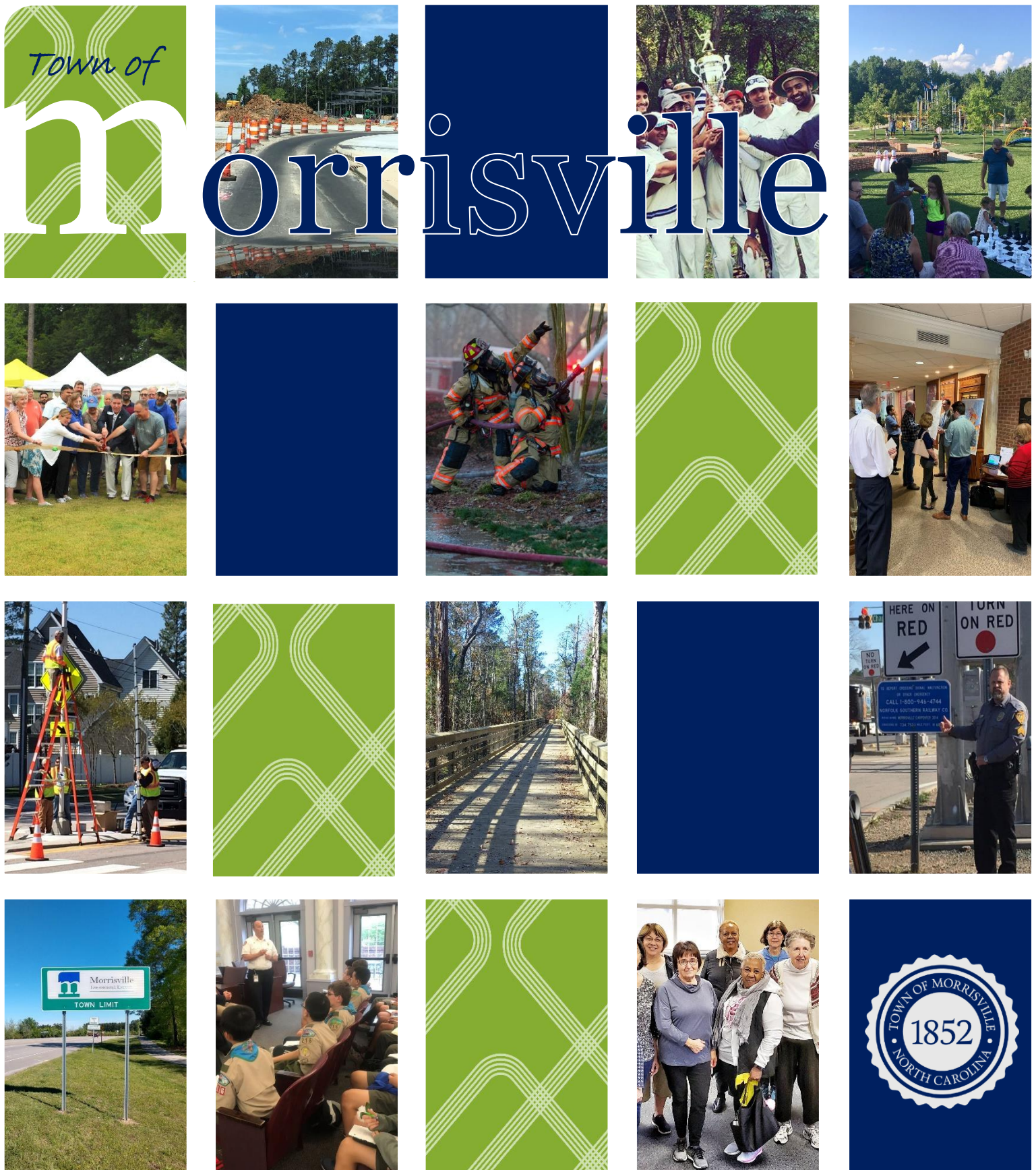




Building Capacity FY2020

Adopted Annual Operating Budget * CIP

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



FY2020 ANNUAL OPERATING BUDGET



Firefighters in Training

RECOMMENDED BY: MARTHA PAIGE, TOWN MANAGER

Prepared by: Jeanne Hooks, Assistant to the Town Manager

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ORGANIZATION



Staff Working on a Project

STRATEGIC PLAN

ORGANIZATIONAL CHART

ELECTED & APPOINTED OFFICIALS & STAFF

STRATEGIC PLAN

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

MISSION STATEMENT

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

VISION STATEMENT

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

VALUES

Dedication – Integrity – Courtesy – Innovation

CONNECT MORRISVILLE



GOALS & OBJECTIVES



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

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



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

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



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

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



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

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



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

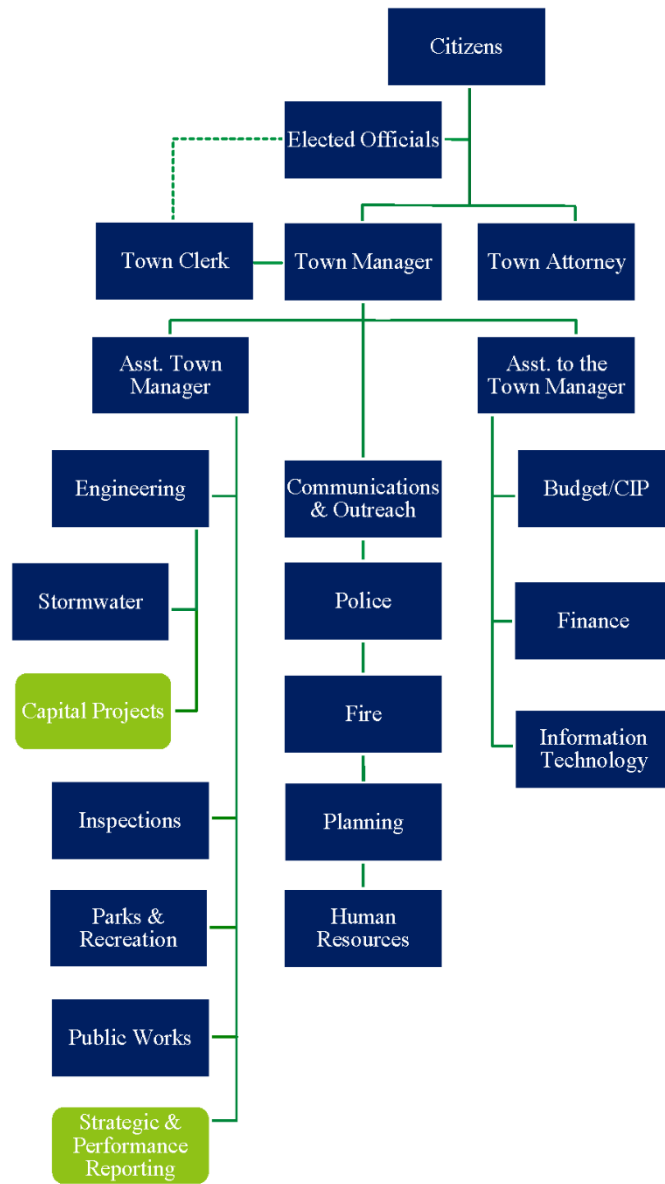
- Obj. 5.1: Promote financial integrity through effectively & efficiently managing public assets
- Obj. 5.2: Deliver customer-focused service
- Obj. 5.3: Require the highest professional standards
- Obj. 5.4: Attract, develop & retain a diverse, high-performing workforce
- Obj. 5.5: Align priorities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



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

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

ORGANIZATIONAL CHART



ELECTED & APPOINTED OFFICIALS AND STAFF

MAYOR AND TOWN COUNCIL

Mayor.....	TJ Cawley
Mayor Pro-Tem.....	Vicki Scroggins-Johnson
Council Member.....	Satish Garimella
Council Member.....	Steve Rao
Council Member.....	Michael Schlink
Council Member.....	Jerry Windle
Council Member.....	Liz Johnson

APPOINTED OFFICIALS AND STAFF

Town Manager	Martha Paige
Town Attorney.....	Frank Gray
Assistant Town Manager.....	Todd Wright
Assistant to the Town Manager	Jeanne Hooks
Communications & Outreach Director	Cathy Jarboe
Finance Director.....	Nancy Emslie
Fire Chief	Scott Criddle
Human Resources Director	Lauri Shedlick
Chief Information Officer	Rick Ralph
Inspections Director	Shandy Padgett
Parks and Recreation Director.....	Jerry Allen
Planning Director	Courtney Tanner
Police Chief.....	Patrice Andrews
Public Works Director (<i>Acting Public Works Director effective 5/6/19</i>).....	Jim Grimstead
Stormwater Engineer Manager (<i>Acting Town Engineer effective 5/6/19</i>).....	Joshua Baird
Strategic Performance Manager	Erin Hudson
Town Clerk.....	Eric Smith
Town Engineer.....	Kent Jackson



BUDGET SUMMARY



Transportation Planning

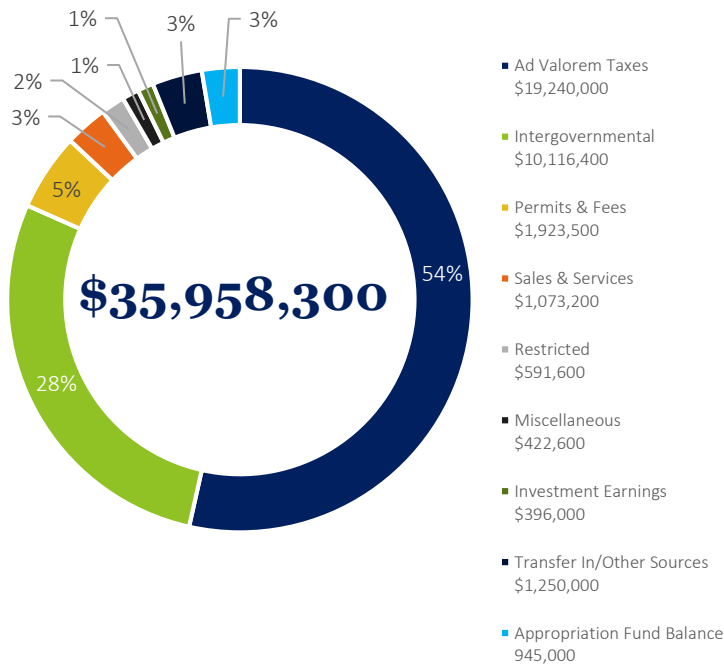
BUDGET SNAPSHOT

BUDGET MESSAGE

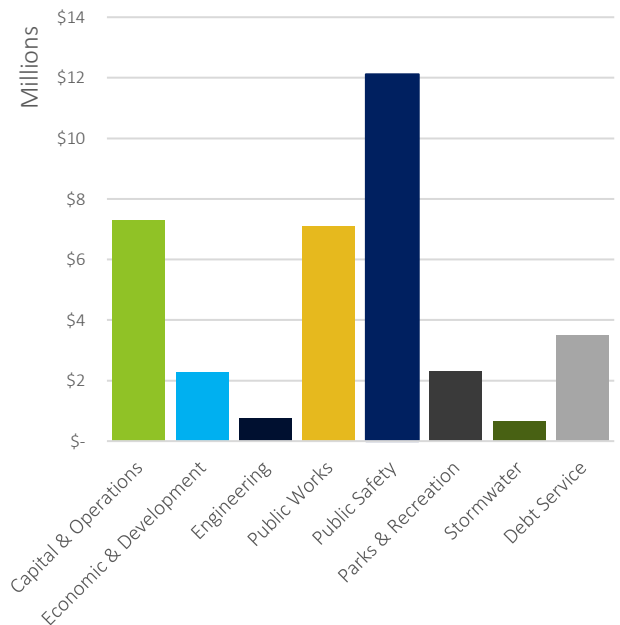
BUDGET PRIORITIES SUMMARY

BUDGET ORDINANCES & RESOLUTIONS

Where the money comes from



What the money works for



TAX BASE



AAA Bond Rating

Tax Rate \$0.39
per \$100
Assessed ValueOne Cent on Tax
Rate = \$490K\$30 Vehicle Decal
Fee\$25 Stormwater
ERU FeeResidential
47%Commercial
53%

BUDGET PRIORITIES

Capital Projects & Reserves

- Transportation Mobility Improvements
- Future Fire Stations Land/Design
- Crabtree Nature Park Design
- Regional Stormwater Facility Town Center
- Morrisville Community Park PH III Design
- Northwest Fire Station Due Diligence
- Park Amenities & Enhancements

Human Capital & Service Improvements

Technology Innovation & Smart Cities
AssessmentEquipment Replacements & Facility
MaintenanceNew Debt Service – Roadway & Facility
Projects

BUDGET MESSAGE

May 7, 2019



Mayor Cawley and Members of Town Council:

The proposed Town of Morrisville annual operating budget and associated general, enterprise, special revenue, and capital project funds for Fiscal Year 2020 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 consists of the following components:

- ✓ Basic information about the budget process, financial policies, and how the Town operates, including the organizational chart and other personnel and pay plan details;
- ✓ A Budget Snapshot that will also serve as the framework for our public engagement strategy;
- ✓ Proposed user fee adjustments. Moderate, routine adjustments in Planning and Parks & Recreation user fees are recommended. There are no other significant proposed changes to our revenue rates. Additional discussion of this rationale is included in the General Fund Overview section of this message;
- ✓ Draft Budget Ordinances, Capital Projects Ordinances, and Resolutions for the formal adoption process of the various funds.
- ✓ Details of budget requests and priorities are illustrated in summary form and through expanded departmental detail. Each of these requests is supported by an identified link to our **Connect Morrisville** Strategic Plan. A long-range forecast is also provided to demonstrate the impact of new recurring costs and known future commitments that lead to fiscally responsible decision-making; and

Improved Transportation
Mobility

Thriving, Livable
Neighborhoods

Engaged,
Inclusive
Community

Public Safety
Readiness

Operational
Excellence

Economic
Prosperity

The proposed Fiscal Year 2020 budget document continues to clearly illustrate the impact of proposed recurring and routine expenses in and on the base budget that influences future year decisions about capacity and uses of available revenue. Non-recurring or one-time requests demonstrate the use of remaining available capacity to advance key projects and initiatives in a transparent and fiscally responsible manner. This approach allows Town Council, citizens, and community stakeholders to understand how its tax dollars support core services; the impact of expanded programs, activities, and projects; and how current decisions affect future forecasting of and planning for Town needs.

