Morrisville Town Council

Regular Meeting
November 24, 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 Resolution Amending Town Manager Employment Agreement
Frank Gray, Town Attorney
2026-401-0 Amending Town Manager Employment Agreement.pdf

6.b Resolution Approving Wake County Tax Reports (June-September)
Kayla Bertling, Town Clerk
2026-301-0 RES Approving Wake County Tax Reports (June-September).pdf
2026-301-0 ATTH01 June Tax Report.pdf
2026-301-0 ATTH02 July Tax Report.pdf
2026-301-0 ATTH03 August Tax Report.pdf
2026-301-0 ATTH04 September Tax Report.pdf

6.c Approval of October Meeting Minutes
Kayla Bertling, Town Clerk
20261013 Minutes DRAFT.pdf
20261015 Minutes DRAFT.pdf
20261027 Minutes DRAFT.pdf

6.d Ordinance Amending the Town's Water Shortage Conservation Measures Ordinance

Kayla Bertling, Town Clerk
Margaret Kilinger, Administration Intern
Kelsey Blackwell, Administration Intern
Presentation - November 10, 2026
Action (Consent) - November 24, 2026
2026-378-0 ORD Amending Water Shortage Conservation Measures.pdf
2026-378-0 PRES Ordinance Project.pdf

6.e Resolution Adopting Americans with Disabilities Act (ADA) Transition Plan for Facilities, Parks, Services, and Digital Assets
Matt Wetherell, Public Works Director
Presentation - November 10
Action - November 24
2026-372-0 PRES ADA Transition Plan.pdf
2026-372-0 ATTH01 Morrisville ADA Transition Plan Final.pdf
2026-372-0 ATTH02 Facility Assessment Finding Summary.pdf
2026-372-0 RES Adopting ADA Transition Plan.pdf

7. Items Pulled from Consent (if any)

8. Morrisville Speaks: Public Comment

9. Administrative Reports

9.a Affordable Housing: Rental Assistance Program AMI Eligibility Adjustment
Josh Michael, Planner III
2026-405-0 Administrative Report

10. New Items

10.a Policy for Applying a Special Services Charge to Public Records Requests
Kayla Bertling, Town Clerk
New Item - November 24
Action - December 8
2026-411-0 PRES Special Services Fee.pdf
2026-411-0 ATTH 01 Public Records Request Special Services Charge Policy.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 Western Wake Farmer's Market Update

John Letteney, Assistant Town Manager
Cindi King, Parks, Recreation Cultural Resources Director
2026-402-0 PRES WWFM.pdf

13.b Capital Investment Program 4-year Major Update
Jeanne Hooks, Director of Management Services
Mark Spanioli, Town Engineer
Byron Hayes, Chief Financial Officer
2026-352-0 FY2028-2032 CIP Major Update 20261124.pdf
2026-352-0 ATTH 01 CIP Project Concept Summary Matrix.pdf

14. Closed Session

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

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: November 24, 2026

SUBJECT
Resolution Amending Town Manager Employment Agreement

Recommendation:
Approve as presented

Updates/History of Briefing:
NA

Executive Summary and Background Information:
Town Council conducted an annual performance review of the Town Manager, which included a comprehensive evaluation process consisting of a self-assessment, discussion among Council members, and consensus ratings and comments across eight competency areas; and following these deliberations, the Town Council reached a consensus on the Town Manager's evaluation and merit pay adjustment; and additionally, the Town Council and the Town Manager collaboratively set performance goals for the upcoming year. Council agreed to increase the Town Manager's annual salary to $270,000.00.

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
- 2026-401-0 Amending Town Manager Employment Agreement.pdf

RESOLUTION 2026-401-0 OF THE MORRISVILLE TOWN COUNCIL AUTHORIZING AN AMENDMENT TO THE TOWN MANAGER EMPLOYMENT AGREEMENT

WHEREAS, the Town Manager is an employee that serves at the will of Town Council; and

WHEREAS, the parties entered into an Employment Agreement which outlines the terms of the Town Manager's employment; and

WHEREAS, the Town Council conducted an annual performance review of the Town Manager, which included a comprehensive evaluation process consisting of a self-assessment, discussion among Council members, and consensus ratings and comments across eight competency areas; and following these deliberations, the Town Council reached a consensus on the Town Manager's evaluation and merit pay adjustment; and additionally, the Town Council and the Town Manager collaboratively set performance goals for the upcoming year; and

WHEREAS, the Town Council convened in Closed Sessions on September 22, October 13, October 27, and November 10, 2026, to conduct the performance evaluation for FY2026 and develop performance goals; and

WHEREAS, at the October 27, 2026, and November 10, 2026, closed sessions, the Town Council agreed to increase the Town Manager's annual salary to $270,000.00 and modify the Town Manager's contract to reflect the same; and

WHEREAS, the amendment to the Employment Agreement must be approved by the Town Council in an open meeting.

NOW, THEREFORE, BE IT RESOLVED THAT THE MORRISVILLE TOWN COUNCIL hereby approves the Third Amendment to the Town Manager's Employment Agreement and awards the Town Manager an annual salary of $270,000 as set out in the amendment.

Adopted this the 24th day of November 2026.

TJ Cawley, Mayor

Kayla Bertling, Town Clerk

Town Council Agenda Item Report

Agenda Item No. 6.b
Submitted by: Kayla Bertling
Submitting Department Administration
Meeting Date: November 24, 2026

SUBJECT
Resolution Approving Wake County Tax Reports (June-September)

Recommendation:
Approve

Updates/History of Briefing:
NA

Executive Summary and Background Information:
Town Council is asked to review and approve the Wake County Non-Cash Rebates, Tax Exemptions and Penalties Reports.

Please note the Raleigh address is a mailing address for a business located at 1004 Lower Shiloh Way.

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 ask questions.

Staff Recommendation:
None

ATTACHMENTS
- 2026-301-0 RES Approving Wake County Tax Reports (June-September).pdf
- 2026-301-0 ATTH01 June Tax Report.pdf
- 2026-301-0 ATTH02 July Tax Report.pdf

- 2026-301-0 ATTH03 August Tax Report.pdf
- 2026-301-0 ATTH04 September Tax Report.pdf

RESOLUTION 2026-301-0 APPROVING THE TAX REPORTS AS ADOPTED BY THE WAKE COUNTY BOARD OF COMMISSIONERS FROM JUNE 2026 THROUGH SEPTEMBER 2026

WHEREAS, the Wake County Board of Commissioners in its regular session has approved and accepted the monthly tax reports for the Town of Morrisville; and

WHEREAS, the Wake County Board of Commissioners has now submitted these tax reports for review and acceptance by the Morrisville Town Council; and

WHEREAS, the Morrisville Town Council has no corrections or deletions regarding these tax reports.

NOW, THEREFORE, BE IT RESOLVED THAT THE MORRISVILLE TOWN COUNCIL hereby accepts the Wake County Non-Cash Rebates, Tax Exemptions and Penalties Reports for June 2026 through September 2026, as submitted.

Adopted this the 24th day of November 2026.

_____
TJ Cawley, Mayor

ATTEST:

_____
Kayla Bertling, Town Clerk

WAKE COUNTY
NORTH CAROLINA

Board of Commissioners
P.O. Box 550 • Raleigh, NC 27602

TEL 919 856 6180
FAX 919 856 5699

DON MIAL, CHAIR
SAFIYAH JACKSON, VICE-CHAIR
VICKIE ADAMSON
SUSAN P. EVANS
CHERYL STALLINGS
SHINICA THOMAS
TARA WATERS

August 18, 2026

Ms. Kayla Bertling, MPA
Town Clerk
Town of Morrisville
100 Town Hall Drive
Morrisville, North Carolina 27560

Dear Ms. Bertling:

The Wake County Board of Commissioners, in regular session on August 17, 2026, **did not** have any tax reports to accept and approve for the Town of Morrisville.

Sincerely,

Yvonne Gilyard
Clerk to the Board
Wake County Board of Commissioners

WAKE COUNTY
NORTH CAROLINA

Board of Commissioners
P.O. Box 550 • Raleigh, NC 27602

TEL 919 856 6180
FAX 919 856 5699

DON MIAL, CHAIR
SAFIYAH JACKSON, VICE-CHAIR
VICKIE ADAMSON
SUSAN P. EVANS
CHERYL STALLINGS
SHINICA THOMAS
TARA WATERS

September 9, 2026

Ms. Kayla Bertling, MPA
Town Clerk
Town of Morrisville
100 Town Hall Drive
Morrisville, North Carolina 27560

Dear Ms. Bertling:

The Wake County Board of Commissioners, in regular session on September 8, 2026, approved and accepted the enclosed tax report for the Town of Morrisville.

The attached adopted actions are submitted for your review; no local board action is required.

Sincerely,

Yvonne Gilyard
Clerk to the Board
Wake County Board of Commissioners

Enclosure(s)

WAKE COUNTY TAX ADMINISTRATION

07/01/2026 - 07/31/2026

Rebate Detail Report

MORRISVILLE

DATE 08/20/2026 TIME 4:25:48 PM

REBATE NUM	PROPERTY	CITY TAG	LATE LIST	BILLED INTEREST	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	YEAR FOR	BILLING TYPE	OWNER
BUSINESS ACCOUNTS											
971262	97.90	0.00	0.00	0.00	97.90	7/7/2026	0006134877	2026	2026	006700	MARLIN LEASING CORPORATION
973116	0.00	0.00	59.23	0.00	59.23	7/22/2026	0007078382	2026	2026	000000	THE M&P LAB, INC.
973115	0.00	0.00	117.56	0.00	117.56	7/22/2026	0007078382	2026	2025	000000	THE M&P LAB, INC.
973114	0.00	0.00	196.02	0.00	196.02	7/22/2026	0007078382	2026	2024	000000	THE M&P LAB, INC.
973113	0.00	0.00	265.59	0.00	265.59	7/22/2026	0007078382	2026	2023	000000	THE M&P LAB, INC.
974126	815.44	0.00	0.00	0.00	815.44	7/29/2026	0006689324	2026	2026	000000	TINA BARNARD DESIGNS LLC
973955	90,222.68	0.00	0.00	0.00	90,222.68	7/28/2026	0006983530	2026	2026	000000	GARMAN HOMES LLC
SUBTOTALS FOR BUSINESS ACCOUNTS	**91,136.02**	**0.00**	**638.40**	**0.00**	**91,774.42**	**91,774.42**		**7 Properties Rebated**			
BUSINESS REAL ESTATE ACCOUNTS											
973952	10,862.04	0.00	0.00	0.00	10,862.04	7/28/2026	0000206770	2026	2026	000000	DURHAM PERIMETER PARK 1 LLC
973309	1,385.24	0.00	0.00	0.00	1,385.24	7/23/2026	0000063060	2026	2026	000000	THE HINDU SOCIETY OF NORTH CAROLINA
SUBTOTALS FOR BUSINESS REAL ESTATE ACCOUNTS	**12,247.28**	**0.00**	**0.00**	**0.00**	**12,247.28**	**12,247.28**		**2 Properties Rebated**			

INDIVIDUAL REAL ESTATE ACCOUNT

970429	1,411.57	0.00	0.00	0.00	1,411.57	7/1/2026	0000321307	2026	2026	000000	KOCHIKUNNEL, TESSAMMA V
970446	820.23	0.00	0.00	0.00	820.23	7/1/2026	0000287867	2026	2026	000000	SANTORI, JACQUELINE
970440	740.77	0.00	0.00	0.00	740.77	7/1/2026	0000306686	2026	2026	000000	MALYUTENKO, VOLODYMYR
970438	835.68	0.00	0.00	0.00	835.68	7/1/2026	0000308404	2026	2026	000000	CIALONE, PAUL M
970459	109.39	0.00	0.00	0.00	109.39	7/1/2026	0000256293	2026	2026	000000	WALKER, JAMES ROBERT II
970461	303.91	0.00	0.00	0.00	303.91	7/1/2026	0000255662	2026	2026	000000	ANDERSON, FRANCINE M
970447	1,051.41	0.00	0.00	0.00	1,051.41	7/1/2026	0000287865	2026	2026	000000	CHOQUE, LEONIDAS TRUSTEE
SUBTOTALS FOR INDIVIDUAL REAL ESTATE ACCOUNTS	**5,272.96**	**0.00**	**0.00**	**0.00**	**5,272.96**	**5,272.96**		**7 Properties Rebated**			
TOTAL REBATED FORMORRISVILLE	**108,656.26**	**0.00**	**638.40**	**0.00**	**109,294.66**	**109,294.66**		**16 Properties Rebated for City**			

WAKE COUNTY
NORTH CAROLINA

Board of Commissioners
P.O. Box 550 • Raleigh, NC 27602

TEL 919 856 6180
FAX 919 856 5699

DON MIAL, CHAIR
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VICKIE ADAMSON
SUSAN P. EVANS
CHERYL STALLINGS
SHINICA THOMAS
TARA WATERS

October 6, 2026

Ms. Kayla Bertling, MPA
Town Clerk
Town of Morrisville
100 Town Hall Drive
Morrisville, North Carolina 27560

Dear Ms. Bertling:

The Wake County Board of Commissioners, in regular session on October 5, 2026, approved and accepted the enclosed tax report for the Town of Morrisville.

The attached adopted actions are submitted for your review; no local board action is required.

Sincerely,

Yvonne Gilyard
Clerk to the Board
Wake County Board of Commissioners

Enclosure(s)

Tax Committee Meeting: 09/17/2026

Approved by: DocuSigned by: kim lorbacher 48E0266E260A4D9...

Board of Commissioners Meeting: 10/05/2026

TO: Wake County Board of Commissioners and Town Board of Morrisville

FOR: Consideration of Requests for Value/Special Situations

Item #	Taxpayer(s)	Description Jurisdiction	Account#/Year For Payment Status		Appealed	Type	Recommendation Pers. Appearance
18647	PATEL, SANJAY PATEL, ALPA 1610A WILSON RD CARY NC 27513-2703	1610 WILSON RD A, MORRISVILLE	0000495143 Paid in Full	2025	$680.00	Refund Request	Denied
18649	PATEL, SANJAY PATEL, ALPA 1610 A WILSON RD CARY NC 27513-2703	1610 WILSON RD A, MORRISVILLE	0000495143 Paid in Full	2024	$680.00	Refund Request	Denied

This List Requires Board Action

Tax Committee Member:

Signed by: Marcus Kinrade 03C5063B04D7486...

Marcus Kinrade, Tax Administrator

WAKE COUNTY TAX ADMINISTRATION

08/01/2026 - 08/31/2026

Rebate Detail Report

MORRISVILLE

DATE 09/17/2026 TIME 3:11:29 PM

REBATE NUM	PROPERTY	CITY TAG	LATE LIST	BILLED INTEREST	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	YEAR FOR	BILLING TYPE	OWNER
INDIVIDUAL PROPERTY ACCOUNTS											
976755	61.23	0.00	0.00	0.00	61.23	8/24/2026	0007089271	2026	2025	000000	KARIR, GORAV KUMAR
977717	69.11	0.00	0.00	0.00	69.11	8/27/2026	0007089456	2026	2025	000000	DHANVANTARI MADHURESH, NIKHILA KASHYAP
977369	10.94	0.00	0.00	0.00	10.94	8/21/2026	0007089571	2026	2025	000000	SANCHEZ, YOANDY ALCIDES
978446	1,911.00	0.00	0.00	0.00	1,911.00	8/31/2026	0006879471	2026	2026	000000	PENSKE TRUCK LEASING LP
976032	176.94	30.00	0.00	0.00	206.94	8/12/2026	0007087017	2026	2025	000000	GUO, KAREN DONG
SUBTOTALS FOR INDIVIDUAL PROPERTY ACCOUNTS	**2,229.22**	**30.00**	**0.00**	**0.00**	**2,259.22**	**2,259.22**		**5 Properties Rebated**			
INDIVIDUAL REAL ESTATE ACCOUNT											
974699	568.68	0.00	0.00	0.00	568.68	8/3/2026	0000372092	2026	2026	000000	ADHIKARI, SHREEKANT
977734	633.42	0.00	0.00	0.00	633.42	8/31/2026	0000249318	2026	2026	000000	WANG, QI
976217	276.41	0.00	0.00	0.00	276.41	8/27/2026	0000495143	2026	2026	000000	PATEL, SANJAY
977735	157.50	0.00	0.00	0.00	157.50	8/31/2026	0000285856	2026	2026	000000	GAULI, RANJIT
SUBTOTALS FOR INDIVIDUAL REAL ESTATE ACCOUNTS	**1,636.01**	**0.00**	**0.00**	**0.00**	**1,636.01**	**1,636.01**		**4 Properties Rebated**			
TOTAL REBATED FORMORRISVILLE	**3,865.23**	**30.00**	**0.00**	**0.00**	**3,895.23**	**3,895.23**		**9 Properties Rebated for City**			

WAKE COUNTY
NORTH CAROLINA

Board of Commissioners
P.O. Box 550 • Raleigh, NC 27602

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VICKIE ADAMSON
SUSAN P. EVANS
CHERYL STALLINGS
SHINICA THOMAS
TARA WATERS

November 3, 2026

Ms. Kayla Bertling, MPA
Town Clerk
Town of Morrisville
100 Town Hall Drive
Morrisville, North Carolina 27560

Dear Ms. Bertling:

The Wake County Board of Commissioners, in regular session on November 2, 2026, approved and accepted the enclosed tax report for the Town of Morrisville.

The attached adopted actions are submitted for your review; no local board action is required.

Sincerely,

Yvonne Gilyard
Clerk to the Board
Wake County Board of Commissioners

Enclosure(s)

Wake County Board of Commissioners Report

Date: 11/02/2026

Approved by: DocuSigned by: Kim Lorbacher

Consideration of Requests for Taxes, Interest and Penalties **BETWEEN $100 AND $500 FOR MORRISVILLE**

No.	Payee	Account Number	Tax & Penalty Rebated		Total Rebated	Total Refunded
1	TRUEVISION EYE CARE O D PA 9640 CLUBVALLEY WAY RALEIGH NC 27617 8604	0006799148-2026-2026-000000	**City**	**46.23**	117.18	117.18
			County	70.95		
			City	**46.23**		
			County	70.95	117.18	117.18

*Total refunded may differ from total rebated due to to payee's remittance of interest or application of payment to other balances owed by the taxpayer.

Marcus D. Kinrade
Wake County Tax Administrator

Signed by: Marcus Kinrade

WAKE COUNTY TAX ADMINISTRATION

09/01/2026 - 09/30/2026

Rebate Detail Report

MORRISVILLE

DATE 10/15/2026 TIME 3:56:58 PM

REBATE NUM	PROPERTY	CITY TAG	LATE LIST	BILLED INTEREST	TOTAL REBATED	PROCESS DATE	ACCOUNT NUMBER	TAX YEAR	YEAR FOR	BILLING TYPE	OWNER
BUSINESS ACCOUNTS											
981013	92.01	0.00	0.00	0.00	92.01	9/21/2026	0006793607	2026	2026	000000	FULL MOON MORRISVILLE LLC
SUBTOTALS FOR BUSINESS ACCOUNTS	**92.01**	**0.00**	**0.00**	**0.00**	**92.01**	**92.01**		**1 Properties Rebated**			
BUSINESS REAL ESTATE ACCOUNTS											
979888	7,169.23	0.00	0.00	0.00	7,169.23	9/15/2026	0000517482	2026	2026	000000	KING COMBS LLC
979004	36,017.96	0.00	0.00	0.00	36,017.96	9/3/2026	0000014526	2026	2026	000000	MCREF WATERFORD LLC
SUBTOTALS FOR BUSINESS REAL ESTATE ACCOUNTS	**43,187.19**	**0.00**	**0.00**	**0.00**	**43,187.19**	**43,187.19**		**2 Properties Rebated**			
INDIVIDUAL REAL ESTATE ACCOUNT											
979866	839.46	0.00	0.00	0.00	839.46	9/10/2026	0000243233	2026	2026	000000	SHAH, VINOD KANTILAL
SUBTOTALS FOR INDIVIDUAL REAL ESTATE ACCOUNTS	**839.46**	**0.00**	**0.00**	**0.00**	**839.46**	**839.46**		**1 Properties Rebated**			
TOTAL REBATED FORMORRISVILLE	**44,118.66**	**0.00**	**0.00**	**0.00**	**44,118.66**	**44,118.66**		**4 Properties Rebated for City**			

Town Council Agenda Item Report

Agenda Item No. 6.c
Submitted by: Kayla Bertling
Submitting Department Administration
Meeting Date: November 24, 2026

SUBJECT
Approval of October Meeting Minutes

Recommendation:
Approve as presented

Updates/History of Briefing:
NA

Executive Summary and Background Information:
Minutes reflect Town Council meetings during October 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
- 20261013 Minutes DRAFT.pdf
- 20261015 Minutes DRAFT.pdf
- 20261027 Minutes DRAFT.pdf

Morrisville Town Council
Regular Meeting Minutes
October 13, 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, Johnson, Kesling, Patel, Scroggins-Johnson, Town Attorney Frank Gray, and Assistant Town Attorney Lori Jones

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*
Kimberly Kowanick, *Deputy Town Clerk*
Kelsey Blackwell, *Administrative Intern*
Tom Dooley, *Fire Chief*
Laura Gough, *Communications Manager*
David Hacker, *Human Resources Director*
Byron Hayes, *Chief Financial Officer*
Margaret Klinger, *Administrative Intern*
Bret Martin, AICP, *Transportation Project Manager*
James Owens, Jr., *IT Support Technician*
Dawn Raab, *Budget Analyst*
Justin Rosser, *Chief of Police*
Mark Spanioli, *P.E., Director of Engineering*
Michele Stegall, *Planning Director*
Phillip Vereen, *Senior Transportation Planner*

1. **Call to Order –** Mayor Cawley called the meeting to order at 6:00 p.m.

2. **Recognition of Sergeant at Arms –** Officer Karri Davis

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

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

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

Brandon Zuidema, Town Manager, requested that Council amend the Regular Agenda to include the Domestic Violence Proclamation be read during the Council Meeting.

DRAFT

Frank Gray, Town Attorney, requested that Council amend the Regular Agenda to note the reason for the closed session was to discuss a personnel matter.

MOTION: Council Member Johnson moved to adopt the Regular Agenda with the addition of to discuss a personnel matter added to number 15 for closed session and the Domestic Violence Proclamation will be read tonight. The motion was seconded by Mayor Pro Tem Robotti and carried unanimously 7-0.

6. Consent Agenda

6.a. Appointment of PZB Vice-Chair (2026-319-0)
Michele Stegall, Planning Director

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

6.b. FY27 Budget Ordinance Amendments 2nd Quarter (2026-350-0)
Byron Hayes, Chief Financial Officer

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

6.c. Resolution Authorizing Street Acceptance for Novel Morrisville (2026-342-0)
Mark Spanioli, P.E., Director of Engineering

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

7. Items Pulled from Consent (if any)

Council Member Johnson requested to pull item 6.d. from the Consent Agenda and that it be discussed at a future meeting.

6.d. Resolution Adopting the 2027 Town Council Meeting Schedule (2026-346-0)
Kayla Bertling, Town Clerk

MOTION: Council Member Johnson made a motion to table Resolution Adopting the 2027 Town Council Meeting Schedule to a future meeting where Council can have an opportunity to discuss. The motion was seconded by Council Member Garimella and carried unanimously 7-0.

8. Proclamations

8.a. Proclamation Recognizing Community Planning Month (2026-349-0)

Council acknowledged a proclamation recognizing Community Planning Month and highlighted that change was constant, and planning was essential to every community. The proclamation was read by Council Member Kesling and was accepted by the Morrisville Planning and Zoning Board (PZB) Chair Lee Langston.

PZB Chair Langston emphasized the importance of the Planning and Zoning Board and thanked members and staff for their participation and work in ensuring community engagement.

8.b. Proclamation Recognizing Fire Prevention Week (2026-344-0)
Council acknowledged a Proclamation Recognizing Fire Prevention Week.

8.c. Proclamation Recognizing Domestic Violence Awareness Month (2026-343-0)
Council acknowledged a proclamation recognizing Domestic Violence Awareness Month and urged the community to become involved in efforts to prevent and respond to domestic violence and show support for the numerous organizations and individuals who provided critical advocacy, services, and assistance to victims. The proclamation was read by Council Member Garimella and was accepted by Seema Kak, Executive Director of Kiran Inc and Marcus Campbell, Morrisville Police Detective.

Executive Director Kak introduced the organization, Kiran, Inc., and explained they served nearly 4,000 individuals annually and roughly 40% of the survivors they served were from Morrisville. She expressed gratitude for the support the agency has received and the opportunity to be part of the Community. She emphasized the smallest presence can make a difference.

Detective Marcus Campbell thanked all the community partners that assisted victims of domestic violence. He emphasized that domestic violence did not discriminate and it was everywhere. He highlighted again the appreciation for partnerships that helped victims get through such difficult situations.

8.d. Proclamation Recognizing Diwali (2026-348-0)
Council acknowledged a Proclamation Recognizing Diwali.

9. Morrisville Speaks: Public Comment
Stefanie Reed, 1672 Legendary Lane, introduced support for the YIMBY movement (Yes in My Back Yard) and advocated to value diversity by supporting access to housing and mobility. She explained that an increase in housing choices would bring new neighbors which would build connections, start businesses, and create opportunities that rippled out to everyone.

Jim Simmons, 100 Golden Horseshoe Circle, advocated for community participation at the Town's upcoming Green Day event. He explained the event provided drive-thru service and offered several stations for recycling and safe disposal.

10. Admin Reports – *For information only unless Council has questions.*
10.a. Quarterly Capital Projects Update (2026-340-0)
Mark Spanioli, P.E., Director of Engineering
There were no questions on this report.

10.b. Morrisville Grants Team Update to Council (2026-334-0)
Dawn Raab, Budget Analyst
There were no questions on this report.

11. Presentations
11.a. Introduction of Administration Interns

Kayla Bertling, Town Clerk
Kelsey Blackwell, Administration Intern
Margaret Klinger, Administration Intern

Kayla Bertling, Town Clerk, introduced two students, Kelsey Blackwell and Margaret Klinger, that are interning within Morrisville's Administration Department for the semester as part of a service-learning opportunity with UNC Chapel Hill. She explained the project would focus on modernization and organization of the Town's Code of Ordinance.

Administration Intern Klinger explained their field of study was political science and expressed gratitude for the opportunity to work with the Town.

Administration Intern Blackwell highlighted her current learning focused on state and local governments. She expressed enthusiasm with the opportunity to observe how public service impacted the community outside of a classroom.

11.b. Town Center District - Branding/Wayfinding/Signage Master Plan Update (2026-254-0)
Jeanne Hooks, Director of Management Services
John Bosio, Principle, Merje

Jeanne Hooks, Director of Management Services, introduced the Town Center District Branding/Wayfinding/Signage Master Plan Update. John Bosio, Merje Principle, explained that during the July 28, 2026, Town Council meeting, Council consensus narrowed the brand option to a similar Town "M" brand that was referred to as the "Fun M" concept. He further explained that Council consensus encouraged use of more vibrant colors and use of a firework burst image. Merje Principle Bosio shared a proposed final concept based on previous Council feedback. Director of Management Services Hooks sought Council feedback and requested consensus to advance the recommended concept for inclusion in the master plan.

Mayor Cawley clarified that the brighter color palette for the social district was favored by Council and supported by community feedback.

Mayor Pro Tem Robotti expressed support for the brighter colors but indicated a preference for Morrisville Town Center to maintain the traditional brand colors.

Council Member Scroggins-Johnson indicated she favored the "Fun M" and traditional colors but wanted to include orange, pink, and purple. She explained she supported the fireworks burst image for the social district and an image that depicted the Town logo colors vertically with a white "Fun M".

Council Member Kesling stated he liked the name Morrisville Town Center and the blue and green with the original Town logo. He noted he had no input on the social district but still felt the "Fun M" reminded him of another brand's logo, especially when incorporating orange. He advocated to use butterflies in the place of fireworks.

Council Member Johnson expressed support for the proposed options and noted favoring the social district logo using the fireworks burst image and including orange in

the color palette.

Mayor Cawley agreed that the “Fun M” reminded him of another brand’s logo and suggested to keep the fireworks burst image to individualize it. He requested an example that used butterflies instead of fireworks and an example that used the original Town colors.

Council Member Patel expressed favoring the recommended “Fun M” images and including orange in the color palette.

Mayor Cawley clarified he preferred the “Fun M” with background colors. Merje Principle Bosio noted advisory committee feedback showed support for the stand-alone “Fun M.”

Director of Management Services Hooks sought Council confirmation on consensus to move forward with the recommending branding, to expand the color palette to include orange and purple, and the original Town colors.

Council Member Kesling questioned the reasoning for changing the color palette. Merje Principle Bosio explained expanding slightly from the corporate colors would support the new district. Director of Management Services Hooks noted previous Council feedback supported vibrant colors.

In response to Council Member Kesling, Merje Principle Bosio explained the “Fun M” connected with the corporate M and described how it mimicked structures within Town Center. Council Member Kesling noted he preferred the “Fun M” with background colors.

Mayor Pro Tem Robotti questioned consensus on including purple and orange and expressed she did not prefer to include those colors. Director of Management Services Hooks explained color palette did not need to be determined tonight and would be discussed again.

Council Member Patel questioned which style of “Fun M” was favored. Director of Management Services Hooks explained the color palette and style would be determined at another time. Council Member Patel noted he preferred the “Fun M” with the background colors.

Council Member Scroggins-Johnson advocated to include magenta, orange, and accenting colors. She requested to see examples that included additional colors.

Council Member Kesling stated he favored the recommended “Fun M” using traditional Town colors. He noted support for the recommended social district colors and logo. Merje Principle Bosio explained additional examples of promotional material would be provided once consensus on the brand logo was complete.

Mayor Cawley reiterated his support for keeping the “Fun M” with the background colors versus stand-alone.

Director of Management Services Hooks provided a street renaming update and explained previous Council feedback supported keeping Carolina Street, Scoggins Avenue, and Jeremiah Street. She sought Council consensus on three suggested street names to complete an application to Wake County to rename Foxglove Drive.

Council Member Scroggins-Johnson expressed support for Morrisville Station Way, Butterfly Landing Way, and Market Green Way. She noted support for moving the application process with Wake County forward.

Mayor Cawley suggested using The Morrisville Way and The Connection Lane. Director of Management Services Hooks explained Wake County guidance was to not include the use of prefix words. Mayor Cawley noted support for Market Green Way and moving the application process with Wake County forward.

Council Member Patel expressed favoring Butterfly Landing Way, Market Green Way, and Morrisville Center. He noted support for moving the application process with Wake County forward.

Council Member Kesling clarified the street was within the social district and suggested using Butterfly Landing Way to connect with the “Fun M” logo using butterflies and the butterfly art icons placed throughout the Town. He noted alternate options he favored were Morrisville Station Way and Market Green Way and supported moving the application process with Wake County forward.

Council Member Johnson expressed support for Morrisville Center Drive, Morrisville Connection Place, and Morrisville Station Way. She noted support for moving the application process with Wake County forward.

Mayor Pro Tem Robotti clarified she did not support changing the street name but identified Butterfly Way, Morrisville Station Way, and Market Green Way as preferences for renaming.

Council Member Garimella expressed favoring Morrisville Station, Morrisville Downtown, and Morrisville Crossing or Morrisville Connection. He noted he did not prefer the suffix Way in any of the street names but did support moving the application process with Wake County forward.

Council Member Kesling advocated if the street name included a reference to butterflies the Town could construct butterfly waystations that were a place for butterflies to stop during migration.

Director of Management Services Hooks explained Council feedback indicated a preference for Market Green, Morrisville Market Station, Butterfly Landing, and Morrisville Connection. She noted Council consensus for moving the application process with Wake County forward. Council Member Kesling requested to include Butterfly Station as an option in the notes.

11.c. Morrisville Smart Shuttle Node Prioritization Policy and Title VI Plan (2026-351-0)

Bret Martin, AICP, Transportation Project Manager

Phillip Vereen, Senior Transportation Planner

Presentation - October 13, 2026

Action - November 10, 2026

Bret Martin, AICP, Transportation Project Manager, introduced Morrisville Smart Shuttle Node Prioritization Policy that resulted from an Alternative Transit Study completed in early 2026. The study recommended retaining the node-based microtransit service model but suggested improving service capacity and access throughout the system to address emerging concerns with ride-booking availability, waiting times, and limited origin and destination offerings. He explained that staff developed a Title VI Plan for the Morrisville Smart Shuttle system to lay out standards, considerations, and procedures for staff to follow that work to ensure the Smart Shuttle system is compliant with Title VI of the Civil Rights Act of 1964. Transportation Project Manager Martin introduced the draft Title VI Plan and sought Council feedback.

In response to Council Member Kesling, Transportation Project Manager Martin explained that community-built benches were not required to be removed but were subject to regulatory standards and had to be permanent fixtures.

Transportation Project Manager Martin introduced the draft Morrisville Smart Shuttle Node Prioritization and Phasing Policy. Phillip Vereen, Senior Transportation Planner, reviewed a schedule for Smart Shuttle service improvements.

In response to Council Member Kesling, Transportation Project Manager Martin clarified route 311 from Apex to RTC (Regional Transit Center) was not within the Wake Bus Plan's jurisdiction. Council Member Kesling requested an update on Davis Drive. Transportation Project Manager Martin explained Phase 1 of the Wake Bus Plan had concluded, and a project prioritization policy was in the process of being updated.

Council Member Kesling questioned if the prioritization rating schedule was adaptable to changes in the transportation system. Transportation Project Manager Martin confirmed the node-based approach was adaptable to changing travel patterns and changing transit provision conditions throughout the Town.

In response to Council Member Kesling, Transportation Project Manager Martin explained that the next step in the process was for Council to receive a list of prioritized nodes and would have the ability to provide feedback and modify the plan. He noted that the prioritized list included information gathered from public input. Council Member Kesling advocated to continue public input and to ensure the process was assessable.

Council Member Scroggins-Johnson advocated to include additional public input and praised the efforts to accommodate senior resident's needs. She suggested expanding the node prioritization to 10 nodes and including the new Wake Medical facility as an option.

Council Member Scroggins-Johnson expressed concern that the public may not receive updates regarding the new appearance of the shuttles and advocated to publish updates sooner and expand the announcement beyond traditional media posts.

Mayor Cawley advocated to ensure the updated All America City logo was included in the new shuttle appearance.

Council Member Kesling questioned if there was data on kids and teens using the shuttle for trick or treating. Transportation Project Manager Martin explained there was not, but they could incorporate Halloween graphics in the announcement due to the publishing being near the holiday timeframe.

12. New Items

12.a. Resolution and CPOA Authorizing Phase 2 of the Design-Build Delivery for Church Street Park Field Reconstruction Project (2026-333-0)

Mark Spanioli, P.E., Director of Engineering

Mark Spanioli, Director of Engineering, introduced Phase 2 of the Design-Build Delivery for Church Street Park Field Reconstruction Project. He explained 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) was $4 million. He noted that was $1 million over the original budgeted project cost but the additional funds could be allocated from the Parks Capital Reserve Fund.

Mayor Pro Tem Robotti expressed concern that multiple phases of the project had been completed without notification of the unexpected expenses. She questioned what factors had led to those unforeseen costs. Director of Engineering Spanioli explained at the time the estimate included the physical implementation but did not consider design costs, administrative costs, and general contractor fees.

In response to Council Member Garimella, Director of Engineering Spanioli stated the cost to upgrade the lighting was $2 million. Brandon Zuidema, Town Manager, explained the project's grant from Wake County was for a 40% reimbursement, and the Town was not eligible to submit reimbursement until the full spending of $5 million had been completed.

Council Member Garimella sought clarity on what specific part of the project caused the miscalculation in estimated expenses. Director of Engineering Spanioli stated the cost and intensity of the drainage system exceeded expectations.

In response to Council Member Garimella, Town Manager Zuidema stated there was no guarantee the Town would host Major League Cricket next year. Council Member Garimella expressed that his concern was that when the Town was presented with the concerns from American Cricket Enterprises (ACE), the Town went above and beyond to fix the issues, but ACE has not shown commitment on their part. Town Manager Zuidema acknowledged Council Member Garimella's concern and explained the improvements would be beneficial to the Town regardless of a contract with ACE.

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Council Member Garimella stated he was concerned that the current contract limited other entities' use of the field and he strongly urged the Town to have an in-person meeting with the organization to solidify their commitment.

