
Kesling	*No-Budgeted Supplies*	*$72.77*	*Business Cards*

Patel	*No-Budgeted Supplies*	*$72.77*	*Business Cards*
Cawley	*No-NC Mayors Association*	*$221.54*	*NC Mayors Association Fall Meeting Hotel*
Johnson	*Yes-Training & Travel*	*$234.79*	*National Foundation for Women Legislators Annual Conference Flight*
Johnson	*Yes-Training & Travel*	*$328.00*	*National Foundation for Women Legislators Annual Conference Hotel*

Town Council Agenda Item Report

Agenda Item No. 10.a
Submitted by: Mark Spanioli
Submitting Department Engineering
Meeting Date: October 27, 2026

SUBJECT
Resolution and CPOA Authorizing Phase 2 of the Design-Build Delivery for Church Street Park Field Reconstruction Project

Recommendation:
Approve the Resolution and CPOA.

Updates/History of Briefing:
10/13/26
This item came before Council at their October 13, 2026 meeting. After discussion, Council directed staff to provide additional information at their October 27, 2026 meeting. No action was taken on the item.

10/27/26
Additional research has been completed by staff to better inform Council's discussion and decision on this item.

Executive Summary and Background Information:
In 2025, the Town developed a long-term vision study for Church Street Park and its ability to support international cricket as a US destination for sanctioned and televised cricket events. As part of the continued efforts to make this park a world class destination for international cricket play, the Town has applied for and received a $2 million grant from Wake County hotel and visitors tax for the purposes of reconstructing the field and providing additional field sport lighting. The executed grant award was received July 2026 and is appropriated in the attached capital project ordinance amendment (CPOA). The current field does not have adequate stormwater improvements and hinders continued play immediately after rain events, rendering the field inoperable during pre-planned high volume spectator events. The field also is limited in play with only four pitches, and the reconstruction of the field will include two additional pitches.

The Town recently completed the upgraded sport field lighting to meet international cricket regulations, and the Town is now ready to proceed with the field improvements. In order to maintain use of the field for cricket events, the field drainage reconstruction and pitch improvements are planned to be completed by the summer 2027 season. For the Town to be able to complete the cricket field reconstruction/drainage improvements with an accelerated

time frame, a design-build method of project delivery was authorized by Town Council on March 10, 2026.

Following Town procurement requirements, the Town advertised a Design-Build solicitation, ranked responses, negotiated with the top ranked team and received authorization from the Town Council at the August 25th, 2026, meeting to enter into a Phase 1 contract with Blum Construction. Town staff have contracted for the Phase 1 (the design phase) of a Progressive Design Build Agreement with Blum Construction in an amount not to exceed of $200,000. This project is being fast tracked to accommodate the upcoming 2027 Cricket season and is ready to progress to the construction and implementation phase.

Town staff have negotiated with the Design-Build firm for the construction phase of this project. Based on the scope of work to reconstruct the field to international standards including six pitches, an underdrain system to satisfy the stormwater requirements and re-setting the grass and pitch surfaces, the negotiated cost for phase 2 (the construction phase) is $4 million. This is $1 million over the budgeted project cost for the project.

Staff has reviewed the proposed construction cost with comparable cricket field reconstruction costs across the US and our proposed cost is in-line with similar field reconstruction projects. For reference, an independent report is provided as ATTH01.

Considerations:

- The field lighting project has been completed and the lighting meets international cricket standards for broadcasting tournaments at our field.
- If we have another dry summer (there is no guarantee that we will), deferral can be considered and may not hinder play next summer.
- The cost to implement this project will likely not go down. Construction costs have stabilized for 2026, however, no downturn in costs is forecasted for next year.
- The field as it has been built has four pitches, upgrading the field to six pitches would make our field more attractive for international cricket play.
- Our Wake County Hospitality Tax grant does have a deadline, we could defer for one year and still meet the grant deadline.
- We have reviewed all possible scope reductions and other potential value engineering reductions and don't envision any further changes to the total construction costs to implement the project.

Funds for this project were allocated in the Capital Project Ordinance Amendment 2026-280-0 for the Church Street Cricket Field project approved at the August 25tth Council meeting. An additional CPOA is included in this item to allocate the additional $1 million from the Parks Capital Reserve Fund for the cost overages and does have some impact on funding availability for planned projects in CIP that Staff will work on post audit.

Advisory Board/Committee Review:
None

Insert Date of Advisory Board/Committee Review:

Advisory Board/Committee Recommendation and/or Vote:
None

Potential Options:
Approve the Resolution and CPOA for phase 2 (construction phase) of the Design-Build delivery method for the Church Street Park Field Reconstruction Project.

Do not approve the Resolution and CPOA for phase 2 (construction phase) of the Design-Build delivery method for the Church Street Park Field Reconstruction Project and defer implementation for one year.

Do not approve the Resolution and CPOA for phase 2 (construction phase) of the Design-Build delivery method for the Church Street Park Field Reconstruction Project and do not approve the project.

Staff Recommendation:
None

ATTACHMENTS
- 2026-333-0 RES DB Ph 2 for Cricket Field Recon.pdf
- 2026-333-0 CPOA Capital Projects Consolidation.pdf
- 2026-333-0 ATTH01 Church St Park Field Recon Cost Comparison.pdf
- 2026-333-0 ATTH02 - ICC Communication.pdf
- 2026-333-0 - PRES Church Street Park Field Improvement.pdf

RESOLUTION 2026-333-0 OF THE MORRISVILLE TOWN COUNCIL AUTHORIZING PHASE 2 OF THE DESIGN-BUILD DELIVERY METHOD FOR THE CHURCH STREET PARK CRICKET FIELD RECONSTRUCTION PROJECT

WHEREAS, in 2025, the Town developed a long-term vision study for Church Street Park and its ability to support international cricket as a US destination for sanctioned and televised cricket events; and

WHEREAS, as part of the continued efforts to make this park a world class destination for international cricket play, the Town had applied for and received a $2 million grant from Wake County hotel and visitors tax for the purposes of reconstructing the field and providing additional field sport lighting; and

WHEREAS, the Town recently completed the upgraded sport field lighting to meet international cricket regulations, and the Town is now ready to proceed with the field improvements; and

WHEREAS, a design-build method of project delivery was recommended and authorized by Town Council in March of 2026; and

WHEREAS, following Town procurement requirements, the Town advertised a Design-Build solicitation, ranked responses and has recommended contracting with the most responsive and responsible qualified team, Blum Construction; and

WHEREAS, pursuant to negotiations with the top-ranked team, Town Council authorized staff to enter into Phase 1 (the design phase) of a Progressive Design Build Agreement with Blum Construction at the August 25th, 2026, Council meeting; and

WHEREAS, the project is being fast tracked to accommodate the upcoming 2027 Cricket season and is ready to progress to the construction and implementation phase, and

WHEREAS, Town staff are recommending to contract with Blum Construction for Phase 2 (the construction phase) in an amount not to exceed $4 million.

NOW, THEREFORE, BE IT RESOLVED THAT THE MORRISVILLE TOWN COUNCIL hereby authorizes the Town Manager to execute a phase 2 contract with Blum Construction in an amount not to exceed $4 million, within available budgeted appropriations in the Capital Project Fund for the Church Street Park Cricket Field Reconstruction Project.

Adopted this 13th day of October 2026. ATTEST:

_____ _____

TJ Cawley, Mayor Kimberly Kowanick, Deputy Town Clerk

CAPITAL PROJECT ORDINANCE AMENDMENT 2026-333-0 OF THE MORRISVILLE TOWN COUNCIL AMENDING THE PARKS CAPITAL PROJECT FUND ORDINANCE

BE IT ORDAINED, by the Town Council of the Town of Morrisville that the Capital Project Ordinance entitled "Parks Capital Project Fund" be amended as follows:

SECTION 1: The project is authorized by this ordinance consist of land acquisition, design, construction, and related costs for public improvements associated with stormwater and erosion control. This amendment includes funding for Church Street Park Field Reconstruction Project

SECTION 2: The Town Manager is hereby directed to proceed with the capital project within the terms of the budget contained herein.

SECTION 3: The revenues anticipated are:

	Budget	Increase/ (Decrease)	Revised budget
Future Park Land Acquisition			
Interest Earnings	58,497	-	58,497
Transfer from General Fund	163,300	-	163,300
Bond Premium	81,187	-	81,187
Senior Center Expansion			
Bond Premium	850,000	-	850,000
CSP Lighting Exp & Field Reconstruction			
Transfer from Parks Reserve	3,000,000	1,000,000	4,000,000
Wake County Hospitality Grant	2,000,000	-	2,000,000
Total Revenues	**6,152,984**	**1,000,000**	**$7,152,984**

SECTION 4: The expenditures anticipated are:

Future Park Land Acquisition			
Land Acquisition	302,984	-	302,984
Senior Center Expansion			
Construction	850,000	-	850,000
CSP Lighting Exp & Field Reconstruction			
Professional Services	223,400	-	223,400
Construction	4,776,600	1,000,000	5,776,600
Total Expenditures	**6,152,984**	**1,000,000**	**$7,152,984**

SECTION 5: The Finance Officer (Chief Financial Officer) is hereby directed to maintain within the project funds detailed accounting records.

SECTION 6: The Budget Officer (Town Manager) is directed to include a detailed analysis of the past and future costs and revenues on this fund in every budget submission made to the Town Council.

SECTION 7: The Budget Officer (Town Manager) is authorized to amend expenditures within the fund for expenditures that are authorized per Section 4 of this ordinance, that do not change the total appropriation within the fund. The Town Manager may make Interfund Loans as necessary for cash flow needs pending receipt of debt proceeds and/or reimbursement grants or agreements. Such transactions will comply with financial reporting requirements.

SECTION 8: Copies of this ordinance shall be furnished to the Town Clerk, Budget Officer (Town Manager) and the Finance Officer (Chief Financial Officer) for direction in carrying out this project within five (5) days after adoption.

SECTION 9: All ordinances in conflict with this ordinance are hereby repealed or superseded to reflect the controlling nature of this Ordinance.

Adopted this the 13th day of October 2026.

Attest:

TJ Cawley, Mayor

Kimberly Kowanick, Deputy Town Clerk

Church Street Park

Cricket Ground Construction Case Study

Prepared by Donald Lockerbie | Olympvs International LLC | 5 October 2026

Purpose and principal finding

This case study compares pitch and outfield construction at six United States cricket venues to assess whether Morrisville's $3 million budget for the reconstruction of Church Street Park is sufficient to deliver the intended international standard of play. Historical project allowances are expressed on a common Q2 2026 cost basis where applicable.

The five comparator allowances average approximately **$3.98 million** in 2026 dollars, with a range of **$3.57 million to $4.2 million.** This indicates a potential funding gap of approximately $980,000 against the $3 million budget, before resolving differences in scope and site conditions. The current Church Street Park project team quotation is **$4,481,513**, **including services beyond pitch and field works and required soft costs.**

These figures support a detailed budget and scope review. They are planning benchmarks and independently verified final accounts, and they do not establish a guaranteed construction price or financial return.

Comparable construction scope

The comparison covers field earthworks, subgrade, drainage, irrigation, rootzone, outfield turf, the match wicket block, installation and initial establishment. Design, general conditions, soft costs and project management must also be allowed for and are included where identified in the project figures. Land, grandstands, lighting, buildings, parking, hospitality and event operations are excluded from the field comparison.

Author and experience

Prepared without prejudice by Donald Lockerbie of Miami Beach. His experience includes serving as **Chief Operating Officer of the ICC Cricket World Cup in 2007 and 2024 and as ICC Venue Development Director.** He was the first **CEO of USA Cricket and formerly Head Track and Field Coach at the University of North Carolina.** His career includes the development of more than **20 cricket stadiums and over 400 sports venues worldwide**.

Comparison at a glance

Field construction and identified associated allowances. Values are rounded to the nearest $1,000; the underlying calculations use the index ratios shown later in this report.

Project	Construction period	Cost basis and 2026 comparison
Church Street Park **Morrisville, NC**	Original completion 2015 Reconstruction 2026–2027	$3,000,000 approved reconstruction budget. Current project team quotation: **$4,481,513**, including additional services beyond pitch and field works. Both are stated in 2026 dollars.
Central Broward Park **Lauderhill, FL**	Opened November 2007	$2,100,000 field allowance plus 10% for design and project management = $2,310,000 in 2007. 2026 equivalent: **$4,198,000**.
Grand Prairie Stadium **Grand Prairie, TX**	Conversion 2022–2023	$2,600,000 estimated field allowance in 2022, escalated to 2026, plus a $450,000 project management allowance treated as a 2026 amount. 2026 total: **$3,566,000.**
Knight Riders Cricket Ground **Pomona, CA**	Built and opened 2026	$3,400,000 field construction plus $385,000 in general contractor project management. 2026 total: **$3,785,000.**
Nassau County International Cricket Stadium **New York**	Built in 2024	$3,270,000 stadium field allowance plus $460,000 project management = $3,730,000 in 2024. 2026 equivalent: **$4,020,000**.
Indianapolis World Sports Park **Indianapolis, IN**	Main development 2013–2014	$2,400,000 reported field package, using 2014 as the comparison base year. 2026 equivalent: **$4,129,000**.

The five comparator projects exclude Church Street Park from the average. Their scope and cost certainty vary; the project notes identify the principal qualifications.

Church Street Park in Morrisville North Carolina

The original facility was completed in late 2015, with its first full league season in 2016. A 2018 public account places the $5.2 million facility authorization around 2013. A separate civic account reports approximately $6.5 million including land and construction. These broader figures have different scopes and do not establish an original pitch and outfield allowance.

The original square had three strips. Works in 2018 expanded it to four following reported bounce problems; irrigation was installed in 2017, according to the civic account. These subsequent investments show why the original recreational field cannot be assumed to match the international standard intended for 2027.

The June 2026 RFQ established a $3 million turnkey budget for field design and reconstruction, improved drainage, expansion from four to six pitches and associated site upgrades. Lighting was a preceding project. The RFQ anticipated off-season works through April 2027. This is an approved budget, rather than an awarded construction-only price or final account.

The current project team quotation of $4,481,513 is $1,481,513 above that budget, or approximately 49.4%.

Records required: the original appropriation, accepted bid schedule and final payment breakdown, together with separate costs for the 2017 irrigation and 2018 square remediation. Using the stated national index, a 2015 amount increases by approximately 64.6% to Q2 2026; a $2.2 million field allowance would become approximately $3.62 million. This is a time adjustment, not a local market quotation.





Central Broward Park in Lauderhill Florida

The park opened on 9 November 2007. The reported final construction amount of $47,468,045.26 covered the entire sports park, including a 5,600-seat cricket stadium.

The report identifies Terra Forma of Trinidad and Tobago as the pitch and field contractor, following its work for the 2007 Cricket World Cup in the West Indies. The stated field allowance is $2,100,000, with an additional 10% for design and project management. This produces a 2007 base of $2,310,000 and an estimated Q2 2026 equivalent of **$4,198,000**.



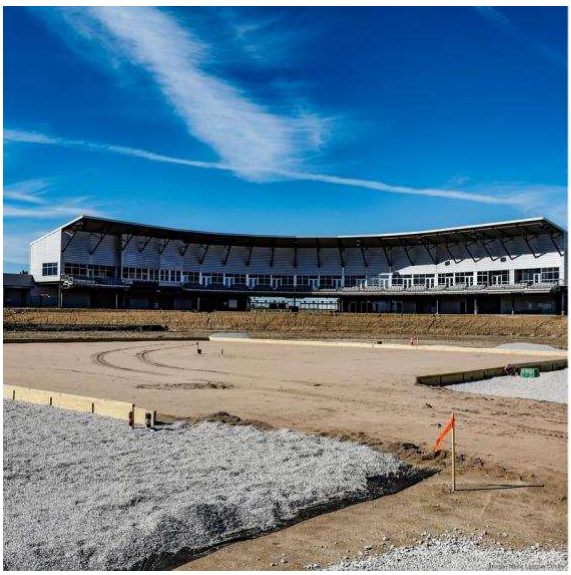


Grand Prairie Stadium in Texas

Grand Prairie Stadium is the former Texas Air Hogs minor-league baseball venue in the Dallas–Fort Worth area. Manhattan Construction's 2022 Texas building report describes a conversion combining a new grass field and ICC-specified wicket block with seating, lighting, videoboard relocation, restrooms and suites or clubs. The identified $20 million conversion budget covers this broader scope.

The conversion was delivered for the inaugural Major League Cricket season in July 2023. HKS was the architect, Manhattan Construction the construction manager and SPORTENG the field-of-play designer. Additional outside fields and training facilities were identified as later phases.

The estimated pitch and field allowance is $2,600,000 in 2022 dollars. Escalation produces approximately $3,116,000 in Q2 2026 dollars. Adding an estimated $450,000 project management allowance gives **$3,566,000**. The management allowance is treated as a 2026 amount pending confirmation. This is the lowest comparator and benefited from conversion of an existing professional baseball field in good working condition regarding irrigation and drainage.



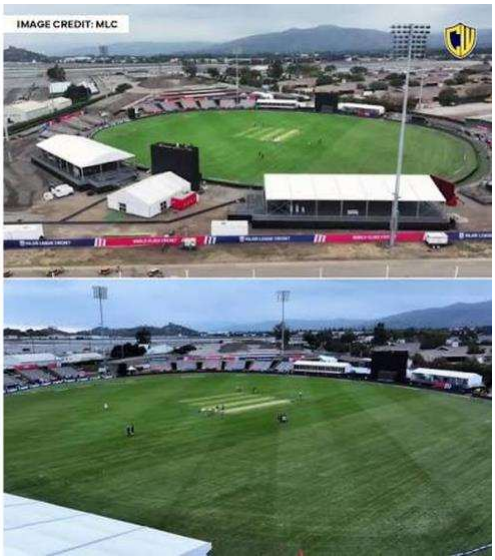


Knight Riders Cricket Ground in Pomona California

The Fairplex venue serves the Los Angeles Knight Riders and is identified as the planned LA28 Olympic cricket venue. LandTek reports that the first MLC match was played on 1 July 2026 and that its work included a natural grass wicket block with a specialized clay profile for the 8x wickets.

The reported $21 million overall facility cost includes lighting and spectator facilities. The field construction allowance is $3,400,000, with a further $385,000 for general contractor project management, producing a total of **$3,785,000** in 2026 dollars. LandTek's stated scope includes site preparation, mass earthwork, grading, drainage, utilities, field construction and the specialist cricket square.

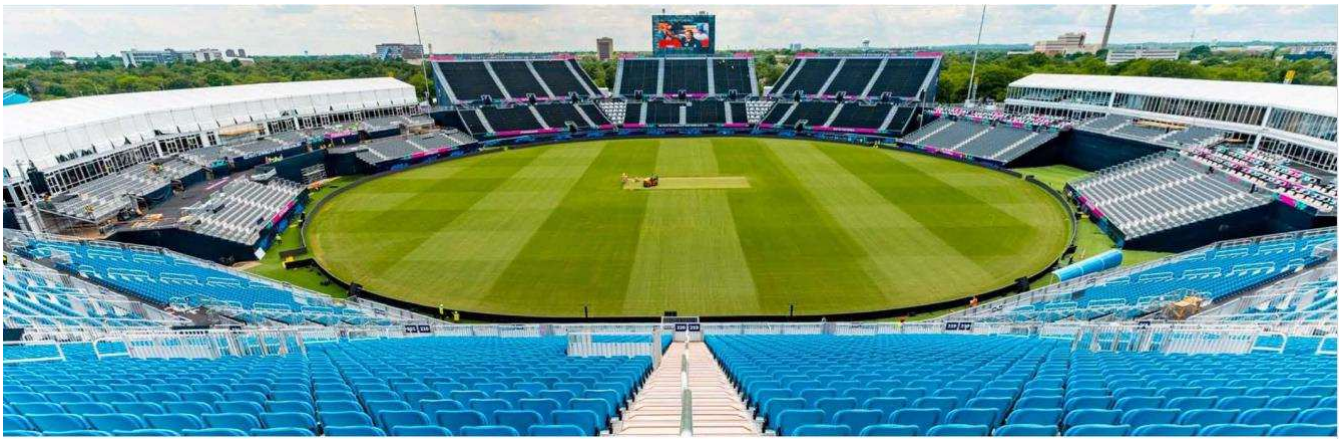




Nassau County International Cricket Stadium in New York

The temporary 2024 World Cup venue was constructed at Eisenhower Park. Four match drop-in wickets served the stadium, with six additional wickets at the practice facilities.

The report identifies $6,600,000 for the broader pitch and field program. For this comparison, it uses a $3,270,000 stadium field allowance plus $460,000 in project management, totaling $3,730,000 in 2024. The Q2 2026 equivalent is approximately **$4,020,000**. This is an adjusted allowance using standard pitch construction in place of the drop-in solution.

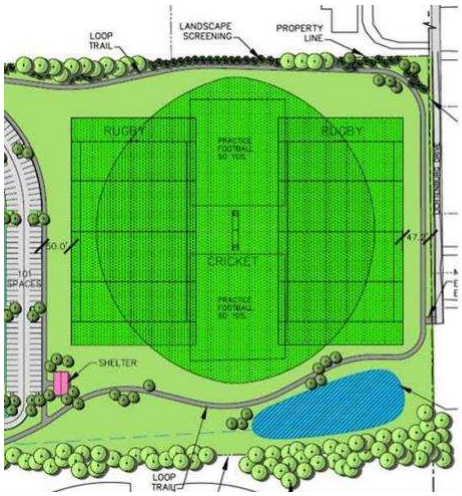




Indianapolis World Sports Park in Indiana

World Sports Park, formerly Post Road Community Park, is at 1313 South Post Road in Indianapolis. Indy Parks records completion of the $5.1 million facility in 2014. This is a multi-field park amount rather than the cost of one cricket oval.

The report identifies a $2,400,000 award to Renascent Construction in May 2013 for the main tournament cricket field, with Terra Forma of Trinidad and Tobago as subcontractor. The comparison uses 2014 as the cost base year, consistent with the summary table, giving a Q2 2026 equivalent of approximately $4,129,000. If the amount was firmly priced in 2013, the equivalent would instead be approximately **$4,311,000.**





Converting historical costs to Q2 2026

The Turner Building Cost Index is used as a national construction escalation proxy. This analysis uses Q2 2026 at 1552 as the target and applies historical annual averages where a precise pricing quarter is unavailable. Q2 2026 is not a full-year 2026 actual.

2026 equivalent = historical amount × (1552 ÷ historical index).

Cost base year	Index	Factor to Q2 2026	Each historical $1m becomes
2007	854	1.8173	$1.817m
2013	864	1.7963	$1.796m
2014	902	1.7206	$1.721m
2015	943	1.6458	$1.646m
2016	989	1.5693	$1.569m
2022	1295	1.1985	$1.198m
2023	1373	1.1304	$1.130m
2024	1426	1.0884	$1.088m

The adjustment changes the time basis only. It does not normalize local labor markets, field size, specifications, procurement, ground conditions or acceleration. Turner measures nonresidential building costs rather than a dedicated cricket turf cost basket. The results should therefore be validated through field contractor pricing.

For 2026 amounts, the stated nominal value is retained. Calculations use unrounded index ratios and final comparison amounts are rounded to the nearest $1,000.

Implications for Morrisville

The five comparator projects produce an average of approximately **$3,976,000 in Q2 2026 dollars**. The range is approximately **$3,566,000 to $4,311,000**. On this basis, a planning allowance closer to $4 million than $3 million is warranted for further review, subject to the scope qualifications in this report and additional non pitch & field components

We have not been advised how Morrisville's $3 million turnkey budget was established. The current cost information indicates that LandTek's vital civil construction component alone is just above that amount, before project engineering, general requirements, work outside the oval and required soft costs. There were proposed VE options provided by LandTek to reduce below the budgeted amount. In my professional opinion I would not sacrifice the FOP (Field of Play) quality if this venue is intended to be utilized for world class cricket play.

Opportunity for Morrisville

Church Street Park offers Morrisville an opportunity to combine a high-quality international cricket venue with a durable home for club and youth cricket in the Research Triangle. A properly funded reconstruction can support future competition, community use and wider exposure. The lessons from the original field and subsequent improvements should guide a clear specification and a realistic whole-project budget.

This improved venue has tremendous potential for the City to attract and regularly command revenue generating cricket events leading to healthy economic impact for Morrisville.

This consultant believes that an additional funding leading to a $4M budget would place the venue in the top 10 cricket venues in the United States offering regional and international amateur and professional events throughout the year and for many years to come. The potential (even recommended) additional $1M+ should be immediately considered as investment in sports tourism that is extremely likely to create an internal rate of return for the City of Morrisville.

Respectfully submitted,



Donald Lockerbie
Chief Executive Officer
Olympvs International LLC

Dear Brandon,

As promised, see the summary of discussion for the intents and purposes of the Town Council Authorities.

Summary

ICC wants to bring international cricket to Morrisville from 2027, but the opportunity depends on Town Council approving and scheduling the proposed $4 million field renovation. This summary sets out what was discussed and what ICC indicated, so the leadership team can decide on the project next week.

What ICC indicated

ICC expressed clear interest but made no binding commitments in this meeting, However the Council should treat the items below as intentions to pursue, conditional on the field being ready.

ICC position	What it would mean for Morrisville	Status	Depends on
Interest in hosting ICC regional and qualifying events	International fixtures at the renovated ground	Expression of interest	Renovation completion
Possible events in 2027	Earliest window for ICC cricket in Morrisville	Expression of interest	Construction timeline Council approves
Team preparation and warm-up matches ahead of LA28 (2028)	Olympic-linked teams training and playing locally	Expression of interest	Pitch matured in time; advance logistics planning
Community legacy support: school programs, teacher training, equipment	Grassroots cricket for local schools and residents	Expression of Interest	Further discussion with ICC

ICC position	What it would mean for Morrisville	Status	Depends on
Respect existing ACE commitments	ICC scheduling would work around the town's ACE agreement	Clarified by ICC	—

Site readiness and proposed renovation

The field cannot reliably host international cricket today because it floods: the clay soil has no installed drainage, so rain forces closures. Lighting is already at broadcast level; drainage and pitch capacity are the gaps.

Element	Current state	Proposed	Cost
Lighting	Broadcast-level upgrade complete	—	$2 million (spent)
Drainage	None; clay soil causes rain closures	Full field drainage	Part of $4 million renovation
Pitch block	4 wickets	6 wickets	Part of $4 million renovation

Event opportunities and timing

Timing is the deciding factor: the later construction starts, the more of the 2027–2028 window Morrisville loses

- **2027 events.** ICC regional, qualifying or other international events are possible from 2027 if the field is ready.
- **September window.** September was noted as a favorable month for cricket in Morrisville, subject to field readiness and the existing ACE schedule.

- **LA28 warm-ups (2028).** Teams preparing for the Olympic cricket tournament may need venues for training and warm-up matches. New pitches need time to mature after construction, and event logistics need advance planning, so a delayed start could rule this out.
- **ACE agreement.** ACE is a commercial entity with its own agreement with Morrisville. ICC does not direct ACE's scheduling, so any ICC event would be planned around ACE's existing dates.

Community legacy and governance

Beyond events, ICC raised possible community legacy support: school cricket programs, teacher training and equipment. The scope and value of that support were not defined.

On governance, ICC clarified two points relevant to the town's partners:

- ACE is a commercial entity; its agreement with Morrisville is separate from ICC.
- ICC and the USOPC are currently managing USA Cricket's high-performance program while USA Cricket works through governance and membership challenges.

Please let me know if you require any further information.

Kind regards,

Fara Gorsi
ICC Regional Manager - Americas
International Cricket Council

Morrisville

Live connected. Live well.

Church Street Park Field Improvement

Morrisville Town Council

October 27, 2026

Brandon Zuidema, Town Manager

Mark Spanioli, Engineering

Proposed Field Upgrades

- Field sport lighting upgrades (completed)
- Pitch expansion from 4 to 6 pitches
- Underdrain sport field drainage system for the entire cricket field
- New irrigation system for the entire cricket field to support the new drainage system and long-term prosperity of the turf.
- Current cost estimate is $4,000,000 from Blum / LandTech.
- ACE and ICC have confirmed LandTech is a good and experienced group for cricket field construction.

Morrisville

Project Considerations Discussed by Council

- Parks Master Plan review
- Capital projects review
- Cost benefit analysis
- ACE agreement terms
- Project cost (now or if deferred)
- Wake County Hospitality tax grant impact
- Sponsorship potential

Morrisville

American Cricket Enterprises (ACE) Agreement

- Exclusive Weekends and Priority Weekdays (Rent Free)
  - 10 Weekends During Season (Used 3 in 2026)
  - Limits our ability to host other cricket events
- Minimum Match Threshold is 15 Annually
  - Hosted 14 in 2026
- Scheduling must be reserved by March 31st
- ACE has the right to select the Venue Trade Name and Naming Rights Purchaser
- ACE must agree to Town hosting other cricket events that are deemed "competing"

Morrisville

Actions Since the 10/13/26 Meeting

- Staff met with the Town Attorney to discuss the agreement and prep for a call with ACE
- Staff spoke with ACE to address the following:
  - Update on the renovation project,
  - Their intent for the 2027 schedule,
  - Our concern with inconsistent use of our field for MLC and even MiLC over the course of the agreement, and
  - Our desire to amend the agreement.
- ACE shared the following:
  - MLC in Morrisville in 2027 is "50/50" chance – the new Washington and the renovated Oakland stadiums are factors
  - Still want to see additional amenities to reduce setup cost

Morrisville

Actions Since the 10/13/26 Meeting

- Staff met with Fara Gorsi, Head of ICC Americas
  - They are interested in bringing Olympic warm-up matches to Morrisville in 2027 & 2028
  - This use would be revenue-generating for the Town
  - Field would need to be ready for summer 2027 to be considered
  - They are also interested in a longer-term partnership for camps, matches, and training opportunities.
- Town Manager spoke with Wake County staff regarding the Hospitality Tax Grant.
  - If necessary, we could request the agreement be amended to just fund the lighting. No guarantee the request would be honored.

Actions Since the 10/13/26 Meeting

- Staff spoke with Superlative, our sponsorship consultant
  - There is unfortunately not yet interest in just naming rights to Church Street Park
  - ACE agreement is a factor in this
- Staff reviewed potential revenue apart from ACE use

Revenue Projections

- Max hours: **25** /week or **615 hours** from **5/1/2027-10/15/2027**
  - 48 weekend use days
  - 75 weekday use days (5 days/week)
  - (This assumes no ACE days – reduce by 50% with ACE reserved weekends)
- Additional impacts: local leagues, permitted events, programming, open play, maintenance
- Additional revenue beyond hourly field rates: pitch prep, lights, staff support, parking, shelters

Rental Category	Max Potential	Rate
Resident Field	$38,130	$62/hour
Non-Resident Field	$57,195	$93/hour

Morrisville

Use Opportunities

- Cricket:
  - ACE (Major League & Minor League), CDA, CORE, Junior Cricket League, National Cricket League, National League Cricket, Olympic Training Hub, Triangle Cricket League, USA Cricket, USA Cricket NC Hub,
- Additional Athletic Opportunities:
  - Flag football, Developmental Soccer clinics, Youth Cricket Performance Clinics
- Permitted special events with limitations
- Town special events with limitations

Morrisville

Parks Master Plan Priorities – *Preliminary**

Priority	Recommendation	Estimated Cost	Suggested Timing
1	Recreation Center Feasibility Study	$300,000 design/planning + future center cost	Years 1-2
2	Organizational/Funding Framework (Cost Recovery, Capital Reserve, Deferred Maintenance, Space Use Study)	Primarily staff/consulting costs	Years 1-2
3	Marcom Property Planning and Revenue Development (cabins, trails, picnic areas)	$800,000	Years 1-3
4	Pugh House Renovation and Cultural Campus Development	$1.1 Million	Years 2-3
5	Greenway & Trail Master Planning and Initial Connections	$100,000 plan + future trail projects	Years 2-4
6	Recreation Center Site Development	$1.0 Million site improvements	Years 4-5

- Cricket scored at the bottom (32nd) of the facilities/amenities prioritization process. This could be viewed as a lack of community interest but could also be viewed as acknowledgment of an existing facility.
- The draft Parks Master Plan is being reviewed and will be presented to Council at a future Council Meeting. The "Priority" column reflects the consultant's opinions and must be further reviewed by staff, applicable advisory committees, and Council before being finalized.

Morrisville

Wake County Hospitality Tax Impact

- Received a $2,000,000 grant from the Wake County Hospitality Tax Fund in support of the $5,000,000 project.
- Reimbursable after substantial completion of the project.
- Requires construction contract by July 7, 2027.
- Requires substantial completion by July 7, 2029.
- It is possible Wake County would consider only funding 40% of the $2,000,000 for lighting if the field reconstruction does not proceed.

Maintenance/Operations Considerations

- Maintenance Practices Remain the Same
  - Day-to-day maintenance requirements will not change with the renovation.
- Primary Savings from the Renovation: ***Rain Event Recovery***
  - Improved drainage reduces staff time needed to prepare fields after rain events.
  - Currently, rain recovery can require 4-6 staff working 8-12 hours to dry fields before tournament play.
    - Equates to $1,300 - $2,800 in staff time per day
    - Heavy rains may negate drying efforts for one or more days

Morrisville

Council Option #1

Approve the Resolution and CPOA for phase 2 (construction phase) of the Design-Build delivery method for the Church Street Park Field Reconstruction Project.

- Increases (but does not guarantee) likelihood of MLC play in 2027
- Creates opportunities for Olympic warm-up matches (and revenue) in 2027 & 2028
- Enhances long-term playability of the field (including less rest time)
- Allows additional community use of the field
- Requires an additional $1,000,000 commitment from Parks reserve
- Decision made outside of CIP / Parks Master Plan consideration

Morrisville

Council Options #2

Do not approve the Resolution and CPOA for phase 2 (construction phase) of the Design-Build delivery method for the Church Street Park Field Reconstruction Project and defer implementation for one year.

- Design could finish and then project pauses to wait for construction decision in spring 2027 ($200,000 design cost already approved)
- Allows for CIP / Parks Master Plan review
- Reduces the likelihood of MLC play in 2027
- Eliminates the opportunity for Olympic warm-up matches in 2027 & 2028
- Likely results in a cost increase (est. at 5% - $200,000)

Morrisville

Council Option #3

Do not approve the Resolution and CPOA for phase 2 (construction phase) of the Design-Build delivery method for the Church Street Park Field Reconstruction Project and do not approve the project.

- Field conditions will continue to be an issue
- Does not enhance playability of the field
- Reduces the likelihood of MLC play over the remainder of the agreement
- Eliminates the opportunity for Olympic matches
- Returns $1,000,000 to the Parks Reserve
- Must return Wake Co grant funds (may be able to receive $800,000 toward lighting)

Questions & Discussion

Town Council Agenda Item Report

Agenda Item No. 13.a
Submitted by: Brandon Zuidema
Submitting Department Administration
Meeting Date: October 27, 2026

SUBJECT
Town Center Updates

Recommendation:
Receive information

Updates/History of Briefing:
N/A

Executive Summary and Background Information:
Staff will be providing updates to Council and the community regarding construction progress, upcoming road closures, and the Veterans and First Responder recognition.

Advisory Board/Committee Review:
None

Insert Date of Advisory Board/Committee Review:

Advisory Board/Committee Recommendation and/or Vote:
None

Potential Options:
Receive information

Staff Recommendation:
None

ATTACHMENTS

Town Council Agenda Item Report

Agenda Item No. 13.b
Submitted by: Brandon Zuidema
Submitting Department Administration
Meeting Date: October 27, 2026

SUBJECT
Finance & Personnel Policy Review

Recommendation:
Receive information.

Updates/History of Briefing:
Not Applicable

Executive Summary and Background Information:
As the result of recent investigations and findings by the State Auditor in other Wake County municipalities and in the interest of transparency, staff will provide an overview of our financial, personnel, and other policies as they relate to fiscal controls and other related topics.

Please note - staff does not intend to address every topic on each slide. Highlights will be offered and questions will be addressed.

Advisory Board/Committee Review:
None

Insert Date of Advisory Board/Committee Review:

Advisory Board/Committee Recommendation and/or Vote:
None

Potential Options:
Receive information.

Staff Recommendation:
None

ATTACHMENTS
- 2026-356-0 PRES Town Policy Review.pdf
- 2026-356-0 ATTH01 Comp Financial Policies.pdf

Town Governance Policies Overview

Morrisville Town Council

October 27, 2026

Brandon Zuidema, Town Manager * Byron Hayes, CFO

David Hacker, HR * Rick Ralph, CIO * Matt Wetherell, Public Works

Tonight's Presentation

- This is a follow-up to conversation that emerged leading up to the recent Council retreat.
- It is also related to identified concerns in neighboring communities and recent audits and investigations by the NC State Auditor.
- The goal tonight is to provide Council and our community with an overview of our policies and procedures that protect the Town's assets, prohibit unethical or inappropriate financial transactions, and avoid fraud and abuse.

Tonight's Presentation

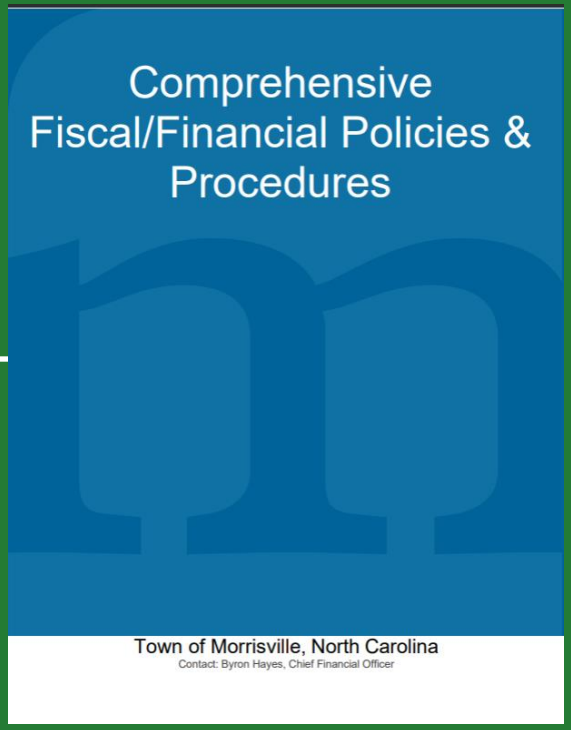
- This presentation does not address all of our policies and procedures. It focuses on:
  - Comprehensive Fiscal/Financial Policies & Procedures
    - Part I – Sections 2., 11
    - Part II – Sections 11, 21, 22, and 26
  - Information Technology Security Policy
  - Personnel Policy Manual
    - Article III, IV, V, and VIII
- It addresses focus areas identified by Council and/or staff to ensure transparency with our community.
- I will lead the presentation but also have several members of our Leadership Team available for specific questions that may come up.

Policy Review

- Town policies are reviewed on both a regular schedule and on an as-needed basis.
  - Ex. Detailed Review of Financial Policies when I became the Town Manager
- There are other safeguards in place beyond Town policies. These include:
  - Annual Audit by an external contracted entity
  - Annual Comprehensive Financial Report
  - Assessment and guidance from Davenport & Company, our financial advisors

Financial Policies

Financial Services Department



Session Overview

- There are two parts to the Town's *Comprehensive Fiscal/Financial Policies and Procedures*.
- Part I – Approved by Council
  - Accounting & Financial Reporting
  - Cash Management Policy
  - Capital Investment Program
  - Conflict of Interest
  - Debt Management Policy
  - Expenditure Policy
  - Fund Balance Policy
  - Investment Policy
  - Nondiscrimination Policy
  - Reserve Policy
  - Revenue Policy
- Part I Policies are attached for Council Review
- Part II – Approved by Town Manager (Operational Policies)

Session Overview

We will review of Town policies as they relate to the following:



- Financial Policies
  - Cash handling and electronic payments
  - Contract approval, authority, legal review, and monitoring
  - Payroll changes, overtime, bonuses, leave payouts, and separation payments
  - Procurement, Purchasing, and P-Card Use
  - Travel, meals, conferences and reimbursements
  - Vendors

Cash Management & Electronic Payments
(Financial Policies & Procedures – Part I – Section 2)

- Receipts - all incoming funds will be deposited daily as required by North Carolina General Statute 159-32 which states that all moneys collected on hand that amount to $500 or greater shall be deposited.
- Cash Disbursements - all checks require (2) signatures – one from Finance and one from the Manager's office. The Town Manager, DTM, ATM, CFO and Financial Operations Manager are authorized signers.
- Banking Relations: Banking service providers will be evaluated and selected through a competitive proposal process. Town Council will review the banking relationship at least every five years. (Staff also does this annually).
- Our policies comply with both NCGS and with North Carolina Administrative Code.

Fraud / Waste / Abuse
(Comprehensive Financial Policies – Section 11)

- Fraud is defined as the intentional false representation or concealment of a material fact for the purpose of inducing another upon it to their injury.
- Any fiscal irregularity that is detected or suspected must be reported immediately to the Chief Financial Officer who will coordinate all investigations.
- Any investigative activity required will be conducted without regard to the suspected wrongdoer's length of service, position/title, or relationship to the Town.



Fraud / Waste / Abuse
(Comprehensive Financial Policies – Section 11)

Policy identifies the following as fraud:

- Any dishonest or fraudulent act,
- Misappropriation of funds, securities, supplies, or other assets,
- Impropriety in the handling or reporting of money or financial transactions,
- Profiteering as a result of insider knowledge of Town activities,
- Disclosing confidential and proprietary information to outside parties,
- Accepting or seeking anything of material value from contractors, vendors or persons providing services/materials to the Town (exception: gifts less than $50 value – refer to HR policy), or
- Destruction, removal, or inappropriate use of records, furniture, fixtures, and equipment.