The proposed Fiscal Year 2020 budget is balanced with no recommended tax rate increase. An appropriation of capacity available in the Town's fund balance is proposed to support important one-time

expenditures within existing revenue resources. The proposed budget also recommends commitment of significant resources to activate several key Capital Investment Program (CIP) projects that have been identified as priorities by Town Council, citizens, and through master plan and operational study updates that substantiate these needs.

In addition to the balanced budget, two alternative tax rate scenarios are presented for consideration that illustrate additional resources necessary to increase investment in additional human capital and operational resources this year. As Town Council considers both the current and future budget year needs, we anticipate the need to evaluate the most effective way to maximize existing tax revenues for expanding core service needs as the Town's residents and business community expectations are fulfilled and balanced with the increased costs of providing those services. An evaluation of funding strategies for both the stormwater and solid waste/recycling programs will help inform those decisions for FY 2021 budget preparation. In addition, property revaluation will occur in the upcoming year and influence the level of available resources required to sustain core services and desired enhancements to operations. Town Council continues its discussion of future bond referendums with incremental tax supported debt service to advance larger capital investments that will contribute to a comprehensive short-term and long-term budget development and financial strength.

The budget will be formally presented to Town Council and the public at the May 7, 2019, Town Council meeting. Following the initial briefing, there will be a work session to share expanded detail and supporting information for operating and capital investment budget requests. The budget portal will also open on May 7. Discussion of the budget will continue at the May 13 and May 28 meetings, with the Public Hearing being held on May 28. A special work session to complete review of the budget and incorporate Town Council input and recommendations to the budget in advance of a planned June 11, 2019 adoption is also scheduled on May 30.

Fiscal Year 2019 proposed budget information will be available on the Town's website to share information about the budget and will be complemented by a social media strategy designed to maximize awareness of the budget and encourage input by our citizens. Staff also plans drop-in meetings to allow the public to review the *Budget Snapshot* and ask questions.

Lastly, 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 Fiscal Year 2020 proposed budget.

BUDGET HIGHLIGHTS:

The Fiscal Year 2020 proposed operating and capital investment program budget are framed in continuing the significant progress visible in the many major projects and initiatives undertaken in the current and past budget years. You need only to drive or walk through Town to see the magnitude of the many projects that are expected to be completed in the near future. Construction crews are visible daily at the Carolina Street Extension at Town Hall Drive and McCrimmon Parkway Extension work sites. The Morrisville-Carpenter Road project will be underway this summer, as coordination and logistics are in progress. The allocation of Town resources to state-owned roads demonstrates Town Council's commitment to **improving transportation mobility** as a significant issue expressed by our citizenry due to our proximity to Research Triangle Park and major businesses located in Morrisville. While work on these projects, particularly roadway improvements, takes a long time and causes disruptions while in progress, the long-term benefits are expected to help noticeably with traffic congestion. The Town continues to collaborate with transportation partners to effectively advocate for our transportation needs.

The Morrisville Aquatics and Fitness Center (MAFC) renovation will provide more capacity for aquatics programs and refurbish the existing tennis courts, weight room and group exercise studio. The Food Hub Phase 2 improvements and Historic Christian Church parking lot projects are in pre-construction planning. The Town has collaborated with Wake County for construction of the Morrisville Community library in Town Center and in joint planning for a future Public Works facility/expanded Wake County convenience center. The North Carolina Railroad is replacing the railroad trestle as part of the Crabtree Hatcher Creek Greenway connection under NC54. These projects support our commitment to *thriving, livable neighborhoods*, and an *engaged, inclusive community*.

These projects and other community initiatives being explored, include affordable housing and public transportation services, capitalizing on the work already underway to **BUILD CAPACITY** through other essential investments in human capital, planning and development of infrastructure, primarily public safety and parks and recreation. Of the approximately \$14.5 million in proposed appropriation requests, less than 15% (\$2 million) represent recurring operating budget impacts. Sixty percent (60%) of the appropriation requests are supported through use of reserves and resources designated for these capital purposes and supporting long-term value to the community.

Notable budget items include:

- ✓ Exploration and identification of a location for a future fire station in the Park West/Morrisville Parkway area and due diligence for a Northwest Fire Station site. Both areas of our growing Town have been identified as critical service areas.
- ✓ Design and engineering resources for future development of two signature parks and recreation amenities – Crabtree Creek Nature Park (which will connect to the Crabtree Hatcher Creek Greenway network) and Morrisville Community Park Phase 3, including expanded tennis court capacity for use by our patrons.
- ✓ Equipment and staff that will support and enhance MAFC amenities and program delivery to its members.
- ✓ Other park improvements and facility renovations and upgrades, including addressing Americans with Disabilities (ADA) access, expanded outdoor exercise opportunities, passive recreation, and greenway access.
- ✓ A regional stormwater facility in the Town Center area to accommodate existing and future development in this area of Town.
- ✓ Human capital investments in public safety (fire), development services, public works and parks and recreation to support current and future workload that is essential to continued *public safety readiness* and *operational excellence*.
- ✓ Senior programming needs and the cost of establishing expanded meeting space and services for that citizen group.
- ✓ Information technology innovation, including assessment and initiation of smart cities and open data programs. Other technology enhancements in internal operations will facilitate customer service and efficiency in operations.
- ✓ Commitment to regular, planned replacement of vehicles and equipment, repairs and maintenance to Town buildings and facilities to protect and preserve our assets.
- ✓ Continued commitment to annual allocations of resources to reserves that support future capital and roadway and transportation improvements designated by Town Council.
- ✓ Inclusion of debt for voter approved bonds issued in FY 2018 and 2019 for the McCrimmon Parkway Extension, Morrisville Aquatics Fitness Center, and debt for the Morrisville-Carpenter Road project scheduled to begin this summer.

Budget requests have been aggressively, but reasonably balanced with existing resources and reserves set aside for identified purposes. Enhanced budget options would provide a higher level of resources for additional recurring and one-time budget impacts (including up to three additional staff positions) if so desired by Town Council in FY 2020. Town Council may also elect to allow for consideration of these items

when FY 2019 financial activity is audited or in FY 2021 as part of increased revenue potential from the property revaluation process.

The proposed FY 2020 operating budget includes requests for twelve (12) full-time positions and three (3) three-quarter positions (2.25 FTE), of which five (5) full-time and all three-quarter positions are proposed for implementation for one-half of the year (January 2020). Position requests consist of the following:

- Public Safety (4)
- Development Services (3)
- Parks and Recreation (3 + 2.25 FTE)
- Public Works (2)

To better evaluate future staffing and space needs, departments were asked this year to project potential long-term (within the next five years) staffing requests. An in-depth analysis was not performed, and there has been no commitment to these positions. Preliminary estimates include organization requests as follows:

Fiscal Year	Public Safety*	Other
2021	5	12**
2022	5	2
2023	2	3
2024	3	3

* Does not include staff related to fire station expansion

** Includes enhanced budget scenarios described in FY2020 proposed budget that are not part of the base budget proposal.

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.

A *Budget Priorities Summary* provides a high-level overview for each significant or unique request. Budget priorities will be highlighted in more detail during the budget workshops.

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 Fiscal Year 2019, additional attention has focused on completing projects on time to minimize the impact of projects on the public while in progress. Development of a project tracking portal and community dashboard is nearing completion, providing citizens and stakeholders up-to-date information and accessibility to this information. Development of a communications and outreach strategic plan expands and supports the distribution of organizational information. All the budget requests are directly linked to Town Council priorities and those outlined in the *Connect Morrisville* strategic plan and related master plans.

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.

Pre-budget meetings with departments in January served as a mid-point check-in for the current year and to understand projected needs and requests. These meetings are effective in collaborative participation and decision-making, providing valuable insight into needs and opportunities. Information was shared with Town Council as a part of its winter retreat. A pre-retreat budget workshop with Town Council occurred in February 2019. Follow-up to requests for additional information and expanded detail was provided to Town Council in March 2019. A year-end forecast, sharing of observed trends and a preliminary FY 2020 discussion of observed trends and factors influencing budget development, projected budget requests, budget preparation work already in progress, and a budget calendar were shared and discussed. Town Council and staff have also worked collectively to explore and advance the Capital Investment Plan (CIP). Town Council has also received periodic updates on major projects (supplemental to regular updates provided in News and Notes) to remain abreast of ongoing work and progress.

Departmental budgets were submitted in late February. Multiple meetings to review and assess requests occurred over several months to align significant identified projects and work items with available resources. The level of justification required for any budget request remains high. Departments aid in review and tough choices through prioritization of individual department requests that are used to balance overall organization budgetary and staff capacity. Recurring expenses such as staffing and increased programming are reviewed carefully, as they add to future base budget levels.

The Fiscal Year 2020 proposed operating budget maintains the philosophy of maximizing the use of available capacity resulting from the excess of revenues over routine expenditures for impactful programs and initiatives. It also provides the funding necessary to: *1) replace and replenish assets that are essential to the work of the Town, 2) maintain and adjust base budgets in a reasonable manner, 3) enhance staff efficiency and workload management and oversight, and 4) provide allocations to identified budget priorities.* Capital projects of a significant cost and long-term benefit to the Town are appropriated through a combination of available operating capacity, reserves, and strategic use of debt financing.

Revenue forecasts continue to be balanced with reasonable conservatism but have become more aggressive (as implemented in FY 2019) to reflect positive economic conditions locally, while acknowledging uncertain economic forecasts and a concern of a pending cyclical recession. A fund balance appropriation to support one-time needs was used in FY 2020 to ensure essential needs are incorporated into the fiscal year plan, while retaining a small excess fund balance capacity over the minimum 25% policy to further protect the Town for a recession, should one occur.

The Town continues to support efforts by the North Carolina League of Municipalities to secure additional municipal revenue options, including evaluation of a local option sales tax. The state legislature remains more conservative in its consideration of this subject, but positive efforts continue. A combination of revenue generating tools, such as a future solid waste fee and/or adjustment of the stormwater fee, in connection with review of updated property tax valuation and related tax revenue generation will be a high priority for the work of Town Council and staff in the upcoming year. Equally important will be the planned timing and amount of a future bond referendum to support critical infrastructure projects.

User fees have been updated for Fiscal Year 2020, where warranted, due to the cost or time required to provide those services. No adjustments to the stormwater fee are recommended for Fiscal Year 2020. The comprehensive stormwater operations study in process will evaluate the current rate structure and level of

service that will inform future discussion of the stormwater enterprise fund. Collaborative relationships developed with our residents and key business and non-profit partners will be essential to productive conversations and decision-making for future budget discussions. The general fund does not include a subsidy to the stormwater fund this fiscal year while the study proceeds.

The Fiscal Year 2020 proposed budget demonstrates commitment to strategic priorities and creative vision for meeting the needs and expectations of our community stakeholders. Town financial policies and related performance indicators and ratios are guideposts that ensure efficient and effective use of resources, while maintaining the highest standards of financial stability and credit risk as evidenced by our AAA credit rating. As we continue to **BUILD CAPACITY**, we remain committed to our current and future financial strength.

BUDGET OVERVIEW

The total proposed operating budget for Fiscal Year 2020 is \$35,958,300 for the following annually adopted funds:

General Fund	\$ 35,320,000
Stormwater Fund	\$ 638,300

The General Fund includes three capital reserve funds: Fire Apparatus, CIP, and Roadway and Transportation Funds. The proposed Fiscal Year 2020 General Fund Budget (\$34,170,000 excluding transfers) reflects an approximate 11.5% increase as compared to the original Fiscal Year 2019 budget of \$37,212,000 (\$30,649,200, excluding transfers). Growth in the operating budget for Fiscal Year 2020 over Fiscal Year 2019 is substantially related to a need to provide staff resources to support the growth in workload to maintain quality and customer service levels desired and expected for a progressive and responsive town Morrisville is recognized to be. Higher base budget growth is expected to continue in future years.

The recommended budget has been balanced with no change in the \$0.39 tax rate originally adopted in Fiscal Year 2017. Of the \$0.39 tax rate, the equivalent of one cent (\$0.01) on the tax rate, or \$490,000, is allocated to the Roadway and Transportation Capital Reserve Fund for use on projects as identified by Town Council. Including proposed appropriations in the FY 2020 proposed budget, \$1,865,000 (excluding interest) has been accumulated in this reserve since 2017. The FY 2020 proposed budget requests an appropriation of \$350,000 from the Roadway and Transportation Capital Reserve for traffic preemption equipment for public safety vehicles to assist in safe and efficient navigation through intersections by police and fire vehicles that is part of the comprehensive strategy to address congestion and mobility issues.

The following allocations are also included in the FY 2020 proposed operating budget:

- **Capital Investment Program (CIP) Reserve:** Fourth year allocation of \$200,000 toward CIP projects. As a part of the Fiscal Year 2019 budget, \$3,670,000 of excess Fund Balance was also transferred to the CIP Reserve. The balance in the CIP reserve (including proposed appropriations in the FY 2020 budget and excluding interest) is \$4,470,000. The FY 2020 proposed budget includes an appropriation of \$3,550,000 to activate two fire station projects and the Town Center regional stormwater project. Of this amount, Town Council could consider executing a reimbursement resolution for approved bond referendum projects.
- **Proactive Road Maintenance:** Allocated since FY 2016 to complement Powell Bill resources for proactive remediation of roads in poor condition 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 Fiscal Year 2018 to accumulate prior year allocations, more effectively reconcile the expenditures and offsetting revenues, and demonstrate commitment to utilizing allocations for their intended purpose. All projects in progress at the end of Fiscal Year 2017 except Airport Boulevard are complete. Town Council provided direction for a reconciliation of remaining funds that could then be used to initiate engineering design and cost estimates for filling sidewalk gaps in the existing sidewalk network. No allocation is proposed for FY 2020, while those projects are designed. An RFQ for design services is being prepared to begin that work as soon as possible.

Significant (> \$250,000), non-routine appropriations of operational budget capacity not mentioned previously in the proposed budget for Fiscal Year 2020 are provided below. Capital Investment Program (CIP) projects are discussed separately later in the *Budget Message*.

- **Vehicle Replacements (\$512,000):** Replacement of five police vehicles and six other vehicles supporting the Inspections, Engineering and Parks & Recreation Departments. Vehicle replacements are evaluated every year, but generally follow a 6-year (public safety) or 12-year (non-public safety) replacement schedule. The proposed FY 2020 budget also includes an additional \$102,000 to purchase two new vehicles for requested positions (fire, inspections).
- **Fire Apparatus (\$350,000):** Remaining funding towards the purchase of the Ladder 2 replacement. The FY 2020 proposed operating budget includes the appropriation of funds for the purchase of this vehicle (\$1,250,000). The specifications for this vehicle are ready for issuance once approved by Town Council. A fire vehicle takes approximately one-year from order to delivery.

