Morrisville Town Council

Regular Meeting
June 12, 2018, 6:30 pm

1. **Call to Order**

2. **Recognition of Sergeant at Arms - Officer Gideon LeCraft**

3. **Invocation** - *Invocation by Mayor TJ Cawley*

4. **Pledge of Allegiance**

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

6. **Presentations**

   6.a. New Employee Introduction: Gerald Morris, Police Officer - Patrice Andrews, Chief of Police

   6.b. Introduction and Swearing in of K9 Dylan - Patrice Andrews, Chief of Police and Erin L. Hudson, Town Clerk
   (Officer Dylan will be accompanied by Officer Matt Davis)

   6.c. Proclamation Recognizing June as Pride Month
   Pride Month_06122018.docx

7. **Consent Agenda**

   7.a. Resolution Waiving the Infrastructure Performance Guarantee for Parkside Elementary School - Kent Jackson, Town Engineer
   Action - June 12
   2018-169-0_Peak_Briefing_Supp.docx
   2018-169-0_RES_WCPSS_Performance_Gurantee_Waiver-2.docx
   2018-169-0 ATTH 01 WCPSS Performance Gurantee Waiver Request.pdf
   2018-169-0 ATTH 02 Copy UDO Section 8.1.4.pdf
   2018-169-0 ATTH 03 Exhibit of Area within Town of Morrisville.pdf

2018-169-0 ATTH 04 PARKSIDE VALLEY DRIVE Cost Estimate.pdf

7.b. Budget Ordinance Amendment to Recognize Grant Revenue - Nancy Emslie, Finance Director
Action - June 12
2018-220-0 Briefing Supp Atth - Budget Ordinance Amendment to Recognize Grant Revenue.pdf
2018-220-0 Budget Ordinance Amendment to Recognize Grant Revenue.pdf

7.c. Resolution Approving Amendments to Triangle J Council of Governments Charter - Erin L. Hudson
Action - June 12
2018-219-0 Briefing Supp TJCOG Charter Amend.docx
2018-219-0 RES TJCOG Charter Amend.docx
2018-219-0 ATTH01 Ltr from Chair Morrisville.docx
2018-219-0 ATTH02 TJCOG Charter redline - April 25 2018.pdf
2018-219-0 ATTH03 TJCOG Charter - amended April 25 2018.pdf

8. Public Address - *Please approach the microphone and state your name, community role and address. Please take a moment to review the Public Comment and Public Hearing Policy (available at www.townofmorrisville.org), which states that: "Speakers will not discuss matters that are the subject of Public Hearings, as those matters will have separate times scheduled for Public Comment."*

9. Public Hearings

9.a. Public Hearing and Consideration of Items to Amend the Land Use Plan and Zoning Map for 301 and 305 Aviation Parkway (Wake County PINs 0755-36-4400 and 0755-36-4489) - continued from May 22, 2018 meeting.

1. Resolution 2018-148-0A of the Morrisville Town Council Pertaining to the Amendment of the Land Use Plan for the Property Commonly Known as 301 and 305 Aviation Parkway and Located on the Northwestern Side of Aviation Parkway Between Clements Drive and Bearcat Way to the Town Center New Office and Institutional Area (LUP 18-01).

2. Resolution 2018-148-0B of the Morrisville Town Council Pertaining to the Adoption of a Plan Consistency Review Statement for a Proposed Zoning Map Amendment for Property Commonly Known as 301 and 305 Aviation Parkway and Located on the Northwestern Side of Aviation Parkway Between Clements Drive and Bearcat Way to the Conditional-Office/Institutional Zoning District (REZ 18-01).

3. Ordinance 2018-148-0 of the Morrisville Town Council Approving a Zoning Map Amendment for Property Commonly Known as 301 and 305 Aviation Parkway and Located on the Western Side of Aviation Parkway Between Clements Drive and Bearcat Way to the Conditional-Office/Institutional Zoning District (REZ 18-01).

Eliot Ward, Planner I
Brief - May 8
Public Hearing - May 22 and June 12
Action - June 12
2018-148-0 - Briefing Supp ATTH.pdf
2018-148-0 RES A - Land Use Plan Amendment.pdf
2018-148-0 RES B - Consistency Statement.pdf
2018-148-0 ORD - Approving a Zoning Map Amendment.pdf
2018-148-0 ATTH 01 - Aerial Map.pdf
2018-148-0 ATTH 02 - Land Use Plan Map.pdf
2018-148-0 ATTH 03 - Town Center Plan Land Use Descriptions.pdf
2018-148-0 ATTH 04 - Existing Zoning Map.pdf
2018-148-0 ATTH 05 - Proposed Conditions from Owner.pdf
2018-148-0 ATTH 06 - O and I Permitted Uses and Conditions.pdf
2018-148-0 ATTH 07 - Residential Transition Standards.pdf
2018-148-0 ATTH 08 - Office and Institutional Standards.pdf
2018-148-0 ATTH 09 - Comprehensive Plan Amendment Standards.pdf
2018-148-0 ATTH 10 - Rezoning Map Amendment Standards.pdf
2018-148-0 ATTH 11 - Petitioner's Application and Justification Letter.pdf
2018-148-0 ATTH 12 - PZB Draft Meeting Minutes_04.12.18.pdf
2018-148-0 ATTH 13 - Town Council Presentation_v2.pptx
2018-148-0 ATTH 14 - 2004 Zoning Map Overlay.pdf
2018-148-0 ATTH 15 - NCGS 18B-901 Issuance of Permits.pdf
2018-148-0 ATTH 16 - Cross Access Requirements.pdf

9.b. Public Hearing and Consideration of FY2019 Annual Operating Budget and Capital Investment Program (continued from May 22, 2018 meeting):
1. Adoption of FY2019 Annual Operating Budget Ordinance
2. Adoption of FY2019 Resolution Authorizing Wake and Durham Counties to Levy and Collect Taxes and Stormwater Fees
3. Adoption of Capital Investment Program and Capital Budget Ordinance
Jeanne Hooks, Assistant to the Town Manager/Budget Manager
May 8 - Brief and Work Session
May 15- Work Session
May 22- Public Hearing and Work Session
June 5- Work Session
June 12- Action
2018-174-0 FY19 Budget Briefing Supp Atth.docx
2018-174-0 FY2019 Annual Operating Budget Ordinance A Final.pdf
2018-174-0 FY2019 Capital Budget Ordinance B Final.pdf
2018-174-0 Resolution A to Levy Taxes Final.pdf
2018-174-0 Resolution B Intent to Adopt Capital Investment Program Final.pdf
2018-174-0 ATTH 01 FY2019 Budget Report draft.pdf
2018-174-0 ATTH 02FY2019 Recommended Budget Presentation Work Session May 8 (002).pdf

10. Future Meetings, Events and Citizen Involvement Opportunities - *For a full listing of events, please see the Town Calendar at www.townofmorrisville.org.*

11. Council and Manager Comments

12. Work Sessions

12.a. Town Council Roundtable
June 2018 Roundtable.pdf

13. Closed Session

13.a. Closed Session Pursuant to N.C.G.S. 143-318.11(a)(3) to Consult with the Town Attorney on a Matter of Attorney-Client Privilege

14. 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@TownofMorrisville.org, or visit www.TownofMorrisville.org/Council for additional contact information.*

Proclamation

Recognizing June as Pride Month

WHEREAS, June is Pride Month in which Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ) people and allies come together in various celebrations; and

WHEREAS, the Town of Morrisville stands with the LGBTQ Community in a celebration of diversity and unity; and in remembrance of how far our country has come in the struggle to ensure that people live openly without discrimination and the affirmation of equal rights; and

WHEREAS, we are proud to join other communities in acknowledging June as Pride Month, and reaffirm our town's belief in the equal dignity of all citizens - regardless of their sexual orientation, gender identity, or gender expression:

NOW, THEREFORE, I, TJ Cawley, Mayor of Morrisville and the Town Council of the Town of Morrisville, do hereby proclaim the month of June as LGBTQ Pride Month and invite everyone to reflect on ways we can all live and work together with a commitment to respect and dignity and to celebrate our diverse community.

Adopted this the 12th day of June, 2018.

_____
TJ Cawley, Mayor

_____
Erin L. Hudson, Town Clerk

Town Council Agenda Item Report

Agenda Item No. 2018-169-0
Submitted by: Kent Jackson
Submitting Department Engineering
Meeting Date: June 12, 2018

SUBJECT
Resolution Waiving the Infrastructure Performance Guarantee for Parkside Elementary School - Kent Jackson, Town Engineer
Action - June 12

Recommendation:
Approve resolution 2018-169.

Updates/History of Briefing:
NOT APPLICABLE

Executive Summary and Background Information:
Wake County Public School System has submitted a construction drawing application for Parkside (E50) Elementary School located on approximately 34 acres of land between Parkside Valley Drive and Little Drive, part being in the Town of Morrisville. To ensure safe access, town staff are requiring installation of a new left turn lane within the median of Parkside Valley Drive at the proposed new school entrance drive. Section 8.1.4 of the Town of Morrisville Unified Development Ordinance (UDO) requires a performance guarantee in an amount of 125% of the estimated construction cost for this public street improvement, including road widening, medians, storm drainage, etc. Based on the approved construction estimate the required performance guarantee amount is $260,077.50. Section 8.1.4.D.5 states that the amount of a performance guarantee may be waived or reduced by the town council where the improvements are being installed with federal funds or in other circumstances where similar third-party assurance of completion exists. The public roadway improvements that are the subject of this waiver request are being funded with public funds authorized by the Wake County Board of Commissioners and thereby there is a high degree of assurance that these public roadway improvements will be completed.

Potential Options:
Approve the resolution.

Amend and approve the resolution.

Do not approve the resolution.

Staff Recommendation:
Staff recommends approval of resolution 2018-169-0

ATTACHMENTS
- 2018-169-0_Peak_Briefing_Supp.docx
- 2018-169-0_RES_WCPSS_Performance_Gurantee_Waiver-2.docx

- 2018-169-0 ATTH 01 WCPSS Performance Gurantee Waiver Request.pdf
- 2018-169-0 ATTH 02 Copy UDO Section 8.1.4.pdf
- 2018-169-0 ATTH 03 Exhibit of Area within Town of Morrisville.pdf
- 2018-169-0 ATTH 04 PARKSIDE VALLEY DRIVE Cost Estimate.pdf

Item Number & Subject: (2018-169-0 Resolution Waiving Performance Guarantee for Parkside Elementary School)

Briefing Supplement

Lead Department: Department Action Officer: Review Officer Name and Title

Subject: Resolution Waiving Performance Guarantee for Parkside Elementary School

Briefing: 06/12/2018 Public Hearing: None Action: 06/12/2018

Item Schedule	Select One
Schedule 1: *Brief twice – vote once (six weeks)*	☐
Schedule 2: *Brief once – vote once (two weeks)*	☐
Schedule 3: *No briefing required (one week)*	☒

Link to Previous Briefings (if applicable):

- n/a
-

Charts/Graphs/Supplemental Graphics (referenced within Executive Summary of Agenda Item Summary Form in Peak):

n/a

Advisory Board/Committee Review:

NONE

Advisory Board/Committee Meeting Date and Minutes:

NOT APPLICABLE

Advisory Board/Committee Recommendation and/or vote:

NOT APPLICABLE

Meeting Perspectives and Goals Adopted by the Council:

Perspectives	Goals	
Serve the Community	☐	Promote an Environmentally Sensitive & Livable Community
	☒	Provide a Safe Community
	☐	Deliver Quality Services
	☐	Foster a Healthy Community

Run the Operations	☐	Enhance Community Preparedness & Responsiveness
	☒	Maximize Partnership Opportunities
	☐	Provide Courteous & Responsive Customer Service
	☐	Model a Positive Town Image
	☐	Deliver Efficient Services
	☐	Cultivate Community Involvement & Access
Manage the Resources	☐	Maintain Fiscal Strength
	☐	Maximize Utilization & Resources
	☒	Invest in Infrastructure & Transportation
Develop Personnel	☐	Develop a Skilled & Diverse Workforce
	☐	Create a Positive & Rewarding Work Culture

Resource Impact:	
Staff time required if item is approved:	No Additional

Other Potential Impacts:

NONE APPLICABLE

Public Information Plan:			
☐	Public Hearing (Required by GS)	☐	Public Hearing (Not Required by GS)
☐	Newspaper Notice (Required by GS)	☐	Newspaper Notice (Not Required by GS)
☐	Public Forum/Input Session	☐	Press Release
☐	Morrisville Connection	☐	E-News Distribution
☐	Social Media (Twitter, Facebook, etc.)	☐	Website Notice
☐	Special Mailing	☐	Banners Posted
☐	Flyers Posted	☐	Survey
☐	Automated Phone Call	☒	None Required

Other:

RESOLUTION 2018-169-0 OF THE MORRISVILLE TOWN COUNCIL APPROVING A PERFORMANCE GUARANTEE WAIVER FOR PARKSIDE ELEMENTARY SCHOOL

WHEREAS, Wake County Public Schools System (WCPSS) has submitted a construction drawing application for Parkside (E50) Elementary School located on approximately 34 acres of land between Parkside Valley Drive and Little Drive, part being in the Town of Morrisville; and

WHEREAS, Section 8.1.4 of the Town of Morrisville Unified Development Ordinance (UDO) requires a Performance Guarantee from land developers in an amount of 125% of the estimated construction cost for public infrastructure improvements, which include road widening, medians, storm drainage, etc.; and

WHEREAS, offsite roadway improvements to Parkside Valley Drive would require a performance guarantee in the amount of $260,077.50; and

WHEREAS, Section 8.1.4.D.5 of the UDO allows for the amount of a performance guarantee associated with offsite public roadway improvements to be waived or reduced by the Town Council where the improvements are being installed with federal funds or in other circumstances where similar third-party assurance of their completion exists; and

WHEREAS, construction funding for the Parkside (E50) Elementary School project is provided by public funding proceeds:

NOW, THEREFORE, BE IT RESOLVED THAT THE MORRISVILLE TOWN COUNCIL hereby approves a performance guarantee waiver for Parkside Elementary School.

Adopted this the 12th day of June, 2018.

_____
TJ Cawley, Mayor

_____
Erin L. Hudson, Town Clerk

CLH design, p.a.
400 Regency Forest Drive
Suite 120
Cary, NC 27518
P: 919.319.6716
www.clhdesignpa.com

May 31, 2018

Date: May 31, 2018
To: Kent Jackson, PE Town of Morrisville Engineer
From: Alice Reese, PLA
Re: **WAIVER REQUEST FOR PERFORMANCE GUARANTEE**
PARKSIDE ELEMENTARY SCHOOL

Dear Mr. Jackson:

On behalf of Wake County Board of Education please accept this waiver request for the Performance Guarantee requirement of construction of approximately 800 LF of pavement widening, striping and/or resurfacing; approximately 500 LF of curb and gutter, approximately 800 LF of 5' wide concrete sidewalk, replacement street trees and storm drainage; together with such improvements, attachments, fixtures, auxiliary devices or connections as are appurtenant thereto, all within the rights-of-way of 332 Parkside Valley Drive and shown on the plan set for the proposed Parkside Elementary School prepared by CLH Design, P.A. dated March 9, 2018.

Sincerely,

alice M. Reese

Alice M. Reese, PLA, ASLA

2. Planning Director

The Planning Director decides whether or not to approve or deny requests for Type 2 Subdivision Preliminary Plat Approval or Minor Site Plan Approval.

(Ord. No. 2014-022, 06/24/2014)
(Ord. No. 2015-047, 07/28/2015)

B. Form of in Lieu Payment

The in lieu payment shall be provided in cash or certified check from a North Carolina lender to the Town prior to Construction Plan Approval.

C. Amount of in Lieu Payment

The amount of an in-lieu payment shall be in an amount equal to 150 percent of the estimated full cost of completing the installation of the required improvements, including the costs of materials, labor, and project management.

D. Use of in Lieu Funds

The Town shall deposit any in-lieu payment into a special Town fund that shall be used only for the design and construction of street improvements, including associated land acquisition, that serve the occupants, residents, or invitees of the subdivision or development for which the in-lieu payment is made (though the improvements may also serve more than one subdivision or development in the area). Such activities may be undertaken by the Town or in conjunction with the North Carolina Department of Transportation (NCDOT) under an agreement between the Town and NCDOT.

(Ord. No. 2015-002, 04/29/2015; Ord. No. 2016-001, 05/10/2016)

8.1.4. Performance Guarantees

A. General

A performance guarantee in accordance with the standards in this section shall be furnished the Town prior to Construction Plan Approval in the following circumstances:

1. To ensure completion of public infrastructure improvements (e.g., roadways, bike lanes, curb and gutter, sidewalks, bike paths, crosswalks, traffic signs and controls, street lights, fire lanes, bus shelters and other transit facilities, greenway paths—but not public improvements provided in accordance with Article 7: Stormwater Management) that are required as part of Construction Plan Approval; and
2. To ensure completion of plantings of replacement trees, buffer screening, and landscaping that are required as part of Construction Plan Approval.

B. Term of Performance Guarantee

The term of a performance guarantee shall reflect any time limit for completing installation of required improvements that is included in the Construction Plan Approval in a condition deemed acceptable by the Town Engineer —but in any case, the term shall not exceed three years. The Planning Director or Town Engineer, as appropriate, may, for good cause shown and with approval of the provider of the guarantee, grant extensions of the term for up to a total extended period of two years.

C. Form of Performance Guarantee

1. Where required, the owner or developer shall furnish a performance guarantee in any of the following forms with terms and conditions acceptable to the Town Attorney:
   a. Cash deposit with the Town;
   b. Surety bond issued by any company authorized to do business in this State;
   c. Letter of credit issued by any financial institution licensed to do business in this State; or

d. Other form of guarantee that provides equivalent security to a surety bond or letter of credit.

2. The performance guarantee shall be conditioned on the performance of all work necessary to complete the installation of the required improvements within the term of the performance guarantee. Performance guarantees shall provide that in case of the owner's or developer's failure to complete the guaranteed improvements, the Town shall be able to immediately obtain the funds necessary to complete installation of the improvements.

D. Amount of Performance Guarantee

1. Performance guarantees for required improvements shall be in an amount equal to 125 percent of the estimated full cost of completing the installation of the required improvements within the term of the guarantee, including the costs of materials, labor, and project management.

2. Estimated costs for completing installation of required public infrastructure improvements shall be itemized by improvement type and certified by the owner's or developer's licensed Professional Engineer, and are subject to approval by the Town Engineer.

3. Estimated costs for completing installation of required replacement trees, buffer screening, and landscaping shall be itemized and certified by the owner's or developer's registered landscape architect or licensed Professional Engineer and are subject to approval by the Planning Director.

4. If the guarantee is renewed, the Town Engineer or Planning Director, as appropriate, may require the amount of the performance guarantee be updated to reflect cost increases over time.

5. The amount of a performance guarantee may be waived or reduced by the Town Council where the improvements are being installed with federal funds or in other circumstances where similar third-party assurance of their completion exists.

E. Release or Reduction of Performance Guarantees

1. Requirements for Release or Reduction

The Town Engineer (for public infrastructure improvements) or Planning Director (for private site improvements, replacement trees, buffer screening, and landscaping) shall release or reduce a performance guarantee only after:

a. The owner or developer has submitted to the Town Engineer or Planning Director, as appropriate, an application for a release or reduction of the performance guarantee that includes certification by the owner's or developer's engineer or landscape architect, as appropriate, that installation of the guaranteed improvements has been completed in accordance with approved plans and specifications;

b. The Town Engineer or Planning Director, as appropriate, has performed a final inspection of the improvements for which a release or reduction is requested, and certified in writing that installation of the guaranteed improvements has been completed in accordance with approved plans and specifications;

c. The owner or developer has reimbursed the Town for all costs associated with conducting any inspection that finds the guaranteed improvements for which a release or reduction is requested have not been installed in accordance with approved plans and specifications;

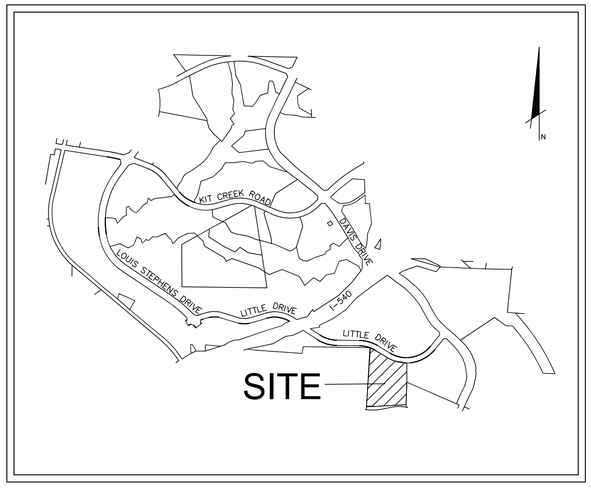
d. The owner or developer has provided the Town Engineer or Planning Director, as appropriate, assurances that liens against guaranteed public infrastructure improvements will not be filed after their acceptance by the Town (e.g., through affidavits, releases, or waivers of liens from all contractors and subcontractors); and

e. The owner or developer has provided the Town Engineer or Planning Director, as appropriate, any required maintenance guarantee for the same improvements (see Section 8.2.2, Maintenance Guarantees).

SITE PLANS FOR:

PARKSIDE (E-50) ELEMENTARY SCHOOL

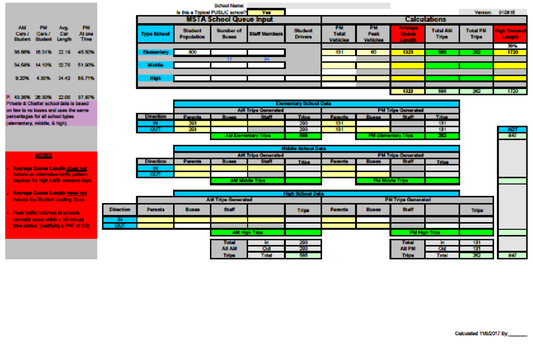
332 PARKSIDE VALLEY DRIVE
MORRISVILLE, NC 27560
TOWN OF MORRISVILLE CONSTRUCTION PLAN
PROJECT# 17-80000013, FILE# 17-0004-C



VICINITY MAP (1:400)

TRAFFIC GENERATION & VEHICLE TYPES

MSTA School Traffic Calculations
AM and PM Peak Traffic Estimate
(These numbers do not reflect peak hour traffic volumes)



Calculated 1/16/2017 By:_____

INDEX OF DRAWINGS

C00.00	COVER SHEET
C00.01	OVERALL PLAN
C02.00	OVERALL EXISTING CONDITIONS/DEMOLITION PLAN (FOR INFORMATION ONLY)
C02.04	EXISTING CONDITIONS/DEMOLITION PLAN AREA 4
C01.00	SITE STAKING PLAN OVERALL (FOR INFORMATION ONLY)
C01.04	SITE STAKING PLAN, AREA 4
C03.00	OVERALL SITE GRADING PLAN (FOR INFORMATION ONLY)
C03.04	SITE GRADING PLAN AREA 4
C03.07	DRAINAGE AREA MAP
C05.00	OVERALL UTILITY PLAN (FOR INFORMATION ONLY*)
C05.04	UTILITY PLAN AREA 4
C07.01	SITE DETAILS
C07.19	SITE DETAILS
C08.01	TYPICAL ROAD CROSS SECTION
C08.02	ROAD PLAN AND PROFILE
C09.00	FIRE APPARATUS PLAN
17-0104B	DEP LIGHTING PLAN

*FULL SET OF UTILITY PLANS TO BE REVIEWED BY TOWN OF CARY THROUGH DRC PROCESS

GENERAL NOTES

1. *FINAL ZONING AND SITE IMPROVEMENT INSPECTION SHALL BE REQUIRED TO VERIFY SITE PLAN COMPLIANCE BE DONE BEFORE A CERTIFICATE OF COMPLIANCE IS ISSUED BY WAKE COUNTY BUILDING INSPECTIONS.*
2. *DETERIORATED OR DEAD SCREENING SHALL BE REPAIRED OR REPLACED WITHIN SIX MONTHS.*
3. *NO PERMANENT CONSTRUCTION CAN OCCUR WITHIN BUFFER YARDS.*
4. *SEPTIC TANKS, SEPTIC DRAIN LINES ARE PROHIBITED IN REQUIRED BUFFERYARDS. STORMWATER RETENTION AND DETENTION FACILITIES, STORAGE TANKS FOR ANY PURPOSE, UTILITY SUBSTATIONS, AND BUILDINGS HOUSING UTILITY SUBSTATIONS AND BUILDINGS HOUSING UTILITY COMMODITIES OR EQUIPMENT ARE ALSO PROHIBITED IN REQUIRED BUFFERYARDS.*

DEVELOPMENT STANDARDS MODIFICATIONS/APPROVALS

SITE DATA

PROJECT:	*PARKSIDE ELEMENTARY SCHOOL (E-50)*
OWNER:	*WAKE COUNTY BOARD OF EDUCATION*
OWNER CONTACT:	*LARRY SHERRILL* *WAKE COUNTY PUBLIC SCHOOLS* *1429 ROCK QUARRY ROAD* *RALEIGH, NC 27610* *OFFICE: 919-508-9032* *FAX: 919-856-8172*
DESIGNER:	*CLH DESIGN, PA*
DESIGNER CONTACT:	*ALICE REESE* *400 REGENCY FOREST DRIVE, SUITE 120* *CARY, NC 27518* *PHONE: 919-319-6716* *FAX: 919-319-7516*
PROJECT ADDRESS:	*332 PARKSIDE VALLEY DRIVE* *MORRISVILLE, NC 27560*
PLANNING JURISD:	*WAKE COUNTY* *RESEARCH TRIANGLE PARK*
WCPSS PARCEL PIN:	*0746018654*
BREKENRIDGE HOA PARCEL PIN:	*0746007991*
ZONING:	*RA*
RE-ZONING:	*N/A*
OVERLAY DISTRICTS:	*N/A*
REQUIRED SETBACKS:	*FRONT 100-FT* *SIDE 100-FT* *BACK 100-FT*
MIN. LOT AREA:	*N/A*
EXISTING USE:	*VACANT*
PROPOSED USE:	*PUBLIC ELEMENARY SCHOOL*
DEEDED ACREAGE:	*33.943*
DISTURBED AREA:	*22.89 AC*
PROPOSED FIRE LANE:	*4,638 LF*
BUILDING AREA:	*114,956 SF TOTAL* *72,766 SF (1-STORY)* *42,190 SF (2ND STORY)* *114,956 SF TOTAL*
FLOOR AREA RATIO:	*7.7% (114,956/33.943 ACRES)*
EXISTING USE INTENSITY:	*0*
PROPOSED USE INTENSITY:	*7.7%*
PROPOSED # OF EMPLOYEES:	*-*
PROPOSED HOURS OF OPERATION:	*PROPOSED TRADITIONAL CALENDAR OPERATION (AUG-JUNE)* *BELL SCHEDULE 9:20 AM START, 4:50 PM DISMISSAL* *BEFORE AND AFTERCARE TBD*
PREDOMINATE BUILDING FACADE HEIGHT:	*30' (HIGHEST PEAK OF BARREL ROOF = 42')*
REQUIRED BUFFERYARDS:	*RTP = 100', WAKE COUNTY = 30'G*

WAKE COUNTY PARKING REQUIREMENTS:

PARKING CODE:	*SCHOOL = 1 PER 5 SEATS IN THE PRINCIPAL ASSEMBLY ROOM*
NUMBER OF SEATS IN PRINCIPAL ASSEMBLY:	*659*
TOTAL NUMBER OF SPACES REQUIRED:	*132*
PARKING PROVIDED:	*132*
TOTAL H/C SPACES REQ'D:	*5*
TOTAL H/C SPACES PROVIDED:	*6*

WATERSHED:	*JORDAN LAKE WATERSHED*
WATER BASIN:	*CAPE FEAR*
EXISTING IMPERVIOUS:	*0 SF*
PROPOSED IMPERVIOUS:	*318,859.2 SF (7.32 AC)*
PROPOSED IMPERVIOUS:	*21.5% (7.32 AC)*
IMPERVIOUS ALLOWED:	*30% (10.19 AC)*

THIS PROPERTY IS LOCATED ZONE "X," AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOOD PLAIN AS SHOWN ON FIRM PANEL 0725, MAP NUMBER 3720072500K WITH AN EFFECTIVE DATE OF FEB 2, 2007.

TOWN OF CARY PROPOSED INFRASTRUCTURE IMPROVEMENT QUANTITIES:

PUBLIC WATER MAIN (ON-SITE):	*2,900 LF 8" 100 LF @ 6" SERVICE* *105 LF @ 4" SERVICE*
PUBLIC WATER MAIN (OFF-SITE):	*160 LF*
RECLAIMED WATER (OFF-SITE):	*0 LF 0 SERVICE/TAP*
PUBLIC SANITARY SEWER SERVICE:	*705 LF 8" 1 TAP*
PRIVATE SANITARY SEWER SERVICE:	*86 LF 6"*
PROJECTED SEWER FLOW:	*10,800 GALLONS PER DAY (GPD)* *(# OF STUDENTS X 12 GPD)*

ROAD IMPROVEMENTS

- *INTERSECTION SIGNALIZED AT DAWS DRIVE/LITTLE DRIVE;*
- *LENGTHEN WESTBOUND RIGHT-TURN LANE (TO APPROXIMATELY 600-FEET) AT DAWS DRIVE/MCCRIMMON PARKWAY;*
- *CONSTRUCTION OF A 50-FOOT NORTHBOUND LEFT-TURN LANE (WITH APPROPRIATE TAPER) AT THE*

Town of Morrisville
APPROVED FOR CONSTRUCTION

Signature: _____ Date: _____
Town of Morrisville, Town Engineer

Date/Initials
Engineering: _____
Planning: _____
Other (specify): _____
_____

Signature: _____ Date: _____
Town of Cary Utilities, Water and Sewer

Engineering Inspection Services must be contacted (919) 463-6907 at a minimum 24 hours prior to the commencement of any construction activities.

walterrobbs
ARCHITECTURE + INTERIORS + PLANNING
530 NORTH TRADE STREET, SUITE 301
WINSTON-SALEM, NORTH CAROLINA 27101 P 336.725.1371

CLH DESIGN, PA
400 Regency Forest Dr.
Suite 120
Cary, NC 27518
Phone: 919.319.6716
Fax: 919.319.7516
LA: C-106 PE: C-1595

NORTH CAROLINA PROFESSIONAL SEAL 23953 ENGINEER KENNETH A. LORING 12/18

TOWN OF MORRISVILLE
NOT FOR CONSTRUCTION

Project:
WAKE COUNTY
PARKSIDE ELEMENTARY SCHOOL (E-50)
332 PARKSIDE VALLEY DRIVE
RESEARCH TRIANGLE PARK, NC

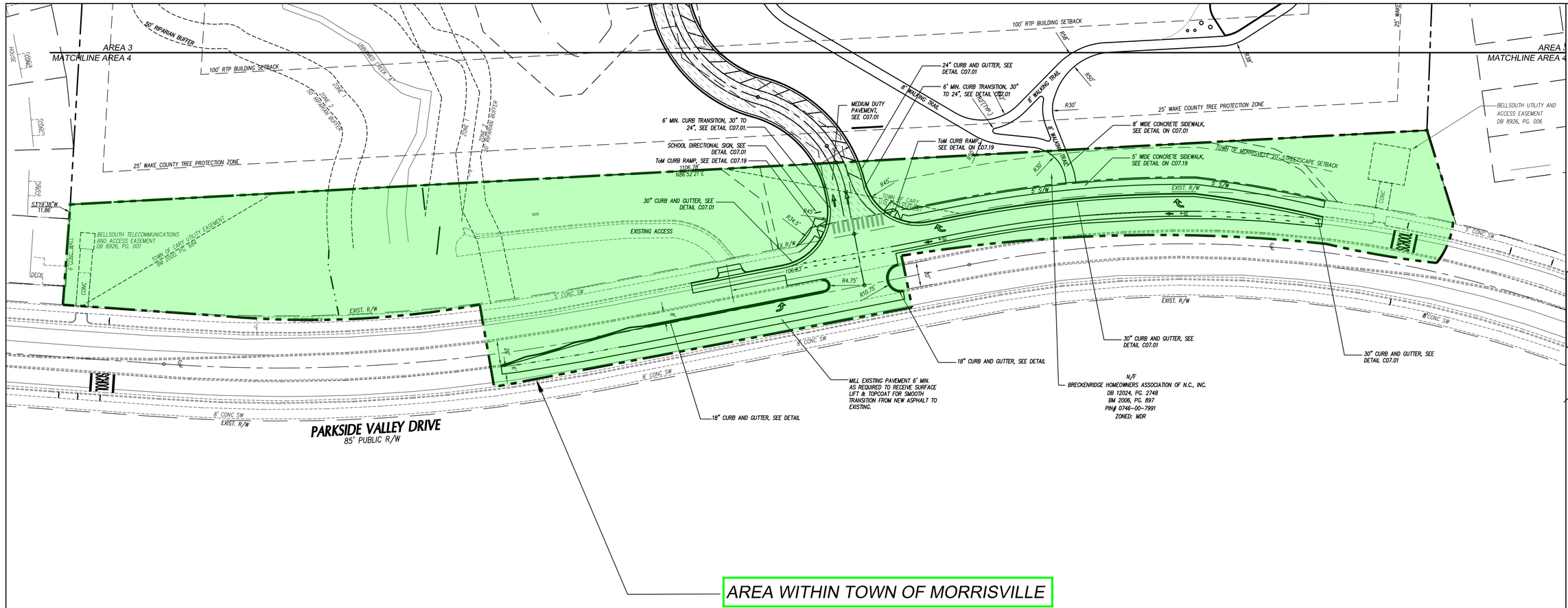
Sheet Title:
COVER SHEET

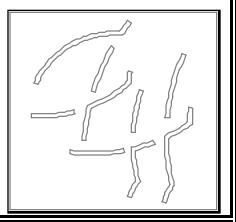
Issue Date:
FEB. 12, 2018

Revisions:

Project Number:
WRCP:
CLH: 16-152
Sheet Number:
C00.00

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AREA 3
MATCHLINE AREA 4
AREA 3
MATCHLINE AREA 4
50' RIPARIAN BUFFER
UNNAMED CREEK 'A'
ZONE 1
ZONE 2
50' RIPARIAN BUFFER
ZONE 1
50' RIPARIAN BUFFER
100' RTP BUILDING SETBACK
100' RTP BUILDING SETBACK
25' WAKE COUNTY TREE PROTECTION ZONE
25' WAKE COUNTY TREE PROTECTION ZONE
24" CURB AND GUTTER, SEE DETAIL C07.01
6' MIN. CURB TRANSITION, 30" TO 24", SEE DETAIL C07.01
8' WALKING TRAIL
8' WALKING TRAIL
8' WALKING TRAIL
MEDIUM DUTY PAVEMENT, SEE C07.01
6' MIN. CURB TRANSITION, 30" TO 24", SEE DETAIL C07.01.
SCHOOL DIRECTIONAL SIGN, SEE DETAIL C07.01
ToM CURB RAMP, SEE DETAIL C07.19
1106.78'
N86°52'21"E
ToM CURB RAMP, SEE DETAIL C07.19
8' WIDE CONCRETE SIDEWALK, SEE DETAIL ON C07.01
5' WIDE CONCRETE SIDEWALK, SEE DETAIL ON C07.19
TOWN OF MORRISVILLE 20' STREETSCAPE SETBACK
BELLSOUTH UTILITY AND ACCESS EASEMENT DB 8926, PG. 006
30" CURB AND GUTTER, SEE DETAIL C07.01
TOWN OF CARY UTILITY EASEMENT
EXISTING ACCESS
EX. R/W
106.83'
R4.75'
R10.75'
R45'
R34.5'
R45'
S19°19'38"W
11.86'
BELLSOUTH TELECOMMUNICATIONS AND ACCESS EASEMENT DB 8926, PG. 001
TOWN OF CARY UTILITY EASEMENT BM 2005, PG. 764
6' CONC WALL
DECK
CONC
EXIST. R/W
5' CONC SW
5' CONC SW
8' CONC SW
8' CONC SW
8' CONC SW
EXIST. R/W
EXIST. R/W
8' CONC SW
EXIST. R/W
8' CONC SW
30' CURB AND GUTTER, SEE DETAIL C07.01
30' CURB AND GUTTER, SEE DETAIL C07.01
18" CURB AND GUTTER, SEE DETAIL
18" CURB AND GUTTER, SEE DETAIL
MILL EXISTING PAVEMENT 6' MIN. AS REQUIRED TO RECEIVE SURFACE LIFT & TOPCOAT FOR SMOOTH TRANSITION FROM NEW ASPHALT TO EXISTING.
N/F
BRECKENRIDGE HOMEOWNERS ASSOCIATION OF N.C., INC.
DB 12024, PG. 2748
BM 2006, PG. 897
PIN# 0746-00-7991
ZONED: MOR
PARKSIDE VALLEY DRIVE
85' PUBLIC R/W
SCHOOL
SCHOOL
CONC
CONC
CONC

OPINION OF PROBABLE CONSTRUCTION COST SITE WORK	DATE 4-10-18	
PROJECT NAME E-50	PROJECT NO 16-152	
LOCATION Parkside Valley Road Morrisville, NC	BY AMR	

Item	Description	Quantity/Unit	Unit Price	Total Cost
1.	**Airport Blvd. - Two Parcels**	%	$ -	$ -
2.				$ -
3.	Lengh of Improvements	800 LF		$ -
4.	Width of Disturbance	50 FT		$ -
5.	Width of Pavement	12 FT		$ -
6.				$ -
7.				$ -
8.	Clearing	4,444 SY	$ 1.00	$ 4,444.44
9.	Strip Topsoil	4,444 SY	$ 0.50	$ 2,222.22
10.	Earthwork	4,444 SY	$ 3.00	$ 13,333.33
11.	Unsuitable Soil Allowance	800 LF	$ 20.00	$ 16,000.00
12.	Fine Grading	4,444 SY	$ 1.25	$ 5,555.56
13.	10" ABC	1,422 SY	$ 10.00	$ 14,222.22
14.	5" I-19.0B Binder Asphalt	1,067 SY	$ 29.00	$ 30,933.33
15.	3" S-9.5B Surface Asphalt	1,067 SY	$ 17.25	$ 18,400.00
16.	Curb & Gutter (one side of road)	500 LF	$ 18.00	$ 9,000.00
17.	5' Sidewalk (one side of road)	800 LF	$ 20.00	$ 16,000.00
18.	Pvmt Marking	800 LF	$ 2.00	$ 1,600.00
19.	Re-spread Topsoil	2,711 SY	$ 0.40	$ 1,084.44
20.	Erosion Control Allowance	800 LF	$ 10.00	$ 8,000.00
21.	Storm Drainage Allowance	800 LF	$ 30.00	$ 24,000.00
22.	Seeding	2,711 SY	$ 1.50	$ 4,066.67
23.	Street Tree Allowance	800 LF	$ 15.00	$ 12,000.00
24.				$ -
25.				$ -
26.				$ -
27.				$ -
28.				$ -
29.				$ -
30.				$ -
31.				$ -
32.				$ -
33.				$ -
34.				$ -
35.				$ -
36.				$ -
37.				$ -
38.				$ -
39.				$ -
40.				$ -
41.				$ -
42.				$ -
43.				$ -
44.				$ -
45.				$ -

Item	Description	Quantity/Unit	Unit Price	Total Cost
	Contingency	15 %	$ 27,129.33	$ 27,200.00
	TOTAL			$ 208,062

Town Council Agenda Item Report

Agenda Item No. 2018-220-0
Submitted by: Nancy Emslie
Submitting Department Finance
Meeting Date: June 12, 2018

SUBJECT
Budget Ordinance Amendment to Recognize Grant Revenue - Nancy Emslie, Finance Director
Action - June 12

Recommendation:
Approve Budget Ordinance Amendment

Updates/History of Briefing:
NOT APPLICABLE

Executive Summary and Background Information:
The following budget amendment is considered housekeeping in nature to officially recognize and establish necessary authority for proper fiscal controls.
Periodically the Town will encounter opportunities to receive grant revenue that was not originally anticipated by the Budget Ordinance. Under these circumstances it is necessary to officially recognize the revenue to appropriate the funds for expense via a Budget Ordinance Amendment.

Potential Options:
Adopt the Budget Ordinance Amendment

Staff Recommendation:
Staff recommends Town Council approve the Budget Ordinance Amendment 2018-220-0 recognizing grant related revenues.

ATTACHMENTS
- 2018-220-0 Briefing Supp Atth - Budget Ordinance Amendment to Recognize Grant Revenue.pdf
- 2018-220-0 Budget Ordinance Amendment to Recognize Grant Revenue.pdf

Item Number & Subject: 2018-220-0
Budget Ordinance Amendment to Recognize Grant Revenue

Briefing Supplement

Lead Department: Finance **Action Officer:** Nancy Emslie, Finance Director

Subject: Budget Ordinance Amendment to Recognize Grant Revenue

Briefing: 06/12/18 **Public Hearing:** N/A **Action:** 06/12/18

Item Schedule	Select One
Schedule 1: *Brief twice – vote once (six weeks)*	☐
Schedule 2: *Brief once – vote once (two weeks)*	☐
Schedule 3: *No briefing required (one week)*	☒

Link to Previous Briefings (if applicable):

- None

Charts/Graphs/Supplemental Graphics (referenced within Executive Summary of Agenda Item Summary Form in Peak):

Advisory Board/Committee Review:

None

Advisory Board/Committee Meeting Date and Minutes:

Not Applicable

Advisory Board/Committee Recommendation and/or vote:

Not Applicable

Meeting Perspectives and Goals Adopted by the Council:

Perspectives		Goals
Serve the Community	☐	Promote an Environmentally Sensitive & Livable Community
	☒	Provide a Safe Community
	☐	Deliver Quality Services
	☐	Foster a Healthy Community

Run the Operations	☐	Enhance Community Preparedness & Responsiveness
	☐	Maximize Partnership Opportunities
	☐	Provide Courteous & Responsive Customer Service
	☐	Model a Positive Town Image
	☐	Deliver Efficient Services
	☐	Cultivate Community Involvement & Access
Manage the Resources	☒	Maintain Fiscal Strength
	☐	Maximize Utilization & Resources
	☐	Invest in Infrastructure & Transportation
Develop Personnel	☐	Develop a Skilled & Diverse Workforce
	☐	Create a Positive & Rewarding Work Culture

Resource Impact:	
Staff time required if item is approved:	Low

Other Potential Impacts:

NONE APPLICABLE

Public Information Plan:			
☐	Public Hearing (Required by GS)	☐	Public Hearing (Not Required by GS)
☐	Newspaper Notice (Required by GS)	☐	Newspaper Notice (Not Required by GS)
☐	Public Forum/Input Session	☐	Press Release
☐	Morrisville Connection	☐	E-News Distribution
☐	Social Media (Twitter, Facebook, etc.)	☐	Website Notice
☐	Special Mailing	☐	Banners Posted
☐	Flyers Posted	☐	Survey
☐	Automated Phone Call	☒	None Required
Other:			

Town of Morrisville
100 Town Hall Drive
Morrisville, NC 27560

BUDGET ORDINANCE AMENDMENT 2018-220-0

Be it ordained by the Town Council of the Town of Morrisville, North Carolina that the following amendment is made to the Budget Ordinance for the Fiscal Year ending June 30, 2018.

Section 1. The following Fund revenues & expenditures are to be changed as prescribed below:

Revenue	**Description**		Increase/ (Decrease) per this Amendment
General Fund			
Grants/Drug Proceeds - DOJ	Recognize funds received		$ 1,173
Grants/Drug Proceeds - State	Recognize funds received		$ 1,518
		Total Revenues	**$ 2,691**

Expenditure			
General Fund			
Drug Proceeds - DOJ	Recognize funds received in excess of Budget Appropriation		$ 1,173
Drug Proceeds - State	Recognize funds received in excess of Budget Appropriation		$ 1,518
		Total Expenditures	**$ 2,691**

Section 2. This will result in a budgetary increase of $2,691 in the General Fund. The budgets remain balanced in accordance with the Local Government Budget and Fiscal Control Act.

Section 3. The Annual Budget Ordinance was adopted on May 23, 2017.

Section 4. Copies of this budget amendment shall be furnished to the Clerk, to the Budget Officer, and to the Finance Director for their direction.

Adopted this 12th day of June, 2018.

Erin L. Hudson, Town Clerk

TJ Cawley, Mayor

Town Council Agenda Item Report

Agenda Item No. 2018-219-0
Submitted by: Erin Hudson
Submitting Department Administration
Meeting Date: June 12, 2018

SUBJECT
Resolution Approving Amendments to Triangle J Council of Governments Charter - Erin L. Hudson
Action - June 12

Recommendation:

Updates/History of Briefing:

Executive Summary and Background Information:
The Triangle J Board of Delegates (TJCOG) recently approved updates to the organization's governing document - the Charter Resolution - to reflect current practice and regional boundaries. To finalize the adoption process, each member government's governing board must review and adopt the updated resolution.

A letter from Board Chair Ronnie Currin (ATTH01) outlines the process. A red-line resolution outlining changes (ATTH02) and final resolution (ATTH03) are attached as well.

Potential Options:
- Approve as proposed by TJCOG Board of Delegates.
- Propose additional edits

Staff Recommendation:
Approve as recommended.

ATTACHMENTS
- 2018-219-0 Briefing Supp TJCOG Charter Amend.docx
- 2018-219-0 RES TJCOG Charter Amend.docx
- 2018-219-0 ATTH01 Ltr from Chair Morrisville.docx
- 2018-219-0 ATTH02 TJCOG Charter redline - April 25 2018.pdf
- 2018-219-0 ATTH03 TJCOG Charter - amended April 25 2018.pdf

Item Number & Subject: 2018-2019-0 Resolution Approving Amendments to TJCOG Charter

Briefing Supplement

Lead Department: Admin Action Officer: Erin L. Hudson, Town Clerk

Subject: Resolution Approving Amendments to TJCOG Charter

Briefing: 6/12/18 Public Hearing: None 6/12/18 Insert Date

Item Schedule	Select One
Schedule 1: *Brief twice – vote once (six weeks)*	☐
Schedule 2: *Brief once – vote once (two weeks)*	☐
Schedule 3: *No briefing required (one week)*	☒

Link to Previous Briefings (if applicable):

- n/a
-

Charts/Graphs/Supplemental Graphics (referenced within Executive Summary of Agenda Item Summary Form in Peak):

n/a

Advisory Board/Committee Review:

none

Advisory Board/Committee Meeting Date and Minutes:

n/a

Advisory Board/Committee Recommendation and/or vote:

n/a

Meeting Perspectives and Goals Adopted by the Council:

Perspectives	Goals
Serve the Community	☐ Promote an Environmentally Sensitive & Livable Community ☐ Provide a Safe Community ☐ Deliver Quality Services ☐ Foster a Healthy Community

Run the Operations	☐	Enhance Community Preparedness & Responsiveness
	☒	Maximize Partnership Opportunities
	☐	Provide Courteous & Responsive Customer Service
	☐	Model a Positive Town Image
	☐	Deliver Efficient Services
	☒	Cultivate Community Involvement & Access
Manage the Resources	☐	Maintain Fiscal Strength
	☐	Maximize Utilization & Resources
	☐	Invest in Infrastructure & Transportation
Develop Personnel	☐	Develop a Skilled & Diverse Workforce
	☐	Create a Positive & Rewarding Work Culture

Resource Impact:	
Staff time required if item is approved:	No Additional

Other Potential Impacts:

n/a

Public Information Plan:			
☐	Public Hearing (Required by GS)	☐	Public Hearing (Not Required by GS)
☐	Newspaper Notice (Required by GS)	☐	Newspaper Notice (Not Required by GS)
☐	Public Forum/Input Session	☐	Press Release
☐	Morrisville Connection	☐	E-News Distribution
☐	Social Media (Twitter, Facebook, etc.)	☐	Website Notice
☐	Special Mailing	☐	Banners Posted
☐	Flyers Posted	☐	Survey
☐	Automated Phone Call	☒	None Required

Other:

RESOLUTION 2018-219-0 OF THE MORRISVILLE TOWN COUNCIL APPROVING AMENDMENTS TO THE TRIANGLE J COUNCIL OF GOVERNMENTS CHARTER

WHEREAS, the Town of Morrisville is a member of the Triangle J Council of Governments (TJCOG), an intergovernmental organization for local elected officials that works on regional issues; and

WHEREAS, the TJCOG leadership and its legal counsel recently reviewed the Charter Resolution and recommended updates to reflect current practice and to revise regional boundaries; and

WHEREAS, each member government must endorse the Charter Resolution as the organization's governing document:

NOW, THEREFORE, BE IT RESOLVED THAT THE MORRISVILLE TOWN COUNCIL hereby approves the amendments of the TJCOG Charter Resolution as proposed and outlined in ATTH03.

Adopted this the 12th day of June, 2018.

_____
TJ Cawley, Mayor

ATTEST:

_____
Erin L. Hudson, Town Clerk

TRIANGLE J COUNCIL OF GOVERNMENTS

World Class Region

May 2018

Dear Mayor Cawley,

Recently, Triangle J Council of Government leadership and legal counsel reviewed the organization's Charter Resolution and recommended updates to reflect current practice and the revised boundaries of our region. The document was last updated in 1996.

The Charter Resolution is the organization's governing document and must be endorsed by each member government. Your governing board approved the Charter Resolution when your local government joined Triangle J Council of Governments as a member.

On March 28, 2018, the Triangle J Board of Delegates reviewed and endorsed these updates. Now, your governing board must review and adopt the updated Charter Resolution. This adoption process is critical as it ensures that each member government recognize Triangle J's role in the success of the region.

At your upcoming June meeting, I ask that you include the attached, updated resolution on your consent agenda. You have also received a "red-line" version of the Charter Resolution, so that you can review the proposed edits. TJCOG staff are available if you have any questions about the document or process.

Thank you for your continued involvement and support of TJCOG- it is critical to ensure the organization is representative of our regional needs and challenges.

Sincerely,

Ronnie Currin

Ronnie Currin

Chair, Triangle J Council of Governments Board of Delegates

Mayor Pro Tempore, Town of Rolesville

4307 Emperor Boulevard, Suite 110
Durham, NC 27703
919.549.0551

www.tjcog.org
@TJCOGnc
@TJCOG

Triangle J Council of Governments
Charter Resolution

WHEREAS, together with the other county and municipal governmental units adopting concurrent Resolutions identical hereto, recognize that there is a need for such governmental units to consult among themselves and to act in concert with reference to regional matters affecting health, safety, welfare, education, recreation, economic conditions, regional planning or planning development; now, therefore, be it

RESOLVED, that pursuant to the General Statutes of North Carolina, Chapter 160A, Article 20, Part 2, the following Resolution is adopted for the establishment of a regional council of governments.

ARTICLE I

Short Title - Binding Effect. This Resolution is the "Charter" of this Regional Council; and said Charter, together with all amendments thereto, is binding upon and shall ensure the benefit of all governmental units adopting it.

ARTICLE II

Name. The name of the regional council of governments hereby established is the Triangle J Council of Governments.

ARTICLE III

Purpose. The purposes of the Council are:

1) To serve as a forum for discussion of governmental problems of mutual interest and concern;

2) To develop and formalize policy recommendations concerning specific matters having an areawide significance which may include but are not limited to the following:

    a) human resource development and human relations.
    b) housing, public and private.

c) health care and hospital services.
d) ~~R~~recreation.
e) sanitation and refuse disposal.
f) ~~C~~communications.
g) ~~T~~transportation.
h) water, sanitary sewer, electric power and other utility services.
i) air, water and other environmental development.
j) commercial and industrial development.
k) law enforcement.
l) ~~W~~welfare.
m) fire protection and prevention.
n) regional land use planning.
o) ~~manpower~~ workforce development and training, and
p) conservation and development of natural resources.

3) To promote inter-governmental cooperation;

4) To provide organizational machinery to insure effective communication and coordination among the participating governmental units and other governmental units.

5) To serve as a vehicle for the collection and distribution of information concerning matters of areawide interest~~s~~;

6) To review, upon request of any governmental unit within the Triangle J Region, applications of that unit for any grant in aid~~e~~, federal, state or private; and

7) To provide services to local governments and residents in the area known as the Triangle J Region where appropriate and authorized.

The Council shall strive to promote harmony and cooperation among its members. It shall seek to deal with regional problems in a ~~manner which~~manner that is mutually satisfactory and shall respect the autonomy of all local governments within the Triangle J Region.

ARTICLE IV

Membership

1) The initial membership of the Council of Governments shall consist of the general purpose governmental units of and in the counties of Chatham, Durham, Johnston,

Lee, Orange, and Wake, known as the Triangle J Region, which adopted a resolution pursuant to N.C.G.S. 160A-470 on or before June 30, 1972.

2) Any municipality or county in the Triangle J Region ~~which~~ that is not an initial member of the Council may join this Council by ratifying or adopting this Charter and upon a majority vote of approval by ~~the existing members~~the Board of Delegates. Notice of such application for admission shall be given to existing~~a~~ members of ~~by~~ the Council at least ten (10) days prior to the date of the meeting at which the vote is to be taken.

3) All rights and privileges of membership in the Council shall be exercised on behalf of the member governments by their delegates to the Council.

4) Any special purpose governmental agency in the Triangle J region involved in matters affecting the health, safety, natural resources, welfare or education of the citizens of North Carolina, such as school boards, sanitary districts, and soil and water conservation districts, is eligible to apply for an affiliate membership in the Council. The application may be approved and an affiliate membership granted to such special purpose governmental unit upon the affirmative vote of the Board of Delegates.~~a majority of the membership attending at any meeting~~ The affiliate member shall pay no assessment, but the Council may charge each affiliate member~~s~~ a reasonable sum to cover its proportionate share of the direct costs of providing services to the affiliate members, provided such payments are authorized by law. The affiliate member shall have no vote in the Council, but its designated representative may serve on any technical or advisory committee and may otherwise participate in the deliberations of the Council.

ARTICLE V

Withdrawal. Any member may withdraw from the Council at the end of any fiscal year, provided written notice of intent to withdraw is given to each of the other members at least sixty (60) days prior to the end of the fiscal year.

ARTICLE VI

Governing Board.

1) The governing board of the Council of Governments shall be known as the Board of Delegates, which shall be constituted as described below.

2) The Board of Delegates shall consist of one delegate from each member governmental unit. Each governmental unit may designate any number of alternat~~e~~ive delegates. All delegates and alternates shall be elected members of the governing bodies of the member governmental units they represent. The delegates and alternates, as well as their successors, shall be selected by the member governing bodies in any manner consistent with law and the regulations governing such body, and their names shall be certified to the Council in the manner described by the Bylaws of the Council.

3) The term of office of each delegate shall commence upon the date of his/her appointment and certification to the Council by the governing body of the member governmental unit he or she represents; and such terms shall expire when the appointing body has appointed his or her successor and certified such successor to the Council, unless he or she shall sooner resign, or cease to be an elected member of said governing body, in which case his or her term shall expire on the effective date of such event. Each member shall certify to the Council the name~~s~~ of its delegate~~s~~ and any alternate(s) prior to the first Board of Delegates meeting of the calendar year. Only an individual who has been duly appointed and certified to the Council as a delegate or alternate may ~~be~~serve as a voting member of the Board of Delegates.

4) The delegates shall be compensated, upon submittal of proper receipts, for direct expenses incurred in connection with discharging their duties as delegates to the Triangle J Council of Governments.

5) It is the intent of this Charter that all delegates to the Council shall have demonstrated an interest in the sound development of Region J.

ARTICLE VII

Meeting. Regular meetings of the Board of Delegates shall be held, ~~monthly~~as provided in the Bylaws to receive reports from its standing committees and to conduct necessary business. The Chair~~man~~ may cancel the regular meeting if he or she determines that there is no need for the meeting. Special meetings of the Board of Delegates may be called by the Chair~~man~~, or by any three members thereof. All meetings shall be open to the public.

At least 48 hours written notice of any meeting shall be given to all delegates of the Board of Delegates. It shall state the time, place, and purpose of the meeting, and may be sent by electronic means~~telegram~~. At least twenty-four (24) hours ~~oral~~written notice shall be given of any committee meeting to all committee members. Any member may waive notice of this requirement for~~as to~~ himself/herself.

ARTICLE VIII

Quorum and Voting Requirements.

1) Except as provided in Paragraph 4 of this Article, each member governmental unit shall be entitled to one vote on all matters coming before the Board of Delegates or before any committee to which such member unit is duly appointed. All votes shall be cast by the delegate~~s~~, or in his or her absence, by an alternate delegate of the member government.

2) The quorum shall be established in the Bylaws. The affirmative vote of a simple majority of ~~representatives~~ members present at any meeting at which a quorum is present shall be required for any action or recommendation of the Board ~~of~~or any Committee, unless this Charter or the Bylaws of the Council require a larger affirmative vote on particular matters.

3) Voting shall be by voice, by show of hands, or, upon the request of any three delegates, by a poll of the delegates.

4) At the request of any delegate present, any questions shall be determined by weighted voting. Weighted voting shall mean that each participating member local government shall have one vote for each 5,000 units of population, as determined by the most recent decennial census, and for any remaining fraction of 5,000 units within the geographical boundaries of the participating government, except that any participating government whose jurisdiction has a population of less than 5,000 shall have one vote. In the case of any weighted voting question delegates representing local governments with at least two thirds of the aggregate votes of member local governments shall be present and participating. An affirmative vote of at least two thirds of the votes cast shall be required to decide any weighted voting question.

5) Proxy voting is not allowed.

~~5)~~6) The provisions in this Article VIII apply to all committees and boards of the Council except to the extent such committee or board has adopted different measures.

ARTICLE IX

~~Officers of the~~ Board of Delegates

1) At the first regular meeting of the Board of Delegates, and annually thereafter as provided by the Bylaws, the Board of Delegates shall elect a ~~c~~Chair~~man~~, a ~~f~~First ~~v~~Vice

~~c~~Chair~~man~~, a ~~s~~Second ~~v~~Vice ~~c~~Chair and a ~~s~~Secretary-~~t~~Treasurer~~, and a treasurer~~ to serve as officers for one year or until their successors have been duly elected. The Board of Delegates may also elect such additional officers as the Board of Delegates finds to be necessary in the proper performance of its duties.

2) The ~~c~~Chair~~man~~ shall preside at all meetings of the Board of Delegates and shall conduct said meeting in an orderly and impartial manner so as to permit a free and full discussion by the membership of such matters as may be brought to the Board of Delegates. The ~~c~~Chair~~man~~ shall have the same voting rights as other members.

3) The ~~c~~Chair~~man~~ may appoint such advisory committees as he or she finds ~~to be~~ necessary or desirable.

4) The ~~f~~First ~~v~~Vice ~~c~~Chair~~man~~ shall perform all of the duties of the ~~c~~Chair~~man~~ in the absence of the ~~c~~Chair~~man~~, or in the event of the inability of the ~~c~~Chair~~man~~ to act, and shall perform such other duties as the Board of Delegates may delegate to him or her. The Second Vice Chair shall perform all of the duties of the First Vice Chair in the absence of the First Vice Chair or in the event of the inability of the First Vice Chair to act.

5) All other officers elected by the Board of Delegates shall perform such duties as may be prescribed by the Board of Delegates.

ARTICLE X

Finance Matters:

1) On or before the 15th day of April each year, the Council shall prepare and submit to each participating governmental unit its proposed general budget for the next fiscal year.

2) The general budget shall set out the proportionate share of the budget to be borne by each member governmental unit by a method ~~as~~ established in the By-laws and reviewed periodically by the Board of Delegates.

3) A special budget providing for cooperative arrangements or coordinated action for two or more members may be adopted at the request of members participating in special functions. The share of the special budget to be borne by each participating member shall be determined by the participating members.

4) Upon approval of its share of each budget by a member local government, such member shall appropriate its share of the budget, and after adoption of its own budget, shall forward to the budget officer ~~his~~its share of the budget.

5) All local appropriations to the Council shall be made in accordance with the Local Government Budget and Fiscal Control Act, as may be appropriate.

6) The finance officer shall have authority to collect, deposit, and disburse funds made available to the Council from any source whatsoever, and also perform other duties as prescribed by G.~~-~~S. 159-25. Finance officers shall be bonded as required by G.~~-~~S. 159.29. All monies received for the Council shall be deposited into an official depository of the Council for the exclusive use of the Council, and shall be paid out only by check signed by the finance officer and countersigned by the Executive Director or another official designated ~~for this product~~ by the Council. ~~The countersigning officer shall countersign checks~~Funds shall be disbursed only when they are within the amount of appropriations made according to the budget of the Council.

7) The Board of Delegates may designate a Council employee or, with the agreement of the governing body involved, designate one of the city or county accountants as the finance officer to perform the duties as described in the Local Government Budget and Fiscal Control Act insofar as post-budget approval of expenditures is concerned.

8) It shall be the duty of the Board of Delegates to require that all financial records and accounts of the Council be audited annually by a certified public accountant or by an accountant certified by the Local Government Commission as qualified to audit local governmental accounts. A copy of the annual audit shall be forwarded to each member county and municipality and to the secretary of the Local Government Commission.

ARTICLE XI

Committee Structure.

1) The Board of Delegates may establish an Executive Committee, other committees of the Board itself, and technical and advisory committees.

2) Executive Committee. The Executive Committee shall consist of ~~twelve~~two delegates~~,~~ ~~two~~ from each county in the Region. The officers of the Council and the immediate past ~~c~~Chair shall automatically be members, and will thereby occupy that number of the two seats allotted to their county. Each county government will occupy one seat

on the committee. The other seat from each county~~,~~ will be occupied by a municipal delegate from that county. The municipal delegate will be chosen~~-~~ by a vote of all the municipal delegates from that county unless that seat is ~~allotted~~automatically assigned as provided above. ~~If delegates from two municipalities within the same county serve as an officer and/or immediate past chair, ——————————————~~If there are more eligible delegates than available seats for those delegates to serve on the Executive Committee due to the automatic assignments provided above, then the number of Executive Committee members shall be temporarily increased to allow all eligible delegates to serve on the Executive Committee. ~~such delegates shall decide amongst themselves who shall serve on the Executive Committee. In the event of disagreement, the remaining members of the Executive Committee shall make the selection.~~

3) Technical and Advisory Committees. The Chair~~man~~ may appoint technical or advisory committees with broadly representative membership for any of the planning studies and work elements in the Program of Work. These Committees should work directly with the Council staff and its consultants and make periodic reports to the Council. In addition to reviewing periodic progress reports, these advisory committees should directly participate in the planning process.

ARTICLE XII

Annual Report. The Council shall prepare and submit an annual written report of its activities, including a financial statement, to the participating governmental units.

ARTICLE XIII

Powers, Duties and Functions of the Council. Within the limits of funds and personnel available, the Council:

1) Shall have and may exercise, in accordance with its Charter and Bylaws, all of the powers which the General Assembly of North Carolina has authorized, and may hereafter from time to time authorize, this Charter to confer upon the Council, including, but not limited to, all of the specific powers enumerated in Section 160A-475 (any amendments thereto) of the General Statues of North Carolina, which powers are incorporated herein by reference.

2) Shall have, and may exercise, in addition to and not in limitation of the foregoing, the following powers:

(a) To create such committees as it deems necessary to exercise the powers granted to the Council herein in dealing with problems or problem areas that do not involve all the members of the Council. At least one delegate from each member governmental unit affected by the problem or problem area to be dealt with by the committee is entitled to be a member of that committee. Any two or more member governmental units shall have the right to have a Council committee formed to exercise the powers of the Council with reference to any problem which affects the petitioning governmental units, unless the Council shall reasonably determine that the problem or problem area in question should be assigned to an existing committee, in which case the petitioning member shall be entitled to be represented on said committee. The subject matter over which ~~nay~~any committee has jurisdiction to exercise the powers of the Council shall be specifically defined, but may be enlarged or restricted by the Council from time to time. Unless the right of a member of representation on any particular committee granted herein above is asserted, the Chair~~man~~ of the Council shall designate the membership of all committees.

(b) To accept, receive and disburse in furtherance of the duties, purposes, powers, and functions specified in the Charter all member assessments, funds, grants, and services made available by the State of North Carolina, any other municipality or county or other governmental or quasi-governmental unit or agency, (whether or not a member of such Council) and private and civic sources. The Council may provide matching funds, grants or services, received from any source, to or from any governmental or quasi-governmental agencies established by the Council or any two or more member governmental units in furtherance of the duties, purposes, powers, and functions herein contained. None of the powers contained in this subparagraph may be exercised by any committee except with respect to~~t~~ funds budgeted or appropriated for their use by the Council.

(c) To meet with, consult with, and act in concert with any county or municipality, ~~or~~ any agency of the State~~,~~ or Federal government, any civic organization, or any private organization ~~any other~~ in the furtherance of the purposes and objects within its jurisdiction.

(d) To participate, as a unit of local government, in any undertaking with any other unit of local government, whether or not a member of the Council, for the joint exercise of governmental powers in accordance with the ~~pursuant to the~~ provisions of Chapter 160A, Article 20, Part 1 of the General Statutes of North Carolina (and any amendments thereto).

(e) To contract with any person, firm or corporation for goods and/or services when same have been authorized by budget appropriations or by special resolution of the Council appropriating available funds.

(f) To adopt Bylaws containing such rules and regulations for the conduct of its business as it may deem necessary for the proper discharge of its duties and the performance of its functions, not inconsistent with the Charter of the laws of North Carolina.

(g) To create agencies of the Council to act for and on behalf of the Council in the planning and development of particular programs which affect the health, safety, welfare, housing, education, economic conditions or regional development of two or more member governmental units. Such agencies shall have such membership, staff, powers, duties and responsibilities as may be specified in the Council Resolutions ~~pursuant to this~~ establishing such agenc~~y is established~~ies, consistent with powers herein granted to the Council. Provided, however, such agency shall at all times be acting for and on behalf of, and shall be responsible to the Council. The Council may appropriate funds for the use of agency programs which it has received from any source, including member assessments, provided such appropriation is made in accordance with the Charter.

(h) To contract with and provide services to local governmental units within Region J.

(i) To serve as an informational clearinghouse and, as a reviewing agency with respect to Federal, State and local services or resources available to assist in the solution of problems.

(j) To request and receive contributions of research assistance from its own agencies, private research organizations, civil foundations, institutions of higher learning, and other organizations.

(k) To purchase, lease, rent or otherwise acquire real and personal property to the extent necessary to discharge the other powers, duties and functions set forth herein and to the extent such purchases are authorized by general or special budgets and are within the limits of funds appropriated for or provided to the Council by the participating governmental units and others for such purposes.

(l) To act as the official reviewing agency of the participating governmental units for all programs, Federal, State, or private, requiring regional review.

It is the desire of the membership of this Council to avoid duplication of governmental functions, particularly in the planning and development of future programs in areas of governmental responsibility, and to that end this Council is created, should function, and these powers are given.

ARTICLE XIV

Amendments. Amendments to this Charter shall become effective when adopted by resolution of two-thirds (2/3rds) of the participating governmental units in the Council of Governments.

ARTICLE XV

Dissolution. The Council may be dissolved at the end of any fiscal year only (1) upon the adoption of a dissolution resolution by the governing bodies of all member governmental units, or (2) the withdrawal from the Council of all but one (1) of the member governmental units. If such dissolution is affected by resolution of all member governments, such resolutions shall specify the method of liquidating the Council's assets and liabilities. If such dissolution is occasioned by withdrawal of all but one member, the remaining governmental unit shall have the power to liquidate all assets and liabilities and it shall then distribute the net proceeds, if any, to those members who paid the latest annual assessment and in the same proportion~~sition~~. Any deficit shall be the responsibility of those member governments who would have received the net proceeds, and in the same proportions.

Amended: July 1, 1975
February 18,1976
April 28, 1982
February 14, 1985
March 27, 1996
Insert Date

Triangle J Council of Governments
Charter Resolution

WHEREAS, together with the other county and municipal governmental units adopting concurrent Resolutions identical hereto, recognize that there is a need for such governmental units to consult among themselves and to act in concert with reference to regional matters affecting health, safety, welfare, education, recreation, economic conditions, regional planning or planning development; now, therefore, be it

RESOLVED, that pursuant to the General Statutes of North Carolina, Chapter 160A, Article 20, Part 2, the following Resolution is adopted for the establishment of a regional council of governments.

ARTICLE I

Short Title - Binding Effect. This Resolution is the "Charter" of this Regional Council; and said Charter, together with all amendments thereto, is binding upon and shall ensure the benefit of all governmental units adopting it.

ARTICLE II

Name. The name of the regional council of governments hereby established is the Triangle J Council of Governments.

ARTICLE III

Purpose. The purposes of the Council are:

1) To serve as a forum for discussion of governmental problems of mutual interest and concern;

2) To develop and formalize policy recommendations concerning specific matters having an areawide significance which may include but are not limited to the following:

    a) human resource development and human relations.
    b) housing, public and private.

c) health care and hospital services.
d) recreation.
e) sanitation and refuse disposal.
f) communications.
g) transportation.
h) water, sanitary sewer, electric power and other utility services.
i) air, water and other environmental development.
j) commercial and industrial development.
k) law enforcement.
l) welfare.
m) fire protection and prevention.
n) regional land use planning.
o) workforce development and training, and
p) conservation and development of natural resources.

3) To promote inter-governmental cooperation;

4) To provide organizational machinery to insure effective communication and coordination among the participating governmental units and other governmental units.

5) To serve as a vehicle for the collection and distribution of information concerning matters of areawide interest;

6) To review, upon request of any governmental unit within the Triangle J Region, applications of that unit for any grant in aid, federal, state or private; and

7) To provide services to local governments and residents in the area known as the Triangle J Region where appropriate and authorized.

The Council shall strive to promote harmony and cooperation among its members. It shall seek to deal with regional problems in a manner that is mutually satisfactory and shall respect the autonomy of all local governments within the Triangle J Region.

ARTICLE IV

Membership

1) The initial membership of the Council of Governments shall consist of the general purpose governmental units of and in the counties of Chatham, Durham, Johnston,

Lee, Orange, and Wake, known as the Triangle J Region, which adopted a resolution pursuant to N.C.G.S. 160A-470 on or before June 30, 1972.