Fraud / Waste / Abuse
(Comprehensive Financial Policies – Section 11)

- The fraud policy is established to facilitate the development of controls that will aid in the detection and prevention of fraud against the Town.
- It is the intent of the Town to promote consistent organizational behavior by providing guidelines and assigning development of controls and the conduct of investigations.
- This policy applies to any irregularity, or suspected irregularity, involving employees, as well as shareholders, consultants, vendors, contractors, outside agencies doing business with Town employees, and/or any other parties with a business relationship with the Town.

Procurement, Purchasing, and P-Card Use
(Comprehensive Financial Policy Part II Section 21)

- There has been considerable attention given to the use of P-Cards in recent audits across NC.
- Staff have proactively reviewed our P-Card issuance and use and have reduced the number of issued cards and overall liability to better align with current best practices.
- Staff have also added greater definition of our practices into our policy to better demonstrate our existing compliance in the interest of transparency and accountability.



Procurement, Purchasing, and P-Card Use
(Comprehensive Financial Policy Part II Section 21)

- At the time of initial review, the Town had 167 issued P-Cards (approximately 67% of staff).
- The total liability for these cards was $633,000.
- This card issuance was an intentional decision a number of years ago to provide greater convenience to our purchasing process.
- After discussion with the Leadership Team and review of actual use, Town-issued P-Cards have been reduced by more than half (79 cards).
- Town liability has been reduced to $212,000.
- Staff will re-evaluate the changes in 6 months.

Procurement, Purchasing, and P-Card Use
(Comprehensive Financial Policy Part II Section 21)

- Existing P-Card Requirements:
  - Training required prior to issuance / use
  - Business purchases only
  - No shipping anything to a non-Town address
  - No “split” purchases
  - Detailed receipts are required
  - Restrictions on purchases (ex. alcohol, gift cards, postage stamps, personal purchases)
  - Only the card “owner” is authorized to use the card
  - Disciplinary action for intentional misuse
  - Training for unintentional misuse

Procurement, Purchasing, and P-Card Use
(Comprehensive Financial Policy Part II Section 21)

- Updates to P-Card Policy:
  - P-Card issuance based on a business necessity.
  - Single purchase limit of $2,500.
  - Varying credit limits based on anticipated (and demonstrated) use.
  - Shifting routine supplies purchases to online vendors with business accounts for savings and efficiencies in bulk orders.
  - Card revocation for a third unintentional misuse in a year
  - Additional internal auditing – including random audits, a monthly report to the Manager, and quarterly reporting to Council

Contract Review & Approval
(Financial Policies & Procedures – Part II – Section 22)

- Specific duties, responsibilities, and authorities are contained in G.S. Chapters 14 Criminal Law, 44A Statutory Liens and Charges, 159 Local Government Finance, and 160A Cities and Towns, and by virtue of these statutes, the Town is empowered to enter into the purchasing of materials and the contracting of services.
- The Town Council has full budget and signature authority for all procurement contracts that fall within the formal bid threshold ($500,000 and greater).
- The authority to sign procurement contracts that fall within the informal bid threshold (under $500,000) has been delegated to the Town Manager or their designee.

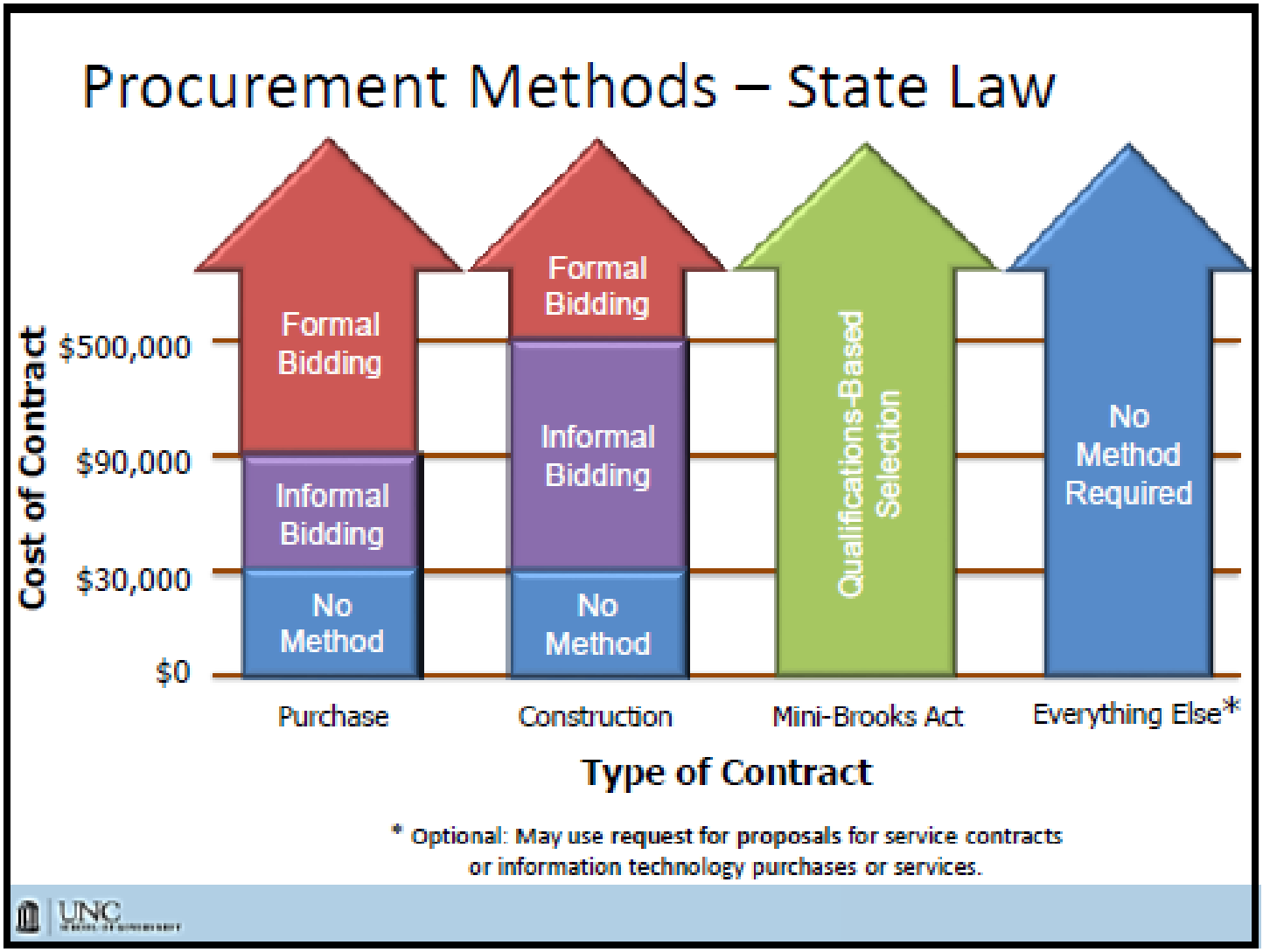
Contract Review & Approval
(Financial Policies & Procedures – Part II – Section 22)

- Under the Local Government Budget and Fiscal Control Act, all procurement obligations must be supported by an appropriation that authorizes the expenditure. Appropriations are detailed in the annual budget approved by the Town Council.
- A pre-audit certificate, signed by the Chief Financial Officer or Financial Operations Manager, will appear on any contract, agreement, or purchase order before it becomes an obligation of the Town, in accordance with G.S. § 159-28(a).

Contract Review & Approval
(Financial Policies & Procedures – Part II – Section 22)

- Contract Approval Authority
  - Informal Range - $0 to $499,999
    - Department Head up to $89,999 (with pre-audit)
      - (Cannot be delegated by DH)
    - Town Manager from $90,000 to $499,000 (with pre-audit)
    - Some exceptions require Council approval
  - Formal Range $500,000 or more
    - Council approval (Required by State Statute)

Contract Review & Approval
(Financial Policies & Procedures – Part II – Section 22)



Purchasing
(Comprehensive Financial Policy Part II Section 22)

- The goals of the Town's purchasing program are:
  - To comply with the legal and ethical requirements of public procurement.
  - To ensure transparency and accountability to avoid unauthorized spending.
  - To assure vendors that impartial & equal treatment is afforded to all who wish to do business with the Town.
  - To receive maximum value for each dollar invested or spent.
  - To provide Town departments with the required goods, equipment, and services at the time and place needed and in the property quantity and quality.

Purchasing
(Comprehensive Financial Policy Part II Section 22)

- The goals of the Town's purchasing program are:
  - To professionally administer the search for sources of supplies, the development of new sources, the selection of suppliers, negotiations, commitment, follow-up, and adjustments.
  - To promote good and effective vendor relations, cultivated by informed and fair buying practices and strict maintenance of ethical standards.
  - To effect maximum feasible standardization of products used within and among departments in order to minimize stock levels and obtain better prices.
- Any purchase made by the Town must have funds identified in the annual operating budget.

Purchasing
(Comprehensive Financial Policy Part II Section 22)

- For purchases under $5,000, staff are strongly encouraged to solicit multiple vendors for pricing.
- Purchases $5,000 or above require a minimum of two written quotes.
- Purchases $30,000 or above require informal bidding with a minimum of three written quotes.
- Purchases $90,000 or above require formal bidding in some cases and always require Town Manager approval.

Purchasing
(Comprehensive Financial Policy Part II Section 22)

- Standard of Award:
  - The award of a contract to a contractor or vendor by the Town is made to the lowest responsive and responsible bidder.
  - Decisions regarding not being responsive are based on a lack of required information in a bid or proposal.
  - Decisions regarding a vendor being deemed “not responsible” are made by staff in conjunction with the Town Attorney.



Travel – Conferences, Meals, & Reimbursements
(Comprehensive Financial Policy Part II Section 26)

- Staff have also completed a thorough proactive review of the Training and Travel policy considering recent municipal audit concerns.
- Policy addresses employees who travel to attend training in support of their role with the Town.
- Ensures all staff adhere to the same travel and training guidelines regardless of position.
- Addresses airfare/train, rental vehicles, lodging, conference/training registration, and meals.
- Includes restrictions on what the Town will reimburse.

Travel – Conferences, Meals, & Reimbursements
(Comprehensive Financial Policy Part II Section 26)

- Existing Training and Travel Policy Requirements

  The Town:

  – Only reimburses pre-approved travel.
  – Pays basic requirements; upgrades are the responsibility of the employee.
  – Pays for parking expenses.
  – Provides per diem for meals per IRS guidelines.
  – Does not pay for meals included in a registration or a hotel stay.
  – Defines when meals are/are not paid.
  – Does not pay for any personal travel connected to business travel.

Travel – Conferences, Meals, & Reimbursements
(Comprehensive Financial Policy Part II Section 26)

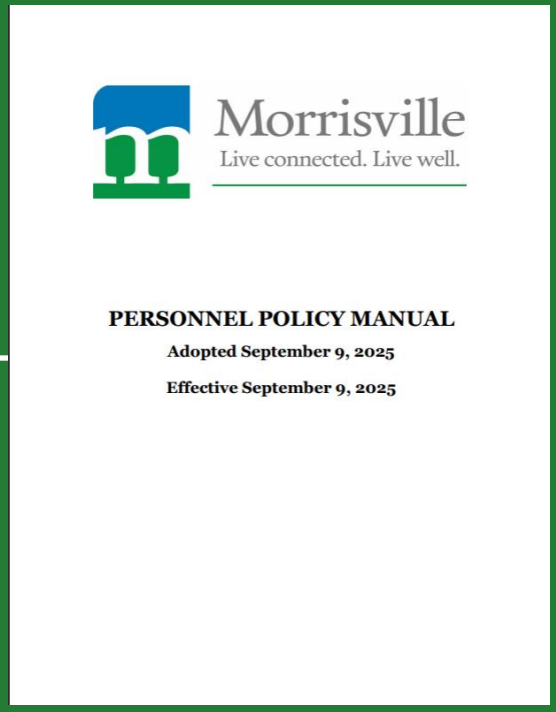
- Updated Training and Travel Policy Requirements

  The Town:

  – Requires the most cost-efficient ticket for airfare, bus, or train (considering all costs).
  – Allows the use of rideshares.
  – Expects travelers to walk between hotel and training site if < 1 mile (assuming no physical limitations).
  – Requires employees to use a Town vehicle (or can use their own vehicle with no reimbursement).
  – Encourages reservations directly with the provider (rather than third-party websites).
  – Requires a minimum 50-mile trip before eligible for overnight accommodations.

Personnel Policies

Human Resources Department



Session Overview

- Personnel Policies
  - Employee conflicts of interest, gifts, outside employment, and vendor relationships
  - Employee resignation, termination, offboarding, exit interviews, and return of Town property.
  - Fraud, waste, abuse, whistleblower reporting, and protection from retaliation
  - Workplace harassment, discrimination, grievances, and escalation procedures
  - Procedures when a complaint involves a department director, HR, Finance, the Town Manager, or another senior official



Payroll – Regular, Overtime, Separation Payouts
(Personnel Policy Article III)

- The pay plan is intended to provide equitable compensation for all positions, reflecting differences in the duties and responsibilities, the comparable rates of pay for positions in public employment in the area, the financial conditions of the Town, and other factors.
- Town Council adopts the pay scale with the position assignments, including any minor adjustments made by the Town Manager during the previous budget year, annually as part of the budget process.
- HR utilizes a compensation worksheet to determine offers to new employees (gives credit for prior relevant experience).

Payroll – Regular, Overtime, Separation Payouts
(Personnel Policy Article III)

- Department Heads can authorize up to 10% over starting pay for a new employee.
- Senior Leadership can authorize up to 20% over starting pay for a new employee.
- The Town Manager must approve any offer that is 20% or more over the starting salary.
- Non-Public Safety staff work 40 hrs/week or 2,080 hrs/year
  - Overtime threshold is 40 hrs/week
- Sworn police officers work 2,223 hours per year
  - Overtime threshold is 171 hrs/28-day cycle
- Sworn firefighters work 2,756 hours per year
  - Overtime threshold is 212 hrs/28-day cycle

Payroll – Regular, Overtime, Separation Payouts
(Personnel Policy Article III)

- Exempt employees are not eligible for overtime. This includes some supervisors and all members of the Leadership Team (based on FLSA guidelines).
- New hires are typically required to serve a three-month introductory period (i.e. probation) with the following exceptions:

Position	Length of Introductory Period
Building Inspectors	Six (6) months
Sworn law enforcement personnel	Six (6) months
Certified fire personnel	Six (6) months
Police Officer I – Probationary (P)	Twelve (12) months
Non-certified fire personnel	Twelve (12) months

Payroll – Regular, Overtime, Separation Payouts
(Personnel Policy Article III)

- The Town does not provide bonuses for performance.
- Employees who are promoted receive a minimum 5% pay increase. Employees promoted into higher leadership and supervision roles may receive a higher increase.
- Employees who are demoted will receive a pay reduction that matches their most recent promotional increase.

Conflict of Interest / Gifts
(Personnel Policy Article V)

- Section 2 - "Each employee has a civic responsibility to support good government by every available means and in every appropriate manner to avoid real or perceived conflicts of interest."

- Section 6 – Any secondary employment by a Town employee must be approved by their department head and cannot create a conflict of interest based on their role with the Town.

- Section 9 – The Town prohibits full-time employment of immediate family within the same department. The Town also prohibits the employment of any person in any department who is an immediate family member of the Mayor, Council Member, Town Manager, or Town Attorney.

Conflict of Interest / Gifts
(Personnel Policy Article V)

- Section 14 – No official or employee of the Town shall accept any gift, favor, gratuity, or thing of value that may tend to influence such employee in the discharge of their duty or grant in the discharge of duty an improper favor, service, or thing of value.
  - Gratuity is defined as "something given voluntarily beyond obligation in return for or in anticipation of some service."
- This includes a special note for Code Enforcement, Fire, Inspections, and Police cautioning them because of there being a greater likelihood of being subject to being offered a gratuity.
- It also includes a reminder that any gifts (particularly including holiday gifts) are to be shared with the entire department or group of employees.
- Lastly, it encourages staff to have those who might offer something to consider making a donation to a charity that supports the Town.

Harassment/Discrimination and Grievances
(Personnel Policy – Article V, Section 10)

Harassment Policy

- All supervisors are responsible for creating an atmosphere free of discrimination.
- Employees are responsible for respecting the rights of others.
- Employees are expected to report harassment to one of the following:
  - Department Head - Senior Leader
  - HR Director - Town Manager
- Complaints are normally investigated by the HR Department; the Town Attorney also assists.

Harassment/Discrimination and Grievances
(Sexual Harassment Reporting Policy – Article V, Section 12)

- Any employee who feels they are being harassed, who witnesses harassment, or otherwise becomes aware of harassment is required to report it to one of the aforementioned individuals.
- A complaint regarding the Town Manager should be reported to the Mayor or Town Attorney.



Whistleblower Protection
(Personnel Policy – Article V)

Section 10

- “The Town prohibits any form of retaliation against any employee for filing a bona fide complaint under this policy or for assisting in the complaint investigation. However, if, after investigating any complaint of unlawful discrimination, the Town determines that any employee intentionally provided false information regarding the complaint, disciplinary action may be taken against the employee who gave the false information.”

Section 13

- "Retaliation against anyone filing a complaint of any type of discrimination, including sexual harassment, is strictly prohibited.“
- This is addressed during employee training and in the event there is an investigation of employee conduct where another staff member is the complainant or a witness.

Whistleblower Protection
Comprehensive Financial Policies – Part II – Section 11

- Employees of the Town may not retaliate against a whistleblower for reporting an activity which that person believes to be fraudulent or dishonest with the intent or effect of adversely affecting the terms or conditions of employment.
- A whistleblower is defined as an employee who informs a Supervisor, Department Head or Chief Financial Officer about a fiscal activity which that person believes to be fraudulent or dishonest.

Employees Leaving Town Service
(Personnel Policies – Article VIII)

- For resignations or retirements, the Department Head is responsible for meeting with the employee on their last day to collect and Town-owned property

  (Typically includes laptop, P-Card, keys, ID)

- For terminations, the Town Manager must authorize; the Department Head and the HR Director then typically meet with the employee to provide the notice and immediately collect the above Town Property.

- In some cases, the employee returns to work at a separate time to collect personal belongings (with an escort).

Employees Leaving Town Service
(Personnel Policies – Article VIII)

- In the event an employee does not return Town property, that value can be recovered with assistance from the Town Attorney when necessary.
- In either type of exit, the employee's access to all Town systems is terminated immediately.
- All employees are asked to complete an exit interview.
- Employees are required to give two weeks' notice (Department Heads require four weeks).

Employees Leaving Town Service
(Personnel Policies – Article VIII)

- The Town will pay out any vacation leave for resignation (with notice) or retirement.
  - The Town pays out up to 240 hours (30 days) for 40-hour employees
  - This number is increased for Fire and Police based on work schedule (to equate to 30 days of leave)
- The Town does not pay out sick leave or PTO (paid time off). Sick leave can be applied to years of service at retirement.
- Notice is provided to staff (and Council) anytime that an employee leaves Town service.





Other Policies



Session Overview

- Other Policies
  - Cybersecurity, system access, data protection, and access termination when employees leave

    (This will be high-level; details would need to be discussed in a closed session)

  - Town equipment, inventory, surplus property, and asset disposal.
- Council Questions & Comments



Information Technology Safeguards
(IT Security Policy)

- Reviewed and audited annually.
- Last updated January 2025.
- Abbreviated version provided to staff as a reference guide.
- Annual policy education required by all staff.
- Specific policy components can be discussed in closed session.
- The Town follows NIST (National Institute of Standards and Technology) standards

Information Technology Safeguards
(IT Security Policy)

What is covered in the policy?

- Security awareness and training
- Configuration and change management
- Incident management and response
- Data security
- Administrative access
- System and information integrity
- Access control
- Acceptable use



Equipment Surplus and Asset Disposal
(Comprehensive Financial Policy Part II Section 9)

- Section 9 last updated July 2024.
- Procedures document last approved July 2026.
- Surplus initially approved by Dept. Head and then reviewed by CFO and Purchasing and Procurement Analyst to validate value (and subsequent process).
- Surplus Committee includes CFO, Purchasing & Procurement Analyst, Budget Analyst, and PW Facilities Supervisor.
  - They meet quarterly to evaluate items in surplus and coordinate surplus (handled by Public Works).

Equipment Surplus and Asset Disposal
(Comprehensive Financial Policy Part II Section 9)

- Property valued at less than $30,000
  - Department Head approval for transfer to another department or sold via surplus process
  - Items can be disposed of if items are determined to have no value or did not sell after making attempts to surplus.
- Property valued over $30,000
  - Requires Council approval for sale prior to starting the surplus process
- Surplus purchases restricted for Council members, Senior Leadership, Purchasing & Contracts Manager, CFO, and their immediate family

Wrap Up

Questions?

Feedback?

Additional information requests?



Comprehensive Fiscal/Financial Policies & Procedures

Town of Morrisville, North Carolina

Contact: Byron Hayes, Chief Financial Officer

Morrisville
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TABLE OF CONTENTS

Policy Name	Page Number
Guidelines & Objectives	iii
PART I - Fiscal Policies – Town Council Approved	iv
Section 1 Accounting & Financial Reporting	Sec. 1, 1
Section 2 Cash Management Policy	Sec. 2, 2
Section 3 Capital Investment Program	Sec. 3, 3-10
Section 4 Conflict of Interest	Sec. 4, 11
Section 5 Debt Management Policy	Sec. 5, 12-13
Section 6 Expenditure Policy	Sec. 6, 14
Section 7 Fund Balance Policy	Sec. 7, 15-16
Section 8 Investment Policy	Sec. 8, 17
Section 9 Nondiscrimination Policy	Sec. 9, 18
Section 10 Nondiscrimination Policy - Federal Grant Funds	Sec. 10, 19-21
Section 11 Reserve Policy	Sec. 11, 22
Section 12 Revenue Policy	Sec. 12, 23-24
PART II - Financial Policies & Procedures –Town Manager Approved	v
Section 1 Accounts Receivable	Sec. 1, 25-26
Section 2 Bank Deposits	Sec. 2, 27
Section 3 Budget Adjustments	Sec. 3, 28-30
Section 4 Capital Assets	Sec. 4, 31-35
Section 5 Check Signing	Sec. 5, 36
Section 6 Credit Card Payment Acceptance	Sec. 6, 37-40
Section 7 Debt Set-Off	Sec. 7, 41-43
Section 8 Debt Write-Off	Sec. 8, 44
Section 9 Disposal of Personal Property	Sec. 9, 45-47
Section 10 Food Purchases & Reimbursements (Not Related to Travel)	Sec. 10, 48-50

Policy Name	Page Number
Section 11 Fraud	Sec. 11, 51-52
Section 12 Grants Administration	Sec. 12, 53-55
Section 13 Internal Audit	Sec. 13, 56
Section 14 Internal Cash Management	Sec. 14, 57-58
Section 15 Internal Cost Estimates Confidentiality	Sec. 15, 59
Section 16 Investment	Sec. 16, 60-63
Section 17 Late Charges	Sec. 17, 64
Section 18 Payroll & Hours Reporting	Sec. 18, 65-69
Section 19 Petty Cash	Sec. 19, 70-71
Section 20 Post-Issuance Compliance - Tax-Exempt Debt	Sec. 20, 72-76
Section 21 Procurement Card	Sec. 21, 77-79
Section 22 Purchasing & Contracts - Uniform Grant Guidance (UGG)	Sec. 22, 80-139
Sub - Section 22a UGG	*Sec. 23a, 109-116*
Sub – Section 22b UGG Allowable Costs	*Sec. 22b, 117-125*
Sub – Section 22c UGG Eligibility Projects	*Sec. 22c, 126-127*
Sub – Section 22d UGG Nondiscrimination	*Sec. 22d, 128*
Sub – Section 22e UGG Program Income	*Sec. 22e, 129-131*
Sub – Section 22f UGG Property Management	*Sec. 22f, 132-134*
Sub – Section 22g UGG Records & Retention	*Sec. 22g, 135-138*
Sub – Section 22h UGG Sub-Award	*Sec. 22h, 139*
Section 23 Records & Retention	Sec. 24, 140
Section 24 Return Check	Sec. 25, 1-141
Section 25 Security of Sensitive Information & Breach Response Plan	Sec. 26, 1-142-148
Section 26 Travel, Training and Business Expenses	Sec. 27, 1-149-152
Section 27 Uniforms	Sec. 28, 1-153-157
Section 28 Weapon Retirement – Side Arms Award	Sec. 29, 1-158-159

GUIDELINES & OBJECTIVES

This fiscal policy is a statement of the guidelines and goals regarding the financial management practice of the Town of Morrisville, North Carolina ("Town"). A fiscal policy that is adopted, adhered to, and regularly reviewed is recognized as the cornerstone of sound financial management. Effective fiscal policy:

a. Contributes significantly to the Town's ability to insulate itself from fiscal crisis,

b. Enhances short-term and long-term financial credit ability by helping to achieve the highest credit and bond ratings possible,

c. Promotes long-term financial stability by establishing clear and consistent guidelines,

d. Directs attention to the total financial picture of the Town rather than single issue areas,

e. Promotes the view of linking long-run financial planning with day-to-day operations, and

f. Provides the Town Council, residents, and the Town's management a framework for the fiscal impact of government services against established fiscal parameters and guidelines.

Policies are created to guide decision-making. Formal adopted policy generally takes the form of a governing principle, plan or course of action and is adopted by an ordinance or resolution. Town Council makes public policy decisions, and the Town Manager directs administrative tasks of implementing policy through processes and procedures.

Some financial policies are mandated by state statute and are referenced as such.

The Town maintains a number of financial and management policies which provide guiding principles and goals that influence the financial management practice of the Town as approved by Town Council and/or the Town Manager.

Many of the Town's policies are based on authorities and guidelines established in the North Carolina General Statutes (hereafter referred to as "G.S.") and the United States Code of Federal Regulations (hereafter referred to as "C.F.R.").

These policies are reviewed annually by Staff for changing standards, best practices, and overall efficiencies. Current updates will appear in Yellow Highlights.

FISCAL POLICIES

Part I - Approved by Town Council March 26, 2024

Section 1 - ACCOUNTING & FINANCIAL REPORTING

The Town will establish and maintain an accounting system according to the North Carolina Local Budget and Fiscal Control Act, Generally Accepted Accounting Principles (GAAP), standards of the Governmental Accounting Standards Board (GASB), and the Government Finance Officers Association (GFOA).

Annual Comprehensive Financial Report (ACFR):

The Town's ACFR will be submitted to the GFOA Certification of Achievement for Excellence in Financial Reporting Program. The financial statements should be in conformity with GAAP, demonstrate compliance with finance related legal and contractual provisions, disclose thoroughness, and detail sufficiency, and minimize ambiguities and potentials for misleading inference. The report of the independent auditor will be included in the Town's Annual Comprehensive Financial Report (ACFR). The long-range forecasts are updated post audit with new historical information produced by the annual audit for the purposes of future forecasting analyses.

Internal Control:

Financial systems will maintain internal control to monitor revenues, expenditures, and program performance on an ongoing basis.

Fiscal Monitoring:

Quarterly financial reports will present actual expenditures vs. budget on a monthly and cumulative basis and will be provided to Town Council and posted on the website. Major revenue sources will be monitored on a monthly basis, noting the status of each revenue as compared to budget. Expenditures will be monitored on a monthly basis.

Basis of Accounting:

For financial reporting purposes, the governmental funds use the modified accrual basis of accounting, under which revenues are recognized when measurable and available for funding current appropriations. Expenditures are recorded at the time liabilities are incurred except for principal and interest on general long-term debt, claims and judgments, and compensated absences which are recognized as expenditures when paid.

Proprietary funds use the accrual basis of accounting under which revenues are recognized when earned, and expenses are recorded when liabilities are incurred.

Basis of Budgeting:

The Town prepares and adopts annually a budget using the modified accrual basis of accounting whereby revenues are recognized when measurable and available, and expenditures are recognized when liability is incurred. Expenditures may not legally exceed appropriations at the departmental level for all annually budgeted funds.

Adopted 4/23/13 Resolution 2013-050

Section 2 - CASH MANAGEMENT POLICY

The purpose of the Town's Cash Management Policy is to provide guidelines to maximize the use of public moneys in the best interest of the public.

Receipts: Cash receipts will be collected as expediently as reasonably possible to provide secure handling of incoming cash and to move these moneys into interest-bearing accounts and investments. All incoming funds will be deposited daily as required by North Carolina General Statute 159-32 which states that all moneys collected on hand that amount to $500 or greater shall be deposited. Deposits will be made in such a manner as to receive credit for that day's interest.

Cash Disbursements: The Town's objective is to retain moneys for investment for the longest appropriate period of time. Disbursements will be made shortly in advance of or on the agreed-upon contractual date of payment unless earlier payment provides a greater economic benefit to the Town. All checks require (2) signatures. The Town Manager, Deputy Town Manager, Assistant Town Manager, Chief Financial Officer and Financial Services Manager are authorized signers. The Chief Financial Officer and Town Manager are the electronic signatures on checks which are hardcoded in the ERP software. The use of electronic signatures is authorized by Town Council. Manual checks require one signature from the Manager's Office and one signature from the Financial Services Office.

Banking Relations: Banking service providers will be evaluated and selected through a competitive proposal process. Town Council will review the banking relationship at least every five years. The Town will maintain a minimum number of bank accounts to facilitate the movement and investment of funds. Collateralization for deposits will be in accordance with Title 20, Chapter 7 of the North Carolina Administrative Code.

Adopted 3/26/07 Resolution 2007-046; Revised 7/26/11 Resolution 2011-069; Revised 4/23/13 Resolution 2013-050: Updated 3/26/24 Resolution 2024-89-0

Section 3 - CAPITAL INVESTMENT PROGRAM (CIP) POLICY

Overview: The Capital Investment Program (CIP) outlines the Town's plan for achieving the goals, objectives, and service delivery levels desired by the Town Council on behalf of the community. Capital investment planning is a dynamic process; flexibility is necessary to maximize opportunities and adapt to changing elements that may occur year to year. These large financial investments are required to maintain and expand public facilities and public infrastructure. Ongoing service delivery can be ensured only if adequate consideration is given to capital needs through the capital budget process. A Capital Investment Program is an important management tool that strengthens the linkages between community infrastructure needs and the financial capacity of the Town to ensure decisions on capital projects and funding are made wisely producing tangible, affordable outcomes that maximize the investment.

Purpose: Capital investment programming is a long-range strategy to forecast and match projected revenues and major capital needs over a multi-year planning period. The main purpose is to establish investment expectations and provide directions to staff to create a usable funding plan that delivers results. Capital project planning includes projects that acquire, construct, maintain, or improve the Town's fixed assets. The Town is primarily responsible for the care and maintenance of the Town's assets to meet service delivery expectations. The goals and advantages of this process are included below:

Goals:

- Support Town goals, objectives, and initiatives
- Maintain and improve the Town's public infrastructure
- Promote and sustain economic development within the Town
- Increase efficiency and productivity of Town operations
- Plan for large, non-routine expenditures and allow time to arrange financing

Advantages:

- Builds public consensus for projects and improves community awareness
- Improves inter/intragovernmental cooperation and communication
- Avoids waste of resources
- Helps ensure financial stability

Term Length: The CIP will span a 5-year planning period.

Differentiating Capital Budget from Operating Budget: The CIP should not be confused with the Capital Budget. A capital budget represents the first year of the CIP planning cycle that parallels the Annual Operating Budget planning cycle and intersects at adoption to appropriate funds for capital spending. The outlying years of the CIP serve as long-range planning years, but do not establish appropriations. Annual, recurring items such as salaries, office supplies, routine maintenance, and service contracts are typical operating expenses and therefore are not appropriate for capital expenses. The Town separately funds fire apparatus and equipment through a dedicated Capital Reserve Fund, so these items are not included in the Town's CIP.

Project Types and Categories: Capital project types included within the CIP and not within the Annual Operating Budget typically are large, non-recurring expenditures that would otherwise distort the Annual Operating Budget. Typical criteria utilized to distinguish the difference between the types of expenditures are cost and useful life. Cost is a value limit placed on the expense. Useful life is defined as projects having a long service life and with a non-recurring nature.

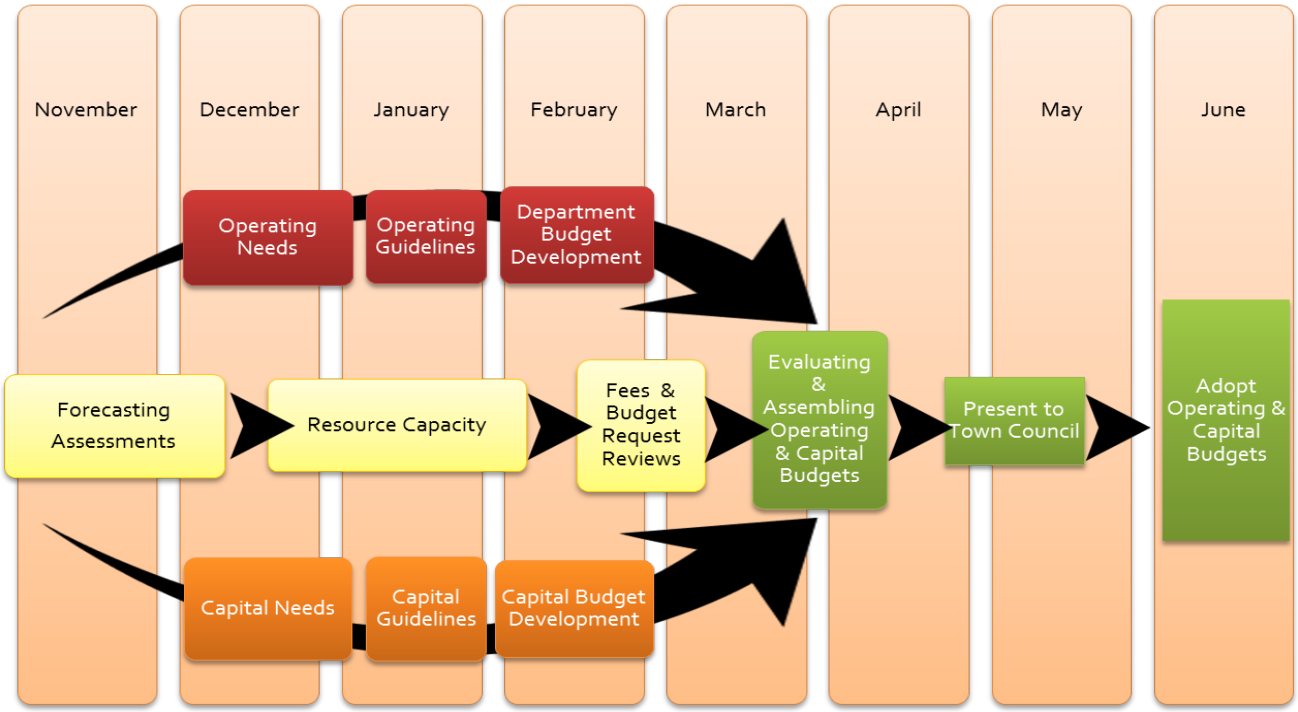
The following are key benchmarks used to determine items to include within the CIP:

1. Useful life greater than 5-years
2. Value greater than $100,000
    a. Acquisition, renovation/improvement, and/or construction of a single fixed public asset
    b. Land purchases not associated with or included in another CIP project
    c. Major equipment for any public facility when first constructed or acquired
    d. Road construction, or large, non-routine maintenance projects considered capital in nature – excluding recurring or routine maintenance projects
    e. State roadway projects deemed important to advance within the State Transportation Improvement Program (STIP), that would decrease congestion along major routes, or may contribute to improving public safety or economic development
    f. Projects included in other adopted plans
3. Typically require use of debt, or reserve funds

Capital projects are organized within the CIP by the following major categories:

- Public Facilities
- Public Safety
- Parks/Recreational
- Environmental/Stormwater
- Bicycle/Pedestrian
- Public Roadways/Transportation
- State Roadways (design, grant match funds, or mitigating improvements)

Capital Investments Program Planning Calendar: The basic CIP Calendar typically coincides with the Annual Operating Budget Planning Calendar, while remaining flexible. An outline of the typical calendar is included below:



Community Engagement:

Public input is a critical step in establishing capital project priorities. Involving the community in the process can generate support for the capital plan and budget, and for funding options, such as issuance of bonds that require voter approval and may require a tax rate increase for funding. Public input is a critical tool in Council's decision-making toolbox. The primary forms of community engagement include, but are not limited to:

- Comprehensive Survey on Strategic Values and Service Needs assessment every 4-years – gauges community feedback on areas where the Town is performing well and identifies areas for improvement.
- Annual Budget Portal Feedback – provides key input during the planning stages in addition to offering feedback on the recommended capital budget once presented to Council.
- Annual Formal Public Hearings – provides an open mic for input in a formal setting on the recommended capital budget as presented to Council.

Other Media – The Town uses various media outlets to support two-way communication between the community and the Town. This is another avenue for the community to share their priorities and interests with the Town. As in all community matters, it is recognized that the public engages in providing input in a number of ways by actively communicating their opinions on service needs or key issues facing the community to Town Council via email, letters, and phone calls.

Key Influences on Project Creation*:* A number of factors contribute to the creation of project concepts. The primary factors originate from the community needs assessment data obtained through the Comprehensive Survey on Strategic Values and Service Needs, Town Goals, adopted plans, and legal mandates. Other influences include department specific satisfaction surveys or department need assessments, public assets replacement/improvement needs, informal communications and other data collection efforts.

Professional staff evaluate this data to craft realistic project concepts with detailed scopes, sound cost estimates, clear community benefits, and key location targets when applicable. The project concepts also consider potential funding sources and operating cost impacts. Projects should generally be foreseen ahead of time (preferably 2 + years) to allow adequate planning and due diligence to occur.

Internal Review: The internal review of the CIP will consist of the following:

Project Evaluation Criteria

The Project Evaluation Criterion is established by Council and applied by staff to evaluate the merits of a project and its overall alignment with the Town's strategic goals and initiatives. The criteria produce a unique rating for each project Council uses in conjunction with other tools to prioritize projects and develop a five-year funding plan. The project concept and its corresponding evaluation criteria rating are evaluated by the Executive CIP Review Team (defined below) for relevance.

Evaluation Criteria (listed in order of Council's weighted significance)

1. **Safety** – Degree a project eliminates, prevents, or reduces an immediate hazard to safety
2. **Mandates** – Project addresses a federal, state, or local mandate, including previous Town actions and associated commitments
3. **Continuity of Service** – Necessity of project to maintain existing levels of service and/or prevent service interruptions
4. **Strategic Goal Alignment -** Extent to which a project advances the Town's adopted plans, strategic goals, initiatives, and objectives
5. **Emerging Service Demand** – Responsiveness to public demand for new programs and services
6. **Economic Impact** – How a project enhances economic development in Town, directly or indirectly adds to the tax base, or enables revenue generation through user fees or similar charges
7. **Fiscal Efficiencies** – How a project contributes to savings in Town's operational and/or capital spending
8. **Availability of Funding** - Level of external funding sources available to support the project
9. **Improvement of Public Fixed Asset(s)** – Project improves an existing Town asset
10. **Project Readiness** – Degree of shovel readiness

Project Cost, Affordability, and Staff Capacity

The project evaluation criteria are the primary tool used by Council to establish priority rankings for capital projects, and it guides the development of the Five-Year Capital Investment Program. Each year during the annual budget process, Town staff works to develop a funding plan that meets Council's top priorities, while remaining within the bounds of the Town's available financial resources, policy guidelines, and staff capacity to manage the projects.

Executive CIP Review Team

A critical assessment team will consist of the Town Manager and the Manager's selected key staff members. The team will review CIP project concepts for:

- Complete and accurate information
- Project benefits and alignment with Town Goals
- Feasibility of cost and practicality of project

Additionally, the Team will recommend a list of the top five projects considered by staff as the highest priority projects for Council consideration as they work through their prioritization action. Professional staff knowledge and expertise is instrumental in safeguarding important, but less appealing projects such as facility improvement needs receiving a diminished consideration.

Council Prioritization: Council will produce a prioritized list of projects using key information tools provided within the scope of the CIP including, but not limited to:

- Project concept profiles
- Project evaluation criteria
- Executive CIP Review Team's recommended priorities
- Comprehensive Survey Data on Strategic Values and Service Needs as it relates to community support for certain types of projects
- Professional knowledge and expertise

The prioritized list will be updated by Council on a 4-year cycle to allow staff adequate consistency in direction and guidance to develop a funding strategy and begin work to plan for the execution of projects.

Alignment Of Resources: At the conclusion of Council's prioritized list, staff will develop a funding model for the Top 5 projects across the 5-year plan. The Town Manager will present a recommended plan to Council for adoption. This will provide staff annually with the guidance and expectation to responsibly plan for good capital investments for the community.

Funding Sources: The primary funding sources considered by the Town are defined as follows:

Debt Methods:

Typically used for large, expensive projects with a useful life that exceeds 5-years and the length of the financing period.

- ***Installment Purchase*** – capital item used for a public facility or equipment that is

a public good and may or may not have revenue- producing capability. These asset-backed loans involve an installment purchase or financing agreement and perhaps a trust indenture.

- ***General Obligation (GO) Bonds*** – capital item used for a public facility or equipment that is a public good and that has no revenue producing capability (e.g., streets and municipal buildings or structures). Generally, GO Bonds are used for major projects. Growth in tax based could be leveraged when a project is in response to community demands.
- ***Revenue Bonds*** – capital item used for a non-public good, in which a revenue stream is associated with the capital item (e.g., airport, water, wastewater, and electric systems capital items).

Non-Debt Methods (also referred to as Pay-As-You-Go, "Pay go", or Cash): Typically used for less expensive items with a shorter useful life like vehicles and equipment, matching funds for grants, or similar items that may possess phasing potential.