Other non-routine items are more fully described in the *Budget Priorities Summary*. Many of these items relate to a need to refurbish, replace or repair/maintain existing assets and equipment necessary for programs and services. Fiscal Year 2020 proposed operating budget recommendations for personnel, debt, and use of fund balance are described in those sections of this *Budget Message*.

The Stormwater Fund, an Enterprise Fund, is funded primarily by Stormwater Fund revenues based on an equivalent residential unit (ERU) fee, currently set at \$25 per ERU, permits fees, and any grant revenues received for stormwater projects. The stormwater ERU fee has not changed since FY 2016 and no change is recommended for Fiscal Year 2020, pending the receipt and review of the stormwater enterprise study and subsequent consideration of the desired level of service and future general fund support. Stormwater ERU revenues are increased by 4% over the Fiscal Year 2019 budget. The stormwater enterprise fund has been balanced this year without a general fund subsidy. The basic level of stormwater programming for the upcoming fiscal year remains consistent with existing operation levels.

The Municipal Service District (MSD) budget for Fiscal Year 2020 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 and will be included in the FY 2021 proposed operating budget after enough resources have been accumulated to complete this last project.

Six original MSD neighborhoods approved an assessment of a special tax rate annually, beginning in Fiscal Year 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 \$100,700 at an estimated 99% collection rate in Fiscal Year 2020. The General Fund provides 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 years and is dependent upon both the revenues collected from the tax increment and the cost of the MSD projects themselves. Individual neighborhoods are not relieved of their responsibility for payment of the MSD tax increment until all street improvements within the district are complete and funds advanced by the General Fund are repaid.

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

Retirement Health Care Fund (OPEB)	\$355,460
Retirement LEO Separation Allowance Fund	\$ 96,610

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

GENERAL FUND OVERVIEW

Ad Valorem Taxes (Property Tax/Auto Decal Fee)

The Fiscal Year 2020 property tax rate is recommended to remain at \$0.39 per \$100 of property valuation. Revenues are reflective collectively of the increased assessed property value from the natural growth in tax base and from stable revenues in other categories. Real revenue growth (from sources other than transfers and carryover items) approximates 2% as compared to the prior year.

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

The General Fund Ad Valorem revenue for Fiscal Year 2020 is estimated at \$19,240,000 and represents 55% of the total budget. This estimate is based on a 99.8% collection rate.

The vehicle tax fee of \$30 per vehicle approved in FY 2019 is the maximum levy authorized and remains at that level for FY 2020. 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.

Sales and Use Tax

Sales Tax revenues continue to show stable growth, reflective of historic trends and strong consumer confidence indices. Sales Tax revenues are projected to increase by 6% to \$6,080,000 for Fiscal Year 2020. Sales tax revenues are 17% of the General Fund revenues and the second largest revenue source for the Town.

Other Major Revenues

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

- Utility Franchise Tax is projected to generate \$1,640,000, which is 2% growth over estimated Fiscal Year 2019 revenues and 4.6% of total General Fund Revenues. Utility Franchise is relatively static, illustrative of continued population growth and economic conditions for natural and electric sales tax increases, while offsetting declines experienced statewide with telecommunications revenues resulting from fewer landlines.
- The Wake County Fire Tax projected revenues of \$854,500 represent the Town of Morrisville's cost share allocation from Wake County for fire protection and mutual aid and remain static for Fiscal Year 2020. This resource remains subject to potential change in the future.
- Video Programming revenues of \$693,700 reflect no growth over estimated Fiscal Year 2019 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 3.6% over Fiscal Year 2019 estimates based on assumptions resulting from strong permitting activity in commercial development, while recognizing a slowing trend in residential permits. This budget estimate remains more conservative than other revenue estimates due to the unpredictability of construction activity. Recent statutory authority restricts the usage of inspections fees strictly for the activities required to provide inspection services. Staff is working to meet reporting requirements defined by the Local Government Commission beginning with the Fiscal Year 2019 audit.

Parks and Recreation Programs and Facility Revenues are projected to remain comparable to Fiscal Year 2019 and are influenced by MAFC's partial year closure in FY 2019 and planned for FY 2020. A comprehensive review and evaluation of existing and projected growth (and related increased expenditures) from a renovated and reopened MAFC facility is underway during the facility closure and will more directly impact Fiscal Year 2021 budget preparation.

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

User Fees

The Town assesses a variety of User Fees for Town services including administration fees, inspection permits, police alarm fees, fire department services, and permit fees. During the Fiscal Year 2020 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 are proposed in the user fee schedule. 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 decisions made by Town Council during the budget review process. 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. As noted in the FY 2019 budget message, current staff levels in some departments do not support the expected levels of project and service programming to support the Town's continued growth. The FY 2020 proposed budget includes a more significant request for additional staff to address this issue. This trend is expected to continue in future budget years.

Basic routine services and recurring expenses (excluding transfers, contributions and grants, and capital outlay) are approximately \$28.3 million annually at current operational service levels. Routine expenditure additions to the Fiscal Year 2020 base operating budget are \$3.4 million (\$2.0 million recurring and \$1.4 million debt service) and represent a 12% increase to the base operating budget.

The Fiscal Year 2020 budget provides additional funding above the base operating budget to support over \$14 million in priorities that enhance accomplishment of the strategic plan, accelerate capital projects, maintain and improve Town infrastructure, and support targeted programs and initiatives established as priorities by Town Council. Of this amount, \$5 million is associated with the activation of prioritized CIP projects. Additional investment in human capital is essential to meet workload demand, but over 80% of budget recommendations remain one-time or nonrecurring items that address targeted needs.

An additional \$1,040,000 in allocations are set aside in designated reserves toward future spending as directed by Town Council, including roads and transportation, capital improvement planning, and fire apparatus equipment replacement. The FY 2020 proposed operating budget includes an appropriation of \$1,250,000 from the fire apparatus equipment reserve for the planned replacement of Ladder 2.

Approximately 10% of the Fiscal Year 2020 proposed spending is related to debt service for road improvement projects. 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 was issued in FY 2019 and is included in the FY 2020 proposed budget. A long-range forecast of debt service that supports the CIP through reinvestment of retired debt capacity into new debt and considers ways to maximize use of existing reserves, while exploring future bond referendum issuance and other available debt instruments will facilitate accomplishment of CIP and strategic infrastructure investment goals.

Expenditures have been categorized into major types and focus areas to assist in review of budget requests. A budget priorities justification narrative is provided as a part of the *Budget Priorities Summary* on page 28. Expenditures are subsequently included in *Department Budget Profiles*. Similarly to Fiscal Year 2019, two additional increased tax increment scenarios that would support an expanding set of priorities and needs have also been provided with the proposed Fiscal Year 2020 operating budget but are not included in *Department Budget Profiles*. Priorities outlined in the enhanced tax scenarios could be incorporated into current Town Council discussions or future discussions following review of FY 2019 financial results or as a part of the FY 2021 budget development.

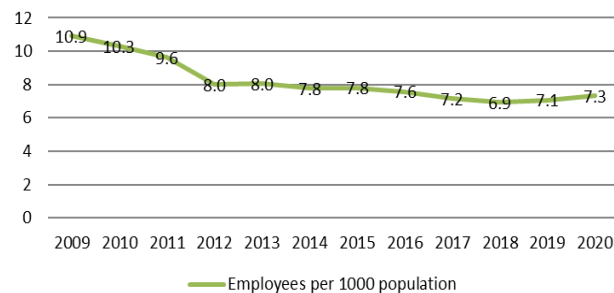
Personnel Expenditures

The Town of Morrisville must continue to meet its workload demands through the careful, thoughtful and prudent additions to staff to meet customer service demands and service delivery levels. Staff requests for FY 2020 are proposed for public safety (fire), parks and recreation, public works, inspections and engineering.

The Fiscal Year 2020 budget includes requests for twelve full-time staff and three three-quarter time staff (2.25 FTE):

- Firefighters (3)
- Fire Training Captain
- Aquatics Aides - full-time (2)
- Aquatics Aides - 3/4 time (3)
- MAFC Administrative Assistant
- Mechanic
- Parks & Grounds Technician II
- Assistant Building Codes Administrator
- Development Services Coordinators (2) – Inspections & Engineering

Full-time Authorized Positions per 1000 Population



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 Profiles*. A review and discussion of the need for these investments in personnel will be shared with Town Council during the proposed budget briefing and work sessions.

Several of these positions are slated for mid-year recruitment and hiring to accommodate budget capacity and timing of work needs, particularly the parks and recreation positions related to the anticipated spring 2020 MAFC reopening. These positions are fully funded in the future year forecast. The proposed Fiscal Year 2020 operating budget also includes increased funding for part-time salaries needed to support the expanded MAFC operations and activities.

Additional staffing requests are incorporated into the two enhanced scenario options for three additional personnel:

- Enterprise System Administrator (1 Cent Increment)
- Public Works Program Coordinator (1 Cent Increment)
- Network System Administrator (2 Cent Increment)

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

Health Care Costs

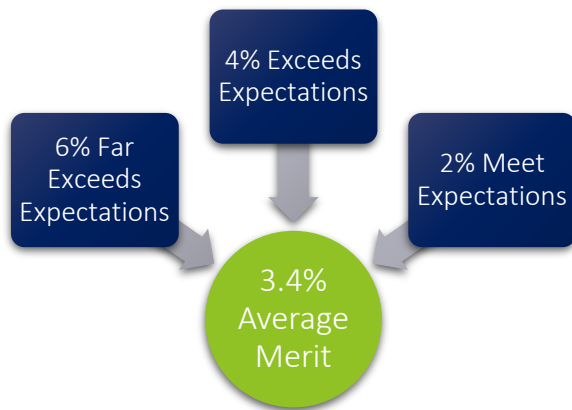
In 2019, Town Council approved joining the North Carolina Health Insurance Pool (NChip) and was an inaugural member of that group along with six other North Carolina local government units. The health insurance risk pool allows for the sharing (pooling) of medical claim costs over a certain amount to 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. Joining NChip has also provided the Town more flexibility in structuring of our health care plan design. It has also provided the ability to rebalance the employee cost of dependent care premiums between the two plans, offering employees a clear choice and value based on their individual needs.

The health care insurance pool is working as intended. At the time of the drafting of this budget message, the Town has five employees with claims in the shared pool layer that provides some relief of the overall cost of these claims. 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. Employee premiums for the base health insurance plan have been lowered, resulting in significant savings for employees covering families. Employee premiums for the buy-up plan, a very “rich” benefit plan, have been increased to equitably share the cost of the added value in this plan between the employer and employee. Between the plan design changes and restructure of employee premiums, the overall increased cost for medical insurance is 3% (approximately \$47,000 based on current employee elections) for FY 2020 and has been incorporated into total compensation costs. Wellness program and premium discounts also continue in FY 2020. Vision insurance, no longer offered through Blue Cross Blue Shield (BCBS) medical plans, will be managed in-house by Human Resources staff and offered at similar levels as previously provided by BCBS.

The Town’s basic dental care plan, offered through the North Carolina League of Municipalities, reflects a \$1 increase in Employee/Spouse coverage only. There are no other dental premium increases.

Employee Compensation/Merit Pay

The existing merit pay award system that has been in place for the past three years has provided for a 2%, 3% and 4% merit pay adjustment for employees achieving a “Meets Expectations”, “Exceeds Expectations” and “Far Exceeds Expectations” rating respectively, and has resulted in an average merit pay adjustment of less than 3% on average for employees. While this level of merit pay award has allowed for slower growth in personnel costs, the minimal differential in merit pay resulting from this percentage structure reduces the ability for employees to advance through their pay range. As a result, salaries fall behind both in routine market pay adjustments as compared to peer communities and in the industry. This results in reduced ability to retain qualified and trained personnel who can demand higher salaries elsewhere and pay compression for tenured employees who enter the Town of Morrisville workforce at market salaries provided in the pay plan salary ranges. These factors further provide both a disincentive to strive for higher level of performance for salary growth in the short-term and long-term and to allow higher performing employee salaries to achieve more earned salary growth potential. With limited promotional opportunities due to the small, flat hierarchal structure of our organization, all these factors influence our ability to recruit and retain highly qualified employees. Our employees are often actively recruited by nearby communities for increased opportunity and compensation. We must make a commitment to responsibly compensate our employees and retain the skills and knowledge base investment in Morrisville.



An adjustment to the merit pay schedule is recommended for implementation beginning in FY 2020 for performance evaluation rating based on 2019 fiscal year performance.

The estimated average is 3.4% based on 100% projected distribution and historical ratings, trends which are not expected to be significantly different for fiscal year 2019 performance evaluations. This would represent an overall increase of 0.64%, less than 1% of overall payroll. The average actual merit increase in Fiscal Year 2019 was 2.76% based on Fiscal Year 2018 performance ratings.

Market pay adjustments authorized in the FY 2019 budget for public safety and inspections employees were implemented in January 2019 and produced immediate results in enhancing both recruitment and retention of staff and bringing those employee salaries more in line with tenured peer employees. These adjustments, in combination with the proposed adjustments in employee health care premiums proposed for FY 2020, have successfully enhanced total compensation for those employees. These one-time adjustments and the establishment of pay incentive adjustments for advance knowledge, training and experience will provide proactive mechanisms for retaining pay competitiveness.

Pay adjustments for other hard-to-recruit and/or retain positions will be necessary throughout other job classifications and will be evaluated and recommended for adjustment during FY 2020. Projected costs of additional market pay adjustments for an average of between 3 – 5% adjustment to non-public safety salaries is \$ 200,000 - \$250,000; individual salary adjustments would be based on market review. Funding for these market adjustments is not included in the base budget but is being requested through an authorization to use lapse salary. An alternative approach to funding is provided in the tax increment budget enhancement scenarios, with an allocation of one-half of the estimated funds recommended in each of the two scenarios.

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

Total funds requested to support the merit and market pay proposals and related payroll costs is approximately \$500,000 (total compensation).

Part-time pay plan rates were last adjusted for Fiscal Year 2017. No changes are recommended for Fiscal Year 2020 but will be evaluated in relation to work done to evaluate pay plan and policy recommendations for full-time employees. Part-time pay classifications and rates will be evaluated and streamlined as a part of the new payroll system, part of the Munis ERP upgrade.