2) Any municipality or county in the Triangle J Region that is not an initial member of the Council may join this Council by ratifying or adopting this Charter and upon a majority vote of approval by the Board of Delegates. Notice of such application for admission shall be given to existing members of the Council at least ten (10) days prior to the date of the meeting at which the vote is to be taken.

3) All rights and privileges of membership in the Council shall be exercised on behalf of the member governments by their delegates to the Council.

4) Any special purpose governmental agency in the Triangle J region involved in matters affecting the health, safety, natural resources, welfare or education of the citizens of North Carolina, such as school boards, sanitary districts, and soil and water conservation districts, is eligible to apply for an affiliate membership in the Council. The application may be approved and an affiliate membership granted to such special purpose governmental unit upon the affirmative vote of the Board of Delegates. The affiliate member shall pay no assessment, but the Council may charge each affiliate member a reasonable sum to cover its proportionate share of the direct costs of providing services to the affiliate members, provided such payments are authorized by law. The affiliate member shall have no vote in the Council, but its designated representative may serve on any technical or advisory committee and may otherwise participate in the deliberations of the Council.

ARTICLE V

Withdrawal. Any member may withdraw from the Council at the end of any fiscal year, provided written notice of intent to withdraw is given to each of the other members at least sixty (60) days prior to the end of the fiscal year.

ARTICLE VI

Governing Board.

1) The governing board of the Council of Governments shall be known as the Board of Delegates, which shall be constituted as described below.

2) The Board of Delegates shall consist of one delegate from each member governmental unit. Each governmental unit may designate any number of alternate delegates. All

delegates and alternates shall be elected members of the governing bodies of the member governmental units they represent. The delegates and alternates, as well as their successors, shall be selected by the member governing bodies in any manner consistent with law and the regulations governing such body, and their names shall be certified to the Council in the manner described by the Bylaws of the Council.

3) The term of office of each delegate shall commence upon the date of his/her appointment and certification to the Council by the governing body of the member governmental unit he or she represents; and such terms shall expire when the appointing body has appointed his or her successor and certified such successor to the Council, unless he or she shall sooner resign, or cease to be an elected member of said governing body, in which case his or her term shall expire on the effective date of such event. Each member shall certify to the Council the name of its delegate and any alternate(s) prior to the first Board of Delegates meeting of the calendar year. Only an individual who has been duly appointed and certified to the Council as a delegate or alternate may serve as a voting member of the Board of Delegates.

4) The delegates shall be compensated, upon submittal of proper receipts, for direct expenses incurred in connection with discharging their duties as delegates to the Triangle J Council of Governments.

5) It is the intent of this Charter that all delegates to the Council shall have demonstrated an interest in the sound development of Region J.

ARTICLE VII

Meeting. Regular meetings of the Board of Delegates shall be held, as provided in the Bylaws to receive reports from its standing committees and to conduct necessary business. The Chair may cancel the regular meeting if he or she determines that there is no need for the meeting. Special meetings of the Board of Delegates may be called by the Chair, or by any three members thereof. All meetings shall be open to the public.

At least 48 hours written notice of any meeting shall be given to all delegates of the Board of Delegates. It shall state the time, place, and purpose of the meeting, and may be sent by electronic means. At least twenty-four (24) hours written notice shall be given of any committee meeting to all committee members. Any member may waive notice of this requirement for himself/herself.

ARTICLE VIII

Quorum and Voting Requirements.

1) Except as provided in Paragraph 4 of this Article, each member governmental unit shall be entitled to one vote on all matters coming before the Board of Delegates or before any committee to which such member unit is duly appointed. All votes shall be cast by the delegate, or in his or her absence, by an alternate delegate of the member government.

2) The quorum shall be established in the Bylaws. The affirmative vote of a simple majority of members present at any meeting at which a quorum is present shall be required for any action or recommendation of the Board or any Committee, unless this Charter or the Bylaws of the Council require a larger affirmative vote on particular matters.

3) Voting shall be by voice, by show of hands, or, upon the request of any three delegates, by a poll of the delegates.

4) At the request of any delegate present, any questions shall be determined by weighted voting. Weighted voting shall mean that each participating member local government shall have one vote for each 5,000 units of population, as determined by the most recent decennial census, and for any remaining fraction of 5,000 units within the geographical boundaries of the participating government, except that any participating government whose jurisdiction has a population of less than 5,000 shall have one vote. In the case of any weighted voting question delegates representing local governments with at least two thirds of the aggregate votes of member local governments shall be present and participating. An affirmative vote of at least two thirds of the votes cast shall be required to decide any weighted voting question.

5) Proxy voting is not allowed.

6) The provisions in this Article VIII apply to all committees and boards of the Council except to the extent such committee or board has adopted different measures.

ARTICLE IX

Board of Delegates

1) At the first regular meeting of the Board of Delegates, and annually thereafter as provided by the Bylaws, the Board of Delegates shall elect a Chair, a First Vice Chair, a Second Vice Chair and a Secretary-Treasurer to serve as officers for one year or until their successors have been duly elected. The Board of Delegates may also elect such

additional officers as the Board of Delegates finds to be necessary in the proper performance of its duties.

2) The Chair shall preside at all meetings of the Board of Delegates and shall conduct said meeting in an orderly and impartial manner so as to permit a free and full discussion by the membership of such matters as may be brought to the Board of Delegates. The Chair shall have the same voting rights as other members.

3) The Chair may appoint such advisory committees as he or she finds necessary or desirable.

4) The First Vice Chair shall perform all of the duties of the Chair in the absence of the Chair, or in the event of the inability of the Chair to act, and shall perform such other duties as the Board of Delegates may delegate to him or her. The Second Vice Chair shall perform all of the duties of the First Vice Chair in the absence of the First Vice Chair or in the event of the inability of the First Vice Chair to act.

5) All other officers elected by the Board of Delegates shall perform such duties as may be prescribed by the Board of Delegates.

ARTICLE X

Finance Matters:

1) On or before the 15th day of April each year, the Council shall prepare and submit to each participating governmental unit its proposed general budget for the next fiscal year.

2) The general budget shall set out the proportionate share of the budget to be borne by each member governmental unit by a method established in the By-laws and reviewed periodically by the Board of Delegates.

3) A special budget providing for cooperative arrangements or coordinated action for two or more members may be adopted at the request of members participating in special functions. The share of the special budget to be borne by each participating member shall be determined by the participating members.

4) Upon approval of its share of each budget by a member local government, such member shall appropriate its share of the budget, and after adoption of its own budget, shall forward to the budget officer its share of the budget.

5) All local appropriations to the Council shall be made in accordance with the Local Government Budget and Fiscal Control Act, as may be appropriate.

6) The finance officer shall have authority to collect, deposit, and disburse funds made available to the Council from any source whatsoever, and also perform other duties as prescribed by G.S. 159-25. Finance officers shall be bonded as required by G.S. 159.29. All monies received for the Council shall be deposited into an official depository of the Council for the exclusive use of the Council, and shall be paid out only by check signed by the finance officer and countersigned by the Executive Director or another official designated by the Council. Funds shall be disbursed only when they are within the amount of appropriations made according to the budget of the Council.

7) The Board of Delegates may designate a Council employee or, with the agreement of the governing body involved, designate one of the city or county accountants as the finance officer to perform the duties as described in the Local Government Budget and Fiscal Control Act insofar as post-budget approval of expenditures is concerned.

8) It shall be the duty of the Board of Delegates to require that all financial records and accounts of the Council be audited annually by a certified public accountant or by an accountant certified by the Local Government Commission as qualified to audit local governmental accounts. A copy of the annual audit shall be forwarded to each member county and municipality and to the secretary of the Local Government Commission.

ARTICLE XI

Committee Structure.

1) The Board of Delegates may establish an Executive Committee, other committees of the Board itself, and technical and advisory committees.

2) Executive Committee. The Executive Committee shall consist of two delegates from each county in the Region. The officers of the Council and the immediate past Chair shall automatically be members, and will thereby occupy that number of the two seats allotted to their county. Each county government will occupy one seat on the committee. The other seat from each county will be occupied by a municipal delegate from that county. The municipal delegate will be chosen by a vote of all the municipal delegates from that county unless that seat is automatically assigned as provided above. If there are more eligible delegates than available seats for those delegates to serve on the Executive Committee due to the automatic assignments provided above,

then the number of Executive Committee members shall be temporarily increased to allow all eligible delegates to serve on the Executive Committee. .

3) Technical and Advisory Committees. The Chair may appoint technical or advisory committees with broadly representative membership for any of the planning studies and work elements in the Program of Work. These Committees should work directly with the Council staff and its consultants and make periodic reports to the Council. In addition to reviewing periodic progress reports, these advisory committees should directly participate in the planning process.

ARTICLE XII

Annual Report. The Council shall prepare and submit an annual written report of its activities, including a financial statement, to the participating governmental units.

ARTICLE XIII

Powers, Duties and Functions of the Council. Within the limits of funds and personnel available, the Council:

1) Shall have and may exercise, in accordance with its Charter and Bylaws, all of the powers which the General Assembly of North Carolina has authorized, and may hereafter from time to time authorize, this Charter to confer upon the Council, including, but not limited to, all of the specific powers enumerated in Section 160A-475 (any amendments thereto) of the General Statues of North Carolina, which powers are incorporated herein by reference.

2) Shall have, and may exercise, in addition to and not in limitation of the foregoing, the following powers:

    (a) To create such committees as it deems necessary to exercise the powers granted to the Council herein in dealing with problems or problem areas that do not involve all the members of the Council. At least one delegate from each member governmental unit affected by the problem or problem area to be dealt with by the committee is entitled to be a member of that committee. Any two or more member governmental units shall have the right to have a Council committee formed to exercise the powers of the Council with reference to any problem which affects the petitioning governmental units, unless the Council shall reasonably determine that the problem or problem area in question should be assigned to an existing committee, in which case the petitioning

member shall be entitled to be represented on said committee. The subject matter over which any committee has jurisdiction to exercise the powers of the Council shall be specifically defined, but may be enlarged or restricted by the Council from time to time. Unless the right of a member of representation on any particular committee granted herein above is asserted, the Chair of the Council shall designate the membership of all committees.

(b) To accept, receive and disburse in furtherance of the duties, purposes, powers, and functions specified in the Charter all member assessments, funds, grants, and services made available by the State of North Carolina, any other municipality or county or other governmental or quasi-governmental unit or agency, (whether or not a member of such Council) and private and civic sources. The Council may provide matching funds, grants or services, received from any source, to or from any governmental or quasi-governmental agencies established by the Council or any two or more member governmental units in furtherance of the duties, purposes, powers, and functions herein contained. None of the powers contained in this subparagraph may be exercised by any committee except with respect to funds budgeted or appropriated for their use by the Council.

(c) To meet with, consult with, and act in concert with any county or municipality, any agency of the State or Federal government, any civic organization, or any private organization in the furtherance of the purposes and objects within its jurisdiction.

(d) To participate, as a unit of local government, in any undertaking with any other unit of local government, whether or not a member of the Council, for the joint exercise of governmental powers in accordance with the provisions of Chapter 160A, Article 20, Part 1 of the General Statutes of North Carolina (and any amendments thereto).

(e) To contract with any person, firm or corporation for goods and/or services when same have been authorized by budget appropriations or by special resolution of the Council appropriating available funds.

(f) To adopt Bylaws containing such rules and regulations for the conduct of its business as it may deem necessary for the proper discharge of its duties and the performance of its functions, not inconsistent with the Charter of the laws of North Carolina.

(g) To create agencies of the Council to act for and on behalf of the Council in the planning and development of particular programs which affect the health,

safety, welfare, housing, education, economic conditions or regional development of two or more member governmental units. Such agencies shall have such membership, staff, powers, duties and responsibilities as may be specified in the Council Resolutions establishing such agencies, consistent with powers herein granted to the Council. Provided, however, such agency shall at all times be acting for and on behalf of, and shall be responsible to the Council. The Council may appropriate funds for the use of agency programs which it has received from any source, including member assessments, provided such appropriation is made in accordance with the Charter.

(h) To contract with and provide services to local governmental units within Region J.

(i) To serve as an informational clearinghouse and, as a reviewing agency with respect to Federal, State and local services or resources available to assist in the solution of problems.

(j) To request and receive contributions of research assistance from its own agencies, private research organizations, civil foundations, institutions of higher learning, and other organizations.

(k) To purchase, lease, rent or otherwise acquire real and personal property to the extent necessary to discharge the other powers, duties and functions set forth herein and to the extent such purchases are authorized by general or special budgets and are within the limits of funds appropriated for or provided to the Council by the participating governmental units and others for such purposes.

(l) To act as the official reviewing agency of the participating governmental units for all programs, Federal, State, or private, requiring regional review.

It is the desire of the membership of this Council to avoid duplication of governmental functions, particularly in the planning and development of future programs in areas of governmental responsibility, and to that end this Council is created, should function, and these powers are given.

ARTICLE XIV

Amendments. Amendments to this Charter shall become effective when adopted by resolution of two-thirds (2/3rds) of the participating governmental units in the Council of Governments.

ARTICLE XV

Dissolution. The Council may be dissolved at the end of any fiscal year only (1) upon the adoption of a dissolution resolution by the governing bodies of all member governmental units, or (2) the withdrawal from the Council of all but one (1) of the member governmental units. If such dissolution is affected by resolution of all member governments, such resolutions shall specify the method of liquidating the Council's assets and liabilities. If such dissolution is occasioned by withdrawal of all but one member, the remaining governmental unit shall have the power to liquidate all assets and liabilities and it shall then distribute the net proceeds, if any, to those members who paid the latest annual assessment and in the same proportion. Any deficit shall be the responsibility of those member governments who would have received the net proceeds, and in the same proportions.

Amended: July 1, 1975
February 18,1976
April 28, 1982
February 14, 1985
March 27, 1996
April 25, 2018

Town Council Agenda Item Report

Agenda Item No. 2018-148-0
Submitted by: Eliot Ward
Submitting Department Planning
Meeting Date: June 12, 2018

SUBJECT
Public Hearing and Consideration of Items to Amend the Land Use Plan and Zoning Map for 301 and 305 Aviation Parkway (Wake County PINs 0755-36-4400 and 0755-36-4489) - continued from May 22, 2018 meeting.

1. Resolution 2018-148-0A of the Morrisville Town Council Pertaining to the Amendment of the Land Use Plan for the Property Commonly Known as 301 and 305 Aviation Parkway and Located on the Northwestern Side of Aviation Parkway Between Clements Drive and Bearcat Way to the Town Center New Office and Institutional Area (LUP 18-01).

2. Resolution 2018-148-0B of the Morrisville Town Council Pertaining to the Adoption of a Plan Consistency Review Statement for a Proposed Zoning Map Amendment for Property Commonly Known as 301 and 305 Aviation Parkway and Located on the Northwestern Side of Aviation Parkway Between Clements Drive and Bearcat Way to the Conditional-Office/Institutional Zoning District (REZ 18-01).

3. Ordinance 2018-148-0 of the Morrisville Town Council Approving a Zoning Map Amendment for Property Commonly Known as 301 and 305 Aviation Parkway and Located on the Western Side of Aviation Parkway Between Clements Drive and Bearcat Way to the Conditional-Office/Institutional Zoning District (REZ 18-01).

Eliot Ward, Planner I
Brief - May 8
Public Hearing - May 22 and June 12
Action - June 12

Recommendation:
The Town Council is specifically requested to consider the action items in the order noted within the item title.

Updates/History of Briefing:
Town Council was briefed on item 2018-148-0 (LUP & REZ 18-01) at the May 8, 2018 meeting. Following the presentation, Council requested additional information about the area surrounding 301 and 305 Aviation Parkway. Specifically, Council asked about the use for the adjacent lot, Wake County PIN 0755-36-1610 (267 Aviation Parkway), which is currently a single-family detached home.

Town Council also asked transportation-related questions about Aviation Parkway near the subject property. Currently, cross-section details are not available from NCDOT for the Aviation Parkway improvements. However, Long Range Planning Manager, Benjamin Howell, has stated that it is likely there will be a median in front of 301/305 Aviation Parkway, which would require any development on the property to allow a right-in right-out only. He also indicated that he is not aware of any traffic lights planned in the area at this time. Council also asked about any anticipated improvements that may be made at the intersection of Aviation Parkway and Evans Road. It is anticipated that traffic

impacts along Aviation Parkway may require an additional turn lane, or the lengthening of a current lane. However, specific improvements will not be known until further analysis and study is conducted.

A public hearing for item 2018-148-0 occurred at the May 22, 2018 meeting. All required public notices were posted and mailed in accordance with statute. Due to the volume of discussion for this item at the May 22, 2018 meeting, Town Council chose to continue the public hearing until the June 12, 2018 meeting.

Following comments from the public at the May 22, 2018, Town Council asked for additional information regarding the subject property and potential use of a banquet facility. Specifically, Council inquired about the definitions set forth in the Town's UDO for banquet facilities and clubs/lodges. In accordance with Section 11.4.2, a banquet facility is defined as "a facility or hall that is hired or rented by individuals or groups to accommodate private functions such as banquets, weddings, receptions, anniversaries, and other similar celebrations and social events. Such facilities may include kitchen facilities for the preparation or catering of food, and the sale of alcoholic beverages to guests only for on premise consumption during scheduled events." A club or lodge is defined in the UDO as "an organization and its premises catering exclusively to members and guests for social, intellectual, recreational, or athletic purposes not intended for profit."

Town Council also asked about the zoning history of the subject property and the surrounding area. In 2004, the subject property, as well as the parcels to the northeast and southeast were zoned the R-12 Residential District (R-12) (see ATTH 14 - 2004 Zoning Map Overlay). The R-12 Residential District was defined as the following: "The R-12 Residential District is established to provide an area where the principal use of land is for single-family detached dwellings on lots at least 12,000 square feet in area. It is intended to discourage any use that would substantially interfere with the development of single-family detached dwellings or would be detrimental to the quiet residential nature of existing single-family detached neighborhoods."

Town Council also inquired as to the North Carolina ABC permitting process. Town of Morrisville staff does review pending ABC permit applications for businesses within the Town's corporate limits. Specifically, the Planning Department verifies that the use is permitted in the zoning district, the Fire Department performs an inspection to ensure that the establishment is meeting all necessary Fire Codes, and the Police Department reviews the location of the permit request as well as the applicant's personal history. However, this Town staff review acts strictly as an advisory resource to the NC Alcohol Beverage Control Commission and does not determine whether an ABC permit is granted—approval or denial of ABC permits is ultimately left to the discretion of the ABC Commission. Further, Council asked whether North Carolina had any laws prohibiting alcohol sales within a certain distance of a place of worship. In accordance with NCGS 18B-901, the ABC Commission considers "whether the establishment is located within 50 feet of a church, public school, or any nonpublic school," when determining retail permit approval, which includes limited or one-time permits (see ATTH 15 - NCGS 18B-901, Issuance of Permits). Staff has reached out to the ABC Commission for further clarification and will update Council at the meeting if more information becomes available.

In response to questions regarding the Town's cross access requirements, Section 5.8.6.D.5 of the UDO has been added to the briefing packet (see ATTH 16 - Cross Access Requirements).

Executive Summary and Background Information:
The following land use plan amendment and rezoning applications are in relation to approximately 2.12 acres of property commonly known as 301 and 305 Aviation Parkway (Wake County PINs 0755-36-4400 and 0755-36-4489) and located on the northwestern side of Aviation Parkway between Clements Drive and Bearcat Way. The location of the property is depicted on the attached aerial photo (see ATTH 01 – Aerial Map). Anand Properties,

LLC, owner of the subject property, is requesting an amendment to the Land Use Plan to identify the property as a future Town Center New Office & Institutional Area. The land use plan currently recommends Town Center New Supporting Residential District use of the property (see ATTH 02 – Land Use Plan Map and ATTH 03 – Town Center Land Plan Use Descriptions). The applicant is also requesting a zoning map amendment to rezone the property from the Residential Transition (RT) zoning district to the Conditional-Office/Institutional (C-OI) zoning district (see ATTH 04 – Existing Zoning Map).

The proposed conditions for the zoning map amendment include the prohibition of several permitted uses in the OI zoning district that the petitioner believes could create noise and light pollution as well as undue traffic congestion along Aviation Parkway. The applicant is also proposing that an updated Traffic Impact Analysis (TIA) be performed for the ultimate proposed use of the site even if not otherwise triggered by the Unified Development Ordinance (UDO) and is attempting to alleviate concerns raised by Town staff by agreeing to waive any use of off-site alternative parking options and proposing that all required parking be located on-site (see ATTH 05 - Proposed Conditions from Owner).

The petitioner has indicated that he is making the requests in order to accommodate the construction of a new banquet facility on the property. However, if the rezoning is approved, any use permitted in the OI district that is not included within the condition exclusions would be permitted to be constructed on the property provided all other UDO requirements are met. All of the permitted uses in the OI district can be found in Table 4.2.4 of the UDO (see ATTH 06 – O/I Permitted Uses & Conditions Proposed).

The existing Residential Transition (RT) zoning district is meant to accommodate a range of housing choices with proximity to Town Center amenities and varying lot requirements. For comparison purposes, the Office/Institutional district relates to non-residential uses with a minimum area of 20,000 square feet and minimum width of 150 feet. Additional specific standards, such as lot coverage and maximum building heights allowed, for the existing and proposed zoning districts can be found in Sections 3.5.6 and 3.6.3 of the UDO (see ATTH 07 - Residential Transition Standards and ATTH 08 - Office/Institutional Standards). Traffic and school impact estimations and details have been included in the "Charts/Graphs/Supplemental Graphics" section of the Briefing Supplement. The impact estimations have been provided in response to Town Council's request to include this information for all applications moving forward.

Potential Options:
The Town Council is requested to review the application and make one of the following decisions:

1. Approve the application as submitted (including any conditions proposed as part of the Conditional Rezoning application);

2. Approve the application subject to modified or additional conditions, with the applicant’s consent;

3. Deny the application; or

4. Remand the application back to the Planning Director for further consideration (this may require further public notice and additional review fees).

A land use map amendment and a zoning map amendment are both legislative decisions and are generally considered to be discretionary. In reviewing the application, the Town Council may wish to consider how the requests comply with the items set forth in Sections 2.4.3 and 2.4.19 of the Administrative Manual (See ATTH 09 - Comprehensive Plan Amendment Standards; ATTH 10 - Rezoning Map Amendment Standards; and ATTH 11 - Petitioner's Packet and

Justification Letter). Per State Statute, in acting on the requested zoning map amendment, the Council must make a statement indicating how the request is or is not consistent with the Comprehensive Plan.

Staff Recommendation:
Town staff recommends approval of the land use plan amendment request based upon the following:

1. The proposed Land Use Plan amendment is compatible with the recommended uses in the surrounding area due to the subject property's proximity to Town Center New Office & Institutional areas and Existing Supporting Commercial/Institutional areas;

2. The property is located along a major thoroughfare, which is arguably a more suitable location for nonresidential uses; and

3. Existing nonresidential uses are located to the north, south, and southwest.

Town staff recommends approval of the requested zoning map amendment based upon the following:

1. The subject property is largely surrounded by commercial and institutional uses. Therefore, the proposed zoning map amendment is consistent with the uses in the surrounding area and would result in a logical and orderly development pattern; and

2. The developer is proposing to restrict some zoning uses to minimize potential adverse impacts from noise, light and traffic.

3. The developer is proposing to locate all parking on site and to update the TIA for the ultimate proposed use to address Town staff concerns about potential traffic impacts that future development might otherwise present due to its location on a major thoroughfare.

4. Property north and south of site is zoned OI. Therefore, the proposed zoning is compatible with the zoning of the properties in the surrounding area.

5. The surrounding properties to the north, south and southwest are developed with nonresidential uses. Therefore, rezoning the subject property to the Conditional-Office/Institutional zoning district would help further and be compatible with the existing nonresidential character of the area.

ATTACHMENTS
- 2018-148-0 - Briefing Supp ATTH.pdf
- 2018-148-0 RES A - Land Use Plan Amendment.pdf
- 2018-148-0 RES B - Consistency Statement.pdf
- 2018-148-0 ORD - Approving a Zoning Map Amendment.pdf
- 2018-148-0 ATTH 01 - Aerial Map.pdf
- 2018-148-0 ATTH 02 - Land Use Plan Map.pdf
- 2018-148-0 ATTH 03 - Town Center Plan Land Use Descriptions.pdf
- 2018-148-0 ATTH 04 - Existing Zoning Map.pdf
- 2018-148-0 ATTH 05 - Proposed Conditions from Owner.pdf
- 2018-148-0 ATTH 06 - O and I Permitted Uses and Conditions.pdf
- 2018-148-0 ATTH 07 - Residential Transition Standards.pdf

- 2018-148-0 ATTH 08 - Office and Institutional Standards.pdf
- 2018-148-0 ATTH 09 - Comprehensive Plan Amendment Standards.pdf
- 2018-148-0 ATTH 10 - Rezoning Map Amendment Standards.pdf
- 2018-148-0 ATTH 11 - Petitioner's Application and Justification Letter.pdf
- 2018-148-0 ATTH 12 - PZB Draft Meeting Minutes_04.12.18.pdf
- 2018-148-0 ATTH 13 - Town Council Presentation_v2.pptx
- 2018-148-0 ATTH 14 - 2004 Zoning Map Overlay.pdf
- 2018-148-0 ATTH 15 - NCGS 18B-901 Issuance of Permits.pdf
- 2018-148-0 ATTH 16 - Cross Access Requirements.pdf

Item Number & Subject: 2018-148-0 (LUP 18-01 & REZ 18-01)
301 & 305 Aviation Parkway

Briefing Supplement

Lead Department: Planning **Action Officer:** Eliot Ward, Planner I

Subject: Request to Amend the Land Use Plan and Zoning Map for 301 and 305 Aviation Parkway (Wake County PINs 0755-36-4400 and 0755-36-4489) Located on the northwestern side of Aviation Parkway Between Clements Drive and Bearcat Way.

- Resolution 2018-148-0A of the Morrisville Town Council Pertaining to the Amendment of the Land Use Plan for Property Commonly Known as 301 and 305 Aviation Parkway and Located on the northwestern side of Aviation Parkway Between Clements Drive and Bearcat Way to New Office & Institutional Area (LUP 18-01); and

- Resolution 2018-148-0B of the Morrisville Town Council Pertaining to the Adoption of a Plan Consistency Review Statement for a Proposed Zoning Map Amendment for Property Commonly Known as 301 and 305 Aviation Parkway and Located on the northwestern side of Aviation Parkway Between Clements Drive and Bearcat Way to Conditional-Office/Institutional (REZ 18-01)

- Ordinance 2018-148-0 of the Morrisville Town Council Approving a Zoning Map Amendment for Property Commonly Known as 301 and 305 Aviation Parkway and Located on the northwestern side of Aviation Parkway between Clements Drive and Bearcat Way to the Conditional-Office/Institutional Zoning District (REZ 18-01)

Briefing: 05/08/2018 **Public Hearing:** 05/22/2018 and 06/12/2018 **Action:** 06/12/2018 (Resolutions A & B and Ordinance

Item Schedule	Select One
Schedule 1: *Brief twice – vote once (six weeks)*	☒
Schedule 2: *Brief once – vote once (two weeks)*	☐
Schedule 3: *No briefing required (one week)*	☐

Link to Previous Briefings (if applicable):

Not Applicable

Charts/Graphs/Supplemental Graphics (referenced within Executive Summary of Agenda Item Summary Form in Peak):

Traffic Impact Analysis Summary

Based on data obtained from the Traffic Impact Analysis, under the current Residential Transition (RT) zoning district, the lowest trip generation potential stems from single-family detached homes. The current density of 8.0 dwelling units/acre would allow a maximum of 17 dwelling units on the proposed site. The TIA daily traffic count for 17 single-family detached dwelling units is 160 vehicles per day with 13 AM peak-hour trips and 17 PM peak-hour trips. It should be noted however, that with other necessary code requirements, it would probably not be possible to fit 17 dwelling units onto the subject property, so these traffic counts would most likely be lower.

Based on data obtained from the Institute of Transportation Engineers Trip Generation Manual 9th edition, which determines standard traffic calculations based on traffic observation studies, the highest trip generation for the current Residential Transition (RT) zoning district is the Recreation Community Center. The traffic count for the center is approximately 338 vehicles per day with 21 AM peak-hour trips and 27 PM peak-hour trips.

The above traffic counts for the current RT zoning district can be compared to the three highest trip generation potential uses for the proposed Conditional-Office/Institutional (C-OI) zoning district shown in the table below.

Trip Generation Potential Summary – Proposed Office/Institutional Zoning District:

Land Use (ITE Code)	Size	Daily Traffic (vpd)	AM Peak Hour Trips (vph)		PM Peak Hour Trips (vph)	
			Enter	Exit	Enter	Exit
General Office Building (710)	13,500 sq.ft.	300	34	5	16	78
Shopping Center (820)	13,500 sq.ft	1,800	29	17	75	82
Fast-Food Restaurant with Drive-Thru Window (934)	4,500 sq.ft.	2,200	104	100	76	71

The above table shows trip generation numbers from the TIA and does not represent actual traffic counts.

School Impact Analysis

Based on data obtained from the Wake County Public School System, the following tables represent the potential impacts on local schools' student population numbers through estimated student yields of the most likely residential development for the subject property under the current Residential Transition (RT) zoning district. The proposed Conditional-Office/Institutional zoning district will not impact local schools' student population numbers.

School Grades	Constant for Single Family Detached – 3 Bedroom	Maximum Dwelling Units Allowed	**Estimated Student Yields**	Base School Serving Nearby Community
K-5	0.2857	17	**5**	Northwoods Elementary
6-8	0.0556	17	**1**	West Cary Middle
9-12	0.0714	17	**2**	Cary High

School Grades	Constant for Townhomes – 2 Bedroom	Maximum Dwelling Units Allowed	**Estimated Student Yields**	School Serving Nearby Community
K-5	0.1026	17	**2**	Northwoods Elementary
6-8	0.0598	17	**2**	West Cary Middle
9-12	0.0342	17	**1**	Cary High

Advisory Board/Committee Review:

Planning and Zoning Board

Advisory Board/Committee Meeting Date and Minutes:

See ATTH 12 – April 12, 2018 Planning and Zoning Board Draft Meeting Minutes

Advisory Board/Committee Recommendation and/or vote:

At the April 12, 2018 meeting, the Planning and Zoning Board, by a vote of five "Yes" and zero "No" recommended approval of the Land Use Plan and Zoning Map amendment requests.

Meeting Perspectives and Goals Adopted by the Council:

Perspectives	Goals
Serve the Community	☐ Promote an Environmentally Sensitive & Livable Community ☐ Provide a Safe Community ☒ Deliver Quality Services ☐ Foster a Healthy Community
Run the Operations	☐ Enhance Community Preparedness & Responsiveness ☒ Maximize Partnership Opportunities ☐ Provide Courteous & Responsive Customer Service ☐ Model a Positive Town Image ☒ Deliver Efficient Services ☐ Cultivate Community Involvement & Access
Manage the Resources	☐ Maintain Fiscal Strength ☐ Maximize Utilization & Resources ☐ Invest in Infrastructure & Transportation
Develop Personnel	☐ Develop a Skilled & Diverse Workforce ☐ Create a Positive & Rewarding Work Culture

Resource Impact:

Staff time required if item is approved:	Low

Other Potential Impacts:

None Applicable

Public Information Plan:			
☒	Public Hearing (Required by GS)	☐	Public Hearing (Not Required by GS)
☒	Newspaper Notice (Required by GS)	☐	Newspaper Notice (Not Required by GS)
☐	Public Forum/Input Session	☐	Press Release
☐	Morrisville Connection	☐	E-News Distribution
☐	Social Media (Twitter, Facebook, etc.)	☒	Website Notice
☐	Special Mailing	☐	Banners Posted
☐	Flyers Posted	☐	Survey
☐	Automated Phone Call	☐	None Required
Other: Property posting and mailed notices for PZB public comment session and Town Council public hearing			

RESOLUTION 2018-148-0A OF THE MORRISVILLE TOWN COUNCIL PERTAINING TO THE AMENDMENT OF THE LAND USE PLAN FOR PROPERTY COMMONLY KNOWN AS 301 AND 305 AVIATION PARKWAY AND LOCATED ON THE NORTHWESTERN SIDE OF AVIATION PARKWAY BETWEEN CLEMENTS DRIVE AND BEARCAT WAY TO THE TOWN CENTER NEW OFFICE & INSTITUTIONAL AREA (LUP 18-01)

WHEREAS, on January 2, 2018, Anand Properties, LLC submitted a petition to the Town of Morrisville requesting an Amendment to the Town of Morrisville Land Use Plan for approximately 2.12 acres of property commonly known as 301 and 305 Aviation Parkway and located on the northwestern side of Aviation Parkway between Clements Drive and Bearcat Way from the Town Center New Supporting Residential District to the Town Center New Office & Institutional Area; and

WHEREAS, the subject property is depicted on the map attached hereto as Exhibit "A", and are specifically identified by Wake County PINs 0755-36-4400 and 0755-36-4489; and

WHEREAS, the Land Use Plan amendment request was the subject of a duly advertised public comment session by the Planning and Zoning Board held on April 12, 2018; and

WHEREAS, at the April 12, 2018 Planning and Zoning Board meeting by a vote of five "Yes" and zero "No," the Planning and Zoning Board recommended approval of the request; and

WHEREAS, the Town Council was presented with the Planning and Zoning Board's recommendation at the May 8, 2018 Town Council meeting; and

WHEREAS, the Town Council held a public hearing on May 22, 2018 and June 12, 2018 on the proposed Land Use Plan amendment; and

WHEREAS, prior to the May 22, 2018 public hearing, the Town of Morrisville Land Use Plan amendment request was duly advertised and a notice was published in the newspaper in accordance with all requirements of law.

NOW, THEREFORE, BE IT RESOLVED BY THE MORRISVILLE TOWN COUNCIL THAT:

Section 1. The Town of Morrisville Land Use Plan is hereby amended by applying the Town Center New Office & Institutional Area to approximately 2.12 acres of land identified by Wake County PINs 0755-36-4400 and 0755-36-4489 and depicted on Exhibit "A" attached hereto.

Section 2. The effective date of this Resolution shall be June 12, 2018.

Adopted this the 12th day of June, 2018.

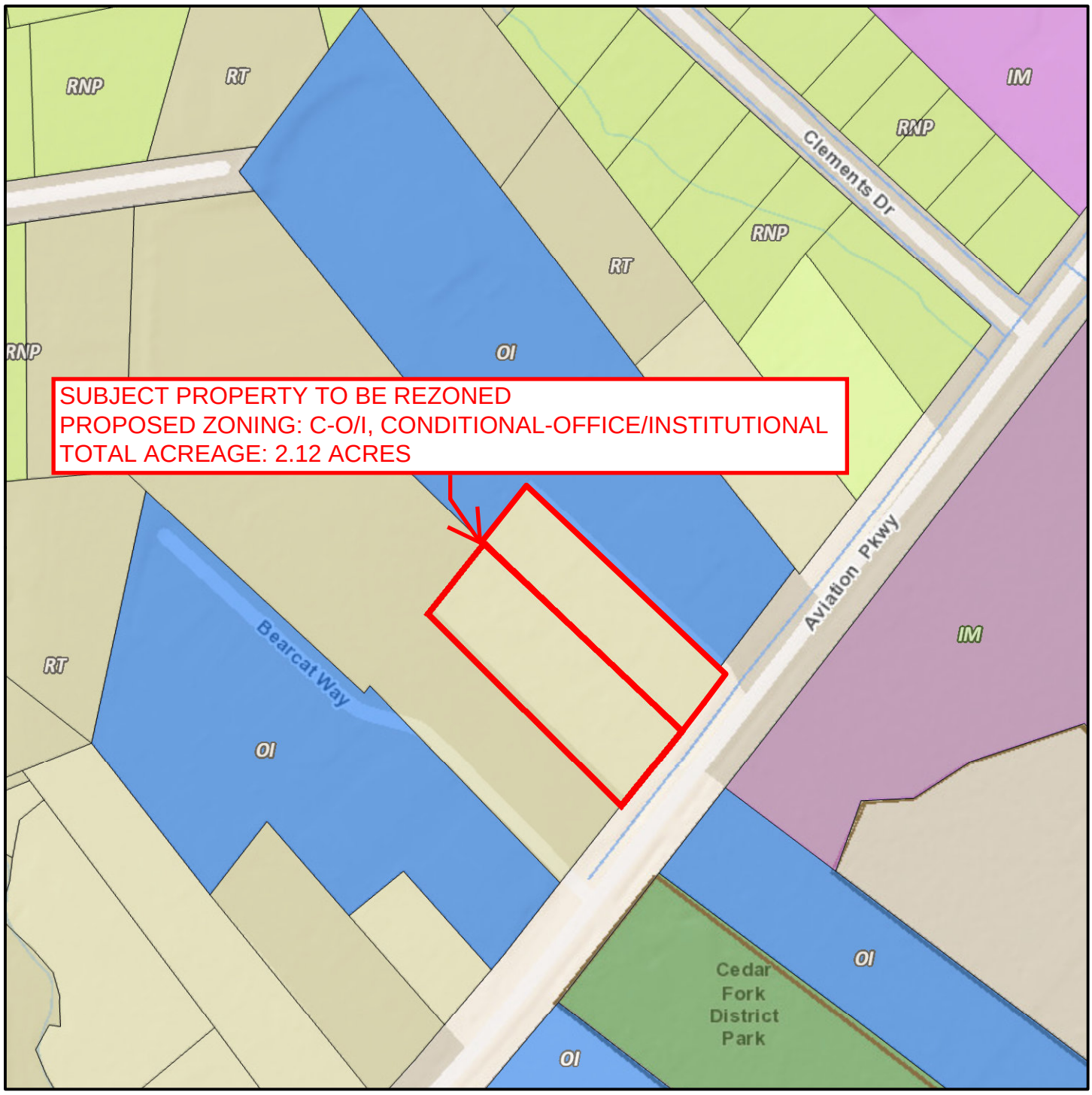
_____
TJ Cawley, Mayor

ATTEST:

_____
Erin L. Hudson, Town Clerk

RES 2018-148-0A

Exhibit A



Map Created March 2018

N

0 110 220 440 ft

1 inch = 200 feet

Disclaimer

*iMaps makes every effort to produce and publish the most current and accurate information possible. However, the maps are produced for information purposes, and are **NOT** surveys. No warranties, expressed or implied ,are provided for the data therein, its use,or its interpretation.*

RESOLUTION 2018-148-0B OF THE MORRISVILLE TOWN COUNCIL PERTAINING TO THE ADOPTION OF A PLAN CONSISTENCY REVIEW STATEMENT FOR A PROPOSED ZONING MAP AMENDMENT FOR PROPERTY COMMONLY KNOWN AS 301 AND 305 AVIATION PARKWAY AND LOCATED ON THE NORTHWESTERN SIDE OF AVIATION PARKWAY BETWEEN CLEMENTS DRIVE AND BEARCAT WAY TO THE CONDITIONAL-OFFICE/INSTITUTIONAL ZONING DISTRICT (REZ 18-01)

WHEREAS, effective January 1st, 2006, North Carolina General Statute 160A-383 requires that "when adopting or rejecting any zoning amendment" each local governing board "shall approve a statement describing whether its action is consistent with an adopted comprehensive plan and any other officially adopted plan that is applicable, and briefly explaining why the board considers the action taken to be reasonable and in the public interest;" and

WHEREAS, Anand Properties, LLC has submitted a request to rezone approximately 2.12 acres of property commonly known as 301 and 305 Aviation Parkway and located on the northwestern side of Aviation Parkway between Clements Drive and Bearcat Way from the Residential Transition (RT) zoning district to the Conditional-Office/Institutional (C-OI) zoning district; and

WHEREAS, the subject property is depicted on Exhibit "A" attached hereto and is specifically identified as Wake County PINs 0755-36-4400 and 0755-36-4489; and

WHEREAS, the zoning map amendment request was the subject of a duly advertised public comment session by the Planning and Zoning Board held on April 12, 2018; and

WHEREAS, at the April 12, 2018 Planning and Zoning Board meeting, zero members of the public addressed the Board and spoke in favor of the request and zero members of the public expressed opposition to the request; and

WHEREAS, at the April 12, 2018 Planning and Zoning Board meeting, the Planning and Zoning Board, by a vote of five "Yes" and zero "No," forwarded a recommendation of approval on the requested zoning map amendment to the Town Council; and

WHEREAS, the requested zoning map amendment was presented to the Morrisville Town Council on May 8, 2018; and

WHEREAS, the Morrisville Town Council held a public hearing on May 22, 2018 and June 12, 2018 on the requested Zoning Map Amendment; and

WHEREAS, the public hearing on the requested zoning map amendment was duly advertised in accordance with all requirements of law.

NOW, THEREFORE, BE IT RESOLVED THAT THE MORRISVILLE TOWN COUNCIL hereby adopts the Comprehensive Plan consistency review statement below:

Plan Consistency Review Statement for Proposed Zoning Map Amendment

The requested Zoning Map Amendment will rezone the subject property from the Residential Transition (RT) zoning district to the Conditional-Office/Institutional (C-OI) zoning district and is consistent with the Comprehensive Plan because:

A. The Town of Morrisville 2007 Town Center Plan identifies the land along Aviation Parkway and directly across from the subject property as New Office & Institutional Area and as suitable for office and institutional uses.

B. The New Office & Institutional Area is designated as a Town Center district that will help to transition from residential development to civic and commercial uses, and, as the subject property is adjacent to commercial and office & institutional uses, rezoning from the Residential Transition (RT) zoning district to the Conditional-Office/Institutional (C-OI) zoning district will help maintain and enhance the distinctive character of the community as outlined in the Town of Morrisville 2007 Town Center Plan.

As a result, the zoning map amendment is consistent with the Town of Morrisville's adopted plans. In addition, the requested zoning map amendment is compatible with existing uses surrounding the subject property and will result in a logical and orderly development pattern. Therefore, the zoning map amendment is reasonable and in the public interest.

Adopted this the 12th day of June, 2018.

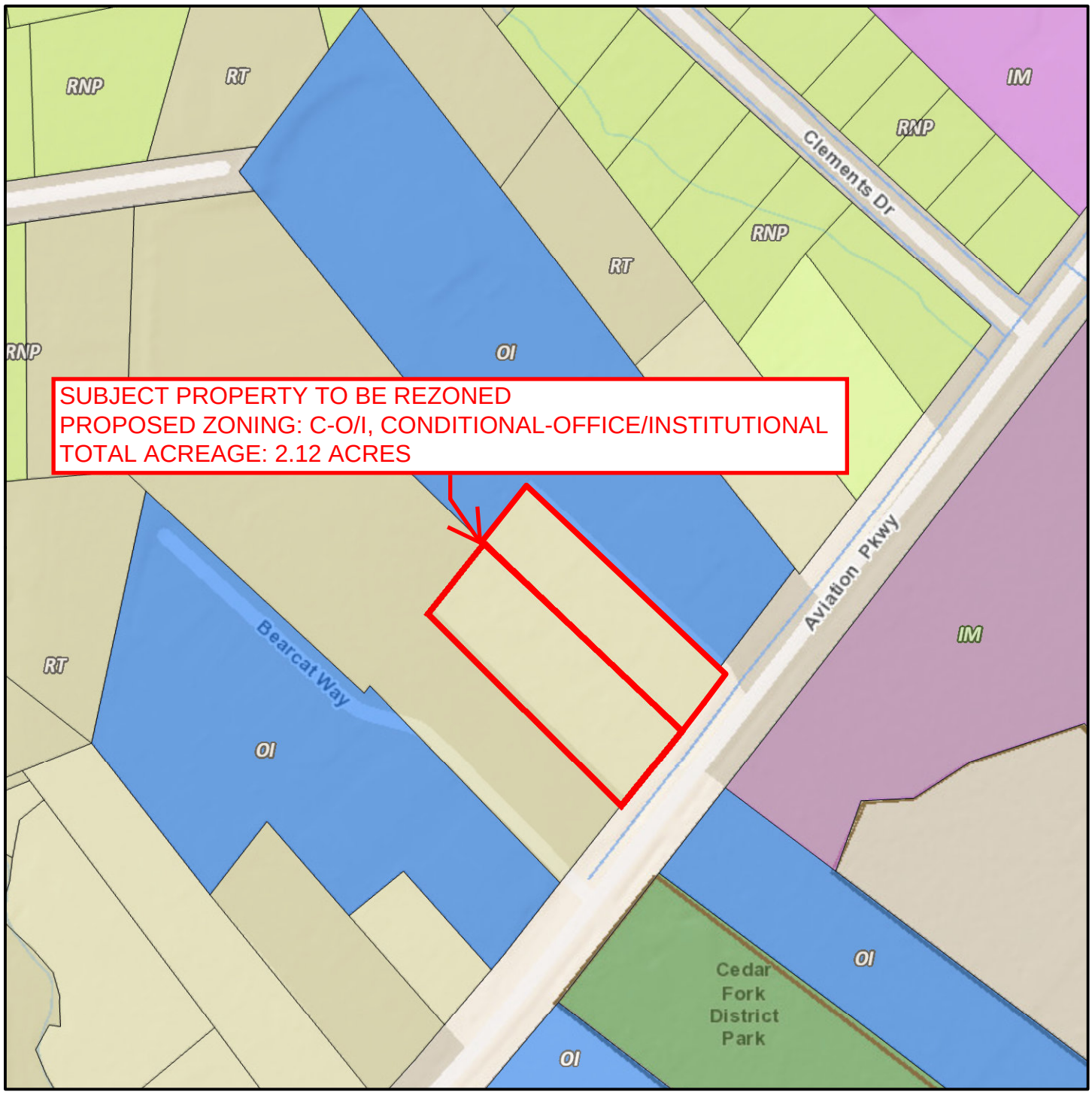
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TJ Cawley, Mayor

ATTEST:

_____
Erin L. Hudson, Town Clerk

RES 2018-148-0B

Exhibit A



Map Created March 2018

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ORDINANCE 2018-148-0 OF THE MORRISVILLE TOWN COUNCIL APPROVING A ZONING MAP AMENDMENT FOR PROPERTY COMMONLY KNOWN AS 301 AND 305 AVIATION PARKWAY AND LOCATED ON THE NORTHWESTERN SIDE OF AVIATION PARKWAY BETWEEN CLEMENTS DRIVE AND BEARCAT WAY TO THE CONDITIONAL-OFFICE/INSTITUTIONAL ZONING DISTRICT (REZ 18-01)

WHEREAS, Anand Properties, LLC has submitted a request to rezone approximately 2.12 acres of property commonly known as 301 and 305 Aviation Parkway and located on the northwestern side of Aviation Parkway between Clements Drive and Bearcat Way from the Residential Transition (RT) zoning district to the Conditional-Office/Institutional (C-OI) zoning district; and

WHEREAS, the property subject to the requested Zoning Map Amendment is depicted on Exhibit "A" attached hereto and is specifically identified by Wake County PINs 0755-36-4400 and 0755-36-4489; and

WHEREAS, the rezoning request was the subject of a public comment session by the Planning and Zoning Board of the Town of Morrisville on April 12, 2018; and

WHEREAS, at the April 12, 2018 Planning and Zoning Board meeting, zero members of the public addressed the Board and spoke in favor of the request and zero members of the public expressed opposition to the request; and

WHEREAS, at the April 12, 2018 Planning and Zoning Board meeting, the Planning and Zoning Board, by a vote of five "Yes" and zero "No," forwarded a recommendation of approval on the requested zoning map amendment to the Town Council; and

WHEREAS, the rezoning request was presented to the Morrisville Town Council on May 8, 2018; and

WHEREAS, Town Council was presented with the Planning and Zoning Board's recommendation at the May 8, 2018 Town Council meeting; and

WHEREAS, the Town Council held a public hearing on May 22, 2018 and June 12, 2018 on the requested Zoning Map Amendment; and

WHEREAS, the requested Zoning Map Amendment was duly advertised in accordance with all requirements of law.

NOW, THEREFORE, BE IT ORDAINED BY THE MORRISVILLE TOWN COUNCIL THAT:

The Town of Morrisville Zoning Map is hereby amended by rezoning approximately 2.12 acres of property commonly known as 301 and 305 Aviation Parkway and located on the northwestern side of Aviation Parkway between Clements Drive and Bearcat Way from the Residential Transition (RT) zoning district to the Conditional-Office/Institutional (C-OI) zoning district, subject to the following conditions:

1. The following uses shall be prohibited:

    a. Retail Sales and Service Uses:
        i. Convenience Store
        ii. Retail Store (20,000 to < 50,000 sf)

    b. Vehicle/Equipment Sales and Services Uses:
        i. Car Wash/Detailing

    c. Transportation and Utility Uses:
        i. Bus Station
        ii. Central Utility Plant
        iii. Heliport
        iv. Office, Utility
        v. Park and Ride Terminal
        vi. Parking Deck or Lot (as a principal use)
        vii. Railroad Yard
        viii. Solar Energy Collection System (as a principal use)
        ix. Transit Station
        x. Utility Facility, Major; and

2. At the time of submission of a site plan or subdivision application for the proposed use/development of the property, the applicant shall either:

    a. Submit a new Transportation Impact Analysis (meeting all requirements of Section 5.8.6.B of the UDO) if the ultimate proposed use of the property exceeds the thresholds identified in Section 5.8.6.B.2.a(1)(A) of the UDO for requiring a Transportation Impact Analysis; or

    b. If the thresholds in Section 5.8.6.B.2.a(1)(A) of the UDO are not exceeded, submit a Traffic Generation Memo and update to the Transportation Impact Analysis conducted for the rezoning to evaluate the ultimate proposed use.

    With either option, the applicant agrees to make improvements per Section 5.8.6.B of the UDO if recommended in the new or updated TIA or to pay a Payment in Lieu (PIL) of improvements in accordance with Section 8.1.3 of the Unified Development Ordinance.

3. Any and all off-site alternative parking options found in Section 5.10.9 (Off-Street Vehicle Parking Alternatives) of the Town of Morrisville Unified Development Ordinance will not be permitted. All required parking will need to be provided on-site.

Ordained this the 12th day of June, 2018.

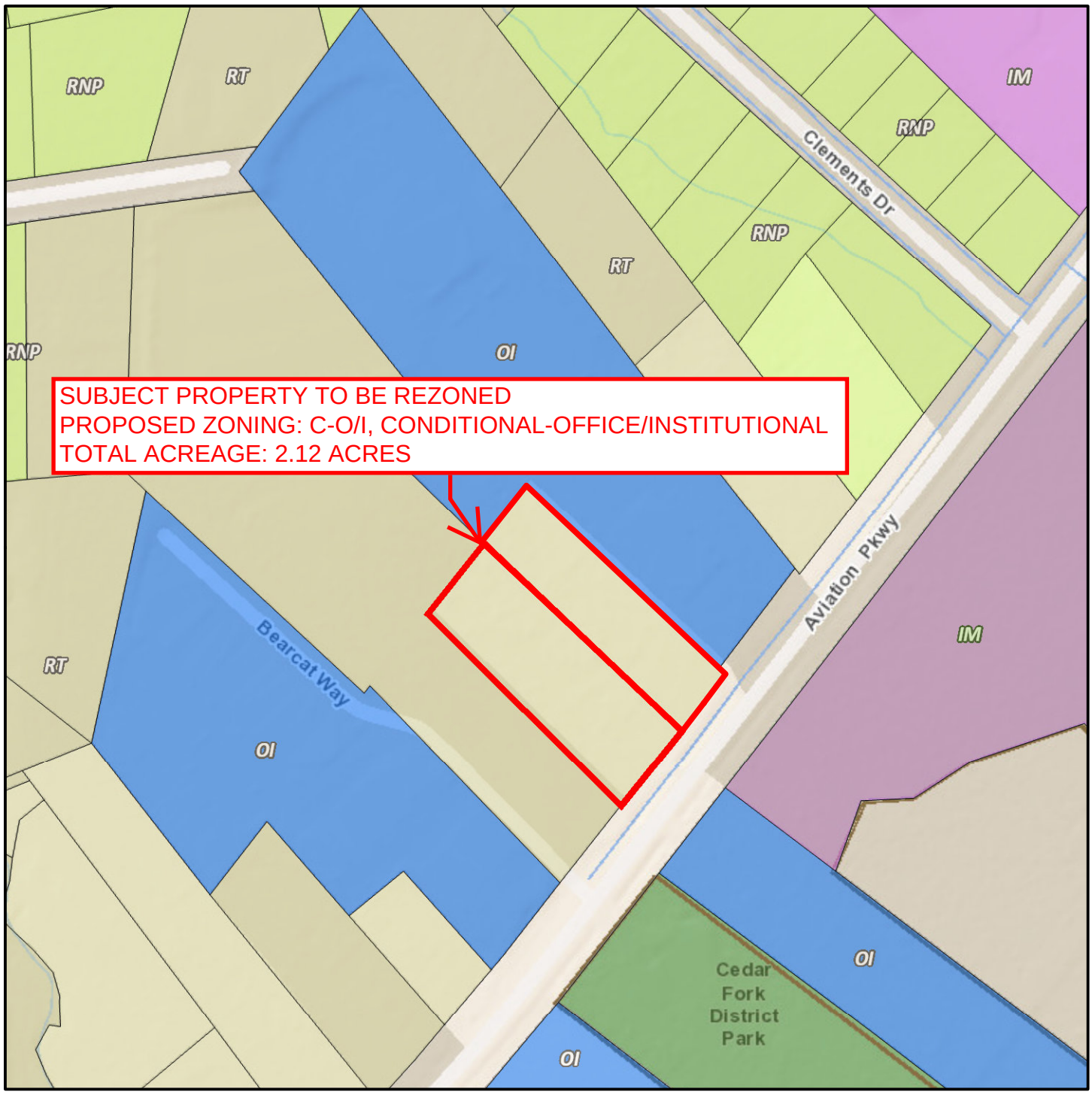
_____
TJ Cawley, Mayor

ATTEST:

_____
Erin L. Hudson, Town Clerk

ORD 2018-148-0

Exhibit A



Map Created March 2018

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ATTH 01 - Aerial Map



Aerial Images from February 2017
Map Created March 2018

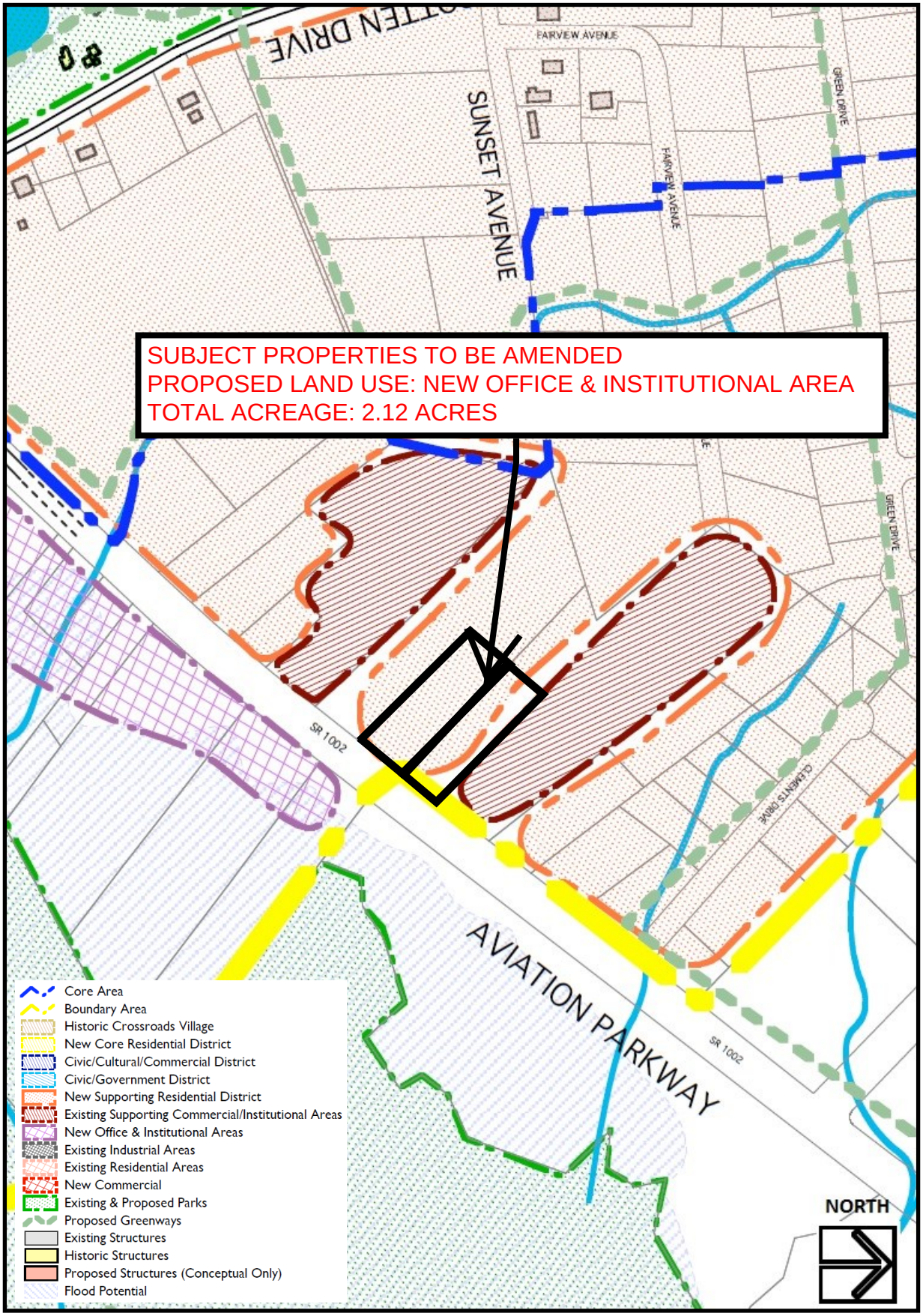
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ATTH 02 - Land Use Plan



Map Created March 2018

Town of Morrisville Planning Department

Chapter 3: Detailed Design

north. The First Baptist Church has indicated a desire to keep an open mind about future plans for its property, and so has requested that no new conceptual structures be displayed on it at this time.

5) New Supporting Residential District: This area encircles the Core of the Town Center and provides a transition to surrounding uses outside of the project area. Here, additional residential development would help create a transition between the existing residential development on the outskirts of the Town Center, and the civic and commercial activities in the core area.

The professional design consultant assisting with the Town Center project recommends a density of 8 – 12 units per acre to help provide housing opportunities in close proximity to the amenities of the Town Center and create a market for the commercial development such as outdoor dining that citizens said they would like to see included in the design. Design standards would help ensure that new development in this district is attractive and functions well for the neighborhood and the community.



The historic crossroads area of Morrisville is ringed by new development, such as these houses in the Savannah subdivision. (Photo: S. Galloway, Town of Morrisville)

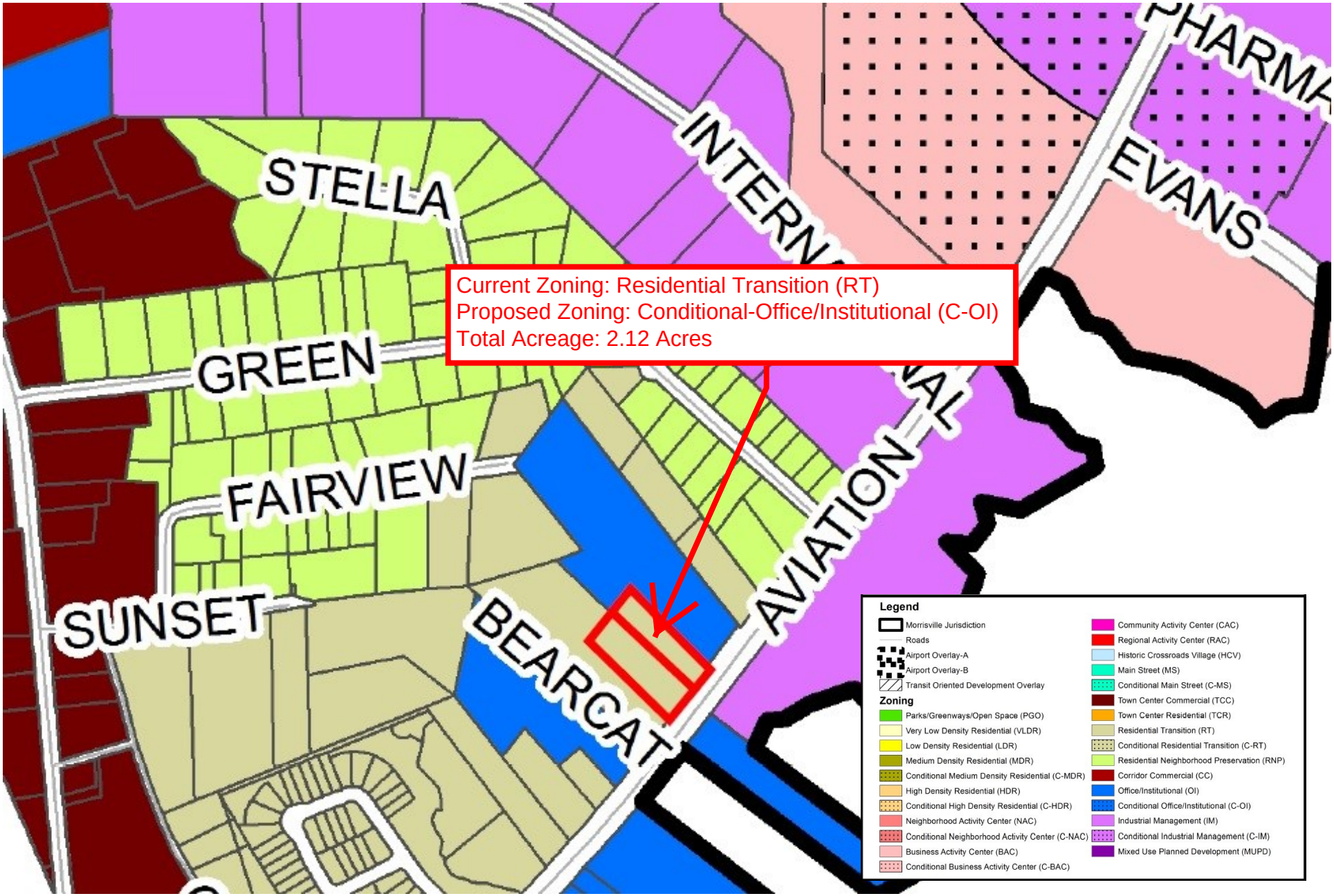
6) Existing Commercial/Institutional Areas: These areas include Morrisville Square in the southwest quadrant of the project area, Keybridge in the southeast quadrant, and Morrisville Station and the new Greenwood Village in the north central part of the study area and the Office and Institutional uses along Aviation Parkway such as the Hindu Temple. This existing development provides about 140,000 square feet of retail services and offices in the Town Center area.

7) New Office/Institutional Area: Land along the south side of Aviation Parkway is identified as suitable for office and institutional uses. This use matches the existing land use plan designation and will help transition from residential development to the civic and commercial uses to the east. In addition, it will help keep potential new residential development out of the floodplain. Every effort should be made to preserve the mature tree canopy that exists here immediately along Aviation Parkway.

8) New Small-scale Commercial Area: There are several small parcels along Chapel Hill Road (NC 54) near the intersection with Sunset Avenue that lie next to existing commercial development and are currently zoned for General Business. These should be allowed to become small-scale commercial development if the property owners choose to pursue this use.

9) Existing and Proposed Parks: These areas provide important green space amenities in close proximity to a growing number of residences and businesses. Existing facilities include Cedar Fork District Park, the Morrisville Nature Park, and the Ruritan Park next to the Fire Station. The Town Center Design calls for adding two new community parks – a Civil War Battleground Park and a Rural Heritage Park – to protect important historic sites and natural areas, and provide much needed outdoor spaces for passive

ATTH 04 - Existing Zoning Map



Map Created March 2018

N

ATTH 05 - Proposed Conditions from Applicant

REZONING CONDITIONS FOR 2018-148-0 (REZ 18-01)
2.12 ACRES LOCATED AT 301 & 305 AVIATION PARKWAY
WAKE COUNTY PINS 0755-36-4400 & 0755-36-4489
CURRENT ZONING: RESIDENTIAL TRANSITION (RT)
PROPOSED ZONING: CONDITIONAL-OFFICE/INSTITUTIONAL (C-OI)

The property owner agrees to the following conditions with respect to the Subject Property:

1. Restrict zoning uses to not allow:

    a. Retail Sales and Service Uses:
        i. Convenience Store
        ii. Retail Store (20,000 to < 50,000 sf)

    b. Vehicle/Equipment Sales and Services Uses:
        i. Car Wash Detailing

    c. Transportation and Utility Uses:
        i. Bus Station
        ii. Central Utility Plant
        iii. Heliport
        iv. Office, Utility
        v. Park & Ride Terminal
        vi. Parking Deck or Lot (as a principal use)
        vii. Railroad Yard
        viii. Solar Energy Collection System (as a principal use)
        ix. Transit Station
        x. Utility Facility, Major

2. At the time of submission of a site plan or subdivision application for the proposed use/development of the property, the applicant shall either:

    a. Submit a new Transportation Impact Analysis (meeting all requirements of Section 5.8.6.B of the UDO) if the ultimate proposed use of the property exceeds the thresholds identified in Section 5.8.6.B.2.a(1)(A) of the UDO for requiring a Transportation Impact Analysis; or

    b. If the thresholds in Section 5.8.6.B.2.a(1)(A) of the UDO are not exceeded, submit a Traffic Generation Memo and update to the Transportation Impact Analysis conducted for the rezoning to evaluate the ultimate proposed use.

    With either option, the applicant agrees to make improvements per Section 5.8.6.B of the UDO if recommended in the new or updated TIA or to pay a Payment in Lieu (PIL) of improvements in accordance with Section 8.1.3 of the Unified Development Ordinance.

3. Any and all off-site alternative parking options found in Section 5.10.9 (Off-Street Vehicle Parking Alternatives) of the Town of Morrisville Unified Development Ordinance will not be permitted. All required parking will need to be provided on-site.

Anand Singh 04/04/2018

Anand Singh, Owner — Date
Anand Properties, LLC

also include multiple principal uses, none of which is necessarily customarily incidental or subordinate to another principal use (e.g., a place of worship combined with a school, a gas station combined with a convenience store, restaurant, or automotive repair use, or a flex building housing retail, industrial service, and warehousing tenants). A development with multiple principal uses shall include only those principal uses designated in the use tables as allowed in the applicable zoning district, and each principal use shall be subject to any use-specific standards applicable to the use.

