



Morrisville Town Council

Regular Meeting

May 12, 2020, 6:00 PM

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

1. Call to Order

2. Roll Call

3. Action Items

3.a [Motion to Invoke Rule 19](#)

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

5. Consent Agenda

5.a [Resolution Suspending Sign Permit Requirements for Temporary Signs](#)
Michele Stegall, Planning Director
Action - May 12

[2020-144-0 Peak Supplement](#)

[2020-144-0 RES Suspending Temporary Sign Permit Requirement](#)

5.b [Resolution Authorizing NCPARTF Grant Application and Adopting a Master Plan for Crabtree Creek Nature Park](#)
Jerry Allen, Parks, Recreation and Cultural Resources Director
Action - May 12

[2020-150-0 Brief Supp - CCNP NCPARTF Grant and Adopt Master Plan.pdf](#)

[2020-150-0 RES Authorizing NCPARTF Grant Application and Adopting CCNP Master Plan.pdf](#)

[2020-150-0 ATTH 01 Crabtree Creek Nature Park Master Plan Draft 05.5.2020.pdf](#)

[2020-150-0 ATTH 02 Crabtree Creek Nature Park Online Comment Portal Responses.pdf](#)

6. Items Pulled from Consent Agenda (if any)

7. Public Comment
Eric Smith, Town Clerk

8. Council Comments

9. Public Hearings

9.a Consideration of Text Amendments to the Unified Development Ordinance Related to Driveway Spacing Standards, specifically:

1. Resolution 2020-57-0 of the Morrisville Town Council Pertaining to the Adoption of a Plan Consistency Review Statement for Text Amendments to the Unified Development Ordinance Related to Driveway Spacing Standards.

2. Ordinance 2020-57-0 of the Morrisville Town Council Approving Text Amendments to the Unified Development Ordinance Related to Driveway Spacing Standards.

Dylan Bruchhaus, Planner I
Briefing - March 10
Public Hearing - May 12
Action - May 26

2020-57-0 Peak Supplement Driveway Spacing Text Amendments
2020-57-0 RES Approving Consistency Statement for Text Amendments for Driveway Spacing Standards
2020-57-0 ORD Approving Text Amendments for Driveway Spacing Standards
2020-57-0 ATTH 01 Text Amendments Driveway Spacing Road Classification
2020-57-0 ATTH 02 Text Amendments Driveway Spacing Excerpt Draft PZB Minutes
2020-57-0 Text Amend Driveway Spacing TC Presentation

9.b Public hearing and consideration of annexation for property located at 610 Airport Boulevard, specifically:

Ordinance 2020-99-0 of the Morrisville Town Council Pertaining to the Extension of the Town of Morrisville Corporate Limits to Include Property Located Along the West Side of Airport Boulevard between Jerusalem Street to the North and McCrimmon Parkway to the South and commonly known as 610 Airport Boulevard (ANX 48-2020).

Emily Langston, Planner I
Action (Resolutions A & B) - April 28

Public Hearing (Ordinance) - May 12

Action (Ordinance) - May 26

2020-99-0 Peak Supp - 610 Airport ANX.pdf

2020-99-0 ORD - Approving the Annexation - 610 Airport ANX.pdf

2020-99-0 ATTH 01 - Annexation Petition - 610 Airport ANX.pdf

2020-99-0 ATTH 02 - Maps - 610 Airport ANX.pdf

2020-99-0 ATTH 03 - TC Presentation - 610 Airport ANX.pdf

10. New Items

10.a FY2021 Proposed Annual Operating Budget and Related Items

Martha Paige, Town Manager and Jeanne Hooks, Assistant to the Town Manager

Brief - May 12

Public Hearing - June 9

Action - June 23

2020-142-0 Peak Supp - FY2021 Annual Operating Budget.pdf

2020-142-0 A ORD FY2021 Proposed Annual Operating Budget.pdf

2020-142-0 B RES Authorizing Levy of Taxes & Fee Collections.pdf

2020-142-0 C RES Establishing Debt Service Fund.pdf

2020-142-0 ATTH 01 FY2021 Proposed Budget Report.pdf

FY2021 Recommended Budget Presentation.pdf

11. Work Sessions

11.a Budget

11.b CIP/Bond Referendum Development - Preliminary Ballot Questions

Jeanne Hooks, Assistant to the Town Manager

CIP and Bond Referendum 20200428.pdf

12. Closed Session

12.a Closed Session Pursuant to N.C.G.S. 143-318.11 (a)(5) to Discuss the Acquisition of Real Property by Purchase, Option, Exchange, or Lease.

Brandon Zuidema, Assistant Town Manager

13. Adjournment Thank you for joining this meeting of the Morrisville Town Council.

Please feel free to email your Town Council members at

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

Town Council Agenda Item Report

Agenda Item No. 3.a

Submitted by: Eric Smith

Submitting Department Administration

Meeting Date: May 12, 2020

SUBJECT

Admin Report

Eric Smith

Recommendation:

N/A

Updates/History of Briefing:

Not Applicable

Executive Summary and Background Information:

N/A

Advisory Board/Committee Review:

None

Insert Date of Advisory Board/Committee Review:

Advisory Board/Committee Recommendation and/or Vote:

N/A

Potential Options:

N/A

Staff Recommendation:

N/A

ATTACHMENTS

Town Council Agenda Item Report

Agenda Item No. 5.a

Submitted by: Michele Stegall

Submitting Department Planning

Meeting Date: May 12, 2020

SUBJECT

Resolution

Michele Stegall

Recommendation:

Approval

Updates/History of Briefing:

Not Applicable

Executive Summary and Background Information:

The COVID-19 public health emergency has had an unprecedented impact on the business community and many businesses have been required to close or use alternate business methods such as delivery or curb side pickup to remain viable. In recognition of the need for businesses to communicate the status of their operations to their customers, under the State of Emergency declared by the Town of Morrisville, the Town suspended the requirement to obtain a permit for temporary signage effective March 13, 2020 (the date the Town declared a State of Emergency). Now that Town Council has resumed meetings, it would be prudent to formally approve this action. The proposed resolution retroactively approves the suspension of the sign permit requirement for temporary signs to March 13, 2020. As proposed, any signage installed while the suspension is in place would be allowed to remain for up to 60 days after the State of Emergency is lifted. This action does not amend the standards for temporary signage but only removes the requirement to obtain a sign permit. However, Town staff has not strictly enforced sign regulations during the COVID-19 event.

Advisory Board/Committee Review:

None

Insert Date of Advisory Board/Committee Review:

Advisory Board/Committee Recommendation and/or Vote:

N/A

Potential Options:

Town Council is asked to ratify the wavier of the sign permit requirement retroactive to March 13, 2020.

Staff Recommendation:

Staff recommends approval of the proposed Resolution.

ATTACHMENTS

- [2020-144-0 Peak Supplement](#)
- [2020-144-0 RES Suspending Temporary Sign Permit Requirement](#)



Suspension of Temporary Sign Permit Requirement (2020-144-0) “Connect Morrisville” Strategic Plan Alignment

Goals	Objectives
Improved transportation mobility – <i>Enhance transportation options through improved accessibility, connectivity and collaboration</i>	<input type="checkbox"/> Obj. 1.1 Manage traffic congestion at targeted locations and targeted times of day <input type="checkbox"/> Obj. 1.2 Leverage resources through partnerships with other government entities and private sector <input type="checkbox"/> Obj. 1.3 Improve mobility options for non-drivers
Thriving, livable neighborhoods – <i>Enrich the quality of life through the preservation of natural resources, well-planned development and strengthened neighborhood vitality</i>	<input type="checkbox"/> Obj. 2.1 Provide a mix of housing options that meet the current and future needs of the community <input type="checkbox"/> Obj. 2.2 Create a sense of place through insightful development that balances commercial and residential growth <input type="checkbox"/> Obj. 2.3 Be responsible stewards of the natural environment <input type="checkbox"/> Obj. 2.4 Establish a planned approach for redevelopment and revitalization <input type="checkbox"/> Obj. 2.5 Plan and provide for current and future infrastructure
Engaged, inclusive community – <i>Enrich the quality of life through programs, events, amenities and services valued by the community</i>	<input type="checkbox"/> Obj. 3.1 Offer events and programs that meet the needs and interests of the community <input type="checkbox"/> Obj. 3.2 Increase awareness of activities and opportunities for engagement <input type="checkbox"/> Obj. 3.3 Effectively maintain assets and make the most of existing resources <input type="checkbox"/> Obj. 3.4 Provide opportunities for meaningful public engagement and collaboration
Public safety readiness – <i>Provide a safe and secure community through prevention, education, readiness and response</i>	<input type="checkbox"/> Obj. 4.1 Provide educational opportunities and encourage preparedness <input type="checkbox"/> Obj. 4.2 Be operationally ready <input type="checkbox"/> Obj. 4.3 React responsively to the public safety needs of the community <input type="checkbox"/> Obj. 4.4 Meet Demands for service
Operational excellence – <i>Deliver exceptional service with an engaged workforce that effectively manages public assets and promotes transparency</i>	<input type="checkbox"/> Obj. 5.1 Promote financial integrity through effectively and efficiently managing public assets <input checked="" type="checkbox"/> Obj. 5.2 Deliver customer-focused service <input type="checkbox"/> Obj. 5.3 Require the highest of professional standards <input type="checkbox"/> Obj. 5.4 Attract, develop and retain a diverse, high performing workforce <input checked="" type="checkbox"/> Obj. 5.5 Align priorities with resources <input type="checkbox"/> Obj. 5.6 Leverage the use of technology to maximize results
Economic prosperity – <i>Promote a business-friendly environment to diversify the economic base and create job opportunities for an educated, ready workforce</i>	<input type="checkbox"/> Obj. 6.1 Attract and retain businesses that provide a diverse tax base <input checked="" type="checkbox"/> Obj. 6.2 Support new and existing businesses by streamlining processes and minimizing complexities <input type="checkbox"/> Obj. 6.3 Understand business needs in order to supply a ready workforce <input type="checkbox"/> Obj. 6.4 Maximize partnership opportunities with the Morrisville Chamber of Commerce, regional and educational partners <input type="checkbox"/> Obj. 6.5 Develop an advocacy plan to address public education needs



**RESOLUTION 2020-144-0 OF THE MORRISVILLE TOWN
COUNCIL SUSPENDING THE SIGN PERMIT REQUIREMENT
FOR TEMPORARY SIGNS**

WHEREAS, on January 31, 2020, the United States Department of Health and Human Services Secretary declared a public health emergency in the United States for COVID-19 under Section 319 of the Public Health Service Act; and

WHEREAS, the North Carolina Department of Health and Human Services ("NCDHHS") has confirmed multiple instances of community spread of COVID-19 in the state; and

WHEREAS, the Governor of the State of North Carolina declared a State of Emergency as defined by N.C. General Statute 166A-19.3(6) and 166A-19.3(19) for the State of North Carolina based on the public health emergency posed by COVID-19; and

WHEREAS, the County of Wake, with consent of incorporation by the Town of Morrisville declared a State of Emergency on March 13, 2020; and

WHEREAS, the County of Wake, with consent of incorporation by the Town of Morrisville imposed additional prohibitions on March 23, 2020 to slow the spread of COVID-19, many of which, while necessary to slow the spread of COVID-19, have had an unprecedented impact on the economy and many businesses have been required to close or utilize alternate business methods such as virtual alternatives, delivery or curb side pick-up in order to operate; and

WHEREAS, Town Council meetings were temporarily suspended to protect the public health thus preventing formal action of the Town Council from being taken and the Town has now resumed Town Council meetings remotely; and

WHEREAS, the Town of Morrisville has a substantial government interest in supporting the economic vitality of the Town and its businesses; and

WHEREAS, time was of the essence in allowing businesses to communicate information about the status of their operations to their customers and temporary signage is a common method for doing so; and

WHEREAS, the anticipated increased demand for temporary sign permits would have created a backlog of temporary sign permit applications and the time and cost associated with obtaining a temporary sign permit would have placed an additional burden on businesses.

NOW, THEREFORE, BE IT RESOLVED THAT THE MORRISVILLE TOWN COUNCIL in an effort to support the business community and make the best use of staff resources during the unprecedented public health emergency created by COVID-19 hereby:

Section One: Suspends the requirement to obtain a permit for temporary signage.

Section Two: The temporary sign permit suspension approved herein shall be retroactive to March 13, 2020 and shall remain in effect until such time as the Town of Morrisville State of Emergency related to COVID-19 is lifted.

Section Three: Any temporary signs installed in reliance on the temporary sign permit suspension approved herein may remain in place for up to 60 consecutive days after the State of Emergency is lifted after which time said signage shall either be removed or a sign permit application to allow such signage to remain must be applied for and approved.

Section Four: Any temporary signage installed in reliance on the permit suspension approved herein shall not count against the maximum duration allowed for such signage.

Section Five: The temporary sign permit suspension approved herein shall in no way be construed to allow any signage prohibited by Section 5.16.3(D) of the Unified Development Ordinance including, but not limited to, flashing, moving, fluttering or rotating signs and signs designed or installed in such a manner as to create a public safety hazard.

Adopted this the 12th day of May, 2020.

TJ Cawley, Mayor

ATTEST:

Eric W. Smith II, Town Clerk

Town Council Agenda Item Report

Agenda Item No. 5.b

Submitted by: Jerry Allen

Submitting Department Parks, Recreation and Cultural Resources

Meeting Date: May 12, 2020

SUBJECT

Resolution

Jerry Allen

Recommendation:

Approve resolution authorizing staff to apply for \$500,000 from the North Carolina Parks and Recreation Trust Fund and adopting a master plan for the Crabtree Creek Nature Park.

Updates/History of Briefing:

Not Applicable

Executive Summary and Background Information:

The Town owns 36.9 acres of land bordering Crabtree Creek that was acquired in 1999. In 2002 a conceptual plan was adopted for a future nature park with a staffed nature center, trails, shelters, a playground and parking. Through department master plan updates and Town capital improvement plan updates, a revised plan was adopted as part of the 2018 Parks and Recreation Master Plan. The 2018 Master Plan also included a Priority Investment Rating for facilities and amenities. This rating had a nature park tied with greenways as the number two recommended facility. Funding for design of the Crabtree Creek Nature Park was approved by Council in 2019 and design work started in January 2020. CLH design presented a conceptual plan with a cost estimate of approximately \$3.9 million to Council at the April 28 Town Council meeting, held virtually. Staff also provided information about the opportunity to apply for a grant through the NC Parks and Recreation Trust Fund. The maximum amount that can be requested is \$500,000 and, if awarded, recipients have up to three years to complete the project. The deadline for applications is June 1. In order to support the grant application and summarize the design process and recommend uses for the park, staff has also prepared a site-specific master plan for the project. This plan includes general information about the property, site analysis mapping, conceptual plan renderings, examples of interpretive/educational signage, and other project information.

Advisory Board/Committee Review:

None

Insert Date of Advisory Board/Committee Review:

Advisory Board/Committee Recommendation and/or Vote:

None

Potential Options:

- Approve the resolution adopting the master plan and authorizing staff to apply for \$500,000 from the NCPARTF grant program. - Do not approve the resolution.

Staff Recommendation:

Staff recommends Council approve the resolution authorizing staff to submit the NCPARTF grant application and adopting the master plan for Crabtree Creek Nature Park.

ATTACHMENTS

- [2020-150-0 Brief Supp - CCNP NCPARTF Grant and Adopt Master Plan.pdf](#)
- [2020-150-0 RES Authorizing NCPARTF Grant Application and Adopting CCNP Master Plan.pdf](#)
- [2020-150-0 ATTH 01 Crabtree Creek Nature Park Master Plan Draft 05.5.2020.pdf](#)
- [2020-150-0 ATTH 02 Crabtree Creek Nature Park Online Comment Portal Responses.pdf](#)



**2020-150-0 CRABTREE CREEK NATURE PARK APPLICATION
FOR NCPARTF GRANT AND ADOPT MASTER PLAN**

“Connect Morrisville” Strategic Plan Alignment

Goals	Objectives
Improved transportation mobility – Enhance transportation options through improved accessibility, connectivity and collaboration	<input type="checkbox"/> Obj. 1.1 Manage traffic congestion at targeted locations and targeted times of day <input checked="" type="checkbox"/> Obj. 1.2 Leverage resources through partnerships with other government entities and private sector <input type="checkbox"/> Obj. 1.3 Improve mobility options for non-drivers
Thriving, livable neighborhoods – Enrich the quality of life through the preservation of natural resources, well-planned development and strengthened neighborhood vitality	<input type="checkbox"/> Obj. 2.1 Provide a mix of housing options that meet the current and future needs of the community <input checked="" type="checkbox"/> Obj. 2.2 Create a sense of place through insightful development that balances commercial and residential growth <input checked="" type="checkbox"/> Obj. 2.3 Be responsible stewards of the natural environment <input type="checkbox"/> Obj. 2.4 Establish a planned approach for redevelopment and revitalization <input type="checkbox"/> Obj. 2.5 Plan and provide for current and future infrastructure
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**RESOLUTION 2020-150-0 OF THE MORRISVILLE TOWN
COUNCIL AUTHORIZING STAFF TO APPLY FOR A NORTH
CAROLINA PARKS AND RECREATION TRUST FUND
GRANT AND ADOPT A MASTER PLAN FOR CRABTREE
CREEK NATURE PARK**

WHEREAS, the Town of Morrisville owns 36.9 acres of land bordering Crabtree Creek that was designated in 2002 as a future public nature park; and

WHEREAS, in 2017 the Town performed a citizen survey as part of the Parks and Recreation Master Plan and the second ranked priority for facility investment was a nature park; and

WHEREAS, in 2019 the Morrisville Town Council approved funding to design the Crabtree Creek Nature Park with the design process beginning in January of 2020; and

WHEREAS, this design process has produced several site analysis maps and a conceptual plan that recommends a park program that includes an all-inclusive ADA accessible playground, a picnic shelter, a parking lot, walking trails, and educational signage and areas to inform people about the natural environment, wildlife, and stormwater treatment; and

WHEREAS, with a preliminary cost estimate of approximately \$3.9 million, staff is requesting Council authorization to apply for the maximum grant amount of \$500,000 from the North Carolina Parks and Recreation Trust Fund to assist with the cost of the park construction. This is a competitive state-wide grant program that requires a dollar-for-dollar match by the Town; and

WHEREAS, Grant recipients are selected by the NC Parks and Recreation Authority and, if awarded, recipients have three (3) years from the contract date to complete the project; and

WHEREAS, the application must be submitted by June 1, 2020; and

WHEREAS, in order to summarize the design process and recommended future use for the park, staff has prepared a site-specific master plan for the project and is requesting Council adopt the presented Crabtree Creek Nature Park Master Plan:

NOW, THEREFORE, BE IT RESOLVED THAT THE MORRISVILLE TOWN COUNCIL hereby authorizes the Parks, Recreation and Cultural Resources Department to submit an application for a North Carolina Parks and Recreation Trust Fund grant in the amount of \$500,000 for construction of the Crabtree Creek Nature Park; and

NOW, THEREFORE, BE IT ALSO RESOLVED THAT THE MORRISVILLE TOWN COUNCIL hereby adopts the master plan for the Crabtree Creek Nature Park.

Adopted this the 12th day of May, 2020.

ATTEST:

TJ Cawley, Mayor

Eric W. Smith II, Town Clerk

Town of Morrisville
Crabtree Creek Nature Park
Master Plan
Morrisville, NC

Adopted by Morrisville Town Council
(INSERT DATE HERE)



Morrisville
Live connected. Live well.

Crabtree Creek Nature Park Master Plan

Table of Contents

<u>Section</u>	<u>Page</u>
Site Analysis	3
Environmental Features	8
Site Photos	9
Recreational Needs	11
Public Input	12
Program Description and Park Site Features	13
Physical Needs	14
Environmental Education	14
Conceptual Plans and Cost Estimate	17

Site Analysis

The Crabtree Creek Nature Park project site consists of two parcels owned by the Town of Morrisville, North Carolina. One parcel is 33.75 acres and the second parcel is 3.15 acres, with the former parcel containing the existing recreational use. The park is accessed via Keybridge Drive, located just off of NC 54 (Chapel Hill Road). The lots are also adjacent to a commercial shopping area fronting onto Chapel Hill Road to the west, residential lots to the south, another Town park site to the north, and preserved open space to the east.

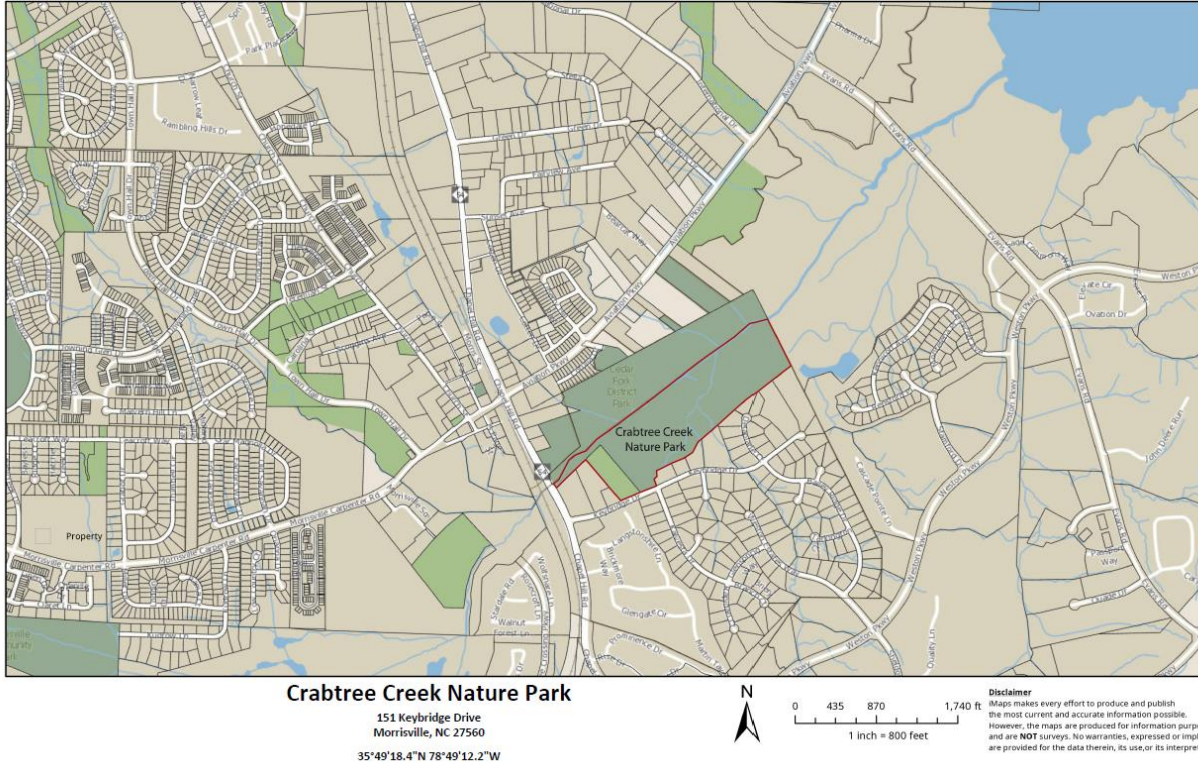
The park currently consists of a parking lot with 32 spaces, a small multipurpose field, a greenway connector trail, and wooded areas with significant amounts of wetlands adjacent to Crabtree Creek. The topography is very flat, being within the Crabtree Creek 100-year floodplain. Several streams cross through the wooded portion of the site, feeding into the adjacent Crabtree Creek. See below for analysis maps generated during site surveys that further detail the existing site conditions.

Crabtree Creek Nature Park Aerial View



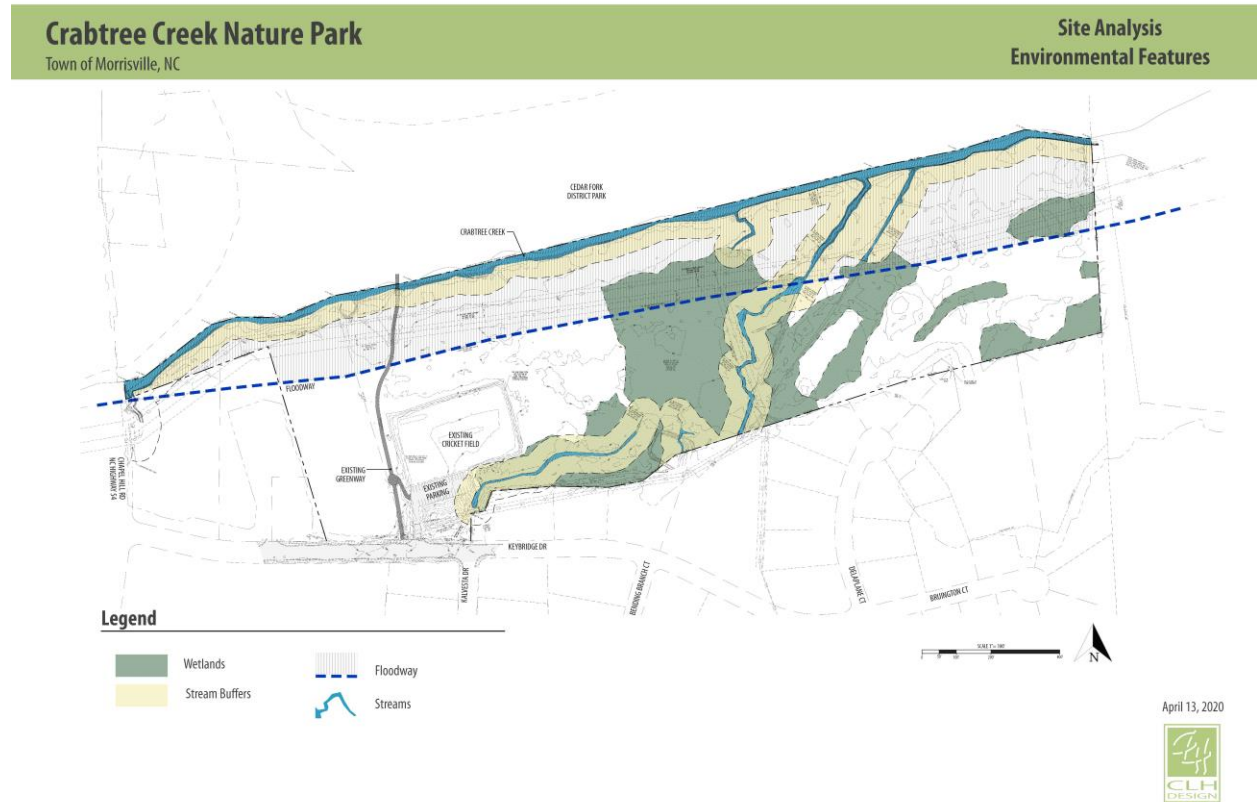
This map shows the overall aerial image of the parcels that make up the Crabtree Creek Nature Park site.

Site Vicinity Map



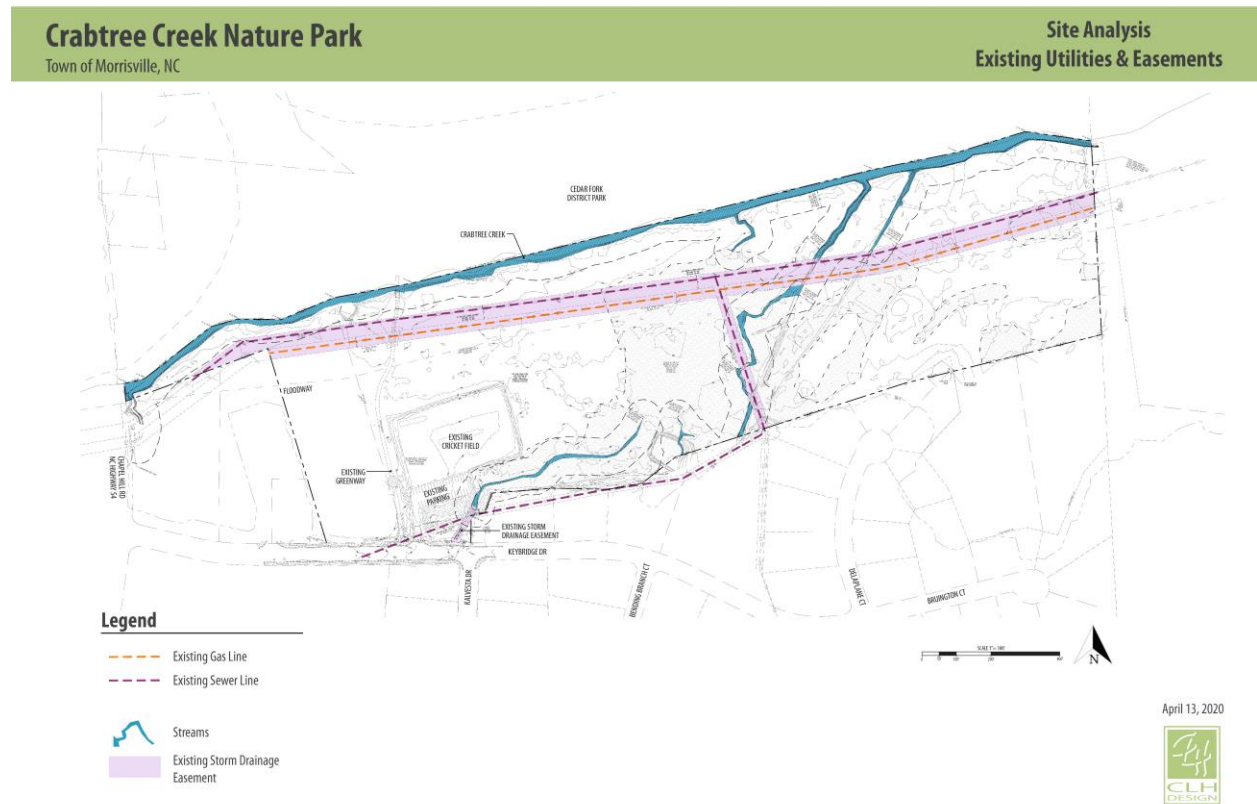
This map shows the overall streets and parcels in the vicinity of Crabtree Creek Nature Park. The project parcels front onto Keybridge Drive, a short distance from Chapel Hill Road. The project parcels are adjacent to Cedar Fork District Park, which also has the Crabtree Creek Greenway running through it. An existing connector to Crabtree Creek Greenway lies within the project parcels. Crabtree Creek Greenway is the primary east to west greenway running through Morrisville, which allows for pedestrian and bicycle connections to much of Morrisville and the north west Cary area.

Site Analysis Map – Environmental Features



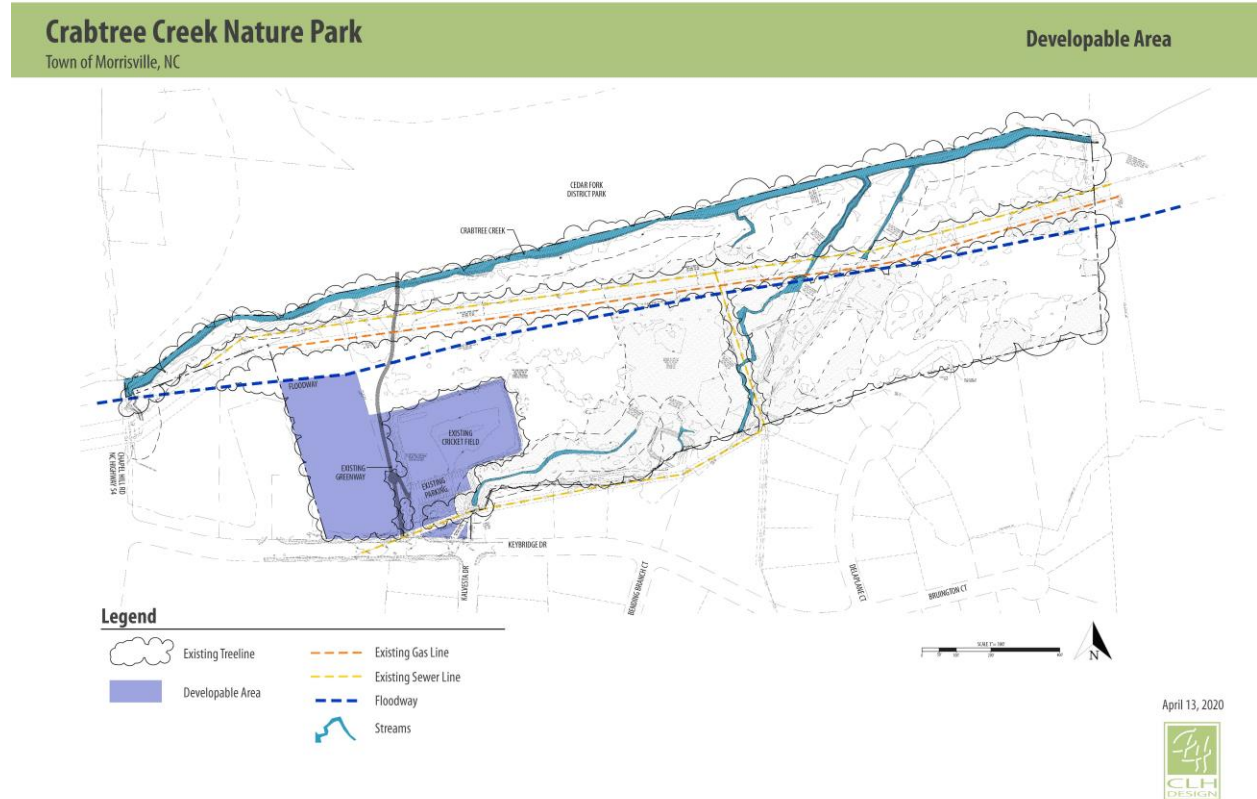
The map above shows the primary riparian areas that are located on the site. There are multiple wetland features onsite with a stream corridor crossing through the site, as well. The northern edge of the site border on Crabtree Creek, and part of the property is within the associated floodway.

Site Analysis Map – Utilities and Easements



This map shows the location of existing gas lines and sewer lines and their respective easements as they pass through the park site.

Analysis Map – Developable Area



This map shows the primary developable area within the park site taking into account all the environmental features, site constraints, utility easements, and setbacks.

Environmental Features

The predominant tree species on site are various oaks, red maple, loblolly pine, tulip poplar, sweet gum, American beech, and a few red cedar. Understory shrubs include wax myrtle, holly, and an assortment of understory brush. The predominant wildlife species are deer, raccoons, blue herons, green herons, and various waterfowl, amphibian, turtle, and song-bird species.

Approximately 97.8% of the 33.75 acre parcel is also subject to a flood easement as a part of the Crabtree Creek Watershed Project. Wake County manages this site as the local sponsor to the Natural Resource Conservation Service (NRCS) which is a part of the United States Department of Agriculture (USDA)

There are an existing sewer easement, gas easement, and storm drainage easement on site. They are illustrated on the above utilities and easements analysis map.

- The Dominion gas easement is 2,423' long and 30' wide.
- The Town of Cary sewer easement that runs parallel to Crabtree creek is 2,645' long and 40' wide.
- The Town of Cary sewer easement that traverses the site from south to north is 459' long and 30' wide.
- A small portion of the site hosts an existing gravity monitoring station for the existing sewer service. This takes up 627 SF (0.01 acres) of the site.
- The storm drainage easement is 119' long and 20' wide.

There are no recorded archeological or historical finds on this property.

Site Photos

See below for a selection of photos of Crabtree Creek Nature Park showing the existing conditions present onsite.



Figure 1 - Stream running through wooded portion of park site.



Figure 2 - View of wetlands present in the park site.



Figure 3 - View of existing greenway connector to Crabtree Creek Greenway.



Figure 4 - View of utility easement passing through the park adjacent to Crabtree Creek.

Recreational Needs

In 2018, the Town of Morrisville developed a Comprehensive Parks and Recreation Master Plan Update which included a recreational needs survey conducted by the ETC Institute. A statistically valid sample of Morrisville residents received a copy by mail, and reminder emails, social media posts and phone calls were made encouraging residents to complete the survey either on the hard copy or the online version. The Town received 407 surveys from residents, with the overall results from the sample having a precision of at least +/- 4.8% at the 95% level of confidence.

The survey results pointed to a strong desire for additional recreation opportunities and nature park offerings within Morrisville. See below for an overview of the scores and results:

Facility Needs: The three parks and recreation facilities with the highest percentage of households that indicated a need for the facility were: greenway trail system (72%), **nature parks (68%)**, and aquatics/swimming facility (indoor) (60%).

Priorities for Facility Investments: The Priority Investment Rating (**PIR**) was developed by ETC Institute to provide organizations with an objective tool for evaluating the priority that should be placed on parks, trails, recreational facilities, and services. The PIR equally weights (1) the importance that residents place on facilities and (2) how many residents have unmet needs for the facility. [Details regarding the methodology for this analysis are provided in Section 2 of this report.]

Based the Priority Investment Rating (PIR), the following six facilities/amenities were rated as high priorities for investment:

- Aquatics/swimming facility (indoor) (PIR=186)
- **Nature parks (PIR=175)**
- Greenway trail system (PIR=175) Priority (100+)
- Weights & fitness machines (PIR=138)
- Dog park (PIR=125)
- Multi-use gym space (basketball, volleyball, etc.) (PIR=104)

Recreational Needs Conclusions and Recommendations

When analyzing the facilities/amenities offered by the Town of Morrisville, greenway trail system, **nature parks**, and aquatics/swimming facility (indoor) were the facilities for which the highest number of residents has a need. The facilities that were the most important to households were greenway trail system, aquatics/swimming facility (indoor), and **nature parks**. Focusing on these three amenities would provide the greatest benefit for the largest number of residents within the Town.

Public Input

Based on these master plan recommendations, the Town approved funding to develop an updated site plan, master plan and construction documents for the nature park in 2019. This process will produce a set of construction ready plans that can be activated when funding is available.

As part of this process, the Town of Morrisville's Parks, Recreation and Cultural Resources Department met with the Parks and Recreation and Cultural Resources Advisory Board on October 30th of 2019 to discuss the 2018 Crabtree Creek Nature Park concept plan and received a resolution of support on November 20th, 2019 from the Advisory Board for the design contract for Crabtree Creek Nature Park.

The Parks and Recreation Department also met with Town Council on October 21st and November 26th of 2019 to discuss the Crabtree Creek Nature Park project and received authorization on November 26th, 2019 to execute a contract with CLH design for the design of Crabtree Creek Nature Park.

As part of the conceptual design process for the park, the Town of Morrisville's Parks and Recreation Department coordinated with the Communications and Outreach Department in the early part of 2020 to reach out to local HOAs to schedule in-person information meetings at their community clubhouses, Town Hall and at Cedar Fork Community Center. Following is a list of the public meetings that were scheduled to discuss the Crabtree Creek Nature Park project and gather feedback from the community:

Treybrooke Apartments – March 11th 2020, 5:00 – 6:45 PM

Weston Estates HOA – March 17th 2020, 6:00 – 7:30 PM

Providence Place HOA – March 19th 2020, 6:00 – 7:30 PM

Town Council Meeting – March 24th 2020, 6:00 – 9:00 PM

Arium Weston Apartments – March 31st 2020, 6:00 – 7:30 PM

Pointe Apartments at Lake Crabtree – April 2nd 2020, 6:00 – 7:30 PM

General Public Meeting – April 7th 2020, 5:00 – 8:00 PM

Unfortunately, due to the rapidly evolving threat of the COVID-19 pandemic that emerged over late February and early March of 2020, many of the HOAs elected to cancel their meetings, and the Town canceled all public events and meetings through April 30th, 2020 in accordance with the Wake County stay-at-home order.

As a way to gather public feedback in an alternative manner, the Town developed an online comment portal to gather general public feedback on the Crabtree Creek Nature Park until it was deemed safe to hold in-person public meetings again.

Program Description and Park Site Features

The purpose of the park is to provide a unique location for residents to enjoy both active and passive recreation activities outdoors within a natural setting, and to help people learn about the surrounding environment and natural processes. The park also serves as a space to provide fully accessible play opportunities to children in the community.

The proposed park program includes a picnic shelter/restroom building, an all-inclusive playground, realigning an existing greenway connection, walking trails, boardwalk, open play lawn, constructed wetlands for stormwater control measures, interpretive signage of the natural elements and wildlife, and associated parking and infrastructure improvements.

The restroom section of the building is 800 square feet and consists of 4 individual restrooms that are designed above the minimum ADA requirements to provide further inclusivity for people with different needs. The shelter portion of the building covers approximately 2,000 square feet and can accommodate ten (10) eight-foot-long picnic tables. This can provide seating for approximately 75-80 people. The shelter will also have space on the walls for message boards where the Town can post information relative to the nature park. The restroom/shelter building has been designed to highlight rainwater as an educational element. The water will be collected at the end of the roof and sent to a series of treatment areas before ending in a constructed wetland facility located at the opposite end of the parking lot. This provides ample opportunity for interpretative elements along the water's path to teach park users about rainwater and what happens to it when it leaves the built environment.

The trails on site are expected to be approximately 3,745 linear feet long and will be either paved with asphalt or concrete, made of boardwalk to traverse wetlands, or will be mowed natural trails within a meadow area. The main trail will take park visitors to a boardwalk loop with an observation deck in the largest wetland area of the park to provide space to observe the natural areas of the site.

Following is a breakdown of the estimated length and types of trails planned within the park:

- ~590 LF of trail from the parking lot to the boardwalk over the wetlands
- ~870 LF of boardwalk loop and observation deck in the wetland area
- ~340 LF of mown trails through the meadow
- ~670 LF of interior walkways from the parking lot to the greenway and shelter
- ~700 LF of walkways within and around the playground
- ~575 LF of realigned greenway

The playground has been designated to provide play activities for children of different abilities and ages. This will be the first all-inclusive playground in the Town of Morrisville. The playground will also have underlying nature themes that relate back to the entire nature park concept.

The sensory garden is designed to introduce visitors to plants that engage the senses, complementing the educational aspects present in the rest of the park.