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. Effective July 1, 2019, the base employer contribution rate with respect to law enforcement officers (LEOs) will increase from 8.50% to 9.70% of reported compensation. With respect to all other employees, it will increase from 7.75% to 8.95% 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 \$149,000 and has been included in personnel total compensation costs. The Town fulfilled its past service liability at the end of Fiscal Year 2019.

The Board's policy now anticipates further increases in the base rates effective July 1, 2020, and July 1, 2021, equal to 1.20% of reported compensation each year. Rates will be 10.15% and 11.35% for non-LEO employees and 10.90% and 12.10% for LEO employees, respectively in each of the next two fiscal years. These projected rate increases have been included in future year forecasts.

Capital Investment Program Expenditures

The Town issued \$10,000,000 of Street Improvement Bonds in 2017 for the McCrimmon Parkway Extension segment from Perimeter Park Drive and across the railroad corridor and NC54 towards Church Street. The project experienced weather and construction delays during Fiscal Year 2019 but has been reactivated and is moving towards estimated completion in winter 2019. NC Department of Transportation (NCDOT) is managing the segment of the project from Airport Boulevard to Evans Drive at Aviation Parkway and will also be completed in winter 2019. The remaining \$4.3 million in authorized Street Improvement bonds supporting the McCrimmon Parkway Extension project were issued in October 2018 and debt service on this additional bond issuance is recognized in Fiscal Year 2020.

The design and engineering work for the Morrisville-Carpenter Road improvement project, which will enhance East/West connectivity through the center of Town and establish safety access points along the corridor between NC54 and Davis Drive is complete and in the process of being certified by NCDOT. Upon approval, the project will immediately be bid, and construction is anticipated to begin this summer. The Town has received a \$6.3 million matching grant from Capital Area Metropolitan Planning Organization (CAMPO) for this estimated \$9 million project. Debt service for the \$2.7 million Town cost for this project is included in the Fiscal Year 2020 proposed operating budget.

The Town also issued \$5,700,000 in previously authorized, but unissued 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 mid-year in Fiscal Year 2020. Debt service for this bond issuance is recognized in Fiscal Year 2020.

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

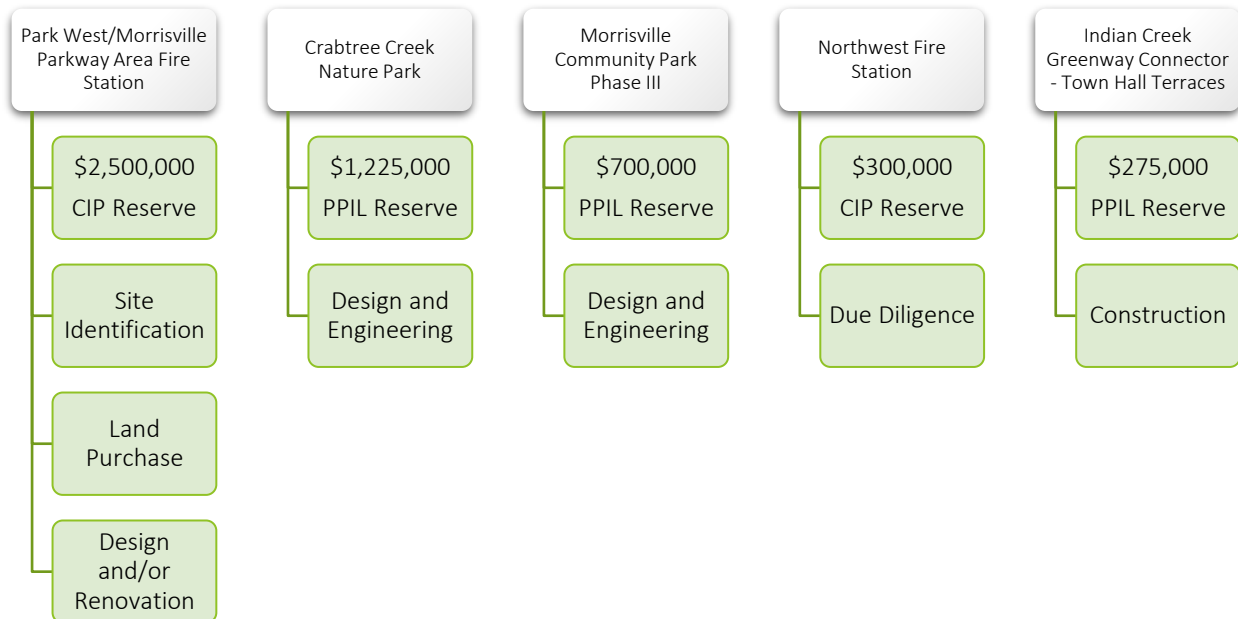
The Green/Fairview stormwater improvements and sidewalk projects have been completed during this fiscal year. The Healthy Food Hub Phase 2 construction bid closed in late April and is planned for notice to proceed in May and projected to be complete by the end of the fiscal year. Northwest Park fitness stations are also scheduled for installation before June 30, 2019.

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 Fiscal Year 2020, with projected construction moved to the Fiscal Year 2022 planning year, ahead of the NCDOT planned expansion of Aviation Parkway.

Several bid processes during Fiscal Year 2019 were unsuccessful due to the lack of responsive bidders and resulted in significantly higher than budgeted estimated cost for the Historic Church Parking Lot Expansion

project. Following consultation with Town Council, a new bid process will be scheduled in May 2019 with alternates that can be reviewed. The goal is to award this project before the end of the Fiscal Year.

Fiscal Year 2020 proposes new capital expenditures of \$5,000,000 supported through appropriation from existing reserves previously set aside for capital projects. Recommended projects for Fiscal Year 2020 include: ¹



Other than the Indian Creek Greenway Project, all of these projects would 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, use of these reserves could be reimbursed from bond proceeds via resolution of Town Council.

Town Council continues to discuss and deliberate on the future of our Town Center. The outcomes of those important work sessions will be incorporated into future budgets as we move forward on this important investment in our Town Center Core and complements the completed Carolina Street Extension roundabout and the Morrisville Community Library, which will open in the second half of Fiscal Year 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 Fiscal Year 2020 is 9.9% of the proposed budget as compared to 5.7% of the original budget for Fiscal Year 2019. There is

¹Town Council's adoption of the budget/CIP reduced the design appropriation for Crabtree Creek Nature Park; added Fire Station #2 Relocation project; appropriated reserves in FY 2020 for NC 54 Corridor Congestion Mitigation projects that is inclusive of Airport Boulevard Extension; and Future Priorities to demonstrate the importance for future capital planning interest.

\$1,413,600 in new debt added for Fiscal Year 2020. The debt ratio is estimated at 10% for FY 2020 as a result.

Fund Balance

The recommended budget includes total fund balance appropriations of \$945,000 (less than 3% of expenditures) to support operational non-recurring or one-time expenses. The unassigned fund balance is projected to be at \$10 million, or 30.8% of general fund expenditures as of June 30, 2019.

Allocations of \$490,000, \$350,000, and \$200,000 are also included in the proposed Fiscal Year 2020 budget for the Roadway and Transportation, Fire Apparatus Fund, and CIP Capital reserve funds, respectively.

Parkland Payment-In-Lieu (PPIL) reserves have grown currently by \$1.4 million during Fiscal Year 2019. An appropriation of PPIL in the amount of \$546,350 during Fiscal Year 2019 was for the purchase of property near Church Street Park. The estimated fiscal year-end balance for PPIL is \$4.7 million. Appropriation of \$2,549,900 in PPIL as a part of the Fiscal Year 2020 supports advancement of several key parks and recreation projects identified in the Parks and Recreation Master Plan and/or the CIP. Staff estimates approximately \$2.4 million in known contributions to PPIL during the next three years from approved projects in development.

FUTURE OUTLOOK

Fiscal Year 2020 is envisioned to be the first of several years that addresses the need to **BUILD CAPACITY** in both staff resources and investments in capital assets. Each of the expenditures included in the proposed operating budget are related to achievement of the strategic plan and lay groundwork for additional future investment. The requests are significant, but reasonable and realistic with existing revenues and reserves, including fund balance, that have been identified for this purpose. Growth in the base budget is necessary and essential to make headway in both current and future workload demands and expectations as the community grows.

Fiscal Year 2020 will also be a year in which we strategically review and evaluate our current and future revenue sources. These important discussions will be better informed with the update of property tax revaluation that will occur in 2020 and the upcoming 2020 census so that we capture the resources necessary to support our Strategic Plan goals.

Town Council is also considering future bond referendums for capital investments, which could provide additional capacity to develop the amenities desired by our community. I look forward to a challenging, exciting, and productive year ahead.

ACKNOWLEDGEMENT

I am proud to be a part of a strong and cohesive team of department heads and employees that are fully committed to the Town and its work. While I get the honor of crafting a budget message and proposal that charts the path forward into the next year, I am cognizant of the responsibility to meet the needs expressed by each department and the financial responsibility to our citizens, and to produce a balanced proposal of what we need and what we can afford. I believe that work shows in this budget. I thank each employee in Morrisville – each in some way touches my recommendations through their thoughts, participation and support of me and Town Council.

The work of Town Council is always hard. The priorities and wants, whether expressed by the citizens you talk to, or their own individually or collectively, will always be more than can fit in any one budget year. I am hopeful the efforts made by staff year-round help you thoughtfully deliberate and approve the Fiscal Year 2020 budget.

I am also fortunate for unwavering support and commitment to the Town by my right-hand and left-hand team – Jeanne Hooks and Todd Wright. Each year we grow and learn together to produce this report. Although the result is a proposed budget, the contributions of Jeanne and Todd are felt year-round.

CONCLUSION

The Fiscal Year 2020 proposed operating budget and capital investment program will be presented to Town Council and the citizens of Morrisville at the Tuesday, May 7 Town Council meeting. The budget portal will open to facilitate and promote public input. Discussion of the budget will continue in a work session on Monday, May 13. The public hearing is scheduled for May 28. A final work session will occur on May 30, with scheduled adoption planned for June 11.

Public information and Drop-In opportunities for citizens to learn more, ask questions and provide comment will be planned during May.

Sincerely,

A handwritten signature in blue ink, appearing to read "M. Paige".

Martha Paige
Town Manager/Budget Officer

BUDGETARY PRIORITIES SUMMARY

Operating Impacts (Routine or Recurring Annually)	Town Manager Requests
Firefighters (3): Three firefighters that are part of the long-range Quint concept plan approved in 2012. The addition of these personnel (one per shift) will provide 17 fire personnel per shift towards the minimum staffing levels necessary for moderate risk response and that is needed to operate equipment. Full minimum-level Quint staffing includes an additional six firefighters (2 per shift) and updates to the staffing plan is a phased plan for staff levels through FY 2025. This does not include any additional personnel required for additional fire stations. Connect Morrisville > Public safety readiness and Operational excellence Multiple Objectives.	215,800
Aquatics Aides (2 full-time & 3 ¾ time- 2.5 FTE): Staffing necessary to have the required number of lifeguards on duty at all open times for the three pool to meet the increased standards of the Model Aquatics Health Code and expanded programs for young children and seniors during the day and expanded hours of operation. Previous inadequate staffing levels have resulted in necessitating closure of the pool at times, and part-time lifeguard positions are increasingly difficult to recruit. Proposed half-year (January 2020) for FY2020 and full year (\$205,000) beginning in FY2021. Connect Morrisville > Engaged inclusive community and Operational excellence Multiple Objectives.	102,500
Fire Training Captain: Administrative Captain focused on Training Initiatives. A dedicated training officer has been included in past accreditation recommendations. This position would manage Target Solutions training program and oversee day-to-day practical training for staff, maintenance of the department's EMT credentials, develop innovative training evolutions, manage the CAM (Cary Apex Morrisville) joint training program, develop performance readiness drills, and provide a consistent presence at training events off-site. Connect Morrisville > Public safety readiness and Operational Excellence Multiple Objectives.	92,600
Assistant Building Codes Administrator: Supervisory level position to support increased efficiency and accuracy of plan review, in particular site plans, building code, and fulfilment of other inspections activities not currently being provided and needed to manage current and increasingly high volume of permits and projects. Responsible for the development and delivery of ongoing training programs and customer service excellence. Connect Morrisville > Operational excellence Multiple Objectives.	85,000
Mechanic: Addition of second mechanic to handle workload volume from increased fleet and improve service delivery response times to keep vehicles in service through handling of more repair projects in-house. Connect Morrisville > Public safety readiness and Operational excellence Multiple Objectives.	72,900
Parks and Grounds Tech II: Staffing necessary to assist with workload that has been created by the addition of two new greenways, town properties and the maintenance of athletic fields, in particular, Church Street Park. Currently, preventive maintenance is being deferred/delayed to accomplish basic landscaping services. Connect Morrisville > Thriving, livable neighborhoods and Operational Excellence Multiple Objectives.	57,000

<i>Development Services Coordinator (Inspections):</i> Administrative oversight over permit technicians to mitigate identified workload challenges in fee collection, application processing and inspections scheduling, primarily driven by high volume. Position would also support budget development, financial processing, express plan review, EnerGov, departmental performance measures, website maintenance and other duties. Proposed half-year (January 2020) for FY2020 and full year (\$67,000) beginning in FY2021. <i>Connect Morrisville > Operational excellence Multiple Objectives.</i>	33,500
<i>Development Services Coordinator (Engineering):</i> Administrative support related to documented active and future capital project workload, sustained increase in development project review workload, and EnerGov oversight and performance measurement duties. Position would also support budget management and tracking, financial transaction processing and both internal and external customer service needs. Proposed half-year (January 2020) for FY2020 and full year (\$67,000) beginning in FY2021. <i>Connect Morrisville > Operational excellence Multiple Objectives.</i>	33,500
<i>Administrative Assistant (Parks & Recreation – MAFC):</i> Current front desk staff is inadequate to meet the needs of patrons and other administrative duties. This position would provide additional support to meet existing and growing needs and will become primarily responsible for developing and administering membership and contract programs designed to promote the facility, its services and programs and to recruit new members. These are expected to grow and expand when the newly renovated facility opens. Proposed half-year (January 2020) for FY2020 and full year (\$61,800) beginning in FY2021. <i>Connect Morrisville > Engaged inclusive community and Operational excellence Multiple Objectives.</i>	30,900
<i>Part-Time Staffing Increase (Parks and Recreation – MAFC):</i> Increased part-time employee budget to support adequate levels of staffing for expanded programs and hours of operation, including programs, fitness staff, pool safety and customer service. Proposed half-year (January 2020) for FY2020 and full year (\$140,600) beginning in FY2021. <i>Connect Morrisville > Engaged inclusive community and Operational excellence Multiple Objectives.</i>	70,300
<i>Merit/Market Adjustments:</i> Proposed merit salary adjustments based on Fiscal Year 2019 performance evaluation ratings. A Performance Pay Plan model was implemented in Fiscal Year 2016, linking the amount of merit pay award to performance ratings. The actual average merit pay award for FY2018 and FY2019 was 2.61% and 2.76%, respectively. The proposed budget allocation for merit pay provides for a tiered merit increase of 2%, 4% and 6% for meets, exceeds and far exceeds expectations ratings, respectively. Use of available capacity from this allocation would also be used to address identified market conditions and vulnerable positions to enhance recruitment and retention goals and strategies. <i>Connect Morrisville > Operational Excellence Objective 5.4: Attract, develop and train a diverse, high-performing workforce.</i>	500,000
<i>Local Government Employee Retirement System Contributions:</i> North Carolina Department of State Treasurer mandated increases in employer contributions to the state employees' retirement plan. <i>Connect Morrisville > Operational Excellence Objective 5.4: Attract, develop and train a diverse, high-performing workforce.</i>	149,000