Council Member Patel expressed agreement that the amount of underestimated project costs was concerning and sought clarity on the condition of the original field. Director of Engineering Spanioli explained the original field had perimeter drainage that did not maintain the center field. In response to Council Member Patel, Director of Engineering Spanioli explained that criteria was given for drainage expectations that included an intensity of rainfall events and expectations on drainage timeframes after a rain event occurred.

Council Member Patel questioned how long recovery of investment may take. Town Manager Zuidema stated if contracts with the current league continued, it could take 10 years optimistically. Council Member Patel expressed concern with the timeframe and noted resident concerns with not having full access to the field. In response to Council Member Patel, Town Manager Zuidema, explained that if the current league did not bring matches (events), it would be a violation of the current contract.

In response to Council Member Patel, Director of Engineering Spanioli explained that to complete the drainage work, the existing pitches had to be removed and replaced.

Council Member Scroggins-Johnson stated the cricket field was not being enjoyed by the tax paying residents. She expressed concern with the increased cost of construction and the potential for additional costs should another unexpected incident occur. She advocated to locate alternate funding sources and suggested exploring partnerships. Council Member Scroggins-Johnson stated she was concerned with investing a significant amount of money without resident support.

Mayor Cawley stated he supported the idea of partnering with other entities for additional funding. He stated 90% of the field was used daily with the exception of the pitches and explained he felt the investment would benefit the community and bring international and major league attention. Mayor Cawley expressed support to move through the current contract and find additional rental and investment opportunities.

Council Member Johnson expressed disappointment with the current situation and questioned options to delay or cancel the improvements. Director of Engineering Spanioli explained if the project was canceled, the Town would be ineligible to claim the grant which could hinder the Town's ability to be awarded future grants. Town Manager Zuidema stated another consequence would be that ACE (American Cricket Enterprises) would not return with major league cricket. He explained that if the project was completed, the field would be open to full international play, and the improvements would allow greater community access.

Council Member Kesling questioned if the improvements would allow more public use of the field and explained he had previously understood the field was fragile. Town Manager Zuidema explained the field would be useable, but the pitches would require protection.

Mayor Pro Tem Robotti sought clarity on if approved, where the additional funding would come from. Byron Hayes, Chief Financial Officer, explained funding would come from the Parks Capital Reserve Fund. Town Manager Zuidema explained it would not remove funding from current projects.

In response to Council Member Patel, Chief Financial Officer Hayes explained if approved and the funds used, the remaining balance for the Parks Capital Reserve Fund would be $1 million. Council Member Patel advocated that international exposure could open the door for additional sponsorships. He noted that other cricket fields in the United States were twice as large as the Town's field, but the other locations tax revenue was 40% higher than the Town's.

Council Member Garimella suggested an alternate solution would be to cover the field prior to rain events which has been done in Sri Lanka. He suggested if ACE did not come back the following year, then the Town should seek conjunctive damages.

Council Member Kesling suggested delaying a vote on the resolution and requested to hear proposed projects in the Parks Master Plan prior to deciding. Town Manager Zuidema explained postponing the decision past two weeks would interfere with the construction timeline and the Town's ability to host major league for the following year.

Council discussed postponing a vote for the resolution until after the Parks Master Plan was presented. Council Member Johnson expressed concern that delaying construction would result in increased costs and requested to be provided with information on potential sponsorships. In response to Council Member Patel, Town Manager Zuidema explained current contracts with ACE legally prioritized the field for their use. Town Manager Zuidema stated he could get a list of identified projects from the Parks Master Plan for Council's review. Council reached consensus to bring the resolution back on October 27, 2026.

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 Johnson expressed deep sympathy for the loss of two valuable members of the community. She described Dr. Ajit Dixit as an active member of Morrisville CERT and Steve Baker as a former Morrisville volunteer fire fighter and active public servant. She recognized their families and wished them peace and comfort.

Council Member Kesling expressed condolences for Andrew Brokes, a City of Durham fire fighter that lost his life last week.

Mayor Cawley followed in sympathy for Ajit and remembered his active participation in providing food resources to the community during COVID. He expressed gratitude to first responders, public works staff, and crossing guards that made the morning School Walk from Morrisville Community Park to Morrisville Elementary. He explained more students and parents joined the event each year. Mayor Cawley expressed excitement

for the upcoming festival season and advocated for fireworks safety.

Mayor Pro Tem Robotti expressed condolences for both families and remembered Steve for his work with the Veteran's Committee.

Council Member Johnson expressed appreciation for Morrisville Fire Department's presence at Steve's memorial and noted Will Granger, Senior Administrative Support Assistant, played the bag pipes. She explained that the gesture meant a lot to the family.

15. Closed Sessions

15.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 9:41 p.m.

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

Council ended closed session at 11:21 p.m.

16. Adjournment

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

Mayor Cawley adjourned the meeting at 11:22 p.m.

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Morrisville Town Council
Regular Meeting Minutes
October 15, 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, Kesling, Patel, and Council Member Scroggins-Johnson

Absent: Council Member Garimella

Staff: Brandon Zuidema, *Town Manager*
Giselle Rodriguez-Villanueva, *Deputy Town Manager*
John Letteney, *Assistant Town Manager*
Jeanne Hooks, *Director of Management Services*
Kimberly Kowanick, *Deputy Town Clerk*
Officer Karri Davis, *Sergeant at Arms*
Laura Gough, *Communications Manager*
Byron Hayes, *Chief Financial Officer*
Paul Huessard, *Strategic Performance Manager*
Cindi King, *Parks, Recreation and Cultural Resources Director*
Bret Martin, *AICP, Transportation Project Manager*
Eric Pearson, *Senior Capital Projects Manager*
Mark Spanoili, *P.E., Director of Engineering*
Michele Stegall, *Planning Director*
Rodney Watkins, *GIS Manager*
Matthew Wetherell, *Public Works Director*

1. Call to Order – Mayor Cawley called the meeting to order at 6:02 p.m.

Council Member Scroggins-Johnson sought clarity on the addition of an item on the agenda. Town Manager Zuidema explained that the item, Resolution Adopting the 2027 Town Council Meeting Schedule, was tabled at the last Council meeting and was proposed as an addition to the agenda.

MOTION: Council Member Johnson made a motion to add the item Resolution Adopting the 2027 Town Council Meeting Schedule to the agenda. Council Member Johnson seconded the motion which carried unanimously 6-0.

2. Discussion Items

2.a. Resolution Adopting the 2027 Town Council Meeting Schedule (2026-346-0) Kayla Bertling, Town Clerk

Brandon Zuidema, Town Manager, introduced the 2027 Town Council Meeting Schedule and explained the item had been tabled at the previous Council meeting on

October 13, 2026. Council Member Johnson explained she had requested the item be pulled from the consent agenda to have an opportunity to discuss rescheduling the work sessions to alternate weeks. Town Manager Zuidema reviewed the proposed calendar dates.

Council discussed the proposed 2027 Town Council Meeting Schedule. Council Member Scroggins-Johnson expressed she preferred the current schedule that had no meeting at the beginning of July. Council Member Johnson expressed her agreement and indicated her preference for maintaining three-week breaks when circumstances allowed.

Mayor Cawley reminded Council that work sessions were scheduled on the same week as regular meetings to allow Council to maintain personal travel arrangements. Council Member Scroggins-Johnson stated she preferred the regular meetings and work sessions be in the same week as it supported her business travel needs. Council Member Patel agreed and expressed having the same business requirements. Mayor Cawley noted there was a week break between work sessions and the following regular meeting. Council Member Robotti stated it was difficult for her to maintain two meetings in a week and supported spacing the meetings out. Town Manager Zuidema clarified staff had no preference on the proposed meeting calendar.

Council Member Johnson questioned if remote participation could be used as a way for Council to travel for work and attend meetings. Council Member Patel highlighted a preference for in person meetings and his travel work schedule would limit remote participation. Council Member Scroggins-Johnson explained that closed sessions would not allow Council members to participate remotely. Council discussed travel work obligations could arise suddenly, limiting the availability to schedule weekly Council meetings.

Council Member Kesling identified the three-week breaks in the proposed calendar beginning after a Thursday work session. He suggested beginning the three-week break after a Tuesday regular meeting. Council Member Scroggins-Johnson stated they needed a seventh voice to determine the final schedule. Mayor Pro Tem Robotti sought Council consensus to move the three-week breaks to start on a Tuesday. Council Member Scroggins-Johnson expressed support. Mayor Pro Tem Robotti agreed. Council Member Patel noted support. Council Member Johnson stated it would provide some relief.

Council discussed outside travel obligations and the opportunity to move a May meeting due to additional meetings scheduled that month. Council highlighted the last meeting in May was a tentative meeting in preparation for additional time needed for budget conversations.

Town Manager Zuidema reviewed Council’s request to move the work session on March 25 to March 18 and move the work session on August 26 to August 19 to begin three-week breaks after Tuesday regular meetings. He reviewed proposed budget meeting dates. Council Member Johnson reminded Council that the first week in May was the North Carolina League of Municipalities conference. Town Manager Zuidema

offered to move the work session on May 13 to May 20. Council Member Johnson expressed support. Mayor Cawley agreed. Town Manager Zuidema reminded Council they could hold an afternoon work session when needed.

Town Manager Zuidema reviewed Council's request to change meetings to March 18, August 19, and May 20. He stated he would discuss the proposal with Council Member Garimella. The Resolution Adopting the 2027 Town Council Meeting Schedule will be added to a future agenda.

2.b. Financial Stability Through Analytics Presentation (2026-336-0)
Paul Huessard, Strategic Performance Manager

Paul Huessard, Strategic Performance Manager, introduced the Financial Stability Through Analytics Presentation and highlighted the Town's current financial stability methods that included organizational resiliency, economic prosperity, and sustainable, livable community growth. He provided information on two proposed methodologies for analyzing the Town's financial stability, Geospatial Analysis and the Strong Towns Financial Decoder, that came from the August Council retreat and a Council roundtable discussion.

Strategic Performance Manager Huessard explained geospatial analysis used maps, location data, and geographical information to identify trends and make projections. He noted the analysis did not predict incoming development nor forecast future tax revenue without making significant assumptions.

Council Member Scroggins-Johnson advocated that there was greater value to geospatial analysis than just financial and population data. She highlighted the allocation of sales tax for Wake County and other avenues of revenue for the Town. She detailed geospatial analysis had been used previously for a special census that reported a substantial growth rate and resulted in higher sales tax revenue for the Town. Council Member Scroggins-Johnson advocated to use geospatial analysis for revenue/investment, redevelopment, and trends/data. She noted that traditionally the Town would hire consultants, but the Town had employees with geospatial experience. Strategic Performance Manager Huessard clarified GIS staff could complete some tasks but information may range outside of their knowledge base. Council Member Scroggins-Johnson strongly advocated to maximize staff capabilities and encouraged enthusiasm around opportunities.

Council discussed clarification on the purpose of geospatial analysis and expectations for the presentation. Strategic Performance Manager Huessard clarified that some information was easier to conceptualize when looking at a map rather than viewing numerical values. He highlighted alternate usage included financial analysis of the Town, such as highest density of employment, highest density of current residency and potential forecasting of potential tax revenue. Council Member Kesling explained he had requested information at a previous Council retreat. He stated taxes were derived from property values and property values drove decisions that could be made. Council Member Kesling highlighted revenue growth was slowing and a goal was to ensure the Town was making efficient decisions with limited land. He explained utilizing geospatial analysis was one option to explore when looking at high value per acre. He noted that using geospatial analysis would provide more visual aids for

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comprehension.

Council Member Kesling referenced a website from Wilson County, NC that explored how analysis examined land use choices that influenced the fiscal health of communities. Council Member Patel questioned how the Town currently made land use decisions. Town Manager Zuidema explained that Land Use Plan guided land use decisions and included zoning and use recommendations that dictated what goes where and why.

Council Member Johnson advocated that Council should express their focus and goals for staff but not dictate which programs to use. She identified her interest was land use, financial impact, future resiliency, sustainability, and maintaining the Town as a great place to work and live affordably.

Council Member Kesling questioned if fiscal productivity was used to develop the Land Use Plan. Jeanne Hooks, Director of Management Services, explained staff had looked into financial impacts, revenue projections, and an in-depth analysis of revenue turnaround. She noted during redevelopment of Park West Village, staff took into consideration value per acre and made conservative estimates that have now exceeded actual outcome models.

In response to Council Member Patel, Town Manager Zuidema summarized the presentation was to provide information on potential uses of geospatial analysis. Council Member Johnson advocated to ensure the cost of using the tool supported the end result. Mayor Pro Tem Robotti stated her intention was not to direct staff on how to gather information but to ensure all avenues were used and to provide sources for data. Mayor Cawley cautioned that the market and legislature could limit Council decisions and ultimately determine land use and development. He expressed support for geospatial analysis as a tool for redevelopment that Economic Development could use to guide incoming industries.

Strategic Performance Manager Huessard explained the Strong Towns Financial Decoder was designed to help cities, towns, and neighborhoods understand whether their current development and spending patterns were financially sustainable over the long term. He emphasized that the seven metrics within the Financial Decoder were recommended by Canadian Association of Government Finance Officers (CAGFO) and the assumptions did not always line up with North Carolina standards. He advised Council that a deterrent to the program was any information presented on the site was able to be edited by any third party.

Mayor Pro Tem Robotti stated she supported foreshadowing potential outcomes such as what would happen if more apartments were added. She advocated for simplified visualization graphics that displayed the financial health of the Town, such as potential delays in maintenance. She expressed concern that anyone could update and edit presented information.

Council Member Patel emphasized data security was a concern but supported data and data visualization presented in a secure way.

Council Member Scroggins-Johnson expressed support for a curated portal but was concerned with the ability for anyone to edit data.

In response to Council Member Scroggins-Johnson, Rodney Watkins, GIS Manager, explained the Town was actively monitoring and updating data in Open Data. He noted there are upcoming site improvements and additional data sites pending. Strategic Performance Manager Huessard confirmed the data on Open Data was raw and not visualized.

In response to Council Member Patel, Performance Manager Huessard provided an example of how data on the Strong Towns website could be altered by any third party. Council Member Patel sought clarity ion whether an intended change to the overview of the data updates by the program developer would occur. Performance Manager Huessard stated there would not be any such review.

Council Member Johnson advocated to have one site that the public could go to for easily digestible and visually displayed information.

Council Member Kesling provided an example that if a goal was to hang a picture on the wall the Town had to determine what type of hammer to use. He stated that Strong Towns was a hammer but he favored the Town curating its own tool to hang the picture of Morrisville. He noted he favored the charts in Strong Towns that included long term trend data that could help understand how decisions compound over time. He stated that the Town was investing $1 to $1.2 million from the base general fund into paving, but despite receiving Powell Bill funds, there were other obstacles such as the gas tax being momentarily suspended. He explained there was a 20-year report that showed flat funding would not cover the Town wide average pavement condition index above the Council's goal of 85 in 2045. He advocated to prevent network degradation, the Town must increase the annual allocation and he wanted to use the tool to understand how delaying investment now would impact future conditions.

Council Member Kesling advocated to consider how budget decisions lead to future impacts. He noted that there was a proposed GASB rule, infrastructure assets program, that would require governments to report infrastructure condition assessments and maintenance schedules desegrated by specific network, separating roads from stormwater pipes and sidewalks. He explained that the rule would represent required versus actual maintenance for each distinct network. Chief Financial Officer Hayes explained the proposed GASB rule on infrastructure was in the process of being reviewed and cautioned it was too early to change financial statements based on a draft version.

Council Member Johnson agreed that Council should always understand the ramifications of financial decisions. Chief Financial Officer Hayes described two tools that Finance used for evaluation, LGC Indicators of Concern derived from the audit, and Credit Rating Agencies used performance indicators for bond ratings. Council Member Kesling stated a valuable way to look at trends was through a chart.

2.c. Capital Investment Program 4-year Major Update (2026-352-0)
Jeanne Hooks, Director of Management Services

Mark Spanioli, P.E., Director of Engineering
Byron Hayes, Chief Financial Officer

Director of Management Services Hooks introduced the Capital Investment Program (CIP) 4-year Major Update that included a policy process overview, identified interests and influences, and discussed engagement. She highlighted the Town had $98 million in investments with active projects and $58 million in projected CIP. Mayor Pro Tem Robotti acknowledged Director of Management Services Hooks' diligent work on the project. Director of Management Services Hooks emphasized that staff participation was the driving force.

Director of Management Services Hooks reviewed the policy process overview and highlighted policy drivers. Mark Spanioli, P.E., Director of Engineering, explained a 5-year plan included a year to finalize planning, a year to complete project design, and then future years to construct the project. Director of Management Services Hooks discussed the balance between an initial construction investment and coordinating ongoing operational investments that would be included in the annual budget. She highlighted a traditional timeline for CIP prioritization. Mayor Pro Tem Robotti expressed concern with conducting community engagement in December due to the busy holiday season and suggested extending it into January. Council Member Scroggins-Johnson agreed with the suggestion.

In response to Council Member Scroggins-Johnson, Director of Management Services Hooks explained the Town planned to expand on the yearly Budgetopia training program. Council Member Scroggins-Johnson explained Budgetopia was a hands-on activity that provided real world budget scenarios for Council Members to participate in and provided immediate feedback on outcomes of potential funding decisions.

In response to Council Member Patel, Director of Management Services Hooks explained the CIP timeline offered at 4–5-year major update, a 2-year touch point, and yearly adoption of capital budget appropriations.

Director of Engineering Spanioli explained how project concepts were developed. Director of Management Services Hooks reviewed the Council prioritization toolbox and project evaluation criteria. She sought Council feedback on the Paired Comparison Exercise and Eisenhower Quadrants Exercise that were completed by Council during their annual retreat. Mayor Pro Tem Robotti stated she enjoyed both exercises and receiving the areas of consensus prior to retreat was helpful for discussions. Mayor Cawley agreed that both exercises were beneficial. He advocated to maintain focus on current projects to be observant of taxpayer dollars.

Council Member Scroggins-Johnson advocated to include additional information on each proposed capital project. She requested notice of areas that may contain gaps and provided the concept of an art center as an example. Director of Management Services Hooks recognized the additional need for observing future operating expenses.

Could Member Patel requested to include funding sources for each project. Director of Management Services Hooks agreed and noted the opportunity to highlight available grants.

Council Member Kesling requested to explicitly include decarbonization as a criteria or strategic driver. He advocated to cut emissions and to align emission reduction goals and public investments. He highlighted the use of solar panels, greenway expansion, and electric vehicle charging stations. Staff explained the process for updating criteria was through a vote of Council and highlighted sustainability efforts were included within the Master Sustainability Plan.

Council Member Johnson expressed appreciation for the practices and noted continued Council consensus in expectations.

Council Member Kesling shared information from the World Bank's Policy Research Working Paper titled *Climate-Informed Decisions: The Capital Investment Plan as a Mechanism for Lowering Carbon Emissions*. He highlighted that local governments typically did not incorporate climate considerations into capital investment decisions made during the normal budget cycle and advocated for changing this practice.

Director of Engineering Spanioli provided updates on major projects in progress. Director of Management Services Hooks discussed fiscal capacity from FY2028 (fiscal year) to FY2032. In response to Council Member Johnson, Director of Management Services Hooks clarified the updated expenses for the cricket field were already included in the major project updates. In response to Council Member Patel, Director of Engineering Spanioli confirmed the cost estimates presented were current for committed projects and funding was already allocated.

Council Member Kesling advocated for a Strong Towns idea called small bets. He noted small bets were low risk investments, such as wayfinding signs or installing a butterfly waystation at Town Center.

In response to Council Member Kesling, Director of Management Services Hooks explained that slow revenue impacts were considered by staff and detailed in a funding model. She highlighted the Town's collaboration with financial advisors and alternate funding sources.

3. Adjournment

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

Mayor Cawley adjourned the meeting at 9:11 p.m.

Morrisville Town Council
Regular Meeting Minutes
October 27, 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, Johnson, Kesling, Patel, Scroggins-Johnson, Town Attorney Frank Gray, and Assistant Town Attorney Lori Jones

Staff: Brandon Zuidema, *Town Manager*
Giselle Rodriguez-Villanueva, *Deputy Town Manager*
Jeanne Hooks, *Director of Management Services*
Kayla Bertling, *Town Clerk*
Kimberly Kowanick, *Deputy Town Clerk*
Lance Brown, *Athletics Facility Maintenance Tech III*
Tom Dooley, *Fire Chief*
Byron Hayes, *Chief Financial Officer*
Amelia Hosine, *Small Business Specialist*
Kevin Kelly, *Athletics Facilities Maintenance Supervisor*
Cindi King, *Parks, Recreation and Cultural Resources Director*
Bryan Rhea, *Athletic Program Manager*
Michele Stegall, *Planning Director*
Matt Wetherell, *Public Works Director*
Megan Young, *Parks, Recreation and Cultural Resources Assistant Director*

1. **Call to Order –** Mayor Cawley called the meeting to order at 6:00 p.m.

2. **Recognition of Sergeant at Arms –** Detective Cody Lee

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

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

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

Frank Gray, Town Attorney, requested that Council add a closed session to protect attorney-client privilege to the agenda.

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

6. Consent Agenda

6.a. Approval of September Council Minutes
Kayla Bertling, Town Clerk

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

6.b. Fall Advisory Committee Appointments (2026-364-0)
Kimberly Kowanick, Deputy Town Clerk

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

6.c. Plat Review Officer Appointments (2026-357-0)
Michele Stegall, Planning Director

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

6.d. Stormwater Runoff 5K Fee Schedule Amendment (2026-360-0)
Ben Mills, Stormwater Engineering Manager

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

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

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

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

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

7. Items Pulled from Consent (if any)
No items were pulled from the Consent Agenda.

8. Morrisville Speaks: Public Comment
Katie Long, 132 Chinabrook Ct, shared a public safety concern for increasingly unsafe operation of e-bikes, particularly by minors. She emphasized that parents had a responsibility to ensure young riders understood rules and safety. She asked the Council to consider ordinances to regulate safe operation. Community Member Long emphasized she was not asking for a complete ban but urged the Council to emphasize responsibility and public safety.

DRAFT

Robin Wilson, 305 Mannington Dr, shared a public safety concern for increasingly unsafe operation of e-bikes, particularly by minors. She shared she had been run off a sidewalk by an e-bike user. She shared that minors were riding at high speeds, often with passengers or doing stunts, and without helmets. Community Member Wilson urged Council to require mandatory safety training, strengthen enforcement, and encourage parent responsibility.

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

10.a. Council Expenditures Quarterly Report (2026-362-0)
Kayla Bertling, Town Clerk

Town Clerk Kayla Bertling reviewed the report. Mayor Pro Tem Robotti requested future reports include a link to where the reports were stored on the Town's website.

10. Action Items

10.a. Resolution and CPOA Authorizing Phase 2 of the Design-Build Delivery for Church Street Park Field Reconstruction Project (2026-333-0)
Brandon Zuidema, Town Manager
Mark Spanioli, P.E., Director of Engineering

Town Manager Brandon Zuidema led Council discussion on the Church Street Park Field Reconstruction Project. Council previously discussed the item on October 13, 2026. He shared since the October 13 meeting, staff had met with both American Cricket Enterprises (ACE) and the International Cricket Council (ICC) Americas about potential matches in 2027 and 2028. ACE would not confirm (even with the field improvements) whether major league cricket would return to Church Street Park, citing the development of a field in Maryland supporting the Washington DC franchise. ICC Americas indicated they were very interested in hosting Olympic warmup matches at the park and interested in a longer-term partnership with the Town. Staff also spoke with Wake County regarding the project's Hospitality Tax Grant funding. The Town could request the agreement be amended to fund only the lighting portion of the project, but there was no guarantee the request would be honored. Town Manager Zuidema shared there was not yet interest in sponsored naming rights to Church Street Park, partly due to the Town's ongoing contract with ACE.

Town Manager Zuidema reviewed use opportunities for the field, emphasizing the importance of the project for increasing structured and open play for the community. Council viewed the preliminary Parks Master Plan Priorities.

In response to Mayor Pro Tem Robotti, Public Works staff clarified that without the improved drainage, the field would degrade overtime. Following heavy rain, staff replenished the top dressing of the field to help maintain the field. However, the field would continue to degrade overtime. Mayor Pro Tem Robotti acknowledged the Town had spent considerable funds on the field already, but felt the Town may need to move forward with the increased cost to preserve quality.

In response to Council Member Scroggins-Johnson, Town Manager Zuidema advised Council to consider events that were never booked due to fear of weather cancellations. He believed there were no public events that were turned away, noting that staff worked to find alternative venues when needed. He commended staff for recently being able to return an annual community Bathukamma event to Church

Street Park.

In response to Council Member Scroggins-Johnson, Town Manager Zuidema acknowledged that additional amenities, including locker rooms and other supporting facilities, may be needed to attract larger events and league play. Those amenities were identified in the Town's 2025 Church Street Vision study. He noted that more economical options could be considered, though decisions regarding location and implementation would need to be made by Council. He advised that improved drainage remained a critical investment to increase field availability for the community and support tournament use. Future Council discussions would determine the desired level of development for the park. He noted that implementation of the higher-end recommendations from the park's vision study would likely require sponsorships and private partnerships.

Council Member Johnson expressed support for moving forward with the drainage improvements, noting concerns about the continued deterioration of the field and the impacts of limited public use. She appreciated staff's work for the recent Bathukamma event. She acknowledged concerns regarding future investments that may be needed at the park and emphasized the importance of establishing a long-term vision for Church Street Park. She also expressed concern regarding the limited use of the facility by major league cricket. In response, Town Manager Zuidema advised that staff was preparing an amendment to the ACE agreement to address some concerns.

Council Member Garimella did not have confidence that major league cricket would return, but he was hopeful for USA Cricket and Olympic warmups. He expressed support for moving forward with the drainage improvements. He emphasized the need for basic locker room facilities at Church Street Park, particularly to support women's cricket, and suggested that locker room improvements be considered alongside the drainage project to minimize impacts and costs. He stated that the park already offered high-quality playing facilities and practice pitches, and believed that providing basic locker room amenities would address a significant remaining need at the facility.

Mayor Cawley expressed support for moving forward with the drainage improvements and encouraged further discussion on locker room facilities in the near future.

Council Member Patel advised Council that the importance of the project was not under question as the project had already been approved. In response to Council Member Patel, Town Manager Zuidema advised that the drainage improvements would not have a significant impact on the Town's operating budget but could affect future Capital Improvement Program priorities by limiting resources available for other projects. He clarified that the improvements would reduce the amount of staff time required to prepare the field following heavy rain events.

Council Member Kesling expressed support for moving forward with the drainage improvements, emphasizing the importance of Church Street Park as a community asset and the role of cricket within the community. He expressed concerns regarding the ACE agreement and its impact on future investments at the park. He advised Council that the Town's decisions should be guided by community benefits rather than the potential return of major league cricket or Olympic-related activities. He further

noted that lessons learned from the agreement should inform future partnerships and agreements.

Mayor Pro Tem Robotti expressed interest in the potential use of temporary locker room facilities and asked whether they could be implemented concurrently with other improvements. She also inquired about opportunities for additional meeting space at the park. In response, Town Manager Zuidema clarified that meeting space was not under consideration and noted that the primary challenge associated with locker room facilities was identifying an appropriate location. The addition of locker rooms would require the displacement of an existing park amenity. Staff would develop comprehensive cost estimates for locker room facilities.

Council Member Scroggins-Johnson expressed support for coordinating plumbing infrastructure with the drainage improvements to minimize underground construction and maximize the return on investment. In response, Town Manager Zuidema advised that project timing could be challenging due to stormwater requirements and jurisdiction constraints. He noted that staff would provide additional information regarding locker room options following Council direction on the drainage project. Council Member Scroggins-Johnson noted that investing in semi-permanent facilities could be more cost-effective than continuing to rent facilities for individual events.

Council Member Garimella encouraged staff to evaluate opportunities to coordinate drainage and plumbing improvements for locker rooms. Town Manager Zuidema emphasized that the drainage project could not be delayed while locker rooms were evaluated.

Council Member Kesling was not supportive of incorporating locker room facilities into the current drainage project. He cautioned against advancing additional improvements solely to satisfy the ACE agreement. Town Manager Zuidema noted that locker room facilities would provide benefits beyond those associated with the ACE agreement.

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

MOTION: Council Member Johnson moved to approve Capital Project Ordinance Amendment 2026-233-0 of the Morrisville Town Council Amending the Parks Capital Project Fund Ordinance. The motion was seconded by Mayor Pro Tem Robotti and carried unanimously 7-0.

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

Council Member Patel thanked staff for the Town's recent Diwali event

Council Member Kesling thanked staff for the Town's recent Diwali event. He reminded the public to vote in the upcoming election.

Mayor Cawley shared that the Town was honored to welcome the U.S. Ambassador to Switzerland. He reminded the public to vote in the upcoming election. Mayor Cawley encouraged the public to attend the upcoming Boo Bash event.

Mayor Pro Tem Robotti reminded the public to vote in the upcoming election, emphasizing the importance and sharing information on early voting.

Council Member Scroggins-Johnson reminded the public to vote in the upcoming election, emphasizing the importance.

Council Member Garimella reminded the public to vote in the upcoming election. He thanked staff for their efforts to accommodate an event for Bathukamma.

Town Manager Zuidema celebrated the work of Economic Development Director Tiffany McNeill to elevate the Town to the national stage. The Town's ability to support speed-to-market was praised at a recent economic development conference.

Recess at 7:25 p.m.
Reconvene at 7:43 p.m.

13. Work Sessions

13.a. Town Center Updates

Brandon Zuidema, Town Manager
Mark Spanioli, P.E., Director of Engineering

Deputy Town Manager Giselle Rodriguez shared updates on the construction of Town Center. Engineering Director Spanioli shared construction progress, highlighting the project was on schedule. He highlighted the Town's monthly video updates for the public.

Deputy Town Manager Rodriguez shared the developer had requested approval of overnight concrete pours. The pours beginning at 5:30 a.m. were approved by Town Manager Zuidema. She noted residents living near the project received advance notice through door hangers and that staff had not received any complaints to date. She shared the developer also requested some pours beginning at 1 a.m. and 3 a.m. Town Manager Zuidema wanted Council input prior to approval of those pours. Engineering Director Spanioli explained the logistical reasons associated with the early concrete pours. He shared there were eleven early morning pours requested. Town Manager Zuidema noted staff was gathering additional information regarding anticipated noise levels. Council discussed the community impacts. Staff advised that traffic associated with the pours would remain within the project area and that each approved request represented a single day of activity. Staff further noted that additional requests could be submitted as the project continued. Council supported staff's approach to minimizing resident impacts, and were supportive of approving the pours.

Deputy Town Manager Rodriguez advised Council of a requested road closure

impacting Town Hall Drive. The closure was related to the project's stormwater improvements. Engineering Director Spanioli advised that the originally proposed closure could last up to four months due to the complexity of the work and the size and depth of the required infrastructure. Staff emphasized the closure would have an impact on traffic and public safety response time. Deputy Town Manager Rodriguez emphasized that staff directed the developer to explore alternative approaches but advised Council that those could increase project costs and duration. Staff confirmed there would be no impacts to the Indian Creek Greenway and advised that the Airport Boulevard Extension project would not require a complete closure of Town Hall Drive.

Deputy Town Manager Rodriguez introduced a concept for a veteran and first responder recognition feature within Town Center. Council previously directed staff to research the project during a Council Roundtable. Staff presented preliminary concepts, including a memorial wall and commemorative benches. Town Manager Zuidema clarified there was no allocated funding yet. Council discussed design preferences and expressed interest in comfortable, commemorative benches. Staff advised that additional design details and cost estimates would be developed and presented at a future meeting. Council supported staff continuing to explore recognition feature options.

Deputy Town Manager Rodriguez reminded Council on the approximately 4,000 square feet of retail space available to the Town through the Town's public-private partnership agreement with Singh Development. Staff presented the possibility of using the space for a coworking, incubator, or small business support facility. Council discussed the opportunity and did not reach consensus on the proposal. Council Member Johnson was strongly opposed to any long-term financial commitment, and encouraged staff to explore if Singh could rent the space to a different tenant. Individual Council Member preferences for the space varied. Staff would explore additional options and return for further discussion.

Small Business Specialist Amelia Hosine shared information on small business support offered by the Town.

13.b. Finance & Personnel Policy Review (2026-356-0)
Byron Hayes, Chief Financial Officer
David Hacker, Human Resources Director
Matt Wetherell, Public Works Director

Due to time constraints, Council postponed the presentation.

MOTION: Mayor Pro Tem Robotti made a motion to move Town Governance Policy discussion to sometime in January. Council Member Scroggins-Johnson seconded the motion which carried unanimously 7-0.

14. Closed Sessions

15.a. Closed Session Pursuant to NCGS 143-318.11(a)(6) to discuss a personnel matter.

15.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)(6) to protect attorney client privilege and to discuss a personnel matter. Council Member Patel seconded the motion which carried unanimously 7-0.

Council entered closed session at 9:20 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 11:00 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.

Mayor Cawley adjourned the meeting at 11:01 p.m.

DRAFT

Town Council Agenda Item Report

Agenda Item No. 6.d
Submitted by: Kayla Bertling
Submitting Department Administration
Meeting Date: November 24, 2026

SUBJECT
Ordinance Amending the Town's Water Shortage Conservation Measures Ordinance

Recommendation:
Approve as presented

Updates/History of Briefing:
November 10 - Council Member Garimella questioned the relationship of water control measures and contractual water allocations. Water allocations do not impact the emergency water control measures. The purpose of Town of Cary's Water Shortage Response Plan is to deal with short-term or immediate water shortage, which may be caused by things such as drought, water quality problems, or disruptions in facility operations. Cary enacting their Water Shortage Response Plan does not impact the Town of Morrisville's allocation from Jordan Lake.

Executive Summary and Background Information:
Staff is recommending the amendment of Sec 18-2 of the Town Code of Ordinances relating to Water Shortage Conservation Measures. The amended ordinance will align the Code with current operations by authorizing the Town of Cary's Water Shortage Response Plan within Morrisville.

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, direct changes, or do not approve.

Staff Recommendation:
None

ATTACHMENTS

- 2026-378-0 ORD Amending Water Shortage Conservation Measures.pdf
- 2026-378-0 PRES Ordinance Project.pdf

ORDINANCE 2026-378-0 OF THE MORRISVILLE TOWN COUNCIL AMENDING THE TOWN CODE OF ORDINANCES CHAPTER 18, ARTICLE I RELATED TO WATER SHORTAGE CONSERVATION MEASURES

WHEREAS, the Town Code of Ordinances reserves Chapter 18 for matters pertaining to the environment; and

WHEREAS, the Town of Cary has operated the regional water system and infrastructure on behalf of the Town of Morrisville since 2006; and

WHEREAS, the Town of Cary maintains a Water Shortage Response Plan that enforces conservation measures for its customers, including those in the Town of Morrisville; and

WHEREAS, Morrisville currently follows Cary's direction when a water shortage is declared.

NOW, THEREFORE, BE IT RESOLVED THAT THE MORRISVILLE TOWN COUNCIL hereby amends Chapter 18, Article I of the Code of Ordinances of the Town of Morrisville, North Carolina by adding the underlined text and removing ~~stricken text~~ as follows:

Sec. 18:2. Water shortage conservation measures.

~~(1) For the protection of the public health, welfare and safety of the town, the town manager is authorized to adopt water conservation measures, and to enforce such conservation measures When the town manager determines that an emergency exists in the town because Of an impending shortage of water due to a prolonged drought or problems with the town's treated water supply and/or distribution system ("water emergency"). The town manager may impose such water conservation measures on all water users of the town for such period of time as the manager determines constitutes a water emergency.~~

~~(2) The conservation methods, adopted in the form of a town policy shall apply to all persons using town water. The conservation measures may restrict business and industrial uses of water, and may restrict such uses as irrigation, the washing of motor vehicles and equipment, outdoor surfaces, buildings, and machinery, and the use of water for ornamental fountains and swimming pools. The conservation measures may also include provisions for interruption of water service and for the establishment of water conserving schedules of uses.~~

(3) ~~The town manager or their designee is hereby authorized to impose penalties on any party who violates the provisions of any mandatory water conservation measures invoked under this ordinance after at least one written or oral warning for violation has been issued by the town enforcement personnel for~~

~~the same water customer at the same address during the same period of mandatory conservation.~~

(4) ~~Those who violate the mandatory water conservation measures invoked under this ordinance will receive one written or oral warning for violation. Any subsequent violations will be subject to civil penalties of $100 for the first violation, S250 for the second violation, and S500 for the third and each subsequent violation thereafter. (Ord. No. 95-69, 9-11-95; Ord. No. 02-34 of 7-22-02; No. 2023-6-0, 3-14-23~~

(1) Water conservation measures, approved by the Town of Cary, in accordance with The Town of Cary Water Shortage Response Plan (WSRP), together with any subsequent amendments, are hereby adopted for use within the corporate limits of the Town of Morrisville.