Across the project, special attention will be paid to using sustainable materials and practices for the design elements, including:

- Building Orientation for Daylighting + Shading
- Recycled/Recyclable/Renewable Materials
- Low-VOC Emitting Paints & Coatings
- Low-Flow Plumbing Fixtures
- Instantaneous Hot Water Heaters
- Daylight Sensors
- Motion Sensors/Occupancy Sensors and LED Lighting
- Water-wise Landscaping
- Native Plant Material

Physical Needs

In order to properly implement the anticipated nature park program and proposed design elements, the park will need the following physical components:

- Park restroom/shelter building for accommodating park visitors and providing a gathering space
- Parking lot for accommodating park visitors traveling via vehicle
- Multi-purpose lawn for a variety of active or passive recreation activities
- All-inclusive playground for children of all abilities to participate and play in together
- Meadow for highlighting wildflowers and the natural environment
- Rain garden to capture and highlight water draining off the shelter and nearby surfaces
- Constructed wetland to treat and hold water from the park structures and parking lot
- Trails and boardwalk for pedestrian access to wooded areas and wetlands
- Interpretive/educational signage to teach people about the environment, wildlife, stormwater management, and other natural processes in the park
- Re-aligned greenway connection to accommodate the new site layout and provide pedestrian and bicycle access
- Site utility and infrastructure improvements to service the building and park users

Environmental Education

Crabtree Creek Nature Park will also promote education and understanding of the environment in several ways. A primary focus will be in how stormwater can be treated via natural processes as it flows through the site before it reaches the natural parts of the park.

The design of the shelter will serve to highlight the rainwater collected on the roof as it funnels down into a rain garden filled with plants in between two parking lots. The water would flow through this garden and into a constructed wetland at the end of the parking lots.

Interpretive signage situated throughout the park will help to focus attention on different environmental subjects like the stormwater treatment process, various wildlife that live in the woods, the benefits of floodplains and wetlands, and some of the sustainable design choices for the park and its structures. Following are a few examples of environmental interpretive signage that could be used in the park:

Life in the Floodplain

Streams and rivers are a natural part of the landscape, and often flood their banks due to heavy rainfall. Over time, these floods deposit sediment in long flat areas near the stream, called the floodplain.

COMMON FLOODPLAIN CITIZENS

Floodplains are often hotbeds of biological diversity, with a wide range of plants and animals making their homes in the fertile soils and riparian buffers alongside the stream. Below are a few of the various wildlife you can find in North Carolina floodplains:



FLOODPLAINS AND FLOOD STORAGE

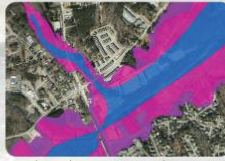
Floodplains hold excess water during rain events, and slowly release it into the groundwater, lands surrounding the stream, or back into the stream over time.

This also helps to filter out the water of impurities and keeps it clean, protecting drinking water and aquatic species.



FLOODPLAINS AND AGRICULTURE

Floodplains are very popular locations for establishing farmland and growing crops due to the regular deposits of sediment and nutrients in the soil from flood events. The flat nature of the land means easier harvesting of plants and raising livestock, which generates plenty of food and economic value for the surrounding area.



Map of the Crabtree Creek Floodplain at Cedar Fork District Park
Blue = Floodway
Magenta = 100 year flood event
Dark Purple = 500 year flood event

FLOODPLAINS AND FLOOD CONTROL

Many developed areas have flood control lakes, like Lake Crabtree, that work to hold floodwaters during heavy storm events. When these lakes get full, the remaining stormwater upstream from the lake flows out into the floodplain.



Both the flood control lake and floodplain play key roles in mitigating risk and damage due to heavy stormwater.

FLOODPLAINS AND STORMS

Floodplains provide an important benefit by dissipating the energy of the water by spreading it out and slowing it down.



If there isn't room for the water to spread, the chances that the stream will scour out increase. This can lead to erosion, property damage, and loss of habitat for plants and animals along the stream.

MAPPING OUT THE FLOODPLAIN

In order to ensure the safety of people living around floodplains, the state and federal government measure and map out where the floodplains extend to as they pass through developed areas. These areas are classified based on how far the floodwaters would extend in a 100 year flood event or 500 year flood event based on the current topographic elevation of the area.

In the map key the blue area is the floodway zone. No development can occur in this area without providing an engineering study showing the flood elevation will not increase with the proposed development.

The dark purple is the 500 year flood zone and magenta is 100 year flood zone. If people choose to develop in these areas, there are extra requirements and restrictions implemented to build and live in these zones.

This data is used to help plan out future zoning and residential areas, as well as gauge what impacts further development will have on the shape of the flood zone.



Up In The Air

If you look to the skies around the Morrisville and Raleigh area, chances are good that you will be able to catch sight of one of the various species of birds that live in the region. These airborne avians make their home in the forests and fields and streams of the landscape, and are an important component of the local food chain, either as predator or prey.



BALD EAGLE

Despite what the name says, this eagle is far from bald! Native to North America, bald eagles can be found roosting in trees near bodies of water and hunt fish, small rodents and occasionally other birds. They don't grow their distinctive white head and tail feathers until they are between 4 to 5 years old.

COOPER'S HAWK

One of the more successful woodland falcons, this medium sized bird uses the element of surprise to capture other birds and small mammals, often cruising low over the ground and approaching from behind undergrowth to ambush its prey.

RED-TAILED HAWK

How do you tell this hawk from the others? Look for the ruddy red tail! Especially when they're wheeling above, it's easy to spot the distinctive tail feathers that give this hawk its name.

NOT YOUR AVERAGE BIRD

Birds of Prey are known for their hooked beaks, well developed eyesight, and their extremely sharp talons. These physical traits make them uniquely tailored for catching and tearing their prey apart to eat.

OSPREY

Lord of the riverlands and coastal waterways, the osprey feeds on almost nothing but fish! Their claws and talons help them to grab fish right out of the water and take them on a flying trip for a meal. Ospreys often build their nest on things like telephone poles, channel markers, and waterside trees.

WHITE BREASTED NUTHATCH

This stocky little bird is prevalent in the forests of North Carolina, and can be seen climbing up and down trees in search of insects as well as frequenting birdfeeders for seed and corn.

NORTHERN CARDINAL

A common sight in many people's backyards, the Northern Cardinal is known for its distinctive red feathers and black facial mask. It is the state bird of seven different states, and a popular candidate for sports team names. It feeds on seeds, grains and fruits, and will gladly make its way to bird feeders for an easy meal!

GREAT HORNED OWL

This regal bird watches over the deep woods with its excellent eyesight and hearing. Its fluffy feathers dampen the sound of its wingbeats to allow it to sneak up and snatch unsuspecting rodents from the forest floor.

GREAT BLUE HERON

One of the masters of fishing in the bird world, the Great Blue Heron walks amid the ponds and marshes of North Carolina, its long legs and neck allowing it to wade through water, spy on fish from above and strike.



Deer in the Woods

One of the most iconic animals of the American woods and fields, the White Tailed Deer bounds through the trees and meadows in search of food and to raise its young. Highly adaptable, White-Tailed Deer can be found from Canada down to South America as far as Bolivia. They've also been introduced to several other countries in Europe and in the Caribbean Sea.

DEAR, THERE'S DEER IN THE DRIVEWAY!



As human development has increased, the landscape has changed from dense forestlands to patchwork woodland and field, which provides ample feeding grounds for deer populations. This has also led to an increase in conflicts with humans as they come into neighborhoods to eat food such as fruits and flowers in their yards. Do not hand feed deer or leave food out for them. They can come to see you as a stable source of food and frequent your property and the properties of your neighbors, causing lots of damage!

WHOA, BABY!

Baby deer are called fawns. They are born able to walk and have reddish fur dappled with white spots that look like the sun shining through forest leaves. This helps to camouflage the fawn while it waits during the day for its mother to return from grazing to feed it.

TIME TO HIGHTAIL IT!



Deer have a variety of signals and noises they make to communicate with each other, such as bleats, grunts and bellows. The White Tailed Deer gets its namesake from the plume of white fur on its tail it raises when it feels threatened or in danger. This also serves as a signal for fawns to be able to follow their mother when they're escaping danger.

MOTHER KNOWS BEST



Female deer, called does, give birth from between one to three fawns, who stay with the mother for one to two years before setting off on their own. During this time, they rely on their mother to lead them to food sources and keep an eye out for predators.

SHOW ME THE HORNS

Male deer grow antlers that they replace every year. These horns generally are larger depending on the nutrition, genetics, and age of the deer, and can either grow to be symmetrical or asymmetrical. Male deer shed their antlers when all the female deer in their range have been bred, from late in December to February.

THE COLOR CONUNDRUM

Deer are partly color blind, lacking the ability to decipher the colors red and orange very well. This is why hunters use certain shades of orange on their hats or clothes to help them see each other in the woods to prevent accidental shootings.



CONSTRUCTED STORMWATER WETLANDS



WHAT HAPPENS TO WATER IN MORRISVILLE WHEN IT RAINS?

FOLLOW ALONG AS WE EXPLORE ONE OF THE WAYS THAT THE TOWN OF MORRISVILLE COLLECTS AND TREATS STORMWATER!

WHAT IS A CONSTRUCTED STORMWATER WETLAND?

A constructed stormwater wetland is a man-made structure composed of several different ponds, grass catchment areas or an efficient biological method for removing a wide variety of pollutants and heavy metals in a managed environment. Wetlands are effective sedimentation devices and provide conditions that facilitate the chemical and biological processes that remove pollutants from the stormwater.

A constructed wetland is one of the most effective (and environmentally aesthetic) options used for the Town's stormwater treatment. It slows the potentially damaging rate of surface-water erosion by collecting rainwater in one centralized spot, and provides additional benefits to the environment through the creation of habitat for many types of local wildlife.

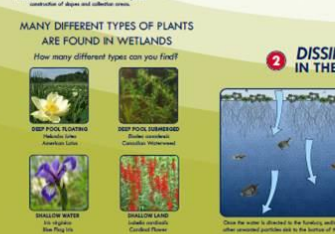
All in all, water is directed to specially designed excavated basins, which are located at the lowest areas of a property. Careful planning is needed to be sure that sufficient water will be retained to sustain wetland plant growth. These ponds hold water all year round, so making sure that there is a consistent and regular source of water is one of the most important considerations when designing and locating a constructed stormwater wetland on a property.

1 DIRECTION & COLLECTION OF RAINWATER ON A SITE

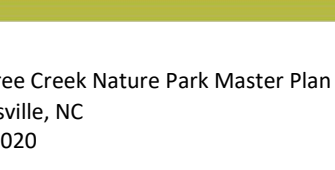
The first step towards treating rainwater on a site is to collect it efficiently.

In creating a constructed stormwater wetland, a site designer will make sure that both the network of underground pipes and other drainage systems or impervious surfaces collecting harmful pollutants are sloped towards the wetland. Although a very small percentage of rainwater will seep naturally into the ground, the majority of water will be collected in these designed systems. The water will eventually settle in the constructed stormwater wetland - this is the collected stormwater that the wetland will treat.

Ensuring proper design and construction is the most important part of effective stormwater treatment!

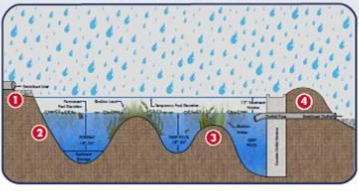


Water is directed to the wetland through the design and construction of pipes and collection areas.



HOW DOES A CONSTRUCTED WETLAND WORK?

FOLLOW ALONG BELOW!



DID YOU KNOW?

Wetlands are one of the most productive and diverse ecosystems in the world!

There is an endless variety of microbes, plants, insects, amphibians, reptiles, birds, fish, and mammals that can be part of a wetland ecosystem. The relationships between these varied inhabitants are complex; the combination of shallow water and high levels of nutrients is ideal for the development of organisms that form the base of the Food Web for varying species of fish, amphibians, shellfish, and insects. Many species of birds and mammals rely on wetlands for food, water, and shelter, especially during migration and breeding!

WHAT ARE THE BENEFITS OF A CONSTRUCTED WETLAND?

- 1) Relatively inexpensive to construct, operate, and easy to maintain.
 - 2) Provide effective, reliable, and ecological stormwater treatment.
 - 3) Can tolerate both great and small volumes of water and varying construction levels.
 - 4) Aesthetically pleasing when properly maintained and can be sited in both high and low-visibility areas of a property.
 - 5) Can provide excellent habitat for several types of wildlife, waterfowl, and many species of fish, amphibians, reptiles, and insects.
 - 6) One of the best ways to reduce the amount of harmful pollutants found in stormwater after exposure to parking lots, roofs, sidewalks, and other impervious surfaces.
- Constructed wetlands are becoming more and more popular with designers, as they offer a visible, creative, and responsible solution to the issues of erosion control and pollutant or particulate removal. Plus, they can be beautiful features for everyone to enjoy!

4 RELEASE & RETURN TO NATURAL SYSTEMS

Once the rainwater has been transported across the constructed wetland, it reaches a second deep pool area (outfall) with an outlet pipe.

At this point, the collected water has undergone various harmful pollutant and sediment removal processes, and is ready for discharge back to the environment. There is also typically a concrete outlet structure, as well as an emergency overflow bank which will allow water to be released from the wetland in the event of significant rain or flooding events on the property.

Once released, the water joins existing creeks, streams, and other natural hydraulic systems.

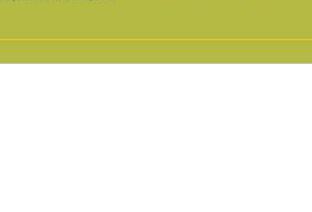
HOW IS THE WETLAND MAINTAINED?

Regular maintenance of a constructed wetland is one of the most important parts of ensuring the system's functionality and positive impact, from both a pollutant or sediment treatment and an aesthetic perspective.

It is important that whoever is managing the wetland understands the various biological requirements of the plants, and manages water levels appropriately for their needs.

Official maintenance records are required to be kept for each constructed wetland. Any deficient elements noted in the inspection are to be corrected, repaired, or replaced immediately. These types of issues can affect the integrity of structures, safety of the public, and the pollutant or sediment removal efficiency of the wetland.

Wetlands provide a very effective method of both pollutant and sediment removal from collected stormwater; it is important that they receive the proper maintenance so that they remain functional!



Conceptual Plans and Cost Estimate

Utilizing the site analysis models, desired park program and considering the physical needs for the site, CLH design developed a conceptual site plan for the nature park. The concept plan keeps the new structures in the identified developable area and seeks to minimize impacts to the remainder of the site. Huffman Architects also prepared a conceptual plan for the restroom and shelter building. The shelter provides four separate family restrooms for easier accommodation of needs, storage areas for maintenance, and a large shelter area with picnic tables and benches.

Using these conceptual plans an estimate of probable construction cost was developed by Palacio Collaborative, Inc. in April of 2020. Their total cost projection was approximately \$3.9 million for the site as envisioned. Construction documents will be prepared to meet the intent of these concepts, as shown below:

Crabtree Creek Nature Park Town of Morrisville, NC

Conceptual Site Rendering



April 15, 2020



Crabtree Creek Nature Park

Town of Morrisville, NC

Conceptual Site Rendering



April 15, 2020



Crabtree Creek Nature Park Restroom and Picnic Shelter Concept



Crabtree Creek Nature Park

Online Comment Portal Responses Through May 5, 2020

Number	Date & Comment
1	April 29, 2020 – This plan is exciting. Thanks to the staff and council for putting this together. Morrisville proud!
2	April 30, 2020 – While it did not necessarily poll particularly highly on the 2018 survey, I'd like to ask if Morrisville would consider including a disc golf course in their plans for Crabtree Creek Nature Park. Disc golf can provide a new recreational opportunity for Morrisville residents and can easily coexist with a nature park as well as the neighboring Cedar Fork District Park. This is pretty much the only place in Morrisville that could potentially be used to install a full 18 hole disc golf course, and I think it would be wise to consider its implementation from the beginning, before breaking ground. Otherwise I like the Nature Park plan, I just think this site + Cedar Fork District Park could both be enhanced and some of their currently unused acreage put to good use by fitting a disc golf course into the 74 or so combined acres of Cedar Fork & Crabtree Nature parks.
3	April 30, 2020 – Dog park in the multi purpose field would be much appreciated and well used as it would be the first in Morrisville.
4	April 30, 2020 – My primary concern on this project is the cost to build elevated portion of the “Nature Trail” and will the cost of that section be justified? I know there is a need for a Nature park based on the Priority Investment rating but what were residents asking for when they checked the Nature Park box in the survey? What will be built along that trail that doesn't already exist along the Hatcher Creek Greenway. The only thing missing is Educational signs which could be added to the existing greenway. Also are there any Nature Conservancy Groups in the area that can provide volunteer workers to help pull some of the labor costs out of the project? I am involved with a similar group that has a partnership and is currently involved with Design/Implementation for the Town of Cary and the State of NC. For example the project in Cary is intended to get families out into nature and we have developed a larger piece of property into a beautiful “Walk in the Woods” for a fraction of the cost. In fact the Town's budget was \$120K and we should be well under that when it's done. For the State Project we are developing 87 acres into a place for families to get out to nature. When you have to spend an estimated \$3.7M on such a small piece of land are you really ending up with something that brings people to Nature?
5	May 4, 2020 – Thank you, love this idea. PLEASE do not demolish the existing connect to the greenway, before you build a new one. The residents in the adjacent neighborhood and apartments on Keybridge have waited YEARS to have this connect. Please make sure you do not deconstruct that pathway before a new one has been built to take it's place. Residents I've talked to are VERY VERY concerned that you are going to leave us no entry to the greenway for a year or more.
6	May 4, 2020 – Frankly I don't see this park as being very useful nor accessible. The location is in a flood plain meaning it'll be actually flooded! Many times over! Who is served by a

	flooded park located in an area without easy car access. At this point I won't support any new park that doesn't have a dog park.
7	May 5, 2020 - I'm so excited about this plan! I wish it could still have a staffer center for school field trips. But, thank you for moving forward in such an innovative project.

Town Council Agenda Item Report

Agenda Item No. 9.a

Submitted by: Dylan Bruchhaus

Submitting Department Planning

Meeting Date: May 12, 2020

SUBJECT

Resolution & Ordinance

Dylan Bruchhaus

Recommendation:

Approval

Updates/History of Briefing:

Executive Summary and Background Information:

Staff has prepared a draft text amendment to Section 5.8.6.E.2.c Spacing of Driveway Intersections of the Unified Development Ordinance (UDO). The proposed change will remove standard (2), which states "Intersections of driveways serving traffic volumes exceeding 300 ADT (average daily traffic), based on the most recent edition of the ITE Trip Generation Manual, shall be spaced at least 400 feet apart, as measured between centerlines, and shall be spaced at least 250 feet apart from any street intersection, as measured between centerlines." An additional new standard will clarify spacing between driveway intersections along a thoroughfare. Refer to ATTH 01 for a roadway network map labeled by classification. When evaluating the text change, staff evaluated nearby municipalities for spacing standards. The peer study review found no municipalities rely on the ITE Trip Generation Manual for driveway spacing standards, but rather if standards were present in the development ordinance, the standards were based on roadway classification. Therefore, by removing the standard, the Town's UDO becomes more in line with Wake County municipalities. During the peer review, staff also evaluated the driveway intersection spacing distance standards. The proposed 250 feet for thoroughfares falls between the range of standards found throughout Wake County municipalities. Further, the proposed text change reduces the regulatory burden placed on infill and redevelopment and reduces the possibility that parcels would be denied access along their frontage solely based on an onerous development standard. Town Council may participate in the public hearing remotely and encourages the public to submit comments by email to publichearings@townofmorrisville.org. The public hearing shall remain open 24 hours following the scheduled meeting date.

Advisory Board/Committee Review:

Planning and Zoning Board

Insert Date of Advisory Board/Committee Review:

2020-02-13

Advisory Board/Committee Recommendation and/or Vote:

The Planning and Zoning Board (PZB) recommended approval with a vote of 5-0. The draft minutes for the February 13, 2020 meeting are found in ATTH 02.

Potential Options:

The Town Council is requested to review the proposed text amendment and make a motion for: 1. Approval; 2. Approval with changes; or 3. Denial. The request is a legislative request and generally discretionary.

Staff Recommendation:

Staff recommends approval of the text amendment. The proposed amendment brings the Town's driveway spacing standards in line with other communities.

ATTACHMENTS

- [2020-57-0 Peak Supplement Driveway Spacing Text Amendments](#)
- [2020-57-0 RES Approving Consistency Statement for Text Amendments for Driveway Spacing Standards](#)
- [2020-57-0 ORD Approving Text Amendments for Driveway Spacing Standards](#)
- [2020-57-0 ATTH 01 Text Amendments Driveway Spacing Road Classification](#)
- [2020-57-0 ATTH 02 Text Amendments Driveway Spacing Excerpt Draft PZB Minutes](#)
- [2020-57-0 Text Amend Driveway Spacing TC Presentation](#)



**2020-57-0: Text Amendments to the Unified Development Ordinance
Related to Driveway Spacing Standards**

“Connect Morrisville” Strategic Plan Alignment

Goals	Objectives
Improved transportation mobility – <i>Enhance transportation options through improved accessibility, connectivity and collaboration</i>	<input type="checkbox"/> Obj. 1.1 Manage traffic congestion at targeted locations and targeted times of day <input type="checkbox"/> Obj. 1.2 Leverage resources through partnerships with other government entities and private sector <input type="checkbox"/> Obj. 1.3 Improve mobility options for non-drivers
Thriving, livable neighborhoods – <i>Enrich the quality of life through the preservation of natural resources, well-planned development and strengthened neighborhood vitality</i>	<input type="checkbox"/> Obj. 2.1 Provide a mix of housing options that meet the current and future needs of the community <input type="checkbox"/> Obj. 2.2 Create a sense of place through insightful development that balances commercial and residential growth <input type="checkbox"/> Obj. 2.3 Be responsible stewards of the natural environment <input checked="" type="checkbox"/> Obj. 2.4 Establish a planned approach for redevelopment and revitalization <input type="checkbox"/> Obj. 2.5 Plan and provide for current and future infrastructure
Engaged, inclusive community – <i>Enrich the quality of life through programs, events, amenities and services valued by the community</i>	<input type="checkbox"/> Obj. 3.1 Offer events and programs that meet the needs and interests of the community <input type="checkbox"/> Obj. 3.2 Increase awareness of activities and opportunities for engagement <input type="checkbox"/> Obj. 3.3 Effectively maintain assets and make the most of existing resources <input type="checkbox"/> Obj. 3.4 Provide opportunities for meaningful public engagement and collaboration
Public safety readiness – <i>Provide a safe and secure community through prevention, education, readiness and response</i>	<input type="checkbox"/> Obj. 4.1 Provide educational opportunities and encourage preparedness <input type="checkbox"/> Obj. 4.2 Be operationally ready <input type="checkbox"/> Obj. 4.3 React responsively to the public safety needs of the community <input type="checkbox"/> Obj. 4.4 Meet Demands for service
Operational excellence – <i>Deliver exceptional service with an engaged workforce that effectively manages public assets and promotes transparency</i>	<input type="checkbox"/> Obj. 5.1 Promote financial integrity through effectively and efficiently managing public assets <input type="checkbox"/> Obj. 5.2 Deliver customer-focused service <input type="checkbox"/> Obj. 5.3 Require the highest of professional standards <input type="checkbox"/> Obj. 5.4 Attract, develop and retain a diverse, high performing workforce <input type="checkbox"/> Obj. 5.5 Align priorities with resources <input type="checkbox"/> Obj. 5.6 Leverage the use of technology to maximize results
Economic prosperity – <i>Promote a business-friendly environment to diversify the economic base and create job opportunities for an educated, ready workforce</i>	<input type="checkbox"/> Obj. 6.1 Attract and retain businesses that provide a diverse tax base <input checked="" type="checkbox"/> Obj. 6.2 Support new and existing businesses by streamlining processes and minimizing complexities <input type="checkbox"/> Obj. 6.3 Understand business needs in order to supply a ready workforce <input type="checkbox"/> Obj. 6.4 Maximize partnership opportunities with the Morrisville Chamber of Commerce, regional and educational partners <input type="checkbox"/> Obj. 6.5 Develop an advocacy plan to address public education needs



**RESOLUTION 2020-57-0 OF THE MORRISVILLE TOWN
COUNCIL PERTAINING TO THE ADOPTION OF A PLAN
CONSISTENCY REVIEW STATEMENT FOR TEXT
AMENDMENTS TO THE UNIFIED DEVELOPMENT
ORDINANCE RELATED TO DRIVEWAY SPACING STANDARDS
(CPA-000097-2020)**

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 adopt 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, the Planning Department is proposing text amendments to the Unified Development Ordinance related to the Spacing of Driveway Intersections; and

WHEREAS, the text amendment removes a driveway spacing standard for developments generating over 300 average daily trips per the ITE Trip Generation Manual; and

WHEREAS, the text amendment adds a driveway intersection spacing standard for developments located on thoroughfares, as defined by the Comprehensive Plan; and

WHEREAS, on February 13, 2020 the Planning and Zoning Board held a public comment session at which it considered the proposed amendments; and

WHEREAS, at the February 13, 2020 Planning and Zoning Board meeting, by a vote of 5-0 the Board forwarded a recommendation of approval on the proposed amendments to the Town Council; and

WHEREAS, the revised text amendments were presented to the Morrisville Town Council on March 10, 2020; and

WHEREAS, a public hearing on the proposed text amendments was held by the Morrisville Town Council on May 12, 2020; and

WHEREAS, the public hearing was duly advertised in accordance with all requirements of law:

NOW, THEREFORE, BE IT RESOLVED THAT THE MORRISVILLE TOWN COUNCIL ADOPTS THE PLAN CONSISTENCY REVIEW STATEMENT BELOW:

**Plan Consistency Review Statement for Proposed Text Amendments to the
Unified Development Ordinance**

The proposed text amendments amend the regulations in various sections of the Unified Development Ordinance. These revisions support the following goal in the Town’s Comprehensive Transportation Plan:

- A. Culture and Environment: Promote consistency between transportation improvements, land use decisions, and economic development patterns;

as well as the following goal and in the Town's Land Use Plan:

- B. Policy 3C: Encourage infill and redevelopment of existing areas as a way to promote compact, efficient development, and support transportation options;

and the following goal and objective in the Town's Strategic Plan:

- C. Obj. 2.4 Establish a planned approach for redevelopment and revitalization

- D. Obj. 6.2 Economic Prosperity: Support new and existing businesses by streamlining processes and minimizing complexities.

Adopted this 26th day of May, 2020.

TJ Cawley, Mayor

ATTEST:

Eric W. Smith II, Town Clerk



ORDINANCE 2020-57-0 OF THE MORRISVILLE TOWN COUNCIL APPROVING TEXT AMENDMENTS TO THE UNIFIED DEVELOPMENT ORDINANCE RELATED TO DRIVEWAY SPACING STANDARDS (CPA-000097-2020)

WHEREAS, the Planning Department is proposing text amendments to the Unified Development Ordinance (UDO) related to the Spacing of Driveway Intersections; and

WHEREAS, the text amendment removes a driveway spacing standard for developments generating over 300 average daily trips per the ITE Trip Generation Manual; and

WHEREAS, the text amendment adds a driveway intersection spacing standard for developments located on thoroughfares, as defined by the Comprehensive Plan; and

WHEREAS, on February 13, 2020 the Planning and Zoning Board held a public comment session at which it considered the proposed amendments; and

WHEREAS, at the February 13, 2020 Planning and Zoning Board meeting, by a vote of 5-0 the Board forwarded a recommendation of approval on the proposed amendments to the Town Council; and

WHEREAS, the revised text amendments were presented to the Morrisville Town Council on March 10, 2020; and

WHEREAS, a public hearing on the proposed text amendments were held by the Morrisville Town Council on May 12, 2020; and

WHEREAS, the public hearing was duly advertised in accordance with all requirements of law:

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

SECTION ONE: The UDO is hereto amended by adding the underlined text and removing the ~~stricken~~ text as shown on Exhibit A attached hereto.

SECTION TWO: Hyperlinks in all sections of the UDO and table of content changes related to the amendments approved by this Ordinance shall be updated.

SECTION THREE: This Ordinance shall be effective immediately upon adoption.

Adopted this 26th day of May, 2020.

TJ Cawley, Mayor

ATTEST:

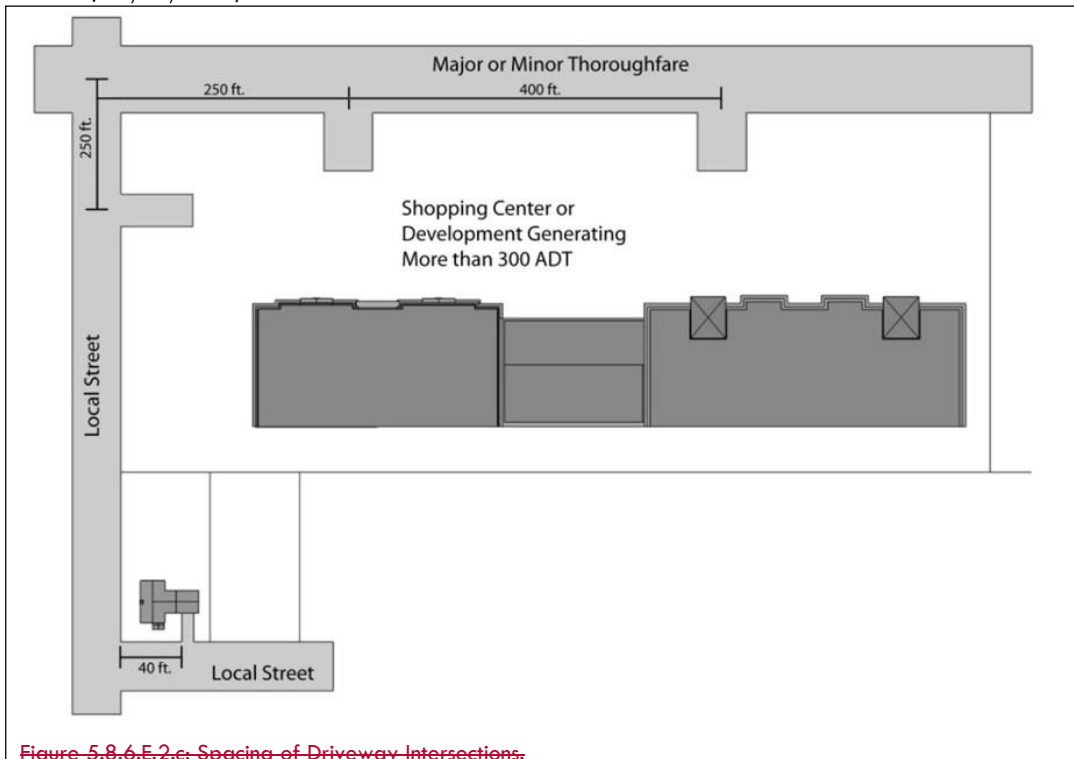
Eric W. Smith II, Town Clerk

Section 5.8.E.2: Driveway Intersections

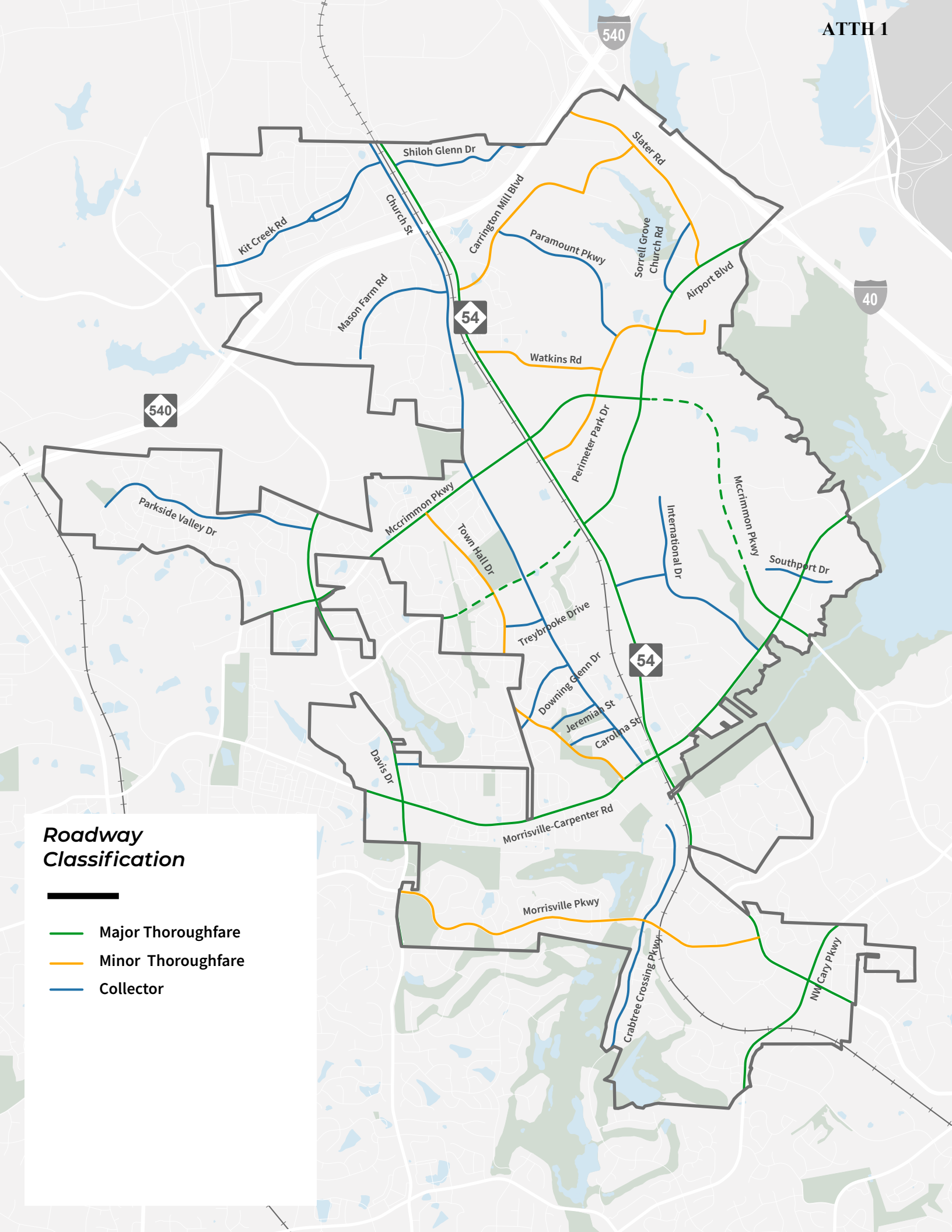
c. Spacing of Driveway Intersections

- ~~(1)~~ Intersections of driveways along major or minor thoroughfares shall be spaced at least 250 feet from any street intersection, as measured between centerlines.
- ~~(2)~~ Intersections of driveways along major and minor thoroughfares shall be spaced at least 250 feet from any driveway intersection, as measured between centerlines.
- ~~(1)(3)~~
- ~~(2)~~ Intersections of driveways serving traffic volumes exceeding 300 ADT (average daily traffic), based on the most recent edition of the ITE Trip Generation Manual, shall be spaced at least 400 feet apart, as measured between centerlines, and shall be spaced at least 250 feet from any street intersection, as measured between centerlines.
- ~~(3)(4)~~ Intersections of full access driveways open to signalization shall be spaced at least 1,000 feet apart, as measured between centerlines.
- ~~(4)(5)~~ Intersections of driveways into major and neighborhood shopping centers shall be spaced at least 400 feet apart, as measured between centerlines.
- ~~(5)(6)~~ Intersections of driveways along a collector street shall be spaced at least 100 feet from any street intersection, as measured between centerlines.
- ~~(6)(7)~~ Intersections of driveways along a local street shall be spaced at least 40 feet from any street intersection, as measured from the point of tangency of the radius curvature of the intersecting street.




(Ord. No. 2015-047, 07/28/2015)



~~Figure 5.8.6.E.2.c: Spacing of Driveway Intersections.~~



Roadway Classification

-  Major Thoroughfare
-  Minor Thoroughfare
-  Collector



Planning and Zoning Board Meeting February 13, 2020 at 6:30 pm

Excerpt Draft MINUTES

9. New Business - Public Comment

9b. Consideration of Text Amendments to the Unified Development Ordinance (UDO) Related to Driveway Spacing Standards (Resolution 2020-57-0)

Planner I Dylan Bruchhaus introduced the text amendment to the UDO related to Section 5.8.6.E.2.c Driveway Spacing Standards. The proposed change removes the second standard that determines spacing based on the ITE Trip Generation Manual. Staff reviewed zoning codes throughout the County and found no other municipality bases spacing standards on the ITE Trip Generation Manual. An additional standard would add a driveway spacing standard of 250 feet between driveways on major or minor thoroughfares. The proposed change is in line with other local municipalities and matches the 250 feet spacing between driveways and street intersections on major or minor thoroughfares found in the UDO.

Chairman Prichard asked for examples of some major and minor thoroughfares. *Mr. Bruchhaus* provided a list of roadways within the Town. This amendment does not address specific uses. Existing language in the UDO requires major and neighborhood shopping centers to be spaced at least 400 feet apart. This standard would not change.

MOTION: As required by General Statute 160A-383, *Vice Chairman Langston* made a motion to recommend approval of Resolution 2020-57-0 to the Morrisville Town Council Pertaining to the Adoption of a Plan Consistency Review Statement for Text Amendments to the Unified Development Ordinance Related to Driveway Spacing Standards based on the following:

The proposed text amendments amend the regulations in various sections of the Unified Development Ordinance. These revisions support the following goal in the Town's Comprehensive Transportation Plan:

- a. Culture and Environment: Promote consistency between transportation improvements, land use decisions, and economic development patterns;

as well as the following goal and in the Town's Land Use Plan:

- b. Policy 3C: Encourage infill and redevelopment of existing areas as a way to promote compact, efficient development, and support transportation options;

and the following goal and objective of the Town's Strategic Plan:

- c. Obj. 2.4 Establish a planned approach for redevelopment and revitalization

- d. Obj. 6.2 Economic Prosperity: Support new and existing businesses by streamlining processes and minimizing complexities.

The motion was seconded by *Member Acharya*, and passed unanimously.

MOTION: *Vice Chairman Langston* moved to recommend approval of Ordinance 2020-57-0 to the Morrisville Town Council Approving Text Amendments to the Unified Development Ordinance Related to Driveway Spacing Standards. *Member Acharya* seconded the motion, which passed unanimously.

DRAFT



Resolution 2020-57-0

Unified Development Ordinance Text
Amendment

Section 5.8.6.E.2.c

Driveway Spacing Standards

Proposed UDO Amendment

- Intersections of driveways along major or minor thoroughfares shall be spaced at least 250 feet from any street intersection, as measured between centerlines.
- Intersections of driveways along major and minor thoroughfares shall be spaced at least 250 feet from any driveway intersection, as measured between centerlines.
- ~~Intersections of driveways serving traffic volumes exceeding 300 ADT (average daily traffic), based on the most recent edition of the ITE Trip Generation Manual, shall be spaced at least 400 feet apart, as measured between centerlines, and shall be spaced at least 250 feet from any street intersection, as measured between centerlines.~~
- Intersections of full access driveways open to signalization shall be spaced at least 1,000 feet apart, as measured between centerlines.
- Intersections of driveways into major and neighborhood shopping centers shall be spaced at least 400 feet apart, as measured between centerlines.
- Intersections of driveways along a collector street shall be spaced at least 100 feet from any street intersection, as measured between centerlines.
- Intersections of driveways along a local street shall be spaced at least 40 feet from any street intersection, as measured from the point of tangency of the radius curvature of the intersecting street.



Staff Recommendation

- Staff recommends approval of the proposed text amendment
 - Standards based on the ITE Trip Generation Manual are not used in other Wake County municipalities
 - The driveway spacing standards for thoroughfares aligns with Wake County municipalities, including Raleigh and Cary.
 - The change reduces the regulatory burden placed on infill and redevelopment and reduces the possibility that parcels would be denied access along their frontage solely based on an onerous development standard.



PZB Recommendation

- The Planning and Zoning Board (PZB) recommended approval with a vote of 5-0 on February 13, 2020.



Action Items

- Resolution 2020-57-0 of the Morrisville Town Council Pertaining to the Adoption of a Plan Consistency Review Statement for Text Amendments to the Unified Development Ordinance Related to Driveway Spacing Standards.
- Ordinance 2020-57-0 of the Morrisville Town Council Approving Text Amendments to the Unified Development Ordinance Related to Driveway Spacing Standards.



Town Council Agenda Item Report

Agenda Item No. 9.b

Submitted by: Emily Langston

Submitting Department Planning

Meeting Date: May 12, 2020

SUBJECT

Resolution & Ordinance

Emily Langston

Recommendation:

Staff recommends approval of the requested annexation.

Updates/History of Briefing:

Executive Summary and Background Information:

Charles William Myers Heirs (Owners) and Concord WP CON Morrisville, LLC (Applicant) have submitted a petition for annexation (see ATTH 1). The subject property is located along the west side of Airport Boulevard between Jerusalem Drive to the north and McCrimmon Parkway to the south (see ATTH 2, Map A) and is commonly known as 610 Airport Boulevard and identified by Wake County PIN 0756-14-2412. The subject property is comprised of 2.595 acres and is currently vacant. The applicant is making the annexation request in order to connect to Town of Cary water and sewer services and to facilitate the development of a proposed 48,880 square foot hotel, "Woodspring Suites," on the site. The property is contiguous to the Town of Morrisville's corporate limits on all sides (see ATTH 2, Map B). The site is within the Town's planning jurisdiction and is zoned Business Activity Center (see ATTH 2, Map C). In accordance with G.S. 160A-31, Town Council must hold a public hearing before acting on the requested annexation. The public hearing is scheduled for May 12, 2020. Town Council may participate in the public hearing remotely and encourages the public to submit comments by email to publichearings@townofmorrisville.org. The public hearing will remain open for 24 hours following the May 12 meeting.

Advisory Board/Committee Review:

None

Insert Date of Advisory Board/Committee Review:

Advisory Board/Committee Recommendation and/or Vote:

N/A

Potential Options:

The Town Council is asked to consider the proposed annexation and should either: 1. Approve the annexation; or 2. Deny the annexation. Consideration of an annexation is a legislative decision and is discretionary. Action on the request is scheduled for the May 26, 2020 meeting.

Staff Recommendation:

Town staff recommends approval of the proposed annexation on May 26, 2020 for the following reasons: 1. The Town has historically honored voluntary annexation requests; 2. The annexation petition meets all statutory requirements; 3. Annexation of the property would expand the Town's tax base; and 4. The annexation and increase in tax base will improve the economies of scale in the delivery of Town services.