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 3% over current fiscal year costs. <i>Connect Morrisville > Operational Excellence Objective 5.4: Attract, develop and train a diverse, high-performing workforce.</i>	47,000
Senior Programming: Proposed lease of approximately 6,000 square feet of flex space (location, square footage and rental rate TBD), staff support and supplies to be used for dedicated senior programming activities. <i>Connect Morrisville > Engaged, inclusive community Multiple Objectives.</i>	168,000
Information Technology Services: Information technology initiatives to expand use of cloud services and outsourced provision of services to reduce overall information technology hardware and software replacement costs and maintain pace with evolving technology advancement and needs. <i>Connect Morrisville > Operational excellence Objective 5.6: Leverage the use of technology to maximize results.</i> • Hardware as a Service (HaaS) – a scalable and flexible pay-as-you-go managed service that allows for up-to-date technology with reduced equipment, IT maintenance related costs and improves workload capacity for existing staff. • Network as a Service (Naas) – similar to HaaS, Naas allows for a more efficient replacement cycle for both critical and non-critical network equipment. • Yearly Aerial Orthophotography – Cloud-based service that would provide more frequent and accurate aerial data that supports the town's GIS program and allows for more useful analysis in land use decisions, code enforcement violations, emergency planning, and for public information.	69,200
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 FY2020. <i>Connect Morrisville > Thriving, livable neighborhoods Objective 2.3: Be responsible stewards of the natural environment.</i>	55,000
Streetlight Data Insight Advanced Analytics: On-line dashboard that allows for viewing of near real-time traffic data around Town, as well as origin/destination data and other analytics that is needed for various town projects, including the Public Transportation Study, traffic/transportation project planning, operational responsiveness to traffic/congestion, and during review of development project TIA information. <i>Connect Morrisville > Improved transportation mobility Objective 1.1: Manage traffic congestion at targeted locations and targeted times of day.</i>	55,000
Parkside Elementary Crossing Guards: Addition of four (4) part-time crossing guards to support student and traffic safety for Parkside Elementary School, which will open in July 2019. This is in accordance with the traffic and safety management plan developed by the Morrisville Police Department and Parkside Elementary principal. <i>Connect Morrisville > Goal 4 Public safety readiness Multiple Objectives.</i>	40,000

Information Technology Support Enhancements: Information Technology initiatives to expand use of cloud services and outsourced provision of services to reduce overall information technology hardware and software replacement costs and maintain pace with evolving technology advancement and needs. Connect Morrisville > Operational Excellence Objective 5.6: Leverage the use of technology to maximize results. • Clear Point - Community Dashboard and Project Tracking • Project Management Software • Capital Associates Inc (CAI) Municipal Database Subscription	19,000
Parks and Recreation Program Support: Miscellaneous program items to be incorporated into base budget/ongoing operations. Connect Morrisville > Engaged inclusive community and Operational excellence Multiple Objectives. • Senior Programming Support - expanded support for programs and events, including development of a Senior Luau event and other activities recommended by the Senior Advisory Committee. This request includes funds needed to provide space in summer 2019 for senior programs while summer camp programs utilize the Cedar Fork Community Center. • Fitness Class Supplies, incentive programs, racquetball and tennis supplies. • MAFC People Counters.	17,300
Communication/Outreach Programs: Civic engagement tool expansion for the expanded promotion of events through updated banner system and placement. Also includes modest increases in special event funding to support expanded programming and event growth and development. Connect Morrisville > Goal 3 Engaged, inclusive community Multiple Objectives.	15,900
Litter Program: Deployment of a litter service pickup program using two contracted, part-time workers two days a week to collect trash and debris along major roadway corridors and other public areas. Connect Morrisville > Thriving, livable neighborhoods Objective 2.3: Be responsible stewards of the natural environment.	13,000
Aquatics Supplies (MAFC): Additional funding necessary for chemicals, maintenance, permits and other recurring supplies for lessons, safety and training for expanded pool operations. Connect Morrisville > Engaged inclusive community and Operational excellence Multiple Objectives.	11,500
Police Department Equipment Replacement: Periodic and routine replacement of police department equipment, maintenance items and software licensing renewals. Connect Morrisville > Public safety readiness Multiple Objectives. • Police Ammunition • Electronic Parking Ticket System • Evidence Tracking/Management System	11,300
Volunteer Recognition (Parks and Recreation): Establishment of a formal recognition policy and program for department volunteers (athletic coaches, fitness instructors and program instructors). This program would provide for an informal bi-annual recognition event to show appreciation for supporters of TOM recreational programs. Connect Morrisville > Engaged inclusive community Multiple Objectives.	8,000

Staff Uniforms (Parks and Recreation): Staff apparel for Cedar Fork Community Center and MAFC staff who are required to wear Town staff shirts when on duty due to their frequent contact with the public. A consistent type of apparel will be more recognizable by facility patrons and present a professional representation of Town staff. Connect Morrisville > Operational excellence Multiple Objectives.	8,000
Morrisville Chamber of Commerce Economic Development Services: Additional funding request for lease of a commercial real estate tool that facilitates research of local market trends and reports, responds to local business and economic development inquiries and completion of larger project RFPs with Wake County Economic Development and the Economic Development Partnership of North Carolina. The Town also needs and uses this information for credit rating agencies and statistics included in the Comprehensive Annual Financial Report (CAFR). Connect Morrisville > Economic Prosperity Multiple Objectives.	6,000
TOTAL	\$1,987,200
Onetime Operating or Capital Impacts (Non-Routine)	Town Manager Requests
Vehicle Replacements: Replacement of vehicles that will be retired because they meet the Town's vehicle replacement criteria. Scheduled replacements include police, inspections, parks and recreation, and engineering vehicles. Replacement cost also includes the up-fit/installation of special equipment such as lights, sirens, and necessary computer equipment. Connect Morrisville > Operational Excellence Objective 5.1: Promote financial integrity through effectively and efficiently managing public assets.	512,000
Road Paving Projects: Proactive road maintenance to maintain acceptable levels of road condition and reduce the percentage of deficiencies. This allocation adds to the available Powell Bill funds to accelerate the amount of annual roadwork. Connect Morrisville > Thriving, livable neighborhoods Objective 2.5: Plan and provide for current and future infrastructure.	300,000
Public Works Backhoe Replacement: Purchase of a new Caterpillar backhoe to replace the existing backhoe that is 16 years old and has over 3,000 hours of hard use. Repair costs have increased significantly over the past three years and the equipment is currently in the shop and in need of approximately \$20,000 in repairs to return it to functionality and be safe to operate. This piece of equipment is an instrumental part of daily work and is used by several departments. An estimated reimbursement comparable to the trade-in value is expected to offset some of the cost. Connect Morrisville > Public safety readiness and Engaged, inclusive community Multiple Objectives.	152,200 <u>-19,000</u> Reimbursement
Morrisville Aquatics and Fitness Center Equipment: Purchase of new equipment and replacement of old and outdated equipment to support renovations and expanded space for programs and activities. Connect Morrisville > Engaged inclusive community and Operational excellence Multiple Objectives. - Weight Training Room – dual function stations, functional training station, free weight benches, racks and stations, group fitness function training equipment - Cardio Equipment – Treadmills, ellipticals, fixed strider, recumbent bikes, and upright bikes - Aquatics/Pool Area – lifeguard stands, lane lines, deck chairs, pool vacuum, pace clock and swim wear dryers	150,500

• Desk & Facility Needs – lobby furniture, office furniture, meeting room furniture, racquetball storage, outside benches, trash and recycling receptacles • Aerobic Studio Sound System – provision of a sound system that gives a clear and balanced sound and that can be used with CDs and personal devices along with wireless microphone capability for instructors. • Tennis Court Backboard – purchase and installation of a backboard for the tennis courts that would allow single players to use the court for practice and provide enhanced usage of the courts.	
Computer Hardware Replacements: Annual hardware refresh plan, including regular and rugged laptops, network servers, switches, and printers. <i>Connect Morrisville > Operational excellence Objective 5.6: Leverage the use of technology to maximize results.</i>	111,000
Staffing Operations Costs: Required uniforms, equipment, training/evaluation and computer/electronic equipment for three firefighters, a fire training captain, an assistant building codes administrator, two development services coordinators, a mechanic, a parks and ground technician, and an administrative assistant and aquatics aides (2 full-time and three ¾ time) to support expanded MAFC operations. <i>Connect Morrisville > Operational Excellence Objective 5.4: Attract, develop and train a diverse, high-performing workforce.</i>	107,300
New Vehicles: Fully equipped fire and inspections vehicles related to request for Fire Training Captain and Assistant Building Codes Administrator. <i>Connect Morrisville > Public safety readiness Objective 4.2: Be operationally ready.</i>	102,000
Town Building Maintenance/Repairs: Allocation of funds to support the needs of aging infrastructure to maintain quality fixed assets and meet the needs of customers. <i>Connect Morrisville > Public safety readiness and Engaged, inclusive community Multiple Objectives.</i> • HVAC Replacement (4 oldest units) • Fire Station # 2 Generator Replacement • Council Chamber HVAC Upgrades – upgrade of the unit to be controlled by both humidity and temperature to address summer humidity levels.	90,000
Information Technology Innovations: Assessment and evaluation of strategic initiatives to expand and advance the Information Technology program. <i>Connect Morrisville > Operational excellence Objective 5.6: Leverage the use of technology to maximize results.</i> • Smart Cities – Begin to build the foundation for future Smart City initiatives. • ArcGIS Online Modernization/Open Portal Initiation – The Town currently has a functioning ArcGIS online webpage that is separate and distinct from the Town webpage. This project is intended to greatly improve the consistency and internal and external usability of the site. An Open Data Portal would also be initiated and populated initially with spatial data that could eventually be expanded to include permit data, financial data, and other information. • Security Software Upgrade – The Town is beginning to upgrade all the Town’s software to the Windows 10 and Windows Server 2016 environment. The current badge access and security software is incompatible with those operating systems. • Network Assessment – comprehensive evaluation of the full network to identify deficiencies in the network, identify cost savings opportunities by determining if our	80,000

resources are over allocated and looking at legacy systems for efficiencies or replacement systems. • EOC Center Assessment – Conduct a professional assessment of the EOC operating requirements of the various departments to assure maximization of cost and efficiency in the EOC plan. • Tyler VPN Device – Provide a redundant secure connection to the Tyler hosted ERP system.	
Body Worn Cameras (Police): Purchase of 38 body worn cameras for uniform patrol officers. Officer will use body worn cameras in accordance with a formally established policy and training to promote officer safety, and support accountability and transparency while capturing footage that in-car cameras are traditionally unable to capture. The camera units will assist in accurately documenting citizen contacts, arrests and other incidents that could potentially occur in the course of officer duties. <i>Connect Morrisville > Public safety readiness Multiple Objectives.</i>	75,000
Pugh House Phase 2 Renovations: Removal of asbestos and other minor interior remediation. Initiation of site evaluation, including parking capacity and environmental review, and architectural/engineering design work to return facility to future use. <i>Connect Morrisville > Engage, inclusive community Objective 3.3: Effectively maintain assets and make the most of existing resources.</i>	75,000
Public Works Equipment: Replacement of public works equipment needed for regular operations and special service response. <i>Connect Morrisville > Public safety readiness Multiple Objectives.</i> • Zero Turn Mowers – Scheduled replacement of two zero turn mowers in the Parks and Grounds Division with a multi-use piece of equipment that can be used for mowing, brushing off greenways, clearing snow, and maintenance greenway clearances. The Town does not currently have the capabilities to keep rough areas of the greenways mowed back to proper clearances. • Snow Plow - Replace the snow plow on the International dump truck that is 14 years old and became non-operable during a snow event this past year – the hydraulics that raise and lower the blade and move it side to side have completely worn out.	42,200
Electronic Plan Review Monitors: Touchscreen monitors for Planning, Engineering, Inspections and Stormwater staff to conduct electronic plan review and enhance efficiency in routing of plans and customer responsiveness and service delivery. <i>Connect Morrisville > Operational Excellence Multiple Objectives.</i>	38,500
Electronic Parking Ticket System (Police): Purchase of hand-held ticketing devices to streamlining the current manual parking ticket issuance and collection process. The system will enhance tracking and reporting of violations to assist in identifying areas of focus for targeted education and awareness efforts. The system will also provide for the ability to view images and processing of appeals for the customer. Approximately half of this expenditure will be covered by parking ticket proceeds. <i>Connect Morrisville > Public safety readiness Multiple Objectives.</i>	37,500 <u>-20,000</u> Parking Revenue
Senior Programming: Upfit of a leased facility with lobby furniture, tables, chairs and office furniture for a dedicated Senior Program Center. <i>Connect Morrisville > Engaged inclusive community.</i>	35,000
Fire Department Equipment Replacement: Scheduled replacement of three (3) thermal imaging cameras for fire apparatus. <i>Connect Morrisville > Public safety readiness Objective 4.2: Be operationally ready.</i>	30,000