(2) The Town of Cary is hereby authorized to enforce all provisions of its duly adopted Water Shortage Response Plan within the corporate limits of the Town of Morrisville.

Adopted this the 24th day of November 2026,

ATTEST:

_____ _____

TJ Cawley, Mayor Kayla Bertling, Town Clerk

ALIGNING OUR CODE WITH CURRENT PRACTICE



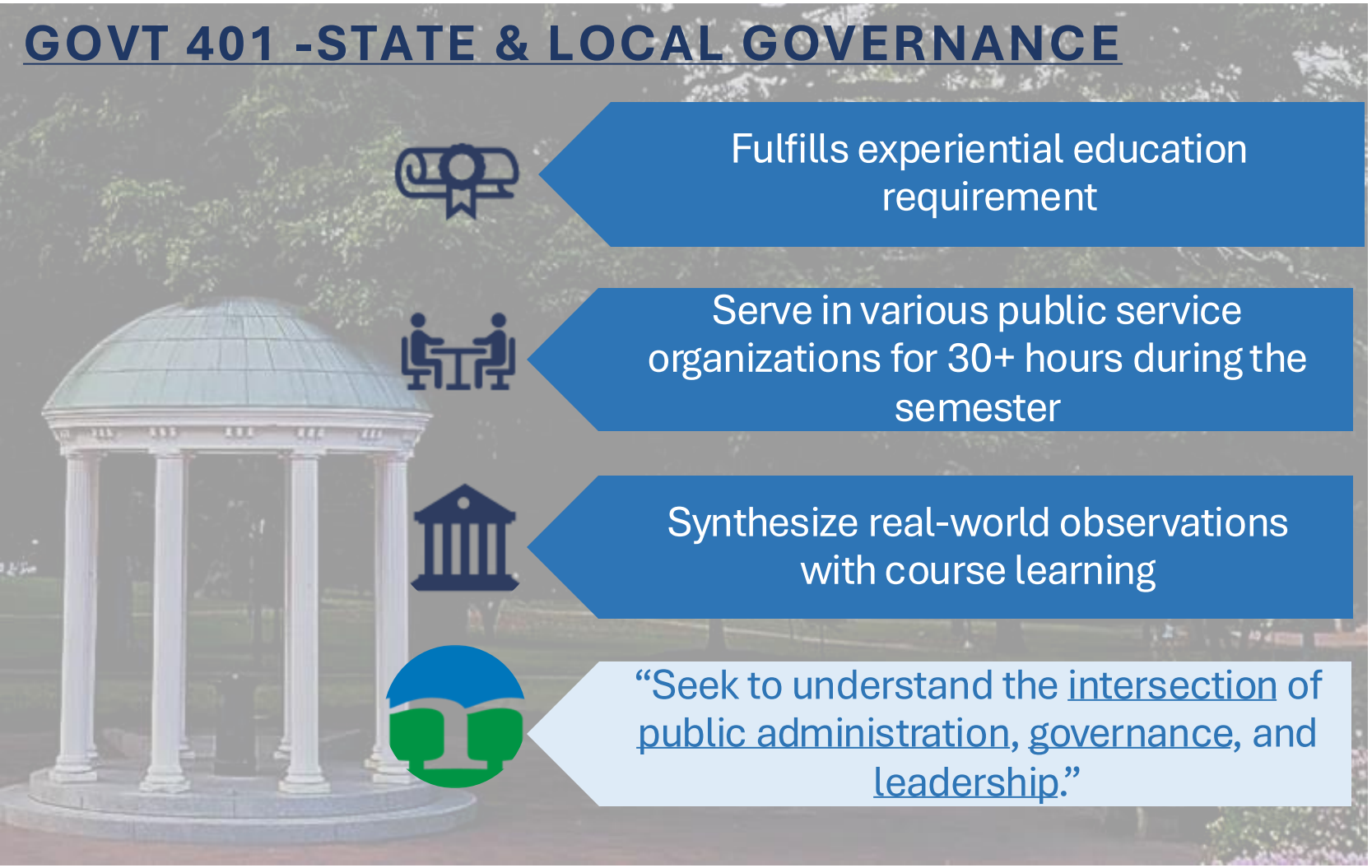
Updating Sec. 18-2: Water Shortage Conservation Measures

Town Council Meeting | November 10, 2026

Presented by Town Clerk Office Interns: Margaret Klingler & Kelsey Blackwell

OUR PROJECT LENS

"SERVICE-LEARNING EXPERIENCE"



GOVT 401 -STATE & LOCAL GOVERNANCE

- Fulfills experiential education requirement
- Serve in various public service organizations for 30+ hours during the semester
- Synthesize real-world observations with course learning
- "Seek to understand the intersection of public administration, governance, and leadership."

Initial Scope

1. Log historical Town Council Minutes
2. Assess current Code consistency and necessary revisions
3. Prepare findings for future vendor

Unanticipated Challenges

- Standardizing historical records with modern records
- Limited time-frame → Prioritize revision for recent inconsistencies

ISSUE IN ONE SENTENCE

Why this item is before Council

Sec. 18-2 assigns water-shortage authority to Morrisville's Town Manager, but Cary has operated Morrisville's water and wastewater system since the 2006 utility merger.

TODAY'S OVERALL GOAL



Reexamine standing code

Sec. 18-2 grants local authority to adopt and enforce conservation measures.



Review current practice

Cary-Morrisville Utility Merger (Effective 2006).



The recommendation

Align the text with current practice without changing day-to-day service.

ALIGNMENT TO COUNCIL

What this item accomplishes



GOAL 6: Operational Excellence

Deliver exceptional service with an engaged workforce that effectively manages public assets and promotes transparency.

Reflection of objectives and initiatives:

- ***Obj. 6.1:*** *Enhance community-facing programs and services*
- ***Obj. 6.4:*** *Foster culture of continuous improvement, transparency and accountability*
    - ***Init. 6.4:*** *Regular review and evaluation of organizational processes, policies, and practices for relevance and refinement*

What Sec. 18-2 is designed to do

Protect

Public health, welfare, and safety during a drought or system emergency.

Activate

Water conservation measures based on a formal response plan.

Communicate

Restrictions that may affect irrigation, vehicle washing, pools, and other uses.

Enforce

Requirements through notice, penalties, and other authorized tools.

- N.C.G.S. § 143-355.2 requires covered water providers to maintain an approved water shortage response plan with tiered measures.
- Cary's Water Shortage Response Plan (WSRP) addresses short-term shortages caused by drought, water-quality problems, or facility disruptions.
- Cary Code § 36-81 authorizes implementation and enforcement of that plan.

BACKGROUND

How Morrisville Water Operations Evolved



2006
Utility Merger Effective

Cary assumed responsibility for financing, operating, maintaining, improving, and expanding Morrisville's water and wastewater systems. Regional utility operations began and have remained under Cary's administration since the merger.

2019
Utility Interests Recorded

Council approved Resolution 2019-09-0 and related documents to complete the recording of utility easements and interests associated with the merger. This formalized the existing arrangement and built a long-term framework for the partnership.

Next Step
Code Alignment

Cary continues operating the regional water system under the same operating model. Sec. 18-2 should be updated to reflect current practice and longstanding operations.

CURRENT STATE

The mismatch:

Written Authority

CURRENT MORRISVILLE CODE

- ❑ Town Manager may adopt conservation measures
- ❑ Town Manager may declare a water emergency
- ❑ The Town of Morrisville may enforce warnings and civil penalties

Local policy is the governing instrument



VS.

Operating Reality

CURRENT OPERATIONS

- ✓ Cary operates the regional water system and infrastructure on behalf of the Town of Morrisville
- ✓ Cary's WSRP guides shortage response and monitors conditions
- ✓ Decisions and enforcement follow Cary's approved process (Cary Code § 36-81)

Partnership governs after shifted authority



Key point: Daily service does not change. The ordinance catches up to how the system already works.

RECOMMENDED UPDATE

Proposed ordinance structure

Inspired by a similar case... § 6-2

Sec. 6-2. County animal control ordinance adopted; enforcement.

1. The current county animal control ordinance and subsequent amendments are hereby adopted for use within the corporate limits of the town.
2. The county is hereby authorized to enforce all provisions of its duly adopted animal control ordinance within the corporate limits of the town and to respond to all calls for service under its ordinance. (Ord. No. 01-45, 2, 3, 8-13-01)

1	**Adopt by reference**	Apply the Town of Cary Water Shortage Response Plan, including subsequent amendments, within Morrisville.
2	**Authorize enforcement**	Authorize Cary to enforce its duly adopted WSRP within Morrisville's corporate limits.

CURRENT MORRISVILLE CODE

Sec. 18—2. Water shortage conservation measures.

1) For the protection of the public health, welfare and safety of the town, the town manager is authorized to adopt water conservation measures, and to enforce such conservation measures When the town manager determines that an emergency exists in the town because Of an impending shortage of water due to a prolonged drought or problems with the town's treated water supply and/or distribution system ("water emergency"). The town manager may impose such water conservation measures on all water users of the town for such period of time as the manager determines constitutes a water emergency.
2) The conservation methods, adopted in the form of a town policy shall apply to all persons using town water. The conservation measures may restrict business and industrial uses of water, and may restrict such uses as irrigation, the washing of motor vehicles and equipment, outdoor surfaces, buildings, and machinery, and the use of water for ornamental fountains and swimming pools. The conservation measures may also include provisions for interruption of water service and for the establishment of water conserving schedules of uses.
3) The town manager or their designee is hereby authorized to impose penalties on any party who violates the provisions of any mandatory water conservation measures invoked under this ordinance after at least one written or oral warning for violation has been issued by the town enforcement personnel for the same water customer at the same address during the same period of mandatory conservation.
4) Those who violate the mandatory water conservation measures invoked under this ordinance will receive one written or oral warning for violation. Any subsequent violations will be subject to civil penalties of $100 for the first violation, S250 for the second violation, and S500 for the third and each subsequent violation thereafter. (Ord. No. 95-69, 9-11-95; Ord. No. 02-34 of 7-22-02; No. 2023-6-0, 3-14-23

RECOMMENDATION

REVISED MORRISVILLE CODE

Sec. 18—2. Water shortage conservation measures.

1) Water conservation measures, approved by the Town of Cary, in accordance with The Town of Cary Water Shortage Response Plan (WSRP), together with any subsequent amendments, are hereby adopted for use within the corporate limits of the Town of Morrisville.

2) The Town of Cary is hereby authorized to enforce all provisions of its duly adopted Water Shortage Response Plan within the corporate limits of the Town of Morrisville.

PROJECT TAKEAWAY

From the classroom to Town Hall: What we learned about local government!

Cooperation: Between towns, elected officials, and municipal staff

Transparency: Accessibility and transparency → residents and long-lasting administrative systems

Behind-the-Scenes: Research, attention to detail, collaboration, and levels of review/approval

Modernization: Improve administrative innovation and efficiency

Lasting Impact: Small administrative improvements have long-lasting impacts for the foundation of good governance



"We hope this project continues your Town's commitment to good governance, reflected in the institutional framework upon which it stands and operates."

Question & Feedback

Do you have questions about:

- Current Sec. 18—2. Water shortage conservation measures?
- Our Revision?
- Town of Cary ordinances on water shortages?
- Operations since the merger?
- Our experience?

Town Council Agenda Item Report

Agenda Item No. 6.e
Submitted by: Matt Wetherell
Submitting Department Public Works
Meeting Date: November 24, 2026

SUBJECT
Resolution Adopting Americans with Disabilities Act (ADA) Transition Plan for Facilities, Parks, Services, and Digital Assets

Recommendation:
Approve Resolution

Updates/History of Briefing:
November 10 - Council received the presentation and had no questions on the proposed plan. Council will continue discussions on implementation and funding in future meetings following adoption of the Transition Plan.

Executive Summary and Background Information:

Title II of the Americans with Disabilities Act (ADA) applies to state and local governments and prohibits discrimination based on disability in the programs, services, and activities they provide. Public entities with 50 or more employees are required to conduct an accessibility self-evaluation and maintain an ADA Transition Plan. The purpose of an ADA Transition Plan is to identify barriers to access, evaluate accessibility, and establish a framework for improving accessibility over time.

In September 2022, the Town Council adopted an ADA Policy Statement through Resolution 2022-338-0, formally reaffirming the Town's commitment to accessibility and designating the Town's Risk Manager as the ADA Coordinator. Building on that effort, the Town completed its first ADA Transition Plan in February 2023, focusing on pedestrian facilities within the public right-of-way.

The Town has continued its commitment to accessibility by expanding its evaluation beyond transportation infrastructure to include Town-owned facilities, parks, programs, services, and digital assets. To support this next phase, the Town completed a request for proposal process and selected Direct Access to perform a comprehensive accessibility assessment and prepare an updated ADA Transition Plan. The resulting plan evaluates accessibility across Town facilities, parks, programs, services, and online resources; identifies existing barriers and opportunities for improvement; prioritizes recommended corrective actions; and provides a roadmap for enhancing accessibility throughout the organization.

The ADA Transition Plan is primarily a planning and prioritization document. Adoption does not commit the Town to immediately complete every recommendation or fund every correction or recommendation in the plan. It does commit the Town to maintaining an accessibility roadmap, monitoring identified barriers, considering accessibility in future decisions, and working toward improving access to Town programs, facilities, parks, and digital resources over time.

Following adoption of the plan, Town departments will work collaboratively to prioritize and implement recommendations as funding becomes available through future operating and capital budgets.

Guide to the Attached Documents

Attachment 1 – ADA Transition Plan
This document serves as the summary of the ADA assessment and planning process. It consolidates findings from the various assessments, establishes accessibility priorities, and outlines the recommended implementation framework. The remaining attachments provide supporting detail for the analyses incorporated into the Transition Plan.

Attachment 2 – Facility Assessment Finding Summary

This report provides a summary of the findings and barriers identified during the facility assessments. To help Council review the results more efficiently, Town staff compiled the consultant's findings into a consolidated format. The information is presented both and by finding category and by facility to support comparison and prioritization.

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 Adopting the ADA Transition Plan
Approve the Resolution Adopting the ADA Transition Plan with Modifications
Do Not Approve the Resolution Adopting the ADA Transition Plan

Staff Recommendation:

None

ATTACHMENTS

- 2026-372-0 PRES ADA Transition Plan.pdf
- 2026-372-0 ATTH01 Morrisville ADA Transition Plan Final.pdf
- 2026-372-0 ATTH02 Facility Assessment Finding Summary.pdf
- 2026-372-0 RES Adopting ADA Transition Plan.pdf

Commitment to Accessibility

Parks, Facilities, and Programs
ADA Assessment and Transition Plan

NOVEMBER 10, 2026

Direct Access
A Division of Matrix Design Group






This presentation can be provided in alternative accessible formats upon request

Background

- Under Title II of the Americans with Disabilities Act (ADA), public entities with over 50 employees are required to perform an accessibility self-evaluation and Transition Plan.
- The goal of the ADA Transition Plan is to evaluate accessibility for people with disabilities and to develop plans/procedures to enhance accessibility.
- Phase I completed in 2023 with the adoption of the Public Right of Way Transition Plan
  - Included identifying the Town's Risk Manager as ADA Coordinator
  - Defined Town's commitment to persons with disabilities, including grievance procedure and ADA Position Statement

Building Upon Phase I

- Assessment and development of ADA Transition Plan for our Town facilities, parks, and programs, including digital assets.
- Create a plan that identifies barriers and issues with corrective actions.
- Plan will guide work to ensure the Town provides equal opportunity to access facilities, parks, communication, and services.

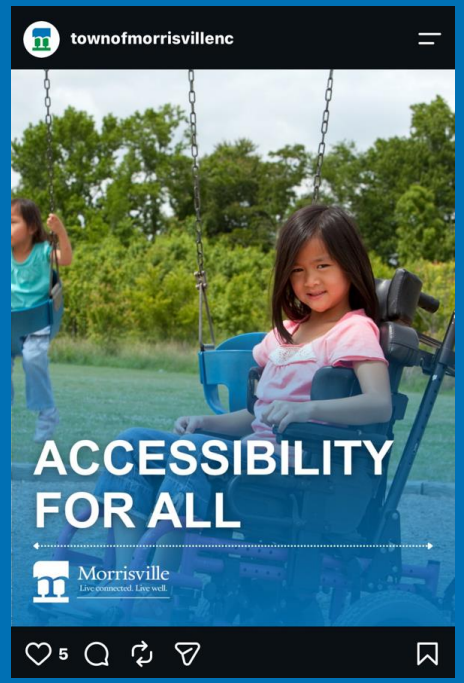
ADA Assessment

- Led by Direct Access, A Division of Matrix Design Group
- Scope:
  - Community and Staff Engagement: Surveys, Staff Interviews, Virtual Public Input Session
  - On-Site Assessments of Parks and Facilities
  - Web and Digital Asset Assessment
  - Policy Review and Recommendations
  - Transition Plan



Public Outreach

- Online Surveys and Public Input Session
  - Next Week In Morrisville Newsletter
  - Invites to Town boards and committees
  - Signs posted at parks and facilities
  - Digital messaging boards at facilities







Key Takeaways

- Comprehensive Evaluation: Included Town facilities, parks, programs, policies, and digital services to identify accessibility barriers and opportunities for improvement.
- Not every identified barrier or recommendation represents a confirmed ADA violation. Some recommendations go beyond minimum requirements to improve usability and inclusion.
- A Roadmap for Continued Accessibility Findings and recommendations will help the Town prioritize improvements and strengthen access to facilities, programs, and services over time.

Surveys and Public Input Session

PURPOSE	Understand how residents and staff experience accessibility across Town facilities, parks, programs, and services.
SURVEY QUESTIONS	Explore physical access, communication, program participation, and other accessibility needs.
COMMUNITY PERSPECTIVE	Capture everyday barriers and concerns that may not be apparent during on-site assessments.
APPLICATION	Compare feedback with assessment findings to help guide improvements and priorities.

Survey feedback reflects individual experiences and does not independently establish ADA violations.

Resident Survey Results

24 Resident Survey Responses

SUCCESS

Half of respondents reported no accessibility barriers when accessing Town facilities (50%).

PHYSICAL ACCESS

Residents identified concerns involving parking, entrances, pathways, seating, and recreation amenities.

PROGRAMS & COMMUNICATION

Residents requested easier program access, clearer wayfinding, and more accessible information.

Survey responses reflect individual experiences and do not independently establish ADA violations.

Staff Survey Results

54 Employee Survey Responses

- **SUCCESS : WORKPLACE ACCESS**

  Most employees rated workplace accessibility Excellent or Good (81.5%).

- **SUCCESS : INCLUSION**

  Nearly all employees reported feeling welcomed, included, and supported (96%).

- **OPPORTUNITY : TRAINING**

  About 60% reported that accessibility training occurs only sometimes, rarely, or never (32 of 53).

- **OPPORTUNITY : PHYSICAL ACCESS**

  Difficult to open doors were the most frequently reported barrier, followed by maneuvering space and workplace accommodations.

Survey responses reflect employee experiences and do not independently establish ADA violations.

Department Staff Interviews

INTERVIEW PURPOSE

Understand how departments address accessibility in daily operations, facilities, programs, and services.

QUESTIONS ASKED

What accommodations are provided? What barriers have staff encountered? What support is needed?

COMMON THEMES

Staff training, clearer procedures, accessible communication, resources, and departmental coordination.

NEXT STEP

Use interview findings alongside survey feedback and assessments to inform Town-wide improvements.

Interview feedback informs the ADA self-evaluation and does not independently establish ADA violations.

Physical Accessibility Assessment | Scope & Observations

21 LOCATIONS ASSESSED

13 TOWN FACILITIES

8 PARKS

What the on-site audits reviewed

- SITE ACCESS
- BUILDING ACCESS
- SIGNAGE & WAYFINDING
- PARKS & RECREATION

EXISTING ACCESSIBILITY STRENGTHS

- Accessible parking at several parks
- Inclusive playground equipment and surfacing
- Automatic doors at multiple facilities
- Consistent entrance signage

OPPORTUNITIES TO IMPROVE

- Improve accessible routes and curb transitions
- Address doorway and seating barriers
- Improve signage and wayfinding
- Install induction loops or portable assistive listening devices at public facilities

Physical Accessibility Findings | Priority & Inclusion

521 documented observations and findings • 13 facilities and 8 parks

1 HIGH — IMMEDIATE ACTION : 16 findings

2 IMPORTANT — PRIORITY CORRECTION: 131 findings

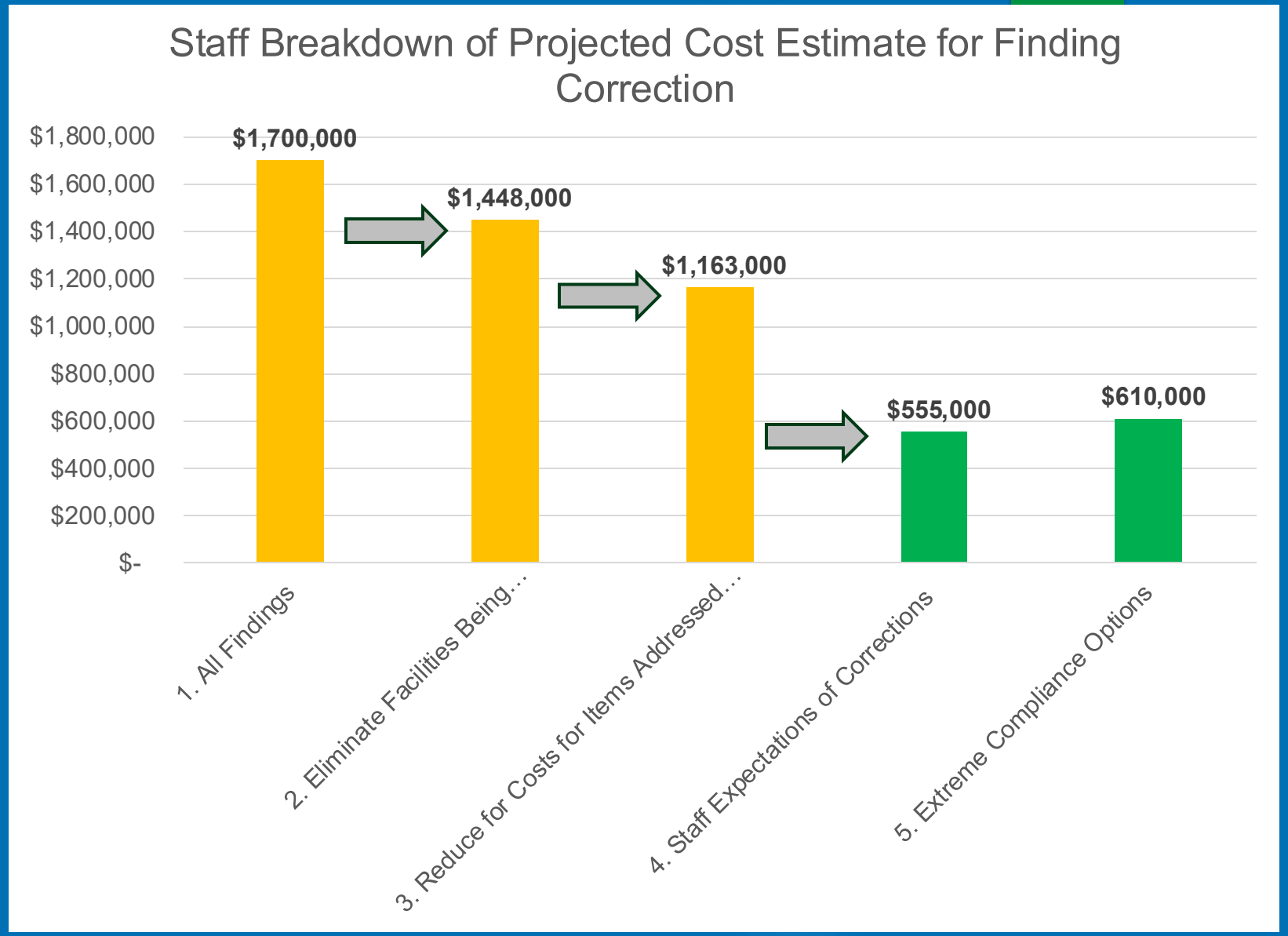
3 MODERATE — PLANNED IMPROVEMENTS: 263 findings

4 LOW — INCLUSIVE ENHANCEMENTS: 63 findings

RECOMMENDED BEYOND COMPLIANCE: 49 findings

Cost Projections for Corrections

1. Consultant projections to correct barriers: $1.7 million
2. Reduce approx. $252k for facilities being replaced or renovated (PW, MSC, FS#2, Pugh House)
3. Reduce approx. $285k for findings addressed through normal operations
4. Approx. $555k in findings that staff project will need to be requested through budget process (multiple years)
5. Approx. $610k in items that may be resolved through other accessible options



1 HIGH — IMMEDIATE ACTION : 16 findings

- **Require Longer-Term Planning *(3 of 16 findings)***
  - Cedar Fork District Park – Improve ADA parking and field access
  - Morrisville Community Park Playground Bathroom – Stalls needing more space for accessible movement (pre-date ADA)
  - Police Department Second Floor Briefing Space – No ADA access
- **No Immediate Action *(3 of 16 findings)***
  - Pugh House – 2 findings on ramp access
  - Senior Center (current location) – 1 finding on sidewalk ramp to parking lot
- **Near-Term Budgeting or Addressed in FY27 Operations *(10 of 16 findings)***
  - Likely Budget Requests: ADA accessible showers at PD, Fire Admin, Fire Station #1; Elevator auditory alert at MAFC
  - FY27 Operations: Handrails and step markings at PRCR Admin and Historic Christian Church

Other Prioritized Findings

- Nearly half of remaining findings are related to signage or wayfinding
  - Other major categories of findings: mounted item and counter heights, door pull weights, accessible clearance
- Staff to further break down remaining findings for corrections
  - Identify items to include in normal operations
  - Begin bundling related issues across facilities into projects for budget requests

Make a continuous effort addressing barriers and findings

Examples of Other Priority Ranking Findings

Important

- CFCC counter height adjustment for wheelchair access
- Ensure AEDs are installed at accessible heights

Moderate

- Ensure accessible signage with Braille on office doors
- Add QR codes to signs that link to digital versions of the signs

Low

- Add shelving to janitorial closets to ensure there is floor space for easy mobility
- Add grab bars to non-ADA toilet stalls

Town Website Accessibility Assessment

Town-managed website | WCAG 2.2 Level AA evaluation

6 Pages evaluated

15 Findings identified

3 Pages without findings

Positive Findings

- No keyboard-testing failures identified
- Existing accessibility markup supports assistive technology

Improvement Opportunities

- Refine accessible names, roles, and labels
- Correct documented barriers across shared components

Takeaway: Targeted improvements can build on the Town website's existing accessibility practices.

Third-Party Digital Assets

14 vendor-provided platforms and applications evaluated

Common Improvement Areas

- Keyboard and assistive technology access
- Accessible controls, forms, and labels
- Document accessibility and content structure
- Mobile orientation and usability

Supporting Vendor Remediation

- Provide property-specific findings and evidence
- Share recommended correction language with vendors
- Coordinate remediation timelines and responsibilities
- Verify fixes through follow-up testing

Takeaway: The Town can use the assessment findings and recommended language to communicate clear accessibility expectations to third-party digital service providers.

Building on an Established Foundation: Policy and Procedure Review

Morrisville has an ADA Policy Statement, designated ADA Coordinator, and grievance procedure. The review recommends clearer procedures and stronger coordination.

1. ADA ROLES & COORDINATION

Clarify ADA Coordinator duties and department responsibilities.

2. REQUESTS & GRIEVANCES

Clarify accommodation, effective communication, and complaint procedures.

3. STAFF TRAINING

Provide role-specific ADA guidance and consistent referral practices.

4. TRANSITION PLAN INTEGRATION

Connect accessibility concerns, policy updates, and corrective actions.

Next Step:
Review the proposed ADA Reasonable Accommodation and Governance Policy before adoption.

Summary of Findings

Building on existing accessibility improvements

What's Working

Existing accessible features, inclusive recreation opportunities, and established digital services.

Where Improvements Are Needed

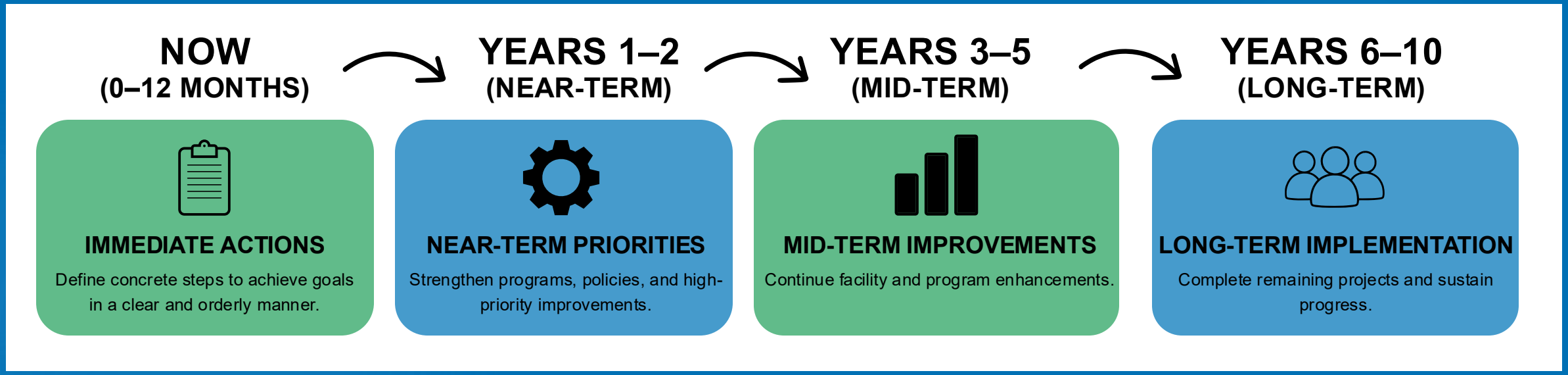
Accessible routes, parking, entrances, restrooms, and digital content.

Moving Forward

Prioritize corrective actions, coordinate departments, and monitor progress.

Site assessments and digital asset reviews provide the primary basis for these findings. Resident and staff feedback offers additional context to inform improvement priorities.

Recommended ADA Implementation Timeline:
Commitment to Accessibility



ADA compliance is a journey, not a destination.

Next Steps

- ADA Transition Plan returning in front of you November 24 with the recommendation for adoption
- **What does adoption of ADA Transition Plan do?**
  - **Creates a roadmap for the Town to address accessibility barriers**
  - **Does not obligate the Town to immediately address every barrier or finding**
- Staff will return to Council to discuss what level of action is desired and to further review findings to develop appropriate operating and capital requests

Questions?





ADA Self-Evaluation and Transition Plan

Morrisville, NC

2026

Direct Access
A Division of Matrix Design Group

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1. Glossary

ADA (Americans with Disabilities Act)	A federal civil rights law enacted in 1990 which prohibits discrimination against individuals with disabilities and requires equal access to programs, services, activities, employment, transportation, communications, and public facilities.
ADA Coordinator	The designated individual responsible for coordinating ADA compliance efforts, managing accessibility concerns and grievances, overseeing implementation of the ADA Transition Plan, and serving as the primary accessibility contact for the public and staff.
ADA Implementation Team	A multidisciplinary group of Town representatives responsible for supporting ADA implementation, monitoring progress, coordinating accessibility improvements, and advising the ADA Coordinator.
ADA Transition Plan	A strategic planning document that identifies accessibility barriers, establishes priorities for barrier removal, assigns responsibilities, and provides a schedule for achieving and maintaining ADA compliance.
Accessible Entrance	An entrance that can be independently used by individuals with disabilities and is connected to an accessible route.
Accessible Parking Space	A designated parking space that meets accessibility requirements for location, dimensions, signage, and access aisles to accommodate individuals with disabilities.
Accessible Route	A continuous, unobstructed path connecting accessible elements and spaces within a site or facility. Accessible routes may include sidewalks, walkways, ramps, curb ramps, entrances, and interior circulation paths.
Accommodation	A modification, adjustment, or support provided to ensure equal access for individuals with disabilities.
Alternative Format	Information provided in a format accessible to individuals with disabilities, such as large print, Braille, electronic text, or audio.
Architectural Barrier	A physical feature that limits or prevents access for individuals with disabilities.
Architectural Barriers Act (ABA)	A federal law requiring accessibility in facilities designed, constructed, altered, or leased with federal funds.
Assistive Listening System	Technology that improves audio access for people who are deaf or hard of hearing by amplifying sound or transmitting audio directly to hearing devices.
Assistive Technology	Devices, software, or equipment that help individuals with disabilities access information, communication, or the built environment.

Auxiliary Aids and Services	Tools and services that support effective communication, including interpreters, captioning, assistive listening systems, Braille materials, and accessible electronic documents.
Barrier Removal	The process of eliminating physical, digital, communication, or procedural obstacles that limit accessibility.
Braille	A tactile reading and writing system used by people who are blind or have low vision.
Capital Improvement Program (CIP)	A multi-year planning and budgeting process used to fund major infrastructure, facility, park, and accessibility improvement projects.
Captioning	Text displayed on a screen that provides spoken dialogue and relevant audio information for people who are deaf or hard of hearing.
Curb Ramp	A ramped transition between a sidewalk and street that provides accessible pedestrian access.
Digital Accessibility	The practice of making websites, software, electronic documents, online services, and digital content used by people with disabilities.
Effective Communication	Communication that ensures individuals with disabilities can receive and convey information as effectively as individuals without disabilities.
Grievance Procedure	A formal process for submitting, investigating, and resolving accessibility-related complaints.
Inclusion	The practice of ensuring that people with disabilities can fully participate in community life, programs, services, and activities.
Independent Access	The ability of an individual with a disability to use facilities, services, and programs without requiring assistance from others.
Interim Measure	A temporary modification, accommodation, or service used to provide access until a permanent solution is implemented.
Keyboard Accessibility	The ability to navigate and use digital content without a mouse, using only a keyboard or similar input device.
Program Access	The requirement that public programs, services, and activities be accessible to and usable by individuals with disabilities when viewed in their entirety.
PROWAG (Public Right-of-Way Accessibility Guidelines)	Federal accessibility guidelines addressing pedestrian facilities within public rights-of-way, including sidewalks, curb ramps, crossings, and pedestrian signals.
Public Notice	Information provided to inform the public of their rights under the ADA and the procedures for requesting accommodations or filing complaints.

Reasonable Modification	A change to policies, practices, or procedures necessary to avoid discrimination against individuals with disabilities, unless doing so would fundamentally alter the nature of a program or service.
Section 504	Section 504 of the Rehabilitation Act of 1973, which prohibits disability discrimination in programs or activities receiving federal financial assistance.
Self-Evaluation	A comprehensive review of facilities, programs, services, policies, and practices to identify and address accessibility barriers.
Service Animal	An animal that is individually trained to perform work or tasks for a person with a disability, as defined by the ADA.
Signage and Wayfinding	Visual, tactile, and directional information which helps people identify locations, navigate spaces, and locate services and amenities independently.
Structural Modification	A physical alteration to a facility, site, or infrastructure intended to improve accessibility.
Tactile Signage	Signs that include raised characters and Braille to assist individuals who are blind or have low vision.
Title II	The section of the ADA that applies to state and local governments and requires equal access to public services, programs, and activities.
Universal Design	A design approach that creates environments, products, and services that are usable by the widest range of people without requiring adaptation or specialized design.
WCAG (Web Content Accessibility Guidelines)	Internationally recognized standards for making web content more accessible to people with disabilities.
Wayfinding	The use of signage, maps, landmarks, and directional information to help people navigate environments independently.
Wheelchair Maneuvering Space	Clear floor space that allows an individual using a wheelchair or mobility device to approach, turn, and use accessible features.
Working Inventory	A maintained record of identified accessibility barriers, recommendations, priorities, costs, and implementation status used to track ADA compliance efforts.

2. Executive Summary

The Town of Morrisville's Americans with Disabilities Act (ADA) Self-Evaluation and Transition Plan establishes a framework for identifying and addressing accessibility barriers across Town facilities, parks, programs, services, communications, and digital resources. The Plan provides a proposed 10-year approach for prioritizing corrective actions, coordinating improvements, and monitoring implementation.