ATTACHMENTS

- [2020-99-0 Peak Supp - 610 Airport ANX.pdf](#)
- [2020-99-0 ORD - Approving the Annexation - 610 Airport ANX.pdf](#)
- [2020-99-0 ATTH 01 - Annexation Petition - 610 Airport ANX.pdf](#)
- [2020-99-0 ATTH 02 - Maps - 610 Airport ANX.pdf](#)
- [2020-99-0 ATTH 03 - TC Presentation - 610 Airport ANX.pdf](#)



Ordinance 2020-99-0 Annexation of 610 Airport Boulevard (ANX 48-2020)
“Connect Morrisville” Strategic Plan Alignment

Goals	Objectives
Improved transportation mobility – <i>Enhance transportation options through improved accessibility, connectivity and collaboration</i>	<input type="checkbox"/> Obj. 1.1 Manage traffic congestion at targeted locations and targeted times of day <input type="checkbox"/> Obj. 1.2 Leverage resources through partnerships with other government entities and private sector <input type="checkbox"/> Obj. 1.3 Improve mobility options for non-drivers
Thriving, livable neighborhoods – <i>Enrich the quality of life through the preservation of natural resources, well-planned development and strengthened neighborhood vitality</i>	<input type="checkbox"/> Obj. 2.1 Provide a mix of housing options that meet the current and future needs of the community <input checked="" type="checkbox"/> Obj. 2.2 Create a sense of place through insightful development that balances commercial and residential growth <input type="checkbox"/> Obj. 2.3 Be responsible stewards of the natural environment <input type="checkbox"/> Obj. 2.4 Establish a planned approach for redevelopment and revitalization <input type="checkbox"/> Obj. 2.5 Plan and provide for current and future infrastructure
Engaged, inclusive community – <i>Enrich the quality of life through programs, events, amenities and services valued by the community</i>	<input type="checkbox"/> Obj. 3.1 Offer events and programs that meet the needs and interests of the community <input type="checkbox"/> Obj. 3.2 Increase awareness of activities and opportunities for engagement <input type="checkbox"/> Obj. 3.3 Effectively maintain assets and make the most of existing resources <input type="checkbox"/> Obj. 3.4 Provide opportunities for meaningful public engagement and collaboration
Public safety readiness – <i>Provide a safe and secure community through prevention, education, readiness and response</i>	<input type="checkbox"/> Obj. 4.1 Provide educational opportunities and encourage preparedness <input type="checkbox"/> Obj. 4.2 Be operationally ready <input type="checkbox"/> Obj. 4.3 React responsively to the public safety needs of the community <input type="checkbox"/> Obj. 4.4 Meet Demands for service
Operational excellence – <i>Deliver exceptional service with an engaged workforce that effectively manages public assets and promotes transparency</i>	<input type="checkbox"/> Obj. 5.1 Promote financial integrity through effectively and efficiently managing public assets <input type="checkbox"/> Obj. 5.2 Deliver customer-focused service <input type="checkbox"/> Obj. 5.3 Require the highest of professional standards <input type="checkbox"/> Obj. 5.4 Attract, develop and retain a diverse, high performing workforce <input type="checkbox"/> Obj. 5.5 Align priorities with resources <input type="checkbox"/> Obj. 5.6 Leverage the use of technology to maximize results
Economic prosperity – <i>Promote a business-friendly environment to diversify the economic base and create job opportunities for an educated, ready workforce</i>	<input checked="" type="checkbox"/> Obj. 6.1 Attract and retain businesses that provide a diverse tax base <input type="checkbox"/> Obj. 6.2 Support new and existing businesses by streamlining processes and minimizing complexities <input type="checkbox"/> Obj. 6.3 Understand business needs in order to supply a ready workforce <input type="checkbox"/> Obj. 6.4 Maximize partnership opportunities with the Morrisville Chamber of Commerce, regional and educational partners <input type="checkbox"/> Obj. 6.5 Develop an advocacy plan to address public education needs



**ORDINANCE 2020-99-0 OF THE MORRISVILLE TOWN COUNCIL
PERTAINING TO THE EXTENSION OF THE TOWN OF MORRISVILLE
CORPORATE LIMITS TO INCLUDE PROPERTY LOCATED ALONG THE WEST
SIDE OF AIRPORT BOULEVARD BETWEEN JERUSALEM DRIVE TO THE
NORTH AND MCCRIMMON PARKWAY TO THE SOUTH AND COMMONLY
KNOWN AS 610 AIRPORT BOULEVARD (ANX 48-2020)**

WHEREAS, pursuant to G.S. 160A-31, as amended, Charles William Myers Heirs, owners of 2.595 acres of property commonly known as 610 Airport Boulevard and located along the west side of Airport Boulevard between Jerusalem Drive to the north and McCrimmon Parkway to the south and specifically identified by Wake County PIN 0756-14-2412, has submitted a petition requesting a voluntary annexation of said property to the Town of Morrisville; and

WHEREAS, the property subject to the requested voluntary annexation is depicted on Exhibit “A” attached hereto; and

WHEREAS, the legal description of the property subject to the requested voluntary annexation is depicted on Exhibit “B” attached hereto; and

WHEREAS, the property subject to the requested voluntary annexation is contiguous to the Town of Morrisville corporate limits and located within the Town of Morrisville’s extraterritorial jurisdiction; and

WHEREAS, the Town Council, by resolution, directed the Town Clerk to investigate the sufficiency of the annexation petition as required by law; and

WHEREAS, the Town Clerk has certified the sufficiency of the annexation petition and Town Council conducted a public hearing on the requested annexation at Morrisville Town Hall, 100 Town Hall Drive, Morrisville, NC at 6:00 PM on May 12, 2020, and allowed for remote participation by Town Council and the public, after providing due notice by publication in accordance with all requirements of law; and

WHEREAS, the Town Council finds that the petition meets the requirements of G.S. 160A-31, as amended.

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

Section 1. By virtue of the authority granted by G.S. 160A-31, the following described territory is hereby annexed and made a part of the Town of Morrisville as of May 26, 2020:

Property Owner:	Charles William Myers Heirs – 100% owner
Wake County PIN:	0756-14-2412
Total Size:	2.595 acres

Section 2. Upon and after May 26, 2020, the above described territory and its citizens and property shall be subject to all debts, laws, ordinances and regulations in force in the Town of Morrisville.

Section 3. The Mayor of the Town of Morrisville shall cause to be recorded in the office of the Register of Deeds of Wake County, and in the office of the Secretary of State in Raleigh, North Carolina, an accurate map of the annexed territory, described in Exhibit “B” attached hereto, a copy of which is added hereto as Exhibit “A,” together with a duly certified copy of this ordinance. Such map shall also be delivered to the County Board of Elections, as required by G.S. 163-288.1.

Ordained this 26th day of May, 2020.

TJ Cawley, Mayor

ATTEST:

Eric W. Smith II, Town Clerk

I, Eric W. Smith II, Town Clerk of the Town of Morrisville, North Carolina, do hereby certify the foregoing to be a true copy of an ordinance duly adopted at the meeting of the Town of Morrisville Town Council held on Tuesday, _____ day of _____, 2020.

IN WITNESS WHEREOF, I have hereinto set my hand and have caused the seal of the Town of Morrisville to be affixed this _____ day of _____, 2020.

SEAL

**NORTH CAROLINA
WAKE COUNTY**

I, _____ a Notary Public in and for the above named County and State, do hereby certify that this day personally appeared before me, Eric W. Smith II, Town Clerk of the Town of Morrisville, NC, who acknowledged and certified before me that the foregoing and attached is a true and correct copy of Ordinance Number 2020-99-0 entitled, "ORDINANCE OF THE MORRISVILLE TOWN COUNCIL PERTAINING TO THE EXENTION OF THE TOWN OF MORRISVILLE CORPORATE LIMITS TO INCLUDE PROPERTY LOCATED ALONG THE WEST SIDE OF AIRPORT BOULEVARD BETWEEN JERUSALEM DRIVE TO THE NORTH AND MCCRIMMON PARKWAY TO THE SOUTH AND COMMONLY KNOWN AS 610 AIRPORT BOULEVARD (ANX 48-2020)", which was adopted by the Town Council of Morrisville at their regular meeting on the 26th day of May, 2020, as taken from and compared with the official minutes of said Ordinance on file with the Town Clerk.


WITNESS my hand and notarial seal, this _____ day of _____, 2020.

My commission expires _____.

Notary Public Signature

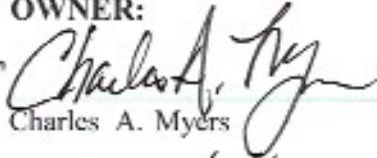
Legal Description

The Land referred to herein below is situated in the County of Wake, State of North Carolina, and is described as follows: COMMENCING AT A MAG NAIL IN JERUSALEM DRIVE IN THE LINE OF HUMPHREY'S DC ASSETS LIMITED PARTNERSHIP (D.B. 17005, Pg. 816), (SAID MAG NAIL HAVING NAD 83 / 2011 COORDINATES OF N: 764,565.77' AND E: 2,051,117.81'), THENCE SOUTH 1 DEGREE 24 MINUTES 30 SECONDS WEST 29.58 FEET TO A COMPUTED POINT IN A 6" PINE TREE THE POINT OF BEGINNING. SAID POINT LOCATED ON THE SOUTHERLY RIGHT OF WAY OF JERUSALEM DRIVE, THENCE WITH SAID SOUTHERLY RIGHT OF WAY 2 CALLS: 1) NORTH 76 DEGREES, 55 MINUTES 56 SECONDS EAST 201.83 FEET TO A RIGHT OF WAY MONUMENT FOUND; 2) SOUTH 50 DEGREES, 53 MINUTES 42 SECONDS EAST 58.85 FEET TO A RIGHT OF WAY MONUMENT LOCATED ON THE WESTERLY RIGHT OF WAY OF AIRPORT BOULEVARD THENCE WITH AIRPORT BOULEVARD 3 CALLS: 1 SOUTH 04 DEGREES 14 MINUTES 15 SECONDS WEST 189.87 FEET TO A RIGHT OF WAY MONUMENT FOUND; 2) SOUTH 07 DEGREES 42 MINUTES 59 SECONDS WEST 177.31 FEET TO A RIGHT OF WAY MONUMENT FOUND; 3) SOUTH 03 DEGREES 47 MINUTES 13 SECONDS WEST 126.01 FEET TO A PIPE FOUND (SAID PIPE BEING LOCATED NORTH 03 DEGREES 47 MINUTES 13 SECONDS EAST 38.38 FEET FROM A RIGHT OF MONUMENT FOUND) THENCE LEAVING SAID AIRPORT BOULEVARD AND RUNNING WITH THE LINE OF HUMPHREY'S DC ASSETS LIMITED PARTNERSHIP (D.B. 17005, Pg. 816); 2 CALLS: 1) NORTH 86 DEGREES 59 MINUTES AND 30 SECONDS WEST 207.98 FEET TO A PIPE FOUND; 2) NORTH 01 DEGREES 24 MINUTES 30 SECONDS EAST 471.50 FEET TO THE POINT AND PLACE OF BEGINNING, CONTAINING 2.595 ACRES OR 113,038 SQUARE FEET.

 <h2 style="margin: 0;">Annexation Petition</h2>		Date Received: _____
		Date Accepted for Review: _____
		File Number: _____
		HTE Number: _____
Applicant		Owner
Name: Concord WP COL Morrisville LLC.		Name: <i>See Addendum</i>
Mailing Address: 11410 Common Oaks Drive Raleigh, NC 27614		Mailing Address: <i>See Addendum</i>
E-mail Address: Paul.Duncan@concordhotels.com		E-mail Address: <i>See Addendum</i>
Phone Number: 919-278-1450		Phone Number: <i>See Addendum</i>
Property Location		
Location (e.g., east side of Smith St, approximately 750 feet south of its intersections with Jones Ave.): West side of Airport Blvd. between Jerusalem St. to the north and McCrimmon Pkwy. to the south.		
Parcel Address: 610 Airport Boulevard Morrisville, NC		Parcel Identification Number(s): 0756142412
Latitude (decimal degrees): 35.849978		Longitude (decimal degrees): 78.827156
Property Information		
Site Acreage: 2.60		Zoning: Business Activity Center (BAC)
Number of buildings on-site:	0	Complete the following if changing from current conditions:
		Proposed buildings on-site: 1
Existing uses:	Vacant	Proposed uses: Hotel
Existing total square footage:	0	Proposed total square footage: 48,880
Existing residential units:	0	Proposed residential units: 0
Property is requesting connection to Town of Cary:		<input checked="" type="checkbox"/> Water <input checked="" type="checkbox"/> Sewer
Written metes and bounds description of property proposed for annexation:		
<p>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.</p>		
<p><i>See Addendum</i></p> <p>_____ Signature</p>	<p>_____ Printed Name</p>	<p>_____ Date</p>
<p>_____ Signature</p>	<p>_____ Printed Name</p>	<p>_____ Date</p>
<p>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.</p>		

ADDENDUM
TO
ANNEXATION PETITION

OWNER:

X 

Charles A. Myers

Date: X 2/3/20

N/A

Spouse of Charles A. Myers (write "N/A" on line if no spouse)

Date: 2/3/20

[Addendum continues on following page]

ANNEXATION PETITION

ATTH 1

ADDENDUM
TO
ANNEXATION PETITION

OWNER:

Pamela M. Myers

Pamela M. Myers

Date: *01/29/2020*

Heather A. Williams

Spouse of Pamela M. Myers (write "N/A" on line if no spouse)

Date: *1/29/2020*

[Addendum continues on following page]

ADDENDUM
TO
ANNEXATION PETITION

OWNER:

Angela Lipe
Angela Lipe

Date: 01/29/2020

James W. Lipe
Spouse of Angela Lipe (write "N/A" on line if no spouse)

Date: 01-29-2020

[End of Addendum]

ADDENDUM
TO
ANNEXATION PETITION

OWNER:

Christopher Myers
Christopher Myers

Date: 01-29-2020

Spouse of Christopher Myers (write "N/A" on line if no spouse)

Date: _____

[Addendum continues on following page]

Legal Description

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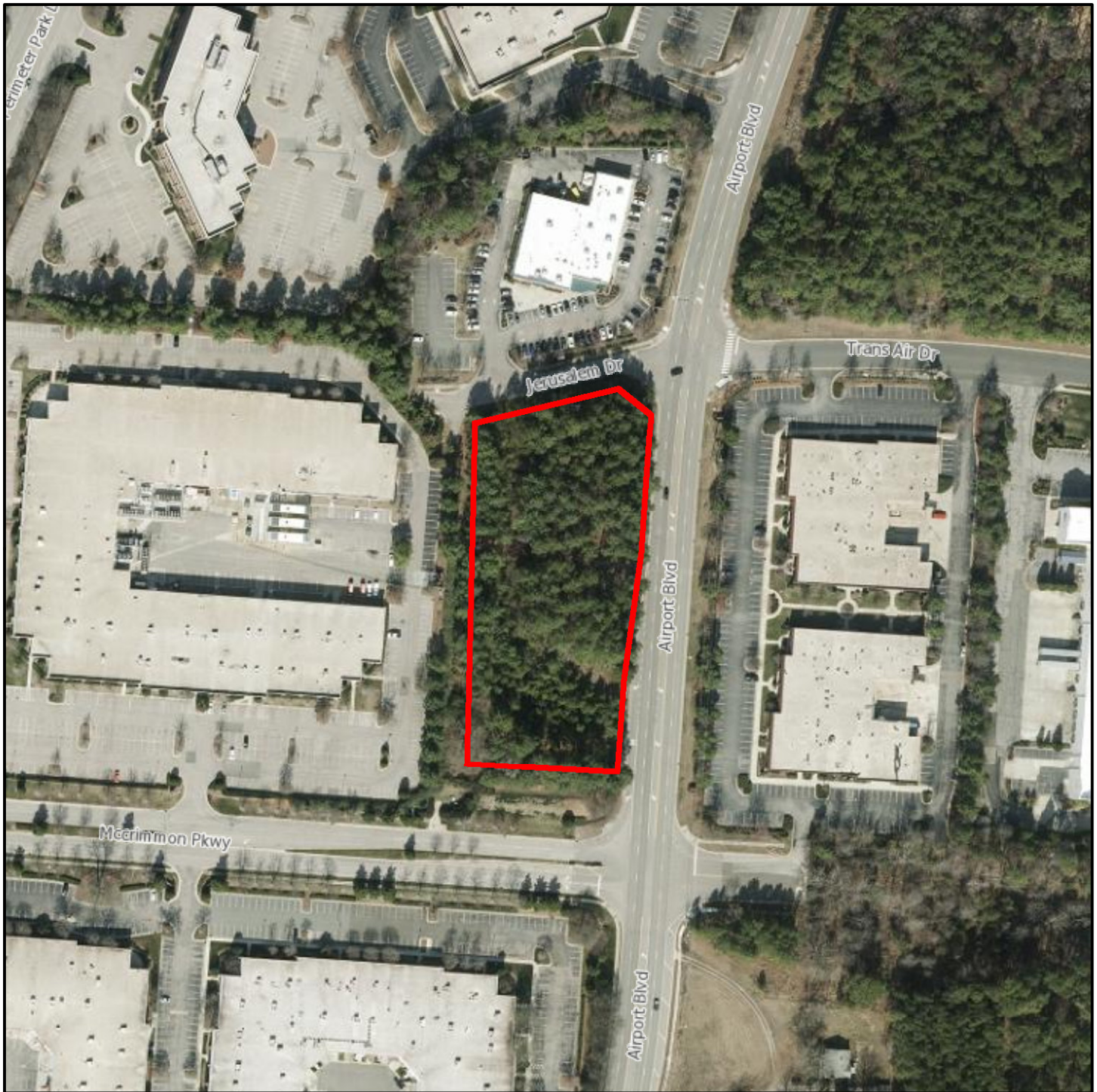
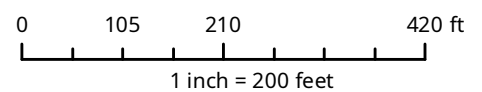
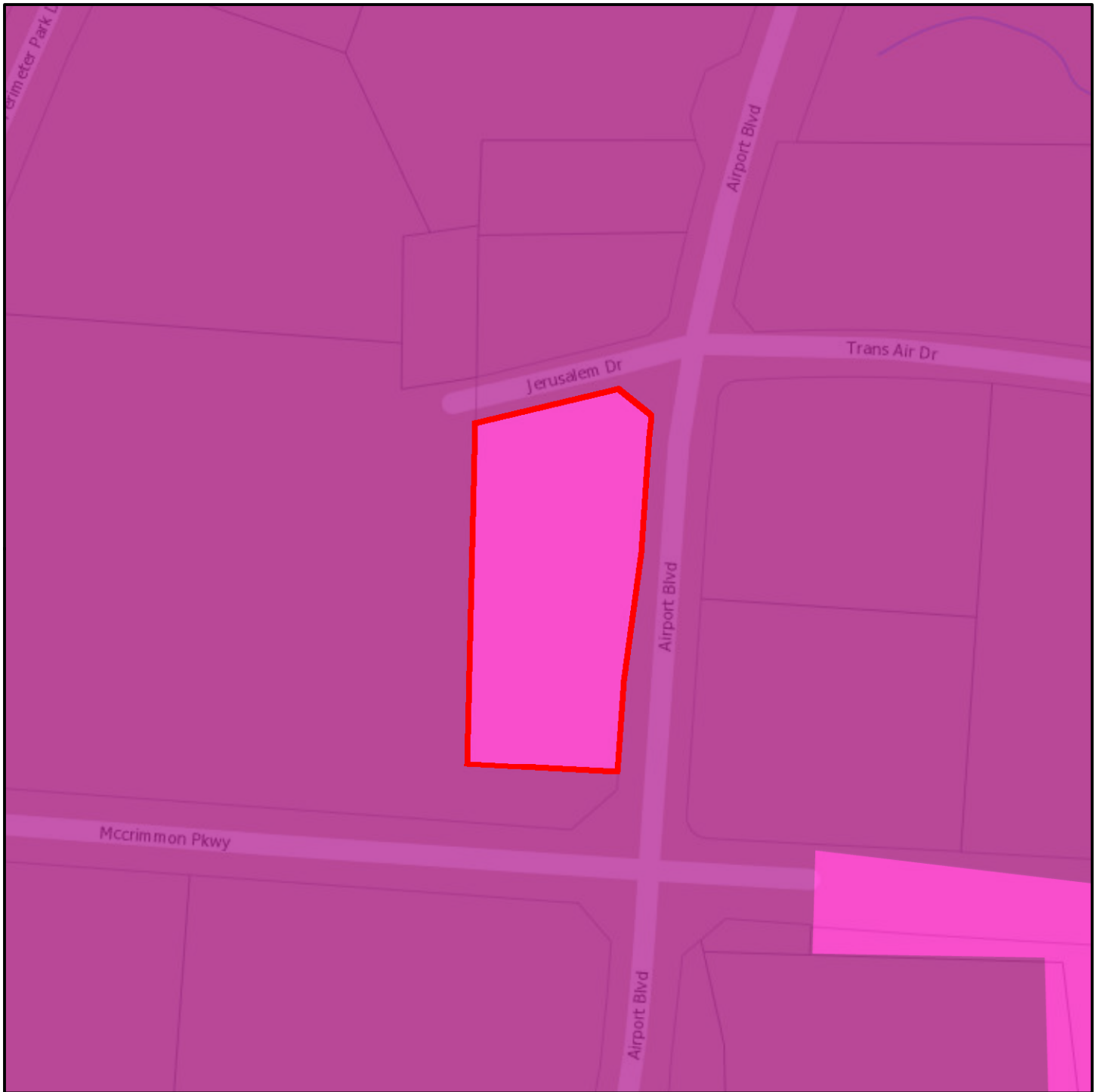


Image from 2017
Map created March 2020
Morrisville Planning Department
Charles William Myers Heirs
(ANX 48-2020)

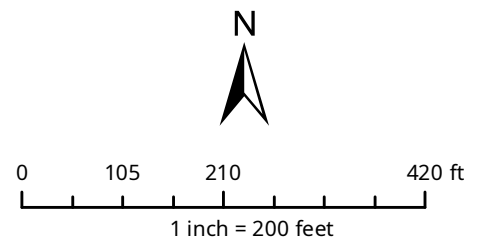


Disclaimer

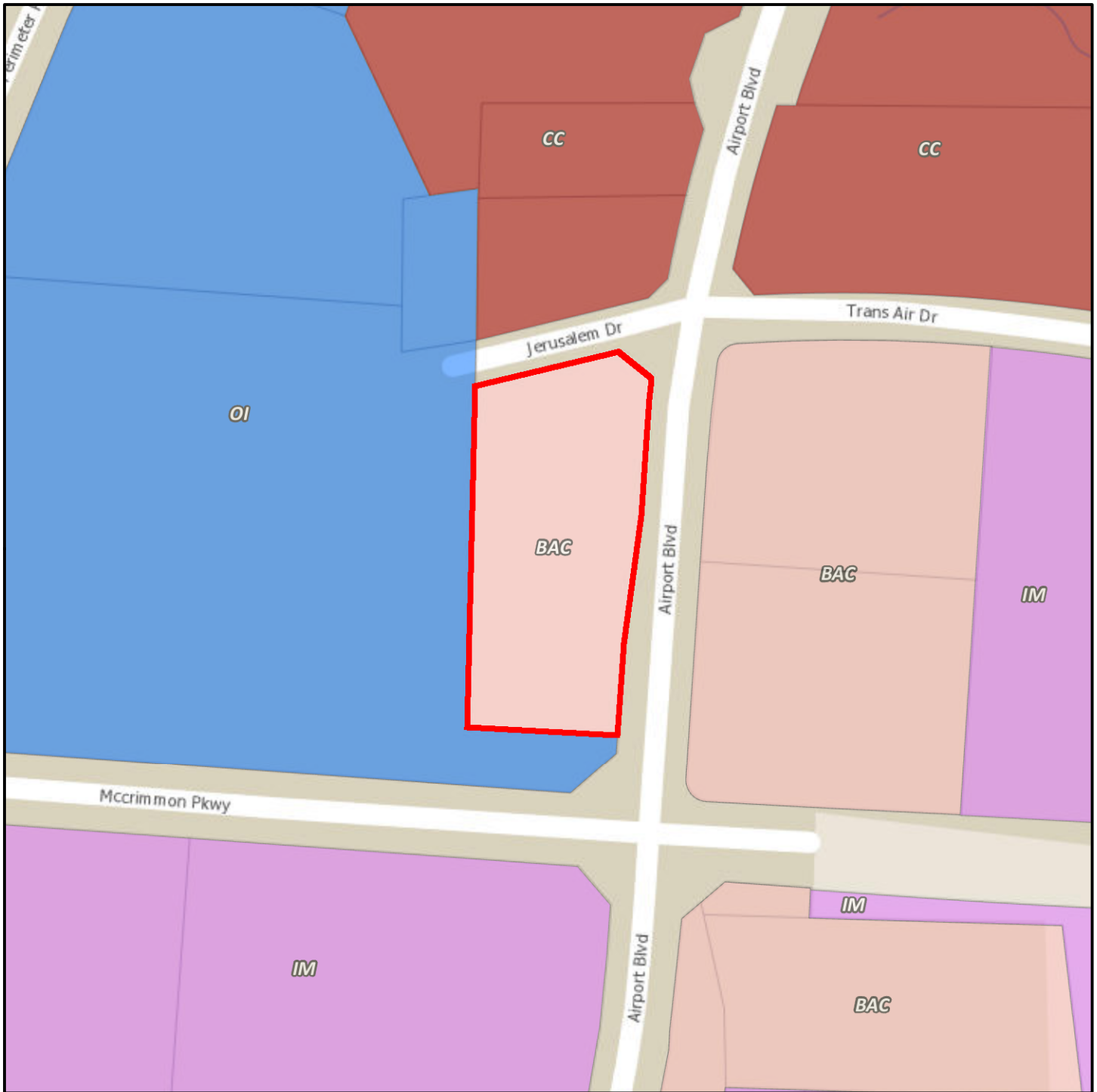
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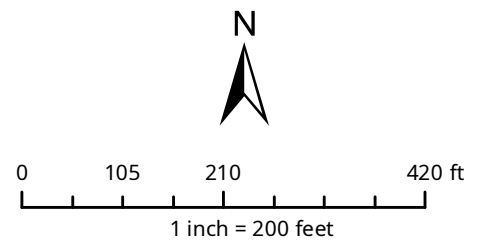
Map created March 2020
Morrisville Planning Department
Charles William Myers Heirs
(ANX 48-2020)



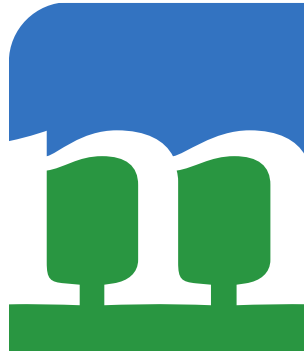
Disclaimer
*iMaps makes every effort to produce and publish the most current and accurate information possible. However, the maps are produced for information purposes, and are **NOT** surveys. No warranties, expressed or implied, are provided for the data therein, its use, or its interpretation.*



Map created March 2020
Morrisville Planning Department
Charles William Myers Heirs
(ANX 48-2020)



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.*



Morrisville

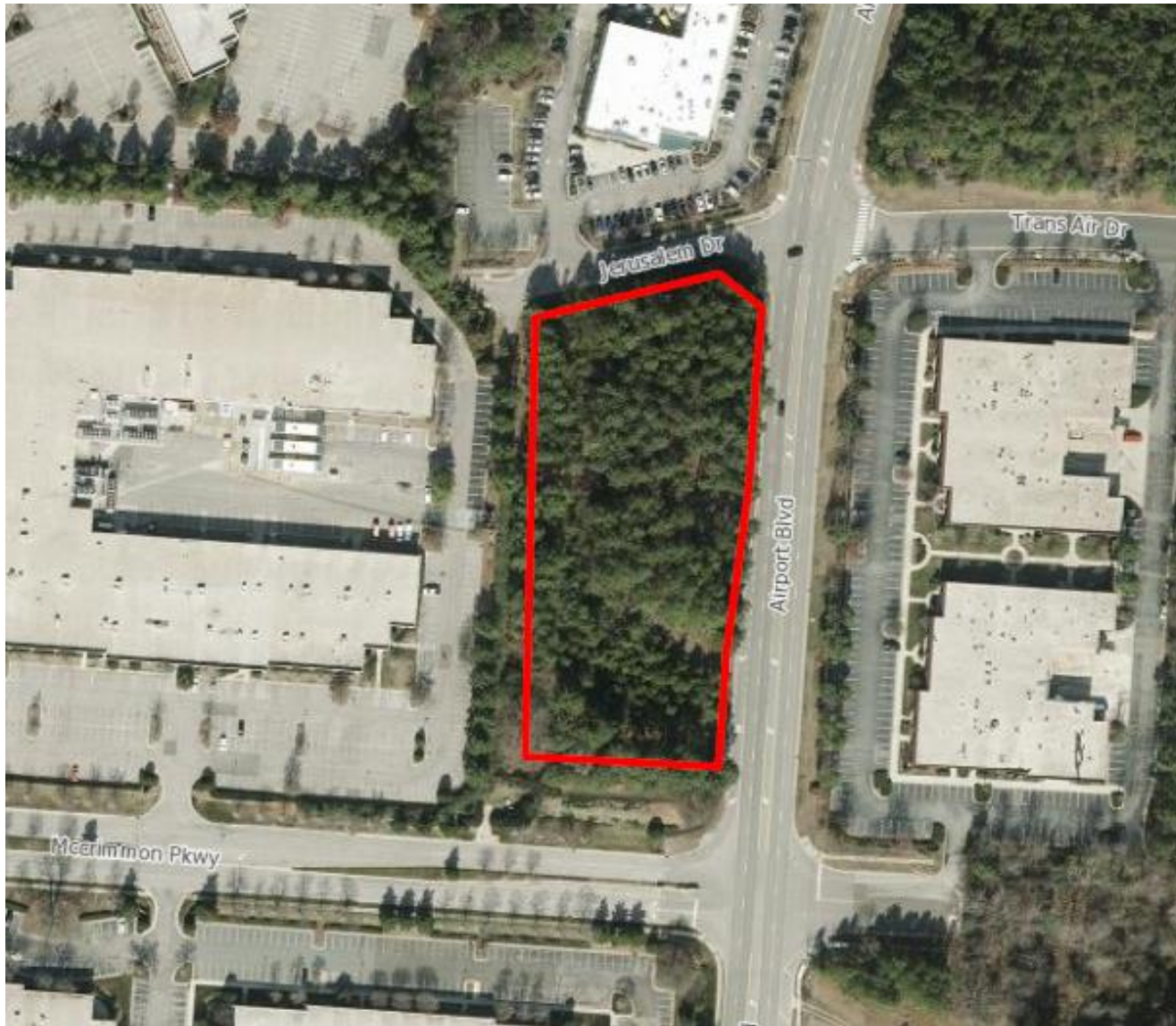
Live connected. Live well.

2020-99-0

Town Council

2020-99-0

Consideration of Items Related to
the Annexation Petition for
Property Located at 610 Airport
Boulevard



Annexation Request Profile

- Applicant/Owner:
 - Charles William Myers Heirs
 - Concord WP COL Morrisville, LLC
- Zoning District:
 - Business Activity Center
- Property Acreage:
 - 2.595 acres
- Current Land Use:
 - Vacant
- Development Project:
 - Woodspring Suites, 48,880 sf hotel



Staff Recommendation

Staff recommends approval of the petition to extend the Town of Morrisville corporate limits to the subject property for the following reasons:

1. The Town has historically honored voluntary annexation requests;
2. The petition meets all statutory requirements;
3. It would expand the Town's tax base; and
4. With that increase in tax base, the annexation can improve the economies of scale in the delivery of Town services.

Suggested Action

April 28, 2020

- Resolution 2020-99-0A of the Morrisville Town Council Pertaining to the Sufficiency of the Petition to Extend the Town of Morrisville Corporate Limits to include Property Located Along the West Side of Airport Boulevard Between Jerusalem Drive to the North and McCrimmon Parkway to the South (ANX 48-2020).
- Resolution 2020-99-0B of the Morrisville Town Council Setting a Date for a Public Hearing on the Question of a Voluntary Annexation Petition for Property Located Along the West Side of Airport Boulevard Between Jerusalem Drive to the North and McCrimmon Parkway to the South (ANX 48-2020).

Suggested Action, Continued

May 26, 2020

- Ordinance 2020-99-0 of the Morrisville Town Council Pertaining to the Extension of the Town of Morrisville Corporate Limits to Include Property Located Along the West Side of Airport Boulevard Between Jerusalem Drive to the North and McCrimmon Parkway to the South (ANX 48-2020).

Town Council Agenda Item Report

Agenda Item No. 10.a

Submitted by: Jeanne Hooks

Submitting Department Administration

Meeting Date: May 12, 2020

SUBJECT

Budget Ordinance Amendment

Jeanne Hooks

Recommendation:

Approve the fiscal year 2021 Annual Operating Budget & CIP, Resolution authorizing the levy and collection of taxes and Resolution establishing a Debt Service Fund

Updates/History of Briefing:

Not Applicable

Executive Summary and Background Information:

The Proposed Fiscal Year 2021 Annual Operating Budget & CIP has been prepared in accordance with the North Carolina Local Government Budget & Fiscal Control Act. The budget report represents an abbreviated version of the most pertinent information and action items necessary for Town Council deliberations and should help facilitate focused discussions. Staff will formally present the budget on May 12 during a virtual council meeting and will follow with a work session to allow for questions and comments. In addition to the May 12 work session following the initial brief of the budget, budget work sessions are scheduled for May 19, May 28 and June 4. In response to uncertain circumstances, Staff has applied conservative forecasting overall and integrated other safeguarding best practices into budget development. These established responsive strategies to manage implementation during the performance year effectively preserve and protect the financial position of the Town. Revenue sources that would be uniquely sensitive to changing economic conditions resulting from COVID-19 have been carefully evaluated. It is important to stay focused on maintaining fiscal responsibility and to remain committed to not fall behind on the foundational investments we have already made towards the future. This recommended budget establishes the framework to continue our good work. Budget Highlights: -Total operating budget equals \$38,180,000 (General Fund plus Stormwater). -Tax Rate proposed would change from \$0.39 to \$0.365; a \$0.025 decrease from current rate and \$0.04 above reported Revenue Neutral Tax Rate of approximately \$0.325. Stormwater Equivalent Residential Unit (ERU) fee remains at \$25 per ERU -Other fees - Vehicle Decal Fee remains at the maximum authority of \$30 per vehicle annually, minor user fee adjustments proposed for development services and parks &

recreation. -Budget was balanced utilizing less than 3% of expenditures from Fund Balance for onetime items, leveraging other reserves where appropriate, carefully scrutinizing budget requests in alignment with strategic goals, planning for staggered implementation of certain spending, deferring reserve allocations and holding on specific equipment/vehicle replacements to effectively manage cash flow. Key Initiatives & Priorities totaling \$5.6 million: - Workforce needed to meet growing service demands include 13 new positions overall (4 positions requested at full-year implementation = Network & Security Administrator, Sustainability Program Coordinator, Human Resource Specialist and Senior Center Recreational Program Specialist; 9 positions requested at 1/2-year implementation = MPD Traffic Unit, Fire Captains, Enterprise System Administrator and Athletics Facilities Maintenance Technician. This includes total compensation and incidentals for each position. - Employee Compensation/Pay Adjustments including increases associated with health care benefits and statutory retirement contributions. -Continuation of preventative roadway maintenance and intersection improvements study and projects. -Smart Shuttle program transportation service - start-up capital and initial operating cost. -Smart Cities project initiatives including Cedar Fork Park flood sensors and MAFC Electric Vehicle Charging stations. -Sustainability initiatives relating to solar and other energy and water quality programs. -Essential vehicle replacements only and vehicles associated with new positions requiring a vehicle for job. -Bond referendum planning & campaign cost. -Space needs and facility renovation funds including additional Senior Center upfit cost. -Cultural & Food Hub programming. -Technology replacements and other innovations. -Essential equipment replacements and other operational upgrades for Public Works, Fire and Police. -Stormwater master plan. -Facility maintenance and asset management initiatives. -Allocation to Municipal Service District (MSD). -Creation of a Debt Service Fund. The FY 2021 proposed operating budget does not include allocations to other reserves or capital investment plan (CIP) appropriation requests. The budget document also includes the identification of deferred or reduced requests, a summary of potential future budget considerations, a list of budget items proposed for implementation mid-year, and other tax rate increment scenarios. The abbreviated budget report serves as a working document focusing on pertinent content necessary for Town Council deliberations. A final full budget report will be edited, produced and published following the adoption of the budget.

Advisory Board/Committee Review:

None

Insert Date of Advisory Board/Committee Review:

Advisory Board/Committee Recommendation and/or Vote:

None

Potential Options:

Approve as recommended Direct modifications and approve

Staff Recommendation:

Adoption of the Fiscal Year 2021 Operating Budget and CIP.

ATTACHMENTS

- [2020-142-0 Peak Supp - FY2021 Annual Operating Budget.pdf](#)
- [2020-142-0 A ORD FY2021 Proposed Annual Operating Budget.pdf](#)
- [2020-142-0 B RES Authorizing Levy of Taxes & Fee Collections.pdf](#)
- [2020-142-0 C RES Establishing Debt Service Fund.pdf](#)
- [2020-142-0 ATTH 01 FY2021 Proposed Budget Report.pdf](#)
- [FY2021 Recommended Budget Presentation.pdf](#)



“Connect Morrisville” Strategic Plan Alignment

Goals	Objectives
Improved transportation mobility – <i>Enhance transportation options through improved accessibility, connectivity and collaboration</i>	<input checked="" type="checkbox"/> Obj. 1.1 Manage traffic congestion at targeted locations and targeted times of day <input checked="" type="checkbox"/> Obj. 1.2 Leverage resources through partnerships with other government entities and private sector <input checked="" type="checkbox"/> Obj. 1.3 Improve mobility options for non-drivers
Thriving, livable neighborhoods – <i>Enrich the quality of life through the preservation of natural resources, well-planned development and strengthened neighborhood vitality</i>	<input type="checkbox"/> Obj. 2.1 Provide a mix of housing options that meet the current and future needs of the community <input checked="" type="checkbox"/> Obj. 2.2 Create a sense of place through insightful development that balances commercial and residential growth <input checked="" type="checkbox"/> Obj. 2.3 Be responsible stewards of the natural environment <input type="checkbox"/> Obj. 2.4 Establish a planned approach for redevelopment and revitalization <input checked="" type="checkbox"/> Obj. 2.5 Plan and provide for current and future infrastructure
Engaged, inclusive community – <i>Enrich the quality of life through programs, events, amenities and services valued by the community</i>	<input checked="" type="checkbox"/> Obj. 3.1 Offer events and programs that meet the needs and interests of the community <input checked="" type="checkbox"/> Obj. 3.2 Increase awareness of activities and opportunities for engagement <input checked="" type="checkbox"/> Obj. 3.3 Effectively maintain assets and make the most of existing resources <input checked="" type="checkbox"/> Obj. 3.4 Provide opportunities for meaningful public engagement and collaboration
Public safety readiness – <i>Provide a safe and secure community through prevention, education, readiness and response</i>	<input checked="" type="checkbox"/> Obj. 4.1 Provide educational opportunities and encourage preparedness <input checked="" type="checkbox"/> Obj. 4.2 Be operationally ready <input checked="" type="checkbox"/> Obj. 4.3 React responsively to the public safety needs of the community <input checked="" type="checkbox"/> Obj. 4.4 Meet Demands for service
Operational excellence – <i>Deliver exceptional service with an engaged workforce that effectively manages public assets and promotes transparency</i>	<input checked="" type="checkbox"/> Obj. 5.1 Promote financial integrity through effectively and efficiently managing public assets <input checked="" type="checkbox"/> Obj. 5.2 Deliver customer-focused service <input checked="" type="checkbox"/> Obj. 5.3 Require the highest of professional standards <input checked="" type="checkbox"/> Obj. 5.4 Attract, develop and retain a diverse, high performing workforce <input checked="" type="checkbox"/> Obj. 5.5 Align priorities with resources <input checked="" type="checkbox"/> Obj. 5.6 Leverage the use of technology to maximize results
Economic prosperity – <i>Promote a business-friendly environment to diversify the economic base and create job opportunities for an educated, ready workforce</i>	<input checked="" type="checkbox"/> Obj. 6.1 Attract and retain businesses that provide a diverse tax base <input type="checkbox"/> Obj. 6.2 Support new and existing businesses by streamlining processes and minimizing complexities <input type="checkbox"/> Obj. 6.3 Understand business needs in order to supply a ready workforce <input type="checkbox"/> Obj. 6.4 Maximize partnership opportunities with the Morrisville Chamber of Commerce, regional and educational partners <input checked="" type="checkbox"/> Obj. 6.5 Develop an advocacy plan to address public education needs



ORDINANCE 2020-142-A OF MORRISVILLE TOWN COUNCIL TO APPROVE FISCAL YEAR 2021 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, 2020 and ending June 30, 2021.