- ***General Fund*** – the capital item may require advanced funding from the General Fund to begin design work. The financing instrument reimburses funding provided for by the General Fund prior to the close of the capital project.
- ***Unassigned Fund Balance –*** the capital item can be acquired through existing fund balance without drawing balances below policy limits.
- ***Capital Reserve Fund –*** the capital item may be funded from a Council designated tax or revenue streams that are set aside in a separate fund.
- ***Special District Tax or Special Assessment –*** the capital item may be funded from charges to benefiting property owners for major infrastructure with local act.

Other Methods:
Typically, these methods are oriented more toward parks, sidewalks, greenways, and transportation related type projects. Grants can be assets qualifying and possess reporting requirements.

- ***Grants*** – funding of the capital item was secured upon application of a governmental grant (e.g., CDBG, Law Enforcement Grants, EPA Water Quality, Fire Safety Grants, CAMPO, Wake County Park Grants). The capital item is used for a public facility or equipment that is a public good and may or may not have a revenue producing capability (e.g., streets, municipal buildings, structures, or parks). Typically, grant funds are designed to be seed money and are a one-time financing source.
- ***State Funding*** – capital items specifically related to STIP projects that are included within the CIP are preferred to be funded directly by the North Carolina Department of Transportation. The Town recognizes it may need to invest planning funds to improve the scoring of key projects at the State level, but it does not intend to fully fund the construction.

- ***Developer –*** transportation and park improvement projects may be constructed by developers as new development occurs. The Town is authorized to collect payments from developers in lieu of requiring the developers to provide open space and recreation areas or make certain public street improvements. The Town can then use the funds to make the improvements. Additional details are included below.

Payment in Lieu of Providing Required Public Recreation Areas:
The Town may collect payments from developers in lieu of providing required public recreation areas. Payments are collected in accordance with standards and procedures outlined in section 5.5.3 of the Town's Unified Development Ordinance (UDO). Upon collection, funds are deposited into the Parkland Payment in Lieu Fund in accordance with section 5.5.3(C)(2) of the UDO.

Use of Funds:
Funds shall be used only for the acquisition or development of parks, greenways, and other open space areas that will serve occupants and users of the development. Such areas may also serve other developments in the immediate area.

Payment In-Lieu of Public Street Improvements:
The Town may collect payments from developers in lieu of required public street improvements as authorized by NCGS 160D-804. Payments are collected in accordance with standards and procedures outlined in section 8.1.3 of the Town's Unified Development Ordinance (UDO). Upon collection, funds are deposited into the Roadway and Transportation Capital Reserve Fund in accordance with Section 8.1.3(F) of the UDO. Payments are collected for the following types of public street improvements:

- Road Improvements
- Bike Improvements
- Driveway Stubs
- Landscaped Medians
- Pedestrian Improvements
- Streetlights
- Traffic Lights
- Greenway Improvements

Use of Funds:
Funds shall be used only for the design and construction of street improvements, including associated land acquisition, that serve the occupants, residents, or invitees of the subdivision or development for which the in-lieu payment is made.

The Town will, when practicable and expeditious, spend funds on the specific improvement for which the in-lieu payment was initially collected. The Town may leverage the funds for other street improvements in close proximity to benefit the general community area as initially intended if one or more of the following conditions exists:

- Payments received for specific improvement have been retained in reserve for a

period greater than five years.
- The specific improvement is not likely to occur as originally expected and funds were not collected as a refundable improvement.
- The final Certificate of Occupancy has been issued for the development that originally made the payment in lieu.

This ensures funds received are effectively and efficiently utilized for street improvements and not held idle, maximizing community benefit of the investment paid by the original subdivision or development.

Frequency Of CIP Updates: It is important that a CIP be updated in a reasonable and predictable timeframe. The CIP must remain flexible and responsive to opportunities and urgent matters that may surface from time to time. The Town will commit to a Major Update of the CIP Policy, Projects, and Prioritization on a 4-year cycle, with a 2-year Mini Update occurring to adjust for necessary project modifications, and a simple cursory review by staff annually with the Capital Budget to adapt to urgent circumstances.

This allows for consistency in direction so staff can effectively plan for, fund, and realize tangible improvements for the community.

Section 4 - CONFLICT-OF-INTEREST AND GIFT AND FAVORS POLICY

The purpose of the Policy is to ensure that when actual or potential conflicts of interest arise, the Town has a process in place under which the affected individual will advise the governing body about all relevant facts concerning the situation.

The policies of the Town prohibit any employee, Council member, officer, or agent from participating in the selection, award, or administration of a contract if he or she has a real or perceived conflict of interest.

Such conflict includes, but is not limited to, the employee, officer, or agent, any member of their immediate family, spouse, or organization they may otherwise work for has any interest, financially or personal, in the party being considered for the contract. Financial interest shall not be considered substantial and therefore a conflict if it is below one thousand dollars ($1,000). The Town shall disclose any potential conflicts of interest to the U.S. Department of Treasury or any applicable Federal agency pursuant to their Conflict-of-Interest policy.

GIFTS AND FAVORS –

No employee, officer, or agent may solicit or receive any gratuities, favors, or any monetary value from contractors or subcontractors. Any violation of this policy may result in termination as determined by the Town.

No employee shall engage in any transaction, which is incompatible with the proper discharge of his or her official duties in the public interest or would tend to impair independent judgment or action in the performance of official duties.

No officer or employee of the Town who is charged with preparing plans, specifications, or estimates for public contracts; awarding or administering contracts; or inspecting or supervising construction will receive a gift or favor from any contractor, subcontractor, or supplier who has a contract with the Town; has performed under such a contract within the past year; or anticipates bidding on such a contract in the future.

Town employees shall not directly or indirectly solicit or accept any gift with a value of more than $25 when the exchange is related to his or her job. The gift shall not be in cash and all gifts from the donor shall not exceed $50 in one year. Furthermore, G.S. § 14-234 makes it a misdemeanor for a public official to benefit from contracts with the unit he or she works for or represents.

Benefit from Confidential Information:
It is unethical and unlawful for any employee or former employee knowingly to use confidential information for actual or anticipated personal gain, or for the actual or anticipated personal gain of any other person. Any such action will subject a current employee to disciplinary action up to and including termination; any such action may subject a current or former employee to criminal prosecution.

Section 5 - DEBT MANAGEMENT POLICY

The purpose of the Town's Debt Management Policy is to describe and provide a framework for the issuance of debt by the Town.

The Town recognizes the foundation of any well-managed debt program is a comprehensive debt policy. A debt policy sets forth the parameters for issuing debt, managing outstanding debt, and provides guidance to decision-makers regarding the timing and purposes for which debt may be issued, types and amounts of permissible debt, method of sale that may be used and structural features that may be incorporated. The debt policy should recognize a binding commitment to full and timely repayment of all debt as an intrinsic requirement for entry into the capital markets. Adherence to a debt policy helps to ensure that a government maintains a sound debt position and that credit quality is protected. Advantages of a debt policy are as follows:

1. Enhances the quality of decisions by imposing order and discipline,

2. Promotes consistency and continuity in decision-making,

3. Rationalizes the decision-making process,

4. Identifies objectives for staff to implement,

5. Demonstrates a commitment to long-term planning objectives, and

6. Is regarded positively by the rating agencies in reviewing credit quality.

It is the policy of the Town Council:

1. To periodically approve the issuance of Debt Obligations on behalf of the Town to finance the construction or acquisition of infrastructure and other assets for the purpose of meeting its governmental obligations to its residents;

2. To approve the issuance of Debt Obligations to refund outstanding debt when indicated by market conditions or management considerations;

3. To ensure that such Debt Obligations are issued and administered in such a manner as to ensure and sustain the long-term financial integrity of the Town, to achieve the highest possible credit rating and to preserve and enhance the quality of life, safety, and welfare of its residents.

Debt issuance will not be used to finance current operations or normal maintenance. The Town will strive to maintain its annual tax-supported debt service costs at a level no greater than fifteen percent (15%) of the governmental expenditures (governmental expenditures defined as ongoing governmental expenditures less capital outlay). Payout of aggregate outstanding tax-supported debt principal shall be no less than 55% repaid in 10 years. The tax-supported debt

of the Town will not exceed two percent (2%) of the assessed valuation of the taxable property of the Town.

In the event that the Town anticipates exceeding the policy requirements stated above, Town staff may request an exception from Town Council setting forth the reason and need for the exception and the length of time estimated to achieve compliance.

Whenever possible, the Town will maximize opportunities to fund capital projects with grants, reserves, other services, or developer contributions.

The types of debt currently used by the Town include General Obligation bonds and Installment Purchase agreements. The Town may pursue other methods of
financing based upon the direction of the Town Manager and approval by the Town Council. The Town will only use debt instruments which are approved for local government.

The Town will comply with standards of the Government Finance Officers Association for financial reporting and budget presentation and the disclosure requirements of the Securities and Exchange Commission.

Adopted 9/22/03 Resolution 2003-035; Revised 4/23/13 Resolution 2013-050; Revised 5/11/21 Resolution 2021-204-0

Section 6 - EXPENDITURE POLICY

The purpose of the Town's Expenditure Policy is to provide guidelines to ensure that funds are used in a responsible and appropriate manner.

Budget Management: Expenditure budgets are reviewed by the Budget Director, Chief Financial Officer, Town Manager, and Town Council prior to adoption and are continually monitored throughout the budget year. Budgeted funds will only be spent for categorical purposes for which they were intended. The annual operating budget defines staff authorization for operating budget adjustments and special authorization and appropriation for the Town Manager regarding budget authority. No appropriations of the proceeds of a debt instrument will be made except for the purpose for which such debt instrument was issued. Donations will be spent only toward the intent for which they were given.

Fiscal Management: Current operating expenditures will not exceed current operating revenues. Fund balance may be used to address unanticipated needs or opportunities or to balance the annual budget regarding revenues and expenditures.

Continuing Contracts: For continuing contracts, funds will be appropriated in the annual budget ordinance to meet current year obligations arising under the contract, in accordance with G.S. § 160A-17.

Payroll: Payroll will be in accordance with the requirements of the Fair Labor Standards Act. Overtime and benefit payments will be made in accordance with the Town's Personnel Policy Ordinance.

Adopted 4/23/13 Resolution 2013-050

Section 7 - FUND BALANCE POLICY

The purpose of the Town's Fund Balance Policy is to provide guidelines to ensure that the Town maintains adequate fund balances and reserves in order to provide sufficient cash flow for daily operational needs, secure and maintain bond ratings, offset significant economic downturns or revenue shortfalls, and provide funds for unforeseen expenditures related to emergencies.

To ensure financial stability, and secure and maintain investment grade bond ratings, this policy is to set a reasonable level of fund balance, establish under what circumstance the fund balance may fall below the policy level, and procedures on how the Town will restore fund balance within the desired range.

For governmental funds, GASB Statement No. 54 defines five specific classifications of fund balance. These five classifications are intended to identify whether the specific components of fund balance are available for appropriation and are therefore spendable. The classifications are also intended to identify the extent to which fund balance is constrained by special restrictions, if any.

DEFINITIONS:

Non-spendable fund balance: Includes amounts that are not in a spendable form (prepaids, for example) or are required to be maintained intact (the principal of an endowment fund, for example).

Restricted fund balance: Includes amounts that can be spent only for the specific purpose stipulated by external resource providers (grant providers), constitutionally, or through enabling legislation (legislation that creates a revenue source and restricts its use). Effectively, restrictions may be changed or lifted only with the consent of resource providers.

Committed fund balance: Includes amounts that can be used only for specific purposes imposed by majority vote of a quorum of the Town Council, the highest level of decision-making authority. Commitments may be changed or lifted only by taking the same formal action that imposed the constraint originally.

Assigned fund balance: Comprises amounts intended to be used by the government for specific purposes. Intent can be expressed by the governing body or by an official or body to which the governing body delegates authority. In governmental funds other than the General Fund, assigned fund balance represents the amount that is not restricted or committed. This indicates that resources in other governmental funds are, to a minimum, intended to be used for the purpose of that fund.

Unassigned fund balance: Is the residual classification for the General Fund and includes all amounts not contained in the other classifications. Unassigned amounts are technically available for any purpose. If another governmental fund has a fund balance deficit, then it will be reported as a negative amount in the unassigned classification in that fund. Positive unassigned amounts will be reported only in the General Fund.

Fund balance range: Is the range of amounts this policy has set within which the Town means to maintain the unassigned fund balance.

Surplus: Is the amount by which the unassigned fund balance exceeds the upper limit of the fund balance range.

Shortfall: Is the amount by which the lower limit of fund balance range exceeds the unassigned fund balance.

Expenditures: Are all uses of financial resources budgeted for any purpose, and include operating, capital, debt service expenditures, and transfers to other funds.

Operating expenditures: Are uses of financial resources for personnel, supplies, services, and materials, and excluding capital, debt service expenditures and transfers to other funds.

POLICY:

The Unassigned Fund Balance range for the General Fund shall be no less than three months' operating expenditures or 25% of the total budgeted operating expenditures. In the event of an "extreme emergency" the Town Council may utilize unassigned fund balance that will reduce fund balance below the 25% policy for the purpose of providing for:

1. An unanticipated revenue shortfall.

2. Exposure to natural disasters (e.g., hurricanes or other events that threaten the health or safety of residents).

3. Taking advantage of an unforeseen significant opportunity that may be otherwise lost to the community.

4. To protect the long-term fiscal security of the Town.

If Fund Balance falls below 25%, the Town Council will adopt a written plan as part of the following year's budget process to restore the Fund Balance available to the policy level within 24 months from the date of the budget adoption. This plan may require reduction of services, increases in taxes, fees, or rates, or some combination thereof.

If Unassigned Fund Balance available as of the fiscal year end is in excess of 45%, the Town Council may appropriate or designate the excess for one-time Capital Expenditures, Economic Development related expenditures, or transfer the excess to a Capital Reserve Fund. Thus, the fund balance range target is 45%.

Adopted 6/25/07 Resolution 2007-091; Revised 7/26/11 Resolution 2011-069; Revised 4/23/13 Resolution 2013-050

Section 8 - INVESTMENT POLICY

The purpose of this investment policy is to guide the Town in managing cash on hand, to preserve principal, and generate income to provide cash for daily operational and capital needs.

It is the intent of the Town that public funds will be invested to the extent it is possible to reduce the need for property tax revenues. Funds will be invested with the chief objectives of safety of principal, liquidity, and yield, in that order. All deposits and investments of Town funds will be in accordance with G.S. Chapter 159.

The Town will use a Central Depository to maximize the availability and mobility of cash for all funds that can be legally and practically combined.

Cash flow will be forecasted, and investments will be made to mature when funds are projected to be needed to meet cash flow requirements.

Liquidity*:* No less than 20% of funds available for investment will be maintained in liquid investments at any point in time.

Maturity: All investments will mature in no more than fifteen (15) years from their purchase date.

Custody: All investments will be purchased on a delivery-versus-payment (DVP) basis and if certificated will be held by the Chief Financial Officer in the name of the Town. All non-certificated investments will be held in book-entry form in the name of the Town with the Town's third-party Custodian (Safekeeping Agent).

Authorized Investments: The Town may deposit Town Funds into a Council approved Official Depository if such funds are secured in accordance with G.S. § 159-31. The Town may invest Town Funds in the North Carolina Capital Management Trust, US Treasury Securities, US Agency Securities specifically authorized in G.S. Chapter 159 and Commercial Paper meeting the requirements of G.S. Chapter 159 plus having a national bond rating.

Diversification: No more than 5% of the Town's investment funds may be invested in a specific company's commercial paper and no more than 20% of the Towns' investment funds may be invested in commercial paper. No more than 25% of the Town's investments may be invested in any one US Agency's Securities.

Allocation: Investment income will be allocated to each participating fund or account based on a fair and equitable formula determined by the Chief Financial Officer.

Adopted 6/25/07 Resolution 2007-091; Revised 7/26/11 Resolution 2011-069; Revised 4/23/13 Resolution 2013-050

Section 9 - NONDISCRIMINATION POLICY

The purpose of the Town's Nondiscrimination Policy is to address issues of diversity and multiculturalism that foster an inclusive community and the elimination of discrimination.

The Town is committed to providing an inclusive and welcoming environment for all members of our council, staff, clients, volunteers, vendors, subcontractors, and the community.

The Town adopted an ordinance on March 22, 2022, which states prohibiting discrimination with regards to employment, which extends to contractors, and prohibits discrimination on the basis of race, natural hair or hairstyles, ethnicity, creed, color, sex, pregnancy, marital or familial status, sexual orientation, gender identity or expression, national origin or ancestry, National Guard or veteran status, religious belief or non- belief, age, or disability.

The Town has the authority to protect against discrimination that is detrimental to the health, safety and welfare of its residents and the peace and dignity of the Town pursuant to G.S. § 160A-174.

The Town is authorized by the G.S. § 153A-122 to permit a Wake County ordinance to apply within the Town's territorial jurisdiction by enacting a resolution so providing.

The Wake County Nondiscrimination Ordinance shall apply within the corporate limits of the Town that are located within Wake County and shall have the same force and effect and shall be enforced to the same extent within the corporate limits of the Town as within Wake County. Wake County shall be authorized and permitted to enforce the provisions of the Wake County Nondiscrimination Ordinance within the corporate limits of the Town that are located within Wake County pursuant to G.S. § 153A-122, to the fullest extent allowed by law.

Adopted 3/22/2022 Resolution 2022-96-0; Updated 3/26/2024 Resolution 2024-89-0

Section 10 - NONDISCRIMINATION POLICY RELATED TO FEDERAL GRANT FUNDS

PURPOSE:

The purpose of this policy is to complement the Nondiscrimination Policy adopted by Town Council and specifically address and define the terms and conditions regarding the award of American Rescue Plan Act (ARPA) Recovery Funds in order to maintain compliance.

OVERVIEW:

The Town has received an allocation of funds from the Coronavirus State Local Fiscal Recovery Fund (CSLFRF). CSLFRF funds are subject to the U.S. Department of Treasury regulations, including the Final Rule, the Award Terms and Conditions, and the Title VII implementing regulations at 31 C.F.R. Part 22.

Per the ARP/CSLFRF Award Terms and Conditions, and as a condition of receiving CSLFRF funds, the Town agrees to follow all federal statutes and regulations prohibiting discrimination in its administration of CSLFRF under the terms and conditions of the ARP/CSLFRF award, including, without limitation, the following:

1. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d et seq.) and Treasury's implementing regulations at 31 C.F.R. Part 22, which prohibit discrimination on the basis of race, color, or national origin within programs or activities receiving federal financial assistance.

2. The Fair Housing Act, Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§ 3601 et seq.), which prohibits discrimination in housing on the basis of race, color, religion, national origin, sex, familial status, or disability.

3. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of disability under any program or activity receiving Federal financial assistance.

4. The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 et seq.), and Treasury's implementing regulations at 31 C.F.R. Part 23, which prohibit discrimination on the basis of age in programs or activities receiving federal financial assistance.

Title II of the Americans with Disabilities Act of 1990, as amended (42 U.S.C. §§ 12101 et seq.), which prohibits discrimination on the basis of disability under programs, activities, and services provided or made available by state and local governments or instrumentalities or agencies thereto. The Town agrees to follow the Town's ordinance adopted March 22, 2022, prohibiting discrimination with regards to employment, which extends to contractors, and prohibits discrimination on the basis of race, natural hair or hairstyles, ethnicity, creed, color, sex,

pregnancy, marital or familial status, sexual orientation, gender identity or expression, national origin or ancestry, National Guard or veteran status, religious belief or non- belief, age, or disability.

PROCEDURE:

To ensure compliance with Title VII of the Civil Rights Act of 1964, and Title 31 Code of Federal Regulations, Part 22, the Civil Rights Restoration Act of 1987, and other pertinent nondiscrimination authorities, the Town shall prohibit, at a minimum, the following practices in its administration of CSLFRF pursuant to the ARP/CSLFRF award:

1. Denying to a person any service, financial aid, or other program benefit without good cause.
2. Providing to a person any service, financial aid, or another benefit which is different in quantity or quality, or is provided in a different manner, from that provided to others under the program.
3. Subjecting a person to segregation or separate treatment in any matter related to the receipt of any service, financial aid, or other benefit under the program.
4. Restricting a person in the enjoyment of any advantages, privileges, or other benefits enjoyed by others receiving any service, financial aid, or other benefit under the program.
5. Treating a person differently from others in determining whether that person satisfies any admission, enrollment, quota, eligibility, membership, or other requirement or condition which person must meet to be provided any service, financial aid, or other benefit provided under the program.
6. Implementing different standards, criteria, or other requirements for admission, enrollment, or participation in planning, advisory, contractual, or other integral activities to the program.
7. Adopting methods of administration which, directly or through contractual relationships, would defeat or substantially impair the accomplishment of effective nondiscrimination.
8. Selecting a site or location of facilities with the purpose or effect of excluding people from, denying them the benefits of, subjecting them to discrimination, or with the purpose or effect of defeating or substantially impairing the accomplishment of the objectives of Title VI or related acts and regulations.
9. Discriminating against any person, either directly or through a contractual agreement, in any employment resulting from the program, a primary objective of which is to provide employment.

   Committing acts of intimidation or retaliation, including threatening, coercing, or discriminating against any individual for the purpose of interfering with any right or privilege secured by any pertinent nondiscrimination law, or because an individual made a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing.

Reporting & Enforcement:

1. The Town shall cooperate in any enforcement or compliance review activities by the Department of the Treasury. Enforcement may include investigation, arbitration, mediation, litigation, and monitoring of any settlement agreements that may result from these actions. The Town shall comply with information requests, on-site compliance reviews, and reporting requirements.

2. The Town shall maintain a complaint log and inform the Treasury of any complaints of discrimination on the grounds of race, color, or national origin (including limited English proficiency covered by Title VI of the Civil Rights Act of 1964) and implementing regulations and provide, upon request, a list of all such reviews or proceedings based on the complaint, whether pending or completed, including the outcome. The Town shall inform the Treasury if it has received no complaints under Title VI.

3. Any person who believes they have been aggrieved by a discriminatory practice under Title VI has a right to file a formal complaint with the Treasury. Any such complaint must be in writing and filed with the Treasury's Title VI Coordinator within one hundred eighty (180) days following the date of the alleged discriminatory occurrence.

4. Any person who believes that because of that person's race, natural hair or hairstyles, ethnicity, creed, color, sex, pregnancy, marital or familial status, sexual orientation, gender identity or expression, national origin or ancestry, National Guard or veteran status, religious belief or non-belief, age, or disability that he/she/they have been discriminated against or unfairly treated by the Town in violation of this policy should contact the Town Manager's office within 90 days from the date of the alleged discriminatory occurrence on the complaint form provided by the Town.

Section 11 - RESERVE POLICY

The purpose of the Town's Reserve Policy is to provide guidelines that some portions of the Town's fund balance be reserved for future use. In addition, as a general budget principle concerning the use of reserves, the Town Council decides whether to appropriate funds from reserve accounts. Reserve funds will not be spent on any other function other than the specific purpose of the reserve account without specific direction in the annual budget or by separate Town Council action.

Restricted for Stabilization by State Statute: In accordance with North Carolina General Statute 159-8(a), appropriated fund balance in any fund will not exceed the sum of cash and investments minus the sum of liabilities, encumbrances, and unavailable or unearned revenues arising from cash receipts.

Unassigned Fund Balance: The Town will maintain an unassigned fund balance in operating funds. These funds will be used to avoid cash flow interruptions, generate interest income, eliminate the need for short-term borrowing, assist in maintaining an investment-grade bond rating, provide funding flexibility for unanticipated needs and opportunities and sustain operations during unanticipated emergencies aid disasters. The level of unassigned fund balance will be determined based on anticipated future funding needs, historical trends, growth patterns, the economy and contractual obligations, including bond covenants.

Interfund Transfers: Interfund transfers are permitted for the operating subsidy to another fund or non-recurring transfers or close-out of a fund.

Capital Investment Plan: The Town will update and readopt annually a five-year capital investment plan (CIP); including the upcoming annual capital improvement budget and a five-year projection of capital needs and expenditures which details the estimated cost, description, and anticipated funding sources for capital projects. The program will include costs that have been estimated including consideration for inflation. The inflation rate will be determined annually in the budget process.

The first year of the five-year CIP will be the basis of formal fiscal year appropriations during the annual budget process. If new project needs arise during the year, a budget amendment identifying both funding sources and project appropriations will be utilized to provide formal budgetary authority for the subject projects. The Capital Investment Budget and Plan will generally address those capital assets with a value of more than $100,000 and a useful life of over five (5) years and typically requires financing. The Town will emphasize preventive maintenance as a cost-effective approach to infrastructure maintenance.

Financing Sources: The Town acknowledges pay-as-you-go financing as a significant capital financing source but will ultimately determine the most appropriate financing structure for each capital project on an individual basis after examining all relevant factors of the project. Fund balances in excess of aforementioned Local Government Commission (LGC) guidelines may be used as a capital source for pay-as-you-go funding.

Adopted 4/23/13 Resolution 2013-050

Section 12 - REVENUE POLICY

The purpose of the Town's Revenue Policy is to provide guidelines and directions on how to manage revenue collection more efficiently and effectively in order to maximize the collection of revenue.

The Town seeks to implement a diversified taxing policy that will ensure reasonable stability for operations at continuous service levels, but that will provide elasticity necessary for responding quickly to increased service demands due to new development. Revenue management includes, within its focus, an ongoing process for reviewing and analyzing each revenue source to ensure that proceeds from each source are at an optimum level. Every attempt will be made to project revenues within 5% of final actual results, and the projections will be based on historical trends, growth patterns, and the economy. To meet these objectives the Town observes the following guidelines:

Ad Valorem Taxes: As provided by the North Carolina Local Budget and Fiscal Control Act, estimated revenue from the Ad Valorem Tax levy will be budgeted as follows:

1. Assessed valuation will be estimated based on historical trends, growth patterns, and anticipated construction.

2. The estimated percentage of collection will not exceed the percentage of the levy actually realized in cash as of June 30 during the preceding fiscal year.

3. The tax rate will be set each year based on the cost of providing general governmental services and paying debt service. Consideration will be given to future net revenue requirements for operational expenditure impacts for capital investment projects and debt service.

User Fees: The Town sets fees that will maximize user charges in lieu of Ad Valorem Taxes for services that can be provided. Emphasis of user charges over Ad Valorem Taxes results in the following benefits:

1. User charges are paid by all users, including those exempt from property taxes.

2. User charges avoid subsidization in instances where the service is not being provided to the general public.

3. User charges are a means of assisting in offsetting the costs of providing certain services.

User charges for certain services can be justified on the basis of equity and efficiency, by producing information on the demand level for services and by helping to make the connection between the amount paid and the service received.

Lost Revenue: When program revenue may be impacted by economic factors/facility

closings, a relatively conservative approach will be utilized to forecast revenue to help mitigate these effects. The Town will strategically look for other funding sources to replace lost revenues and offset expenditures.

Other Revenue: All other revenue will be programmed through the annual budget process to meet Town Council's goals and objectives.

Morrisville
Live connected. Live well.

FINANCIAL POLICIES AND PROCEDURES

Part II - Approved by the Town Manager

See Index for reviews & approvals

Section 1 - ACCOUNTS RECEIVABLE

PURPOSE:

The purpose of this policy is to provide guidelines in developing procedures to properly account for, report, manage, and collect receivables.

OVERVIEW:

The overall policy of the Town is to take all appropriate and cost-effective actions to aggressively collect accounts receivable. This policy is not meant to be all-inclusive but offers direction and guidance for the accounts receivable billing and collections.

PROCEDURE:

RESPONSIBILITY OF DEPARTMENT REQUESTING ACCOUNTS RECEIVABLE BILLING:

1. Each department requesting the Financial Services Department to bill and issue invoices must provide the following information via email or hard copy:
    a. Customer/business name,
    b. Complete billing address (including suite numbers) and physical address,
    c. Phone number,
    d. Amount of charge,
    e. Reason for charge,
    f. Due/bill date (if there is a contract due/bill date),
    g. Copy of documentation/reports (police/fire/citation) with explanation of charge, and
    h. Copy of contract if applicable.
2. All billing information should be submitted accurately and timely.
3. When a contract or billing terms change or expire it is the responsibility of the department requesting the charge to provide the information to the Financial Services Department.

ACCOUNTS RECEIVABLE ADJUSTMENT OR WRITE-OFF:

If there is an adjustment to be made to an accounts receivable invoice that has been processed, the requesting department must submit this in writing/email to the Financial Services Department. This request must be approved by the appropriate party (Department Head and Chief Financial Officer).

Requests for adjustments or write-offs should adhere to any current ordinance and procedures within each department.

The Financial Services Manager and/or the Chief Financial Officer will conduct a periodic review of the Aging Report.

All write-offs must receive final approval from the Financial Services Manager or Chief Financial Officer.

COLLECTION:

Monthly statements are mailed to all customers that have an outstanding balance with the Town. Dunning letters may also be sent if applicable.

Per NC Debt Setoff Clearinghouse, the Town cannot report if the Town does not have a social security number or employer identification number. No match can be made without a tax identification number.

The Financial Services Department will be responsible for collecting any outstanding balance due to the Town. Outstanding debt is evaluated monthly, and write-offs are determined on a case-by-case basis depending on specific circumstances. A report will be provided annually to the Town Manager during the audit process. If debt is deemed unable to collect, it will be forwarded to the Financial Services Manager or Chief Financial Officer for final approval to write-off the balance annually in the financial system.

The Town has the right to seek legal action for past due receivables.

Section 2 - BANK DEPOSITS

PURPOSE:

To establish guidelines for the depositing of cash receipt collections.

OVERVIEW:

A bank deposit is made each day by every operating collection site location unless special permission not to make a deposit for that day is obtained from the Chief Financial Officer. All off-site locations must have deposits of the prior business day's receipts delivered to Town Hall for processing no later than 10:00 a.m. G.S. 159-32 requires all moneys collected or received by an employee shall be deposited daily in an official depository.

All checks and cash are to be deposited daily; all credit card transactions are to be transmitted daily, creating a settlement report. Only $100 is to be left in the cash drawer for the purpose of giving change to customers that pay charges and fees in cash. The deposit is to be made before 5:00 p.m., which will ensure same-day credit and investment earnings.

PROCEDURE:

A total of $100 in cash and coin is removed from the drawer and set aside. This money is placed back into the cash drawer for change purposes after the drawer has been balanced.

On the deposit slip, check and cash totals are listed with a balanced report from the receipting software. Credit card receipts must equal the credit card settlement report. The bank deposit ticket and the credit card settlement report must equal the cash edit listing or cash post listing. The deposit slip, cash, checks, credit card receipts, and reports are to be approved by a Departmental Supervisor and then delivered to Town Hall, Financial Services Department, for processing no later than 10:00 a.m. If a problem arises that will prevent the deposit from making the cut-off time of 10:00am, notify the Financial Services Manager or Chief Financial Officer immediately.

The Financial Services Department verifies and audits cash receipts for each location and maintains a signature form for receipt of deposits. The deposit is to be made by 5:00 p.m. by the Financial Services Department to ensure same day credit and investment earnings. If any problem or situation arises that will prevent a deposit before 5:00 p.m., notify the Financial Services Manager or Chief Financial Officer immediately.

Section 3 - BUDGET ADJUSTMENTS

PURPOSE:

To provide Department Heads with greater budget flexibility and achieve improved budget performance while supporting the strategic planning and resource allocation process for authorized expenditures.

OVERVIEW:

Adjustments to approved budgets may be made when they provide the same planning or control purposes that are provided for when setting up annual budgets at the start of the fiscal year. Every effort should be made to perform within the adopted budget levels. Budgets must remain balanced.

PROCEDURE:

Budgetary control for financial reporting purposes is designated by the Budget Ordinance annually at the department level. Department budgets are detailed by line-item accounts that are grouped by the Major Expenditure Categories. Major Expenditure Categories include Personnel, Operations, Capital Outlay, and Interfund Transfers.

Department Heads are responsible for effectively monitoring and evaluating the availability of funds in the appropriate expenditure category prior to processing any expenditure transaction(s). This includes ensuring that appropriations are available in appropriate line account(s) prior to processing Contracts/Purchasing. The Department Head may designate processing of transactions to Budget Support Staff/Power Users, but the Department Head remains responsible for review and oversight of the budget. Authorization for budget transfers should not be designated to others.

Department Heads are authorized by the Town Manager to make administrative adjustments between line-items in the management of the budget as defined below. The workflow will trigger the Department Head's approval in the system. The Chief Financial Officer will review and approve the final Journal Post in system. Maximum total value allowed to transfer annually per department is $25,000 without additional approval.

Any request in excess of $25,000 in a singular and/or accumulative transactions will trigger the review and evaluation workflow by the Chief Financial Officer and Director of Management Services using the system.

The following guidelines apply:

1. Line accounts within the category may go in the negative as long as the category does not exceed that category's total budget up to $2,000.

2. When a budgetary warning occurs on a line account, it indicates that the category does

not have enough funds to proceed with transaction. A Budget Adjustment should be submitted in system as outlined in Section 4 before you may complete the expenditure transaction.

3. Department Heads are responsible for evaluating actual expenditures as compared to budget on a quarterly basis.

4. Budget authority is established to primarily provide flexibility with routine operational expenditures.

5. Transfer of funds from personnel accounts, across departments, alternative use of designated initiative funds or transfers exceeding $ 25,000 thresholds will trigger an extended workflow requiring the manual submittal of a Budget Adjustment Request Form and an extended workflow approval outlined in Section 4.

6. Adjustments will be considered in terms of an annual budget, including actual activity to-date and anticipated activity through the end of the fiscal year. Budget adjustments that simply match budgets to actual spending activity are not permitted. Any adjustments must be material and address a real variance from the original budget. Departments will not be provided additional authorizations because of misuse of this authority.

7. Other limitations:
   - Once the Town Council approves a Capital Project Ordinance, the monies appropriated for that purpose cannot be used for another project without requesting the specific approval of the Town Council.
   - Liquidated funds from Prior Year Purchase Orders can only be used for the original intended purpose of that Purchase Order. Any remaining liquidated funds will return to fund balance.

Budget Adjustment requests within a department's authority limits will be submitted/processed within the ERP system in accordance with the following generally defined procedures:

1. Budget Adjustment submittals at the direction of Department Heads will be entered in as a BUA by Administrative Support Staff/Power Users to trigger workflow evaluation and approval process. The submittal will include the following:
   - Include supportive justification memo as attachment in system (see form) to explain reason for request and what funds are being requested and why.
   - You are required to designate in system submittal in comment field serve to categorize the submittal request:

     UNFSEN = Unforeseen,

     RECLAS = Reclassification,

     PJTOVR = Project Overage,

LAPSUS = Lapse Salary Request or

NEWINT = New Initiative.

- Insert line account(s) to decrease (where the funds will come from) and the line account to increase (where the funds will go). These must be balanced.

2. Budget adjustments will enter a designated workflow depending on the value of request and will be processed within 5 days of request unless otherwise notified. Emergency budget adjustments should be avoided.

3. Departments Heads should not anticipate use of lapse personnel funds for operational expenditures without discussing with the Chief Financial Officer. Use of lapse personnel funds will require Town Manager approval, and the request must be submitted using the Budget Request Form. Requests for additional appropriations or actions requiring interfund transfers or new forms of appropriations require Town Council approval via a Budget Ordinance Amendment or a Capital Project Ordinance/Amendment and are processed by the Budget Officer unless the Annual Budget Ordinance deems otherwise. These requests are not specifically addressed by this policy and require appropriate time to develop and process. Consult with the Chief Financial Officer for guidance when requesting new funds for new initiatives and/or capital projects.

All Budget Adjustments will be monitored and approved by the Chief Financial Officer as a form of internal control and quarterly reconciliation. Any necessary remediation will be determined on a case-by-case basis.

Section 4 - CAPITAL ASSETS

PURPOSE:

To establish a set of guidelines that facilitates control and custody of Town property.

OVERVIEW:

The following policies and procedures document a capital asset program designed to comply with all statutory requirements and increase control over those assets for which the Town has stewardship responsibilities. The intent of these polices is to obtain accountability over assets, provide centralized documentation for insurance purposes, meet financial reporting needs, and generate asset management information.

It is the policy of the Town to maintain accountability over all capital assets having a life exceeding one year and with the dollar threshold as listed.

Asset Type	Threshold
Equipment & Fixtures	$5,000
Vehicles	$10,000
Other Improvements	$50,000
Buildings	$50,000
Infrastructure	$100,000

DEFINITIONS:

Assets in the system include land, buildings, infrastructure, other improvements, equipment & fixtures, vehicles, and motorized equipment.

Land/Land Improvements*:* The land account will include all land purchased or otherwise acquired by the Town. Purchased land will be valued based on cost or estimated historical cost. All costs for legal services are incidental to the acquisition and other charges incurred in preparing the land for use is to be included in the value. Donated capital assets received prior to June 15, 2015, are recorded at their estimated fair value at the date of donation. Donated capital assets received after June 15, 2015, are recorded at the acquisition value. Rights of Way, encroachments, and leaseholds will not be recorded as a Capital Asset. If land and buildings are acquired as a single parcel, the value of the land should be determined separately from the building and only that amount carried in the land account. The value of the building will be carried in the building account.

Buildings: The buildings account includes the value of all buildings at cost or estimated historical cost. The cost of the building should include all charges applicable to the building, including broker and architect's fees. If a building is donated to the Town, acquisition value will be used to value the building. Additions and improvements to buildings or other permanently attached fixtures should be added to the buildings account.

Infrastructure: This account will be used to record infrastructure which are long-lived capital assets that normally are stationary in nature and normally can be preserved for a significantly greater number of years than most capital assets. (i.e., roads, sidewalks, fences, bridges, and streets). General infrastructure assets acquired prior to July 1, 2003, are reported at estimated historical cost. General infrastructure assets acquired July 1, 2003, and later are reported at cost.

Other Improvements: Other improvements are enhancements made to a capital asset that are not mentioned in the other classes of assets.

Equipment & Fixtures**:** The equipment account will consist of all items of tangible property that meet the prior mentioned capitalization amount not permanently affixed to real property, which are needed to carry out the operations of the Town. This property is recorded at cost, including freight, installation and other charges incurred to place the asset in use. The fixtures will consist of property that does not lose its identity when removed from its location. If an asset is acquired through donation prior to June 15, 2015, it is recorded at its estimated fair value at the date of donation. After June 15, 2015, a donated asset is recorded at its acquisition value.

Vehicles & Motorized Equipment*:* Values will be recorded at cost including title, dealer prep and other charges incurred to place the vehicle into service. If an asset of this type is acquired through any means besides direct purchase, an appraised value is established as of the acquisition date and assigned to the asset.

Class of Asset	Useful Life	Equipment & Fixtures	3-10 years
Vehicles	3-10 years		
Other Improvements	10-30 years	Buildings	20-50 years
Infrastructure	30-50 years	RESPONSIBILITY OF	

DEPARTMENT HEADS:

The Financial Services Department will establish a capital assets system and prepare guidelines for the annual inventory. By June of each year the Financial Services Department will supply the Department Heads with a preliminary worksheet of assets as of June 30th from the prior year. A physical inventory of all assets will be conducted every five years by the department that will be reviewed by the Department Head.

To assist in accountability and theft prevention, each Department Head shall be held responsible for all property assigned to their department through an annual asset review.

Each department shall notify the Chief Financial Officer of any additions, deletions, interdepartmental transfers, modification, or leases of property that are not reflected on the preliminary list. The Financial Services Department will ensure the appropriate changes are made to the department's capital asset records.

ASSET IDENTIFICATION:

All property will be assigned a unique Town identification number by the Financial Services Department. The assigned number will follow the asset throughout its life in the Town's capital asset program.

When feasible, each piece of property will be tagged or marked with the Town identification number. Such markings will be removed when the item is marked for surplus, sold, or otherwise disposed of.

PROCEDURE:

ADDITIONS:

The Town may acquire property via purchase, construction, donation, or lease. The Financial Services Department will assign and notify the department of the Town identification number. The department will be responsible for immediately tagging the item with the identification number provided by the Financial Services Department. They will input the information from the asset control sheet to the capital asset database.

DELETIONS:

Assets previously acquired will eventually be disposed of and need to be deleted from the capital asset inventory. Deletion may be required due to a sale of the asset, scrapping, disappearance (lost or stolen), or involuntary conversion (fire, flood, etc.). Assets deleted from the capital asset inventory, whatever the reason, will require authorization from both the Department Head and Chief Financial Officer.

The selling of Town assets will comply with the Town's surplus policy. Before disposal of a destroyed or damaged asset, the Department Head and Chief Financial Officer must verify that the asset is no longer of value to the Town.

The Department Head controlling the assets are the only one in a position to trigger removal from the Capital Asset records. Removal is accomplished by completing an Asset Disposal Form, provided by the Financial Services Department, and obtaining authorizing signatures from the Department Head and the Chief Financial Officer.

TRANSFERS:

Occasional transfer of property between departments or funds may occur. The original controlling department is accountable for all assets in its inventory and is responsible for initiating a notice of transfer. The department receiving the asset must acknowledge that it is accepting responsibility for the asset.

MODIFICATIONS:

Larger assets such as major pieces of equipment and buildings are often modified to increase their useful life or their utility (through increased capacity or serviceability). Modification may include partial additions or deletions, major repairs (e.g., new engine for fire truck), or component replacement. It is important to notify the Chief Financial Officer that such modifications are coded as capital outlay when given to the Financial Services Department for payment.

INVENTORY:

The Financial Services Department will distribute a list of assets, by department, to be used as an inventory worksheet. Inventory teams, consisting of assigned department employees, will take the worksheet to their assigned areas, and locate assets on the listing. The results will be reviewed and approved by the Department Head. Any inventory items found not numbered will be noted and added to the worksheet. All items lacking a Town identification tag will be tagged if at all feasible.

A physical inventory by department will be conducted annually to verify the existence and condition of all items in the capital asset records. Every five years the Financial Services Department will assist with the physical inventory verification of each department. When reconciled, the inventory provides evidence that Department Heads are meeting their stewardship duty over their assets. An inventory may also help the department plan for future purchases by identifying unanticipated wear and tear of equipment before the equipment breaks down.