The Self-Evaluation included physical accessibility assessments of 21 Town facilities and parks, employee and resident surveys, departmental interviews, policy and procedure reviews, and digital accessibility testing. These evaluations identified physical, operational, and communication barriers that may affect independent access to Town services and activities.

Physical assessments identified recurring concerns involving accessible routes, parking, entrances and doors, restrooms, signage, and recreational amenities. Employee and resident feedback identified similar concerns, including difficult-to-open doors, wheelchair maneuvering space, park pathways, seating, wayfinding, and access to programs and events.

Departmental interviews and policy reviews identified opportunities to strengthen ADA training, emergency preparedness, accommodation procedures, staff responsibilities, and effective communication. The Town also has existing accessibility practices, including accessible pool entry, adapted recreation programs, sensory accommodations at community events, and accessible parking at special events.

Digital accessibility testing identified concerns involving image descriptions, color contrast, webpage structure, online registration and payment systems, social media content, and public-facing documents. These findings support the need for coordinated digital accessibility improvements and continued evaluation of Town online services.

Initial implementation should prioritize barriers affecting safety, independent access, and essential Town services, particularly accessible entrances, parking, primary routes, restrooms, signage, and effective communication. The Town should also prioritize ADA coordination, staff training, accommodation procedures, and identified digital accessibility barriers. Section 7 outlines the proposed implementation phases, while the detailed facility and park assessment reports identify specific corrective actions, priority ratings, and estimated costs. The proposed 10-year schedule provides a planning framework for physical improvements and does not extend or replace ADA compliance requirements, including requirements for program access, effective communication, and digital accessibility.

Successful implementation will require coordination among Town departments, identified responsibilities, integration with maintenance and capital planning, and regular progress monitoring. The Plan provides a foundation for tracking completed improvements, addressing remaining barriers, and maintaining accessibility across Town facilities, programs, and services.



Figure 1: Morrisville Town Hall

3. Introduction and Legal Context

Introduction

The Town of Morrisville's ADA Self-Evaluation and Transition Plan provides a framework for identifying and addressing barriers that may prevent people with disabilities from accessing Town facilities, parks, programs, services, activities, and information.

The Plan brings together findings from facility and park assessments, resident and employee surveys, departmental interviews, policy reviews, and digital accessibility testing. It identifies areas needing improvement and establishes a proposed approach for prioritizing and tracking corrective actions.

Purpose and Scope

The purpose of the Plan is to help the Town provide accessible services and facilities, meet applicable requirements of the Americans with Disabilities Act (ADA), and guide accessibility improvements over time.

The Plan addresses both physical barriers, such as inaccessible entrances or restrooms, and nonphysical barriers, such as difficult registration procedures, inaccessible documents, or communication practices that may limit participation. Resident and employee feedback also helps the Town identify accessibility concerns, understand how barriers affect daily use of Town services, and establish improvement priorities.

Detailed assessment findings are presented in Section 5. Proposed priorities, corrective actions, and implementation schedules are addressed in Sections 6 and 7.

Legal Framework

Title II of the ADA requires state and local governments, including the Town of Morrisville, to provide equal opportunities for people with disabilities to participate in public programs, services, and activities.

The Town's responsibilities include:

- Providing access to Town programs and services.
- Making reasonable changes to policies and procedures when needed for accessibility.
- Providing communication assistance, such as sign language interpretation or captioning, when required.
- Maintaining accessible facilities and features.
- Establishing applicable ADA coordination, public notice, and grievance procedures.
- Identifying and planning for the correction of accessibility barriers.

These requirements are primarily addressed under Title II of the ADA and its implementing regulations in 28 CFR Part 35.

Section 504 of the Rehabilitation Act of 1973 also prohibits disability discrimination in programs and activities receiving federal financial assistance.

Physical Accessibility and Access to Town Programs

The ADA requires the Town of Morrisville to manage its programs, services, and activities so they are accessible to people with disabilities when considered as a whole.

Physical improvements may be needed at Town buildings, parks, parking areas, sidewalks, entrances, restrooms, and other public facilities. The 2010 ADA Standards for Accessible Design provide technical requirements for covered building and facility work.

When physical improvements cannot be completed immediately, the Town must use other appropriate methods to provide access, such as relocating a program to an accessible space or changing how a service is delivered. These alternatives must still meet applicable ADA requirements. Identified barriers will be prioritized based on factors such as safety, access to essential services, frequency of public use, and the extent to which a barrier limits independent access. The Town's proposed priority framework is described in Section 6.

Digital Accessibility

The ADA requires the Town to make its digital services accessible to people with disabilities. This includes the Town's website, online forms, registration and payment systems, digital documents, and applicable mobile applications.

Under the federal ADA Title II web accessibility rule, digital content must meet the Web Content Accessibility Guidelines (WCAG) 2.1 Level AA, subject to applicable exceptions. Based on the Town's anticipated population classification under the rule, Morrisville's compliance deadline is April 26, 2028, subject to final confirmation.

The Town's digital accessibility review identified areas needing improvement, including website navigation, keyboard access, document accessibility, and online registration services. Addressing these barriers will help residents access Town information and services independently.

Detailed findings are provided in the Web Accessibility Report. Recommended digital improvements should be incorporated into the implementation schedule in Section 7.

Policies, Procedures, and Effective Communication

Accessibility involves more than facilities and websites. Town policies, procedures, and communication methods must also support equal access to programs and services.

This includes responding to requests for accessibility accommodations, making reasonable changes to procedures when necessary, and providing communication assistance when required. Examples may include accessible documents, captioning, sign language interpretation, or other appropriate services.

The Town must also maintain ADA administrative procedures, including identifying responsible executives, informing the public about ADA protections, and providing a process for addressing accessibility complaints.

The policy and procedure review identifies opportunities to strengthen these practices across Town departments. Recommended improvements are addressed in Sections 7 and 9.

Commitment to Accessibility and Implementation

The Transition Plan provides an approach for addressing identified barriers through routine maintenance, facility improvements, policy updates, staff training, digital accessibility work, and future capital projects.

Implementation will require coordination among Town departments, clear responsibilities, realistic project priorities, and regular progress tracking.

The following sections summarize the process followed for Morrisville's Self-Evaluation, accessibility findings, and identifies the proposed actions needed to improve access to Town facilities, programs, services, and information.

4. Self-Evaluation Scope and Methods

4.1 Overview and Evaluation Approach

The Town of Morrisville completed a comprehensive ADA Transition Plan to assess accessibility across Town-owned facilities, parks, programs, services, policies, employment practices, and digital resources. The assessments included physical accessibility assessments, policy and procedure reviews, public and employee surveys, departmental interviews, and digital accessibility testing.

The purpose of the evaluation extends beyond compliance under the Americans with Disabilities Act (ADA). It also assesses how residents, visitors, and employees with disabilities experience Town services and whether barriers limit independent access, equal participation, effective communication, or inclusion.

The evaluations viewed accessibility as a complete experience, including how individuals obtain information, access to Town facilities, enter and navigate buildings and parks, participate in activities, request assistance, and access services online.

Findings from all assessment deliverables were combined to identify common accessibility barriers, prioritize improvements, and establish specific corrective actions.

4.2 Physical Accessibility Assessments: Town Facilities and Parks

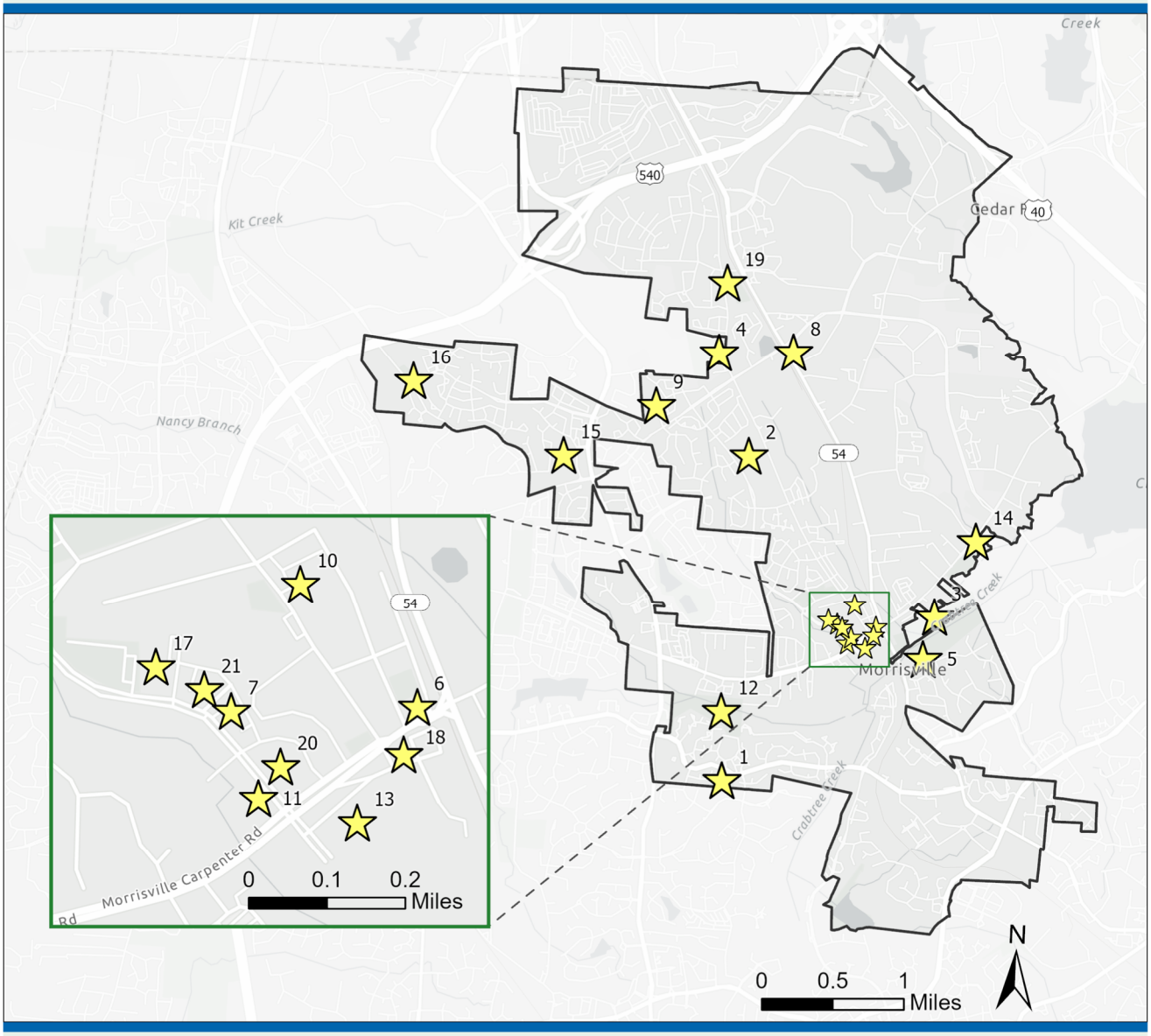
Physical accessibility assessments were completed at all Town facilities and parks to document existing conditions and identify barriers affecting individuals with mobility, visual, hearing, and other disabilities.

The following 21 facilities and parks were included in the Town's ADA physical accessibility assessments:

No.	Facility or Park	No.	Facility or Park
1	Cedar Fork Community Center	12	Pugh House
2	Cedar Fork District Park	13	Morrisville Town Hall
3	Church Street Park	14	Town Hall Connector
4	Crabtree Nature Park	15	Parks, Recreation & Cultural Resources (PRCR) and Public Safety/Municipal Services (PSMS) Buildings
5	Indian Creek Trailhead	16	Historic Christian Church
6	Morrisville Community Park	17	Fire Station 1
7	Northwest Park	18	Fire Station 2
8	Shiloh Park	19	Fire Station 3
9	Public Works	20	Fire Administration
10	Morrisville Dog Park	21	Morrisville Aquatic & Fitness Center
11	Senior Center		

Morrisville, NC

Facility Audit Locations



Facility Label Key

1 Aquatic and Fitness Center
2 Cedar Fork Community Center
3 Cedar Fork District Park
4 Church Street Park
5 Crabtree Nature Park
6 Fire Administration
7 Fire Station #1
8 Fire Station #2
9 Fire Station #3
10 Historic Christian Church
11 Indian Creek Park
12 Morrisville Community Park
13 Morrisville Dog Park
14 Morrisville Public Works
15 Morrisville Senior Center
16 Northwest Park
17 Park & Recreation Admin
18 Pugh House
19 Shiloh Park
20 Town Hall
21 Town Hall Connector

Legend

Morrisville Town Boundary

Facility Locations

Each physical accessibility assessment includes:

- Accessible parking, passenger loading areas, sidewalks, curb ramps, and exterior routes.
- Building entrances, automatic doors, door hardware, interior circulation, and vertical access.
- Public service counters, meeting rooms, offices, employee workspaces, and common areas.
- Restrooms, drinking fountains, signage, and other building amenities.
- Park pathways, recreation facilities, playgrounds, seating, picnic areas, and other applicable outdoor amenities.
- Accessible communication features and emergency-related access conditions.

The assessments included on site observations, field measurements, and photographic documentation to identify accessibility barriers, compliance deficiencies, and opportunities for improvement.

The assessments also extended beyond minimum ADA compliance requirements to identify improvements that promote accessibility, usability, and inclusion for individuals with a wide range of disabilities and needs. This approach recognizes that meeting compliance standards alone does not always ensure an accessible and welcoming experience. The assessments considered how individuals navigate spaces, access amenities, communicate, and participate independently in Town programs and activities.

For each specific facility or park assessment, an accessibility assessment report was prepared that includes:

- **Identified Barrier:** A description of the observed accessibility condition and its location.
- **Recommended Corrective Action:** A specific improvement to address the identified barrier.
- **Priority Level:** A classification indicating the relative importance of addressing the barrier.
- **Estimated Cost:** A preliminary cost estimate for implementing the corrective action.
- **Photographic Documentation:** Images illustrating the existing condition and identified barrier.

Each report also includes a color-coded Action Plan that organizes recommended improvements by priority, from high to low. This provides the Town with a clear, easy to reference summary of accessibility barriers, corrective actions, and estimated costs to support maintenance planning, budgeting, and future capital improvements.

4.3 Policy, Procedure, and Program Accessibility Review

The Town's policy and procedure review assessed how accessibility is addressed through daily operations, public service delivery, employee responsibilities, and administrative processes.

The review addressed the following areas:

Review Area	Scope of Evaluation
ADA Coordination and Public Notice	Designation of ADA responsibilities, departmental coordination, public notice, and accessible contact information.
Reasonable Modifications and Accommodations	Procedures for requesting, evaluating, providing, documenting, and following up on modifications and accommodations.
Grievance and Complaint Procedures	Accessible complaint submission methods, review responsibilities, response procedures, resolution tracking, and communication of outcomes.
Effective Communication and Auxiliary Aids	Procedures for interpreters, captioning, assistive listening, accessible documents, alternative formats, and other communication supports.
Public Programs and Recreation	Accessibility of recreation registration, public meetings, community events, facility reservations, and Town-sponsored programs and activities.
Employment and Workplace Accessibility	Employee accommodation processes, workplace access, internal communication, staff guidance, and inclusive employment practices.
Emergency Preparedness	Accessible emergency notifications, evacuation assistance, emergency procedures, staff responsibilities, and continuity of access.
Digital Accessibility	Accessibility of websites, electronic documents, online forms, digital services, and third-party technology platforms.
ADA Training and Staff Responsibilities	Employee awareness of ADA obligations, disability awareness, role-specific training, and procedures for referring accessibility requests.
Accessible Service Delivery and Public Resources	Alternative service delivery when barriers exist, accessible public information, and centralized resources for residents seeking assistance.
Documentation and Ongoing Monitoring	Recordkeeping for requests, complaints, corrective actions, staff training, policy updates, and implementation progress.



Figure 3: Parking at Indian Creek Park

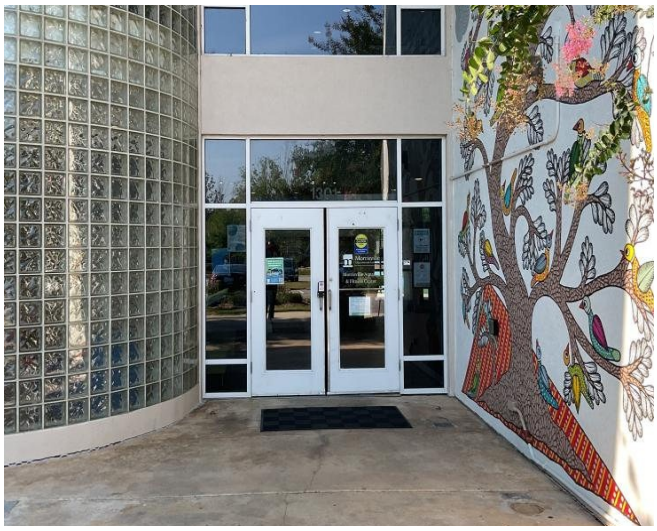


Figure 2: Entrance to Morrisville Aquatic & Fitness Center

The policy and procedure review identified opportunities for the Town of Morrisville to strengthen the consistency, clarity, and accountability of its accessibility practices. Key areas included strengthening emergency accessibility planning as well as providing recurring ADA and disability awareness training.

The review emphasized the importance of consistent documentation, accessible public information, and clear guidance for employees responding to individual accessibility needs. Establishing Townwide procedures will help ensure that residents and employees receive consistent assistance regardless of the department, facility, program, or service involved.

These findings will guide the Town in updating its ADA-related policies and procedures and improving accessibility across departments.

4.4 Public Survey and Community Feedback

The Town of Morrisville received public feedback to better understand how residents experience accessibility when visiting Town facilities and parks, participating in recreation and community activities, and accessing public information and services.

The survey analysis included feedback from 24 completed resident surveys.

Public feedback identified concerns involving physical access, pedestrian routes, signage and wayfinding, communication, recreation opportunities, and participation in Town programs and service.

The feedback provides an essential perspective that cannot be obtained through physical assessments alone. For example, a facility may meet individual ADA compliance requirements while still presenting challenges related to navigation, communication, or participation.

Resident Survey Feedback on Accessibility

Survey Topic	Resident Feedback
Program participation	Difficulty accessing Town programs, services, or events was mentioned 5 times.
Senior Center registration	A respondent described signing up for Senior Center activities and exercise programs as cumbersome.
Park wayfinding	Better signage, maps, and directions were requested 3 times, including at Cedar Fork District Park.
Seating and rest areas	Limited seating or resting opportunities were mentioned 3 times, including Cedar Fork Field 6 and the Community Center.
Dog park access	Problems with dog park gates were reported 2 times
Information about accessibility	Residents requested clearer information about accessible features at parks 2 times
Communication access	Tactile maps, Braille, large print information, captioning, and assistive listening devices.

Resident comments were reviewed to identify recurring concerns, opportunities for inclusive improvements, and locations or services requiring additional attention. The responses represent reported experiences and were not viewed as independently verified ADA violations. Concerns were compared with the physical assessment findings and other evaluation materials before establishing specific recommendations.

4.5 Employee Survey and Workplace Accessibility

Employee feedback was collected to evaluate accessibility within Town work environments and identify opportunities to strengthen workplace inclusion, training, communication, and accommodation practices.

The survey included 54 employee respondents. Of those respondents, 44 (81.5%) rated workplace accessibility as Excellent or Good. Additionally, 52 of 54 employees reported that they Always or Usually felt welcomed, included, and supported at Town facilities.

These results indicate generally positive employee experiences while also identifying opportunities for improvement.

Employee Survey Feedback on Accessibility

Survey Topic	Employee Responses	Key Finding
Survey Participation	54 employees	Provided feedback on workplace accessibility and inclusion.
Workplace Accessibility	44 of 54 (81.5%)	Rated workplace accessibility as Excellent or Good.
Workplace Inclusion	52 of 54 (96.3%)	Reported Always or Usually feeling welcomed, included, and supported.
ADA and Accessibility Training	32 of 53 (60.4%)	Indicated adequate training was provided only Sometimes, Rarely, or Never.
Training Needs	Qualitative feedback	ADA requirements, effective communication, disability awareness, reasonable accommodations, and emergency preparedness

The employee survey results highlight the need for recurring ADA and disability awareness training across all Town departments. While employees generally reported positive workplace experiences, feedback identified opportunities to strengthen their understanding of ADA requirements, reasonable accommodations, effective communication, disability awareness, and emergency preparedness.

Providing regular, role specific training will help employees understand their accessibility responsibilities, respond consistently to accommodation requests, and recognize barriers that may affect coworkers and members of the public. Incorporating accessibility training into employee onboarding and ongoing professional development will help the Town of Morrisville maintain consistent practices, strengthen workplace inclusion, and ensure accessibility remains part of everyday operations.

4.6 Departmental Interviews and Operational Practices

Interviews with 13 Town department heads provided insight into how accessibility is addressed through departmental operations, public services, facility maintenance, recreation programming, communication, and capital planning.

Name of Department

1. Parks, Recreation & Cultural Resources (PRCR) (3 separate interviews)	8. Inspections
2. Planning	9. Communications & Outreach
3. Fire	10. Economic Development
4. Finance	11. Engineering
5. Town Administration	12. IT
6. Police	13. Public Works
7. Human Resources	

The interviews discussed existing accessibility initiatives, operational challenges, and opportunities for stronger Townwide coordination.

Departments identified ongoing efforts involving sidewalk and curb-ramp improvements, inclusive recreation programming, language access, website improvements, and accessible event planning.

They also identified opportunities to strengthen staff training, emergency preparedness, digital accessibility, communication procedures, funding strategies, and consistent accessibility responsibilities across departments.

Departmental feedback helped differentiate barriers that can be addressed through routine operations from improvements requiring additional planning, funding, design, or construction.

The interviews also reinforced the importance of clear responsibilities for receiving accessibility concerns, coordinating responses, and monitoring implementation

4.7 Website and Digital Accessibility Evaluation

The digital accessibility evaluation examined how individuals with disabilities access Town information, electronic documents, online services, and public-facing digital resources.

The review considered barriers that may affect people using screen readers, keyboard navigation, magnification, captioning, and other assistive technologies.

Areas of review included website structure and navigation, electronic documents, online forms, image descriptions, color contrast, headings, keyboard access, and other applicable digital accessibility features.

The Town's broader digital accessibility planning also identified additional assets for continued evaluation, including mapping applications, mobile applications, permitting and payment portals, and embedded third-party website tools.

Digital accessibility is essential to participation in Town services. Residents must be able to locate information, register for programs, submit requests, access public documents, and complete online transactions without unnecessary accessibility barriers.

Employees likewise need accessible digital tools and internal processes to perform their responsibilities effectively.

Digital findings inform corrective actions involving website remediation, accessible document practices, staff training, technology procurement, vendor coordination, and ongoing quality assurance.

4.8 Integration of Findings and Transition Plan Prioritization

The Town's self-evaluation combined physical assessment findings, policy review results, resident and employee feedback, departmental interviews, and digital accessibility findings to establish a coordinated understanding of accessibility needs.

Corrective actions were evaluated in relation to the type and severity of the barrier, its impact on independent access and participation, safety considerations, the importance of the affected service, and opportunities to coordinate improvements.

The Transition Plan organizes identified improvements into implementation priorities and provides a framework for assigning responsibilities, estimating costs, tracking progress, and reviewing outstanding barriers.

Physical barriers requiring construction may need longer implementation periods. In those circumstances, the Town will evaluate appropriate interim measures to maintain access to programs and services while permanent improvements are developed.

Policy, communication, training, and administrative improvements can also address barriers that do not require construction and may provide immediate benefits to residents and employees.

The self-evaluation findings were considered according to their level of verification. Physical accessibility barriers were documented through on-site assessments, measurements, and photographic evidence, while resident surveys, employee feedback, and departmental interviews provided reported experiences and operational perspectives. Survey and interview responses were not independently viewed as confirmed ADA violations. Where appropriate, reported concerns were compared with physical assessment findings, policy and procedure reviews, and digital accessibility evaluations to determine recommendations and priorities. This ensures that the Transition Plan distinguishes documented compliance deficiencies from reported accessibility concerns and opportunities to improve usability and inclusion beyond minimum ADA requirements.

4.9 Commitment to Inclusive Access

Morrisville's ADA self-evaluation establishes a foundation for both compliance and continued improvements to community inclusion.

The Town's long-term objective is to provide accessible facilities and parks, inclusive recreation and community programs, effective communication, accessible digital services, and workplace practices that support employees with disabilities.

Accessibility improvements will be integrated into departmental operations, facility maintenance, capital planning, employee training, and future program development.

The ADA Transition Plan serves as an ongoing management resource to guide these improvements, document progress, respond to community needs, and support meaningful participation in Town life.

5. Summary of Findings

5.1 Overview of Self-Evaluation Findings

The Town of Morrisville's ADA Self-Evaluation identified accessibility barriers and opportunities for improvement across Town facilities, parks, programs, services, policies, employment practices, and digital resources. Findings were developed through physical accessibility assessments, a policy and procedure review, resident and employee surveys, departmental interviews, and a digital accessibility evaluation.

Each assessment provided a different perspective on accessibility. Physical assessments documented existing site conditions and identified barriers requiring corrective action. The policy and procedure review assessed how accessibility responsibilities and accommodations are managed across Town operations. Resident and employee surveys provided insight into everyday accessibility experiences, while departmental interviews identified existing initiatives, operational challenges,

and opportunities for improved coordination. The digital evaluation assessed barriers affecting access to Town information and online services.

The findings identified recurrent concerns involving accessible routes, entrances, restrooms, signage, effective communication, ADA training, accommodation procedures, emergency preparedness, and digital accessibility. They also highlighted opportunities to improve accessibility beyond minimum compliance requirements by promoting independent access, inclusive participation, and consistent service delivery.

The following subsections summarize the findings from each ADA Transition Plan deliverable component. Detailed physical barriers, modification recommendations, priority levels, estimated costs, and photographs are documented in the individual facility and park assessment reports and accompanying Action Plans.

5.2 Physical Accessibility Findings: Facilities and Parks

Physical accessibility assessments identified recurring barriers affecting how residents, employees, and visitors with disabilities access and use Town facilities, parks, and recreational amenities.

The assessments considered the complete visitor experience, including accessible parking, pedestrian routes, building entrances, interior circulation, restrooms, signage, and access to recreational features. Findings identified both technical accessibility deficiencies and opportunities to improve utilization and independent access.

Several barriers appeared across multiple Town properties, including inconsistent signage, accessible route conditions, difficult to operate doors, restroom accessibility deficiencies, and barriers affecting access to recreational amenities.



Figure 5: Morrisville Community Park. Accessible signage should be raised. Detectible warning surface should be added at ramp.



Figure 4: Family Locker Room. Example of clear occupancy signage, mounted at an accessible height and includes Braille.

Recurring Physical Accessibility Findings

Barrier Category	Common Findings and Concerns	Accessibility Impact
Signage and Wayfinding	Missing or inconsistent tactile signage, Braille, accessible entrance identification, and directional information.	Limits independent navigation and the ability to locate facilities, services, and amenities.
Accessible Routes and Surfaces	Sidewalk and pathway conditions, slopes, changes in level, curb ramps, and incomplete connections to amenities.	Creates difficulties traveling between parking, entrances, buildings, and recreational areas.
Doors, Gates, and Entrances	Difficult to open doors, door hardware, maneuvering clearances, thresholds, and automatic door operator concerns.	Limits independent entry and movement through Town facilities.
Restrooms Facilities	Concerns for accessibility involving toilet compartments, grab bars, fixture clearances, mounting heights, and restroom accessories.	Affects the ability to use essential amenities safely and independently.
Accessible Parking	Parking space and access aisle dimensions, signage, slopes, and accessible connections to pedestrian routes.	Creates barriers at the beginning of a visitor's experience.
Parks and Recreation Amenities	Pathways to athletic fields, playground access, seating, picnic areas, spectator areas, and recreational features.	Limits participation in recreation and community activities.
Emergency and Life Safety Features	Emergency related accessibility features, alarms, evacuation routes, and accessible circulation.	May affect safe access and emergency response for individuals with disabilities.
Employee and Support Spaces	Workstation access, meeting room configurations, employee restrooms, storage areas, and interior circulation.	Limits workplace independence, participation, and access to shared amenities.

Facility and Park Specific Findings

Physical accessibility assessments evaluated at Town facilities and parks identified site-specific barriers affecting accessibility, usability, and independent access. The following findings highlight conditions documented during on site evaluations at several frequently used Town properties.

At Morrisville Town Hall, the physical assessment identified accessibility barriers involving door operation, automatic door operators, and signage and wayfinding. At Cedar Fork Community Center, identified barriers included door operation and inadequate maneuvering clearances. The assessment of the Morrisville Aquatic & Fitness Center identified accessibility considerations

involving elevators, showers, and pool access, while also documenting existing accessible features that support participation in aquatic and recreational activities.

Across Town parks, physical assessments identified barriers involving pedestrian pathways, seating and rest areas, signage, and accessible connections to recreational amenities. At Cedar Fork District Park, identified conditions included accessibility deficiencies along routes to athletic fields, transitions between paved surfaces, seating areas, and wayfinding features. Assessments at Morrisville Community Park and Indian Creek Trailhead also identified opportunities to improve accessibility and usability of playgrounds, recreational amenities, and associated pedestrian routes.



The physical assessments also evaluated employee and support areas, identifying accessibility barriers involving stair only access to certain upper level spaces, meeting room configurations, restroom accessibility, and interior circulation. These findings emphasize the importance of addressing accessibility throughout Town facilities, including both public facing and employee use areas.

The findings summarized above represent examples of physical accessibility barriers and conditions documented during on-site assessments rather than a comprehensive inventory of all identified barriers. Individual facility and park assessment reports provide detailed documentation of observed barriers, recommended corrective actions, priority ratings, estimated costs, and supporting photographs for each assessed location.

Maintenance and Inclusive Accessibility

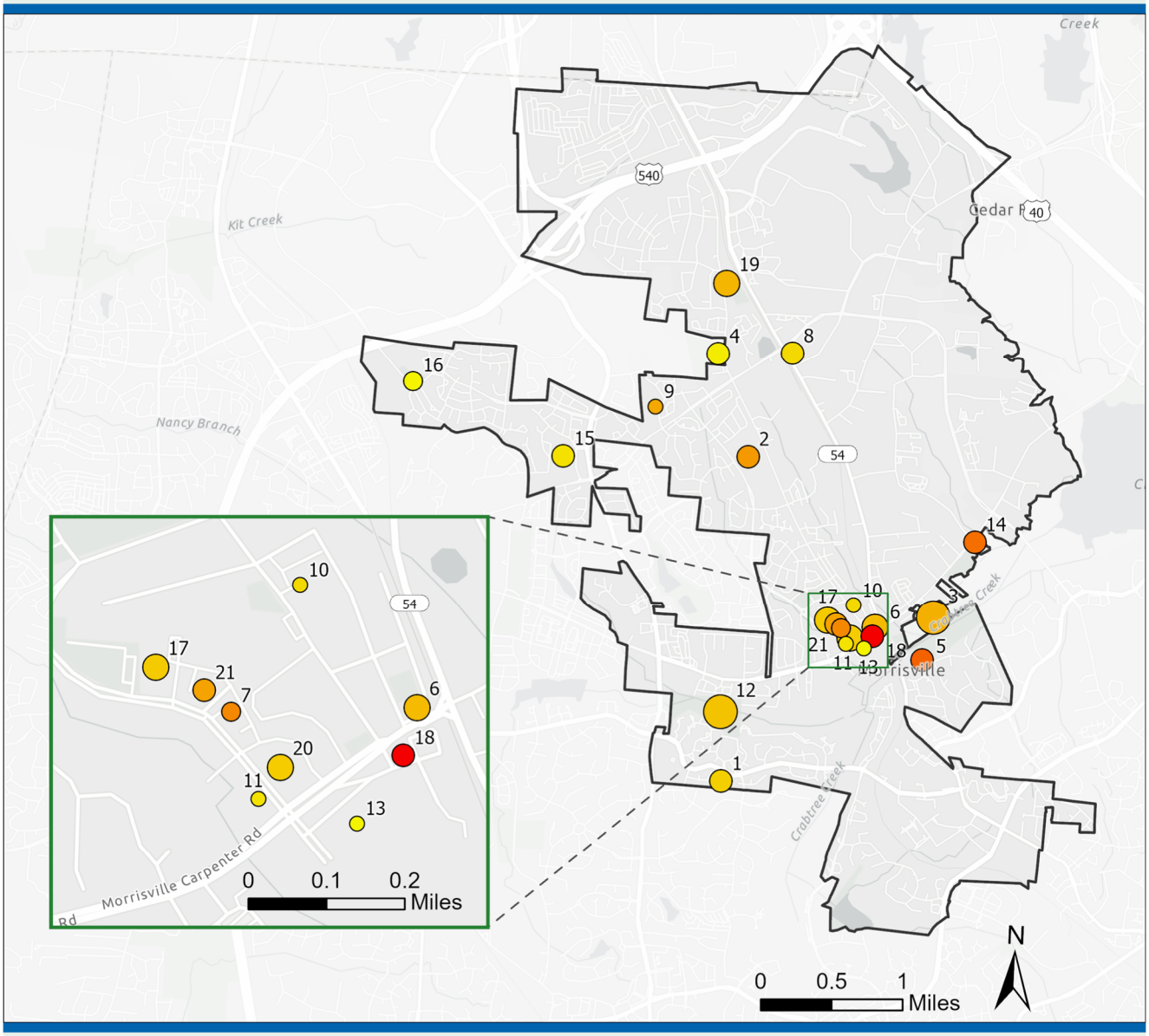
The findings also demonstrate the importance of maintaining existing accessible features. Automatic door operators, elevators, accessible routes, gates, and other accessibility elements must remain functional and unobstructed to provide consistent access.

Beyond correcting physical barriers, the Town of Morrisville has opportunities to improve the overall visitor experience through clearer wayfinding, accessible seating and rest areas, inclusive recreation amenities, and convenient access to public services.

These improvements would help the Town provide more accessible and usable facilities and parks for residents and visitors with disabilities.

Morrisville, NC

Facilities by Cost and Barrier Priority



Legend

Estimated Cost (Avg)

- <$25k
- $25k - $50k
- $50k - $100k
- $100k - $150k
- >$150k

Average Priority

- 0 - 2
- 2 - 3
- 3 - 4

Morrisville Town Boundary

Facility Label Key

1 Morrisville Aquatics & Fitness Center
2 Cedar Fork Community Center
3 Cedar Fork District Park
4 Church Street Park
5 Crabtree Nature Park
6 Fire Administration
7 Fire Station #1
8 Fire Station #2
9 Fire Station #3
10 Historic Christian Church
11 Indian Creek Greenway & Trailhead
12 Morrisville Community Park
13 Morrisville Dog Park
14 Morrisville Public Works
15 Morrisville Senior Center
16 Northwest Park
17 Parks, Recreation, & Cultural Resources Administration/PSMS
18 Pugh House
19 Shiloh Park
20 Town Hall
21 Town Hall Connector

5.3 Policy, Procedure, and Program Accessibility Findings

The policy and procedure review identified opportunities for the Town of Morrisville to strengthen the consistency, clarity, and accountability of accessibility practices across departments.

Policy Review Findings

Review Area	Principal Finding	Improvement Focus
ADA Coordination	Need for clearly defined responsibilities and coordination across departments	Designated leadership and departmental support
Reasonable Modifications	Opportunities to formalize requests, responses, and documentation	Consistent accommodation procedures
Grievance Procedures	Need for clear complaint submission, review, and resolution processes	Accessible, documented grievance procedures
Effective Communication	Opportunities to improve access to auxiliary aids and alternative formats	Standardized communication procedures
Emergency Preparedness	Need for stronger accessibility considerations in emergency planning	Inclusive notifications, evacuation planning, and staff guidance
ADA Training	Need for consistent staff awareness and role specific instruction	Recurring training and employee resources
Documentation and Monitoring	Opportunities for centralized records and follow up	Tracking requests, complaints, and corrective actions

While departments have established practices that support accessibility, the review identified areas where formal Townwide procedures and clearer responsibilities would improve the delivery of accessible programs and services. Key findings included the need to clearly define ADA coordination responsibilities, establish consistent procedures for reasonable modifications and accommodations, strengthen grievance and complaint processes, and provide employees with guidance on effective communication and auxiliary aids.