SECTION 1. GENERAL FUND

ANTICIPATED REVENUES/TRANSFERS IN

Ad Valorem Taxes	22,475,000
Intergovernmental	9,393,800
Permit & Fees	1,372,700
Sales & Services	1,307,250
Restricted Intergovernmental	858,700
Miscellaneous	355,600
Investment Earnings	270,600
Transfers (In)	476,000
Appropriation Fund Balance	840,350
Total General Fund Revenues	\$37,350,000

AUTHORIZED EXPENDITURES/TRANSFERS OUT

General Government

Governing Body	4,446,500
Administration	2,129,800
Communications & Outreach	707,900
Human Resources	568,900
Finance	752,500
Information Technology	2,780,300

Total **\$11,385,900**

Economic & Development

Engineering	1,184,100
Inspections	987,700
Planning	1,873,700

Total **\$4,045,500**

Public Works & Facility Management

Public Works & Facility Management	6,363,100
Powell Bill	590,000
Fleet	712,000

Total **\$7,665,100**

Public Safety

Police	4,948,900
Fire	6,734,800

Total **\$11,683,700**

Recreation & Cultural Resources

Parks & Recreation	2,569,800
--------------------	-----------

Total **\$2,569,800**

Total Expenditures **\$37,350,000**

SECTION 2. STORMWATER FUND

ANTICIPATED REVENUES

Permits, Sales and Fees	633,000
Appropriation Fund Balance	197,000
<u>Total Anticipated Revenues</u>	<u>\$830,000</u>

AUTHORIZED EXPENDITURES

Personnel	316,200
Operations	459,800
Capital Outlay	54,000
Transfer out to Capital Project	-
<u>Total Anticipated Expenditures</u>	<u>\$830,000</u>

SECTION 3. MUNICIPAL SERVICE DISTRICT FUND

ANTICIPATED REVENUES

Ad Valorem Special District Tax	117,000
Transfer from General Fund	110,000
<u>Total Anticipated Revenues</u>	<u>\$227,000</u>

AUTHORIZED EXPENDITURES

Operations	227,000
<u>Total Anticipated Expenditures</u>	<u>\$227,000</u>

SECTION 4. DEBT SERVICE FUND

ANTICIPATED REVENUES

Ad Valorem	-
Transfer from General Fund	3,768,700
<u>Total Anticipated Revenues</u>	<u>\$3,768,700</u>

AUTHORIZED EXPENDITURES

Debt Service Principle	2,109,800
Debt Service Interest	1,034,500
Issuance Cost	276,500
Debt Reserve	347,900
<u>Total Anticipated Expenditures</u>	<u>\$3,768,700</u>

SECTION 5. OTHER POST EMPLOYMENT BENEFITS (OPEB) FUND

ANTICIPATED REVENUES

Transfer from General Fund	372,800
Interest	40,200
Total Anticipated Revenues	\$413,000

AUTHORIZED EXPENDITURES

Net Assets in Trust	358,100
OPEB Benefits Paid	54,900
Total Expenditures	\$413,000

SECTION 6. LAW ENFORCEMENT SEPARATION ALLOWANCE FUND

ANTICIPATED REVENUES

Transfer from General Fund	83,600
Interest	5,000
Total Anticipated Revenues	\$88,600

AUTHORIZED EXPENDITURES

Net Assets in Trust	-
Law Enforcement Benefits Paid	88,600
Total Expenditures	\$88,600

SECTION 7. LEVY OF TAXES AND FEES GENERAL FUND

- A. Under authority of GS 160A-209 there is hereby levied for Fiscal Year 2020 an Ad Valorem Tax Rate of \$0.365 per one hundred dollars (\$100.00) valuation of taxable property as listed for taxes as of January 01, 2020, for the purpose of raising the revenue from current taxes 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 \$6,200,175,000.
- 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 ERU Fee as prescribed by the Fiscal Year 2021 Fee Schedule on behalf of the Town of Morrisville as a contracted billing service. The fee shall appear on the Annual Tax Bills. The ERU 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 ERU 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 2021 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 Statutes.

SECTION 8. 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 2021 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, 2020, for the purpose of raising the revenue from current taxes 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 9. FEE SCHEDULE

There is hereby established for Fiscal Year 2021 various fees as contained in the Town of Morrisville's User Fee Schedule located in the Additional Information Section.

SECTION 10. AUTHORIZED POSITIONS

- A. There are hereby 13 new fulltime positions approved for the Fiscal Year 2020. The Authorized Positions Profile will increase to 209 fulltime positions with an estimated 52.60 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 11. PAY & MERIT PLANS

- A. Planned market adjustment increase for the Town's Pay Plan for Fiscal Year 2021 were previously approved by Town Council in February 2020. There are no further adjustments included with this budget. The Full-time Pay Grades and Range Schedule is referenced within the annual operating budget.
- B. The FY2020 Performance Evaluation process is hereby suspended.
- C. Fiscal Year 2021 includes a flat pay adjustment increase (prorated) for full-time employees hired prior to July 1, 2020 as a reasonable alternative to the suspended Performance Evaluation process. The flat pay adjustment Increase is calculated at 3% of employee's base salary and is a permanent increase to the employee' base. The employee must be deemed eligible based on criteria established by the Town Manager.
- D. There is hereby established an authorized Fiscal Year 2021 Town of Morrisville Part-time Pay Plan describing the approved position classifications, grades, and pay rates ranges as referenced in the Additional Information section.
- E. Stipends for Town Council will be adjusted annually at the same effective percentage increase as the Town's full-time employees.

SECTION 12. 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 13. 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 five-thousand dollars (\$5,000) and threshold of five-thousand dollars (\$5,000) for capital outlay.

SECTION 14. RETIREMENT 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 15. LEGAL SERVICES

There is hereby authorized for Fiscal Year 2021, an agreement with the Town Attorney for legal services establishing a monthly general legal retainer rate of \$800 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 \$220 per hour. When appropriate, assignment of legal matters to associate attorneys will occur and charges applied per hour based on a rate range of \$190 per hour for associates and \$95 per hour for paralegals. In addition, other reimbursements will include certain annual dues to professional organizations and registration/hotel fees for attending specific annual conferences.

SECTION 16. SPECIAL AUTHORIZATION – TOWN MANAGER/BUDGET OFFICER OR HIS/HER DESIGNEE

A. Budget Transfer Authority

1. 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.
2. May process interfund transfers as anticipated by the Budget Ordinance without additional approval by the Town Council.
3. May reallocate funds accrued as a result of personnel lapse salary for the purposes of providing the Town Manager with reasonable flexibility to mitigate unforeseen circumstances or effectively advance priorities operationally without unnecessarily appropriating from fund balance. The Town Manager will provide a formal mid-year report annually in January on the usage overall within the first six months and thereafter report to Town Council in accumulative increments of \$50,000. Use is

subject to the Town Manager/Budget Officer's approval. This authority may not be designated.

4. 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.
 5. May reallocate personnel lapse salary to address recruitment and retention issues within job classifications including market conditions and assessment centers.
- B. Contract and/or Grants as Authority
1. 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 appropriations.
 2. May approve the application and execution of grant agreements to or from public and nonprofit organizations, unless a grantor organization requires execution by the Town Council.
 3. May execute contracts as the lessor or lessee of real property for a maximum duration of five years or less.
- C. Special Appropriation Authorization
1. May recognize and appropriate cost share reimbursements or other reimbursement types and direct said funds back to the appropriate Departmental Budget.
 2. May recognize and appropriate donations received for restricted or special designations.
 3. May recognize and re-appropriate any unused funds originally designated in Fiscal Year 2020 Budget specifically for development of a Senior Center back to the appropriate Department Budget for the same intended purpose.
 4. 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.
- D. Inter-fund Loan Authorization
1. 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 other agreements.

SECTION 17. UTILIZATION OF BUDGET ORDINANCE

- A. This ordinance shall be the basis of the financial plan for the Morrisville Municipal Government during Fiscal Year 2021. 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.

SECTION 18. RE-APPROPRIATION OF FUNDS ENCUMBERED IN FY 2020

Operating funds encumbered on the financial records as of June 30, 2020, are hereby re-appropriated to Fiscal Year 2021.

Adopted this __ day of June 2020

TJ Cawley, Mayor

ATTEST:

Eric W. Smith II, Town Clerk

DRAFT



RESOLUTION 2020-142-B

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 2021 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 2021 Adopted Annual Budget Ordinance.

Adopted this the ___ day of June 2020.

ATTEST:

TJ Cawley, Mayor

Eric W. Smith II, Town Clerk



RESOLUTION 2020-142 - C

THE MORRISVILLE TOWN COUNCIL INTENT TO ESTABLISHES A DEBT SERVICE FUND

WHEREAS, the Town's Capital Investment Program (CIP) establishes sound short and long-range investment expectations that provides direction for staff to plan for such investments to realize tangible results to the community; and

WHEREAS, such large financial investments primarily are dependent on financing strategies to effectively accomplish; and

WHEREAS, a separate debt service fund would allow for appropriate tracking of debt obligations and related expenses outside of the general fund including the accumulation of retired debt reserves annually that can be reapplied to future debt:

NOW, THEREFORE, BE IT RESOLVED THAT THE MORRISVILLE TOWN COUNCIL hereby establishes a Debt Service Fund to account for the accumulation of resources for expenditures associated with the principle, interest and other fees for short and long-term debt obligations annually.

Adopted this __ day of June 2020.

TJ Cawley, Mayor

ATTEST:

Eric W. Smith II, Town Clerk

people sustainable
together
commitment
businesses Staying Focused
challenges Connected smart city
stability Courtesy Inclusive
Capacity Mobility live well
Flexible strategic
Citizens Staff
agile resilient
dedication
goals



Staying Focused * FY2021

Proposed Annual Operating Budget & CIP



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To Our Readers:

The following proposed budget report represents an abbreviated version for the purposes of facilitating an efficient presentation during a virtual Town Council meeting. The full version will be published following adoption of the budget that will include organization chart, elected officials & appointed officials, budget snapshot, policies, budget controls and glossary of terms.

TABLE OF CONTENTS – ABBREVIATED REPORT

Strategic Plan	3
Town Manager's Budget Message	4
Budget Priorities Summary	29
Budgetary Items Deferred or Reduced	39
FY2021 Deferred Implementation Items	41
Identified Future Needs	41
Tax Increment Reduction Scenarios	42
Ordinances & Resolutions	43
Operating Funds Summaries Revenue/Expenditures	53
Capital Investment Program – Abbreviated	60
Positions & Pay Grade Classification	61
User Fee Schedule	66

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

STRATEGIC PLAN – CONNECT MORRISVILLE

The Strategic Plan serve as the core guiding principles of our work and service to Morrisville.



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



Morrisville

Live connected. Live well.

May 12, 2020

MAYOR CAWLEY AND MEMBERS OF TOWN COUNCIL:

Since budget preparation for the upcoming fiscal year began earlier this year, the focus of our daily lives and how we carry out our regular work activities has changed. As I write this budget message from my home office, I recognize that the experience of living through the COVID-19 pandemic event will have both short-term and long-range impacts on our community for our residents, our businesses, our interlocal partners, our elected officials and staff. How we view even the little things have changed. It will take a fiscally nimble Town to responsibly adapt and manage through the uncertainty while remaining committed to accomplishing our mission, vision, and goals that we value for the community.

The Town's values and ideals are captured in our strategic plan, which serves as the framework for what is incorporated into the annual operating budget and long-range forecast. Both the strategic and financial perspectives have been influenced by COVID-19 in the balancing of our recurring needs and obligations with proposed initiatives that prepare for the future strength and vitality of the town providing for programs and services desired by our citizens and stakeholders. The anticipated impacts to critical revenue resources in both current and future revenue streams is illustrated by the reduced capacity to build the proposed budget that effectively meets all of the town's needs.

The development of the FY 2021 proposed annual operating budget is heavily influenced by the 2019 reappraisal of real property, evaluation of a revenue neutral tax rate (RNTR) and leveraging of tax levy to sustain desired services and continued commitment toward realizing our strategic goals. Other significant budget drivers include rapidly changing trends and future economic uncertainty that cause the margin of error in forecasting to expand. Both factors have influenced our typical conservative approach to revenue forecasts for FY 2021.

The proposed Town of Morrisville annual operating budgets for the General and Stormwater funds along with associated, Special Revenue, and Capital Project funds for FY 2021 are submitted for your review and discussion. The proposed budget has been prepared in accordance with the

North Carolina Local Government Budget and Fiscal Control Act. The budget message outlines the key focus areas and provides important information that frames the budget requests.

The budget document has been streamlined to allow for more focused discussion of essential information in potentially alternative meeting circumstances. In addition to this Budget Message, the budget document consists of the following components:

- ✓ Strategic Plan Summary
- ✓ Budget Priorities Summary
- ✓ Tax Rate Scenario Modeling
- ✓ Budget Ordinance/Resolutions
- ✓ General Fund Detail (abbreviated)
- ✓ Capital Investment Program [CIP] (summary only)
- ✓ Position and Pay Grade Classification Schedule
- ✓ User Fee Schedule

The approved, published document will include the following “boilerplate” items:

- ✓ Organizational Chart
- ✓ Listing of Elected and Appointed Officials
- ✓ Budget Snapshot
- ✓ Detailed Department Schedules
- ✓ CIP Project Pages
- ✓ Budget Process Narrative
- ✓ Basis of Budget Narrative
- ✓ Policy Narrative
- ✓ Long-Range Forecast
- ✓ Glossary

Note: The Budget Snapshot and Long-Range Forecast will be included and discussed as part of the budget presentation.

As indicated in last year’s budget message, the proposed FY 2021 budget is largely influenced by new and increased recurring operational expenditures based on the need to increase staff to meet the daily obligations and commitments of existing programs and services. The FY 2021 proposed budget reflects additional recurring needs to maintain current and expected operational service levels for a growing, vibrant community. As a result, remaining available capacity becomes more limited and allows for fewer one-time expenditures, program expansions, or new initiatives. This capacity usually provides for our ability to advance important strategic initiatives, manage the replacement of critical equipment and plan for future investments in a transparent and fiscally responsible manner.

How tax dollars support core services and meet growing demands is fundamentally important for Town Council, citizens, and community stakeholders to understand. The impact of expanded

programs, activities, and projects; and how current decisions affect future forecasting of and planning for Town needs is also important. FY 2021 and future year capacity is projected to become even more limited to advance new initiatives and projects as recurring expenditures increase to match the demand for existing programs and services, while anticipated resources are impacted by uncertain economic conditions. The driving focus of the proposed budget remains on fulfilling existing commitments, essential investments and keeping pace with growing service needs. The FY 2021 budget is balanced carefully utilizing our resource authority, leveraging available reserves and intentional deployment of good fiscal management strategies throughout the performance year.

The proposed tax rate for FY 2021 is adjusted from \$0.39 to \$0.365, which is a reduction of 2.5 cents from the current tax rate, and 4 cents over the RNTR of approximately \$0.325. Please see the RNTR section of this budget message for additional information and disclosures.

An appropriation of \$840,350 of capacity available in the Town's fund balance is proposed in addition to other available reserves to support important one-time General Fund expenditures. Controlled spending approaches have deferred or reduced many departmental requests to achieve a balanced budget. Additional discussion of the fund balance is included in that section of this budget message. There are no proposed allocations to roadway and transportation, capital investment or sidewalk and pedestrian safety reserve funds and no allocation to the fire apparatus reserve. There are also no proposed capital budget items for the Capital Investment Program (CIP) in FY 2021. Projected expenditures for the upcoming year outlined in the FY 2020 CIP have been shifted into future years. As the town considers a future bond referendum, work continues projects included in the FY 2020 operating budget and CIP projects identified in the capital budget until those discussions are complete and move forward.

The proposed budget includes implementation triggers for authorized budget expenditures to be spent only after a mid-year review to enhance the ability to manage and control the Town's financial position in these unusual circumstances. Many proposed new full-time positions and operational items in the budget are included with delayed implementation following the FY 2020 financial audit (September 2020) and mid-year review (December 2020) in order to effectively assess receipt of actual revenues in comparison to those forecasted for FY 2021. This approach allows the town to continue to illustrate to the public our confidence and optimism in our fiscal strength, our ability to rise above the challenging influences on this budget, and not fall behind on the foundational work we have done for the future, while also proceeding with care and caution resulting from the uncertainty of COVID-19. The goal of this approach is to limit service impacts while still demonstrating progress toward desired outcomes.

In addition to the balanced budget, a summary of items that have been deferred and/or delayed will demonstrate the challenges and tradeoffs that were considered to prepare a budget with reasonable growth that is developed in a time of uncertainty for the town and its residents and businesses. Additional reductions from the proposed budget that would be necessary to accommodate even further reduced alternative scenarios are also provided for Town Council review. These alternative scenarios do not fully address current needs and only postpone essential staffing, operational and project needs to future years' budgets, and do not prepare for the town's long-term vision and goals.

The budget will be made available to the public by May 11 and will be formally presented to Town Council and the community at the May 12, 2020, Town Council meeting. The budget presentation (provided in a virtual meeting setting) will be streamlined to focus on key topics and significant budget items. In particular, the discussion will focus on the RNTR, Smart Shuttle, smart city technology and other larger cost items. This year's proposed budget is also influenced by transportation and mobility initiatives, public safety enhancements, some equipment replacement and the reopening of the Morrisville Aquatics and Fitness Center. Human capital needs for both current and future staff will also be discussed in-depth. All meetings will be available for the public to listen.

Following the initial briefing, the budget portal will open for public input, feedback, and comment. Information about the budget will be enhanced by social media campaigns to promote engagement with the public. Work sessions are planned for May 19, May 28, and June 4. The Public Hearing will be held on June 9. If more time is needed, an additional work session will be held on June 16, with adoption planned for June 23. In accordance with state law, a balanced budget must be adopted by July 1.

A Frequently Asked Questions (FAQ) tool will be utilized throughout deliberations to supplement information included in presentations to provide expanded detail and clarification of budget requests for the FY 2021 proposed budget.

BUDGET HIGHLIGHTS

The FY 2021 proposed annual operating and capital budgets continue to be influenced by our rapid growth and demands of a flourishing community. Major work efforts stem from our ongoing efforts to address transportation and mobility needs, our emphasis on technology improvements to expand information sharing and data with the public, and expanded parks and recreational programming. Communications and outreach efforts support information sharing about many key initiatives leading to an engaged and informed public.

Productive and collaborative decision-making to move things forward has been evident in many decisions this year. An energized Town Council has focused much of the past year discussing and evaluating major policy and capital investment plan decisions as they explore a future bond referendum to meet significant capital needs. Affordable housing, land acquisition, and land use planning have dominated many of our conversations this year. With the completion of Carolina Street Extension last year, the pending completion of the Morrisville Community Library, and the recent start of the Town Center regional stormwater control measure, a downtown Morrisville becomes more a reality than a vision. An updated Request for Proposal (RFP) is in development for issuance later this calendar year. Continued efforts toward Town Center development will also heavily influence future budget decisions.

Progress on other capital investment projects continues as well. Fire station location options are being evaluated due to the future loss of Fire Station No. 2. An outcome of this review will be recommendations that will enhance long-term response for the entire service area. Two major park design projects are underway – Morrisville Community Park Phase 3 and Crabtree Creek Nature Park. An ongoing collaborative effort continues between the Town of Morrisville and Wake County to meet both expanded public works facility and convenience center needs.

Road connectivity and related mobility projects also dominate the work of the town. The McCrimmon-Parkway Extension – a 2012 general obligation bond project - opened in April and will prompt new development in this area. Design work on the Airport Boulevard Extension to facilitate additional east/west connectivity through town has begun. The long-awaited Morrisville-Carpenter Road project, delayed this year due to NCDOT budget challenges, is anticipated for bid and letting within the next several months. The Town requested and received a waiver to remove this critical project from the deferral list to advance this project forward. These and other related pedestrian access projects influence the FY 2021 transportation/mobility requests to be more focused on smaller, incremental improvements that support the overall road network performance.

Emphasis on “big picture” thinking has helped orient the focus of the proposed FY 2021 operating budget where capacity allows. Examples include:

- ✓ Public transportation service provided “on-demand” to key locations and business center in town (Smart Shuttle);
- ✓ Intersection improvements projects;
- ✓ Smart City initiatives and cloud-based information technology improvements, including parks Wi-Fi and sensor monitoring devices;
- ✓ Sustainability efforts and staff resources to support this strategic goal;
- ✓ Traffic unit reinstated within Morrisville Police Department to support targeted traffic education and enforcement efforts;
- ✓ Recruitment and retention of staff, including development of a succession plan; and
- ✓ Modification and upfit of Town facilities to accommodate staff and program space needs.

The renovated Morrisville Aquatics and Fitness Center (MAFC) will reopen early in FY 2021 and provide more capacity for aquatics programs and other health and wellness activities. The Senior Center is also slated to open in FY 2021 and will provide room at Cedar Fork District Park for additional pre-school classes to help reduce our waiting list for this program. Other parks and greenway improvements included in the current year budget will be ready for summer use.

Other, more routine operational budget items include:

- ✓ Recycling program cost increases. The continued and significant escalation of this program cost is attributable to the change (loss) in global markets for recyclables;
- ✓ Various information technology equipment replacements and service agreements, including replacement of an outdated phone system;
- ✓ Police vehicle replacements and public works' heavy-duty dump truck. Other vehicle replacements are being deferred;
- ✓ Proactive road maintenance;
- ✓ Resources to further broaden and support communications and outreach activities; and
- ✓ Other equipment needs for various departments.

Our people continue to be our biggest resource and represent a significant portion of the operating budget. Appropriately and adequately compensating existing staff is essential to effective recruitment and retention. The FY 2021 proposed budget includes a pay adjustment for all staff as outlined later in this budget message. The proposed budget also considers the additional state required LGERS (Local Government Employees Retirement System) employer funding

contribution increase and health care costs. The proposed FY 2021 budget includes recommendations for thirteen (13) positions, of which seven (7) are in public safety. Of the position requests, four (4) are requested for full-year appropriation to address the expanded work in those departments that is now beyond the level of support that can be managed with existing staffing. All other position requests are proposed for mid-year implementation. Position requests are outlined in that section of this budget message.

When considering additions to staffing levels, requests are comprehensively vetted to justify the increased recurring cost. Demands for service in public safety continue to rise as the town grows and we serve more people. We must also provide the necessary internal administrative support for our personnel and our systems as our staff and technology needs increase and expand. Programmatic and facility needs also require additional staff to manage these programs.

A statement of need and basic job duties and responsibilities for each of these positions can be found in the Budget Priorities Summary following the budget message. Additional detail and discussion of forecasted future staffing needs will be provided during budget work sessions.

Proposed additions to staff are not unanticipated. In the FY 2020 budget, the preliminary forecast for new positions was 21 in FY 2021 and an additional 18 in FY 2022 – 2024. Updated forecasts project the following future staff needs for the next four years:

Fiscal Year	Public Safety	Other
FY2022	3	9
FY2023	4	3
FY2024	1	8
FY2025	3	1
Total	11	21

The position forecast is not a proposed or planned future staffing request but provides insight into projected needs to support the growing diverse and engaged community that is Morrisville and the resulting recurring expenses that would be incorporated into future budget requests. Many of these positions are anticipated for Public Works and Parks and Recreation (including a future downtown community center).

A budget priorities summary provides a high-level overview for all requests presented for your consideration in the proposed operating budget. Budget priorities will be highlighted in more detail during the budget workshops.

Together, the expanded base budget and specific project requests promote and enhance our opportunity to **Connect Morrisville** to fulfill our Town mission statement:

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



Each budget request has been aligned with one of the six pillars that are the framework of the Strategic Plan –

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.

In addition to ongoing attention to day-to-day operations, elected officials and professional staff address policy and process issues on a regular basis. Short-term goals and long-range planning both require care and attention. Decisions in one area impact those in another. There is no shortage of ideas and options than can be considered as we bring individual values and choices together in creative and cohesive ways, with attention to strategic plan goals. We have worked to encapsulate those values and choices into a responsible balanced budget.

FY 2020 has been a year of transition and change, with substantial time and attention at both the elected official and staff levels on completing major projects, some of which have been underway for many years. Capital investment planning has been the major focus of efforts for projects initiated in FY 2020 and ongoing intensive discussions to comprehensively evaluate and update capital project concept profiles through productive prioritization exercises.

Town Council began its work to formulate policies in key areas that will help in future prioritization decisions and bond referendum discussions. Several key initiatives that will guide and frame future budget and operational decisions, including the land use plan update, affordable housing, public transportation, and land acquisition for projects and other purposes, such as open and green space are in development. These critical conversations will help amplify the aspirations and commitments of our elected leaders for our community.

Operationally, we continue to strive to find new ways to engage with our community through provision of desired and necessary services and through cultivating interaction and feedback with all stakeholders in being part of the vitality of Morrisville. Engagement of our advisory boards is high, and effective use of social media and other engagement tools is ongoing. Accessibility to information and data has also been a highlight this year, with the introduction of a tool that will provide traffic data and other related analytics that help in traffic and development related discussions, and investment in several cloud-based initiatives that facilitate enhanced technological capacity for customer facing data sharing. One signature project – conversion of our legacy based financial system to Munis and EnerGov – was implemented this year. This project moves the town forward by enhancing our own financial management, reporting and brings our development services customer service into the electronic age, providing efficiencies and time savings for both customers and staff.

Town staff is eager to serve the public in the most efficient and effective way. Staff constantly seeks ways to enhance performance and identify ways to achieve service excellence. Our staff “experts” are responsible for ensuring Town Council is aware of essential needs and for facilitating awareness of unmet and anticipated future needs. This process is ongoing and iterative, i.e., builds on informed knowledge, inquisitive inquiry, difficult priority setting, and budget capacity parameters.

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.

Budget kickoff occurred earlier this year in December 2019 to facilitate training and implementation of the new budget module in Munis. The initial development activities focused budget preparation on current fiscal year progress and factors affecting the accomplishment of operational goals, especially major projects. This was particularly important this year, with several new department heads and evaluations of existing strategic plan goals, and master plan evaluation and implementation expectations. Mid-year forecasts and discussion of potential FY 2021 budget requests were prepared in January. Pre-budget meetings were held with departments in mid-February that helped formulate the mid-year budget report and FY 2021 budget preview provided to Town Council in late February. These meetings are also effective in collaborative participation and decision-making and provide valuable insight into the needs and opportunities of the town. Town Council and staff have also worked collectively to explore and advance the Capital Investment Program (CIP) through significant dedication of resources in the current year. Periodic updates on other major projects are provided regularly, notably the recently completed McCrimmon Parkway Extension, the upcoming Morrisville-Carpenter Road project, and Town Center Core.

A significant component of this year's upcoming budget presentation focuses on property tax revaluation. Town Council received a pre-budget presentation in October 2019 to cover revenue topics, including revaluation and solid waste fees.

The goal of property tax revaluation, conducted by the Wake County Tax Assessor every four years, is to redistribute and equalize the tax burden through determining the assessed value to "catch up" to a current fair market value. Property owners were notified in December 2019 of the updated assessed value and have the right to appeal established values. A preliminary estimate was provided to the Town in February and was included in the FY 2021 budget review discussion. The appeal process wraps up in May, at which time the Town will receive final estimates. The Town is required to include a calculation of a Revenue Neutral Tax Rate (RNTR) in the upcoming budget. A more detailed discussion of RNTR is included in the *General Fund Overview* section later in this budget message.

Solid waste costs correlate to an approximate two and one-quarter cents of our tax rate and is currently absorbed in the property tax rate. Solid waste costs continue to escalate, in large part due to dramatic recycling program cost increases resulting from loss of recyclable markets. Most other Wake County municipalities charge for this service separately. As the Town evaluates current and future revenue streams and aligns them with priorities and needs, a user fee approach to solid waste services may need to be considered.

Departmental budgets were submitted in March. Reviews of budget submittals were vetted and reviewed virtually with department heads to ensure a comprehensive understanding of the requests and needs, justification, and prioritization. All requests are gathered to be reprioritized collectively for incorporation into available budget capacity (forecasted revenues less existing recurring expenditures). Recurring expenses such as staffing and increased programming are scrutinized since they commit future base budget capacity.

Several key factors have impacted the FY 2021 proposed operating budget capacity available to incorporate new or expanded programs:

- ✓ Addition of \$2.0 million in recurring expenses in the FY 2020 budget to support expanded costs of services for existing and new programs. These include examples such as recycling, senior programming, additional staff support including Fire personnel, Public Works personnel, and Parks and Recreation personnel for the expanded Morrisville Aquatics and Fitness Center that is nearing completion;
- ✓ Recognition of \$1.4 million in debt service for the McCrimmon Parkway Extension and Morrisville Aquatics and Fitness Center for the bonds issued in October 2018; and
- ✓ The adverse influences on revenue projections for both the current year and forecast for FY 2021 as a result of COVID-19 economic impacts that remain unknown.

Revenue forecasts, which were originally developed in early March were reevaluated in late March as States of Emergency at the local and state level were declared. While sales tax revenues are highly sensitive to economic conditions and the primary area where reduced projections are observed, effects on associated revenues such as vehicle tax, collection rates and Parks and Recreation programs have also been adjusted. Budget capacity levels associated with three levels of revenue estimates were analyzed and used to evaluate the potential availability of financial resources for programming. RNTR will be a major influence on available revenue levels.

While budget capacity has been modified to reflect these uncertain trends and potential long-term downturn, the town's needs are not being reduced. While tough prioritization choices are always made to balance a budget, this year has been even harder. The proposed FY 2021 budget presentation and related discussions will be different this year as we recognize that while some things may "pause," we must remain strong, focused, and confident in our underlying strength of our regularly conservative forecasting, healthy fund balance, and ability to manage and control spending, combined with confident optimism in the future for our town.

The proposed FY 2021 budget development has continued to employ 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 vital to the work of the Town. This has been done where essential, with some deferred replacements for assets with some remaining life. For departments requiring additional vehicles, vehicles with remaining useful life and in good condition will be retained and repurposed rather than placed in surplus.
2. Maintain and adjust base budgets in a reasonable manner. Examples of where this is demonstrated is Information Technology agreements and Public Works recycling program costs.
3. Enhanced staff efficiency, workload management and oversight in critical areas, noted in various front-line service level departments such as Public Safety, Public Works and Parks and Recreation, and internally in Information Technology.
4. Allocations to identified budget priorities. The most notable programs included in the proposed FY 2021 budget are the Smart Shuttle public transportation initiative, the Smart Cities program development, and various sustainability initiatives.

The proposed FY 2021 budget *does not* include any transfers to reserves (roadways and transportation, capital investment, sidewalk/pedestrian or fire apparatus) and does not propose any new capital investment program appropriations as were included in the FY 2020 proposed CIP. Work on projects appropriated in the current year budget can continue as Town Council explores bond referendum options and evaluates the future financial impacts of COVID-19.

A small fund balance appropriation to support one-time needs is proposed in FY 2021 to ensure essential needs are incorporated into the fiscal year plan lessening further impacts on strained resources. More than ever, maintaining a strong, healthy fund balance will be necessary to protect the town from the future uncertainty of a long-term downturn, but more importantly, to ensure the town has the necessary cash flow to award a contract for the Morrisville-Carpenter Road widening project expected in the next several months.

Ongoing friction at the state level between the executive and legislative branches of government has resulted in no adopted state budget, and the general inability for local governments to gain traction for discussion of additional municipal revenue options. This challenge further influences the programs and services we can provide within resources under our control. The local option sales tax, generally touted as one of the most viable options towns could use, is not a viable option at this time.

Available budget capacity will be greatly influenced by the determination of the property tax rate, this year more than ever. A RNTR will not provide the town the resources it needs to meet

expected and anticipated needs. The town must also consider that while the town has benefitted substantially from real property growth (that will be discussed later), the town is also approaching full build-out, and growth at historical levels will not be sustainable. At some point, the growth in value of a penny on the tax rate will not remain the same as it is today.

Town Council will need to continue evaluating both current and future budget year needs within existing available budget capacity. The solid waste/recycling program, which is paid for through property tax revenues, accounts for an approximate 2.25 cents of the property tax rate and reduces the capacity to program other expenditures. A comprehensive stormwater operations study completed in 2020 has provided valuable information to continue assessment of the stormwater utility. However, the cost of the stormwater program will also be heavily influenced by future capital infrastructure needs that must be evaluated and prioritized to appropriately evaluate the future fee, and in relation to policy decisions about whether the program should be self-sustainable or subsidized by the town's general fund. Currently, the town has no effective mechanism to bill or collect for these fees monthly, which must be in place before further implementation of these user fee models can proceed. Implementation discussions for such fees are recommended prior to preparation of the FY 2022 budget.

User fees have been updated for FY 2021 where warranted relating to the cost and time required to provide those services.

As always, collaborative relationships developed with our residents, key business and non-profit partners will be essential to productive conversations and decision-making for future budget discussions.

The FY 2021 proposed budget demonstrates commitment to strategic priorities but is grounded in cautious revenue forecasts. In addition, delayed implementation strategies for some staffing positions and purchases/projects to mid-year (January 2021) will aid, if necessary, fiscally responsible budget oversight. This strategy will provide for mechanisms to manage and control spending within economic conditions while allowing for the review of FY 2020 financial condition at audit conclusion. Town financial policies and related performance indicators and ratios will be used as guideposts to 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 rise above challenging influences, we can maintain fiscal responsibility and not fall behind on the foundational work we have done to prepare for the future by **STAYING FOCUSED** and remain on course to provide for our community.

BUDGET OVERVIEW

The total operating budget for FY 2021 is \$38,180,000 for the following annually adopted funds:

General Fund	\$ 37,350,000
Stormwater Fund	\$ 830,000

The General Fund includes three capital reserve funds: Fire Apparatus, CIP, and Roadway and Transportation Funds. The growth in the original operating budget for FY 2021 over FY 2020 is approximately 5.7% and substantially provides core service levels that have been identified in

Town Council's policy development and strategic plan goals. Higher base budget growth is expected to continue in future years.

The recommended budget has been balanced with a proposed \$0.365 tax rate, a reduction of 2.5 cents from the current \$0.39 tax rate that has been in effect since adopted in FY 2017. The proposed \$0.365 tax rate is 4 cents over the calculated revenue neutral tax rate of approximately \$0.325 and is proposed to retain crucial resources essential to sustaining programs and services at existing expected levels. Resources generated from a RNTR do not fulfill that need. Alternatively, reduced tax rate scenarios have been evaluated and will be discussed during the budget work sessions but require substantial reductions in staff and programmatic priorities.

The proposed FY 2021 budget does not include allocations to the Roadway and Transportation Capital Reserve fund. A transfer of an equivalent of one cent (\$0.01) on the tax rate has been transferred to this reserve since 2017. A total of \$1,865,000 has been transferred to this reserve over the past four fiscal years. Appropriations of \$1,350,000 from this reserve were included in the FY 2020 budget, resulting in a \$546,000 (excluding interest) balance. An additional \$476,000 of appropriations from this reserve for projects is proposed in FY 2021 and leaves approximately \$100,000 in this reserve. Town staff has been working to explore possible legal application of collected Streets Payment in Lieu funds collected over the years. Should it be determined that this source of restricted reserves can appropriately be utilized for the items identified, staff will allow Roadway & Transportation reserves to remain intact for future identified CIP projects.

The proposed FY 2021 budget also does not include allocations to the CIP Reserve. This reserve has a balance of approximately \$920,000 (excluding interest). No appropriations from the CIP reserve are proposed in FY 2021. Additionally, no allocation to the Fire Apparatus Reserve, used to accumulate funds for significant future purchase of fire vehicles over several years, is included in the budget proposal. The next significant fire vehicle purchase is slated for FY 2025. Higher allocations will need to be considered in future budget years to accumulate these funds.

Establishment of a Debt Service Fund is recommended in FY 2021 separate from the General Fund to more effectively manage budgetary debt capacity at consistent levels and recapture retired debt to facilitate efficient and transparent debt financing and payment activity. Existing debt service of \$3,492,200 recognized in FY 2020 plus bond referendum costs included in the FY 2021 proposed budget will be transferred to the Debt Service Fund. The Debt Service Fund balance remains a part of Fund Balance calculations but reduces the perceived increases and decreases in the General Fund influenced by significant debt financing activity such as when bonds or other debt is issued. This recommendation is a financial accounting best practice for debt management programs.

The proactive road maintenance allocation of \$300,000 that has been allocated since FY 2016 is included in the proposed FY 2021 budget. These additional funds complement Powell Bill resources to advance proactive remediation of roads in poor condition and to avoid expensive road deterioration before it occurs. These funds are spent in correlation with information received from a bi-annual pavement condition report.

The Sidewalk/Pedestrian Enhancements Capital Project Fund was established in FY 2018 to accumulate prior year allocations, more effectively reconcile the expenditures and offsetting revenues, and demonstrate commitment to utilizing allocations for their intended purpose. Town staff has initiated design and cost estimates for filling sidewalk gaps in the existing sidewalk network that will not be filled through NCDOT roadwork. That work is in progress. No allocation is proposed for FY 2021 until a master funding plan/program can be developed that will guide future allocation needs. Approximately \$320,000 (excluding interest) remains available in this fund for design costs and future construction.

Significant (> \$250,000), non-personnel appropriations of operational budget capacity in the proposed budget for FY 2021 are provided below.

- **Smart Shuttle (\$502,000):** A node based, on-demand, shared shuttle service that will address public transportation goals within and around Morrisville. Costs include development of the technology backbone to support placement of requests for service and related capital and infrastructure costs and annual operating costs. The town has been awarded a Wake Transit Community Funding Agreement (CFA) grant to offset one-half of these annual costs.
- **Vehicle Replacements (\$440,000):** Replacement of five police vehicles and the Public Works heavy duty dump truck. Hybrid police vehicles will be purchased. An additional \$243,000 in scheduled vehicle replacements has been deferred.
- **Bond Referendum Costs (\$301,500):** Financial advisory, bond counsel, Local Government Commission and credit rating fees related to the future bond referendum. Costs also include ballot and community engagement costs and will be captured in the Debt Service Fund.
- **New Vehicles (\$272,000):** Fully equipped police vehicles related to establishment of the Morrisville Police Department Traffic Unit.
- **Space Needs/Facility Renovations (\$250,000):** Projected costs for interior and/or exterior renovations needed to develop future staff space in various town owned buildings, including Town Hall, PSMS and Old Fire Station #1. Current space is not adequate for staff, training, or meeting space needs.

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. FY 2021 proposed operating budget recommendations for personnel, debt, and use of fund balance are described in following 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, permit fees, and any grant revenues received for stormwater projects. The stormwater ERU fee has not changed since FY 2016 and no change is recommended for FY 2021, pending the development of a stormwater master plan that establishes a framework for future capital projects and maintenance needs for the stormwater utility. Stormwater ERU revenues are increased by less than 1% over the FY 2020 budget. The basic level of stormwater programming for the upcoming fiscal year

remains consistent with existing operation levels. There is no general fund subsidy proposed but does include use of Stormwater Fund Balance appropriations to offset onetime expenses.

The Municipal Service District (MSD) budget for FY 2021 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 street standards. Five of six original MSD projects are complete. The Gables is the final project remaining. With an estimated cost in excess of \$1 million dollars and the current rate of accumulation of tax increment revenues and the town's regular matching allocation, this project will not occur until FY 2025 unless the town elects to accelerate funding through an increased allocation.

Six original MSD neighborhoods approved an assessment of a special tax rate annually, beginning in FY 2014. 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 \$117,000 at an estimated 99% collection rate in FY 2021. The General Fund has provided for an annual transfer to the MSD Fund of \$110,000 to accelerate funding for these projects and will be repaid by the MSD tax increment over time, even after all projects are complete. The repayment timeline is approximately 25 or more 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 FY 2021 include obligations related to NC pension plan and post-employment obligations:

Retirement Health Care Fund (OPEB)	\$ 413,000
Retirement LEO Separation Allowance Fund	\$ 88,600

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

GENERAL FUND OVERVIEW

Ad Valorem Taxes (Property Tax/Auto Decal Fee)

The property tax rate is the only revenue in full control of Town Council. The FY 2021 property tax rate is recommended to decrease by \$0.025 from the current rate of \$0.39 to \$0.365 per \$100 of property valuation. The \$0.025 decrease reflects an adjustment closer to the revenue neutral tax rate (RNTR) following revaluation of property values in 2019. Fully adjusting to the RNTR does not provide adequate resources to retain historical and desirable recurring budget appropriations for town programs and services. The calculated MSD RNTR is approximately \$0.082 based on the revaluation of property within the service district. The tax rate is proposed to remain at \$0.10 to complete the final neighborhood project and pay down the conversation cost.

The RNTR is defined as the rate that is estimated to produce revenue for the next fiscal year equal to the revenue that would have been produced for the next fiscal year by the current tax rate if no revaluation had occurred. The calculation of RNTR takes into consideration more than real property and is the average annual tax base growth since the last revaluation as well as adjustments for annexations, de-annexations, mergers and other material events that may otherwise skew the results. A summary of the RNTR tax rate analysis is provided below:

Average Growth Rate over 4-Year Period			Revenue Neutral Tax Rate Based on 3.36% Average Growth Rate			
Fiscal Year	Assessed Valuation (as noted in CAFR)	% Change	Year Prior to Revaluation	Assessed Valuation	Tax Rate	Estimated Levy @ Current Rate
2020-21	\$6,200,175,000					
2019-20	\$5,003,045,438	3.27%	2019-20	\$5,003,045,438	0.390	\$ 19,511,877
2018-19	\$4,844,680,828	5.60%	First Year of Revaluation	Assessed Valuation	Tax Rate @ Equivalent Levy	
2017-18	\$4,587,660,798	1.21%		Estimate		
2016-17	\$4,532,717,369		2020-21	\$6,200,175,000	0.315	\$ 19,511,877
Average Growth Rate					RNTR @ 3.36% Average Growth Rate	Estimated Levy @ RNTR
					0.325	\$ 20,167,698

The Town is not required to adjust the tax rate to RNTR. Adoption of the RNTR also does not suggest that a property owner will not see an adjustment to their annual tax bill, which considers both the change in the tax rate and the individual change in property tax value. In addition, the RNTR reflects only the Town of Morrisville portion of the property tax rate, excluding the Wake or Durham County component of the overall tax rate. When property values increase, additional revenue capacity is generated to support programs and services for a municipality. The Town has been fortunate to benefit from continued growth over the past four-year cycle and a relatively stable overall assessed property value. As a result, we have been able to effectively meet identified budget priorities until this year substantially from natural revenue growth allowing the Town to minimize the impact on property owners from increased taxes related to higher property value assessments. Property values do not change uniformly across town by location or by property type. As a result, the net financial impact to a property owner is due to both the change in value and tax rate. For property owners who experienced a decrease, or smaller increase in value, the related tax burden also decreases.

Town of Morrisville property owners benefit from one of the lowest tax rates and costs for service in Wake County. The tax rate for the Town of Morrisville has not been changed since the last revaluation cycle in FY 2017 when it was adjusted to the RNTR plus one-half cent to be allocated to the Roadway and Transportation Reserve. As a result, only natural growth capacity was realized through revenue streams – no additional capacity was captured to support the growth in development and services in an expanding residential and commercial customer base. The Town has historically (in almost thirty-years) not increased taxes other than to support bond debt for voter approved capital projects in 2012 and 2014. The Town has demonstrated its commitment to living within available resources for operations and management. However, the changing dynamics and expectations of our Town Council for strategic goals and priorities, future capital project investments and formative policy consideration demonstrates an unsustainable approach

to achieving future opportunities and aspirations of the Town. Growth in the tax base, combined with a reasonable increase in the tax rate, provides a path to fulfill some unmet needs. As the town approaches build-out of remaining available land, the average growth rate in our tax base values annually as experienced in the last two revaluation cycles will likely decline in the future. Growth in tax base is primarily driven annually by new development and changing market conditions during revaluation cycles.

Total revenues are reflective collectively of the increased assessed property value from the natural growth in tax base (ad valorem) and revenues in other categories. Other revenues more directly impacted by COVID-19 such as sales tax, program fees, Powell Bill funds and interest earnings are discussed separately. Real revenue growth (from sources other than transfers and carryover items) approximates 1.5% as compared to the prior year. Typical assumptions for natural growth annually are between 3%-4% in a more positive economic climate.