To provide the best possible control, the Department Heads responsible for assets should not be the one performing the physical inventory. They should assign an employee from their staff or obtain an independent person from another department to conduct the inventory. The Department Head will perform a reconciliation of the resulting reports before signing and forwarding them to the Financial Services Department.

All capital assets with an original value of $5,000 or more must be inventoried. Departments need to inventory other items (valued less than $5,000) assigned to them in a separate departmental asset listing. This separate listing should be forwarded to the Chief Financial Officer annually.

LOST OR STOLEN ASSETS:

Lost or stolen equipment must be reported to Chief Financial Officer as soon as it is discovered. If the item has not been found after thirty days of filing the report, the department will send an Asset Missing Form to the Financial Services Department so the assets may be removed from the asset inventory.

DONATED ASSETS:

Assets are sometimes donated to the Town. If the donation is cash to be used in conjunction with the construction of a specific asset, the donation is reported as revenue in governmental funds; in proprietary funds, such donations are treated as contributed capital.

If the asset donation is other than cash, its estimated fair value must be determined and recorded as contributed capital in a proprietary fund. In governmental funds the proper treatment of the donation of capital assets depends upon the Town's plans for those assets. If the Town intends to retain the capital asset, they would be recorded directly in the General Capital Asset Account Group at fair value.

Approved by Town Manager 7/1/22
Approved by Town Council 4/28/03 (2003-05); 1/12/16 Resolution 2016-005

Section 5 - CHECK SIGNING

PURPOSE:

To establish a procedure for the signing of Town checks.

OVERVIEW:

Five individuals are authorized to sign official Town checks: the Town Manager, Deputy Town Manager, Assistant Town Manager, Financial Services Manager and Chief Financial Officer.

PROCEDURE:

All checks require two signatures for disbursement. No checks will be honored by the Town that do not bear at least two of the signatures of the individuals listed above. The Deputy Town Manager or Assistant Town Manager is authorized to sign in the absence of the Town Manager. The Financial Services Manager is authorized to sign in the absence of the Chief Financial Officer.

The use of electronic signatures is authorized by Town Council. Both the Town Manager and the Chief Financial Officer are the authorized signers for the Town. The Accounting Technician and Payroll Administrator are authorized custodians of the electronic signatures and maintain the safekeeping of this device.

Approved by Town Manager 9/1/94; 4/24/12; 7/1/22; 4/16/24

Section 6 - CREDIT CARD PAYMENT ACCEPTANCE

PURPOSE:

This policy has been created to establish guidelines for the acceptance of credit cards for payments by the Town.

OVERVIEW:

The intent of this policy is to provide the customers and the employees of the Town a helpful guide with uniform procedures for credit card payments.

This policy is not meant to be all-inclusive but offers direction and guidance for the acceptance of credit card payments.

PROCEDURE:

ACCEPTANCE OF CREDIT CARDS**:**

The Town will accept MasterCard, Visa, and Debit Cards as payment methods in accordance with the Merchant Service Agreement and Operating Regulations. Credit card and debit card payments will be accepted only for the amount of the transaction. No cash will be given back on any transaction.

Credit card payments will be accepted at the following locations:

Morrisville Aquatics and Fitness Center- 1301 Morrisville Parkway Cedar Fork Community Center – 1050B Town Hall Drive Development Services – 260 Town Hall Drive, Suite E Morrisville Town Hall – 100 Town Hall Drive
Parks Administrative Office – 260 Town Hall Drive, Suite A Morrisville Senior Center – 4117 Davis Drive, McCrimmon Corners

Each location has been provided with a merchant number that has been designated for all inquiries, authorizations, or address verifications. The Financial Services Department will monitor and provide training as turnover occurs in coordination with the Department Head.

AUTHORIZATIONS:

An authorization must be obtained for every credit card transaction. If the credit card is being processed while the card member is present, the card must be swiped through the machine for authorization.

The Town will not keep any credit card payment information that is taken over the phone or received by mail or fax. A copy of the credit card receipt and the transmission total will be maintained.

Transmission of Data – Data must be transferred to merchant services using an electronic means of transmission.

Authorization Procedures:

1. Down-Time Procedures for Electronic Authorizations – If a "call center" referral code is displayed on the terminal, contact the authorization center at 1-800-654- 8819 to obtain further instructions. A verbal authorization is required for all credit card transactions that are not submitted electronically.

2. Card Member Verification – Merchant Services may request an employee of the Town to obtain certain information from the card member for verification purposes. Also, for the issuer's security, they may request that you take and retain a card from a customer. The Town employee will not use any force or effort if the card member refuses to give up the card, and the Town employee will not alarm or embarrass the customer. Based on instructions received from Merchant Services, the Town will either destroy or mail the card.

3. Voice Authorizations – When it is necessary to get a phone authorization, the following information must be provided to merchant services: Merchant number, card number (16 digits), CID, card expiration date, and dollar amount of transaction. Once an authorization approval code is given it must be written in the appropriate box on the sales slip and obtain an imprint of the card.

4. Declined Authorizations – If an authorization is declined by the credit card company, under no circumstances should a Town employee comment on the transaction. The card member should be advised that the card was declined and to contact the Issuer using the number provided on the back of the credit card.

5. Request for Cancellation of Authorization – If a card sale is cancelled or the amount of the card sale changes and the Town previously obtained an authorization for approval, merchant services must be contacted to request the cancellation of the authorization. An authorization approval can be cancelled at any time within eight days of your receipt of authorization approval. When canceling the authorization, the Town will provide merchant number, credit card account number, card expiration date, dollar amount of transaction, and original authorization number.

6. Suspicious Situations – If there is any suspicion of the validity of the credit card the Town employee will contact the authorization center at 1-800-347-1111 using code 10. Asking for Code 10 will automatically bring you to the security department where a series of "Yes" or "No" questions will be asked. The Town employee will be required to follow the instructions provided by the issuer.

CREDITS:

The Town will issue a credit to a customer if it is found to have been an error in the amount of payment to the Town.

Credits will normally appear on the card holder's statement in 36-48 hours. A credit slip must be completed with the following information: credit card number, expiration date, card name, phone number, reason for credit, date of credit issuance, dollar amount of credit, and signature of authorized employee issuing the credit. The credit is to be transferred electronically. If the expiration date has expired, then contact Merchant Services.

CHARGEBACKS:

A chargeback is a card sale returned to the Town as unpaid, or that has been previously paid to the Town and the Town is required to repay Merchant Services for the amount. A chargeback can also be for a billing dispute that the card member has placed against the amount charged to their card. If the chargeback is for a billing dispute the Town will work with merchant services and the card member to resolve the dispute.

A chargeback that is not in billing dispute with Merchant Services, and is not a Town processing error, will be considered to be non-payment and the Town will proceed to collect payment as a delinquent debt.

BILLING DISPUTES:

If a payment charge is disputed by a card member the Town will work to resolve the issue. Some billing disputes may result in a chargeback if the card member chooses to dispute the bill through merchant services instead of the Town. The Town will be contacted by Merchant Services about the billing dispute for the designated Town employee to complete and return.

THE RIGHT OF THE TOWN TO REFUSE CREDIT CARD:

If there is no hologram on the card, (MasterCard hologram is world globes, and the Visa hologram is flying doves), Town staff should refuse the credit card.

If the card is unsigned you must ask for identification with a picture. If the card member refuses, then do not accept the credit card.

If the raised account number on the face of the card and the number displayed on the authorization terminal do not match you should refuse the card, even if authorization is received.

If the card shows signs of tampering (e.g., signature panel shows evidence of erasure; the account number or the name on the card looks uneven or misaligned), then the Town has the right to request a driver's license as identification. If the card member refuses, the Town will not accept the credit card.

RETENTION OF RECORDS:

The Town will keep an original copy of all sales data, mail/telephone/fax forms, for no less than 3 years from the date of the transaction.

SETTLEMENT:

Every location in the Town accepting credit card payments is required to transmit the authorizations daily to merchant services. This will be completed daily as the batches (registers) are closed out for the day. All credit card receipts, and daily transmission receipts and slips are to be taken to Town Hall with the daily deposits the following business day. Online payments are settled each day through the ERP system.

Approved by Town Manager 2/1/07; 10/1/12; 7/1/22; 4/16/24

Section 7 - DEBT SETOFF

PURPOSE:

The purpose of this policy is to establish guidelines for the Debt Setoff Program in accordance with North Carolina General Statutes and the Agreement signed between the Town and the North Carolina League of Municipalities.

This policy is not meant to be all-inclusive but offers direction and guidance for the Debt Setoff Program.

OVERVIEW:

The Setoff Debt Collection Act, G.S. Chapter 105A, Article 1, authorizes the North Carolina Department of Revenue, and claimant agencies to cooperate in identifying debtors who owe money to the state or a local agency and who qualify for State income tax refunds; and establish procedures for setting off against any refund the sum of any debt owed to state or local government.

The Town will report any debt $50 or greater and more than 60 days past due to Five Star Computing Inc. Clearinghouse for collection. Five Star will then contact the North Carolina Department of Revenue to advise them of the debt amount. The Department of Revenue then runs a program matching any debts against individual tax refunds.

Per NC Debt Setoff Clearinghouse, the Town cannot report if we do not have a social security number or employer identification number. No match can be made without a tax identification number.

The hits (matches) against and individual's tax refund will be accumulated, and money collected is sent to the North Carolina Management Trust and allocated to the Town's account.

PROCEDURE:

RESPONSIBILITY OF THE TOWN:

The Town Debt Setoff Program will send out the Debt Setoff Notification letter on the 90^{the} day since the account has fallen past due. The letter will be mailed to the last mailing address provided by the debtor and allow the debtor 30 days to request a hearing if he/she feels that the debt setoff amount is not correct. The Debt Setoff Notification letter will contain the full name and social security number of the debtor, or the full name of the business and employer identification number, an explanation of debt owed, explanation of procedure, and advise the debtor of their right to request a hearing with the Town.

The Debt Setoff Notification letter will be mailed via regular mail. The Debt Setoff Representative will make a copy of the notification letter and the envelope with postage to keep accurate records. A Town Debt Setoff Tracking Sheet will need to be kept with this information.

The Debt Setoff Program will use the Town Debt Setoff Tracking Sheet as a log for any changes or communications with the debtor.

If a debtor sends written request for a hearing with the Town, the Town will reply with the Notice of Hearing letter. This letter will state the full name and social security number of the debtor, the date that the request was received, the date and time of the hearing, the hearing location, the name of the hearing official, and the name and phone number of the debt setoff contact person. This letter will be mailed via regular mail. A copy of the letter and envelope showing postage will be made for accurate record keeping. The Chief Financial Officer or their designee shall serve as the Town's Hearing Officer.

Once a hearing has been requested and held, the Town will send written notification to the debtor of the Town Hearing Officer's decision. A copy of the letter and envelope will be made to ensure accurate record keeping. The Hearing Notification letter will state the full name and social security number of the debtor, date of the hearing, the name of the hearing officer, the amount owed to the Town and notify the debtor that if they disagree with the decision, they may file a petition with the North Carolina Office of Administrative Hearings within 30 days after the debtor receives the notification letter. If the debtor has been found not to owe any money by the Town Hearing Officer, the Notification of Hearing letter will state that debt is not owed to the Town.

The Debt Setoff Tracking Sheet is required to be filled out each time any notice or contact is made to/from the debtor. The tracking sheet will help keep accurate records and is required by the North Carolina League of Municipalities. A file will be maintained containing all copies of letters, envelopes, and the tracking sheet.

If a request for hearing has not been made or payment received by the 60th day, the Town will submit the debtor's information to the clearinghouse using the software provided by Five Star.

If a debtor chooses to make payment in full and the debt has already been sent to the clearinghouse for collection, the Town will accept the payment and notify the clearinghouse using the software provided to show a zero-balance owed by the debtor. If the debt amount owed has already been collected from the debtor's tax refund, the Town will refund the amount collected to the debtor once it has been received in the Town's North Carolina Management Trust Account.

DEBTOR'S RIGHTS:

The debtor may request a hearing within 30 days from the date the letter was mailed (postmark date) if he/she disagrees with the debt owed to the Town.

The debtor may petition the North Carolina Office of Administrative Hearings if he/she does not agree with the Town's Hearing Officer's decision. The debtor may request a refund if payment has been made in full to clear an account that has been sent to the clearinghouse and has been collected from the debtor's income tax refund.

TOWN'S RIGHTS:

The Town may utilize the Debt Setoff Program to collect all debt owed to the Town in accordance with the North Carolina League of Municipalities and the North Carolina General Statutes. The Town may also use this program to collect money from debtors who already have judgments against them for debt owed to the Town.

The Town Debt Setoff Hearing Officer will have the final decision in any Debt Setoff Hearing requested by the debtor.

PAYMENTS:

If a debtor chooses to make payment in full to clear the debt amount owed, he/she may do so at the Morrisville Town Hall located at 100 Town Hall Drive. The Town Hall hours are 8:00 a.m. – 5 p.m., Monday-Friday, excluding holidays. Payments may be made in the form of cash, check, credit card or money order.

INTERACTION WITH DEBTORS:

For debtors who have been setoff, an Interactive Voice Response System (IVR) has been set up to provide information on which Local Government Agency has setoff the debt and the name of the contact person for that agency.

Section 8 - DEBT WRITE-OFF

PURPOSE:

To establish a procedure for uncollected debt write off.

OVERVIEW:

The Town, working as a government entity, has the authority to write-off uncollected debt when all collection efforts including reasonable legal means have been made to collect delinquent debt.

PROCEDURE:

The Financial Services Manager determines at least one of the following criteria is met:

1. The uncollected debt is currently in bankruptcy litigation in which the Town may not collect debt owed.

2. The individual with uncollected debt no longer has an active account with the Town, including residing in the Town limits or doing business within the Town limits.

3. The collection cost would be greater than the write-off amount.

The Chief Financial Officer reviews recommendation by Financial Services Manager to write off debt.

The Chief Financial Officer is then authorized to write off debt deemed to be uncollectible and will annually provide a report to the Town Manager.

Approved by Town Manager 2/1/07; 3/1/13; 7/1/22

Section 9 - DISPOSAL OF PERSONAL PROPERTY

PURPOSE:

To create a policy which establishes procedures for disposing of Town personal property and provides structure in order to streamline the process for a more effective and efficient process. It is the intent of the Town to repurpose all items possible before considering surplus.

OVERVIEW:

A policy for disposing of Town owned personal property that has a fair market value. The Surplus Committee, consisting of the Chief Financial Officer, Purchasing & Contracts Manager, Budget & Management Analyst, and the Facilities Superintendent will meet quarterly to evaluate surplus inventory, determine disposition of items, continued retainage, and overall coordination.

PROCEDURE:

Property Valued at less than $30,000:

A Department Head should first determine that the personal property is no longer useful to their department. All items that are being considered for disposal should be offered to other Town departments before disposal takes place.

Once this is determined, a Surplus Disposal/Transfer Form located on the SharePoint drive should be prepared by the Department Head which explains why the personal property is no longer useful as well as a brief description of the item. This document should be submitted to the Chief Financial Officer, who has authorization to declare the property surplus.

Next, the Chief Financial Officer and the Purchasing & Contracts Manager shall determine if the personal property has a market value of less than $30,000. Once this determination has been made, the Department Head and the Chief Financial Officer will either (a) dispose of the property, (b) follow G.S. § 160A-266(c) Article 12, that sets forth procedures and requirements for cities in selling and disposing of property using informal procedures, or (c) sell personal property electronically as established in G.S. § 160A-270(c).

In accordance with G.S. § 153A-158.2 and 160A, Town employees and immediate family members, unless otherwise prohibited below, may purchase any Town surplus personal property of any monetary value, whether purchased by the Town or donated to any representative or department of the Town. Confiscated or forfeited property deemed surplus may not be purchased by any Town employee. Employees and immediate family members prohibited from purchasing surplus property include employees/supervisors who recommended the property be declared as surplus; any employee directly involved in working with, servicing or repairing the property; Town Council; the Town Manager;

Deputy/Assistant Town Managers; the Purchasing & Contracts Manager; Chief Financial Officer; and immediate family of the aforementioned employees. Immediate family members as defined by Town policy include father, mother, wife, husband, daughter, brother, sister, grandfather, grandmother, mother-in-law, father-in-law, son-in-law, daughter-in- law, brother-in-law, sister-in-law, grandson, granddaughter, half-sister, half-brother, stepmother, stepfather, stepson, stepdaughter, stepsister, and/or stepbrother.

If no value is determined, G.S. § 266(d) states a Town may discard any personal property if it is determined to have no value; remains unsold or unclaimed after the Town has exhausted efforts to sell the property using any applicable procedure under this article; or poses a potential threat to the public health and safety.

The Town will always make an effort to sell the personal property using informal procedures if the Chief Financial Officer and the Purchasing & Contracts Analyst determine that the property has any significant value.

If an item has de minimis value ($0-25) please offer to other departments first. If no staff is interested but the item is useable, please retain in your office supply area. Semi- annually the Surplus Committee will reach out to determine if a mass surplus is needed. These items will be exempt from the formal surplus process. Examples of de minimis items are stapler, wire file rack, etc. (Please send old keyboards, mouse, etc. to IT for mass recycling.) Broken items with an original value of less than $25 may be disposed of without completing a surplus form.

G.S. § 160A-279.5 allows municipalities to transfer retired service animals used by the Police Department or any other Town agency to the Police Officer or employee who had normal custody and control of the animal. In June 2016, the North Carolina General Assembly passed HB 1009/S849 – Retired Service Animals, which resulted in the ability for the Town to streamline the donation of a retired canine animal and transfer ownership to the police handler rather than through the surplus property process.

The Chief Financial Officer is required to keep a record of all personal property that is disposed.

Property valued at more than $30,000:

An item over $30,000 in value follows the same process as those under $30,000, except for the determination as surplus. The Financial Services Department staff must prepare a briefing sheet on the property to be declared surplus to present to Town Council as Council alone can declare the property as surplus. Once the determination is made, the policy continues as stated above.

Procedure:

Before an item may be added to surplus, it must first be offered to other Town Departments, if applicable. An email will be sent with photos of surplus item to a Surplus Distribution List “Surplus” that will only include the Surplus Power User for each Department. (Surplus Power Users will be notified quarterly requesting any new surplus items to be processed.) Contact the Purchasing & Contracts Analyst for current procedures to properly dispose of items.

Donated items - Departments wishing to donate items must first identify a recipient before initiating the surplus/donation process. These items must receive Council approval prior to their transfer. Finance will take items to be donated to Council two times per year. Items will remain in the Public Works surplus building until Council approval has been received.

Metal items that do not sell will be added to the Public Works bulk metal collection and taken to a scrap metal recycler for which the Town will receive revenue. This revenue will be allocated to the surplus revenue general ledger line.

Electronics items that do not sell will be recycled at one of the Town's Green Day events. These items will be held in the Surplus Barn until the next event and Public Works staff will be responsible for transferring the items to the Green Day event. The Purchasing & Contracts Manager will enter a work order for Public Works to collect and update the surplus tracking sheet.

If all other items do not sell on the electronic auction website, they may be donated to Non-Profit Organizations or disposed of at the South Wake Landfill. The Surplus Committee will collectively decide if an item will be donated or sent for disposal based on the condition of the item. The Purchasing and Contacts Manager will enter a work order for Public Works to dispose of items.

The Purchasing & Contracts Analyst will provide the Financial Services Manager with all original/electronic documents once an item is sold, disposed of, or donated.

Approved by Town Manager 12/20/07; 9/25/12; 3/19/13; 7/1/22; 7/1/24

SECTION 10 - FOOD PURCHASES & REIMBURSEMENTS (NOT RELATED TO TRAVEL STATUS)

PURPOSE:

To ensure public trust in the organization, the purchase of prepared or non-prepared foods shall be limited to purchases that are necessary and integral to the business purpose of the organization; purchases shall not be made as a matter of personal convenience. This policy provides clear guidelines in the purchasing process for the expense and/or reimbursement of meals, food, food related supplies, and meeting provisions. This policy shall be adhered to in conjunction with the Procurement Card (P-card), Travel, Training, and Business Expense Procedures.

OVERVIEW:

In the normal course of work, it is sometimes necessary for the Town to pay for or reimburse employees for the purchases of prepared or non-prepared food, and food-related supplies. These are circumstances deemed necessary to achieve the objectives of or enhance participation in a program, initiative, and/or declared emergency situations.

PROCEDURE:

Departments are required to plan through their budgets annually for meal and meeting provision needs that meet a defined business purpose according to the following guidelines.

APPROPRIATE USE - BUSINESS PURPOSE GUIDELINES:

The following is a list of typical purposes for which prepared or non-prepared foods may be purchased.

Use Types - Definitions or Examples:

- Emergency events (e.g., snow events, hurricane recovery, ice storm, critical incident (police action, fire, etc.))
- Non-routine meeting(s) during non-working hours that do not allow for a meal break (example: early morning, lunch break or evening meetings; new hire welcome lunches; special meetings that overlap lunch or afterhours due to calendar constraints that would otherwise limit the ability to conduct Town business.)
- Professional consultant and/or association meetings where the Town is host to external participants or is a member or attendance is required.
- Program-related food expenses (i.e. snacks for after-school or summer camp activities).
- Formal observance of all town sponsored events, swearing in ceremonies, dignitary visits, groundbreakings, media events & news conferences, and ribbon cuttings.

- Departmental/Division Retreats - These may include both offsite and onsite team-building retreats, strategic sessions, and Council and staff retreats.
- Other community engagement initiatives like Morrisville 101, Teen 101, or boards/committees planned outreach events. This should allow for snack or refreshment style items, not full meals.
- Reasonable purchase of coffee and supplies for general office morale, available use when hosting meetings onsite, or Council and Committee meetings.
- Retirement celebrations – reference the Personnel Policy for guidance.
- Training sessions, workshops, webinars, and seminars that are intended to efficiently share information, build awareness, and collaborate with groups of staff that overlap at a typical meal period. Scheduling meetings during mealtimes should be limited whenever possible to avoid the appearance of circumventing the policy.
- Travel meals (only within per diem, only overnight stays). Reference the travel section of this document.

COST EFFECTIVENESS:

The expense of budgeted funds for meals and refreshments should be cost-effective and reasonable. When planning these expenditures, it is important to consider the necessity and the benefit of providing meals or refreshments in relation to the overall costs. The goal should be to ensure that the expenses are justified by the nature and length of the meeting or event, and that they are aligned with the organization's budgetary constraints and policies.

The basis of cost for these meals should follow the parameters of the Town's per-diem meal allowance per person. In situations where a higher per-diem is defensible, additional documentation explaining the justification will be provided in memo form by the Department Head with approval by the Senior Leader of that department prior to incurring the cost. The Town reserves the right to request reimbursement for the amount over the per-diem allowance, and for any expense deemed not to comply with this policy for reasonable expenditures.

Those planning these events should get as close an estimate as possible to the actual number of expected attendees. If the meeting is scheduled more than two weeks in advance, an RSVP process should guide the purchase of food.

DOCUMENTATION:

Any prepared food, non-prepared food, or meeting provisions purchased for meetings need to have Department Head approval (through financial system workflows); the system entry shall include a reasonable explanation as to why food/meals need to be purchased for the meeting.

An itemized receipt must be attached to the system transaction. The number of attendees shall be noted on the receipt prior to submission into the system. A 20% tip is considered reasonable.

SPECIAL AUTHORIZATION:

The Town Manager may grant exceptions to these policy requirements in certain cases. In these unique and infrequent circumstances, the requester will document in memo form, the business purpose and, if approved by the Town Manager, Financial Services will include the documentation with the system record for that transaction.

INAPPROPRIATE USE:

Food shall not be purchased with Town funds for the following items:

a. Routine Staff Meetings of less than three hours such as recurring check-ins, or
b. Meal purchases during regular or occasional scheduled evening work, or
c. Holiday celebrations, birthdays, personal events, or employees leaving for new jobs (excluding retirement situations–refer to the Personnel Policy for guidance**)**, or
d. Meals related to non-overnight travel (refer to the Travel & Training policy).

The following food/beverage purchases shall not be made:

a. Amounts over the per-diem unless prior approval is obtained, or
b. Alcohol, or
c. Any other purchases of goods that are illegal.

In the event that a purchase does not fall into any of the approved categories and is not listed on the inappropriate use list, it will need to be approved by the Department Head prior to any charge. Non-approved purchases will be the financial responsibility of the employees who made the purchase, and such purchases may result in disciplinary action as outlined below.

ACTION FOR INAPPROPRIATE USE:

The following procedures apply to inappropriate prepared and non-prepared food and supplies purchases:

If an employee makes a purchase that is deemed inappropriate, the Chief Financial Officer will notify the employee, the employee's supervisor, and the Department Head. The reimbursement will be declined. If a P-Card is used, the employee will be required to reimburse the Town within ten business days. Inappropriate use may be subject to disciplinary action according to the Town's Personnel Policy.

Approved by Town Manager 4/12/10; 11/26/14; 7/1/22; 4/16/24, 7/1/26

Section 11 - FRAUD

PURPOSE:

The fraud policy is established to facilitate the development of controls that will aid in the detection and prevention of fraud against the Town. It is the intent of the Town to promote consistent organizational behavior by providing guidelines and assigning development of controls and the conduct of investigations.

This policy applies to any irregularity, or suspected irregularity, involving employees, as well as shareholders, consultants, vendors, contractors, outside agencies doing business with Town employees, and/or any other parties with a business relationship with the Town.

OVERVIEW:

Management is responsible for the detection and prevention of fraud, misappropriations, and other irregularities. Fraud is defined as the intentional false representation or concealment of a material fact for the purpose of inducing another upon it to their injury.
Any fiscal irregularity that is detected or suspected must be reported immediately to the Chief Financial Officer who will coordinate all investigations. Any investigative activity required will be conducted without regard to the suspected wrongdoer's length of service, position/title, or relationship to the Town.

PROCEDURE:

ACTIONS CONSTITUTING FRAUD:

The terms defalcation, misappropriation, and other fiscal irregularities refer to, but are not limited to:

1. Any dishonest or fraudulent act,
2. Misappropriation of funds, securities, supplies, or other assets,
3. Impropriety in the handling or reporting of money or financial transactions,
4. Profiteering as a result of insider knowledge of Town activities,
5. Disclosing confidential and proprietary information to outside parties,
6. Accepting or seeking anything of material value from contractors, vendors or persons providing services/materials to the Town (exception: gifts less than $50 value – refer to HR policy), or
7. Destruction, removal, or inappropriate use of records, furniture, fixtures, and equipment.

INVESTIGATION RESPONSIBILITIES:

The Chief Financial Officer has the primary responsibility for the investigation of all suspected fiscal fraudulent acts. If it is alleged that fraudulent activities have occurred, the Chief Financial Officer will notify the Town Manager at the time of allegation.

Decisions to prosecute or refer the examination results to the appropriate law enforcement and/or regulatory agencies for independent investigation will be made in conjunction with legal counsel and senior management, as will final decisions on disposition of the case. The Town Manager will notify Town Council of these actions.

CONFIDENTIALITY:

The Chief Financial Officer will treat all information received confidentially. Any employee who suspects dishonest or fraudulent fiscal activity shall notify the Chief Financial Officer immediately and should not attempt to personally conduct investigations or interviews related to any suspected fraudulent act.

Investigation results will not be disclosed or discussed with anyone other than those who have a legitimate need to know. This is important in order to avoid damaging the reputations of persons suspected but subsequently found innocent of wrongful conduct and to protect the Town from potential civil liability.

ACTING IN GOOD FAITH:

Anyone reporting any fiscal irregularity that is detected or suspected must be acting in good faith and have reasonable grounds for believing the information provided. Allegations made maliciously or with knowledge of their falsity will not be tolerated. Employees making such allegations may be subject to disciplinary action by the Town and/or legal action by the individual(s) accused of fraudulent conduct.

WHISTLEBLOWER PROTECTION:

Employees of the Town may not retaliate against a whistleblower for reporting an activity which that person believes to be fraudulent or dishonest with the intent or effect of adversely affecting the terms or conditions of employment. A whistleblower is defined as an employee who informs a Supervisor, Department Head or Chief Financial Officer about a fiscal activity which that person believes to be fraudulent or dishonest.

Section 12 - GRANT ADMINISTRATION

PURPOSE:

The Grant Administration Policy is to establish a uniform method of applying, receiving, and reporting grant funds received from local, state and/or federal sources.

OVERVIEW:

The Town seeks and receives funding from federal, state, local, and private grants for a variety of local needs that cannot be addressed or accessed with Town funding. Grant funding may be used for a variety of purposes including current Town operations, capital projects identified in the Capital Improvement Plan, regulatory requirements, or opportunities to address the mission and goals of the Town.

The Management and Budget Analyst will conduct grant research in coordination with Town departments to assess and identify viable opportunities, prepare applications, and establish framework for tracking.

A Grants Team has been created to help facilitate the grant process and procedures to ensure all Town staff are operating under the same guidelines. This team will assist in determining if the grant request should progress to the Town Manager for application approval.

SUBMISSION OF GRANT APPLICATION:

A grant application commits the Town to performing the requirements of the grant. All grant applications must first be submitted to the Financial Services Department for review to assist the applying department in addressing financial concerns, reporting requirements and other Town obligations related to the grant. Secondly, the grant applications must be approved by department director, the Chief Financial Officer, and the Town Manager prior to formal grant submittal.

ACCEPTANCE OF GRANT AWARD:

All approved grants must be accepted by an ordinance that simultaneously accepts the grant and appropriates the funding. Prompt acceptance of grant awards either by regular or emergency adoption is essential in order to expedite the execution of awarded grants by the Town Manager or an authorized designee. To ensure that grants are promptly accepted by the Town, the departments must coordinate with the Budget Office for the following:

1. If matching funds are needed, staff will need to work with the Budget Office regarding budget authorization. The request for these funds will need to be approved by Town Council prior to the grant application.

2. Grant acceptances shall be accomplished through an ordinance amendment that formally accepts the grant and appropriates the funding at the same time.

Appropriation language must clearly indicate that the funding is Special Revenue/Grant Funding.

3. In cases where a local or other match is required, the ordinance shall specify the source of funding by account name, project code, title, or other identifying characteristics.

4. In those circumstances where local or other match appropriations are committed but not yet firmly in hand, the grant shall be accepted by resolution and followed by an appropriations ordinance as soon as possible.

GRANT COMPLIANCE REQUIREMENTS:

All grants awarded to the Town are subject to the financial and compliance requirements of the Single Audit Act, which is applicable to all local and state governments expending more than $750,000 in federal assistance during a fiscal year. Under this Act, federal grants are included under an inclusive single audit program that is incorporated in the Town's annual audit and financial preparation process.

Granting agencies may require compliance and/or financial reviews which detail the proper use of funds received. Upon receipt of notification scheduling such a review, the department must immediately inform the Financial Services Department. The department, in conjunction with the Financial Services Department, will work together in a joint effort to ensure that the needs of the agency are sufficiently met.

The Town Manager or Chief Financial Officer may request a special internal audit of any grant awarded to the Town. Finance may annually conduct its own grant compliance review of randomly selected grants. Finance is responsible for selecting and examining the administrative and financial practices of the departments receiving federal, state, and other agency grant funds.

Grant programs and projects shall comply with all Town Ordinances, Policies and Administrative Regulations, to the extent that they are not in conflict with North Carolina Statutes and Regulations and/or grant regulations and requirements. P

RECORD RETENTION:

The Town shall maintain all books, documents, papers, accounting records, project records and such other evidence as may be appropriate to substantiate disbursement of grant funds in accordance with the Records Retention and Disposition Schedules as published by the North Carolina Department of Cultural Resources, Division of Historical Resources, Archives and Records Section, Government Records Branch.

OTHER:

There are certain other forms of financial assistance that a department may not consider as a grant. These funds must be reported in the Town's Schedule of Expenditures of Federal and State Awards, and they are also subject to the policy (including those awards in which the Town has an annual allocation and/or entitlement). Should a department receive financial assistance and is unsure if it should be recognized as a grant and subject to this policy, it is the responsibility of that department to contact the Financial Services Department for further discussion, clarification, and final decision. These items include but are not limited to:

1. Powell Bill Allocation;
2. State Maintenance Assistance Program (SMAP) Allocation;
3. North Carolina Municipal Agreements; and
4. Emergency Communications E-911 Surcharge Funds.

Section 13 - INTERNAL AUDIT

PURPOSE:

To maintain a strong system of internal control to ensure effective and efficient operations, complete, timely, reliable financial reporting and compliance with laws and regulations.

OVERVIEW:

The Town will establish and maintain its accounting systems according to the North Carolina Local Government Budget and Fiscal Control Act.

PROCEDURE:

The financial system will be maintained to monitor expenditures and revenues as follows:

1. The Financial Services Manager is responsible and will establish and maintain an internal audit function to review and evaluate internal controls that guide daily operations and programs.

2. A risk assessment will be conducted periodically to document risk exposures and the internal control environment. The results of the risk assessment will be used to determine the priorities and focus of internal audit activity.

3. Prior to implementation of new financial systems and significant system changes, a review of the controls is required by the Financial Services Department. Financial systems are a combination of applications and processes used to collect, prove, maintain and accumulate information used to budget, plan, and functionality to mitigate risk.

4. Random management analysis will be conducted on special facilities, projects, and contractual arrangements, and notable transactions may be reviewed at any time to ensure proper internal controls are in place and functioning to mitigate risk.

5. Periodic, random operating reviews will be conducted to ensure internal controls are functioning as they are designed.

6. Special reviews may be conducted at the request of Senior Management or Town Council.

The Chief Financial Officer or their designee will be responsible for management analysis.

Approved by Town Manager 7/26/11; 7/1/22

Section 14 - INTERNAL CASH MANAGEMENT

PURPOSE:

It is the Town's policy that the operating budget be prepared in accordance with Generally Accepted Accounting Principles (GAAP).

For more information, please refer to the Accounting and Financial Reporting, Capital Investment Plan, the Cash Management Policy, Debt Management Policy, Expenditure Policy, Reserve Policy, and Revenue Policy approved by Town Council.

OVERVIEW:

1. To link long-term financial planning with short-term daily operations;

2. To maintain the Town's stable financial position;

3. To ensure that Town Council adopted policies are implemented in an efficient and effective manner;

4. To protect the Town from emergency fiscal crisis by ensuring the maintenance of service even in the event of an unforeseen occurrence; and

5. To ensure the highest possible credit and bond ratings by meeting or exceeding the requirements of bond rating agencies through sound, conservative financial decision making.

PROCEDURE:

Grant Funding: Grant funding may be used for a variety of purposes including current Town operations, a capital project identified in the Capital Improvement Plan, regulatory requirements, or opportunities to address the mission and goals of the Town. Staff will pursue opportunities for grant funding. Application will be made after a grant is evaluated for consistency with Town goals and compatibility with Town programs and objectives. For more information, see the Town's Grant Administration Policy.

Debt Management: Debt will be used to finance large projects that provide value to future residents. Capital projects financed through the issuance of bonds will be financed for a period not to exceed the expected useful life of the project. The general obligation debt of the Town will not exceed the North Carolina statutory limit. The Town will strive to maintain debt funding flexibility to maximize capacity for both identified and unanticipated capital needs and opportunities. The Town will seek the best financing type, debt structure and timeframe for each financing need based on the flexibility to meet the project needs, timing, tax or rate payer equity and lowest interest cost. The Town will continue to strive for the highest possible bond rating to minimize the Town's interest expenses.

Accounting/Financial Reporting: The Town will establish and maintain its accounting systems according to the North Carolina Local Budget and Fiscal Control Act. Financial systems will be maintained to monitor expenditures and revenues. All records and reporting will be in accordance with Generally Accepted Accounting Principles (GAAP).

The Town will place emphasis on maintenance of an accounting system which provides strong internal budgetary and accounting controls designed to provide reasonable, but not absolute, assurance regarding both safeguarding of assets against loss from unauthorized use or disposition and the reliability of financial records for preparing financial statement and reports, such as the budget and the Annual Comprehensive Financial Report (ACFR), as well as maintenance of accountability of assets.

An annual audit will be performed by an independent public accounting firm which will issue an opinion on the annual financial statements, with a management letter detailing areas that need improvement, if required. Auditing services will be evaluated and selected through a competitive proposal process. The Town Council will review the auditor relationship every 5 years.

Full disclosure will be provided in all regulatory reports, financial statements, and bond representations.

The Town will establish and maintain an inventory of fixed assets to account for the Town's property. Reports of these inventories and depreciation of all fixed assets will be made in accordance with current governmental accounting standards.

The Town's annual financial report will be prepared according to the standards necessary to obtain the Certificate of Achievement for Excellence in Financial Reporting from the Governmental Finance Officers Association (GFOA) and will be submitted each year for recognition.

Purchasing and Contracting Policy: A pre-audit certificate, signed by the Chief Financial Officer, will appear on any contract, agreement, or purchase order before it becomes an obligation of the Town, in accordance with North Carolina General Statute 159-28(a).

All purchases will be in accordance with general statutes. The purchasing process will be a hybrid system of responsibility shared by the requesting department and the Financial Services Department. Encumbrances will be recorded as obligations arise for budgetary control.

Internal Control: Financial systems will maintain internal control to monitor revenues, expenditures, and program performance on an ongoing basis.

Approved by Town Manager 7/1/22 Approved 3/26/07 Resolution 2007-046

Section 15 - INTERNAL COST ESTIMATES CONFIDENTIALITY

PURPOSE:

The purpose of this policy is to establish guidelines for keeping internal Town cost estimates confidential prior to bidding so as to ensure the Town receives the best/lowest bid when competitively bidding projects and contracts.

OVERVIEW:

G.S. § 133-33 requires that all internal Town cost estimates for any contracts prior to bidding shall be kept confidential.

PROCEDURE:

All departments creating internal cost estimates for any project and/or contract are required to keep that information confidential prior to bidding the project and/or contract. Any employee or officer of the Town who divulges such information to any unauthorized person shall be subject to disciplinary action up to and including termination.

There is a distinction between preliminary cost estimates that are made early in the life of a proposed project versus final cost estimates which are made prior to bidding/contracting and/or prior to staff requesting Council approval to go out to bid.

For example:

1. Council requests a rough estimate to build a new facility and at the next meeting, staff provides an estimate of what it would cost to design and build the new facility. This would not be a violation of the policy.

2. Continuing with the process outlined above, staff is directed by Council to move forward with securing a design firm and then bidding out the project for construction. All final cost estimates produced by staff for designing and/or construction would be confidential and subject to this policy. Final is defined as the last cost estimate prior to soliciting design or construction service via competitive procurement.

Approved by Town Manager 1/5/15; 7/1/22

Section 16 - INVESTMENT

PURPOSE:

The purpose of an investment procedure is to guide the Town in managing cash on hand, to preserve principal and generate income to provide cash for daily operational and capital needs.

The Town shall manage all investments in a manner consistent with and in compliance with applicable laws and regulations.

The Town will strive to maximize income and manage risk using strategic asset allocation including diversification and prudent active management. The overall program shall be designed and managed with a degree of professionalism worthy of the public trust.

For more information, please refer to the Investment Policy approved by Town Council

OVERVIEW:

This investment process applies to all financial assets of the Town and is specifically subject to all of the provisions and applicable laws and regulations. These funds are accounted for in the Town's annual financial report and include:

1. General Fund,
2. Capital Project Funds,
3. Proprietary Funds,
4. Capital Reserve Funds,
5. Special Revenue Funds,
6. Trust and Agency Funds, and
7. Any new fund created by the Town Council.

PROCEDURE:

The investment portfolio of the Town shall be designed to attain a rate of return consistent with investments allowed under applicable laws and regulations while minimizing risk and retaining liquidity.

Preservation of principal shall be the foremost investment objective of the Town. Investments of the Town shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.

The objective will be to mitigate credit risk and interest rate risk. Credit risk (non-systematic risk) is the risk of loss due to the failure of the security issuer or backer. Credit risk may be mitigated by:

1. Limiting investments to the safest types of securities;

2. Pre-qualifying the financial institutions, brokers/dealers, intermediaries, and advisors with which an entity will do business; and

3. Diversifying the investment portfolio so that potential losses on individual securities or from any one individual issuer will be minimized.

Interest rate risk (systematic risk) is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates. Interest rate risk may be mitigated by:

1. Structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity, and

2. By investing operating funds primarily in shorter-term securities, money market funds, or similar investment pools.

The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This will be accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity). Alternatively, a portion of the portfolio may be placed in money market mutual funds or local government investment pools which offer same-day liquidity for short-term funds.

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance than compared to the safety and liquidity objectives described above. The core investments are limited to relatively low risk securities in anticipation of earning a fair return relative to the risk being assumed. Securities shall generally be held until maturity with the following exceptions:

1. A security with declining credit may be sold early to minimize loss of principal;

2. A security swap would improve the quality, yield, or target duration in the portfolio; or

3. Liquidity needs of the portfolio require that the security be sold.

The Chief Financial Officer is responsible for conducting investment transactions in accordance with G.S. § 159-25 (a) (6) and § 159-30 (a). The Chief Financial Officer shall establish and maintain written procedures for the operation of the investment program consistent with this investment policy. Such procedures shall include explicit delegation of

authority by the Chief Financial Officer to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Chief Financial Officer and approved by the Town Council. The Chief Financial Officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinates.

The standard of care to be used by investment officials shall be the "prudent investor act" standard and shall be applied in the context of managing an overall portfolio. The "prudent person" concept discourages speculative transactions. It attaches primary significance to the preservation of capital and secondary importance to the generation of income and capital gains. Authorized staff, if acting in accordance with written procedures and state statutes and exercising due diligence, shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided that these deviations are reported immediately, and action is taken to control adverse developments.