Policy and Procedure Review: Summary of Findings

The review also identified opportunities to improve accessible emergency planning, public information, documentation of accessibility requests, and ongoing staff training. These findings demonstrate the importance of establishing procedures that are both understandable to residents and practical for Town employees to implement.

Consistent Townwide policies will help ensure that individuals with disabilities receive appropriate assistance regardless of which department, facility, program, or service they access. Formalizing these practices will also improve accountability, support timely responses to accessibility concerns, and reduce reliance on informal departmental processes.

5.4 Resident Survey Findings

Resident survey feedback provided insight into how individuals experience accessibility when visiting Town facilities and parks, participating in recreational and community activities, and accessing public information and services.

The survey identified concerns involving participation in Town programs, registration procedures, park navigation, accessible seating, recreational amenities, and communication access. These responses demonstrate that accessibility challenges may occur throughout a person's experience, from locating information and registering for an activity to navigating a facility and participating independently.

Residents identified opportunities for improved wayfinding at parks, additional seating and resting areas, easier access to dog park gates, and clearer information about accessible amenities. Feedback also highlighted the importance of accessible communication formats, including Braille, large print, captioning, and assistive listening technology.

Resident Survey: Principal Accessibility Findings

Finding Area	Resident Feedback	Improvement Focus
Program Participation	Difficulty accessing programs, services, or events was mentioned five times	Accessible participation and registration
Senior Center Registration	Registration for activities and exercise programs was described as cumbersome	Simplified and accessible registration
Park Wayfinding	Better signage, maps, and directions were requested three times	Clearer Park navigation
Seating and Rest Areas	Limited seating or resting opportunities were mentioned three times	Accessible seating and rest areas
Dog Park Access	Gate access problems were reported twice	Accessible gate operation

Accessibility Information	Clearer information about accessible park features was requested twice	Public accessibility information
Communication Access	Requests included tactile maps, Braille, large print, captioning, and assistive listening	Effective communication and alternative formats

Although survey responses reflect individual experiences and do not independently establish ADA violations, they provide valuable insight into accessibility concerns that may not be fully captured through physical assessments.

Resident feedback reinforces the importance of considering the complete visitor experience and ensuring that accessibility improvements promote meaningful participation in Morrisville's community life.

5.5 Employee Survey and Workplace Accessibility Findings

Employee survey findings indicate that the Town of Morrisville has a generally positive workplace environment, while also identifying opportunities to improve accessibility, staff knowledge, and inclusive workplace practices.

Most employees rated workplace accessibility favorably and reported feeling welcomed, included, and supported at Town facilities. However, feedback identified recurring concerns involving difficult-to-open doors, wheelchair maneuvering space, accessible workstations and meeting areas, signage, maintenance of accessibility features, communication, and emergency preparedness.

ADA training emerged as a significant area for improvement. Employee responses indicated that accessibility training is not consistently perceived as adequate, highlighting the need for recurring, role-specific instruction and clearer guidance on accessibility responsibilities.

Employee Survey: Workplace Accessibility Findings

Finding Area	Principal Finding	Improvement Focus
Workplace Accessibility	Generally positive ratings, with specific physical barriers reported	Maintenance and workplace accessibility improvements
Workplace Inclusion	Most employees reported feeling welcomed and supported	Maintain and strengthen inclusive practices

ADA Training	Inconsistent perceptions of adequate training	Frequent role specific training
Physical Workspaces	Concerns regarding doors, maneuvering space, and employee amenities	Accessible workstations, meeting rooms, and shared spaces
Effective Communication	Need for greater awareness of communication assistance and accessible information	Staff guidance and accessible communication practices
Emergency Preparedness	Opportunities to improve accessibility awareness and emergency procedures	Inclusive emergency planning and training
Accommodation Awareness	Need for clear employee guidance and consistent procedures	Accessible accommodation request and response processes

These findings demonstrate that an inclusive workplace requires more than accessible physical facilities. Employees must also be able to participate in meetings and training, use internal technology, request reasonable accommodations, communicate effectively, and respond safely during emergencies. Although survey responses reflect individual experiences and do not independently establish ADA violations, they provide valuable insight into accessibility concerns that may not be fully captured through physical assessments.

The survey findings support a coordinated approach to workplace accessibility that combines physical improvements, consistent accommodation procedures, accessible communication, routine maintenance, and ongoing employee training.

5.6 Departmental Interview Findings

Departmental interviews provided insight into how accessibility is addressed through the Town of Morrisville's daily operations, public services, recreation programs, facility maintenance, communication, emergency preparedness, and capital planning.

The interviews identified several existing accessibility initiatives, including sidewalk and curb ramp improvements, accessible parking arrangements for community events, adapted recreation programming, accessible pool entry features, language access efforts, website improvements, and inclusive event planning. These initiatives demonstrate that accessibility is already incorporated into several areas of Town operations.

Department leaders also identified challenges involving staff training, emergency preparedness, digital accessibility, effective communication, funding availability, and the consistency of accessibility procedures across departments.

A recurring theme was the need for clearer Townwide coordination. Departments would benefit from defined responsibilities for identifying accessibility barriers, responding to accommodation requests, referring concerns, documenting corrective actions, and monitoring implementation.

The interviews also highlighted the importance of distinguishing improvements that can be completed through routine maintenance or operational adjustments from those requiring additional funding, design, construction, or coordination with capital improvement projects

Departmental Interviews: Operational Findings

Finding Area	Departmental Feedback	Improvement Focus
Existing Accessibility Initiatives	Sidewalk improvements, inclusive recreation, accessible events, and language access efforts	Build upon existing practices
Staff Training	Need for more consistent accessibility knowledge across departments	Townwide and department specific training
ADA Coordination	Opportunities to clarify responsibilities and communication between departments	Defined ADA leadership and departmental contacts
Emergency Preparedness	Need for accessible emergency communication and evacuation considerations	Inclusive emergency procedures
Digital Accessibility	Continued improvements needed for online information, documents, and services	Digital accessibility standards and staff guidance
Funding and Resources	Budget and staffing constraints may affect implementation	Coordinated budgeting and capital planning
Maintenance and Operations	Some barriers can be addressed through routine operational improvements	Maintenance procedures and accessibility monitoring

Overall, departmental findings support establishing a coordinated accessibility management approach that connects Town leadership, departmental responsibilities, staff training, maintenance activities, and long-term capital planning.

5.7 Digital Accessibility Findings

The Town of Morrisville's digital accessibility evaluation identified barriers and opportunities for improvement affecting public facing websites, electronic documents, online services, and digital communication.

Findings included concerns involving image descriptions, color contrast, webpage structure, keyboard accessibility, document formatting, and the usability of online registration and payment systems. These barriers may affect individuals who rely on screen readers, keyboard navigation, magnification, and other assistive technologies.

The review also identified the importance of accessible social media content, electronic forms, and documents used to communicate Town information and services.

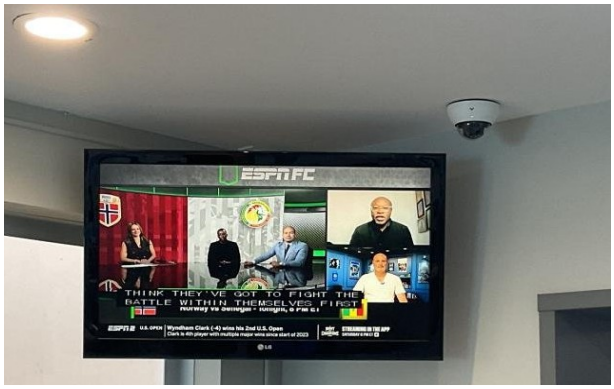


Figure 6: TV with closed captioning displayed

Additional digital resources, including mapping applications, mobile applications, permitting and payment portals, and embedded third party tools, were identified for continued evaluation. The review also considered the Morrisville Smart Shuttle request process as a unique example of how digital accessibility supports access to transportation services and broader community participation.

These systems require attention because residents may depend on them to obtain information, complete transactions, register for programs, and access essential Town services

Digital Accessibility: Summary of Findings

Digital Area	Identified Concern	Improvement Focus
Website Content	Image descriptions, color contrast, and page structure	Accessible content and page remediation
Navigation and Interaction	Keyboard access and navigation barriers	Usability with assistive technologies
Electronic Documents	Document structure, reading order, and accessible formatting	Accessible document creation and remediation

Online Registration and Payments	Barriers involving online transactions	Accessible forms and transaction processes
Social media and Communications	Accessibility of images, captions, and public information	Consistent accessible communication practices
Third Party Platforms	Mapping, permitting, payment, and embedded tools requiring continued review	Vendor coordination and accessibility testing
Ongoing Management	Need for consistent accessibility practices as content and technology change	Training, procurement standards, and monitoring

The findings support establishing consistent digital accessibility practices, including accessible document creation, employee training, routine testing, vendor coordination, and accessibility considerations during technology procurement.

Digital accessibility should be maintained as an ongoing Town responsibility rather than a one-time website improvement project. Continued evaluation and monitoring will help Morrisville provide accessible information and online services as technologies, content, and community needs change.

5.8 Combined Self-Evaluation Findings and Improvement Priorities

The combined self-evaluation findings demonstrate that accessibility barriers in Morrisville are interconnected across physical facilities, Town policies, employee practices, public programs, communication, and digital services.

Several concerns appeared in more than one evaluation component. Accessible entrances, routes, signage, and recreational amenities were addressed through physical assessments and reflected in resident or employee feedback. ADA training, effective communication, emergency preparedness, and consistent accommodation procedures were recurring themes in the policy review, employee survey, and departmental interviews.

These overlapping findings provide an important basis for establishing Townwide improvement priorities. They indicate where corrective actions may address multiple accessibility concerns and where coordination between departments can produce more consistent actions.

The findings also demonstrate that accessibility improvements require different implementation approaches. Some barriers may be corrected through maintenance, equipment adjustments, staff training, or procedural changes. Others may require architectural modifications, technology remediation, design services, funding, or integration into future capital improvement projects.

Combined Self: Evaluation Findings

Recurring Finding	Supporting Evaluation Sources	Improvement Focus
Accessible Entrances, Doors, and Routes	Physical assessments, resident and employee feedback	Correct physical barriers and maintain accessible features
Signage and Wayfinding	Physical assessments, resident and employee feedback	Improve tactile signage, directions, and navigation
Accessible Recreation and Community Participation	Physical assessments, resident survey, departmental interviews	Improve recreation amenities, registration, programs, and events
Workplace Accessibility	Physical assessments, employee survey, departmental interviews	Improve employee spaces, accommodations, and shared amenities
Effective Communication	Policy review, resident and employee feedback, departmental interviews	Provide auxiliary aids, accessible information, and clear procedures
ADA Training and Disability Awareness	Employee survey, policy review, departmental interviews	Provide recurring, role specific training
Emergency Accessibility	Policy review, employee feedback, departmental interviews	Strengthen accessible emergency communication and preparedness
Digital Accessibility	Digital evaluation, departmental interviews	Remediate digital barriers and establish ongoing testing and vendor coordination
Implementation and Funding	Physical Action Plans, departmental interviews, policy review	Coordinate maintenance, budgeting, capital improvements, and progress tracking

The Town's individual facility and park Action Plans provide the detailed physical corrective recommendations, priority classifications, estimated costs, and photographic documentation. The policy review, survey analysis, departmental interviews, and digital accessibility evaluation provide recommendations addressing nonphysical barriers and inclusive service delivery.

The self-evaluation findings establish a comprehensive foundation for improving accessibility throughout the Town of Morrisville. By addressing documented barriers, responding to community and employee feedback, strengthening administrative procedures, and maintaining accessible digital services, the Town can advance both ADA compliance and meaningful inclusion.

Sections 6 and 7 identify the recommended responsibilities, priorities, and implementation procedures for addressing these findings.

6. Responsible Officials and Priorities

This section establishes the responsibilities and coordination framework for implementing the Town of Morrisville's ADA Transition Plan. It identifies responsible officials, departmental roles, barrier removal priorities, and procedures for coordinating accessibility improvements across Town operations.

6.1 ADA Coordination and Responsible Officials

The Town of Morrisville should continue to utilize its designated ADA Coordinator, which is currently assigned to the Risk Manager position in Human Resources, to assist the Public Works Director with implementation of the ADA Transition Plan and function as the primary point of contact for accessibility matters. Supported by Town leadership, accessibility is incorporated into facility maintenance, public services, employee practices, and digital communications.

ADA Coordinator Roles and Responsibilities

The ADA Coordinator's responsibilities include:

- Receiving, documenting, and coordinating responses to accessibility concerns, accommodation and modification requests, and ADA grievances.
- Working with the Public Works Department to identify corrective actions requested through the grievance process and monitor progress.
- Supporting employee training and consistent accessibility procedures.
- Maintaining records of accessibility complaints, requests, and implementation activities.
- Reviewing accessibility considerations associated with changes to Town programs, facilities, services, and technology.

Public Works Director Responsibilities

- The Public Works Director is responsible for coordinating implementation of the ADA Transition Plan and overseeing ongoing updates to the Plan.

Public Works and Communications & Outreach Department Responsibilities

- The Public Works and Communications & Outreach Departments are jointly responsible for coordinating public engagement and communications regarding accessibility.

Authority and Departmental Support

The ADA Coordinator has the authority and departmental support to request information, coordinate corrective actions, and participate in relevant planning and operational discussions.

ADA Coordinator Contact Information

The Town should maintain current ADA Coordinator contact information in the Transition Plan, as well as on ADA public notices, grievance procedures, accommodation guidance, and the Town website.

Town of Morrisville ADA Coordinator
Name: Chuck Queen
Title: Risk Manager
Department: Human Resources
Phone: 919-463-7121
Email: cqueen@morrisvillenc.gov
Mailing Address: 100 Town Hall Drive, Morrisville, NC 27560

Residents, employees, and visitors can use this contact information to submit accessibility concerns, request assistance, or obtain information about the Town's ADA procedures.

The designated ADA Coordinator should continue to provide central accountability, while individual departments remain responsible for implementing accessibility requirements within their operations.

6.2 ADA Implementation Team and Departmental Responsibilities

The Town of Morrisville should establish an ADA Implementation Team to support the Public Works Director and coordinate accessibility improvements across Town departments.

The team should include representatives from departments responsible for facilities, parks, public services, employment, emergency preparedness, communication, technology, budgeting, and capital projects. Departmental representatives would serve as internal accessibility contacts, helping

identify barriers, coordinate corrective actions, communicate implementation needs, and report progress.

The ADA Implementation Team should meet quarterly to review accessibility concerns, monitor corrective actions, evaluate progress on high-priority improvements, and address issues requiring coordination between departments.

An annual review should evaluate completed improvements, outstanding barriers, changes in Town programs or facilities, community feedback, and priorities for the upcoming year.

The proposed departmental responsibilities are summarized below:

Department or Role	Primary Responsibilities
Town Manager's Office	Provide leadership support, reinforce accountability, and coordinate matters involving multiple departments.
ADA Coordinator	Coordinate accessibility requests and grievances, maintain records, and monitor progress.
Public Works / Facilities	Lead accessibility improvements involving buildings, parking, entrances, sidewalks, restrooms, signage, and maintenance.
Parks and Recreation PRCR	Address accessibility within parks, recreation facilities, programs, community events, and recreational amenities.
Planning / Inspections / Engineering	Incorporate accessibility considerations into planning, design, construction, renovation, and infrastructure improvements.
Finance	Support budgeting, capital planning, and coordination of accessibility-related expenditures.
Human Resources	Coordinate employee accommodations, workplace accessibility, onboarding, and staff training.
Police and Fire	Support accessible emergency communication, evacuation procedures, public safety services, and disability-awareness training.
Information Technology / Communications	Coordinate website accessibility, electronic documents, online services, digital communications, and vendor accessibility concerns.
Other Town Departments	Identify accessibility needs within their services, implement applicable procedures, and report concerns and corrective actions.

6.3 Barrier Removal Prioritization Framework

The Town of Morrisville will use a coordinated prioritization framework to guide corrective actions identified through the ADA Self Evaluations. The framework is intended to address barriers with the greatest impact on safety, independent access, essential services, and community participation while supporting efficient use of Town resources.

Priority determinations should consider the severity of the barrier, its effect on individuals with disabilities, the importance and frequency of use of the affected facility or service, and opportunities to coordinate improvements with maintenance or capital projects.

The following factors should guide prioritization:

- **Safety and Emergency Access:** Whether the barrier affects safe circulation, emergency communication, or access to essential public safety services.
- **Independent Access:** Whether the barrier prevents or substantially limits independent use of a facility, program, or service.
- **Essential Services:** Whether the barrier affects government services, public meetings, employment, or other important activities.
- **Public Use and Participation:** The frequency of use and number of people potentially affected.
- **Program Accessibility:** Whether the Town can provide meaningful access through appropriate alternative methods while permanent improvements are pending.
- **Implementation Considerations:** The feasibility of corrective action, estimated cost, maintenance opportunities, and coordination with planned projects.

The prioritization framework should be applied consistently while allowing adjustments when new barriers, accessibility complaints, safety concerns, or changes in service delivery require more immediate attention.

Recommended Accessibility Priority Tiers

Priority	Description	Typical Improvement Areas
Tier 1: Critical Access and Life Safety	Barriers substantially affecting safety, essential services, or independent access.	Primary entrances, critical accessible routes, essential restrooms, emergency communication, and access to public services.
Tier 2: High-Use Facilities and Programs	Barriers affecting frequently used facilities, programs, and community participation.	Community centers, recreation facilities, public meeting spaces, park amenities, and program registration.
Tier 3: General Accessibility Improvements	Barriers affecting usability, movement, and access to supporting amenities.	Interior movement, secondary amenities, signage, seating, and other facility improvements.
Tier 4: Long Term and Coordinated Improvements	Improvements that can be integrated into future renovations, maintenance programs, or capital projects, where applicable requirements permit.	Larger renovations, site improvements, coordinated facility upgrades, and enhancements beyond minimum accessibility requirements.

A lower planning priority does not remove an ADA obligation or automatically justify delaying the required modification. Barriers affecting program access, effective communication, reasonable modifications, or other requirements must be addressed within the relevant legal obligations.

6.4 Morrisville Priority Areas

Public Buildings and Essential Services

Accessibility improvements should prioritize facilities where residents participate in public meetings, or access essential Town operations. Morrisville Town Hall and other public facing facilities necessitate attention to accessible entrances, parking, movement, restrooms, signage, and effective communication.

Community and Recreation Facilities

Facilities such as Cedar Fork Community Center and Morrisville Aquatics & Fitness Center support important recreation and community programs. Accessibility priorities should address barriers affecting entrances, interior movement, restrooms, showers, recreational amenities, and participation in programs and activities.

Parks and Outdoor Recreation

Town parks should be evaluated for improvements involving accessible pathways, connections to amenities, playgrounds, seating, athletic facilities, and wayfinding. Projects should support independent access and inclusive recreation opportunities for individuals with different mobility, sensory, and communication needs.



Figure 7: Cedar Fork Community Center

Employee Facilities and Workspaces

Accessibility priorities should include employee workspaces, meeting rooms, shared amenities, and accommodation procedures. Improvements should support equal employment opportunities, accessible workplace participation, and effective emergency preparedness.

Communication, Policies, and Digital Services

The Town should also prioritize barriers identified through the policy review, surveys, departmental interviews, and digital accessibility evaluation. These include ADA coordination, grievance and accommodation procedures, staff training, effective communication, accessible electronic documents, and online services.

Digital accessibility improvements should be prioritized based on their effect to access Town information, essential services, registration, transactions, and public participation, consistent with applicable federal requirements.

6.5 Coordination with Implementation Planning

The prioritization framework will guide the Town of Morrisville in developing and maintaining an organized implementation schedule. Individual facility and park Action Plans will serve as the primary reference for physical barriers, corrective recommendations, priority classifications, and estimated costs.

The ADA Coordinator and responsible departments should first identify their prioritized actions, coordinate maintenance activities, plan larger improvements, and establish implementation responsibilities.

Where similar barriers occur across multiple Town facilities, corrective actions may be grouped into coordinated projects. Examples include accessible signage upgrades, door hardware adjustments, restroom improvements, and exterior parking and transition updates.

Policy updates, staff training, accommodation procedures, effective communication, and digital accessibility remediation, should be assigned to the responsible departments and tracked alongside physical improvements.

Priorities should be reviewed regularly and updated when new accessibility concerns are identified, projects are completed, Town services change, or additional information becomes available.

Section 7 establishes the proposed implementation methods, schedules, funding considerations, and progress monitoring procedures needed to carry out these priorities.

7. Transition Plan Details and Implementation

The Town of Morrisville's ADA Transition Plan establishes a proposed approach for implementing accessibility improvements identified through the self-evaluation. The implementation process will combine physical modifications, program access measures, policy improvements, digital accessibility remediation, and ongoing maintenance.

The individual facility and park assessment reports and accompanying Action Plans provide the detailed physical findings, recommended corrective actions, priority classifications, and preliminary cost estimates. Those documents should function as the foundation for developing project specific schedules and tracking implementation.

7.1 Structural Modifications and Coordinated Improvements

Physical accessibility improvements should be completed through a combination of routine maintenance, targeted corrective projects, facility renovations, and capital improvements.

The Town should consider grouping recurring accessibility barriers into coordinated improvement projects. However, urgent safety concerns, barriers affecting essential services, and doable maintenance modifications should not be delayed only to accommodate a larger project.

The following improvement categories provide opportunities for coordinated implementation.

Doors and Entrances

Improvements may include adjustments to door opening force and closing speed, accessible hardware, thresholds, maneuvering clearances, and automatic door operators where appropriate. Particular attention should be given to public entrances and frequently used interior doors.



Figure 8: Cedar Fork Community Center Main Doorway

Signage and Wayfinding

The Town should coordinate improvements involving accessible entrance identification, directional signage, permanent room identification, tactile characters and Braille, and accessible parking signage. Consistent wayfinding should also be considered at parks and recreation facilities to help visitors locate accessible routes and amenities.

Restrooms and Support Spaces

Recurring restroom improvements may include modifications to toilet compartments, grab bars, dispensers, clear floor spaces, and accessible accessories. Recreation facilities may require additional consideration of showers, changing areas, lockers, and related amenities.

Accessible Routes and Recreational Amenities

Improvements involving sidewalks, curb ramps, pedestrian crosswalks and transition points, parking areas, park pathways, playgrounds, athletic facilities, and spectator areas should be coordinated with maintenance, infrastructure, and capital improvement projects.

Communication Access

Facility improvements should also consider communication features within public meeting spaces, reception areas, and recreation facilities. Potential measures include assistive listening systems,

accessible meeting technology, captioning capabilities, and clear information about requesting communication assistance.

The Town should use the individual facility and park Action Plans to determine the scope, priority, cost, and schedule for each structural improvement.

7.2 Program Access and Interim Measures

The Town of Morrisville must maintain access to its programs, services, and activities while physical accessibility improvements are being planned or completed.

When a barrier cannot be corrected immediately, the Town should evaluate interim measures to provide access in accordance with applicable ADA requirements. Such measures may include relocating services to accessible locations, modifying procedures, providing auxiliary aids, or offering alternative methods of participation.

Examples include:

- **Alternative service locations:** Relocating a meeting, appointment, or public service to an accessible room or facility.
- **Accessible communication:** Providing qualified interpreters, captioning, assistive listening devices, accessible documents, or other appropriate auxiliary aids and services.
- **Modified service procedures:** Adjusting appointments, registration methods, or service arrangements to accommodate individual accessibility needs.
- **Remote participation:** Offering accessible telephone or virtual participation when appropriate to the service and individual circumstances.
- **Temporary wayfinding and assistance:** Providing clear directions, accessible entrance information, and staff assistance while permanent corrections are pending.

The department responsible should document the measure provided, the barrier being addressed, and any remaining corrective action. Temporary assistance should not automatically replace the necessary permanent modification.

7.3 Policy, Procedure, and Digital Accessibility Improvements

Implementation of the Transition Plan also requires addressing nonphysical barriers identified through the policy review, employee and resident surveys, departmental interviews, and digital accessibility evaluation.

Policy and Procedure Improvements

The Town should review and implement recommended procedures addressing ADA coordination, reasonable modifications, accommodation requests, grievance procedures, effective communication, emergency preparedness, and accessibility documentation.

The Policy and Procedures Report provides the supporting recommendations. Final procedures should be reviewed and adapted to the Town's administrative structure before adoption.

Employee Training

ADA and disability awareness training should be incorporated into employee onboarding and ongoing professional development. Additional role specific training should be provided to employees responsible for public services, recreation programs, emergency response, facilities, communications, and accommodation requests.

Digital Accessibility

Digital accessibility improvements should address documented barriers involving the Town website, electronic documents, online forms, registration and payment systems, and public facing communications.

Implementation should include remediation of identified barriers, accessible document practices, employee training, vendor coordination, technology procurement considerations, and continued accessibility testing.

Digital accessibility work should follow applicable federal requirements and deadlines rather than the longer physical improvement planning horizon.

7.4 Implementation Schedule and Phases

The Town of Morrisville proposes a 10-year planning framework for organizing accessibility improvements, with earlier attention to barriers affecting safety, essential services, and independent access.

The implementation phases provide general planning periods. They do not establish that every barrier within a priority tier may remain unresolved until the end of that phase. Specific completion dates should be assigned using the individual assessment Action Plans, legal requirements, project feasibility, and available resources.

Phase 1: First 12 Months: Establish and Begin Implementation

During the first year, the Town should focus on establishing implementation procedures and initiating priority corrective actions.

Recommended activities include:

- Work with the ADA Coordinator to establish the ADA Implementation Team.
- Publish ADA contact information and applicable accommodation and grievance procedures.
- Begin Townwide and role-specific ADA training.
- Address urgent accessibility concerns and feasible maintenance corrections.
- Identify and budget for initial high-priority capital improvements.
- Begin remediation of documented digital accessibility barriers.
- Establish a centralized system for tracking corrective actions and progress.

Phase 2: Years 1–3: Advance High-Priority Improvements

This phase should emphasize significant barriers affecting frequently used facilities, essential services, and public participation.

Recommended activities include:

- Advance high-priority improvements at Morrisville Town Hall, community and recreation facilities, public safety facilities, and frequently used parks.
- Address prioritized entrances, parking, primary routes, restrooms, emergency features, and public meeting spaces.
- Coordinate recurring door, signage, and restroom improvements where appropriate.
- Strengthen effective communication resources and accessible service procedures.
- Continue digital accessibility remediation and monitoring.
- Review project costs, funding, and remaining high-priority barriers.

Phase 3: Years 3–5: Expand Facility and Program Improvements

This phase should focus on additional improvements identified in the facility and park Action Plans.

Recommended activities include:

- Address remaining scheduled improvements affecting recreation facilities, parks, and supporting amenities.
- Improve secondary routes, recreational access, meeting spaces, and employee facilities.

- Coordinate accessibility improvements with facility renovations and equipment replacement.
- Continue staff training, policy monitoring, and digital accessibility maintenance.
- Complete a five-year review of remaining barriers, costs, priorities, and schedules.

Phase 4 Years 5–10: Complete Remaining Planned Improvements

The final planning phase should address remaining scheduled improvements and strengthen long-term accessibility management.

Recommended activities include:

- Complete remaining planned facility, park, and pedestrian accessibility projects.
- Integrate accessibility into capital improvements, renovations, and maintenance.
- Reevaluate outstanding barriers and update project schedules as necessary.
- Continue ADA training, effective communication practices, and digital accessibility monitoring.
- Maintain annual reporting and Transition Plan updates.

The proposed 10-year horizon is intended for future planning and budgeting. It does not extend ADA compliance deadlines or eliminate the Town's responsibility to provide program access, effective communication, and reasonable modifications.

7.5 Funding and Capital Planning

The Town of Morrisville should incorporate accessibility improvements into annual budgeting, routine maintenance, facility renovations, and its Capital Improvement Program.

Lower cost corrections, including signage replacements, door hardware adjustments, and minor restroom improvements, should be evaluated for completion through maintenance or departmental operating budgets.

Larger improvements involving accessible routes, parking areas, building renovations, and recreational facilities may require capital funding, design services, or coordination with other planned projects.

The ADA Coordinator, Finance, and responsible departments should coordinate to identify potential funding sources, update preliminary cost estimates, and establish realistic project schedules.

Funding and scheduling decisions should be documented to support accountability and future planning. Where resources are limited, the Town should continue to evaluate measures to maintain access while longer term improvements are developed.

7.6 Progress Tracking and Plan Updates

The Town should maintain a centralized implementation record documenting accessibility improvements across facilities, parks, programs, services, and digital resources.

Each corrective action should include the identified barrier, location or service, recommended correction, priority, responsible department, estimated cost, funding source, target completion date, implementation status, and actual completion date.

Departments should report progress to the ADA Coordinator, including completed corrections, outstanding barriers, newly identified concerns, and changes affecting implementation.

A more comprehensive review should occur at the five-year milestone to evaluate implementation progress and reassess remaining projects.

These monitoring activities will support the public reporting and accountability measures described in Section 8.

8. Public Outreach and Accountability

The Town of Morrisville should maintain ongoing public engagement and transparent reporting throughout implementation of the ADA Self Evaluation and Transition Plan. Community participation will help the Town understand how accessibility improvements affect everyday use of its facilities, parks, programs, services, and digital resources.

The resident and employee feedback collected during the self-evaluation provides a foundation for continued engagement. As improvements are completed and new concerns arise, the Town should provide accessible opportunities for community members to share their experiences and help inform future priorities.

8.1 Ongoing Public Engagement

The Town of Morrisville should integrate accessibility considerations into its established public engagement activities, including public meetings, facility and park improvement projects, recreation planning, and future Transition Plan updates.

For projects with significant accessibility repercussions, the Town should seek input from individuals with disabilities early enough to inform planning and design decisions. This can identify concerns that may not be fully captured through physical site assessments.

The Town should also consider opportunities for continued participation by residents with disabilities, caregivers, advocates, and community organizations. This may include accessibility forums, targeted outreach, or an advisory group that provides feedback on proposed improvements and emerging concerns.

Community participation should complement the Town's internal ADA Implementation Team and support informed decision making throughout implementation.

8.2 Accessible Outreach and Public Feedback

Public engagement opportunities should be accessible to individuals with a range of disabilities. Meeting notices and outreach materials should explain how to request accommodations, accessible documents, interpreters, captioning, assistive listening devices, or other communication assistance.

In person engagement should take place in accessible locations, and virtual participation should use platforms that support accessible communication. The Town should use multiple outreach methods, including its website, social media, email, public meetings, surveys, and other established communication channels.

Morrisville should also provide convenient ways for residents and visitors to report accessibility concerns or recommend improvements without requiring them to initiate a formal ADA grievance.

Feedback may be submitted through accessible online forms, email, telephone, public meetings, or other Town communication methods.

Accessibility concerns should be documented and directed to the appropriate department for review. The Town should communicate the significance or outcome of reported concerns and explain available options for additional assistance.

Community feedback should be considered alongside documented assessment findings, accommodation requests, grievances, and implementation priorities. Repeated concerns may indicate a need to reevaluate a corrective action, amend a procedure, or provide additional training.

8.3 Annual Progress Reporting

The Town of Morrisville should prepare an Annual ADA Progress Report summarizing implementation activities, completed improvements, outstanding accessibility barriers, and priorities for the upcoming year.

The report should provide a clear overview of progress across physical facilities, programs, policies, communication, and digital services.

The annual report should address:

- **Physical accessibility improvements:** Completed corrections at Town facilities and parks, projects underway, and remaining priority barriers.
- **Policies and programs:** Updates to accommodation procedures, grievance processes, emergency preparedness, and accessible service delivery.
- **Digital accessibility:** Improvements to the Town website, electronic documents, online services, and public communications.
- **Employee training:** Training activities completed and additional training needs.
- **Community feedback:** General trends in accessibility concerns, requests, and grievances, while protecting confidential information.
- **Upcoming priorities:** Planned improvements, anticipated funding needs, and proposed implementation activities.

The ADA Coordinator should coordinate preparation of the report with responsible departments and Town leadership. A public version should be made available through the Town's website in an accessible format.

Annual reporting will provide residents with information about the Town's progress and help maintain accountability for the commitments established in the Transition Plan.

8.4 Monitoring and Transition Plan Updates

Morrisville should review its ADA Transition Plan annually to document completed improvements, evaluate outstanding barriers, and identify changes affecting implementation.

The review should consider progress reported by Town departments, community and employee feedback, accommodation and grievance trends, changes in Town facilities or services, and applicable accessibility requirements.

The Town should also complete a more comprehensive review at the five-year milestone to reassess remaining barriers, project costs, funding needs, and long-term implementation priorities.

Updates should be documented so that the Transition Plan remains a useful planning and accountability resource as Town facilities, programs, services, and community needs evolve.

Ongoing public engagement, annual progress reporting, and periodic plan updates will help Morrisville maintain transparency and support continued accessibility improvements.

9. Recommendations

The following recommendations summarize the actions identified through the Town of Morrisville's ADA Self Evaluation and Transition Plan. They address recurring physical accessibility barriers, policy and procedure improvements, program access, digital accessibility, and employee training.

These recommendations should be implemented in coordination with the priorities and schedules established in Sections 6 and 7.

9.1 ADA Governance and Accountability

The Town should strengthen accessibility oversight and coordination through the following actions:

- Review the designation, authority, and responsibilities of the Townwide ADA Coordinator.
- Establish an ADA Implementation Team with representatives from departments responsible for facilities, parks, public services, employment, technology, communications, and emergency preparedness.
- Assign departmental responsibility for corrective actions and maintain centralized implementation records.
- Conduct quarterly implementation reviews and document progress through annual reporting.

9.2 Policies, Procedures, and Program Access

The Town should establish consistent procedures that support accessible public services and effective communication.

Recommended actions include:

- Review and formalize Townwide procedures for reasonable modifications, accommodation requests, and ADA grievances.
- Maintain accessible public information explaining ADA rights, available assistance, and procedures for submitting accessibility concerns.
- Establish clear procedures for providing auxiliary aids and services, including interpreters, captioning, assistive listening devices, and accessible documents.
- Incorporate accessibility considerations into public meetings, recreation programs, community events, and emergency preparedness.

- Establish procedures for maintaining program access when physical or operational barriers require interim measures.

9.3 Facility, Park, and Communication Improvements

The Town should address documented physical accessibility barriers using the priorities and corrective actions identified in the facility and park Action Plans.

Recommended actions include:

- Prioritize barriers affecting accessible entrances, parking, primary routes, restrooms, emergency features, and essential public services.
- Coordinate recurring improvements involving doors, signage, restrooms, and accessible pedestrian routes.
- Improve accessibility within recreation facilities, parks, public meeting spaces, employee work areas, and supporting amenities.
- Provide and maintain communication equipment and accessibility features within public meeting and service areas.
- Incorporate accessibility requirements into routine maintenance and facility renovations.

9.4 Digital Accessibility

The Town should address identified digital accessibility barriers and establish ongoing practices for maintaining accessible electronic information and services.

Recommended actions include:

- Remediate documented barriers involving the Town website, online forms, registration and payment systems, and electronic documents.
- Prioritize digital services supporting essential Town functions, public information, and community participation.
- Establish consistent procedures for creating and publishing accessible documents and digital content.
- Incorporate accessibility requirements into technology procurement, vendor coordination, and system updates.
- Assign responsibility for ongoing digital accessibility testing, corrective actions, and responses to reported concerns.

Digital accessibility improvements should be scheduled in accordance with applicable federal requirements and compliance deadlines, April 26th, 2028.

9.5 Employee Training and Accessibility Awareness

The Town should establish a consistent approach to ADA and disability awareness training across departments.

Recommended actions include:

- Provide recurring ADA and disability awareness training for Town employees.
- Incorporate accessibility guidance into employee onboarding and professional development.
- Provide role-specific training for public-facing employees, supervisors, facilities personnel, Parks, Recreation, & Cultural Resources, Human Resources, Information Technology, Communications & Outreach, Police, and Fire.
- Address reasonable modifications, effective communication, accessible customer service, emergency preparedness, and digital accessibility.
- Maintain training records and use employee feedback and recurring concerns to identify additional training needs.

10. Conclusion

The Town of Morrisville's ADA Self-Evaluation and Transition Plan provides a coordinated framework for identifying and addressing accessibility barriers across Town facilities, parks, programs, services, communications, and digital resources. Through physical accessibility assessments, policy and procedure reviews, resident and employee surveys, departmental interviews, and digital accessibility evaluations, the Town has identified opportunities to strengthen access and participation for individuals with disabilities.