Branding/Wayfinding Implementation: Implementation of Wayfinding Phase of Branding Initiative, including design and location identification, permitting, fabrication and installation of wayfinding/designation signage for Morrisville facilities and community amenities. <i>Connect Morrisville > Engaged, Inclusive Community Multiple Objectives.</i>	25,000
WatchGuard Warranty Renewal (Police): Extended warranty for in-car camera systems that were installed in FY2017. This request would extend the warranties to the end of year 4, which will coincide with camera and possibly vehicle replacement and protect the Town from uncovered maintenance and repairs expenses. <i>Connect Morrisville > Public safety readiness Multiple Objectives.</i>	24,800
Police Evidence Tracking/Management System: Updated and efficient evidence management system. The current tracking system provides only basic evidence tracking, with other monitoring through manual spreadsheets created by the evidence custodian. This is time consuming and does not provide for evidence to be logged, saved and tracked in the management system. The proper checks and balances are needed to elevate and ensure integrity and credibility in a high liability unit of the Police Department. <i>Connect Morrisville > Public safety readiness Multiple Objectives.</i>	20,000
Capital Project Management Software: Web-based software that will enhance capital project day-to-day management, task inventory, organization of data, and facilitate communication workflow, timeline monitoring and milestone delivery in the field. This project software is a complement, not a duplication of, the project tracking information reporting system. <i>Connect Morrisville > Operational Excellence Objective 5.6: Leverage the use of technology to maximize results.</i>	20,000
Election Costs: 2019 Municipal Elections cost for Wake and Durham Counties. <i>Connect Morrisville > Engaged, inclusive community Objective 3.4: Provide opportunities for meaningful public engagement and collaboration.</i>	13,000
Communications/Outreach: Continued rollout of branding on internal signage to ensure brand consistency and promote brand awareness, particularly in high traffic internal locations in Town. <i>Connect Morrisville > Goal 3 Engaged, inclusive community Multiple Objectives.</i>	10,000
Census 2020: Contribution to the Wake County Complete Count Committee and Morrisville-branded 2020 Census items to hand out at various Town events. Wake County and its municipalities will pool resources to develop promotional efforts and marketing materials and will complement the individual efforts of the Town. The importance of an accurate count is vital to many areas of municipal tax revenues that are based on population count. <i>Connect Morrisville > Engaged, inclusive community Objective 3.2: Increase awareness of activities and opportunities for engagement.</i>	8,000
Parks and Recreation Program Support: Miscellaneous one-time purchases to support program needs. <i>Connect Morrisville > Engaged inclusive community Multiple Objectives</i> • People Counters – purchase and installation of counting equipment to provide a more accurate count of the foot traffic at MAFC and reporting of user patterns by time of day that will allow better understanding of site traffic patterns and help in planning for staff and program scheduling. • Summer Camp Field Trips – swimming field trips to Silverton Pool or other service providers while MAFC is closed for renovations.	7,200

Other Council Initiatives: Undesignated (contingency) allocation reserved to advance Council initiatives. <i>Connect Morrisville > Operational Excellence Objective 5.5: Align priorities with resources.</i>	50,000
TOTAL	\$2,116,200
Debt Service, Transfers and Capital Reserves	Town Manager Requests
Debt Service: New annual debt service for McCrimmon Parkway, Morrisville-Carpenter Road, and Morrisville Aquatics and Fitness Center renovations. <i>Connect Morrisville > Operational excellence Objective 5.5: Align priorities with resources.</i>	1,413,600
Fire Apparatus: Ladder 2 replacement. Current Ladder 2, purchased in 2007, has reached its useful life expectancy for being a first-out apparatus. The cost associated with relying on Ladder 2 as a primary apparatus is well past being cost effective. <i>Connect Morrisville > Public safety readiness Multiple Objectives.</i>	1,250,000 <u>-1,250,000</u> Fire Apparatus Capital Reserve
Town Center Stormwater: Construction of a regional Stormwater Control Measure (SCM) to treat stormwater generated for future Town Center Core Development and the required treatment of the existing Church Street Townes Development located on Jeremiah Street, in accordance with RES 2005-134. The 3.5 acres north/northwest of the Indian Creek are the ideal location for a regional SCM due to the natural topography of Town Center Core Area and existing land characteristics. The existing PSMS parking lot SCM can be expanded into this area to treat the new development. The regional SCM must be constructed and in place prior to any further development beyond the Library Project that is associated with the Town Center Core project. A SCM serving Town Center Core has been designed and is ready to be constructed. <i>Connect Morrisville > Thriving, livable neighborhoods Multiple Objectives.</i>	750,000 <u>-750,000</u> CIP Reserve
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. <i>Connect Morrisville > Improved transportation mobility Multiple Objectives.</i>	490,000
Fire Apparatus Capital Reserve Fund: Allocation and transfer to Capital Reserve an amount reserved to prepare for future apparatus. <i>Connect Morrisville > Public safety readiness Objective 4.2 Be operationally ready.</i>	350,000
Public Safety Vehicle Traffic Signal Preemption: Technology/equipment that allows emergency vehicles to safely navigate intersections by utilizing infrared technology to communicate with traffic lights. A transponder affixed to each emergency vehicle communicates with a detector installed on traffic lights and safely turns the light green for the emergency vehicle and provide it with the right-of-way. This technology is a proven hazard mitigation tool that can reduce intersection crashes between emergency vehicles and other vehicles, eliminate priority conflicts in the intersections, and grant the right-of-way to emergency vehicles, improve response times and reduce the Town's potential liability. This project includes all police and fire vehicles and all traffic lights in Morrisville that do not have sensors on them. Grant funding may be available to offset some of these cost. <i>Connect Morrisville > Public safety readiness Multiple Objectives.</i>	350,000 <u>-350,000</u> Roadway/ Transportation Capital Reserve
CIP Capital Reserve Fund: Annual allocation and transfer to Capital Reserve an amount reserved to prepare for future CIP Projects. <i>Connect Morrisville > Thriving,</i>	200,000

<i>livable neighborhoods Objective 2.5: Plan and provide for current and future infrastructure.</i>	
<i>Park Improvements:</i> Allocation of funds to support the needs of aging park facilities to maintain quality fixed assets and meet the needs of customers. <i>Connect Morrisville > Public safety readiness and Thriving, livable neighborhoods.</i> • Morrisville Community Park Playground Upgrade – Installation of new and updated playground safety surfacing and repainting of play structures. The safety surfacing is seventeen years old. The poured in place rubber surfacing and the loose wood fill are beyond their useful life and can no longer keep the area safe with routine maintenance. The two main metal play structures will be cleaned and repainted. • Park Area Water Lines – Installation of new irrigation water lines at Morrisville Community Park athletic fields and Cedar Fork District Park athletic fields needed to assist with proper maintenance.	157,500 <u>-157,500</u> Parkland PIL
<i>Morrisville Community Park Fitness Station:</i> Purchase and installation of fitness equipment at Morrisville Community Park. The fitness station would be adjacent to the playground to facilitate upper body, lower body and core exercises. The department can also use this site for exercise programs through MAFC or outside contractors. A grant is available through the National Fitness Campaign to offset some of the cost and may provide assistance with acquiring business sponsors through their established networks. <i>Connective Morrisville > Engaged inclusive community Multiple Objectives.</i>	145,000 -115,000 <u>-30,000</u> Parkland PIL NFC Grant
<i>Municipal Service District:</i> Town allocation of funds to support the completion of Municipal Service District Projects. The final project, The Gables, is projected for construction in FY2021. <i>Connect Morrisville > Thriving, livable neighborhoods Objective 2.5: Plan and provide for current and future infrastructure.</i>	110,000
<i>Church Street Park Amenities:</i> Installation of site improvements at Church Street Park that will help enhance the facility for use by patrons, visitors, spectators, officials and players. <i>Connective Morrisville > Engaged inclusive community Multiple Objectives.</i> • Fitness Station – purchase and installation of outdoor fitness equipment for expanding exercise opportunities. The fitness station would be adjacent to the playground, with appropriate surfacing, and would facilitate upper body, lower body and core exercises. • Site improvements supporting use of the playing surface, including team and visitor bleachers, shade structure, safety netting and a scoreboard.	110,000 <u>-110,000</u> Church Street Park Capital Project
<i>Park ADA Improvements:</i> Installation of Americans with Disabilities Act (ADA) improvements and amenities at Town of Morrisville Parks to facilitate easier access to amenities and locations and to provide equipment that is more usable by children of different physical ability levels. <i>Connective Morrisville > Engaged inclusive community Multiple Objectives.</i> • Indian Creek Trailhead ADA Play Equipment – installation site work, playground surface repair and playground equipment to be installed in the open spaces at the existing playground. Part of the funding for this project is being donated by a local youth group, Dedicated to Our Community of North Carolina (DOCNC). • Cedar Fork District Park – concrete pad and sidewalk extension to provide two ADA accessible parking spaces and connect them to the sidewalk that leads to restrooms and a picnic shelter.	66,000 -51,000 <u>-15,000</u> Parkland PIL DOCNC Donation

Morrisville Community Park – sidewalk between the picnic shelter and restroom area to provide easier access for wheelchairs to these facilities.	
Passive Park Amenities: Addition of minor amenities to help expand the passive and active users present in Morrisville parks. The project will provide four concrete chess tables with stools, two cornhole board sets and a table tennis table to be installed at Church Street Park, Shiloh Park, Northwest Park and Morrisville Community Park. This project was recommended for consideration in the budget by the Parks, Recreation and Cultural Advisory Committee (PRCAC) and supports the Parks and Recreation Master Plan recommendation to create amenities that offer unique experiences to foster social interaction and expose residents to nature. <i>Connect Morrisville > Engaged, inclusive community Multiple Objectives.</i>	26,400 <u>-26,400</u> Parkland PIL
TOTAL	\$5,418,500
Capital Budget (CIP) Items ²	Town Manager Requests
Park West Fire Station: Initial allocation of funds to support identification of a site for future Fire Station #4 in the Park West Village/Morrisville Parkway area, which has been identified in the Fire Protection Study and data compiled in the Fire Department's Standard of Coverage. Funds would be used for land acquisition and related costs and initial design work for construction of a facility in future years. Construction would require additional funding. This project is considered a potential bond referendum project. <i>Connect Morrisville > Public safety readiness, Engaged, inclusive community and Operational excellence Multiple Objectives.</i>	2,500,000 <u>-2,500,000</u> CIP Reserve
Crabtree Creek Nature Park: Initial allocation of funds for design and engineering of a nature-themed park in the floodplain area next to Weston Estates subdivision connected to the Crabtree Hatcher Creek Greenway, with an entrance off Keybridge Drive near NC54. The conceptual plan includes a parking lot, picnic shelter with restrooms, a playground, an open play green space, and walking trails through wetland and forested areas. Educational interpretive signage would be installed throughout the site to describe the different wildlife and environmental aspects of the park. The plan was updated as a part of the 2018 Parks and Recreation Master Plan Update. Construction would require additional funding. This project is considered a potential bond referendum project. <i>Connect Morrisville > Thriving, livable neighborhoods and Engaged, inclusive community Multiple Objectives.</i>	1,225,000 <u>-1,225,000</u> Parkland PIL
Morrisville Community Park Phase 3: Initial allocation of funds for design and engineering of Phase 3 improvements at Morrisville Community Park. The plan was updated as a part of the 2018 Parks and Recreation Master Plan update. The current conceptual plan includes construction of tennis courts near the Kudrow Lane parking lot, walking trails from adjacent communities and miscellaneous site amenities. Construction would require additional funding. This project is considered a potential bond referendum project. <i>Connect Morrisville > Thriving, livable neighborhoods and Engaged, inclusive community Multiple Objectives.</i>	700,000 <u>-700,000</u> Parkland PIL
Northwest Fire Station Due Diligence: The need for a fire station in/near Research Triangle Park is well documented in both the fire protection study and the data compiled	300,000 <u>-300,000</u>

² Town Council adopted with budget/CIP the addition of Fire Station #2 Relocation; appropriated reserves in FY 2020 for NC 54 Corridor Congestion Mitigation projects that is inclusive of Airport Boulevard Extension and reduced the appropriation for design for Crabtree Creek Nature Park.

in the Fire Department's Standard of Coverage. The Town currently has a parcel of property at the Kit Creek/Louis Stephens Drive intersection that was donated by the Cisco developer for a fire station. If not used for this purpose, the property ownership reverts to Cisco. In order to determine whether this parcel of property can accommodate the Fire Department needs for an approximate 12,000 square foot fire station, survey, geotechnical, environmental, and site access/general layout evaluation and assessment needs to be completed before a preliminary project design can be developed. Construction would require additional funding. This fire station would utilize equipment and staff from the current Fire Station #3 (co-located with Cary Fire Station #7). This project is considered a potential bond referendum project. Connect Morrisville > Public safety readiness, Engaged, inclusive community, and Operational Excellence Multiple Objectives.	CIP Reserve
Indian Creek Greenway Connector to Town Hall Terraces: This trail would connect the Town Hall Terraces neighborhood to Indian Creek Greenway near the intersection of Garden Square Lane and Airport Boulevard. A portion of the greenway was constructed during development of the neighborhood; this project would complete the greenway. This project is included in the updated Comprehensive Transportation Plan. Connect Morrisville > Improved transportation mobility Objective 1.3: Improve mobility options for non-drivers.	275,000
TOTAL	\$5,000,000
Net Appropriation Requests	\$14,521,900

Base Budget Capacity	\$ 5,683,000
Use of Offsetting Revenue	84,000
Use of Church Street Park Capital Project Available Funds	110,000
Use of CIP Reserve	3,550,000
Use of Parkland PIL	2,549,900
Use of Fire Apparatus Reserve	1,250,000
Use of Roadway/Transportation Reserve	350,000
Fund Balance Appropriation	<u>945,000</u>
Budgetary Priorities Total	\$14,521,900

ENHANCED SCENARIO OPTIONS

The following scenarios provide suggested options that increase human capital to support expanded programs and service expectations with additional identified revenue. Town Council may determine changes to the recommend budget or consider other enhancement scenarios. *Not included at adoption.*

	Recommended Budget	1 Cent Scenario = 490,000	2 Cent Scenario = 980,000
Revenues	\$ 35,320,000	\$ 35,810,000	\$ 36,300,000
Expenditures	\$ 35,320,000	\$ 35,810,000	\$ 36,300,000
Additional Items		\$ 490,000	\$ 980,000
Enterprise System Administrator		\$ 93,300	\$ 93,300
Public Works Programs Coordinator		\$ 84,800	\$ 84,800
Market Adjustments		\$ 120,000	\$ 240,000
Town Facility Security Enhancements		\$ 50,000	\$ 50,000
Public Works Back-up Generator Replacement		\$ 40,000	\$ 40,000
Town Hall HVAC Unit Controls Upgrade		\$ 30,000	\$ 30,000
Branding/Wayfinding Implementation		\$ 25,000	\$ 25,000
Staffing Operations Cost		\$ 23,200	\$ 34,200
Emergency Operations Plan Update		\$ 15,000	\$ 15,000
Cedar Fork Community Center Lobby Furniture Replacement		\$ 5,500	\$ 5,500
Keep America Beautiful Affiliation		\$ 3,200	\$ 3,200
Network Systems Administrator			\$ 96,000
Litter Program Enhanced Service Level			\$ 13,000
Automated Utility Tracking Software			\$ 10,000
Project Cost Estimating Services			\$ 100,000
Utility Vehicle (Fire)			\$ 50,000
MAFC Security Surveillance Equipment			\$ 45,000
Public Safety (PSMS) Building Awnings			\$ 22,000
Town Council Chamber Needs Assessment			\$ 15,000
Communications/Outreach Continue Signage Rollout			\$ 8,000