Officers and employees involved in the investment program, namely the Town Manager and the Chief Financial Officer, assisting in the selection of individual investments, shall refrain from personal investment activity that conflicts, or appears to conflict, with proper execution and management of the Town's investment program or that could impair their ability to make impartial decisions. Employees and officers involved in the investment program shall disclose to the Town Council any material financial interests in financial institutions conducting business with the Town Employees and officials shall refrain from undertaking personal investment transactions with the same individual who provides such services to the Town.

The Town is authorized to invest idle funds in compliance with G.S. § 159-30. In accordance with G.S. § 159-31(b), full collateralization will be required on deposits at interest and savings certificates of deposit. The Town shall utilize the pooling method of collateralization and shall use only banking institutions approved by the North Carolina Local Government Commission.

To the extent possible, the Town will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the Town will not directly invest in securities maturing more than two (2) years from the date of purchase. The Chief Financial Officer shall determine what the appropriate average weighted maturity of the portfolio shall be.

Reserve funds may be invested in securities exceeding two (2) years if the maturity of such investments is made to coincide as nearly as practicable with the expected use of funds.

The Town, in consultation with an investment professional as deemed prudent by the Chief Financial Officer, shall develop a strategic asset allocation plan. The goal of the asset allocation plan shall be to provide an optimal mix of investments designed to produce the desired returns and meet the current and future liabilities, with the least amount of fluctuation in the overall value of the investment portfolio.

Asset Allocation Maximum	**Maximum Percent**
U.S. Government Treasuries, Agencies and Instrumentalities	100 %
Bankers' Acceptances	20 %
Certificates of Deposit	100 %
Commercial Paper	20 %
North Carolina Capital Management Trust	100 %

To limit the Town's risk associated with holding individual securities (e.g., non-systematic risk), no more than 1% of the portfolio may be invested in a single non-governmental issue.

Dealers providing services to the Town must execute an investment trading relationship agreement with the Chief Financial Officer in a form approved by Town Council.

Any financial institution or broker/dealer providing services to the Town shall provide evidence of credit worthiness and appropriate state and federal licensure to the Chief Financial Officer. The Chief Financial Officer reserves the right to decline to do business with any entity based upon less-than-optimal financial condition, licensure, or managerial integrity.

This investment policy applies to all financial assets in the Town's investment portfolio, including debt proceeds.

Approved by Town Manager 2/1/07; 10/1/12; 7/1/22

Section 17 - LATE CHARGES

PURPOSE:

To establish a procedure for the payment of past due bills by the Town.

OVERVIEW:

Charges for payments not made on time by the Town are the responsibility of the Department who is responsible for the payment.

PROCEDURE:

All late charges/penalties charged to the Town because of a payment to a vendor not being made on time are to be charged to the Department that is responsible for the payment. A written explanation must be provided by the responsible Department Head with the invoice. If there are multiple instances of late fees being charged, the Department Head may be personally responsible for reimbursing the Town.

If the Financial Services Department is at fault for the payment not being timely, the Financial Services Department will absorb the late charge/penalty into its budget and provide written explanation.

Approved by Town Manager 2/1/07; 10/1/12; 7/1/22; 4/16/24

Section 18 - PAYROLL AND HOURS REPORTING

PURPOSE:

The purpose of the payroll policy is to identify, define, and outline procedural rules pertaining to all areas of payroll administration.

OVERVIEW:

Payroll is the management of one of the Town's largest budgetary expenditures and the single most important item to most employees working for the Town. For these reasons it becomes imperative that employees, supervisors, and Department Heads obtain a clear understanding of their individual responsibilities as well as the Payroll Office's procedural rules and polices in relation to the payroll process. The primary mission of Payroll Office is to ensure the integrity, accuracy, and timeliness of all aspects of timekeeping, processing, and reporting of payroll for every employee. This mission is accomplished through effective coordination with all departments, particularly including the Human Resources Department (HR), the Budget Department, and the Financial Services Department.

PROCEDURE:

Payroll essentially consists of three major components: timekeeping, processing, and reporting.

TIMEKEEPING:

Hours Entry/Timesheet Entry:

The key to a proficient and successful payroll system ultimately begins with the employee and hours entry. All employees are responsible for reporting and entering their worked hours and/or leave hours into the timekeeping system as designated by the payroll office. Every employee is charged with making accurate and timely reporting of their hours as hours entry is the basis of payroll processing and the first step of an effective internal control method. Fraudulent hours reporting can lead to disciplinary action. The employee's immediate supervisors are responsible for verifying employee hours. Department Heads are responsible for authorizing the hours reported each pay period for processing.

Hours Entry/Timesheet Approval:

Department Heads or their designee are charged with the responsibility of reviewing and approving the hours entered by their staff. The review of the hours in the enterprise timekeeping system by the Department Head establishes a quality control measure to ensure accuracy of the reported hours.

Deadlines:

All entry of hours must be completed by the last day of the pay period. The Department Head must then review and approve by 10:00am on Monday in order to be submitted to the Payroll Office for processing. Any hour entry discrepancies discovered after the timesheet hours have been submitted for processing will be corrected during the following pay period unless an alternative course of action is determined by the Payroll Office.

Authority/Signature:

Because of the design of our timekeeping method, each employee is assigned an individual login ID and personal password. Sharing of employee logins and passwords is strictly prohibited and discovery as such could result in disciplinary action. Because these personal digital identifiers are unique to each employee they serve as and are representative of the employee's signature to their hour's entry record every pay period. Only the employee, supervisor, or Department Head can alter an employee's hours entry record. The Payroll Office can also cause change to an employee hours entry record, but only after authorization by the supervisor and employee. The Department Head's electronic signature on the hours reported in the enterprise timekeeping system provides the payroll office with the authorization necessary and certifies the accuracy of the information to begin processing payroll. Only the Department Head or some level of management with budgetary authority for the department may authorize the hours reported.

Proposals for New Timekeeping Methods:

The Payroll Office is responsible for establishing the best method for the entire Town workforce to create consistent and reliable data to base payroll calculations. There should at no point be two functioning timekeeping methods within the Town unless deemed necessary by the payroll office. At no time should there be two-time records for any one employee for a pay period. This is strictly prohibited.

Department Heads may contact the Payroll Office to discuss alternative methods that may create better efficiency, but the Payroll Office must approve all proposals for new departmental timekeeping procedures.

PROCESSING:

Pay Frequency:
The Town processes payroll bi-weekly for both regular and shift employees. The Town's pay period begins on Saturday and ends 14 days later on Friday. There are twenty-six (26) pay periods or payrolls in a fiscal year. Regular employees work cycles or work weeks consist of seven days, whereas shift employee work cycles consist of twenty-eight (28) days. However, each are paid on a bi-weekly basis, the difference being that shift employees will not receive an overtime premium payment until the second bi-weekly paycheck of the twenty-eight-day cycle. The Payroll Office publishes annually a Pay Frequency Calendar. This information is available upon request. With the exception of holidays, pay day is on the Friday following the

last day of the pay period.

Status Changes:

The Payroll Office processes all employee status changes every pay period for terminations, retro pay, benefit deductions, voluntary deductions, retirement contributions, FSA contributions, withholdings, etc. in accordance with all laws and policy regulations. These status changes must be received through HR which will forward to the Payroll Office no later than 10:00am the Monday following the last day of the pay period in order to be applied to that payroll.

Benefit Dependent Changes:

Any changes to medical, dental, or voluntary insurance coverage should be processed through HR. HR will notify the Payroll Office of such changes that affect payroll processing. Depending on the effective date of the change in coverage and the type of change made, additional monies may be owed by the employee to catch-up premium payments, or a reimbursement may be owed to the employee for a reduction in premium payments. Additional premiums owed by the employee resulting from an increase in coverage will be deducted in full from the employee's next paycheck(s). Any monies owed to the employee resulting in a reduction in coverage will be paid to the employee in a timely fashion.

Tax Withholdings:

Tax withholding changes can be made at any time. Forms are available at upon request. Forms must be signed and turned into the Payroll Office.

Direct Deposit:

It is a requirement upon hire that employees participate in the Town's direct deposit program. Forms are available upon request. Forms must be signed and turned into the Payroll Office.

Lost/Destroyed/Stolen Checks:

The employee is required to complete a Request for Payroll Replacement Check Form when a payroll check is lost or accidentally destroyed *which is located on the SharePoint drive.* The Payroll Office will reissue a lost/forged check to an employee on the next regular payroll. The Chief Financial Officer will determine if an exception is needed regarding the timing of the replacement check.

Name Change:

When an employee experiences a name change, whatever the circumstance may be, the employee must contact Human Resources in order to change the employment record. Proof of identification must be presented in the form of the employee's social security card. It is important that an employee's name matches both the Social Security Administration and the name reflected on reporting to the Internal Revenue Service. Fines and penalties may be imposed on

employers who incorrectly report name and social security numbers on IRS Form W-2.

Payroll Advances:

There are no payroll advances permitted by the Town.

Pay Advice:

Pay advice/paystub information is available via the online Employee Self-Service portal. A username and password are required to access this information.

Overpayment Errors:

The Payroll Office will seek reimbursement for all overpayments made to current and former employees in accordance with all state laws. Every effort will be taken to arrange a fair and equitable repayment arrangement if necessary. Employees are responsible for self-auditing their check stubs and should report any unexpected overages immediately to their supervisor. The supervisor will notify the Payroll Office of the issue via email. After researching, corrective action will be taken by the Payroll Office.

Shortage Errors:

Employees should notify their supervisor of the error, and the supervisor will then email the Payroll Office regarding the issue. The Payroll Office will research and determine the appropriate course of corrective action. Any payroll/timekeeping errors in a given pay period resulting in a shortage of payment to an employee typically will be corrected in the next pay period unless the error creates a hardship. Hardships are defined as any paycheck error greater than 65% of the employee's disposable earnings.

Wage Garnishments, Federal Tax Levies and Bankruptcy:

Wage garnishments are court orders to withhold wages from an employee who has a debt that remains unpaid. Child support orders are issued by Child Support Enforcement Services. Federal tax levies are issued by the Internal Revenue Service. The Payroll Office, as the Town designee for these functions, is obligated to comply with all such court orders. When such notices are received, the employee will be provided with a copy of the order along with a schedule of payroll deductions. Wage Garnishments will stop only when the debt is paid in full or if another court order is issued ordering the payroll office to stop the deduction.

Voluntary Payroll Deductions:

Both the Town and the employee must benefit by the creation of a voluntary payroll deduction. Typically, the Town will identify affiliations with vendor programs that qualify for such deductions. Contact HR to find out what programs are offered.

REPORTING:

Records Retention:

The Payroll Office has the responsibility to maintain and retain all payroll records in accordance

with the Town Council approved Records Retention and Disposition Schedule. There are to be no other redundant or duplication of payroll records within each department.

Retirement Contributions:

The Payroll Office has the responsibility to report all voluntary and employer contributions to all retirement plans. This reporting occurs after the close of every pay period.

Payroll Payables:

The Payroll Office has the responsibility to report all benefit coverage premiums, voluntary deductions, and employee loans on a bi-weekly or monthly basis dependent upon the vendor requirements. Any changes made to these types of benefits and/or deductions should be processed through HR, who will coordinate changes with the Payroll Office.

Wage Reporting:

The Payroll Office prepares and processes reconciliation reports for all federal and state tax filings, ESC Wage reports, and W2s.

Section 19 - PETTY CASH

PURPOSE:

To establish a procedure for petty cash.

OVERVIEW:

The Town maintains petty cash at Town Hall in the Financial Services Department.

PROCEDURE:

The petty cash fund is under the direct supervision of the Chief Financial Officer. The Petty Cash Voucher which is located on the SharePoint drive *(*should be filled out completely by the employee requesting the funds, have an authorized signature and be returned to Accounts Payable.

The department requesting the petty cash must promptly return the related invoice or payment receipt to the Financial Services Department. An acceptable receipt should include the date of the transaction, a brief description of the materials purchased, or services rendered, the total cost, and a clear indication that the charge has been paid. All petty cash items must comply with State Procurement Laws and Town policies. No loans or advances may be made to employees from the petty cash fund. The maximum amount for petty cash reimbursement is $50. The Chief Financial Officer must approve any exceptions.

The petty cash fund is to be reconciled and replenished on an as-needed basis. Any discrepancies should be reported immediately to the Chief Financial Officer.

In 2015, the legislature officially allowed local governments to use petty cash, but only if a unit's governing board adopts an ordinance authorizing the use of cash and specifying the limits of the use of cash; see G.S. § 159-28(d).

Securing Funds:

Petty cash funds must be secured at all times. The funds must remain secured in a locked location. Petty cash funds may not be commingled with employee personal funds.

Change Funds:

An amount of cash held by a department or office and used to give change to customers when paying for goods or services. No purchases can be made from these funds. Unannounced cash counts and reconciliation of change funds will be performed by Finance staff on a quarterly basis.

Personal Checks:

The Town does not allow under any circumstances the cashing of personal checks for the public or for Town employees. Town employees responsible for cash drawers or petty cash shall not have personal checks co-mingled in with Town funds.

Approved by Town Manager 2/1/07; 10/1/12; 7/1/22

Section 20 - POST-ISSUANCE COMPLIANCE - TAX-EXEMPT DEBT

PURPOSE:

This procedure establishes procedures to ensure compliance with regulations involving tax-exempt debt after the initial debt issuance including reporting, regular reviews, arbitrage, and record retention.

OVERVIEW:

The Chief Financial Officer shall be primarily responsible for continually administering and monitoring compliance with the requirements of this procedure and at least annually by conducting compliance reviews. The Town will provide staff with access to experts such as bond counsel to receive guidance regarding the processes and procedures to ensure compliance.

PROCEDURE:

COMPLIANCE WITH TAX CERTIFICATES:

The Chief Financial Officer will take actions necessary to comply with any specific policies, procedures or requirements set forth in the tax certificate relating to each specific debt issue. The Chief Financial Officer should be familiar with any such additional procedures or requirements that may be set forth in the tax certificate for a particular debt issue and keep appropriate records to document compliance with any additional procedures or requirements.

ARBITRAGE AND ABITRAGE REBATE:

Arbitrage Rebate, Yield Restriction and Yield Reduction Payments:

If arbitrage rebate or yield reduction payment calculations are required for any issue of debt, the Town will retain a third-party arbitrage rebate services firm to perform such arbitrage rebate or yield reduction payment calculations or otherwise develop the skills and expertise necessary to make such calculations in-house.

All necessary calculations will be made to ensure that the Town has satisfied its arbitrage rebate or yield reduction payment obligations, if any. Calculations shall be performed to determine whether the debt qualifies for an exception to arbitrage rebate. In the event the Town owes arbitrage rebate or has a yield reduction payment liability to the Internal Revenue Service (IRS), the Town will timely submit to the IRS Form 8038- T, Arbitrage Rebate Yield Reduction or Penalty in Lieu of Arbitrage Rebate, as applicable, together with an amount equal to the outstanding arbitrage rebate or yield reduction payment liability as calculated.

The Chief Financial Officer will also monitor the investment and expenditure of debt proceeds to ensure compliance with any applicable yield restriction requirements and take actions as

necessary to restrict the yield on such proceeds to the permitted yield or, if applicable, make the required yield reduction payments.

Monitoring Refunding Escrows:

Escrow funds related to refunded debt will be established so that the escrow agent or bond trustee will have the primary responsibility, in accordance with the instructions provided in the documents creating the escrow, to initiate all actions required to remain in compliance with yield limitations related to refunding escrow accounts, including the reinvestment of proceeds to maintain yield requirements.

Debt Service Monitoring:

The Chief Financial Officer will verify that all payments made for fixed-rate and variable rate debt issues match the required payments under the terms and conditions of the applicable financing documents.

Records Retention:

The Chief Financial Officer will maintain records relating to arbitrage compliance monitoring for debt for the longer of litigation holds, IRS or state requirements, bond covenants or the entire term of the applicable debt plus five years, or, in the case of debt refunded by one or more subsequent issues, for the combined term of the refunded and refunding debt plus five years.

Documents to be maintained include the following types of information:

1. Any calculations or reports generated internally or by an arbitrage rebate services firm relating the calculation of the bond yield or investment yields and the calculation of the potential rebate and yield reduction payment liability;

2. Documentation related to the investment of debt proceeds;

3. Escrow receipts and subscriptions;

4. Investment agreements;

5. Credit enhancement documents; and

6. Documentation related to the bidding of financial products and bank statements for all funds associated with a debt issue.

Remedial Action:

In the event that the Chief Financial Officer determines that the Town has failed to comply with any arbitrage or arbitrage rebate requirements, the Chief Financial Officer will promptly notify the

Town Manager (and if necessary, Town Council) and in consultation with bond counsel, will recommend any remedial action(s) necessary to avoid the debt being declared taxable by the IRS, as described in the Treasury Regulations or through the Tax Exempt Bonds Voluntary Closing Agreement Program described under Notice 2008-31.

ALLOCATION AND TRACKING OF DEBT PROCEEDS:

Deposit and Investment of Proceeds:

Upon closing of a debt issue, the proceeds of the debt shall be deposited with the bond trustee or a third-party financial institution and invested in permitted investments purchased at fair market value. In all cases, a separate and unique account in Town's financial reporting system will be established to track deposit, investment and expenditure activity related to proceeds of each specific issue of debt. If necessary, separate accounts or sub-accounts will be established to account for certain proceeds of a particular issue of debt that are to be used for separate purposes (i.e., separate construction fund and debt service reserve fund).

Records Retention:

The Chief Financial Officer will maintain records relating to the allocation and tracking of debt proceeds for the longer of litigation holds, IRS or state requirements, bond covenants, or the entire term of the applicable debt plus five years, or, in the case of debt refunded by one or more subsequent issues, for the combined term of the refunded and refunding debt plus five years. The Chief Financial Officer will also be responsible for communicating the records retention policies to any other Town staff involved in the expenditure and allocation of debt proceeds, and such staff will be responsible for adhering to the requirements outlined by the Chief Financial Officer with regards to records retention for expenditure of debt proceeds. Records may be maintained in paper and/or electronic form. The Chief Financial Officer will obtain and retain documentation from prior debt issues if that documentation is available. Specifically, the information to be retained is as follows:

1. Design and construction contracts and supporting documentation relating to each project financed by the debt.

2. Project files, including architects' and engineers' pay applications, appraisals, etc.

3. All bank and/or bond trustee statements evidencing the deposit, investment, and expenditure of debt.
4. Invoices, checks and other payment information, including:

    a. The debt issue to which such proceeds relate,

    b. Vendor names and other identification numbers,

c. Invoices, purchase orders and small purchase numbers, and

d. Check amounts, dates, and numbers.

The Chief Financial Officer shall also maintain records of deposit, investment and expenditure activity for each account or sub-account established for each debt issue and shall reconcile to the Town's financial system periodically.

Financing Documentation:

Documentation related to the debt issue, including a copy of the closing transcript for the financing.

Documentation to be retained, either as part of the transcript for financing or otherwise, will include, as applicable, the authorizing resolution(s), Tax Certificate, copy of IRS Forms 8038-G, 8038, 8038B or 8038-TC (together with proof of filing), the certificate as to the "issue price" of the obligations, a copy of the offering document for the debt issuance, any escrow agreements or verification reports, any official reimbursement declarations relating to the debt and the opinion of bond counsel as to the tax-exempt status of the debt.

USE OF DEBT-FINANCED FACILITIES:

Monitoring Private Business Use:

To ensure compliance with laws and regulations for private business use of debt-financed facilities, the Chief Financial Officer, along with other pertinent Town staff, will establish processes to identify, monitor and track any private use of debt-financed facilities, including leases, management contracts, take-or-pay contracts, naming rights agreements and other similar agreement providing special legal entitlements to the private user, and will take all necessary actions to correct any non-compliance with private use limitations.

Consultation with Bond Counsel:

The Chief Financial Officer will consult with bond counsel as necessary to determine what constitutes private use of debt-financed facilities and to appropriately measure the percentage of private use allocable to any such facilities in order to comply with the federal laws and regulations related to private business use of debt-financed facilities.

Private Business Use Records Retention:

The Chief Financial Officer will maintain records relating to private use of debt-financed facilities for the longer of litigation holds, IRS or state requirements, bond covenants, or the entire term of the applicable debt plus five years, or, in the case of an issue refunded by one or more subsequent issues, for the combined term of the refunded and refunding debt plus five years.

Remedial Action:

In the event that the Chief Financial Officer determines that the Town is at risk for exceeding the permissible level of private use of debt-financed facilities, the Chief Financial Officer will promptly notify the Town Manager (and if necessary Town Council) and in consultation with bond counsel, will recommend any remedial action(s) necessary to avoid the debt being declared taxable by the IRS, as described in the Treasury Regulations or through the Tax Exempt Bonds Voluntary Closing Agreement Program described under Notice 2008-31.

SECTION 21 - PROCUREMENT CARD (P-card)

PURPOSE:

The purpose of the policy is to outline the policies and procedures of the procurement card program at the Town.

OVERVIEW:

All employees that are approved for procurement cards based on a demonstrated business need must complete procurement card training. The Department Head will determine the transaction level for authorized use. For the procurement card process to operate efficiently, a timely response to each of the elements of this procedure is required.

PROCEDURE:

OBTAINING A PROCUREMENT CARD:

After receiving training, an employee and their supervisor must complete a Cardholder Enrollment Form located on the SharePoint drive. The employee must sign documentation verifying agreement to the conditions of use. Once complete, the employee must obtain a signature from the Department Head and submit the form to the Purchasing & Contracts Manager for processing. The Department Head (or Senior Leader for Department Head) will determine the transaction level of the employee and sign the enrollment form indicating approval.

USE OF A PROCUREMENT CARD:

The procurement card (P-Card) is to be used to purchase necessary goods and services for official Town business only.

The cardholder will retain the detailed vendor's receipt(s) for future reconciliation of the P-Card statement.

The P-Card may only be used for purchases less than $2,000. Purchases in excess of $2,000 must be authorized by the Chief Financial Officer. Purchases over $5,000 require a Purchase Order.

The P-Card shall not be attached to any personal accounts (ex. Amazon, Lowes, Home Improvement, etc.). Items shall only be delivered to a Town of Morrisville business address.

UNAUTHORIZED P-CARD PURCHASES:

1. Cash advances through banks or ATMs.
2. Personal purchases of any kind.
3. Cash refunds.

4. Purchases through E-Bay, Facebook Marketplace, Venmo, and PayPal – check with the Chief Financial Officer to request an exception.
5. P-Card shall not be linked to Apple Pay or Google Wallet etc.
6. Purchases that violate established Town standards or contractual agreements such as computer hardware/software (unless approved by the IT Department).
7. Gift cards
8. Postage stamps. All departments have access to the postage machine located at Town Hall.

PAYMENT OF PROCUREMENT CARD CHARGES:

The designee(s) for each department will reconcile receipts weekly in the Town's financial system with itemized P-Card receipts, code all transactions with the general ledger account number, and release into workflow for approval. In the event of an employee's absence, the Department Head (or designee) is responsible for ensuring in an employee's absence that arrangements will be put in place so that the process flow will not be delayed.

If a receipt is missing, a P-Card Missing Receipt Form located on the SharePoint drive must be completed and signed by the Department Head and attached as backup documentation in the financial system. Missing Receipt Form information will be maintained by Financial Services in a centralized location.

For accidental or inappropriate use of a Town P-Card, a Reimbursement Form must be completed and signed by the cardholder and the Department Head. The form is located on the Town's SharePoint Site.

The Department Head will review the backup documentation provided and approve all P-Card transactions for their department that have been entered into the financial system.

Accounts Payable will review the documents for accuracy, completeness, and adherence to this policy and process the payment to the procurement card vendor.

RETURNS AND EXCHANGES:

The cardholder is responsible for contacting the vendor when goods, equipment or services purchased with the procurement card are not acceptable (incorrect, damaged, defective, etc.) and for arranging a refund back to the originating P-Card for credit (or an exchange).

If an item is returned for credit back to the card account, the cardholder is responsible for obtaining a P-Card receipt from the vendor and retaining that receipt with the supporting documentation.

If the item is exchanged, the cardholder is responsible for returning the items to the vendor and obtaining a replacement as soon as possible. No store credits or cash refunds shall be issued

for the returned merchandise. Employees will confirm prior to purchase that credit back to the P-Card is provided by the vendor if necessary.

SEPARATION OF EMPLOYMENT:

- **Immediate Collection:** Upon notification of an employee's separation, it is the responsibility of the Department Head or an authorized supervisor to immediately collect the P-Card. This minimizes the risk of unauthorized use after the employee has left employment.

- **Notification to Financial Services Department:** The Department Head or supervisor must notify the Purchasing & Contracts Manager via email about the separation and forward the collected P-Card. This prompts the Financial Services Department to take further steps to deactivate the card and cancel the account.

- **Documenting the Process:** Proper documentation shall be maintained throughout the process. This includes recording the date of separation, the collection of the P-Card, and the notification to the Financial Service Department. Such documentation is critical for audits and ensures accountability and will be maintained by the Purchasing & Contracts Manager.

CARDHOLDER RESPONSIBILITY & POLICY COMPLIANCE:

Cardholders shall treat the Town P-Card with the utmost care and are responsible to ensure that the card is used within the stated guidelines of this policy. The only person entitled to use the P-Card is the person whose name appears on the face of the card. Only in extreme circumstances will an exception to this be allowed and only with the card holders' and their supervisor's permission. Please contact the Chief Financial Officer for guidance.

Notify the Purchasing & Contracts Analyst immediately when the card is lost or stolen.

A P-Card can be terminated for any abuse or neglect as determined by the Chief Financial Officer. Any use of the P-Card outside of official Town duties is considered fraudulent and will be addressed according to Town Personnel Policy and, if applicable, as a criminal offense.

Repeated and/or deliberate misuse will result in further training, and if it persists, may lead to the suspension of the P-Card and/or disciplinary action.

SECTION 22 - PURCHASING AND CONTRACTS

PURPOSE:

This purchasing and contracts policy is intended for use as a guide to the Town of Morrisville's purchasing methods and practices. When used properly, the policies and procedures established herein will enable the Town to obtain needed materials, equipment, supplies, and services efficiently and economically.

The understanding and cooperation of all employees is essential if the Town is to obtain the maximum value for each dollar invested. While this policy does not answer all questions related to purchasing, it does provide the foundation for a sound purchasing program for the Town.

OVERVIEW:

The goals of the Town's purchasing program are:

1. To comply with the legal and ethical requirements of public procurement.
2. To ensure transparency and accountability to avoid unauthorized spending.
3. To assure vendors that impartial and equal treatment is afforded to all who wish to do business with the Town.
4. To receive maximum value for each dollar spent by awarding purchase orders to the lowest responsible, responsive bidder, taking into consideration quality, performance, technical support, delivery schedule, past performance, and other relevant factors.
5. To provide Town departments with the required goods, equipment, and services at the time and place needed and in the proper quantity and quality.
6. To professionally administer the search for sources of supplies, the development of new sources, the selection of suppliers, negotiations, commitment, follow-up, and adjustments.
7. To promote good and effective vendor relations, cultivated by informed and fair buying practices and strict maintenance of ethical standards.
8. To effect maximum feasible standardization of products used within and among departments in order to minimize stock levels and obtain better prices.

If the procedures and guidelines established in this policy are followed, each department can efficiently manage, control, and plan its available resources to meet present and future departmental needs, to help the Town to meet these goals, and to provide safeguards for maintaining a procurement system of quality and integrity. Town procurements and acquisitions shall comply with N.C. General Statutes (G.S.) governing purchasing and contracting applicable to local governments as they may be amended from time to time.

The Uniform Grant Guidance (UGG) Policy also applies to any purchase and contracts partially or fully funded with federal funds unless otherwise directed in writing by the applicable federal

agency or state pass-through agency that awarded the funds.

The Town Council has authorized the Town Manager to amend this policy from time to time as follows:

1. As changes or additions occur to the General Statutes that affect the Policy.
2. In portions of the policy not specifically reserved for the Town Council.

Other specific duties, responsibilities, and authorities are contained in G.S. Chapters 14 Criminal Law, 44A Statutory Liens and Charges, 159 Local Government Finance, and 160A Cities and Towns, and by virtue of these statutes, the Town is empowered to enter into the purchasing of materials and the contracting of services.

The Town Council has full budget and signature authority for all procurement contracts that fall within the formal bid threshold. The Town Council shall award by resolution all contracts that fall within this range. The authority to sign procurement contracts that fall within the informal bid threshold has been delegated to the Town Manager or their designee.

Under the Local Government Budget and Fiscal Control Act, all procurement obligations must be supported by an appropriation that authorizes the expenditure. Appropriations are detailed in the annual budget approved by the Town Council. Town Council has duly appointed the Chief Financial Officer as the Town's Finance Officer and has further designated the position of Financial Services Manager as the Deputy Finance Officer to assist the Finance Officer. All purchase orders and contracts issued by the Town must contain a signed statement by the Finance Officer indicating that the instrument has been pre-audited, as required by the Act. A pre-audit certificate, signed by the Chief Financial Officer or Financial Services Manager, will appear on any contract, agreement, or purchase order before it becomes an obligation of the Town, in accordance with G.S. § 159-28(a).

At the time the obligation is incurred, there must be an unencumbered balance remaining in the appropriation sufficient to pay the obligation in the current fiscal year. Multi-year contracts are valid subject to the funding approval by the Town Council for the subsequent years beyond the first year authorized.

Purchasing Thresholds (Flowchart 1):

$0-$1,999	• Informal Range • Approver-Department Head • Purchasing Method- None • No PO, contract or purchasing process required • Use P-card if possible or Invoice
$2,000-$4,999	• Informal Range • Approver-Department Head, Chief Financial Officer (pre-audit) • Purchasing Method-PO • PO Required for all written contract required for services signed by Department Head may not extend past 3 years, total contract must be less than $5,000 • Vendor payment by Invoice
$5,000-$29,000	• Informal Range • Approver-Department Head, Purchasing & Contracts Analyst, Chief Financial Officer (pre-audit) • Purchasing Method- PO • PO Required with 2 quotes (does not apply approved Mini-Brooks Exemption) • Written contract required for services for Risk Management • Vendor payment by Invoice
$30,000-$89,999	• Informal Range • Approver-Department Head, Purchasing & Contracts Analyst, Chief Financial Officer (pre-audit) • Purchasing Method- Informal Request for Bid (RFB), Informal Request for Proposal (IRP), Qualification Based Services (QBS) • Minority Outreach may be required (depending on item) • PO Required for all with informal purchasing process and minority outreach documented • Written contract required for services for Risk Management • Vendor payment by Invoice
$90,000-$499,999	• Informal/Formal Range • Approver-Department Head, Purchasing & Contracts Analyst, Chief Financial Officer (pre-audit), Senior Leader, Town Manager or Town Council (depending on item) • Purchasing Method- Formal RFB, Formal RFP, QBS • Minority Outreach, may require 10-day publication and may require 3 bids to proceed (depending on item), may require cost-price analysis • Written contract required for services for Risk Management • Vendor payment by Invoice
Over $500,000	• Formal Range • Approvers-Requires Department Head, Purchasing Manager, Chief Financial Officer (pre-audit) Senior Leader, Town Manager, Town Council • Purchasing Method- Formal IFB, Formal RFP, Formal QBS • Requires Minority Outreach & Requires 10-day publication • Requires 3 bids to open and select • May require cost price analysis • Written contract required for Risk Management • Vendor payment by Invoice

PROCEDURES:

BUDGET AVAILABILITY BEFORE PURCHASE REQUISITION:

The first step in the purchasing process is to ensure that sufficient funds are available to cover the cost of the purchase. Prior to using a procurement card or completing a purchase requisition request, it is imperative to ensure that sufficient funds are available in the appropriate budget account line item.

1. Department Heads (or designee) can review their line-item account balances in the financial system. In the event sufficient funds are not available in a particular line item, the Department Head must seek a budget adjustment in accordance with the budget policy.
2. The Budget Manager (or designee) will process all requests for funds transfer. Transfer of funds from restricted accounts must be approved by the Town Manager (or designee).

PURCHASES FROM $0-$1,999:

Employee issued procurement cards (p-cards) may be used for purchases of less than $2,000. In the event a vendor does not accept a p-card then the ordering department shall make payment upon receipt of goods and with an itemized invoice. The procurement card can be used to pay for the items on a purchase order if the amount is within the card holder's limit. After a purchase has been made, the ordering department will process the receipt/invoice through submission in the financial system. Purchases shall not be split to keep the amounts under the dollar threshold. Receipts/invoices shall be itemized and charge NC state sales tax when appropriate.

PURCHASES FROM $2,000-$4,999:

The Financial Services Department always encourages the solicitation of multiple vendor prices for the item(s) needed. It is strongly encouraged to seek out competitive pricing. Single purchases up to $4,999 do not require a purchase order. The ordering department will process the receipt/invoice through submission in the financial system. A complete and accurate description of the item(s) purchased is required to comply with audit standards. Incomplete documentation of the purchase may delay payment to the vendor.

PURCHASES FROM $5,000-$29,999**:**

Purchase of an item(s) totaling $5,000 to $29,999 requires a minimum of two (2) written quotes. The ordering department must complete a Purchase Order Requisition for all purchases of $5,000 or more. The Purchase Order Requisition shall be entered into the financial system and submitted through workflow for review and approval. In addition, all documentation associated with the request that is required as attachments shall be provided.

The Purchase Order is an instrument to encumber funds through the Town's financial system. A Purchase Order is used for a one-time purchase of supplies or equipment and is the only ordering paperwork for a vendor. A purchase order and contract are required for the purchase

of all services and supplies or equipment requiring various deliveries and payments over a period of time (i.e., supplies and materials for Public Works Dept.) and for all professional services.

Reference the Economic Development Buy Local Policy: Departments are encouraged to and shall make a good-faith effort to consult interested and registered local vendors for purchases under $5,000. However, awards shall be based solely on objective criteria of price, quality, delivery, etc. regardless of the vendor's location.

PURCHASES FROM $30,000 and above (Table 1):

Bidding Laws & Local Policies: Purchase contracts (equipment, supplies & apparatus)

Purchase Contracts (Table 1)

Contract amount:	$30,000 →	$90,000 →
Advertisement (G.S. 143-129)	***G.S.***no ads required ***Local policies***—may require specific method/timing of ads	***G.S.***—newspaper or electronic ads for full 7 days before bid opening (advertising by electronic means only requires Council approval) ***Local policies***—electronic means as approved by Council
Minimum number of bids (G.S. 143-132)	***G.S.***no minimum ***Local policies***—3 minimum ***UGG-*** requires 3 minimum	
Form of bids (G.S. 143-129, 143-131)	***G.S.-*** no specific form required ***Local policies***—written form (e-mail, mail, screenshots of advertisement) ***UGG***- Written form same as local policy	***G.S.***—bids must be sealed ***Local policies***—written form (e-mail, mail, screenshots of advertisement) ***UGG***- Written form same as local policy
Record of bids (G.S. 143-131)	***G.S.***—must keep a record of all bids received ***Local policies***—attached to purchase requisition ***UGG-*** Same as local policy	***G.S.***—because bids are public, no separate record is required ***Local policies***—attached to purchase requisition ***UGG-*** Same as local policy
Bid opening (G.S. 143-129, 143-129.9, 143-131)	***G.S.***—public bid opening not required ***Local policies***—may require public bid opening	***G.S.***—public bid opening required, but may use reverse auction or electronic bidding instead ***Local policies***—must comply with G.S.
Bid bonds (G.S. 143-129)	***G.S.***—bonds not required ***Local policies***—may require bonds	
Performance/ payment bonds (G.S. 44A-26, 143-129)	***G.S.***—bonds not required ***Local policies***—may require bonds	
Historically underutilized business (HUB) participation goals (G.S. 143-128.2, 143-131)	***G.S.***—not required ***Local policies***—may require good faith efforts/goals—check with Purchasing & Contracts Manager ***UGG***-requires good faith efforts/goals	
Council approval (G.S. 143-129, 143-131)	***G.S.***—not required ***Local policies***—Town Manager may approve	
Standard of award (G.S. 143-129, 143-131)	***G.S.***—award to lowest responsive, responsible bidder ***Local policies***—award to lowest responsive, responsible bidder ***UGG-*** award to lowest responsive, responsible bidder	
Public records (G.S. 132-1, 132-6, 143-131)	***G.S.***—record of bids not subject to public inspection until contract award ***Local policies***—may permit public inspection before award	***G.S.***—bids become public record once opened ***Local policies***—must comply with G.S.

PURCHASES FROM $30,000 and above (Table 2)**:**

Bidding Laws & Local Policies: Construction (Federal Formal Construction $250,000 or >)

Construction Contracts (Table 2)

Contract amount:	$30,000 →	$300,000 →	$500,000 →
Advertisement (G.S. 143-129)	***G.S.***—no ads required ***Local policies***—*$5,000-$30,000* requires 2 minimum		***G.S.***—newspaper or electronic ads for full 7 days before bid opening (advertising by electronic means only requires Council approval) ***Local policies***—electronic means as approved by Council
Minimum number of bids (G.S. 143-132)	***G.S.***—no minimum ***Local policy-*** *$5,000-$30,000* requires a minimum of 2		***G.S.***—minimum of 3 bids is required ***Local policies***—may require more than 3 bids
Form of bids (G.S. 143-129, 143-131)	***G.S.-*** no specific form required ***Local policies***—written form (e-mail, mail, screenshots of advertisement) ***UGG***- Written form same as local policy		***G.S.***—bids must be sealed ***Local policies***—must comply with G.S. ***UGG***- Written form same as local policy
Record of bids (G.S. 143-129, 143-131)	***G.S.***—must keep a record of all bids received ***Local policies***—attached to purchase requisition ***UGG-*** Same as local policy		***G.S.***—because bids are public, no separate record is required ***Local policies***—attached to purchase requisition ***UGG-*** Same as local policy
Bid opening (G.S. 143-129, 143-131)	***G.S.***—public bid opening not required ***Local policies***—may require public bid opening		***G.S.***—public bid opening required ***Local policies***—must comply with G.S.
Bid bonds/deposit (G.S. 143-129)	***G.S.***—bid bonds not required ***Local policies***—may require bid bonds		***G.S.***—bid bond/deposit (5% of bid amount) is required ***Local policies***—may require more than 5%
Performance/ payment bonds (G.S. 44A-26, 143-129)	***G.S.***—performance & payment bonds are required (100% of bid amount) for contracts costing more than $50,000 that are part of a project costing more than $300,000 ***Local policies***—must comply with G.S. ***UGG-***must comply with local policies		
Historically underutilized business (HUB) participation goals (G.S. 143-128.2, 143-131)	***G.S.***—document good faith efforts ***Local policies***—must comply with G.S. ***UGG***-requires good faith efforts/goals	***G.S.***- good faith efforts to reach goals; bidders must submit affidavits so Town can verify bidders' good faith efforts; report to HUB office ***Local policies***- must comply with G.S. ***UGG***-must follow local policies	
Separate specifications (G.S. 143-128)	***G.S.***—separate specifications not required ***Local policies***—may require separate specifications	***G.S.-*** separate specifications required for plumbing, electrical, HVAC, and general work ***Local policies-*** must comply with G.S.	
Licensed contractor (G.S. 87-1, 87-1.1, 143-139.1)	***G.S.***—must use a licensed general contractor if the contract is part of a project worth more than $30,000 ***Local policies***—must comply with G.S.		
Construction methods (G.S. 143-128)	***G.S.***—no specific methods must be used ***Local policies***—may require specific methods	***G.S.***—must use single-prime, separate-prime, dual-bidding, or construction-management-at-risk method; alternates may be used only if approved by the State Building Commission or authorized by local act ***Local policies***—must comply with G.S.	
Council approval (G.S. 143-129, 143-131)	***G.S.***—not required ***Local policies***—may require Council approval	***G.S.***—Council approval required; cannot be delegated ***Local policies***—must comply with G.S.	
Standard of award (G.S. 143-129, 143-131)	***G.S.***—award to lowest responsive, responsible bidder ***Local policies***—must comply with G.S.		
Dispute resolution [G.S. 143-128(f1)]	***G.S.***—must adopt own dispute resolution process (including mediation) or process adopted by the State Building Commission; available to all parties, with amount-in-controversy not less than$15,000 ***Local policies***—must comply with G.S. (which permits adoption of unit's own dispute resolution process)		
Public records (G.S. 132-1, 132-6, 143-131)	***G.S.***—record of bids not subject to public inspection until contract award ***Local policies***—may permit public inspection before award		***G.S.***—bids become public record once opened ***Local policies***—must comply with G.S.

PURCHASES FROM $30,000-$89,999:

Contact the Purchasing & Contracts Analyst to assist with the selection of the correct procurement process. Purchase of an item(s) totaling $30,000 to $89,999 requires a minimum of three (3) written quotes and shall be attached to the purchase requisition in the financial system. In the event three vendors are not available to quote a particular item(s), this information will be indicated in a memo to the Chief Financial Officer.

Department Heads are responsible for the purchase and acquisition of supplies, materials, equipment, and services needed for their department operations and are authorized to approve the purchase of these items within the limits of their approved budget. While some exceptions to this policy may be permitted, i.e., emergency purchases, failure to follow purchasing procedures may result in the Town's refusal to pay invoices for such purchases.

The Department Head or (designee) is responsible for determining and developing contract specifications (i.e., scope of work). The Purchasing & Contracts Manager is responsible for providing oversight and review of the specifications, and the development of all contract documents to ensure conformance to these policies and applicable state laws.

Purchases using federal funds will also need to comply with UGG HUB participation requirements, which include bidders' good faith efforts to solicit historically underutilized businesses. Efforts must be documented in writing. The Purchasing & Contracts Analyst can assist with this requirement.

There are additional requirements for use of a Licensed Contractor for construction and repair contracts, please refer to Table 2 above.

PURCHASES $90,000 and above**:**

Purchases of apparatus, supplies, materials, or equipment estimated to cost more than $90,000 falls into the formal bidding range and will require the Purchasing & Contracts Analyst to solicit formal bids for these items. A competitive purchasing method must be used and fully documented. The processes are defined below in the competitive purchasing method section. Each method has its own criteria as defined by general statute and UGG compliance. An award by Town Council may be required and will be determined based on delegated authorities provided to the Town Manager by Town Council as designated in the special authorizations section of the annual budget ordinance.