Implementation should prioritize barriers affecting safety, independent access, essential services, and meaningful participation. The proposed 10-year planning framework provides an approach for coordinating physical accessibility improvements with routine maintenance, facility renovations, and capital projects. This planning scope does not extend ADA compliance deadlines or lessen the Town's responsibility to provide accessible programs, services, and effective communication.

Successful implementation will require leadership from a designated ADA Coordinator, collaboration among Town departments, employee training, community engagement, and regular evaluation of progress. The individual facility and park Action Plans, supporting assessment reports, and recommended policy improvements provide the foundation for developing specific corrective actions and maintaining accountability.

The Town should review and update the Transition Plan as barriers are corrected, new accessibility concerns are identified, and facilities or services change.

By incorporating accessibility into everyday operations and long-term planning, the Town of Morrisville can establish a more consistent and sustainable approach to providing inclusive public services.

The Town's ongoing commitment to accessibility will help ensure that individuals with disabilities have equitable opportunities to access and participate in Morrisville's facilities, parks, programs, services, and community activities.

11. Appendix and Supporting Deliverables

Appendix I. Resident, Employee and Town Department Head Survey Report

Appendix II. Facility and Park Accessibility Assessment Reports

Appendix III. Policy and Procedures Report

Appendix IV. Digital Asset Review

Appendix V. Shapefile Map information

Townwide Accessibility Findings — Overview

Overview document **assembled by Town staff**, based off of consultant findings. This document presents all facility findings, summarized by finding category and facility.

FINDINGS REVIEWED	FACILITIES	EST. COST RANGE	MIDPOINT ESTIMATE
		$673,435	
521	21	$2,735,475	$1,704,455

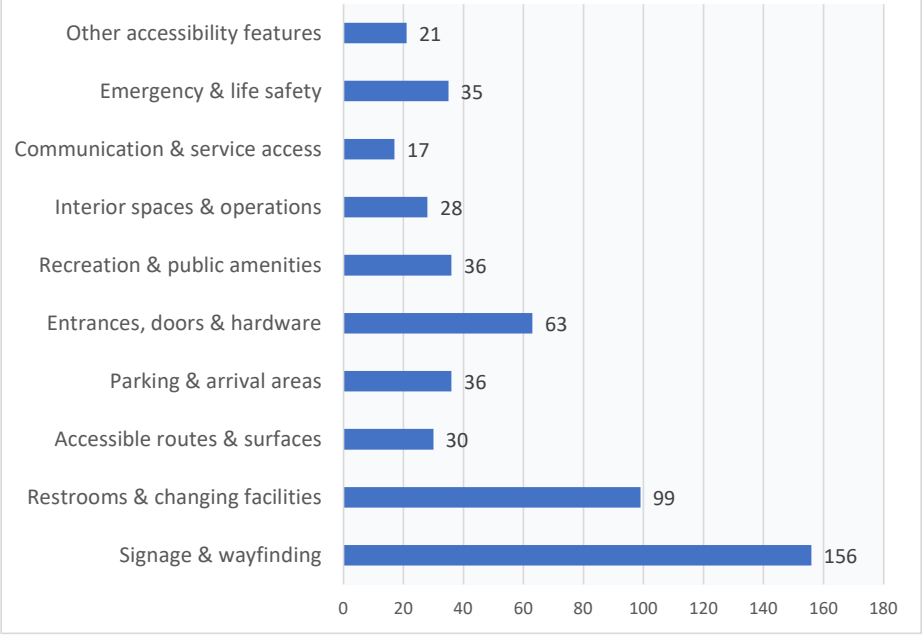
Primary category	Findings	Budget Low	Budget High
Signage & wayfinding	156	$174,000	$701,600
Restrooms & changing facilities	99	$134,950	$474,225
Accessible routes & surfaces	30	$60,100	$283,800
Parking & arrival areas	36	$92,700	$405,100
Entrances, doors & hardware	63	$63,235	$287,050
Recreation & public amenities	36	$16,600	$73,650
Interior spaces & operations	28	$21,800	$83,100
Communication & service access	17	$68,100	$235,050
Emergency & life safety	35	$6,000	$27,950
Other accessibility features	21	$35,950	$163,950

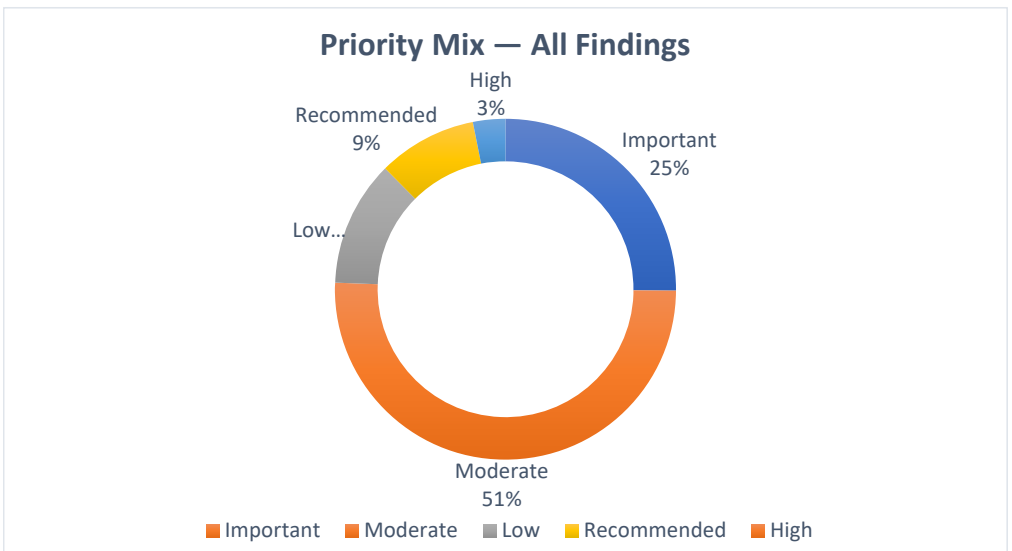
Priority	Findings	Budget Low	Budget High
Important	131	$275,900	$1,030,000
Moderate	263	$174,075	$687,025
Low	62	$21,510	$88,000
Recommended	49	$104,450	$460,450
High	**16**	**$97,500**	**$470,000**

How to read this overview

Counts represent individual finding rows, not the number of discrete deficiencies mentioned inside each narrative. Multi-issue rows are assigned to the primary asset or access theme to avoid double counting.

Facility	Findings	Budget Low	Budget High
Aquatics & Fitness Center	52	$40,050	$136,400
Cedar Fork Community Center	31	$27,400	$110,800
Cedar Fork District Park	19	$75,400	$348,750
Church Street Park	42	$24,400	$89,150
Crabtree Nature Park	7	$26,675	$107,250
Fire Administration	29	$43,450	$190,300
Fire Station #1	21	$18,500	$70,150
Fire Station #2	23	$29,700	$108,450
Fire Station #3	15	$9,000	$39,700
Historic Christian Church	11	$7,750	$26,100
Indian Creek Greenway Trailhead	16	$10,100	$27,750
Morrisville Community Park	46	$105,750	$399,050
Morrisville Dog Park	5	$3,750	$13,750
Morrisville Public Works	20	$26,200	$96,000
Northwest Park	9	$10,650	$42,750
PRCR-PSMS	64	$45,000	$227,600
Pugh House	7	$23,700	$92,900
Shiloh Park	19	$48,750	$234,750
Town Hall	41	$48,450	$181,900
Town Hall Connector	18	$24,125	$88,250
Morrisville Senior Center	26	$24,635	$103,725





RESOLUTION 2026-372-0 ADOPTING THE ADA TRANSITION PLAN FOR PARKS, FACILITIES, SERVICES, AND DIGITAL ASSETS

WHEREAS, Title II of the American with Disabilities Act (ADA) applies to state and local government entities, protects qualified individuals with disabilities from discrimination on the basis of disability in services, programs, and activities provided by state and local government entities; and

WHEREAS, public entities with over 50 employees are required to perform an accessibility self-evaluation and develop an ADA Transition Plan; and

WHEREAS, Morrisville Town Council adopted an ADA Policy Statement via Resolution 2022-338-0 on September 13, 2022, where it defined the Town's commitment to persons with disabilities and identified the Town's ADA Coordinator; and

WHEREAS, Morrisville Town Council adopted an ADA Transition Plan for Pedestrian Facilities in the Public Right of Way on February 28, 2023, where it made a commitment to improving the Town's commitment to persons with disabilities; and

WHEREAS, in April 2026, Town staff issued a request for proposals for the Town's ADA Self-Evaluation and Transition Plan, reviewed and ranked the proposals in accordance with Town procurement policy, and, in May 2026, selected Direct Access as the top-ranked firm and executed a contract to complete the ADA Self-Evaluation; and

WHEREAS, the Town of Morrisville completed an ADA Self-Evaluation and Transition Plan process that identified accessibility barriers and opportunities for improvement across Town facilities, parks, services, policies, and digital resources; and

WHEREAS, the ADA Transition Plan establishes a framework for prioritizing corrective actions, assigning responsibilities, and implementing accessibility improvements to support equal access for individuals with disabilities;

NOW, THEREFORE, BE IT RESOLVED THAT THE MORRISVILLE TOWN COUNCIL hereby adopts the ADA Transition Plan for Town Parks, Facilities, Services, and Digital Assets as required by the Americans with Disabilities Act and will make efforts to make funding allocations, during the budget development process, for implementation of this plan.

Adopted this the 24th day of November 2026.

ATTEST:

_____ _____

TJ Cawley, Mayor Kayla Bertling, Town Clerk

Town Council Agenda Item Report

Agenda Item No. 9.a
Submitted by: Josh Michael
Submitting Department Planning
Meeting Date: November 24, 2026

SUBJECT
Affordable Housing: Rental Assistance Program AMI Eligibility Adjustment

Recommendation:
Review the information provided

Updates/History of Briefing:
Not Applicable

Executive Summary and Background Information:

Staff is notifying Town Council of an amendment to the Rental Assistance Program that will increase the income eligibility threshold from 60% AMI to 80% AMI.

When the program was established, the 60% AMI threshold was intentionally selected to target households with the greatest need while allowing staff to evaluate participation levels and overall program performance. During the February 26, 2026, Town Council Work Session, staff discussed the possibility that eligibility criteria could be adjusted following implementation if program data indicated a need for modification.

Since implementation, the program has received 54 Rental Assistance applications and 10 Security Deposit Assistance applications. Staff's review of program participation and workforce data suggests the current 60% AMI threshold for the Rental Assistance Program may not align well with the income profile of many households within the workforce populations the program was designed to serve.

Consistent with the Town Council's previous direction to evaluate the program and make adjustments as necessary, staff intends to increase the eligibility threshold to 80% AMI. Staff anticipates this change will better align the program with its intended beneficiaries and enhance the program's overall effectiveness and impact.

Advisory Board/Committee Review:

None

Insert Date of Advisory Board/Committee Review:

Advisory Board/Committee Recommendation and/or Vote:
None

Potential Options:
Review the information provided

Staff Recommendation:
None

ATTACHMENTS
- 2026-405-0 Administrative Report

Morrisville
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To: Morrisville Town Council

From: Josh Michael CZO, Planner III

Date: November 24, 2026

Re: Administrative Report: Rental Assistance Program AMI Eligibility Adjustment

Executive Summary
This report provides Town Council with an update regarding staff's planned adjustment to the Rental Assistance Program income eligibility threshold from 60% AMI to 80% AMI.

The possibility of future adjustments to the AMI threshold was discussed with Town Council during the February 26, 2026 Work Session as part of the program's initial implementation strategy. Since that time, staff have continued to monitor participation trends, application activity, and workforce data to evaluate program performance. Based on that evaluation, staff believes an 80% AMI threshold is more closely aligned with the workforce populations the program was designed to serve and intends to implement the adjustment.

This report is being provided to keep Town Council informed and provide an opportunity for questions or feedback prior to implementation.

Background
The Rental Assistance Program was established to assist income-qualified households with housing costs while prioritizing:

- Town of Morrisville employees
- Wake County public-sector employees
- Wake County Public School System employees serving Morrisville schools

During program development, staff and the Town's housing consultant recommended establishing the program at 60% AMI. This approach was intended to direct limited funding resources toward households with the greatest demonstrated need while allowing staff to evaluate participation trends and overall program performance before considering future modifications.

During the February 26, 2026 Work Session, staff specifically discussed the possibility that the AMI threshold may require adjustment following implementation. Town Council acknowledged

that staff should monitor participation and report back if implementation experience suggested changes were warranted.

Staff subsequently provided Town Council with an update on August 25, 2026, regarding several administrative modifications to improve program implementation. While an AMI adjustment was not proposed at that time, Town Council acknowledged that additional refinement could be necessary as staff continued evaluating the pilot program and gathering implementation data.

Program Performance
Since implementation, NeighborUp has administered the program on behalf of the Town. To date, the program has received:

- 54 Rental Assistance applications
- 10 Security Deposit Assistance applications

Staff review indicates that only two Rental Assistance applicants were determined ineligible solely because they exceeded the current 60% AMI threshold.

While that number is relatively small, staff and NeighborUp have observed limited participation from several of the workforce populations the program was specifically designed to serve. Although applications continue to be submitted, many applicants do not fall within the program's priority categories.

Staff believes the more significant trend is that the current 60% AMI threshold may not align well with the income profile of many Town employees, teachers, and other public-sector employees identified as priority populations under the program. While staff cannot quantify individuals who did not apply because they exceeded the current income threshold, implementation experience suggests the existing limit may be restricting participation among the intended beneficiary groups.

Percent of AMI	Family of 1	Family of 2	Family of 3	Family of 4
60%	$55,620	$63,540	$71,460	$79,380

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Workforce Analysis
Staff evaluated Town employee salary data to better understand how different AMI thresholds align with the Town workforce.

Based on employee salary information:

*Income Threshold	Approximate Number of Town Employees
60% AMI	25
80% AMI	102

**Based on individual employee salary data. Actual program eligibility is determined using total household income rather than employee salary alone.*

While employee salary cannot be used to determine program eligibility, this comparison suggests that an 80% AMI threshold would be more closely aligned with the workforce populations identified during creation of the program.

Percent of AMI	Family of 1	Family of 2	Family of 3	Family of 4
80%	$74,100	$84,700	$95,300	$105,850

Proposed Amendment
Staff recommend increasing the program's income eligibility threshold from 60% AMI to 80% AMI.

The adjustment will:

- Maintain the program's income-based eligibility structure.
- Expand the pool of potentially eligible participants.
- Better align the program with Town employee income levels and other priority groups.
- Reflect lessons learned during the initial implementation period.
- Remain consistent with the evaluation approach discussed with Town Council during program development.

No changes are proposed to the program's priority categories, administration, or funding allocation.

Fiscal Impact
The proposed amendment would not increase the current program budget and would not alter the program's overall administration structure. The program would continue to operate within existing funding levels and administrative procedures.

Staff will continue to monitor participation rates, application trends, and program utilization and will provide updates to Town Council as appropriate.

Next Steps
Unless Town Council has questions or concerns regarding the proposed adjustment, staff intends to proceed with increasing the Rental Assistance Program eligibility threshold from 60% AMI to 80% AMI and will continue monitoring overall program performance.

Town Council Agenda Item Report

Agenda Item No. 10.a
Submitted by: Kayla Bertling
Submitting Department Administration
Meeting Date: November 24, 2026

SUBJECT
Policy for Applying a Special Services Charge to Public Records Requests

Recommendation:
Approve policy and amend fee schedule

Updates/History of Briefing:
NA

Executive Summary and Background Information:
Staff proposes a policy to consistently and fairly apply the NCGS § 132-6.2.(b) allowed 'Special Services Charge' for extensive public records requests. Council will hear about the changing public records landscape and staff's recommendation to keep operations resilient as technology changes.

The proposed rates for FY2027 would be $25.06 per hour for clerical work, $35.26 per hour for IT work, and direct costs for third-party costs. The proposed extensive threshold would trigger the hourly fees after the first two (2) hours of work.

Advisory Board/Committee Review:
None

Insert Date of Advisory Board/Committee Review:

Advisory Board/Committee Recommendation and/or Vote:
None

Potential Options:
Approve policy and amended fee schedule; direct changes; or do not adopt.

Staff Recommendation:
None

ATTACHMENTS

- 2026-411-0 PRES Special Services Fee.pdf
- 2026-411-0 ATTH 01 Public Records Request Special Services Charge Policy.pdf

Policy for Applying a Special Services Charge to Public Records Requests

Town Council Meeting

November 24, 2026

Kayla Bertling, Town Clerk

NC Public Records Law

Public records are the property of the people.

State Law Sets:

Definition

Anything created or received in the course of public business

Retention

How long a record retains its public value

Access

The public has a broad right of access, with limitations requiring state exemptions

Morrisville

NC Public Records Law

- Fees authorized by State Statute:
  - Actual cost of reproducing the record (the paper and the ink)
    - FY2027 fee of $0.15 per 8 ½ x 11 sheet
  - Special Services Provision § 132-6.2.(b)
    - *"if the request is such as to require extensive use of information technology resources or extensive clerical or supervisory assistance by personnel of the agency involved"*
    - For requests that require extensive use of IT or clerical resources
    - Reasonable, based on actual costs
    - *Policy goal: Establish framework for consistent, fair application*

Morrisville

Proposed Special Service Charge Fees

Clerical Hourly Rate

- Lowest hourly pay rate for the Town's Senior Administrative Assistant
- FY2027 = $25.06

IT Hourly Rate

- Lowest hourly pay rate for the Town's IT Support Analyst I
- FY2027 = $35.26

Third Party Costs

- Fees charged by third parties
- Costs of additional hardware required solely for the request (ex. external hard drive)

"Extensive" threshold set at two (2) hours. First two hours have no charge.

Direct cost, unrelated to staff hours.

Morrisville

Application

Majority of requests will remain free.

309

2026 Public Records Requests YTD

<10

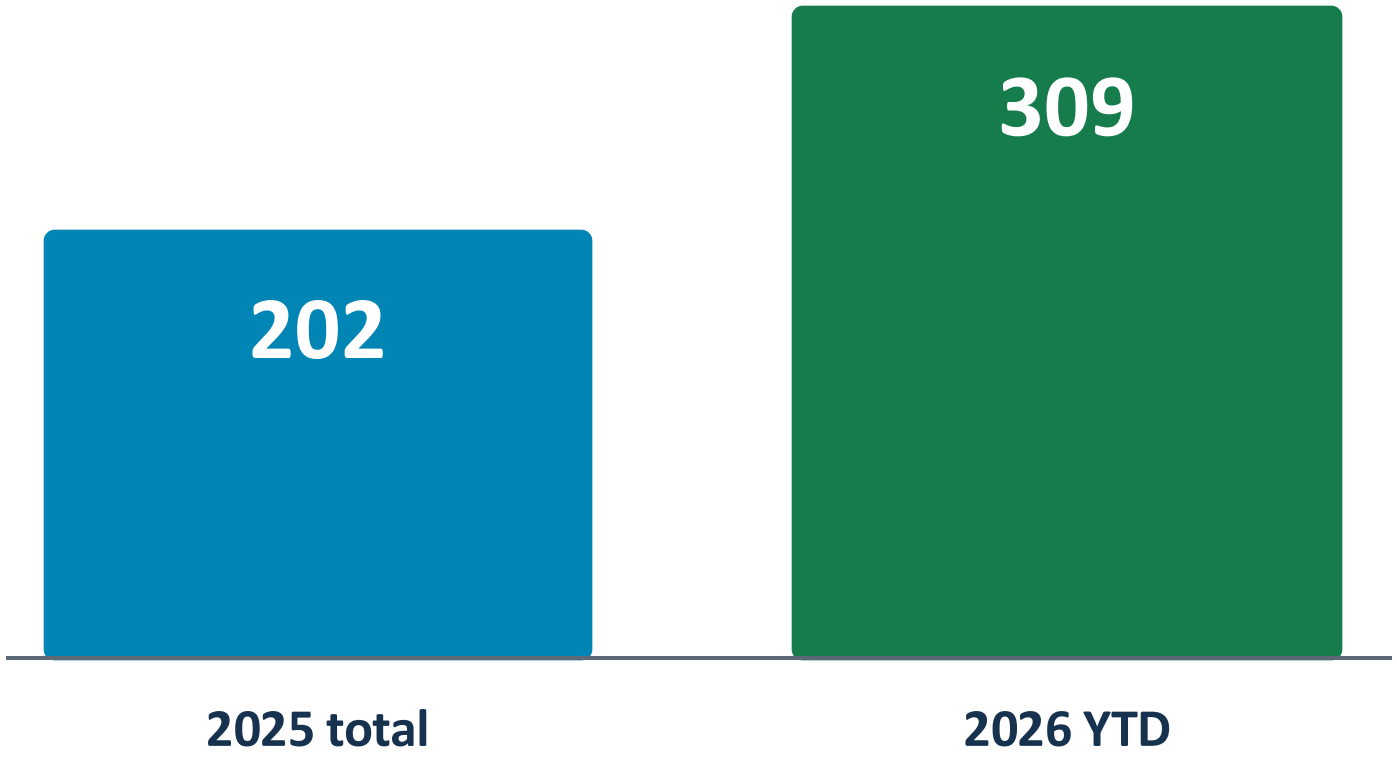
2026 Requests That Would Trigger Proposed Fee

Staff remains committed to transparent government. The first step will always be conversation to help a requester identify the relevant or irrelevant records for their project.

Morrisville

Why Now?

Strategic Plan Goal 7: Organizational Resiliency

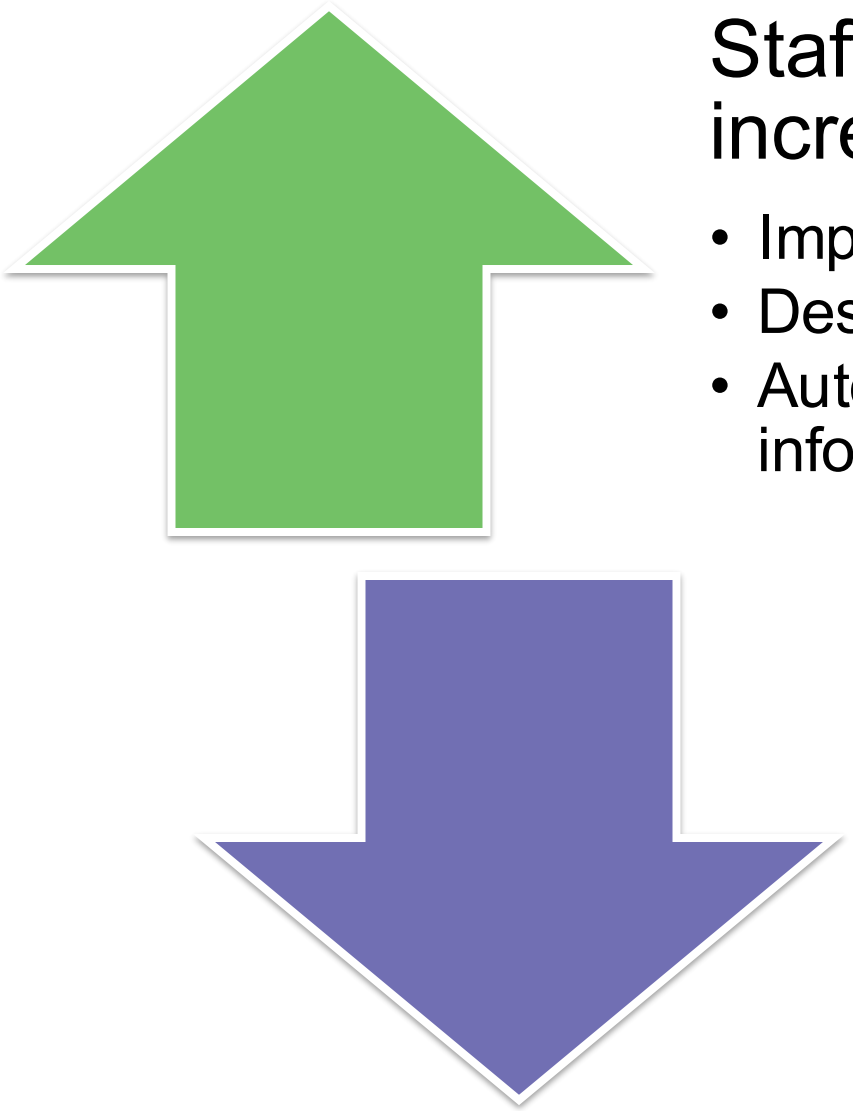


The increase is not just more requests. AI makes large datasets easier for requesters to search and analyze after production, lowering the barrier to broad requests.

Increases are seen across the state.

Morrisville

Staff Efficiency



Staff remains committed to increasing efficiency

- Improved organization
- Destruction of records
- Auto detection of confidential information

Human Touch Remains

- Disclosure of confidential information has real consequences as a government entity

Morrisville

Benchmarking

- No Wake County municipalities have this policy
  - Holly Springs, Cary, Fuquay-Varina assess the fee on a case-by-case basis

Questions?

Morrisville Live connected. Live well.	**POLICY OR STANDARD PROCEDURE**	
	Administration Dept.	**Effective:** NOT YET ADOPTED
Policy for Applying a Special Services Charge to Public Records Requests		**Supersedes:** N/A
		Prepared By: Kayla Bertling, Town Clerk
		Approved By: Town Council

I. Purpose

The Town of Morrisville is committed to providing prompt access to public records in accordance with Chapter 132 of the North Carolina General Statutes.

For unusually large or complex requests for copies of public records that require extensive clerical assistance or extensive information technology resources, the Town may assess a Special Service Charge as authorized by N.C.G.S. § 132-6.2(b).

The purpose of the Special Service Charge is to recover actual costs directly attributable to fulfilling the request and not otherwise incurred by the Town in accordance with N.C.G.S. § 132-6.2(b).

II. Scope

1. Extensive Clerical Assistance

For purposes of this policy, "extensive clerical assistance" means staff time substantially exceeding that required for a routine public records request.

Extensive clerical assistance shall generally be considered to exist when responding to a request requires more than two (2) hours of clerical staff time to:

- Locate, retrieve, and compile records from multiple sources;
- Organize and prepare records for production;
- Separate responsive records from non-responsive records;
- Review records to identify confidential information requiring redaction;
- Perform redactions of confidential information; or
- Convert records into a requested electronic format.

For purposes of calculating a Special Service Charge, clerical assistance may include the time spent by non-attorney staff locating, organizing, reviewing, and redacting records for production.

The following activities shall not be included in a Special Service Charge:

- Attorney review of records;
- Legal research;
- Legal advice;
- Legal determinations concerning the applicability of disclosure exemptions; or
- Other legal services provided by the Town Attorney or outside counsel.

2. *Extensive Information Technology Resources*

For purposes of this policy, "extensive information technology resources" means information technology staff time or technical resources substantially exceeding those required for a routine public records request.

Extensive information technology resources shall generally be considered to exist when responding to a request requires more than two (2) hours of information technology staff time to:

- Locate, retrieve, or extract records from specialized software systems;
- Restore archived, backup, or legacy electronic records;
- Conduct large-scale electronic searches requiring dedicated technical support;
- Create custom database queries, reports, or data exports;
- Convert records from proprietary or specialized formats; or
- Prepare records for production using specialized software, equipment, or technical processes.

For purposes of calculating a Special Service Charge, information technology resources may include the time spent by information technology staff locating, retrieving, extracting, restoring, compiling, formatting, and preparing electronic records for production.

The following activities shall not be included in a Special Service Charge:

- Routine retrieval of standard electronic files;
- Routine email searches;
- Routine access to records maintained in commonly used electronic systems;
- Ordinary technology support associated with day-to-day records management; or
- Technology costs not directly attributable to responding to the request.

III. Special Service Charge Rates

The rates established under this policy shall be updated automatically upon adoption of each annual Budget Ordinance and charges shall be assessed in increments of fifteen (15) minutes.

1. *Clerical Assistance Rate*

   Special Service Charges for extensive clerical assistance shall be calculated using the lowest hourly pay rate for the Town's Senior Administrative Assistant classification, as established annually by the Town's adopted Budget Ordinance.

   The Town may assign records request processing responsibilities to any qualified employee; however, for purposes of consistent and equitable administration, all clerical Special Service Charges shall be calculated using the established classification rate rather than the compensation rate of the individual employee performing the work.

2. *Information Technology Resources Rate*

   Special Service Charges for extensive information technology resources shall be calculated using the lowest hourly pay rate for the Town's IT Support Analyst I classification, as established annually by the Town's adopted Budget Ordinance.

   The Town may assign records request processing responsibilities to any qualified employee; however, for purposes of consistent and equitable administration, all information technology Special Service Charges shall be calculated using the established classification rate rather than the compensation rate of the individual employee performing the work.

3. *Third Party Costs*

   In addition to applicable clerical and information technology resources charges, the Town may recover actual third-party costs incurred solely to fulfill a records request, not otherwise incurred by the Town.

IV. Cost Estimates and Payments

Before incurring any Special Service Charge, the Town shall provide the requester with a good-faith estimate of the anticipated clerical and/or information technology resources required to fulfill the request. In developing the estimate, the Town may work with the requester to clarify, narrow, prioritize, or phase the request.

Where the Town cannot reasonably estimate the total time required due to the nature of the request, the Town may provide an initial estimate for the first phase of work and issue revised estimates as additional information becomes available.

Because the scope and complexity of public records requests can vary substantially, all estimates are preliminary and based upon the information available at the time the estimate is prepared. If the Town determines that the actual time required is likely to materially exceed the original estimate, the Town shall notify the requester and provide a revised estimate before continuing work beyond the original estimate.

Payment of the estimated Special Service Charge shall be required before the Town performs work subject to the charge.

If the actual Special Service Charge is less than the amount paid, the Town shall refund the difference to the requester. If the Town determines that the time required to fulfill the request is likely to exceed the estimated amount paid, the Town shall notify the requester, provide a revised estimate, and require payment of the additional estimated charge before continuing work subject to the charge.

V. Aggregation of Related Requests

Requests shall generally be evaluated individually.

However, the Town may treat multiple requests as a single request when it reasonably determines that the requests:

- Seek substantially similar records;
- Relate to the same subject matter, project, transaction, property, contract, development application, meeting, or event; or
- Appear intended to divide a larger records request into smaller requests.

In determining whether multiple requests should be treated as a single request, the Town may consider:

- The timing of the requests;
- The similarity of the records sought;
- Whether the requests concern the same subject matter, project, transaction, property, contract, development application, meeting, or event;
- Whether the requests would require substantially the same retrieval, review, organization, redaction, or production efforts; and
- Whether processing the requests separately would materially duplicate staff work that would otherwise be performed as part of a single request.

The Town shall not aggregate requests solely because they originate from the same requester. Requests concerning distinct subjects, projects, transactions, properties, contracts, development applications, meetings, or events shall generally be treated as separate requests.

VI. Documentation of Charges

The Town shall maintain records supporting any Special Service Charge assessed pursuant to this policy.

Documentation shall include:

- The date the work was performed;
- A brief description of the services provided;
- Whether the work was clerical assistance or information technology resources;
- The amount of time spent on the work, recorded in fifteen (15) minute increments;
- The applicable classification rate used to calculate the charge; and
- Any vendor invoices or other third-party costs directly related to the request.

All Special Service Charges shall be based on documented time and costs directly attributable to responding to the request and shall be maintained in a manner sufficient to demonstrate compliance with applicable law.

VII. Administration

The Town Clerk, or designee, shall be responsible for determining whether a request requires extensive clerical assistance or extensive information technology assistance, calculating any applicable Special Service Charge, and administering this policy.

The Town shall administer this policy consistently and in a manner that promotes transparency, public access to records, and compliance with North Carolina public records law.

Town Council Agenda Item Report

Agenda Item No. 13.a
Submitted by: Cindi King
Submitting Department Parks, Recreation and Cultural Resources
Meeting Date: November 24, 2026

SUBJECT
Western Wake Farmer's Market Update

Recommendation:
Share Council's vision for the partnership, so staff can continue negotiations.

Updates/History of Briefing:
NA

Executive Summary and Background Information:

The Western Wake Farmers Market has long served as a valued community asset, providing access to local agricultural products while supporting regional farmers. As part of the ongoing planning process and contract renewal for Town Center, staff have reviewed the market's history, operations, previous investments, and community role to better understand opportunities.

Staff have met with representatives of the Western Wake Farmers Market Board to discuss current operations, organizational goals, facility needs, and long-term sustainability and have two more meetings slated for this year. Continued collaboration with the Board will remain an important component of the planning process as we look into the renewed contract.

Advisory Board/Committee Review:
None

Insert Date of Advisory Board/Committee Review:

Advisory Board/Committee Recommendation and/or Vote:
None

Potential Options:

Share Council's vision for the partnership, so staff can continue negotiations.Â

Staff Recommendation:
None

ATTACHMENTS
- 2026-402-0 PRES WWFM.pdf

WESTERN WAKE FARMERS MARKET

PARTNERSHIP HISTORY
TOWN INVESTMENT

John Letteney | Assistant Town Manager
Cindi King | Parks, Recreation Cultural Resources Director

Town Council Meeting - November 24, 2026



Morrisville
Live connected. Live well.

western wake farmers market in Morrisville

Partnership history at a glance

2014

Town and WWFM worked together on the Healthy Food Hub concept. Rex endowment grant.

2017/2018

Town Council lease action connected WWFM operations to the Healthy Food Hub. 2018 Construction of Healthy food hub.

2019

Covid impact and financial challenges.

2023

Executed lease formalized market operations and WWFM management of the Education Garden. Management restructure.

2025

Contract Amendment A moved the market and garden responsibilities to Indian Creek Trailhead during Town Center construction.

2026

Addendum extended the arrangement while the parties continued renewal discussions.

Locations:

1 - Former Healthy Food Hub/WWFM

2 - Community Garden

3 - Current Education Garden

4 - Current WWFM



Healthy Food Hub: origin, grant support, and transition

The Hub created a shared home for food access, market operations, and education

2014 Rex Endowment grant support and a 2015 WWFM MOU before the 2017 lease action.

Initial town investment in Healthy Food Hub and WWFM was approximately $310,000

The 2017 lease placed the market and Education Garden at the Healthy Food Hub as community-focused operations.

The original grant-supported phase ended. WWFM and the Education Garden moved to Indian Creek Trailhead. Construction began on Town Center.

Community Garden vs Education Garden

Community Garden (independent 501c3)

The Morrisville Community Garden is a community-based gardening program that provides individual garden plots for residents to lease and maintain for personal gardening purposes. Participants are responsible for cultivating and maintaining their assigned plots in accordance with the garden's rules, policies, and membership requirements. The Community Garden operates as a resident-focused gardening program that supports food production, gardening education, and community engagement through individual plot stewardship.

Education Garden

The Morrisville Education Garden is a demonstration and educational garden operated through the partnership between the Town of Morrisville and the Western Wake Farmers Market (WWFM). The garden is managed by WWFM and is intended to provide educational programming, demonstrations, volunteer opportunities, and community learning experiences related to gardening, agriculture, nutrition, and sustainability. It is not a plot-based garden for individual use. Under the agreement, WWFM oversees programming and garden activities, while the Town provides maintenance support and reimbursement assistance for approved garden expenses.

Education Garden: a distinct WWFM responsibility

WWFM Education Garden (2023)

- WWFM adopted the Education Garden under its nonprofit operating structure
- The WWFM Board appoints a Garden Coordinator
- WWFM develops garden education and outreach programming
- The Town advertises program sign-up opportunities

Not the Community Garden

- The Education Garden is separate from the Morrisville Community Garden
- There is no operational relationship between WWFM's Education Garden and the Community Garden lease or membership structure

Value Exchange

The partnership combines modest rent with community program benefits

$250

WWFM pays twice each year /
$500 annual lease fee
Value of the lease $9,360
Rental rate | $90 (five hours) * 52 weeks = $4,680 per shelter or $9,360 for both shelters (not including deposit)

Up to $2000

Annual Town support for approved Education Garden expenses: Plants, seeds, dirt, materials to winterize clips, poles, frost cloth, garden staples

*Town Staff time not included

WWFM Costs

- Nominal cost for electric covered by Town of Morrisville.
- Town will provide water for the Education Garden.

WWFM Value

- Market operations and vendor management
- Community food-access services
- Education Garden programming and outreach
- Volunteer and youth opportunities

2025 relocation to Indian Creek Trailhead

Why the Move

Town Center construction required a temporary market location. WWFM relocated to Indian Creek Trailhead, with the annual report identifying April 5, 2025 as the move date.