Staff continues to monitor the state and local economic conditions from stay-at-home orders during the current State of Emergency that could cause changes up or down in forecast revenues, and the related effects on our residents and businesses. Two additional balanced budget tax rate scenarios, illustrating a lower property tax rate with reduced levels of program and operational support have been evaluated and will be available for discussion as part of planned budget discussions. Adjustments to the tax rate associated with a future bond referendum may also be layered onto the current proposed budget as those discussions continue.

The General Fund Ad Valorem revenue for FY 2021 is estimated at \$22,475,000 and represents 59% of the total budget. This estimate is based on a 99.0% collection rate. This collection rate has been lowered from 99.8% to account for potential COVID-19 related payment delays.

The vehicle decal tax of \$30 per vehicle was approved in FY 2019 and is the maximum levy authorized. Of the \$30, \$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's budget fulfills these requirements.

Sales and Use Tax

Prior to COVID-19, Sales Tax revenues showed strong growth trends ahead of FY 2020 projections which may provide some cushion from the now anticipated loss of sales tax revenues beginning in March as businesses closed due to stay at home orders. Forecasts of sales tax revenues for the remainder of FY 2020 have been adjusted down by 10% or to \$5,400,000 as compared to original budget expectations of \$6,080,000. Sales tax revenues are 14% of the General Fund revenues and the second largest revenue source for the Town.

Developing projections for the upcoming fiscal year has been challenging during these uncertain times. Because of the timing of reporting and receipt of sales tax revenues, the true loss of revenues for March and the remaining months in FY 2020 will not be known until around late May or June, when the March 2020 report will be available. This source is sensitive to consumer confidence and volatile shifts in economic climate. Budget forecasts are the best available under the circumstances. Projection assumptions for FY 2021 Sales Tax applies a flattening or no growth strategy. Sales Tax revenues for FY2021 are projected at \$5,400,000. This results in an overall loss of 16% from the amount the source would have estimated at for FY2021 prior to the pandemic.

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 Sales Tax is projected to generate \$1,640,000, which is 2.5% growth over estimated FY 2020 revenues and is 4.4% of total General Fund Revenues. Utility Sales assumptions are relatively static with a minor growth factor. Underlying factors such as weather, energy prices, population expansion and technology changes primarily contribute to shifts in utility consumption.
- The Wake County Fire Tax projected revenues of \$806,000 represents the Town of Morrisville's cost share allocation from Wake County for fire protection and mutual aid. This allocation has been reduced by approximately 6% from the FY 2020 allocation of \$854,500 and was expected due to the expiration of the hold harmless commitment from fire service district alignment. The Morrisville Fire Chief and staff remain actively engaged in advocating for MFRD service area to protect fire tax revenues. Future fire station location discussions are a critical part of this revenue distribution allocation.
- Video Programming revenues of \$656,000 reflect no growth over estimated FY 2020 projections and is approximately 2% of total revenues. This resource reflects the change in consumer market from cable TV to streaming services.

Development Services Permits and Fees (Planning, Engineering and Building Inspections) remain strong, and have been increased 9% over FY 2020 budget estimates based on assumptions resulting from strong permitting activity in commercial development, while recognizing a slowing trend in residential permits. This budget projection remains more conservative than other revenues to safeguard against the unpredictability of construction activity. This forecasting strategy becomes even more vital during these uncertain times.

Parks and Recreation Programs and Facility Revenues are projected down for the remainder of FY 2020. COVID-19 related program and event facility rental cancellations have largely impacted this seasonal resource. FY 2021 projections demonstrate a stabilizing, yet conservative estimate recognizing expanded programs and the reopening of MAFC. A business plan and associated marketing plan to support increased membership growth and expanded program revenue as well as increased expenditures from a larger facility has been developed and will be used to guide and gauge performance.

Other intergovernmental revenues (Powell Bill, Beer & Wine, Rental Vehicle and Solid Waste Disposal) remain comparable to current year budget estimates. Powell Bill revenues have been purposefully flattened anticipating possible impacts to how this source might be influenced by COVID-19 stay-at-home orders.

User Fees

The Town assesses a variety of User Fees for Town services including administrative fees, inspection permits, police alarm fees, fire department services, and permit fees. During the FY 2021 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.

- Moderate changes to some development fees that includes an annual update to the parkland payment in lieu (Multi-Family) per unit rate is also included.
- 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

The base budget for each department's operations is reviewed to help aid 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 identified and driven by Town Council decisions during the budget review process. As a result, the base budgets do not have significant capacity for reduction without corresponding program or service reduction. Adjustments to the base budget have been very modest historically, as staff have recognized the need for fiscal responsibility and have maintained a conservative approach to recommending major changes to the base budget. The FY 2020 adopted budget included a more significant request for additional staff to meet increasing identified needs. This "right-sizing" of staff needs, as well as requests for expanded operational and program support continues in the FY 2021 budget and is expected to continue in future budget years. Many of these increases are in departments providing direct citizen programming and engagement in the community.

Basic routine services and recurring expenses (excluding transfers, contributions and grants, and capital outlay) are approximately \$32.5 million annually at current operational service levels. This amount includes the annualized impact of market pay adjustments authorized by Town Council in March 2020 in response to the comprehensive job classification study and in support of recruitment and retention goals for our staff. I am especially grateful for Town Council's unwavering recognition of the value of our staff in accomplishing the mission, vision, and goals on their behalf to our town. Proposed additions to recurring and routine expenditures to the base operating budget are \$2.4 million for FY 2021 and represents a 7.4% increase to the base operating budget. Of this amount, \$1.4 million represents additional investment in human capital that is essential to meet workload demand, and approximately \$1,000,000 is for operational initiatives and ongoing costs.

The FY 2021 budget provides additional funding above the base operating budget to support \$3.2 million in priorities that enhance accomplishment of the strategic plan, maintain and improve Town infrastructure, and support targeted programs and initiatives established as priorities by Town Council. Over 57% of budget priority recommendations remain one-time or nonrecurring items that address targeted needs.

There is no new debt recognized in the FY 2021 proposed operating budget. Funds set aside to support debt service payments have been included in the proposed Debt Service Fund. The Debt Service Fund will recapture retired debt capacity to be used for new debt (when approved by voters or Town Council); enhance our debt financing capacity when exploring available debt instruments; and will facilitate accomplishment of CIP and strategic infrastructure investment goals. The debt service ratio to general fund expenditures is approximately 9% of the FY 2021 proposed spending. Debt service for McCrimmon Parkway Phase II, MAFC renovations and the Town's cost share of \$2.7 million for the Morrisville-Carpenter Road project are included in the FY 2021 proposed budget.

Expenditures have been categorized into major types and focus areas to assist in review of budget requests. A budget priorities summary narrative provides detail and justification. Discussion of alternate tax rate scenarios will be incorporated into FY 2021 budget presentations and work sessions.

Personnel Expenditures

The Town of Morrisville continues to have growing workload demands to serve the community and our own internal operations. Preliminary position forecasts illustrate continuing needs in the next two to five years. All requests are prioritized and considered through a deliberate and timed request for new personnel that considers impacts on customer service demand, overall service delivery quality and budget capacity.

The FY 2021 budget includes requests for 13 full-time staff positions. Of the 13, four are requested for a full-year and nine are requested for mid-year (January 2021) authorization as a managed spending strategy and timing of work needs.

The following positions are requested effective July 1, 2020:

- ✓ Network and Security Administrator (*Information Technology*)
- ✓ Sustainability Program Coordinator (*Public Works*)
- ✓ Human Resources Specialist (*Human Resources*)
- ✓ Senior Center Recreation Program Specialist (*Parks and Recreation*)

The following positions are requested effective January 1, 2021:

- ✓ MPD Traffic Unit (*Police - 4 Officers*)
- ✓ Fire Captains (*Fire - 3 Officers*)
- ✓ Enterprise System Administrator (*Finance*)
- ✓ Athletics Facilities Maintenance Technician I (*Public Works*)

The full personnel costs for these positions are incorporated into future year budget forecasts and would be fully funded beginning in FY 2022.

A summary of these requests and a brief justification for each position are provided as a part of the Budget Priorities Summary. Expenditures are reflected in the Department Budget Summaries. A review and discussion of the need for these investments in personnel will be shared with Town Council during presentations and work sessions.

New position requests are incorporated into the Town's pay plan according to job description, classification, and level of responsibility. Town Council adopted the job classification review

recommendations for position titles, grades and entry level market pay for the Pay Plan in February 2020. Those changes are incorporated in the Pay Plan illustrated starting on page 63 of the FY 2021 proposed operating budget. New and vacant positions not reviewed in FY 2020 will be incorporated into the one-third study conducted in 2021. No additional changes to the Pay Plan are recommended at this time.

Health Care Costs

The Town joined the North Carolina Health Insurance Pool (NChip) in FY 2019 as one of six inaugural members of that group. The health insurance risk pool allows for the sharing (pooling) of medical claim costs over a certain amount to smooth and minimize the fluctuations in plan renewal based on a small number of covered lives and large claims that sometimes occur and stabilizes health care costs over time. The pool now has 11 members and is considering others. The growth in the pool will continue to allow for more spread of both administrative costs and large claims across a greater number of covered lives. The Town has also achieved more flexibility in plan design and opportunities to utilize pharmacy and wellness tools not readily available to small employers.

The Town of Morrisville has continued to reap the benefits by having a number of large cost medical claims experienced both last year and this year be shared with others in the pool rather than bear the brunt of those claims being incorporated into significant renewal premiums that subsequently increase both employer and employee costs. The town also continues to “cost compare” the pooled model with what an annual small employer renewal would be to validate our overall savings, even as health care costs continue to escalate.

Because the level of claims has outpaced our current premium structure, the Town has not been able to satisfactorily establish an internal pool reserve, which is a requirement of the plan. The pool has a policy that a reserve for a minimum of 1.5 to maximum 6 times the cost of estimated Incurred But Not Reported (IBNR) is needed to protect the pool. Members have five years to achieve this level of reserve. To allow for progress in achieving this goal and cover our existing non-shared medical costs (those under \$40,000 for each covered member), our overall costs have increased approximately 6% for FY 2021. Finance and Budget staff also plan to establish a budget mechanism that clearly tracks and monitors health care costs budgeted versus actual expense to mitigate future budget impacts that will be implemented in FY 2021 that will also help offset future health care cost increases should the Town experience significant claim costs.

The Town has retained the two tiers of coverage and made modest plan design changes to reflect reasonable and peer/industry comparisons and matched appropriate levels of shared employee/employer cost to those programs that provide choice and responsibility for employees. Vision benefits have been added back for the buy-up plan and minor pharmacy tier changes and wellness program content will be incorporated into both plans. Council member and employee premiums remain the same. Town staff continue to monitor premium cost, in particular for dependent coverage.

The Town’s basic dental care plan, offered through the North Carolina League of Municipalities, reflects a 2.5% increase (\$1 increase in Employee Only coverage).

Employee Compensation/Merit Pay

Past and current merit structures have limited merit-based performance awards and the ability for employees to advance through their pay range. Employee salaries continued to fall behind both in routine market pay adjustments as compared to peer communities and in the industry. These factors have contributed to recruitment and retention challenges for staff.

A comprehensive job classification review for all positions and employees was conducted earlier this year and presented to Town Council in February. Recommendations from that study, including adjustments to actual pay for job classification changes, was implemented at that time. Other recommendations discussed at that time to further adjust the merit pay structure for performance were to be considered with the FY 2021 budget proposal.

Since that time, how we do our work has changed due to COVID-19. Employees have been absent from the workplace and focusing primarily on essential work through alternative strategies and delivery mechanisms. The ability to accomplish some workplan goals has been compromised for many employees. Other employees, most notably public safety employees, are significantly involved daily in COVID-19 response. As a result, the organization does not have the capacity to effectively conduct meaningful performance evaluations. Due to these factors, I have discontinued the performance evaluation process for this year in lieu of an alternative means of recognition.

It is still essential to reward our employees for their work in a fair and equitable manner, and to not undo the progress achieved with the mid-year pay adjustments. I am recommending a 3% pay adjustment (pro-rated for employees with less than one full year of service) for all employees. This recommendation correlates with the recommended minimum Meets Expectations merit pay percentage. A mechanism to address performance above the Meets Expectations level will be developed for consideration in FY 2021 as market conditions allow. Total funds requested to support the 3% pay adjustment and related payroll costs is approximately \$450,000 (total compensation). In comparison, the average merit pay increase for FY2020 was 3.52% merit pay increase for FY 2019 performance evaluations as compared to 2.76% in FY 2019 for 2018 performance evaluations.

Part-time pay plan rates have also been evaluated and streamlined as a part of the Munis HR/Payroll upgrade. There is no significant impact on the budget from these recommendations.

Other Employee Benefits

At its meeting in January 2019, the Local Government Employees Retirement System (LGERS) Board amended its policy for employer contribution rates to LGERS for future years. Effective July 1, 2020, the base employer contribution rate with respect to law enforcement officers (LEOs) will increase from 9.70% to 10.90% of reported compensation. With respect to all other employees, it will increase from 8.95% to 10.15% percent of reported compensation. Additional rates, such as rates associated with death benefits, will be added to the base rate to determine the actual contribution percentage. The cost of these increases is estimated to be \$151,000 and has been included in personnel total compensation costs.

Further increases in the base rates will be effective July 1, 2021, equal to 1.20% of reported compensation each year. Rates will be 11.35% for non-LEO employees and 12.10% for LEO

employees, respectively next fiscal year. These projected rate increases have been included in future year forecasts.

Capital Investment Program Expenditures

Several major capital projects were initiated in FY 2020:

- **NC54 Corridor Congestion Mitigation Project** - Engineering design work for the Airport Boulevard Extension from the intersection of Garden Square Boulevard to Church Street was authorized in FY 2020. One million dollars will be used support initial survey and wetland identification work in the area to develop right-of-way plans and prepare the project for a future LAPP (Locally Administered Public Projects) funding request. The current schedule shows the Right-of-Way plans complete by October, with completion of construction plans by May 2021. A future LAPP application is anticipated in FY 2021.
- **Public Safety Improvement Projects** - The adopted FY 2020 budget included \$2,800,000 for two fire station location projects. Shortly after FY 2020 budget adoption, the Town was informed that the NC54 Road Widening project near McCrimmon Parkway will compromise the ability to continue to use Fire Station No. 2. Since then, staff has worked to identify potential future locations for both a relocated Fire Station No. 2 and best alignment of the next fire station (relocation of collocated staff with town of Cary at Fire Station No. 3) in relation to the first site. This work continues, with identification of suitable parcels of land underway and a design-build firm under contract. Work on this project will continue in FY 2021 within existing capital project funding until the project is further along.
- **Parks & Greenway Improvement Projects** - Two park design projects are also underway – Morrisville Community Park Phase 2 and Crabtree Creek Nature Park. Town Council will review design plans and consider proceeding on these projects as a part of its continued Capital Investment Plan and Bond Referendum Discussions. Design work on the Indian Creek Greenway Connector at Town Hall Terraces is also underway.

These projects will require additional future year funding for construction. Each of these projects is considered a viable future bond referendum project. If any of these projects is included in a bond referendum for consideration and approval by Town of Morrisville voters, these initial budget authorizations could be reimbursed from bond proceeds via resolution of Town Council.

Other Active Projects

Design of the Morrisville-Carpenter Road improvement project is complete and certified by NCDOT. This project will enhance east/west connectivity through the center of town and establish safety access points along the corridor between NC54 and Davis Drive. An approximate \$9 million project, the Town will manage the project and received a \$6.3 million grant from Capital Area Metropolitan Planning Organization (CAMPO). The project was placed on a suspension list earlier this year by NCDOT due to budget shortfalls at the state level, primarily due to the significant multiple hurricanes and winter weather event costs experienced over the past year. Town Management appealed the delay and requested authorization to proceed. The appeal was granted, with a provision that the Town would delay reimbursement requests to NCDOT for a period of time. The project is scheduled for bid in May 2020 and construction is anticipated to begin this summer. The Town is required to award the entire project cost and

request reimbursement as construction is completed. Debt service for the \$2.7 million Town cost for this project was included beginning in the FY 2020 approved operating budget.

Construction of the Town Center regional stormwater control measure (SCM) has begun. This SCM will have capacity to treat stormwater generated for the future Town Center and the existing development in this area. Work is expected to be complete by the end of the calendar year.

The Town issued \$10 million worth of Street Improvement Bonds in 2017 for Phase I of the McCrimmon Parkway Extension. An additional \$4.3 million was issued in October 2018 for Phase 2 of that program which was managed by NCDOT. Phase I opened in August 2019 and Phase 2 opened in April 2020. Debt service for both segments was fully incorporated in the FY 2020 budget and continues in FY 2021.

The Town also issued \$5.7 million in authorized bonds from the 2012 Park Improvement Bond Referendum and \$1 million in installment financing for the MAFC renovation project. MAFC was closed in November 2018 and is slated for reopening this summer. Debt service for this bond issuance is recognized in FY 2020 and continues in FY 2021.

Debt service of \$4 million for bonds issued in 2013 for Church Street Park is included in the FY 2020 budget and will continue until FY 2034.

The Town of Morrisville and Wake County continue their collaborative efforts toward maximizing the functional placement and programming for the Public Works facility and Wake County convenience center. Work on this project will continue during FY 2021, with projected construction moved to the FY 2023 planning year. This will be ahead of the NCDOT planned expansion of Aviation Parkway, which was delayed.

Town Council continues to discuss and deliberate on the future of our Town Center. An updated Request for Proposal is in development for planned issuance in the next several months. The Morrisville Community Library is nearing completion and is slated to open in summer 2020.

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 \$3,492,000 in FY 2021 is 9% of the proposed budget as compared to 9.9% of the original budget for FY 2020. There is no new debt added for FY 2021.

Fund Balance

The recommended budget includes total general fund balance appropriations of \$840,350, less than 3% of expenditures. Fund balance appropriations support operational non-recurring or one-time expenses. The unassigned fund balance is projected to be at approximately \$11.3M or an estimated 33.4% of general fund expenditures as of June 30, 2020.

Retention of a strong fund balance is essential to maintaining adequate working capital for cyclical cashflow and preparing for future unknown impacts. Such is the case currently with potentially unknown changes in revenue forecasts from COVID-19. More importantly, the Town must be able to award an approximate \$9 million dollar contract to activate the Morrisville-Carpenter Road project this summer. The Town had originally expected to be able to leverage the available

payment due to NCDOT for the McCrimmon Parkway Extension Phase 2 before those funds needed to be paid. The significant delay in timing to commence the Morrisville-Carpenter Road project will not allow that to occur. Careful monitoring of both conditions will be essential to meeting our commitments and obligations during FY 2021.

Appropriations of \$1,824,900 for FY 2020 from Parkland Payment-in-Lieu (PPIL) were made to support various park projects, resulting in a currently available balance of \$3.2 million. The estimated fiscal year-end balance for PPIL is \$4.0 million. No appropriation of PPIL is proposed as a part of the FY 2021 budget. Staff estimates approximately \$100,000 in PPIL contributions in FY 2021.

Future Outlook

Until early March, the future outlook was very bright. The onset of a pandemic has disrupted virtually every facet of our everyday lives and of most local government operations. Revenue forecasts that were complete were redone. That may occur again, perhaps several times over the next six months. Expenditures, even those that are considered important and essential, will be scrutinized. Some have already been deferred and others may be authorized but strategically delayed for implementation until more certainty can be obtained about current and future year implications.

Building the budget this year has been the most challenging of my career. Yet still, I know we will come out of this stronger. It is essential to remain focused and committed to continuing to build our future capacity, even if perhaps at a slower pace. Further delaying staff and operational needs this year will only exacerbate the ability and difficult decision making for future years. These needs will not go away if we ignore them this year.

The proposed FY 2021 budget balances many things... revenue projections, impacts on our businesses and residents who also experience COVID-19 disruptions, desire to for more services and programs, future capital project needs, and the necessity of preserving fund balance to accomplish a significant capital project that has been promised to the community. Revenues may be lower, but service expectations continue with increasing pressure for new needs. As it will take additional resources and people to make things happen, we remain committed to delivering quality desirable services to our citizens.

We are strong. We are healthy. We are resilient. I am confident and optimistic about our fiscal health and the agility to deliver on the goals and priorities that underpin the framework of this proposed budget. We may need to recognize what I hope is a short-term detour in some plans and preparation but not a wholesale change in direction of the major plans and opportunities envisioned for Morrisville.

ACKNOWLEDGEMENT

The development of a responsible operating budget for the Town is a responsibility I do not take lightly. It is rewarding and I am grateful. I also recognize and approach it as a serious duty I have to the community, Town Council and staff. This year has been unique in the many individual facets of financial and operational decisions that contributed to this balanced budget proposal... property revaluation, bond referendum discussions, policy development that is in progress, major

capital projects that are underway, continued growth in programs, services, and needs, and a pandemic that dramatically altered our approach in the midst of budget preparation.

Our department heads and employees are fully committed to the Town and its work. Departmental budget requests are reasonable but aggressive in striving to achieve the mission, vision and goals espoused in our strategic plan and daily work activities. I appreciate their support in understanding not all needs can be met in one year.

Town Council also faces tough decisions to bring together their individual opinions and perspectives into the collective guidance and direction for the upcoming budget. I believe I have appropriately balanced these many inputs into the proposed FY 2021 operating budget.

I again want to thank Town Council for their support of all town employees in addressing pay equity issues earlier this year and in considering the pay adjustment incorporated into this budget proposal. Our people remain our biggest asset.

Special thanks to Jeanne Hooks, who has worked in two budget systems this year, re-forecast revenues multiple times, and has substantially guided the budget process virtually with its many stakeholders - while also managing COVID-19 related items and continued bond referendum discussions. Jeanne is the guiding force and shining light to make the budget process happen in a manner that works for us all. She makes us all better. Thank you also to Brandon Zuidema who weathered an unconventional approach in his first Town of Morrisville budget experience. His work with department heads to bring forward thoughtful and deliberate budget recommendations was observed throughout the process.

CONCLUSION

The FY 2021 proposed operating budget and capital investment program will be presented to Town Council and the citizens of Morrisville virtually at the Tuesday, May 12 Town Council meeting. The budget portal will open on May 13 to facilitate and promote public input. Work sessions to discuss the budget are slated for May 19, May 28 and June 4. The public hearing is scheduled for June 9. A final work session, if needed, will occur on June 16, with adoption on June 23.

Public participation remains a vital part of the budget process. Creative information sharing and engagement opportunities are being developed for citizens to learn more, ask questions and provide comment on the budget as social distancing requirements prevail and may preclude in-person meetings.

Sincerely,



Martha Paige

Town Manager/Budget Officer

BUDGETARY PRIORITIES SUMMARY

Operating Impacts (Routine or Recurring Annually)	Town Manager Requests
<p>MPD Traffic Unit (Sergeant and Patrol Officers – Total 4): Reinstatement of the Morrisville Police Department Traffic Team, which existed until 2010. Their sole function was to respond to major traffic collisions, coordinate traffic initiatives, participate in Governors Highway Safety Program initiatives and conduct educational seminars focused on traffic safety. As the town and roadway infrastructure has grown, patrol officers are not able to keep up with the demand for enforcement due to 911 calls for service and other service requests. Proposed half-year (January 2021) for FY2021 and full year (\$337,800) beginning in FY2022. Connect Morrisville > Public safety readiness and Operational excellence Multiple Objectives.</p>	169,050
<p>Fire Captains (3): Three firefighters that are part of the long-range Quint concept plan approved in 2012. The addition of these officer positions (one per shift) for the promotion of existing staff to captain and subsequent promotions to hire three new firefighters, increases safety. The addition of the officer positions provides the necessary staffing level to keep smaller rescue units in service not always available now because of staffing levels and reduces the need to holdover staff to meet minimum staffing. Proposed half-year (January 2021) for FY2021 and full year (\$286,400) beginning in FY2022. Connect Morrisville > Public safety readiness and Operational excellence Multiple Objectives.</p>	142,900
<p>Network and Security Administrator: Information Technology professional performing difficult technical work related to the development and support of a complex network of servers, computers and software. A dedicated staff person will aid in improving the town's security posture and staying ahead of ever-changing security threats to the organization, reducing response time to resolving network related issues and reduce the recurring cost of network related contract cost. Connect Morrisville > Operational excellence Multiple Objectives.</p>	104,200
<p>Sustainability Program Coordinator: Professional position responsible for developing, coordinating and promoting effective sustainability initiatives to reduce the town's impact on the environment, particularly in the areas of solid waste/recycling, facilities enhancements and fleet management. This position would also work closely with the development and implementation of Smart City initiatives, the MESC Committee, and the community at large to enhance public support for and engagement in new and existing environmentally friendly programs and activities. This position would also be available to assist in other program and project coordination under the direction of the Public Works Director. Connect Morrisville > Thriving, livable neighborhoods and Operational excellence Multiple Objectives.</p>	87,500
<p>Human Resources Specialist: Staff support level position to perform administrative and professional work in support of the increasingly expanding employee population, complex human resource needs and programs including benefits administration, recruitment, new hire processing and exit administrative processes, and organizational training. Additional support for ongoing administrative support for leaves of absence, job description maintenance, personnel policy updates and data management and tracking. Connect Morrisville > Operational excellence Multiple Objectives.</p>	76,900

<p>Senior Center Recreation Program Specialist: Staff support level position providing primary program and facility support to the Senior Center as their primary work location. This position would assist in planning and executing senior programs, trips and events and daily operations of the Senior Center. The position may also include other general Parks and Recreation program and event responsibilities. Oversight of work will be provided under the direction of Parks and Recreation management.</p> <p>Connect Morrisville > Engaged, inclusive community and Operational excellence Multiple Objectives.</p>	70,700
<p>Enterprise System Administrator: Finance Department professional with comprehensive knowledge of Munis and EnerGov dedicated to managing daily activities in support of user needs in all departments related to system administration, management and analysis that are needed to effectively centralize critical core financial functions. This position will also be responsible for developing metrics and performance measurement tools for data analysis, end-user training and related documents and manuals, creating reports, PCI compliance, developing new processes and workflows to enhance efficiency and system accuracy and other related responsibilities currently divided among multiple staff members in various departments. Proposed half-year (January 2021) for FY2021 and full year (\$99,300) beginning in FY2022.</p> <p>Connect Morrisville > Operational excellence Multiple Objectives.</p>	49,850
<p>Athletics Facilities Maintenance Technician I: Additional position to support Athletic Division of Public Works dedicated to maintaining fields to optimum conditions. Work includes facility and field maintenance, playing field markings and overall turf management. Increasing workloads have resulted in workload management and preventive maintenance delays. Other landscaping and general maintenance activities during off season are also managed by this work unit. Proposed half-year (January 2021) for FY2021 and full year (\$55,100) beginning in FY2022.</p> <p>Connect Morrisville > Engaged, inclusive community and Operational Excellence Multiple Objectives.</p>	27,650
<p>Merit/Market Adjustments: Proposed market adjustments for all regular full-time and part-time benefitted employees as of June 30, 2020 (pro-rated). The proposed market adjustment (in lieu of performance evaluations that were suspended due to COVID-19) represents a minimum adjustment reflective of the merit pay proposed in January 2020 in order to facilitate the recruitment and retention goals for town employees and ultimately avoid continuing to fall behind peer market comparisons. The actual average merit pay award for FY2019 and FY2020 was 2.76% and 3.52%, respectively. The performance merit plan will be reimplemented in FY2022 for FY2021 performance and include consideration for exceptional performance during FY 2020.</p> <p>Connect Morrisville > Operational Excellence Objective 5.4: Attract, develop and train a diverse, high-performing workforce.</p>	450,000
<p>Local Government Employee Retirement System Contributions: North Carolina Department of State Treasurer mandated increases in employer contributions to the state employees' retirement plan.</p> <p>Connect Morrisville > Operational Excellence Objective 5.4: Attract, develop and train a diverse, high-performing workforce.</p>	151,000
<p>Health Insurance Costs: Increased cost of medical and dental insurance premiums for employees and their dependents. After modest plan design changes and recalibration of employee premiums between the base and buy-up plans, the overall cost increase is approximately 6% over current fiscal year costs.</p> <p>Connect Morrisville > Operational excellence Objective 5.4: Attract, develop and train a diverse, high-performing workforce.</p>	101,000
<p>Smart Shuttle: A shared shuttle service that will address public transportation needs within and around Morrisville by serving customers at fifteen identified nodes (designated pickup and drop-off locations) based on a request for service over the telephone, internet, or smart phone application. The service will be provided</p>	502,000

<p>through a service agreement with GoCary at no cost to the customer via daily routes during both peak and non-peak hours. Annual costs include capital/start-up costs, capital expenditures for technology and node infrastructure at some locations and annual operating costs. Five-year costs are projected to be \$3,363,000, offset 50% by the Wake Transit Community Funding Agreement matching grant (net \$1,681,500 over 5 years). The first year will supplement the start-up cost from Transportation Capital Reserve. Connect Morrisville > Improved transportation mobility and Operational excellence Multiple Objectives.</p>	
<p>Parks and Recreation Program Support: Programmatic items for several key initiatives to be incorporated into base budget/ongoing operations. Connect Morrisville > Engaged include community and Operational excellence Multiple Objectives.</p> <ul style="list-style-type: none"> • Cultural Programs – Implementation of a comprehensive program of cultural programming including support of one major festival annually. This request would also allow for some collaborative programs with outside organizations. Costs include staff, equipment, supplies and advertising/promotion for various events. • Food Hub Programs – Utilization of the Healthy Food Hub open space for public events and activities. Activities would be held in conjunction with the Farmer's Market on Saturdays and other days and times throughout the year. This request includes the provision of arts and crafts vendor fairs, music/entertainment, food vendors and kid's activities. Costs include staff and an allowance for collaborative programs at the Food Hub location. • MAFC Pool Maintenance Contract – Contracted professional maintenance of the new pool pump, filtration, chlorination and water treatment systems. These systems are mechanically and technologically advanced well beyond the previous pool systems and experience/expertise of staff. The contractor will perform daily water and air quality checks, inspect the system, and perform regular maintenance and minor repairs as needed. • Preschool Program Expansion – Expansion of the current schedule of "Ready Set Go" program to provide relief to typical long wait lists. This opportunity has become available due to the planned relocation of senior programs that are currently using space needed for this second session. Costs include hiring staff needed to support the doubling of the program and related supplies for program activities. The cost of this initiative is offset by new program revenue. 	112,350
<p>Recycling Cost Increase: Additional recycling costs related to the significant reduction in commodity markets needed to generate revenues to offset recycling program costs and avoid drastic changes to or reductions in Town recycling programs. This is a nationwide challenge. Additional costs are based on the number of households and tonnage projected for the year. A comprehensive review of options is underway for discussion during FY2021. Connect Morrisville > Thriving, livable neighborhoods Objective 2.3: Be responsible stewards of the natural environment.</p>	110,000
<p>Information Technology Service Agreements/Leases: Annual support costs for information technology equipment and services. Connect Morrisville > Operational excellence Objective 5.6: Leverage the use of technology to maximize results.</p> <ul style="list-style-type: none"> • Computer HaaS Lease • Hosted Phone Yearly Subscription • GIS Small Government Enterprise Agreement • Parks WiFi (Morrisville Community Park, Church Street Park, Luther Green) Internet Services • Facility Security Cameras Annual Maintenance (Town Hall, PSMS, MAFC) 	106,800

<p>Sustainability Initiatives: Annual allocation of funds to support sustainability initiatives. Examples include solar panels, other electrical, water and air quality programs such as tree archives, composting and other related activities, and development of a comprehensive sustainability plan to guide ongoing sustainability initiatives. This annual allocation could be expanded in future years once a program is developed and adopted by Town Council. Connect Morrisville > Thriving, livable neighborhoods and Engaged, inclusive community Multiple Objectives.</p>	50,000
<p>Communication/Outreach Programs: Services and resources to expand promotion of event communications and outreach for town events, programs activities, and general information and advocacy. Connect Morrisville > Engaged, inclusive community Multiple Objectives.</p> <ul style="list-style-type: none"> • Video Production – Professional video production services that are essential to continue to develop creative, engaging content for various digital communications platforms, including website and social media. • Graphic Design Services – Design services with cutting-edge graphics to aid in promotion and implementation of the town's brand and important for signature events, town events, building signage and social media platforms. • Advertising/Marketing – Strategically placed paid advertising and marketing in appropriate platforms/publications and that align with the mission and values of the town are key strategies to market town programs, initiatives or events. 	47,050
<p>Public Works Asset Management Initiatives: Proactive efforts to maintain town assets and maintain high standards of safety and customer service for pedestrian amenities. Connect Morrisville > Improved transportation mobility and Thriving livable neighborhoods Multiple Objectives.</p> <ul style="list-style-type: none"> • Pedestrian Bridge Structural Inspections – Hiring of an independent consultant/engineering company to evaluate pedestrian bridges bi-annually to predict future expenditures and develop a budget for greenway bridge maintenance. Public Works staff does not have the level of expertise to conduct these assessments. This bi-annual expenditure will rotate every other year with the Pavement Condition Report for roadways. • Pedestrian Safety Improvements – Regular allocation of funds to address expenses to maintain existing crosswalks, traffic calming features, traffic control devices and associated signage, pavement markings, solar panels, amber flashers and RRFBs (rectangular rapid flashing beacons) that are already in place in town. Public Works also gets requests to add other pedestrian safety features at unmarked crosswalks and intersections. Expense will be offset by available funds from Sidewalk/Pedestrian Fund. 	35,000
<p>Strategic Plan Support: The Connect Morrisville Strategic Plan is an ongoing initiative and takes committed funds on a recurring annual basis, specifically during review period years to cover outreach, training and branding materials. Funds will be utilized for ClearPoint user licenses, training/refresh for new and existing staff and a town event/hosted stakeholder feedback sessions. Connect Morrisville > Engaged inclusive community and Operational excellence Multiple Objectives.</p>	15,000
<p>Law Enforcement Recruitment Campaign: Participation in a regional, collaborative effort coordinated by Triangle J Council of Governments and WRAL in a police officer recruitment partnership with 10-20 local government entities. This initiative was identified by Triangle J as its 2020 Sandbox Challenge. Recruitment of police officers has become more and more challenging. A comprehensive outreach effort that provides for shared access to the potential pool of applicants will assist in reaching new police officer candidates. Connect Morrisville > Public safety readiness and Operational excellence Multiple Objectives.</p>	6,000
<p>TOTAL</p>	\$2,414,950

Onetime Operating or Capital Impacts (Non-Routine)	Town Manager Requests
<p>Vehicle Replacements: Replacement of vehicles that will be retired because they meet the Town's vehicle replacement criteria. Scheduled replacements include the public works heavy duty dump truck and five police vehicles (hybrid vehicles). Replacement cost also includes the up-fit/installation of special equipment such as lights, sirens, and necessary computer equipment. Replacement of other Administration, Fire and Public Works vehicles, and the Parks and Recreation bus have been deferred.</p> <p>Connect Morrisville > Operational Excellence Objective 5.1: Promote financial integrity through effectively and efficiently managing public assets.</p>	440,000
<p>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.</p> <p>Connect Morrisville > Thriving, livable neighborhoods Objective 2.5: Plan and provide for current and future infrastructure.</p>	300,000
<p>Bond Referendum Costs (November 2020): Financial advisory, bond counsel, Local Government Commission (LGC) and credit rating fees related to bond referendum and issuance of proposed \$20 million in general obligation bonds for public safety, parks and recreation and transportation/mobility needs. Election costs are also included in this request.</p> <p>Connect Morrisville > Improved transportation mobility, Public safety readiness and Engaged, inclusive community Multiple Objectives.</p>	275,000
<p>New Vehicles: Fully equipped police vehicles related to request for MPD Traffic Unit.</p> <p>Connect Morrisville > Public safety readiness Objective 4.2: Be operationally ready.</p>	272,000
<p>Space Renovation/Upfit (Town Buildings, old Fire Station #1 & Related Modifications): Current public buildings are not able to accommodate staff, meeting or storage needs. Modifications to existing town buildings to support increased staff needs, and interior and exterior renovations to bring Old Fire Station #1 into compliance with the UDO and return it to functional use for Town staff and activities. Costs include addressing limited parking, landscaping and information technology needs.</p> <p>Connect Morrisville > Operational excellence Multiple Objectives.</p>	250,000
<p>Information Technology Innovations: Strategic initiatives to expand and advance the Information Technology program.</p> <p>Connect Morrisville > Operational excellence Objective 5.6: Leverage the use of technology to maximize results.</p> <ul style="list-style-type: none"> • Security Cameras at Town Facilities. This is a phased implementation of a centralized video management system for both interior and exterior cameras at town facilities, with Phase I including Town Hall, PSMS and MAFC. Cameras will provide live and recorded content to further protect employees and patrons/visitors to these buildings. Costs include running cables for and installation of cameras. The system will be managed by IT staff once installed. • GIS Server Migration: GIS Software Suite to include online and expanded access to software used by multiple departments and that will support Open Data strategic goals. ESRI (provider of ArcGIS software) will assist 	188,400

<p>town staff with setting up the on-premise virtual server and GIS server and enterprise software, provide technical knowledge transfer and support development of best practices.</p> <ul style="list-style-type: none"> • Active Directory and Device Management: Migration of directory services that manages user credentials and access to network resources and device management from on-premise to Microsoft Cloud to provide better management and greater flexibility of services. This upgrade will also allow for single sign-on and remote management end user devices. • Parks Wi-Fi: Installation of Google Fiber and related equipment at Morrisville Community Park, Church Street Park and Luther Green/Shiloh Park. Power to equipment (solar or electric) will be evaluated as a part of this project. • Emergency Operations Center: Build of a fully functional EOC at Fire Station #1 that meets the needs of staff and the community during an event activation. Recommended improvements are based on an assessment performed in FY2020. 	
<p>Staffing Operations Costs: Required uniforms, equipment, training/evaluation and computer/electronic equipment for four traffic unit police officers, three fire captains, a network & security administrator, a human resource specialist, a senior center recreation program specialist, an enterprise system administrator, sustainability coordinator, and athletic facilities maintenance technician. Connect Morrisville > Operational Excellence Objective 5.4: Attract, develop and train a diverse, high-performing workforce.</p>	145,500
<p>Stormwater Master Plan: Develop a stormwater master plan to evaluate current and future stormwater program to establish a framework for future capital projects and maintenance needs for the utility program. Connect Morrisville > Thriving, livable neighborhoods Multiple Objectives.</p>	150,000
<p>Fire Department Equipment and Operational Upgrades: Purchase and replacement of essential equipment for Morrisville Fire/Rescue Departments. Connect Morrisville > Public safety readiness Objective 4.2: Be operationally ready.</p> <ul style="list-style-type: none"> • Utility Terrain Vehicle (UTV) – Purchase of a vehicle to be used by emergency services to access areas of town and greenways where access by typical fire vehicles is not possible. The 2-4 person 4-wheel drive vehicle will include a skid unit which will have a small water pump and hose on one side and a patient carrier platform on the other. This UTV can also be used on mountain biking trails and to fight woods fires and during special events. • Rescue Equipment – Replacement of an aging cache of both hydraulic and rescue equipment on apparatus. Equipment includes hydraulic cutters and spreaders along with the corresponding pumps. • Emergency Operations Plan (EOP) Update – Current EOPs are outdated and not current with best practices of with the town's current staffing. The proposed update would include a new appendix on active assailants. • Digital Fire Simulator – Purchase of a simulated fire prop that could be used for training the public to use fire extinguishers and could be used by fire suppression staff in simulated environments to train safely. 	116,900

<p>Public Works Equipment: Replacement of public works equipment needed for regular operations and special service response. Connect Morrisville > Operational excellence Multiple Objectives.</p> <ul style="list-style-type: none"> • Skidsteer (Bobcat)- A skidsteer is an instrumental part of daily work and is utilized by Public Works staff to load materials, dig holes with the auger attachment, sweep streets with the broom attachment and to load/unload heavy, large and oversized deliveries for all departments. The current equipment is 15 years old and has many years of hard use. • Workman – Replacement of this small wheelbase, multi-use vehicle that accesses the various parks and greenway trails to move equipment, materials and personnel to areas that are not readily accessible to standard vehicles. This equipment is also used by other departments and during special events. • Water Trailer – Purchase of a trailer to allow for movement of a large quantity of water around town in order to water planted areas that require more water during planting or drought seasons. • Ventrac Attachments – The Ventrac is a piece of equipment used to maintain parks, town grounds and greenway trails. Equipment needs include a new set of wheels for added stability on slopes, a blower to clean greenway trails after mowing and during the fall and winter to cleanup and blow off leaves, and an aerator to maintain smaller areas around buildings on town grounds. 	114,400
<p>Police Department Equipment Replacement: Replacement of essential equipment for the Morrisville Police Department. Connect Morrisville > Public safety readiness Multiple Objectives.</p> <ul style="list-style-type: none"> • Motorola Handheld Radios – Replacements and additions to inventory of Motorola handheld radios to maintain the optimum supply of radios for new officers, use during events, and when radios may need repair/become inoperable. • Replacement K9 Working Dog – Due to a canine handler vacancy and training concerns for a new handler, a new working dog will need to be purchased to replace K9 Dylan. Life of a working dog is generally 7 years. K9 Dylan is being evaluated by other agencies. • Watchguard Warranty Renewal – Renew of warranty and software for 3 In-Car Camera Systems for fifth year. 	101,400
<p>Smart City Projects: Initial outlay of funds for implementation of prioritized initiatives anticipated by the smart city assessment currently underway, anticipated for completion in June 2020. Types of initiatives could include environmental (solar and electric vehicle), public safety, stormwater management, customer service kiosks, building management, traffic, and other similar items. (Please also see Budget Requests Deferred or Reduced) Connect Morrisville > Operational excellence Multiple Objectives.</p>	100,000
<p>Senior Center Upfit Costs: Additional resources potentially needed to complete renovation/upfit of Senior Center space at 4117 Davis Drive. This request was outlined as part of the lease approval by Town Council on April 28. Connect Morrisville > Engaged, inclusive community Objective 3.3: Effectively maintain assets and make the most of existing resources.</p>	100,000

<p>Computer Hardware Replacements:</p> <ul style="list-style-type: none"> • Annual hardware refresh plan, computer accessories (docks and monitors), a server, thermal printers, projectors and an Aquos conference room board. • Desk Phone Hardware related to replacement of phone system. <p>Connect Morrisville > Operational excellence Objective 5.6: Leverage the use of technology to maximize results.</p>	84,000
<p>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. Connect Morrisville > Public safety readiness and Engaged, inclusive community Multiple Objectives.</p> <ul style="list-style-type: none"> • HVAC Replacement – Replacement of three HVAC systems that are old, outdated and starting to fail. Units at Town Hall, Town Hall Connector and PSMS (Fire/Engineering side) will be updated. In addition, the project will replace the failing Trane HVAC control system at Town Hall with an updated model that will provide full control and remote access through the internet. • Irrigation Master Plan – Design of an irrigation plan for planting beds on town properties and right of ways to improve the appearance and health of planting beds on medians and town properties for the overall health and vitality of plants. Purchase of equipment and construction of irrigation systems will require future funding. • Cricket Pitch Quick Connect – Will assist with ease and efficiency for irrigating the cricket pitch block. Expense will be offset by available funds from Church Street Capital Project. 	77,000
<p>MPD Traffic Unit Equipment: Equipment to support the initiation of the Morrisville Police Department Traffic Unit. Equipment can also be used to support town special events and EOC operations. Connect Morrisville > Public safety readiness and Engaged, inclusive community Multiple Objectives.</p> <ul style="list-style-type: none"> • Mobile Camera – Mobile surveillance unit that will aid in intersection traffic assessment/monitoring, crime prevention and on the ground monitoring of special events. The mobile unit will provide officers with additional resources in which to monitor traffic patterns and driver behavior at some of our busiest intersections. • Unmanned Aircraft System (Drone) – Replace outdated reconstruction equipment and improve overall job task efficiency. Unmanned aircraft system technology will provide a more efficient way in which to improve service to the community as well as work collaboratively with other town departments. • Speed Trailer – Enhanced communication public safety responsiveness and awareness. Speed trailers are commonly used for speed deterrence and awareness and can be used to measure traffic patterns and data and assist in planning enforcement operations for optimal outcomes. The MPD old speed trailer is no longer functioning. Expense will be offset by recognized DOJ forfeiture proceeds. • Crash Reconstruction Training 	66,000

<p>Bond Referendum Ballot Costs: Bond referendum community outreach plan to inform and educate residents about the needs of the town and the proposed solutions presented in the referendum. Following identification of stakeholder priorities, a diverse platform of communications tools, including social media, video, website, e-newsletters, print flyers/brochures yard signs, mailers, information open houses, presentation board and posters, frequently asked questions and an e-mail address where the public can submit questions, will be launched. Tools will be implemented into an overall calendar that will organize the communications plans. Connect Morrisville > Engaged, inclusive community Objective 3.4: Provide opportunities for meaningful public engagement and collaboration.</p>	26,500
<p>Succession Planning: External consultant to provide comprehensive facilitation and assessment of a Town-wide succession planning program. An independent, subject matter expert can aide in evaluating current status and future needs to guide professional development and future recruitment and retention efforts to avoid program and project delays in the absence of a key managers and department/division heads. Connect Morrisville > Operational excellence Multiple Objectives.</p>	25,000
<p>Smart City Initiative – Cedar Fork District Park: Inaugural Smart City initiative to provide automation in the management of Cedar Fork District Park and a management solution related to flooding issues. The initiative includes a flood sensor, moister sensors, digital signage and an electric gate. The flood sensor will monitor flooding and once a threshold is reached, will send a notification alert to Public Works staff, activate digital signage and close the front gate. Moisture sensors will allow for remote monitoring of field conditions to know when to reopen the park. This project will significantly reduce the trips to the park unnecessarily and allow for quicker decision making. Connect Morrisville > Engaged inclusive community and Operational excellence.</p>	25,000
<p>Electric Vehicle Charging Stations: Installation of electric vehicle charging stations at Morrisville Aquatics and Fitness Center and replacement of the outdated charging stations in front of the Public Safety building. This request supports the town's Smart City initiative development and provides infrastructure necessary for the Town to purchase electric vehicles for business use. Expense will be offset by seeking a Clean Fuel Grant. Connect Morrisville > Engaged, Inclusive Community Multiple Objectives.</p>	24,100
TOTAL	\$2,881,200
Transfers and Capital Reserves	Town Manager Requests
<p>Intersection Improvement Projects: Miscellaneous roadway construction work to support addressing safety concerns, traffic study or operational deficiencies that are discovered during the fiscal year. Expense will be offset by use of Streets Payment-in-Lieu or Transportation Capital Reserves. Connect Morrisville > Improve transportation mobility Multiple Objectives.</p>	125,000
<p>Intersection Improvement Study: Specific intersections have been identified by the Police and Planning Departments in need of potential signal timing, operational, geometric or signage improvements. This request would support contracting with an external traffic engineering</p>	100,000

consulting firm to outline and propose improvements for future implementation. Expense will be offset by use of Streets Payment-in-Lieu or Transportation Capital Reserves. Connect Morrisville > Improved transportation mobility Multiple Objectives.	
Municipal Service District: Town allocation of funds to support the completion of Municipal Service District Projects. The final project, The Gables, is projected for construction in FY2024. Connect Morrisville > Thriving, livable neighborhoods Objective 2.5: Plan and provide for current and future infrastructure.	110,000
TOTAL	\$335,000
Budget Priorities Total	\$5,631,150

BREAKDOWN

Budgetary Priorities Total	\$5,631,150
Use of Grants	\$268,700
Use of Offsetting New Revenue	\$56,000
Use of Existing Capital Project Available Funds*	\$18,000
Use of Recognized DOJ Proceeds*	\$28,800
Use of Streets PIL or Roadway/Transportation Reserve	\$476,000
Use of Fund Balance (General Fund & Stormwater)	\$1,037,350
Net Total	\$3,746,300

*Items are anticipated to be absorbed by existing resources or anticipated restricted sources.