Informal bids are required for any purchase of construction and repair contracts of $90,000 to $499,999. HUB participation requirements, which include bidders' good faith efforts to solicit historically underutilized businesses, are required for construction and repair contracts of $300,000 or more. Formal bids are required on any purchase for construction and repair contracts of $500,000 or more. The process used to solicit the vendor will determine all the requirements. Processes are defined below in the Competitive Purchasing methods.

The Purchasing & Contracts Analyst will provide contract oversight through the procedural

review of contract documents, advertising, bid process and award to ensure compliance with the General Statutes, the Town's policies, and UGG if federally funded.

The formal bid process may take several weeks to complete; therefore, planning and scheduling on the part of the ordering department must be accomplished in a manner that ensures compliance with this policy.

Specifications form the basis of the competitive bidding process and of the resulting contract. All specifications shall be drafted to promote overall economy for the purposes intended and to encourage competition in satisfying the Town's needs. Specifications are normally prepared by the ordering department with input from the Purchasing & Contracts Manager to ensure that the products purchased will meet the department's needs.

Formal bid and proposal packages submitted to the Town must be delivered in a sealed package clearly marked with the words "BID DOCUMENT ENCLOSED" and include the bid opening date or a proposed closing date.

As a matter of procedure all solicitations will be opened and read aloud in a public bid opening at a Town Facility on the date and time specified in the solicitation. A tabulation of all bids received will be made and retained in the Financial Services Department files. RFPs are received and opened but are not read aloud. Proposals shall not be subject to public inspection until after a contract is awarded. (G.S. § 132-1.2).

Once opened all bids become public documents and are available for public inspection upon request. An evaluation of all bids will be conducted after the bid opening and prior to announcing the apparent lowest responsive and responsible bidder. No statement regarding the apparent successful bidder is required or should be made at bid opening. Any deviations or omissions in bid procedures will be reviewed on a case-by-case basis.

Town policy requires that at least three (3) bids be received for actions that fall in the formal range for construction and repair contracts; however, for formal purchasing of apparatus, supplies, materials and/or equipment, a minimum of three (3) written quotes or responses are required. In the event three bids or responses are not received after the first advertisement, the Town will not open the bids received and will re-advertise the bid request. Following the second advertisement, the Town is permitted to award the bid to the lowest most responsible and responsive bid regardless of whether or not three (3) bids were received with the second advertisement.

Construction and repair contracts generally fall into one of the following categories: roads, buildings, or other structures. Contracts for these projects estimated to cost $500,000 or more are required to follow the formal bidding requirements, if Federal funds are being used, that amount is $250,000. Specifications for contracts involving roads and utility infrastructure projects are typically developed by a project engineer (staff or private firm) and coordinated through the Town's Engineering Department.

Contracts for the construction or repair of buildings or other structures estimated to cost

$500,000 or more require separate specifications for each of the following four branches of work:

1. Heating, ventilating, air conditioning, and accessories and/or refrigeration for cold storage (fifteen tons, or more cooling load).
2. Plumbing and gas fittings and accessories.
3. Electrical wiring and installations; or
4. General work relating to the erection, construction, alteration, or repair of the building(s) that is not included in the first three branches.

Contracts for construction projects will be coordinated through the Capital Projects Team with oversight from the Purchasing & Contract Manager. It is crucial to obtain all necessary permits, licenses, encroachment agreements and approved plans and specifications for all projects prior to issuing any contracts.

COMPETITIVE BIDDING EXCEPTIONS:

The General Statutes allow some exceptions to competitive bidding. They are detailed in the table below. If Federal Funds are being used, the exemptions may not be allowed. They will need to be reviewed on a case-by-case basis with the Purchasing & Contracts Analyst.

Exception	Applies To:	Description	Council Approval Required?	Other Requirements
Purchases				
Purchase from other units of Government G.S. 143-129(e)(1)	Informal and formal purchases and leases	Purchase directly from another unit of federal, state, or local government anywhere in the U.S.	No	None
Emergency G.S. 143-129(e)(2)	Informal and formal purchases & construction/ repair	Present, immediate, & existing special emergency involving public health and safety of people or property	No	None
Fuel Purchase G.S. 143-129(e)(5)	Informal and formal purchases	Purchase of gasoline, diesel fuel, alcohol fuel, motor oil, fuel oil, or natural gas	No	Informal bidding requirements apply to purchases costing $30,000 or more (including purchases over $90,000)
Sole Source G.S. 143-129(e)(6)	Informal and formal purchases	Available when (1) performance or price competition is not available; (2) product is available from only one source; or (3) standardization or compatibility is the overriding consideration	Yes	None

Group Purchasing Program G.S. 143-129(e)(3)	Informal and formal purchases	Competitive bidding process by a formally organized program offering discount prices to at least 2 public agencies	No	None
State Contract G.S. 143-129(e)(9)	Informal and formal purchases	Purchases from contracts established by State of NC if the contractor is willing to extend the same or more favorable prices, terms & conditions	No	None
Federal Contract G.S. 143-129(e)(9a)	Informal and formal purchases	Purchases from contracts established by a federal agency if the contractor is willing to extend the same or more favorable prices, terms & conditions	No	None
Used Goods G.S. 143-129(e)(10)	Informal and formal purchases	Purchase of used goods from a public or private entity; remanufactured, refabricated, or demo goods are not included under this exception	No	Can not be used for Federal Funds
Piggyback G.S. 143-129(g)	Formal purchases	Purchases from contracts entered into by any federal, state, or local government in the U.S. that have been competitively bid within the previous 12 months if the contractor is willing to extend the same or more favorable prices, terms and conditions	Yes	Council approval at a regular meeting after at least 10 days' public notice (notice may be given by publication and electronic means; notice by electronic means only requires Town Council approval)
Trade-In G.S. 143-129.7	Informal and formal purchases	Units may include trade-in of used items as part of the specifications for purchases, and may award one contract for both the sale of the trade-in item and the purchase of the new item	No	Items sold as a trade-in under G.S. 143-129.7 are not subject to property disposal requirements of Article 12 of Chapter 160A
Transportation Authority Purchases G.S. 143-129(h)	Informal and formal purchases and leases	Regional public transportation authorities (RPTA) and regional transportation authorities (RTA) may use RFP process for purchases	Yes	RFP process required by G.S. 143-129(h). Town Council must approve use of RFP process at a regularly scheduled meeting before RFP is issued; Town Council must certify that RFP process has been followed and approve contract at a regularly scheduled meeting

Nonprofit Work Centers for Blind and Severely Disabled G.S. 143-129.5	Informal and formal purchases	Purchases from a nonprofit work center for the blind and severely disabled as defined in G.S. 148-48	No	None
School Food Services G.S. 115C-264	Informal and formal purchases	Local school unit purchase of supplies and food for food services (nutrition programs) at school	No	None; federal requirements will apply to food services that are federally funded

Exception	Applies To:	Description	Council Approval Required?	Other Requirements
Construction and Repairs				
Change Order G.S. 143-129(e)(4)	Informal and formal construction/ repair	Construction/repair work undertaken during the progress of a competitively bid project that is within the scope of the original project	No	None
Emergency G.S. 143-129(e)(2)	Informal and formal purchases & construction/ repair	Present, immediate, and existing special emergency involving public health and safety of people or property	No	None; FEMA purchases requirements apply in Presidentially declared disasters
Force Account Work G.S. 143-135	Construction/ repair (within dollar limits)	Use of unit's own employees (on permanent payroll) and officers to perform construction work when either (1) total cost of the project is under $125,000; or (2) total cost of the labor is under $50,000	Yes	Purchases of materials used on the project still subject to competitive bidding requirements; unit must keep accurate records of entire cost of project
Guaranteed Energy Savings Contract (GESC) G.S. 143-129(e)(8)	Informal and formal construction/ repair and related purchases	GESC for improvements to existing facilities to achieve energy savings sufficient to pay for the costs of the improvements over the term of the contract	Yes, if financing subject to LGC approval	RFP process required under Article 3B of Chapter 143
Construction Management at- Risk (CMAR) G.S. 143-129(e)(11)	Informal and formal construction and repair	Construction or repair projects performed by a construction manager at-risk	No	CMAR hired under the Mini-Brooks Act QBS process (G.S. 143- 64.31); contracts for construction project subject to requirements of G.S. 143-128.1

Solid Waste Management Facilities G.S. 143-129.2	Construction and operation of solid waste management facilities	Contract for design, construction, operation, management & maintenance of highly complex & innovative solid waste management facilities & sludge management facilities; "ancillary facilities" (such as roads, water & sewer lines, & transfer stations) are excluded from the exemption	No	RFP process required under G.S. 143-129.1

Exception	Applies To:	Description	Council Approval Required?	Other Requirements
Information Technology Goods and Services				
State ITS G.S. 143-129(e)(7)	Informal and formal purchases of information technology goods and services	Purchases made through contracts established by the State Office of Information Technology Services ("information technology" defined under G.S. 147-33.81(2))	No	None
IT goods and services G.S. 143-129.8	Informal and formal purchases of information technology goods and services	Contract for combination of information technology goods and services ("information technology defined under" G.S. 147-33.81(2))	No	RFP process required under G.S. 143-129.8

COMPETIVE PURCHASING METHODS

1. Quotations:
   Quotations should include an itemized listing of items or services and include shipping, delivery, sales tax and any processing fees. Quotes may take the form of US mail, fax, e-mail, or screen shots from the internet.

2. Request for Information (RFI):
   An RFI is a standard business process whose purpose is to collect written information about the capabilities of various suppliers. This process is normally completed prior to IFB or RFP.

3. Invitation for Bid (IFB):
   An IFB is a competitive sealed bid that is a written request for specifically defined goods or services. Specifications contained in the IFB for the proposed contract are complete, clear, and can be described in exact terms. Specifications shall not be unduly restrictive. Brand Names "or Equal" specifications may be used when it is determined that:

   a. There is no other design or performance specifications or qualified products list available; or

b. Time does not permit the preparation of another form of purchase description not including a brand name specification; or

c. The nature of the product or the Town's requirements makes use of a brand name or equal specification suitable for the procurement; or use of a brand name "or equal" specification is in the Town's best interest.

4. Request for Proposal (RFP):
An RFP is a written request issued containing one or more of the following elements: scope of work, general terms and conditions, performance specifications and expectations and selection criteria. RFPs are typically used for service or technology contracts, or where specifications cannot be easily described in clear terms and/or factors other than price need to be considered. An RFP is usually written as delineating the desired result and asking the responder to propose a method of reaching that result.

The Town shall require that each proposal include, in addition to any other information which the Town deems to have a material bearing on its ability to evaluate proposals, the following:

a. Information relating to the experience of the proposed vendor on the basis of which it claims to be qualified to carry out all work required by the proposed contract;

b. The ability of the proposed vendor to secure adequate financing;

c. Proposals for project staffing, implementation of work tasks, and the carrying out of all responsibilities required by the contract;

d. Language clearly identifying and specifying all elements of price or cost to the Town; and

e. Factors such as system design, operation experience, system reliability, long term operation costs, compatibility with existing equipment and emerging technology.

RFPs shall be solicited from an adequate number of qualified sources. Although adequate is not defined in the General Statutes or UGG, the Town requires three (3) in the formal range to promote competition.

After proposals are received and opened, a selected committee including, but not limited to, Town staff will evaluate the proposals in accordance with the evaluation criteria specified in the RFP. During the evaluation period discussions may be conducted with responsible vendors for the purpose of clarification and to assure full understanding of, and conformance with, the solicitation requirements.

The Town may negotiate with any proposed vendor in order to obtain a final contract that best meets the Town's needs. Negotiations cannot alter the contract beyond the scope of the original RFP in a manner that:

a. Deprives the proposed vendors of a fair opportunity to compete for the contract; and
b. Would have resulted in the award of the contract to a different person or entity if the alterations had been made.

The committee recommends award of a contract.

The Award shall be made to the responsible vendor whose proposal is determined to be the most advantageous to the Town, taking into consideration price and the evaluation factors set forth in the RFP.

5. Qualifications Based Selection (QBS) or Mini Brooks Act:
Solicitation of services from an architect, engineer or surveyor must follow the QBS process. Plans and specifications for public projects must be prepared by a registered architect or engineer when:

   a. There are additions or repairs involving major structural or foundation changes with expenditures totaling $135,000 or more,

   b. There are repairs not involving structural or foundation changes with expenditures totaling $300,000 or more, and

   c. There is work affecting life safety systems when the expenditure is $100,000 or more.

   Selection of a project designer or use of a registered architect or engineer is governed by North Carolina General Statute § 143-64.31 which states the following:

   a. All requirements for architectural, engineering and surveying services must be announced.

   b. Selection of qualified firms to provide services must be on the basis of demonstrated competence and qualifications for the type of professional service required, without regard to the firm's fee, other than unit price information; and

   c. Contracts can be negotiated at a fair and reasonable fee with the best qualified firm.

   The architect or engineer selected must be "particularly qualified by training and experience for the type of work involved", and his or her seal, name and address must be placed on the plans and specifications.

   When satisfied that the contractor has fulfilled the obligations of the plans, specifications, and contract, the architect or engineer is to issue a signed and sealed certificate of compliance to the Town.

   In accordance with G.S. § 143-64.32, the Town Manager may exempt any project from the requirements for announcement and formal selection process, regardless of dollar value outlined by G.S. § 143-64.31, when it is in the best interest of the Town. The exemption limit is set at $50,000 for the architectural, engineering and surveying services, in alignment with the micro-purchase threshold adopted by Town Council unless federal funds are used to pay. Under those circumstances the limit is set to $30,000 to ensure compliance with Uniform Guidance (UGG) and procurement standards.

   An exemption letter will document the justification and affirm compliance with thresholds and any federal restrictions that the project is estimated to be less than $50,000 with no expected

use of federal funds (use of federal funds will activate the UGG standards). The letter will be approved by the Town Manager and Financial Services will attach with system documentation. An approved exemption will not be required to follow the next restrictive rule unless federal funds are involved.

6. Construction Management at Risk (CMAR):
   Under the construction management at risk (CMAR) system, the selected CMAR:
   a. Provides construction management services for a project throughout the pre-construction and construction phases,
   b. Is a licensed general contractor, and
   c. Guarantees the cost of the project.

   Services may include preparation and coordination of bid packages, scheduling, cost control, value engineering, and bid evaluation and construction administration.

   A key aspect of the CMAR system generally is that the CMAR selects and contracts directly with the subcontractors. The Town awards one direct contract with the CMAR.

   Construction Management at Risk services must be procured using the qualification- based selection procedures required for architects, engineers, and surveyors.

7. Design Build (DB):
   To enter into a DB contract, the Town must follow specific procurement procedures set out in G.S. § 143-128.1A. To initiate the contracting process, the Town must establish written criteria for determining when design-build is appropriate for a project. These criteria must be documented and while Town Council approval is not specifically required, it is the Town's policy to obtain their approval for transparency.

   The statute requires the Town to adopt the criteria for each project. The criteria must address at least the following six factors:
   a. The Town's ability to "adequately and thoroughly" define the project requirements in the RFP;
   b. Time constraints for project delivery;
   c. The Town's ability to ensure that a quality project can be delivered;
   d. The availability of qualified staff or outside consultants experienced in design-build to manage and oversee the project;
   e. Good faith efforts to comply with historically underutilized business participation requirements (G.S. § 143-128.2 and -128.4) and to recruit and select small business entities; and
   f. The criteria used by the Town include a cost-benefit analysis of using design- build in lieu of traditional construction bidding methods.

   The selected design-builder must provide bonds under Article 3 of Chapter 44A, which

requires performance and payment bonds for 100% of the contract amount for each contract costing more than $50,000 on projects costing over $300,000. After the contract is awarded, the winning bidder can only substitute key personnel after obtaining written approval from the Town.

8. Design Build Bridging (DBB):
   The Town must establish written criteria for determining when using this method is appropriate for a project. These criteria must be documented and while Town Council approval is not specifically required, it is the Town's policy to obtain their approval for transparency.

   The criteria must address at least the following six factors:

   a. The Town's ability to "adequately and thoroughly" define the project requirements in the RFP;
   b. Time constraints for project delivery;
   c. The Town's ability to ensure that a quality project can be delivered;
   d. The availability of qualified staff or outside consultants experienced in design-build to manage and oversee the project;
   e. Good faith efforts to comply with historically underutilized business participation requirements (G.S. § 143-128.2 and -128.4) and to recruit and select small business entities; and
   f. The criteria used by the Town including a cost-benefit analysis of using design- build in lieu of traditional construction bidding methods.

   Selecting the Design Criteria Design Professional: Before issuing the RFP for design-build services, the Town selects either a staff design professional (an architect or engineer employed by the Town) or follows the Mini-Brooks Act to contract with an architect or engineer. This design professional (whether it be an employee or an outside design professional) develops the design criteria package and acts as the Town's representative during the DBB contracting process and through the life of the project. The design professional is not eligible to bid on the DBB contract or provide input to a design-build bidder during the procurement process.

9. Design Criteria Package:
   The design criteria design professional develops the design criteria for the project in consultation with the Town and prepares a design package consisting of 35% of the design documentation for the entire project. The design criteria package must include the following items:

   a. Programmatic needs, interior space requirements, intended space utilization, and other capacity requirements;
   b. Physical characteristics of the site such as a topographic survey;
   c. Material quality standards or performance criteria;
   d. Special material requirements;

e. Provisions for utilities;

f. Parking requirements;

g. Type, size, and location of adjacent structures;

h. Preliminary or conceptual drawings and specifications in sufficient detail to enable design-build teams to submit responsive bids; and

i. Notice of the Town's rules, ordinances, or goals (presumably related to the project).

After developing the design criteria package, the Town must issue public notice of a request for proposals (RFP) for design-build firms to complete the design and perform the construction. The statute does not specify the minimum time for or method of publication. Since the design-build contract is awarded based on the lowest responsive, responsible bidder standard of award, the RFP must include general information on the same eight items required for a design-build RFQ, but must also include two additional elements:

a. The design criteria package prepared by the design criteria design professional; and

b. A statement that each design-build bidder must submit with its proposal in a sealed envelope its price for providing the general conditions of the contract and fees for design services and general construction services.

The solicitation of fees and prices is a significant departure from the design-build process, which prohibits soliciting fee and price estimates in the RFQ for design-build services. Note also that this information must be submitted with the bidder's proposal in a sealed envelope; a bid that does not contain sealed fee and price proposals would be considered nonresponsive. As with design-build, the Town must receive at least three responses to its RFP in order to consider proposals. If the Town receives less than three responses, it must solicit again. After the second advertisement, the Town may consider proposals even if three are not received. Each bidder must certify that all members of its design-build team who are licensed design professionals, including subconsultants, were selected as required under the Mini-Brooks Act.

After receiving proposals, the Town evaluates and ranks them and then groups the top three without specific ordinal ranking. From among these three respondents the Town selects the design-builder who is the lowest responsive, responsible bidder based on the cumulative amount of fees for providing the general conditions of the contract, design services, and general construction services, and taking into consideration quality, performance, and the time specified in the proposal for performance of the contract. This standard of award is substantially different from that for design-build where the design- builder is selected based on qualifications.

The design-builder with whom the Town contracts must use the competitive bidding requirements of Article 8 of Chapter 143 in hiring first-tier subcontractors on the project (design professionals are not considered first-tier subcontractors). As with design-build, the selected design-builder must provide bonds under Article 3 of Chapter 44A, which requires performance and payment bonds for 100% of the contract amount for each contract costing more than $50,000 on projects costing over $300,000. After the contract is awarded, the

winning bidder can only substitute key personnel after obtaining written approval from the Town.

ALTERNATIVE CONSTRUCTION METHODS:

Public Private Partnership (P3):
A P3 is defined under G.S. § 143-128.1C as a "capital improvement project undertaken for the benefit of a governmental entity and private developer pursuant to a development contract that includes construction of a public facility or other improvements, including paving, grading, utilities, infrastructure, reconstruction, or repair, and may include both public and private facilities." Under the P3 construction delivery method, the unit of government is authorized to acquire, construct, own, lease (as lessor or lessee), and operate a public-private project or facilities within a public-private project and may make loans or grants for these purposes. Importantly, the private developer must provide at least 50% of the financing for the total cost of the project. The Local Government Commission must approve the contract if it involves a capital or operating lease.

The QBS process must be used to solicit the vendor. The process is as follows:

1. Town Council must adopt written findings that the Town has a critical need for the project.
2. The Town must:
    a. Publish notice of RFQ;
    b. Receive responses;
    c. Evaluate responses and select a developer; and
    d. Execute a Development Contract that specifies the terms and conditions.
3. At a minimum, the contract must address:
    a. The property interests of the unit and the private developer (this could include ownership, lease arrangements, or both).
    b. The development responsibilities of the unit and the private developer (this could include both construction and on-going operation and maintenance activities).
    c. The financing responsibilities of the unit and the private developer (the private developer must provide at least 50% of the financing for the total cost of the project).
    d. The parties' good faith efforts to comply with HUB participation requirements and to recruit and select small business entities (the term "small business entities" is not defined in the statute).

    The development contract also may require the developer to be responsible for some or all of the construction, purchase of materials and equipment, and compliance with HUB participation requirements, and to use the same contractor(s) as the unit. It also may require the developer to purchase materials for the project at a reasonable price.

If the project utilizes the design-build construction delivery method, the procurement requirements of the design-build statute (G.S. § 143-128.1A) apply. Performance and payment bond requirements also apply, and the statute sets out specific procedures for claims under a payment bond made against the private developer.

The private developer with whom the unit contracts cannot perform any design or construction work on the project unless a contractor defaults, a qualified replacement cannot be obtained in a timely manner, and the unit approves.

Finally, the private developer and its contractors must comply with state HUB participation requirements, which include bidders' good faith efforts to solicit historically underutilized businesses on building construction projects costing $300,000 or more (G.S. § 143-128.2).

ADVERTISEMENT:

Contracts that fall within the formal bidding range for purchase contracts or construction and repair contracts must be evidenced by advertisement at least seven full days before the time specified for the opening of such IFB, RFP, QBS, CMAR, P3, DB, or DBB in a newspaper having general circulation in Morrisville and Wake County. It is the policy of the Town to advertise projects meeting the formal bid threshold in The News & Observer newspaper, on the Town's web site and on the North Carolina electronic Vendor Portal website https://evp.nc.gov or directly with the North Carolina HUB Office.

At a minimum, all advertisements must contain the following information:

1. A brief description of the project;
2. The time and place specifications will be available;
3. The time and place bids/proposals will be received or opened;
4. A Town contact name and phone number; and
5. A statement reserving the right to reject any or all bids.

BOND REQUIREMENTS:

Article 3 of G.S. Chapter 44A, Article 3 of the North Carolina General Statutes requires that performance and payment bonds be executed at time of construction contract award for any one construction project costing in excess or $300,000 or more, or construction manager at risk with a contract exceeding $50,000. Performance and Payment bonds must be equal to one hundred percent (100%) of the contract amount.

Any contractor submitting a bid on a construction project meeting the statutory threshold for formal bids shall submit a Bid Bond with their bid in the amount of five percent (5%) of the total bid.

Bonds shall be executed by one or more surety companies legally authorized to do business in the State of North Carolina. The bond provision requirements for bids in the formal range cannot be waived or used as a substitute for the determination of a bidder's responsibility.

HISTORICALLY UNDERUTILIZED BUSINESS (HUB) AND MINORITY AND WOMEN OWNED BUSINESS ENTERPRISE (MWBE):

It is the policy of the Town to provide historically underutilized businesses (HUB) and minority and women-owned businesses (MWBE) an equal opportunity to participate in all aspects of the Town's contract activities. These include but are not limited to participation in contracting opportunities for construction and repair projects, professional services, and other procurement contracts for commodities and services.

The Town's verifiable goal for minority HUB or MWBE participation in public building construction projects over $300,000 is 10%. This goal will be reviewed annually depending on the nature and volume of the building construction projects and as relevant data becomes available. The Town reserves the right to modify this goal.

The Town encourages all employees and contractors involved with the purchase of construction and repair, professional services, and other procurement contracts to commit to a good faith effort for HUB/MWBE participation. However, nowhere in this policy nor the guidelines or goals set forth shall it be construed to require the Town or its contractors to award contracts to HUB/MWBE businesses who do not submit the lowest responsible and responsive bid.

These policies and procedures are set forth in the Town's HUB Program Procedures include monitoring contract compliance with established guidelines by the Town as they relate to HUB/MWBE participation. All vendors will be required to demonstrate good faith efforts to assist the Town in achieving this policy goal. Town staff should consult with the Purchasing & Contract Manager for assistance in meeting the Town's HUB and MWBE utilization goals.

STANDARD OF AWARD:

The award of a contract(s) to a contractor or vendor by the Town is made to the lowest responsive and responsible bidder taking into consideration quality, performance and the time specified for the performance of the contract. "Responsive" refers to the bid and "Responsible" refers to the bidder. A bid is "responsive if it, "substantially conforms to the specifications." If it has a "material variance," then it does not substantially conform.

The bidder is "responsible" if they have the skill, judgment, and integrity necessary for the faithful performance of the contract, as well as sufficient financial resources and ability. A determination that the lowest bidder is not responsible applies to that particular bid and the criteria used in that determination shall be clearly documented. All information shall be verified, and accurate records kept, including the sources of pertinent information. Concluding that a vendor is not "responsible" based on false or unsubstantiated information is to be avoided. Any decision concluding a vendor is not "responsible" shall be made in consultation with the Purchasing & Contracts Analyst and the Town Attorney.

PUBLIC RECORD:

Formal Bids received in response to an IFB are subject to public inspection once they are opened and must be made available for inspection, subject to reasonable limitations necessary to maintain their integrity and to properly conduct the bidding procedure. Custody of the bids must be maintained to avoid any possibility that bids might be changed or that a portion might be misplaced, removed, or altered.

One exception to the rule that formal bids are public record once they are opened relates to a trade secret. General Statutes provide an exception for information contained in a bid that meets the definition of a trade secret under state law, and that it must be so designated at the time the bid is submitted.

Proposals submitted in response to an RFP (typically services and technology goods or if the procurement is for a combination of apparatus, goods, materials, and service) that are subject to negotiation are not subject to public inspection until after the contract is awarded.

Informal Bids are not subject to public inspection until after the procurement is awarded. Information should not be disclosed verbally or otherwise to maintain confidentiality until after the award.

CANCELLATION OF INVITATIONS FOR BIDS OR REQUESTS FOR PROPOSALS:

An IFB, an RFP, or other solicitation may be canceled, or any or all bids or proposals may be rejected as whole or in part as may be specified in the solicitation, when it is for good cause and in the best interest of the Town. Notice of cancellation shall be sent to all businesses originally solicited. Cancellations are at the discretion of the Chief Financial Officer and the Capital Projects Team.

PRE-BID CONFERENCE:

A pre-bid or pre-proposal conference may be scheduled to review specifications, terms and conditions, and to answer vendor questions pertaining to the process. The conferences can be mandatory at the discretion of the Town depending on the complexity of the item(s) to be bid. Minutes of the conferences shall be taken.

As a result of the conference, an amendment to the solicitation may be prepared if there are any changes or clarifications in the specifications or solicitation. The amendment will be sent via email to all vendors on the bid list and posted to the Town's website. If the conference is mandatory, the amendments are sent only to the vendors who attended the meeting, or who have requested it.

REJECTING BIDS:

North Carolina G.S § 143-129 provides authorization to the Town Council to reject any and all formal bids. The Town Council authorizes the Town Manager (or their designee) to accept or reject all informal bids.

Appropriate reasons for rejecting all bids include:

1. Insufficient competition;

2. Revision of specifications;
3. A change in the needs;
4. Insufficient funds.

Inappropriate reasons for rejecting bids include:

1. For the purpose of evading the provisions of the competitive bid statutes;
2. Bids are not rejected under circumstances that give the appearance of favoritism, corruption, or unfairness.

ERRORS IN BIDS AND BID WITHDRAWAL:

A request by a vendor for the withdrawal of an inadvertently erroneous bid and subsequent return of the bid deposit for construction or repair work or the purchase of apparatus, supplies, materials, or equipment before or within seventy-two (72) hours after bid opening, based on such bid mistake, may be permitted when appropriate. Town Council must hold a hearing on the written request and may grant the request if an error is validated. Otherwise, the bid security is forfeited.

NEGOTIATING WITH BIDDERS:

North Carolina G.S. § 143-129 on formal bidding allows negotiation with bidders when all bids exceed the "funds available for the project." In this case the Town may elect to negotiate with the lowest responsive, responsible bidder and make reasonable changes in the plans and specifications as necessary to bring the contract price within the funds available.

Reasonable changes mean minor changes that are unlikely to make a difference in the positions of the bidders, to make re-advertisement with revised specifications unnecessary.

If significant changes including major increase or decrease in quantity of material, or in the overall design, approach, or method are made compared to the original specifications, the project shall be re-advertised.

PREDOMINANT ASPECT RULE:

Some procurement will involve both a service and the purchase of tangible property. In these cases, the Town practices the “predominant aspect” rule in determining the best approach for obtaining the service and goods.

If the service component is the predominant aspect of the procurement (in terms of relative costs or importance to the requesting unit) the procurement is characterized as a service, and a Request for Proposals is used.

If supplies or equipment are the predominant aspect of the procurement, then an Invitation for Bid is used.

MULTI-YEAR PROCUREMENT:

Continuing contracts or agreements are those in which some or all of the work will be performed in ensuing fiscal years and, therefore, the respective committed dollar amount(s) will be payable from the budgets of those ensuing fiscal years. The Town may enter into such continuing contracts and agreements with the stipulations that:

1. A schedule of planned commitments by fiscal year is included in the project ordinance/resolution or in the agreement;
2. Current year obligations do not exceed current year appropriations available at the time of an award; and
3. Sufficient funds are appropriated by the Town Council in the budgets for ensuing fiscal years to cover the schedule of commitments.

EMERGENCY PURCHASING PROCEDURE:

General Statute (G.S. § 143-57) defines "emergency" as a "present, immediate, and existing special emergency involving public health and safety of people or property." Should a bona fide emergency occur outside normal working hours, the department may secure the materials or service needed provided the Department Head (or designee) has approved the purchase. For emergency repairs, work may begin before the PO has been issued as long as funding is available. Notification of this situation shall be made to the Chief Financial Officer on the next business day. In the event of a Presidentially declared emergency, FEMA regulations will need to be followed. Contact the Purchasing & Contracts Analyst for further assistance.

The Town more broadly defines "emergency" as "a situation where the operation of a department would be seriously hampered if an immediate purchase cannot be made." If an emergency purchase situation occurs within a department, the following procedures will be followed:

1. The employee will immediately report the need to the Department Head (or designee). In the absence of the Department Head (or designee) the Senior Leader will be notified.
2. If the appropriate Department Head or a Senior Leader deems it an emergency, and circumstances warrant, the purchase can be made using the procurement card or purchase order depending on the purchase amount.
3. An explanation of the nature of the emergency and any prices acquired must accompany the requisition.

PROTESTS:

A Protest is a written objection by an interested party to any of the following:

1. A solicitation or other request by the Town for offers for a contract for the procurement of property or services.
2. The cancellation of a solicitation or other request.
3. An award or proposed award of a contract.

4. A termination or cancellation of an award of a contract if the written objection contains an allegation that the termination or cancellation is based on as a whole or in part on improprieties concerning the award of a contract.

An interested party for the purpose of filing a protest is an actual or prospective bidder whose direct economic interest would be affected by the award of a contract or by the failure to award a contract.

Prior to submission of a protest, all parties shall use their best efforts to resolve concerns raised by an interested party through open and frank discussions. The Town should provide an inexpensive, informal, procedurally simple, and expeditious resolution of protests. Where appropriate, the use of alternative dispute resolution techniques, third party neutrals, and the Town's procurement personnel are acceptable protest resolution methods.

The following procedures are established to resolve protests effectively, to build confidence in the Town's acquisition practices, and to reduce protests:

1. Protests shall be concise and logically presented to facilitate review. Failure to substantially comply with any of the requirements of paragraph (2) below may be grounds for dismissal of the protest.
2. Protests shall include the following information:
    - Name, address, email address, and telephone numbers of the protester(s).
    - Detailed statement of the legal and factual grounds for the protest, to include a description of resulting prejudice to the protester.
    - Copies of relevant documents.
    - Statement as to the form of relief requested.
    - All information establishing that the protester is an interested party for the purpose of filing a protest.
    - All information establishing the timeliness of the protest.

Protests based on alleged apparent improprieties in a solicitation shall be filed before the bid opening or the closing date for receipt of proposals. In all other cases, a protest shall be filed not later than ten (10) calendar days after the basis of protest is known or should have been known, whichever is earlier.

Upon receipt of a protest before award, a contract may not be awarded pending the Town's resolution of the protest, unless contract award is justified in writing for urgent and compelling reasons or is determined, in writing, to be in the best interest of the Town.

If the award is withheld pending the Town's resolution of the protest, the Town will inform the bidders whose bids might become eligible for award of the contract. If appropriate, the bidders will be requested, (before expiration of the time for acceptance of their bids), to extend the time for acceptance to avoid the need for re-solicitation.

Upon a receipt of protest within 10 calendar days after contract award or within five (5) calendar days after a debriefing date offered to the protester under a timely debriefing request (which is within three (3) days after the date on which a bidder received notification of contract award), the Town shall suspend performance, pending resolution of the protest, unless continued performance is justified, in writing, for urgent and compelling reasons or is determined, in writing, to be in the best interest of the Town.

The Town shall make their best efforts to resolve the protests within thirty-five (35) calendar days after the protest is filed. To the extent permitted by law and regulations, the parties may exchange relevant information. Protest decisions should be well-reasoned and explain the Town's position. The decision shall be legally reviewed by the Town's attorney. The protest decision shall be provided to the protester using a method that provides evidence of receipt.

DISPUTE RESOLUTION:

Public Agencies are required to establish procedures for dispute resolution on all building construction or repair projects. The Town will follow the process adopted by the North Carolina State Building Commission pursuant to G.S. § 143-128 and will include mediation. This process will be made available to all the parties involved in the construction project, including the Town, Architects, Engineers and Contractors including all levels of subcontractors, and it will be made available for any issues arising out of the "contract or construction process." The Town has set a threshold of $15,000 concerning the amount of controversy that must be at issue before a party may request other parties to participate in the dispute resolution process. If the Town is a party to the dispute, then the Town will pay 25% of the costs associated with the dispute resolution process, while the remaining cost will be divided amongst the other parties participating. However, if the Town is not a party to the dispute, the Town will pay 0% of the costs.

CHANGE ORDERS AND ADDITIONAL WORK:

Changes to a construction or repair project may be made during the course of work without further competitive bidding, as long as the contract was properly entered into originally. Change orders should be reserved for changes in circumstances that arise after work is under way. The value of any work covered by a written change order shall be determined by one or more of the following methods in the order of precedence listed below:

1. Unit prices previously approved;
2. An agreed-upon lump sum;
3. The actual cost of labor, direct overhead, materials, supplies, equipment, and other services necessary to complete this work. In addition, there shall be added an amount to be agreed upon by the Town, Designer, Engineer and Contractor to cover general overhead and profit. (If the contractor does not have an acceptable audited overhead and profit rate, the rate amount shall not exceed ten percent (10%) of the actual cost of the work for overhead and ten percent (10%) for profit (ten & ten).

The Town Manager has authorized the use of Construction Change Directives (CCDs) as a written document which provides authorization allowing for work to be started and/or completed

prior to a full Change Order/Contract Modification under emergency or unforeseen circumstances that would be harmful and/or extremely costly to the Town if not done immediately. A full Change Order/Contract Modification must be completed as soon as possible after the Town issues a CCD and it must include all supporting CCD information and documentation.

The Town Council authorizes the Town Manager (or designee) to approve contract change orders on any project provided that one of these conditions exists:

1. The proposed change order(s) is within the authorized contract amount, and the change orders(s) will not increase this amount.
2. A contingency fund was established and approved by the Town Council for the project.
3. The proposed change orders are within the authorized contingency amount, and the change order(s) will not increase this amount.
4. There are an emergency and failure to promptly execute the change order will, in the Manager's (or designee's) opinion, cause harm to the town. Should this situation occur the Town Manager (or designee) should make a report to the Town Council at their next regular meeting regarding this matter.

Any change order(s) not meeting one of the above criteria will require approval by the Town Council.

EQUAL OPPORTUNITY:

The Town prohibits discrimination against any person or business on the basis of race, natural hair or hairstyles, ethnicity, creed, color, sex, pregnancy, marital or familial status, sexual orientation, gender identity or expression, national origin or ancestry, National Guard or veteran status, religious belief or non-belief, age, or disability on the basis of race, color, sex, religion, gender identity, sexual orientation, disability, or national origin and conducts its procurement programs so as to prevent such discrimination.

VENDOR DEBARMENT:

After reasonable notice to the person(s) involved and reasonable opportunity for that person to be heard, the Chief Financial Officer, in concurrence with the Town Manager and if necessary, the Town Attorney is authorized to debar a person for cause from consideration for award of procurement contracts. The debarment shall be for a period of not more than three (3) years. The Chief Financial Officer is authorized to suspend a person from consideration for award of procurement contracts if there is probable cause to believe that the person has engaged in any activity, which might lead to debarment.

The causes of debarment include:

1. Conviction from commission of a criminal offense as an incident to obtain or attempt to obtain a public or private procurement contract or subcontract;
2. Conviction under state or federal statues of embezzlement, theft, forgery, bribery, falsification, or destruction of records, receiving stolen property, or any other offense

indicating a lack of business integrity or business honesty;

3. Conviction under state or federal anti-trust statutes arising out of the submission of bids or proposals;
4. Any other cause determined to be so serious and compelling as to affect responsibility as a Town contractor, including debarment by another governmental entity for any cause listed in this policy;
5. For violation of the ethical standards set forth in this document;
6. Being listed on the NC Debarred Vendors listing- https://www.doa.nc.gov/nc-debarred-vendors;
7. Being listed on the Office of Federal Contract Compliance Programs Debarred Companies listing- https://www.dol.gov/agencies/ofccp/debarred-list; or
8. Being listed on the NC State Treasurer's Final Divestment listing- www.nctreasurer.com/Iran.

Financial Services Department staff conduct a bi-annual audit to ensure that the Town has no debarred vendors in the current active vendor listing.

SUSTAINABLE AND LOCAL PURCHASING:

The Town of Morrisville is committed to making a conscious effort to promote environmental, social, and fiscal responsibility through our purchasing decisions. We prioritize the local procurement of products and services that have a reduced impact on the environment and that support best practices. This includes soliciting suppliers who demonstrate a commitment to sustainability, selecting products made from renewable, recycled, or biodegradable materials, and considering the total lifecycle impact of purchases. By integrating sustainability into our procurement processes, we aim to minimize waste, reduce carbon emissions, and promote the well-being of our community and the planet. Our Sustainable Purchasing Guidelines (and subsequent checklist) is an integral part of our broader commitment to the environmental, social, and fiscal factors that align with the Town's Master Sustainability Plan strategies. These guidelines can be found in the Town's SharePoint drive under 'Sustainability.

CREDIT APPLICATIONS:

Occasionally a vendor will require a department to submit a credit application so that it may invoice the Town. All credit applications shall be submitted to the Financial Services Department for approval and signature.

OPEN CHARGE ACCOUNTS:

Town policy is to minimize the number of open charge accounts maintained by various departments through the use of employee issued p-cards. In the event a particular department has a specific need for an open charge account the Department Head shall submit a request along with justification to their Senior Leader and the Chief Financial Officer for review and subsequent action.

RECEIPT OF GOODS COMPLETE DELIVERY:

Upon the complete receipt of the merchandise, the receiving department should verify items and quantity received on the billing invoice and enter into the financial system. The department head (or designee) shall verify account numbers, purchase order/contract numbers and attachments and approve in workflow. The Financial Services Department will verify sales tax, remittance, and policy compliance prior to processing payment to the vendor.

RETURN OF MERCHANDISE:

Departments should work directly with vendors to return merchandise. The department will need to request that replacement product or credit be issued. The department will key the credit memo into the financial system and release it into workflow or allocate the credit on the p-card statement. If the credit is not used by the end of the fiscal year, the department should request a check for the credit. If an adjustment to a PO needs to be made the department should key a helpdesk ticket for assistance.

ETHICAL CONDUCT:

The policies of the Town require that all business shall be transacted in compliance with the law and shall be conducted in conformance to the highest ethical standards. The proper operation of government requires that public employees be independent, impartial, and responsible to the residents, and that the public positions not be used for personal gain.

BENEFIT FROM CONFIDENTIAL INFORMATION:

It is unethical and unlawful for any employee or former employee to knowingly use confidential information for actual or anticipated personal gain, or for the actual or anticipated personal gain of any other person. Any such action will subject a current employee to disciplinary action up to and including termination; any such action may subject a current or former employee to criminal prosecution.

CONFLICT OF INTEREST:

Please refer to the policy adopted by Town Council.

GIFTS AND FAVORS:

Please refer to the policy adopted by Town Council.

CONTRACT RECORDS MANAGEMENT:

Once a contract has been approved and duly executed, the Purchasing & Contracts Manager is responsible for cataloging, tracking, and maintaining the contract files and will further provide the Leadership Team with a bi-annual report on active contracts, extensions requirements, and timelines. Any addendums or revisions to a contract after the initial approval will be sent to the Purchasing & Contracts Manager for record keeping.

Approved by Town Manager 6/25/14; 7/1/22; 5/1/23; 7/1/24, 7/1/26

SECTION 22A - PURCHASING AND CONTRACTS: UNIFORM GRANT GUIDANCE (UGG)

PURPOSE:

The purpose of this policy is to establish guidelines that meet or exceed the Uniform Guidance procurement requirements for purchases of goods, services and construction or repair projects when federal funds are being used as a whole or in part to pay for the cost of the contract.