C. Principal Use Table

Table 4.2.4: Principal Use Table

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Blank Cell = Prohibited *(except Overlay Districts)* X = Prohibited *(Overlay Districts only)*

Use Category	Use Type	Base/Conditional Districts																			Overlay Districts				Use-Specific Standard
		PGO	VLDR	LDR	MDR	HDR	NAC	BAC	CAC	RAC	TOD	HCV	MS	TCC	TCR	RT	RNP	CC	OI	IM	MUPD	AO-A	AO-B	FO	TCCO	
Agricultural and Animal Related Uses																										
Agricultural Uses	Community Garden	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A					4.2.5.B.1.a
	Farm, Small		P	P								P								P	A					4.2.5.B.1.b
	Farm, Large																			P	A					
	Forestry	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A					4.2.5.B.1.c
	Garden Center													P				P	P	P	A					
	Greenhouse/ Nursery																	P		P	A					
Animal Related Uses	Kennel, Indoor						P	P	P	P	P			P				P	P	P	A					4.2.5.B.2.a
	Kennel, Outdoor																			P	A					4.2.5.B.2.b
	Stables	P	P																	P	A					
	Veterinary Clinic/Hospital						P	P	P	P	P			P				P	P	P	A					4.2.5.B.2.c
Residential Uses																										
Household Living Uses	Bungalow Court															P										4.2.5.C.1.a
	Dwelling, Duplex			P*	P*	P*															A	X				
	Dwelling, Live/Work				P	P	P	P	P	P	P	C		P	C	C		P			A	X				4.2.5.C.1.b
	Dwelling, Manufactured Home																P					X				4.2.5.C.1.c
	Dwelling, Multi-family ≤50 du					P	P	P	P	P	P		P	P	C	C		P			A	X				4.2.5.C.1.d
	Dwelling, Multi-family >50 du					P*	P*	P*	P*	P*	P		P*	P*	C	C		P*			A	X				
	Dwelling, Single-Family Attached				P*	P*	P*	P*	P*	P*	C		C	C	P*	P*		P*			A	X				
	Dwelling, Single-Family Detached		P*	P*	P*	P*					C	C			P*	P*	P*				A	X				
	Family Care Home		P	P	P	P	P	P			P	P			P	P	P				A	X				4.2.5.C.1.e
	Pocket Neighborhood															P										4.2.5.C.1.f

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Use Category	Use Type	Base/Conditional Districts																			Overlay Districts				Use-Specific Standard
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Group Living Uses	Congregate Living Facility					P	P	P	P	P	P							P	P		A	X				4.2.5.C.2.a
	Continuing Care Retirement Community					S	S	S										P	P		A	X				4.2.5.C.2.b
	Dormitory						P	P	P	P	P		P	P				P	P	P	A					
	Rooming House																	P			A	X				
Institutional Uses																										
Community and Government Service Uses	Club or Lodge				P	P	P				P			P	P	P		P	P	P	A	X				
	College or University						P	P	P	P	P		P	P				P	P	P	A					
	Community Center					P	P	P	P	P	P		P	P	P	P		P	P	P	A					
	Cultural Facility						P	P	P	P	P	P	P	P	P	C		P	P	P	A	X				
	Day Care Center				P	P	P	P	P	P	P			P				P	P		A	X				4.2.5.D.1.a
	Emergency Services					P	P	P	P	P	P	C	P	P	C	C		P	P	P	A					
	Government Services, Administrative				P	P	P	P	P	P	P		P	P	P			P	P	P	A					
	Government Maintenance, Storage, or Distribution Facility																	P	P	P	A	X				
	Place of Worship, Community					P*	P*	P*			P*	P*		P*		C	C	P	P	P	A	X				4.2.5.D.1.b
	Place of Worship, Neighborhood		P*	P*	P*	P*	P	P	P		P	P		P	P	C	C	P	P	P	A	X				4.2.5.D.1.c
	Public Park or Recreation Facility	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A					
	School, Elementary			P*	P*	P*	P	P	P	P	P	P		P	C	C					A	X				
	School, Middle				P*	P*	P	P	P	P	P	P		P	C	C					A	X				
	School, High					P*	P	P	P	P	P	P		P	C	C					A	X				
	School, Business or Vocational						P	P	P	P	P	P		P	C	C		P	P	P	A					
	Sports Academy																		P	P	A					
Health Care Uses	Hospital							P*	P	P								P	P	P	A	X				
	Nursing Home					P	P	P	P	P	P			P		P		P	P		A	X				4.2.5.D.2.a
	Office, Medical/ Dental						P	P	P	P	P	P	P	P				P	P	P	A					
	Office Park, Medical/ Dental							P	P	P				P				P	P	P	A					
	Urgent Care Facility						P	P	P	P	P		P	P				P	P	P	A					
	Wellness Center						P	P	P	P	P		P	P				P	P	P	A					

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Transportation and Utility Uses	Bus Station							C	C	C	P			C				C	C	C	A					
	Central Utility Plant						P	P	P	P								P	P	P	A					4.2.5.D.3.a
	Heliport																			S						
	Office, Utility						P	P	P	P	P			P				P	P	P	A					
	Park and Ride Terminal								C	C	P			C				C	C	P	A					
	Parking Deck or Lot (as a principal use)	C	C	C	C	C	P	P	P	P	C	C	C	C	C	C	C	P	P	P	A					4.2.5.D.3.b
	Railroad Yard																			S						
	Solar Energy Collection System (as a principal use)																			P	A					4.2.5.D.3.c
	Transit Station						P	P	P	P	P			P				P	P	P	A					
	Utility Facility, Major				S	S	S	S	S	S				S				S	S	S	A					
	Utility Facility, Minor		P	P	P	P	P	P	P	P	P	P		P	P	P	P	P	P	P	A					
Telecommunication Uses	Antenna collocation or combination on existing tower	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A					4.2.5.D.4.a
	Broadcasting Station																	P	P	P	A					
	Broadcast Studio							P	P	P	P		P	P				P	P	P	A					
	Concealed attached antenna				S	P	P	P	P	P	P		S	P				P	P	P	A					4.2.5.D.4.b
	Non-concealed attached antenna (private utility easement)	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A					4.2.5.D.4.c
	Non-concealed dual-function tower (private utility easement)				P	P	P	P	P	P	P			P				P	P	P	A					4.2.5.D.4.d
	Concealed towers (town-owned property)	S	S	S	S	P	P	P	P	P	P	S	S	P	S	S	S	P	P	P	A					4.2.5.D.4.e
	Non-concealed towers (town-owned property)					S	S	S	S	S	S			S				S	S	S	A					4.2.5.D.4.e
	Concealed towers (private property)					P*	P*	P*	P*	P*	P*		S	P*				P*	P*	P*	A					4.2.5.D.4.e
	Non-concealed towers (private property)						S	S	S	S	S			S				S	S	S	A					4.2.5.D.4.e
	DAS Node		P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A					4.2.5.D.4.f

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	DAS Wired Hub			P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	A					4.2.5.D.4.g
Commercial Uses																										
Eating and Drinking Establishment Uses	Restaurant							P	P	P	P	P	P	P	P				P	P	P	A					4.2.5.E.1.a
	Specialty Eating or Drinking Establishment							P	P	P	P	P	P	P	P				P	P	P	A					
	Bar or Lounge							P	P	P	P	P	P	P	P				P	P		A					
Office Uses	Office Building							P	P	P	P	P		P	P				P	P	P	A					
	Office Park								P	P	P				P					P	P	A					
Recreation Uses	Country Club			P	P	P	P															A					
	Golf Course		P	P	P	P	P															A					4.2.5.E.3.a
	Private Recreation Facility, Indoor						P	P	P	P	P	P		C	P				P	P	P	A					
	Private Recreation Facility, Outdoor							P	P	P	P				P				P	P	P	A					4.2.5.E.3.b
	Sports Training Facility, Indoor																			P	P	A					
	Sports Training Facility, Outdoor																			P	P	A					4.2.5.E.3.c
Entertainment Uses	Adult Establishment																				S						4.2.5.E.4.a
	Banquet Hall							P	P	P	P	P			P				P	P	P	A					
	Private Entertainment Facility, Indoor						P	P	P	P	P	P		C	P				P	P	P	A					
	Private Entertainment Facility, Outdoor							P	P	P	P				P				P	P	P	A					
Funeral Related Uses	Funeral Home							P							P				P		P	A					
	Cemetery			P											P				P	P	P	A					
	Crematorium																				P	A					
	Stonecutting/ Monument Sales																				P	A					
Retail Sales and Service Uses	Convenience Store							P	P	S	S	P							P	P	P	A					
	Farmers' Market									P	P	P	P	P	P				P	P	P	A					4.2.5.E.6.a
	Retail Store	< 3,000 sf						P	P	P	P	P	P	P	P				P	P	P	A					
		3,000 to < 20,000 sf						P	P	P	P	P	C	P	P				P	P	P	A					
		20,000 to < 50,000 sf						P	P	P	P	P	C	C	C				P	P	P	A					
		50,000 to < 75,000 sf								P	P								P		P	A					
		≥ 75,000 sf								P*	P*								P*		P	A					

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		PGO	VLDR	LDR	MDR	HDR	NAC	BAC	CAC	RAC	TOD	HCV	MS	TCC	TCR	RT	RNP	CC	OI	IM		AO-A	AO-B	FO	TCCO	
	Service Establishment						P	P	P	P	P	P	P	P				P	P	P	A					
Retail Sales and Service Uses	Service Establishment, Personal						P	P	P	P	P	P	P	P				P	P	P	A					4.2.5.E.6.b
	Shopping Center, Major								P*	P*								P*		P	A					
	Shopping Center, Neighborhood						P	P	P	P	P			P				P		P	A					
Vehicle/ Equipment Sales and Service Uses	Automobile Repair, Major																			P	A					4.2.5.E.7.a
	Automobile Repair, Minor								P	P				P				P		P	A					4.2.5.E.7.b
	Automobile Sales or Rental																	P		P	A					4.2.5.E.7.c
	Automobile Service Station								S	S								P		P	A					4.2.5.E.7.d
	Car Wash/ Detailing						P							P				P	P	P	A					4.2.5.E.7.e
	Recreational Vehicle Sales, Rental, or Service																			P	A					4.2.5.E.7.f
	Taxi or Limousine Service																	P*		P	A					4.2.5.E.7.g
	Tire Capping and Retreading																			P	A					4.2.5.E.7.h
	Vehicle Fleet Storage																			P	A					4.2.5.E.7.i
	Vehicular Towing Service																			P	A					4.2.5.E.7.j
Visitor Accommo-dation Uses	Bed and Breakfast										P	P		P		P					A					4.2.5.E.8.a
	Hotel/Motel							P	P	P	P		C	P				P	P	P	A					
Industrial Uses																										
Industrial and Service Uses	Construction-Related Activities																			P						4.2.5.F.1.a
	Flex Space, Major																			P						
	Flex Space, Minor													P				P	P	P						
	Industrial Park																			P						
	Industrial Equipment Sales and Rental																			P						4.2.5.F.1.b
	Mini-Storage													C						P						4.2.5.F.1.c

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Industrial and Service Uses	Motor Freight Terminal, Small																			P						
	Motor Freight Terminal, Large																			S						
	Outdoor Equipment Performance Testing Facility																			P						4.2.5.F.1.d
	Research Laboratory							P											P	P						
	Tank Farm																			S		X				
	Warehousing/ Distribution																			P						
	Wholesale Food Preparation													P				P		P						4.2.5.F.1.e
	Wholesale Establishment																			P						
Manufacturing Uses	Brewery													P				P	P	P						
	Industrial Assembly, Light													P				P		P						
	Industrial Assembly, Heavy																			P						4.2.5.F.2.a
	Manufacturing, Custom						P*	P*						P				P	P	P						
	Manufacturing, Light																			P						
	Manufacturing, Medium																			P						
	Manufacturing, Heavy																			S						4.2.5.F.2.a
	Micro-Brewery								P	P	P		P	P				P	P	P						
	Micro-Winery								P	P	P		P	P				P	P	P						
	Winery													P				P	P	P						
Extraction and Landfill Uses	Composting Facility																			S						4.2.5.F.3.a
	Extraction of Earth Products																			S						4.2.5.F.3.b
	Hydraulic Fracturing																			S						4.2.5.F.3.c
	Junkyard or Recycling Facility																			S						4.2.5.F.3.d
	Landfill, Construction and Demolition Debris																			S						4.2.5.F.3.e
	Landfill, Municipal Solid Waste																			S		X				4.2.5.F.3.f

3.5.6. Residential Transition (RT) District

RESIDENTIAL TRANSITION (RT) DISTRICT

A. Purpose

The Residential Transition District accommodates a range of housing choices within proximity to Town Center amenities such as parks, historic sites, and commercial areas. This district allows moderate residential densities in order to provide a transition between the Aviation Parkway corridor and the Residential Neighborhood Preservation District.



B. Principal Intensity and Dimensional

A, etc. are symbols used in the illustrations showing application of dimensional standards

			Single-Family Detached Dwellings	Bungalow Court	Pocket Neighbor-hood	Single-Family Attached Dwellings	Multi-family Dwellings	Other Uses	Develop-ment Incentives [1]
Lot Standards									
	Min. Net Lot Area (sf)		n/a	2,500	n/a	n/a	n/a	n/a	n/a
A	Min. Lot Width (ft)		35	35	35	20	50	50	n/a
	Min. Net Density (du/ac)		4.0	n/a	n/a	4.0	4.0	n/a	n/a
	Max. Net Density (du/ac)		8.0	n/a	n/a	8.0	8.0	n/a	10.0
	Max. Lot Coverage (%)		65	75	85	70	50	65	n/a
Setbacks									
B 1	Min. Front (ft)	Alley-loaded	10 [2]	n/a	8 [5]	10 [2]	n/a	n/a	n/a
B 2		Other	20 [3]	10 [6]	8 [5]	20 [3]	25 [3]	30 [3]	n/a
C	Min. Side (ft)		5 [4]	0 [4]	0 [4]	0	15	10 [4]	n/a
D	Min. Corner Side (ft)		same as minimum front		10 [6]	same as minimum front			n/a
E 1	Min. Rear (ft)	Alley-loaded	6	n/a	6	6	n/a	n/a	n/a
E 2		Other	15	20 [6]	20	15	15	15	n/a
Building Standards									
F	Max. Structure Height (ft)		35	35	35	35	35	35	n/a
G	Min. Building Separation (ft)		n/a	8	8	20	n/a	n/a	n/a

Notes: sf = square feet; ft = feet; du = dwelling unit; ac = acre; % = percent; n/a = not applicable

[1] Available only in a Conditional-Residential Transition District approved with the provision of compensating public benefits (see Section 3.1.4).
[2] Setbacks also apply to residential developments with detached front-loaded garages located to the rear of the principal structure.
[3] For infill development, see Section 11.4.2.B, Reduction of Minimum Front Setbacks to Block Face Average.
[4] A minimum of 15 feet is required along lot lines shared with lots containing single-family detached residential uses built before 2010.
[5] The front setback is measured from the common open space.
[6] For single family detached dwellings located in a bungalow court, the front setback is measured from the public street fronting the development or from the lot line adjacent to the shared driveway for the lots not fronting a public street.

(Ord. No. 2014-022, 06/24/2014; Ord. No. 2016-001, 05/10/2016)

Cross References

Art. 4: Use Standards
Art. 5: Development Standards
Sec. 5.7.2.A
Sec. 5.9.6
Sec. 5.9.7
Art. 6: Riparian Buffers
Art. 7: Stormwater Management

3.6.3. Office/Institutional (OI) District

OFFICE/INSTITUTIONAL (OI) DISTRICT

A. Purpose

In accordance with the Comprehensive Plan, the Office and Institutional District accommodates large-scale regional office developments that feature high visual quality and high trip-generating uses, including office parks, research and development parks, corporate headquarters, and emerging technologies facilities that support high quality local and regional employment opportunities. The district also accommodates the ancillary service uses necessary to support the predominant office development.



B. Principal Intensity and Dimensional Standards

A, etc. are symbols used in the illustrations showing application of dimensional standards

			All Uses in the Town Center	All Uses Outside the Town Center
Lot Standards				
Min. Net Lot Area (sf)			20,000	20,000
A	Min. Lot Width (ft)		150	150
Max. Net Density (du/ac)			n/a	n/a
Max. Lot Coverage (%)			65	65
Setbacks (also see height standard)				
B	Min. Front (ft)		30	30
C	Min. Side (ft)		15	15
D	Min. Corner Side (ft)		20	20
E	Min. Rear (ft)		30	30
Building Standards				
F1	Max. Structure Height (ft)	Lots where any building, or portion thereof, is located within the Floodplain Overlay (FO) District [1]	40	No Maximum
F2	Max. Structure Height (ft)	Lots where all buildings are clustered outside the Floodplain Overlay (FO) District [1]	Lots fronting Aviation Pkwy: 50 Lots fronting all other roads: No Maximum	No Maximum
G	Min. Building Separation (ft)		n/a	n/a

Notes: sf = square feet; ft = feet; du = dwelling unit; ac = acre; % = percent; n/a = not applicable

[1] See Figure 3.6.3.B: Maximum Structure Height in Relationship to Floodplain Location.

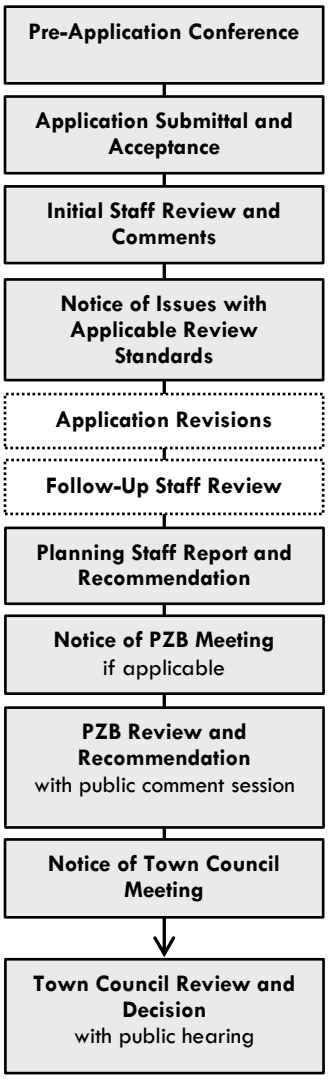
(Ord. No. 2016-001, 05/10/2016)

Cross References

Art. 4: Use Standards
Art. 5: Development Standards
Art. 6: Riparian Buffers
Art. 7: Stormwater Management

- If the application proposes to change the land use classification pertaining to specific properties, Planning staff also posts a notice of the PZB meeting on the reclassification site and mails the notice to owners of the affected properties and of properties within 500 feet of the affected properties.
- If the application proposes to change the road classification of a specific road, Planning staff posts a notice of the PZB meeting on the road with the proposed change.
- The PZB hears a presentation of the staff report and comments from other interested parties. The Board then discusses the application and staff report and adopts a motion to recommend that the Town Council adopt the amendment as proposed, adopt a revised amendment, or deny the amendment.
- Planning staff notices the Town Council meeting at which the application will be presented in the local newspaper.
    - If the application proposes to change the land use classification pertaining to specific properties, Planning staff posts a notice of the Town Council meeting at which the application will be presented on the reclassification site and mails notice to owners of properties within 500 feet of the site.
    - If the application proposes to change the road classification of a specific road, Planning staff posts a notice of the Town Council meeting on the road with the proposed change.
- The Town Council hears a presentation of the staff report and PZB recommendation, and comments from other interested parties. It then discusses the application and staff report and adopts an ordinance approving the amendment as proposed or approving a revised amendment, or a resolution denying the amendment.
- In making its decision, the Town Council considers whether the extent to which the proposed amendment:
    - Is required by changed conditions;
    - Addresses a demonstrated community need;
    - Would result in a logical and orderly development pattern;
    - Would promote economic development and the well-being of Morrisville citizens; and
    - Would significantly enhance the natural environment—including, but not limited to, water, air, noise, stormwater management, wildlife, vegetation, wetlands, and the natural functioning of the environment.

Comprehensive Plan Amendment



2.4.4. Conceptual Master Plan Approval

- This procedure is intended to provide developers of relatively large and/or phased developments the option to submit a conceptual master plan to the Town Council for review and approval and thereby have a subsequent site plan for the development to go through the Minor Site Plan Approval procedure rather than the longer Major Site Plan Approval procedure.

Something to Know

Conceptual Master Plan Approval expires if no application for Minor Site Plan Approval and/or Type 2 Subdivision approvals is submitted within five years after the date of approval.

2.4.19. Unified Development Ordinance Amendments

The UDO was designed to anticipate and accommodate a wide variety of development forms that will achieve the Comprehensive Plan's goals and objectives—but there will be cases where current UDO regulations did not anticipate and do not accommodate some forms or aspects of development that would further the goals and objectives. In these cases, it is appropriate to consider whether the UDO's Zoning Map or text should be amended. The amendment procedures described below provide mechanisms for such consideration.

A. Rezoning (Map Amendment)

- There are three types of Rezonings: General, Conditional, and Planned Development. The following summarizes these three procedures:

  Things to Know
  - *A rezoning remains valid until the rezoned land is subsequently rezoned in accordance with this procedure.*
  - *General Rezonings are processed quarterly.*

  - The General Rezoning procedure applies to a proposal by the Town or a property owner to simply change the property's zoning to one of the UDO's base or overlay zoning districts. If the rezoning is approved, the rezoned land is subject to all of the regulations applicable to all other properties so zoned.
  - The Conditional Rezoning procedure applies to a proposal by a property owner to change the property's zoning to a zoning district that is parallel to a base zoning district with additional restrictions.
  - The Planned Development Rezoning procedure applies to a proposal by a property owner to change the property's zoning to a special type of district where applicable district and development regulations are defined by a Planned Development plan and agreement that is included in the application.

- Amending the Zoning Map (Rezoning) is a matter committed to the legislative discretion of the Town Council. In deciding the application, the Town Council should consider and weigh the relevance of and consider whether and the extent to which the proposed rezoning:
  - Is consistent with the Comprehensive Plan;
  - Is consistent with any provisions of this Ordinance or the Code of Ordinances;
  - Is required by changed conditions;
  - Addresses a demonstrated community need;
  - Is compatible with existing and proposed uses surrounding the subject land, and is the appropriate zoning district for the land;
  - Would result in a logical and orderly development pattern;
  - Would result in development that is adequately served by public facilities (e.g., streets, potable water, sewerage, stormwater management, solid waste collection and disposal, schools, parks, police, and fire and emergency medical facilities);
  - Would avoid significantly adverse impacts on the natural environment—including, but not limited to, water, air, noise, stormwater management, wildlife, vegetation, wetlands, and the natural functioning of the environment.
  - Would not adversely affect the property values in the area; and
  - Would be consistent with the public interest and the purposes and intent of this Ordinance.
- See Section 2.5.3 in the UDO for specific application procedures.

ATTH 11 - Petitioner's Application and Justification Letter

town of MORRISVILLE

Development Application

Date Received: 1/2/18

Date Accepted for Review: 1/3/18

File Number: REZ 18-01

HTE Number: 18-3000000 1

Type of Application (Check All that Apply)

	Administrative Adjustment		Final Plat: Type 2		Site-Specific Development Plan Designation
	Administrative Appeal		Floodplain Development Permit: Elevation Certificate		Special Use Permit
	Alternative Equivalent Compliance		Floodplain Development Permit: Map Revision (CLOMR/LOMR)		Special Use Permit: Minor Modification
	Alternative Landscape Plan		Grave Removal Request		Stream Origin Determination
	Alternative Parking Plan		Interpretation		Street Vendor Permit
	Alternative Standards (EDCM)		Record Drawing		Stormwater As-Builts
	Bulletin Drawing		Retaining Wall		Stormwater Plan Review
X	Comprehensive Plan Map Amendment	X	Rezoning, Conditional		Text Amendment
	Comprehensive Plan Text Amendment		Rezoning, General	X	Traffic Impact Analysis
	Conceptual Master Plan Approval		Rezoning, Planned Development		Traffic Signal Review
	Conceptual Master Plan: Minor Modification		Rezoning, Planned Development: Minor Modification		Type 1 Subdivision Preliminary Plat Approval
	Construction Plan Approval		Right-of-Way Encroachment Agreement (structures in r/w)		Type 2 Subdivision Preliminary Plat Approval
	Construction Plan Approval: Minor Modification		Riparian Buffer No Practical Alternatives Determination		Type 2 Subdivision Preliminary Plat Approval: Minor Modification
	Development Agreement		Road Closing		Type 1 or 2 Subdivision Preliminary Plat Approval: Minor Modification
	Development Name Change		Road Renaming		Variance: General
	Final Plat: Determination of Subdivision Exclusion		Site Plan Approval, Major		Variance: Riparian Buffer
	Final Plat: Right-of-Way or Easement Dedication		Site Plan Approval, Minor		Variance: Stormwater
	Final Plat: Type 1		Site Plan Approval: Minor Modification		Waiver Request for: _____

Applicant

Name: Rufty-Peedin

Mailing Address: 1400-109 Sunday Drive, Raleigh, NC 27607

E-mail Address: steven@rufty-peedin.com

Phone Number: (919) 459-8188

Owner

Name: Anand Properties, LLC

Mailing Address: 1033 Kennicott Avenue, Cary, NC 27513

E-mail Address: nimmy@att.net

Phone Number: (919) 607-4891

Contact Person (if not the applicant)

Name: Danny Howell, PE (Real Engineering)

Mailing Address: PO Box 58054, Raleigh, NC 27658

E-mail Address: danny@realengineeringnc.com

Phone Number: (919) 539-7340

Property Location

Location (e.g., east side of Smith St, approximately 750 feet south of its intersections with Jones Ave.):

West side of Aviation Parkway, ~1,300-lf south of the its intersection with International Drive

Latitude (decimal degrees): 35.828083

Longitude (decimal degrees): -78.819570

Property Description

Development Name: Invitation Banquets	Parcel Address: 301/305 Aviation Parkway
Parcel Identification Number(s): 0755-36-4400;0755-36-4489	Town Limits (check one) note: annexation petition may be required ■ Yes ☐ No
Zoning: Existing: Residential Transition (RT); Proposed: Office/Institutional (OI)	Use: Existing: S-F Residential; Proposed: Banquet Center
Site Acreage: 2.12	Overlay Zoning: N/A

Type 1 and Type 2 Preliminary Subdivisions Only

Number of Lots: N/A	Predevelopment per acre value: N/A Note: Must include required supporting documentation

I/We hereby certify that all information furnished in this application, and included materials, are true to the best of my/our knowledge. Furthermore, I/We have authority to file an application in accordance Section 2.4.3.A, Authority to File Applications, of the Unified Development Ordinance.

Signature	Printed Name	Date
	Danny L. Howell, Jr., PE	10-12-17
	Award Smith	11/15/17

If there are multiple owners, contract purchasers, or other persons authorized to submit the application, all such persons shall sign the application or a letter or document consenting to the application.

PO Box 58054
Raleigh, NC 27658
Office (919) 701-9592
Mobile (919) 539-7340

March 26, 2018

REF: **301/305 Aviation Parkway**
Request for Conditional Rezoning & Land Use Plan Amendment
ToM Project No: 18-30000001 (REZ 18-01)/18-70000001 (LUP 18-01)
301/305 Aviation Parkway
Morrisville, North Carolina 27560
(Wake County PINs: 0755-36-4400 & 0755-36-4489)

ATTN: Town of Morrisville
Planning & Zoning Board and Town Council
100 Town Hall Drive
Morrisville, North Carolina 27560

Mayor and Councilmembers:

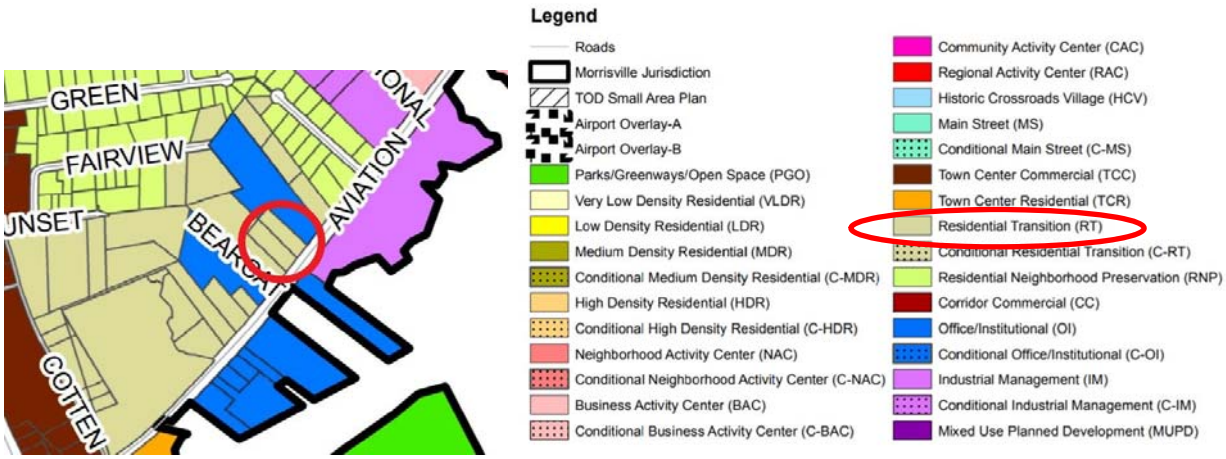
We contact you regarding two properties, totaling approximately 2.12-acres owned by Anand Properties, LLC, located at 301 & 305 Aviation Parkway. We are requesting a Comprehensive Plan amendment and conditional rezoning for the property given recent changes in the area.

The subject properties are located within close proximity to the Parkway Business Center and Hindu Society of North Carolina Temple, which are both designated as "Existing Supporting Commercial/Institutional Areas" on the Comprehensive Plan/Land Use Map/Town Center Plan, and zoned Conditional-Office/Institutional (C-OI). There is demand for additional supporting commercial/institutional uses in this mixed-use area. Residents in the area, will have the ability to drive or walk to this proposed development, and take advantage of Morrisville's prime location in the heart of the Triangle.

The proposed development of the subject properties would provide a public benefit by promoting inner connectivity to both, new and existing, land uses by providing cross-access to adjacent parcel to the north and south, thus reducing strain on Aviation Parkway. A series of proposed on-site sidewalks will also provide pedestrian connectivity to both, new and existing, land uses.

Zoning

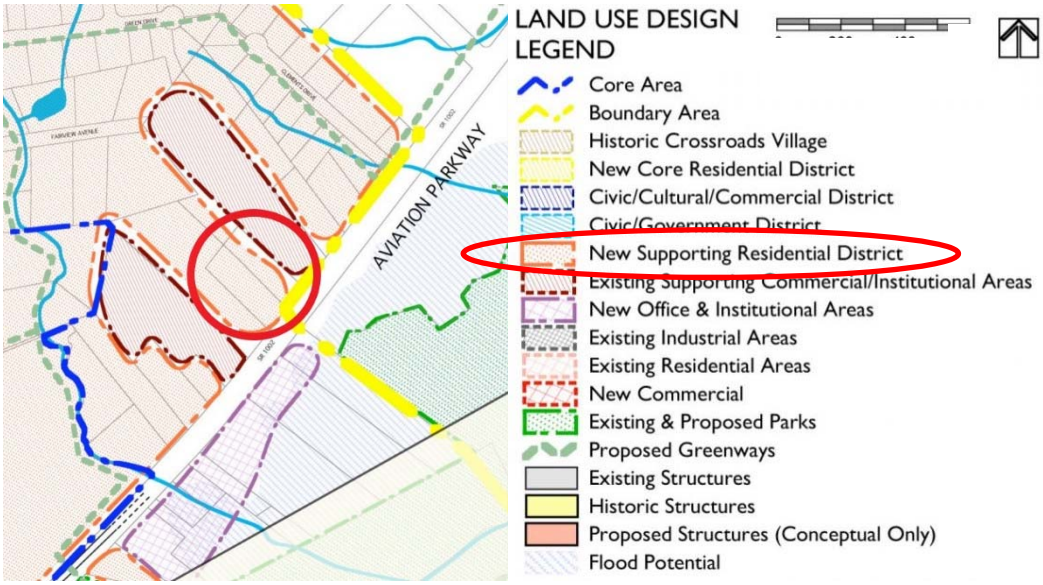
The current Morrisville Zoning Map designates the properties as Residential Transition (RT). The subject properties are ideally situated for Conditional-Office/Institutional (C-OI) development, which would complement the immediately adjacent properties, as well as those in the surrounding area.



The proposed conditional rezoning is consistent with the goals and objectives of the Comprehensive Plan, which encourage a variety of supporting commercial, office and institutional uses in close proximity to residential land uses.

Comprehensive Plan

The current Morrisville Land Use Plan designates the properties as “Town Center Plan,” but are located outside of the Core Area. The Land Use Plan specifically illustrates the properties as “New Supporting Residential District.” Adjacent properties to the north and south are designated for "Existing Supporting Commercial/Institutional Areas," while property to east, across Aviation Parkway, is designated for “New Office & Institutional Areas.”

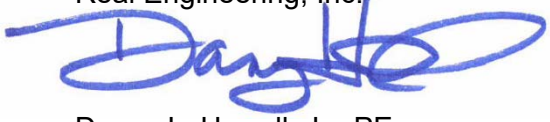


Therefore, amending the Land Use Plan to “New Office & Institutional Areas” or “New Supporting Commercial/Institutional Areas,” for the subject properties, would extend the more urban land use designation, and would result in an orderly and logical development pattern by allowing these properties to be utilized in a similar manner as the surrounding properties.

We respectfully request approval of the proposed Comprehensive Plan amendment and conditional rezoning this the 26th day of March 2018.

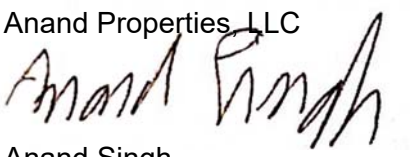
Very Truly yours,

Real Engineering, Inc.



Danny L. Howell, Jr., PE
Principal

Anand Properties, LLC



Anand Singh
Owner



LEGEND

- AREA TO BE REZONED (C-CH)
- ACCESS CIRCULATION
- PARKING CIRCULATION
- BUILDING
- PUBLIC SIDEWALK

THE BUILDING AND PARKING DISPLAYED ARE CONCEPTUAL IN NATURE AND MAY NOT REFLECT FUTURE CONSTRUCTION LOCATIONS

SCALE IN FEET

0 30 60 120 180

N

Rufty Peedin
COMMERCIAL DESIGN BUILD

SHEET
REZ.1

NO DATE DESCRIPTION

301/305 AVIATION PARKWAY

TOWN OF MORRISVILLE, WAKE COUNTY, NORTH CAROLINA

JOB NO: 170011 DATE: PROGRESS

CONDITIONAL REZONING EXHIBIT

SCALE: 1" = 60'

PO BOX 58054
RALEIGH, NC 27658
(919) 539-7340
NCBELS FIRM NO: C-4406

REAL ENGINEERING INC

TOWN OF MORRISVILLE PROJECT NO. 18-30000001 (REX 19-01)/18-70000001 (LUP 18-01)

New Business – Public Comment

Request to Amend the Land Use Plan and Zoning Map for 301 and 305 Aviation Parkway.

Mr. Eliot Ward, Planner I, presented the requests for a Land Use Plan and Zoning Map Amendment for 2.12 acres of property commonly known as 301 and 305 Aviation Parkway and located on the northwestern side of Aviation Parkway between Clements Drive and Bearcat Way. The applicant, Anand Properties LLC, has requested that the Land Use Plan be amended to change the subject property from the Town Center New Supporting Residential District to the Town Center New Office & Institutional Area. The applicant has also requested an amendment to the zoning map to rezone the property from the Residential Transition (RT) zoning district to the Conditional-Office/Institutional (C-OI) zoning district.

A Traffic Impact Analysis (TIA) was conducted for the highest trip generation in the proposed zoning district. In addition, a School Impact Analysis was performed and the proposed zoning district would not generate any additional school aged children.

Michele Stegall, Current Planning Manager, began by explaining that the petitioner has offered up a number of conditions with this rezoning. Many of those conditions are a result of conversations with staff and the petitioner. The three conditions relate to uses permitted on the property, Traffic Impact Analysis, and parking. There are a number of uses that are permitted in the OI district that the petitioner has indicated that they are willing to prohibit if the rezoning is approved. For the most part, these uses are some of the higher traffic generating uses, were considered incompatible with surrounding uses, or are not allowed in the current Residential Transition district.

The other two conditions relate to the TIA and parking. The TIA that was submitted with the application found that there could potentially be an impact on the Evans Road and Airport intersection when the property is developed. However, the extent of any impact cannot be known until the time of site plan or subdivision application when the use is known and depending on the ultimate proposed use, the trigger for requiring a TIA at that time may or may not be met which means that there could potentially be impacts that are not addressed at the time of development. Therefore, the petitioner has agreed to update the TIA at the time of site plan or subdivision application and make any improvements or submit a PIL for any improvements if recommended in the updated TIA

The third condition addresses parking and is in response to staff concern regarding public safety. Off-site parking options are available in the Code, including shared parking, valet parking and other options. Aviation Parkway is a major thoroughfare with a lot of traffic and staff did not want to encourage off-site parking which could potentially result in people walking along Aviation to reach the property. Therefore, the petitioner has agreed that they would not utilize any of the off-site parking alternatives available in the Code and that all required parking would be provided on site.

Town staff is recommending approval of both the land use plan Amendment and the rezoning request as staff believes the requested amendments are compatible with the zoning and land uses in the surrounding area and the subject property would be more appropriate for non-residential uses, since it is located on a major thoroughfare.

Chairman Prichard asked if the applicant would be required to make a payment in lieu of parkland dedication if the proposed use would be commercial. In this case, there would be no such requirement, and *Ms. Stegall* confirmed that no payment in lieu would be required.

Mr. Danny Howell, with Real Engineering, came forward to represent the applicant. The applicant originally requested the zoning map amendment with the intention to build a banquet hall, however parking is an issue. The applicant is concerned with the parking requirement for a banquet hall being one parking space per gross square foot and not based on area of assembly.

Anand Singh, owner of Anand Properties, LLC, described his project to the Board and said that he wanted to develop the site as a luxury banquet hall to serve the unique community in Morrisville.

Vice Chairwoman Botha wanted information about the proposed building. She asked if it would be a one-story or two-story building, as well as about what changes would have to be made to the banquet hall in reducing the size from the originally-planned 13,500 sf to 10,000 sf. The applicant's representative, Mr. Danny Howell, answered that it would be a single story structure. He further added that the size of the assembly space would be unfeasible if the building were limited to 10,000 sf. The actual assembly space would probably be reduced to approximately 6000 sf.

Member Taylor asked questions about site plans as they relate to the rezoning request. He stated that he thinks the rezoning is appropriate; however, did not assume that there would be any exemptions from the rules that are currently in place for this particular site. *Ms. Stegall* confirmed that this was correct and indicated that the discussion emphasizes why with any rezoning request it is important to look at what use could go there beyond what the petitioner is intending since as a minor site plan for any permitted use could be submitted and approved administratively.

Member Taylor inquired about the road improvement planned for Aviation. *Mr. Howell* explained that Aviation Parkway is a NCDOT committed project and will have a median-divided roadway. *Mr. Howell* expects that the site will most likely have right-in/right-out access. Median breaks typically are 1200 sf apart.

Member Acharya stated that he had no issue with the rezoning. He asked if the Town is encouraging developers to set the buildings further back, with parking in front. *Director Tanner* said the building orientation was an objective of the 2009 Plan. This site would probably be developed with the building closer to the road with parking to the rear. *Ms. Stegall* informed the Board that the UDO allows only 50% of the parking to be located in the front of the building in the proposed district.

Member Taylor asked if the building was limited to one-story. *Ms. Stegall* stated that the height limitation in the Office/Institutional District is 40-50 feet depending on the use.

Member Langston was leery of the number of retail uses that could be located on the property. He also wanted to know what the use "personal service" is. *Director Tanner* explained that a "personal service establishment" is any agency rendering specialized services, such as drycleaners, hair stylists, travel agencies, cosmeticians, etc. Due to traffic and public safety concerns she said that this directed staff to work with the applicant to come up with the conditions for the rezoning.

Chairman Prichard requested that the list of uses prohibited with this rezoning be opened on the monitor for the Board's review. *Ms. Stegall* reviewed the retail uses for the Board.

Member Toterhi asked if the conditions are specifically for this project or if they would run with the property. *Ms. Stegall* explained that if approved the site would be zoned Conditional Office & Institutional and that the conditions would run with the property.

Member Willis was concerned about the possibility of telecommunication uses, in particular, towers or a collection of antennas. *Ms. Stegall* said that typically telecommunications are an addition to another use.

Member Willis also asked if the proposed facility would be allowed to have rooftop or parking beneath the building. *Ms. Stegall* said the applicant could have a parking deck, or incorporate the parking structure under or over the building.

MOTION: *Vice Chairwoman Botha* made a motion to recommend approval of Town Council Resolution 2018-148-0A pertaining to the amendment of the Land Use Plan for the property located at 301 and 305 Aviation Parkway to the Town Center New Office & Institutional Area (LUP 18-01). *Member Taylor* seconded the motion, which passed unanimously.

MOTION: Member Langston made a motion, as required by General Statute 160-A-383, that the Planning and Zoning Board find that the requested Zoning Map Amendment is consistent with the Comprehensive Plan and in the public interest, because:

1. The Town of Morrisville 2007 Town Center Plan identifies the land along Aviation Parkway and directly across from the subject property as New Office & Institutional Area and as suitable for office and institutional uses.

2. The New Office & Institutional Area is designated as a Town Center district that will help to transition from residential to civic and commercial uses, rezoning from the Residential Transition (RT) zoning district to the Conditional-Office/Institutional (C-OI) zoning district will help maintain and enhance the distinctive character of the community as outlined in the Town of Morrisville 2007 Town Center Plan.

As a result, the zoning map amendment is consistent with the Town of Morrisville's plans. In addition, the requested zoning map amendment is compatible with existing uses surrounding the subject property and will result in a logical and orderly development pattern. Therefore, the zoning map amendment is reasonable and in the public interest.

Therefore, *Member Langston* recommended that the Planning and Zoning Board recommend approval to the Town Council of Resolution 2018-148-0B pertaining to the adoption of a Plan Consistency Review Statement for a proposed Zoning Map Amendment for the Property commonly known as 301 and 305 Aviation Parkway and located on the northwest side of Aviation Parkway between Clements Drive and Bearcat Way to the Town Center New Office & Institutional Area (REZ 18-01). *Vice Chairwoman Botha* seconded the motion, which was passed unanimously.

MOTION: *Member Toterhi* made a motion to recommend that the Planning and Zoning Board recommend approval to the Town Council of Ordinance 2018-148-0 approving a Zoning Map Amendment for property commonly known as 301 and 305 Aviation Parkway and located on the northwest side of Aviation Parkway between Clements Drive and Bearcat Way to the Town Center New Office & Institutional Area (REZ 18-01). *Member Taylor* seconded the motion.

Chairman Prichard asked if there was any discussion on the motion.

Member Willis asked if the Board would consider recommending that staff and the petitioner look into prohibiting telecommunication uses.

Chairman Prichard explained that in order to accommodate Member Willis' request, the Board would need to either make a note and rely on conversation or revise the initial motion and add the request.

Mr. Danny Howell responded that he felt the size of the lot would probably prohibit a stand-alone cell tower and that a tower and building would likely not be able to both be built on the lot due to the required fall zone for a tower. He does not want to restrict a small antennae on top of the building.

MOTION: *Member Toterhi* reiterated the motion to recommend that the Planning and Zoning Board recommend approval to the Town Council of Ordinance 2018-148-0 approving a Zoning Map Amendment for property commonly known as 301 and 305 Aviation Parkway and located on the

northwest side of Aviation Parkway between Clements Drive and Bearcat Way to the Town Center New Office & Institutional Area (REZ 18-01). *Member Taylor* seconded the motion, which was passed unanimously.

Morrisville

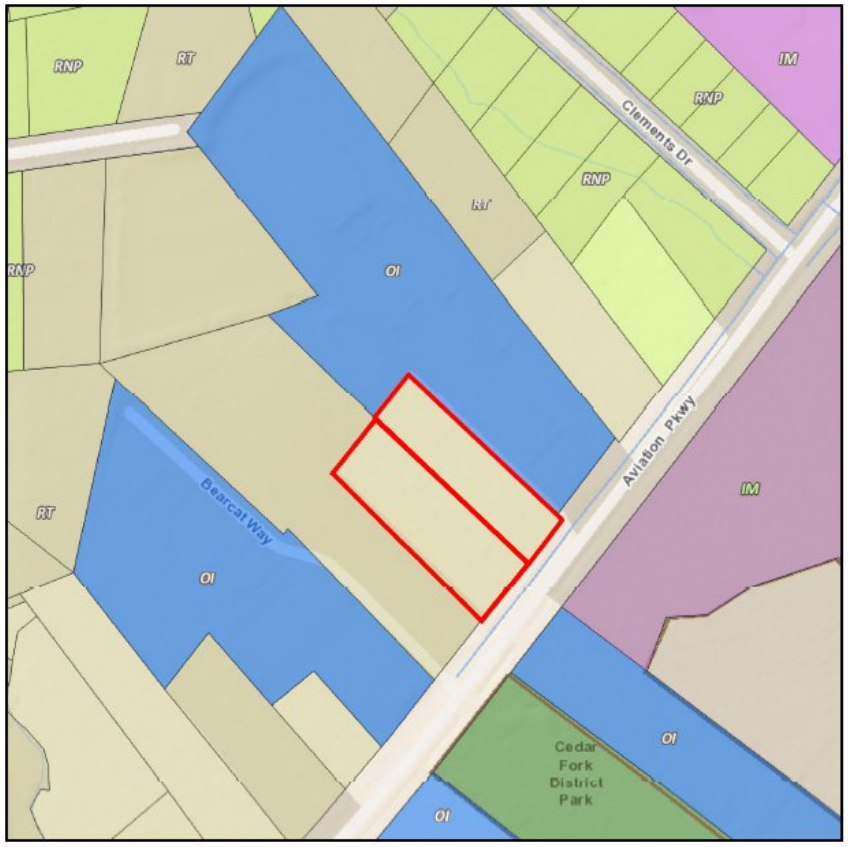
Live connected. Live well.

2018-148-0

Consideration of Items to Amend the Land Use Plan and Zoning Map for 301 and 305 Aviation Parkway

Request/Project Profile

- Amendment Requests:
  - Land Use: Town Center New Office & Institutional Area
  - Zoning Map: Conditional-Office/Institutional (C-OI)
- Applicant/Owner:
  - Anand Singh, Owner Anand Properties, LLC
- Current Zoning:
  - Residential Transition (RT)
- Current Land Use:
  - Single-Family Detached
- Property Acreage:
  - 2.12 acres



Map Created March 2018

N

0 110 220 440 ft

1 inch = 200 feet

Morrisville


BUILDING
1
BEARCAT WAY
AVIATION PARKWAY
LEGEND
AREA TO BE REZONED (C-OI)
ACCESS/CIRCULATION
PARKING/CIRCULATION
BUILDING
PUBLIC SIDEWALK
THE BUILDING AND PARKING DISPLAYED ARE FOR ILLUSTRATIVE PURPOSES AND MAY NOT REFLECT FUTURE CONSTRUCTION LOCATIONS
N
SCALE IN FEET
0
30
60
120
180
240

Traffic/School Impact Analyses

- A Traffic Impact Analysis was conducted for the highest trip generation potential uses for the proposed Conditional-Office/Institutional (C-OI) zoning district.

- A School Impact Analysis was conducted for the current Residential Transition (RT) zoning district. The proposed Conditional-Office/Institutional (C-OI) zoning district will not impact local schools' student population numbers.

Morrisville

Proposed Conditions

The property owner agrees to the following conditions with respect to the Subject Property:

1. Restrict zoning uses to not allow:
    a. Retail Sales and Service Uses:
        i. Convenience Store
        ii. Retail Store (20,00 to < 50,000 sf)

    b. Vehicle/Equipment Sales and Services Uses:
        i. Car Wash Detailing

    c. Transportation and Utility Uses:
        i. Bus Station
        ii. Central Utility Plant
        iii. Heliport
        iv. Office, Utility
        v. Park & Ride Terminal
        vi. Parking Deck or Lot (as a principal use)
        vii. Solar Energy Collection System (as a principal use)
        viii. Transit Station
        ix. Utility Facility, Major

Morrisville

Proposed Conditions Cont.

2. At the time of submission of a site plan or subdivision application for the proposed use/development of the property, the applicant shall either:

   a. Submit a new Transportation Impact Analysis (meeting all requirements of Section 5.8.6.B of the UDO) if the ultimate proposed use of the property exceeds the thresholds identified in Section 5.8.6.B.2.a(1)(A) of the UDO for requiring a Transportation Impact Analysis; or

   b. If the thresholds in Section 5.8.6.B.2.a(1)(A) of the UDO are not exceeded, submit a Traffic Generation Memo and update to the Transportation Impact Analysis conducted for the rezoning to evaluate the ultimate proposed use.

   With either option, the applicant agrees to make improvements per Section 58.6.B of the UDO if recommended in the new or updated TIA or to pay a Payment in Lieu (PIL) of improvements in accordance with Section 8.1.3 of the Unified Development Ordinance.

3. Any and all off-site alternative parking options found in Section 5.10.9 (Off-Street Vehicle Parking Alternatives) of the Town of Morrisville Unified Development Ordinance will not be permitted. All required parking will need to be provided on-site.

Morrisville

Staff Recommendation

Town staff recommends approval of the land use plan amendment request and zoning map amendment request based upon the following:

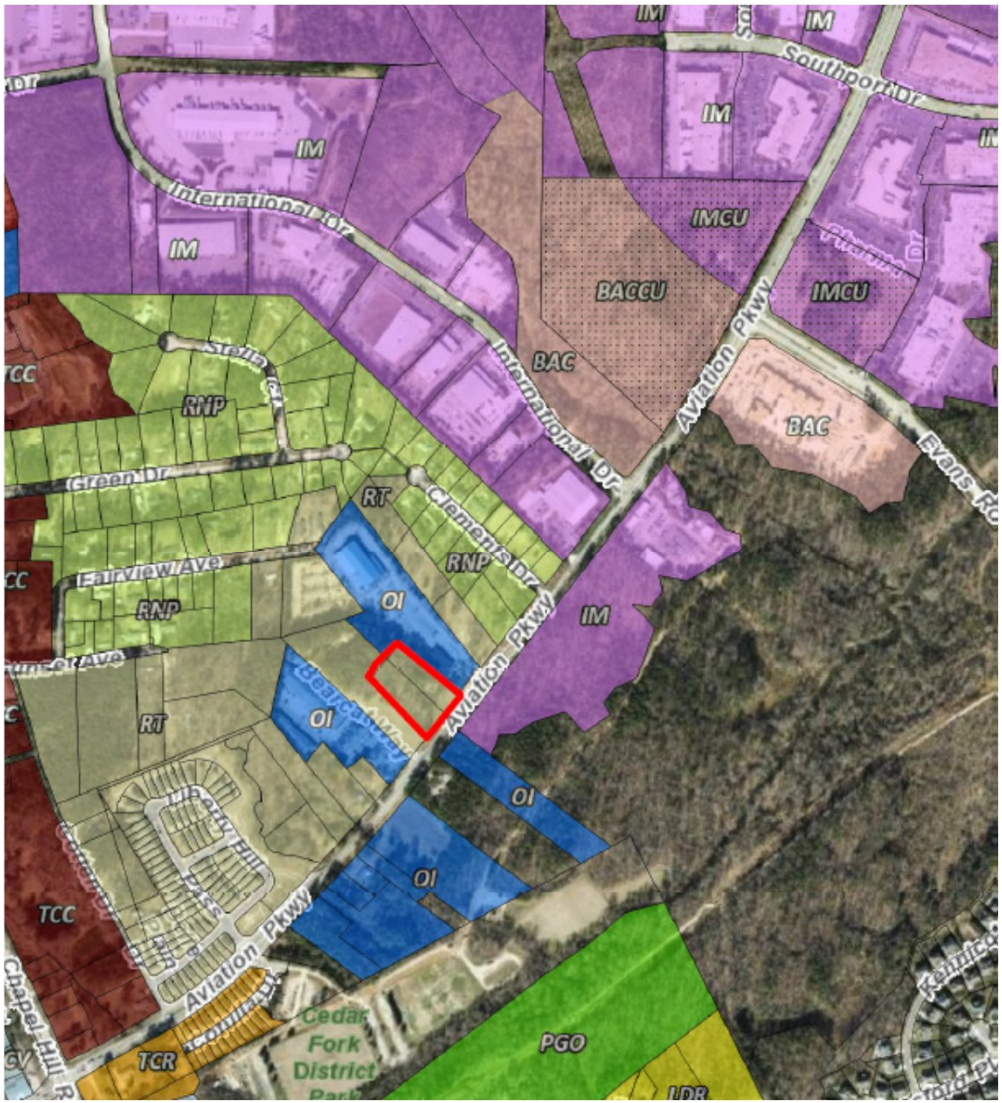
1. The proposed LUP amendment is compatible with the recommended uses in the surrounding area;
2. The property is located along a major thoroughfare, which is arguably a more suitable location for nonresidential uses; and
3. Existing nonresidential uses are located to the north, south, and southwest.

Town staff recommends approval of the requested zoning map amendment based upon the following:

1. The subject property is surrounded by commercial and institutional uses;
2. The proposed conditions will help mitigate potential adverse impacts from noise, light, and traffic;
3. All parking is proposed to be on-site and the TIA will be updated to address Town staff concerns about potential traffic impacts; and
4. Property north and south of the site is zoned Office/Institutional (OI).

Morrisville

Surrounding Uses and Zoning



Morrisville

Action Items

1) Resolution 2018-148-0A Pertaining to the Amendment of the Land Use Plan for Property Commonly Known as 301 and 305 Aviation Parkway and Located on the Northwest Side of Aviation Parkway Between Clements Drive and Bearcat Way to the Town Center New Office & Institutional Area (LUP 18-01)

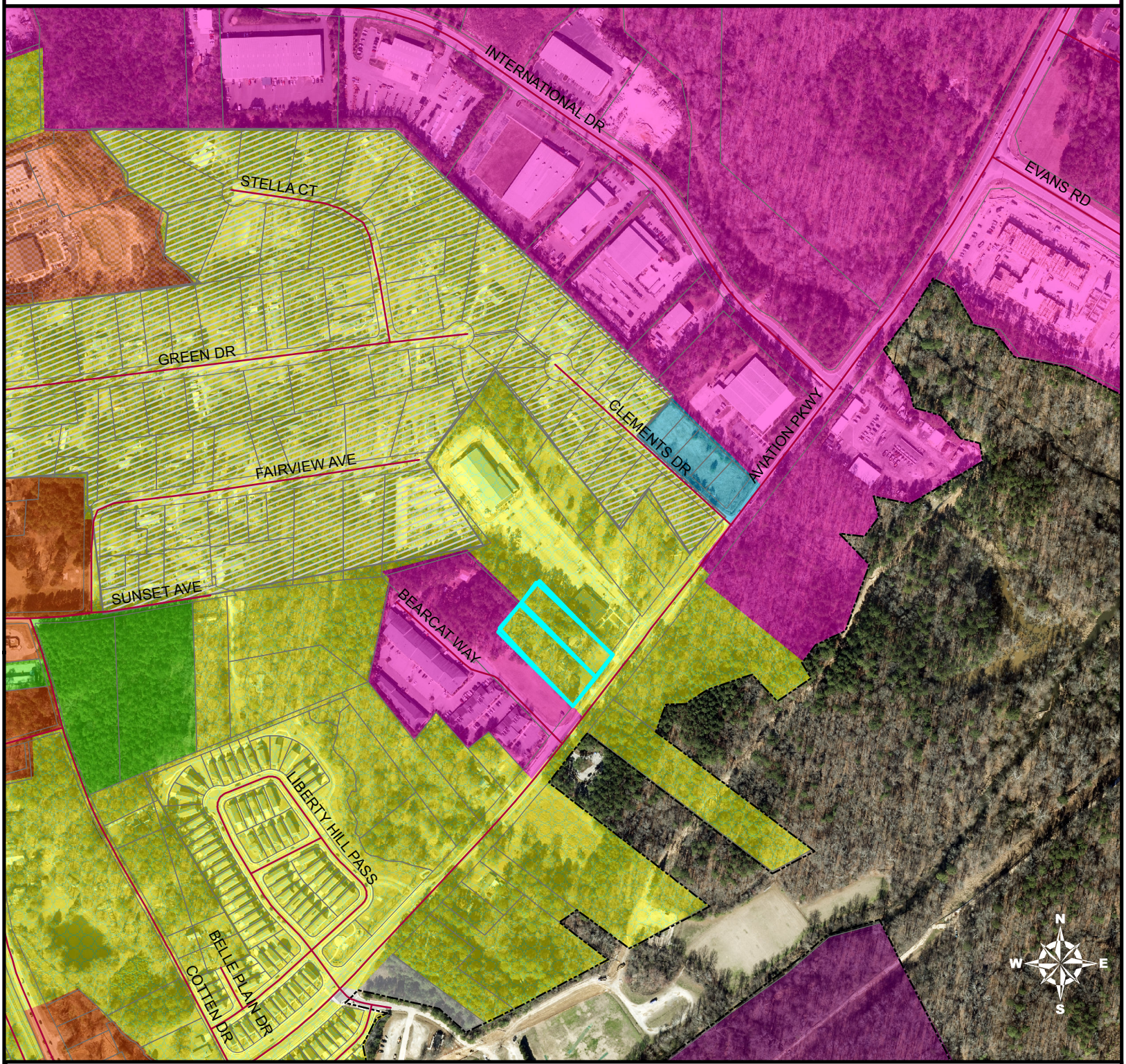
2) Resolution 2018-148-0B Pertaining to the Adoption of a Plan Consistency Review Statement for a Proposed Zoning Map Amendment for Property Commonly Known as 301 and 305 Aviation Parkway and Located on the Northwest Side of Aviation Parkway Between Clements Drive and Bearcat Way to the Town Center New Office & Institutional Area (REZ 18-01)

   As required by General Statute 160A-383, the Town Council must make a statement indicating how the requested Zoning Map Amendment is or is not consistent with the Comprehensive Plan and why it is in the public interest.

3) Ordinance 2018-148-0 Approving a Zoning Map Amendment for Property Commonly Known as 301 and 305 Aviation Parkway and Located on the Northwest Side of Aviation Parkway Between Clements Drive and Bearcat Way to the Town Center New Office & Institutional Area (REZ 18-01)

Morrisville

ATTH 14 - 2004 Zoning Map Overlay



Zoning Layer from 2004
Aerial Imagery from 2017
Map Created May 2018

0 200 400 800 Feet

This map was produce with the GIS resources of the Planning Department of the Town of Morrisville to provide support for community planning. This map comprises information from multiple sources. Source information used for this map may have been collected at different scales, times or definitions, resulting in inconsistencies among features represented together on this map. The Town of Morrisville assumes no liability for damages caused by inaccuracies in this map or supporting data. The Town of Morrisville makes no warranty, expressed or implied, as to the accuracy of the information presented, nor does the fact of distribution constitute such a warranty.

Legend

- Streets
- 2018 Parcels
- Morrisville Jurisdiction

Overlay District

- Manufactured Home

Zoning

- Agricultural District
- Conservation/Buffer District
- General Business
- General Business Conditional Use
- Industrial Management
- Industrial District-3 Conditional Use
- Neighborhood Business
- Neighborhood Business Conditional Use
- Office and Institutional
- Office and Institutional Planned Unit Development
- Office and Institutional Conditional Use
- Residential-6
- Residential-6 Conditional Use
- Residential-8
- Residential-8 Conditional Use
- Residential-10
- RM
- Residential-12
- Residential Multi-Family
- Residential Multi-Family Conditional Use
- Village Core
- Not Zoned

ATTH 15 - NCGS 18B-901, Issuance of Permits

§ 18B-901. Issuance of permits.

(a) Who Issues. - All ABC permits shall be issued by the Commission. Purchase-transportation permits shall be issued by local boards under G.S. 18B-403.

(b) Notice to Local Government. - Before issuing a retail ABC permit, other than a:

(1) Special occasion permit under G.S. 18B-1001(8);
(2) Limited special occasion permit under G.S. 18B-1001(9);
(3) Temporary permit under G.S. 18B-905; or
(4) Special one-time permit under G.S. 18B-1002

for an establishment, the Commission shall give notice of the permit application to the governing body of the city in which the establishment is located. If the establishment is not inside a city, the Commission shall give notice to the governing body of the county. The Commission shall allow the local governing body 15 days from the time the notice was mailed or delivered to file written objection to the issuance of the permit. To be considered by the Commission, the objection shall state the facts upon which it is based.

(c) Factors in Issuing Permit. - Before issuing a permit, the Commission shall be satisfied that the applicant is a suitable person to hold an ABC permit and that the location is a suitable place to hold the permit for which the applicant has applied. To be a suitable place, the local governing body shall return a Zoning and Compliance Form to the Commission on a form provided by the Commission to show the establishment is in compliance with all applicable building and fire codes and, if applicable, has been notified that it is located in an Urban Redevelopment Area as defined by Article 22 of Chapter 160A of the General Statutes and as required by G.S. 18B-904(e)(2). Other factors the Commission shall consider in determining whether the applicant and the business location are suitable are all of the following:

(1) The reputation, character, and criminal record of the applicant.
(2) The number of places already holding ABC permits within the neighborhood.
(3) Parking facilities and traffic conditions in the neighborhood.
(4) Kinds of businesses already in the neighborhood.
(5) Whether the establishment is located within 50 feet of a church, public school, or any nonpublic school as defined by Part 1 or Part 2 of Article 39 of Chapter 115C of the General Statutes.
(6) Zoning laws.
(7) The recommendations of the local governing body.
(8) Any other evidence that would tend to show whether the applicant would comply with the ABC laws.
(9) Whether the operation of the applicant's business at that location would be detrimental to the neighborhood, including evidence admissible under G.S. 150B-29(a) of any of the following:

a. Past revocations, suspensions, and violations of ABC laws by prior permittees related to or associated with the applicant, or a business with which the applicant is associated, within the immediate preceding 12-month period at this location.
b. Evidence of illegal drug activity on or about the licensed premises.
c. Evidence of fighting, disorderly conduct, and other dangerous activities on or about the licensed premises.

(d) Commission's Authority. - The Commission shall have the sole power, in its discretion, to determine the suitability and qualifications of an applicant for a permit. The Commission shall also have the authority to determine the suitability of the location to which the permit may be issued. (1945, c. 903, s. 1; 1947, c. 1098, ss. 2, 3; 1949, c. 974, s. 1; 1957, cc. 1048, 1448; 1963, c. 426, ss. 10, 12; c. 460, s. 1; 1971, c. 872, s. 1; 1973, c. 476, s. 128; 1975, c. 586, s. 1; c. 654, ss. 1, 2; c. 722, s. 1; 1977, c. 70, s. 19; c. 182, s. 1; c. 669, ss. 1, 2; c. 676, ss. 1, 2; c. 911; 1979, c. 348, ss. 2, 3; c. 683, ss. 5, 6, 11, 12; 1981, c. 412, s. 2; 1993 (Reg. Sess., 1994), c. 749, ss. 1, 2; 2005-392, ss. 2, 3.)

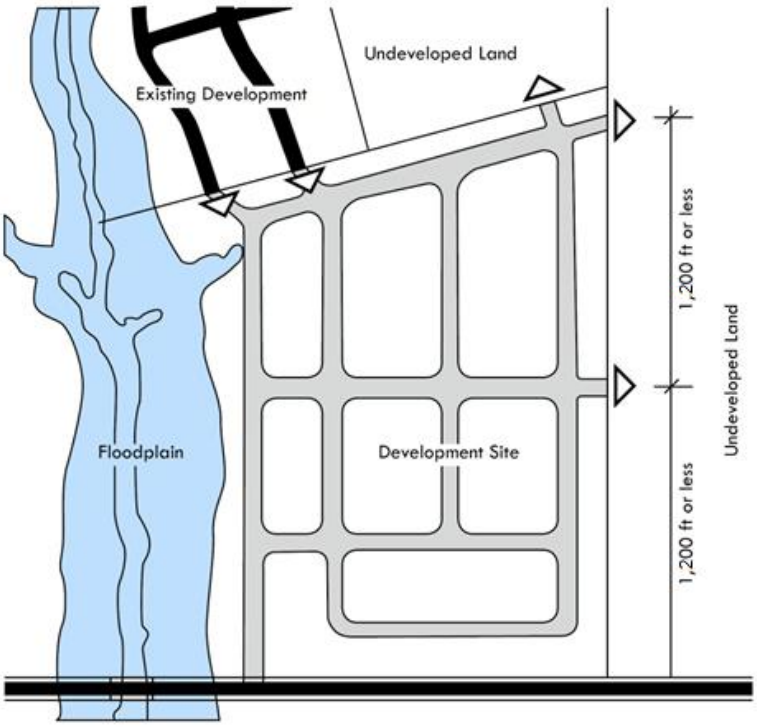


Figure 5.8.6.D.4: Public Street Connections to and from Adjoining Development.

5. Cross Access Between Adjoining Development

To facilitate vehicular access between adjoining developments, encourage shared parking, and minimize access points along streets, new single-family attached, multifamily, nonresidential, and mixed-use development or redevelopment shall comply with the following standards:

a. The internal vehicular circulation system shall be designed to allow for vehicular cross-access between the development's common vehicle use areas and common vehicle use areas in an adjoining single-family attached, multifamily, nonresidential, or mixed-use development, or to the boundary of adjoining vacant land zoned to allow single-family attached, multifamily, nonresidential or mixed-use development. (See Figure 5.8.6.D.5: Cross-access between parking areas of adjoining developments.)

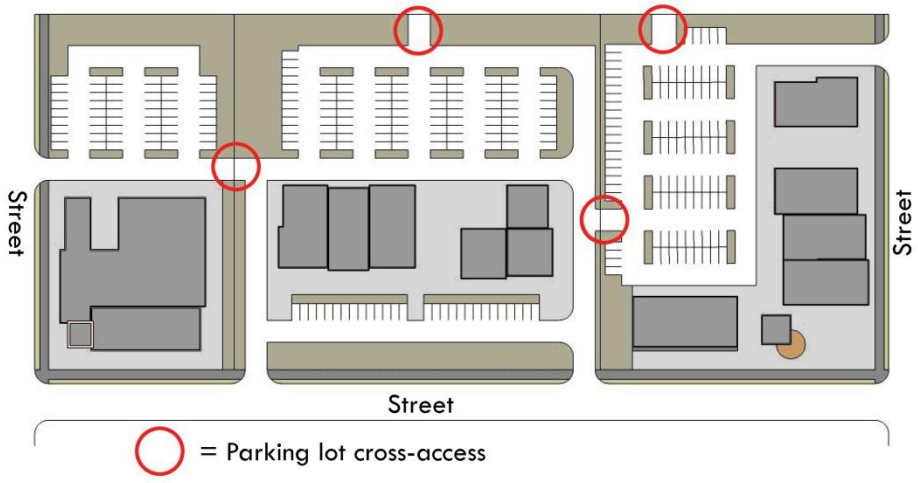


Figure 5.8.6.D.5: Cross-access between parking areas of adjoining developments.

b. Required vehicular cross access between the adjoining lots shall be provided through the use of a frontage or service street (if the lots front on a major thoroughfare right-of-way), a single two-way driveway or drive aisle, or two one-way driveways or aisles that are sufficiently wide to accommodate traffic by automobiles, service vehicles, loading vehicles, and emergency vehicles.

c. The Planning Director, in conjunction with the Town Engineer, may waive or modify the requirement for vehicular cross access on determining that such cross access is impractical or undesirable because it would require crossing a significant physical barrier or environmentally sensitive area (e.g., railroad, watercourse, floodplain, wetlands, steep slopes), or would create unsafe conditions.

d. Easements allowing cross access to and from properties served by a vehicular cross-access, along with agreements defining maintenance responsibilities of property owners, shall be recorded with the Register of Deeds for the county in which the properties are located before issuance of a Building Permit for the development.

E. Vehicular Access Management

1. Purpose

The purpose of the access management standards in this subsection is to control vehicular access to developments from adjacent streets in a way that preserves the safe and efficient flow of the traffic on the streets while providing property owners a right to reasonable access to a general system of streets and highways. Specifically, the standards are intended to limit the number of traffic conflicts, separate basic conflict areas, separate turning volumes from through movements, and maintain progressive speeds along thoroughfares.

2. Driveway Intersections

a. Limitation on Direct Driveway Access Along Thoroughfares

Direct driveway access to a development's principal origin or destination points (including individual lots in a subdivision) may be provided directly from a major or minor thoroughfare only if:

(1) No alternative direct vehicular access from a lower-classified accessway (e.g., collector street, local street, alley, or driveway) is available or feasible to provide;

(2) Only one two-way driveway, or one pair of one-way driveways, is allowed onto lots with 250 or less feet of lot frontage on the major or minor thoroughfare, and no more than one additional two-way driveway or pair of one-way driveways per additional 250 feet of frontage; or

(3) The development(s) served by the driveway is expected to generate an average daily traffic (ADT) count of 1,000 trips or less, or the Planning Director determines that the origin or destination points accessed by the driveway will generate sufficiently low traffic volumes, and the adjacent major or minor thoroughfare has sufficiently low travel speeds and traffic volumes, to allow safe driveway access while preserving the safety and efficiency of travel on the thoroughfare.

b. Limitation on Direct Driveway Access Along Other Roadways

The following standards shall apply to vehicular access along a roadway other than a freeway or a major or minor thoroughfare.

(1) For single-family detached, duplex, manufactured home dwellings, and pocket neighborhood developments, no more than two direct driveway access points are allowed.

(2) For bungalow courts, no more than one driveway access point is allowed.

Town Council Agenda Item Report

Agenda Item No. 2018-174-0
Submitted by: Jeanne Hooks
Submitting Department Administration
Meeting Date: June 12, 2018

SUBJECT
Public Hearing and Consideration of FY2019 Annual Operating Budget and Capital Investment Program (continued from May 22, 2018 meeting):
1. Adoption of FY2019 Annual Operating Budget Ordinance
2. Adoption of FY2019 Resolution Authorizing Wake and Durham Counties to Levy and Collect Taxes and Stormwater Fees
3. Adoption of Capital Investment Program and Capital Budget Ordinance
Jeanne Hooks, Assistant to the Town Manager/Budget Manager
May 8 - Brief and Work Session
May 15- Work Session
May 22- Public Hearing and Work Session
June 5- Work Session
June 12- Action

Recommendation:
Town Council hereby adopts Budget Ordinance 2018-174-A establishing the FY2019 Annual Operating Budget, Capital Investment Budget Ordinance 2018-174-B, Resolution 2018-174-A Authorizing Wake and Durham Revenue Administrators to Levy Taxes & Fees and Resolution 2018-174-B to Adopt the Capital Investment Program for FY2019-FY2023.

Updates/History of Briefing:
June 12, 2018 - Staff has updated and prepared all action items in accordance with legal requirements and Council directions. Staff has no other updates to provide and looks forward to Town Council approving the FY2019 Budget and CIP recommendations. Following the adoption of the budget/CIP staff will prepare and provide to Council a final FY2019 Budget/CIP Report as all other material utilize up to this point are considered working drafts.
June 5, 2018 - Town Council conducted a work session to review action items and final topics for discussion.
May 22, 2018 - Town Council conducted a Public Hearing, receiving no comments, Public Hearing was continued to June 12. Staff provided during the work session following additional requested supplemental information including received budget portal comments.
May 15, 2018 - Conducted work session to discuss budget and capital investment program. Council provided staff areas of interest for additional information and clarification for the next work session.
May 8, 2018 - Presented Town Manager's recommended budget and capital investment program to Town Council. Conducted a work session following to initiate Council's review and evaluation.

Executive Summary and Background Information:
The Fiscal Year 2019 recommended Annual Operating Budget and Capital Investment Program has been prepared in accordance with the North Carolina Local Government Budget and Fiscal Control Act. The Budget Report contains all

details relating to the budget and capital investment program aligning resources to Strategic goals. A brief overview of major elements outlined in more detail by the budget report is provided below:

Total Operating Budget: $38,453,000 (General Fund and Stormwater) a 9.35% increase over the FY2018 original budget of $34,030,000.

Revenues: $0.39 Tax Rate - no increase proposed, $25 Stormwater ERU Fee - no change, $30 Vehicle Tax - increased from $15, Ad Valorem growth 3%, Sales Tax growth 8%, minor User Fee changes, includes Fund Balance Appropriations for Capital Projects and Capital Reserves

Budget Priorities:

- Capital projects - Public Works Design Plan, Morrisville Healthy Food Hub Ph2, Church Street Sidewalks, Northwest Park, Green/Fairview Stormwater Improvements

- Capital Reserves for Future Projects - Roadway & Transportation, Capital Investment Program, Sidewalks/Pedestrian Enhancements

- Personnel - Human Capital necessary to meet growing services needs and project implementation, merit and resources to recognize performance, skill attainment and market recruitment

- Technology - Enhancements that maximize use of new technology and improve data security and recovery
- Communications & Outreach - Increased level of resources and combined functional area for public information, community relations, events programming and promotion of the Town

- Development Services - Transit and affordable housing studies

- Maintenance - Continued proactive roadway and facility maintenance funding

- Equipment Replacements - Planned technology, vehicle and equipment replacements that have reached useful life cycles

Please review the budget report for more details to prepare for discussions as it serves as the primary tool throughout deliberations. Budget work sessions are scheduled to provide opportunities for Town Council to discuss specific areas of focus as necessary. Staff will use a Q&A document to collect questions and information request to facilitate the flow of information throughout the budget review process.