BUDGETARY ENHANCEMENT – 1 CENT INCREMENT

Operating Impacts (Routine or Recurring Annually)	Town Manager Requests
Enterprise System Administrator: Finance Department position supporting Munis and EnerGov system daily organizational process management, system audits, and policy administration. Also responsible for day-to-day oversight and management of system integration and quality assurance. <i>Connect Morrisville > Operational Excellence Multiple Objectives.</i>	93,300
Public Works Programs Coordinator: Manager of public works budget and finance/accounting processes. Support for MESC. Review and evaluation of new programs and initiatives such as sustainability, litter clean-up, and other related programs. Secondary support for existing and ongoing activities including customer service and request tracking, performance measurement, web editor/social media manager and other initiatives supporting the town's strategic plan. <i>Connect Morrisville > Engaged, inclusive community Multiple Objectives.</i>	84,800

Market Adjustments: Resource allocations to support market adjustments to address identified market conditions and vulnerable positions, and aid in achieving recruitment and retention goals. Additional information about pay and job classification for town employees is included in the budget message. This request represents less than 1% of total salaries for town employees. <i>Connect Morrisville > Operational Excellence Objective 5.4: Attract, develop and train a diverse, high-performing workforce.</i>	120,000
TOTAL	\$298,100
Onetime Operating or Capital Impacts (Non-Routine)	
Town Facility Security Enhancements: Continued implementation of security recommendations at Town Buildings and Parks. Priority areas include patron and employee safety at Town Hall and Town Hall Connector. <i>Connect Morrisville > Public safety readiness.</i>	Town Manager Requests 50,000
Public Works Back Up Generator Replacement: The generator at Public Works is 20 years old and is due for replacement. Repairs over the past year have cost over \$5,000 and it appears this trend may continue. This project will also reassess the power demand of Public Works and add a growth factor to the current power requirements for the future of the new Public Works facilities in order to meet future demands. <i>Connect Morrisville > Public safety readiness Multiple Objectives.</i>	40,000
Town Hall HVAC Unit Controls Upgrade: Currently, each of the seven HVAC units that heat and cool the Town Hall building have their own control unit. These seven units are controlled by a master control unit that is only accessible onsite, up in the mezzanine. These individual units are old and have had several failures over the past two years and need replacement. Replacement will also allow maintenance personnel to remotely access controls from the office or home and be notified when there is a system failure. <i>Connect Morrisville > Thriving, livable neighborhoods Objective 2.5: Plan and provide for current and future infrastructure.</i>	30,000
Branding/Wayfinding Implementation: Expanded implementation of Wayfinding Phase of Branding Initiative, for design and location siting, permitting, fabrication and installation of additional wayfinding/designation signage for Morrisville facilities and community amenities. <i>Connect Morrisville > Engaged, Inclusive Community Multiple Objectives.</i>	25,000
Staffing Operations Costs: Required equipment, training/evaluation and computer/electronic equipment for Enterprise System Administrator and Public Works Programs Coordinator. <i>Connect Morrisville > Operational excellence.</i>	23,200
Emergency Operations Plan Update: Update of the Emergency Operations Plan (EOP) for the Town, to include active assailant planning. The EOP, last updated in 2006, details the town responsibilities, each department's role and identifies the lead agency for various emergencies of all types and sizes, and will complement the logistical and physical planning for the EOC. <i>Connect Morrisville > Public safety readiness Multiple Objectives.</i>	15,000
Cedar Fork Community Center Lobby Furniture: Replacement of worn lobby furniture at Cedar Fork Community Center that is more functional and comfortable for program participants and parents. <i>Connect Morrisville > Engaged, inclusive community Objective 3.3: Effectively maintain assets and make the most of existing resources.</i>	5,500

Keep America Beautiful Affiliation: Keep America beautiful envisions a country in which every community is a clean, green and beautiful place to live. Program scope would be to achieve certification, participate in training activities and develop an action plan, and would support related litter and green day programs that can be managed jointly by employees and development of volunteer resources. <i>Connect Morrisville > Thriving, livable neighborhoods Objective 2.3: Be responsible stewards of the natural environment.</i>	3,200
TOTAL	191,900
\$490,000	

BUDGETARY ENHANCEMENT – 2 CENT INCREMENT

Operating Impacts (Routine or Recurring Annually)	Town Manager Requests
Network System Administrator: Information Technology position responsible for design, implementation and management of the town's entire network infrastructure. This staff person will also act as the lead on security related items (risk and vulnerability assessments, patch management, security education, security policy changes, and other related system protection services. The addition of this position will improve the town's security posture and stay ahead of ever-changing security threats to the organization, reduce response times it takes to resolve network related issues, and reduce the recurring cost of the network related contract work. <i>Connect Morrisville > Operational Excellence Multiple Objectives.</i>	96,000
Market Adjustments: Supplemental resource allocations to support market adjustments to address identified market conditions and vulnerable positions, and aid in achieving recruitment and retention goals. Additional information about pay and job classification for town employees is included in the budget message. This request represents less than 1% of total salaries for town employees. <i>Connect Morrisville > Operational Excellence Objective 5.4: Attract, develop and train a diverse, high-performing workforce.</i>	120,000
Litter Program: Enhanced level of service to provide litter pickup in town on roads and other public areas. <i>Connect Morrisville > Thriving, livable neighborhoods Objective 2.3: Be responsible stewards of the national environment.</i>	13,000
Automated Utility Tracking Software: Annual bill processing and software subscription to pull utility data directly from the company rather than manually extract and log information from bills. Utility tracking allows for review and analysis of changes from previous months or years and proactively address problems or issues. The current manual process is time-consuming, is often delayed, and can be impacted by human error. <i>Connect Morrisville > Operational excellence Objective 5.6: Leverage the use of technology to maximize results.</i>	6,400
TOTAL	\$235,400
Onetime Operating or Capital Impacts (Non-Routine)	Town Manager Requests
Project Cost Estimating Services: Allocation of funds to develop and refine project cost estimates for future consideration of Capital Improvement Projects, Bond Referendum Projects, and Budget Development/Forecasting. <i>Connect Morrisville > Thriving, livable neighborhoods Multiple Objectives.</i>	100,000

Utility Vehicle (Fire): Purchase of a UTV, skid unit and trailer. Also includes striping and installing lights. The Fire Department response area include Crabtree Lake, RTP bike paths, Umstead bike and hiking paths, a growing greenway with limited access and other factors, including the railroad system, that does not provide ready accessibility. The town is also a leader in operating and managing town sponsored outdoor events. Where there is a need for a vehicle that is nimble enough to gain access where tight spots exist. This vehicle would be able to provide both fire protection and emergency medical care where tradition fire trucks cannot access but response cannot be delayed. <i>Connect Morrisville > Public safety readiness Multiple Objectives.</i>	50,000
MAFC Security Surveillance Equipment: Installation of better video surveillance equipment indoors and outdoors at the expanded MAFC. The existing system is out-of-date and does not give clear enough picture quality to identify people in some circumstances. The expanded parking lot and pool areas will also need to be included in the security system coverage. <i>Connect Morrisville > Public safety readiness Objective 4.3 React responsively to the public safety needs of the community.</i>	45,000
Public Safety (PSMS) Building Awnings: Installation of an awning on the outside of the Public Safety building in two places. The first would be in front of the double glass doors into the Development Services lobby with a connecting awning up to the Employee Only entrance. The second would be a small awning in front of the Police/Fire Entrance. The awnings would protect employees and patrons from weather and brighten up the building facia. <i>Connect Morrisville > Engaged, inclusive community Objective 3.3: Effectively maintain assets and make the most of existing resources.</i>	22,000
Town Council Chamber Needs Assessment: Allocation of funds to evaluate and assess Council Chamber upgrades, including carpet, seating, lighting, sound and the Town Council dais/podium. <i>Connect Morrisville > Operational excellence Multiple Objectives.</i>	15,000
Staffing Operations Costs: Required equipment, training/evaluation and computer/electronic equipment for Network System Administrator. <i>Connect Morrisville > Operational excellence.</i>	11,000
Communications/Outreach: Continued rollout of branding on internal signage to ensure brand consistency and promote brand awareness of the Connect Morrisville strategic plan. <i>Connect Morrisville > Goal 3 Engaged, inclusive community Multiple Objectives.</i>	8,000
Automated Utility Tracking Software: Account set-up and training for software subscription to pull utility data directly from the company rather than manually extract and log information from bills. <i>Connect Morrisville > Operational excellence Objective 5.6: Leverage the use of technology to maximize results.</i>	3,600
TOTAL	\$254,600
	\$490,000

OPERATING & CAPITAL BUDGET ORDINANCES & RESOLUTION

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



ORDINANCE 2019-100-A OF MORRISVILLE TOWN COUNCIL TO APPROVE FISCAL YEAR 2020 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, 2019 and ending June 30, 2020.

SECTION 1. GENERAL FUND

ANTICIPATED REVENUES/TRANSFERS IN

Ad Valorem Taxes	19,240,000
Intergovernmental	10,116,400
Permit & Fees	1,285,200
Sales & Services	1,073,200
Restricted Intergovernmental	591,600
Miscellaneous	422,600
Investment Earnings	396,000
<i>Transfers (In)</i>	1,250,000
Appropriation Unassigned Fund Balance	945,000
Total General Fund Revenues	\$35,320,000

AUTHORIZED EXPENDITURES/TRANSFERS OUT

General Government

Governing Body	1,754,600
Administration	1,733,700
Communications & Outreach	650,000
Human Resources	423,200
Finance	650,400
Information Technology	2,068,700

Total **\$7,280,600**

Economic & Development

Inspections	908,100
Planning	1,375,000

Total **\$2,283,100**

Engineering

Engineering	754,200
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Total **\$754,200**

Public Works & Facility Management

Public Works & Facility Management	5,886,200
Powell Bill	591,600
Fleet	614,000

Total **\$7,091,800**

Public Safety

Police	4,643,000
Fire	7,471,500

Total **\$12,114,500**

Recreation & Cultural Resources

Parks & Recreation	2,303,600
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Total **\$2,303,600**

Debt Service

Total **\$3,492,200**

Total Expenditures **\$35,320,000**

SECTION 2. MUNICIPAL SERVICE DISTRICT FUND

ANTICIPATED REVENUES

Ad Valorem Special District Tax	100,700
Transfer from General Fund	110,000
Total Anticipated Revenues	\$210,700

AUTHORIZED EXPENDITURES

Operations	210,700
Total Anticipated Expenditures	\$210,700

SECTION 3. STORMWATER FUND

ANTICIPATED REVENUES

Permits, Sales and Fees	638,300
Total Anticipated Revenues	\$638,300

AUTHORIZED EXPENDITURES

Personnel	270,300
Operations	313,000
Capital Outlay	55,000
oTransfer out to Capital Project	-
Total Anticipated Expenditures	\$638,300

SECTION 4. OTHER POST EMPLOYMENT BENEFITS (OPEB) FUND

ANTICIPATED REVENUES

Transfer from General Fund	326,100
Interest	29,360
Total Anticipated Revenues	\$355,460

AUTHORIZED EXPENDITURES

Net Assets in Trust	312,935
OPEB Benefits Paid	42,525
Total Expenditures	\$355,460

SECTION 5. LAW ENFORCEMENT SEPARATION ALLOWANCE FUND

ANTICIPATED REVENUES

Transfer from General Fund	92,720
Interest	3,890
Total Anticipated Revenues	\$96,610

AUTHORIZED EXPENDITURES

Net Assets in Trust	9,610
Law Enforcement Benefits Paid	87,000
Total Expenditures	\$96,610

SECTION 6. 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 \$0.39 per one hundred dollars (\$100.00) valuation of taxable property as listed for taxes as of January 01, 2019, 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 \$4,915,000,000.
- 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 2020 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 2020 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 7. LEVY OF TAXES MUNICIPAL SERVICE DISTRICT

- A. Under authority of GS 160A-536(a)(6), Session Law 2011-072 there is hereby levied for Fiscal Year 2020 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, 2019, 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 8. FEE SCHEDULE

There is hereby established for Fiscal Year 2020 various fees as contained in the Town of Morrisville's User Fee Schedule located in the Additional Information Section of the Annual Operating Budget Report.

SECTION 9. AUTHORIZED POSITIONS

- A. There are hereby 12 new fulltime positions and 3 ³/₄ time positions approved for the Fiscal Year 2020. The Authorized Positions Profile will increase to 196 fulltime positions with an estimated 47.60 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 10. PAY & MERIT PLANS

- A. There is hereby established an authorized Fiscal Year 2020 Town of Morrisville Full-time Pay Plan describing the approved position classifications, grades, and pay grade ranges adjusted for market by 2%. The Fiscal Year 2020 Full-time Pay Grades and Ranges is located in the Additional Information Section of the Annual Budget for Fiscal Year 2020.
- B. There is hereby established an authorized Merit Pay Plan effective July 1, 2019. The Performance Evaluation Year is based on the fiscal year. Merit awards earned will apply 100% to the base pay. All merit pay awards are based on Town Council approval and subject to funding in the annual budget. The Merit Pay Plan will establish awards for full-time employees in the future based on performance rating that will range from:
 - Does Not Meet Expectations 0%
 - Meets Expectations 2%
 - Exceeds Expectations 4%
 - Far Exceeds Expectations 6%
- C. There is hereby established an authorized Fiscal Year 2020 Town of Morrisville Part-time Pay Plan describing the approved position classifications, grades, and pay rates ranges as referenced in the Additional Information section of the Annual Budget for Fiscal Year 2020.
- D. Stipends for Town Council will be adjusted annually at the same effective actual average merit percentage as staff.