BUDGETARY ITEMS DEFERRED OR REDUCED

The following items were considered but not included as a part of the proposed FY2021 operating budget:

Personnel Additions (Includes partial-year requests included in proposed budget)	Amount
MPD Traffic Unit (Sergeant and Patrol Officers – Total 4): Remainder of annual cost impact for addition of Traffic Unit.	169,050
Fire Captains (3): Remainder of annual cost impact for addition of Fire Captains in support of Quint staffing model.	142,900
Enterprise System Administrator: Remainder of annual cost impact for addition of Enterprise System Administrator.	49,850
Athletics Facilities Maintenance Technician I: Remainder of annual cost impact for addition of Athletic Facilities Maintenance Technician I.	27,650
Deputy Fire Marshall: Deferred staffing request for Deputy Fire Marshal needed to address workload demands that exceed the current workforce in fire prevention. Potential impacts of not filling the position are quality of plan review, not meeting timelines for plan review comment, and delays in inspections also performed by Fire Prevention. Currently using additional part-time staff to support the needs of this division.	99,000
Recreation Center Supervisor (Senior Center): Deferred staffing request for dedicated Center Supervisor for the proposed Senior Center. Staffing for the Senior Center is proposed to comprise of a full-time program specialist and part-time staff oversee by Parks and Recreation Center senior management and other center supervisors.	91,300
Project/Program Coordinator (Public Works): Deferred staffing request to address expanded public works initiatives and workload capacity. This position is envisioned to assist in timely management of key work items, assist in development review and represent public works in evaluation of capital projects, and provide general overall assistance to other staff. This position previously existed in Public Works until transferred to Engineering to help in overseeing capital projects.	87,500
TOTAL	\$667,250
Operating Impacts (Routine or Recurring Annually)	Amount
Sidewalk Construction: A sidewalk and pedestrian improvement capital project fund was established in FY2019 to collect allocations of funds set aside to advance various sidewalk projects in progress and planned in future years. The current available balance is being used to design multiple sidewalk segment projects that will require future construction funding to complete.	250,000
Vehicle Replacements: Replacement of two public works vehicles, one administration vehicle, one fire vehicle and the Parks and Recreation bus are deferred.	243,000
Smart City Projects: Deferral of \$150,000 of original \$250,000 request to support Smart City projects.	150,000

Staffing Operations Costs: Required uniforms, equipment, training/evaluation and computer/electronic equipment for Deputy Fire Marshal, Recreation Center Supervisor and Project/Program Coordinator. Also includes vehicle for Deputy Fire Marshal. Vehicle needs for other two positions have not been assessed.	119,500
Affordable Housing Implementation Plan: Consultant assistance to help develop a strategy to implement affordable housing initiatives. This request would have helped develop a plan to implement one or more of the options in the affordable housing study completed in FY2020 based on Town Council's policy guidance and direction.	100,000
Road Paving Projects: Additional request to accelerate proactive road maintenance to maintain acceptable levels of road condition and reduce the percentage of deficiencies.	100,000
Public Works Initiatives and Equipment: Proposed requests to address facility and equipment needs. <ul style="list-style-type: none"> • Town Hall Public Bathrooms Renovation Design • Town Hall Carpet (excluding Council Chambers) • Dynamic Sign Boards 	78,800
Communications/Outreach Programs: Proposed requests to support video production, graphic design and advertising/marketing services were reduced by more than ½ to balance proposed operating budget for FY 2021.	52,050
Council Contingency: Undesignated (contingency) allocation reserved to advance Council initiatives.	50,000
Park and Recreation Program Support: Proposed requests to support Cultural Program and Healthy Food Hub programs were reduce by ½ to balance proposed operating budget for FY 2021.	36,750
Citizen Satisfaction Survey: The town conducts a National Community Survey every three to five years. The last survey was done in 2017. The plan to conduct the survey this year has been deferred.	27,400
TOTAL	\$1,207,500
Capital Reserve Allocations	Amount
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.	600,000
Fire Apparatus Capital Reserve Fund: Allocation and transfer to Capital Reserve an amount reserved to prepare for future apparatus.	400,000
CIP Capital Reserve Fund: Annual allocation and transfer to Capital Reserve an amount reserved to prepare for future CIP Projects.	200,000
TOTAL	\$1,200,000
Budgetary Items Deferred or Reduced Total	\$3,074,750

FY2021 DEFERRED IMPLEMENTATION ITEMS

The following items, if authorized through the approval of recommended budget, will be implemented during the second half of the fiscal year as a short-term safeguard to manage and control spending levels within an uncertain economy.

FY2021 – 2nd Half Implementation

Road paving	300,000
Smart city initiatives	100,000
Police traffic unit equipment	66,000
Public Works equipment	46,200
Utility Terrain Vehicle	40,000
Emergency Operation Center Build-out	40,000
Digital Fire Extinguisher Prop	11,900
Irrigation master plan	10,000
Total	\$614,100

IDENTIFIED FUTURE FORECASTING NEEDS

The following list of items represent future policy and initiatives work not currently advanced at this time due to workload, budget constraints or not ready to come forward.

FUTURE NEEDS (Not Quantified)

Affordable housing – cost to implement plan
Capital needs not funded (including land acquisition)
Church Street Park Expansion (concept design)
Council chambers update/renovation (including carpet)
NC54 – median beautification (town cost share for enhancements)
Irrigation master plan implementation (based on FY2021 master plan)
Security camera installation – future phases (parks and other buildings)
Town Hall restroom renovation
Traffic signal transfer to Cary (additional cost TBD)
UDO update – town wide rezoning (following LUP) – consultant/public engagement

TAX INCREMENT REDUCTION SCENARIOS

The following items would be eliminated from proposed operating budget should additional reductions be considered by Town Council.

Budget Priority Items	1 Cent Tax Reduction Scenario	2 Cent Tax Reduction Scenario
MPD Traffic Unit Personnel	169,050	169,050
MPD Traffic Unit Other Personnel Cost (4 Officers ½ Year)	48,000	48,000
MPD Traffic Unit Vehicles	272,000	272,000
MPD Traffic Unit Equipment	66,000	66,000
Utility Terrain Vehicle	40,000	40,000
Succession Planning	25,000	25,000
Space Modifications		250,000
MSD Contribution		110,000
Road Paving (reduced)		100,000
Market Pay Adjustment (change to 2.5%)		82,500
Sustainability Programs Coordinator (1/2 Year)		43,750
Video Production Services		20,000
Total	\$620,050	\$1,226,300

ORDANCE & RESOLUTIONS

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



ORDINANCE 2020-142-A OF MORRISVILLE TOWN COUNCIL TO APPROVE FISCAL YEAR 2021 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, 2020 and ending June 30, 2021.

SECTION 1. GENERAL FUND

ANTICIPATED REVENUES/TRANSFERS IN

Ad Valorem Taxes	22,475,000
Intergovernmental	9,393,800
Permit & Fees	1,372,700
Sales & Services	1,307,250
Restricted Intergovernmental	858,700
Miscellaneous	355,600
Investment Earnings	270,600
Transfers (In)	476,000
Appropriation Fund Balance	840,350
Total General Fund Revenues	\$37,350,000

AUTHORIZED EXPENDITURES/TRANSFERS OUT

General Government

Governing Body	4,446,500
Administration	2,129,800
Communications & Outreach	707,900
Human Resources	568,900
Finance	752,500
Information Technology	2,780,300

Total **\$11,385,900**

Economic & Development

Engineering	1,184,100
Inspections	987,700
Planning	1,873,700

Total **\$4,045,500**

Public Works & Facility Management

Public Works & Facility Management	6,363,100
Powell Bill	590,000
Fleet	712,000

Total **\$7,665,100**

Public Safety

Police	4,948,900
Fire	6,734,800

Total **\$11,683,700**

Recreation & Cultural Resources

Parks & Recreation	2,569,800
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Total **\$2,569,800**

Total Expenditures **\$37,350,000**

SECTION 2. STORMWATER FUND

ANTICIPATED REVENUES

Permits, Sales and Fees	633,000
Appropriation Fund Balance	197,000
Total Anticipated Revenues	\$830,000

AUTHORIZED EXPENDITURES

Personnel	316,200
Operations	459,800
Capital Outlay	54,000
Transfer out to Capital Project	-
Total Anticipated Expenditures	\$830,000

SECTION 3. MUNICIPAL SERVICE DISTRICT FUND

ANTICIPATED REVENUES

Ad Valorem Special District Tax	117,000
Transfer from General Fund	110,000
Total Anticipated Revenues	\$227,000

AUTHORIZED EXPENDITURES

Operations	227,000
Total Anticipated Expenditures	\$227,000

SECTION 4. DEBT SERVICE FUND

ANTICIPATED REVENUES

Ad Valorem	-
Transfer from General Fund	3,768,700
Total Anticipated Revenues	\$3,768,700

AUTHORIZED EXPENDITURES

Debt Service Principle	2,109,800
Debt Service Interest	1,034,500
Issuance Cost	276,500
Debt Reserve	347,900
Total Anticipated Expenditures	\$3,768,700

SECTION 5. OTHER POST EMPLOYMENT BENEFITS (OPEB) FUND

ANTICIPATED REVENUES

Transfer from General Fund	372,800
Interest	40,200
<u>Total Anticipated Revenues</u>	<u>\$413,000</u>

AUTHORIZED EXPENDITURES

Net Assets in Trust	358,100
OPEB Benefits Paid	54,900
<u>Total Expenditures</u>	<u>\$413,000</u>

SECTION 6. LAW ENFORCEMENT SEPARATION ALLOWANCE FUND

ANTICIPATED REVENUES

Transfer from General Fund	83,600
Interest	5,000
<u>Total Anticipated Revenues</u>	<u>\$88,600</u>

AUTHORIZED EXPENDITURES

Net Assets in Trust	-
Law Enforcement Benefits Paid	88,600
<u>Total Expenditures</u>	<u>\$88,600</u>

SECTION 7. LEVY OF TAXES AND FEES GENERAL FUND

- A. Under authority of GS 160A-209 there is hereby levied for Fiscal Year 2020 an Ad Valorem Tax Rate of \$0.365 per one hundred dollars (\$100.00) valuation of taxable property as listed for taxes as of January 01, 2020, for the purpose of raising the revenue from current taxes 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 \$6,200,175,000.
- 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 ERU Fee as prescribed by the Fiscal Year 2021 Fee Schedule on behalf of the Town of Morrisville as a contracted billing service. The fee shall appear on the Annual Tax Bills. The ERU 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 ERU 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 2021 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 Statutes.

SECTION 8. 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 2021 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, 2020, for the purpose of raising the revenue from current taxes 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 9. FEE SCHEDULE

There is hereby established for Fiscal Year 2021 various fees as contained in the Town of Morrisville's User Fee Schedule located in the Additional Information Section.

SECTION 10. AUTHORIZED POSITIONS

- A. There are hereby 13 new fulltime positions approved for the Fiscal Year 2020. The Authorized Positions Profile will increase to 209 fulltime positions with an estimated 52.60 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 11. PAY & MERIT PLANS

- A. Planned market adjustment increase for the Town's Pay Plan for Fiscal Year 2021 were previously approved by Town Council in February 2020. There are no further adjustments included with this budget. The Full-time Pay Grades and Range Schedule is referenced within the annual operating budget.
- B. The FY2020 Performance Evaluation process is hereby suspended.
- C. Fiscal Year 2021 includes a flat pay adjustment increase (prorated) for full-time employees hired prior to July 1, 2020 as a reasonable alternative to the suspended Performance Evaluation process. The flat pay adjustment increase is calculated at 3% of employee's base salary and is a permanent increase to the employee's base. The employee must be deemed eligible based on criteria established by the Town Manager.
- D. There is hereby established an authorized Fiscal Year 2021 Town of Morrisville Part-time Pay Plan describing the approved position classifications, grades, and pay rates ranges as referenced in the Additional Information section.
- E. Stipends for Town Council will be adjusted annually at the same effective percentage increase as the Town's full-time employees.

SECTION 12. 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 13. 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 five-thousand dollars (\$5,000) and threshold of five-thousand dollars (\$5,000) for capital outlay.

SECTION 14. RETIREMENT 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 15. LEGAL SERVICES

There is hereby authorized for Fiscal Year 2021, an agreement with the Town Attorney for legal services establishing a monthly general legal retainer rate of \$800 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 \$220 per hour. When appropriate, assignment of legal matters to associate attorneys will occur and charges applied per hour based on a rate range of \$190 per hour for associates and \$95 per hour for paralegals. In addition, other reimbursements will include certain annual dues to professional organizations and registration/hotel fees for attending specific annual conferences.

SECTION 16. SPECIAL AUTHORIZATION – TOWN MANAGER/BUDGET OFFICER OR HIS/HER DESIGNEE

A. Budget Transfer Authority

1. 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.
2. May process interfund transfers as anticipated by the Budget Ordinance without additional approval by the Town Council.
3. May reallocate funds accrued as a result of personnel lapse salary for the purposes of providing the Town Manager with reasonable flexibility to mitigate unforeseen circumstances or effectively advance priorities operationally without unnecessarily appropriating from fund balance. The Town Manager will provide a formal mid-year report annually in January on the usage overall within the first six months and thereafter report to Town Council in accumulative increments of \$50,000. Use is

subject to the Town Manager/Budget Officer's approval. This authority may not be designated.

4. 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.
 5. May reallocate personnel lapse salary to address recruitment and retention issues within job classifications including market conditions and assessment centers.
- B. Contract and/or Grants as Authority
1. 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 appropriations.
 2. May approve the application and execution of grant agreements to or from public and nonprofit organizations, unless a grantor organization requires execution by the Town Council.
 3. May execute contracts as the lessor or lessee of real property for a maximum duration of five years or less.
- C. Special Appropriation Authorization
1. May recognize and appropriate cost share reimbursements or other reimbursement types and direct said funds back to the appropriate Departmental Budget.
 2. May recognize and appropriate donations received for restricted or special designations.
 3. May recognize and re-appropriate any unused funds originally designated in Fiscal Year 2020 Budget specifically for development of a Senior Center back to the appropriate Department Budget for the same intended purpose.
 4. 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.
- D. Inter-fund Loan Authorization
1. 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 other agreements.

SECTION 17. UTILIZATION OF BUDGET ORDINANCE

- A. This ordinance shall be the basis of the financial plan for the Morrisville Municipal Government during Fiscal Year 2021. 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.

SECTION 18. RE-APPROPRIATION OF FUNDS ENCUMBERED IN FY 2020

Operating funds encumbered on the financial records as of June 30, 2020, are hereby re-appropriated to Fiscal Year 2021.

Adopted this __ day of June 2020

TJ Cawley, Mayor

ATTEST:

Eric W. Smith II, Town Clerk

DRAFT



RESOLUTION 2020-142-B

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 2021 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 2021 Adopted Annual Budget Ordinance.

Adopted this the ___ day of June 2020.

ATTEST:

TJ Cawley, Mayor

Eric W. Smith II, Town Clerk



RESOLUTION 2020-142 - C

THE MORRISVILLE TOWN COUNCIL INTENT TO ESTABLISHES A DEBT SERVICE FUND

WHEREAS, the Town's Capital Investment Program (CIP) establishes sound short and long-range investment expectations that provides direction for staff to plan for such investments to realize tangible results to the community; and

WHEREAS, such large financial investments primarily are dependent on financing strategies to effectively accomplish; and

WHEREAS, a separate debt service fund would allow for appropriate tracking of debt obligations and related expenses outside of the general fund including the accumulation of retired debt reserves annually that can be reapplied to future debt:

NOW, THEREFORE, BE IT RESOLVED THAT THE MORRISVILLE TOWN COUNCIL hereby establishes a Debt Service Fund to account for the accumulation of resources for expenditures associated with the principle, interest and other fees for short and long-term debt obligations annually.

Adopted this __ day of June 2020.

TJ Cawley, Mayor

ATTEST:

Eric W. Smith II, Town Clerk

OPERATING FUNDS SUMMARY

REVENUES SUMMARIZED BY CATEGORY

Ad Valorem	2018 Actual		2019 Actual		2020 Estimated Actual		2021 Projected Budget	
Current & Prior Years	\$	17,835,044	\$	18,806,953	\$	19,515,000	\$	22,425,000
Penalty & Interest	\$	20,130	\$	34,564	\$	32,000	\$	50,000
Total Ad Valorem	\$	17,855,174	\$	18,841,516	\$	19,547,000	\$	22,475,000
Year Over Year % Change Total		1.9%		5.5%		3.7%		15.0%
Year Over Year \$s Change Total	\$	331,739	\$	986,342	\$	705,484	\$	2,928,000
Intergovernmental								
Video Programming/Telecom	\$	672,521	\$	649,314	\$	655,807	\$	656,000
Vehicle Decal Fees	\$	292,135	\$	528,334	\$	572,000	\$	628,000
Wake County Fire Tax	\$	854,943	\$	854,943	\$	854,500	\$	806,000
Fire Reimbursements	\$	9,179	\$	901	\$	-	\$	30,000
Beer & Wine	\$	105,926	\$	109,066	\$	115,600	\$	115,600
Utility Sale Tax Distribution	\$	1,635,899	\$	1,727,243	\$	1,599,000	\$	1,640,000
Sales Tax Distribution	\$	5,265,430	\$	5,757,210	\$	5,400,000	\$	5,400,000
Rental Vehicle Tax	\$	100,781	\$	110,104	\$	100,000	\$	100,000
Solid Waste Disposal Tax	\$	16,247	\$	18,754	\$	18,000	\$	18,200
Total Intergovernmental	\$	8,953,061	\$	9,755,869	\$	9,314,907	\$	9,393,800
Year Over Year % Change Total		4.3%		9.0%		-4.5%		0.8%
Year Over Year \$s Change Total	\$	367,257	\$	802,808	\$	(440,962)	\$	78,893
Restricted								
Powell Bill	\$	569,720	\$	579,013	\$	589,678	\$	590,000
Grants	\$	368,400	\$	60,253	\$	60,287	\$	268,700
Total Restricted	\$	938,120	\$	639,266	\$	649,965	\$	858,700
Year Over Year % Change Total		33.4%		-31.9%		1.7%		32.1%
Year Over Year \$s Change Total	\$	234,775	\$	(298,854)	\$	10,698	\$	208,735
Permits & Fees								
Fire Department Fees	\$	67,698	\$	64,581	\$	61,200	\$	61,200
Building Permits	\$	881,742	\$	964,413	\$	1,083,600	\$	926,500
Stormwater Fees	\$	794,116	\$	694,177	\$	747,000	\$	615,000
Engineering Fees	\$	146,355	\$	108,058	\$	120,000	\$	130,000
Planning & Zoning Fees	\$	723,896	\$	718,878	\$	545,000	\$	215,000
Officer/Civil Fees	\$	37,483	\$	69,790	\$	37,000	\$	40,000
Total Permits & Fees	\$	2,651,290	\$	2,619,896	\$	2,593,800	\$	1,987,700
Year Over Year % Change Total		3.7%		-1.2%		-1.0%		-23.4%
Year Over Year \$s Change Total	\$	93,709	\$	(31,394)	\$	(26,096)	\$	(606,100)
Sales & Services								
Recreation	\$	948,894	\$	680,119	\$	563,174	\$	1,180,550
Rents	\$	131,212	\$	158,884	\$	126,700	\$	126,700
Total Sales & Services	\$	1,080,106	\$	839,002	\$	689,874	\$	1,307,250
Year Over Year % Change Total		-5.2%		-22.3%		-17.8%		89.5%
Year Over Year \$s Change Total	\$	(59,170)	\$	(241,103)	\$	(149,128)	\$	617,376
Miscellaneous Revenues								
Miscellaneous Revenues	\$	74,723	\$	42,699	\$	164,025	\$	50,000
ABC Revenues	\$	176,407	\$	210,932	\$	185,500	\$	190,000
Surplus Property	\$	59,161	\$	52,805	\$	60,000	\$	50,000
Wake County Landfill	\$	41,003	\$	67,828	\$	58,100	\$	58,100
Sponsorships	\$	6,632	\$	8,750	\$	7,150	\$	7,500
Total Miscellaneous Revenues	\$	357,926	\$	383,014	\$	474,775	\$	355,600
Year Over Year % Change Total		6.0%		7.0%		24.0%		-25.1%
Year Over Year \$s Change Total	\$	20,241	\$	25,089	\$	91,761	\$	(119,175)

Investment Earnings	2018 Actual	2019 Actual	2020 Estimated Actual	2021 Projected Budget
Total Investment Earnings	\$ 308,809	\$ 428,931	\$ 296,900	\$ 288,600
Year Over Year % Change Total	121.0%	38.9%	-30.8%	-2.8%
Year Over Year \$s Change Total	\$ 169,084	\$ 120,122	\$ (132,031)	\$ (8,300)

Transfers In

Transfers from Capital Reserves	\$ 1,171,000	\$ -	\$ 1,250,000	\$ 476,000
Transfer from General Fund	\$ 126,000	\$ 57,800	\$ -	\$ -
Transfers from Capital Project	\$ 72,617	\$ 570,000	\$ -	\$ -
Total Transfers	\$ 1,369,617	\$ 627,800	\$ 1,250,000	\$ 476,000
Year Over Year % Change Total	100.0%	-54.2%	99.1%	-61.9%
Year Over Year \$s Change Total	\$ 1,254,717	\$ (741,817)	\$ 622,200	\$ (774,000)

Fund Balance

General Fund	\$ -	\$ -	\$ -	\$ 840,350
Stormwater Fund	\$ -	\$ -	\$ 755,900	\$ 197,000
Total Fund Balance Appropriations	\$ -	\$ -	\$ 755,900	\$ 1,037,350
Year Over Year % Change Total	-	-	-	37.2%
Year Over Year \$s Change Total	\$ -	\$ -	\$ 755,900	\$ 281,450

TOTAL GENERAL FUND	\$ 32,578,375	\$ 33,354,386	\$ 34,052,221	\$ 37,350,000
Transfers In	\$ 1,243,617	\$ 570,000	\$ 1,250,000	\$ 476,000
Fund Balance	\$ -	\$ -	\$ -	\$ 840,350
Total Less Transfers In	\$ 31,334,758	\$ 32,784,386	\$ 32,802,221	\$ 36,033,650
Year Over Year % Changes Total	3.5%	4.6%	0.1%	9.9%
Year Over year \$s Changes Total	\$ 1,070,942	\$ 1,449,628	\$ 17,835	\$ 3,231,429

TOTAL STORMWATER FUND	\$ 935,728	\$ 780,909	\$ 1,520,900	\$ 830,000
Transfers in	\$ 126,000	\$ 57,800	\$ -	\$ -
Subtotal Fund Balance	\$ -	\$ -	\$ 755,900	\$ 197,000
Total Less Transfers In	\$ 809,728	\$ 723,109	\$ 765,000	\$ 633,000
Year Over Year % Changes Total	12.0%	-10.7%	5.8%	-17.3%
Year Over year \$s Changes Total	\$ 86,693	\$ (86,619)	\$ 41,891	\$ (132,000)

OPERATING FUNDS SUMMARY

GENERAL GOVERNMENT

Governing Body	2018 Actual	2019 Actual	2020 Estimated Actual	2021 Projected Budget
Total Salary and Benefits	\$ 111,367	\$ 109,028	\$ 108,364	\$ 142,500
Operations	\$ 335,238	\$ 412,157	\$ 389,514	\$ 425,300
Capital Outlay	\$ 426,134	\$ 570,000		\$ -
Transfers out of General Fund	\$ 6,019,000	\$ 6,612,800	\$ 1,150,000	\$ 3,878,700
Total Expenditures	\$ 6,891,739	\$ 7,703,985	\$ 1,647,878	\$ 4,446,500
Year Over Year % Change Total	37.7%	11.8%	-78.6%	169.8%
Year Over Year \$s Change Total	\$ 1,886,426	\$ 812,246	\$ (6,056,107)	\$ 2,798,622

FY21 Budget Priorities:	Transfer to establish Debt Service Fund including Bond Referendum cost.		\$	3,768,900
	Transfer allocation to MSD		\$	110,000
	Election cost		\$	25,000

Administration

Total Salary and Benefits	\$ 1,068,136	\$ 932,780	\$ 843,406	\$ 933,600
Operations	\$ 722,015	\$ 1,052,398	\$ 1,240,173	\$ 1,196,200
Capital Outlay	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 1,790,151	\$ 1,985,178	\$ 2,083,579	\$ 2,129,800
Year Over Year % Change Total	6.5%	10.9%	5.0%	2.2%
Year Over Year \$s Change Total	\$ 109,458	\$ 195,027	\$ 98,401	\$ 46,221

FY21 Budget Priorities:	Strategic plan support		\$	15,000
	Space renovation/upfit		\$	250,000

Communications

Total Salary and Benefits	\$ -	\$ -	\$ 263,585	\$ 406,300
Operations	\$ -	\$ -	\$ 73,098	\$ 301,600
Capital Outlay	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ 336,683	\$ 707,900
Year Over Year % Change Total	-	-	-	110.3%
Year Over Year \$s Change Total	\$ -	\$ -	\$ 336,683	\$ 371,217

FY21 Budget Priorities:	Communication/outreach programs		\$	47,050
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Human Resources

Total Salary and Benefits	\$ 311,447	\$ 308,520	\$ 348,630	\$ 462,000
Operations	\$ 89,000	\$ 76,666	\$ 124,746	\$ 106,900
Capital Outlay	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 400,447	\$ 385,186	\$ 473,376	\$ 568,900
Year Over Year % Change Total	2.7%	-3.8%	22.9%	20.2%
Year Over Year \$s Change Total	\$ 10,573	\$ (15,261)	\$ 88,190	\$ 95,524

FY21 Budget Priorities:	Human Resource Specialist (full year)		\$	84,900
	Succession planning		\$	25,000

Finance

Total Salary and Benefits	\$ 443,185	\$ 423,052	\$ 441,168	\$ 552,100
Operations	\$ 199,416	\$ 435,445	\$ 215,351	\$ 200,400
Capital Outlay	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 642,601	\$ 858,497	\$ 656,519	\$ 752,500
Year Over Year % Change Total	6.8%	33.6%	-23.5%	14.6%
Year Over Year \$s Change Total	\$ 40,915	\$ 215,896	\$ (201,978)	\$ 95,981

Information Techonology	2018 Actual	2019 Actual	2020 Estimated Actual	2021 Projected Budget
Total Salary and Benefits	\$ 408,678	\$ 376,189	\$ 670,700	\$ 858,200
Operations	\$ 877,037	\$ 888,664	\$ 1,274,205	\$ 1,827,100
Capital Outlay	\$ 146,064	\$ 354,154	\$ 108,400	\$ 95,000
Total Expenditures	\$ 1,431,779	\$ 1,619,007	\$ 2,053,305	\$ 2,780,300
Year Over Year % Change Total	27.6%	13.1%	26.8%	35.4%
Year Over Year \$s Change Total	\$ 309,587	\$ 187,228	\$ 434,298	\$ 726,995

FY21 Budget Priorities:	IT innovations and IT service support agreements/leases	\$ 295,200
	Network & Security Administrator (full year)	\$ 112,200
	Smart city initiatives and projects	\$ 125,000
	Computer hardware replacements & new personnel equipment	\$ 104,000

General Government Total \$ **11,156,717** \$ **12,551,853** \$ **7,251,340** \$ **11,385,900**

DEVELOPMENT

Engineering

Total Salary and Benefits	\$ 461,182	\$ 492,063	\$ 562,871	\$ 884,900
Operations	\$ 11,798	\$ 53,696	\$ 82,008	\$ 174,200
Capital Outlay	\$ 230,107	\$ 29,630	\$ -	\$ 125,000
Total Expenditures	\$ 703,087	\$ 575,389	\$ 644,879	\$ 1,184,100
Year Over Year % Change Total	22.9%	-18.2%	12.1%	83.6%
Year Over Year \$s Change Total	\$ 130,961	\$ (127,698)	\$ 69,490	\$ 539,221

FY21 Budget Priorities:	Roadway and intersection improvements	\$ 225,000
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Inspections

Total Salary and Benefits	\$ 614,797	\$ 664,708	\$ 754,459	\$ 927,600
Operations	\$ 34,542	\$ 47,326	\$ 42,377	\$ 60,100
Capital Outlay	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 649,339	\$ 712,034	\$ 796,836	\$ 987,700
Year Over Year % Change Total	33.5%	9.7%	11.9%	24.0%
Year Over Year \$s Change Total	\$ 162,871	\$ 62,695	\$ 84,802	\$ 190,864

FY21 Budget Priorities:	No new initiatives	\$ -
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Planning

Total Salary and Benefits	\$ 998,316	\$ 1,154,769	\$ 1,040,359	\$ 1,185,200
Operations	\$ 246,618	\$ 446,084	\$ 414,670	\$ 238,500
Capital Outlay	\$ -	\$ -	\$ -	\$ 450,000
Total Expenditures	\$ 1,244,934	\$ 1,600,853	\$ 1,455,029	\$ 1,873,700
Year Over Year % Change Total	6.2%	28.6%	-9.1%	28.8%
Year Over Year \$s Change Total	\$ 72,812	\$ 355,919	\$ (145,824)	\$ 418,671

FY21 Budget Priorities:	Smart Shuttle public transportation - start-up cost	\$ 502,000
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Development Total \$ **2,597,360** \$ **2,888,276** \$ **2,896,744** \$ **4,045,500**

PUBLIC WORKS & FACILITY MAINTENANCE

Public Works	2018 Actual	2019 Actual	2020 Estimated Actual	2021 Projected Budget
Total Salary and Benefits	\$ 1,458,532	\$ 1,231,213	\$ 1,515,151	\$ 1,776,200
Operations	\$ 3,379,244	\$ 2,933,320	\$ 4,781,785	\$ 4,176,400
Capital Outlay	\$ 543,646	\$ 92,244	\$ 318,626	\$ 410,500
Total Expenditures	\$ 5,381,422	\$ 4,256,777	\$ 6,615,562	\$ 6,363,100
Year Over Year % Change Total	-2.4%	-20.9%	55.4%	-3.8%
Year Over Year \$s Change Total	\$ (134,725)	\$ (1,124,645)	\$ 2,358,785	\$ (252,462)

FY21 Budget Priorities:	Preventative road maintenance allocation	\$	300,000
	Public Works equipment and Asset Management initiatives	\$	149,400
	Recycling cost increase	\$	110,000
	Sustainability Coordinator (full year)	\$	96,000
	Town building Maintenance/Repairs	\$	77,000
	Sustainability initiatives & electric vehicle charging station MAFC	\$	74,100
	Athletics Facilities Maintenance Tech (1/2 year)	\$	34,650

Powell Bill

Operations	\$ 569,720	\$ 341,900	\$ 238,099	\$ 590,000
Capital Outlay	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 569,720	\$ 341,900	\$ 238,099	\$ 590,000
Year Over Year % Change Total	2.8%	-40.0%	-30.4%	147.8%
Year Over Year \$s Change Total	\$ 15,406	\$ (227,820)	\$ (103,801)	\$ 351,901

FY21 Budget Priorities:	No new initiatives	\$	-
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Fleet

Operations	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ 502,075	\$ 447,135	\$ 402,201	\$ 712,000
Total Expenditures	\$ 502,075	\$ 447,135	\$ 402,201	\$ 712,000
Year Over Year % Change Total	-12.8%	-10.9%	-10.0%	77.0%
Year Over Year \$s Change Total	\$ (73,656)	\$ (54,940)	\$ (44,934)	\$ 309,799

FY21 Budget Priorities:	Vehicle replacements for Police & Public Works (deferments)	\$	440,000
	Required vehicles & upfit Traffic Patrol Unit	\$	272,000

Public Works Total	\$ 6,453,217	\$ 5,045,812	\$ 7,255,862	\$ 7,665,100
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PUBLIC SAFETY

Fire	2018 Actual	2019 Actual	2020 Estimated Actual	2021 Projected Budget
Total Salary and Benefits	\$ 4,464,493	\$ 4,744,880	\$ 5,162,858	\$ 5,870,600
Operations	\$ 588,208	\$ 723,283	\$ 823,512	\$ 774,200
Capital Outlay	\$ 41,416	\$ 128,138	\$ 2,410,508	\$ 90,000
Total Expenditures	\$ 5,094,117	\$ 5,596,301	\$ 8,396,878	\$ 6,734,800
Year Over Year % Change Total	7.8%	9.9%	50.0%	-19.8%
Year Over Year \$s Change Total	\$ 368,813	\$ 502,184	\$ 2,800,577	\$ (1,662,078)

FY21 Budget Priorities:	Capitains/quint concept (1/2 year)	\$	172,900
	Equipment & operational upgrades	\$	116,900

Police

Total Salary and Benefits	\$ 3,357,315	\$ 3,298,353	\$ 3,613,300	\$ 4,405,300
Operations	\$ 397,868	\$ 511,253	\$ 395,300	\$ 449,000
Capital Outlay	\$ 11,500	\$ -	\$ -	\$ 94,600
Total Expenditures	\$ 3,766,683	\$ 3,809,606	\$ 4,008,600	\$ 4,948,900
Year Over Year % Change Total	2.3%	1.1%	5.2%	23.5%
Year Over Year \$s Change Total	\$ 85,735	\$ 42,923	\$ 198,994	\$ 940,300

FY21 Budget Priorities:	Traffic patrol unit - sergeant & patrol officers (1/2 year)	\$	217,050
	Equipment & other replacements	\$	101,400
	Traffic unit equipment	\$	66,000
	Law enforcement recruitment campaign	\$	6,000

Public Safety Total \$ **8,860,800** \$ **9,405,907** \$ **12,405,478** \$ **11,683,700**

PARKS & RECREATION**Parks**

Total Salary and Benefits	\$ 1,535,812	\$ 1,390,840	\$ 1,334,630	\$ 1,928,100
Operations	\$ 374,417	\$ 238,385	\$ 491,500	\$ 641,700
Capital Outlay	\$ -	\$ 29,454	\$ -	\$ -
Total Expenditures	\$ 1,910,229	\$ 1,658,679	\$ 1,826,130	\$ 2,569,800
Year Over Year % Change Total	10.5%	-13.2%	10.1%	40.7%
Year Over Year \$s Change Total	\$ 181,724	\$ (251,550)	\$ 167,451	\$ 743,670

FY21 Budget Priorities:	Parks & recreational program support	\$	112,350
	Senior Center additional upfit cost	\$	100,000
	Senior Center Recreation Program Specialist (full year)	\$	78,700

Parks & Recreation Total \$ **1,910,229** \$ **1,658,679** \$ **1,826,130** \$ **2,569,800**

DEBT SERVICE**Debt***

Principle/Interest	\$ 2,187,380	\$ 2,130,414	\$ 3,471,367	\$ 3,144,290
Administrative Cost	\$ -	\$ -	\$ -	\$ 276,500
Reserve	\$ -	\$ -	\$ -	\$ 347,910
Total Expenditures	\$ 2,187,380	\$ 2,130,414	\$ 3,471,367	\$ 3,768,700
Year Over Year % Change Total	-67.3%	-2.6%	62.9%	9%
Year Over Year \$s Change Total	\$ (4,493,862)	\$ (56,966)	\$ 1,340,953	\$ 297,333

FY21 Budget Priorities:	No new debt & retired debt experienced
	Creation of debt service fund

Debt Service Total \$ **2,187,380** \$ **2,130,414** \$ **3,471,367** \$ **3,768,700**

Stormwater	2018 Actual	2019 Actual	2020 Estimated Actual	2021 Projected Budget
Total Salary and Benefits	\$ 217,182	\$ 256,976	\$ 250,609	\$ 316,200
Operations	\$ 151,026	\$ 228,947	\$ 155,370	\$ 459,800
Capital Outlay	\$ -	\$ -	\$ 1,045	\$ 54,000
Transfers out to capital project	\$ -	\$ 475,000	\$ -	\$ -
Total Expenditures	\$ 368,208	\$ 960,923	\$ 407,024	\$ 830,000
Year Over Year % Change Total	-21.8%	161.0%	-57.6%	103.9%
Year Over Year \$s Change Total	\$ (102,867)	\$ 592,715	\$ (553,899)	\$ 422,976
FY 21 Budget Priorities:	Stormwater master plan			\$ 150,000

Stormwater Enterprise Total \$ 368,208 \$ 960,923 \$ 407,024 \$ 830,000

TOTAL GENERAL FUND	\$ 33,165,703	\$ 33,680,941	\$ 35,106,921	\$ 37,350,000
Transfers Out	\$ 6,019,000	\$ 6,612,800	\$ 1,150,000	\$ 3,878,700
Total Less Transfers Outs	\$ 27,146,703	\$ 27,068,141	\$ 33,956,921	\$ 33,471,300
Year Over Year % Changes Total	-11.1%	-0.3%	25.4%	-1.4%
Year Over year \$s Changes Total	\$ (3,384,062)	\$ (78,562)	\$ 6,888,780	\$ (485,621)
TOTAL DEBT SERVICE FUND*	\$ -	\$ -	\$ -	\$ 3,768,700
Year Over Year % Changes Total	0.0%	0.0%	0.0%	100.0%
Year Over year \$s Changes Total	\$ -	\$ -	\$ -	\$ 3,768,700
TOTAL STORMWATER FUND	\$ 368,208	\$ 960,923	\$ 407,024	\$ 830,000
Transfers Out	\$ -	\$ 475,000	\$ -	\$ -
Total Less Transfers Outs	\$ 368,208	\$ 485,923	\$ 407,024	\$ 830,000
Year Over Year % Changes Total	-21.8%	32.0%	-16.2%	103.9%
Year Over year \$s Changes Total	\$ (102,867)	\$ 117,715	\$ (78,899)	\$ 422,976

Note: *Debt previously reported within the General Fund has been shifted to a separate Debt Service Fund as of FY2021. Funds necessary to fund the first year are shown through the General Fund as a transfer out to the Debt Service Fund.