The Budget Portal will open on May 8 - May 22. Budget Drop-In sessions are scheduled the week of May 14 to allow the community opportunities to review and ask questions on the recommended budget and CIP. All input received will be collected and provided to Town Council on May 22. A formal Public Hearing is scheduled for May 22. Budget adoption is June 12.

Potential Options:

Approve the Town Manager's recommended FY2019 Annual Operating Budget and Capital Investment Program with associated ordinances and resolutions as presented. Provide Council direct modifications and adopt with changes.

Staff Recommendation:
Staff recommends Town Council conduct a Public Hearing on May 22, 2018 and subsequently approve the FY2019 Recommended Annual Operating Budget and Capital Investment Program, adopting the Annual Budget Ordinance, Capital Budget Ordinance and Resolution authorizing Wake and Durham Counties to levy and collect taxes and specified fees.

ATTACHMENTS

- 2018-174-0 FY19 Budget Briefing Supp Atth.docx
- 2018-174-0 FY2019 Annual Operating Budget Ordinance A Final.pdf
- 2018-174-0 FY2019 Capital Budget Ordinance B Final.pdf
- 2018-174-0 Resolution A to Levy Taxes Final.pdf
- 2018-174-0 Resolution B Intent to Adopt Capital Investment Program Final.pdf
- 2018-174-0 ATTH 01 FY2019 Budget Report draft.pdf
- 2018-174-0 ATTH 02FY2019 Recommended Budget Presentation Work Session May 8 (002).pdf

Item Number & Subject: 2018-174-0 FY19 Annual Operating Budget and Capital Investment Program

Briefing Supplement

Lead Department: Admin

Action Officer: Martha Paige, Town Manager and Jeanne Hooks, Assistant to the Town Manager/Budget Manager

Subject:
1. Adoption of FY2019 Annual Operating Budget Ordinance
2. Adoption of FY2019 Resolution Authorizing Wake and Durham Counties to Levy and Collect Taxes and Stormwater Fees
3. Adoption of Capital Investment Program and Capital Budget Ordinance

Briefing: 5/8/18; 5/15/18 Work Session; 5/22/18 Work Session; 6/5/18 Work Session

Public Hearing: 5/22/18 *Continued to 6/12/18

Action: 6/12/18

Item Schedule	Select One
Schedule 1: *Brief twice – vote once (six weeks)*	☒
Schedule 2: *Brief once – vote once (two weeks)*	☐
Schedule 3: *No briefing required (one week)*	☐

Link to Previous Briefings (if applicable):

- n/a

Charts/Graphs/Supplemental Graphics (referenced within Executive Summary of Agenda Item Summary Form in Peak):

n/a

Advisory Board/Committee Review:

n/a

Advisory Board/Committee Meeting Date and Minutes:

n/a

Advisory Board/Committee Recommendation and/or vote:

n/a

Meeting Perspectives and Goals Adopted by the Council:

Perspectives Goals

Serve the Community	☒	Promote an Environmentally Sensitive & Livable Community
	☒	Provide a Safe Community
	☒	Deliver Quality Services
	☒	Foster a Healthy Community
Run the Operations	☒	Enhance Community Preparedness & Responsiveness
	☒	Maximize Partnership Opportunities
	☒	Provide Courteous & Responsive Customer Service
	☒	Model a Positive Town Image
	☒	Deliver Efficient Services
	☒	Cultivate Community Involvement & Access
Manage the Resources	☒	Maintain Fiscal Strength
	☒	Maximize Utilization & Resources
	☒	Invest in Infrastructure & Transportation
Develop Personnel	☒	Develop a Skilled & Diverse Workforce
	☒	Create a Positive & Rewarding Work Culture

Resource Impact:	
Staff time required if item is approved:	High

Other Potential Impacts:

n/a

Public Information Plan:			
☒	Public Hearing (Required by GS)	☐	Public Hearing (Not Required by GS)
☒	Newspaper Notice (Required by GS)	☐	Newspaper Notice (Not Required by GS)
☐	Public Forum/Input Session	☐	Press Release
☐	Morrisville Connection	☐	E-News Distribution
☐	Social Media (Twitter, Facebook, etc.)	☒	Website Notice
☐	Special Mailing	☐	Banners Posted
☐	Flyers Posted	☐	Survey
☐	Automated Phone Call	☐	None Required

Other:

BUDGET ORDINANCE 2018-174-A OF MORRISVILLE TOWN COUNCIL TO APPROVE FISCAL YEAR 2019 ANNUAL OPERATING BUDGET

BE IT ORDAINED by the Town Council of the Town of Morrisville, North Carolina that the following anticipated fund revenues and expenditures by function, together with a financial plan, certain Fee and Charge Schedules, and certain restrictions and authorizations are hereby appropriated and approved for the operation of the Town Government and its activities for the Fiscal Year beginning July 01, 2018 and ending June 30, 2019.

Section 1. **GENERAL FUND**

ANTICIPATED REVENUES/TRANSFERS IN

Ad Valorem Taxes	18,510,000
Intergovernmental	8,424,600
Sales & Services	1,186,400
Permits & Fees	1,164,800
Restricted Intergovernmental	612,200
Other Taxes & Licenses	1,278,100
Miscellaneous	341,500
Investment Earnings	299,400
Transfers (In)	-
Appropriation Unassigned Fund Balance	5,395,000
Total General Fund Revenues	**$ 37,212,000**

AUTHORIZED EXPENDITURES/TRANSFERS OUT

General Government	
Governing Body	7,112,700
Administration	2,328,300
Human Resources	422,300
Finance	884,900
Information Technology	1,533,100
Total	**$ 12,281,300**
Economic & Development	
Inspections	720,700
Planning	1,516,200
Total	**$ 2,236,900**
Engineering	
Engineering	734,500
Total	**$ 734,500**
Public Works & Facility Management	
Public Works & Facility Management	5,819,900
Powell Bill	580,000
Fleet	928,600
Total	**$ 7,328,500**
Public Safety	
Police	4,579,400
Fire	5,921,200
Total	**$ 10,500,600**
Recreation & Cultural Resources	
Parks & Recreation	1,999,600
Total	**$ 1,999,600**
Debt Service	2,130,600
Total	**$ 2,130,600**
Total Expenditures	**$ 37,212,000**

Section 2. **MUNICIPAL SERVICE DISTRICT FUND**

ANTICIPATED REVENUES

Ad Valorem Special District Tax	98,800
Transfer from General Fund	110,000
Total Anticipated Revenues	**$ 208,800**

AUTHORIZED EXPENDITURES

Operations	208,800
Total Anticipated Expenditures	**$ 208,800**

Section 3. **STORMWATER FUND**

ANTICIPATED REVENUES

Stormwater ERU Fees	566,500
Stormwater Review Fees	25,100
Interest	16,600
Stormwater Fund Balance Appropriation	575,000
Transfers from General Fund	57,800
Total Anticipated Revenues	**$1,241,000**

AUTHORIZED EXPENDITURES

Personnel	249,400
Operations	441,600
Capital Outlay	75,000
Transfer out to Capital Project	475,000
Total Anticipated Expenditures	**$1,241,000**

Section 4. **OTHER POST EMPLOYMENT BENEFITS (OPEB) FUND**

ANTICIPATED REVENUES

Transfer from General Fund	316,600
Interest	23,580
Total Anticipated Revenues	**$ 340,180**

AUTHORIZED EXPENDITURES

Net Assets in Trust	283,400
OPEB Benefits Paid	56,780
Total Expenditures	**$ 340,180**

Section 5. **LAW ENFORCEMENT SEPARATION ALLOWANCE FUND**

ANTICIPATED REVENUES

Transfer from General Fund	107,290
Interest	3,200
Total Anticipated Revenues	**$ 110,490**

AUTHORIZED EXPENDITURES

Net Assets in Trust	23,700
Law Enforcement Benefits Paid	86,790
Total Expenditures	**$ 110,490**

Section 6. **Levy of Taxes and Fees General Fund**

A. Under authority of GS 160A-209 there is hereby levied for Fiscal Year 2019 an Ad Valorem Tax Rate of $0.39 per one hundred dollars ($100.00) valuation of taxable property as listed for taxes as of January 01, 2018, for the purpose of raising the revenue as set forth in the foregoing estimates of revenues, and in order to finance the foregoing applicable appropriations. The rate of tax is based on an estimated assessed valuation of $4,752,628,801.
B. Under the authority of GS 20-97, there is hereby levied an annual License Tax of thirty dollars ($30.00) on each vehicle with the Town of Morrisville.
C. Under authority of GS 160A-314, Session Law 2005-441 and Session Law 2011-109 the Town of Morrisville levies a Stormwater Equivalent Residential Unit (ERU) Fee at $25.00 per Equivalent Residential Unit and hereby authorizes Wake County Revenue Department & Durham County Revenue Department to collect the Stormwater Equivalent Residential Unit Fee as prescribed by the Fiscal Year 2019 Fee Schedule on behalf of the Town of Morrisville as a contracted billing service. The fee shall appear on the Annual Tax Bills. The Stormwater Equivalent Residential Unit Fee is considered a restricted revenue source for the purpose of stormwater activities as prescribed by mandates. The Finance Department is hereby authorized to collect the Stormwater Equivalent Residential Unit Fee from all qualifying property owners who do not otherwise receive an annual Wake County or Durham County Property Tax Statement.
D. Under authority of GS 160A-215.1 there is hereby levied for Fiscal Year 2019 a Tax on Gross Receipts derived from retail short-term motor vehicle leases or rentals of one and one-half percent (1 ½%) of the gross receipts from the short-term lease or rental of vehicles at retail to the general public as defined in Section 105.871.1 of the North Carolina General Statues.

Section 7. **Levy of Taxes Municipal Service District**

A. Under authority of GS 160A-536(a)(6), Session Law 2011-072 there is hereby levied for Fiscal Year 2019 an Ad Valorem Tax Rate of $0.10 per one hundred dollars ($100.00) valuation of taxable property located within the service district (residential subdivisions – Carpenter Park Townhomes , Carpenter Park Condominiums, Gables, Huntington Park Townhomes, Kelton II , Kelton Square Condos) as listed for taxes as of January 01, 2018, for the purpose of raising the revenue as set forth in the foregoing estimates of revenues and in order to finance the foregoing applicable appropriations to pay the cost related to the transfer of ownership of private streets, evaluation of condition of private streets and the design/construction cost related to improving those specific private streets to public street standards to assume maintenance.

Section 8. **Fee Schedule**

There is hereby adopted for Fiscal Year 2019 various fees as contained in the Town of Morrisville's User Fee Schedule located in the Additional Information Section of the Annual Budget.

Section 9. **Authorized Positions**

A. There are hereby nine (9) new positions approved for the Fiscal Year 2019. The Authorized Positions Profile will increase to 184 Fulltime positions with an estimated 40 Part-time positions shown as Full-time Equivalents.
B. Position authorizations are initially established by the annual budget ordinance. Changes to this schedule may occur during the fiscal year, as authorized by the Town Manager as reclassification of authorizations to meet the changing needs of the organization.

Section 10. **Pay & Merit Plans**

A. There is hereby an authorized Fiscal Year 2019 Town of Morrisville Full-time Pay Plan describing the approved position classifications, grades, and pay ranges adjusted for market by 2%. The Fiscal Year 2019 Full-time Pay Grades and Ranges list is located in the Budget Summary Section of the Annual Budget for Fiscal Year 2019.
B. There is hereby an authorized Merit Pay Plan effective July 1, 2018. The Performance Evaluation Year is based on the fiscal year. Merit awards earned will apply 100% to the base pay. All merit pay awards are based on Town Council approval and subject to funding in the annual budget. The Merit Pay Plan will establish awards for full-time employees in the future based on performance rating that will range from:
    - Does Not Meet Expectations 0%
    - Meets Expectations 2%
    - Exceeds Expectations 3%
    - Far Exceeds Expectations 4%
C. There is hereby an authorized Fiscal Year 2019 Town of Morrisville Part-time Pay Plan describing the approved position classifications, grades, and pay rates ranges as referenced in the Budget Summary section of the Annual Budget for Fiscal Year 2019.
D. Stipends for Town Council will be adjusted annually at the same effective actual average merit percentage as staff.

Section 11. **Federally Forfeited Property (DAG-71)**

As it is the intent of any Federally Forfeited Property to enhance law enforcement, these funds have increased and not supplemented the departmental budget and all interest earned on said funds will also be utilized for law enforcement purposes. All forfeiture funds are hereby appropriated when received.

Section 12. **Purchase Orders & Capital Outlay**

All purchase orders will be pre-audited in accordance with the Local Government Budget and Fiscal Control Act and issued on all purchases over two-thousand dollars ($2,000) and threshold of five-thousand dollars ($5,000) for capital outlay.

Section 13. **Fiduciary Funds**

As it is the intent of the Town to maintain and keep current the liability of both the LEO Separation Allowance Fund and the Retirement Healthcare Fund (OPEB), these funds will be transferred monthly from the General Fund as accumulated within the payroll accrual database.

Section 14. **Legal Services**

There is hereby authorized for Fiscal Year 2019, an agreement with the Town Attorney for legal services establishing a monthly general legal retainer rate of $600 to cover attendance at Town Meetings, work sessions, retreats, general consultation, advice, and the like. Charges on an hourly basis for work on specific cases and projects will be at a rate of $215 per hour. When appropriate, assignment of legal matters to associate attorneys will occur and charges applied per hour based on a rate range of $185 per hour. In addition, other reimbursements will include certain annual dues to professional organizations and registration/hotel fees for attending specific annual conferences.

Section 15. **Special Authorization – Town Manager/Budget Officer or His/Her Designee**

I. Budget Transfer Authority
   a. May reallocate appropriations within or across functions and/or major categories as deemed necessary and in accordance with Budget Transfer Policy. All budget transfers will be reviewed and approved by the Budget Officer or his/her designee.
   b. May process inter-fund transfers as anticipated by the Budget Ordinance without additional approval by the Town Council.
   c. May reallocate funds accrued as a result of Personnel lapse salary for the purposes of providing the Town Manager with some reasonable flexibility to mitigate unforeseen circumstances or effectively advance priorities operationally. Up to $100,000 threshold may be reallocated in the first six months of the fiscal year with another $100,000 added to the threshold in the second half of the fiscal year. The Town Manager will provide a formal mid-year report annually in January on the usage overall within the first six months. Any usage will be subsequently reported to Town Council in accumulative increments of $50,000 or in the event that any one use is greater than $50,000. Use is subject to the Town Manager/Budget Officer's approval. This authority may not be designated.
   d. May reallocate Personnel lapse salary for staff professional development and training opportunities to promote and advance employee knowledge, skills and abilities including tuition reimbursements as outlined in the Personnel Policy.
   e. May establish and utilize Undesignated Funds held within Governing Body's department budget for the purposes of flexibility to ensure continued operations under unforeseen conditions and subsequently reported to Town Council.

II. Contract and/or Grants as Authority
   a. May execute construction or repair projects, which do not require formal competitive bid procedures and for the purchase of apparatus, supplies, materials, service agreements, equipment and rental agreements, which are within budgeted departmental appropriations.

b. May approve the application and execution of grant agreements to or from public and nonprofit organizations, which are anticipated within budgeted funds unless a grantor organization requires execution by the Town Council.
c. May execute contracts as the lessor or lessee of real property for a maximum duration of five years or less.

III. Special Appropriation Authorization
a. May recognize and appropriate cost share reimbursements for fire protection services, fire protection equipment and facility maintenance services and direct said funds back to the appropriate Department.
b. May recognize and appropriate donations received for restricted or special designations.
c. May recognize and appropriate all insurance claim reimbursements received along with fees for the disposal of assets and direct said funds back to the affected department.

IV. Inter-fund Loan Authorization
a. May make inter-fund loans as necessary to meet cash flow needs for approved capital project ordinances for working capital purposes pending receipt of debt proceeds, awarded grant reimbursements or agreements.

Section 16. **Utilization of Budget Ordinance**

A. This ordinance shall be the basis of the financial plan for the Morrisville Municipal Government during Fiscal Year 2019. The Town Manager/Budget Officer shall administer the Budget and ensure that operating officials are provided guidance and sufficient details to implement their appropriate portion of the Budget.
B. The Finance Department shall establish and maintain all records, which are in consonance with this Budget Ordinance and the appropriate Statutes of the State of North Carolina.
C. The equivalent estimated value of 1 Cent on the tax rate will be dedicated annually to the Roadway and Transportation Reserve Fund.

Section 17. **Re-appropriation of Funds Encumbered in FY 2018**

Operating funds encumbered on the financial records as of June 30, 2018, are hereby re-appropriated to Fiscal Year 2019.

Adopted this 12th day of June, 2018

_____

TJ Cawley, Mayor

ATTEST:

_____

Erin L. Hudson, Town Clerk

CAPITAL INVESTMENT BUDGET ORDINANCE 2018-174-B

BE IT ORDAINED by the Town Council of the Town of Morrisville, North Carolina that the following anticipated Capital Investment revenues and project appropriations are hereby adopted for the operation of the Town government and its activities relating to the specified capital projects for the Fiscal Year beginning July 1, 2018 and ending June 30, 2019.

Section 1: The capital projects authorized by this ordinance are for the purpose designated by each project scope provided within.

Section 2: The Town Manager is hereby directed to proceed with the capital projects within the terms of the budgets contained herein.

Section 3: The following amounts are anticipated and appropriated for the capital projects identified below:

a. Northwest Park Capital Project Fund – to amend the existing project ordinance to expand the project scope to include installation of three multi-use Fitness Stations along the current walking loop by using available project funds and additional Parkland Payment in Lieu.

Capital Revenues	*Current*	*Appropriation*	*Budget*
Parkland Payment in Lieu (PPIL)	1,733,903	14,000	1,747,903
Interest Recognition	-	2,327	2,327
Total	$1,733,903	$ 16,327	$1,750,230
Capital Expenditures	*Current*	*Appropriation*	*Budget*
Professional Services	192,502	-	192,502
Construction	1,541,401	16,327	1,557,728
Total	$1,733,903	$ 16,327	$1,750,230

Note: The total project of $25,000 will be funded using the remaining available funds in project in addition to PPIL funds.

b. Sidewalk & Pedestrian Capital Project Fund – to amend the existing project ordinance to expand the project scope to include the design of NCDOT STIP Church Street Sidewalk Grant with a Town cost share match of 20%.

Capital Revenues	*Current*	*Appropriation*	*Budget*
Transfer from General Fund	443,000	-	443,000
NCDOT Reimbursable Grant	260,000	240,000	500,000
Total	$703,000	$240,000	$ 943,000
Capital Expenditures	*Current*	*Appropriation*	*Budget*
Professional Services	378,000	-	378,000
Construction	325,000	240,000	565,000
Total	$703,000	$240,000	$ 943,000

Note: The total design project of $300,000 will be funded using the reserve funds in project in addition to the anticipated grant (20/80 percent match).

c. Morrisville Healthy Food Hub Capital Project Fund – to establish the capital project and to provide project authorization to enhance the existing Food Hub Facility to include electricity, lighting, storm drainage and surface parking spaces.

Capital Revenues	*Current*	*Appropriation*	*Budget*
Transfer from General Fund	-	250,000	250,000
Total	$ -	$250,000	$250,000
Capital Expenditures	*Current*	*Appropriation*	*Budget*
Construction	-	250,000	250,000
Total	$ -	$250,000	$250,000

d. Public Works Renovation Capital Project Fund – to establish the capital project and to provide project authorization to design a Public Works Facility renovation and expansion on the existing site to include joint master planning with Wake County for Convenience Center upgrade.

Capital Revenues	*Current*	*Appropriation*	*Budget*
Transfer from General Fund	-	1,300,000	1,300,000
Total	$ -	$1,300,000	$1,300,000
Capital Expenditures	*Current*	*Appropriation*	*Budget*
Design	-	1,300,000	1,300,000
Total	$ -	$1,300,000	$1,300,000

e. Green/Fairview Stormwater Drainage Capital Project Fund – to establish the capital project and to provide project authorization to improve the storm network and culvert at the Green and Fairview crossings to mitigate safety and structural issues within the private and public rights-of-way.

Capital Revenues	*Current*	*Appropriation*	*Budget*
Transfer from Stormwater Fund	-	475,000	475,000
Total	$ -	$ 475,000	$ 475,000
Capital Expenditures	*Current*	*Appropriation*	*Budget*
Easement	-	20,000	20,000
Design	-	55,000	55,000
Construction	-	400,000	400,000
Total	$ -	$ 475,000	$ 475,000

Section 4: The Town Manager may make Interfund Loans as necessary for cash flow needs pending receipt of debt proceeds or reimbursement grants or agreements. Such transactions will comply with financial reporting requirements.

Section 5: The Town Manager has the authority to transfer funds; both expenditures and revenues, between accounts listed in Section 3 as may be necessary, provided however that the total expenditures may not exceed the project total without amendment by this Council.

Section 6: The Finance Officer is hereby directed to maintain within the Capital Project Fund, sufficient specific detailed accounting records to satisfy the requirements of the financing agreement(s).

Section 7. All purchasing policies and laws, as related to the acquisition, design and construction or purchase of the above capital investment projects, remain in full force and effect.

Section 8. Utilization of Capital Investment Budget Ordinance – This ordinance shall be the basis of the financial plan for capital investments projects for the Morrisville municipal government during the 2019 Fiscal Year. The above revenue and expenditure authorizations shall extend from year to year until each individual project is complete.

Section 9. Statutory Definition of Project Ordinance – This Capital Investment Budget Ordinance is adopted in conformance with Section 159-13.2 of the Local Government Budget and Fiscal Control Act.

Section 10. Other Transfers and Adjustments – The following special transfers and/or adjustments are occurring through approval of the Fiscal Year 2019 capital investment budget.

Section 11: Copies of this capital project ordinance shall be furnished to the Town Clerk, Finance Officer, and the Budget Officer for direction in carrying out the project.

Adopted this 12th day of June, 2018

_____

TJ Cawley, Mayor

ATTEST:

_____

Erin L. Hudson, Town Clerk

TOWN OF MORRISVILLE * 100 TOWN HALL DRIVE * MORRISVILLE, NC 27560

RESOLUTION 2018-174-A

OF THE MORRISVILLE TOWN COUNCIL AUTHORIZING THE WAKE AND DURHAM COUNTY REVENUE ADMINISTRATORS TO LEVY AND COLLECT SPECIFIED TAXES AND FEES ON BEHALF OF THE TOWN OF MORRISVILLE

WHEREAS, the Town of Morrisville is authorized under G.S. 160A-209 to levy taxes set forth in the tax records filed in the Office of the Wake County Revenue Administrator and the Durham County Revenue Administrator in the amounts and from the taxpayers likewise; and

WHEREAS, the Town of Morrisville is authorized under G.S. 20-97 to levy an annual license tax on each vehicle; and

WHEREAS, the Town of Morrisville is authorized under G.S. 160A-314 to charge a Stormwater ERU Fee; and

WHEREAS, the Town of Morrisville is authorized under G.S. 160A-215.1 to levy a tax on gross receipts from retail short-term motor vehicle leases or rentals; and

WHEREAS, the Town of Morrisville is authorized under G.S.160A-536(a)(6) to establish and levy a tax in a specified Municipal Service District for the purpose of converting those private residential streets to public streets for only the affected neighborhoods that by majority petition have agreed to join the district; and

WHEREAS, the Town of Morrisville adopted Fiscal Year 2019 Annual Budget Ordinance prescribes and establishes such taxes and fees:

NOW, THEREFORE, BE IT RESOLVED THAT THE MORRISVILLE TOWN COUNCIL bestows the Wake County Revenue Administrator and the Durham County Revenue Administrator with full and sufficient authority to levy and collect any real or personal property taxes and/or special district tax, annual license vehicle taxes, Stormwater ERU Fee where Session Laws 2005-441 and 2011-109 authorizes collection of fee on property tax bill, and retail short-term vehicle lease or rental fee on behalf of the Town of Morrisville as prescribed and ordered in Fiscal Year 2019 Adopted Annual Budget Ordinance.

Adopted this the XXrd day of June, 2018.

_____

ATTEST: TJ Cawley, Mayor

_____

Erin L. Hudson, Town Clerk

RESOLUTION 2018-174-B

OF THE MORRISVILLE TOWN COUNCIL ADOPTING THE FY2019-FY2023 CAPITAL INVESTMENT PROGRAM

WHEREAS, a Capital Investment Program's (CIP) main purpose is to establish sound long-range investment expectations and provide direction for staff in the creation of viable projects and to prepare usable funding plans that deliver tangible results to the community; and

WHEREAS, such large financial investments are necessary to maintain and improve public facilities and public infrastructure to assure ongoing quality in service delivery; and

WHEREAS, a CIP provides a framework for planning to meet the future needs and priorities for identified large, multi-year projects through proposed timing and anticipated funding recommendations; and

WHEREAS, various methods of citizen and community engagement and strategic goals are essential elements that help to assure the most desirable projects are planned for the future; and

WHEREAS, large, multi-year projects often require initial appropriations of funds to support design and evaluation of projects to further asses project development factors, cost and timeline; and

WHEREAS, the first year of the CIP is a funding year for projects planned for evaluation during the current fiscal year or ongoing projects approved in previous fiscal years and is reflected in the appropriation of funds to the CIP through the annual capital budget ordinance; and

WHEREAS, these projects and funding mechanisms are subject to change based on new or shifting service needs, special financing opportunities, emergency needs, or other Council directives; and

WHEREAS, the four subsequent planning years in the CIP serve as a plan to guide workplans and prepare for timely and coordinated project management and community asset delivery; and

WHEREAS, the programming defined over the five year planning period must remain suficiently flexible to changing influences; and

WHEREAS, the Town Manager has prepared a recommended CIP complete with a capital budget ordinance to approprate funding for the projects identified within the first planning year; and

WHEREAS, Town Council and Staff have reviewed, evaluated and modified the CIP funding and planning year recommendations as necessary; and

WHEREAS, an approved CIP demonstrates the Town's financial stewardship and strategic planning to credit rating agencies; and

WHEREAS, upon adoption the first planning year will represent the appropriated capital budget and the projects identified in the outward planning years will serve as guidance for future planning purposes, but do not represent a formal or guaranteed appropriation of future resources until adopted by Town Council in a funding year.

DRAFT

NOW, THEREFORE, BE IT RESOLVED THAT THE MORRISVILLE TOWN COUNCIL hereby approves the FY2019-FY2023 Capital Investment Program as referenced within the FY2019 Budget Report and through the adoption of the FY2019 Capital Budget.

Adopted this the 12th day of June, 2018.

_____
TJ Cawley, Mayor

ATTEST:

_____
Erin L. Hudson, Town Clerk

Capital Investment Program Funding Plan FY2019-FY2023

Project Title *Bond Referendum Potential	Rank	Capital Budget	Future Planning Years Rank Key: H=High, M=Medium, L=Low and P=Pending					
Bicycle & Pedestrian		**FY2019**	**FY2020**	**FY2021**	**FY2022**	**FY2023**	**Future**	**Total**
Crabtree Crossing Greenway Connector	L						475,000	475,000
Sawmill Creek Greenway & Stream Restoration*	M						6,200,000	6,200,000
Town Hall Terrace Connector	H		200,000					200,000
Environmental & Stormwater								
Green/Fairview Stormwater Improvements	H	475,000						475,000
Parks & Recreation								
Cedar Fork Elementary Field	M				500,000			500,000
Cedar Fork District Park Field*	H			700,000	2,100,000			2,800,000
Civil War Battleground Park	L						7,250,000	7,250,000
Crabtree Creek Nature Park*	H		937,500	2,812,500				3,750,000
Dog Park	M				425,000	425,000		850,000
Morrisville Community Park Phase 3	H		500,000	1,550,000				2,050,000
Recreation Center / Town Center	L						10,550,000	10,550,000
Rural Heritage Park	L						625,000	625,000
Senior Activity Center	M						3,825,000	3,825,000
Town Green	L						1,300,000	1,300,000
Public Facility								
Food Hub Phase 2	H	250,000						250,000
Public Works Facility	H	1,300,000	5,500,000					6,800,000
Town Center Parking Lot	H			425,000				425,000
Train Depot	L						500,000	500,000
Public Safety								
Northwest Fire Station*	P						3,825,000	3,825,000
Police & Fire Local Training Facility*	P						4,500,000	4,500,000
Safety House	L						325,000	325,000
Transportation								
International Drive Extension	L						1,650,000	1,650,000
Morrisville East Connector*	M						6,300,000	6,300,000
Oddysey Drive Extension	L						1,350,000	1,350,000
Town Hall Dr. Medians/Bike Lanes	L						900,000	900,000
Total Programmed		2,025,000	7,137,500	5,487,500	3,025,000	425,000	49,575,000	67,675,000
Revenue & Other Resources								
Cash Outlay (Operations/FB)		1,550,000	200,000	425,000				2,175,000
Parkland Payment in Lieu			1,437,500	2,250,000	925,000	425,000		5,037,500
Stormwater FB		475,000						475,000
Debt Service			5,500,000	2,812,500	2,100,000			10,412,500
Not Funded							49,575,000	49,575,000
Total Programmed		2,025,000	7,137,500	5,487,500	3,025,000	425,000	49,575,000	67,675,000

1. Project Summaries are located in the Additional Information section of this document.
2. Model illustrates capacity within existing revenue resources.
3. First year design cost is calculated as 25% of total estimated project cost.

Fiscal Year 2019

WORK UNDERWAY

MORRISVILLE

Annual Operating Budget & Capital Investment Program



Town of Morrisville
100 Town Hall Drive
Morrisville NC, 27560
919-463-6200
www.townofmorrisville.org

FY2019 ANNUAL OPERATING BUDGET



RECOMMENDED BY: MARTHA PAIGE, TOWN MANAGER

Prepared by: Jeanne Hooks, Assistant to the Town Manager

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ORGANIZATION



STRATEGIC PLAN

ORGANIZATIONAL CHART

ELECTED & APPOINTED OFFICIALS & STAFF

STATEGIC PLAN

Morrisville is excited to present the newly adopted Strategic Plan, the first in its history. Town Council, citizens, community stakeholders and staff embarked on a year-long process of engagement culminating into the affirmation of the Mission, Vision and Values that serve as the core guiding principles of our work and service to Morrisville.

MISSION STATEMENT

Connecting our diverse community to an enhanced quality of life through innovative programs and services.

VISION STATEMENT

A sustainable and thriving community that celebrates diversity and inclusion while enhancing the well-being of people who live, work and play in Morrisville.

VALUES

Dedication – Integrity – Courtesy – Innovation





GOAL 1: Improved transportation mobility - ***Enhance transportation options through improved accessibility, connectivity and collaboration***

Obj. 1.1: Manage traffic congestion at targeted locations and targeted times of day
Obj. 1.2: Leverage resources through partnerships with other government entities and the private sector
Obj. 1.3: Improve mobility options for non-drivers



GOAL 2: Thriving, livable neighborhoods - ***Enrich the quality of life through the preservation of natural resources, well-planned development and strengthened neighborhood vitality***

Obj. 2.1: Provide a mix of housing options that meet the current & future needs of the community
Obj. 2.2: Create a sense of place through insightful development that balances commercial & residential growth
Obj. 2.3: Be responsible stewards of the natural environment
Obj. 2.4: Establish a planned approach for redevelopment and revitalization
Obj. 2.5: Plan and provide for current and future infrastructure



GOAL 3: Engaged, inclusive community - ***Enrich the quality of life through programs, events, amenities and services valued by the community***

Obj. 3.1: Offer events & programs that meet the needs & interests of the community
Obj. 3.2: Increase awareness of activities and opportunities for engagement
Obj. 3.3: Effectively maintain assets & make the most of existing resources
Obj. 3.4: Provide opportunities for meaningful public engagement & collaboration



GOAL 4: Public safety readiness - ***Provide a safe and secure community through prevention, education, readiness and response***

Obj. 4.1: Provide educational opportunities & encourage preparedness
Obj. 4.2: Be operationally ready
Obj. 4.3: React responsively to the public safety needs of the community
Obj. 4.4: Meet demands for service



GOAL 5: Operational excellence - ***Deliver exceptional service with an engaged workforce that effectively manages public assets and promotes transparency***

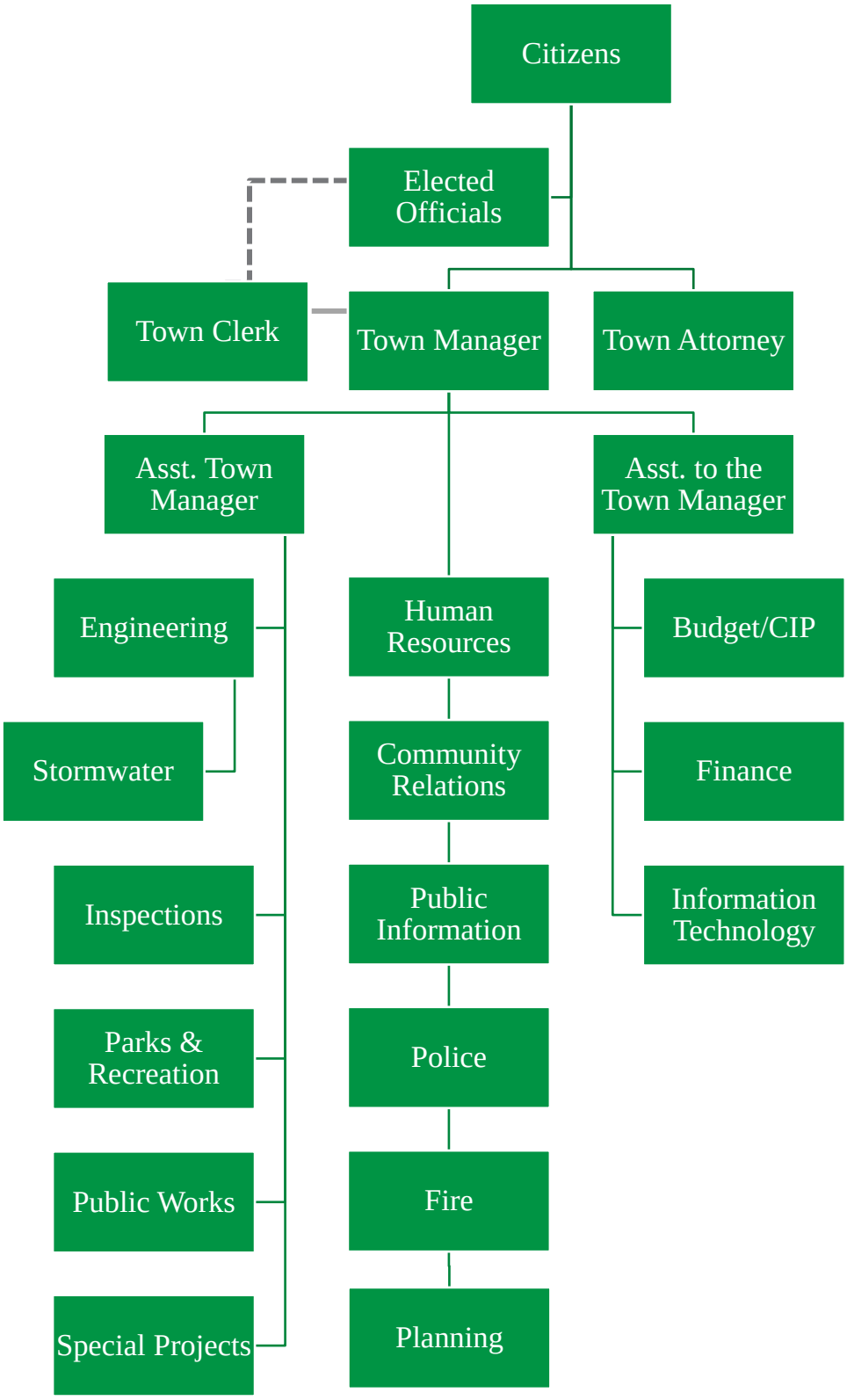
Obj. 5.1: Promote financial integrity through effectively & efficiently managing public assets
Obj. 5.2: Deliver customer-focused service
Obj. 5.3: Require the highest professional standards
Obj. 5.4: Attract, develop & retain a diverse, high-performing workforce
Obj. 5.5: Align priorities with resources
Obj. 5.6: Leverage the use of technology to maximize results



Goal 6: Economic prosperity - ***Promote a business-friendly environment to diversify the economic base and create job opportunities for an educated, ready workforce***

Obj. 6.1: Attract and retain businesses that provide a diverse tax base
Obj. 6.2: Support new and existing businesses by streamlining processes & minimizing complexities
Obj. 6.3: Understand business needs in order to supply a ready workforce
Obj. 6.4: Maximize partnership opportunities with the Morrisville Chamber of Commerce, regional & educational partners
Obj. 6.5: Develop an advocacy plan to address public education needs

ORGANIZATIONAL CHART



ELECTED & APPOINTED OFFICIALS AND STAFF

MAYOR AND TOWN COUNCIL

Mayor ..... TJ Cawley

Mayor Pro-Tem ..... Vicki Scroggins-Johnson

Council Member ..... Satish Garimella

Council Member ..... Steve Rao

Council Member ..... Michael Schlink

Council Member ..... Jerry Windle

Council Member ..... Liz Johnson

APPOINTED OFFICIALS AND STAFF

Town Manager ..... Martha Paige

Town Attorney ..... Frank Gray

Assistant Town Manager ..... Todd Wright

Assistant to the Town Manager ..... Jeanne Hooks

Community Relations Liaison ..... Vacant

Finance Director ..... Nancy Emslie

Fire Chief ..... Foy Jenkins, Jr.

Human Resources Director ..... Lauri Shedlick

Information Technology Director ..... Dan Birckbichler

Inspections Director ..... Shandy Padgett

Parks and Recreation Director ..... Jerry Allen

Planning Director ..... Courtney Tanner

Police Chief ..... Patrice Andrews

Public Information Officer ..... Stephanie Smith

Public Works Director ..... Blake Mills

Stormwater Engineer Manager ..... Joshua Baird

Town Clerk ..... Erin Hudson

Town Engineer ..... Kent Jackson





BUDGET SUMMARY



Food Hub Phase I

BUDGET SNAPSHOT

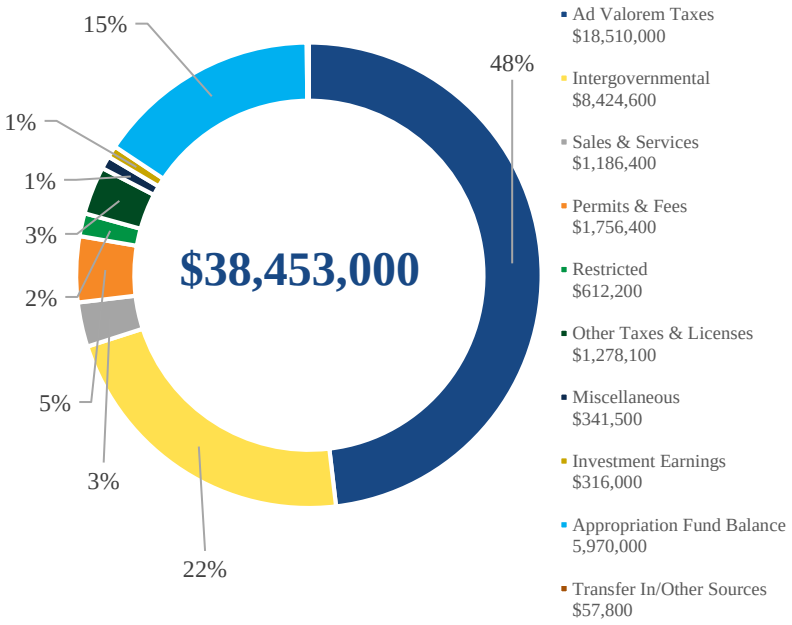
BUDGET MESSAGE

BUDGET PRIORITIES SUMMARY

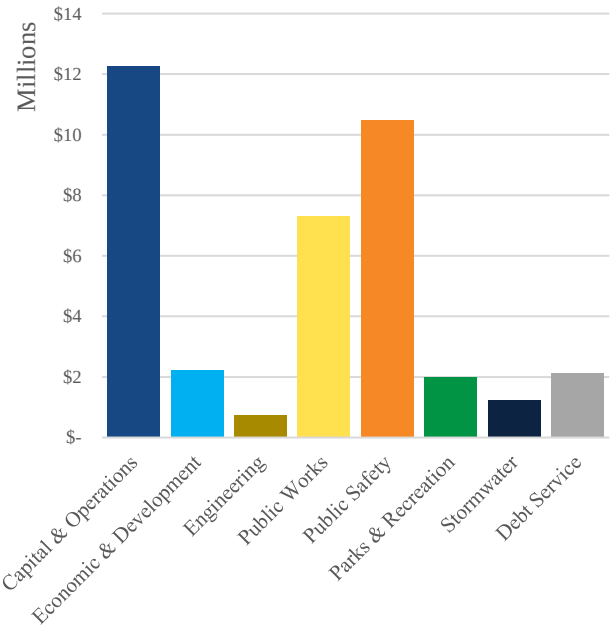
BUDGET ORDINANCES & RESOLUTIONS

BUDGET SNAPSHOT FISCAL YEAR 2019 — *Work Underway*

Where the money comes from



What the money works for



TAX BASE

- AAA Bond Rating
- Tax Rate $0.39 per $100 Assessed Value
- One Cent on Tax Rate = $475K
- $30 Vehicle Decal Fee
- $25 Stormwater ERU Fee

Residential 50%

Commercial 50%

BUDGET PRIORITIES

Capital Projects & Reserves

- Public Works Design Plan
- Morrisville Healthy Food Hub Ph 2
- Church Street Sidewalks
- Northwest Park Fitness Stations
- Green/Fairview Stormwater Improvements

Human Capital & Service Improvements

Technology Enhancements

Community Engagement

Affordable Housing Policy Analysis

Transit Study

Proactive Roadway / Facility Maintenance

Equipment & Vehicle Replacements

Note: Data represents General Fund and Stormwater Fund Combined.

May 8, 2018

Mayor Cawley and Members of Town Council:

I am pleased to present the proposed Town of Morrisville annual operating budget and associated general, enterprise, special revenue, and capital project funds for Fiscal Year 2019. The proposed budget has been prepared in accordance with the North Carolina Local Government Budget and Fiscal Control Act, and the budget document is presented in substantially the same format and style as the current year, to be streamlined and focused in key discussion areas. In addition to this budget message, the budget document consists of the following components:

- *Basic information about the budget process, financial policies, and how the Town operates, including the organization chart and other personnel and pay plan details;*
- *A Budget Snapshot that will also serve as the framework for our robust public engagement strategy;*
- *Proposed User Fee Adjustments, including a recommended increase in the Vehicle Tax Fee from $15 to $30;*
- *Draft Budget Ordinances, Capital Projects Ordinances, and Resolutions for the formal adoption process of the various funds; and*
- *Details of budget requests and priorities, illustrated in summary form and through expanded departmental detail. A long-range forecast is also provided to demonstrate the impact of new recurring costs and known future commitments that lead to fiscally responsible decision making.*

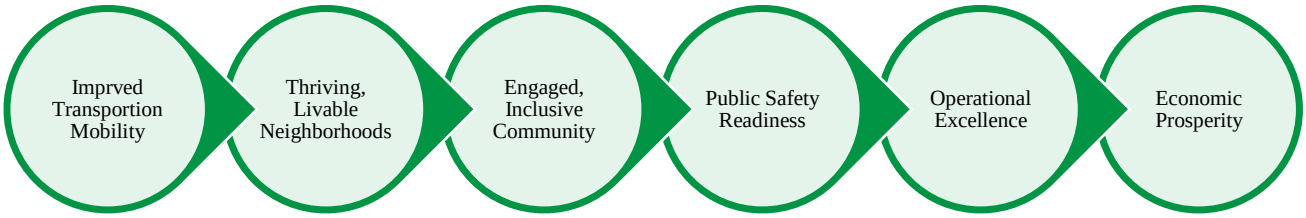
The proposed Fiscal Year 2019 budget has been prepared using the same base budget philosophy that has been used in the past five budget cycles. A base budget encompasses routine, recurring expenditures for existing service levels, such as specific programmatic and operating resources needed for normal operations and daily work, including current authorized staffing levels.

In this way, Town Council and community stakeholders are able to clearly identify the cost of basic core services, changes to those service costs, and how available capacity is programmed into budget appropriation recommendations. The proposed Fiscal Year 2019 budget is balanced with no recommended tax rate increase and with significant commitment of operational capacity and available fund balance to support current and future capital project requests. The recommended Fiscal Year 2019 budget is complemented by Town Council and staff's continued efforts to develop a comprehensive Capital Investment Program (CIP) to enhance both short-term and long-term planning for projects and future capital assets. The initial proposed CIP is introduced with the budget proposal for continued discussion and development.

In addition to the balanced budget, two alternative tax rate scenarios are presented for your consideration that illustrate resources necessary to increase investment in additional human capital and operational resources. As Town Council considers both the current and future budget year needs, we remain cognizant of both the desire and demand for growing services that can be met within our existing resources, and recognize the need for future bond referendums with tax incremental debt service to advance larger capital investments.

STRATEGIC PLAN:

On April 24, 2018, Town Council adopted a Strategic Plan for the Town of Morrisville, the first in its history. The plan – "Connect Morrisville" – resulted from a year-long process of engagement with our citizens and community stakeholders, including a citizen survey done earlier this fiscal year, to affirm the Mission, Vision and Values that serve as the core principles of our work and service to Morrisville. The six identified major goals: Improved Transportation Mobility; Thriving Livable Neighborhoods; Engaged, Inclusive Community; Public Safety Readiness; Operational Excellence; and Economic Prosperity are evidenced in the proposed Fiscal Year 2019 budget requests and will be incorporated into departmental and individual employee work plans for the upcoming year. Quantifiable, quality outcomes will support proposed recommendations and responsible use of taxpayer dollars.



Staff and I look forward to formally presenting the budget to Town Council and the public at the May 8, 2018 Town Council meeting. Following the initial briefing, there will be a work session to share expanded detail and supporting information for operating budget requests and continued work on the CIP. The budget portal will open on May 8. Special work sessions on May 15, May 22 and June 5 are scheduled to continue review of the budget and CIP.

New this year is expanded budget outreach to the public, with a series of Drop-In meetings at Town Hall for members of the community to review the Budget Snapshot and ask questions. The meetings are scheduled through the week of May 14 at various times to reach as many people as possible. Feedback from these meetings will be provided to Town Council at the May 22 meeting. The formal public hearing is scheduled on May 22.

A Frequently Asked Questions (FAQ) document (successfully utilized in the past several budget cycles) will capture collective requests for additional information and/or clarification relating to budget requests for the Fiscal Year 2019 proposed budget. Reconciliation of changes and Town Council recommendations to the budget will be discussed on June 5 in anticipation and in order to prepare for a June 12 budget adoption.

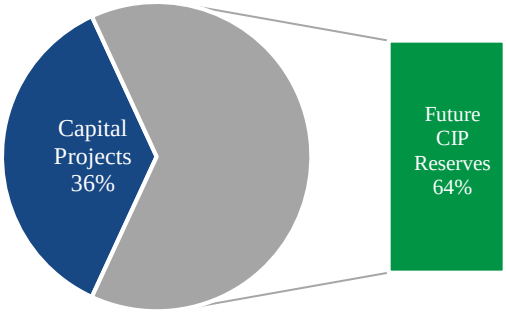
BUDGET HIGHLIGHTS:

Fiscal Year 2018 has focused on major updates and long-range planning efforts. These planning efforts include the Comprehensive Transportation Plan and Land Use Plans, last holistically updated in 2009, a refresh of the Parks and Recreation Master Plan, and the exciting work done in the Town Center Core Demonstration project and site selection for the Wake County Community Library. Fiscal Year 2019 proposed operating budget and associated capital project budget ordinances reflect the next phase of *"Work Underway"*. Complementing the major emphasis on adoption of a formal Capital Investment Program this year are the following recommended appropriations of resources to pay for current and future capital project needs:

- ✓ *Transfer of the $3,670,000 in excess fund balance over 45% as of June 30, 2017 to the Capital Projects Reserve. This recommendation demonstrates the commitment to use fund balance capacity for intended*

expenditures on future capital needs being considered by Town Council, while still maintaining current needed cash flow capacity and strong reserves to maintain our AAA credit rating.

- ✓ *Recommended appropriation of $1,300,000 to begin engineering/design services for renovation and expansion of the Public Works Facility. This project is envisioned to be a joint master planning effort with Wake County that will also provide for an improved Convenience Center for our citizens and lay groundwork for future improvements at the Cedar Fork District Park. We value Wake County as our regional partner in meeting the needs of the citizens of Morrisville.*
- ✓ *Programming of additional capital investment projects of $1,225,000, including Church Street Sidewalks, Davis Drive/Parkside Valley Drive Intersection Improvements, installation of Northwest Park Fitness Stations, Phase 2 of the Morrisville Healthy Food Hub and Green/Fairview Stormwater Improvements.*
- ✓ *Continued annual allocations of resources totaling $775,000 to support future capital, roadway and transportation, and sidewalk improvements designated by Town Council.*



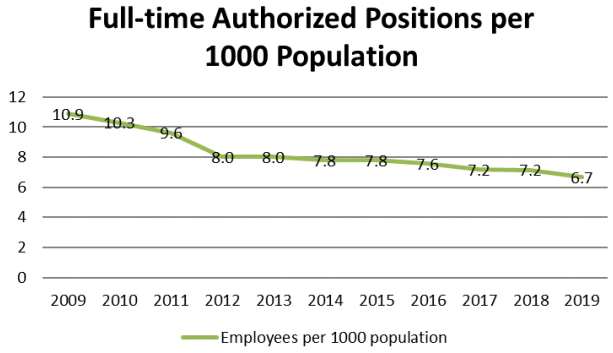
These capital investments commit almost $6.97 million toward our capital needs, of which over $4,400,000 of the budget remains committed to future CIP programming not yet specifically designated for projects.

The proposed Fiscal Year 2019 operating budget also recognizes a need to provide additional human capital to support increased and expanded program and service expectations. Nine additional staff positions are part of the proposed budget recommendation. If Town Council considers the enhanced scenario options, this could expand the request to fifteen new personnel in total. Included in the budget recommendation are staffing positions and associated operating cost necessary to enhance the following service areas:

<u>Public Safety</u>
- Police (3)
- Fire (2)

<u>Development Services</u>
- Planning (2)

<u>Support Services</u>
- Communications and Outreach (1)
- Information Technology (1)



Programmatic highlights are recommended for your consideration to meet expanded service and delivery expectations:

- *Communications and Outreach – Increased, dedicated resources to a combined functional area of public information, community relations, events programming and promotion of the Town.*
- *Information Technology – Expanded use of cloud services and new technology. Emphasis on enhanced security and disaster recovery for Town systems and access.*
- *Development Services – Transit and affordable housing policy studies are recommended for approval.*

In addition to routine review and adjustment of user fees, the proposed Fiscal Year 2019 proposed operating budget includes a recommendation to increase the vehicle tax fee from the current $15 to $30 per vehicle. The increased revenue will be dedicated to roadway, transportation and transit projects sorely needed by the Town and identified as a strategic goal.

Narrative detail for each of the highlights noted above and all other operational requests is included in the Budget Priorities summary. For ease of review, analysis, and discussion, similar budget requests have been broadly categorized by type and purpose of expenditure, with detail of the requests included in the category narrative description.

BUDGET PLANNING AND DEVELOPMENT

Budget planning, development and implementation is a year-round focus for Town Council and staff. Careful attention to revenue forecasting, management of expenditures, and purposeful attention to key projects and initiatives facilitates recognition of and capitalizing on opportunities as they become available. Strategic planning, and strategic risk-taking, has reaped rewards this year in making progress on Fiscal Year 2018 priorities.

Each step of the budget cycle is based on the guidance and understanding of Town Council, attention to community priorities, and an emphasis on historical context, trend analysis, benchmarking, forecasting, and continuous process improvement. Continued efforts to enhance our project tracking, access to information, and community involvement and engagement remain a cornerstone to working effectively with and within the community.

Pre-budget meetings with departments to get a "first-look" at projected needs and requests occurred in early February. These meetings are effective in collaborative participation and decision-making, and insight into needs and opportunities conveyed to Town Council. An overview of the budget timeline, and the dual attention to the operating budget and the CIP were discussed. Data and information gleaned from the recently completed citizen survey reinforced community interest in mobility through both infrastructure and bicycle/pedestrian improvements, public safety, parks and recreation, and environment/stormwater. Town Council also participated in a priority setting exercise to identify short-term and long-range goals and interests. The commonalities among Town Council members and with citizen feedback were clearly visible in the collected input. This integration and linkage of this information is incorporated into the proposed operating and capital project budgets.

In accordance with Town Council's adopted Capital Investment Program policy, a major refresh of capital project concepts is aligned with the Fiscal Year 2019 operating budget. A 5-year Capital Investment Program that illustrates a model in which the Town can plan and prepare for large capital expenditures is included with the Fiscal Year 2019 operating budget proposal. Staff has worked to update existing project concepts and identify new projects, setting the stage for Town Council's "Budgetopia" exercise that will be a part of this year's budget adoption process. Funding priority and timeline preference input provided by Town Council will facilitate the formal adoption of a long-range CIP and allow for more effective budgeting and forecasting for major expenditures on a programmed and timely basis and help in efficiently using available debt capacity and fund balance.

The annual Town Council retreat was primarily devoted to strategic planning. Discussions conducted during and after retreat helped to shape the goals and priorities that formed the now adopted Strategic Plan. These goals and priorities now require operational budget consideration. Attention to Town Center Core, Transportation and Development policy issues also occurring at the retreat helped forecast future operating and capital needs. The combination of strategic policy guidance and practical program and service implementation serves to effectively manage Town operations.

Departmental budgets were submitted in March, and reflect the need for additional human capital and operating resources that are needed to maintain current service levels. Additionally recognized was the desire to expand and grow programs and opportunities to meet the demands and needs of the public. The level of justification required for any budget request remains high. Recurring expenses such as staffing and increased programming, in particular, are reviewed carefully as they add to future base budget levels.

The Fiscal Year 2019 proposed operating budget maintains the philosophy of maximizing the use of available capacity resulting from the excess of revenues over routine expenditures for impactful programs and initiatives. It also provides the funding necessary to: 1) replace and replenish assets that are essential to the work of the Town, 2) maintain and adjust base budgets in a reasonable manner, 3) enhance staff efficiency and workload management and oversight, and 4) provide allocations to identified budget priorities. Capital projects of a significant cost and long-term benefit to the Town are appropriated through a combination of available operating capacity, fund balance, and strategic use of debt financing.

Revenue forecasts are moderately conservative where necessary and reasonably aggressive where appropriate based on trends and economic conditions. This ensures available working capital that can be effectively aligned to identified needs within the budget proposal rather than contribute to a year-end fund balance. The Town of Morrisville has been fortunate to recognize more revenue growth than budgeted each of the past five fiscal years. The local economy continues to have a positive outlook. Municipal revenue options remain limited but the opportunity to have an open dialogue with the state legislature appears more optimistic than in some years past. Modest and incremental user fee updates have been incorporated into the Fiscal Year 2019 proposed operating budget where warranted due to the cost or time required to provide those services. No adjustments to the stormwater fee are recommended for Fiscal Year 2019. However, a stormwater operations study, which would include evaluation of the current rate structure and general fund subsidy, is recommended as part of the proposed Fiscal Year 2019 budget. This study will provide Town Council with data and information necessary for a comprehensive discussion of that enterprise.

The Fiscal Year 2019 proposed budget reflects an opportunity to put our saved resources to work and aggressively approach our desire to address long-term, but unfunded priorities, and provide for infrastructure needs for the Town. A continued evaluation of debt capacity and creative ways to address identified needs will help prepare for future bond referendum discussions and investments in capital projects. These priorities can and will be accomplished while complying with Town financial policies and the related performance indicators and ratios that ensure efficient and effective use of resources, while maintaining the highest standards of financial stability and credit risk as evidenced by our AAA credit rating. As we prepare for the coming year, we also look to and prepare for our future.

BUDGET OVERVIEW

The total proposed operating budget for Fiscal Year 2019 is $38,453,000 for the following annually adopted funds:

General Fund	**$ 37,212,000**
Stormwater Fund	**$ 1,241,000**

The General Fund includes three capital reserve funds: Fire Apparatus, CIP, and Roadway and Transportation Funds. The proposed Fiscal Year 2019 General Fund Budget reflects an approximate 1.85% increase as compared to the current amended Fiscal Year 2018 budget of $36,539,540, and 9.35% from the Fiscal Year 2018 original budget of $34,030,000. Growth in the operating budget for Fiscal Year 2019 over Fiscal Year 2018 is as a result of available operating resources and excess fund balance being committed to current and future capital projects, and the addition of personnel necessary to meet current workload demands and accomplish additional expectations espoused in our key priorities and objectives. The Town of Morrisville is a community with burgeoning needs, now and in the future.

The recommended budget has been balanced with no change in the $0.39 tax rate adopted in Fiscal Year 2018. Of the $0.39 tax rate, the equivalent of one cent ($0.01) on the tax rate, or $475,000, is allocated to the Roadway and Transportation Capital Reserve Fund for use on projects as identified by Town Council. To date, $907,000 has been accumulated in this reserve. No withdrawal may be authorized for any other purpose than what is defined in the resolution authorizing establishment of this capital reserve fund.

In addition to the appropriation to the Roadway and Transportation Capital Reserve Fund, the following allocations are recommended in three categories:

- **Proactive Road Maintenance:** This allocation aids in accelerating the ability to address road maintenance needs before deterioration of the roads becomes more costly. Allocation of these funds since Fiscal Year 2016 has helped lessen higher costs from deteriorating roads.

- **Capital Investment Program Reserve:** Implemented with the Fiscal Year 2017 budget, this allocation facilitates investment in future CIP projects. In addition to the annual allocation of $200,000, the proposed Fiscal Year 2019 budget includes transfer of the >45% Fund Balance excess capacity as of June 30, 2017 ($3,670,000) to the Capital Investment Program Reserve.

- **Sidewalks/Pedestrian Enhancements:** The Sidewalk/Pedestrian Enhancements Capital Project Fund was established in Fiscal Year 2018 to accumulate allocations from prior years to more effectively reconcile the expenditures and offsetting revenues, and demonstrate commitment to utilizing allocations for their intended purpose. Three of four projects in progress at the end of Fiscal Year 2017 are complete. The remaining project is anticipated to be complete this summer. The proposed Fiscal Year 2019 operating budget includes appropriation for the Church Street sidewalk project (an NCDOT STIP project managed by the Town and a 20% cost share) and an additional allocation of $100,000. Staff proposes use of these monies to initiate engineering and design of high priority sidewalk segments as a part of the Town's sidewalk improvement program. A refresh of the existing list and update of other potential sidewalk segments is scheduled for May.

Significant (> $250,000), non-routine appropriations of operational budget capacity not mentioned previously in the proposed budget for Fiscal Year 2019 include:

- **Fire Apparatus:** Funding towards the future purchase of the third of three Quint vehicles for the Morrisville Fire and Rescue Department.

- **Green/Fairview Stormwater Improvements:** This project will be appropriated from available Stormwater Fund Balance, and will address flooding in this area, avoid future infrastructure damage, and supports public safety access to the area.

- **Debt Issuance Costs:** Rollover of Financial Advisor and Legal Counsel costs associated with issuance of debt for McCrimmon Parkway Extension Bonds Phase II, Morrisville Aquatics and Fitness Center, and short-term financing for the Morrisville-Carpenter Road Project. This item was originally appropriated in the Fiscal Year 2018 operating budget, but has not been expended due to delayed timing of bond and other debt issuance to align with projects.

Other non-routine items are more fully described in the *Budget Priorities* summary. Many of these items relate to a need to refurbish, replace or repair/maintain existing assets and equipment necessary for programs and services. Fiscal Year 2019 proposed operating budget recommendations for personnel, debt, and use of fund balance are described in those sections of this Budget Message.



The Stormwater Fund, an Enterprise Fund, is funded primarily by Stormwater Fund revenues based on an equivalent residential unit (ERU) fee, currently set at $25 per ERU, permits fees, and any grant revenues received for stormwater projects. There is no recommended change in the ERU fee for Fiscal Year 2019. A general fund subsidy covers basic program costs not recovered by the Stormwater ERU fee. Growth in overall stormwater revenues has reduced the required general fund subsidy to $57,800 from $126,600 in Fiscal Year 2018. The basic level of stormwater programming for the upcoming fiscal year remains consistent with existing operation levels.

The Morrisville Aquatics and Fitness Center (MAFC) stream restoration project, funded in Fiscal Year 2018 from the stormwater operating budget, is underway in conjunction with MAFC renovations. Sufficient stormwater enterprise fund balance is available for the Green/Fairview Stormwater project.

The Stormwater program has now been in place for five years. A periodic review of programs to evaluate levels of service, operational efficiency and effectiveness, asset and liability management, as well as revenue share and rate structures is a best practice that enhances long-range planning and management of the program. Stormwater staff have also proposed assuming in-house responsibility for the Erosion and Sedimentation Control program currently managed by Wake County to improve customer satisfaction and responsiveness. The proposed Fiscal Year 2019 budget includes an appropriation request to obtain a comprehensive operations/rate study for evaluation and review prior to Fiscal Year 2020 budget preparation.

The Municipal Service District (MSD) budget for Fiscal Year 2019 assesses a tax rate of $0.10 per $100 assessed value for the costs related to the transfer and improvement of the private streets to public streets standards. Six neighborhoods provided a majority of signed petitions necessary to form the MSD and are assessed a special tax rate annually, which was established in Fiscal Year 2014. Three projects are complete using funds in prior years; by this fiscal year end funds should have accumulated to sufficient levels to proceed with planning in Fiscal Year 2019 for the necessary reclamation and resurfacing in the Carpenter Park and Carpenter Village neighborhoods. These projects should be completed prior to the start of Morrisville-Carpenter Road widening. One project, the Gables, will remain after this year.

The tax rate will continue to be levied for all six neighborhoods until the cost of all improvements for all projects is complete. The MSD tax increment is anticipated to generate approximately $98,800 at an estimated 99% collection rate in Fiscal Year 2019. In addition, the General Fund provides an annual transfer from the General Fund of $110,000 to fund future projects. This transfer is a mechanism that has accelerated these needed projects and will be repaid by the MSD tax increment over time, even after all projects are complete. The repayment timeline is approximately 25 years, and is dependent upon both the revenues collected from the tax increment and the cost of the MSD projects themselves. Individual neighborhoods are not relieved of their responsibility for payment of the MSD tax increment until all street improvements within the district are complete and funds advanced by the General Fund are repaid.

Other non-operating budgets for Fiscal Year 2019 include two annually adopted fiduciary funds:

Retirement Health Care Fund (OPEB) Fund	**$340,180**
Retirement LEO Separation Allowance Fund	**$ 110,490**

Capital Projects Funds with approved Capital Budget Ordinance are on multi-year budget schedules and are not related to the annual operating budget ordinance unless through a planned interfund transfer(s) or debt obligation(s).

Ad Valorem Taxes (Property Tax/Auto Decal Fee)

The Fiscal Year 2019 property tax rate is recommended to remain at $0.39 per $100 of property valuation. Revenues are reflective collectively of the increased assessed property value from the natural growth in tax base and from stable revenues in other categories. Real revenue growth overall is (from sources other than transfers and carryover items) approximately 4.6% as compared to the current year estimates.

Two additional balanced budget tax rate scenarios, illustrating additional levels of program and operational support are provided for Town Council discussion. Town Council has also begun discussing a future bond referendum to solicit citizen support for tax increases associated with major capital projects that may impact tax rates for future years.

The General Fund Ad Valorem revenue for Fiscal Year 2019 is estimated at $18,510,000 and represents 50% of the total budget. This estimate is based on a 99.6% collection rate.

Municipalities are authorized to levy up to $30 per vehicle tax, of which $5 may be used for any lawful purpose, and $5 may be used to fund public transportation system costs. The remaining $20 must be used to maintain, repair, construct, reconstruct, widen or improve public streets in the municipality that are not part of the State highway system. The Town has collected $15 of the authorized $30 for four years. The proposed Fiscal Year 2019 includes a recommendation to increase the fee to $30, generating $292,000 additional revenue to support the Town's increased efforts to address roadway and transportation needs for the Town, and future public transportation services.

Sales and Use Tax

Sales Tax revenues continue to show strong growth, reflective of historic trends and strong consumer confidence indices. Sales Tax growth projections exceeded Fiscal Year 2018 estimates by 1%. Sales Tax revenues are projected to increase by 8% to $5,735,000 for Fiscal Year 2019. Sales tax revenues are 15.4% of the General Fund revenues and the second largest revenue source for the Town.

Other Major Revenues

Other major revenue sources for the Town include the Utility Franchise Tax, the Wake County Fire Tax and Video Programming Fees:

- Utility Franchise Tax is projected to generate $1,605,900, which is 1% growth over estimated Fiscal Year 2018 revenues and 4.3% of total General Fund Revenues. Utility Franchise is relatively static, illustrative of continued population growth and economic conditions for natural and electric sales tax increases, while offsetting declines experienced statewide with telecommunications revenues resulting from fewer landlines.

- The Wake County Fire Tax projected revenues of $854,000 represent the Town of Morrisville's cost share allocation from Wake County for fire protection and mutual aid and remain static for Fiscal Year 2019. Review of the cost share formula is underway by Wake County.

- Video Programming revenues of $693,700 reflect 2% growth over estimated Fiscal Year 2018 projections, and is approximately 1.8% of total revenues.

Development Services Permits and Fees (Planning, Engineering and Building Inspections) remain strong, and have been increased 2% over Fiscal Year 2018 estimates based on assumptions resulting from strong permitting activity in commercial development, while recognizing a slowing trend in residential permits. This budget estimate remains more conservative than other revenue estimates due to the unpredictability of construction activity.

Parks and Recreation Programs and Facility Revenues are projected to remain comparable to Fiscal Year 2018. Growth in rental revenues from enhanced program space and opportunities at Church Street Park, the Historic Christian Church, and Healthy Food Hub are forecast for future years as those facilities come into service. Morrisville Aquatics and Fitness Center revenues (and related expenditures) remain budgeted assuming a full year of operations due to the uncertainty of timing and other temporary operational factors. Once the closure of the facility for renovations and the impacts on both revenues and expenses is known, a budget ordinance amendment during the year will be prepared if staff feels it necessary. A significant change to the existing level of support for these operations is not anticipated.

Other intergovernmental revenues (Powell Bill, Beer & Wine, Rental Vehicle and Solid Waste Disposal) remain comparable to current year budget estimates.

Stormwater revenues increased by 3% over the Fiscal Year 2018 budget. Stable growth in stormwater revenues overall and consistent levels of program expenses has continued to reduce the General Fund subsidy for this program.

User Fees

The Town assesses a variety of User Fees for Town services including administration fees, inspection permits, police alarm fees, fire department services, and permit fees. During the Fiscal Year 2019 budget development process, departments evaluated fee structures and rates for market comparability, value for services provided, and cost recovery, where appropriate. Changes in these fees for service have been recommended and are illustrated in the User Fee Schedule included in the budget document.

Minor changes to some development fees are proposed in the user fee schedule. An annual update to the parkland payment in lieu (Multi-Family) per unit rate is also included. Adjustments for fire alarm fees and after hour inspections to address repeated offenses and mitigate drain on resources has been recommended by the department.

Parks and Recreation fees reflected in the budget are reviewed regularly and are periodically adjusted for market rate fluctuations outside of the annual budget review cycle.

Operational Expenditures

A routine part of the annual budget preparation is a review of the base budget for each department's operations. This aids in understanding the core costs of ongoing and routine activities, and helps clearly identify the budget capacity for new initiatives and one-time funding requests. Additions to the base budget due to changes in programs, services and personnel are identifiable and driven by decisions made by Town Council during the budget review process. Staff have demonstrated fiscal responsibility and a measured approach to recommending adjustments to the base budget and have historically controlled growth in these areas. Basic routine services and recurring expenses (excluding transfers, contributions and grants, and capital outlay) are approximately $26.4 million annually at current operational service levels. Current staff and departmental budgets are not substantial enough to support additional desired and expected levels of project and service programming to support the Town's continued growth, and this has also been expressed by Town Council. Routine expenditure additions to the Fiscal Year 2018 base operating budget are $1.9 million and represents a 7% increase to the base operating budget.

The Fiscal Year 2019 budget provides additional funding above the base operating budget to support over $12 million in priorities that enhance accomplishment of the strategic plan, accelerate capital projects, maintain and improve Town infrastructure, and support targeted programs and initiatives established as priorities by Town Council. Additional investment in human capital is essential to meet workload demand, but over 80% of budget recommendations remain one-time or nonrecurring items that address targeted needs.

Commitment to capital project activation is a major component of the proposed Fiscal Year 2019 budget. In addition to the $3.6 million of excess fund balance above policy recommended for transfer to the Capital Investment Program

reserve, over $2 million dollars is dedicated to specific CIP projects, most notably engineering and design for the renovation and expansion of the Public Works Facility. Commitment to the first phase of work on this project will enable the Town to be ready for construction prior to work on Aviation Parkway by NCDOT begins, and to collaborate with Wake County for improvement of other amenities that benefit people living in and near Morrisville. Funding for construction will be a part of Town Council's continued discussion of the CIP and a future bond referendum.

An additional $1,175,000 in allocations are set aside in designated reserves toward future spending as directed by Town Council, including roads and transportation, capital improvement planning, sidewalk/pedestrian projects, and equipment replacement.