What Amendment A added

- **Indian Creek Trailhead became the primary market site during construction.**
- **The Town provided restroom-building storage and a coded lock.**
- **The Town purchased a power box connected to a 50-amp source for limited vendor use.**
- **Town-building parking was identified for vendors and customers.**
- **Garden relocation items included fencing, raised beds, and topsoil.**

Approximate cost of move was $16,500
***staff cost not included**

Town Center design and investment



Educational Garden Infrastructure - $32,500

Additional town investment includes the support building that is shared with other Town Center operations.

Site design supports market and garden operations

Parking

Spaces near Town Hall Drive support vendor and customer parking.

Access & Power

50-amp power source available for access to vendors.

Fence & Wash Area

Fenced Education Garden area is provided adjacent to the support building. An outdoor wash area is provided for garden use.

Storage & Growth

Building support provided for garden use.

Expansion for Growth.

Supports WWFM Resiliency

A partnership anchor in Town Center

Continue structured discussions while simplifying the agreement

Town Provides

- Public space and maintenance
- Garden reimbursement support
- Infrastructure, storage, restrooms, power, and parking coordination
- Promotion and ongoing staff guidance
- Commercial destination - cross customer base

Town Center

WWFM Provides

- A recurring community destination
- Local food and small-business access
- Food-assistance and donation programs
- Volunteer opportunities and Education Garden programming
- Helps activate Town Center

WWFM Primary Objectives

- Strengthening the long-term partnership between the Town and WWFM;
- Clarifying responsibilities while providing appropriate operational flexibility for both parties;
- Simplifying the agreement by reducing unnecessary administrative complexity;
- Updating the lease to reflect the current operation of both the Farmers Market and Education Garden;
- Ensuring the agreement appropriately reflects WWFM's role as an independent charitable nonprofit organization operating for public benefit.

WWFM Proposal for Principal Revisions - Staff Review

• Removal of all remaining references made unnecessary by eliminating rent and revenue sharing, resulting in a simpler agreement.

• Removal of the geographic operating restriction, recognizing that WWFM's charitable and educational mission should not be unnecessarily limited by geographic constraints.

• Addition of a provision recognizing WWFM as the Town's exclusive nonprofit partner for operation of a recurring farmers market on Town-owned property.

• Provide annual Garden Coordinator stipend; simplify the reimbursement process for Education Garden expenditures.

• Recognize WWFM's authority to establish and administer its Rules of Operation (currently the Town has approval authority).

CONT...

WWFM Proposal for Principal Revisions - Staff Review

- Clarification and simplification of the reimbursement process for Education Garden expenditures.

- Removal of detailed operational requirements, such as vendor composition requirements, allowing routine market management decisions to remain with the WWFM Board rather than within the lease Agreement (currently the Town Manager is part of the vendor appeals process).

- Additional relocation provisions to better ensure continuity of market operations.

- Clarification and reduction of termination provisions to a 90-day termination period (currently it is 12 months).

What is the Council's Vision for WWFM?

WWFM Proposal for Principal Revisions - Council Direction

• Elimination of rent (or reduction to $1) in recognition of WWFM's charitable 501(c)(3) status and the public benefits provided by the Market.

• Elimination of the revenue-sharing provision (and related language) which created ambiguity regarding charitable contributions and nonprofit accounting, and complicated financial reporting for both parties.

• Increase of Education Garden reimbursement for supplies.
Currently $2,000/fiscal year.

Engagement and recommended contract direction | Next Steps

Continue structured discussions while simplifying the contract

Meeting Timeline:

- **October 19**
  Staff / WWFM Reps
- **November 14**
  Staff / WWFM Board
- **December 19**
  Staff / WWFM Reps
- **Return to Council early 2027**

Staff Supports:

- **Elimination of the $500 annual rent**
- **Continued Town guidance in a streamlined manner**
- **Defined reporting and programming expectations**



Questions

Town Council Agenda Item Report

Agenda Item No. 13.b
Submitted by: Jeanne Hooks
Submitting Department Administration
Meeting Date: November 24, 2026

SUBJECT
Capital Investment Program 4-year Major Update

Recommendation:
Received information, discuss, and provide input to establish the process to move forward.

Updates/History of Briefing:
- Staff reviewed the CIP policy, process, and touched on financial condition indicators. Council confirmed consensus on no changes to the policy guidance and agreed to the prioritization tools. In the interest of time, Council agreed to pick up the discussion at the next work session in November.
- At the November 24 meeting, staff will review the project list and distinguish between projects recommended for Council re-prioritization and projects that represent existing commitments or obligations that should be incorporated into the Town's long-term funding model. Throughout the discussion, staff will pause at key decision points to solicit Council feedback, identify areas of emerging or shared interest, and receive guidance regarding community outreach expectations and engagement priorities.

Executive Summary and Background Information:
The Capital Investment Program (CIP) establishes the policy framework for evaluating, selecting, prioritizing, and executing projects within a fiscally responsible, fundable 5-year plan. Its purpose is to drive meaningful, visible investments that produce positive outcomes for the community. The CIP policy adopted by Council guides Staff and the process for managing an effective investment program, one that remains financially sound while delivering tangible projects aligned with community needs. As outlined in the policy, a major program update occurs every four years, making 2027 the next scheduled update. Morrisville has benefited from a strong CIP policy framework that has resulted in responsible planning & execution of projects balancing both capacity with affordability.

During this work session, Staff will review key topics looking for input & general consensus where appropriate outlining:
1) policy & process drivers, 2) the proposed timeline, 3) introduce critical thinking tools for

project prioritization, 4) initiate solicitation of big picture community interests from Staff's & Council's perspective, and 5) outline methods for effective public engagement. This session marks the official kick-off of a major CIP update, which will continue through a series of work sessions, forums, exercises, and decision points from October through February, aligning with the development of the operational budget.

Advisory Board/Committee Review:
None

Insert Date of Advisory Board/Committee Review:

Advisory Board/Committee Recommendation and/or Vote:
None

Potential Options:
Received information, discuss, and provide input to establish the process to move forward.

Staff Recommendation:
None

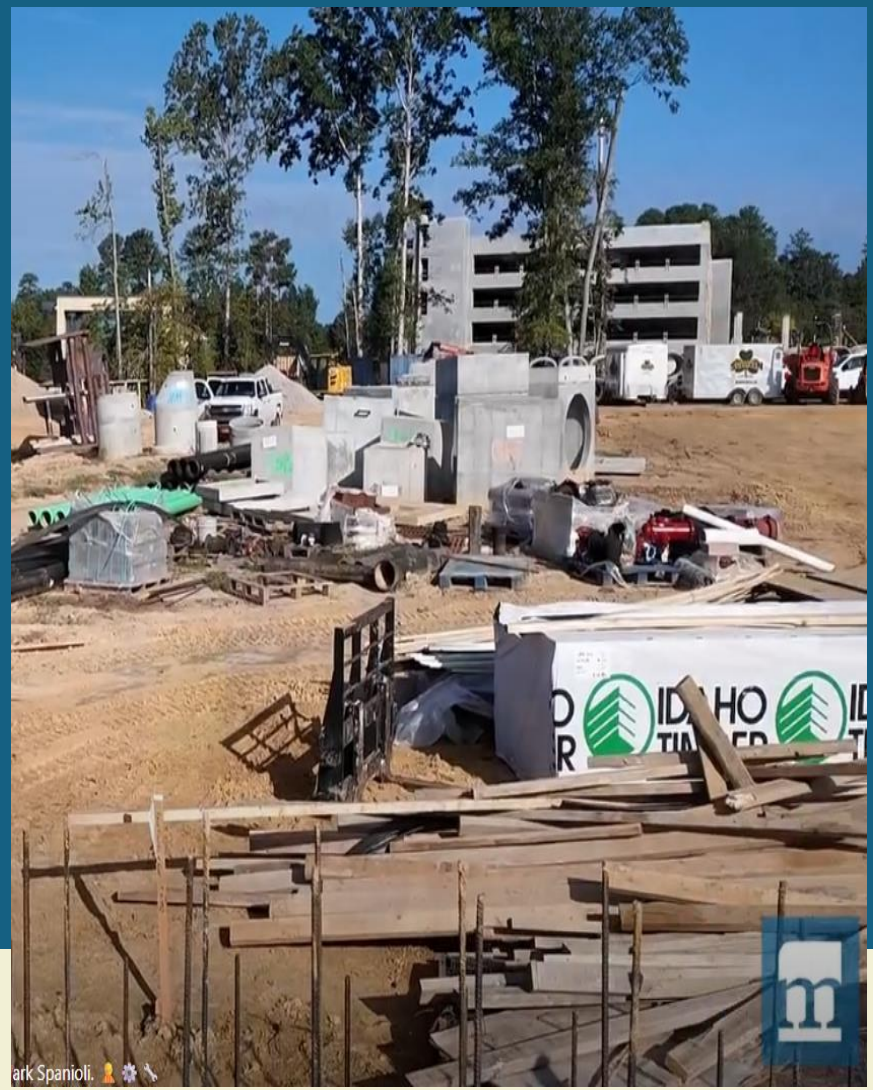
ATTACHMENTS
- 2026-352-0 FY2028-2032 CIP Major Update 20261124.pdf
- 2026-352-0 ATTH 01 CIP Project Concept Summary Matrix.pdf

Capital Investment Program (CIP)

CIP Major Update
Planning FY28-FY32

Town Council Work Session
October 15, 2026/November 24, 2026

Jeanne Hooks, Director Management Services
Byron Hayes, CFO
Mark Spanioli, P.E., Director of Engineering



Optimize capital investments through strategic planning and budgeting



Capital Planning Overview – One of Two Sessions

Goals

01

CIP Policy Process Overview

Review policy driven process, prioritization tools, & suggested timeline

02

Identifying Interests & Influences

Evaluate current project concepts & consider possible future project needs

03

Discuss Engagement

Provide feedback on engagement approach



CIP Policy Overview

01

Section Objectives:

- Review Core Policy Drivers
- Differentiating Capital from Operating
- Refresh on the Process & Timeline
- Discuss Council's Prioritization Tools
- Address Questions & Affirm the Process

5-Year CIP Policy Drivers

Aligning Capital with Strategy

The capital investment plan sets the policy framework for selecting, prioritizing, and executing projects within a fundable 5-year plan. It drives investments that produce positive community outcomes.



01 **Strategic Alignment with Goals, Plans, & Community Needs**

02 **Financial Stewardship & Long-Range Funding Model Development**

03 **Public Infrastructure Maintenance, Continuity, & Investment**

Capital Investment Program (CIP)

What Qualifies as a Capital Project

- Typically Large, non-recurring expenditures
- Onetime expense that would otherwise distort the annual operating budget if included
- Does not include maintenance related items and some large equipment.
- Long-range operating impacts from onboarding new facilities are addressed through the annual operating budget process (see slide 7)



5-Year CIP Prioritization Process/Timeline

The Advantages of a CIP Plan

- Fosters public agreement on projects & enhances community understanding
- Enhances cooperation & communication within & between government entities
- Prevents inefficient use of resources
- Contributes to maintaining financial stability

Oct

Plan & Project Interests

Establish CIP Process
Align with Policy
Consider Future Project Interest for Guidance



Nov

Refine Project Concepts & Post Audit Model Updates

Incorporate Key Influences, study outcomes, & consider readiness factors



Dec - Jan

Community Engagement & Prioritization Exercises

Conduct engagement to gather community interest
Use offline exercise to discern Council's common project interests



Jan - Feb

Prioritization Final & 5-Year CIP Scenarios

Use financial instruments to protect investments against market and currency fluctuations & complete prioritization



Developing Project Concepts

Evaluating project elements aids in optimizing capital distribution, managing upcoming operating costs, and enhancing long-term financial outcomes, all while facilitating the creation of a sustainable and fundable CIP. Before the Council's Prioritization Exercises, Staff will compile and present a Summary Matrix outlining these considerations for each project concept.



Council Prioritization Toolbox

01 CIP Project Evaluation Criteria

Staff applies the criteria to each project concept generating an initial rating as a starting point for evaluation. Council will receive a Project Concept Summary Matix with details.

02 Community Engagement

Staff will collect community project interests by using a combination of charettes and interactive forums to determine key community needs & interests.

03 Prioritization Exercises

Council will individually use online prioritization tools to identify common projects where there is shared interest and noted areas of less consensus for discussion.

04 Final Prioritization

Using the collective data from exercises, criteria, and community input, Council will create a prioritized project list for staff to use in developing funding model scenarios.

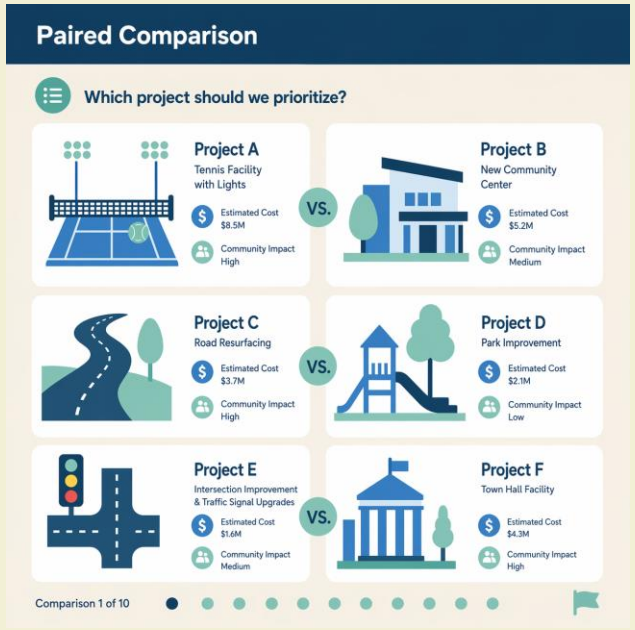


Project Evaluation Criteria – The Starting Point

- Council-approved CIP Policy Identifies the standardized evaluation criteria & weights
- Staff uses the criteria to assess new project ideas based on their potential community benefits
- Designed to minimize bias and enhance accountability
- Council employs additional prioritization methods to refine & test criteria ratings & priorities
- This process highlights which options provide the greatest benefit considering cost, urgency, and impact
- Helps determine the reasons one project may be prioritized over others

Criterion	Weighted
Safety: Degree a project eliminates, prevents, or reduces an immediate hazard to safety	11%
Fiscal Efficiencies: How a project contributes to savings in Town's operational and/or capital spending	11%
Improving Existing Asset: Project improves an existing Town asset	11%
Continuity of Service: Necessity of project to maintain existing levels of service and/or prevent service interruptions	10.5%
Funding Availability: Level of external funding sources available to support the project	10.5%
Strategic Goals: Extent to which a project advances initiatives and objectives	10%
Mandates: Project addresses a federal, state, or local mandate, including previous Town actions and associated commitments	10%
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	9%
Emerging Services: : Responsiveness to public demand for new programs and services	8.5%
Project Readiness: Degree of shovel readiness	8.5%

Paired Comparison Exercise



- Complete online individually
- Clarifies group preferences
- Minimizes bias
- Produces a defensible ranking

Eisenhower Quadrants Exercise



- Accomplished collaboratively
- Sharpens focus on urgent matters
- Promotes collective thinking over individual priorities

Note: In both exercises, Council is provided with project concept summaries & community input.

Council Prioritization Exercises – Layering Perspectives



02

Influences & Project Overview

Section Objectives:

Discuss key factors affecting cost, schedule, and elements that need additional review before setting priorities.

Separating out ongoing projects (those currently active but with future commitments to account for) from projects needing to be reconsidered and new proposals to evaluate.

01

Parks Master Plan

Report is in the final stages of data assessment on current services to gauge met & unmet needs offering guidance for ongoing and upcoming projects.
Council is scheduled to review the report in November.

02

Comprehensive Transportation Plan

Certain project concepts have previously been incorporated into the CIP.
Additional study areas are being addressed through the Intersection Improvements component of the CTP Update.

03

Future Phases Town Center Visioning

Updates would guide remaining development, defining district boundaries, land-use layouts, economic development strategies, Public-Private-Partnership options, taxing districts, and affordable housing needs.

Capital Investment Program (CIP)

Major Project Studies

- Project studies play a crucial role in assessing needs.
- They undergo a thorough evaluation and consultation process to identify priority areas for future investments, concentrating on specific planning sectors, often including community outreach.



Other Small Study Areas to Consider

Aligning Capital with Strategy

Minor study areas can serve as an effective initial step to inform future project planning, gain a clearer understanding of cost elements (both construction and programming), and assist in securing alternative funding from other sources. It is anticipated that more extensive studies will overlap with these smaller initiatives.

Sidewalk Gap Assessment Ph 3

Collaborating with a consultant to identify sidewalk gaps across town, develop a prioritization process and gather data. CTP development did not include given this effort was already underway.

Sustainability Plan 2.0

The updated Plan will build on the Town's climate leadership by establishing a community baseline, setting targets, assessing risks, and recommending practical strategies to strengthen resilience, equity, and quality of life.

Comprehensive Space Needs Study ($125K Est Cost)

Given discussion of a Community Center and Town staffing needs in the future, the first step is a comprehensive space needs study to evaluate current assets and determine future space needs.

Harris Mills Property Feasibility Study ($75K Est. Cost)

Being intentional to assess feasibility of various use types on this Town-owned property to meet community needs. This study can include all town-owned property to develop a master plan.

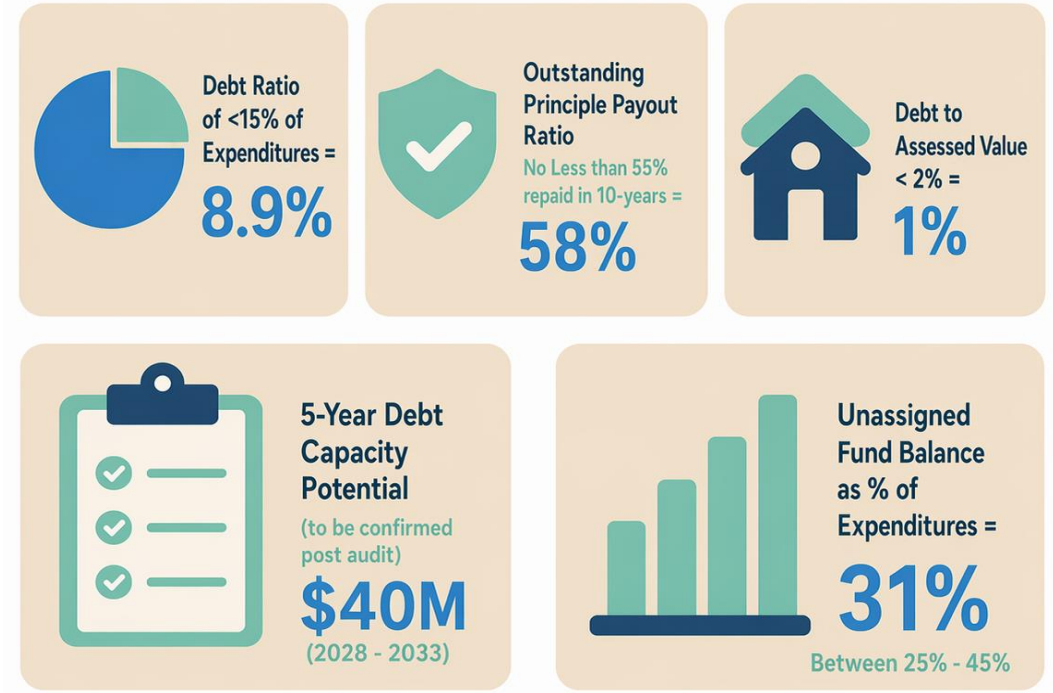
Town Hall Drive/Church Street Corridor Study

Land-use changes from Town Center and other developments differ from conditions when the corridor was built. Impacts also stretch over to Church Street. A corridor study would help ensure design and connectivity meet current and future needs and is supported largely influenced by CTP.

Market & Fiscal Condition Snapshot

Capital Investment Program (CIP)

Fiscal Capacity/Affordability Indicators



Source: FY2025 ACFR – Pending FY2026 Audit Completion for Update & Capital Debt/Reserve Model

Construction Market Condition



Source: Association General Contractors of America (AGC) & National Center for Construction Education & Research (NCCER)

The Following Active Projects Should be Excluded From the Prioritization Update Yet Remain Included in the Funding Model:

- Projects that have been previously approved, funded, and are currently underway
- Projects recognized as Town responsibilities or planned future commitments

Note: Active projects are shown in abbreviated form. More information is available in the Quarterly Capital Projects Update shared on Oct. 13th Agenda.



Active Projects – With Factors to Monitor

Town Center Ph1a (Latest Cost Est. $28.8M)	Managing within the Budget Mitigating Disruptions from Ongoing Construction Planning Programming
Senior Center Expansion ($1M Latest Cost Est.)	Accounted for Additional Cost Factors Transitioning to New Space Delay Due to Securing Available Expansion Space Lease
Cricket Field Upgrade ($6M Latest Cost Est.)	Time Sensitive for Completion for Cricket Season In Process of Negotiating Reconstruction Contract Wake County Hospitality Tax Grant is $2M, Town Share is $3M
Sawmill Creek Greenway ($3M Latest Cost Est.)	Added Cost for Raised Greenway Sections for Stream Crossings Over $967K in Grant Awards for Project Implementation $3M Current Budget Appropriation
Sidewalk Gaps Ph2 ($4M Latest Cost Est.)	International Drive & Sorrell Grove Church Road in Progress Sorrell Grove Church Road ROW hurdles Louis Stephens Drive Habitat Impacts & ROW hurdles
Public Works Facility ($20.5M Cost)	Progressing within a $20.5M Budget Monitoring for Unforeseen Relocation Impacts Optimizing Use of Existing Facility following Relocation

Highlights:

Active projects to monitor with potential effects on funding model capacity

Time sensitive needs

Managing delays

Possible unknown transition impacts

Projects not to Include in prioritization exercises



Active Projects – With Future Impacts

Airport Blvd Ph1 Extension ($12.4M Latest Cost Est.)

- ROW & Utility Relocation will Require Additional Town Funding
- Exact Cost will be Known at Project Completion by NCDOT
- Responsive Pedestrian Safety
- $7.2M in Current Budget Appropriation

Fire Station Two ($15M Latest Construction Est.)

- Preliminary Design in Progress
- Requires Future Finance Planning with NCDOT ROW Funds
- Currently has a $756K Budget Appropriation Pending Recognition of NCDOT ROW Funds

Wake Tech Park (Design Only Project)

- Shovel Ready Design Approach in Progress
- Construction is Future Project (included this portion in reprioritization group)
- Currently has a $450K Budget Appropriation

WCPSS Cedar Fork Elementary Athletics ($1M Latest Cost Est.)

- Time Sensitive Completion
- Future Lighting Additions/Better Play Requires More Funding
- Responsive Pedestrian Safety
- Current has a $1.5M Budget Appropriation

Morrisville Parkway Improvements ($14.5M/$5.5M Town Share Latest Cost Est.)

- Future LAPP/ SS4A Grant Funding Acquisition is Key Component
- Authorized for Design Only, 65% Plans to Date
- NCDOT Significant Review Times
- Currently has a $3.2M in Budget Appropriation

Highlights:

Active projects with known future impacts to plan within funding model capacity

Inflationary factors

Transitioning shovel ready to construction project

Time-sensitive impacts

Inclusion in CIP to qualify for future grants



Project Concepts
Known Future Town Commitments

NEW Paramount Middle School

Right-Turn Lane School Frontage, WCPSS will Design & Construct

Extended Turn Lane @ Paramount & Perimeter Park Dr. the Town will Design & Build

The Town is Responsible to Pay for Both

Aviation Parkway Widening Betterments ($1M Est.) & Pedestrian Safety ($950K Est.)

CTP project

Town Betterments with NCDOT U-5811

Pedestrian Crossing at HSNC

Streetlight Conduit

Traffic Signal Improvements

Assessment necessary for NCDOT/ Completion Nov 2026

McCrimmon Widening Betterments ($2.3M Latest Town Share - Est.)

CTP project

Widening Davis Dr. to NC54

Wider Sidewalk

Streetlight Conduit

Intersection Improvements

Aesthetic Flyover Upgrades

NC54 Widening Betterments ($600K Latest Town Share Est.)

CTP project

Widening Perimeter Park Dr. to Shiloh Glen Dr.

Multi-Use Path

Streetlight Conduit

Extension of Median

Traffic Signal & Pedestrian Crossing

Note: Staff does not recommend including these in a reprioritization process given the imminent commitments. These projects would be considered in the funding model scenarios.

Sizable CTP Suggested Project Concepts

Requiring Significant Coordination with Other Partners

Morrisville Parkway/Davis Drive Improvements

- Turn lane improvements for north & south bound
- Signal upgrades
- High-visibility crosswalk and pedestrian signals
- Future second southbound left-turn lane

Morrisville Parkway/NC54 Improvements

- Signal upgrades
- High-visibility crosswalks and pedestrian signals
- Second northbound left-turn lane

Morrisville Carpenter Rd/Davis Dr Intersection

- Need to determine level of improvements
- Safety & congestion management assessment
- Complete CTP major implementation study first

Note: Staff does not recommend including these in a reprioritization process given that the sizable cost cannot be born solely by the Town. These projects would require significant coordination with NCDOT and Town of Cary to develop cost estimates before consideration.

The following are key project concepts to keep in mind as the Town prepares for a prioritization update:

- Current Unfunded Project Concepts
- Projects Shown in Planning Years (Not Linked to Town Commitments)
- New Project Proposals Arising from Master Plans & Emerging Needs

Please note: This is just an initial overview, not a complete list. Staff will continue to develop it as master plan studies are finalized and feedback from the community is gathered. A Project Concept Summary Matrix will be provided prior to Council's Prioritization with ample time to consider.



Park Project Concepts

Proposed for Prioritization

= $2.9M Est. FY2029-30

New Recreation Expansion Projects

Requires acquisition of property in some cases or use of town property

Activities could include Pickleball courts/ basketball and passive areas

Evaluations are ongoing through Parks Master Plan to add definition later

= $5.3M Est. FY2033

Cedar Fork District Park Improvements & Trailhead

Improve longer field play by installing sports grade lighting & greenway trailhead

Increase programming potential for multiple sport related recreational offerings

Update parking & support facilities

= $53M Est. FY2031

Morrisville Community Center - Multipurpose

45,000-sq-ft center in Town Center proximity

Includes a gym, multi-purpose rooms, senior space, and staff offices

Previously suggested in the 2018 Parks Master Plan – previously unfunded construction

= $1M Est. FY2028

New Indian Creek Trailhead Playground Renovation

Renovation of existing aged playground

Upgrade play structures & surfaces to better meet newer standards & ADA accessibility

Improve use of park/trailhead space

= $6.5M Est. FY2030

Marcom Park

Unique recreation facility to include nature trails, canoe launches, a ropes course, & supporting structures

Additional site control is necessary

Currently shown as design in FY30, construction previously unfunded

= $5.6M Est. FY2028

Wake Tech Park – Construction

Design funded in FY27 to inform construction & programming

Opportunity for an 18-acre park offering a permanent disc golf course

Site Coordination with Fire Station 2 & Greenway Cross-sections

Note: These project concepts may be considered in Council's prioritization. The Parks Master Plan included initial community engagement and will be carried forward as community input with this process.

Connectivity Project Concepts

Proposed for Prioritization

= $6M Est. FY2030

Triangle Bikeway

Currently at 30% design

Expected Town-share pending updates

Significant regional partnership

= $2.2M Est. FY2028

Intersections Ph 3

CTP designated projects

Traffic flow improvements including pedestrian safety upgrades

Downing Glen Dr at Town Hall Dr & Church Street; Treybrooke Drive & Church Street

Roundabout at Church Street and Jeremiah St.

= $TBD

New Stirrup Iron Creek Greenway Segments

CTP designated project

Requires acquisition of ROW & preliminary planning

Mills Spring to Carrington Mills Road connector

= $6M Est. FY2028

Church Street Sidewalk Gaps

Sizable Project Needing Significant Coordination with NCDOT & property owners

Complex ROW & utility challenges

0.7 miles of total segments from north end of Church St. to Morrisville Carpenter Rd.

= $TBD

New Mills Spring Greenway Segments

CTP designated project

Middle school development will build some portion

Requires acquisition of ROW & preliminary planning

Paramount Parkway to Transformation Road/Wake Tech & Connectors

= $TBD

New Sawmill Creek Greenway Extension

CTP designated project

Requires acquisition of ROW & preliminary planning

Barbee Road to existing Sawmill Creek Greenway

Note: These project concepts may be considered in Council's prioritization. The CTP process has included initial community engagement and will be carried forward as community input with this process.

Facility Project Concepts

Proposed for Prioritization

= $2M Est. FY2028

Pugh House

Renovate the historic structure

Potential uses include meeting space, incubator, or office space

The facility could be the official welcoming center of Town Center district and be the history center

Previously unfunded

= $565K Est. FY2028

New Demo Surplus Property

Demolition & cleanup of multiple Town owned properties

Includes utility disconnects, well & septic abandonment, debris removal, & structure demolition

Incorporate training and controlled burns for staff training

= $625K Est. FY2028

New Affordable Housing Project

Utilizing existing Town properties

Build affordable units for qualifying Morrisville residents

Work with known partners to leverage grant funding potential

= $160K Est per Year/5-years

New HVAC Major Replacements

Lifecycle-driven replacements across a 5-year window

Major replacements of aging equipment to improve building uptime & efficiency

Catches up on deferment impacts

Note: These project concepts may be considered in Council's prioritization. Before Council's prioritization, community engage ment will occur and project concept details will be provided.

Town Center Project Concepts

Proposed for Prioritization

= $1.4M Est. FY2028

Town Center Ph 1a Commercial Lease Space

Town has retained potential use of 4,000 sq ft of lease space in Town Center

The Town would be responsible for annual lease and upfit cost

Unique opportunity to create a coworking space or business center

Could include staff offices for economic development services

= $3.8M, On Going

Land Acquisition Future Phases

Additional site control will be necessary to plan and solicit future Public Private Partnerships

This is an ongoing initiative and one that utilizes existing reserves to advance

= No Cost to Town

Traffic Impact Analysis

It is anticipated that Singh (development partner) will conduct a TIA for Town Center

This may inform future needs relating to intersection improvements

Note: These project concepts may be considered in Council's prioritization. Before Council's prioritization, community engage ment will occur and project concept details will be provided.

Key Philosophical Questions for Council to Start Considering

Staff aims to focus Council's discussion on these questions November 10th work session. Based on the feedback received, new project ideas might be developed before the Council's prioritization process.



Is there interest in using a tax increment to support a future Bond Referendum? Ideal projects to consider would be Parks and Transportation as it relates to major update to the master plans.



Should the next 5-year CIP reduce the pace of upcoming capital spending?



What does 'shovel-ready' mean to Council, and what specific criteria should a project meet before we consider it shovel-ready?



What is Council's preference regarding the timeline for the next phase of the Town Center project, immediate or more long-term?



To what extent does Council wish to shape the community's vision of honoring veterans through a potential memorial developed in partnership with MVFM?



How would Council guide the next steps for future cricket enhancements following the Cricket Visioning Assessment and the recent Shiloh Park property acquisition?



Does Council want to move forward with potential options with existing assets (i.e., remaining space at 125 International Drive, Harris Mill, & attic at Parks Admin)?

Preparing the Prioritization Project List:



Pause for Council Discussion Prompts:

Are there "big picture" interests Council feels are missing where there is consensus for staff to develop & include?

What project concepts do you wish to discuss further or need more information about?



03

Community Engagement

Section Objectives:

- CIP Policy targets community input as a key component for developing project concepts and prioritization.

- Provide feedback on the following suggested engagement and education approach.

CIP Engagement Approach



Education & Outreach



1

Interactive Forum(s) – Budgetopia Style

Engage in fun, interactive sessions to share ideas, priorities, and solutions for our community.



2

Morrisville 101 Session

Learn about Morrisville, our plans, and how the CIP supports a strong future for our Town.



3

Online Input Tools

Use our online portal to provide input anytime. We'll use existing data and your feedback to guide decisions.



4

Community Advisory Committee Involvement

Work with our Advisory Committee to ensure diverse voices help shape our priorities.

Your voice. Our community. A better future for all.

Preparing for Engagement:



Pause for Council Discussion Prompts:

Considering that all other channels (such as social media, newsletters, and NWIM) are included in the usual outreach efforts, what modifications, additions, or removals should be made to the suggested Big Picture outreach/engagement approach?

CIP Team



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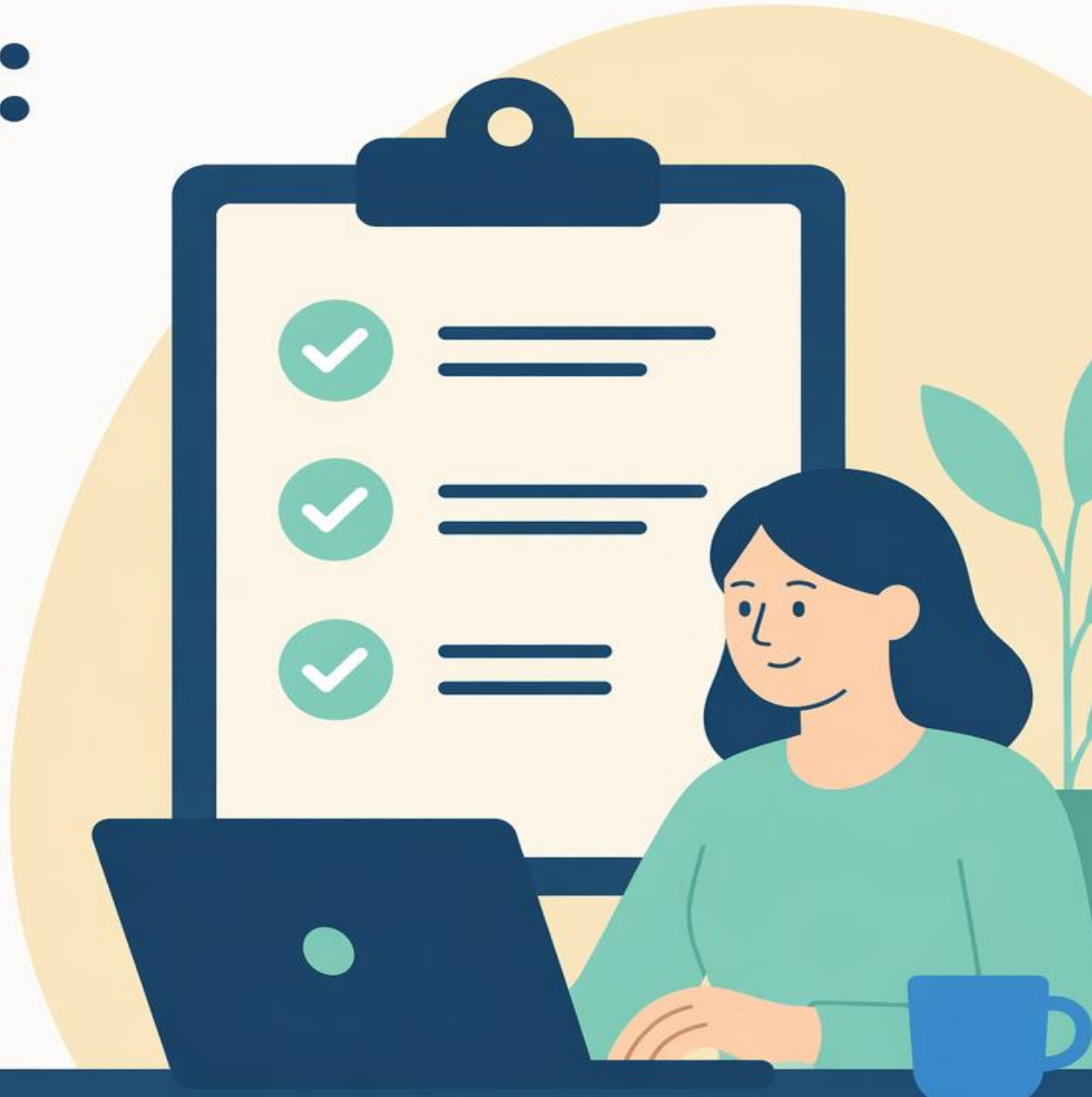
Assist Public Works Director

Wrapping Up:

- Summarize Key takeaways
- Define next session goals & information needs
- Address any final questions



DRAFT - CIP Project Concept Summary

The following provides a summary of key information about potential project concepts to be prioritized as we work through a major Capital Investment Program update. This is not the final list and will be subject to Council's shared interests developed as we move through the process. Cost estimates are preliminary and will be subject to change as the scope, design, and key outcomes are defined by this process. The information is intended to provide some level of context, sense of community benefit and estimated operation impacts.