Note: Onetime pay adjustments, health benefit and retirement increase have been distributed across departments.

CAPITAL INVESTMENT PROGRAM (CIP) - ABBREVIATED

The recommended CIP has been updated to account for rising development cost and other influences such as adopted plan priorities, study results and changing needs. This year in particular, it was necessary to safeguard the organization from the uncertainty surrounding COVID-19 impacts to resources for both short and long-term affects. It is for this reason that FY2021 does not propose any new Captial Budget appropriations as were included in FY2020 budget adoption.

Items were generally moved out a year and adjusted for 3% for FY2022, 4% for FY2023 and 5% for 2024 and future years. For illustrative purposes a projected \$20 million bond with a \$7M/\$7M/\$6M split between the identified categories of Public Safety, Transportation and Parks and Recreation (illustrative only). Projected use of Parkland PIL funds was identified for up to the projected known deposits in FY2021.

It is anticipated that work will continued on the active projects as the Town explores bond referendum options and evalutes the future financial impacts of COVID-19.

Bicycle & Pedestrian	Rank	Bond Candidate	Capital Budget		Future Planning Years					TOTAL
			Prior Years	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025	Future	
Crabtree Hatcher Creek Greenway Loop	L		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 693,000	\$ -	\$ 693,000
Indian Creek Greenway - Town Hall Terraces			\$ 275,000							\$ 275,000
Future Projects			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,455,000	\$ 7,455,000
Parks & Recreation										
Cedar Fork Elementary Field	M	Yes	\$ -	\$ -	\$ -	\$ 769,000	\$ -	\$ -	\$ -	\$ 769,000
Cedar Fork District Park Field Improve	H	Yes	\$ -	\$ -	\$ -	\$ 936,000	\$ 1,417,500	\$ 1,417,500	\$ -	\$ 3,771,000
Cedar Fork District Park General Improvements	H	Yes	\$ -	\$ -	\$ -	\$ -	\$ 564,500	\$ 1,693,000	\$ -	\$ 2,257,500
Crabtree Creek Nature Park	H	Yes	\$ 500,000	\$ -	\$ 4,117,000	\$ -	\$ -	\$ -	\$ -	\$ 4,617,000
Dog Park	M	Yes	\$ -	\$ -	\$ -	\$ 277,000	\$ 836,500	\$ -	\$ -	\$ 1,113,500
Morr Comm Park Phase 3	H	Yes	\$ 700,000	\$ -	\$ 2,163,000	\$ -	\$ -	\$ -	\$ -	\$ 2,863,000
Future Projects			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,743,000	\$ 28,743,000
Public Facility										
Public Works Facility	H		\$ -	\$ -	\$ 8,250,000	\$ -	\$ -	\$ -	\$ -	\$ 8,250,000
Future Projects			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,078,500	\$ 1,078,500
Public Safety										
Fire Station #2 Relocation	H	Yes	\$ 2,500,000	\$ -	\$ 7,000,000	\$ -	\$ -	\$ -	\$ -	\$ 9,500,000
Future Relocation of Fire Station #3	M	Yes	\$ -	\$ -	Included	\$ -	\$ -	\$ -	\$ -	\$ -
Northwest Fire Station	n/a	n/a	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000
Park West Fire Station	n/a	n/a	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transportation										
NC54 Corridor Congestion Mitigation			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
- Airport Boulevard Extension Phase I	H	LAPP	\$ -	\$ -	\$ 5,900,000	\$ -	\$ -	\$ -	\$ -	\$ 5,900,000
-Future Identified Projects	TBD		\$ -	\$ -	\$ 4,700,000	\$ -	\$ -	\$ -	\$ -	\$ 4,700,000
Future Projects			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,502,500	\$ 14,502,500
Future Priorities (project scopes in development)										
Affordable Housing	TBD		\$ -	\$ -	TBD	TBD	TBD	TBD	TBD	\$ -
Greenway Improvements	TBD		\$ -	\$ -	TBD	TBD	TBD	TBD	TBD	\$ -
Land Acquisition	TBD		\$ -	\$ -	TBD	TBD	TBD	TBD	TBD	\$ -
Transit Oriented Development (TOD)	TBD		\$ -	\$ -	TBD	TBD	TBD	TBD	TBD	\$ -
Town Center	TBD		\$ -	\$ -	TBD	TBD	TBD	TBD	\$ 8,000,000	\$ 8,000,000
		Total	\$ 4,275,000	\$ -	\$ 32,130,000	\$ 1,982,000	\$ 2,818,500	\$ 3,803,500	\$ 59,779,000	\$ 104,788,000
FUNDING PLAN										
Cash Outlay (Operations/FB)			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
PPIL			\$ 1,475,000	\$ -	\$ 280,000	\$ 1,982,000	\$ 1,852,000	\$ -	\$ -	\$ 5,589,000
Reserve			\$ 2,800,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,800,000
Bond Referendum (Proposed)			\$ -	\$ -	\$ 20,000,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000,000
LAPP			\$ -	\$ -	\$ 3,600,000	\$ -	\$ -	\$ -	\$ -	\$ 3,600,000
Debt Service			\$ -	\$ -	\$ 8,250,000	\$ -	\$ -	\$ -	\$ -	\$ 8,250,000
Not Funded			\$ -	\$ -	\$ -	\$ -	\$ 966,500	\$ 3,803,500	\$ 59,779,000	\$ 64,549,000
		Total	\$ 4,275,000	\$ -	\$ 32,130,000	\$ 1,982,000	\$ 2,818,500	\$ 3,803,500	\$ 59,779,000	\$ 104,788,000

Notes: Project cost estimates updated, include a contingency and a cost modifier applied for inflationary adjustments over time. Design cost are typically estimated at 25% of total project cost.

POSITIONS & PAY GRADE CLASSIFICATION

POSITION CHANGE SUMMARY

Full-time	2018	2019	2020	Proposed 2021	Changes
General Government					
ADMINISTRATION	8	9	5	5	0
COMMUNICATIONS/OUTREACH	-	-	4	4	0
HUMAN RESOURCES	3	3	3	4	1
FINANCE	5	5	5	6	1
INFORMATION TECHNOLOGY	4	4	6	7	1
	20	23	23	26	3
Public Safety					
POLICE	42	45	45	49	4
FIRE	52	54	58	61	3
	94	99	103	110	7
Development					
INSPECTIONS	8	8	10	10	0
PLANNING	11	12	12	12	0
ENGINEERING	5	7	8	8	0
STORMWATER	3	3	3	3	0
	27	30	33	33	0
Public Works					
	21	20	22	24	2
Culture and Recreation					
	13	12	15	16	1
GRAND TOTAL FULL-TIME	175	184	196	209	13
Part-time	2018	2019	2020	Proposed 2021	Changes
INFORMATION TECHNOLOGY	0.25	0.25	0.25	0.25	-
FIRE	18	18	18	18	-
POLICE	1.3	1.3	2.3	2.3	-
PLANNING	0.2	-	-	-	-
PUBLIC WORKS	2	2	2	2	-
PARKS & RECREATION	18.8	18.8	25.05	30.05	5
GRAND TOTAL PART-TIME	40.55	40.35	47.60	52.60	5
TOTAL ALL POSITIONS	224.35	215.55	224.35	243.60	18

FULLTIME PAY GRADE CLASSIFICATION FY2021 – EFFECTIVE JULY 1, 2020

Grade	Beginning	End	Classification Title
11	\$31,023	\$49,637	RECEPTIONIST (inactive)
12	\$32,574	\$52,118	ADMINISTRATIVE SUPPORT ASSISTANT ATHLETIC FACILITIES MAINTENANCE TECHNICIAN I COMMUNITY CENTER CUSTOMER SERVICE REP (30 HR) GROUNDS MAINTENANCE TECHNICIAN I RECREATION PROGRAM LEADER (30 HOUR) STREET MAINTENANCE TECHNICIAN I WATER SAFETY SPECIALIST (30 HOUR)
13	\$34,204	\$54,724	(RESERVED FOR FUTURE USE)
14	\$35,913	\$57,461	ATHLETIC FACILITIES MAINTENANCE TECHNICIAN II GROUNDS MAINTENANCE TECHNICIAN II PLANNING ASSISTANT (inactive) SENIOR WATER SAFETY SPECIALIST STREET MAINTENANCE TECHNICIAN II
15	\$37,709	\$60,334	POLICE RECORDS TECHNICIAN (inactive)
16	\$39,593	\$63,350	ACCOUNTING TECHNICIAN PERMIT TECHNICIAN SENIOR ADMINISTRATIVE SUPPORT ASSISTANT SENIOR ATHLETIC FACILITIES MAINTENANCE TECH
17	\$41,573	\$66,518	PAYROLL ADMINISTRATOR
18	\$43,653	\$69,844	ADMINISTRATIVE SUPPORT SPECIALIST ATHLETICS PROGRAM SPECIALIST DEVELOPMENT SERVICES COORDINATOR FACILITIES MAINTENANCE TECHNICIAN FIREFIGHTER FITNESS PROGRAM SPECIALIST MECHANIC PLANNING TECHNICIAN RECREATION PROGRAM SPECIALIST
19	\$45,835	\$73,336	BUILDING CODES INSPECTOR I INSPECTIONS CUSTOMER SERVICE SUPERVISOR GROUNDS MAINTENANCE SUPERVISOR POLICE OFFICER I STREET MAINTENANCE CREW LEADER
20	\$48,127	\$77,003	ATHLETICS SUPERVISOR ATHLETICS FACILITIES MAINTENANCE SUPERVISOR CODE ENFORCEMENT OFFICER HUMAN RESOURCES SPECIALIST MAFC MARKETING AND MEMBERSHIP COORDINATOR MASTER FIREFIGHTER MASTER POLICE OFFICER POLICE SUPPORT SERVICE ANALYST SENIOR FACILITIES MAINTENANCE TECH SENIOR MECHANIC

Grade	Beginning	End	Classification Title
21	\$50,533	\$80,853	AQUATICS MANAGER BUILDING CODES INSPECTOR II COMMUNITY RELATIONS LIAISON ENGINEERING INSPECTOR (inactive) MARKETING & EVENTS SPECIALIST PLANNER I
22	\$53,059	\$84,895	FIRE ENGINEER HUMAN RESOURCES ANALYST (inactive) MANAGEMENT AND BUDGET ANALYST SENIOR POLICE OFFICER TOWN CLERK
23	\$55,712	\$89,140	ASSISTANT FIRE MARSHAL ENVIRONMENTAL SPECIALIST FIRE LIEUTENANT PARKS AND RECREATION PLANNER PLANNER II PROJECTS COORDINATOR PUBLIC WORKS OPERATIONS ANALYST SENIOR BUILDING CODES INSPECTOR SUSTAINABILITY PROGRAMS COORDINATOR
24	\$58,498	\$93,597	COMMUNITY CENTER SUPERVISOR FACILITIES AND FLEET SUPERINTENDENT INFORMATION TECHNOLOGY SUPPORT ANALYST I PROGRAMS COORDINATOR PUBLIC INFORMATION OFFICER PURCHASING & CONTRACT MANAGER
25	\$61,423	\$98,277	ENGINEERING TECHNICIAN FIRE CAPTAIN POLICE SERGEANT SENIOR HUMAN RESOURCES ANALYST SENIOR PLANNER
26	\$64,494	\$103,191	DEPUTY FIRE MARSHAL INSPECTIONS OPERATIONS MANAGER ENTERPRISE SYSTEMS ADMINISTRATOR FIRE TRAINING OFFICER INFORMATION TECHNOLOGY SUPPORT ANALYST II PUBLIC WORKS OPERATIONS MANAGER RECREATION SUPERINTENDENT RISK MANAGER SPECIAL PROJECTS COORDINATOR (inactive) STRATEGIC PERFORMANCE MANAGER

Grade	Beginning	End	Classification Title
27	\$67,719	\$108,350	BUDGET MANAGER (inactive) CAPITAL PROJECTS MANAGER DEVELOPMENT SERVICES SUPERVISOR GIS MANAGER NETWORK AND SECURITY ADMINISTRATOR POLICE LIEUTENANT SENIOR INFORMATION TECHNOLOGY ANALYST STORMWATER ENGINEER
28	\$71,104	\$113,768	BATTALION CHIEF CONTROLLER CURRENT PLANNING MANAGER FIRE MARSHAL LONG RANGE PLANNING MANAGER
29	\$74,659	\$119,456	POLICE CAPTAIN
30	\$78,392	\$125,429	INFORMATION TECHNOLOGY OPERATIONS MANAGER SENIOR CAPITAL PROJECT MANAGER STORMWATER ENGINEERING MANAGER
31	\$82,312	\$131,701	ASSISTANT FIRE CHIEF
NG	MARKET	BASED	ASSISTANT TOWN MANAGER CHIEF INFORMATION OFFICER COMMUNICATIONS & OUTREACH DIRECTOR DIRECTOR OF ENGINEERING DIRECTOR OF MANAGEMENT SERVICES FINANCE DIRECTOR FIRE CHIEF HUMAN RESOURCES DIRECTOR INSPECTIONS DIRECTOR PARKS & RECREATION DIRECTOR PLANNING DIRECTOR POLICE CHIEF PUBLIC WORKS DIRECTOR

Note: Market range adjustments/reclassifications were made based on recommendation from our consultant (Billings & Associates) during this annual evaluation period. There is a 5% spread between each grade and a 60% spread within each range (minimum to maximum).

PART-TIME PAY GRADE CLASSIFICATION FY2021 – EFFECTIVE JULY 1, 2020

Grade	Skill Level	Hourly Rates	Titles
1	Recreation Aide I	\$8.25	Scorekeeper
2	Recreation Aide II	\$9.00	Counselor* Bus Driver Center Aide I
3	Recreation Aide III	\$10.50	Field Supervisor Senior Programs Staff Lifeguard I Preschool Teacher
4	Recreation Aide IV	\$11.50	Duty Officer Lifeguard II Center Aide II Lead Counselor
5	Recreation Aide V	\$13.00	Duty Officer II
6	Market Pay	\$13/\$15 \$24 \$22.08 \$14.79 \$11.00 \$11.00	Swim Instructor Fitness Instructor Reserve Police Officer Firefighter Crossing Guard Maintenance Technician** Project/Program Assistant** Office Assistant**

Notes: *Early Arrivals add \$2.00/Critical Shift. **Unfilled – rate varies depending of job assignments.

USER FEE SCHEDULE - Effective July 1, 2020

Administration Fee Description	Current Fee	Proposed Fee Change
Ad Valorem Tax	39¢ per \$100	36.5¢ per \$100
Ad Valorem Municipal Service District Tax (only impacts those residents located within Service District Area)	10.00 ¢ per \$100	
Vehicle Tag Fee	\$30.00	
<u>General Facility Rentals:</u>		
Town Council Chambers		
Fire Station One Training Room		
PSMS Training Room		
<u>Public Record Fees and Copy Fees:</u>	-	
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	

Administration Fee Description	Current Fee	Proposed Fee Change
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	
Land Use Plan - Previous Version	\$5	
Town Center	\$40	
Transportation Plan – Current Version	Free	
UDO	\$40	
Other Plans Not Listed Above	\$40	
Off- Site File Retrieval	\$60 per file/specific record	
<p><i>Statutory authority to assess fees § 132-6.2. Provisions for copies of public records; fees. Reasonable "service fee" may be charged for defined extreme cases requiring "extensive use of IT resources or labor costs of personnel.</i></p>		

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	\$1,000	
Comprehensive Plan Amendments - Text Amendment	\$1,000	
Conceptual Master Plan Approval		
Conceptual Master Plan Approval / Major Modifications (includes first 3 reviews)	\$750 + \$30/acre	
Conceptual Master Plan Approval - Minor Modification (includes first 3 reviews)	\$250 per modified plan sheet (maximum of \$2000)	\$600
Conceptual Master Plan Approval: 4 th Review and each review thereafter	\$250	
Landscaping & Tree Preservation		
Alternative Landscape Plan	\$250 per requested alternative	

Planning Fee Description	Current Fee	Proposed Fee Change
PIL for Replacement Tree	\$305 per caliper inch	
Tree Damage Report	Actual Cost of Review	
Ordinance Amendments		
Ordinance Amendment - Conditional	\$1,000 + \$30/acre	
Ordinance Amendment - General Use	\$750 + \$30/acre	
Ordinance Amendment - Planned Development	\$2,000 + \$30/acre	
Ordinance Amendment - Planned Development: Minor Modification	\$250 per modified page in PD Plan/Agreement. (maximum of \$2000)	\$600
Sign Permits		
<i>Specific Sign Types - Ground, Wall Mounted, Projection, Awning-Mounted & Marquee</i>	\$135 (Sign less than or equal to 30 sqft); or \$6 per sqft (Sign greater than 30 sqft)	
<i>Specific Sign Types - Bracket Mounted</i>	\$6 per sqft	
<i>Specific Sign Type - Sandwich board</i>	\$25	
<i>Special Purpose Sign - Address (Ground mounted)</i>	\$25	
<i>Special Purpose Sign - Address (Wall Mounted)</i>	No Fee	
<i>Special Purpose Sign - Contractor/Construction Signs</i>	\$5 per sqft	
<i>Special Purpose Sign - Residential Development Identification Signs</i>	\$135 (Sign less than or equal to 30 sqft); or \$6 per sqft (Sign greater than 30 sqft)	
<i>Special Purpose Sign - Directional Signage</i>	\$6 per sqft	
<i>Special Purpose Sign - Directory Signs</i>	\$135 (Sign less than or equal to 30 sqft); or \$6 per sqft (Sign greater than 30 sqft)	
<i>Temporary Sign - Home Garden Produce Sale Sign</i>	\$25	
<i>Temporary Sign - Real Estate (Commercial Only)</i>	\$25	
<i>Temporary Sign - Promotional Event Signs</i>	\$65 per calendar year	

Planning Fee Description	Current Fee	Proposed Fee Change
<i>Temporary Sign - Temporary Directional Signage associated with Special Events Permit</i>	\$25 per sign	
<i>Temporary Sign - Temporary Directional Signage associated with Residential Developments</i>	\$75 per sign	
<i>Temporary Sign - Light Pole Banner</i>	\$25 per pole (One-time fee required for initial installation. This is necessary to ensure banner location & brackets comply with UDO standards)	
<i>Temporary Sign - Banner Signs on Ground-mounted Signage:</i>	\$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 / Major Modifications (includes first 3 reviews) Note: If submitted concurrent with Construction Drawing it includes first 4 reviews.	\$1,000 + \$30/acre	
Site Plan: Major Single Family Attached and Multi-family/ Major Modifications (includes first 3 reviews) Note: If submitted concurrent with Construction Drawing it includes first 4 reviews	\$1,000 + \$25/unit	
Site Plan: Minor Non-Residential use and Mixed Use (includes first 3 reviews)	\$800 + \$30/acre	
Site Plan: Minor Single Family Attached and Multi-family (includes first 3 reviews)	\$800 + \$25/unit	
Site Plan: Minor Modification (includes first 3 reviews)	\$250 per modified plan sheet (maximum of \$2000)	\$600
Site Plan: 4 th review and each review thereafter	\$600	
Site-Specific Development Plan Designation	\$1,015	

Planning Fee Description	Current Fee	Proposed Fee Change
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)	\$200	
Subdivision Final Plat - Determination of Subdivision Exclusion Each additional review	\$105	
Subdivision Final Plat - Right-of-Way Dedication (includes first 3 paper reviews & mylar review)	\$200	
Subdivision Final Plat - Right-of-Way Dedication Each additional review	\$105	
Subdivision Preliminary - Type 1 / Major Modifications (includes first 3 reviews) * Note: Fee not required for single family attached. See Site Plan fees	\$1,000 + \$25/lot	
Subdivision Preliminary - Type 2/ Major Modifications (includes first 3 reviews) * Note: Fee not required for single family attached. See Site Plan fees	\$800 + \$25/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	\$250 per modified plan sheet (maximum of \$2000)	\$600
Subdivision Preliminary - Type 1 and Type 2: 4 th review and each review thereafter	\$600	
All Other Fees		
Administrative Adjustment	\$250 per requested adjustment	
Administrative Appeal (UDO)	\$610	
Alternative Equivalent of Compliance	\$750 +\$30/acre	
Accessory Structure Fee	\$155	

Planning Fee Description	Current Fee	Proposed Fee Change
Annexation Petition - Voluntary Annexation	\$360	
Cross Access Waiver	\$250 per cross access point	
Development Agreement	\$1,015	
Development Name Change	\$510	\$560
Food Truck Permit	\$50	
Grave Removal Request	\$230	
Home Occupation Fee	\$155	\$50
Interpretation (UDO)	\$250	
Loading Space Waiver	\$250 per application	
Parking - Alternative Parking Plan	\$250	
Parking - Master Parking Payment-in-Lieu	\$2030 per space	
Parkland Payment Appraisal	Actual Cost of the Appraisal	
Parkland Payment-in-Lieu (Multi-Family)	<u>\$2,172 per unit</u>	<u>\$2,244 per unit</u>
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	
Security Fence Plan	\$250	
Special Event Permit	Tier I - \$100 Tier II- \$25	
Special Event Permit: Late Fee	Tier I - \$250 Tier II- \$50	-
Special Use Permit	\$1,000 + \$30/acre	
Special Use Permit: Minor Amendment	\$750	
Stockpiling Permit	\$105	
Street Vendor Permit	\$50	
Structures in the Right-of-way (See Section 2.5.24 Right-of-Way Encroachment Agreement Approval)	\$510	

Planning Fee Description	Current Fee	Proposed Fee Change
Telecommunications Facility: Small Cell Antenna/DAS [1][2]	\$100 per facility (first 5)	
Telecommunications Facility: Small Cell Antenna/DAS [1][2]	\$50 per facility (next 20)	
Telecommunications Facility: Small Cell Antenna/DAS [1][2]	\$500 Consultant Review/Application	
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	
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)	\$600 per request	
Waivers to UDO requirements by the Planning Director (not otherwise identified in this fee schedule)	\$250 per requested waiver	
Vesting Determination		\$250
Zoning Compliance Letter	\$200	
[1] The consultant review fee is included in the Total fee.		
[2] Refer to NC S.L. 2017-159 for additional detail regarding Small Wireless Facilities.		

Engineering Fee Description	Current Fee	Proposed Fee Change
Engineering Review Fees		
<u>Construction Site Plan Review Fee</u>		
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		

Engineering Fee Description	Current Fee	Proposed Fee Change
Elevation Certificate	\$150	
Map Revision (CLOMR/LOMR)	\$1,000	
Riparian Buffer Development (No practical alternatives) Submittal		
2 Reviews	\$250	
3 rd 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 - 3 rd Review and each Thereafter	\$150	
Stormwater As-Builts - includes 2 reviews	\$250 per SCM	
Stormwater As-Builts - 3 rd Review and each Thereafter	\$125	
Miscellaneous Fees		
Administrative Appeal (EDCM)	\$610	
Alternative Standard (EDCM) - Request for alternative standard	\$150 per request standard	\$250
Bulletin Drawing Review - per review(includes 2 reviews)	\$150	
Interpretation (EDCM)	\$205	
<u>Retaining Wall/Other Structures Submittal</u>		
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	

Engineering Fee Description	Current Fee	Proposed Fee Change
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	
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	

Engineering & Stormwater Fee Description	Current Fee	Proposed Fee Change
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	
<i>Stormwater Facility(ies) Inspection (includes 1 inspection and 1 re-inspection)</i>	\$250 per facility	
<i>Stormwater Facility(ies) Re-inspection</i>	\$100 per inspection	

Inspections Fee Description	Current Fee	Proposed Fee Change
Residential		
New Single Family & Duplex 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.		
<u>Residential Addition:</u>		
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	

Inspections Fee Description	Current Fee	Proposed Fee Change
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	
\$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	

Inspections Fee Description	Current Fee	Proposed Fee Change
Residential - New Single Family & Townhome Application Submittal Fee	\$80	
Commercial Application Submittal Fee - Non-Refundable	\$200	
Re-Review / Plan Change	\$150	
<u>Re-Inspection Fee -</u>	\$80 each trade	
Homeowner Recovery Fee	\$10	
Demolition Permit	\$200	
Temporary Electrical Power - Tree sales, etc..	\$80	
Work Without a Permit	Double Permit Fee	
Replacement Permit Card	\$10	
Replacement Certificate of Occupancy	\$10	
Plan Re-Stamp	\$50 * 24hour turn around	
Permit Pick-up	Forfeit Fees	
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	
Temporary Structure	\$80	
Temporary Occupancy Request	\$200	
Safe to Stock Request	\$100	
Building Plan Express Review	\$600	
Building Plan Express Review each quarter hour thereafter	\$150	
Building Plan Express cancellation fee, minimum 3-day notice required	\$200	
Change of Contractor	\$50	
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	\$80.00	
6 - 8 consecutive false alarm at same address during same year	\$150.00	
9 - 10 consecutive false alarms at same address during same year	\$200.00	
> 10 consecutive false alarm occurrences at same address during same year	\$300.00	

Fire Fee Description	Current Fee	Proposed Fee Change
Fire Inspection Service Fees		
<i>Single Family attached/detached, commercial, industrial, office, etc.... based on square footage</i>		
Inspection Fee		
1-2,500 sqft	\$50.00	
2,501 - 5,000 sqft	\$75.00	
5,001 - 10,000 sqft	\$100.00	
10,001 - 25,000 sqft	\$125.00	
25,001 - 50,000 sqft	\$150.00	
50,001 - 100,000 sqft	\$175.00	
100,001 - 500,000 sqft	\$225.00	
>500,000 sqft	\$325.00	
1st Re - Inspection Fee	No Fee	
If violations still exist issue another warning, assess fee included with initial fire inspection		

Fire Fee Description	Current Fee	Proposed Fee Change
2nd Re - Inspection Fee		
1-2,500 sqft	\$75.00	
2,501 - 5,000 sqft	\$75.00	
5,001 - 10,000 sqft	\$75.00	
10,001 - 25,000 sqft	\$75.00	
25,001 - 50,000 sqft	\$75.00	
50,001 - 100,000 sqft	\$75.00	
100,001 - 500,000 sqft	\$75.00	
>500,000 sqft	\$75.00	
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	\$100.00	
2,501 - 5,000 sqft	\$100.00	
5,001 - 10,000 sqft	\$100.00	
10,001 - 25,000 sqft	\$100.00	
25,001 - 50,000 sqft	\$100.00	
50,001 - 100,000 sqft	\$100.00	
100,001 - 500,000 sqft	\$100.00	
>500,000 sqft	\$100.00	
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	\$100.00	
2,501 - 5,000 sqft	\$100.00	
5,001 - 10,000 sqft	\$100.00	
10,001 - 25,000 sqft	\$100.00	
25,001 - 50,000 sqft	\$100.00	
50,001 - 100,000 sqft	\$100.00	
100,001 - 500,000 sqft	\$100.00	
>500,000 sqft	\$100.00	
Example: Locked/Blocked Exits, Over Capacity, etc....		

Fire Fee Description	Current Fee	Proposed Fee Change
Subsequent 2nd Offense		
1-2,500 sqft	\$200.00	
2,501 - 5,000 sqft	\$200.00	
5,001 - 10,000 sqft	\$200.00	
10,001 - 25,000 sqft	\$200.00	
25,001 - 50,000 sqft	\$200.00	
50,001 - 100,000 sqft	\$200.00	
100,001 - 500,000 sqft	\$200.00	
>500,000 sqft	\$200.00	
Example: Locked/Blocked Exits, Over Capacity, etc....		
Subsequent 3rd Offense		
1-2,500 sqft	\$500.00	
2,501 - 5,000 sqft	\$500.00	
5,001 - 10,000 sqft	\$500.00	
10,001 - 25,000 sqft	\$500.00	
25,001 - 50,000 sqft	\$500.00	
50,001 - 100,000 sqft	\$500.00	
100,001 - 500,000 sqft	\$500.00	
>500,000 sqft	\$500.00	
Example: Locked/Blocked Exits, Over Capacity, etc....		
Violations from date of 2nd Re-inspection Fee	\$25.00 per day for each violation	
Fire Inspection Service Fees		
<u>Apartments, Hotel/Motel and Condominiums</u>		
Inspection Fee		
3 - 9 Units	\$50.00	
10 - 19 Units	\$100.00	
20 - 29 Units	\$150.00	
30 - 49 Units	\$200.00	
50 -99 Units	\$225.00	
100 Units	\$250.00	
1st Re-Inspection Fee	No Fee	

Fire Fee Description	Current Fee	Proposed Fee Change
2nd Re-Inspection Fee		
3 - 9 Units	\$75.00	
10 - 19 Units	\$75.00	
20 - 29 Units	\$75.00	
30 - 49 Units	\$75.00	
50 -99 Units	\$75.00	
100 Units	\$75.00	
3rd Re-Inspection Fee		
3 - 9 Units	\$100.00	
10 - 19 Units	\$100.00	
20 - 29 Units	\$100.00	
30 - 49 Units	\$100.00	
50 -99 Units	\$100.00	
100 Units	\$100.00	
Other Fire Inspection Fees		
<u>After Hours Commercial Fire Inspection</u>		
Monday - Friday	100.00 8a-5p, min. 2 hours	
Saturday - Sunday	200.00 include after hours, min. 3 hours	
2 hour minimum if already at work and 3 hours minimum if inspector has to leave from his/her residence.		
Water Flow Testing	\$150.00	
Witness Flow Testing	\$75.00	
Fire Hydrant & Fire Lane No Parking Violations	\$75.00	
Pine Straw Violation	\$500.00	
<u>Private Fire Hydrant Non-Maintaining</u>		
1st Non-Compliance	\$250.00	
2nd Non-Compliance	\$500.00	
3rd Non-Compliance	\$1,000.00	
<u>Misc. Test</u>		
ABC License Application Inspection	\$60.00 Minimum or based on square footage, whichever is greater	

Fire Fee Description	Current Fee	Proposed Fee Change
Work & Modification without plan submittal & approval (Fire Alarms & Sprinklers)	\$200.00	
<u>Fire Alarm System Reset</u>		
1st-3rd Offenses	\$250/occurrence	
2nd Offense	\$250.00	
3rd Offense	\$500.00	
4th Offense on	\$1,000/occurrence	
False Alarm Offense (4 Complimentary per Calendar Year)	150 for 4th offense, 300 for 5th offense and 500 for each offense after in the same calendar year	
Fire Permit Fees		
<i>Amusement Buildings</i>	\$70	
<i>Carnival & Fairs</i>	\$70	
<i>Combustible Dust Producing Operations</i>	\$70	
<i>Covered Mall Building- Certain Indoor Activities</i>	\$70	
<i>Exhibits & Trade Shows</i>	\$70	
<i>Explosive Materials/Blasting</i>	\$70	
<i>Flammable & Combustible Liquids</i>	\$70	
<i>Fogging Hazardous Chemicals</i>	\$150	
<i>Fumigation & Insecticidal Fogging</i>	\$70	
<i>Fumigation & Thermal Insecticide</i>	\$70	
<i>Liquid or gas vehicles inside of an Assembly building</i>	\$70	
<i>Pitt Burning</i>	\$70	
<i>Private Fire Hydrants</i>	\$70	
<i>Public Fireworks Display</i>	\$150	
<i>Pyrotechnic Special Effects Material</i>	\$70	
<i>Spraying or Dipping</i>	\$70	
<i>Tents</i>	\$70	
<i>Underground Tank Removal</i>	\$150 per Tank	

Fire Fee Description	Current Fee	Proposed Fee Change
Fire Service Fees		
<i>Fire Watch</i>	\$75 per hour	
<i>Public Education Employer Mandated Training</i>	\$25 per hour	
<i>Company Standby Fee</i>	\$200 per hour	
<i>Express Fire Plan Review Fee</i>	\$300	
<i>Resident Camp Fee</i>	\$125	
<i>Non-Resident Camp Fee</i>	\$188	

Parks Fee Description	Current Fee	Proposed Fee Change
MAFC Membership		
<u>Daily Passes</u>		
Adult age 15-54 Senior age 55+ Youth age 12 - 22 Children age 3-14 (under 3 free)	\$2 single class pay	Res \$6 / Non \$7 Res \$5 / Non \$6 Res \$4 / Non \$5 Res \$3 / Non \$4
<u>Punch Passes (10 daily visits)</u>		
Adult age 15-54 Senior age 55+ Youth age 12 - 22 Children age 3-14 (under 3 free)	\$20/ 10 classes \$15/ 10 classes \$15/ 10 classes	Res \$50 / Non \$60 Res \$45 / Non \$55 Res \$35 / Non \$45 Res \$25 / Non \$35
Membership Fees - 1 year		
1 Year Membership Adult age 23-54 Adult add-on (one in the same household) Corporate Adult Senior age 55+ Young Adult age 15-22 Child Add-on age 3-14 (under 3 free)	NONE in 2020	Res \$300 / Non \$350 \$255 \$325 Res \$255 / Non \$335 Res \$255 / Non \$335 Res \$150 / Non \$200 per child
Monthly Membership Adult age 23-54 Adult add-on (one in the same household) Corporate Adult Senior age 55+ Young Adult age 12-22 Child Add-on age 3-11 (under 3 free)	Adult (23-54) \$20/month \$0 \$0 Senior (55+) \$15/month Young Adult (12-22) \$15/mo \$0	Res \$34 / Non \$38 Res \$32 / Non \$36 \$36 Res \$30 / Non \$34 Res \$28 / Non \$32 Res \$14 / Non \$16 per child

Parks Fee Description	Current Fee	Proposed Fee Change
Monthly Membership - Bank Draft or credit card Adult age 23-54 Adult add-on (1 in the same household) Corporate Adult Senior age 55+ Young Adult age 15-22 Child Add-on age 3-14 (under 3 free)	no drafts, but continued insurance-based benefit programs	Res \$32 / Non \$36 Res \$30 / Non \$34 \$34 Res \$28 / Non \$32 Res \$26 / Non \$30 Res \$12 / Non \$16 per child
Aquatics (varying age groups)		
Morning or Evening Swim Lessons	Res \$ 61 / Non \$82	
Stroke School	NA	
Adult Lessons	NA	
Parent/Tot Lessons	NA	
Athletics (varying age groups)		
Youth Soccer Programs	Res \$53 / Non \$78	
Youth Baseball Programs	Res \$53 / Non \$78	
Girls Volleyball Program	Res \$53 / Non \$78	
Youth Basketball Programs	Res \$72/ Non \$103	
Jr. Basketball Programs	Res \$53 / Non \$78	
Adult Corporate League Basketball Programs age 18+	\$460 Team Fee; plus \$25 each non-residential team member	
Fitness (varying age groups/dates/times)		
Teen Fit age 12-15	NA	Free for members, daily visit cost or punch pass
Shotokan Karate for Adults or Youth	Res \$53 / Non \$79 Res \$40 / Non \$59 (short sessions)	
Line Dancing age 18+	Free	
Aerobics Classes	Class pass fees above or insurance-based benefit members	Free for members / Non members pay Daily Pass rate / insurance-based member fees
Water Aerobics Classes	Class pass fees above, insurance-based benefit members and Silverton members	Free for members / Non members pay Daily Pass rate / insurance-based member fees
Tri Masters Swim Group	no longer offering	
Tai Chi	Free	

Parks Fee Description	Current Fee	Proposed Fee Change
Youth Programs		
Early Arrivals grades K-5	Res \$975 / Non \$1375 (monthly payment plans provided)	
After School grades K-5	Res \$1,300 / Non \$1,800 (monthly payment plans provided)	
Teacher Workday Camps	Res \$37 / Non \$53 per session	
Early Release Days	Res \$15 / Non \$22 per session	
<u>Summer Camps</u>		
Deposit - non refundable	\$25 per session	
Camp Wiggle Worms age 3-5	Res \$100 / Non \$125 per week session	
Camp Cedar Fork Jr. rising Kindergarteners	Res \$160 / Non \$225 per week session	
Camp Cedar Fork grades 1-5 (rising 5th grader)	Res \$140 / Non \$195 per week session	
Camp Cedar Fork Sr (rising 6 - 8 grade)	Res \$140 / Non \$195 per week session	
Counselor in Training (CIT) Camp (rising 9 grade)	Res \$140 / Non \$195 per week session	
<u>Education Classes</u>		
Academic Adventures in kindergarten Readiness ages	Res \$150 / Non \$225 per session daily	
Ready, Set, Go A	Res \$950 / Non \$1,250 per year daily	
Ready, Set, Go B	Res \$1,500 / Non \$2,000 per year	
Senior Programs		
Senior BINGO	\$1 per card	
Senior Dominoes Night	\$1 for everyone	
Senior Friday Game Day	Free	
Senior Game Night	Free	
Senior Flex & Balance	Free for members / Non members pay Daily Pass rate	
Senior Yoga	Free	
Senior Mat Yoga	Free	

Parks Fee Description	Current Fee	Proposed Fee Change
Silver Sneakers Membership & Silver Sneakers Classic	Free for members / Non members pay Daily Pass rate	
Arthritis Foundation Tai Chi	Free for members / Non members pay Daily Pass rate	
Sponsorships		
<u>Athletics - Sports Leagues per season</u> 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	
<u>Special Events</u> Opportunities vary year to year	programs and fees vary	
Park Facility Rentals		
<u>Cedar Fork Community Center</u>		
Deposit (2 hour minimum)	\$100 / \$200 after hours	
Classrooms During hours After hours Kitchen usage fee	Res \$39 per hr / Non \$59 per hr Res \$67 per hr / Non \$97 per hr \$22	
Gymnasium 1 Court during hours 1 Court after hours Both courts during hours Both courts after hours	Res \$30 per hr / Non \$44 per hr Res \$57 per hr / Non \$85 per hr Res \$57 per hr / Non \$85 per hr Res \$85 per hr / Non \$126 per hr	
Gym Floor Covering Fee(during hours only)	\$225	
Volleyball Standards Setup	\$45	
<u>Morrisville Aquatics & Fitness Center</u>		
Deposit (during hours)	\$100.00	
Multipurpose Room (during hours)	Res \$36 per hr / Non \$54 per hr	
<u>Historic Christian Church</u>		
Deposit (2 hour minimum)	\$200.00	
Meeting Hall (8am - 9pm)	Res \$43 per hr / Non \$64 per hr	
<u>Luther Green Community Center</u>		
Deposit (2 hour minimum)	\$100.00	
Meeting Hall (8am - 9pm)	Res \$43 per hr / Non \$64 per hr	
Shelter Rentals		
Deposit (all shelters)	\$100 per shelter/\$200 for special event	
Church Street Park	Res \$79 / Non \$105 1/2 day Res \$158 / Non \$210 all day	
Morrisville Community Park Shelter	Res \$79 / Non \$105 1/2 day Res \$158 / Non \$210 all day	

Parks Fee Description	Current Fee	Proposed Fee Change
Nathaniel Mayo Shelter	Res \$79 / Non \$105 1/2 day Res \$158 / Non \$210 all day	
Indian Creek Trailhead Shelter	Res \$64 / Non \$89 1/2 day Res \$128 / Non \$178 all day	
<u>Athletic Field Rentals (per field)</u>		
Deposit (all fields)	\$100 per field/ \$200 for special event	
Field Prep (all fields)	\$42.00	
Light Fee (all fields except Church Street)	\$27 per hr	
Church Street Park Fields	Res \$55 / Non \$75	
Church Street Park Field Light Fee	\$40 per hour	
Crabtree Nature Park Field	Res \$28 / Non \$38	
Morrisville Community Park Fields Shiloh Park Fields Cedar Fork District Park Fields	Res \$43 per hr / Non \$54 per hr	
Other		
Administrative Refund Fee	\$5	\$5 or 5% of transaction, whichever is higher
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.