Approximately 5.7% of the Fiscal Year 2019 proposed spending is related to debt service. There is no new programmed debt service included in the proposed Fiscal Year 2019 budget. Debt service expenditures for Fiscal Year 2019 reflect the full debt service payment for McCrimmon Parkway Phase I. Debt service recommended in the Fiscal Year 2018 budget for McCrimmon Parkway Phase II and the Town's cost share of $2.7 million for the Morrisville-Carpenter Road project is expected to be issued during Fiscal Year 2019, but debt service payments are not expected to impact the budget until Fiscal Year 2020. Timing of debt issuance in this manner will allow the Town to incorporate the $5.7 million Parks and Recreation Bond project with the McCrimmon Parkway Extension Phase 2 bond issuance. Sufficient cashflow exists to support project initiation. A long-range forecast of debt service that supports the Capital Investment Program in a framework of a constant funding model that repurposed retired debt toward other projects will be developed as Town Council further defines its priorities and project funding philosophy.

For ease of review and simplicity in presentation, expenditures have been categorized into major types and focus areas. A budget priorities justification narrative is provided as a part of the Budget Summary on page 26. Expenditures are subsequently included in Department Budget Profiles to reflect placement within the operating budget framework, found in the Fund Details section the budget document. Two additional scenarios reflective of a higher level of available revenue that could support additional budget items have been provided with the proposed Fiscal Year 2019 operating budget, but are not included in Department Budget profiles.

Personnel Expenditures

The Town of Morrisville has maintained low staffing per capita for its programs and services. In addition to the demands created by expanding projects and infrastructure needs, demands for services and new and enhanced programming have reached a level that cannot be accomplished efficiently and effectively with current resources.

The Fiscal Year 2019 budget includes requests for nine additional full-time staff:

- Police Lieutenants (3 positions)
- Planner 2 (2 positions)
- Fire Administration – Assistant Fire Chief
- Fire Prevention – Deputy Fire Marshal
- Information Technology Analyst
- Communication and Outreach Director

A summary of these requests and a brief business case for each is provided as a part of the Budget Priorities Summary and expenditures are reflected in the Department Budget Profiles. Justification and need of personnel requests will be discussed in-depth during Town Council briefing and work sessions.

Additional staffing requests are reflected in the two enhanced scenario options included for Town Council consideration, including:

- Firefighters (4)
- Erosion and Sedimentation Control Engineer
- Fleet Mechanic

New position requests are incorporated into the Town's pay plan according to job description, classifications and level of responsibility. The Town also annually reviews approximately one-third of existing positions to validate employee duties and responsibilities and established market levels of pay. Minor adjustments occur each year within the Town's adopted pay plan, and are included in the proposed operating budget.

Health Care Costs

Earlier this year, Town Council received and approved an opportunity to join a health insurance risk pool with five other local government units to distribute higher cost claims over more covered lives. This is expected to stabilize health care cost over time versus year-to-year fluctuations. Participation in the North Carolina Health Insurance Pool (NChip) is effective July 1, 2018. The Town has retained its existing Health Care Plan design (including two tiers of coverage) and premium structure with no changes and no health care cost increase for Fiscal Year 2019. As an inaugural member of NChip, the Town of Morrisville is a member of the board of directors. The Town will be actively engaged and involved in management and oversight of the pool especially in the early formative years. Financial results and impacts of this financial restructuring will be carefully monitored, including the savings previously projected from the introduction of the two-tier plan in Fiscal Year 2018, and continued emphasis on wellness programs.

The Town's basic dental care plan, offered through the North Carolina League of Municipalities, will have no plan premium increase.

Employee Compensation/Merit Pay

An approximate 3% average merit pay award for Fiscal Year 2018 performance is recommended for the proposed Fiscal Year 2019 budget, consistent with the prior two years and in accordance with a tiered level of merit pay award based of performance ratings as follows:

2%	Meets Expectations
3%	Exceeds Expectations
4%	Far Exceeds Expectations

The actual average will be based on overall performance ratings completed by June 30, 2018. The average merit increase in Fiscal Year 2018 was 2.61% based on Fiscal Year 2017 performance ratings.

In addition, a 2% adjustment to pay ranges is recommended to reflect rates of pay offered in the recruitment market and by competing jurisdictions to ensure the Town can continue to attract and retain qualified and skilled employees. This adjustment does not adjust existing employee salaries unless they fall below the adjusted beginning pay range, and will have a minimal budgetary impact.

As noted in last year's budget message, employee turnover continues to trend upward. The continued favorable economy and ability to leverage knowledge and experience to obtain higher salaries has resulted in loss of key employees in the Town during Fiscal Year 2018. Recruitment and retention of employees has become more

challenging, resulting in more vacancies and longer recruitment periods. The loss of skilled employees also reduces productivity and contributes to additional cost for training and professional development. While the routine adjustments to the pay plan entry level salaries to market is positive, employees with more experience and tenure fall further behind within the pay range in comparison to entry level employees. This serves as a disincentive to retention of valuable employees.

In addition to performance merit pay, additional compensation mechanisms to recruit and retain employees are needed and recommended for implementation. Personnel policy revisions will be developed to support the following performance management tools that recognize knowledge, skill and experience in the employee's respective profession. These tools are not employee-wide pay adjustments, but are proposed to address specific identified areas of concern.

Public Safety: For both police officers and firefighters, peer cities accelerate pay adjustments quicker than the Town of Morrisville, and provide more incentives to recruit officers and firefighters. Recruitment of police officers in particular has become more challenging in recent years due to a smaller field of candidates choosing this profession and competition in the area for municipalities that need officers. For both Police and Fire, candidates do not apply for jobs due to higher salary levels than attainable in Morrisville. A multi-faceted approach to addressing these issues includes:

- Recognition of years of experience above market level entry pay at time of hire and to address existing staff compression;
- Education incentive for increasing levels of post-secondary educational degree attainment;
- Referral stipend for recruitment of public safety personnel who remain with the Town for at least a year.

Inspections: Two Inspections employees are approaching retirement and the industry is growing even harder to identify qualified inspectors to fill future vacancies. Municipalities have resorted to intensive lobbying efforts to lure experienced inspectors away for their current employers. Recruitment efforts this year were modified to hire and train inspectors with probationary certifications. A certification based incentive program is recommended to enhance training and experience:

- Restructure of position classifications to be certification based;
- Training paid for by Town of Morrisville in return for future commitment to work;
- Incremental pay adjustments for certifications achieved;
- Promotion to next level of inspector upon completion of full certification at each level.

Other General Staff: As conditions warrant, identification of hard-to-recruit positions and flexibility for hiring salary within the pay classification salary range and in relation to comparable position.

These recommendations are implementable through no additional budgeted resources, effectively using lapse salary that occurs in the normal course of the operating year. This program of compensation enhancements is not a vehicle for an overhaul of the pay plan or blanket pay adjustment for all employees, but as an essential tool to maintain the strength of our experienced and skilled workforce.

Total funds requested to support the merit and market pay proposals and related payroll costs is approximately $450,000.

Part-time pay plan rates were last adjusted for Fiscal Year 2017. No changes are recommended for Fiscal Year 2019, but will be evaluated in relation to work done to evaluate pay plan and policy recommendations for full-time employees.

Other Employee Benefits

In January 2016, the Local Government Employees Retirement System (LGERS) Board made several decisions regarding the local retirement system. The LGERS Board adopted an Employer Contribution Rate Stabilization Policy. Following adoption of that policy, the Board set LGERS employer contribution rates for the next 5 years in accordance with the policy.

The Fiscal Year 2019 employee contribution is 7.75% for general employees and 8.50% for law enforcement officers (LEOs). These rates will both increase by 0.25% annually through FY2020-21. The death benefit contribution – which is 0.40% for general employees and 0.14% for law enforcement officers – will be in addition to these rates. Adoption of this policy and these contribution rates is expected to allow for predictability and stability in the contribution rates, while maintaining the North Carolina local retirement system's position as one of the best-funded systems in the country.

The Town of Morrisville joined the Local Government Employees Retirement System in July 2003. The Town has been contributing an additional 5.35% of gross wages for both General/Fire employees and LEO employees toward the pension liability for employees with prior years of service since that time. The liability is expected to be extinguished as of June 30, 2018, and the proposed Fiscal Year 2019 budget has reflected a one-time $500,000 reduction in base budget personnel expense from savings for the reduced liability and other structured pay adjustments.

Capital Investment Program Expenditures

The Fiscal Year 2019 reflects debt service for $10,000,000 of Street Improvement Bonds issued in 2017 for Phase I of the McCrimmon Parkway Extension. This project is estimated to be complete in fall 2018. Phase II of the project will be managed by NCDOT. The contract has been awarded and construction will start this spring. The remaining $4.3 million in authorized Street Improvement bonds will be issued during Fiscal Year 2019. No debt service impact is anticipated until Fiscal Year 2020.

As a part of its commitment and attention to the Town of Morrisville's roadway and transportation needs, the Town applied for and received a $6.3 Million matching grant from Capital Area Metropolitan Planning Organization (CAMPO) for an estimated $9 million Morrisville Carpenter Road improvement project. This project will enhance East/West Connectivity through the center of Town and establish safer access points along the corridor between NC54 and Davis Drive. Construction is expected to start in fall 2018. Debt service for the $2.7 million Town cost for this project is delayed until Fiscal Year 2020.

The Town also has $5,700,000 in authorized, but unissued bonds outstanding for the 2012 Park Improvement Bonds. Project evaluation throughout Fiscal Year 2017 and 2018 resulted in a decision to proceed with the MAFC renovations and site design and construction drawings are in Plan Review. Construction bid award is projected for summer 2018 with renovations to follow in the fall. Issuance of bonds for this project is expected in Fiscal Year 2019. No debt service impact is anticipated until Fiscal Year 2020.

Debt service of $4 million for bonds issued in 2013 for Church Street Park is included in the Fiscal Year 2019 budget and will continue until 2034. Field lights, supported by a grant from Wake County, to expand use of the cricket field for tournaments and related events were added in Fiscal Year 2018, paid for through a cash outlay by the Town matched by a grant from Wake County.

Three sidewalk projects - the Church Street Walking Loop project, a collaborative effort with Wake County through support from Community Development Block Grant (CDBG) funding, the lower Church Street Walking Loop, which will serve as a Historic Trail and provide a complete network of sidewalks for most of Church Street and around the Town Center, and Cary Parkway sidewalk segment have been completed in 2018. Design of the sidewalk segment

on NC54 between Keybridge Drive and the Oaks at Weston, also a NCDOT funded project, was delayed but is expected to begin this spring and will be complete in Fiscal Year 2019.

Work on the Historic Church Parking Lot Expansion is moving ahead and will soon allow for increased community use of the church. The project should be complete early in the Fiscal Year and be available for enhance and expanded programming, particularly for seniors.

Work to update project concepts and develop a long-range, comprehensive Capital Investment Program is underway and is an integral part of the proposed Fiscal Year 2019 budget discussion.

Progress is underway on major road projects, including McCrimmon Parkway Extension and Morrisville Carpenter Road. Work on the Crabtree-Hatcher Creek Greenway and various sidewalk projects is nearing completion. The Morrisville Aquatics and Fitness Center renovation project is in site plan review and is slated for construction bid early in Fiscal Year 2019. The Church Street Park Field Lights have been installed, the Historic Christian Church parking lot is nearing construction bid award, and the Morrisville Healthy Food Hub Phase I will open later this spring. Most notably, Town Council has authorized the development of a Demonstration Project in the Town Center Core, and work for the roadway improvements that will support that project and the Wake County Library are underway. Progress has been made.

Debt

The Town's debt policy outlines the goal of keeping tax-supported debt service to a maximum of 15% of governmental expenditures. The Town's current annual debt obligation of $2,130,600 in Fiscal Year 2019 is 5.7% of the proposed budget as compared to 7.2% of the original budget for Fiscal Year 2018. There is no new debt added for Fiscal Year 2019.

Debt originally scheduled for issuance in Fiscal Year 2018 has not occurred as site design and engineering work continued. Debt is anticipated to be issued for McCrimmon Parkway Extension Phase II, Morrisville Carpenter Road, and Morrisville Aquatics and Fitness Center (MAFC) renovations in Fiscal Year 2019. Debt service on this debt is projected to begin in Fiscal Year 2020 and will allow the Town to leverage debt capacity and financing opportunities over the long-term life of the debt and as the Town considers a future bond referendum for capital projects.

Fund Balance

The recommended budget includes total fund balance appropriations from in the General Fund of $5,395,000 to support the following capital investment projects:

$3,670,000	*Transfer of the >45% Fund Balance as of June 30, 2017 to the Capital Reserve Fund. These reserves would be restricted for use of capital projects approved by Town Council as a part of its continued Capital Investment Program.*
$1,300,000	*Public Works Facility Renovation/Expansion Design*
$ 250,000	*Morrisville Healthy Food Hub Phase 2*
$ 175,000	*Davis Drive/Parkside Valley Drive Intersection Improvements*

Allocations of $475,000, $400,000, $200,000 and $100,000 are also included in the proposed Fiscal Year 2019 budget for the Roadway and Transportation, Fire Apparatus Fund, CIP Capital and Sidewalk/Pedestrian Enhancements reserve funds, respectively.

In addition to the $100,000 Sidewalk/Pedestrian Enhancement allocation noted above, an amendment to the existing sidewalk capital project fund for the Church Street Sidewalks is proposed. This appropriation is for design services. Construction is slated for Fiscal Year 2022. NCDOT will reimburse the Town for 80% ($240,000) of this cost.

A fund balance appropriation of $575,000 in the Stormwater Enterprise Fund is recommended for initiation of the Green/Fairview Stormwater Improvements project and the Stormwater Operations/Rate Study. This fund balance appropriation does not affect the General Fund.

Parkland Payment-In-Lieu reserves have grown by $538,000 to date during Fiscal Year 2018 and are also available for investment in capital projects designated for activation through the CIP program.

FUTURE OUTLOOK

The Fiscal Year 2019 proposed operating budget reflects the broadening scope of personnel and operating resources needed to support Town programs and service demands. Additional investment in human capital is required now and is anticipated to continue in the future to maintain an aggressive pace of implementing and managing the goals and objectives outlined in the strategic plan. The proposed budget also reflects the expressed desire and commitment of Town Council toward utilizing existing fund balance capacity to accelerate capital projects and other major initiatives.

Emphasis on serving and engaging with our community is also demonstrated in the increased level of resources requested for community programs, events and information sharing. A cohesive unit focused on marketing and promotion of the good work we do is a necessary and exciting opportunity.

While the Fiscal Year 2019 proposed budget reflects a more aggressive budget proposal for major capital and program expenditures and increases to a base budget for needed staff, each request has been fully reviewed and evaluated to prioritize uses of budget capacity for essential and highest priority requests. As we begin establishing departmental workplans that support the goals and objectives of the strategic plan, define our Town Center Core, and develop the infrastructure that supports the people who live, work, and play in Morrisville, the decisions we make today will define and influence our future budgets, capital investment program and long-term growth and citizen satisfaction.

ACKNOWLEDGEMENT

Development of the annual operating budget and advancement of a forward thinking capital investment program for the Town I love and call home is one of the most rewarding responsibilities I have as Town Manager. I am humbled by the role I play in weaving together the input from our citizens, business community, collaborative partners, and staff into a transformational framework for the work we do year-round. The foundations of this budget have been "under construction" for many months and extend into our past operations and activities to prepare for those awaiting us in the future. Each perspective, input and recommendation is considered thoughtfully and carefully. The deliberative consideration of the proposed budget, and the collective discussion and decision-making of Town Council culminates in our own roadway to chart the work we have underway. I thank each participant in this process for their important role.

The assembly of the proposed budget this year was especially influenced by and integrated with the strategic plan development process, which also relied heavily on guidance and direction by Town Council and thoughts, opinions and desires expressed by our citizenry. The operating budget is another way to showcase that we ***Connect Morrisville.*** Special thanks to Todd Wright, Assistant Town Manager, for leading and guiding this process over many months to achieve adoption of the plan. The strategic plan connects to this and future budgets.

I am also grateful to Jeanne Hooks, Assistant to the Manager and Budget Manager for her intuition and insight on ways to share and convey information to me and Town Council that illustrates how we are working to fulfill the vision, mission and values described in our strategic plan. I truly feel we are partners in the budget development process and I trust and value her opinion and input as much as her knowledge and experience. Thank you Jeanne.

CONCLUSION

The Fiscal Year 2019 proposed operating budget and capital investment program will be presented to Town Council and the citizens of Morrisville at the Tuesday, May 8 Town Council meeting. The budget portal will open to facilitate and promote public input. A work session is scheduled for Tuesday, May 15 and as a part of the May 22 Town Council meeting. An additional work session is planned for Tuesday, June 5. Public information and Drop-In opportunities for citizens to learn more, ask questions and provide comment, and are scheduled for the week of May 14-17. The public is invited to comment at the formal Public Hearing, scheduled on Tuesday, May 22. Adoption of the Fiscal Year 2019 operating budget is anticipated on Tuesday, June 12.

Work is underway, and our progress will continue in Fiscal Year 2019 and beyond as we connect Morrisville by delivering results. Being a part of this team at this time in Morrisville's history is an honor. I am eager to discuss the budget proposal and work together with you towards its adoption.

Sincerely,



Martha Paige

Town Manager/Budget Officer

Connect Morrisville

BUDGETARY PRIORITIES SUMMARY

Operating Impacts (Routine or Recurring Annually)	Town Manager Requests
Police Lieutenants (3): Three lieutenant positions to address workload efficiency gaps between Sergeants and Captains. Lieutenant positions will assist in coordination of activities across squads, span of control and communication, including checks and balances that enhance and enable more effective patrol, operations, and support service to officers and citizens.	272,700
Planner II (2): Addition of two Planner II positions to meet current and ongoing demand for site plan/subdivision reviews within established review timelines and assist with process improvements and other major projects and initiatives.	154,000
Communication and Outreach Director: New director level position reporting to the Town Manager to comprehensively manage and expand public information and community outreach, centralize marketing and promotions of programs and events, and enhance overall media, public relations, and outreach events. This position will also be responsible for collaboration with the Morrisville Chamber of Commerce and managing research and evaluation of organizational initiatives such as All America City, Sister City, Bike City, Tree City, other similar programs, creating new events and broadening citizen and business engagement.	125,100
Assistant Fire Chief: Management/Leadership Fire Service position to support operational oversight of Fire and Rescue staff at the direction of the Fire Chief. Oversees Battalion Chiefs and coordinates administrative responsibilities including hiring, training and other human resource/personnel supervisory responsibilities. Other operational duties will include vehicle apparatus and emergency response activities.	109,600
Information Technology Analyst: Addition of one Information Technology support staff to manage expanded and increasingly complex network of hardware and software, as well as managing related service demands, including disaster recovery, security, and project support. This position will allow for realignment of functions within the department to assist with the implementation and ongoing management of the enterprise system replacement project and allow for more attention to both operational and desired strategic initiatives to support customer and citizen information needs.	88,000
Deputy Fire Marshal: Addition of one Deputy Fire Marshal to assist with current and ongoing demand for plan review, building inspection and other related duties and responsibilities. Coordination of other Fire Prevention and outreach programs and activities.	70,700
Merit/Market Adjustments: Proposed merit salary adjustments based on Fiscal Year 2018 performance evaluation ratings. A Performance Pay Plan model was implemented in Fiscal Year 2016, linking the amount of merit pay award to performance ratings. The actual average merit pay award for FY2017 and FY2018 was 2.66% and 2.61%, respectively. The proposed budget allocation for merit pay provides for an up to 3% actual average merit pay award and associated payroll costs. Market adjustments to address identified market conditions and vulnerable positions are incorporated into this request.	450,000 -500,000 Offset by Base Budget (LGERS reduction)
Staffing Operations Costs: Required uniforms, equipment, training/evaluation and computer/electronic equipment for three police lieutenants, assistant fire chief, deputy fire marshal, two planner II positions, IT system analyst, and communication & outreach director.	133,000

Office Lease Space: Lease of office space and associated up-fit costs to meet needs and manage operations to incorporate proposed six additional staff members, meeting space and storage. Existing office space has been maximized to extent possible. This expenditure is anticipated for a minimum of two years as permanent space options are evaluated (excludes police lieutenants)	100,000
Information Technology Enhancements: Information Technology initiatives to expand use of cloud services and outsourced provision of services to reduce overall information technology hardware and software replacement costs and maintain pace with evolving technology advancement and needs. Efficiencies include: • Hardware as a Service (Haas): A service provisioning, pay-as-you-go procurement process similar to Software as a Service (SaaS). This model of hardware replacement is scalable, flexible, fully managed, and allows organizations to have up-to-date technology with reduced equipment and IT staff costs. • Microsoft O365 (SaaS): In conjunction with HaaS, this program would provide for a subscription based model for Office 365 applications and eliminate several servers currently being maintained in-house. • Additional licenses and annual maintenance and support for expanded capacity and users for Laserfiche, Laserfiche Munis Connector, and ERP Modules (in conjunction with the ERP replacement project).	86,400
Communication/Outreach Programs: Administrative and operational cost to research, plan, organize and support community outreach program implementation and participation. Costs involve application/member fees, event costs, travel, promotional materials, and media/outreach materials. Program examples include Advisory Board Committee Events, S'Morrisville, Cultural Events, All American City, Sister City, and others.	50,000
Fire Department Equipment Replacement: Periodic and routine replacement of fire department equipment. • Standpipe Hose: Replacement of current 1 ¾" high rise packs with 2" hose, including replacement of attack nozzles, to maintain consistency with surrounding departments and conform to national trends for waterflow and hose management for high-rise firefighting. • Extrication/Wildland Gear and Boots: Mission specific protective gear that is more environmentally tolerable for firefighters and reduces exposure to more expensive firefighter bunker gear, increasing longevity of structure gear. Reduces physical stress for fire personnel and allows for easier maneuverability and increased work time in hot wildland scenarios. Replacement plan is 10 sets each of 5 years (Total 50 sets). • RAD-57 Monitor: Purchase of two RAD-57 Oxygen/Carbon Monoxide monitors to aide in monitoring oxygen and carbon monoxide for on-scene patient monitoring and rehab for firefighters after making interior fire attack entry. The Town does not currently have carbon monoxide detection capabilities. • Mass Trauma/Active Assailant/Mass Casualty Kits: Twelve stocked bags (2 per truck, plus 2 for fire administrative vehicles) to provide a rapid and adequate care (primarily hemorrhage) during initial contact with patients or fire department personnel that may be injured during a mass incident.	49,800
Information Technology Security Enhancements: Recommendations for enhanced security review and testing recommended in the Town's security assessment review: • Advanced Malware Protection: An additional layer of security that works in conjunction with the Cisco Intrusion Prevention System/Intrusion Detection System currently a part of the managed firewall service. This service provides real-time protection, reporting and alerting to reduce outside security threats and provide additional protection from cyber-security attacks. Protection will be extended to laptops, desktops and servers. • Annual E-Mail Phishing Testing: Random/targeted testing to build and strengthen security awareness by Town of Morrisville email users.	38,100

• Bi-Annual Wireless Pen Testing: Alternating testing every two years, to include configuration testing in accordance with NIST Guidelines for Securing Wireless Local Area Networks and e-mail phishing testing.	
Information Technology Disaster Recovery (DRaaS): Transition from on-site disaster recovery to Disaster Recovery as a Service. Currently, the Town's disaster recovery site is located near existing facilities. Best practices suggest a location further away. DRaaS is more cost effective, is scalable, and eliminates the need to maintain a dedicated disaster recovery facility. The current disaster recovery location will be maintained for phone and firewall services and redundancy. This recommendation comes from the Town's security assessment review.	32,300
Telematics (Public Safety Vehicles): Installation of telematics on police vehicles and fire administration vehicles to allow for the monitoring of diagnostic vehicle data along with vehicle location and drive times. Real-time monitoring and determination of idle hours provide a better idea of wear and tear and aid in vehicle replacement plan scheduling, minimizing the need for loaner fleet vehicles, and improve overall driver behavior in non-emergency situations. Non-emergency vehicles were equipped with telematics in FY2017 and has benefitted the Town in earlier alerts of engine issues and notification of routine maintenance needs.	25,600
Landscape Contract: Addition of Town properties and rights-of-way to the existing landscape contract. This increases the efficiency of the Parks and Grounds staff, allowing them to increase the quality of the landscaping and meet the upkeep needs associated with the current level of programming in Town parks. This alternative allows the staff to use their higher level of skills where they are needed most and avoids adding additional personnel to support these needs. Examples include Healthy Food Hub, Crabtree-Hatcher Greenway, and McCrimmon Parkway Extension.	25,300
Video Library: Development of video library showcasing strategic initiatives, key projects and Town programs and services for visual access at meetings and through the Town's website and You Tube channel. Examples include Morrisville-Carpenter Road widening and similar road projects, Community Policing, Fire Prevention and Safety, Morrisville 101, S'Morrisville, and Special Event Permitting. Videos would vary in length and offer another way to promote Town activities and enhance education, information sharing and social media efforts.	25,000
Parks, Recreation and Cultural Resources Programs: Program and service delivery enhancements. • NRPA Conference Training: Professional development for three staff members to attend the annual NRPA conference training program to support certification and accreditation training needs for the Department • Healthy Food Hub Programming: Funds to support programming paired with Healthy Food Hub activities and enhance opportunities for use of the green space during other times of the week. Examples of expenditures include generators, stages, entertainers and staff support. • Cedar Fork Community Center Expanded Hours: Additional programming on Saturdays to meet demand and class needs expressed by the community. Currently, weeknights are operating at capacity.	11,200
Police Department Equipment Replacement: Periodic and routine replacement of police department equipment and software licensing renewals. • Ammunition: Additional replenishment needs associated with increased use of force and active shooter scenario training and state mandated qualification requirements. • Mobile Terminal Identifier: Additional licenses to link each officer that is certified to use Computer Aided Dispatch and allow access to Division of Criminal Information. • Crash Data Retrieval Software: Renewal of license for software needed for crash reconstruction.	10,400

Triangle Water Partnership Membership Dues: Annual membership dues for participation in the Triangle Water Partnership. This organization replaces the Jordan Lake Partnership and allows the Town of Morrisville to actively participate in the water supply planning work and collaborative efforts for Chatham, Durham, Harnett, Johnson, Orange and Wake Counties. Joining this partnership provides the Town with a vote in discussions rather than being an observer only.	10,400
Fire Department Technology Enhancements: Information Technology initiatives to expand use of cloud services and outsourced provision of services to streamline tracking and reporting of Fire Department activities and increase staff efficiency. • Target Solutions: Internet/cloud based software for ISO, DOI, OSFM and internal department training and compliance tracking and reporting. Reduces labor and paper intensive recordkeeping and enhances ability for firefighter staff to receive web-based training in lieu of classroom training offsite and beyond regular shift hours. • Station Check: Automated reporting of daily, weekly, monthly, quarterly and annual equipment apparatus checks. Also monitors and tracks fire equipment through asset management. Increases accuracy of information and reduces paper.	9,500
Governing Body Leadership Initiatives: Operational support to Town Council to facilitate efficient and effective advocacy and action. • Professional Development/Support Resources: Funds for Town Council retreats, governing body collaboration and facilitation of meetings, and in support of productive Town Council working relationships. • Legislative Advocacy: Hosting of events and meetings with state legislators to support Town advocacy efforts.	12,500
TOTAL	**1,389,600**
Onetime Operating or Capital Impacts (Non-Routine)	**Town Manager Requests**
Vehicle Replacements: Replacement of vehicles that will be retired because they meet the Town's vehicle replacement criteria. Scheduled replacements include police, fire and planning vehicles. Replacement cost also includes the up-fit/installation of special equipment such as lights, sirens, and necessary computer equipment.	603,600
New Public Safety Vehicles: Fully equipped public safety vehicles (5) related to request for Police Lieutenants, Assistant Fire Chief and Deputy Fire Marshal.	325,000
Road Paving Projects: Proactive road maintenance to maintain acceptable levels of road condition and reduce the percentage of deficiencies. This allocation adds to the available Powell Bill funds to accelerate the amount of annual roadwork.	300,000
Debt Financing Costs (Legal & Financial Advisors): Bond counsel and financial advisors fees related to issuance of the remaining 2012 voter approved Street Improvement and Parks & Recreation Bonds for financing of the Town's portion of the Morrisville-Carpenter Road project. This is a rollover of funds requested in FY2018 and not expended due to timing of bond issuance. The request has been increased by $50,000 to account for two bond issues (McCrimmon Parkway Phase II/Morrisville Aquatics and Fitness Center) and other installment financing needs.	250,000
Davis Drive/Parkside Valley Drive Intersection Improvements: Conduct a traffic study, including signalization, to identify and construct vehicular and pedestrian roadway and/or signal improvements that enhance safety and/or reduce congestion. Project includes specific evaluation of pedestrian signal and crosswalk addition for Bexley Park Apartment Complex. Project includes contingency.	175,000 -175,000 Offset by Fund Balance

Branding/Wayfinding Implementation: Replacement of Town of Morrisville signs at major parks and greenways to continue branding campaign and implementation of welcome/destination/wayfinding signs into and around the Town to bring better awareness to Morrisville as a destination. • Three Town Hall Signs (Parks Admin/Public Safety/Development Services, and Cedar Fork Community Center) • Gateway Signs (3) • Wayfinding Signs	150,000
Back-Up Power – Town Facilities: Currently there is no back-up/emergency power for the Police Department. Only ½ of Town Hall (Information Technology Wing) has back-up emergency power. • Police: New diesel backup generator. This project would also provide power to the Development Services lobby and receptacles. A masonry screen would be constructed around the generator. • Town Hall: Connection of the Administration Wing and Town Council Chambers to backup power. The existing generator serving the IT Wing is also due for replacement in the next few years. This project would provide a larger, more efficient generator to service the entire building.	146,000
Pugh House Repairs: Basic exterior repairs and provision of utility service to Pugh House to preserve asset and protect from damage and weather conditions. Recommended updates from preliminary study include repairing and painting the exterior, including gutters and stair/porch repairs, electrical and water/sewer service, HVAC installation, security and fire alarms.	114,000
Town Building Maintenance/Repairs: Allocation of funds to support the needs of aging infrastructure to maintain quality fixed assets, and meet the needs of customers. • Town Hall: Replace exterior doors to the patio near Council Chambers to alleviate a problem with sticking and not closing properly due to temperature and humidity changes. The doors currently stick and leak during rainstorms. When doors are expanded, there is also difficulty securing the doors. • PSMS Building: Addition of a bathroom to accommodate additional staff in the Fire/Engineering Wing. There is currently only one toilet to serve approximately twenty people working in that wing of the building. The second facility will be placed next to the existing bathroom to utilize the same plumbing fixtures. • PSMS Building: Installation of two roof ladders which are needed for maintenance work on the roof of the building, such as roof repairs and inspections, and HVAC repairs. Currently an extension ladder is used, which can be a safety concern and may cause additional roof damage. • Fire Station #1: Installation of UV resistant film on three front bay boors at the fire station. The glass panels face west, and the afternoon sun causes a significant amount of ultraviolet type A rays to enter the bay area. This results in exposure of clothing, turnout gear and other equipment to these rays. The bay will also be kept cooler by blocking out more infrared heat and make the area more comfortable for work and other meeting use during warmer weather. • HVAC Replacement: Proactive maintenance and replacement planning for up to four HVAC units at various facilities. • Stand Up Desks: Comfort and wellness enhancement for Inspections Department staff.	106,400
Other Technology Enhancements: Allocation of funds to support modest hardware/software technology needs for Governing Body/Administration, Recreation, Human Resources, and Information Technology. • Active Network: Replacement of RecTrac with Active Network. The RecTrac software has been used by Parks and Recreation for program and activity registration for many years and was upgraded two years ago. The current registration application/program has yielded more problems than solutions. Connectivity issues result in service interruptions that frustrate customers and create additional workload in both Parks and Recreation and IT. Active Network is a web-based, hosted solution that will effectively integrate with existing and proposed financial programs.	100,600

This program will be able to serve both on-line and in-person customers and allow for electronic payment processing. • Governing Body/Administration: Identified software enhancements needed to improve monitoring, tracking and reporting for key initiatives, including Major Project timelines and updates, Strategic Plan, and Performance Measurement. Identified software solutions will be developed to be visually appealing through graphics and provide information needed and desired by the public. An evaluation of products in underway. • Human Resources: Electronic scanning of protected personnel files and information for employees hired before July 2017 that have been previously maintained in paper files. This project allows for more secure and easier access to older information that still must be retained and accommodate need for secured access to more current information. Laserfiche, the current Town database management provider, provides turnkey services with secured access and login. This project cannot be performed by in-house or part-time resources due to confidentiality of records. • Information Technology: Miscellaneous one-time cost associated with licenses and modules to support increased organizational information technology needs, including Laserfiche participant licenses and Munis connector, enterprise system replacement modules and blue beam software, and NetMotion licenses.	
Transit Study: Professional services to conduct a detailed study examining the market and propensity for transit in Morrisville. The study will examine the level of transit needed in Morrisville and provide recommendations for type(s), location(s) and service providers for future transit in Morrisville. The study will also provide planning-level cost estimates of transit service and include significant public and stakeholder engagement.	100,000
Stormwater Operations/Rate Study: Review and evaluate the current stormwater enterprise, including program components, policies, goals, and cost evaluation, including rate structures and share of cost among program participants. The study will identify recommendations for future program management, staffing, and capital funding resources. The stormwater program fee has not been evaluated since FY2015 and is supported in part by a general fund subsidy.	100,000
Space Needs Analysis: Additional demands for work and meeting space cannot be met within the existing Town of Morrisville building capacity and footprint. Modifications to the Police Department, Public Safety and Development Services were completed in FY2018 to enhance use of existing space. The Police and Fire Departments also have specific public safety needs that are difficult to attain in a building not designed for those unique purposes. A comprehensive evaluation of future Town-wide needs is necessary to develop a long-term plan for servicing the community needs efficiently and effectively. A space needs consultant is needed to objectively assist with development of the scope and framework for a thorough review.	100,000
Computer Hardware Replacements: Annual hardware refresh plan, including replacing of 1 Wireless LAN Controller, rugged laptops for public safety, two servers, and replacement of smart boards in various buildings. An additional $98,600 in scheduled replacement computer replacement cost is avoided in conjunction with a transition to proposed Hardware as a Service (HaaS).	96,400
Police Equipment Replacement: Replacement of police department equipment needed for regular and special operations service response. • Computer Aided Dispatch: Raleigh Wake Emergency Communications Center has finalized planning to integrate new CAD dispatch software for FY2019. There is upfront cost per mobile terminal related to the CAD upgrade by Wake County. • Police Bicycles: Replace five outdated police patrol bicycles. The current bicycles were purchased from local retailers and were never suited to be utilized in a police capacity. With the new bikes, the Bicycle Unit will be able to satisfy a demand from the community for extra patrols throughout the community and on our greenways.	81,000

- SORT Ballistic Helmets and Body Armor: Replace outdated SORT ballistic helmets and body armor. Members of the MPD's Special Operations Response Team (SORT) are in need of specialized ballistic helmets and body armor. Each helmet and armor are rated specifically for tactical operations such as barricaded subjects and active threat incidents.

Parks & Recreation Program and Event Initiatives: Enhanced program and facility support needs. 79,900

- Solar Charging Stations: Purchase of ten charging stations as an amenity for users and to collect data on traffic near playgrounds, greenways and other activity areas. The Department continues to seek ways to collect data to be used to create greater efficiency and effectiveness of services, and to understand the usage and patterns of patrons. The solar charging stations would be placed near program areas to offer a convenient service while also collecting data. Units are solar powered charging stations for mobile devices, which include a small wifi enabled device sensor to only capture dates and times of visits. Examples of reporting include hourly, daily and monthly activity counts, length of visits, and frequency data. No personal data is collected. Identified areas include Church Street Park, Northwest Park, Morrisville Community Park, Indian Creek Trailhead and the Healthy Food Hub.
- Greenway Safety, Directional Signage and Mile Markers: Purchase and installation of safety and directional signage along the greenway system, including Indian Creek Greenway, Shiloh Creek Greenway and Crabtree-Hatcher Greenway, to improve safety and user experience. Signs will allow patrons to know where they are along the greenways, how far away destinations are and educate people about the guidelines and potential hazards present on the greenways. The mile marker system will allow for ease of measuring distance and allow for better location ability along the greenway for use by visitors, maintenance staff and public safety employees.
- Bigfoot Speakers: Replacement of existing sound board and speakers with an all-in-one system. The current system is 12 years old and receives considerable usage and is experiencing system performance issues due to age and wear and tear. It is not reliable for larger events or increased usage anticipated from Healthy Food Hub programming. The proposed unit is a self-contained, wireless, battery operated unit that can be used individually, or in a series when one speaker is not enough. Wireless microphones are included.

Public Works Equipment and Initiatives: Replacement of aging equipment for servicing facilities and events including minor facility repairs. 56,000
-4,200
Offset by Anticipated Wake Co Reimbursement

- Park Equipment: Scheduled replacement of two zero turn mowers in the Parks and Grounds Division.
- Morrisville Community Park Athletic Field Fence Upgrades: Addition of four fenced-in bull pens that will be attached to the existing outfield fence on MCP Fields 1 and 2. The addition of the fencing will increase safety and allow the athletics program to comply with league safety guidelines.
- Public Works Ditch Regrade: Remediation of the existing ditch on the Public Works site across from Clements Drive to eliminate standing water issues. This project must be complete before September 2018 or will require NCDENR approval and potentially increased work and cost.
- APWA Conference Training/Awards Ceremony: Funds to support available professional development and training opportunities associated with Public Works activities and program accreditation support.
- Traffic Cones: Used for traffic and project safety and for special events. May also be used for emergency and weather situations.
- Specialty Tools: Purchase of an electric tracer and electric plumbing auger. Building codes now require that all receptacles and light switches be marked with circuit numbers and service panel IDs when in the scope of work for renovations and new construction. The plumbing auger will allow Public Works to avoid calling a plumber for minor plumbing issues.
- White Goods Disposal Program: Implementation of a white goods disposal program, which includes washers, dryers, refrigerators, freezers and stoves. Once per quarter, Public Works would rent a box truck and collect white goods curbside and deliver to South Wake Landfill.

Customers would call in requests for pick up. This program would be fully funded through a reimbursement program offered by Wake County.	
Fire Equipment Replacement: Replacement of fire service critical response and medical equipment in accordance with replacement schedule and need. • Digital Fire Trainer: Simulation software that allows firefighters to experience almost realistic fire conditions through fire simulation using water, smoke, noise and heat. This program can also be used for community demonstrations and fire extinguisher education. Morrisville Fire/Rescue has applied for a non-matching grant to support this purchase request. • Thermal Imaging Cameras: Scheduled replacement of two cameras for fire apparatus. • Inflatable Fire Education House: An affordable and portable fire education prop that offers a realistic fire education experience for children from kindergarten through 5th grade to teach them proper fire safety tasks, including exit drills, home safety, and how to respond to a fire. It is not a bounce house or play toy. The current education trailer has been damaged is not transportable. • CO2 Meters: Provides passive air quality sampling in apparatus cabs, rehab areas, medical calls, inspections and demos. Increases firefighter safety from exposure to unknown carbon monoxide gas, and assists as a diagnostic tool for patients with general illness complaints. • Target Solutions: One-time cost for training module. • Blue Beam Monitors: One-time cost for monitors to use Blue Beam software.	58,600 -23,000 Offset by Anticipated Grant Revenue
Affordable Housing Policies: Information gathering and analysis to provide guidance on development of affordable housing policies for Town Council discussion. Key tasks would include documenting the latest demographic and socio-economic trends, some public engagement/outreach, and defining specific strategies for implementation. This request does not develop a comprehensive affordable housing plan or include extensive stakeholder feedback.	50,000
Town Facility Security Enhancements: Phase 2 of the Security Assessment at Town Buildings and Parks conducted during FY 2018, to include prioritization and implementation of security recommendations. (Report pending at time of budget development.)	50,000
Morrisville Community Park Bathrooms (Phase 2): Addition of a family bathroom to the existing bathrooms, currently being renovated. In addition, an ADA water fountain will be added to an exterior wall. Project cost includes 20% contingency.	45,000
Strategic Plan: Professional consulting services to support Phase 2 of the development of a comprehensive strategic plan for the Town. Enhancing the strategic planning effort will tie key programs together and enhance efficiency within the organization. The process will provide additional clarity on community needs and priorities as well as connectivity to the vision of elected officials that guide staff. Phase 2 includes development of Departmental and Individual work plans that support the Town Council adopted plan.	25,000
Demolition of 103 Church Street: The Town purchased this property in 2004. The house is a former mill house and has some historical value. A recent condition assessment indicated over $20,000 in immediate repairs would be required to retain the structure. There are also foundation structural issues, which limit the ability to renovate the home. The house is not salvageable and requires removal. Asbestos has already been removed.	11,600
Stormwater Equipment: Replacement of existing equipment. Current equipment is old, has multiple limitations and does not provide sufficient imaging capabilities. The existing camera is a pole camera and is designed to take pictures from an open structure and is not mobile. The pole camera is placed in the bottom of a structure and the camera looks into a pipe. In contrast, a camera and rover cart have the ability to travel into a pipe, pan around on a specific joint and take pictures and video. This equipment can also be used by Engineering and Public Works departments to help make informed	10,000

decisions about rights-of-way pipe connection questions and to help assess issues with smaller pipe clogging.	
Other Council Directed Initiatives: Undesignated (contingency) allocation reserved for projects or items as directed by the Town Council.	50,000
TOTAL	**2,981,900**
Capital Projects, Capital Reserves and Fund Balance Appropriations:	**Town Manager Requests**
CIP Capital Reserve Fund: Allocation and transfer to Capital Reserve in excess of 45% over Fund Balance policy, as of June 30, 2017, to reserve funds for future CIP Projects.	3,670,000 -3,670,000 Offset by Fund Balance
Public Works Facility Plan Design: Engineering/Design services for Public Works Facility renovation/expansion, including joint master planning with Wake County for Convenience Center upgrade. Start of site design is essential to completing construction prior to the start of the NCDOT Aviation Parkway road widening project in July 2022. Estimated construction start is July 2020 for 18 months, while continuing to operate from this location.	1,300,000 -1,300,000 Offset by Fund Balance
Roadway & Transportation Capital Reserve: Allocation and transfer to Capital Reserve Fund equivalent to one cent ($0.01) of the tax rate for future roadway and transportation projects identified by Town Council.	475,000
Green/Fairview Stormwater Improvements: Storm network and culvert improvements at the Green and Fairview crossings to address structural and yard flooding from the adjacent stream. Flooding occasionally overtops the road and cuts off access (including public safety) to the rear of the subdivision. A drainage analysis has been completed and shows improvements at each crossing can decrease the occurrence of flooding and road overtopping.	475,000 -475,000 Offset by Stormwater Fund Balance
Fire Apparatus Capital Reserve Fund: Allocation and transfer to Capital Reserve an amount reserved to prepare for future apparatus.	400,000
Church Street Sidewalks: The Town has a 20% cost share for the NCDOT STIP Church Street Sidewalk project. This project consists of the design of a 5-foot sidewalk and curb-and-gutter as necessary on both sides of Church Street, where possible, between Morrisville-Carpenter Road and the Durham County line. This project will complete the sidewalk network on Church Street and provide an improved drainage system and enhance bicycle and pedestrian connectivity. The project design cost estimate of $300,000 will be managed by the Town of Morrisville and offset by a $240,000 federal funds. This project is in design for Fiscal Year 2019. Construction of the sidewalk is expected in FY2022, although it may be expedited. An additional Town appropriation of $340,000 (20% match of $1,700,000 will be required for construction).	300,000 -240,000 Offset by Federal STIP Funding
Morrisville Healthy Food Hub Phase 2: Completion of the Healthy Food Hub project to include electricity, lighting, storm drainage and surface parking spaces. Project includes a modest contingency.	250,000 -250,000 Offset by Fund Balance
CIP Capital Reserve Fund: Annual allocation and transfer to Capital Reserve an amount reserved to prepare for future CIP Projects.	200,000
Municipal Service District: Town allocation of funds to support the completion of Municipal Service District Projects. A project is planned for construction in FY 2019.	110,000
Sidewalk/Pedestrian Enhancement Program: Annual allocation of funds to support the Sidewalk Improvement Program.	100,000

	Stormwater Fund Subsidy: Town allocation of funds to support the Stormwater Fund and maintain the current $25 Equivalent Residential Unit (ERU) fee.	57,800
	Northwest Park Fitness Stations: Provision of outdoor opportunities for people to improve fitness levels at Northwest Park by adding three multi-use fitness stations along the current walking loop. Three fitness stations were part of the original conceptual plan, but were not built in the original work due to budget constraints. The project includes equipment, surface preparation, signage and short video demonstrations provided via QR code. The cost of the project is proposed to be from the remaining funds available in the Northwest Park Capital Project, with the balance from Parkland Payment-In-Lieu.	25,000 -11,000 Offset by Northwest Park Capital Project -14,000 Offset by PPIL
TOTAL		**1,402,800**
	Net Appropriation Requests	**$5,774,300**

Summary

Budgetary Priorities Total	12,436,500
Less Offsetting Revenue	292,200
Less Base Budget Adjustments	500,000
Less Fund Balance Appropriations	5,870,000
Net	$ 5,774,300

ENHANCED SCENARIO OPTIONS

The following scenarios provide suggested options that increase human capital to support expanded programs and service expectations with additional identified revenue. Town Council may determine changes to the recommend budget or consider other enhancement scenarios.

	Recommended Budget	1 Cent Scenario = 475,000	2 Cent Scenario = 950,000
Revenues	$ 38,453,000	$ 38,928,000	$ 39,403,000
Expenditures	$ 38,453,000	$ 38,928,000	$ 39,403,000
Additional Items		$ 475,000	$ 950,000
Communication & Outreach Enhanced Projects		$ 25,000	$ 25,000
Additional Improvements PSMS & Pugh House			$ 50,000
Shovel Ready Design Funding		$ 100,000	$ 200,000
Public Safety - Firefighters (4) Compensation		$ 269,500	$ 269,500
Public Safety - Firefighters (4) Operational Cost		$ 36,000	$ 36,000
Additional Town Council Initiative Funds			$ 40,000
Town Lobbyist Consultant		$ 24,500	$ 24,500
Demolition of 219 Church Street		$ 21,600	$ 21,600
Additional Facility Security Implementation Measures			$ 50,000
Fleet Mechanic Compensation			$ 61,600
Fleet Mechanic Operational Cost			$ 10,000
Erosion Control Inspector Compensation			$ 82,000
Erosion Control Inspector Operational Cost/Vehicle			$ 83,000

TOWN OF MORRISVILLE * 100 TOWN HALL DRIVE * MORRISVILLE, NC 27560

BUDGET ORDINANCE 2018-174-A OF MORRISVILLE TOWN COUNCIL TO APPROVE FISCAL YEAR 2019 ANNUAL OPERATING BUDGET

BE IT ORDAINED by the Town Council of the Town of Morrisville, North Carolina that the following anticipated fund revenues and expenditures by function, together with a financial plan, certain Fee and Charge Schedules, and certain restrictions and authorizations are hereby appropriated and approved for the operation of the Town Government and its activities for the Fiscal Year beginning July 01, 2018 and ending June 30, 2019.

Section 1. **GENERAL FUND**

ANTICIPATED REVENUES/TRANSFERS IN

Ad Valorem Taxes	18,510,000
Intergovernmental	8,424,600
Sales & Services	1,186,400
Permits & Fees	1,164,800
Restricted Intergovernmental	612,200
Other Taxes & Licenses	1,278,100
Miscellaneous	341,500
Investment Earnings	299,400
Transfers (In)	-
Appropriation Unassigned Fund Balance	5,395,000
Total General Fund Revenues	**$ 37,212,000**

AUTHORIZED EXPENDITURES/TRANSFERS OUT

General Government	
Governing Body	7,112,700
Administration	2,328,300
Human Resources	422,300
Finance	884,900
Information Technology	1,533,100
Total	**$ 12,281,300**
Economic & Development	
Inspections	720,700
Planning	1,516,200
Total	**$ 2,236,900**
Engineering	
Engineering	734,500
Total	**$ 734,500**
Public Works & Facility Management	
Public Works & Facility Management	5,819,900
Powell Bill	580,000
Fleet	928,600
Total	**$ 7,328,500**
Public Safety	
Police	4,579,400
Fire	5,921,200
Total	**$ 10,500,600**
Recreation & Cultural Resources	
Parks & Recreation	1,999,600
Total	**$ 1,999,600**
Debt Service	2,130,600
Total	**$ 2,130,600**
Total Expenditures	**$ 37,212,000**

Section 2. **MUNICIPAL SERVICE DISTRICT FUND**

ANTICIPATED REVENUES

Ad Valorem Special District Tax	98,800
Transfer from General Fund	110,000
Total Anticipated Revenues	**$ 208,800**

AUTHORIZED EXPENDITURES

Operations	208,800
Total Anticipated Expenditures	**$ 208,800**

Section 3. **STORMWATER FUND**

ANTICIPATED REVENUES

Stormwater ERU Fees	566,500
Stormwater Review Fees	25,100
Interest	16,600
Stormwater Fund Balance Appropriation	575,000
Transfers from General Fund	57,800
Total Anticipated Revenues	**$1,241,000**

AUTHORIZED EXPENDITURES

Personnel	249,400
Operations	441,600
Capital Outlay	75,000
Transfer out to Capital Project	475,000
Total Anticipated Expenditures	**$1,241,000**

Section 4. **OTHER POST EMPLOYMENT BENEFITS (OPEB) FUND**

ANTICIPATED REVENUES

Transfer from General Fund	316,600
Interest	23,580
Total Anticipated Revenues	**$ 340,180**

AUTHORIZED EXPENDITURES

Net Assets in Trust	283,400
OPEB Benefits Paid	56,780
Total Expenditures	**$ 340,180**

Section 5. **LAW ENFORCEMENT SEPARATION ALLOWANCE FUND**

ANTICIPATED REVENUES

Transfer from General Fund	107,290
Interest	3,200
Total Anticipated Revenues	**$ 110,490**

AUTHORIZED EXPENDITURES

Net Assets in Trust	23,700
Law Enforcement Benefits Paid	86,790
Total Expenditures	**$ 110,490**

Section 6. **Levy of Taxes and Fees General Fund**

A. Under authority of GS 160A-209 there is hereby levied for Fiscal Year 2019 an Ad Valorem Tax Rate of $0.39 per one hundred dollars ($100.00) valuation of taxable property as listed for taxes as of January 01, 2018, for the purpose of raising the revenue as set forth in the foregoing estimates of revenues, and in order to finance the foregoing applicable appropriations. The rate of tax is based on an estimated assessed valuation of $4,752,628,801.
B. Under the authority of GS 20-97, there is hereby levied an annual License Tax of thirty dollars ($30.00) on each vehicle with the Town of Morrisville.
C. Under authority of GS 160A-314, Session Law 2005-441 and Session Law 2011-109 the Town of Morrisville levies a Stormwater Equivalent Residential Unit (ERU) Fee at $25.00 per Equivalent Residential Unit and hereby authorizes Wake County Revenue Department & Durham County Revenue Department to collect the Stormwater Equivalent Residential Unit Fee as prescribed by the Fiscal Year 2019 Fee Schedule on behalf of the Town of Morrisville as a contracted billing service. The fee shall appear on the Annual Tax Bills. The Stormwater Equivalent Residential Unit Fee is considered a restricted revenue source for the purpose of stormwater activities as prescribed by mandates. The Finance Department is hereby authorized to collect the Stormwater Equivalent Residential Unit Fee from all qualifying property owners who do not otherwise receive an annual Wake County or Durham County Property Tax Statement.
D. Under authority of GS 160A-215.1 there is hereby levied for Fiscal Year 2019 a Tax on Gross Receipts derived from retail short-term motor vehicle leases or rentals of one and one-half percent (1 ½%) of the gross receipts from the short-term lease or rental of vehicles at retail to the general public as defined in Section 105.871.1 of the North Carolina General Statues.

Section 7. **Levy of Taxes Municipal Service District**

A. Under authority of GS 160A-536(a)(6), Session Law 2011-072 there is hereby levied for Fiscal Year 2019 an Ad Valorem Tax Rate of $0.10 per one hundred dollars ($100.00) valuation of taxable property located within the service district (residential subdivisions – Carpenter Park Townhomes , Carpenter Park Condominiums, Gables, Huntington Park Townhomes, Kelton II , Kelton Square Condos) as listed for taxes as of January 01, 2018, for the purpose of raising the revenue as set forth in the foregoing estimates of revenues and in order to finance the foregoing applicable appropriations to pay the cost related to the transfer of ownership of private streets, evaluation of condition of private streets and the design/construction cost related to improving those specific private streets to public street standards to assume maintenance.

Section 8. **Fee Schedule**

There is hereby adopted for Fiscal Year 2019 various fees as contained in the Town of Morrisville's User Fee Schedule located in the Additional Information Section of the Annual Budget.

Section 9. **Authorized Positions**

A. There are hereby nine (9) new positions approved for the Fiscal Year 2019. The Authorized Positions Profile will increase to 184 Fulltime positions with an estimated 40 Part-time positions shown as Full-time Equivalents.
B. Position authorizations are initially established by the annual budget ordinance. Changes to this schedule may occur during the fiscal year, as authorized by the Town Manager as reclassification of authorizations to meet the changing needs of the organization.

Section 10. **Pay & Merit Plans**

A. There is hereby an authorized Fiscal Year 2019 Town of Morrisville Full-time Pay Plan describing the approved position classifications, grades, and pay ranges adjusted for market by 2%. The Fiscal Year 2019 Full-time Pay Grades and Ranges list is located in the Budget Summary Section of the Annual Budget for Fiscal Year 2019.
B. There is hereby an authorized Merit Pay Plan effective July 1, 2018. The Performance Evaluation Year is based on the fiscal year. Merit awards earned will apply 100% to the base pay. All merit pay awards are based on Town Council approval and subject to funding in the annual budget. The Merit Pay Plan will establish awards for full-time employees in the future based on performance rating that will range from:
    - Does Not Meet Expectations 0%
    - Meets Expectations 2%
    - Exceeds Expectations 3%
    - Far Exceeds Expectations 4%
C. There is hereby an authorized Fiscal Year 2019 Town of Morrisville Part-time Pay Plan describing the approved position classifications, grades, and pay rates ranges as referenced in the Budget Summary section of the Annual Budget for Fiscal Year 2019.
D. Stipends for Town Council will be adjusted annually at the same effective actual average merit percentage as staff.

Section 11. **Federally Forfeited Property (DAG-71)**

As it is the intent of any Federally Forfeited Property to enhance law enforcement, these funds have increased and not supplemented the departmental budget and all interest earned on said funds will also be utilized for law enforcement purposes. All forfeiture funds are hereby appropriated when received.

Section 12. **Purchase Orders & Capital Outlay**

All purchase orders will be pre-audited in accordance with the Local Government Budget and Fiscal Control Act and issued on all purchases over two-thousand dollars ($2,000) and threshold of five-thousand dollars ($5,000) for capital outlay.

Section 13. **Fiduciary Funds**

As it is the intent of the Town to maintain and keep current the liability of both the LEO Separation Allowance Fund and the Retirement Healthcare Fund (OPEB), these funds will be transferred monthly from the General Fund as accumulated within the payroll accrual database.

Section 14. **Legal Services**

There is hereby authorized for Fiscal Year 2019, an agreement with the Town Attorney for legal services establishing a monthly general legal retainer rate of $600 to cover attendance at Town Meetings, work sessions, retreats, general consultation, advice, and the like. Charges on an hourly basis for work on specific cases and projects will be at a rate of $215 per hour. When appropriate, assignment of legal matters to associate attorneys will occur and charges applied per hour based on a rate range of $185 per hour. In addition, other reimbursements will include certain annual dues to professional organizations and registration/hotel fees for attending specific annual conferences.

Section 15. **Special Authorization – Town Manager/Budget Officer or His/Her Designee**

I. Budget Transfer Authority
   a. May reallocate appropriations within or across functions and/or major categories as deemed necessary and in accordance with Budget Transfer Policy. All budget transfers will be reviewed and approved by the Budget Officer or his/her designee.
   b. May process inter-fund transfers as anticipated by the Budget Ordinance without additional approval by the Town Council.
   c. May reallocate funds accrued as a result of Personnel lapse salary for the purposes of providing the Town Manager with some reasonable flexibility to mitigate unforeseen circumstances or effectively advance priorities operationally. Up to $100,000 threshold may be reallocated in the first six months of the fiscal year with another $100,000 added to the threshold in the second half of the fiscal year. The Town Manager will provide a formal mid-year report annually in January on the usage overall within the first six months. Any usage will be subsequently reported to Town Council in accumulative increments of $50,000 or in the event that any one use is greater than $50,000. Use is subject to the Town Manager/Budget Officer's approval. This authority may not be designated.
   d. May reallocate Personnel lapse salary for staff professional development and training opportunities to promote and advance employee knowledge, skills and abilities including tuition reimbursements as outlined in the Personnel Policy.
   e. May establish and utilize Undesignated Funds held within Governing Body's department budget for the purposes of flexibility to ensure continued operations under unforeseen conditions and subsequently reported to Town Council.

II. Contract and/or Grants as Authority
   a. May execute construction or repair projects, which do not require formal competitive bid procedures and for the purchase of apparatus, supplies, materials, service agreements, equipment and rental agreements, which are within budgeted departmental appropriations.

b. May approve the application and execution of grant agreements to or from public and nonprofit organizations, which are anticipated within budgeted funds unless a grantor organization requires execution by the Town Council.
c. May execute contracts as the lessor or lessee of real property for a maximum duration of five years or less.

III. Special Appropriation Authorization
a. May recognize and appropriate cost share reimbursements for fire protection services, fire protection equipment and facility maintenance services and direct said funds back to the appropriate Department.
b. May recognize and appropriate donations received for restricted or special designations.
c. May recognize and appropriate all insurance claim reimbursements received along with fees for the disposal of assets and direct said funds back to the affected department.

IV. Inter-fund Loan Authorization
a. May make inter-fund loans as necessary to meet cash flow needs for approved capital project ordinances for working capital purposes pending receipt of debt proceeds, awarded grant reimbursements or agreements.

Section 16. **Utilization of Budget Ordinance**

A. This ordinance shall be the basis of the financial plan for the Morrisville Municipal Government during Fiscal Year 2019. The Town Manager/Budget Officer shall administer the Budget and ensure that operating officials are provided guidance and sufficient details to implement their appropriate portion of the Budget.
B. The Finance Department shall establish and maintain all records, which are in consonance with this Budget Ordinance and the appropriate Statutes of the State of North Carolina.
C. The equivalent estimated value of 1 Cent on the tax rate will be dedicated annually to the Roadway and Transportation Reserve Fund.

Section 17. **Re-appropriation of Funds Encumbered in FY 2018**

Operating funds encumbered on the financial records as of June 30, 2018, are hereby re-appropriated to Fiscal Year 2019.

Adopted this 12th day of June, 2018

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TJ Cawley, Mayor

ATTEST:

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Erin L. Hudson, Town Clerk

CAPITAL INVESTMENT BUDGET ORDINANCE 2018-174-B

BE IT ORDAINED by the Town Council of the Town of Morrisville, North Carolina that the following anticipated Capital Investment revenues and project appropriations are hereby adopted for the operation of the Town government and its activities relating to the specified capital projects for the Fiscal Year beginning July 1, 2018 and ending June 30, 2019.

Section 1: The capital projects authorized by this ordinance are for the purpose designated by each project scope provided within.

Section 2: The Town Manager is hereby directed to proceed with the capital projects within the terms of the budgets contained herein.

Section 3: The following amounts are anticipated and appropriated for the capital projects identified below:

a. Northwest Park Capital Project Fund – to amend the existing project ordinance to expand the project scope to include installation of three multi-use Fitness Stations along the current walking loop by using available project funds and additional Parkland Payment in Lieu.

Capital Revenues	*Current*	*Appropriation*	*Budget*
Parkland Payment in Lieu (PPIL)	1,733,903	14,000	1,747,903
Interest Recognition	-	2,327	2,327
Total	$1,733,903	$ 16,327	$1,750,230
Capital Expenditures	*Current*	*Appropriation*	*Budget*
Professional Services	192,502	-	192,502
Construction	1,541,401	16,327	1,557,728
Total	$1,733,903	$ 16,327	$1,750,230

Note: The total project of $25,000 will be funded using the remaining available funds in project in addition to PPIL funds.

b. Sidewalk & Pedestrian Capital Project Fund – to amend the existing project ordinance to expand the project scope to include the design of NCDOT STIP Church Street Sidewalk Grant with a Town cost share match of 20%.

Capital Revenues	*Current*	*Appropriation*	*Budget*
Transfer from General Fund	443,000	-	443,000
NCDOT Reimbursable Grant	260,000	240,000	500,000
Total	$703,000	$240,000	$ 943,000
Capital Expenditures	*Current*	*Appropriation*	*Budget*
Professional Services	378,000	-	378,000
Construction	325,000	240,000	565,000
Total	$703,000	$240,000	$ 943,000

Note: The total design project of $300,000 will be funded using the reserve funds in project in addition to the anticipated grant (20/80 percent match).

c. Morrisville Healthy Food Hub Capital Project Fund – to establish the capital project and to provide project authorization to enhance the existing Food Hub Facility to include electricity, lighting, storm drainage and surface parking spaces.

Capital Revenues	*Current*	*Appropriation*	*Budget*
Transfer from General Fund	-	250,000	250,000
Total	$ -	$250,000	$250,000
Capital Expenditures	*Current*	*Appropriation*	*Budget*
Construction	-	250,000	250,000
Total	$ -	$250,000	$250,000

d. Public Works Renovation Capital Project Fund – to establish the capital project and to provide project authorization to design a Public Works Facility renovation and expansion on the existing site to include joint master planning with Wake County for Convenience Center upgrade.

Capital Revenues	*Current*	*Appropriation*	*Budget*
Transfer from General Fund	-	1,300,000	1,300,000
Total	$ -	$1,300,000	$1,300,000
Capital Expenditures	*Current*	*Appropriation*	*Budget*
Design	-	1,300,000	1,300,000
Total	$ -	$1,300,000	$1,300,000

e. Green/Fairview Stormwater Drainage Capital Project Fund – to establish the capital project and to provide project authorization to improve the storm network and culvert at the Green and Fairview crossings to mitigate safety and structural issues within the private and public rights-of-way.

Capital Revenues	*Current*	*Appropriation*	*Budget*
Transfer from Stormwater Fund	-	475,000	475,000
Total	$ -	$ 475,000	$ 475,000
Capital Expenditures	*Current*	*Appropriation*	*Budget*
Easement	-	20,000	20,000
Design	-	55,000	55,000
Construction	-	400,000	400,000
Total	$ -	$ 475,000	$ 475,000

Section 4: The Town Manager may make Interfund Loans as necessary for cash flow needs pending receipt of debt proceeds or reimbursement grants or agreements. Such transactions will comply with financial reporting requirements.

Section 5: The Town Manager has the authority to transfer funds; both expenditures and revenues, between accounts listed in Section 3 as may be necessary, provided however that the total expenditures may not exceed the project total without amendment by this Council.

Section 6: The Finance Officer is hereby directed to maintain within the Capital Project Fund, sufficient specific detailed accounting records to satisfy the requirements of the financing agreement(s).

Section 7. All purchasing policies and laws, as related to the acquisition, design and construction or purchase of the above capital investment projects, remain in full force and effect.

Section 8. Utilization of Capital Investment Budget Ordinance – This ordinance shall be the basis of the financial plan for capital investments projects for the Morrisville municipal government during the 2019 Fiscal Year. The above revenue and expenditure authorizations shall extend from year to year until each individual project is complete.

Section 9. Statutory Definition of Project Ordinance – This Capital Investment Budget Ordinance is adopted in conformance with Section 159-13.2 of the Local Government Budget and Fiscal Control Act.

Section 10. Other Transfers and Adjustments – The following special transfers and/or adjustments are occurring through approval of the Fiscal Year 2019 capital investment budget.

Section 11: Copies of this capital project ordinance shall be furnished to the Town Clerk, Finance Officer, and the Budget Officer for direction in carrying out the project.

Adopted this 12th day of June, 2018

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TJ Cawley, Mayor

ATTEST:

_____

Erin L. Hudson, Town Clerk

RESOLUTION 2018-174-A

THE MORRISVILLE TOWN COUNCIL AUTHORIZING THE WAKE AND DURHAM COUNTY REVENUE ADMINISTRATORS TO LEVY AND COLLECT SPECIFIED TAXES AND FEES ON BEHALF OF THE TOWN OF MORRISVILLE

WHEREAS, the Town of Morrisville is authorized under G.S. 160A-209 to levy taxes set forth in the tax records filed in the Office of the Wake County Revenue Administrator and the Durham County Revenue Administrator in the amounts and from the taxpayers likewise; and

WHEREAS, the Town of Morrisville is authorized under G.S. 20-97 to levy an annual license tax on each vehicle; and

WHEREAS, the Town of Morrisville is authorized under G.S. 160A-314 to charge a Stormwater ERU Fee; and

WHEREAS, the Town of Morrisville is authorized under G.S. 160A-215.1 to levy a tax on gross receipts from retail short-term motor vehicle leases or rentals; and

WHEREAS, the Town of Morrisville is authorized under G.S.160A-536(a)(6) to establish and levy a tax in a specified Municipal Service District for the purpose of converting those private residential streets to public streets for only the affected neighborhoods that by majority petition have agreed to join the district; and

WHEREAS, the Town of Morrisville adopted Fiscal Year 2019 Annual Budget Ordinance prescribes and establishes such taxes and fees:

NOW, THEREFORE, BE IT RESOLVED THAT THE MORRISVILLE TOWN COUNCIL bestows the Wake County Revenue Administrator and the Durham County Revenue Administrator with full and sufficient authority to levy and collect any real or personal property taxes and/or special district tax, annual license vehicle taxes, Stormwater ERU Fee where Session Laws 2005-441 and 2011-109 authorizes collection of fee on property tax bill, and retail short-term vehicle lease or rental fee on behalf of the Town of Morrisville as prescribed and ordered in Fiscal Year 2019 Adopted Annual Budget Ordinance.

Adopted this the XXrd day of June, 2018.

_____

TJ Cawley, Mayor

ATTEST:

_____

Erin L. Hudson, Town Clerk

BUDGET DETAILS



Town Hall

GENERAL FUND

STORMWATER FUND

MUNICIPAL SERVICE DISTRICT FUND

CAPITAL RESERVE FUNDS

GENERAL FUND

GENERAL FUND REVENUES SUMMARIZED BY CATEGORY

	2016 Actual	2017 Actual	2018 Estimated	2019 Proposed
Ad Valorem Taxes				
Current Year	$ 16,261,128	$ 17,487,242	$ 17,928,000	$ 18,465,000
Prior Years	$ 19,259	$ 12,795	$ (4,500)	$ 25,000
Penalties & Interest	$ 23,074	$ 23,398	$ 20,000	$ 20,000
Total	**$ 16,303,462**	**$ 17,523,435**	**$ 17,943,500**	**$ 18,510,000**
Intergovernmental				
Local Option Sales Tax	$ 4,676,792	$ 4,983,950	$ 5,308,000	$ 5,735,000
Utility Franchise Tax	$ 1,588,903	$ 1,573,050	$ 1,590,000	$ 1,605,900
Beer & Wine Tax	$ 100,798	$ 107,188	$ 110,000	$ 113,300
Wake County Fire District	$ 844,964	$ 846,120	$ 854,000	$ 854,500
Rental Vehicle Tax	$ 76,346	$ 91,634	$ 97,000	$ 98,800
Solid Waste Disposal	$ 14,851	$ 15,907	$ 16,800	$ 17,100
Total	**$ 7,302,655**	**$ 7,617,849**	**$ 7,975,800**	**$ 8,424,600**
Sales & Services				
Rents	$ 126,047	$ 135,474	$ 140,300	$ 169,900
Recreation	$ 980,876	$ 1,003,802	$ 993,700	$ 1,016,500
Total	**$ 1,106,923**	**$ 1,139,276**	**$ 1,134,000**	**$ 1,186,400**
Permits & Fees				
Building Permits	$ 694,585	$ 1,171,525	$ 792,700	$ 824,300
Planning & Zoning Fees	$ 658,499	$ 447,452	$ 329,000	$ 114,500
Engineering Fees	$ 324,125	$ 138,044	$ 130,000	$ 130,000
Fire Department Fees	$ 68,499	$ 66,510	$ 64,000	$ 60,000
Officer Fees	$ 22,534	$ 17,092	$ 35,000	$ 36,000
Total	**$ 1,768,241**	**$ 1,840,623**	**$ 1,350,700**	**$ 1,164,800**
Restricted Intergovernmental				
Powell Bill	$ 546,236	$ 554,313	$ 569,700	$ 580,000
Grants & Reimbursements	$ 110,746	$ 140,269	$ 470,500	$ 32,200
Total	**$ 656,982**	**$ 694,582**	**$ 1,040,200**	**$ 612,200**
Other Taxes & Licenses				
Motor Vehicle Decals	$ 277,630	$ 288,953	$ 286,000	$ 584,400
Video Programming Tax	$ 662,165	$ 677,860	$ 680,000	$ 693,700
Total	**$ 939,795**	**$ 966,813**	**$ 966,000**	**$ 1,278,100**

	2016 Actual	2017 Actual	2018 Estimated	2019 Proposed
Miscellaneous				
ABC Revenue	$ 191,018	$ 157,736	$ 170,000	$ 173,400
Surplus Property	$ 90,771	$ 36,098	$ 55,000	$ 51,300
Miscellaneous Revenue	$ 30,107	$ 27,030	$ 50,100	$ 70,000
Insurance Claims	$ 30,811	$ 27,835	$ 12,000	$ -
Fines & Forfeitures	$ 24,427	$ 9,905	$ 2,300	$ -
Wake County Landfill	$ 69,212	$ 83,604	$ 46,300	$ 46,800
Donations/Sponsorships	$ 2,070	$ 4,175	$ 7,700	$ -
Total	**$ 438,416**	**$ 346,383**	**$ 343,400**	**$ 341,500**
Investment Earnings	$ 69,050	$ 134,855	$ 259,000	$ 299,400
Total	**$ 69,050**	**$ 134,855**	**$ 259,000**	**$ 299,400**
Transfer from Other Fund Sources	$ 316,300	$ -	$ 1,313,600	$ -
Total	**$ 316,300**	**$ -**	**$ 1,313,600**	**$ -**
Proceeds	$ -	$ 5,108,556	$ -	$ -
Total	**$ -**	**$ 5,108,556**	**$ -**	**$ -**
Appropriated Fund Balance Sources	$ -	$ -	$ -	$ 5,395,000
Total	**$ -**	**$ -**	**$ -**	**$ 5,395,000**
Total Revenue Sources	**$ 28,901,824**	**$ 35,372,372**	**$ 32,326,200**	**$ 37,212,000**

GENERAL FUND EXPENDITURES SUMMARIZED BY FUNCTION

	2016 Actual	2017 Actual	2018 Estimated	2019 Proposed
General Government				
Governing Body	$ 1,868,302	$ 5,005,313	$ 4,598,000	$ 7,112,700
Administration*	$ 1,510,222	$ 1,680,693	$ 1,850,000	$ 2,298,300
Human Resources	$ 318,625	$ 389,874	$ 414,900	$ 422,300
Finance*	$ 480,455	$ 601,686	$ 598,300	$ 884,900
Information Technology	$ 1,060,874	$ 1,122,192	$ 1,559,300	$ 1,533,100
Total	**$ 5,238,478**	**$ 8,799,758**	**$ 9,020,500**	**$ 12,251,300**
Economic & Physical Development				
Inspections	$ 506,556	$ 486,468	$ 636,900	$ 720,700
Planning*	$ 998,949	$ 1,172,122	$ 1,322,300	$ 1,516,200
Total	**$ 1,505,505**	**$ 1,658,590**	**$ 1,959,200**	**$ 2,236,900**
Engineering	$ 483,684	$ 572,126	$ 737,500	$ 734,500
Total	**$ 483,684**	**$ 572,126**	**$ 737,500**	**$ 734,500**
Public Works				
Public Works & Facility Managem	$ 4,676,288	$ 5,516,147	$ 5,582,400	$ 5,849,900
Powell Bill	$ 546,237	$ 554,314	$ 569,700	$ 580,000
Fleet	$ 395,892	$ 575,731	$ 548,300	$ 928,600
Total	**$ 5,618,417**	**$ 6,646,192**	**$ 6,700,400**	**$ 7,358,500**
Public Safety				
Police	$ 3,152,405	$ 3,680,948	$ 3,674,800	$ 4,579,400
Fire	$ 5,389,353	$ 4,725,304	$ 5,423,600	$ 5,921,200
Total	**$ 8,541,758**	**$ 8,406,252**	**$ 9,098,400**	**$ 10,500,600**
Culture & Recreation	$ 1,618,155	$ 1,728,505	$ 1,936,500	$ 1,999,600
Total	**$ 1,618,155**	**$ 1,728,505**	**$ 1,936,500**	**$ 1,999,600**
Debt Service	$ 1,458,075	$ 6,681,242	$ 2,187,500	$ 2,130,600
Total	**$ 1,458,075**	**$ 6,681,242**	**$ 2,187,500**	**$ 2,130,600**
Total Expenditures	**$ 24,464,072**	**$ 34,492,665**	**$ 31,640,000**	**$ 37,212,000**

Note: FY2017 Debt Service includes the proceeds resulting for the refunding bond series for the 2007 GO Bonds for Public Improvements (PSMS Building).