Park Project Concepts:

Cedar Fork District Park Improvements & Greenway Trailhead	**$5.3 million**
Projected Start: 2033; 3-year project	**Average Annual Operational Impact: $32K**
Partnership:	**Criteria Rating: 19.78**
Strategic Goal: Engaged, inclusive community	**Study Alignment: Draft 2026 Parks Master Plan**
Strategic Plan Intiative: 3.3 Create and offer programming inclusive of all cultures, backgrounds, and experiences.	

Project Scope: This project combines previously separate Capital Improvement Program (CIP) projects into a single initiative that includes improvements at Cedar Fork District Park and development of the Aviation Parkway Greenway Trailhead as they serve a shared existing asset improvement goal. At Cedar Fork District Park, the project will install irrigation infrastructure on three athletic fields, including backbone infrastructure to support future irrigation expansion to additional fields. The project also includes the installation of sports field lighting and related infrastructure to extend field availability beyond daylight hours. In addition, the project incorporates construction of the Aviation Parkway Greenway Trailhead, including parking, pedestrian access, and connections that improve access to the park and greenway system. The trailhead was identified as a recommendation in the Town's Draft 2026 Parks Master Plan Update. The field lighting component has remained an unfunded priority within the CIP for many years.

Community Benefit: These improvements will enhance the functionality and capacity of one of the Town's most heavily used athletic facilities. Cedar Fork District Park's eight athletic fields currently support significant demand from pickup games, practices, tournaments, and facility rentals, resulting in intensive turf use and periodic field closures. Irrigation improvements will support healthier playing surfaces and more sustainable field maintenance, while field lighting will expand available programming hours into the evening, creating additional opportunities for recreation, leagues, tournaments, and facility rentals. The new trailhead, parking, and pedestrian connections will improve public access to the park and greenway network, supporting recreation, connectivity, and overall user experience. Collectively, these investments will increase programming capacity, improve operational efficiency, and enhance inclusive recreational opportunities for residents and visitors.

Operational Impact: The anticipated impact of $32K would cover resources necessary for expanded irrigation including utilities and added facility maintenance with a trailhead restroom.

NEW Recreation Expansion Projects	**$2.9 million**
Projected Start: 2029 2-year project	**Average Annual Operational Impact: $23K**
Partnership:	**Criteria Rating: 25.28**
Strategic Goal: Engaged, inclusive community	**Study Alignment: Draft 2026 Parks Master Plan**
Strategic Plan intiative: 3.3 Create and offer programming inclusive of all cultures, backgrounds, and experiences.	

Project Scope: This project provides for the planning, design, and construction of park improvements intended to expand recreational programming capacity and Town's park amenities. Potential improvements may include facilities such as pickleball courts, basketball courts, natural passive recreation areas, and other amenities identified through future parks planning efforts. The project(s) may also include expansion of existing park sites where additional land acquisition is determined to be necessary to support long-term recreational needs. Site utilization studies, program assessments, and master planning efforts will be used to evaluate opportunities for efficient use of existing facilities and guide future park development decisions.

Community Benefit: The project will enhance the Town's parks system by expanding recreational opportunities for residents of all ages and interests. By introducing new amenities and recreational experiences, the project will help address evolving community preferences while increasing the capacity of existing parks to accommodate future demand. Investments in both active and passive recreation spaces will support health and wellness, encourage outdoor activity, and provide opportunities for social interaction and community gathering. The project will also help diversify the Town's recreational offerings, improve access to desired amenities, and ensure the parks system continues to meet the needs of a growing and changing community.

Operational Impact: The projected estimate assumes an increase in utilities, maintenance, and inspections assuming this is an expansion of assets.

NEW Indian Creek Trailhead Playground Renovation	**$1 million**
Projected Start: 2028; 1-year project	**Average Annual Operational Impact: De minimis impact**
Partnership:	**Criteria Rating: 26.45**
Strategic Goal: Operational Excellence	**Study Alignment: Long-range replacement plans**
Strategic Plan Intiative: 6.5 Utilize asset maintenance and replacement schedules to effectively manage cost.	

Project Scope: This project will provide a complete renovation of the playground at Indian Creek Trailhead, including the removal and replacement of all existing playground equipment and play surfacing. The current playground equipment serving the 2-5 and 5-12 age groups was installed in the early 2000s and is approaching the end of its recommended service life. The project will replace aging equipment with modern, accessible play features and updated safety surfacing designed to meet current standards and community expectations.

Community Benefit: The project will enhance recreational opportunities for children and families by providing a safe, modern, and engaging play environment. Replacing aging equipment on existing assets will improve reliability, reduce maintenance needs, and help ensure continued access to quality park amenities. The renovation will also bring the Indian Creek Trailhead playground in line with the level of service, accessibility, and user experience offered at newer playgrounds throughout the Town, supporting the Town's commitment to providing high-quality parks and recreational facilities for residents and visitors.

Operational Impact: Routine playground inspections, cleaning and maintenance are already accounted for in the budget given this is an existing facility.

Morrisville Recreation Multi-Use Center - Town Center Area	**$53 million**
Projected Start: 2031; 2-3- year project	**Average Annual Operational Impact: $500K - $1 million**
Partnership: Sponsorship	**Criteria Rating: 31.82**
Strategic Goal: Engaged, inclusive community	**Study Alignment: 2026 Parks Master Plan; Town Center Plan**
Strategic Plan Intiative: 3.3 Create and offer programming inclusive of all cultures, backgrounds, and experiences. 5.3 Solidify Morrisville's identity and increase is competitive positioning by highlighting its distinctive strengths, assets, and resources.	

Project Scope: This project includes the planning and design of a future Recreation and Multi-Use Center within the Town Center area. The facility has been part of the CIP for many years. It is envisioned as approximately 45,000 square feet of indoor space and will be evaluated to accommodate a range of recreational, civic, community, and multi-purpose uses that support the Town's long-term needs. Funding for this phase will support conceptual planning, feasibility analysis, site integration, and preliminary design necessary to advance the project toward future implementation and potential bond referendum consideration.

Community Benefit: The recreation and multi-use center would serve as a major community gathering space and expand the Town's ability to provide recreation, wellness, educational, and civic programming for residents of all ages. The facility has the potential to address growing demand for indoor recreation space, support year-round programming opportunities, and provide flexible spaces for community events, meetings, and special activities. As a key civic component of the Town Center vision, the project could also strengthen community connectivity, support placemaking efforts, increase access to public amenities, and contribute to the long-term vitality of the Town Center area. By investing in the planning and design phase, the Town will be better positioned to evaluate costs, refine facility programming, and make informed decisions regarding future funding opportunities and potential voter consideration through a bond referendum.

Operational Impact: Future operating impacts will depend on the final facility size, programming elements, hours of operation, and staffing model. Potential operational needs may include recreation programming staff, facility management personnel, custodial services, utilities, building maintenance, technology systems, and lifecycle capital replacement funding. A detailed operational and financial analysis will be conducted during the planning and design process to inform future budget and staffing requirements. The range of estimate is based on current budgets associated with MAFC and CFCC for context.

Marcom Park	**$6.5 million**
Projected Start: 2030; 2-year project	**Average Annual Operational Impact: $260K**
Partnership: Wake County	**Criteria Rating: 29.62**
Strategic Goal: Engaged, inclusive community; Economic Prosperity; Organization Resiliency	**Study Alignment: Draft 2026 Parks Master Plan**
Strategic Plan intiative: 3.3 Create and offer programming inclusive of all cultures, backgrounds, and experiences. 7.5 Create and engage in environmental preservation efforts.	

Project Scope: This project includes the planning, design, and construction of a future park on properties located along Marcom Drive, Wake County property, and Sorrell Grove Church Road. The concept envisions a passive recreation destination that may include amenities such as disc golf, nature trails, canoe launches, a ropes course, and other low-impact recreational features with supporting infrastructure. Additional property acquisition and site control will be required before the project can fully advance and would be a joint use with Wake County. Wake County owns approximately 44 acres and 8.72 acres is owned by the Town. Not all property site control is contiguous. Consistent with recommendations from the Draft 2026 Parks Master Plan, the project will also include evaluation of site planning, operational considerations, and potential revenue opportunities prior to initiating detailed design and construction.

Community Benefit: The project will expand recreational opportunities for residents by providing a unique experience for passive outdoor amenities that support healthy lifestyles, environmental stewardship, and nature-based recreation. The park has the potential to diversify the Town's parks system by offering amenities and experiences not currently available elsewhere in Morrisville, while preserving open space and enhancing community connectivity complimenting other greenway connection projects. The project has the potential to create opportunities for future community gathering, outdoor education, and tourism-related activity that might attract other grant and/or earmark resources.

Operational Impact: Based on a conceptual park size of approximately 50 acres and comparable facilities, Marcom Park is anticipated to generate substantial ongoing operating and maintenance costs. Grounds maintenance will require added positions when considered in totallity with other growing needs. Additional operating costs are expected for specialized grounds maintenance services, restroom janitorial services, periodic roadway and driveway maintenance, utilities associated with irrigation and lighting systems, and other park infrastructure. Detailed operating impacts will be further evaluated as the project scope is refined through the planning process. For context, staff has provided a preliminary estimate.

Wake Tech Park Construction	**$5.6 million**
Projected Start: 2027 design funded; 2028 construction	**Average Annual Operational Impact: $165K**
Partnership: Wake Tech	**Criteria Rating: 28.53**
Strategic Goal: Engaged, Inclusive Community	**Study Alignment: Shovel-Ready Design in Progress**
Strategic Plan Intiative: 3.3 Create and offer programming inclusive of all cultures, backgrounds, and experiences.	

Project Scope: This project includes the development of approximately 18 acres of leased property adjacent to the Wake Tech Research Triangle Park (RTP) Campus into a community park that supports a variety of recreational opportunities compatible with Airport Overlay requirements. Potential amenities may include nature trails, a disc golf course, basketball courts, open space areas, and supporting infrastructure such as parking, seating, signage, and other park amenities. The site is heavily wooded, contains varying topography and potential stream features, and will require careful planning to balance environmental stewardship, recreational use, and regulatory constraints associated with its location within the Airport Overlay District. The project is intended to serve as the permanent replacement location for the Dragonfly disc golf course. Project planning and design may incorporate technology and innovation elements that enhance park operations, visitor experience, or recreational programming.

Community Benefit: The project will expand recreational opportunities for residents by transforming currently undeveloped land into a destination that supports both active and passive recreation. The park will enhance access to outdoor amenities, provide opportunities for physical activity and nature-based experiences, and help meet growing demand for recreational facilities identified through community planning efforts. As the permanent replacement for the Dragonfly disc golf course, the project will preserve and enhance a valued community amenity while creating opportunities to introduce additional recreational offerings. The park's natural setting also presents opportunities to promote environmental education, conservation awareness, and appreciation of Morrisville's natural resources. By leveraging leased land (lease rate has little to no impact on operating budget), the Town can expand its park system and diversify recreational opportunities without the significant costs associated with property acquisition.

Operational Impact: Based on comparable parks of similar size and scope, Wake Tech Park is anticipated to generate ongoing operating and maintenance costs. Grounds maintenance requirements are estimated at approximately 1.5 full-time equivalent (FTE) positions; however, when considered alongside staffing needs associated with other planned capital projects, a total of approximately 2.0 FTE may be required to maintain desired service levels. Additional operating expenses are expected for specialized grounds maintenance services, restroom janitorial services, periodic roadway and parking area upkeep, utilities, and routine facility maintenance. Detailed staffing and operating cost estimates will be refined as the project scope and amenity package are further developed through the planning and design process.

Connectivity Project Concepts:

Intersection Improvements Phase III	**$1.5 million**
Projected Start: 2028; 3-year project	**Average Annual Operational Impact: $7K**
Partnership: NCDOT potential as these are State owned roads	**Criteria Rating: 33.00**
Strategic Goal: Community Mobility	**Study Alignment: Comprehensive Transportation Plan**
Strategic Plan intiative: 4.1 Collaborate with other entities & private sector to support transportation infrastructure & related plans; 4.2 Implementation of prioritized mobility options recommended via study or comprehensive plan; 4.4 Identify and implement traffic management options.	

Project Scope: This project is intended to address the next phase of intersection improvements identified through the Town's Comprehensive Transportation Plan (CTP) update process as high-priority intersections along Church Street at Treybrooke Drive, Jeremiah Street, and Downing Glen Drive. This will improve operational, safety, congestion, and multimodal transportation conditions and address documented deficiencies. The intersections were selected based on the CTP prioritization framework, with an emphasis on locations experiencing significant congestion, safety concerns, and bicycle and pedestrian accommodation needs that may be addressed through Town-led improvements.

Community Benefit: The project is a data-driven initiative for addressing transportation challenges at several intersections noted as immediate term projects by the CTP. Additionally, it correlates to economic development by improving infrastructure around the Town Center district as it develops. By showing the project in the CTP update and including in the CIP, this helps to in the pursuit of grant and partnership funding opportunities. These key improvements are expected to enhance traffic operations, improve safety, reduce congestion, and strengthen bicycle and pedestrian connectivity along this key corridor providing the greatest community benefit and return on investment as Town Center develops.

Operational Impact: Upon completion, the improvements may result in modest increases to annual maintenance responsibilities associated with traffic control devices, pavement markings, signage, pedestrian facilities, landscaping, and other corridor infrastructure. Operational impacts will be further evaluated as specific improvement concepts are developed through design and engineering.

Stirrup Iron Creek Greenway Segments	**$TBD**
Projected Start: 2028; 3-year project	**Average Annual Operational Impact: $7K**
Partnership: Private Development	**Criteria Rating: 31.88**
Strategic Goal: Community Mobility; Economic Prosperity	**Study Alignment: Comprehensive Transportation Plan**
Strategic Plan Intiative: 4.2 Implementation of prioritized mobility options recommended via study and/or comprehensive plan.	

Project Scope: This project includes the planning, design, and construction of the first priority segment of the Stirrup Iron Creek Greenway, extending from the Mills Spring Greenway to Carrington Mill Boulevard. The project was identified through the Town's Comprehensive Transportation Plan (CTP) update as a near-term implementation priority and builds upon a 2024 feasibility study that evaluated corridor alignment, environmental constraints, segmentation strategies, and preliminary cost estimates for the greenway corridor extending from the Mills Spring Greenway to Aviation Parkway. Given the overall size, cost, and complexity of the full corridor, the project will be implemented in manageable phases. The Mills Spring Greenway to Carrington Mill Boulevard segment is recommended as the first phase due to its strategic connectivity benefits, potential competitiveness for external funding opportunities, and coordination with the proposed Triangle Bikeway. The project may be further phased as design advances, and portions of the corridor may ultimately be constructed through private development or redevelopment partnerships.

Community Benefit: The project will expand the Town's greenway network by establishing a key north-south bicycle and pedestrian connection in eastern Morrisville. Completion of this segment will improve connectivity between residential areas, employment centers, educational destinations, existing greenways, and future regional facilities such as the Triangle Bikeway. By providing safe and convenient alternatives to vehicle travel, the project will support active transportation, recreation, public health, environmental sustainability, and enhanced mobility for residents of all ages and abilities. Implementing this segment as an early phase of the overall corridor represents a strategic investment that advances a larger long-term vision while delivering meaningful transportation and recreation benefits to the community in the near term. The project may also leverage grant funding and development partnerships to maximize community benefit while reducing the Town's financial responsibility.

Operational Impact: Once constructed, the new greenway segments will require ongoing maintenance including pavement upkeep, vegetation management, surface repairs, signage maintenance, and periodic inspections. Because these projects primarily complete gaps within the existing greenway system, operational impacts are expected to be manageable within the context of the Town's broader greenway maintenance program. Staffing, maintenance costs, and lifecycle replacement needs will be evaluated and incorporated into future operating budgets as project scope and timing are finalized.

Mills Spring Greenway Segments	**$TBD**
Projected Start: 2029 2-year project	**Average Annual Operational Impact: $7K**
Partnership: Private Development	**Criteria Rating: 31.88**
Strategic Goal: Community Mobility; Economic Prosperity	**Study Alignment: Comprehensive Transportation Plan**
Strategic Plan Intiative: 4.2 Implementation of prioritized mobility options recommended via study and/or comprehensive plan.	

Project Scope: This project includes the planning, design, and construction of greenway connections identified through the Town's Comprehensive Transportation Plan (CTP) update. The project focuses on completing key gaps within the Mills Spring Greenway to create a more connected bicycle and pedestrian network throughout Morrisville. Planned improvements include approximately 1,800 linear feet of greenway along the Mills Spring corridor between Transformation Road/Wake Tech and Paramount Parkway, and approximately 5,200 linear feet of greenway improvements within the Sawmill Creek corridor between Taylor Glen Drive and McCrimmon Parkway. Project costs are currently based on preliminary planning-level estimates and will be refined through future engineering, design, and implementation planning. The project may also leverage grant funding opportunities and private development partnerships to support construction of specific segments.

Community Benefit: The project will provide significant connectivity benefits by eliminating critical gaps within the Town's greenway network and creating more continuous routes for walking, bicycling, and other forms of active transportation. Completion of the Mills Spring Greenway connection will strengthen east-west mobility between NC 54, Wake Tech, the Stirrup Iron Creek Greenway, and the future Triangle Bikeway. Completion of the Sawmill Creek Greenway gaps will improve bicycle and pedestrian access between Morrisville Town Center, surrounding neighborhoods, and the Town's Transit-Oriented Development area. Because many adjacent greenway sections are already planned or under construction, completing these smaller remaining connecting gaps represents a cost-effective opportunity to unlock substantial network-wide mobility, recreation, and connectivity benefits. The project also supports the Town's goals related to active transportation, public health, environmental sustainability, and providing residents with safe alternatives to automobile travel.

Operational Impact: Once constructed, the new greenway segments will require ongoing maintenance including pavement upkeep, vegetation management, surface repairs, signage maintenance, and periodic inspections. Because these projects primarily complete gaps within the existing greenway system, operational impacts are expected to be manageable within the context of the Town's broader greenway maintenance program. Staffing, maintenance costs, and lifecycle replacement needs will be evaluated and incorporated into future operating budgets as project scope and timing are finalized.

Sawmill Creek Greenway Extension & Trailhead Restroom	**$TBD**
Projected Start: 2028; 2-3-year project	**Average Annual Operational Impact: $30K**
Partnership: Private Development	**Criteria Rating: 36.29**
Strategic Goal: Community Mobility; Economic Prosperity	**Study Alignment: Comprehensive Transportation Plan**
Strategic Plan Intiative: 4.2 Implementation of prioritized mobility options recommended via study and/or comprehensive plan.	

Project Scope: This project includes the planning, design, and construction of a priority greenway connection identified through the Town's Comprehensive Transportation Plan (CTP) update. The project focuses on completing key gaps within the Sawmill Creek Greenway corridors to create a more continuous and connected bicycle and pedestrian network throughout Morrisville. Planned improvements include approximately 5,200 linear feet of greenway improvements within the Sawmill Creek corridor between Taylor Glen Drive and McCrimmon Parkway. Several segments are already being advanced through public infrastructure projects (active Sawmill Creek Restoration and Greenway project) and private development activity, making the remaining gaps strategic opportunities to complete larger portions of the Town's greenway system. To further activate the greenway system, the project includes the development of a trailhead restroom & support structure. Project costs are currently based on preliminary planning-level estimates and will be refined through future engineering, design, and implementation planning. The project may also leverage grant funding opportunities and private development partnerships to support delivery of individual segments.

Community Benefit: The project will provide significant mobility, recreation, and connectivity benefits by closing critical gaps in Morrisville's greenway network. Completion of the Sawmill Creek Greenway gaps will improve connectivity between Morrisville Town Center, surrounding neighborhoods, and the Town's future Transit-Oriented Development area. Because substantial portions of these corridors are already planned or under construction, completing the remaining gaps represents a cost-effective opportunity to maximize the value of previous and ongoing investments. These improvements will expand transportation options, improve access to destinations throughout Town, support active lifestyles, reduce dependence on vehicle travel, and advance the Town's goals related to multimodal transportation, sustainability, and quality of life.

Operational Impact: Once constructed, the new greenway segments will require ongoing maintenance including pavement upkeep, vegetation management, surface repairs, signage maintenance, and periodic inspections. Because these projects primarily complete gaps within the existing greenway system, operational impacts are expected to be manageable within the context of the Town's broader greenway maintenance program. With that said, the additional of a restroom/support facility at trailhead will some additional annual expense for maintenance, utilities, & janitorial needs. Staffing, maintenance costs, and lifecycle replacement needs will be evaluated and incorporated into future operating budgets as project scope and timing are finalized.

Triangle Bikeway	**$6 million**
Projected Start: 2030; 3.-year project	**Average Annual Operational Impact: $30K**
Partnership: Regional Partners, CAMPO	**Criteria Rating: 22.00**
Strategic Goal: Community Mobility; Economic Prosperity	**Study Alignment: Comprehensive Transportation Plan**
Strategic Plan Intiative: 4.2 Implementation of prioritized mobility options recommended via study and/or comprehensive plan.	

Project Scope: This project supports Morrisville's participation in the implementation of the Triangle Bikeway, a proposed 23-mile shared-use path connecting Raleigh, Morrisville, Research Triangle Park, Durham, Cary, and Chapel Hill. The Town Council adopted a resolution supporting the Triangle Bikeway Study in 2022, and regional partners are currently advancing project development and preliminary design. The project includes ongoing coordination with regional agencies, participation in technical and leadership committees, evaluation of implementation strategies, and future planning for design, funding, construction, and maintenance responsibilities associated with Morrisville's segment of the bikeway. Current efforts led by regional partners include development of 30% design plans for the corridor between RTP and Raleigh, including the portion that traverses Morrisville. While preliminary planning-level estimates indicate that the Morrisville segment could require approximately $6 million for design and construction, costs and implementation responsibilities will continue to be refined as design progresses and funding strategies are developed. The Town anticipates future participation in regional grant applications and other funding opportunities to advance the project.

Community Benefit: The Triangle Bikeway represents a transformational regional mobility project that will provide residents with a safe, separated, and convenient bicycle and pedestrian connection to major employment centers, educational institutions, commercial destinations, transit networks, and recreational facilities throughout the Triangle region. Within Morrisville, the bikeway will strengthen connections between neighborhoods, employment centers, and the Town's existing and planned greenway network, including future connections to the Indian Creek Greenway, Stirrup Iron Creek Greenway, and other bicycle and pedestrian facilities. The facility will support growing demand for multimodal transportation options, expand recreation opportunities, reduce reliance on vehicle travel, and improve regional connectivity for residents and businesses. With approximately 186,000 jobs and 61,000 households located within the broader study area, the project has the potential to provide long-term transportation, economic development, health, and quality-of-life benefits while reinforcing Morrisville's commitment to active transportation and regional collaboration.

Operational Impact: This will be further defined as the project concept matures in coordination with regional partners and will ultimately depending of any agreement associated with the portion of the greenway that will be within the Town's jurisdication.

Facility Project Concepts:

NEW Affordable Housing Project - Church Street Property	**Est. Cost $625K**
Projected Start: 2028; 1.5 year project	**Average Annual Operational Impact: TBD - Partnership Based**
Partnership: Issue RFP for Partners	**Criteria Rating: 26.40**
Strategic Goal: Sustainable, Livable Community Growth	**Study Alignment: Affordable Housing Plan**
Strategic Plan Initiative: 1.1 Identify & expand housing options to meet current & future needs	

Project Scope: The project involves the potential redevelopment of Town-owned property (originally targeted Church Street properties, could consider other town owned properties) for affordable housing. After evaluating a previous partnership opportunity with Habitat for Humanity that did not proceed due to the level of Town investment required, the Town directed staff to prepare and issue a Request for Proposals (RFP) for the development of the site. The RFP will allow respondents flexibility to propose the development approach that best aligns with the Town's objectives. Proposals will be evaluated based on their ability to advance affordable housing goals, support the Town Center vision, and minimize the level of Town financial contribution required.

Community Benefit: Redevelopment of the Church Street site would create an opportunity to expand affordable housing options within Morrisville while supporting the long-term vision for the Town Center area. The project could help increase housing choices for residents, promote economic diversity, and encourage development that contributes to a vibrant, connected community. Because proposals have not yet been received, the amount of Town participation required is unknown. Previous discussions with Habitat for Humanity indicated that development of the site may not be financially feasible without Town assistance beyond the land contribution, with requested support exceeding $700,000 for approximately 10 to 11 townhomes at that time. To reduce reliance on Town funding, the RFP encourages applicants to pursue additional financing sources, including Low-Income Housing Tax Credits (LIHTC), Wake County housing programs, and other available funding opportunities.

Operational Impact: This remains to be determined based on the type of partnership agreement is reached. The impact could range from as much as $7K per year for basic maintenance to greater $30 for more significant facility related maintenance. Annual cost analysis would be part of evaluation with any RFP process.

NEW Demolition & Cleanup Surplus Property	**$565,000**
Projected Start: 2028; 1-year project	**Average Annual Operational Impact: $4K or less**
Partnership: Fire Department Training Opportunities	**Criteria Rating: 36.25**
Strategic Goal: Sustainable, Livable Community Growth	**Study Alignment: Town Center Plan Future Phases**
Strategic Plan Intiative: 1.2 Identify land available for preservation, development, and/or redevelopment. 1.4 Monitor progression of Town Center Project.	

Project Scope: This project includes the demolition and environmental cleanup of Town-owned properties associated with future phases of the Town Center initiative, located at 0 Scoggins Street, 111 Scoggins Street, 112 Carolina Street, 115 Carolina Street, 219 Church Street, 219A Church Street, and 415 Church Street. Work includes utility disconnections, well and septic abandonment, removal of waste and debris, demolition of abandoned structures, limited remediation of contaminated soil, and compliance with all applicable environmental and regulatory requirements. An environmental consultant will provide oversight and documentation to ensure proper completion of environmental activities, while regulatory agencies will provide required permits and inspections associated with utility, well, and septic abandonment. The project also includes preparation of select structures for firefighter training and controlled burn exercises where environmental assessments have confirmed the absence of asbestos and excessive lead-based paint hazards.

Community Benefit: The project will eliminate vacant and deteriorated structures, address environmental concerns, and improve public health and safety by removing potential hazards from these properties. The cleanup and site preparation activities will position the properties for future redevelopment opportunities that support community goals and future phases of the Town Center vision. Combining these activities into a single project provides opportunities for cost savings through coordinated contracting, site mobilization, environmental services, and project management. In addition, the project will provide valuable hands-on training opportunities for emergency response personnel, enhancing preparedness, operational effectiveness, and public safety outcomes for the community.

Operational Impact: Once the onetime clean-up is complete the annual maintenance and care of vacant property will be have a minimal impact until developed.

NEW Facility HVAC Major Renovation/Replacements	**$800,000/Average of $160K per year across the 5-years**
Projected Start: 2028; 5-year project	**Average Annual Operational Impact: $4K**
Partnership: n/a	**Criteria Rating: 29.73**
Strategic Goal: Operational Excellence; Sustainable, Livable Community Growth	**Study Alignment: Long-range Replacement Plan**
Strategic Plan intiative: 6.3 Leverage technology and implement systems to improve operational processes and outcomes. 6.5 Utilize asset maintenance and replacement schedules to effectively manage costs. 1.3 Continue to promote and implement environmental sustainability opportunities.	

Project Scope: The Townwide HVAC Capital Replacement Program is a multi-year capital investment initiative that provides for the planned replacement of major heating, ventilation, and air conditioning (HVAC) systems and components across Town facilities. The Town has completed an inventory of HVAC assets and established a lifecycle-based replacement schedule to guide future replacements using a data-driven asset management approach to avoid costly deferments or reactive maintenance. Planned replacements currently include the PSMS/Police Department facility in FY29; Human Services Center (HCC), CSP, and MCP facilities in FY30; Town Hall Phase 1 in FY32; Town Hall Phase 2 in FY33; and the PSMS Planning/Inspections wing in FY34. The Town Hall replacement has been divided into two phases to reduce the financial impact within a single fiscal year. The replacement program prioritizes modern HVAC systems that improve reliability, energy efficiency, and lifecycle cost performance while meeting the operational needs of Town facilities. Future replacement schedules will be reviewed and updated annually based on facility assessments, asset condition, and operational requirements.

Community Benefit: This program helps ensure Town facilities remain safe, reliable, and operational by replacing critical HVAC infrastructure before equipment failure occurs. A proactive replacement strategy minimizes service disruptions, maintains comfortable and functional environments for residents and staff, and extends the useful life of Town facilities. Replacing aging equipment with newer, more energy-efficient systems can reduce energy consumption, help manage long-term utility costs, and support the Town's sustainability and environmental stewardship goals. By systematically planning for major equipment replacements, the Town can better forecast capital needs, stabilize long-term funding requirements, avoid costly emergency repairs, and reduce budget volatility associated with unexpected system failures. The program also supports the Town's asset management goals by preserving public infrastructure, improving operational efficiency, and ensuring municipal facilities remain available to support essential services and community programs.

Operational Impact: If the program is not funded, aging HVAC systems may experience unplanned failures that reduce building availability, interrupt public services, and require emergency procurement and repair efforts. Deferred replacement can result in higher maintenance costs, decreased energy efficiency, increased utility expenditures, and significant fluctuations in annual budget requirements. The program establishes a predictable funding strategy that allows the Town to manage facility assets more effectively, optimize energy performance, reduce long-term operating costs, and minimize operational and financial risk.

Historic Pugh House
Projected Start: 2028; 3-year project
Partnership: Sponsorship Potential
Strategic Goal: Engaged, Inclusive Community; Economic Prosperity

$2 million
Average Annual Operational Impact: TBD based purpose
Criteria Rating: 28.57
Study Alignment: Draft 2026 Parks Master Plan

Strategic Plan Intiative: 3.3 Create and offer programming inclusive of all cultures, backgrounds, and experiences. 5.3 Solidify Morrisville's identity and increase is competitive positioning by highlighting its distinctive strengths, assets, and resources.

Project Scope: This project includes the renovation and adaptive reuse of the Pugh House, a historic structure that serves as an anchor of the Historic Crossroads Village area and is located within the Town Center District. The project will evaluate and implement improvements necessary to preserve the structure while supporting a long-term public use that aligns with the Town's placemaking and Town Center objectives. Potential uses previously explored include a cultural center and gateway to Town Center, municipal office space, a small event venue, or a combination of civic and community-focused functions. Project planning will also consider site improvements, parking, access, and other infrastructure needs associated with redevelopment of the property. Ongoing efforts to recombine adjacent former residential parcels into a larger development tract will help address Unified Development Ordinance (UDO) requirements related to setbacks, landscaping, parking, and future site functionality. The estimated project cost is a placeholder intended to get something started and additional cost will be dependent on use.

Community Benefit: The project will preserve one of Morrisville's most significant historic assets while creating opportunities to celebrate and share the Town's cultural heritage. Renovation of the Pugh House could provide space for historical interpretation, educational programming, community gatherings, civic activities, and events that reinforce the character and identity of the Town Center District. As a highly visible historic resource, the facility has the potential to serve as a gateway destination that supports placemaking, tourism, economic activity, and community engagement. By activating the property with a sustainable public use, the project will help connect residents and visitors to Morrisville's history while contributing to the long-term vitality and distinctiveness of the Town Center area.

Project Background: The Pugh House and associated smokehouse were originally located at 10018 Chapel Hill Road and were relocated in 2008 to 103 Page Street to preserve the structures amid development pressures. The property is on the National Register of Historic Places. The Town completed an exterior renovation in 2018 and appropriated funding in FY2020 for asbestos abatement and preliminary site evaluations. Over the years, Town Council has evaluated several future-use concepts, and the project remains an important opportunity to preserve Morrisville's heritage while supporting broader Town Center redevelopment and placemaking goals.

Operational Impact: Future operating impacts will depend on the selected reuse concept and level of programming. Potential operational expenses may include facility maintenance, utilities, custodial services, programming support, event management, and lifecycle capital maintenance. Operating costs and potential revenue opportunities will be further evaluated as the preferred use and business model for the facility are refined.

Town Center Project Concepts:

Town Center Phase 1a Lease Space Upfit	**$1.4 million**
Projected Start: 2028; 1-year project	**Average Annual Operational Impact: TBD based on use.**
Partnership: Singh	**Criteria Rating: 25.26**
Strategic Goal: Economic Prosperity	**Study Alignment: Town Center Development Agreement - Option**

Strategic Plan Intiative: 5.2 Foster a diverse and thriving small business ecosystem to drive economic growth, increase, & diversify. 5.4 Support program opportunities for community businesses and educational development.

Project Scope: This project provides funding for the design and tenant improvements associated with a potential Town-leased commercial space within the Town Center development area. Through the Town Center Development Agreement, the Town has the opportunity to lease one retail unit as a first right of refusal. The project includes space planning, design, construction, furnishings, technology infrastructure, and related tenant improvements. Based on preliminary assumptions, a moderate level of build-out for approximately 4,500 square feet is estimated at roughly $200 per square foot, resulting in a planning-level cost estimate of approximately $1.0 million, partially offset by the landlord's reimbursement of up to $100,000. Innovative uses, such as a coworking facility, business resource center, or other specialized community-serving functions, may require additional investment for enhanced security, sound attenuation, technology, and interior finishes. As an alternative delivery method, the developer has been asked to provide a turnkey proposal for design and construction of the space rather than utilizing separately contracted Town design and construction services.

Community Benefit: Establishing a Town presence within the Town Center development supports the broader vision of creating a vibrant, active, and accessible civic destination. The space could provide opportunities for community programming, public meetings, cultural activities, business support services, coworking opportunities, visitor information, or other civic functions that enhance resident engagement and activate the Town Center environment. Locating municipal or community-serving functions within a mixed-use setting can increase public access, support local businesses through additional foot traffic, and strengthen the sense of place envisioned for the Town Center district. The project also provides flexibility for the Town to adapt the space to evolving community needs while leveraging a contractual opportunity already established through the development agreement.

Operational Impact: Future operating impacts will depend on the selected use concept and any partnership agreement structure. Potential operational expenses may include facility maintenance, utilities, custodial services, and any programming support. Operating costs and potential revenue opportunities will be further evaluated as the preferred use and business model for the facility are refined. We do know we will incur an annual lease of approximately $100K per year.

Town Center Future PPP & Site Control	**$3.8 million**
Projected Start: 2028; 2.5-year project	**Average Annual Operational Impact: $7K**
Partnership: TBD through RFP	**Criteria Rating: 27.45**
Strategic Goal: Economic Prosperity	**Study Alignment: Town Center Development Agreement - Option**

Strategic Plan Intiative: 5.2 Foster a diverse and thriving small business ecosystem to drive economic growth, increase, & diversify. 5.4

Project Scope: This project will establish site control necessary for public-private partnerships (PPPs) within the phases of Town Center through Town-owned properties with adjacent privately owned parcels to support coordinated redevelopment. The project includes development of a partnership strategy, solicitation of development proposals, and evaluation of opportunities that align with the Town Center Land Use Plan and long-term development vision. Potential Town contributions may include land, access to regional stormwater infrastructure, public infrastructure improvements, and other investments that facilitate redevelopment. This is an important ongoing initiative as Town Center phase 1a is in progress.

Community Benefit: The project will help advance the Town Center vision by encouraging redevelopment that creates a vibrant, mixed-use destination with opportunities for housing, commercial activity, public gathering spaces, and civic amenities. By working to obtain additional site control, we are better positioned to attract and partner with private property owners and developers. The Town can leverage private-sector investment to achieve community objectives more efficiently than through public investment alone strengthening the draw of visitors to the area depending of what is considered for the space. This approach also provides an opportunity to accelerate redevelopment timelines, maximize the value of public and private assets, and create a more cohesive and active Town Center that serves residents, businesses, and visitors.

Operational Impact: Future operating impacts will depend of level of PPP agreement and retained publically owned property. This will be further evaluated and part of the suggested Town Center Master plan update for future phases. The operation cost estimate is just for care of acquired property. Once properties are acquired there would be onetime disposal and abatement cost that can vary per property by $10K - 50K.

Notes: Project estimates are preliminary based on study findings or in-house estimates. Construction estimates include a 25% contingency for most projects to anticipate inflationary factors. Operating impacts are preliminary estimates for general context and are in progress for further refinement as project concept is better defined. All projects will consider sustainable development elements and ADA compliance needs where appropriate and cost effective.