OVERVIEW:

When spending federal grant and loan award funds, local governments are required to adopt written procurement policies that conform to applicable federal law and the Uniform Guidance. (2 C.F.R. Part 200). This policy applies to contracts for purchases, services, and construction or repair work funded with federal financial assistance (direct or reimbursed) unless otherwise directed in writing by the applicable federal agency or state pass-through agency that awarded the funds.

The requirements of this Policy also apply to any subrecipient of the funds.

All federally funded projects, loans, grants, and sub-grants, whether funded in part or wholly, are subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for federal awards (Uniform Guidance) codified at 2 C.F.R. Part 200 unless otherwise directed in writing by the federal agency or state pass-through agency that awarded the funds.

No contract may be divided to bring the cost under bid thresholds or to evade any requirements under this Policy or state and federal law. All contracts shall be in writing and must include or incorporate by reference the provisions required under 2 C.F.R § 200.326 and as provided for under 2 C.F.R. Part 200, Appendix II.

Designers, suppliers, and contractors that assist in the development or drafting of specifications, requirements, statements of work, invitation for bids or requests for proposals shall be excluded from competing for such requirements.

The administrative procedures contained in this Policy are administrative and may be changed as necessary at the staff level to comply with state and federal law.

PROCEDURE:

General Procurement Standards and Procedures:

Either the Capital Projects Team, Purchasing & Contracts Analyst or the Requesting Department shall procure all contracts in accordance with the requirements below:

1. Necessity: Purchases must be necessary to perform the scope of work and must avoid acquisition of unnecessary or duplicative items. The Purchasing & Contracts Analyst, Capital

Projects Team and/or the Requesting Department shall check with the federal surplus property agency prior to buying new items when feasible and less expensive. Strategic sourcing should be considered with other departments and/or agencies who have similar needs to consolidate procurements and services to obtain better pricing.

2. Clear Specifications: All solicitations must incorporate a clear and accurate description of the technical requirements for the materials, products, or services to be procured, and shall include all other requirements which bidders must fulfill and all other factors to be used in evaluating bids or proposals. Technical requirements must not contain features that restrict competition.

3. Notice of Federal Funding: All bid solicitations must acknowledge the use of federal funding for the contract. In addition, all prospective bidders or offerors must acknowledge that funding is contingent upon compliance with all terms and conditions of the funding award.

4. Compliance with Contractors: All solicitations shall inform prospective contractors that they must comply with all applicable federal laws, regulations, executive orders, and terms and conditions of the funding award.

5. Fixed Price: Solicitations must state that bidders shall submit bids on a fixed price basis and that the contract shall be awarded on this basis unless otherwise provided for in this Policy. Cost plus percentage of cost contracts is prohibited. Time and materials contracts are prohibited in most circumstances. Time and materials contracts will not be used unless no other form of contract is suitable and the contract includes a “Not to Exceed” amount. A time and materials contract shall not be awarded without express written permission of the federal agency or state pass-through agency that awarded the funds.

6. Use of Brand Names: When possible, performance or functional specifications are preferred to allow for more competition leaving the determination of how the reach the required result to the contractor. Brand names may be used only when it is impractical or uneconomical to write a clear and accurate description of the requirement(s). When a brand name is listed, it is used as reference only and “or equal” must be included in the description.

7. Lease versus Purchase: Under certain circumstances, it may be necessary to perform an analysis of lease versus purchase alternatives to determine the most economic approach.

8. Dividing Contract for MWBE Participation: If economically feasible, procurements may be divided into smaller components to allow maximum participation of small and minority businesses and women business enterprises.

   The procurement cannot be divided to bring the cost under bid thresholds or to evade any requirements under this Policy.

9. Documentation: Documentation must be maintained by the Capital Projects Team, Purchasing & Contracts Analyst and/or the Requesting Department detailing the history of all procurements. The documentation should include the procurement method used, contract

type, basis for contractor selection, price, sources solicited, public notices, cost analysis, bid documents, addenda, amendments, contractor's responsiveness, notice of award, copies of notices to unsuccessful bidders or offerors, record of protests or disputes, bond documents, notice to proceed, purchase order, and contract. All documentation relating to the award of any contract must be made available to the granting agency upon request.

10. Cost Estimate: For all procurements costing $150,000 or more, the Capital Projects Team, Purchasing & Contracts Analyst and/or Requesting Department shall develop an estimate of the cost of the procurement prior to soliciting bids. Cost estimates may be developed by reviewing prior contract costs, online review of similar products or services, or other means by which a good faith cost estimate may be obtained. Cost estimates for construction and repair contracts may be developed by the project designer and/or cost estimating firms.

11. Contract Requirements: The Requesting Department must prepare a written contract incorporating the provisions referenced in Section II.C of this Policy.

12. Debarment: No contract shall be awarded to a contractor included on the federally debarred bidder's list.

13. Contractor Oversight: The Requesting Department receiving the federal funding must maintain oversight of the contract to ensure that contractor is performing in accordance with the contract terms, conditions, and specifications.

14. Open Competition: Solicitations shall be prepared in a way to be fair and provide open competition. The procurement process shall not restrict competition by imposing unreasonable requirements on bidders, including but not limited to unnecessary supplier experience, excessive or unnecessary bonding, specifying a brand name without allowing for "or equal" products, or other unnecessary requirements that have the effect of restricting competition.

15. Geographic Preference: No contract shall be awarded on the basis of a geographical preference.

Specific Procurement Procedures

Either the Capital Projects Team, Purchasing & Contracts Analyst or the Requesting Department shall solicit bids in accordance with the requirements under this Section of the Policy based on the type and cost of the contract.

1. Service Contracts including Contracts for Architectural and Engineering Services and Purchase Contracts costing less than $30,000 shall be procured using the Uniform Guidance "micro-purchase" procedure (2 C.F.R. § 200.320(a)(1)) as follows:
    a. The contract may be awarded without soliciting pricing or bids if the price of the goods or services is considered to be fair and reasonable through documented prior research, experience, or purchase history.

b. To the extent practicable, purchases must be distributed among qualified suppliers.

2. Purchase Contracts costing $30,000 up to $90,000 shall be procured using the Uniform Guidance “small purchase” procedure (2 C.F.R. § 200.320(a)(2)) as follows:
   a. Obtain price or rate quotes from an “adequate number” of qualified sources. A federal grantor agency might issue guidance interpreting “adequate number,” so the Requesting Department should review the terms and conditions of the grant award documents to confirm whether specific guidance has been issued.
   b. Take affirmative steps to solicit price quotes from MWBE vendors and suppliers as required under 2 C.F.R. § 200.321.
   c. Cost or price analysis is not required prior to soliciting bids.
   d. Award the contract on a fixed-price basis (a not-to-exceed basis is permissible for service contracts where obtaining a fixed price is not feasible).
   e. Award the contract to the lowest responsive, responsible bidder.
3. Purchase Contracts costing $90,000 and above shall be procured using a combination of the most restrictive requirements of the Uniform Guidance “sealed bid” procedure (2 C.F.R. § 200.320(b)(1)) and state formal bidding procedures (G.S. § 143-129) as follows:
   a. Cost or price analysis is required prior to soliciting bids.
   b. Complete specifications or purchase description must be made available to all bidders.
   c. The bid must be formally advertised in a newspaper of general circulation for at least seven full days between the date of the advertisement and the date of the public bid opening. Electronic-only advertising must be authorized by the Town Council. The advertisement must state the date, time, and location of the public bid opening, indicate where specifications may be obtained, and reserve to the Town Council the right to reject any or all bids only for “sound documented reasons.”
   d. Take affirmative steps to solicit price quotes from MWBE vendors and suppliers as required under 2 C.F.R. § 200.321.
   e. Open bids at the public bid opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed. A minimum of two (2) bids must be received in order to open all bids.
   f. Award the contract to the lowest responsive, responsible bidder on a fixed-price basis. Town Council approval is required for purchase contracts unless the Town Council has delegated award authority to an individual official or employee. Any and all bids may be rejected only for “sound documented reasons.”

4. Service Contracts (except for A/E professional services) costing 30,000 and above may be procured using the Uniform Guidance “proposals” procedure (2C.F.R. § 200.320(b)) when the “sealed bid” procedure is not appropriate for the particular type of service being sought. The procedures are as follows:

a. A Request for Proposals (RFP) must be publicly advertised. Formal advertisement in a newspaper is not required so long as the method of advertisement will solicit proposals from an "adequate number" of qualified firms.

b. Take affirmative steps to solicit price quotes from MWBE vendors and suppliers as provided under 2 C.F.R. § 200.321.

c. Identify evaluation criteria and relative importance (weight) of each criterion in the RFP.
d. Consider all responses to the publicized RFP to the maximum extent practical.

e. Must have a written method for conducting technical evaluations of proposals and selecting the winning firm.

f. Award the contract to the responsible firm with most advantageous proposal taking into account price and other factors identified in the RFP. Town Council approval is not required.
g. Award the contract on a fixed-price or cost-reimbursement basis.

5. Construction and repair contracts costing less than $30,000 shall be procured using the Uniform Guidance "micro-purchase" procedure (2 C.F.R. § 200.320(a)) as follows:

a. The contract may be awarded without soliciting pricing or bids if the price of the goods or services is considered to be fair and reasonable.

b. To the extent practicable, contracts must be distributed among qualified suppliers.

6. Construction and repair contracts costing $30,000 up to $250,000 shall be procured using the Uniform Guidance "small purchase" procedure (2 C.F.R. § 200.320(a)) as follows:

a. Obtain price or rate quotes from an "adequate number" of qualified sources. A federal grantor agency might issue guidance interpreting "adequate number," so the requesting department should review the terms and conditions of the grant award documents to confirm whether specific guidance has been issued.
b. Take affirmative steps to solicit price quotes from MWBE vendors and suppliers as required under 2 C.F.R. § 200.321.
c. Cost or price analysis is not required prior to soliciting bids, although price estimates may be provided by the project designer.
d. Award the contract on a fixed-price or not-to-exceed basis.
e. Award the contract to the lowest responsive, responsible bidder. Town Council approval is not required.

7. Construction and repair contracts costing $250,000 up to $500,000 shall be procured using the Uniform Guidance "sealed bid" procedure (2 C.F.R. § 200.320(b)) as follows:
a. Cost or price analysis is required prior to soliciting bids (this cost estimate may be

provided by the project designer).

b. Complete specifications must be made available to all bidders.

c. Publicly advertise the bid solicitation for a period of time sufficient to give bidders notice of opportunity to submit bids (formal advertisement in a newspaper is not required so long as other means of advertising will provide sufficient notice of the opportunity to bid). The advertisement must state the date, time, and location of the public bid opening, and indicate where specifications may be obtained.

d. Take affirmative steps to solicit price quotes from MWBE vendors and suppliers as provided under 2 C.F.R. § 200.321.

e. Open the bids at the public bid opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed. A minimum of 2 bids must be received in order to open all bids.

f. A 5% bid bond is required of all bidders. Performance and payment bonds of 100% of the contract price are required of the winning bidder.

g. Award the contract on a firm fixed-price basis.

h. Award the contract to the lowest responsive, responsible bidder. Town Council approval is not required. Any and all bids may be rejected only for “sound documented reasons.”

8. Construction and repair contracts costing $500,000 and above shall be procured using a combination of the most restrictive requirements of the Uniform Guidance “sealed bid” procedure (2 C.F.R. § 200.320(c)) and state formal bidding procedures (G.S. § 143-129) as follows:

   a. Cost or price analysis is required prior to soliciting bids (this cost estimate should be provided by the project designer).

   b. Complete specifications must be made available to all bidders.

   c. Formally advertise the bid in a newspaper of general circulation for at least seven full days between the date of the advertisement and the date of the public bid opening. Electronic-only advertising must be authorized by Town Council. The advertisement must state the date, time, and location of the public bid opening, indicate where specifications may be obtained, and reserve to the Town Council the right to reject any or all bids only for “sound documented reasons.”

   d. Take affirmative steps to solicit price quotes from MWBE vendors and suppliers as provided under 2 C.F.R. § 200.321.

   e. Open the bids at the public bid opening on the date, time, and at the location noticed in the public advertisement. All bids must be submitted sealed and in paper form. A minimum of three (3) bids must be received in order to open all bids.

   f. A 5% bid bond is required of all bidders (a bid that does not include a bid bond cannot be counted toward the 3-bid minimum requirement). Performance and payment bonds of 100% of the contract price are required of the winning bidder.

   g. Award the contract on a firm fixed-price basis.

   h. Award the contract to the lowest responsive, responsible bidder. Town Council approval

is required and cannot be delegated. Town Council may reject any and all bids only for "sound documented reasons."

9. Construction or repair contracts involving a building costing $300,000 and above must comply with the following additional requirements under state law:
   a. Formal HUB (historically underutilized business) participation required under G.S. § 143-128.2, including local government outreach efforts and bidder good faith efforts, shall apply.
   b. Separate specifications shall be drawn for the HVAC, electrical, plumbing, and general construction work as required under G.S. § 143-128(a).
   c. The project shall be bid using a statutorily authorized bidding method (separate-prime, single-prime, or dual bidding) as required under G.S. § 143- 129(a1).
10. Contracts for Architectural and Engineering Services costing under $250,000 shall be procured using the state "Mini-Brooks Act" requirements (G.S. § 143-64.31) as follows:
    a. Issue a Request for Qualifications (RFQ) to solicit qualifications from qualified firms (formal advertisement in a newspaper is not required). Price (other than unit cost) shall not be solicited in the RFQ.
    b. Take affirmative steps to document solicitation from MWBE vendors and suppliers as provided for under 2 C.F.R. § 200.321.
    c. Evaluate the qualifications of respondents based on the evaluation criteria developed by the Capital Projects Team, Purchasing & Contracts Analyst and/or Requesting Department.
    d. Rank respondents based on qualifications and select the best qualified firm. Price cannot be a factor in evaluation. Preference may be given to in-state (but not local) firms.
    e. Negotiate fair and reasonable compensation with the best qualified firm. If negotiations are not successful, repeat negotiations with the second-best qualified firm.
    f. Award the contract to best qualified firm with whom fair and reasonable compensation has been successfully negotiated. Town Council approval is not required.
11. Contracts for Architectural and Engineering Services costing $250,000 or more shall be procured using the Uniform Guidance "proposals" procedure (2 C.F.R. § 200.320(b)(2)(iv)) as follows:
    a. Publicly advertise a Request for Qualifications (RFQ) to solicit qualifications from qualified firms (formal advertisement in a newspaper is not required). Price (other than unit cost) shall not be solicited in the RFQ.
    b. Take affirmative steps to document solicitation from MWBE vendors and suppliers as provided under 2 C.F.R. § 200.321.
    c. Identify the evaluation criteria and relative importance of each criterion (the criteria weight) in the RFQ.
    d. Proposals must be solicited from an "adequate number of qualified sources" (an individual federal grantor agency may issue guidance interpreting "adequate number").

e. Must have a written method for conducting technical evaluations of proposals and selecting the best qualified firm.

f. Consider all responses to the publicized RFQ to the maximum extent practical.

g. Evaluate qualifications of respondents to rank respondents and select the most qualified firm. Preference may be given to in-state (but not local) firms provided that granting the preference leaves an appropriate number of qualified firms to compete for the contract given the nature and size of the project.

h. Price cannot be a factor in the initial selection of the most qualified firm.

i. Once the most qualified firm is selected, negotiate fair and reasonable compensation. If negotiations are not successful, repeat negotiations with the second-best qualified firm.

j. Award the contract to best qualified firm with whom fair and reasonable compensation has been successfully negotiated. Town Council approval is not required.

Exceptions

Non-competitive contracts are allowed only under the following conditions:

1. Sole Source. A contract may be awarded without competitive bidding when the item is available from only one source. The Capital Projects Team, Purchasing & Contracts Analyst and/or Requesting Department shall document the justification for and lack of available competition for the item. A sole source contract for purchase of apparatus, supplies, materials, or equipment must be approved by the Town Council in accordance with G.S. § 143-129(e)(6).

2. Public Exigency or Emergency. A contract may be awarded without competitive bidding when there is a public exigency or emergency for the requirement that will not permit a delay resulting from publicizing a competitive solicitation. A public exigency exists when there is an imminent or actual threat to public health, safety, and welfare, and the need for the item will not permit the delay resulting from a competitive bidding.

3. Inadequate Competition. A contract may be awarded without competitive bidding when competition is determined to be inadequate after attempts to solicit bids from a number of sources as required under this Policy does not result in a qualified winning bidder.

4. Micro-Purchase. A contract for acquisition of property or services may be awarded without competitive bidding when the aggregate dollar amount of which does not exceed $30,000.

5. Awarding Agency Approval. A contract may be awarded without competitive bidding with the express written authorization of the federal agency or state pass- through agency that awarded the federal funds so long as awarding the contract without competition is consistent with state law.

SECTION 22B - PURCHASING AND CONTRACTS: UNIFORM GRANT GUIDANCE (UGG): ALLOWABLE COSTS

PURPOSE:

The purpose of this policy is to establish procedures for compliance with the Cost Principles outlined in 2 C.F.R. Part 200 Subpart E. This policy applies to all federally funded programs managed by the Town, except in cases where the federal award terms and conditions explicitly state that compliance with the Cost Principles in Subpart E is not required.

OVERVIEW:

2 C.F.R. Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, commonly called Uniform Guidance (UG), specifically Subpart E, defines those items of cost that are allowable, and which are unallowable. The tests of allowability under these principles are:

1. The costs must be reasonable.

2. They must be allocable to eligible projects under the federal award.

3. They must be given consistent treatment through application of those generally accepted accounting principles appropriate to the circumstances.

4. They must conform to any limitations or exclusions set forth in these principles or in the grant award as to types or amounts of cost items.

Unallowable items fall into two categories: expenses which are by their nature unallowable (e.g., alcohol), and unallowable activities (e.g., fund raising).

The Town shall adhere to all applicable cost principles governing the use of federal grants. This policy addresses the proper classification of both direct and indirect charges to funded projects and enacts procedures to ensure that proposed and actual expenditures are consistent with grant award terms and all applicable federal regulations in the Uniform Guidance.

RESPONSIBILITY:

Responsibility for following these guidelines lies with the Budget Director, Purchasing & Contracts Analyst, Chief Financial Officer, and Financial Services Manager, who are charged with the administration and financial oversight of the federal grant award. Further, all local government employees and officials who are involved in obligating, administering, expending or monitoring federally funded projects should be well versed with the categories of costs that are generally allowable and unallowable. Questions on the allowability of costs should be directed to the Budget Director. As questions on allowability of certain costs may require interpretation and judgment, local government personnel are encouraged to ask for assistance in making those determinations.

PROCEDURE:

General Cost Allowability Criteria:

All costs expended using federal funds must meet the following general criteria unless otherwise specified by the awarding agency:

1. Be necessary and reasonable for the proper and efficient performance and administration of the grant program.

    a. A cost must be necessary to achieve a project object. When determining whether a cost is necessary, consideration may be given to:

        1) Whether the cost is needed for the proper and efficient performance of the grant project.

        2) Whether the cost is identified in the approved project budget or application.

        3) Whether the cost aligns with identified needs based on results and findings from a needs assessment.

        4) Whether the cost addresses project goals and objectives and is based on program data.

    b. A cost is reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision to incur the cost was made. For example, reasonable means that sound business practices were followed, and purchases were comparable to market prices. When determining reasonableness of a cost, consideration must be given to:

        1) Whether the cost is a type generally recognized as ordinary and necessary for the operation of the Town or the proper and efficient performance of the federal award.

        2) The restraints or requirements imposed by factors such as: sound business practices; arm's-length bargaining; federal, state, and other laws and regulations; and terms and conditions of the award.

        3) Market prices for comparable goods or services for the geographic area.

        4) Whether individuals concerned acted with prudence in the circumstances considering their responsibilities to the Town, its employees, the public at large, and the federal government.

        5) Whether the Town significantly deviates from its established practices and policies regarding the incurrence of costs, which may unjustifiably increase the award's cost.

3. Be allocable to the federal award. The cost is allocable to the award if the goods or services

involved are chargeable or assignable to the award in accordance with the relative benefit received. This means the grant program derived a benefit in proportion to the funds charged to the program. *For example, if 50 percent of a local government program officer's salary is paid with grant funds, then the local government must document that the program officer spent at least 50 percent of their time on the grant program.*

If a cost benefits two or more projects or activities in proportions that can be determined without undue effort or cost, the cost must be allocated to the projects based on the proportional benefit. If a cost benefits two or more projects or activities in proportions that cannot be determined because of the interrelationship of the work involved, then the costs may be allocated or transferred to benefitted projects on any reasonable documented basis. Where the purchase of equipment or other capital asset is specifically authorized by the award, the costs are assignable to the Federal award regardless of the use that may be made of the equipment or other capital asset involved when no longer needed for the purpose for which it was originally required.

4. Conform to any limitations or exclusions set forth in the principles, federal laws, grant award terms, and other governing regulations as to types or amounts of cost items.

5. Be consistent with policies, regulations, and procedures that apply uniformly to both the federal award and other activities of the Town.

6. Be accorded consistent treatment. A cost may not be assigned to a federal award as a direct cost and also be charged to a federal award as an indirect cost. A cost must be treated consistently for both federal award and non-federal award expenditures.

7. Be determined in accordance with generally accepted accounting principles (GAAP), unless provided otherwise in the Uniform Guidance.

   Be net of all applicable credits. The term "applicable credits" refers to those receipts or reduction of expenditures that operate to offset or reduce expense items allocable to the federal award. Typical examples of such transactions are purchase discounts; rebates or allowances; recoveries or indemnities on losses; and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to and received by the local government related to the federal award, they shall be credited to the award, either as a cost reduction or a cash refund, as appropriate and consistent with the award terms in accordance with the Town's UGG Program Income Policy.

8. Be adequately documented.

   <u>Selected Items of Cost:</u>

   The Uniform Guidance examines the allowability of fifty-five (55) specific cost items (commonly referred to as Selected Items of Cost) at 2 C.F.R. § 200.420-.475.

   The Budget Director is responsible for determining cost allowability and must be familiar with the Selected Items of Cost. The Town must follow the applicable regulations when charging these specific expenditures to the grant. The Budget Director will check costs against the

selected items of cost requirements to ensure the cost is allowable and that all process and documentation requirements are followed. In addition, State laws, Town regulations, and program-specific rules may deem a cost as unallowable, and Town staff must follow those non-federal rules as well.

Exhibit A identifies and summarizes the Selected Items of Cost.

Direct and Indirect Costs:

Allowable and allocable costs must be appropriately classified as direct or indirect charges. It is essential that each item of cost be treated consistently in like circumstances either as a direct or an indirect cost.

Direct costs are expenses that are specifically associated with a particular eligible project and that can be directly assigned to such activities relatively easily with a high degree of accuracy. Common examples of direct costs include salary and fringe benefits of personnel directly involved in undertaking an eligible project, equipment and supplies for the project, subcontracted service provider, or other materials consumed or expended in the performance of a grant-eligible project.

Indirect costs are (1) costs incurred for a common or joint purpose benefitting more than one eligible project, and (2) not readily assignable to the project specifically benefited, without effort disproportionate to the results achieved. They are expenses that benefit more than one project or even more than one federal grant. Common examples of indirect costs include utilities, local telephone charges, shared office supplies, administrative or secretarial salaries.

For indirect costs, the Town may charge a 10 percent de minimis rate of modified total direct costs (MTDC). According to UGG Section 200.68 MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first $25,000 of each subaward (regardless of the period of performance the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of $25,000.

Special Provisions for State and Local Governments:

There are some special provisions of the UG that apply only to states, local governments, and Indian Tribes.

§ 200.444 General costs of government.

1. For states, local governments, and Indian Tribes, the general costs of government are unallowable (except as provided in § 200.475). Unallowable costs include:

    a. Salaries and expenses of the Office of the Governor of a state or the chief executive of a local government or the chief executive of an Indian tribe;

    b. Salaries and other expenses of a state legislature, tribal council, or similar local

governmental body, such as a county supervisor, city council, school board, etc., whether incurred for purposes of legislation or executive direction;

c. Costs of the judicial branch of a government;

d. Costs of prosecutorial activities unless treated as a direct cost to a specific program if authorized by statute or regulation (however, this does not preclude the allowability of other legal activities of the Attorney General as described in §200.435); and

e. Costs of other general types of government services normally provided to the general public, such as fire and police, unless provided for as a direct cost under a program statute or regulation.

§ 200.416 Cost allocation plans and indirect cost proposals.

1. For states, local governments and Indian tribes, certain services, such as motor pools, computer centers, purchasing, accounting, etc., are provided to operating agencies on a centralized basis. Since Federal awards are performed within the individual operating agencies, there needs to be a process whereby these central service costs can be identified and assigned to benefited activities on a reasonable and consistent basis. The central service cost allocation plan provides that process.

2. Individual operating agencies (governmental department or agency) normally charge Federal awards for indirect costs through an indirect cost rate. A separate indirect cost rate(s) proposal for each operating agency is usually necessary to claim indirect costs under Federal awards. Indirect costs include:

a. The indirect costs originating in each department or agency of the governmental unit carrying out Federal awards.

3. The costs of central governmental services distributed through the central service cost allocation plan and not otherwise treated as direct costs. The requirements for development and submission of cost allocation plans (for central service costs and public assistance programs) and indirect cost rate proposals are contained in appendices V, VI and VII to this part.

§ 200.417 Interagency service.

1. The cost of services provided by one agency to another within the governmental unit may include allowable direct costs of the service plus a pro-rated share of indirect costs. A standard indirect cost allowance equal to ten percent of the direct salary and wage cost of providing the service (excluding overtime, shift premiums, and fringe benefits) may be used in lieu of determining the actual indirect costs of the service. These services do not include centralized services included in central service cost allocation plans as described in Appendix V to Part 200.

COST ALLOWABILITY REVIEW PROCESS

Pre-approval Cost Allowability Review:

Before a federally funded project is authorized, the Budget Director must review the proposed cost items within an estimated project budget to determine whether they are allowable and allocable and whether cost items will be charged as direct or indirect expenses. This review will occur concurrently with the review of project eligibility and before obligating or expending any funds.

1. Local government personnel must submit proposed projects to the Budget Director for review. In addition to other required information, all proposed project submissions must delineate estimated costs by cost item.

2. Along with a general review of project eligibility and conformance with other governing board management directives, the Budget Director must review estimated costs for specific allowable cost requirements, budget parameters, indirect rates, fringe benefit rates, and those activities/costs that require pre- approval by the US Treasury.

3. If a proposed project includes a request for an unallowable cost, the Budget Director will return the proposal to the requesting party for review and, if practicable, resubmission with corrected cost items.

4. Once a proposed project budget is pre-approved by Budget Director, the local government personnel responsible for implementing the project must conform actual obligations and expenditures to the pre-approved project budget.

Post-Expenditure Cost Allowability Review:

Once an expenditure is incurred related to an eligible project, an invoice or other demand for payment is submitted to the local government, the Financial Services Manager or Finance Director must perform a second review to ensure that actual expenditures comprise allowable costs.

1. All invoices or other demands for payment must include a breakdown by cost item. The cost items should mirror those presented in the proposed budget for the project. If an invoice or other demand for payment does not include a breakdown by cost item, the Financial Services Manager or Chief Financial Officer will return the invoice to the project manager and/or vendor, contractor, or subrecipient for correction.

2. The Financial Services Manager or Chief Financial Officer must review the individual cost items listed on the invoice or other demand for payment to determine their allowability and allocability.

3. If all cost items are deemed allowable and properly allocable, Financial Services Department staff must proceed through the local government’s normal disbursement process.

4. If any cost item is deemed unallowable, the Financial Services Manager or Chief Financial Officer will notify the project management and/or vendor, contractor, or subrecipient that a portion of the invoice or other demand for payment will not be paid with federal award funds. The Financial Services Manager or Chief Financial Officer may in their discretion, and consistent with this policy, allow an invoice or other demand for payment to be resubmitted with a revised cost allocation. If the local government remains legally obligated by contract or otherwise to pay the disallowed cost item, it must identify other local government funds to cover the disbursement. The Town's governing board must approve any allocation of other funds for this purpose.

5. The Financial Services Department must retain appropriate documentation of budgeted cost items per project and actual obligations and expenditures of cost items per project.

Cost Transfers:

Any costs charged to the federal award that do not meet the allowable cost criteria must be removed from the award account and charged to an account that does not require adherence to federal Uniform Guidance or other applicable guidelines.

Failure to adequately follow this policy and related procedures could result in questioned costs, audit findings, potential repayment of disallowed costs and discontinuance of funding.

ALLOWABLE COSTS

Selected Items of Cost	UGG Reference	Allowability
Advertising and public relations costs	2 C.F.R. § 200.421	Allowable with restrictions
Advisory councils	2 C.F.R. § 200.422	Allowable with restrictions
Alcoholic beverages	2 C.F.R. § 200.423	Unallowable
Alumni/ae activities	2 C.F.R. § 200.424	Not specifically addressed
Audit services	2 C.F.R. § 200.425	Allowable with restrictions
Bad debts	2 C.F.R. § 200.426	Unallowable
Bonding costs	2 C.F.R. § 200.427	Allowable with restrictions
Collection of improper payments	2 C.F.R. § 200.428	Allowable
Commencement and convocation costs	2 C.F.R. § 200.429	Not specifically addressed
Compensation – personal services	2 C.F.R. § 200.430	Allowable with restrictions; Special conditions apply (e.g., § 200.430(i)(5))
Compensation – fringe benefits	2 C.F.R. § 200.431	Allowable with restrictions
Conferences	2 C.F.R. § 200.432	Allowable with restrictions

Contingency provisions	2 C.F.R. § 200.433	Unallowable with exceptions
Contributions and donations	2 C.F.R. § 200.434	Unallowable (made by non-federal entity); not reimbursable but value may be used as cost sharing or matching (made to non-federal entity)
Defense and prosecution of criminal and civil proceedings, claims, appeals and patent infringements	2 C.F.R. § 200.435	Allowable with restrictions
Depreciation	2 C.F.R. § 200.436	Allowable with qualifications
Employee health and welfare costs	2 C.F.R. § 200.437	Allowable with restrictions
Entertainment costs	2 C.F.R. § 200.438	Unallowable with exceptions
Equipment and other capital expenditures	2 C.F.R. § 200.439	Allowability based on specific requirement
Exchange rates	2 C.F.R. § 200.440	Allowable with restrictions
Fines, penalties, damages, and other settlements	2 C.F.R. § 200.441	Unallowable with exceptions
Fund raising and investment management costs	2 C.F.R. § 200.442	Unallowable with exceptions
Gains and losses on disposition of depreciable assets	2 C.F.R. § 200.443	Allowable with restrictions
Selected Items of Cost	**UGG Reference**	**Allowability**
General costs of government	2 C.F.R. § 200.444	Unallowable with exceptions
Goods and services for personal use	2 C.F.R. § 200.445	Unallowable (goods/services); allowable (housing) with restrictions
Idle facilities and idle capacity	2 C.F.R. § 200.446	Idle facilities - unallowable with exceptions; Idle capacity - allowable with restrictions
Insurance and indemnification	2 C.F.R. § 200.447	Allowable with restrictions
Intellectual property	2 C.F.R. § 200.448	Allowable with restrictions
Interest	2 C.F.R. § 200.449	Allowable with restrictions
Lobbying	2 CFR § 200.450	Unallowable
Losses on other awards or contracts	2 CFR § 200.451	Unallowable (however, they are required to be included in the indirect cost rate base for allocation of indirect costs)
Maintenance and repair costs	2 CFR § 200.452	Allowable with restrictions
Materials and supplies costs, including costs of computing devices	2 CFR § 200.453	Allowable with restrictions
Memberships, subscriptions, and professional activity costs	2 CFR § 200.454	Allowable with restrictions; unallowable for lobbying organizations

Organization costs	2 CFR § 200.455	Unallowable except federal prior approval
Participant support costs	2 CFR § 200.456	Allowable with prior approval of the federal awarding agency
Plant and security costs	2 CFR § 200.457	Allowable; capital expenditures are subject to § 200.439
Pre-award costs	2 CFR § 200.458	Allowable if consistent with other allow abilities and with prior approval of the federal awarding agency
Professional services costs	2 CFR § 200.459	Allowable with restrictions
Proposal costs	2 CFR § 200.460	Allowable with restrictions
Publication and printing costs	2 CFR § 200.461	Allowable with restrictions
Rearrangement and reconversion costs	2 CFR § 200.462	Allowable (ordinary and normal)
Recruiting costs	2 CFR § 200.463	Allowable with restrictions
Relocation costs of employees	2 CFR § 200.464	Allowable with restrictions
Rental costs of real property and equipment	2 CFR § 200.465	Allowable with restrictions
Scholarships and student aid costs	2 CFR § 200.466	Allowable with restrictions
Selling and marketing costs	2 CFR § 200.467	Unallowable except federal prior approval
Specialized service facilities	2 CFR § 200.468	Allowable with restrictions
Selected Items of Cost	**UGG Reference**	**Allowability**
Student activity costs	2 CFR § 200.469	Unallowable except federal prior approval
Taxes (including Value Added Tax)	2 CFR § 200.470	Allowable with restrictions
Telecommunication costs and video surveillance costs	2 CFR § 200.471	Allowable with restrictions
Termination costs	2 CFR § 200.472	Allowable with restrictions
Training and education costs	2 CFR § 200.473	Allowable with restrictions
Transportation costs	2 CFR § 200.474	Allowable with restrictions
Travel costs	2 CFR § 200.475	Allowable with restrictions
Trustees	2 CFR § 200.476	Allowable with restrictions

SECTION 22C - PURCHASING AND CONTRACTS: UNIFORM GRANT GUIDANCE (UGG): ELIGIBILITY PROJECTS

PURPOSE:

The purpose of this policy is to define the permissible and prohibited uses of American Rescue Plan Act (ARPA) Recovery Funds and to establish procedures for determining how ARPA funds will be used for proposed projects.

OVERVIEW:

The US Department of the Treasury issued its Final Rule regarding use of ARPA funds on January 6, 2022. This rule identifies permissible uses of ARPA funding and other procedures which must be followed by entities receiving ARPA funds. Local government entities who received ARPA funding must allocate monies no later than December 31, 2024, and disburse all funding no later than December 31, 2026. Failure of an entity to expend all funds by December 31, 2026, will result in forfeiture of ARPA funds.

Permissible Uses of ARPA Funding:

ARPA funds may be used for projects within the following categories of expenditures:

1. Support public health expenditures, by funding COVID-19 mitigation efforts, medical expenses, behavioral healthcare, and certain public health and safety staff.

2. Address negative economic impacts caused by the public health emergency, including economic harm to workers, households, small businesses, impacted industries, and the public sector.

3. Replace lost public sector revenue, using this funding to provide government services to the extent of the reduction in revenue experienced due to the pandemic.

4. Provide premium pay for essential workers, offering additional support to those who have born and will bear the greatest health risks because of their service in critical infrastructure sectors.

5. Invest in water, sewer, and broadband infrastructure, making necessary investments to improve access to clean drinking water, support vital wastewater and stormwater infrastructure, and to expand access to broadband internet.

Prohibited Uses of ARPA Funding:

Congress enacted certain impermissible uses under ARPA. Any government entity which uses ARPA funds for these prohibited uses will be forced to repay ARPA funds received. ARPA funds may not be used for projects within the following categories of expenditures:

1. To offset a reduction in net tax revenue.
2. To make a deposit into a pension fund for the purpose of reducing an accrued, unfunded liability.
3. To fund debt service or replenish financial reserves.
4. For the satisfaction of settlements or judgments.
5. For projects which conflict or contravene the purpose of the American Rescue Plan Act statute (i.e., use of funds to undermine COVID-19 mitigation practices in line with CDC guidance and recommendation).
6. In violation of the conflict-of-interest requirements imposed by the award terms and 2 C.F. R. § 200.417.
7. For any expenditure that would violate other applicable federal, state, and local laws and regulations.

Project proposals which fall into one of the above categories will not be considered.

PROCEDURE:

All project proposals shall be submitted to the Budget Director for review. The Budget Director shall conduct a preliminary review to determine if the project falls into a permissible ARPA use as defined in Section II above. Proposals shall, at a minimum, include the following:

1. A brief description of the project which clearly identifies the specific permissible use under ARPA.
2. Estimated total costs by cost item.
3. A description of practices and procedures which the applicant, employee, subgrantee, and/or contractor assigned to the project will implement to ensure compliance with all aspects 2 C.F.R. 200 (Uniform Guidance).
4. An estimated project timeline including completion date.

If a proposed project includes a request for an unallowable cost, the Budget Director will return the proposal to the requesting party for review.

Following approval, staff responsible for implementing the project must conform actual obligations and expenditures to the pre-approved project budget. Changes in project budgets must be approved by the Budget Director. Any delay in projected project completion date shall be communicated to Senior Management, the Financial Services Manager, the Chief Financial Officer and the Budget Director as soon as practically possible.

Approved by Town Manager 7/1/22

SECTION 22D - PURCHASING AND CONTRACTS: UNIFORM GRANT GUIDANCE (UGG): NONDISCRIMINATION –

Please refer to the Nondiscrimination Policy and Procedures approved by Town Council that are related to ARPA funding.

Approved by Town Manager 7/1/22

Approved by Town Council 4/25/22 Resolution 2022-152-B

SECTION 22E - PURCHASING AND CONTRACTS: UNIFORM GRANT GUIDANCE (UGG): PROGRAM INCOME

PURPOSE:

The purpose of this policy is to ensure compliance with the Uniform Guidance, including, but not limited to, 2 C.F.R. § 200.307, and all applicable Federal regulations governing the use of program income.

OVERVIEW:

The Town agrees to administer program income according to the requirements set forth in this policy and as required by the Federal regulations and State law.

Program income includes, but is not limited to, the following sources of income:

1. The collection of fees for services performed.

2. Payments for the use or rental of real or personal property.

3. The sale of commodities or items fabricated under the Federal award.

4. The payment of principal and interest on loans made under the Federal award.

Program income does not include fees or revenue from the following:

1. The use of rebates, credits, discounts, and interest earned on any of them.

2. Governmental revenues, such as taxes, special assessments, levies, or fines.

3. Proceeds from the sale of real property, equipment, or supplies.

DEFINITIONS:

1. *Federal award* means the Federal financial assistance that a recipient receives directly from a federal awarding agency or indirectly from a pass-through entity, as described in 2 C.F.R. § 200.101. The Federal award is the instrument setting forth the terms and conditions of the grant agreement, cooperative agreement, or other agreement for assistance.

2. *Federal awarding agency* means the Federal agency that provides a federal award directly to a non-Federal entity.

3. *Federal financial assistance* means the assistance that non-Federal entities receive or administer in the form of grants, cooperative agreements, non-cash contributions, direct appropriations, food commodities, or other financial assistance, including loans.

4. *Federal program* means all Federal awards which are assigned a single Assistance Listings

Number.

5. *Non-Federal entity* means a State, local government, Indian tribe, Institution of Higher Education (IHE), or nonprofit organization that carries out a federal award as a recipient or subrecipient.

6. *Period of performance* means the total estimated time interval between the start of an initial Federal award and the planned end date, which may include one or more funded portions, or budget periods.

7. *Program income* means gross income earned by the non-Federal entity that is directly generated by a supported activity or earned as a result of the Federal award during the period of performance except as provided in 2 C.F.R. § 200.307(f).

PROCEDURE:

Program income earned pursuant to expenditures of CSLFRF is the property of US Treasury and shall be accounted for in one of three ways pursuant to 2 C.F.R. § 200.307(e).

Deduction Method: Program income must be deducted from total allowable costs to determine net allowable costs. Program income must be used for current costs unless the Federal awarding agency authorizes otherwise. Program income that the non-Federal entity did not anticipate at the time of the Federal award must be used to reduce the Federal award and non-Federal entity contributions rather than to increase the funds committed to the project. The Town shall track and account for program income during the period of performance and shall reimburse the Federal awarding agency, as required.

Addition Method: With prior approval of the Federal awarding agency, program income may be added to the Federal award by the Federal agency and the non-Federal entity, thereby increasing the total amount of the award. Program income must be used for the purposes and under the conditions of the Federal award.

Matching or Cost Sharing Method: With prior approval of the Federal awarding agency, program income may be used to meet the cost sharing or matching requirement of the Federal award. The amount of the Federal award shall not change.

Allocation of Program Income: The Town shall only expend program income on costs that are reasonable, allocable, and allowable under the terms of the Federal award. To adhere to these requirements, the Town shall comply with the cost principles included in 2 C.F.R. § 200, as outlined in the Town's Uniform Grant Guidance Allowable Cost Policy. The Town shall allocate program income to the Federal award in proportion to the pro rata share of the total funding (e.g., if award funds cover half of a project's cost, with general revenue covering the other half, the unit shall allocate 50% of any program income earned to the Federal award and account for its use pursuant to 2 C.F.R. § 200.307).

Identifying, Documenting, Reporting and Tracking: To ensure compliance with the requirements of program income as outlined by the Federal regulations, the terms and conditions of the

Federal award, and the requirements set forth herein, each department shall identify potential sources of program income and properly report the program income for the period in which it was earned and dispersed.

Program income shall be accounted for separately. The Town shall not co-mingle program income earned from programs supported by Federal award funds with the general award of funds the Town received from the Federal awarding agency. Any costs associated with generating program income revenue shall be charged as expenditures to the Federal award.

Program Income Earned After the Period of Performance: The Town shall have no obligation to report program income earned after the period of performance. However, the Town shall report program income expended after the period of performance if that program income was earned on or before the last day of the period of performance.

Subawards: The Town agrees to ensure that any subrecipient of Federal funds abides by the award of the terms and conditions of this policy and is aware that the subrecipient is responsible for accounting for and reporting program income to the Town on a quarterly basis.