Governing Body

MISSION

Connecting our diverse community to an enhanced quality of life through innovative programs and services.

SERVICE TO COMMUNITY

The Town Council by state statute is the entity having primary responsibility to establish the general framework under which the government can meet the needs of the community by creating policies and instituting law.

BUDGET NOTES

New Initiatives & Priorities	Cost Value
$ Above 45% Policy at June 30, 2017 to CIP Capital Reserve Fund	3,670,000
Public Works Renovation Capital Project	1,300,000
Roadway & Transportation Capital Reserve	475,000
Fire Apparatus Capital Reserve	400,000
Morrisville Healthy Food Hub Phase 2 Capital Project	250,000
CIP Capital Reserve	200,000
Municipal Service District Fund Subsidy	110,000
Sidewalk/Pedestrian Enhancements Program	100,000
Stormwater Fund Subsidy	57,800
Other Council Initiatives Contingency	50,000
Governing Body Leadership Initiatives	12,500
Total	$6,625,300

GOVERNING BODY	2016 Actuals	2017 Actuals	2018 Estimated	2019 Proposed
Total Salary and Benefits	$ 84,429	$ 103,557	$ 85,700	$ 137,000
Operations	$ 242,052	$ 533,424	$ 371,500	$ 412,900
Capital Outlay	$ 199,521	$ 406,432	$ -	$ -
Transfers out of General Fund	$ 1,342,300	$ 3,961,900	$ 4,140,800	$ 6,562,800
Total Expenditures	$ 1,868,302	$ 5,005,313	$ 4,598,000	$ 7,112,700
:e Notes				
Year Over Year % Change Total	12.8%	167.9%	-8.1%	54.7%
Year Over Year $s Change Total	$ 212,686	$ 3,137,011	$ (407,313)	$ 2,514,700

Administration

MISSION

Town Administrative Services is committed to building a citizen-engaged community with a positive town image, ensuring that Town services are planned for & delivered effectively, efficiently, economically & safely. The department provides internal support to Town Council & other Town Departments, leads the organization in making informed & ultimately successful decisions in resource allocation, program evaluation, financial management & long range financial & management analysis, & in addition to aiding in collaborative & effective program and service delivery.

SERVICE TO COMMUNITY

Town Administrative Services manages the functions of the Town under the direction of the Town Manager and is responsible for the implementation of policies and guidance established by the Town Council. This consists of: promoting a transparent government and community involvement, timely and accurate public information; overseeing operational efficiency and safety; & ensuring the local, state and federal laws and regulations are met.

BUDGET NOTES

New Initiatives & Priorities	Cost Value
Office Lease Space & Comprehensive Space Needs Analysis	200,000
Branding (Facility, Wayfinding & Gateway Signage)	150,000
Communication and Outreach Director (total compensation package includes wages & operation impacts)	135,700
Communication Outreach Projects & Video Library	75,000
Strategic Planning Phase 2 - Implementation	25,000
Management Reporting Tools - Software	25,000
Total	$610,700

ADMINISTRATION	2016 Actuals	2017 Actuals	2018 Estimated	2019 Proposed
Total Salary and Benefits	$ 922,100	$ 1,028,868	$ 1,078,900	$ 1,168,000
Operations	$ 588,122	$ 651,825	$ 771,100	$ 1,190,300
Capital Outlay	$ -	$ -	$ -	$ -
Transfers out of General Fund	$ -	$ -	$ -	$ -
Total Expenditures	$ 1,510,222	$ 1,680,693	$ 1,850,000	$ 2,358,300
Year Over Year % Change Total	6.7%	11.3%	10.1%	27.5%
Year Over Year $s Change Total	$ 94,693	$ 170,471	$ 169,307	$ 508,300

9 – Full-time Employees

Human Resources

MISSION

The Human Resources Department will act as catalysts, enabling all employees to contribute at optimum levels towards the success of the Town's mission. The department provides service in support of the Town vision by promoting the concept that our employees are our most valuable resource & will be treated as such.

SERVICE TO COMMUNITY

The Human Resources Department is responsible for:

- Promoting professional development and leadership training opportunities through training & motivation
- Developing pay & classification systems
- Recruitment of qualified people, while recognizing & encouraging work place diversity
- Providing competitive compensation packages
- Providing a safe & healthy work environment, ensuring productive employee relations
- Establishing fair and equitable policies, rules & procedures
- Ensure legal compliance with labor & employment laws

BUDGET NOTES

New Initiatives & Priorities	Cost Value
Laserfiche Scanning Project	10,600
Total	$10,600

HUMAN RESOURCES	2016 Actuals	2017 Actuals	2018 Estimated	2019 Proposed
Total Salary and Benefits	$ 246,072	$ 292,623	$ 315,200	$ 324,200
Operations	$ 72,553	$ 97,251	$ 99,700	$ 98,100
Capital Outlay	$ -	$ -	$ -	$ -
Transfers out of General Fund	$ -	$ -	$ -	$ -
Total Expenditures	$ 318,625	$ 389,874	$ 414,900	$ 422,300
Year Over Year % Change Total	36.2%	22.4%	6.4%	1.8%
Year Over Year $s Change Total	$ 84,622	$ 71,249	$ 25,026	$ 7,400

3 – Full-time Employees

Finance

MISSION

The Finance Department's mission is to manage Town Funds in accordance with the Local Government Budget and Fiscal Control Act, applicable State and Federal regulations, and sound principles of accounting and cash management.

SERVICE TO COMMUNITY

The Finance Department is committed to the highest standards of accountability, accuracy, timeliness, professionalism, and innovation in providing financial services. This encompasses investing all Town funds; maintaining accounting and financial records; billing and collecting; maintaining an encumbrance system for purchasing; processing accounts payable each week; preparing biweekly payrolls; preparation of the Comprehensive Annual Financial Report; and issuance of and collections related to various user fees and charges.

BUDGET NOTES

New Initiatives & Priorities	Cost Value
Debt Financing Cost	250,000
ERP Projects & Grants Module and Payroll Tax Table	3,800
Total	$253,800

FINANCE	2016 Actuals	2017 Actuals	2018 Estimated	2019 Proposed
Total Salary and Benefits	$ 286,655	$ 423,879	$ 444,300	$ 447,100
Operations	$ 193,800	$ 177,807	$ 154,000	$ 437,800
Capital Outlay	$ -	$ -	$ -	$ -
Transfers out of General Fund	$ -	$ -	$ -	$ -
Total Expenditures	$ 480,455	$ 601,686	$ 598,300	$ 884,900
Year Over Year % Change Total	-0.4%	25.2%	-0.6%	47.9%
Year Over Year $s Change Total	$ (2,097)	$ 121,231	$ (3,386)	$ 286,600

5 – Full-time Employees

Information Technology

MISSION

The mission of the Information Technology Department is to provide the employees of the Town of Morrisville with a modern, reliable, full-featured computing and telephony environment through which those employees can perform their duties in an effective manner, in order to provide for the needs, interests, and priorities of our community.

SERVICE TO COMMUNITY

The Department is responsible for the purchase, installation, maintenance, and support of all technology equipment and software throughout the Town.

BUDGET NOTES

New Initiatives & Priorities	Cost Value
IT Systems Analyst (total compensation package includes wages & operation impacts	98,600
Annual Hardware Replacement	96,400
Hardware as a Service (HAAS) – Standard Computer Replacements	47,600
Cisco Advanced Malware Protection	33,100
Disaster Recovery as a Service (DRaaS)	32,300
Microsoft O365	30,200
ERP Blue Beam Software – Plan Review	11,300
NetMotion License Increase	9,500
Laserfiche ERP Munis Connector	9,500
Additional Maintenance ERP Modules	5,100
Alternating Annual Email/Wireless Pen Testing	5,000
Laserfiche Participant License Increase	4,400
Total	$383,000

INFORMATION TECHNOLOGY	2016 Actuals	2017 Actuals	2018 Estimated	2019 Proposed
Total Salary and Benefits	$ 310,622	$ 337,092	$ 412,700	$ 550,000
Operations	$ 595,575	$ 656,520	$ 996,600	$ 912,100
Capital Outlay	$ 154,677	$ 128,580	$ 150,000	$ 71,000
Transfers out of General Fund	$ -	$ -	$ -	$ -
Total Expenditures	$ 1,060,874	$ 1,122,192	$ 1,559,300	$ 1,533,100
Year Over Year % Change Total	14.4%	5.8%	39.0%	-1.7%
Year Over Year $s Change Total	$ 133,796	$ 61,318	$ 437,108	$ (26,200)

5 – Full-time Employees	0.25 – Part-time Employees

Planning

MISSION

The Planning Department works to manage growth and protect the quality of life in the community.

SERVICE TO COMMUNITY

- Working with the community to plan the future of the Town.
- Review development proposals, improve ordinances, and provide needed information.
- Collaborate with our neighbors.
- Work with volunteers to improve the community.

BUDGET NOTES

New Initiatives & Priorities	Cost Value
Two Planner II Positions (total compensation packages includes wages & operation impacts)	175,800
Morrisville Transit Study	100,000
Affordable Housing Policies	50,000
Total	$325,800

PLANNING	2016 Actuals	2017 Actuals	2018 Estimated	2019 Proposed
Total Salary and Benefits	$ 883,508	$ 873,076	$ 1,002,000	$ 1,170,400
Operations	$ 115,441	$ 299,046	$ 320,300	$ 345,800
Capital Outlay	$ -	$ -	$ -	$ -
Transfers out of General Fund	$ -	$ -	$ -	$ -
Total Expenditures	$ 998,949	$ 1,172,122	$ 1,322,300	$ 1,516,200
Year Over Year % Change Total	-37.6%	17.3%	12.8%	14.7%
Year Over Year $s Change Total	$ (601,289)	$ 173,173	$ 150,178	$ 193,900

13 – Full-time Employees

Engineering

MISSION

The mission of the Engineering Department is to represent the interests of the Town of Morrisville's residents and taxpayers in the activities related to planning, inspection, construction, and maintenance of the Town's infrastructure and to endeavor to provide engineered systems that enhance the standard of living, quality of life and minimize the impact to the environment.

SERVICE TO COMMUNITY

- Evaluating and responding to residential and business concerns and complaints.
- Providing development support, including review of site plans, construction plans, plats, and plot plans (construction phase development support also involves construction inspection services and the formal acceptance of public improvements).
- Providing technical support in meeting the Town's floodplain management responsibilities.
- In-house engineering design and support and project construction management and oversight.

BUDGET NOTES

New Initiatives & Priorities	Cost Value
Davis Dr/Parkside Valley Dr Intersection Improvements	175,000
Triangle Water Partnership Membership Dues	10,400
Total	$185,400

ENGINEERING	2016 Actuals	2017 Actuals	2018 Estimated	2019 Proposed
Total Salary and Benefits	$ 451,663	$ 473,789	$ 453,900	$ 484,900
Operations	$ 32,021	$ 98,337	$ 37,500	$ 74,600
Capital Outlay	$ -	$ -	$ 246,100	$ 175,000
Transfers out of General Fund	$ -	$ -	$ -	$ -
Total Expenditures	$ 483,684	$ 572,126	$ 737,500	$ 734,500
ce Notes				
Year Over Year % Change Total	-4.7%	18.3%	28.9%	-0.4%
Year Over Year $s Change Total	$ (24,004)	$ 88,442	$ 165,374	$ (3,000)

5 – Full-time Employees

Inspections

MISSION

The Inspections Department is committed to promoting the safety of lives, health, and welfare of the general public within the built environment by the administration and enforcement of the North Carolina State Building Code, as well as local municipal ordinances. Each staff member is committed to performing his/her duties in a friendly, timely, and effective manner. Each staff member's technical knowledge and other administrative skills are constantly upgraded by participation in state and departmentally mandated continuing education courses and by active participation in state and regional building trade associations.

SERVICE TO COMMUNITY

The Inspections Department and the Inspectors are responsible for enforcing within their territorial jurisdiction State and Local laws relating to; the construction of buildings and other structures; installation of such facilities as plumbing, electrical, heating, refrigeration, and air-conditioning systems; maintenance of structures in a safe, sanitary and healthful condition; and other matters that may be specified by the Town Council.

BUDGET NOTES

New Initiatives & Priorities	Cost Value
Stand-up Desks	1,900
	$1,900

INSPECTIONS	2016 Actuals	2017 Actuals	2018 Estimated	2019 Proposed
Total Salary and Benefits	$ 486,729	$ 459,861	$ 600,600	$ 669,900
Operations	$ 19,827	$ 26,607	$ 36,300	$ 50,800
Capital Outlay	$ -	$ -	$ -	$ -
Transfers out of General Fund	$ -	$ -	$ -	$ -
Total Expenditures	$ 506,556	$ 486,468	$ 636,900	$ 720,700
Year Over Year % Change Total	0.7%	-4.0%	30.9%	13.2%
Year Over Year $s Change Total	$ 3,324	$ (20,088)	$ 150,432	$ 83,800

8 – Full-time Employees

Public Works

MISSION

The Public Works Department's mission is to provide exceptional customer service by ensuring citizen safety, maintaining the infrastructure, supporting Town departments, and providing quality essential municipal services in an efficient manner.

SERVICE TO COMMUNITY

Public Works is responsible for ensuring the safety of the Town's vehicle fleet, creating secure and clean environments in Town facilities, providing safe and improved streets for travel, affording town-wide landscape, park, and athletic field maintenance while offering progressive, cost-effective solid waste services.

BUDGET NOTES

New Initiatives & Priorities	Cost Value
Fleet Replacements and New Public Safety Personnel Vehicles & Up-Fits	928,600
Road Paving Projects for Proactive Street Maintenance	300,000
Pugh House Repairs & Other Town Building Maintenance/Repairs	218,500
Back-Up Power – Town Facilities	146,000
Public Works Equipment and Initiatives	56,000
Town Facility Security Enhancements	50,000
Morrisville Community Park Bathroom Improvements Phase 2	45,000
Telematics (Public Safety Vehicles)	25,600
Landscape Contract Additions	25,300
Demolition of 103 Church Street	11,600
Total	$1,806,600

POWELL BILL	2016 Actuals	2017 Actuals	2018 Estimated	2019 Proposed
Operations	$ 546,237	$ 554,314	$ 569,700	$ 580,000
Total Expenditures	$ 546,237	$ 554,314	$ 569,700	$ 580,000
Year Over Year % Change Total	10.5%	1.5%	2.8%	1.8%
Year Over Year $s Change Total	$ 51,729	$ 8,077	$ 15,386	$ 10,300

FLEET	2016 Actuals	2017 Actuals	2018 Estimated	2019 Proposed
Capital Outlay	$ 395,892	$ 575,731	$ 548,300	$ 928,600
Total Expenditures	$ 395,892	$ 575,731	$ 548,300	$ 928,600
Year Over Year % Change Total	93.9%	45.4%	-4.8%	69.4%
Year Over Year $s Change Total	$ 191,713	$ 179,839	$ (27,431)	$ 380,300

PUBLIC WORKS	2016 Actuals	2017 Actuals	2018 Estimated	2019 Proposed
Total Salary and Benefits	$ 1,447,887	$ 1,395,590	$ 1,447,800	$ 1,574,600
Operations	$ 3,212,516	$ 3,733,322	$ 3,619,100	$ 3,983,000
Capital Outlay	$ 15,885	$ 387,235	$ 515,500	$ 292,300
Total Expenditures	$ 4,676,288	$ 5,516,147	$ 5,582,400	$ 5,849,900
Year Over Year % Change Total	-3.6%	18.0%	1.2%	4.8%
Year Over Year $s Change Total	$ (176,765)	$ 839,859	$ 66,253	$ 267,500

21 – Full-time Employees	2 – Part-time Employees

Police

MISSION

The members of the Morrisville Police Department are committed to the improvement of the quality of life for the Town of Morrisville by working in partnership with our citizens. We will strive to maintain safe and secure neighborhoods for all of our stakeholders. This will be accomplished through the delivery of professional law enforcement services and recognizing the need to treat all citizens with respect and dignity.

SERVICE TO COMMUNITY

Primary responsibilities include crime prevention and education, general law enforcement activities and conducting criminal investigations.

BUDGET NOTES

New Initiatives & Priorities	Cost Value
Police Lieutenants (3) total compensation packages includes wages & operation impacts (Vehicles included in Fleet Budget)	326,700
Police Department Equipment Replacement (Onetime)	81,000
Police Department Equipment Replacement (Routine)	10,400
Total	$418,100

POLICE	2016 Actuals	2017 Actuals	2018 Estimated	2019 Proposed
Total Salary and Benefits	$ 2,787,636	$ 3,112,564	$ 3,273,000	$ 3,972,400
Operations	$ 349,769	$ 353,397	$ 401,800	$ 607,000
Capital Outlay	$ 15,000	$ 214,987	$ -	$ -
Transfers out of General Fund	$ -	$ -	$ -	$ -
Total Expenditures	$ 3,152,405	$ 3,680,948	$ 3,674,800	$ 4,579,400
Year Over Year % Change Total	-18.2%	16.8%	-0.2%	24.6%
Year Over Year $s Change Total	$ (702,931)	$ 528,543	$ (6,148)	$ 904,600

45 – Full-time Employees	1.3 – Part-time Employees

Fire

MISSION

Members of the Morrisville Fire Department are committed to maintaining and improving the quality of life for citizens in our fire district through customer oriented proactive fire protection efforts.

SERVICE TO COMMUNITY

The Morrisville Fire Department provides services to the community utilizing a combination of volunteer and career members 24 hours a day, 365 days a year.

BUDGET NOTES

New Initiatives & Priorities	Cost Value
Assistant Fire Chief & Deputy Fire Marshal Positions – total compensation package includes wages & operations impact (Vehicles included in Fleet Budget)	216,300
Fire Department Equipment Replacements (Onetime)	58,600
Fire Department Equipment Replacement (Routine)	49,800
Technology Enhancements	9,500
Total	$334,200

FIRE	2016 Actuals	2017 Actuals	2018 Estimated	2019 Proposed
Total Salary and Benefits	$ 4,192,828	$ 4,097,168	$ 4,465,100	$ 5,025,500
Operations	$ 829,878	$ 617,878	$ 624,300	$ 863,300
Capital Outlay	$ 366,647	$ 10,258	$ 334,200	$ 32,400
Transfers out of General Fund	$ -	$ -	$ -	$ -
Total Expenditures	$ 5,389,353	$ 4,725,304	$ 5,423,600	$ 5,921,200
Year Over Year % Change Total	11.3%	-12.3%	14.8%	9.2%
Year Over Year $s Change Total	$ 547,742	$ (664,049)	$ 698,296	$ 497,600

54 – Full-time Employees	18 – Part-time Employees

Parks & Recreation

MISSION

To enrich the Morrisville Community by creating quality recreation experiences, celebrating local culture and enhancing our natural resources.

SERVICE TO COMMUNITY

Primary responsibilities include the development and implementation of athletic, recreation and cultural programs and events, as well as planning and construction of parks, greenways and recreation facilities in accordance with the department's comprehensive master plan.

BUDGET NOTES

New Initiatives & Priorities	Cost Value
Parks & Events Enhancements	79,900
Active Network – RecTrac System Replacement	30,000
Program Enhancements	11,200
Total	$121,100

PARKS	2016 Actuals	2017 Actuals	2018 Estimated	2019 Proposed
Total Salary and Benefits	$ 1,323,418	$ 1,430,547	$ 1,527,500	$ 1,524,600
Operations	$ 294,737	$ 297,958	$ 409,000	$ 475,000
Capital Outlay	$ -	$ -	$ -	$ -
Transfers out of General Fund	$ -	$ -	$ -	$ -
Total Expenditures	$ 1,618,155	$ 1,728,505	$ 1,936,500	$ 1,999,600
Year Over Year % Change Total	-6.8%	6.8%	12.0%	3.3%
Year Over Year $s Change Total	$ (118,453)	$ 110,350	$ 207,995	$ 63,100

13 – Full-time Employees	18.8 – Part-time Employees

Debt

BUDGET NOTES

New Initiatives & Priorities	Cost Value
None	
Total	$

DEBT SERVICE	2016 Actuals	2017 Actuals	2018 Estimated	2019 Proposed
Debt Service	$ 1,458,075	$ 6,681,242	$ 2,187,500	$ 2,130,600
Year Over Year % Change Total	-15.1%	358.2%	-67.3%	-2.6%
Year Over Year $s Change Total	$ (258,531)	$ 5,223,167	$ (4,493,742)	$ (56,900)

STORMWATER FUND

Stormwater

MISSION

The mission of the Stormwater Program is to represent the interests of the residents and taxpayers through stormwater management systems enhancing the quality of life and minimizings the impact to the environment.

SERVICE TO COMMUNITY

- Evaluating and responding to drainage concerns and complaints
- Providing site plan & construction reviews, stream determinations; & construction inspections
- Implementing a stormwater management program which complies with the 6 minimum measures of the Town's NPDES Phase II permit, Jordan Lake Rules, and Neuse Buffer Rules
- Providing review & technical support for floodplain management, in-house design & project oversight

BUDGET NOTES

New Initiatives & Priorities	Cost Value
Green/Fairview Stormwater Capital Project	475,000
Stormwater Operations/Rate Study & Stormwater Equipment	110,000
Total	$585,000

Stormwater	2016 Actuals	2017 Actuals	2018 Estimated	2019 Proposed
Stormwater ERU Fees	$ 516,542	$ 550,804	$ 550,000	$ 566,500
Stormwater Review Fees & Misc Revenue	$ 72,176	$ 28,001	$ 28,300	$ 25,100
Stormwater Maintenance Bonds	$ 243,999	$ 139,360	$ 115,000	$ -
Interest	$ 1,054	$ 4,870	$ 13,000	$ 16,600
Nutrient Offsite Credits	$ 1,598	$ -	$ -	$ -
Transfer In from General Fund	$ 126,200	$ 114,900	$ 126,000	$ 57,800
Appropriation of Fund Balance	$ -	$ -	$ -	$ 575,000
Total Revenues	$ 961,569	$ 837,935	$ 832,300	$ 1,241,000
Year Over Year % Change Total	194.1%	-12.9%	-0.7%	49.1%
Year Over Year $s Change Total	$ 634,654	$ (123,634)	$ (5,635)	$ 408,700

Stormwater	2016 Actuals	2017 Actuals	2018 Estimated	2019 Proposed
Total Salary and Benefits	$ 242,854	$ 233,525	$ 206,200	$ 249,400
Operations	$ 225,428	$ 320,101	$ 203,200	$ 441,600
Capital Outlay	$ 117,478	$ 7,449	$ 150,000	$ 75,000
Transfers out of General Fund	$ 23,923			$ 475,000
Total Expenditures	$ 609,683	$ 561,075	$ 559,400	$ 1,241,000
Year Over Year % Change Total	45.4%	-8.0%	-0.3%	121.8%
Year Over Year $s Change Total	$ 190,283	$ (48,608)	$ (1,675)	$ 681,600

3 – Full-time Employees

MUNICIPAL SERVICE DISTRICT FUND

Municipal Service District

MISSION

The mission of the Municipal Service District Fund was authorized by the General Assembly in North Carolina G.S. 160A-536(a)(6), Session Law 2011-072 for the purpose of converting private residential streets to public streets for specific neighborhoods.

SERVICE TO COMMUNITY

The tax levied on those Municipal Service District properties will pay for the conversion cost of those private streets to public standards and streets will be publicly maintained.

BUDGET NOTES

New Initiatives & Priorities	Cost Value
None	$0.00

Municipal Service District	2016 Actuals	2017 Actuals	2018 Estimated	2019 Proposed
Ad Valorem Service District Taxes	$ 93,948	$ 94,200	$ 96,000	$ 98,800
Investment Earnings	$ 621	$ 630	$ -	$ -
Transfer In from General Fund	$ 242,100	$ -	$ 110,000	$ 110,000
Appropriation of Fund Balance	$ -	$ 327,182	$ -	$ -
Total Revenues	$ 336,669	$ 422,012	$ 206,000	$ 208,800
Year Over Year % Change Total	3.0%	25.3%	-51.2%	1.4%
Year Over Year $s Change Total	$ 9,754	$ 85,343	$ (216,012)	$ 2,800

Municipal Service District	2016 Actuals	2017 Actuals	2018 Estimated	2019 Proposed
Operations	$ 208	$ 327,182	$ 206,000	$ 208,800
Total Expenditures	$ 208	$ 327,182	$ 206,000	$ 208,800
Year Over Year % Change Total	-99.9%	157199.0%	-37.0%	1.4%
Year Over Year $s Change Total	$ (303,080)	$ 326,974	$ (121,182)	$ 2,800
Ending Fund Balance	$ 359,925	$ 215,286	$ 420,890	$ 629,690

CAPITAL RESERVE FUNDS (CRF)

Fire Apparatus CRF

MISSION

The purpose of the Capital Reserve Fund is to set aside funds annually to plan for and replace large Fire Apparatus as a future pay-as-go capital outlay. This avoids resource competition and increasing debt obligations for shorter life-cycled items.

SERVICE TO COMMUNITY

The Capital Reserve Fund provides the means to ensure fire safety equipment is mission ready to protect the safety and wellbeing of the community.

BUDGET NOTES

New Initiatives & Priorities	Cost Value
None	
Total	$

Fire Apparatus Capital Reserve Fund	2016 Actuals	2017 Actuals	2018 Estimated	2019 Proposed
Beginning Balance	$ 747,441	$ 602,704	$ 1,259,704	$ 493,904
Interest Earnings	$ 1,563	$ 5,000	$ 5,200	$ 5,400
Transfer in from General Fund	$ 170,000	$ 652,000	$ 400,000	$ 400,000
Transfer out to General Fund	$ (316,300)	$ -	$ (1,171,000)	$ -
Ending Fund Balance	$ 602,704	$ 1,259,704	$ 493,904	$ 899,304
Year Over Year % Change Total	-19.4%	109.0%	-60.8%	82.1%
Year Over Year $s Change Total	$ (144,737)	$ 657,000	$ (765,800)	$ 405,400

Capital Investment Program CRF

MISSION

The purpose of the CIP Capital Reserve Fund is to set aside funds annually for the advancement of future Capital Investment Projects. The funds may be utilized for preliminary design for improved cost estimation or for associated debt obligations or any other capital expense related to the project. This avoids resource competition and cash flow demands on the Fund Balance and allows for better planning and implementation of tangible assets that add value to the community.

SERVICE TO COMMUNITY

Leverage our resources by re-investing in the community.

BUDGET NOTES

New Initiatives & Priorities	Cost Value
None	
Total	$

CIP Capital Reserve Fund	2016 Actuals	2017 Actuals	2018 Estimated	2019 Proposed
Beginning Balance	$ -	$ -	$ 200,798	$ 403,011
Interest Earnings	$ -	$ 798	$ 2,213	$ 2,500
Transfer in from General Fund	$ -	$ 200,000	$ 200,000	$ 200,000
Transfer out to General Fund	$ -	$ -	$ -	$ -
Ending Fund Balance	$ -	$ 200,798	$ 403,011	$ 605,511
Year Over Year % Change Total			100.7%	50.2%
Year Over Year $s Change Total		$ 200,798	$ 202,213	$ 202,500

Roadway & Transportation CRF

MISSION

The purpose of the Roadway & Transportation Capital Reserve Fund is to set aside funds annually to address the growing roadway and transportation needs facing the community. The funds may be utilized for preliminary design for improved cost estimation or for associated debt obligations or any other maintenance or capital expense related to future roadway or transportation projects. This avoids resource competition and cash flow demands on the Fund Balance and allows for better planning and implementation of tangible assets that add value to the community. The estimated value of 1 cent on the tax rate is dedicated annually as the primary funding resource.

SERVICE TO COMMUNITY

Leverage our resources by re-investing in the community.

BUDGET NOTES

New Initiatives & Priorities	Cost Value
None	
Total	$

Roadway & Transporation Capital Reserve	2016 Actuals	2017 Actuals	2018 Estimated	2019 Proposed
Beginning Balance	$ -	$ -	$ 441,753	$ 906,753
Interest Earnings	$ -	$ 1,753	$ 5,000	$ 5,400
Transfer in from General Fund	$ -	$ 440,000	$ 460,000	$ 475,000
Transfer out to General Fund	$ -	$ -	$ -	$ -
Ending Fund Balance	$ -	$ 441,753	$ 906,753	$ 1,387,153
Year Over Year % Change Total			105.3%	53.0%
Year Over Year $s Change Total		$ 441,753	$ 465,000	$ 480,400

CAPITAL INVESTMENT PROGRAM



MCP Bathroom Renovation

PROGRAM OVERVIEW

PROJECT PLANNING & UPDATES

FUNDING RESOURCES

CAPITAL INVESTMENT PROGRAM FUNDING PLAN

CAPITAL INVESTMENT PROGRAM (CIP)

PROGRAM OVERVIEW

The Capital Investment Program (CIP) outlines the Town's plan for achieving the goals, objectives, and service delivery levels desired by the Town Council on behalf of the Community. Capital Investment planning is a dynamic process; flexibility is necessary to maximize opportunities and adapt to changing elements that may occur year to year. These large financial investments are required to maintain and expand public facilities and public infrastructure.

When identifying new projects, staff looks to the long-term interest, priorities and direction set by Town Council and submits formal requests through the CIP process. A formal request includes description of the project, an explanation of project justification, the estimated cost of the project, and an estimate of the recurring costs associated with a completed project (i.e. additional staff, additional utilities, etc.). The formal request also includes an analysis of alternative solutions, if any, and a statement as to the effect on services and/or programs if the project is not funded.

Once adopted by the Town Council, the CIP becomes a statement of Town policy regarding the need, priority, timing, and funding of future capital projects. As such, projects and funding mechanisms are subject to change based on new or shifting service needs, special financing opportunities, emergency needs, or other directives or priorities established by the Town Council. Future needs and financial constraints may result in changes in programming over the five year period; and because priorities can change, projects included in outward planning years are not guaranteed for funding.

Purpose

Capital Investment Programming is a long-range strategy to forecast and match projected revenues and major capital needs over a multi-year planning period. The main purpose is to establish investment expectations and provide direction to staff to create a usable funding plan that delivers results. Capital project planning should:

- Support Town's Strategic Plan
- Prevent deterioration of the Town's existing public infrastructure
- Encourage and sustain economic development within the Town
- Increase efficiency and productivity of Town operations
- Enhance decision making
- Plan for irregular capital expenditures

Advantages

- Build public consensus for projects and improves community awareness
- Improve Inter-/Intragovernmental cooperation and communication
- Avoid waste of resources
- Help ensure financial stability

Program Term

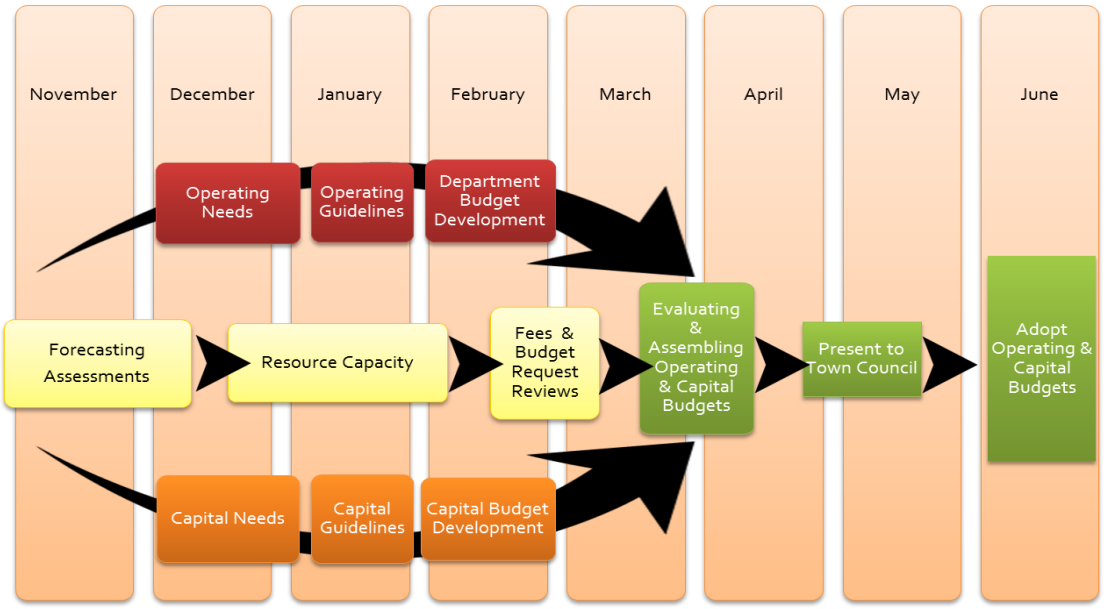
The CIP will span a 5-year planning period.

Differentiating a Capital Budget from an Operating Budget

A CIP should not be confused with a Capital Budget. A Capital Budget represents the first year defined by the Capital Investment Program planning cycle that parallels the Annual Operating Budget planning cycle and intersects at adoption to appropriate funds for capital spending. The outlying years of the CIP remain as the long-range planning years, but do not serve to establish appropriations. Annual items such as salaries, office supplies, routine maintenance, and service contracts are typical of operating expenses and therefore are not appropriate for capital expenses.

Planning Calendar

The basic CIP Planning Calendar will typically coincide with the Annual Operating Budget Planning Calendar, while remaining flexible. The most current adopted CIP will be used in the annual budget development process with Major Updates occurring on a 4-year cycle (see frequency of updates below).



Citizen Engagement

Citizen input can help to assure that the most desirable projects receive the highest priority. The primary forms of citizen engagement include, but are not limited to:

- Comprehensive Survey on Strategic Values and Service Needs assessment every 4-years – gauges community support
- Annual Budget Portal Feedback – provides key input during the planning stages in addition to offering feedback on the recommended capital budget once presented to Council
- Annual Formal Public Hearings – provide an open mic for input in a formal setting on the recommended capital budget as presented to Council

As in all community matters, it is recognized that the public engages in providing input in a number of ways by actively communicating their opinions on service needs or key issues facing the community to their representative Town Council via email, letters, and phone calls.

PROJECT PLANNING & UPDATES

Project Types and Categories

Capital project types included within the CIP planning perspective are typically large, non-recurring expenditures that would otherwise distort the Annual Operating Budget. The following are key benchmarks used to determine items to include within the CIP:

1. Useful Life greater than 5-years
2. Value greater than $100,000

a. acquisition, renovation/improvement, and/or construction of a single fixed public asset
b. land purchases not associated with or included in another CIP project
c. major equipment for any public facility when first constructed or acquired
d. capital road maintenance or construction – excluding recurring or routine maintenance projects
e. may include State Roadway projects deemed important to advance within the State Transportation Improvement Plan (STIP), that would decrease congestion along major routes, or may contribute to improving public safety or economic development

Capital projects will be organized within the CIP by the following major categories:

- Public Facilities
- Public Safety
- Parks/Recreational
- Environmental/Stormwater
- Bicycle/Pedestrian
- Public Roadways/Transportation
- State Roadways (design, grant match funds, or mitigating improvements)

Key Influences to Projects

There are a number of contributing factors which influence the creation of projects. The primary factors will originate from the citizen input obtained through the Comprehensive Survey, Strategic Plan, adopted plans, other mandates by the Elected Body, professional staff recommendations and identified needs to support growing services. Project Profiles are generated with key information detail. Projects should generally be foreseen ahead of time (preferably 2 + years) to allow adequate planning due diligence to occur.

Internal Review Team

The review of the CIP is a critical assessment by an Internal Review Team (Town Manager and the Manager's selected key staff members). Typical drivers for this level of critical review will encompass assessing for criterion to gauge the merits of a project and whether it aligns to Strategic Plans as well as to ensure that mandates are addressed. The Internal Review Team uses the following evaluation criteria to rank projects in High, Medium, Low or Pending categories:

- Complete and accurate information
- Project benefits and alignment with Strategic Plan as well as other adopted plans
- Feasibility of cost and practicality of project

Professional staff knowledge and expertise provides an objective resource in the evaluation of project service level impacts and urgency of need that result in balanced recommendation.

Project Programming

Council will prioritize projects representing the highest priorities using key information provided within the scope of the CIP, but not limited to:

1. Project Summary Info Sheets
2. Executive Internal Review Team's recommended rankings
3. Comprehensive Survey Data on Strategic Values and Service Needs as it relates to community support for certain types of projects
4. Professional knowledge and expertise
5. Other individual values and considerations

CIP Updates

The CIP must remain flexible and responsive to opportunities and urgencies that may surface from time to time. The Town will perform a Major Update on a 4-year cycle, with a 2-year Mini Update occurring to adjust for necessary project modifications, and a simple review by staff annually with the Capital Budget to adapt for urgent circumstances.

This will allow for consistency in direction so staff can effectively plan for, fund, and realize the tangible improvements for the community.

FUNDING RESOURCES

Alignment of Resources

Staff will develop a funding model for projects across the 5-year planning period based on Council interest, influences, timing and need. The Town Manager will present a recommended plan to Council for adoption. This will provide staff annually with the guidance and expectation to responsibly plan for good capital investments for the community.

Funding Sources

The primary funding sources considered by Morrisville are defined as follows:

Debt Methods:

Typically for expensive projects with a useful life greater than 5-years and exceeds the length of the debt financing period.

- ***Installment Purchase*** –capital item used for a public facility or equipment that is a public goods and may or may not have revenue-producing capability. These asset-backed loans involve an installment purchase or financing agreement and perhaps a trust indenture.
- ***General Obligation Bonds*** –capital item used for a public facility or equipment that is a public good and that has no revenue producing capability (e.g. streets and municipal buildings or structures). Generally, GO Bonds are used for major projects. Growth in tax based could be leveraged when a project is in response to community demands.
- ***Revenue Bonds*** –capital item used for a non-public goods, in which a revenue stream is associated with the capital item (e.g. airport, water, wastewater, and electric systems capital items).

Non-Debt Methods (also referred to as Pay-As-Go)

Typically for short useful life items like vehicles and equipment, matching funds for grants, inexpensive in nature and may possess phasing potential.

- ***General Fund*** – the capital item may require advanced funding from the General Fund to begin design work. The financing instrument reimburses funding provided for by the General Fund prior to the close of the capital project.
- ***Unassigned Fund Balance*** – the capital item can be acquired through existing fund balance without drawing balances below policy limits.
- ***Capital Reserve Fund*** – the capital item may be funded from a Council designated tax or revenue streams that are set aside in a separate fund.
- ***Special District Tax or Special Assessment*** – the capital item may be funded from charges to benefiting property owners for major infrastructure with local act.

Other Methods

Typically, these methods are oriented more toward parks, sidewalks, greenways, and transportation related type projects. Grants can be asset qualifying and possess reporting requirements.

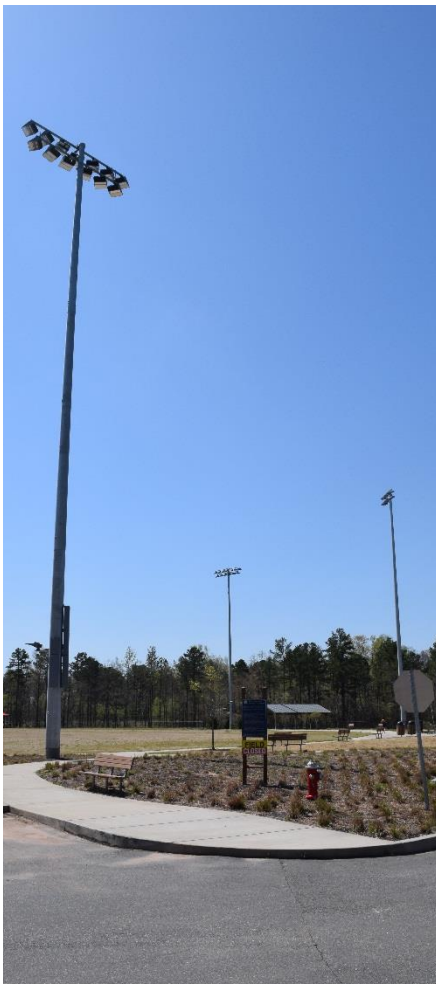
- ***Parkland Payment in Lieu*** **–**Development fees paid by new development projects that elect to make a payment in lieu of dedication of parkland and open space. The funding is reserved for public improvements that relate specifically to public open space and parkland.
- ***Grants*** **–** funding of the capital item was secured upon application of a governmental grant (e.g. CDBG, Law Enforcement Grants, EPA Water Quality, Fire Safety Grants, CAMPO, Wake County Park Grants) The capital item is used for a public facility or equipment that is a public good and that may or may not have a revenue producing capability. (e.g. streets, municipal buildings, structures, or parks). Typically, grant funds are designed to be seed money and are a short-term financing source.
- ***State Funding*****–**capital items specifically related to STIP projects that are included within the CIP are preferred to be funded directly by the North Carolina Department of Transportation. The Town recognizes that it might need to invest planning funds to improve the scoring of key projects at the State level, but does not intend to fully fund the construction.
- ***Developer –*** transportation improvement projects may be constructed by developers as new development occurs prior to the Town's consideration of funding as vacant land is established.

CAPITAL INVESTMENT PROGRAM FUNDING PLAN

Project Title *Bond Referendum Potential	Rank	Capital Budget	Future Planning Years Rank Key: H=High, M=Medium, L=Low and P=Pending					
Bicycle & Pedestrian		**FY2019**	**FY2020**	**FY2021**	**FY2022**	**FY2023**	**Future**	**Total**
Crabtree Crossing Greenway Connector	L						475,000	475,000
Sawmill Creek Greenway & Stream Restoration*	M						6,200,000	6,200,000
Town Hall Terrace Connector	H		200,000					200,000
Environmental & Stormwater								
Green/Fairview Stormwater Improvements	H	475,000						475,000
Parks & Recreation								
Cedar Fork Elementary Field	M				500,000			500,000
Cedar Fork District Park Field*	H			700,000	2,100,000			2,800,000
Civil War Battleground Park	L						7,250,000	7,250,000
Crabtree Creek Nature Park*	H		937,500	2,812,500				3,750,000
Dog Park	M				425,000	425,000		850,000
Morrisville Community Park Phase 3	H		500,000	1,550,000				2,050,000
Recreation Center / Town Center	L						10,550,000	10,550,000
Rural Heritage Park	L						625,000	625,000
Senior Activity Center	M						3,825,000	3,825,000
Town Green	L						1,300,000	1,300,000
Public Facility								
Food Hub Phase 2	H	250,000						250,000
Public Works Facility	H	1,300,000	5,500,000					6,800,000
Town Center Parking Lot	H			425,000				425,000
Train Depot	L						500,000	500,000
Public Safety								
Northwest Fire Station*	P						3,825,000	3,825,000
Police & Fire Local Training Facility*	P						4,500,000	4,500,000
Safety House	L						325,000	325,000
Transportation								
International Drive Extension	L						1,650,000	1,650,000
Morrisville East Connector*	M						6,300,000	6,300,000
Oddysey Drive Extension	L						1,350,000	1,350,000
Town Hall Dr. Medians/Bike Lanes	L						900,000	900,000
Total Programmed		2,025,000	7,137,500	5,487,500	3,025,000	425,000	49,575,000	67,675,000
Revenue & Other Resources								
Cash Outlay (Operations/FB)		1,550,000	200,000	425,000				2,175,000
Parkland Payment in Lieu			1,437,500	2,250,000	925,000	425,000		5,037,500
Stormwater FB		475,000						475,000
Debt Service			5,500,000	2,812,500	2,100,000			10,412,500
Not Funded							49,575,000	49,575,000
Total Programmed		2,025,000	7,137,500	5,487,500	3,025,000	425,000	49,575,000	67,675,000

1. Project Summaries are located in the Additional Information section of this document.
2. Model illustrates capacity within existing revenue resources.
3. First year design cost is calculated as 25% of total estimated project cost.

ADDITIONAL INFORMATION



Church Street Park Lighting Project

BUDGET PROCESS

BASIS OF BUDGETING & CONTROL

FISCAL POLICIES

POSITIONS & PAY GRADES

USER FEE SCHEDULE

LONG-RANGE FORECAST

CAPITAL INVESMENT PROGRAM PROJECT SUMMARIES

GLOSSARY

BUDGET PROCESS

The Town of Morrisville's budget process is designed to learn by assessing current conditions and desired needs; to set our focus toward delivering the right outcomes based on community demands and financial capacity; to assemble a budget that works within the framework of our focus; to present a balanced and responsible plan that evaluates how decisions today might impact future budgets; and to take action executing the budget with a high degree of proficiency.

Provide the highest level of service to residents without impairing the Town's sound financial condition.	Budget is balanced for each fund; total projected revenues and funding sources must equal total anticipated expenditures.
Internal budgetary control is maintained at the departmental level and designed to provide reasonable assurance that these objectives are met.	Organizational oversight is maintained by the Budget Officer and his/her designee to provide for that reasonable compliance is realized in the execution of budget objectives.

ASSESSMENT PHASE

The initial phase begins in October and runs through January the following year. Reviews of current Town finances occur annually beginning with our Comprehensive Annual Financial Reporting and Audit that helps to define our financial condition and is essential in understanding the challenges and opportunities that may influence future budgets. Performance measures are reported and Department's begin gathering and analyzing key information for decision-making purposes. This level of both internal/external review of current Town finances & performance covers such specifics as accomplishment of core objectives, revenue performance and diversity and patterns of expenditures. Successes are identified, issues are diagnosed, adjustments made, and future priorities are foreshadowed. Council and staff may elect to conduct Pre-Retreat Work Session(s) to gauge community priorities, issues, performance and exchange informational needs in preparation of the Annual Retreat.

FOCUS PHASE

The Council conducts an annual planning retreat in winter to collaborate, discuss and focus in on the priorities within an early projected financial capacity. During this phase, consideration is given to make necessary modifications to forecasting assumptions and capital planning, accounting for influential factors such as service demands, economic conditions, trend indicators, performance indices, program changes, and compensation levels while not deviating from the direction of our Town Strategy. Such a multi-year evaluation philosophy allows for a greater understanding of how decisions in one budget year may impact future budgets.

ASSEMBLY PHASE

In March, staff re-assesses departmental Base Budget projections in relation to their service objectives and resource potential for the coming year as guided by the Town Strategy. Available financial capacity will determine the ability to fund any new initiative requests such as service expansions, onetime priorities, or previous unfunded expenditures above a Department's Base Budget. Pre-Budget Meetings are held with Senior Management to gauge and refine budgetary needs within a strategic framework, mitigating redundancies and weighing alternative solutions.

Departments submit their budget requests to the Budget Office by the end of March. Submittals are thoroughly evaluated ensuring reasonable and justifiable requests before the Town Manager finalizes the Preliminary Budget.

Internal meetings are held with Department Heads to make any needed adjustments to the departmental budget plans to align resources appropriately. By the end of April, a preliminary budget is complete.

PRESENTATION PHASE

The budget document that is presented to the Town Council represents the culmination of intensive research and analysis. The document's purpose is to present to the Council and the public a comprehensive operating plan for the budget year. The proposed budget is presented to the Town Council at the first Council meeting in May. A Public Comment Portal provided via the internet invites the public to weigh in as Council deliberates. After considering the proposed budget, Council schedules a formal public hearing. At least ten days before the hearing, public notice of the time and place, along with a budget summary is published.

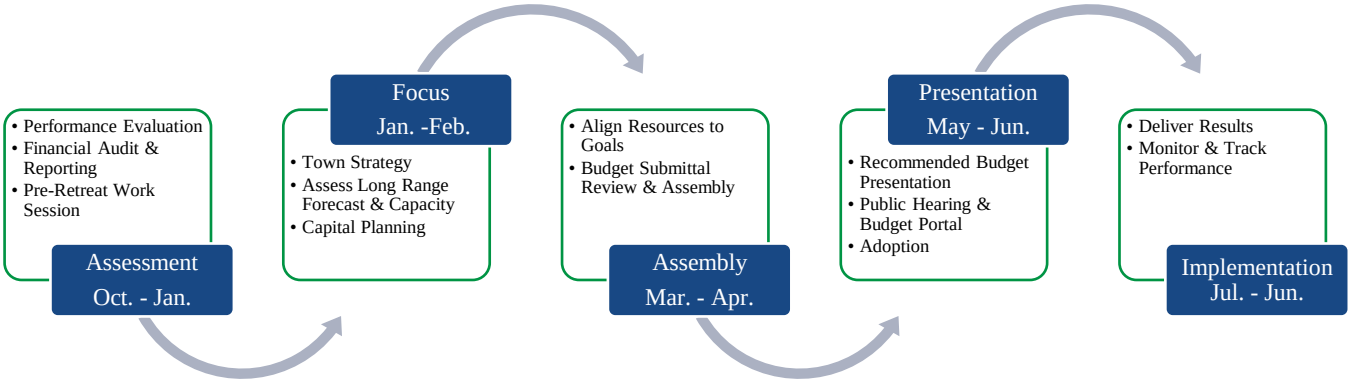
The Council reviews any public comments, and adopts the operating budget by ordinance with such modifications or statements as the Council deems advisable on or before June 30th.

IMPLEMENTATION PHASE

This is the performance phase where best laid plans become reality by delivering results. The fiscal year runs from July 1st through June 30th annually. During this phase, the organization will responsibly deliver services while maintaining financial accountability.

Execution of the approved budget is monitored and tracked for performance against defined measures to identify successes, diagnose weaknesses and make adjustments to achieve the vision and mission of the community.

BUDGET CALENDAR



BASIS OF BUDGETING

The accounts of the Town of Morrisville are organized on the basis of funds. A fund is an independent fiscal and accounting entity, with a self-balancing set of accounts. Funds maintain independent records of cash and/or other resources, together with all related liabilities, obligations, reserves and equities. The purpose of a fund is to carry out specific activities or attain certain objectives in accordance with special financial regulations, restrictions or limitations. The budget covers the activities and expenditures for a fiscal year that runs from July 1 to June 30 of the following year.

The Town develops its budget as required by the North Carolina Local Government Budget & Fiscal Control Act. All budgets are prepared and adopted using the modified accrual basis whereby revenues are recognized when measurable and available and expenditures are recognized when a liability is incurred. Expenditures may not legally exceed appropriations at the departmental level for all annually budgeted funds. During the year, the Town's accounting system is maintained on the same basis as the adopted budget. Unexpended funds revert to fund balance at close of year. Unexpended capital reserve funds carry forward from year to year. At year-end, the Town's Comprehensive Annual Financial Report (CAFR) is prepared on the basis consistent with Generally Accepted Accounting Principles (GAAP).

The main differences between Budget and CAFR for proprietary funds are:

- *Capital Outlay and Debt Service principal payments are recorded as expenditures for budgetary purposes as opposed to adjustments of balance sheet accounts in the financial statements.*
- *Depreciation is not recognized for budgetary purposes and is recorded as a charge applied against the capital assets in the CAFR.*









THE TOWN OF MORRISVILLE MAINTAINS THE FOLLOWING ACTIVE FUND TYPES

Fund Type	Primary Resources	Fund Use	Budget Cycle
General Fund **accounts for all governmental services and summarizes financial transactions except those activities which are more appropriately recorded in another fund group. Annually adopted budget.**	• Property Taxes • Sales Tax • Local Fees & Other State Distributed Sources • Interfund Transfers	• Public Safety • Streets, Facilities & Solid Waste • Parks, Recreation & Culture • Economic & Development • General Operations • Debt Obligation	Annual
Capital Reserve Funds **provides a means to set aside funds annually in a reserve to pay for future capital items. The budgeting and financial reporting consolidates this fund into the General Fund under GASB 54 annually.**	• General Fund Transfers • Dedicated Value of 1Cent on Tax Rate	• Fire Apparatus Replacements • Capital Investment Projects • Roadway & Transportation Improvements	Annual
Municipal Service District Fund **is special revenue fund. The NC General Assembly authorized the creation of a service district property tax levied against only those properties receiving a majority of signed petitions to be included within the district for specific improvements. Annually adopted budget.**	• Special District Property Tax of $0.10/$100 assessed property value	• Convert & upgrade private residential streets to public standards	Annual
Stormwater Enterprise Fund **is a proprietary fund to create a separate accounting and reporting for which fees are charged in exchange for a utility type service. Annually adopted budget.**	• Stormwater ERU Fee • Stormwater Review Fees • Restricted Fees	• Stormwater systems & programs to improve water quality • Compliance with state water resource management mandates	Annual
Retirement Health Care Fund **is a fiduciary fund to account for assets held by the Town in a trustee capacity for others & therefore cannot be used to support the Town's own programs. Annually adopted budget.**	• 3% of Gross Wages	• Retiree supplemental medical coverage	Annual
Separation Allowance Fund **is a fiduciary fund used to account for assets held by the Town in a trustee capacity for others and therefore cannot be used to support the Town's own programs. Annually adopted budget.**	• 3% of Law Enforcement Gross Wages	• Law Enforcement supplemental retirement	Annual
Capital Project Funds **are used for the purpose of tracking active Capital Improvement Projects. These funds operate on a multi-year budgetary basis. No appropriations typically within the annual operating budget. Project Ordinances control appropriations.**	• Property Taxes • Fund Balance & Reserves • Debt Proceeds • Grants • Impact Fees	• Large non-recurring capital projects	Multi-year

BUDGETARY CONTROL

The Town Manager serves as the Budget Officer, as mandated by state statute. Annual budget ordinances are adopted each fiscal year and amended as required. The General Fund, Municipal Service District Fund, Stormwater Fund, and Fiduciary Funds are on an annual budgetary basis. Capital Reserve Funds are consolidated and reported in the General Fund as per GASB 54. All Capital Project Funds operate on a multi-year budgetary basis. Multi-year based budgets span more than one fiscal year and are adopted and amended as required via project ordinances. Budgetary control is exercised at the departmental level by the adoption of the budget by Town Council, and at the line item within each fund as an internal best practice. All unencumbered budget appropriations, except Capital Reserve and Capital Project Fund budgets, lapse at year-end.

The Budget Officer may designate a person(s) to carry out budgetary responsibilities. The Budget Officer and/or designee must approve transfers within functions. The Budget Officer and/or designee may also approve cross function transfers, within the same fund. All transfers must comply with the Adopted Budget Ordinance and the Town's internal Budget Adjustment Policy. Budget amendments requiring additional appropriations must receive Town Council approval in the form of a Budget Ordinance Amendment unless the Annual Budget Ordinance authorizes otherwise. As required by North Carolina law, the Town maintains encumbrance accounts, which are considered to be "budgetary accounts." Encumbrances outstanding at year-end represent the estimated amounts of the expenditures ultimately to result if unperformed contracts in process at year-end are completed. Encumbrances outstanding at year-end do not constitute expenditures or liabilities because the commitments may be honored during the subsequent year (Purchase Order Rollover).

Emergency Appropriations:

Upon a declaration by the Council that there exists a public emergency affecting life, health, property, or the public peace, the Council may make emergency appropriations. If unappropriated revenues are not available to meet such circumstances, the Council is authorized to borrow sufficient funds to satisfy the emergency.

Balanced Budget:

According to North Carolina General Statute, local governments are required to present and operate under an annual balanced budget ordinance. A budget ordinance is balanced when the sum of estimated net revenues and appropriated fund balances is equal to expenditure appropriations.

FISCAL POLICIES

The Town maintains a number of financial and management policies providing guiding principles and goals that will influence financial management practice of the Town of Morrisville, North Carolina as approved by the Town Council. A fiscal policy that is adopted, adhered to, and regularly reviewed is recognized as the cornerstone of sound financial management for the purpose of:

a) Contributing to the Town's ability to insulate itself from fiscal crisis,
b) Enhancing short-term & long-term financial credit ability by helping to achieve the highest credit and bond ratings possible,
c) Promoting long-term financial stability by establishing clear & consistent guidelines,
d) Directing attention to the total financial picture of the Town rather than single issue areas,
e) Promoting the view of linking long-run financial planning with day-to-day operations, and
f) Providing Town Council, citizenry, and professional management a framework for measuring the fiscal impacts of government services against established fiscal parameter & guidelines.

REVENUE POLICY

The Town seeks to implement a diversified taxing policy that will ensure reasonable stability for operation at continuous service levels, but that will provide elasticity necessary for responding quickly to increased service demands due to new development. Revenue management includes within its focus, an ongoing process for reviewing and analyzing each revenue source to ensure that proceeds from each source are at an optimum level. Every attempt will be made to project revenues within 5% of final actual results, and the projections will be based on historical trends, growth patterns, and the economy. To meet these objectives, the Town observes the following guidelines:

Ad Valorem Taxes:

As provided by the North Carolina Local Budget and Fiscal Control Act, estimated revenue from the Ad Valorem Tax levy will be budgeted as follows:

- *Assessed valuation will be estimated based on historical trends; growth patterns, & anticipated construction.*
- *The estimated percentage of collection will not exceed the percentage of the levy actually realized in cash as of June 30th during the preceding fiscal year, in accordance with state law.*
- *The tax rate will be set each year based on the cost of providing general governmental services & paying debt service. Consideration will be given to future net revenue requirements for capital improvement project operational expenditure impacts & debt service.*

User Fees:

The Town sets fees that maximize user charges in lieu of Ad Valorem Taxes for services that can be individually identified and where the costs are directly related to the level of service. Emphasis of user charges over Ad Valorem Taxes results in the following benefits:

- *User Fees are paid by all users, including those exempt from property taxes.*
- *User Fees avoid subsidization in instances where the service is not being provided to the general public.*
- *User Fees are a means of rationing the provision of certain services.*
- *User Fees for certain services can be justified on the basis of equity & efficiency, by producing information on the demand level for services & by helping to make the connection between the amount paid & the service received.*

Other Revenue:

All other revenues will be programmed through the annual budget process to meet Town Council's goals.

EXPENDITURES POLICY

Budget Management:

Expenditure budgets are reviewed by staff, the Budget Manager, the Town Manager, and Town Council prior to adoption and are continually monitored throughout the budget year. Budgeted funds will only be spent for categorical purposes for which they were intended. The annual operating budget defines staff authorization for operating budget adjustments. No appropriations of the proceeds of a debt instrument will be made except for the purpose for which such debt instrument was issued.

Fiscal Management:

Current operating expenditures will not exceed current operating revenues.

Continuing Contracts:

For continuing contracts, funds will be appropriated in the annual budget ordinance to meet current year obligations arising under the contract, in accordance with G.S. 160A-17.

Payroll:

Payroll will be in accordance with the requirements of the Fair Labor Standards Act. Overtime and benefits payments will be in accordance with the Town's Personnel Ordinance.

RESERVES POLICY

Reserve for State Statute:

In accordance with state statute, appropriated fund balance in any fund will not exceed the sum of cash and investments minus the sum of liabilities, encumbrances, and deferred revenues arising from cash receipts.

Unassigned Fund Balance:

The Town will maintain an unassigned fund balance in operating funds. These funds will be used to avoid cash flow interruptions, generate interest income, eliminate the need for short-term borrowing, assist in maintaining an investment-grade bond rating, provide funding flexibility for unanticipated needs and opportunities, and sustain operations during unanticipated emergencies and disasters. The level of reserve will be determined based on anticipated future funding needs, historical trends, growth patterns, the economy, and contractual obligations, including bond covenants. Refer to the Fund Balance Policy in this section.

Interfund Transfers:

Interfund transfers are allowed for the allocation of direct or indirect costs of services rendered by one fund to another.

Capital Investments Program:

The Town will update on a 4 year cycle a 5-Year Capital Investments Program ("CIP"); and a projection of capital needs and expenditures, which details the estimated cost, description, and anticipated funding sources for capital projects. The

plan will include costs that have been estimated including consideration for inflation. The first year of the 5-Year CIP will be the basis of formal fiscal year appropriations intersecting with the annual budget process each year. If new project needs arise during the year, a budget amendment identifying both funding sources and project appropriations will be utilized to provide formal budgetary authority for the subject projects. The Capital Investments Program will generally address those capital assets with a value of more than $100,000, a useful life of five (5) years or greater.

Financing Sources:

The Town acknowledges pay-as-you-go financing as a significant capital-financing source, but will determine the most appropriate financing structure for each capital project on an individual basis using all relevant factors of a project. Fund balance in excess of aforementioned LGC guidelines may be utilized as a capital source for pay-as-you-go financing.

CASH MANAGEMENT POLICY

The purpose of the Town's Cash Management Policy is to provide guidelines to maximize the use of public moneys in the best interest of the public.

Receipts:

Cash receipts will be collected as expediently as reasonably possible to provide secure handling of incoming cash and to move these moneys into interest bearing accounts and investments. All incoming funds will be deposited daily as required by law. Deposits will be made in such a manner as to receive credit for that day's interest.

Cash Disbursement:

The Town's objective is to retain moneys for investment for the longest appropriate period. Disbursements will be made shortly in advance of or on the agreed-upon contractual date of payment unless earlier payment provides a greater economic benefit to the Town. All checks require two (2) signatures Finance Director, Town Manager or Assistant Town Manager.

Banking Relations:

Banking service providers will be evaluated and selected through a competitive proposal process. Town Council will review the banking relationship at least every five (5) years. The Town will maintain a minimum number of bank accounts to facilitate the movement and investment of funds. Collateralization for deposits will be in accordance with Title 20, Chapter 7 of the North Carolina Administrative Code.

DEBT MANAGEMENT POLICY

The Town of Morrisville recognizes the foundation of any well-managed debt program is a comprehensive debt policy. A debt policy sets forth the parameters for issuing debt and managing outstanding debt and provides guidance to decision makers regarding the timing and purposes for which debt may be issued, types and amounts of permissible debt, method of sale that may be used and structural features that may be incorporated. The debt policy should recognize a binding commitment to full and timely repayment of all debt as an intrinsic requirement for entry into the capital markets. Adherence to a debt policy helps to ensure that a government maintains a sound debt position and that credit quality is protected. Advantages of a debt policy are as follows:

a) Enhances the quality of decisions by imposing order and discipline
b) Promotes consistency and continuity in decision making
c) Rationalizes the decision making process
d) Identifies objectives for staff to implement

e) Demonstrates a commitment to long-term planning objectives
f) Regarded as a positive by the rating agencies in reviewing credit quality

It is the policy of the Town Council:

a) Periodically approve the issuance of Debt Obligations on behalf of the Town to finance the construction or acquisition of infrastructure & other assets for the purpose of meeting its governmental obligations to its residents
b) Approve the issuance of Debt Obligations to refund outstanding debt when indicated by market conditions or management considerations
c) Debt obligations are issued & administered in such a manner as to ensure & sustain the long-term financial integrity of the Town, to achieve the highest possible credit rating, to preserve & enhance the quality of life, & the safety & welfare of its citizens

Debt issuance will not be used to finance current operations or normal maintenance.

The Town will strive to maintain its annual tax-supported debt service costs at a level no greater than fifteen percent (15%) of the governmental expenditures, including installment purchase debt. Payout of aggregate outstanding tax-supported debt principal shall be no less than 55% repaid in 10 years. The tax-supported debt of the Town will not exceed two (2%) percent of the assessed valuation of the taxable property of the Town.

Whenever possible, the Town will first attempt to fund capital projects with grants or developer contributions.

The types of debt currently used by the Town of Morrisville include general obligation bonds and installment purchase agreements. The Town may pursue other methods of financing based upon the direction of the Town Manager and approval of the Town Council. The Town will only use debt instruments, which are approved for local government.

The Town will comply with standards of the Government Finance Officers Association for financial reporting and budget presentation and the disclosure requirements of the Securities and Exchange Commission.

FUND BALANCE POLICY

To ensure financial stability, secure, and maintain investment grade bond ratings, set a reasonable level of fund balance, establish under what circumstance the Town can go below the policy level, and procedures on how the Town will restore the fund balance.

Definitions:

Non-spendable fund balance *includes amounts that are not in a spendable form (inventory, for example) or are required to be maintained intact (the principal of an endowment fund, for example).*

Restricted fund balance *includes amounts that can be spent only for the specific purposes stipulated by external resource providers (grant providers), constitutionally, or through enabling legislation (legislation that creates a revenue source and restricts its use). Effectively, restrictions may be changed or lifted only with the consent of resource providers.*

Committed fund balance *includes amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority. Commitments may be changed or lifted only by the government taking the same formal action that originally imposed the constraint.*

Assigned fund balance *comprises amounts intended to be used by the government for specific purposes. Intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority. In governmental funds other than the general fund, assigned fund balance represents the amount that is not restricted or committed. This indicates that resources in other governmental funds are, at a minimum, intended to be used for the purpose of that fund.*

Unassigned fund balance *is the residual classification for the general fund and includes all amounts not contained in the other classifications. Unassigned amounts are technically available for any purpose. If another governmental fund has a fund balance deficit, then it will be reported as a negative amount in the unassigned classification in that fund. Positive unassigned amounts will be reported only in the General Fund.*

Fund balance range *is the range of amounts this policy has set within which the Town means to maintain the unassigned fund balance.*

Surplus *is the amount by which the unassigned fund balance exceeds the upper limit of the fund balance range.*

Shortfall *is the amount by which the unassigned fund balance drops below the lower limit of the fund balance range.*

Expenditures *are all uses of financial resources, budgeted for any purpose, and include operating and capital expenses, debt service, and transfers to other funds.*

Operating expenditures *are uses of financial resources for personnel, supplies, services and materials, and exclude capital expenses, debt service, and transfers to other funds.*

Policy:

The Unassigned Fund Balance range for the General Fund shall be no less than three (3) months operating expenditures or twenty-five (25%) percent of the total budgeted operating expenditures. In the event of an extreme emergency, the Town Council may utilize unassigned fund balance that will reduce fund balance below the 25% policy for the purpose of providing for:

- *An unanticipated revenue shortfall*
- *Exposure to natural disasters (e.g. hurricanes or other events that threatens the health or safety of the residents*
- *Taking advantage of an unforeseen significant opportunity that may be otherwise lost to the community*
- *To protect the long-term fiscal security of the Town of Morrisville*

If Fund Balance falls below twenty-five (25%) percent, the Town Council will adopt a written plan as part of the following year's budget process to restore the Fund Balance available to the policy level within twenty-four (24) months from the date of the budget adoption. This plan may require reduction of services, increases in taxes, fees, or rates, or some combination thereof.

If Unassigned Fund Balance available as calculated as part of closing-out a fiscal year is in excess of forty-five (45%) percent, the Town Council may appropriate or designate the excess for one-time Capital Expenditures, Economic

Development related expenditures, or transfer the excess to a Capital Reserve Fund. Therefore, the unassigned fund balance range target is forty-five (45%) percent.