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TOWN OF MORRISVILLE

Adopted FY2021 Annual Operating Budget &
Capital Investment Program

STAYING FOCUSED

Recommendation by Town Manager, Martha Paige
100 Town Hall Drive * Morrisville, NC 27560 * 919-463-6200
www.townofmorrisville.org



Morrisville

Fiscal Year 2020-21 Staying Focused*

Annual Operating Budget & CIP

- Presentation To Town Council * May 12, 2020

**Introduction
FY21 Budget
& CIP**

Staying Focused



Budget Development Framework

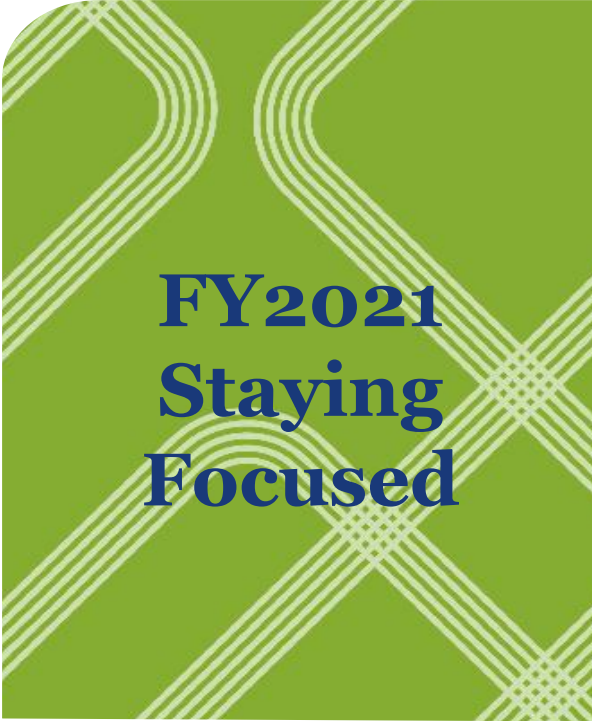
- Policy Development Began Early and Changed Suddenly
- Re-evaluation of Current & Projected Revenue
 - COVID-19 Impacts
- Revaluation & RNTR
- Available Reserves Assessment
- Base Budget Reconciliation
 - Excess Revenues over Recurring Expenditures
- Careful Assessment of Budget Requests & Alternate Solutions
- Identify Fiscal Management Strategies (budget development/performance)
 - Deferrals
 - Staggered Spending Alternatives
 - Mid –Year Spending Controls
 - Reduced Reserve Allocations



Budget Strategy & Controls

- Sustain Core Services
- Continue Commitments to Existing Investments & Strategic Goals
- Leverage Authority
 - Tax Rate Change from \$0.39 to \$0.365 (RNTR \$0.325)
 - Conservative Revenues
 - Leveraging of Reserves
- Address Staff Needs
 - Workload
 - Technology
- Long-range Focus
 - Continue Momentum for Existing Initiatives
 - Financial Condition
- Tax Increment Scenarios
 - Deferred Items Summary
 - Tax Rate Reduction Options

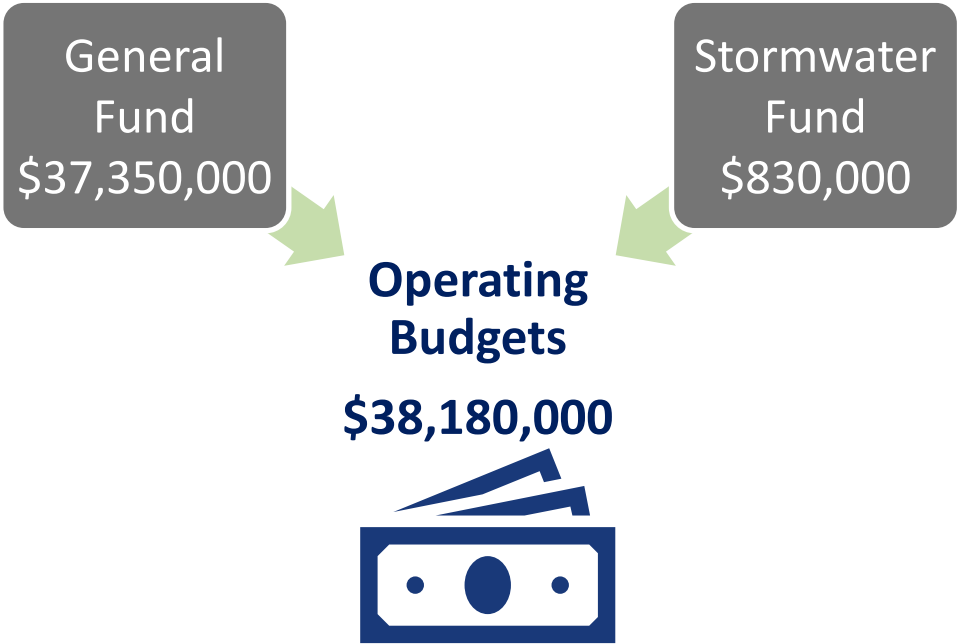




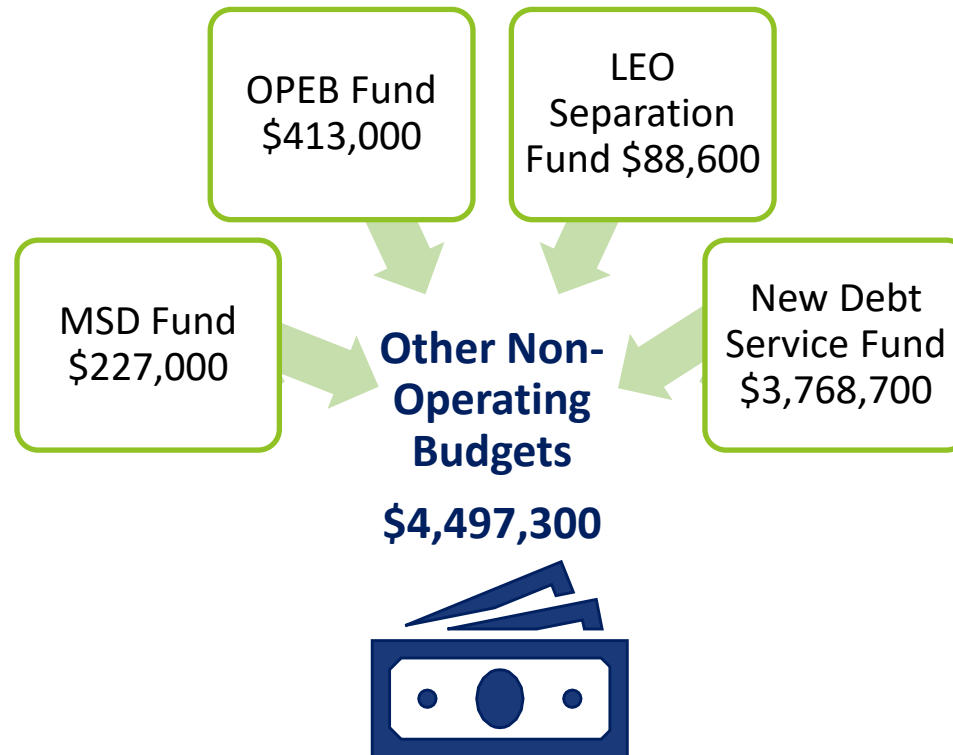
**FY2021
Staying
Focused**

- Address Current & Future Growth Needs
- Resources Necessary to Continue Our Good Work
- Mobility Solutions
- Smart City Initiatives & Sustainability
- Future Projects – Bond Referendum
- Outreach & Access
- Community Program Expansion & Enhancements
- Continued Maintenance of Assets

Primary Annual Operating Budgets



Other Non-Operating Budgets



Community Engagement

Budget Calendar

Budget Calendar



Budget Work Session Overview

- **Revenue**
 - Revaluation
 - COVID-19 Impacts
- **Expenditures**
 - Personnel
 - Operations
- **Fund Balance & Capital Reserves**
- **Capital Investment Program**

This presentation will serve as the framework of facilitation through deliberations in combination with the Budget Report that provides detail.

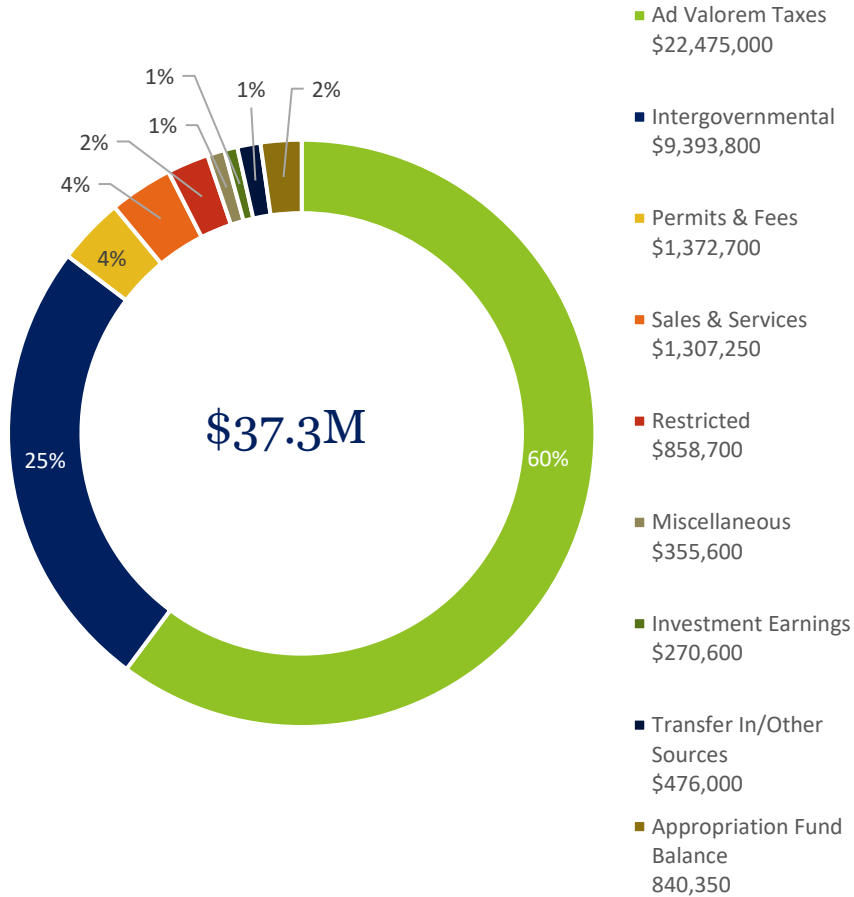


General Fund
Stormwater Fund

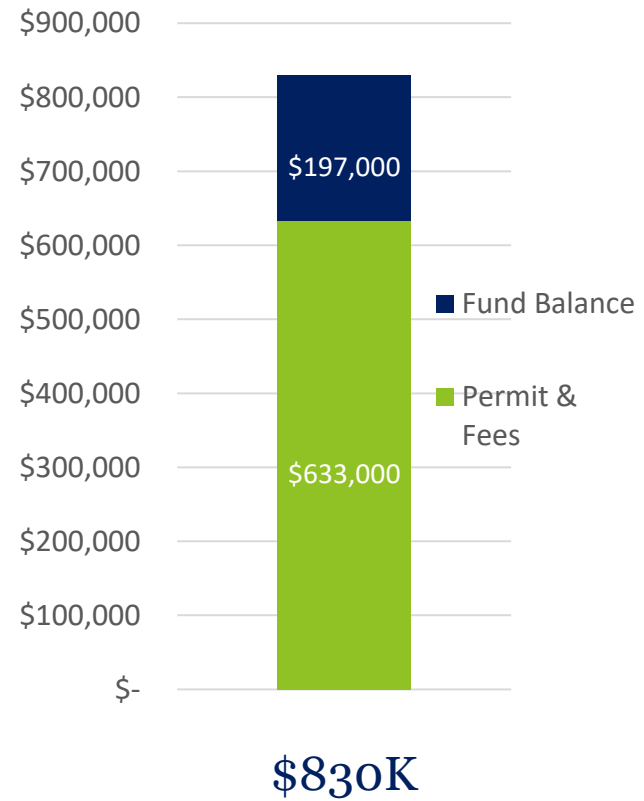
Revenue

Revenue Breakdown \$38,180,000

General Fund



Stormwater

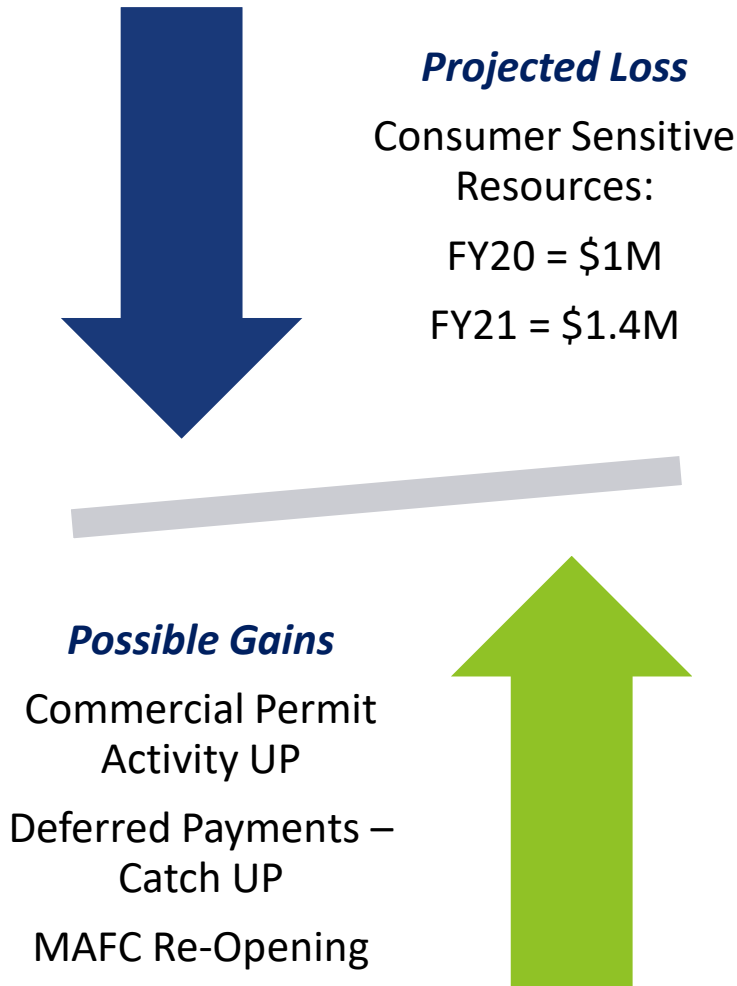


Revenue Details

- Uncertain Economy
 - Duration Unknown
 - Consumer Confidence Down
- Conservative Forecasting Strategy
 - Safeguard Approach
 - Trends & Data Unclear
- Less than 3% Use of Fund Balance for Onetime Items
- Leveraging Available Reserves
- \$0.365 Tax Rate
 - Decrease from Current \$0.39 Rate
 - 4 Cents Above RNTR
 - Reduced Tax Rate Scenarios Evaluated
- Vehicle Tax Fee
 - \$30 Same (Maximum Authority)
- Other Moderate Fee Changes
 - Development Fees
 - MAFC Pending Review Prior to Opening
 - Other Parks & Recreation Fees
- Stormwater ERU
 - \$25 Same Rate



COVID-19 Impacts



Conservative Forecasting Strategies

- Reduced Collection Rate Assumptions
- Flattening/No Growth Assumptions Between FY20/FY21 Consumer Sensitive Sources
- Baseline Approach Unpredictable Development Sources
- Controlled Growth Assumptions Based on MAFC Re-opening



Re-valuation Outcome & RNTR

Tax Base

20% Overall Growth from Reappraisal

3% Annual Average Natural Growth Over 4-Year Period

Value Drivers:
Commercial=Hotel/Apartments
Residential = Homes < 250K

Values can be Greatly Different
One Property to Another –
Depends on Location, Age &
Type Property

RNTR

Estimated at \$0.325

Not Required to Adopt RNTR

Council Sets Tax Rate Annually
to Support Desired Level of
Services/Projects



Generic Sampling Property Values/Tax Bill

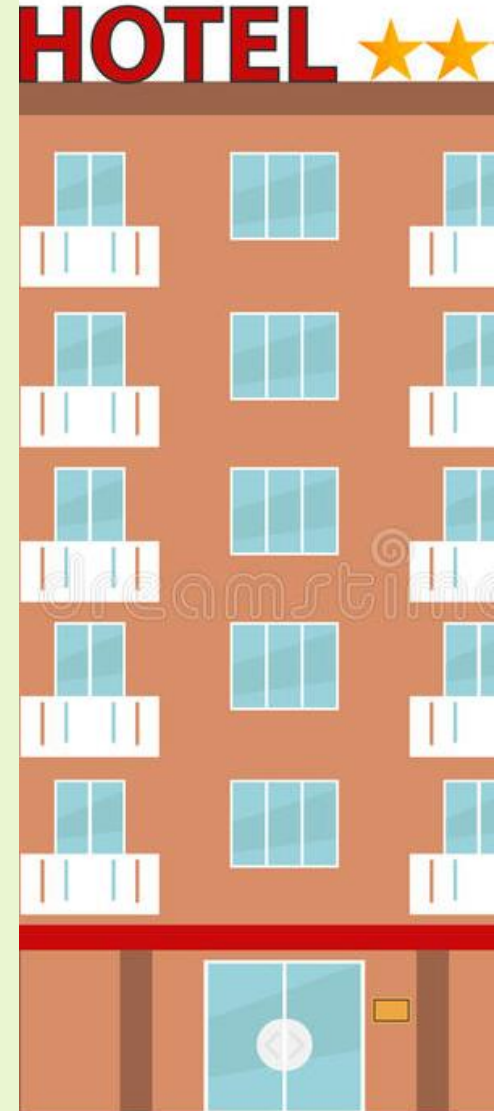
Home Value Sample

Previous Home Value	\$290K
Reappraisal Value	\$350K
Previous Bill	\$1,131
RNTR Bill Est.	\$1,137
<hr/>	
Percentage +/- Value	+20%
4 Cents Above RNTR	\$140

Commercial Value Sample

Previous Commercial Value	\$12M
Reappraisal Value	\$15M
Previous Bill	\$46K
RNTR Bill Est.	\$49K
<hr/>	
Percentage +/- Value	+30%
4 Cents Above RNTR	\$5,000

Note: Items above are generic scenarios for illustrative purposes only.

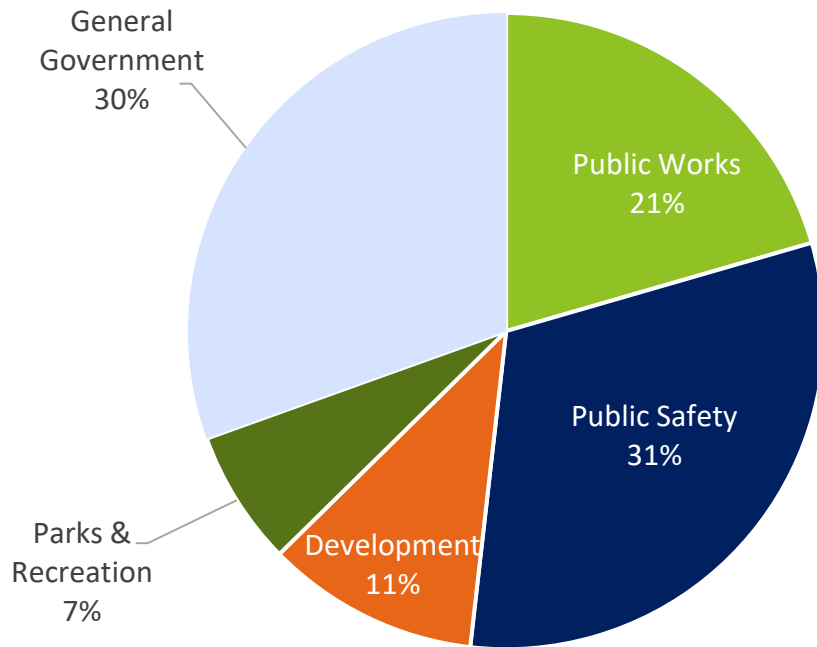


General Fund
Stormwater Fund

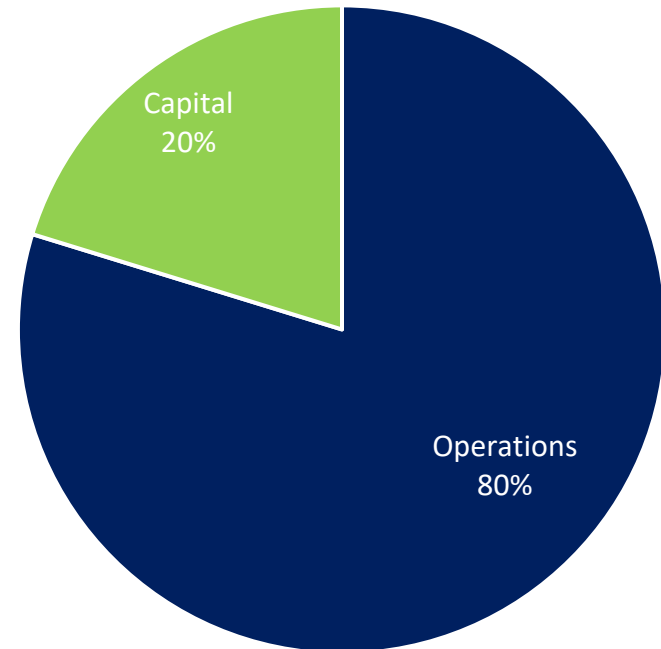
Expenditures

Expenditures \$38,180,000

General Fund
\$37.3M



Stormwater
\$830K



Personnel Details

13 Full-Time Positions

Full-Year Request = 4

- Network & Security Administrator
- Sustainability Program Coordinator
- Human Resources Specialist
- Senior Center Recreation Program Specialist

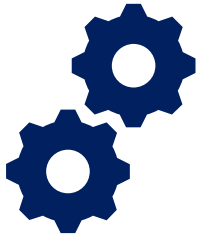
Half-Year Request = 9

- MPD Traffic Patrol Unit (4-officers)
- Fire Captains (3-officers)
- Enterprise System Administrator
- Athletics Facilities Maintenance Technician

Other Personnel Details



Budget Priority Highlights



Current & Future Needs

Staying Ahead of Technology Curve

Continuity of Service

Addressing Space Constraints

Security (Facilities & Network)



Continuing Our Good Work

Resources Necessary to Deliver Growing Services

Addressing Recruitment Needs

Organization Efficiencies



Budget Priority Highlights



Mobility Solutions

Public Transportation

Traffic Flow/Congestion Needs



Smart City & Sustainability

Lessen Environmental & Energy Impacts

Technology Innovations

Data Intelligence



Budget Priority Highlights



Future Projects & Bond Referendum

Access Best Borrowing Solution

Invest in Community Needs

Tangible Improvements Valued by Community



Outreach & Access

Expand Creative Engagement Opportunities

Information Access & Sharing

Create Advocacy & Partnerships



Budget Priority Highlights



Community Program Expansion & Enhancements

Meeting Service Interest of Community

Cultural & Quality of Life Enhancements



Continued Maintenance of Assets

Planned Replacements

Master Plan Development

Proactive & Preventative Maintenance



\$3M in Deferred or Reduced Items

- Deferred Position Requests
- 1/2 Year implementation
 - Select Positions
 - Identified Priorities
- Equipment & Vehicle Deferments
- No Capital Budget Items
- Reduced Budget Priorities
- No Reserve Allocations

Details are shown starting on page 39 of budget report.



Additional Reductions From Proposed Tax Rate

Budget Priority Items	1 Cent Tax Reduction Scenario	2 Cent Tax Reduction Scenario
MPD Traffic Unit Personnel	169,050	169,050
MPD Traffic Unit Other Personnel Cost (4 Officers 1/2 Year)	48,000	48,000
MPD Traffic Unit Vehicles	272,000	272,000
MPD Traffic Unit Equipment	66,000	66,000
Utility Terrain Vehicle	40,000	40,000
Succession Planning	25,000	25,000
Space Modifications		250,000
MSD Contribution		110,000
Road Paving (reduced)		100,000
Market Pay Adjustment (change to 2.5%)		82,500
Sustainability Programs Coordinator (1/2 Year)		43,750
Video Production Services		20,000
Total	\$620,050	\$1,226,300



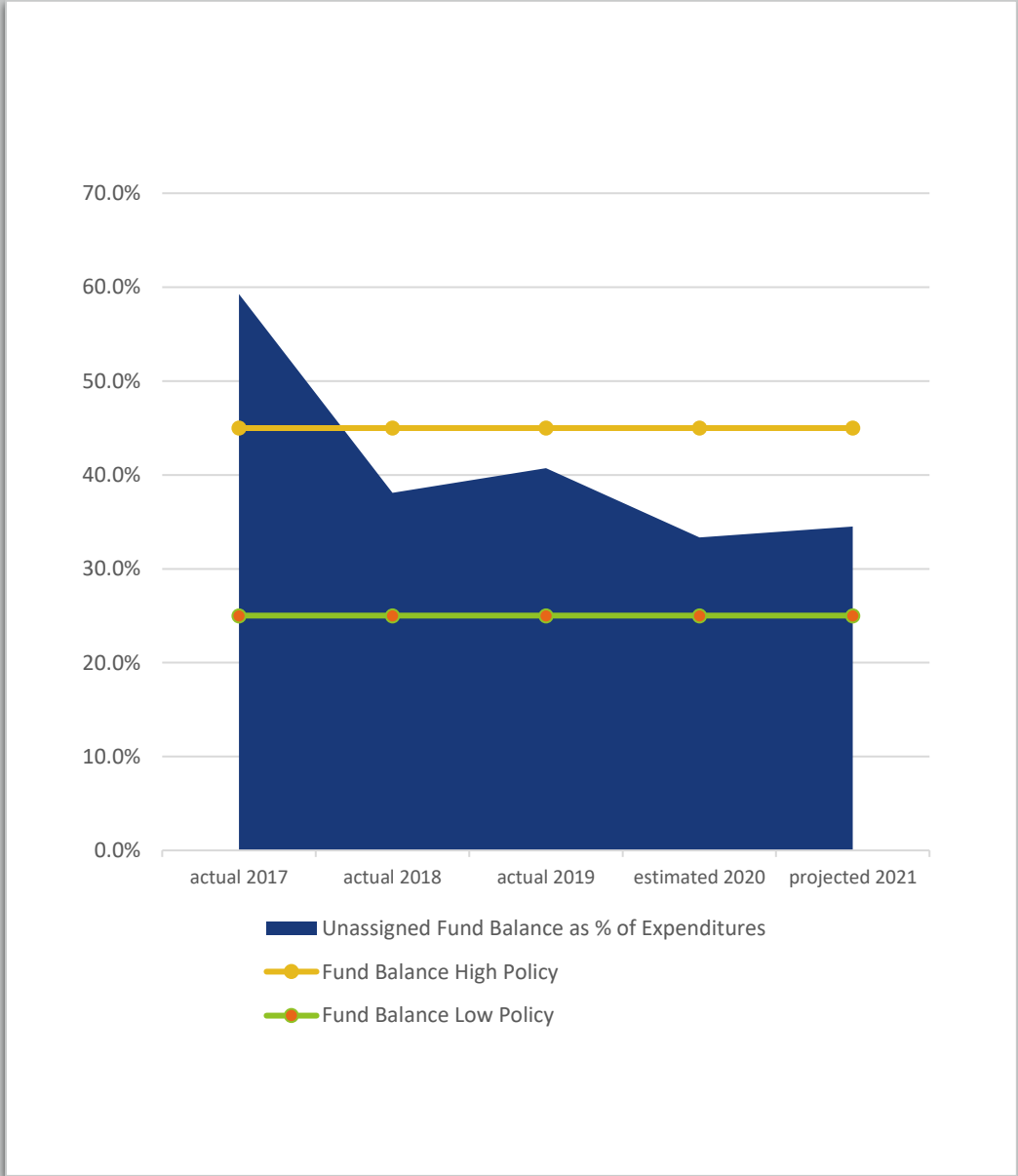
Fund Balance

Fund Balance

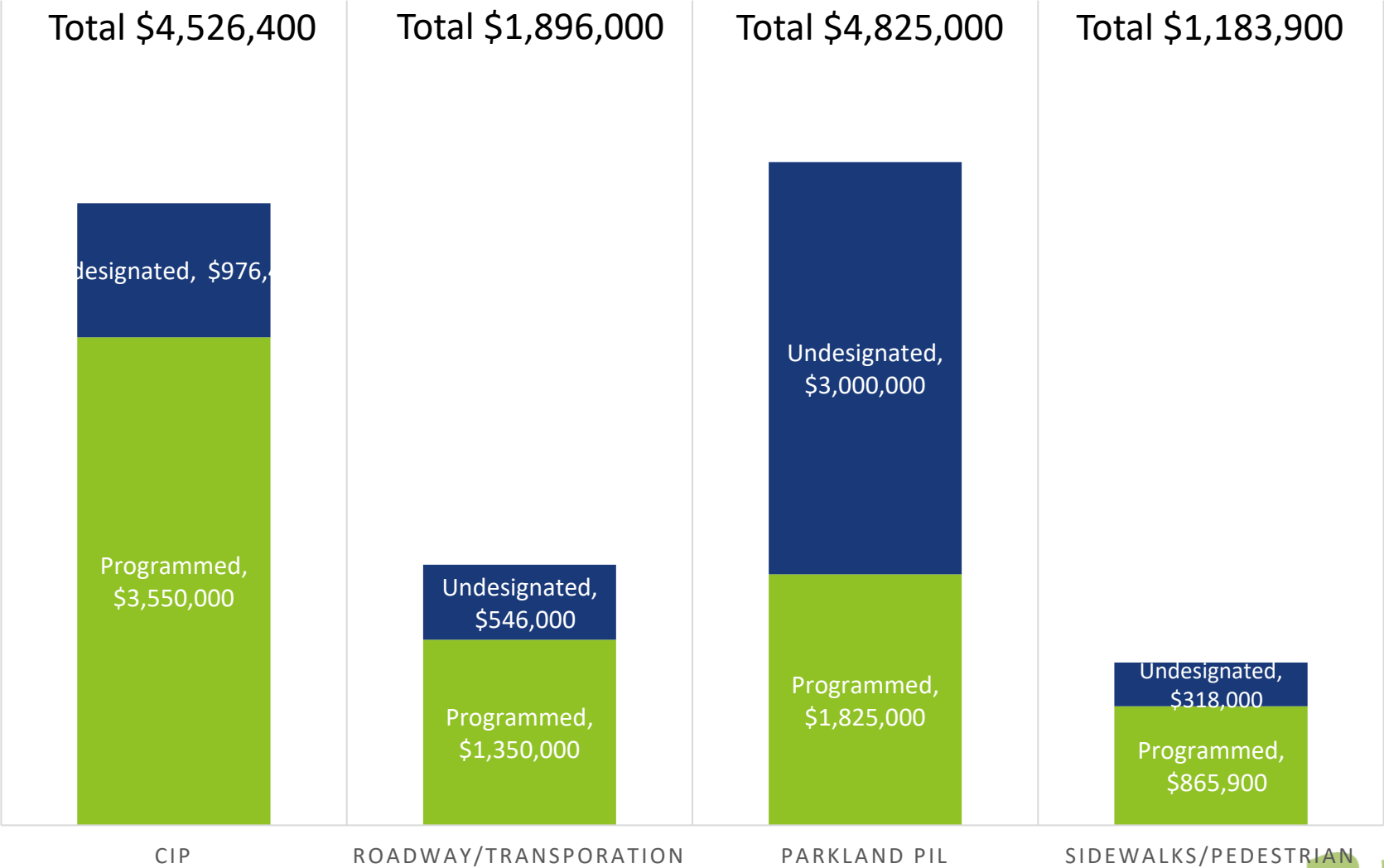
Other Reserves

Fund Balance

- FY21 Uses < 3%
- Reserve Use for Onetime Expenditures
- Higher Balance Essential for Cash Flow Needs During Uncertain Conditions
- Estimated Unassigned \$11.3M at End of FY20
- Morrisville-Carpenter Road Cash Flow



Other Reserves – FY21 Proposed No Allocations



Current available balances are round for illustrative purposes.



Capital Investment Program (CIP)

FY21 Recommendation

FY2021 Recommended CIP

(Larger Copy Provided)

Bicycle & Pedestrian	Rank	Bond Candidate	Prior Years	Capitol	Future Planning Years					Future	TOTAL
				Budget	Rank Key: H=High, M=Medium, L=Low						
				FY 2021	FY 2022	FY 2023	FY 2024	FY 2025			
Crabtree Hatcher Creek Greenway Loop	L		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 693,000	\$ -	\$ 693,000	
Indian Creek Greenway - Town Hall Terraces			\$ 275,000							\$ 275,000	
Future Projects			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,455,000	\$ 7,455,000	
<u>Parks & Recreation</u>											
Cedar Fork Elementary Field	M	Yes	\$ -	\$ -	\$ -	\$ 769,000	\$ -	\$ -	\$ -	\$ 769,000	
Cedar Fork District Park Field Improve	H	Yes	\$ -	\$ -		\$ 936,000	\$ 1,417,500	\$ 1,417,500	\$ -	\$ 3,771,000	
Cedar Fork District Park General Improvements	H	Yes	\$ -	\$ -	\$ -	\$ -	\$ 564,500	\$ 1,693,000	\$ -	\$ 2,257,500	
Crabtree Creek Nature Park	H	Yes	\$ 500,000	\$ -	\$ 4,117,000	\$ -	\$ -	\$ -	\$ -	\$ 4,617,000	
Dog Park	M	Yes	\$ -	\$ -	\$ -	\$ 277,000	\$ 836,500	\$ -	\$ -	\$ 1,113,500	
Morr Comm Park Phase 3	H	Yes	\$ 700,000	\$ -	\$ 2,163,000	\$ -	\$ -	\$ -	\$ -	\$ 2,863,000	
Future Projects			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 28,743,000	\$ 28,743,000	
<u>Public Facility</u>											
Public Works Facility	H		\$ -	\$ -	\$ 8,250,000	\$ -	\$ -	\$ -	\$ -	\$ 8,250,000	
Future Projects			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,078,500	\$ 1,078,500	
<u>Public Safety</u>											
Fire Station #2 Relocation	H	Yes	\$ 2,500,000	\$ -	\$ 7,000,000	\$ -	\$ -	\$ -	\$ -	\$ 9,500,000	
Future Relocation of Fire Station #3	M	Yes	\$ -	\$ -	Included	\$ -	\$ -	\$ -	\$ -	\$ -	
Northwest Fire Station	n/a	n/a	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300,000	
Park West Fire Station	n/a	n/a	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
<u>Transportation</u>											
NC54 Corridor Congestion Mitigation			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
- Airport Boulevard Extension Phase I	H	LAPP	\$ -	\$ -	\$ 5,900,000	\$ -	\$ -	\$ -	\$ -	\$ 5,900,000	
-Future Identified Projects	TBD		\$ -	\$ -	\$ 4,700,000	\$ -	\$ -	\$ -	\$ -	\$ 4,700,000	
Future Projects			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,502,500	\$ 14,502,500	
<u>Future Priorities (project scopes in development)</u>											
Affordable Housing	TBD		\$ -	\$ -	TBD	TBD	TBD	TBD	TBD	\$ -	
Greenway Improvements	TBD		\$ -	\$ -	TBD	TBD	TBD	TBD	TBD	\$ -	
Land Acquisition	TBD		\$ -	\$ -	TBD	TBD	TBD	TBD	TBD	\$ -	
Transit Oriented Development (TOD)	TBD		\$ -	\$ -	TBD	TBD	TBD	TBD	TBD	\$ -	
Town Center	TBD		\$ -	\$ -	TBD	TBD	TBD	TBD	\$ 8,000,000	\$ 8,000,000	
		Total	\$ 4,275,000	\$ -	\$ 32,130,000	\$ 1,982,000	\$ 2,818,500	\$ 3,803,500	\$ 59,779,000	\$ 104,788,000	
<u>FUNDING PLAN</u>											
Cash Outlay (Operations/FB)			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
PPIL			\$ 1,475,000	\$ -	\$ 280,000	\$ 1,982,000	\$ 1,852,000	\$ -	\$ -	\$ 5,589,000	
Reserve			\$ 2,800,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,800,000	
Bond Referendum (Proposed)			\$ -	\$ -	\$ 20,000,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000,000	
LAPP			\$ -	\$ -	\$ 3,600,000	\$ -	\$ -	\$ -	\$ -	\$ 3,600,000	
Debt Service			\$ -	\$ -	\$ 8,250,000	\$ -	\$ -	\$ -	\$ -	\$ 8,250,000	
Not Funded			\$ -	\$ -	\$ -	\$ -	\$ 966,500	\$ 3,803,500	\$ 59,779,000	\$ 64,549,000	
		Total	\$ 4,275,000	\$ -	\$ 32,130,000	\$ 1,982,000	\$ 2,818,500	\$ 3,803,500	\$ 59,779,000	\$ 104,788,000	



Continued Bond Referendum Discussion

Does COVID-19...

- Change the Town's strategy and timing of future Bond Referendum?
- Shift the Town's immediate focus from future investments to the preservation and protection of essential core operations?
- Influence the voter approval rating and public perception on the Town's request to use GO Bond Debt to invest tax dollars?
- Lessen public engagement outreach?



Council Discussion
Information Needs
to Make Decisions
Other Strategic
Priorities of Interest
Q&A Information
Supplement

Next Steps & Information Needs

Town Council Agenda Item Report

Agenda Item No. 11.a

Submitted by: Martha Paige

Submitting Department Administration

Meeting Date: May 12, 2020

SUBJECT

Work Session (Info Only)

Martha Paige

Recommendation:

N/A

Updates/History of Briefing:

Executive Summary and Background Information:

N/A

Advisory Board/Committee Review:

None

Insert Date of Advisory Board/Committee Review:

Advisory Board/Committee Recommendation and/or Vote:

N/A

Potential Options:

N/A

Staff Recommendation:

N/A

ATTACHMENTS

Town Council Agenda Item Report

Agenda Item No. 11.b

Submitted by: Jeanne Hooks

Submitting Department Administration

Meeting Date: May 12, 2020

SUBJECT

Work Session (Info Only)

Jeanne Hooks

Recommendation:

Council should discuss overall impacts of COVID-19 to 2020 Bond Referendum to assess the practicality of continuing and if warranted, review preliminary ballot language proposed by Bond Counsel to allow staff to move forward in planning next essential steps for a bond referendum.

Updates/History of Briefing:

Executive Summary and Background Information:

This work session is part of an ongoing series of work sessions to support CIP and Bond Referendum discussion and decisions. Staff has worked with Bond Counsel to develop preliminary ballot language based on the Council guidance provided during last work session. That will allow Staff to progress with aligning viable projects within capacity, develop community engagement and outreach messaging and other formal components to conduct a bond referendum in November. In light of the emerging and continuing COVID-19 event; Staff suggest that Council first discuss the practicality and collective interest in continuing towards a Bond Referendum in November. Some questions to consider: 1. Does COVID-19 change the Town's strategy and timing of future Bond Referendum? 2. COVID-19 has impacted economy/major revenues, how does this defer the Town's immediate focus from future investments to the preservation and protection of essential core operations? A November Bond Referendum requires a budget appropriation of approximately \$300K in FY21 to conduct. 3. Would COVID-19 affects negatively influence the voter approval rating and public perception on the Town's request to use GO Bond Debt to invest tax dollars? 4. How does COVID-19 public gathering limitations affect public engagement outreach?

Advisory Board/Committee Review:

None

Insert Date of Advisory Board/Committee Review:

Advisory Board/Committee Recommendation and/or Vote:

None

Potential Options:

N/A

Staff Recommendation:

Staff recommends taking the next steps in identifying preliminary ballot language components to remain on track for planning a Bond Referendum in November.

ATTACHMENTS

- [CIP and Bond Referendum 20200428.pdf](#)



Morrisville

Live connected. Live well.

Town Council Work Session

CIP / Bond Referendum

April 28, 2020

-
- Discuss COVID-19 Impacts to 2020 Bond Referendum
 - Review Preliminary Ballot Language Elements
 - Next Steps/Wrap-Up

Tonight's Discussion Goals

COVID-19 IMPACTS

2020 Bond Referendum - Continue or Defer

Things to Consider:

COVID-19 Impacts Have Changed the Landscape:

- Economic and Major Revenues Impacted
- Duration of Impact Unknown
- Maintaining Fiscal Solvency Important
- Preserving Core Services is a Real Concern
- Public Confidence and Perception Issues Might Exist
- Timing of Bond Referendum Important

Other Feedback

- Financial Advisors
 - Rapidly changing market conditions can impact issuance of bonds not necessarily voter authorization
 - Confident in conservative nature of financial model
 - More a perception issue - can the community get behind asking for a GO Bond at this time
- Bond Counsel
 - Current situation may cause consideration of a need vs a want
- Others
 - Raleigh delaying Dix Park Bond, moving forward on Affordable Housing Bond

Core Questions:

Does COVID-19...

- Change the Town's strategy and timing of future Bond Referendum?
- Shift the Town's immediate focus from future investments to the preservation and protection of essential core operations?
 - Bond Referendum requires a budget appropriation of approximately \$300K in FY21 to conduct.
- Influence the voter approval rating and public perception on the Town's request to use GO Bond Debt to invest tax dollars?
- Lessen public engagement outreach?

Preparing for Bond
Referendum 2020

Identify Preliminary Ballot Language Elements

Council Supported Ballot Elements

Ballot Element #1 – Bond Investment Not to Exceed

- \$20M - \$25M

Ballot Element #2 – Areas of Focus

- Public Safety
- Parks and Land Acquisition/Open Space
- Transportation & Mobility Infrastructure

Ballot Element #3 – Level of Tax Rate

- Between 2-3 Cents



Preliminary Ballot Language

Streets and Sidewalk Improvements

Shall the order adopted on July 28, 2020, authorizing not exceeding \$9,000,000 TRANSPORTATION BONDS of the Town of Morrisville, North Carolina, plus interest, for the purpose of providing funds, together with any other available funds, for various transportation related improvements inside and outside the corporate limits of said Town, including, without limitation, street, road, mobility, sidewalk and streetscape improvements, bridges, bicycle lanes, curbs and drains, traffic controls, greenways, bus and train station and shelter improvements, and the acquisition of any related land, rights of way and equipment, and providing that additional taxes may be levied in an amount sufficient to pay the principal of and interest on the bonds, be approved?

- YES []
- NO []

Public Safety Improvements

Shall the order adopted on July 28, 2020, authorizing not exceeding \$8,000,000 PUBLIC SAFETY BONDS of the Town of Morrisville, North Carolina, plus interest, for the purpose of providing funds, together with any other available funds, for acquiring, constructing and equipping various law enforcement and fire fighting facilities and improvements for said Town, including, without limitation, the acquisition of land and rights of way and the furnishing of incidental facilities and equipment, and providing that additional taxes may be levied in an amount sufficient to pay the principal of and interest on the bonds, be approved?

- YES []
- NO []

Parks and Recreational Improvements

Shall the order adopted on July 28, 2020, authorizing not exceeding \$8,000,000 PARKS AND RECREATIONAL BONDS of the Town of Morrisville, North Carolina, plus interest, for the purpose of providing funds, together with any other available funds, for improving and expanding the existing park and recreational facilities of said Town and acquiring and constructing new park and recreational facilities of said Town, inside and outside its corporate limits, including, without limitation, the acquisition of open space land and other land for parks and recreational use, rights of way and equipment, and providing that additional taxes may be levied in an amount sufficient to pay the principal of and interest on said bonds, be approved?

- YES []
- NO []

Looking Ahead

- March
 - Financial Analysis Model Update - Preliminary Capacity
 - Identify Potential Bond Categories/Packages
 - Staff Aligns Viable Projects – Funding Strategy
 - Bond Council Creates Preliminary Ballot Language
- March/April/May
 - Public Engagement/Outreach
 - Adopt Ballot Language
- June
 - LGC Notice of Application
- July – November
 - Public Education/ Advocacy
 - Formal Actions
- November – Bond Referendum Election





Discussion/Comments

Wrap-Up

Town Council Agenda Item Report

Agenda Item No. 12.a

Submitted by: Brandon Zuidema

Submitting Department Administration

Meeting Date: May 12, 2020

SUBJECT

Work Session (Info Only)

Brandon Zuidema

Recommendation:

Update Town Council on status of property acquisition.

Updates/History of Briefing:

Not Applicable

Executive Summary and Background Information:

N/A

Advisory Board/Committee Review:

None

Insert Date of Advisory Board/Committee Review:

Advisory Board/Committee Recommendation and/or Vote:

None

Potential Options:

Authorize staff to continue negotiations

Staff Recommendation:

N/A

ATTACHMENTS