Compliance with State law: Program income shall not be expended for purposes prohibited under State law.

Subject to Audit: The Town recognizes that its use of program income may be audited and reviewed for compliance with Federal laws and regulations, State law, and the terms of the Federal award.

SECTION 22F - PURCHASING AND CONTRACTS: UNIFORM GRANT GUIDANCE (UGG): PROPERTY MANAGEMENT

PURPOSE:

The purpose of this policy is to establish requirements and conditions for the management of property acquired by the Town with federal funds.

OVERVIEW:

This policy applies to any purchase of equipment or real property with federal funds. Equipment and real property acquired under this program must be used for the originally authorized purpose; any equipment or real property shall vest in the non-federal entity (the Town or subrecipient).

DEFINITIONS:

Equipment: Means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals $5,000.

Personal Property: Means property other than real property. It may be tangible, having physical existence, or intangible.

Property: Means real property or personal property.

Real Property: Means land, including land improvements, structures, and appurtenances thereto, but excludes moveable machinery and equipment.

PROCEDURE:

Real property, equipment, and intangible property that are acquired or improved with Local Fiscal Recovery Funds shall be held in trust by the Town as trustee for the beneficiaries of the project or program under which the property was acquired or improved.

Disposition of Real Property and Equipment:
The disposition methods and management requirements are as follows:

1. *Real Property:* Real property acquired or improved under a Federal award will vest upon acquisition in the non-Federal entity. Real property shall be used for the originally authorized purpose as long as needed for that purpose, during which time the non-Federal entity must not dispose of or encumber its title or other interests. When real property is no longer needed for the originally authorized purpose, the non-Federal entity must obtain disposition instructions from the Federal awarding agency or pass-through entity. Disposition instructions must provide for one of the following alternatives:

    a. Retain title after compensating the Federal awarding agency. The amount paid to the Federal awarding agency will be computed by applying the Federal awarding agency's

percentage of participation in the cost of the original purchase (and costs of any improvements) to the fair market value of the property.

b. Sell the property and compensate the Federal awarding agency. The amount due to the Federal awarding agency will be calculated by applying the Federal awarding agency's percentage of participation in the cost of the original purchase (and cost of any improvements) to the proceeds of the sale after deduction of any actual and reasonable selling and fixing-up expenses.

c. Transfer title to the Federal awarding agency or to a third party designated/approved by the Federal awarding agency. The non-Federal entity is entitled to be paid an amount calculated by applying the non-Federal entity's percentage of participation in the purchase of the real property (and cost of any improvements) to the current fair market value of the property.

2. *Equipment:* Title to equipment acquired under a Federal award will vest upon acquisition in the non-Federal entity and will be a conditional title, subject to the following conditions: Use the equipment for the authorized purposes of the project during the period of performance, or until the property is no longer needed for the purposes of the project; or not encumber the property without approval of the Federal awarding agency or pass-through entity. Disposition instructions must provide for one of the following alternatives:

   a. Items less than $5,000 may be retained, sold, or otherwise disposed of with no further responsibility to the Federal awarding agency.

   b. Items greater than $5,000 may be retained or sold. The Federal awarding agency is entitled to an amount calculated by multiplying the current market value or proceeds from sale by the Federal awarding agency's percentage of participation in the cost of the original purchase. If the equipment is sold, the Federal awarding agency may permit the non-Federal entity to deduct and retain from the Federal share $500 or ten percent of the proceeds, whichever is less, for its selling and handling expenses.

   c. The non-Federal entity may transfer title to the property to the Federal Government or to an eligible third party with compensation for its percentage of the current fair market value of the property to local government.

3. *Management Requirements for Equipment:* Procedures for managing equipment (including replacement equipment), whether acquired in whole or in part under a federal award, until disposition takes place will, as a minimum, meet the following requirements:

   a. Maintain Property records: Description of property, serial number or identification number, source of funding for the property, who holds title, acquisition date, cost, percentage of Federal participation in cost, location, condition, disposal date, sale price.

   b. Physical inventory at least every two years.

   c. Control system to ensure adequate safeguards to prevent loss, damage, or theft of

property.

d. Adequate maintenance procedures must be developed to keep the property in good condition.

e. Provide the equivalent insurance coverage for equipment as provided to property owned by the Town.

SECTION 22G - PURCHASING AND CONTRACTS: UNIFORM GRANT GUIDANCE (UGG): RECORDS & RETENTION

PURPOSE:

The purpose of this policy is to ensure compliance with the federal Uniform Guidance provision in 2 C.F.R. § 200 Subpart D (§200.334-200.338). for records retention and access pertinent to a federal award.

OVERVIEW:

It is the policy of the Town to follow the Federal awarding agency or pass-through entity guidelines. § 200.334 Financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for a period of five (5) years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or pass-through entity in the case of a subrecipient. Federal awarding agencies and pass-through entities must not impose any other record retention requirements upon non-Federal entities. The only exceptions are the following:

(a) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.

(b) When the non-Federal entity is notified in writing by the Federal awarding agency, cognizant agency for audit, oversight agency for audit, cognizant agency for indirect costs, or pass-through entity to extend the retention period.

(c) Records for real property and equipment acquired with Federal funds must be retained for five (5) years after final disposition.

(d) When records are transferred to or maintained by the Federal awarding agency or pass-through entity, the 5-year retention requirement is not applicable to the non-Federal entity.

(e) Records for program income transactions after the period of performance. In some cases, recipients must report program income after the period of performance. Where there is such a requirement, the retention period for the records pertaining to the earning of the program income starts from the end of the non-Federal entity's fiscal year in which the program income is earned.

(f) Indirect cost rate proposals and cost allocations plans. This paragraph applies to the following types of documents and their supporting records: Indirect cost rate computations or proposals, cost allocation plans, and any similar accounting computations of the rate at which a particular group of costs is chargeable (such as computer usage chargeback rates or composite fringe benefit rates).

(1) If submitted for negotiation. If the proposal, plan, or other computation is required to be submitted to the Federal Government (or to the pass-through entity) to form the basis for negotiation of the rate, then the 5-year retention period for its supporting records starts from the date of such submission.

(2) If not submitted for negotiation. If the proposal, plan, or other computation is not required to be submitted to the Federal Government (or to the pass-through entity) for negotiation purposes, then the 5-year retention period for the proposal, plan, or computation and its supporting records starts from the end of the fiscal year (or other accounting period) covered by the proposal, plan, or other computation.

§ 200.335 Request for transfer of records- The Federal awarding agency must request transfer of certain records to its custody from the non-Federal entity when it determines that the records possess long-term retention value. However, in order to avoid duplicate recordkeeping, the Federal awarding agency may make arrangements for the non-Federal entity to retain any records that are continuously needed for joint use.

§ 200.336 Methods for collection, transmission, and storage of information- The Federal awarding agency and the non-Federal entity should, whenever practicable, collect, transmit, and store Federal award-related information in open and machine-readable formats rather than in closed formats or on paper in accordance with applicable legislative requirements. A machine-readable format is a format in a standard computer language (not English text) that can be read automatically by a web browser or computer system. The Federal awarding agency or pass-through entity must always provide or accept paper versions of Federal award-related information to and from the non-Federal entity upon request. If paper copies are submitted, the Federal awarding agency or pass-through entity must not require more than an original and two copies. When original records are electronic and cannot be altered, there is no need to create and retain paper copies. When original records are paper, electronic versions may be substituted through the use of duplication or other forms of electronic media provided that they are subject to periodic quality control reviews, provide reasonable safeguards against alteration, and remain readable.

§ 200.337 Access to records: (a) Records of non-Federal entities. The Federal awarding agency, Inspectors General, the Comptroller General of the United States, and the pass-through entity, or any of their authorized representatives, must have the right of access to any documents, papers, or other records of the non-Federal entity which are pertinent to the Federal award, in order to make audits, examinations, excerpts, and transcripts. The right also includes timely and reasonable access to the non-Federal entity's personnel for the purpose of interview and discussion related to such documents.

(b) Extraordinary and rare circumstances. Only under extraordinary and rare circumstances would such access include review of the true name of victims of a crime. Routine monitoring cannot be considered extraordinary and rare circumstances that would necessitate access to this information. When access to the true name of victims of a crime is necessary, appropriate steps to protect this sensitive information must be taken by both the non-Federal entity and the Federal awarding agency. Any such access, other than under a court order or subpoena pursuant to a bona fide confidential investigation, must be approved by the head of the Federal awarding agency or delegate.

(c) Expiration of right of access. The rights of access in this section are not limited to the required retention period but last as long as the records are retained. Federal awarding agencies and pass-through entities must not impose any other access requirements upon non-Federal entities.

§ 200.338 Restrictions on public access to records.

No Federal awarding agency may place restrictions on the non-Federal entity that limit public access to the records of the non-Federal entity pertinent to a Federal award, except for protected personally identifiable information (PII) or when the Federal awarding agency can demonstrate that such records will be kept confidential and would have been exempted from disclosure pursuant to the Freedom of Information Act (5 U.S.C. 552) or controlled unclassified information pursuant to Executive Order 13556 if the records had belonged to the Federal awarding agency. The Freedom of Information Act (5 U.S.C. 552) (FOIA) does not apply to those records that remain under a non-Federal entity's control except as required under § 200.315. Unless required by Federal, state, local, and tribal statute, non-Federal entities are not required to permit public access to their records. The non-Federal entity's records provided to a Federal agency generally will be subject to FOIA and applicable exemptions.

PROCEDURE:

Covered Records: For purposes of this policy, records are information, regardless of physical form or characteristics, that are created, received, or retained that evidence the Town's expenditure of Federal award funds on eligible projects, programs, or activities pursuant to the Federal award.

Records that shall be retained pursuant to this policy include, but are not limited to, the following:

1. Financial statements and accounting records evidencing expenditures of Federal award for eligible projects, programs, or activities.

2. Documentation of rational to support a particular expenditure of Federal award funds. (e.g., expenditure constitutes a general government service).

3. Documentation of administrative costs charged to the Federal award.

4. Procurement documents evidencing the significant history of a procurement, including, at a minimum, the rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for contract cost or price. Subaward agreements and documentation of subrecipient monitoring.

5. Documentation evidencing compliance with the Uniform Guidance property management standards set forth in 2 C.F.R. § 200.310-316 and § 200.329.

6. Personnel and payroll records for full-time and part-time employees compensated with Federal award, including time and effort reports.

7. Indirect cost rate proposals.

Storage**:** The Town's records must be stored in a safe, secure, and accessible manner. Wherever practicable, such records should be collected, transmitted, and stored in open and machine-readable formats.

Departmental Responsibilities: Any department or unit of the Town, and its employees, who are responsible for creating or maintaining the document covered in this policy shall comply with the terms of this policy. Failure to do so may subject the Town to civil and/or criminal liability. Any employee who fails to comply with the record retention requirements set forth herein may be subject to disciplinary sanctions, including suspension or termination.

The Budget Director is responsible for identifying the documents that the Town must or should retain and arrange for the proper storage and retrieval of records. The Budget Director shall also ensure that all personnel subject to the terms of this policy are aware of the record retention requirements set forth herein.

Reporting Policy Violations: The Town is committed to enforcing this policy as it applies to all forms of records. Any employee that suspects the terms of this policy have been violated shall report the incident immediately to that employee's supervisor. If an employee is not comfortable bringing the matter up with the supervisor, the employee may bring the matter to the attention of the Chief Financial Officer or Senior Management. The Town prohibits any form of discipline, reprisal, intimidation, or retaliation for reporting incidents of inappropriate conduct of any kind, pursuing any record destruction claim, or cooperating in related investigations.

SECTION 22H - PURCHASING AND CONTRACTS: UNIFORM GRANT GUIDANCE (UGG): SUB-AWARD

Reserved for Future Use

Policy to be developed if needed in the future for subaward activities.

Section 23 - RECORDS AND RETENTION

PURPOSE:

To establish a procedure that provides for the retention and destruction of documents and other records maintained by the Town.

OVERVIEW:

This policy will serve as an aid and standard for Town employees in understanding their obligations in retaining physical records and electronic documents.

PROCEDURE:

The Town shall maintain all books, documents, papers, accounting records, project records and such other evidence as may be appropriate, in accordance with the Records Retention and Disposition Schedules as published by the North Carolina Department of Cultural Resources, Division of Historical Resources, Archives and Records Section, Government Records Branch.

Local retention and disposition schedules are a tool for Town staff to use when managing the records in their departments. It lists records commonly found in local governmental offices and gives an assessment of their value by indicating when (and if) those records should be destroyed.

These schedules are an agreement between the local government office/department and the Department of Cultural Resources and serve as the inventory and schedule that the Department of Cultural Resources is directed by G.S. § 21-5 (c) and G.S. § 132-8 to provide to municipalities. The Town Clerk is the custodian of public records.

These schedules must be approved by Town Council before staff is permitted to destroy records according to the schedule.

Section 24 - RETURNED CHECKS

PURPOSE:

To establish a procedure for uncollected or insufficient fund checks.

OVERVIEW:

The Town will only present a check to the bank once. If the check is returned for any reason, the Town will attempt to collect the outstanding balance due to the Town.

PROCEDURE:

The Financial Services Department will notify the customer of a returned check by telephone or letter. A notice is given with a request that the transaction be paid for in cash, credit card, money order or certified check. The customer will also be charged a returned check fee. Per G.S. § 25-3-506, the maximum amount the Town may collect for a returned check is $35 and said fee shall be stated separately on the collection notice. Failure to pay all applicable outstanding charges may result in legal action. The Town reserves the right to interrupt a Town process for a returned check.

Each Town department shall provide the necessary contract or documentation to the Financial Services Department for collection of the returned check(s).

After three returned checks within a 12-month period, the customer will be classified as a "*cash only*" customer.

Approved by Town Manager 2/1/07; 10/1/12; 7/1/22

Section 25 - SECURITY OF SENSITIVE INFORMATION AND BREACH RESPONSE PLAN

PURPOSE:

Communicate to employees and third parties their responsibility for protecting sensitive information pursuant to governmental laws and regulations and as required by current merchant services contracts, various legislation (including the "Identity Theft Protection Act of 2005") and prudent financial management. This procedure provides instructions on how to securely maintain sensitive information (i.e., credit card numbers, bank account information and social security numbers) and a response plan in the event of a breach.

DEFINITIONS:

Sensitive Information – includes the following items, as well as any other information that may be included in the State Act or the FTC Act:

a. Social Security Information

b. Tax ID Information

c. Credit Card Information

d. Bank Account Information

e. Driver's License Information

OVERVIEW:

The Town of Morrisville will adhere to all applicable requirements regarding the protection of sensitive information as stated in the State Act, FTC Act, and merchant services agreements. As a part of these efforts, the Town will do the following:

a. Develop and maintain standard procedure(s) to provide guidance on the protection of sensitive information in order to reduce fraud and identity theft.

b. Develop and maintain a formal breach response plan.

c. Develop and maintain a training program in order to effectively communicate information provided in the standard procedure(s) and breach response plan to necessary staff.

d. Review and update (as needed) all procedures, plans and training programs on an annual basis (at a minimum).

e. Ensure service providers, who are in contact with sensitive information, are aware of security requirements, as well as the need for confidentiality, through proper contractual agreements and arrangements.

f. Employees are required to sign a Sensitive Information User Agreement located on the SharePoint drive.

PROCEDURE:

HOW TO APPROPRIATELY MANAGE, MAINTAIN, AND STORE SENSITIVE INFORMATION ACCESS:

Employees who have access to sensitive information are required to create, handle, maintain, and dispose of such information with prudent care in order to ensure proper security. Access to sensitive information will be limited and only provided in order for employees to perform essential tasks. Managers in each department will minimize the number of employees with access to sensitive information. System access will be granted and authorized according to the Town's current policies and procedures.

DAILY USE AND STORAGE:

The following procedures should be followed while creating, handling, maintaining, storing, and disposing of sensitive information:

a. Where possible, enter the information directly in the system (to its final destination) and refrain from documenting the information in other areas.

b. If numbers are written on paper for reference, shred immediately upon completion of task. Do **NOT** leave the paper in an unsecured area.

c. Card validation code or value (three-or four-digit number on the front or back of payment card) and Personal Identification Number (PIN) should never be written down, printed out or stored.

d. Never include any sensitive information in e-mails or "chat" programs.

e. Segregate sensitive information from public information and identified sensitive information as confidential.

f. Restrict the number of employees who have access to screens where sensitive information is stored.

g. Only maintain printed documentation of sensitive information in a secured cabinet or room and limit access to these areas (secure storage of sensitive information).

h. Do not include sensitive information on printed reports (mask account number) except as needed for the performance of essential tasks and only with your supervisor's approval.

i. Properly destroy all documents containing sensitive information on a timely basis according to procedures outlined below.

j. Where technologically possible, utilize encryption to secure and/or segregate information in the database or storage system.

k. While away from your desk or laptop, do NOT leave PC signed on (or unlocked) since this may leave applications open to access by unauthorized individuals.

l. Do not store files with sensitive information on laptops.

DESTRUCTION:

Information will be kept according to Town policy and procedure as well as the recommendations of the NC Archives standards. Documents that contain sensitive information and are scheduled to be destroyed shall be destroyed either in-house or via an approved service provider. Method of destruction must meet all requirements from merchant service contracts (shredded, incinerated, or pulped), legislative orders, NC statues and Town policies.

MINIMIZING ACCESS TO SENSITIVE INFORMATION:

Review job duties and employee system access on a regular basis and restrict access to sensitive information where possible. Annual performance reviews are an appropriate time for this evaluation.

Only grant access to sensitive information to those employees who need it for performing essential tasks.

Remove employee's system authority immediately after termination.

Prohibit one employee from allowing another employee to use their system access.

Review employee access regularly to determine if it needs to be changed.

REGULAR SYSTEM REVIEWS:

Staff will regularly review procedures related to access, storage, and destruction of sensitive information. These reviews may be conducted by Finance or Information Technology staff, depending on the issue. Where needed, changes will be made to ensure continued security of sensitive information. If known significant changes occur in the system (technological or manual) that relate to the management of sensitive information, staff will investigate on a timely basis and put procedures in place as needed to ensure proper security is maintained.

CRIMINAL AND BACKGROUND CHECKS:

Where required by policy, contract, state, or federal laws and by prudent financial management, criminal and/or background checks will be conducted on the appropriate personnel.

TRAINING AND COMMUNICATION OF PROCEDURES TO USERS:

All employees who manage and work with sensitive information are required to read and sign this standard procedure. Any changes or clarifications to this standard procedure will be communicated to the affected employees in a timely manner with proper documentation. This standard procedure as signed by the employee becomes a part of the employee's permanent personnel file.

Individual departments may develop a detailed set of guidelines that supplement but do not supersede this procedure or conflict with Town Policy. These guidelines may include specific examples that relate to the department.

Employees who violate this procedure may be subject to disciplinary action.

THIRD PARTY ACCESS:

If it is necessary for a third party to handle and/or manage sensitive information, the Town will require that the third party adhere to this standard procedure, including but not limited to:

a. Acknowledgement that the third party is responsible for security of sensitive information in their possession.

b. Statement that data can ONLY be used for assisting these parties in completing a transaction, providing fraud control services, or for other uses specifically required by law.

c. Assurance of business continuity in the event of a major disruption, disaster, or failure.

d. Immediate notification to the Town for any threat of security breach.

e. Allowance for their system to be thoroughly reviewed after a security intrusion has been detected. This review may be conducted by the Town or an appointed representative. In the event the intrusion is related to credit card numbers, the review will be conducted by a Payment Card Industry representative and will validate compliance with Payment Card Industry Security Standards for protecting cardholder data.

f. Statement that all sensitive information will be treated confidentially.

INFORMATION BREACH IDENTIFICATION:

Technology Breach:
This area includes activities that may indicate someone has attempted to use Town technology without proper authorization. It may include the following items but may also include items not listed:

a. Someone else's name is in your sign-on window, and you are the sole user of your machine.

b. Someone else's name is in your sign-on window, and you do not recognize them as a user of your machine. Information Technology staff may sign on your machine occasionally for maintenance, but you should have been notified.

c. Disconnected computer equipment (desktop, laptop, etc.).

d. Evidence that files residing on desktops or laptops have been accessed by unauthorized users.

e. Devices or media attached to your computer that you don't recognize. These could be CD's or USB drives that are in your system or on your desk and you do not recognize them as yours.

f. Windows that appear on your system that you do not recognize and are not part of your normal start up process.

g. Items that have been moved or are missing on your system such as folders that have been placed in other locations.

h. Any other activity which arouses suspicion that someone has made an attempt to use your system without approval.

Physical Breach:
This area includes physical file storage, documents stored in offices and on desktops or laptops. The following are examples of signs that a physical breach may have occurred:

a. Evidence of lock tampering on file cabinets or office doors.

b. Evidence of a break-in in an area where sensitive information is stored.

c. Missing files or papers that contain sensitive information.

Handling Evidence:
If a breach is suspected, all related areas (offices, file cabinets, desktop PC's, laptops, etc.), will be handled carefully to avoid destruction of evidence. These areas must be secured immediately upon detecting the possible breach in order to preserve the area for the police to retrieve evidence.

NOTIFICATION OF AND RESPONSE TO SYSTEM BREACHES:

Internal Notification:
If any type of information loss, compromise, or intrusion is suspected, employees should immediately notify their supervisor in person or by phone; do not rely on voice mail or email. The supervisor will immediately notify the department director and Town Manager. If the breach involves technology, the Information Technology Department Director will also be immediately notified by the supervisor.

Information Technology Department Response Plan:
Upon notification of a possible technology security breach, Information Technology (IT) will implement the following security breach response plan:

a. The IT Department will respond and investigate the suspected breach. If IT determines there has been a breach, they will continue with the following steps:
   - Designated departments will be notified including Administration, Public Information and Police.
   - All network connections to outside locations will be disconnected.
   - IT will then work with the Police Department in investigating the breach to ensure that any evidence is preserved.

b. All devices on the network will be inspected, cleaned, or restored and brought back in an isolated state. Any data compromised or lost will be documented.

c. Once all devices are verified and restored to operational state the network will be restarted in an isolated state.

d. After further testing, all outside connections will be restored in a sequential fashion verifying each connection individually.

e. IT will continue to monitor the network for further problems.

f. A post incident review will be scheduled as soon as possible to review all steps of the process and further investigate the source and cause of the vulnerability.

External Notification of Breach:
The Town is required to notify affected individuals of actual security breaches. Each suspected breach will be reviewed by the department where the breach occurred and then, with the Town Manager, determine appropriate action to include the following:

a. Notify the affected individuals without unreasonable delay providing information in general terms about the incident, the type of sensitive information that was subject to the unauthorized access, and the actions that the Town will take to protect the information from further access.

b. Notice to affected individuals may be provided by one or more of the following methods:

- Written notice.
- Telephonic notice provided the contact is made directly with the affected persons and appropriately documented by the Town.

Section 26 - TRAVEL, TRAINING AND BUSINESS EXPENSES

PURPOSE:

To ensure public trust and confidence in the organization by establishing a uniform procedure for payment of certain travel, training, and other business expenses.

OVERVIEW:

When it is necessary or desirable for a Town employee to travel to participate in a meeting, conference, workshop, or seminar or to otherwise conduct the Town's business, the Town will bear necessary and reasonable expenses relating to these activities.

SCOPE:

The Town will only reimburse an employee for expenses related to travel that have been pre-approved by the Department Head. All information in this procedure assumes pre-approval has been obtained. Department Heads must ensure funds have been appropriately budgeted prior to pre-approval of travel requests.

The Town will pay all registration costs for a meeting, conference, workshop, or seminar.

The Town will pay for round trip train, bus or coach air fare to the destination and transportation between airports, hotels, and activity sites. The use of economy-priced rental cars may be allowed when cost effective.

The Town will pay employees on the basis of mileage for the use of their private auto. The Town mileage allowance is based on the current IRS standard mileage rate. Parking fees will be reimbursed. Fuel costs are not reimbursed since staff receive the standard mileage rate. However, any parking or speeding violations received while on Town business are the responsibility of the employee.

The Town will pay the actual cost of moderately priced out-of-town lodging. If an activity is being held at a hotel, the employee may select that hotel for lodging.

The Town will pay per diem for meal expenses if your trip requires you to travel overnight as follows per the IRS per diem guidelines. Rates will be adjusted as needed on the Official Travel Reconciliation form located on the SharePoint drive.

1. It is expected that even if expenses greater than the per diem amount are incurred by the employee, generally these expenses will be offset by other days where expenses are less than the per diem rate.

2. Meals that are included in an event's registration cost shall not be claimed as a per diem expense. If employees opt to skip an event meal (that is included) and purchase a meal

elsewhere, this is considered a personal choice and will not be covered by the Town.

a. A continental breakfast with protein is considered a meal. If employees opt to purchase breakfast, even though a continental breakfast is included in the event's registration cost, it will not be reimbursed.

b. Consideration of reimbursement will be made for staff with dietary restrictions.

3. Meal expenses related to day training or travel activities where there is no overnight stay are not eligible for reimbursement. The IRS code and regulations generally consider this income, and the Town is required to collect the withholding of taxes when an employee is reimbursed for meals but does not stay overnight. Employees may be eligible for reimbursement for breakfast if they leave before 6:00am and dinner if they return after 8:00pm. Lunch is not reimbursable. These meals should not be charged on the Town P-card. An Official Travel Reconciliation From will need to be completed and they will receive the per-diem rate for that meal.

If air travel is necessary, employees are expected to obtain the lowest available airfare that reasonably meets business travel needs. Coach class or economic tickets should be purchased. The Town will not authorize business class or first-class seating on flights.

The Town authorizes reimbursement for the use of a commercial rental vehicle. Employees are expected to obtain the most economical option. In certain circumstances, larger vehicles may be rented, with Department Head approval.

The Town will authorize lodging expenses at reasonable, single occupancy or standard business room rates.

In cases in which vacation time is added to a business trip, any cost variance in airfare, vehicle rental, or lodging must be clearly identified on the Official Travel Reconciliation Form located on the SharePoint drive.

The Town will not pay for personal expenses that are unrelated to the purpose of the travel. Expenses including, but not limited to, alcoholic beverages, magazines, movies, premium TV channels, personal internet use and other entertainment will not be reimbursed.

Time in a travel status away from the workplace is compensable for EXEMPT and NONEXEMPT employees when the travel is performed within the regularly scheduled administrative workweek, including regularly scheduled overtime. Department Heads are to use their discretion regarding flexing time for exempt employees.

Because of FLSA, it is possible for a NONEXEMPT employee to be paid for travel when an EXEMPT employee in the same situation is ineligible for overtime pay. When a non- exempt employee is away on official business or participating in authorized training courses, professional conferences, and/or meetings, they are officially at work. The determination of hours worked for time spent in travel and training shall be in accordance with the provisions of the Fair Labor

Standards Act (FLSA).

Local travel does not need to be approved in advance. For example, an employee is asked last minute to attend a business meeting outside the Town, and no Town vehicle is available, the employee may be reimbursed for mileage for personal vehicle use.

Reasonable tips/gratuities are reimbursable. A reasonable tip would be one that a prudent person would give if conducting personal business and expending personal funds. For example, 15% of fare for taxi drivers or ride share services.

There will be no reimbursing of tips for room service. Itemized receipts are required for all charges except tips/gratuities. It is permissible to put a tip on the P-Card. Use discretion regarding giving a reasonable tip amount.

PROCEDURE:

1. In order to charge any travel related expenses to the Town, employees must obtain pre-approval from their Department Head.

2. Registrations, hotel reservations, and transportation expenses may be prepaid using a P-card. For P-card transactions, employees shall save receipts.

3. After the travel is complete and the employee has returned, all related expenses must be reported within ten (10) business days to Accounts Payable by submitting an approved Official Travel Reconciliation Form located on the SharePoint drive. Receipts or other documents will be required for all expenses. An agenda shall be attached to show all meals provided in the cost of the registration. Employees are cautioned that the Town may deny payment of any unreasonable, inappropriate, or unsupported expenses.

4. Accounts Payable will review the Official Travel Reconciliation Form for adherence to this procedure. The reconciliation will be verified against the supporting documentation. Additional documentation may be requested from the employee prior to the final processing of any reimbursement.

5. When reimbursement is due to the Town, the employee must submit cash or check within ten (10) business days to Finance in the amount of the reimbursement with the approved Official Travel Reconciliation Form.

6. All Town employees, except those who are paid an automobile allowance, will be paid a rate per mile for any required work-related travel when using their private vehicle. Actual mileage is reimbursed when travel commences or ends from the employee's regular workplace or residence based on closest proximity. Employees are required to submit as back up documentation Google Maps information showing total miles claimed with their travel reimbursement request.

AUTHORITIES:

The Department Head shall approve all Official Travel Reconciliation Forms for those in their department. Because of their familiarity with the purpose of the travel and the personnel involved, the Department Head shall closely monitor expenses and question any unreasonable charges incurred. All Department Heads must have their Official Travel Reconciliation Form approved by Senior Management staff or their designee. The Town Manager travel will be reviewed and signed off by the Chief Financial Officer.

Approved by Town Manager 11/15/12; 7/1/22; 4/16/24

SECTION 27 - UNIFORMS

PURPOSE:

The purpose of this policy is to establish mandatory and consistent guidelines for providing rental and/or purchase of clothing, uniforms or apparel-related allowances for Town employees that are required to wear a uniform to ensure the identification and safety of an employee on the job.

OVERVIEW:

This policy applies to employees in positions designated by the job description requiring the use of a uniform daily while on duty (e.g., Fire, Parks, Recreation and Cultural Resources, Police, Public Works, and other field positions in Code Enforcement, Engineering, Inspections), and to any position later added by the Town Manager or HR Department. The Financial Services Department will annually monitor departments for compliance with the minimum standards of this policy.

The policy applies to all departments, divisions, and regular full-time, regular part-time, and temporary employees (including interns, externs, and fellows) as referenced by the Personnel Manual's definition of employee categories.

DEFINITIONS:

Uniform:

Any clothing or apparel that an employer requires an employee to wear as a condition of employment to identify the employee as a representative of the organization or to ensure safety and professional appearance. A uniform must:

- Be specifically required by the employer for job duties.
- Distinctively identify the employee as representing the organization (e.g., includes company logo or standardized design).
- Not suitable for general everyday wear outside of work.

Examples of Uniforms:

- Police or Fire Department attire (e.g., duty shirts, pants, turnout gear).
- Branded apparel that is required for field staff with regards to safety (e.g., Code Enforcement, Engineers, Inspectors, & Public Works staff,) to wear daily as part of their job function (e.g., clear department identifiable shirts).
- Safety gear such as reflective vests or protective clothing.

Non-Uniform Items:

- Clothing that can be worn as ordinary street clothing (e.g., generic jackets, fashion shoes).
- Optional branded merchandise provided for promotional purposes.

PROCEDURE:

Each Department Head will identify through job descriptions the positions within their respective departments for which the wearing of a uniform is required as a condition of employment daily. For example, Planning, Inspections, and Engineering staff may be required every day to wear a shirt with clear identifying and colors if they are conducting business in the field as a Town representative. The required daily wear defines a uniform.

Employees filling positions designated as requiring the wearing of a uniform must wear uniforms on the job daily once the employees receive their initial supply of uniforms.

Each department requiring employees to wear uniforms must include funds for new issuance and replacement of uniforms in their respective department's annual budget. Employees may be reimbursed annually for the purchase of work shoes/boots that are needed as a condition of employment and related to safety. The amount of reimbursement is to be determined annually as a part of the budget process. Reimbursement for the purchase of work shoes/boots is not provided for everyday wear, but rather as a component of job-related protective gear. This annual amount may be paid using the employee's P-Card. All P-Card purchases for work shoes/boots must be charged to the uniform budget line item with the employee's position title documented.

TAX COMPLIANCE REQUIREMENTS:

To ensure adherence to IRS Publication 15-B and Internal Revenue Code §132, the Town must distinguish between working-condition fringe benefits (non-taxable) and taxable clothing or apparel. Clothing qualifies as a non-taxable working-condition fringe benefit only when: (1) it is specifically required as a condition of employment; (2) it is not suitable for general everyday wear; and (3) it is necessary for performing assigned duties. Uniform items meeting all criteria—such as safety gear, duty-specific apparel, or items unsuitable for street wear—are non-taxable. Apparel suitable for ordinary wear is considered street clothing and taxable.

De-Minimis Clothing Items

Occasional, low-value items may qualify as non-taxable de-minimis fringe benefits when the item or service provided to an employee is so small in value and infrequent that accounting for it would be unreasonable or administratively impractical. To ensure compliance:

- **Dollar Limit**: Items valued at $40 or less per occurrence may qualify as de-minimis, not to exceed $80 during a calendar year. (This does not determine a budget).
- **Frequency**: Benefits must be provided occasionally (e.g., once or twice per year). Regular or routine provision does not qualify.
- **Examples of Qualifying Items**:
    - A Town-branded T-shirt given during an annual employee appreciation event.
    - A promotional hat distributed at a single Town-sponsored event.
- **Non-Qualifying Items**:
    - Monthly clothing allowances.
    - Recurring uniform reimbursements.

Taxable Allowances:

Uniform allowances, recurring clothing stipends, and reimbursement for apparel that does not meet non-taxable criteria are taxable and included in payroll during the issuance period. These are items exceeding dollar limits and frequency noted above and will be treated as taxable income and reported on Form W-2.

Uniform costs required by the Town will not reduce an employee's wages below the state minimum wage. If deductions for lost uniforms occur, they will only be applied if the employee's remaining pay meets minimum wage requirements.

Examples:

> **Non-Taxable**: Steel-toe boots required for Public Works employees. Clothing that is required as a condition of employment to be worn daily with regards to safety and cannot be worn as ordinary clothing.
>
> **Taxable**: Designer leather boots purchased with a uniform allowance when not required for safety. Clothing not defined as part of a daily requirement of a job function as outlined in the position job description and that may be considered everyday wear.

Please contact the Chief Financial Officer for clarification on taxable or non-taxable uniform designations.

UNIFORM ISSUANCE:

When an employee is assigned to a position which has been designated as requiring a uniform, the employee's Department Head will authorize the issuance of uniforms to the employee using a Uniform & Safety Shoe Agreement which is located on the SharePoint drive under forms and Financial Services. The employee must sign for all issued uniforms.

CARE AND MAINTENANCE OF UNIFORMS:

Employees are personally responsible for the proper care, cleaning, alterations, and repair of uniforms issued to them unless their department provides a cleaning service. If the uniform item(s) becomes unserviceable (torn beyond repair, unpresentable) the employee must request a replacement.

If the employee loses a uniform or safety shoe item, the employee will be charged the current cost for the item for a replacement. The employee may make payment for the item or have the cost withheld from their pay.

OFF-DUTY WEAR:

Town employees shall not wear uniform items off duty as everyday wear to preserve the operational integrity, safety, or public perception (i.e. during political activity, personal commercial activity, or other situations) that may reflect negatively on the public image and brand of the Town and/or Department.

TERMINATION OF EMPLOYMENT:

Departments are required to track the issuance of uniform apparel. When an employee leaves employment with the Town (for any reason) or is transferred into a position where a uniform is not required, the employee must return all uniform items to their immediate supervisor no later than their last day of employment or upon reassignment. Personally used items such as T-shirts are considered unusable and should be shredded and discarded.

Public Works employees are required to turn in all issued items; the Town will return rental uniforms back to the contracted vendor.

When a Police Officer leaves or a uniform no longer fits if the shirt/pants are in good condition, the Police Department will put these items into inventory to re-assign. If the shirt is not in a presentable condition and is determined to be unusable, the patches will be cut off and shredded and garments will be discarded.

When Fire personnel leave or the Class-A or button-down shirt no longer fits, the Fire Department will put these items into inventory to re-assign. If the shirt and pants are not in a presentable condition and are determined to be unusable, the patches will be cut off and shredded and the garments will be discarded. All T-shirts are required to be returned; the Town logo on the T-shirt is shredded will be discarded. Turn-out gear is returned and put back into inventory to re-assign.

If the employee fails to return any uniform item(s), the cost of the unreturned item(s) will be deducted from the employee's final payment.

TEXTILE RECYCLING:

Town staff are encouraged to drop off non-usable textiles (e.g., shredded uniforms, T-shirts, other Town clothing items) to the Sustainability Coordinator located in the Public Works Department for textile recycling.

Approved by Town Manager 9/1/09; 7/1/22; 4/16/24; 7/1/2026

Section 28 - WEAPON RETIREMENT - SIDE ARMS AWARD

PURPOSE:

To create a policy that establishes procedures for awarding the service side arm of retiring or deceased police officers.

OVERVIEW:

A policy for awarding the service side arm of retiring or deceased police officers.

PROCEDURE:

Upon request, the Town may award a service side arm to a Town law enforcement officer who is either:

1. Retiring from the agency (per G.S. § 20-187.2) – upon the retiring officer securing a pistol permit according to law, or without such permit if the side arm is rendered incapable of being fired prior to its award.

2. Killed in the line of duty or dies while a member of the agency – the firearm may be then awarded to the officer's surviving spouse, or in the absence of a surviving spouse, to their surviving children upon payment of a price determined by the Town Council and upon the eligible recipient(s) securing a pistol permit according to law, or without such permit if the side arm is rendered incapable of being fired prior to its award.

Once it has been determined one of the two situations outlined above have or will take place the Town Police Chief or their designee will:

1. Complete a surplus property form for the service side arm *(*which is located on the SharePoint drive and route it to the Purchasing & Contracts Manager and then to the Chief Financial Officer for approval.

2. Once the form has been fully processed, create a briefing sheet and resolution to request the firearm be transferred to the recipient in accordance with the General Statute referenced above and Town policy*.*

3. Complete the "Service Side Arm Request Form" which is located on the SharePoint drive and determine from whom/where the $1.00 payment for the purchase of the service side arm will come from as well as processing that payment via the Financial Services Department.

4. Send the following forms to the Purchasing & Contracts Analyst after Town Council's approval:

    a. The Town Council Resolution,

b. The approved Service Side Arm Request Form, and

c. A copy of the Pistol Permit (where applicable).

Upon receipt of all forms & paperwork, the Purchasing & Contracts Analyst will file and retain the records, and the service side arm can then be presented to the retiree or survivor(s).

FISCAL POLICIES and PROCEDURES

Part III – Index of Reviews & Updates

Index of Reviews & Updates - Financial Policies and Procedures

Financial Policies and Procedures	**Previous Approval**
Accounts Receivable	7/1/2022 & 2/1/2007
Bank Deposits	7/1/2022 & 1/10/2011 & 2/1/2007
Budget Adjustments	11/1/2023 & 7/1/2022 & 7/1/2020 & 12/15/2012
Capital Assets	7/1/2022 & 1/12/2016 (2015-005) & 4/28/2003 (2003-05)
Cell Phone *(removed 4/16/24)*	7/1/2022 & 10/28/2011 & 10/1/2008
Check Signing	4/16/2024 & 7/1/2022 & 4/24/2012 & 9/1/1994
Credit Card Acceptance	7/1/2022 & 10/1/2012 & 2/1/2007
Debt Set-Off	7/1/2022 & 6/15/2011 & 2/1/2007
Debt Write-Off	7/1/2022 & 3/1/2013 & 2/1/2007
Disposal of Personal Property *(combined 7/1/2022)*	7/1/2024 & 7/1/2022 & 3/19/2013 & 9/25/2012 & 12/20/2007
E-Verify Compliance *(removed 4/16/2024)*	4/16/2024 & 7/1/2022 & 12/9/2013
Food Purchases & Reimbursement Not Related to Travel	7/1/2026 & 4/16/2024 & 7/1/2022 & 11/26/2014 & 4/12/2010
Fraud	4/16/2024 & 7/1/2022
Grants Administration	4/16/2024 & 7/1/2022 & 11/21/2012
Internal Audit	7/1/2022 & 7/26/2011
Internal Cash Management	7/1/2022 & 3/26/2007
Internal Cost Estimates Confidentiality	7/1/2022 & 1/5/2015
Investment	7/1/2022 &10/1/2012 & 2/1/2007
Late Charges	7/1/2022 & 10/1/2012 & 2/1/2007
Payroll & Hours Reporting	7/1/2022 & 9/20/2012 & 6/1/2007
Petty Cash	7/1/2022 & 10/1/2012 & 2/1/2007
Post-Issuance Compliance Procedures Relating to Tax Exempt Debt	7/1/2022
Procurement Card	7/1/2026 & 7/1/2022 & 5/8/2008
Purchasing & Contracts	7/1/2026 & 7/1/2024 & 5/1/2023 & 7/1/22 & 6/25/2014 & 8/10/2009
Uniform Grant Guidance (UGG)	5/1/2023 & 4/24/2023 & 7/1/2022 & 7/1/2018
UGG – Allowance Costs	7/1/2022
UGG – Eligible Projects	7/1/2022
UGG – Non-discrimination	4/16/2024 & 7/1/2022

Financial Policies and Procedures	**Previous Approval**
UGG – Program Income	7/1/2022
UGG – Property Management	7/1/2022
UGG – Records & Retention	7/1/2022
UGG – Sub-Award	(Reserved for Future Use)
Records & Retention	7/1/2022
Return Check	7/1/2022 & 10/1/2012 & 2/1/2007
Security of Sensitive Information & Breach Response Plan	7/1/2022 & 4/1/2010
Travel, Training & Business Expenses	4/16/2024 & 7/1/2022 & 11/15/2012
Uniform	7/1/2026 & 4/16/2024 & 7/1/2022 & 9/1/2009
Weapon Retirement – Side Arms Award	7/1/2022 & 12/9/2013

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The policies and procedures listed above have been thoroughly reviewed, updated, and formally approved by the Town Manager as of July 1, 2026. This page will be updated annually to ensure ongoing compliance and relevance. Updates are made in response to evolving or new Governmental Accounting Standards, recommended best practices, and the pursuit of organizational efficiency.



Brandon Zuidema, Town Manger — Date: 7/1/2026