INVESTMENT POLICY

The purpose of this investment policy is to guide the Town of Morrisville in managing cash on hand, to preserve principal, and generate income to provide cash for daily operational and capital needs.

a) It is the intent of the Town that public funds will be invested to the extent possible to reduce the need for property tax revenues. Funds will be invested with the chief objectives of safety of principal, liquidity, and yield, in that order. All deposits and investments of Town funds will be in accordance with N.C.G.S. 159.

b) The Town will use a Central Depository to maximize the availability and mobility of cash for all funds that can be legally, and practically combined.

c) Cash Flows will be forecasted and investments will be made to mature when funds are projected to be needed to meet cash flow requirements.

d) Liquidity: No less than 20% of funds available for investment will be maintained in liquid investments at any point in time.

e) Maturity: All investments will mature in no more than thirty-six (36) months from their purchase date.

f) Custody: All investments will be purchased "payment-versus-delivery" and if certificated will be held by the Finance Officer in the name of the Town. All non-certificated investment will be held in book-entry form in the name of the Town with the Town's third party Custodian (Safekeeping Agent).

g) Authorized Investments: The Town may deposit Town Funds into any Board approved Official Depository, if such funds are secured in accordance with NCGS-159 (31). The Town may invest Town Funds in: the North Carolina Capital Management Trust, US Treasury Securities, US Agency Securities specifically authorized in GS-159 and Commercial Paper meeting the requirements of NCGS-159 plus having a national bond rating.

h) Diversification: No more than 5% of the Town's investment funds may be invested in a specific company's commercial paper and no more than 20% of the Town's investment funds may be invested in commercial paper. No more than 25% of the Town's investments may be invested in any one US Agency's Securities.

i) Allocation: Investment income will be allocated to each participating fund or account based on a fair and equitable formula determined by the Finance Director.

j) Reporting: The Town Council will receive a report summarizing the Town's investment holdings on a quarterly basis.

ACCOUNTING & FINANCIAL REPORTING

The Town will establish and maintain an accounting system according to the North Carolina Local Budget and Fiscal Control Act, generally accepted accounting principles (GAAP), standard of the Governmental Accounting Standards Board (GASB), and the Government Finance Officers Association (GFOA).

Comprehensive Annual Financial Report (CAFR):

The Town's CAFR will be submitted to the GFOA Certification of Achievement for Excellence in Financial Report Program. The financial report should be in conformity with GAAP, demonstrate compliance with finance related legal and contractual provisions, disclose thoroughness and detail sufficiency, and minimize ambiguities and potentials for misleading inference. The audit opinion will be included with the Town's CAFR.

The Long-range forecast is updated post audit with new historical information produced by the annual audit for the purposes of future forecasting analysis.

Internal Controls:

Financial systems will maintain internal controls to monitor revenues, expenditures, and program performance on an ongoing basis.

Note: The Town maintains a number of internal policies defining procedural internal controls. The Town Manager approves such policies.

Fiscal Monitoring:

Quarterly financial reports will present actual expenditures vs. budget on a monthly and cumulative basis. Major revenue sources will be monitored on a monthly basis, noting the status of each revenue as compared to budget.

Basis of Accounting:

For financial reporting purposes, the governmental funds use the modified accrual basis of accounting, under which revenues considered to be both measurable and available for funding current appropriations are recognized when earned. All other revenues are recognized when received in cash, except that revenues of material amounts that have not been received at the normal time of receipt are accrued, and any revenues in advance are deferred. Expenditures are recorded at the time liabilities are incurred except for accumulated sick leave, which is treated as an expenditure when paid.

Proprietary funds use the accrual basis of accounting under which revenues are recognized when earned, and expenses are recorded when liabilities are incurred.

Basis of Budgeting:

The Town prepares and adopts annually a budget using the modified accrual basis whereby revenues are recognized when measurable and available, and expenditures are recognized when liability is incurred. Expenditures may not legally exceed appropriations at the departmental level for all annually budgeted funds.

POSITIONS & PAY GRADE CLASSIFICATION

POSITION CHANGE SUMMARY

Full-time	2016	2017	2018	Proposed 2019	Changes
General Government					
ADMINISTRATION	7	9	8	9	1
HUMAN RESOURCES	3	3	3	3	0
FINANCE*	5	5	5	5	0
INFORMATION TECHNOLOGY	4	4	4	5	1
	19	20	20	22	2
Public Safety					
POLICE	36	41	42	45	3
FIRE	49	49	52	54	2
	85	90	94	99	5
Economic & Physical Development					
INSPECTIONS	5	6	8	8	0
PLANNING	11	11	11	13	2
	16	17	19	21	2
Public Works					
PUBLIC WORKS	21	21	21	21	0
	21	21	21	21	0
Engineering					
ENGINEERING	5	5	5	5	0
	5	6	5	5	0
Stormwater					
STORMWATER	3	3	3	3	0
	3	3	3	3	0
Culture and Recreation					
PARKS & RECREATION	13	13	13	13	0
	13	13	13	13	0
GRAND TOTAL FULL-TIME	**162**	**170**	**175**	**184**	**9**
Part-time					
INFORMATION TECHNOLOGY	0.5	0.5	0.25	0.25	0
FIRE	18	18	18	18	0
POLICE	1.3	1.3	1.3	1.3	0
PLANNING	0.2	0.2	0.2	0	0
PUBLIC WORKS	2	2	2	2	0
PARKS & RECREATION	18.55	18.8	18.8	18.8	0
GRAND TOTAL PART-TIME	**40.55**	**40.8**	**40.55**	**40.55**	
TOTAL ALL POSITIONS	**202.55**	**210.8**	**215.55**	**224.55**	**9**

FULLTIME PAY GRADE CLASSIFICATION FY2019 – *Effective July 1, 2018*

Grade	*Beginning*	*End*	*Classification Title*
10	$28,398	$45,437	(Reserved For Future Use)
11	$29,818	$47,709	RECEPTIONIST (*inactive*)
12	$31,309	$$50,095	ADMINISTRATIVE SUPPORT ASSISTANT
			PARKS & GROUNDS TECHNICIAN I
			STREET MAINTENANCE TECHNICIAN I
13	$32,875	$52,599	(Reserved For Future Use)
14	$34,519	$55,229	PARKS & GROUNDS TECHNICIAN II
			PLANNING ASSISTANT (*inactive*)
			STREET MAINTENANCE TECHNICIAN II
15	$36,245	$57,990	POLICE RECORDS TECHNICIAN (*inactive)*
16	$38,056	$60,890	ACCOUNTING TECHNICIAN
			FACILITIES MAINTENANCE TECHNICIAN
			PERMIT TECHNICIAN
			SENIOR ADMINISTRATIVE SUPPORT ASSISTANT
17	$39,959	$63,934	FIREFIGHTER
			PAYROLL ADMINISTRATOR
18	$41,958	$67,131	ADMINISTRATIVE SUPPORT SPECIALIST
			AQUATICS SPECIALIST
			ATHLETICS PROGRAM SPECIALIST
			DEVELOPMENT SERVICES COORDINATOR
			FITNESS PROGRAM SPECIALIST
			PLANNING TECHNICIAN
			POLICE OFFICER
			RECREATION PROGRAM SPECIALIST
19	$44,055	$70,488	BUILDING CODES INSPECTOR I
			MASTER FIREFIGHTER
			MASTER POLICE OFFICER
			POLICE SUPPORT SERVICES ANALYST[1]
			SENIOR FACILITIES MAINTENANCE TECH
			STREET MAINTENANCE CREW LEADER
			TURF AND LANDSCAPE SPECIALIST
20	$46,258	$74,011	ATHLETICS SUPERVISOR
			CODE ENFORCEMENT OFFICER
			FIRE ENGINEER
			MARKETING & EVENTS SPECIALIST
			SENIOR MECHANIC
21	$48,571	$77,712	ADMINISTRATIVE SERVICES MANAGER
			BUILDING CODES INSPECTOR II
			COMMUNITY RELATIONS LIAISON
			DEPUTY FIRE MARSHAL
			ENGINEERING INSPECTOR
			ENVIRONMENTAL SPECIALIST
			PLANNER I
			SENIOR POLICE OFFICER
22	$50,999	$81,598	FIRE LIEUTENANT
			HUMAN RESOURCES ANALYST
			TOWN CLERK
23	$53,549	$85,677	COMMUNITY CENTER SUPERVISOR
			ENGINEERING TECHINICIAN
			PARKS AND RECREATION PLANNER
			PLANNER II
			PROJECTS COORDINATOR
			SENIOR BUILDING CODES INSPECTOR

Grade	Beginning	End	Classification Title
24	$56,227	$89,962	ASST. BUILDING CODE ADMINISTRATOR (inactive)
			FIRE CAPTAIN
			GENERAL SERVICES SUPERINTENDENT
			INFORMATION TECHNOLOGY ANALYST
			PARKS & GROUNDS SUPERINTENDENT
			POLICE SERGEANT
			PUBLIC INFORMATION OFFICER
			PURCHASING & CONTRACT MANAGER
			RISK MANAGER
			STORMWATER ENGINEER
			STREETS SUPERINTENDENT
25	$59,038	$94,459	POLICE LIEUTENANT[2]
			SENIOR PLANNER (inactive)
26	$61,990	$99,183	CAPITAL PROJECTS MANAGER
			IT SYSTEMS ANALYST
			POLICE CAPTAIN
			RECREATION SUPERINTENDENT
			STRATEGIC & PERFORMANCE INITIATIVES MGR.[1]
27	$65,089	$104,141	BATTALION CHIEF
			BUDGET MANAGER
			CURRENT PLANNING MANAGER
			GIS MANAGER
			FIRE MARSHAL
			LONG RANGE PLANNING MANAGER
			SENIOR IT ANALYST
			STORMWATER ENGINEER MANAGER
28	$68,343	$109,349	CONTROLLER
29	$71,760	$114,816	ASSISTANT FIRE CHIEF[2]
30	$75,348	$120,557	(Reserved For Future Use)
31	$79,116	$126,584	(Reserved For Future Use)
32	$83,071	$132,914	COMMUNICATIONS & OUTREACH DIRECTOR[2]
			HUMAN RESOURCES DIRECTOR
			INSPECTIONS DIRECTOR
			PARKS & RECREATION DIRECTOR
33	$87,225	$139,559	FINANCE DIRECTOR
			FIRE CHIEF
			INFORMATION TECHNOLOGY DIRECTOR
			PLANNING DIRECTOR
			POLICE CHIEF
			PUBLIC WORKS DIRECTOR
			TOWN ENGINEER
34	$91,586	$146,537	ASSISTANT TO THE TOWN MANAGER
35	$96,165	$153,864	(Reserved For Future Use)
36	$100,973	$161,557	(Reserved For Future Use)
37	$106,017	$169,636	ASSISTANT TOWN MANAGER

Market range adjustments/reclassifications were made based on job and classification review during the annual position study. There is a 5% spread between each grade and a 60% spread within each range (minimum to maximum).

1) Title change only for existing position
2) New position for Fiscal Year 2019

PART-TIME PAY GRADE CLASSIFICATION FY2019

Effective July 1, 2018

Grade	Skill Level	Hourly Rates	Titles
1	Jobs requiring basic education and little or no developed skill or experience. Jobs have immediate supervision available.	$7.50 to $10.00	Scorekeeper Recreation Aide I Gym Attendant Lifeguard I
2	Jobs requiring secondary education, or equivalent. Requires developed skill or expertise. May involve use of complex equipment or programs. Previous work experience related to duties is required.	$8.50 to $11.00	Lifeguard II Center Aide Recreation Aide II Bus Driver
3	Jobs requiring advanced knowledge and abilities gained through special training or development. Tasks generally involve technical or administrative details. Job duties may include supervising or training other part time staff. Job duties may also require special certifications.	$9.50 to $12.00	Field Supervisors Official I Recreation Aide III Center Aide II
4	Jobs requiring advanced technical knowledge. Tasks generally involve more complex assignments, and may include supervision of a site or facility. Job duties may also require special certifications.	$10.50 to $13.00	Official II Lifeguard III Recreation Aide IV
5	Jobs may require extensive knowledge, skills, and abilities gained through special training, development, education, extensive experience, or specific certifications. Requires ability to work independently and utilize sound judgment to safely perform duties and/or ensure the safety of others.	Based on market analysis	Swim Instructor WSI Swim Instructor Non-WSI Cultural Arts Instructors Fitness Instructors Other Instructors Reserve Police Officer Firefighter Office Assistant Crossing Guard Maintenance Technician Project or Program Assistant

USER FEE SCHEDULE - Effective July 1, 2018

Administration Fee Description	Current Fee	Proposed Fee Change
Ad Valorem Tax	39¢ per $100	
Ad Valorem Municipal Service District Tax (only impacts those residents located within Service District Area)	10.00 ¢ per $100	
Vehicle Tag Fee	$15.00	$30
General Facility Rentals:		
Town Council Chambers		
Fire Station One Training Room		
PSMS Training Room		
Public Record Fees and Copy Fees:	-	
Paper Copies (Includes Certified Documents)		
For Color (If available)– Double Fees		
8 ½" x 11" (one/two sided)	15¢	
8 ½" x 14" (one/two sided)	20¢	
11" x 17" (one/two sided)	25¢	
Site Plans & Construction Drawings (Full Size)	$8 first sheet, $1.50 each add'l sheet	
Site Plans & Construction Drawings (11" x 17")	$5 first sheet, $1.00 each add'l sheet	
Files on Disk/CD Rom		
CD Rom	$6.00	
DVD	$8.00	
Digital Copies		
All documents & maps, except custom, sent via email or FTP site	No Charge	
Documents provided via USB Flash Drive	$6.00	
Copies from Plotter (Maps)		
17" x 22" (Size C)	$7.00 first sheet, $1.50 each add'l sheet	
22" x 34" (Size D)	$9.00 first sheet, $1.50 each add'l sheet	
34" x 44" (Size E)	$13.00 first sheet, $1.50 each add'l sheet	
Custom Map		
Fee includes One digital version and one hard copy from plotter	Base map fee + $130.00 per hour	
Development Plans and Documents		
Land Use Plan – Current Version (updated March 24, 2009)	$20	

Administration Fee Description	Current Fee	Proposed Fee Change
Land Use Plan - Previous Version	$5	
Town Center	$40	
Transportation Plan – Current Version (updated March 24, 2009)	Free	
UDO	$40	
Other Plans Not Listed Above	$40	
Off- Site File Retrieval	$60 per file/specific record	

Planning Fee Description	Current Fee	Proposed Fee Change
Comprehensive Plan Amendments	-	
Comprehensive Plan Amendments - Consultant Peer Review Fee	Actual Cost of Review	
Comprehensive Plan Amendments - Map Amendment	$715	
Comprehensive Plan Amendments - Text Amendment	$715	
	-	
Conceptual Master Plan Approval	-	
Conceptual Master Plan Approval (includes first 3 reviews)	$750 + $30/acre	
Conceptual Master Plan Approval:-Minor Modification (includes first 3 reviews)	$600	
Conceptual Master Plan Approval: 4th Review and each review thereafter	$205	
	-	
Landscaping & Tree Preservation	-	
Landscaping & Tree Preservation - Alternative Landscape Plan	$205 per requested standard	
Landscaping & Tree Preservation - PIL for Replacement Tree	$305 per caliper inch	
Landscaping & Tree Preservation - Tree Damage Report	Actual Cost of Review	
Ordinance Amendments		
Ordinance Amendment - Conditional	$700 + $30/acre	
Ordinance Amendment - General Use	$700 + $30/acre	
Ordinance Amendment - Planned Development	$2,000 + $30/acre	
Ordinance Amendment - Planned Development: Minor Modification	$600	

Planning Fee Description	Current Fee	Proposed Fee Change
	-	
Sign Permits	-	
Specific Sign Types - Ground, Wall Mounted, Projection, Awning-Mounted & Marquee	$135 (Sign less than or equal to 30 sqft); or $6 per sqft (Sign greater than 30 sqft)	
Specific Sign Types - Bracket Mounted	$6 per sqft	
Specific Sign Type - Sandwich board	$25	
Special Purpose Sign - Address (Ground mounted	$25	
Special Purpose Sign - Address (Wall Mounted)	No Fee	
Special Purpose Sign - Contractor/Construction Signs	$5 per sqft	
Special Purpose Sign - Residential Development Identification Signs	$135 (Sign less than or equal to30 sqft); or $6 per sqft (Sign greater than 30 sqft)	
Special Purpose Sign - Directional Signage	$6 per sqft	
Special Purpose Sign - Directory Signs	$135 (Sign less than or equal to30 sqft); or $6 per sqft (Sign greater than 30 sqft)	
Temporary Sign - Home Garden Produce Sale Sign	$25	
Temporary Sign - Real Estate (Commercial Only)	$25	
Temporary Sign - Promotional Event Signs	$65 per calendar year	
Temporary Sign - Temporary Directional Signage associated with Special Events Permit	$25 per sign	
Temporary Sign - Temporary Directional Signage associated with Residential Developments	$75 per sign	
Temporary Sign - Light Pole Banner	$6 per pole (One-time fee required for initial installation. This is necessary to ensure banner location & brackets comply with UDO standards)	
Temporary Sign - Banner Signs on Ground-mounted Signage:	$25 per sign (One-time fee required for initial installation. This is necessary to ensure banner location & brackets comply with UDO standards)	
Site Plan		
Site Plan: Major Non-Residential and Mixed Use (includes first 3 reviews) Note: If submitted concurrent with Construction Drawing it includes first 4 reviews.	$800 + $30/acre	

Planning Fee Description	Current Fee	Proposed Fee Change
Site Plan: Major Single Family Attached and Multi-family (includes first 3 reviews) Note: If submitted concurrent with Construction Drawing it includes first 4 reviews	$800 + $25/unit	
Site Plan: Minor Non-Residential use and Mixed Use (includes first 3 reviews)	$700 + $30/acre	
Site Plan: Minor Single Family attached and multi-family (includes first 3 reviews)	$700 + $25/unit	
Site Plan: Minor Modification (includes first 3 reviews)	$600	
Site Plan: 4th review and each review thereafter	$560	
Site Plan: Bulletin Drawing Review - per request (includes 2 reviews)	$150	
Site-Specific Development Plan Designation	$1,015	
Subdivision Approval		
Subdivision Final Plat - Type 1 and Type 2 (includes first 3 paper reviews & mylar review)	$200 + $15/lot and $25/unit (if mixed use has residential component)	
Subdivision Final Plat - Type 1 and Type 2 Each additional review	$105	
Subdivision Final Plat - Determination of Subdivision Exclusion (includes first 3 paper reviews & mylar)	$155	
Subdivision Final Plat - Right-of-Way Dedication (includes first 3 paper reviews & mylar review)	$155	
Subdivision Preliminary - Type 1 (includes first 3 reviews) * Note: Fee not required for single family attached. See Site Plan fees	$800 + $15/lot	
Subdivision Preliminary - Type 2 (includes first 3 reviews) * Note: Fee not required for single family attached. See Site Plan fees	$700 + $15/lot	
Subdivision Preliminary - Type 1 and 2: Minor Modification (includes first 3 reviews) * Note: Fee not required for single family attached. See Site Plan fees	$600	
Subdivision Preliminary - Type 1 and 2: Bulletin Drawing - per request (includes 2 reviews)	$150	
Subdivision Preliminary - Type 1 and Type 2: 4th review and each review thereafter	$560	
	-	
All Other Fees	-	
Administrative Adjustment	$155 per request standard	
Administrative Appeal (UDO)	$610	

Planning Fee Description	Current Fee	Proposed Fee Change
Alternative Equivalent of Compliance	$750 +$30/acre	
Accessory Structure Fee	$155	
Annexation Petition - Voluntary Annexation	$360	
Development Agreement	$1,015	
Development Name Change	$510	
Food Truck Permit	$105	
Grave Removal Request	$230	
Home Occupation Fee	$155	
Interpretation (UDO)	$205	
Parking - Alternative Parking Plan	$105	
Parking - Master Parking Payment-in-Lieu	$2030 per space	
Parkland Payment Appraisal	Actual Cost of the Appraisal	
Parkland Payment-in-Lieu (Multi-Family)	~~$2,105 per unit~~	$2,143 per unit
Parkland Payment-in-Lieu (Single-Family attached, detached, duplex and manufactured home dwellings)	1/35 of an acre (predevelopment cost) times the number of dwelling units	
Public Notice Mailing Fee	$1 per mailed notice	
Public Notice Sign	$30 per required sign	
Request to Waive Limitation on Subsequent Similar Applications	$255	
Road Closing	$3,000	
Road Name Change	$560	
Special Event Permit	Tier I - $100 Tier II- $25	
Special Event Permit: Late Fee	Tier I - $250 Tier II- $50	
Special Use Permit	$750 + $30/acre	
Special Use Permit: Minor Amendment	$510	
Stockpiling Permit	$105	
Street Vendor Permit	$105	
Structures in the Right-of-way (See Section 2.5.24 Right-of-Way Encroachment Agreement Approval)	$510	
Telecommunications Facility: Small Cell Antenna/DAS	$1,000	
Telecommunications Facility: Collocation	$1,000	
Telecommunications Facility: New Facility	$4,500	
Traffic Signal - Town Review Fee	$385	
Traffic Signal - Consultant Peer Review Fee	Actual Cost of Review	

Planning Fee Description	Current Fee	Proposed Fee Change
Transportation Impact Analysis - Town Review Fee	$700 + $15/acre	
Transportation Impact Analysis - Consultant Peer Review Fee	Actual Cost of Review	
Variance (also see Riparian Buffer)	$510	
Zoning Compliance Letter	$190	

Engineering & Stormwater Fee Description	Current Fee	Proposed Fee Change
Engineering Review Fees		
Construction Site Plan Review Fee		
Construction Plan Review includes 3 reviews Note: If submitted concurrent with Site Plan it includes first 4 reviews	$750 + $30/acre	
Construction Plan Review Re-submittal 4th review and after	$560	
Construction Drawing Minor Modification Fee	$600	
Floodplain Development Permit		
Elevation Certificate	$150	
Map Revision (CLOMR/LOMR)	$1,000	
Riparian Buffer Development (No practical alternatives) Submittal		
2 Reviews	$250	
3rd Review and thereafter	$75	
Stormwater Plan Review Fee (Includes 3 review or if submitted concurrent with Site Plan includes first 4 reviews.)	$550 + $55/acre per disturbed acre	
Re-Submittal Stormwater Plan Review Fee (4th submittal and each thereafter.)	$350	
Project Close-Out Fees (Paid upon Project Completion)	-	
Record Drawing Review - Includes 2 Reviews Note: Morrisville Only, See Town of Cary for fees related to utility As-Builts	$250	
Re-submittal Record Drawing - 3rd Review and each Thereafter	*$150*	
Stormwater As-Builts - includes 2 reviews	*$250 per BMP*	
Stormwater As-Builts - 3rd Review and each Thereafter	*$125*	
Miscellaneous Fees		
Administrative Appeal (EDCM)	$610	

Engineering & Stormwater Fee Description	Current Fee	Proposed Fee Change
Alternative Standard (EDCM) - Request for alternative standard	$150 per request standard	
Bulletin Drawing Review - *per request (includes 2 reviews)*	*$150*	
Interpretation (EDCM)	$205	
Retaining Wall/Other Structures Submittal		
1st Review	$150	
2nd Review and each Thereafter	$100	
Riparian Buffer Variance	$500	
Stream Buffer Determination	*$250 per Stream*	
Stormwater ERU Fee - Per Equivalent Residential Unit (ERU) and billed by Wake County	*$25 per ERU*	
Stormwater Variance	$500	
Infrastructure Fees		
Roadway improvements w/in or adjacent to public right-of-way includes storm drainage, grading, curb and gutter, sidewalks, paving, and street acceptance (includes 1 punch-list walkthrough, 1 post punch-list walkthrough, 1 end of warranty punch-list and 1 final acceptance walkthrough [NOTE: punch-lists are only valid for 3 months from date of inspection letter unless otherwise allowed for by the Town Engineer. Failure to complete required repairs will result in a new punch-list walkthrough being completed and re-inspection fee required])	$6.00 per linear foot	
Street Acceptance Walk Through (Punch-list) Re-inspection	$50 per street + $0.50 per linear foot	
Roadway Improvements Re-inspection	$50 per inspection	
Driveway curb cut includes excavation, forming, and concrete placement	$50 per driveway opening	
Re-inspection of driveway curb cut	$50 per driveway opening	
Encroachment in public right-of-way includes excavation, backfill and work relating to the installation, repair, replacement, and removal of utilities, structures or other encumbrances within Town R/W	$2.00 per linear foot	
Detached single-family dwelling unit includes one inspection and one re-inspection	$150 per lot	
Re-inspection of detached single-family dwelling unit includes 2 additional re-inspections	$150 per lot	
Sidewalk improvements outside public right-of-way	$0.50 per linear foot	

Engineering & Stormwater Fee Description	Current Fee	Proposed Fee Change
Roadway / Fire lane improvements outside of public right-of-way	$2.50 per linear foot	
Storm drainage improvements outside of public right-of-way	$1.50 per linear foot	
Drainage swale/ditch improvements (outside of public right-of-way)	$1.50 per linear foot	
Attached town home dwelling unit (includes one inspection and one re-inspection)	$75 per lot	
Re-inspection of attached town home dwelling unit (includes two additional re-inspections)	$75 per lot	
Greenway (Public and Private)	$0.50 per linear foot	
Apartments, commercial, office, institutional, and industrial lots (includes one inspection and one re-inspection)	$400 per building	
Re-inspection of apartments, commercial, office, institutional, and industrial lots (includes two additional re-inspections)	$400 per building	
Stormwater Facility(ies) Inspection (includes 1 inspection and 1 re-inspection)	$250 per facility	
Stormwater Facility(ies) Re-inspection	$100 per inspection	

Inspections Fee Description	Current Fee	Proposed Fee Change
Residential		
New Single Family & Duplexes up to 1,200 sqft per dwelling	$550	
New Single Family & Duplexes over 1,200 sqft per dwelling	$550+ $0.25 per sqft	
*Gross floor area served by either mechanical, plumbing, or electrical systems and suitable for occupant's use within the inside perimeter of the exterior walls - to include garages, corridors, stairs, closets, or other features such as decks, porches, or bonus rooms.		
Residential Addition:		
Bedrooms, bathrooms, sunrooms, or similar addition with) up to 400 sqft	$250	
Bedrooms, bathrooms, sunrooms, or similar addition with) over 400 sqft	Same as New Single Family	
Multi-Family Dwelling	$500 first unit (per unit)	
Manufactured home or construction trailer - includes piers, tie-downs, steps, decks, electrical, plumbing & mechanical	$250	
Modular Units/Dwellings Moved on Lot	$80 each trade + $0.25 per sqft	
Residential Accessory Structure - includes attached deck, garage, open porch, etc.. Or detached shed or garage of more than 144 sqft or greater	$80 each trade + $0.25 per sqft	
Residential Alteration, Change Out or Individual Trade - Building, Electrical Plumbing, or Mechanical	$80	
Electrical Service or Gas Utility - Conditional Power and/or Conditional Mechanical	$80	
Non - Residential	-	
Based on total construction cost of all trades including both labor and materials, fire suppression, and alarm systems if applicable.	-	
$0 - $2,500	$200	
$2,501 - $7,500	$250	
$7,501 - $15,000	$350	
$15,001 - $25,000	$500	
$25,001 - $50,000	$750	
$50,001 - $100,000	$1,400	
$100,001 - $200,000	$2,800	
$200,001 - $350,000	$4,500	

Inspections Fee Description	Current Fee	Proposed Fee Change
$350,001 - $500,000	$6,000	
$500,001 - $750,000	$8,000	
$750,001 - $1,000,000	$10,000	
over $1,000,000	$10,000 + .20% (.0020) of everything over $1,000,000	
Other Fees		
Application Re-processing		$80
Residential Irrigation Permit Only	$80	
Commercial Irrigation Permit Only	$200	
Residential - New Single Family & Townhome Application Submittal Fee	$80	
Commercial Application Submittal Fee - Non-Refundable	*$200*	
Re-Review / Plan Change	$150	
Re-Inspection Fee -	$80 each trade	
Homeowner Recovery Fee	$10	
Demolition Permit	$200 if required for utilities	
Temporary Electrical Power - Tree sales, etc..	$80	
Work Without a Permit	Up to Double Permit Fee	
Replacement Permit Card	$10	
Replacement Certificate of Occupancy	$10	
Plan Re-Stamp	$50 * 24 hour turn around	
~~Permit Renewal~~	~~Up to 25% of Original Permit Fee~~	Required to submit new application per law
Permit Pick-up	Forfeit Fees	
~~Refund Policy - Non-Expired~~	~~$80~~	Not applicable
Refund Policy - Expired	Forfeit Fees	
Weekend Inspection	$125 per hour with a minimum of 3 hours	
After Hours Inspection (Monday through Friday)	$75 an hour with a minimum of 2 hours	
Miscellaneous	$80	

Police Fee Description	Current Fee	Proposed Fee Change
Residential & Commercial False Alarm Fees		
1 - 3 (Three) false alarms annually along with official notification from the Chief of Police	No Charge	
4 - 5 consecutive false alarm at same address during same year	$80	
6 - 8 consecutive false alarm at same address during same year	$150	
9 - 10 consecutive false alarms at same address during same year	$200	
> 10 consecutive false alarm occurrence at same address during same year	$300	

Fire Fee Description	Current Fee	Proposed Fee Change
Fire Inspection Service Fees		
Single Family attached/detached, commercial, industrial, office, etc… based on square footage		
Inspection Fee		
1-2,500 sqft	$50	
2,501 - 5,000 sqft	$75	
5,001 - 10,000 sqft	$100	
10,001 - 25,000 sqft	$125	
25,001 - 50,000 sqft	$150	
50,001 - 100,000 sqft	$175	
100,001 - 500,000 sqft	$225	
>500,000 sqft	$325	
1st Re - Inspection Fee	No Fee	
If violations still exist issue another warning, assess fee included with initial fire inspection		
2nd Re - Inspection Fee		
1-2,500 sqft	$75	
2,501 - 5,000 sqft	$75	
5,001 - 10,000 sqft	$75	
10,001 - 25,000 sqft	$75	
25,001 - 50,000 sqft	$75	
50,001 - 100,000 sqft	$75	
100,001 - 500,000 sqft	$75	

Fire Fee Description	Current Fee	Proposed Fee Change
>500,000 sqft	$75	
If violations corrected - no fee. If violations still exist 2nd warning (time TBD by inspector) assess fee (below).		
3rd Re - Inspection Fee		
1-2,500 sqft	$100	
2,501 - 5,000 sqft	$100	
5,001 - 10,000 sqft	$100	
10,001 - 25,000 sqft	$100	
25,001 - 50,000 sqft	$100	
50,001 - 100,000 sqft	$100	
100,001 - 500,000 sqft	$100	
>500,000 sqft	$100	
If violations corrected - no fee. If violations still exist 2nd warning (time TBD by inspector) assess fee (below).		
Subsequent 1st Offense		
1-2,500 sqft	$100	
2,501 - 5,000 sqft	$100	
5,001 - 10,000 sqft	$100	
10,001 - 25,000 sqft	$100	
25,001 - 50,000 sqft	$100	
50,001 - 100,000 sqft	$100	
100,001 - 500,000 sqft	$100	
>500,000 sqft	$100	
Example: Locked/Blocked Exits, Over Capacity, etc…		
Subsequent 2nd Offense		
1-2,500 sqft	$200	
2,501 - 5,000 sqft	$200	
5,001 - 10,000 sqft	$200	
10,001 - 25,000 sqft	$200	
25,001 - 50,000 sqft	$200	
50,001 - 100,000 sqft	$200	
100,001 - 500,000 sqft	$200	
>500,000 sqft	$200	
Example: Locked/Blocked Exits, Over Capacity, etc…		

Fire Fee Description	Current Fee	Proposed Fee Change
Subsequent 3rd Offense		
1-2,500 sqft	$500	
2,501 - 5,000 sqft	$500	
5,001 - 10,000 sqft	$500	
10,001 - 25,000 sqft	$500	
25,001 - 50,000 sqft	$500	
50,001 - 100,000 sqft	$500	
100,001 - 500,000 sqft	$500	
>500,000 sqft	$500	
Example: Locked/Blocked Exits, Over Capacity, etc…		
Violations from date of 2nd Re-inspection Fee	$25per day for each violation	
Fire Inspection Service Fees		
Apartments, Hotel/Motel and Condominiums		
Inspection Fee		
3 - 9 Units	$50	
10 - 19 Units	$100	
20 - 29 Units	$150	
30 - 49 Units	$200	
50 -99 Units	$225	
100 Units	$250	
1st Re-Inspection Fee	No Fee	
2nd Re-Inspection Fee		
3 - 9 Units	$75	
10 - 19 Units	$75	
20 - 29 Units	$75	
30 - 49 Units	$75	
50 -99 Units	$75	
100 Units	$75	
3rd Re-Inspection Fee		
3 - 9 Units	$100	
10 - 19 Units	$100	
20 - 29 Units	$100	
30 - 49 Units	$100	

Fire Fee Description	Current Fee	Proposed Fee Change
50 -99 Units	$100	
100 Units	$100	
Other Fire Inspection Fees		
After Hours Commercial Fire Inspection		
Monday - Friday	~~$75 per hour~~	$100 per hour 8am – 5pm – 2 hour minimum
Saturday - Sunday	~~$125 per hour~~	$200 includes after hours – 3 hour minimum
2 hour minimum if already at work and 3 hours minimum if inspector has to leave from his/her residence.		
Water Flow Testing	$150	
Witness Flow Testing	$75	
Fire Hydrant & Fire Lane No Parking Violations	$75	
Pine Straw Violation	$500	
Private Fire Hydrant Non-Maintaining		
1st Non Compliance	$250	
2nd Non Compliance	$500	
3rd Non Compliance	$1,000	
Misc Test	50	
ABC License Application Inspection	$60 Minimum or based on square footage, whichever is greater	
Work & Modification without plan submittal & approval (Fire Alarms & Sprinklers)	$200	
Fire Alarm System Reset		
~~1st Offense~~ System Reset Offense	~~$100~~	$250 per reset up to 3 in a calendar year
~~2nd Offense~~	~~$250~~	Remove
~~3rd Offense~~	~~$500~~	Remove
After 3 System Reset Offense per Calendar Year		$1,000
False Alarm Offense ~~(4 Complimentary per Calendar Year)~~	~~$150~~	$150 4th Offense; 300 5th Offense; $500 for each Offense thereafter in same calendar year.
Fire Permit Fees		
Amusement Buildings	$70	
Carnival & Fairs	$70	
Combustible Dust Producing Operations	$70	
Covered Mall Building- Certain Indoor Activities	$70	
Exhibits & Trade Shows	$70	

Fire Fee Description	Current Fee	Proposed Fee Change
Explosive Materials/Blasting	$70	
Flammable & Combustible Liquids	$70	
Fogging Hazardous Chemicals	$150	
Fumigation & Insecticidal Fogging	$70	
Fumigation & Thermal Insecticide	$70	
Liquid or gas vehicles inside of an Assembly building	$70	
Pitt Burning	$70	
Private Fire Hydrants	$70	
Public Fireworks Display	$150	
Pyrotechnic Special Effects Material	$70	
Spraying or Dipping	$70	
Tents	$70	
Underground Tank Removal	$150 per Tank	
Fire Service Fees		
Fire Watch	$75 per hour	
Public Education Employer Mandated Training	$25 per hour	
Company Standby Fee	$200 per hour	
Express Fire Plan Review Fee	~~$200~~	$300
Resident Camp Fee	$125	
Non-Resident Camp Fee	$188	

Parks & Recreation Fee Description	Current Fee	Proposed Fee Change
MAFC Membership		
Daily Passes		
Adult age 15-54 Senior age 55+ Children age 3-14 (under 3 free)	Res $5 / Non $7 Res $3 / Non $4 Res $3 / Non $4	
Punch Passes (15 daily visits		
Adult age 15-54 Senior age 55+ Children age 3-14 (under 3 free)	Res $60 / Non $90 Res $30 / Non $45 Res $30 / Non $45	
Membership Fees - 1 year		

Parks & Recreation Fee Description	Current Fee	Proposed Fee Change
1 Year Membership Adult age 23-54 Corporate Adult Senior age 55+ Young Adult age 15-22 Child Add-on age 3-14 (under 3 free)	 Res $246 / Non $299 $267 Res $194 / Non $233 Res $194 / Non $233 Res $72 / Non $92 per child	
Monthly Membership Adult age 23-54 Corporate Adult Senior age 55+ Young Adult age 15-22 Child Add-on age 3-14 (under 3 free)	 Res $34 / Non $39 $36 Res $26 / Non $30 Res $26 / Non $30 Res $12 / Non $14 per child	
Monthly Membership - Bank Draft Discount Adult age 23-54 Corporate Adult Senior age 55+ Young Adult age 15-22 Child Add-on age 3-14 (under 3 free)	 Res $24 / Non $29 $26 Res $19 / Non $23 Res $19 / Non $23 Res $10 / Non $12 per child	
Aquatics (varying age groups)		
Morning or Evening Swim Lessons	Res $ 61 / Non $82	
Stroke School	Res $61 / Non $82	
Adult Lessons	Res $61 / Non $82	
Parent/Tot Lessons	Res $33 / Non $51	
Athletics (varying age groups)		
Youth Soccer Programs	~~Res $50 / Non $75~~	Res $52 / Non $78
Youth Baseball Programs	~~Res $50 / Non $75~~	Res $52 / Non $79
Girls Volley Ball Program	~~Res $50 / Non $75~~	Res $52 / Non $80
~~Girls Youth Lacrosse Programs~~	~~Res $50 / Non $75~~	Remove
Youth Basketball Programs	~~Res $69 / Non $99~~	Res $72 / Non $102
Jr. Basketball Programs	~~Res $50 / Non $75~~	Res $52 / Non $78
Adult Corporate League Basketball Programs age 18+	~~$450 Team Fee; plus $25 each non-residential team member~~	$460 Team Fee; plus $25 each non-residential team member
Fitness (varying age groups/dates/times)		
Teen Fit age 12-15	Res $10 / Non $15 per month Res $8 / Non $12 per month (peak sessions) Free for members	

Parks & Recreation Fee Description	Current Fee	Proposed Fee Change
Shotokan Karate for Adults or Youth	Res $53 / Non $79 Res $40 / Non $59 (short sessions)	
Line Dancing age 18+	Free	
Aerobics Classes	Free for members / Non members pay Daily Pass rate applies	
Water Aerobics Classes	Free for members / Non members pay Daily Pass rate applies	
Tri Masters Swim Group	Members $2 / Res $5 / Non $7	
Tai Chi	Free	
Youth Programs		
Early Arrivals grades K-5	~~Res $900 / Non $1300 (monthly payment plans provided)~~	Res $930 / Non $1330 (monthly payment plans provided)
After School grades K-5	Res $1,500 / Non $2,000 (monthly payment plans provided)	
Teacher Workday Camps	~~Res $35 / Non $50 per session~~	Res $36 / Non $52 per session
Early Release Days	~~Res $13 / Non $20 per session~~	Res $14 / Non $21 per session
Summer Camps		
Deposit - non refundable	$25 per session	
Camp Wiggle Worms age 3-5	Res $75 / Non $100 per week session	
Camp Cedar Fork Jr. rising Kindergarteners	Res $155 / Non $218 per week session	
Camp Cedar Fork grades 1-5 (rising 5th grader)	Res $135 / Non $188 per week session	Name change
Camp Cedar Fork Sr. (rising 6-8 grade)	Res $135 / Non $188 per week session	
Counselor in Training (CIT) Camp (rising 9 grade)	Res $135 / Non $188 per week session	Name change
Education Classes		
Academic Adventures in kindergarten Readiness ages	Res $130 / Non $195 per session	
Ready, Set, Go A	~~Res $800 / Non $1,100 per year~~	Res $900 / Non $1,200 per yr
Ready, Set, Go B	~~Res $1,300 / Non $1,800 per year~~	Res $1,400 / Non $1,900 per yr
~~Smart Moves Chess - Beginners Lessons~~	~~$80 per session~~	Remove
~~Mad Science - (subjects can vary)~~	~~$105 per session~~	Remove
Senior Programs		
Senior BINGO	$1 per card	
Senior Dominoes Night	Res $1 / Non $2	
Senior Friday Game Day	Free	
Senior Game Night	Free	

Parks & Recreation Fee Description	Current Fee	Proposed Fee Change
Senior Wii Play	Free	
Senior Flex & Balance	Free for members / Non members pay Daily Pass rate applies	
Senior Yoga	Free	
Senior Mat Yoga	Free	
Silver Sneakers Membership & Silver Sneakers Classic	Free for members / Non members pay Daily Pass rate applies	
Arthritis Foundation Tai Chi	Free for members / Non members pay Daily Pass rate applies	
Sponsorships		
Athletics - Winter Sports Leagues per season MVP Sponsor All-Star Sponsor Team Captain Sponsor Home Run Sponsor	 $750 1 league / 16 or more Teams $625 1 league / 11-15 teams $475 1 league / 6-10 teams $300 1 league / 5 or less teams	
Special Events Opportunities vary year to year	programs and fees vary	
Park Facility Rentals		
Cedar Fork Community Center		
Deposit (2 hour minimum)	$100 / $200 after hours	
Classrooms During hours After hours Kitchen usage fee	 ~~Res $36 per hr / Non $54 per hr~~ ~~Res $60 per hr / Non $90 per hr~~	 Res $37 per hr / Non $57 per hr Res $64 per hr / Non $94 per hr
Gymnasium 1 Court during hours 1 Court after hours Both courts during hours Both courts after hours	 ~~Res $27 per hr / Non $41 per hr~~ ~~Res $53 per hr / Non $80 per hr~~ ~~Res $53 per hr / Non $80 per hr~~ ~~Res $80 per hr / Non $119 per hr~~	 Res $28 per hr / Non $42 per hr Res $54 per hr / Non $82 per hr Res $54 per hr / Non $82 per hr Res $82 per hr / Non $123 per hr"
Gym Floor Covering Fee(during hours only)	~~$214.00~~	$218
Volleyball Standards Setup	~~$40~~	$42
Morrisville Aquatics & Fitness Center		
Deposit (during hours)	$100.00	
Multipurpose Room (during hours)	Res $34 per hr / Non $51 per hr	
Historic Christian Church		
Deposit (2 hour minimum)	$200.00	
Meeting Hall (8am - 9pm)	~~Res $40 per hr / Non $60 per hr~~	Res $43 per hr / Non $64 per hr – effective 1/1/19
Luther Green Community Center		

Parks & Recreation Fee Description	Current Fee	Proposed Fee Change
Deposit (2 hour minimum)	$100.00	
Meeting Hall (8am - 9pm)	Res $40 per hr / Non $60 per hr	Res $43 per hr / Non $64 per hr – effective 1/1/19
Shelter Rentals		
Deposit (all shelters)	$100.00	
Church Street Park	~~Res $75 / Non $100 1/2 day~~ ~~Res $150 / Non $200 all day~~	Res $79 / Non $105 1/2 day Res $155 / Non $206 all day – effective 1/1/19
Morrisville Community Park Shelter	~~Res $75 / Non $100 1/2 day~~ ~~Res $150 / Non $200 all day~~	Res $79 / Non $105 1/2 day Res $155 / Non $206 all day – effective 1/1/19
Nathaniel Mayo Shelter	~~Res $75 / Non $100 1/2 day~~ ~~Res $150 / Non $200 all day~~	Res $79 / Non $105 1/2 day Res $155 / Non $206 all day – effective 1/1/19
Indian Creek Trailhead Shelter	~~Res $60 / Non $85 1/2 day~~ ~~Res $120 / Non $170 all day~~	Res $64 / Non $89 1/2 day Res $125 / Non $175 all day – effective 1/1/19
Athletic Field Rentals (per field)		
Deposit (all fields)	$100 per field	
Field Prep (all fields)	~~$40.00~~	$42 – effective 1/1/19
Light Fee (all fields except Church Street)	~~$25 per hr~~	$27 per hr – effective 1/1/19
Church Street Park Fields	~~Res $50 / Non $65~~	Res $55 / Non $71 – effective 1/1/19
Church Street Park Field Lights Fee		$45 per hr
Crabtree Nature Park Field	~~Res $25 / Non $35~~	Res $28 / Non $38 – effective 1/1/19
Morrisville Community Park Fields Shiloh Park Fields Cedar Fork District Park Fields	~~Res $40 per hr / Non $50 per hr~~	Res $43 per hr / Non $54 per hr – effective 1/1/20
Other		
Administrative Refund Fee	$5	
Membership Replacement Fee	$5	

Disclaimers apply to all User Fees unless specifically designated by the disclaimer.

1. The Town Manager is authorized to waive the processing fees subject to administrative review authority that are considered "de minimus" or erroneous circumstances relating to minor site plan modifications such as switching from one tree species to another, shifting the location of several parking spaces, changing from one brick color to another or correcting review mistakes.
2. The Parks and Recreational Fees follow the guidelines for the Parks, Recreation and Cultural Resources Fees and Charges Policy.

5-Year Long-Range Forecast Analysis
General Fund

		actual 2016	actual 2017	estimated 2018	forecast 2019	forecast 2020	forecast 2021	forecast 2022	forecast 2023
Total General Fund Revenues		**$ 28,901,824**	**$ 35,372,372**	**$ 32,326,200**	**$ 37,212,000**	**$ 33,691,600**	**$ 33,318,300**	**$ 34,282,400**	**$ 35,304,200**
Total Revenues without Transfers		**$ 28,586,384**	**$ 30,265,152**	**$ 31,012,600**	**$ 31,817,000**	**$ 32,406,600**	**$ 33,318,300**	**$ 34,282,400**	**$ 35,304,200**
	Overall Revenue Growth (not including interfund transfers)	5.4%	5.9%	3%	3%	2%	3%	3%	3%
Revenue Per Capita	*Less Transfers*	*$ 1,247.55*	*$ 1,277.98*	*$ 1,268.10*	*$ 1,154.00*	*$ 1,141.16*	*$ 1,139.09*	*$ 1,149.07*	*$ 1,126.96*
Total General Fund Expenditures		**$ 24,464,072**	**$ 34,492,665**	**$ 31,640,000**	**$ 37,212,000**	**$ 31,417,270**	**$ 31,454,808**	**$ 31,902,282**	**$ 32,265,338**
Total Expenditures without Transfers		**$ 23,121,111**	**$ 25,499,593**	**$ 27,499,200**	**$ 30,649,200**	**$ 30,060,470**	**$ 30,083,108**	**$ 30,515,482**	**$ 30,862,538**
	Overall Expenditure Growth (not including interfund transfers)	-5%	10%	8%	11%	-2%	0%	1%	1%
Expenditures Per Capita	*Less Transfers*	*$ 1,009.04*	*$ 1,076.75*	*$ 1,124.44*	*$ 1,111.65*	*$ 1,058.54*	*$ 1,028.48*	*$ 1,022.81*	*$ 985.17*

Debt Outlay Analysis

Maximum debt outlay annually within Policy[1]	$ 3,376,813.35	$ 3,741,175.20	$ 4,040,970	$ 4,411,230	$ 4,410,191	$ 4,411,696	$ 4,474,662	$ 4,525,071
Retiring Debt from previous year	$ 258,506	$ (104,620)	$ (624,780)	$ 56,900	$ 52,100	$ 187,200	$ 294,000	$ 92,200
Existing Long-term Debt	$ 1,458,100	$ 1,562,720	$ 2,187,500	$ 2,130,600	$ 2,078,500	$ 1,891,300	$ 1,597,300	$ 1,505,100
New CIP Debt Service	$ -	$ -	$ -	$ -	$ 1,370,000	$ 1,335,750	$ 1,301,500	$ 1,267,400
Total Long-term Debt Service (including New Debt)	**$ 1,458,100**	**$ 1,562,720**	**$ 2,187,500**	**$ 2,130,600**	**$ 3,448,500**	**$ 3,227,050**	**$ 2,898,800**	**$ 2,772,500**
Debt Service Ratio Performance Indicator	*6%*	*6%*	*8%*	*7%*	*12%*	*11%*	*9%*	*9%*

Tax Rate Analysis

Current and Projected Tax Rate	0.4100	0.3900	0.3900	0.3900	0.3900	0.3900	0.3900	0.3900
Tax Base	$ 3,980,820,832	$ 4,523,620,513	$ 4,636,711,026	$ 4,752,628,801	$ 4,895,207,666	$ 5,042,063,895	$ 5,193,325,812	$ 5,349,125,587
Tax Base Growth	6%	14%	3%	3%	3%	3%	3%	3%
Population	22,914	23,682	24,456	27,571	28,398	29,250	29,835	31,327
Per Penny	$ 397,645	$ 449,319	$ 460,090	$ 474,615	$ 488,797	$ 503,405	$ 518,451	$ 533,949
Expenditures Per Capita	$ 1,067.65	$ 1,456.49	$ 1,293.75	$ 1,349.68	$ 1,106.32	$ 1,075.38	$ 1,069.29	$ 1,029.95

Fund Balance Analysis

Beginning Total Fund Balance	$ 20,481,271	$ 24,704,646	$ 25,600,160	$ 26,382,360	$ 26,382,360	$ 28,656,690	$ 30,520,182	$ 32,900,300
Revenues	$ 28,586,384	$ 30,265,152	$ 31,108,600	$ 30,632,000	$ 32,406,600	$ 33,318,300	$ 34,282,400	$ 35,304,200
Expenditures	$ 23,121,111	$ 25,499,593	$ 27,499,200	$ 30,649,200	$ 30,060,470	$ 30,083,108	$ 30,515,482	$ 30,862,538
Surplus/(deficit)[1]	$ 4,439,273	$ 895,514	$ 782,200	$ -	$ 2,274,330	$ 1,863,492	$ 2,380,118	$ 3,038,862
non-spendable items:	$ 9,479,214.00	$ 12,463,052	$ 12,873,113.10	$ 14,303,459.00	$ 14,974,859.00	$ 16,147,924.00	$ 17,765,520.00	$ 19,648,979.00
Assigned / Unassigned Fund Balance including Capital Reserve Fund	$ 24,704,646	$ 27,717,701	$ 28,606,918	$ 29,949,718	$ 32,295,848	$ 35,531,040	$ 39,297,958	$ 43,739,620
Unassigned Fund Balance[4]	**$ 15,225,432**	**$ 15,254,649**	**$ 13,509,247**	**$ 12,078,901**	**$ 13,681,831**	**$ 14,372,258**	**$ 15,134,780**	**$ 16,290,183**
Unassigned Fund Balance as % of Expenditures	*65.9%*	*59.8%*	*49.1%*	*39.4%*	*45.5%*	*47.8%*	*49.6%*	*52.8%*

notes:

1 - MSD & CRF are now required to be consolidated in General Fund.

2 - Unassigned Fund Balance assumptions are long projections, in that estimates must span over a two year period . Should any one varible change it can radically alter the assumptions overall. However estimates are procduced to reasonibly understand potential impacts of budgetary decisions.

3 - Forecst expenditures in outlying years include assumptions for inflation, known programmed replacement items and other planned long-range anticipated cost.

4 - Forecast revenues in outlying years include growth varied growth assumptions depending on the type of revenue, trends and/or a qualitative basis.

CIP Projects Overview	Category	Preliminary Cost Estimate	CIP Team
Cedar Fork Elementary Field	Parks & Recreation	$ 500,000	M
Cedar Fork District Park Field Improve	Parks & Recreation	$ 2,800,000	H
Civil War Battleground Park	Parks & Recreation	$ 7,250,000	L
Crabtree Creek Nature Park	Parks & Recreation	$ 3,750,000	H
Crabtree Crossing Greenway Connector	Bicycle & Pedestrian	$ 475,000	L
Dog Park	Parks & Recreation	$ 850,000	M
Food Hub Phase 2	Public Facility	$ 250,000	H
Green-Faireview Stormwater Improvements	Environmenal & SW	$ 475,000	H
International Drive Extension	Transportation	$ 1,650,000	L
Morr Comm Park Phase 3	Parks & Recreation	$ 2,050,000	H
Morrisville East Connector	Transportation	$ 6,300,000	M
Northwest Fire Station	Public Safety	$ 3,825,000	PENDING
Oddysey Drive Extension	Transportation	$ 1,350,000	L
Police and Fire Local Training Facility	Public Safety	$ 4,500,000	PENDING
Public Works Facility	Public Facility	$ 6,800,000	H
Recreation Center in Town Center	Parks & Recreation	$ 10,550,000	L
Rural Heritage Park	Parks & Recreation	$ 625,000	L
Safety House	Public Safety	$ 325,000	L
Sawmill Creek Greenway & Stream Restoration	Bicycle & Pedestrian	$ 6,200,000	M
Senior Activity Center	Parks & Recreation	$ 3,825,000	M
Town Center Parking Lot	Public Facility	$ 425,000	H
Town Green - was Main Street Park	Parks & Recreation	$ 1,300,000	L
Town Hall Drive Medians - Bike Lanes	Transportation	$ 900,000	L
Town Hall Terraces to Indian Creek	Bicycle & Pedestrian	$ 200,000	H
Train Depot	Public Facility	$ 500,000	L

Notes:

New Project Concepts:

- Dog Park
- Safety House
- Food Hub Phase 2
- Green-Fairview Stormwater Improvements
- Terraces to Indian Creek Greenway Connector

Modifications to Existing Projects:

- Combines Sawmill Creek Stream Restoration with Sawmill Creek Greenway
- Splits Sports Facility Improvements into 2 projects - Cedar Fork District Park Field Improvements & MCP Phase III
- Combines Crabtree Nature Park Phased Projects into one

Pending Items - Studies in Progress:

- Norhwest Fire Station - Fire Protection Study in Final Review - Presentations tentative June/July 2018
- Police & Fire Local Training Facility - Pending joint Cary, Apex & Morrisville Study - Presentation tentative June/July 2018

Disclaimer: All projects include a 25% contingency factor based on construction cost. All items

CIP Project: Cedar Fork Elementary School Park Fields

Project Category: Parks & Recreation

Site: Town Hall Drive on the site of Cedar Fork Elementary School

Description: Develop multi-purpose fields at Cedar Fork Elementary School site to use with different recreational programs other than current uses to meet the growing needs with youth soccer, lacrosse and other similar sports, including teen and adult activities. Added lighting will enhance programming options.

Picture/Map:



Justification: No land acquisition cost included, as part of the approved joint use agreement with the school. Enhancements will allow for a more flexible space than the current grading allows. A longer multi-purpose field can accommodate different recreation programs. The existing community center provides for parking and restroom facilities. The original site plan included fields with lights and sport use.

Other Considerations: The master plan supports increased flex space due to the limited availability of park land. The flex space allows programming to shift as demand changes. The area is currently being programmed for limited use for small youth soccer. Improvements could add to programming for youth, teenagers and adults.
The County originally contributed funds toward the land purchase for a public park and a potential library site approximately 15 years ago, designating the front area for a potential library site. With the town core library design/construction, staff will need to verify any reimbursement requirement and/or flexibility with the County's interlocal agreement if the site is used for park space only. Additionally, staff will need to evaluate if Wake County has other interests for this land.

Preliminary Estimate $ 500,000 Includes: Design & Construction Cost

All projects include in estimate a 25% contingency based on construction cost.

Comments:

CIP Project: Cedar Fork District Park Field Improvements | Project Category: Parks & Recreation

Site:	Cedar Fork District Park-Aviation Parkway
Description:	Install irrigation, lighting and a second entry/exit point to make the site more functional, safe, and attractive for use by Town programs, rental groups, weekend tournaments and the general public.
Picture/Map:	
Justification:	Turf maintenance is problematic without sprinklers during dry weather conditions. These conditions have caused the Town to take fields out of service for extended periods while turf repairs are made. The requested irrigation systems will improve the turf quality, field safety and appearance. Installing lights would extend the amount of time fields are available. These fields could then be used for several sports, including supporting some weekend tournaments. These types of improvements are supported by the Master Plan.
Other Considerations:	Great opportunity in relation to other existing projects to enhance site access and is complimentary to the Crabtree Hatcher Creek Greenway. The master plan suggests additional improvements to several aesthetic/functional elements such as landscaping, replacing the restroom building, adding information signage & kiosks, replacing site furnishings and benches, and resurfacing the gravel parking lots (not included in preliminary cost estimate). Staff will need to consider these elements as they would add significant cost to the original improvements identified above. Project is in conjunction with the long term lease with Wake County.
Preliminary Estimate	$ 2,800,000 Includes: Design and Construction Cost

All projects include in estimate a 25% contingency based on construction cost.

Comments	Formerly Sport Facility Improvements - Split into CFDP and MCP Phase III

CIP Project: Civil War Battleground Park

Project Category: Parks & Recreation

Site: Undeveloped land along Morrisville Carpenter Road on or near former Stadelmaier property

Description: Park to commemorate and preserve military skirmish history in Morrisville. The Stadelmaier property is believed to possess some historic significance. Could incorporate with Indian Creek Trailhead. Passive park amenities and visitor attraction would include land acquisition, parking, park facilities (shelter, interpretive areas, signage) and possible road improvements.

Picture/Map:



Justification: The project would protect limited open space and preserve Town history creating a passive park amenity for residents in the Town Center area. It could also attract some visitors as part of the path of the Civil War across North Carolina.

Other Considerations: The conditional rezoning of the Stadelmaier property has potentially impacted the scope of this project to a smaller scale overlook and walking loop with interpretive signage relating to the historic value. An overlook and walking loop alone does not qualify as a CIP project. Some potential may exist with the adjacent White-Adams property. The master plan indicates the need to add up to 135 acres of land over the next 10 years to meet recreational needs for a growing town. Large tracts of undeveloped land are more difficult to secure. Need to assess interest and/or alternative ways to commemorate historical heritage of town.

Preliminary Estimate $ 7,250,000 Includes: Land Cost, Design and Construction

All projects include in estimate a 25% contingency based on construction cost.

Comments:

CIP Project: Crabtree Creek Nature Park

Project Category: Parks & Recreation

Site: Along Crabtree Creek next to Weston Estates subdivision entrance on Keybridge Drive near NC 54.

Description: Develop a passive recreation location with nature park attributes abutting Cedar Fork District Park and Crabtree Creek on Keybridge Drive. Would include 100 space parking lot, picnic shelter and restroom facility, nature trail, boardwalk, off road bike trails and large nature themed playground along with interpretive signage about ecology/wildlife.

Picture/Map:



Justification: The master plan survey rated a nature park with greenway as the #2 priority and this location would require no land acquisition since it is currently owned by the Town. Location selection was based on access to NC54, a mix of wetland & natural forest along with utilities in close proximity to support facilities. The site would offer an additional large shelter, the Town's first fully ADA accessible playground and would be the first Town developed park on the east side of NC54.

Other Considerations: Staff would need to understand the impact of Wake County's flood easement. There is value with the ADA accessibility of this facility, it would provide a nice complementary facility to serve as trailhead to Crabtree Hatcher Creek Greenway, along with a playground amenity in this area for commuters. Additionally, it would provide enhancements to Cedar Fork District Park.

Preliminary Estimate $ 3,750,000 Includes: Design and Construction

All projects include in estimate a 25% contingency based on construction cost.

Comments: This project was originally presented as two separate, phased projects.

CIP Project:

Crabtree Crossing Greenway Connector to Morrisville Parkway

Project Category: Bicycle & Pedestrian

Site: Crabtree Crossing Parkway from Morrisville Parkway to current stub out of Crabtree Crossing Parkway.

Description: Improve greenway connectivity from Crabtree Hatcher Creek Greenway by extending 0.50 miles along Crabtree Crossing from Morrisville Parkway to current stub, within existing ROW.

Picture/Map:



Justification: This project will improve connectivity and promote non-vehicular transportation as an extension from the Crabtree Hatcher Creek Greenway. The recent needs assessment survey indicated the top two desired amenities were walking trails and linked greenways, and is included in the Parks & Greenways Master Plan.

Other Considerations: Serves the interest of mobility and connectivity. The draft CTP indicates the need for a sidewalk on both sides of road to be in compliance. A sidewalk segment exists currently on the southwest side of roadway. This project could be considered a sidewalk gap project rather than a greenway connection.

Preliminary Estimate $ 475,000 Includes: ROW, Design and Construction

All projects include in estimate a 25% contingency based on construction cost.

Comments:

CIP Project: Dog Park

Project Category: Parks & Recreation

Site: To be determined

Description: Construct an off leash dog park facility of approximately 2 - 3 acres that includes separate space for small dogs and large dogs. The ideal site would include parking, restrooms, small shelters and electronic controlled gates for access control.

Picture/Map:



Justification: Dog parks have become increasingly popular and the master plan survey report shows strong support for this type of investment. Several other municipalities have similar facilities that help address existing issues surrounding inappropriate use of other open spaces with off leash dogs.

Other Considerations: Consideration for site designation must account for limitations with use of flood prone areas, potential co-location near existing park facilities or include with future park sites to save on some support infrastructure and land acquisition cost.

Preliminary Estimate $ 850,000 Includes: Land Cost, Design & Construction

All projects include in estimate a 25% contingency based on construction cost.

Comments: New project

CIP Project: Healthy Food Hub Phase 2

Project Category: Public Facility

Site: 260 Town Hall Drive - Food Hub and Farmer's Market Site

Description: Phase 2 improvements include 25 surface parking spaces complete with storm drainage, lighting and provision of underground electrical service for the site. The proposed second drive connection onto Town Hall Drive will be installed if feasible, otherwise the parking drive aisle will be widened to accommodate two way travel.

Picture/Map:



Justification: Phase 2 will follow a similar bidding, award, and construction cycle as Phase 1. The work should take no more than 6-8 months to complete from design to construction.

Other Considerations: Continuation of innovative project meeting community needs and interest. Should be an easy project to accelerate. Complements the Town Center Core visioning and supports community partners.

Preliminary Estimate $ 250,000 Includes: Design & Construction

All projects include in estimate a 25% contingency based on construction cost.

Comments: Preliminary cost estimate is based on Phase I construction.

CIP Project: Green/Fairview Stormwater Improvements

Project Category: Environmental & SW

Site: Green Subdivision

Description: The project would consists of storm network and culvert improvements at the Green Drive and Fairview crossings. A drainage analysis has been completed and shows improvements at each crossing can decrease the occurrence of flooding and road overtopping. Additional easements will need to be obtained. The project will consist of a combination of upsizing existing infrastructure, realigning storm pipe and adding additional storm infrastructure.

Picture/Map:



Justification: Over the past several years at least three properties within the Green Woods Subdivision have experienced structural and yard flooding on multiple occasions due to an adjacent stream. Records indicate the stream occasionally overtops the road and cuts off access (including public safety) to the rear of the subdivision. The project objective is to reduce the occurrence of structural, yard, and Town road flooding through improvements to the stormwater network. The watershed is not completely built out and as development increases in the watershed the recurrence of flooding will likely increase. Drainage survey and analysis work is complete using FY2018 budget funds.

Other Considerations: Project is close to shovel ready and is an example of appropriate use of the stormwater program. Issues impact public ROW as well as multiple private properties.

Preliminary Estimate $ 475,000 Includes: Easement, Design & Construction

All projects include in estimate a 25% contingency based on construction cost.

Comments: Preliminary cost estimate was" in house".

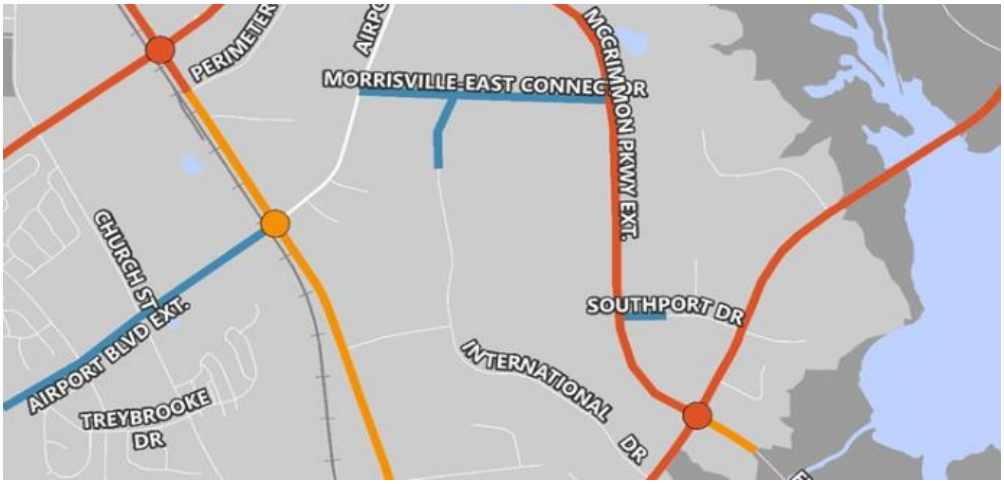
CIP Project: International Drive Extension

Project Category: Transportation

Site: Northern terminus of International Drive to intersect with Airport Boulevard

Description: Extend International Drive 0.35 miles, current northern terminus to intersect with Airport Boulevard, with a 3-lane roadway within 80ft ROW. The DRAFT CTP identifies the cross-section as a 3-Lane, undivided with two-way left turn lane, sidewalks, and wide outside lanes.

Picture/Map:



Justification: This extension will allow truck traffic to use either Airport Blvd or Aviation Parkway to access I-40, which can eliminate some of the existing heavy truck traffic on NC54. It could also reduce large vehicle left turn movements onto Aviation Parkway.

Other Considerations: The DRAFT CTP states the International Drive extension is envisioned to be constructed by developers as land develops in this area, but may be included in the CIP. The DRAFT CTP also identifies this project as a long-term (<25 years).

Preliminary Estimate $ 1,650,000 Includes: ROW, Design & Construction

All projects include in estimate a 25% contingency based on construction cost.

Comments:

CIP Project: Morrisville Community Park Phase 3

Project Category: Parks & Recreation

Site: Existing Morrisville Community Park site in the area near the Kudrow Lane parking lot.

Description: The current conceptual plan for the park includes construction of tennis courts near the Kudrow Lane parking lot, walking trails from adjacent communities with connectivity to greenway network, instructional/league play programs, fitness stations, and miscellaneous site amenities. Additionally, it includes some existing sports field improvements for ADA compliance, bleachers pads and backstop for T-Ball.

Picture/Map:



Justification: Tennis courts would increase the number of courts available to the public and include lighting to extend hours available, allowing for instructional programs. Walking trails will provide passive recreation and exercise opportunities and serve as connectors to adjacent communities. The 2018 Parks and Recreation Master Plan indicates support for the amenities. The survey report also provides Priority Investment Ratings for facilities and programs and indicates greenway trails are a high priority, along with fitness opportunities and walking for exercise.

Other Considerations: Site has some topography limitations and would require more comprehensive site analysis. It will be important to consider timing with the renovations at MAFC and loss of tennis courts. The site additionally complements the recent Crabtree Hatcher Creek Greenway, the recent MCP planned bathroom improvements and has historically served as a center piece of the towns park system.

Preliminary Estimate $ 2,050,000 Includes: Design & Construction

All projects include in estimate a 25% contingency based on construction cost.

Comments: USTA grant funding potential or other funding sources to assist with court construction. Formerly part of Sports Facility Improvements Project - Split into CFDP and MCP Phase 3.

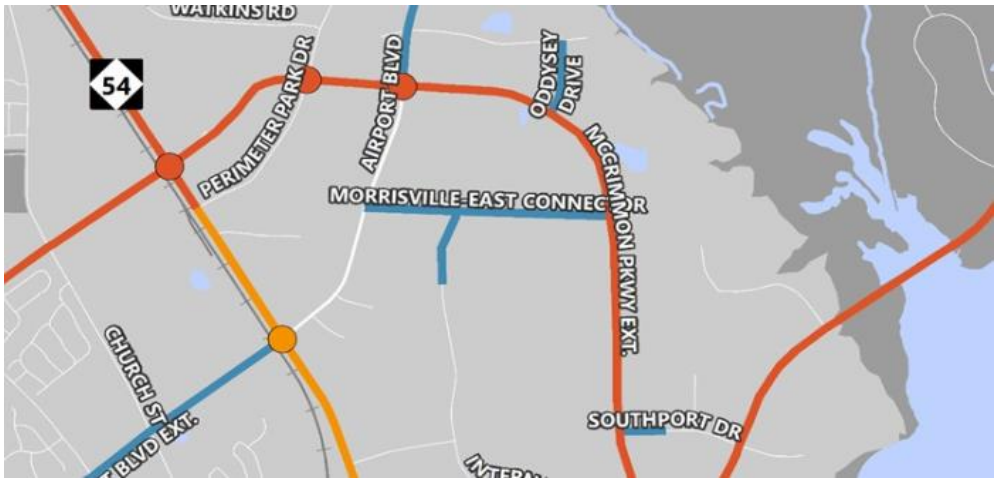
CIP Project: Morrisville East Connector

Project Category: Transportation

Site: Between International Drive and Nova Court

Description: Connect International Drive to Nova Drive with a 0.65 mile 2-lane connector

Picture/Map:



Justification: The connector will reduce congestion on NC54 once McCrimmon Parkway Extension is complete. It will provide connectivity between Airport Boulevard and Aviation Parkway, crossing future McCrimmon Parkway Phase II and reduce truck traffic on NC54 when this project is combined with the use on International Drive. This roadway could be constructed by private development as the land in this area develops, or may be funded by the Council if determined to be a priority. The eastern most section of this roadway, where it connects to Nova Court, would more likely require town funding because of the impacts it would have on private property on Nova Court.

Other Considerations: The DRAFT CTP states the Morrisville East Connector is envisioned to be constructed by developers as land develops in this area, but may be included in the CIP if expediting this project was deemed necessary. The DRAFT CTP also identifies this project as a long-term (<25 years), and only includes a road segment from International Drive to the McCrimmon Extension. Cost estimate will need to be revised after the DRAFT CTP is adopted.

Preliminary Estimate $ 6,300,000 Includes: ROW, Design & Construction

All projects include in estimate a 25% contingency based on construction cost.

Comments:

CIP Project: Northwest Fire Station

Project Category: Public Safety

Site: Cisco Site (Kit Creek/Louis Stephens Drive)

Description: Design and construct a fire station in the Northwestern area of the fire district, approximately 10,000 square feet in size. Improve response times to all types of emergencies by locating a fire station more strategically in the northwestern area of the fire district.

Picture/Map:



Justification: Improve response times to all types of emergencies by locating a fire station more strategically in the northwestern area of the fire district. The Cisco property was donated to the Town for the purpose of constructing a fire station.

Other Considerations: Potential to evaluate cost sharing this fire station site in RTP. Need to report results from pending Fire Station Study to identify ideal location.

Preliminary Estimate $ 3,825,000

Includes: Land Cost, Design, Construction & Fixtures

All projects include in estimate a 25% contingency based on construction cost.

Comments: Fire Chief is evaluating an alternative project for a Fire Station, Administration, and Training Facility.

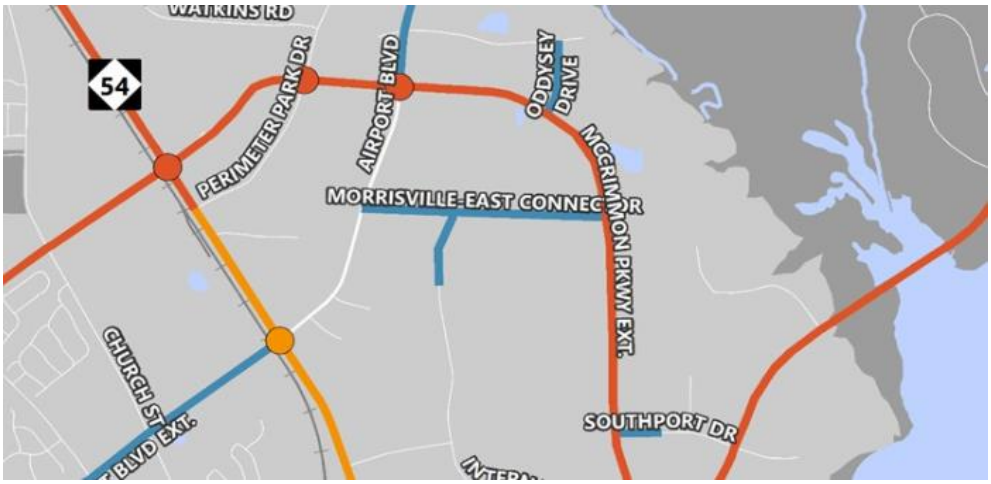
CIP Project: Odyssey Drive Extension

Project Category: Transportation

Site: Terminus Odyssey Drive south of Trans Air Drive to McCrimmon Parkway Extension

Description: Connect stub heading south from Trans Air Drive to the McCrimmon Parkway Extension - 0.15 miles 2-lane connector

Picture/Map:



Justification: This extension will provide connectivity between Trans Air Drive and the new McCrimmon Parkway Extension.

Other Considerations: The DRAFT CTP states Odyssey Drive Extension is envisioned to be constructed by developers as land develops in this area, but may be included in the CIP if expediting this project was deemed necessary. The DRAFT CTP also identifies this project as a local road project that is long-term (<25 years).

Preliminary Estimate $ 1,350,000 Includes: ROW, Design & Construction

All projects include in estimate a 25% contingency based on construction cost.

Comments:

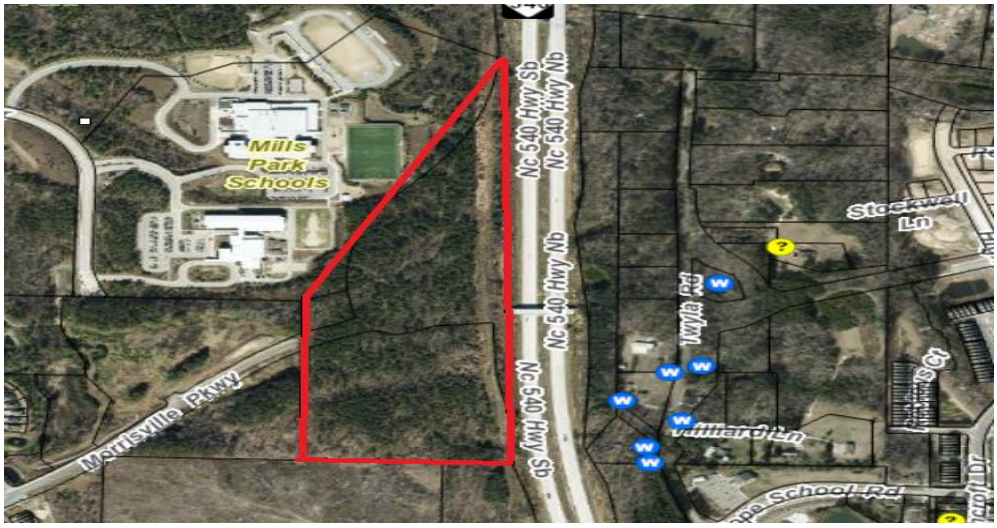
CIP Project: Police & Fire Local Training Facility

Project Category: Public Safety

Site: Site location in Cary near Mills Park School

Description: Construct a local and regional public safety training facility with neighboring jurisdictions. Facility would provide multiple classrooms style set for Police/Fire/EMS training in-service needs including training structures (i.e. burn building, drill tower).

Picture/Map:



Justification: To provide a joint-use local regional facility for in-service training for police and fire/EMS personnel in partnership with Cary and Apex. Morrisville identified as a 15% cost share.

Other Considerations: Cary, Apex, & Morrisville study has indicated an estimated $30M cost. Staff is working to evaluate results and discuss next steps. Challenges with site location (25 acre site) land has high value/Cary is trying to determine if there is better use. This is a regional solution and not a single unit project. Need to evaluate study and potential alternatives.

Preliminary Estimate $ 4,500,000 Includes: Share of Design & Construction Share

All projects include in estimate a 25% contingency based on construction cost.

Comments: Fire Chief is evaluating an alternative project for a Fire Station, Administration, and Training Facility.

CIP Project: Public Works Facility

Project Category: Public Facility

Site: Aviation Parkway - Current Public Works Location

Description: Construct a new public works facility on the existing 13.71 acre site including an administration building, fleet maintenance building, workshop/storage building and vehicle/equipment storage buildings.

Picture/Map:



Justification: The existing public works facility (built in 1988 & last renovated 2000) does not have adequate office, equipment and material storage space to meet long-term service needs. NCDOT widening of Aviation Parkway starting in July 2022 and completing in 2025 will add to site inefficiencies and safety concerns. The road widening project will require that the existing administration and fleet shop building be demolished to facilitate the road construction. The new public works facility should be constructed prior to NCDOT starting the road widening project (July 1, 2022).

Other Considerations: There is a current joint master planning initiative of the 13.71 acre public works site with the Wake County Convenience Center expansion. A Draft Master Plan Report including conceptual drawings and construction cost estimates are expected to be available by July 2018. Detailed design is expected to start in FY 2019, followed by construction in FY 2020. The old construction cost estimate of $6,800,000 will be updated with the conclusion of the joint master plan report.

Preliminary Estimate $ 6,800,000 Includes: Design, Construction & Fixtures

All projects include in estimate a 25% contingency based on construction cost.

Comments: NCDOT to cover the road widening requirements (Approx. $800,000)

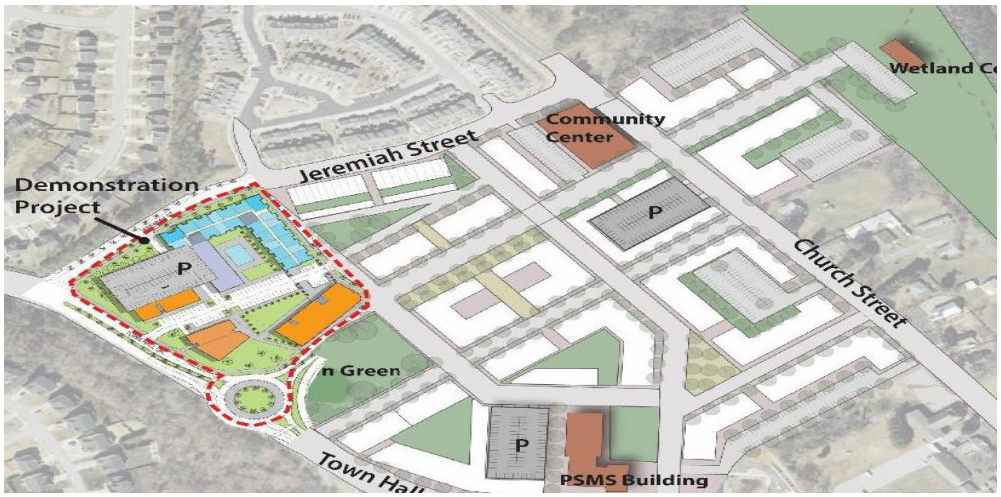
CIP Project: Community/Recreation Center

Project Category: Parks & Recreation

Site: In Town Center Core Area

Description: Recreation Center/Community Center focal point- improve program offerings (i.e. gym, multi-purpose rooms, senior & youth programs, indoor activities, office/storage space)

Picture/Map:



Justification: This project would allow the Town to provide a variety of recreation opportunities including expanded program space for seniors and teens, and youth programs and camps. By including the gymnasium, the Town could stop renting gym space in Cary from Wake County Schools and provide expanded activities here in Morrisville. The master plan recommends additional indoor recreation space and developing diverse and unique facility offerings to provide programming, active and passive recreation opportunities that appeal to a range of users. Based on the current level of service, the Master Plan recommends the Town add approximately 45,000 square feet of indoor recreation space within the next ten years, with this facility accommodating at least 40,000.

Other Considerations: This project scope will be impacted by development of the Town Center Project and will require some flexibility in site location as the Town Center design is determined. There are many unknown factors at this time that will influence this project. This is a later phase in the Town Center Core planning.

Preliminary Estimate $ 10,550,000 Includes: Design, Construction & Fixtures

All projects include in estimate a 25% contingency based on construction cost.

Comments: Preliminary cost assumes siting on Town owned property

CIP Project: Rural Heritage Park

Project Category: Parks & Recreation

Site: 116 South Page Street

Description: Unique heritage park with open space, including a historic and agricultural experience covering 9 acres of the Sikh and Lumley properties. Improvements could include some additional parking, signage, educational exhibits, and a walking trail.

Picture/Map:



Justification: This project could protect this site as a unique cultural experience when compared to the modern development that has swept over Morrisville. Amenities might include museum space inside, farming displays, a trail connected to the Crabtree Creek greenway, a gazebo/shelter space, and interpretive signage about 1800's Morrisville and the Civil War skirmish that impacted the site. The rear part of the property could potentially serve as an educational and agricultural site as a future location for a community garden. While the new draft Master Plan does not specifically address this site, one objective of the plan states that we should ensure facilities and parks have a strong identity, character and theming, rooted in the Town's cultural history, natural features or brand.

Other Considerations: Need to assess interest and/or alternative ways to commemorate historical heritage of town. The town owns the former Go Triangle site across from Town Hall and the historic Pugh House. The Sikh property was recently purchased for development interests in constructing a Sikh Temple.

Preliminary Estimate $ 625,000 Includes: Land Cost, Design & Construction

All projects include in estimate a 25% contingency based on construction cost.

Comments:

CIP Project: Safety House

Project Category: Public Safety

Site: TBD

Description: Create a facility to provide educational severe weather and fire prevention opportunities with residential fire and life safety. Applying the latest technologies to illustrate and simulate an everyday fire threat to our citizens.

Picture/Map:





Justification: The Safety House could provide a great diverse outreach program with a structured public education plan for a variety of offerings that could include fire safety, crime prevention, home security, child safety and disaster preparedness. The City of Wilson Fire/Rescue implemented this idea and is currently operating such a program.

Other Considerations: The town currently does not have a structured public education plan. A community program will need to be defined prior to development to better understand the size and scope. There has been some consideration of using an existing town owned property, which continues to be assessed. Site location and compatibility with other uses will be an important consideration. Staff will explore the Wilson model as comparison.

Preliminary Estimate $ 325,000 Includes: Design & Construction

All projects include in estimate a 25% contingency based on construction cost.

Comments: Assumes using existing Town owned property; potential sponsorship/partnerships

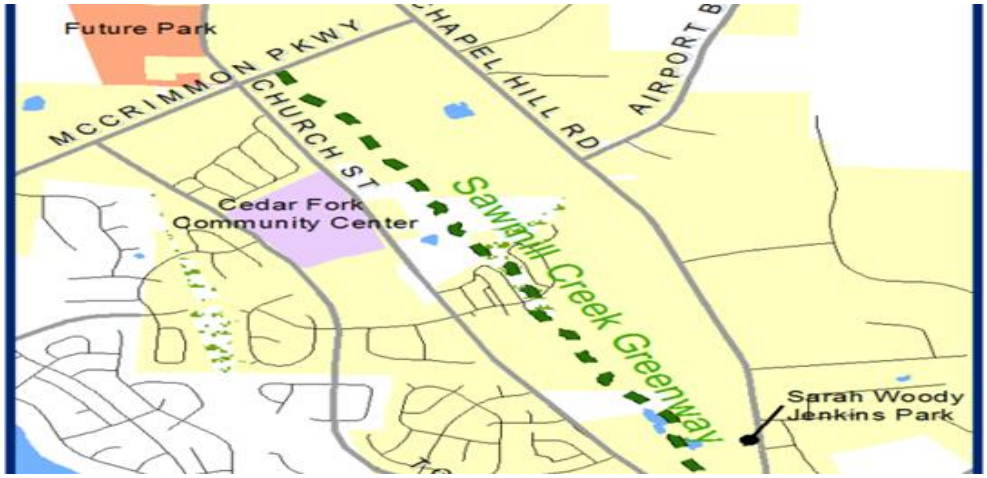
CIP Project: Sawmill Creek Greenway & Stream Restoration

Project Category: Bicycle & Pedestrian

Site: Between Church Street and NC54 - west side of railroad tracks

Description: Restore 0.4 miles of Sawmill Creek stream from erosion issues and develop 1.75 miles greenway trail running north to south along the Sawmill Creek Stream and rail corridor, providing improved pedestrian connectivity, promotion of alternate modes of transportation and improving water quality.

Picture/Map:



Justification: The project would improve pedestrian options and greenway trails that are supported by the master plan. This site is in close proximity to the Historic Church parking lot and would provide easy access to the trail. The stream restoration would address water quality and erosion control issues that currently exist.

Other Considerations: Greenway location aligns well with Town Center Core concepts and might be another great public/private investment opportunity. With Crabtree Hatcher Creek Greenway wrapping up, this is likely the next big greenway project. Staff will need to give consideration to the sequencing of the stream restoration needs to stabilize the area before construction of the trail. The draft CTP will influence timing and priority.

Preliminary Estimate $ 6,200,000 Includes: Land Cost/Easements, Design & Construction

All projects include in estimate a 25% contingency based on construction cost.

Comments: CMAQ, Wake County Open Space, PARTF, CWMT opportunities may exist; This concept was originally presented as two separate project.s.

CIP Project: Senior Activity Center

Project Category: Parks & Recreation

Site: TBD

Description: Construct a dedicated facility for senior activities on existing Town owned property to help alleviate current programming congestion at Cedar Fork Community Center.

Picture/Map:



Bingo Night

Justification: According to the Morrisville Special Census, in 2015 about 15.4% of the Town's population was age 55 or older. The Town currently offers programs for senior citizens (age 55 and older) mainly in multi-purpose classrooms at the Cedar Fork Community Center that provides limited space and programming. With the parking lot expansion of the Historic Church, staff proposes to more effectively utilize this space to provide for senior programming opportunities.

Other Considerations: Meeting the needs of seniors is a high priority, however it is necessary to assess the interim solution with the expansion of parking lost at Historic Church and future program/activity needs. Should give consideration to feasibility of incorporating in other project concepts.

Preliminary Estimate $ 3,825,000 Includes: Design, Constructions & Fixtures

All projects include in estimate a 25% contingency based on construction cost.

Comments: Preliminary estimate does not include land cost

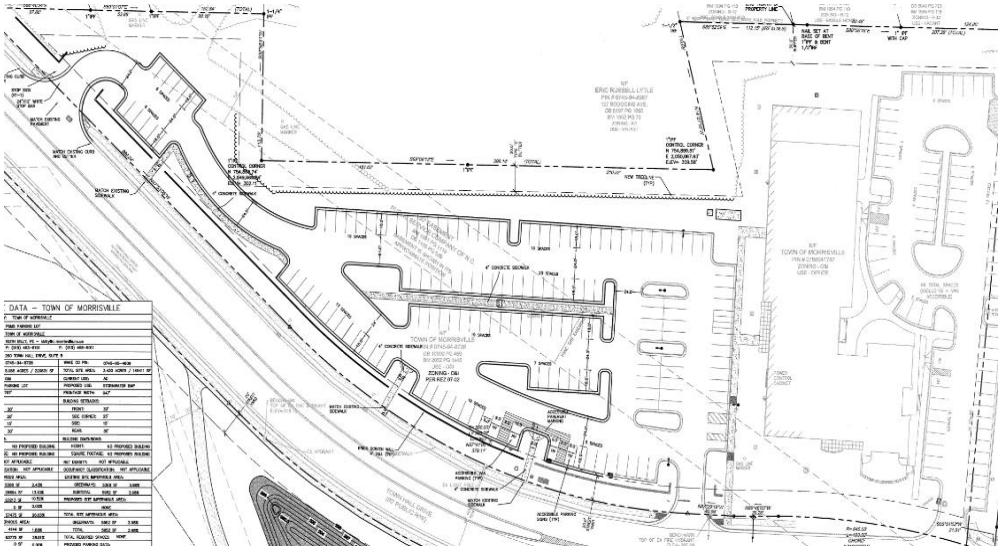
CIP Project: Town Center Parking

Project Category: Public Facility

Site: TBD

Description: Public parking to support community use and business development in the Town Center.

Picture/Map:



Justification: There are current and future needs in the Town Center Core for parking infrastructure to support the public needs such as the Food Hub site and other planned events as well as private interest.

Other Considerations: With the previously identified space now programmed for the Food Hub, parking needs will need to be addressed with the continued visioning of the Town Center Core; it is premature to determine a specific location and project type at this time.

Preliminary Estimate $ 425,000 Includes: Design & Construction

All projects include in estimate a 25% contingency based on construction cost.

Comments: Preliminary cost assumes using town owned property

CIP Project: Town Green

Project Category: Parks & Recreation

Site: TBD

Description: Create a public open space in Town Center Main Street to serve as a gathering space for events, multi-use, and passive recreation amenities that will draw people to a Main Street destination. Two potential locations were previously identified as Jeremiah Street & Town Hall Drive.

Picture/Map:





Justification: The project would provide additional open space in Town Center to provide passive recreational opportunities. Option A could be a multi-use park space that can accommodate outdoor movies, arts and craft fairs, or other outdoor activities. Option B could be a smaller town green that could still host outdoor activities like music performances.

Other Considerations: The project scope is subject to change based on Town Center Core direction, however location flexibility & programming flexibility is necessary. Land acquisition impact has likely changed with the DFI demonstration project plan. Areas beyond the demonstration project will be vetted in the future that will influence location and scope. The Master Plan recognized a need for more community gathering spaces and facilities that can accommodate special events.

Preliminary Estimate $ 1,300,000 Includes: Design & Construction

All projects include in estimate a 25% contingency based on construction cost.

Comments: Preliminary cost assumes siting on Town owned property

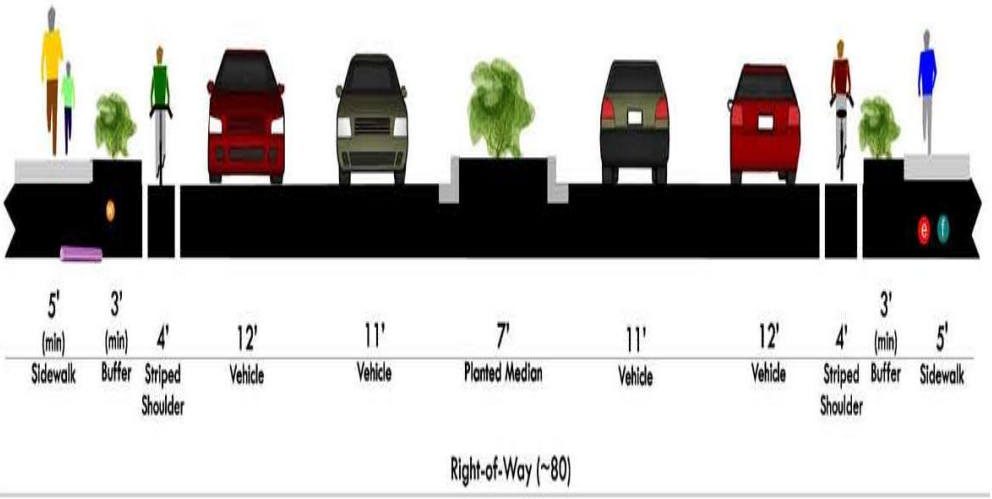
CIP Project: Town Hall Drive Medians/Bike Lanes

Project Category: Transportation

Site: Full section of Town Hall Drive

Description: Pedestrian and community aesthetic enhancement to existing Town Hall Drive, adding medians and bike lanes.

Picture/Map:



Justification: The enhancement would improve aesthetics and may aid in reducing travel speeds on Town Hall Drive within school zones.

Other Considerations: Overall, this project does not have a significant service level impact. There are operational ways to enhance pedestrian/cyclist safety. Additional median enhancements along Town Hall Drive will reduce turning movements, but improves both safety and aesthetics. Depending on the recommendation of the draft CTP, the project could be changed to lane striping versus installation of medians that limit movements along the roadway.

Preliminary Estimate $ 900,000 Includes: Design & Construction

All projects include in estimate a 25% contingency based on construction cost.

Comments:

CIP Project:

Town Hall Terraces to Indian Creek Greenway Connector

Project Category: Bicycle & Pedestrian

Site: Near the intersection of Garden Square Lane and Airport Blvd.

Description: This project would finish the connector to Indian Creek Greenway connecting the current trail to the Town Hall Terraces neighborhood. The trail would cross property currently owned by the Town so no easement or land purchase is necessary, adding approximately 200 feet, with one stream crossing required.

Picture/Map:



Justification: The project will improve bicycle and pedestrian transportation options for citizens of Morrisville by providing better connectivity to the greenway system. This would encourage pedestrian movement and improve their access to Town amenities such as the Indian Creek Trailhead, Town offices, and the forthcoming Food Hub and Town Center projects. This type of connectivity is a priority in the draft Master Plan and this connector is specifically identified in the plan.

Other Considerations:

Preliminary Estimate $ 200,000 Includes: Design & Construction

All projects include in estimate a 25% contingency based on construction cost.

Comments:

CIP Project: Train Depot

Project Category: Public Facility

Site: Corner of Morrisville-Carpenter Road and NC54 - original location

Description: Replica Train Depot on Ben's Bargain Barn property or Old Fire Station One property to preserve railroad heritage.

Picture/Map:



Justification: The original Town Center Plan envisions celebrating the Town's railroad history. The Plan further states that reconstruction should draw from historical records to provide for accurate reconstruction at the former Fire Station #1.

Other Considerations: There are other alternative that need to be explored to accomplish in conjunction with other considerations. The Ben's Bargain Barn site has limitations with railroad ROW. Will need to consider potential uses such as staff office locations or storage facility and to evaluate cost associated with creating a replica as opposed to honoring railroad history.

Preliminary Estimate $ 500,000 Includes: Land Cost, Design and Construction

All projects include in estimate a 25% contingency based on construction cost.

Comments:

GLOSSARY OF TERMS

Account – A separate financial reporting unit for budgeting, management, or accounting purposes. All budgetary transactions, whether revenue or expenditure, are recorded in accounts.

Accounts Payable – A short term liability account reflecting amounts owed to private persons or organizations for goods and services received by the Town.

Accounts Receivable – An asset account reflecting amounts due from private persons or organizations for goods and services furnished by the Town.

Accrual Basis – The recording of the financial effects on an entity of cash transactions in the periods in which they occur rather than the periods in which the cash is received.

Ad Valorem Taxes – Commonly referred to as property taxes, are levied on the value of real, certain personal, and public utility property according to the property's valuation and tax rate.

Adopted Budget – The budget approved by the Town Council and enacted through a budget ordinance adopted on or before June 30 of each year.

Appropriated Fund Balance - The amount of fund balance budgeted as revenue to offset expenses that exceed current revenue.

Appropriation – This is the legal authorization granted by the Town Council to expend or obligate funds for specific purposes. An appropriation usually is limited in the amount and time that it may be expended. The Council appropriates annually, at the beginning of each fiscal year, by department, based upon the adopted Budget. Additional appropriations may be approved by the Council during the fiscal year by amending the Budget and appropriating the funds for expenditure.

Assessed Value – The value of real estate or personal property as determined by the Wake County Tax Assessor as a basis for levying property taxes.

Asset – A probable future economic benefit obtained or controlled by the Town as a result of past transactions or events.

Audit – An examination, usually by an official or private accounting firm retained by the Town Council that reports on the accuracy of the annual financial report.

Authorized Positions - Employee positions that are authorized in the adopted budget to be filled during the fiscal year.

Balanced Budget – Occurs when planned expenditures equal anticipated revenues. In North Carolina, it is a requirement that the budget submitted to the Town Council be balanced.

Basis of Accounting & Basis of Budgeting – The system under which revenues, expenditures, expenses, and transfers – and the related assets and liabilities – are recognized in accounts and reported in financial statements. It specifically relates to the timing of the measurements made.

Bond – a written promise to pay a designated sum of money (the principal) at a specific date in the future, along with periodic interest at a specified rate. The payment on bonds is identified as Debt Service. Bonds are generally used to obtain long-term financing for capital improvements.

Bond Rating – A grade indicating a governmental unit's investment qualities. Generally speaking, the higher the bond rating, the more favorable the interest rate and the lower the cost of financing of capital projects funded by bonds. A high rating is indicative of the government's strong financial position.

Bond Referendum – An election in which registered voters vote on whether the Town will be allowed to issue debt in the form of interest-bearing bonds.

Budget – A financial plan containing estimated expenditures and resources covering a fiscal year.

Budget Adjustment Transfer – the transfer of funds between line accounts within a function or across functional areas in accordance with policy. Authority is granted by Town Council to Budget Officer/Designee.

Budget Amendment – A revision of the adopted budget that, when approved by the Town Council, replaces the original provision. Budget amendments occur throughout the fiscal year as spending priorities shift.

Budget Calendar – The schedule of key dates which the Town follows in the preparation and adoption of the budget.

Budget Document – The official written statement prepared by the Town's staff and presented to the Town Council containing the proposed financial plan for the fiscal year.

Budget Message – A written summary of the proposed budget to the Town Council which discusses major budget issues and recommendations.

Budget Ordinance – The official enactment by the Council establishing the legal authority for staff to obligate and expend funds.

CAFR – Comprehensive Annual Financial Report. The official annual report of a government.

Capital Improvement Plan (CIP) – A plan of proposed capital outlay to be incurred each year over a fixed number of years to meet capital needs.

Capital Outlay – Outlays which result in the acquisition (either new or replacement) or additions to fixed assets having a significant value ($5,000 or more) and possessing a useful life of more than one year.

Capital Project – Major construction, acquisition, or renovation activities which add value to physical assets or significantly increase their useful life.

Capital Project Fund – A fund used to account for financial resources accumulated for the acquisition or construction of major capital facilities.

Capital Reserve Fund - A type of account on a municipality's balance sheet that is reserved for long-term capital investment projects or any other large and anticipated expense(s) that will be incurred in the future. This type of reserve fund is set aside to ensure that the company or municipality has adequate funding to at least partially finance the project.

Chart of Accounts – A chart that assigns a unique number to each type of transaction and to each budgetary unit in the organization.

COLA – A Cost-of-Living Adjustment is an increase in salaries to offset the adverse effect of inflation on compensation.

Consumer Price Index (CPI) – A statistical description of price levels provided by the U.S. Department of Labor. The index is used as a measure of the increase in the cost of living (economic inflation).

Contingency Account – Account in which funds are set aside for emergency and exceptional expenditures that may become necessary during the year and which have not otherwise been provided for in the context of the annual operating budget.

Debt Service – Payment of interest and repayment of principal on Town debt.

Deficit – The amount by which expenditures exceed revenues during an accounting period.

Department – An organizational unit within the Town which is functionally unique in its delivery of services or activities.

Depreciation – Expiration in the service life of fixed assets, other than wasting assets, attributable to wear and tear, deterioration, action of the physical elements, inadequacy and obsolescence. The portion of the cost of a fixed asset, other than a wasting asset, charged as an expense during a particular period. In accounting

for depreciation, the cost of a fixed asset, less any salvage value, is prorated over the estimated service life of such an asset, and each period is charged with a portion of the cost. Through this process, the entire cost of the asset is ultimately charged off as an expense.

Designated Fund Balance – Monies over the years that remain unspent after all budgeted expenditures have been made, but which are reserved for specific purposes and are unavailable for appropriation.

Effectiveness Measure – A performance measure identifying quality or extent to which an organization is obtaining its objectives (ex. Percentage of year waste/leaf collection points serviced on time)

Efficiency Measure – A performance measure identifying inputs used per unit of output, or unit of cost(ex. Cost per ton of yard waste/leaves collected)

Encumbrance – The commitment of appropriated funds to purchase an item or service.

Enterprise Fund – A fund that accounts for operations that are financed and operated in a manner similar to private business enterprises. Operations are financed from charges to users for services provided.

Expenditure – The cost of goods or services whether payment has been made or not.

Fees – A general term used for any charge levied by the Town associated with providing a service or permitting an activity.

Fiduciary Fund – A special classification fund used to account for assets held by the Town in a trustee capacity on behalf of outside parties, including other governments.

Fiscal Year (FY) – A twelve month period which determines the time frame for financial reporting, budgeting, and accounting.

Fixed Assets – Long-lived tangible assets obtained or controlled as a result of past transactions, events or circumstances.

Fund – A fiscal entity with revenues and expenses that are segregated for the purpose of accounting for an activity(s) with common objectives.

Fund Balance – The excess of the assets of a fund over its liabilities.

GAAP – Generally accepted accounting principles. A uniform minimum standard used by state and local governments for financial recording and reporting; established by the accounting profession through the Governmental Accounting Standards Board.

General Fund – A fund that accounts for most of the basic government services such as public safety, streets and highways, sanitation, parks and recreation, and general government services.

General Obligation Bonds – Bonds issued by a government entity which are backed by its full faith, credit and unlimited taxing authority.

Goal – a statement of Council direction, purpose or intent based on the needs of the community. A goal is general and timeless; that is, it is not concerned with a specific achievement in a given time period.

Grants – Contributions or gifts of cash or other assets from another government to be used or expended for a specified purpose, activity or facility.

In Lieu of Taxes – A contribution by benefactors of Town services who are tax exempt.

Interest – Compensation for the use of borrowed money, generally expressed as an annual percentage of the principal amount.

Interfund Transfers – The movement of moneys between funds of the same governmental entity.

Interfund Loan - The loan of moneys between funds of the same governmental entity for cash flow purposes with full intent to reimburse.

Intergovernmental Revenue – Revenue received from another government for general purposes or special intent.

Law Enforcement Officer's (LEO) Special Separation Allowance – A single-employer defined benefit plan that provides retirement benefits to the Town's qualified sworn law enforcement officers.

Lease – A contract for temporary use of equipment or facilities at a negotiated price.

Levy – To impose taxes for the support of government services and activities.

Liabilities – Probable future sacrifices of economic benefits arising from present obligations of a particular entity to transfer assets or provide services to other entities in the future as a result of past transactions or events.

Local Government Budget and Fiscal Control Act – General Statute of the State of North Carolina governing budgetary and fiscal affairs of local governments.

Mission – A broad statement outlining the Town's purpose for existing.

Modified Accrual Basis – A method for accounting for the receipt and expenditure of funds whereby revenues are recorded when they become measurable and available and expenditures are recorded when the liability is incurred.

Moody's Investor Service – A recognized bond rating agency.

Net Bonded Debt – The amount calculated as gross bonded debt less debt service monies available at year-end less debt payable from Enterprise Revenues, which ultimately equates to amounts to be repaid through property taxes.

North Carolina Municipal Council - A recognized bond rating agency.

Objective – a statement of specific direction, purpose or intent to be accomplished by staff within a program.

Operating Budget – Includes all funds except those accounted for in the capital budget. The Operating Budget is adopted by the Town Council by budget ordinance amendment on a fiscal year basis.

Operating Expenses – The cost of contractual services, materials, supplies and other expenses not related to personnel expenses and capital projects.

Per Capita Debt – The amount of the Town's debt divided by the population. It is used as an indication of credit position by reference to the proportionate debt borne per resident.

Performance Measurement – Any systematic attempt to learn how responsive a government's services are to the needs of constituents through the use of standards, workload indicators, etc…

Personnel Expenses – Cost of salaries, wages, and fringe benefits such as employer's share of social security contributions, retirement expenses, and health and life insurance payments.

Powell Bill Funds – Revenue from state-shared gasoline tax which is restricted for use on maintenance of local streets and roads.

Proprietary Funds – A fund that accounts for operations that are financed and operated in a manner similar to private business enterprises. Operations are financed from charges to users for services provided. Also referred to as an Enterprise Fund.

Resources – Assets that can be used to fund expenditures such as property taxes, charges for services, beginning fund balances, or working capital.

Revenue – A term used to represent actual or expected income to a specific fund.

Retirement Healthcare Fund (OPEB) – A legal trust fund having been established to account for the collection of assets to be expended for medical coverage for retired Morrisville employees up to the age of Medicare eligibility.

Special Revenue Fund –Funds that are set aside to pay for large expenditure items. The fund provides a means to provide consistent funding from General

Fund without competition with other community investment projects or increasing debt.

Standard & Poor's Corporation – A recognized bond rating agency.

Structurally Balanced Budget – A balanced budget that supports financial sustainability for multiple years into the future.

Surplus – The amount by which revenues exceed expenditures.

Tax Base – The total assessed valuation of real property within the Town.

Tax Levy – The product when the tax rate is multiplied by assessed values.

Tax Rate – The amount per $100 pf property valuation that is levied for the support of government services or activities.

Transfer – An appropriation to or from another fund. A transfer is the movement of money from one fund to another to wholly or partially support the functions of the receiving fund.

Unencumbered Balance – The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purchases.

Unassigned Fund Balance – That portion of resources, which at year's end, exceeded requirements and has not been assigned to some future time for a specific project or use. Money in the unassigned fund balance is not in the Budget and therefore has not been appropriated for expenditure. However, those funds are available for use if the need arises in accordance with Town Policy.

Workload Measure – A performance measure identifying how much or how many products or services were produced (ex. Number of yard waste/leaf collection points served).

COMMON ACRONYMS

CAFR	Comprehensive Annual Financial Report	**LEED**	Leadership in Energy and Environmental Design
CALEA	Commission on Accreditation for Law Enforcement Agencies	**LGC**	Local Government Commission
CATV	Cable Access Television	**LGERS**	Local Government Employee's Retirement System
CDBG	Community Development Block Grant	**LUTP**	Land Use & Transportation Plan
CIP	Capital Investment Program	**MSD**	Municipal Service District
CO	Certificate of Occupancy	**N/A**	Not Applicable
DENR	Department of Environment and Natural Resources	**NCDOT**	North Carolina Department of Transportation
DMV	Department of Motor Vehicles	**NCDWQ**	North Carolina Department of Water Quality
EEO	Equal Employment Opportunity	**NCLM**	North Carolina League of Municipalities
EMS	Emergency Management Services	**NFPA**	National Fire Protection Agency
EPA	Environmental Protection Agency	**NPDES**	National Pollutant Discharge Elimination System
ETJ	Extra Territorial Jurisdiction	**OPEB**	Other Post Employment Benefits
FEMA	Federal Emergency Management Administration	**OSHA**	Occupational Safety and Health Act
FT	Full-time	**PIL**	Payment in Lieu
FTE	Full-time Equivalent	**PPIL**	Parkland Payment in Lieu
FY	Fiscal Year	**PIO**	Public Information Officer
GAAP	Generally Accepted Accounting Principles	**PO**	Purchase Order
GASB	Governmental Accounting Standards Board	**PT**	Part-time
GFOA	Government Finance Officers Association	**TIA**	Traffic Impact Analysis
GO Bonds	General Obligation Bonds	**TIP**	Transportation Improvement Program
GIS	Geographic Information Systems	**TP**	Transportation Plan
GS	General Statutes	**UDO**	Unified Development Ordinance

TOWN OF MORRISVILLE

FY2019 Annual Operating Budget & Capital Investment Program

Work Underway

Recommendation by Town Manager, Martha Paige
*100 Town Hall Drive * Morrisville, NC 27560 * 919-463-6200*
www.townofmorrisville.org

FY2019 Annual Operating Budget
Work Underway

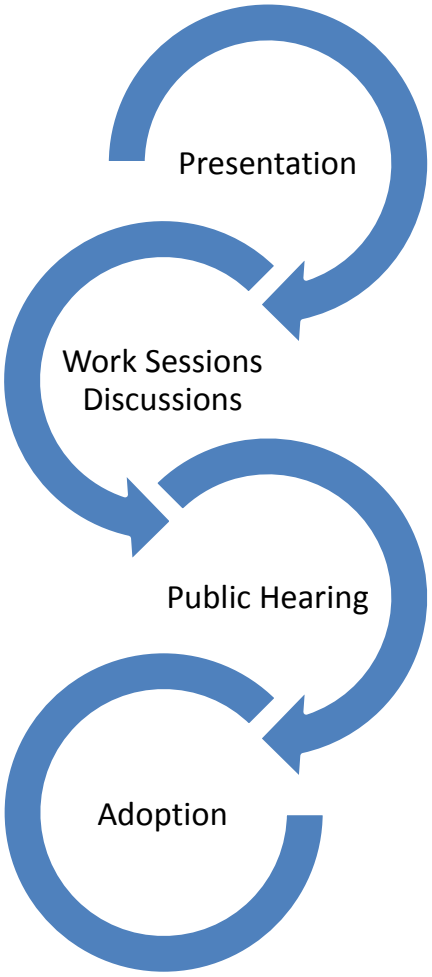
Presentation To Town Council

May 8, 2018

FY2019 Budget

Budget Calendar
Public Outreach

Budget Calendar



May 8	Budget Presentation & Work Session
May 8	Budget Portal Opens
May 15	Budget/CIP Work Session
May 22	Public Hearing & Budget Portal Closes
June 5	Budget/CIP Work Session & Final Budget Reconciliation
June 12	Budget Adoption

Community Engagement

May 8 Budget Portal Opens

“Budget Drop-Ins”

May 14 4 – 6 pm
May 15 11 am – 1 pm
May 16 2 – 4 pm
May 17 7 – 9 am

May 22 Public Hearing
Budget Portal Closes

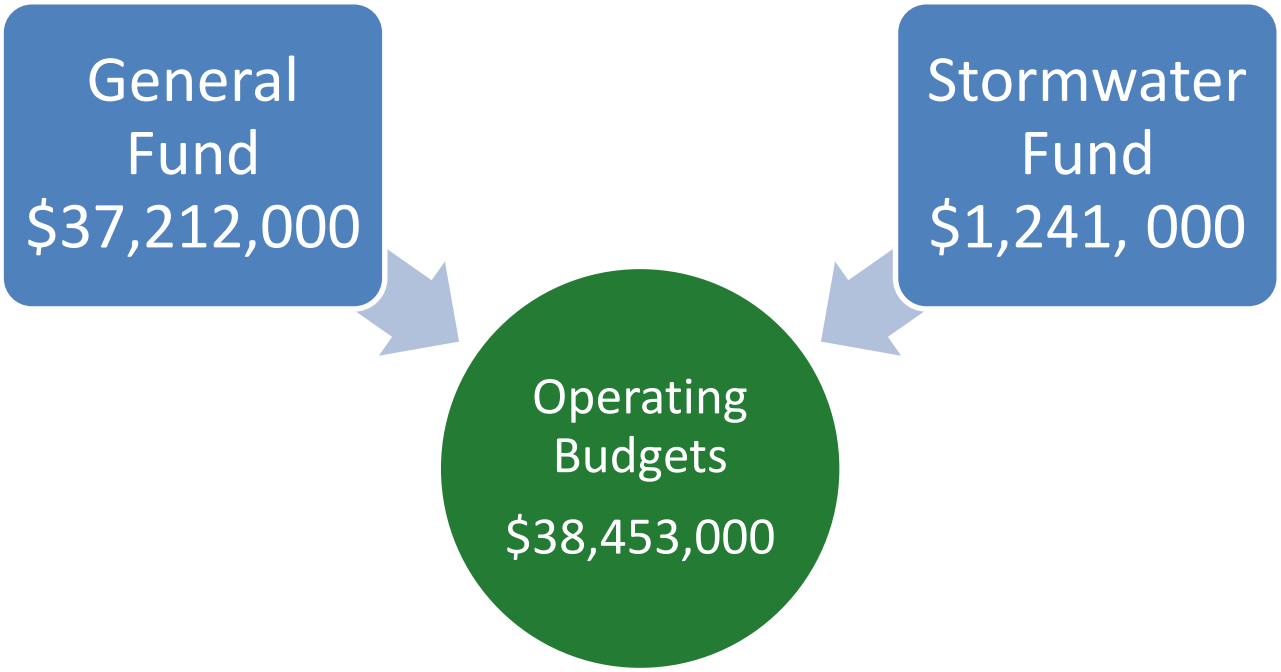


FY2019 Budget Highlights

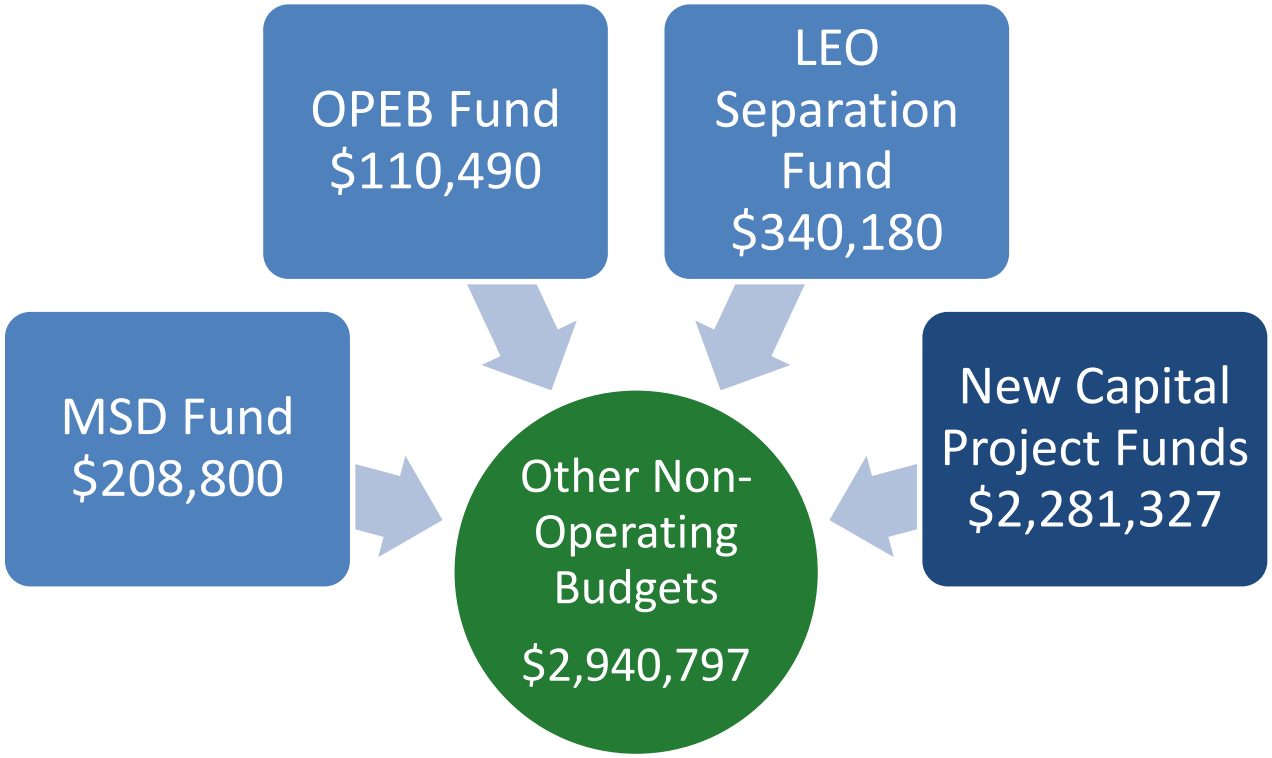
Focus on Primary Operating Type Funds

- General Fund
- Stormwater Fund

Primary Annual Operating Budgets

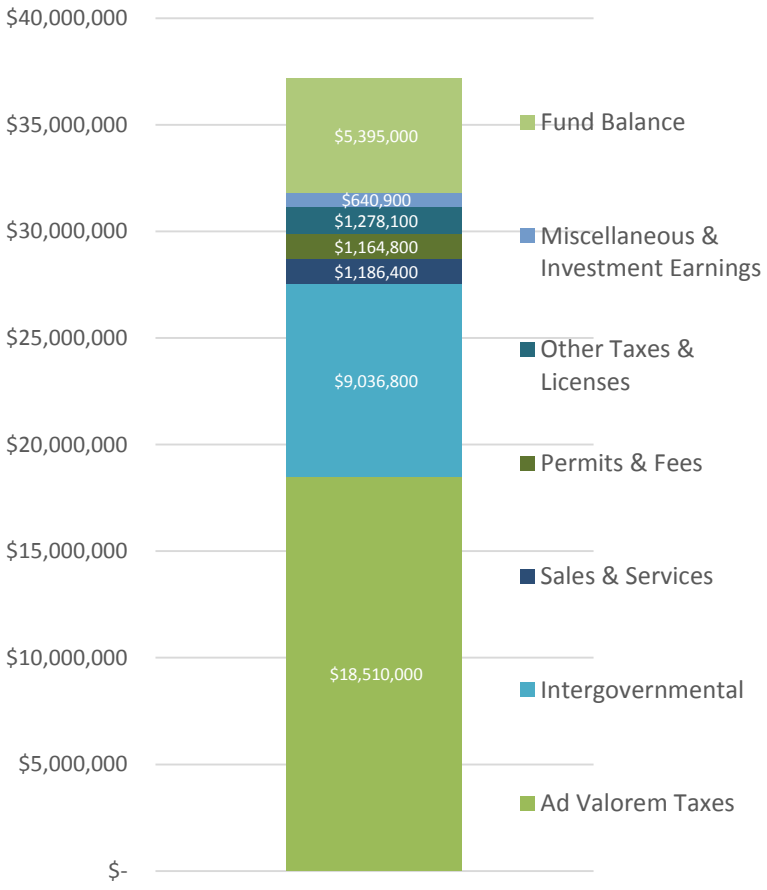


Other Non-Operating Budgets

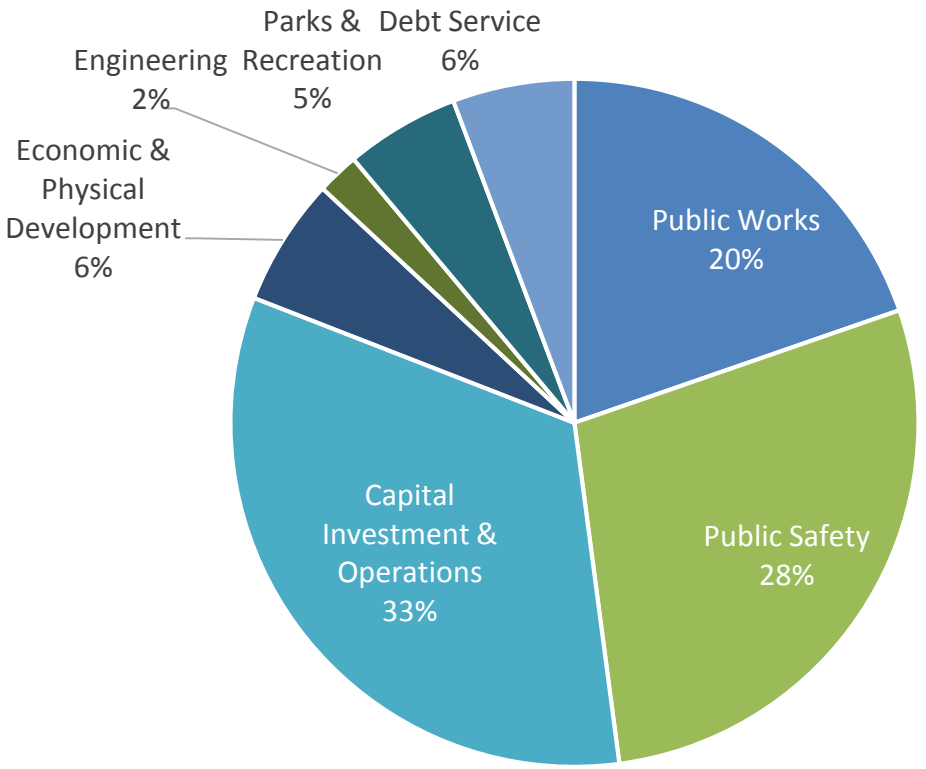


General Fund $37,212,000

Revenue

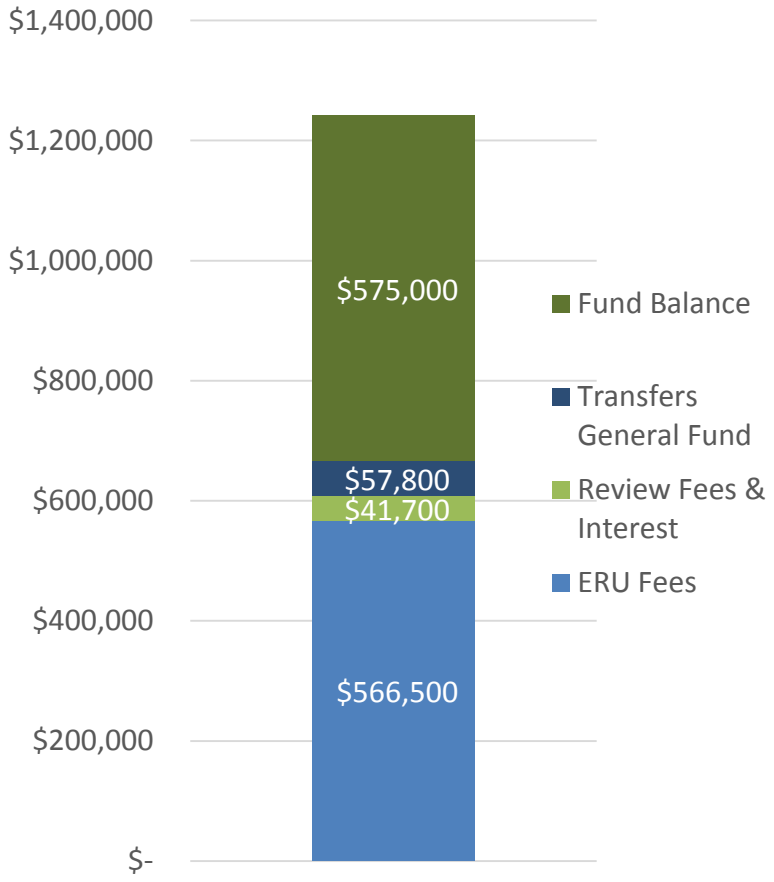


Expenditures

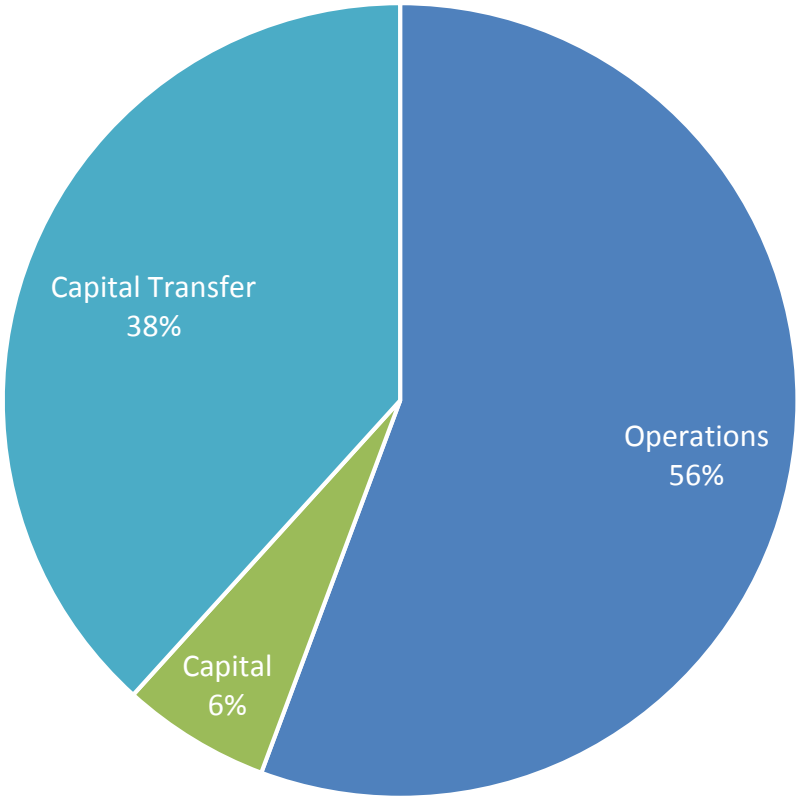


Stormwater Fund $1,241,000

Revenue



Expenditures



Budget Highlights - Revenue

- $0.39 Tax Rate Same
  - Alternative Tax Rate Scenarios Provided
- Vehicle Tax Fee
  - Increase from $15 to $30
  - Additional support for transportation and transit efforts
- Other Minor Fee Changes
  - Multi-Family PIL
  - Fire Alarm Fees
  - Parks & Recreation Fees
- Stormwater ERU $25
- Continued Positive Economy
- Leveraging Growth in Revenues
- Aggressive Allocation of Fund Balance to Capital Projects
- Less Conservative Forecasting Approach

Budget Highlights - Personnel

Personnel Requests

- Nine Positions
  - Police Lieutenants (3)
  - Assistant Fire Chief
  - Deputy Fire Marshal
  - Planner II (2)
  - Info Tech Analyst
  - Communication & Outreach Director
- Six Additional Positions in Alternative Scenarios

Personnel Related Items

- New Staff Operations Costs
- Office/Space Needs
- Merit/Market Pay
- Pay Plan Adjustments
- Health Insurance – No Increase

Budget Highlights -Expenditures

Governing Body & Administration

- Debt Financing Costs
- Communication & Outreach Programs
- Branding/Wayfinding & Gateway Signage
- Space Needs Analysis
- Strategic Plan

Information Technology

- Technology Enhancements
- Security Enhancements
- Disaster Recovery
- Equipment Replacement

Budget Highlights -Expenditures

Police & Fire

- Equipment Replacement
- Technology Enhancements
- Fire Apparatus Reserve

Development Services

- Transit Study
- Affordable Housing Policy Analysis
- Stormwater Study
- Davis Drive/Parkside Valley Drive Intersection

Budget Highlights -Expenditures

Public Works

- Vehicle Replacements
- Road Paving (Proactive)
- Town Facility Security Enhancements
- Town Building Maintenance & Repairs
- Pugh House Repairs
- Equipment/Other Initiatives
- Telematics (Emergency Vehicles)
- Landscape Contract Additions

Parks & Recreation

- MCP Bathroom Phase 2
- Greenway Safety
- Program & Event Initiatives
- Equipment & Other Initiatives

FOCUS AREA
MAJOR PROJECTS

Budget Highlights – Capital Projects



- Public Works Facility Plan Design
- Green/Fairview Stormwater Improvements
- Church Street Sidewalk
- Morrisville Healthy Food Hub Phase 2
- Northwest Park Fitness Stations

Budget Highlights – Transfers/Reserves



- $3,670,000 CIP >45% Fund Balance as of 6/30/17
- $475,000 Roadway & Transportation Reserves
- $200,000 CIP Annual Allocation
- $110,000 MSD
- $100,000 Sidewalks/Pedestrian Enhancement

FY2019 Budget Highlights

Capital Investment Program

Debt Service

Capital Investment Program

- Long-term Strategy
  - Strategically Plan for Multiple Projects
  - Design and Engineer Projects for Activation



- Five-Year Plan

  FY2019 Funding Recommendation

  FY 2020 – 2023 Forecasting Window

- Funding Sources Identified
- Flexible & Responsive to Opportunities & Urgencies
- Future Bond Referendum Planning Tool

Capital Investment Program - Proposed

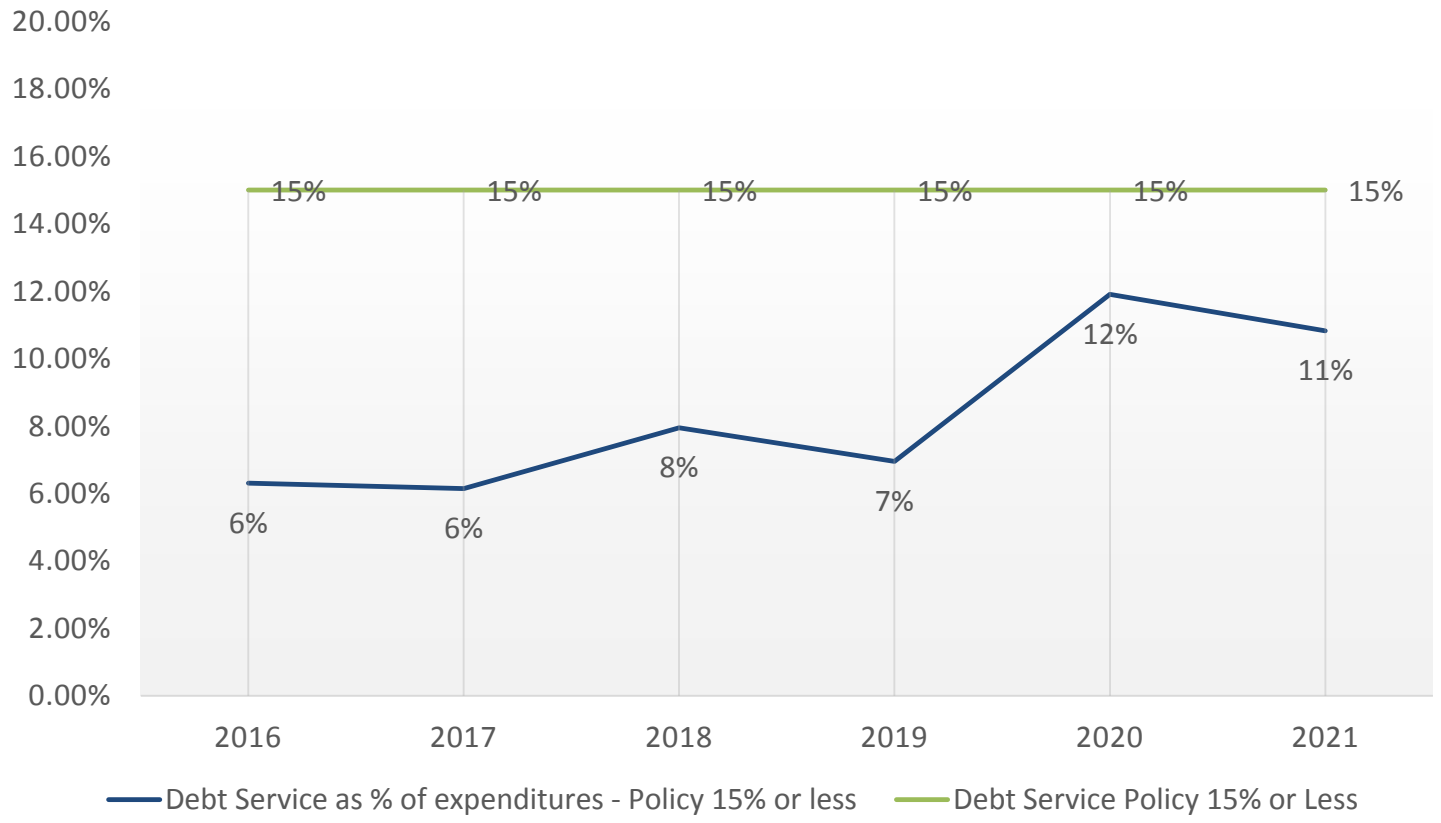
Project Title *Bond Referendum Potential	Category	Rank	Capital Budget	Future Planning Years Rank Key: H=High, M=Medium, L=Low and P=Pending				
			FY2019	FY2020	FY2021	FY2022	FY2023	Total
Town Hall Terrace Connector	Bicycle/Pedestrian	H		200,000				200,000
Green/Fairview Stormwater Improvements	Environment/ Stormwater	H	475,000					475,000
Cedar Fork Elementary Field	Parks & Recreation	M				500,000		500,000
Cedar Fork District Park Field*	Parks & Recreation	H			700,000	2,100,000		2,800,000
Crabtree Creek Nature Park*	Parks & Recreation	H		937,500	2,812,500			3,750,000
Dog Park	Parks & Recreation	M				425,000	425,000	850,000
Morrisville Community Park Phase 3	Parks & Recreation	H		500,000	1,550,000			2,050,000
Food Hub Phase 2	Public Facility	H	250,000					250,000
Public Works Facility	Public Facility	H	1,300,000	5,500,000				6,800,000
Town Center Parking Lot	Public Facility	H			425,000			425,000
Total Programmed			2,025,000	7,137,500	5,487,500	3,025,000	425,000	67,675,000
Revenue & Other Resources								
Cash Outlay (Operations/FB)			1,550,000	200,000	425,000			2,175,000
Parkland Payment in Lieu				1,437,500	2,250,000	925,000	425,000	5,037,500
Stormwater FB			475,000					475,000
Debt Service				5,500,000	2,812,500	2,100,000		10,412,500
Not Funded								49,575,000
Total Programmed			2,025,000	7,137,500	5,487,500	3,025,000	425,000	67,675,000

Debt Service Impact

Debt Service Items	2016	2017	2018	2019	2020	2021	2022	2023
GO Bond 2004 Park Improvements (RTP Ball Park)	$ 289,600	$ 285,600	$ 281,600	$ 277,600	$ 273,600	$ 269,600	$ 265,900	$ 261,600
GO Bonds 2007 Public Improvements (PSMS BLDG)	$ 708,300	$ 649,816	$ 617,800	$ 596,800	$ 580,800	$ 564,600	$ 544,000	$ 526,600
Fire Station One 2011	$ 306,700	$ 299,620	$ 292,700	$ 285,700	$ 278,700	$ 136,800	$ -	$ -
Public Safety Radio Replacements	$ 153,500	153,450	$ 153,500	$ 153,600	$ 153,500	$ 153,400	$ 45,500	$ -
GO Bond 2012 Street Improvements McCrimmon Parkway Extension Ph I	$ -	$ 174,234	$ 841,900	$ 816,900	$ 791,900	$ 766,900	$ 741,900	$ 716,900
Current Debt	$ 1,458,100	$ 1,562,720	$ 2,187,500	$ 2,130,600	$ 2,078,500	$ 1,891,300	$ 1,597,300	$ 1,505,100
GO Bond 2012 Park Improvements MAFC	$ -	$ -	$ -	$ -	$ 570,000	$ 555,750	$ 541,500	$ 527,300
GO Bond 2012 Street Improvements McCrimmon Parkway Extension Ph II	$ -	$ -	$ -	$ -	$ 430,000	$ 419,250	$ 408,500	$ 397,800
Morrisville-Carpenter Road Project & MAFC Installment Purchase	$ -	$ -	$ -	$ -	$ 370,000	$ 360,750	$ 351,500	$ 342,300
Future CIP Projected Debt	$ -	$ -	$ -	$ -	$ 550,000	$ 816,000	$ 1,007,000	$ 981,000
Total Debt Service	$ 1,458,100	$ 1,562,720	$ 2,187,500	$ 2,130,600	$ 3,998,500	$ 4,043,050	$ 3,905,800	$ 3,753,500
Debt Service as % of expenditures - Policy 15% or less	6%	6%	8%	7%	14%	13%	13%	12%

Notes: General Fund Expenditures less Transfers. Percentages rounded up. Future CIP Project Debt is based on 5% interest rate and 20 Year terms.

Debt Service Ratio



FY2019 Budget Highlights

Fund Balance

Other Reserves

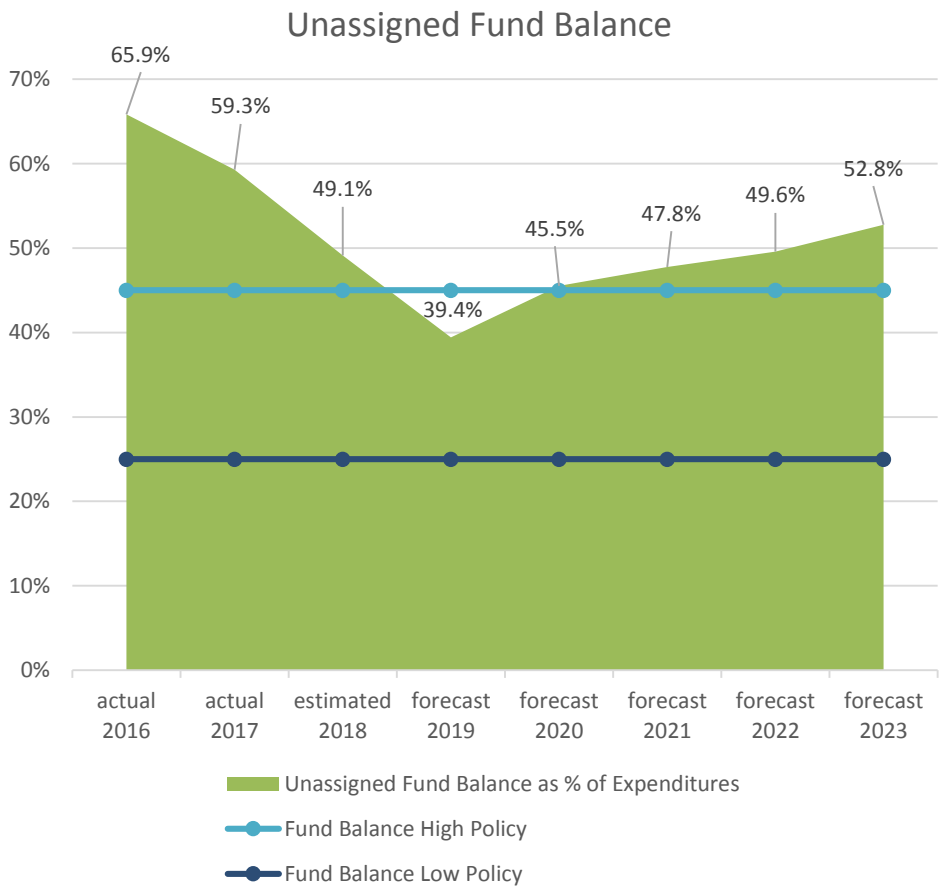
Fund Balance Appropriations

General Fund FY2019

CIP Reserve Appropriation	$3,670,000
Public Works Design Project	$1,300,000
Morrisville Healthy Food Hub Phase 2	$250,000
Davis Drive/Parkside Valley Drive Intersection Improvement	$175,000
Total Proposed FY2019 Fund Balance Appropriation	$ 5,395,000



Fund Balance



- Measured Year End
- 25% - 45% Fund Balance as % of Expenditures
- Based on Actual Expenditures
- Generally Grows - Revenues Exceed Expenditures
- Committing More Dollars to Reserves
- Uses – Capital/Onetime & Unforeseen Items

Next Steps & Information Needs

Council Discussion

Other Information Needs to Make Decisions

Other Strategic Priorities of Interest

Q&A Information Supplement

Morrisville
Live connected. Live well.

Town Council Roundtable
June 12, 2018

Discussion Topics

New Items	Facilitator
Morrisville-Carpenter Road Project Video	Stephanie Smith
Adopt a Road/Trail & Parks Litter Sweep	Satish Garimella
Education Advisory Board/Committee	Satish Garimella
Joint Meeting on Schools	Satish Garimella

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Town Council Roundtable Discussion

Date: June 12, 2018

Topic: Morrisville Carpenter Road Widening Video

Facilitator: Stephanie Smith

Action Requested: Presentation Only

Item Summary:

We're excited to show you a new project we've been working on! We are experimenting with using video to spread the word about important information on major projects, events and initiatives and have selected the Morrisville Carpenter Road Widening project as our pilot. We have a video to share with Council for review and feedback. We believe this will be a great way to get the word out about important information to the community in a way we never have before. There is funding appropriated in the FY19 budget to continue to use video as a communications tool for outreach to the community.

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Town Council Roundtable Discussion

Date: June 12, 2018

Topic: Adopt a Town Road and
Litter Sweep for Town Trails/Parks

Facilitator: Satish Garimella

Action Requested: Implementation of Formal Programs

Item Summary:

We have a lot of non-profits who have a lot of energy and a lot of teens want volunteer hours.

Benefits to Town:

1) Create awareness of importance of MERC and Public Littering
2) Clean our Town
3) Get Citizens Engaged and ownership

Benefits to Volunteers:

1) Provide Volunteer hours for teens. Leaders of their organizations will time their activity
2) Develop partnerships with the Town.

This can be expanded into many other programs with Morrisville Youth Program to do gate keeping and maintain the website of signups for these

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Town Council Roundtable Discussion

Date: June 12, 2018

Topic: Education Advisory Board/Committee

Facilitator: Satish Garimella

Action Requested: Establishment of an Education Advisory Board/Committee to Address Education Issues

Item Summary:

Set up an educational advisory board/committee to discuss topics that help ensure children in Morrisville receive a high quality education. This group of citizens would work to gather input from citizens from all areas of the Morrisville community and make sure their voices are collectively heard and represent the best interests of all in seeking WCPSS middle and high schools in Morrisville.

Morrisville
Live connected. Live well.

Town Council Roundtable Discussion

Date: June 12, 2018

Topic: Joint Meeting with Chair/Vice Chair of Wake County Public School System and Wake County Board of Commissioners

Facilitator: Satish Garimella

Action Requested: Request Formal Meeting with Town Council

Item Summary:

To complement other efforts by Town Council to address Morrisville public school concerns, a joint meeting with the Wake County and WCPSS chair/vice chair to coordinate efforts and develop a strategy to address concerns and find ways to work together on issues is recommended.

The goal of the meeting is to help them better understand our needs.
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