SECTION 11. FEDERALLY FORFEITED PROPERTY (DAG-71)

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

SECTION 12. PURCHASE ORDERS & CAPITAL OUTLAY

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

SECTION 13. 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 14. LEGAL SERVICES

There is hereby authorized for Fiscal Year 2020, 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 15. 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 implement market adjustments addressing recruitment and retention issues within job classifications.
- 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 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.

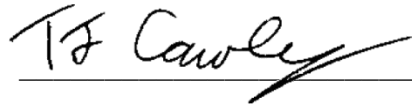
SECTION 16. UTILIZATION OF BUDGET ORDINANCE

- A. This ordinance shall be the basis of the financial plan for the Morrisville Municipal Government during Fiscal Year 2020. The Town Manager/Budget Officer shall administer the Budget and ensure that operating officials are provided guidance and sufficient details to implement their appropriate portion of the Budget.
- B. The Finance Department shall establish and maintain all records, which are in consonance with this Budget Ordinance and the appropriate Statutes of the State of North Carolina.
- C. The equivalent estimated value of 1 Cent on the tax rate will be dedicated annually to the Roadway and Transportation Reserve Fund.

SECTION 17. RE-APPROPRIATION OF FUNDS ENCUMBERED IN FY 2019

Operating funds encumbered on the financial records as of June 30, 2019, are hereby re-appropriated to Fiscal Year 2020.

Adopted this 11th day of June, 2019



TJ Cawley, Mayor

ATTEST:



Eric W. Smith II, Town Clerk





CAPITAL INVESTMENT BUDGET ORDINANCE 2019-100-B

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

SECTION 1: The capital projects authorized by this ordinance are for the purpose designated by each project scope provided within and relate to advancing Capital Investment Program projects and other capital needs that are not included in the Annual Operating Budget Ordinance.

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

SECTION 3: The Town Manager may make Interfund Loans as necessary for cash flow needs pending receipt of debt proceeds or reimbursement grants or agreements. Such transactions will comply with financial reporting requirements.

SECTION 4: The Town Manager has the authority to transfer funds; both expenditures and revenues, between accounts within the same fund as listed in Section 3 as may be necessary, provided however that the total expenditures may not exceed the project total without amendment by this Council.

SECTION 5: The Finance Officer is hereby directed to maintain within the Capital Project Fund, sufficient specific detailed accounting records to satisfy the requirements of the financing agreement(s).

SECTION 6: All purchasing policies and laws, as related to the acquisition, design and construction or purchase of the above capital investment projects, remain in full force and effect.

SECTION 7: Utilization of Capital Investment Budget Ordinance – This ordinance shall be the basis of the financial plan for capital investments projects for the Morrisville municipal government during the 2020 Fiscal Year. The above revenue and expenditure authorizations shall extend from year to year until each individual project is complete.

SECTION 8: Statutory Definition of Project Ordinance – This Capital Investment Budget Ordinance is adopted in conformance with Section 159-13.2 of the Local Government Budget and Fiscal Control Act.

SECTION 9: Other Transfers and Adjustments – The following special transfers and/or adjustments are occurring through approval of the Fiscal Year 2020 capital budget.

SECTION 10: Copies of this capital project ordinance shall be furnished to the Town Clerk, Finance Officer, and the Budget Officer for direction in carrying out the project.

SECTION 11: The following amounts are anticipated and appropriated for the capital projects identified below:

- a. Town Center Capital Project Fund – to amend the existing project ordinance to expand the project scope to include the construction of a regional stormwater control measure to treat stormwater generated for future Town Center Development and the existing Church Street Townes development in accordance with resolution 2005-134 by appropriating Capital Investment Project Reserve Fund.

<i>Capital Revenues</i>	<i>Current</i>	<i>Appropriation</i>	<i>Budget</i>
Transfer from CIP Reserve Fund		750,000	750,000
Total	\$ -	\$750,000	\$750,000
<i>Capital Expenditures</i>	<i>Current</i>	<i>Appropriation</i>	<i>Budget</i>
Construction		750,000	750,000
Total	\$ -	\$750,000	\$750,000

- a. Public Safety Improvements Capital Project Fund – to establish a capital project for the purposes of funding professional services, land acquisition, design cost, feasibility studies and/or relocation costs associated with future Fire Station facility locations and improvements (projects outlined by CIP identify Fire Station #2, Northwest, and Park West) including emergency traffic pre-emption technology to address public safety improvements. Staff will provide Council with an action plan prior to initiating expenditure activities for the Public Safety Improvements Capital Project Fund.

<i>Capital Revenues</i>	<i>Current</i>	<i>Appropriation</i>	<i>Budget</i>
Transfer from CIP Reserve Fund		2,800,000	2,800,000
Transfer from Roadway/Transportation Reserve Fund		350,000	350,000
Total	\$ -	\$3,150,000	\$3,150,000
<i>Capital Expenditures</i>	<i>Current</i>	<i>Appropriation</i>	<i>Budget</i>
Professional Services/Design/Land Acquisition		3,150,000	3,150,000
Total	\$ -	\$3,150,000	\$3,150,000

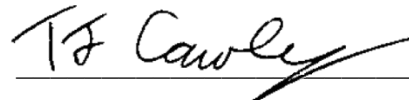
- b. Parks & Greenway Improvements Capital Project Fund – to establish the capital project for the purposes of improving and enhancing existing park facility amenities and ADA improvements, constructing a connection between Town Hall Terraces to Indian Creek Greenway, and related to design cost for the construction of a future Crabtree Nature Park and Morrisville Community Park Phase III.

<i>Capital Revenues</i>	<i>Current</i>	<i>Appropriation</i>	<i>Budget</i>
Transfer from Parkland Payment in Lieu	-	1,824,900	1,824,900
DOCNC Grant for ADA Improvements		15,000	15,000
National Fitness Campaign for Fitness Stations		30,000	30,000
Total	\$ -	\$1,869,900	\$1,869,900
<i>Capital Expenditures</i>	<i>Current</i>	<i>Appropriation</i>	<i>Budget</i>
Professional Services/Design	-	1,200,000	1,200,000
Construction	-	669,900	669,900
Total	\$ -	\$1,869,900	\$1,869,900

- c. NC 54 Corridor Congestion Mitigation Capital Project Fund – to establish the capital project for the purposes of easing traffic congestion and enhancing roadway connectivity through the NC 54 corridor area by design, easement acquisition and/or construction of transportation improvements, betterments and other expansion needs (projects outlined by CIP identify Airport Boulevard and other future projects).

<i>Capital Revenues</i>	<i>Current</i>	<i>Appropriation</i>	<i>Budget</i>
Transfer from Road/Transportation Capital Reserves	-	1,000,000	1,000,000
Total	\$ -	\$1,000,000	\$1,000,000
<i>Capital Expenditures</i>	<i>Current</i>	<i>Appropriation</i>	<i>Budget</i>
Professional Services/Design/Easement	-	1,000,000	1,000,000
Total	\$ -	\$1,000,000	\$1,000,000

Adopted this 11th day of June, 2019.



TJ Cawley, Mayor

ATTEST:



Eric W. Smith II, Town Clerk



RESOLUTION 2019-100-C

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 2020 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 2020 Adopted Annual Budget Ordinance.

Adopted this the 11th day of June, 2019.

ATTEST:

Eric W. Smith II, Town Clerk

TJ Cawley, Mayor





RESOLUTION 2019-100-D

**THE MORRISVILLE TOWN COUNCIL OUTLINING CAPITAL INVESTMENT PROGRAM
(CIP) PRIORITIES**

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

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

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

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

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

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

WHEREAS, Town Council periodically reviews and updates the projects and priorities to ensure identified projects align with strategic and master plans, operational goals and objectives, future and long-term needs, and that align with community expectations and desired town amenities; and

WHEREAS, the 2020-2024 CIP has been presented in conjunction with the proposed fiscal year 2020 operating budget; and

WHEREAS, fiscal year 2020 of the CIP proposes \$5,275,000 of funding for the initiation of identified bicycle/pedestrian, parks and recreation, public safety and NC54 corridor congestion mitigation projects included in the annual capital budget ordinance; and

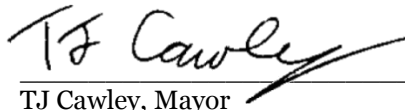
WHEREAS, Town Council desires to clarify proposed funding priorities for fiscal year 2020 and identify additional priorities for future incorporation into a CIP.

NOW, THEREFORE, BE IT RESOLVED THAT THE MORRISVILLE TOWN COUNCIL hereby incorporates into the adoption of the Capital Investment Program policy guidance in support of Capital Budget Ordinance 2019-100-B:

- a) Public Safety Improvements proposed for land acquisition and design of a Fire Station in the Park West Village Area and for a Northwest Station due diligence assessment recommended to address first unit response benchmarks will be considered related to and in conjunction with future relocation costs for Fire Station #2 when known. Opportunities to align partners and collaborating organizations to support Morrisville's identified needs will be explored. The Fire Station # 2 Relocation is added to the FY 2020-2024 Capital Investment Program and is identified as a high priority.
- b) A capital funding category addressing "**NC54 Corridor Congestion Mitigation**" capital projects is hereby established to demonstrate commitment to identifying and advancing NC54 and NC54 corridor projects that facilitate easing traffic congestion and enhancing roadway connectivity. The Airport Boulevard Extension has been added to the Capital Investment Program and has been identified as a high priority, including funding for design in FY2020. The Airport Boulevard Extension project is anticipated to be LAPP funding eligible. Other specific projects will be identified and added to the CIP list.
- c) Town Council has identified and affirms that additional capital investment priorities may need to be considered as a part of a comprehensive CIP and hereby establishes a "**Future Priorities**" Category to be incorporated in the CIP, and established placeholder classifications for Affordable Housing, Greenways, Land Acquisition, Town Center, and Transit Oriented Development.

BE IT FURTHER RESOLVED, THAT THE MORRISVILLE TOWN COUNCIL will establish policy guidance and establishment of resource allocation recommendations for future priorities in each focus area through its continued development of a comprehensive Capital Investment Program and discussion of a future bond referendum to support capital project priorities.

Adopted this the 11th day of June 2019.



TJ Cawley, Mayor

ATTEST:



Eric W. Smith II, Town Clerk



BUDGET DETAILS



GENERAL FUND

STORMWATER FUND

MUNICIPAL SERVICE DISTRICT FUND

CAPITAL RESERVE FUNDS & PARKLAND PAYMENT IN LIEU

GENERAL FUND

GENERAL FUND REVENUES SUMMARIZED BY CATEGORY

	2017 Actual	2018 Actual	2019 Estimated	2020 Proposed
Ad Valorem	\$ 17,523,435	\$ 17,855,173	\$ 18,682,130	\$ 19,240,000
Penalty & Interest	\$ 23,398	\$ 20,130	\$ 20,130	\$ 25,000
Current & Prior Years	\$ 17,500,037	\$ 17,835,043	\$ 18,662,000	\$ 19,215,000
Intergovernmental	\$ 8,585,804	\$ 8,953,061	\$ 9,708,200	\$ 10,116,400
Video Programming/Telecom	\$ 677,860	\$ 672,521	\$ 693,700	\$ 693,700
Vehicle Decal Fees	\$ 288,953	\$ 292,135	\$ 588,900	\$ 600,200
Wake County Fire Tax	\$ 846,120	\$ 854,943	\$ 854,500	\$ 854,500
Fire Reimbursements	\$ 1,142	\$ 9,179	\$ 1,000	\$ 5,000
Beer & Wine	\$ 107,188	\$ 105,926	\$ 113,300	\$ 115,600
Utility Sales Tax Distributions	\$ 1,573,050	\$ 1,635,899	\$ 1,605,900	\$ 1,640,000
Sales Taxes Distributions	\$ 4,983,950	\$ 5,265,430	\$ 5,735,000	\$ 6,080,000
Rental Vehicle Tax	\$ 91,634	\$ 100,781	\$ 98,800	\$ 110,000
Solid Waste Disposal Tax	\$ 15,907	\$ 16,247	\$ 17,100	\$ 17,400
Restricted	\$ 703,345	\$ 938,120	\$ 613,000	\$ 591,600
Powell Bill	\$ 554,313	\$ 569,720	\$ 580,000	\$ 591,600
Grants & Reimbursements	\$ 149,032	\$ 368,400	\$ 33,000	-
Permits & Fees	\$ 1,840,623	\$ 1,857,176	\$ 1,764,600	\$ 1,285,200
Fire Department Fee	\$ 66,510	\$ 67,698	\$ 60,000	\$ 61,200
Building Permits	\$ 1,171,525	\$ 881,742	\$ 828,000	\$ 858,000
Engineering Fees	\$ 138,044	\$ 146,355	\$ 130,000	\$ 130,000
Officer/Civil Fees	\$ 17,092	\$ 37,484	\$ 70,000	\$ 61,000
Planning & Zoning Fees	\$ 447,452	\$ 723,897	\$ 676,600	\$ 175,000
Sales & Services	\$ 1,139,276	\$ 1,079,131	\$ 1,016,100	\$ 1,073,200
Recreation	\$ 1,003,802	\$ 947,919	\$ 846,200	\$ 935,800
Rents	\$ 135,474	\$ 131,212	\$ 169,900	\$ 137,400
Miscellaneous Revenues	\$ 336,478	\$ 358,645	\$ 393,850	\$ 422,600
Miscellaneous Revenue	\$ 54,865	\$ 74,497	\$ 114,050	\$ 99,000
ABC Revenue	\$ 157,736	\$ 176,407	\$ 182,000	\$ 185,500
Surplus Property	\$ 36,098	\$ 59,161	\$ 50,000	\$ 80,000
Wake County Landfill	\$ 83,604	\$ 41,003	\$ 46,800	\$ 58,100
Sponsorships	\$ 4,175	\$ 7,577	\$ 1,000	-
Investment Earnings	\$ 134,855	\$ 293,452	\$ 299,400	\$ 396,000
Investment Earnings	\$ 134,855	\$ 293,452	\$ 299,400	\$ 396,000

	2017 Actual		2018 Actual		2019 Estimated		2020 Proposed	
Bonds Proceeds	\$	5,108,556	\$	-	\$	-	\$	-
Bond Premium & Proceeds	\$	5,108,556	\$	-	\$	-	\$	-
Transfers	\$	-	\$	1,243,617	\$	-	\$	1,250,000
Transfer from Reserve Fund	\$	-	\$	1,171,000	\$	-	\$	1,250,000
Transfer Capital Project Closeout	\$	-	\$	72,617	\$	-	\$	-
Fund Balance Appropriation	\$	-	\$	-	\$	-	\$	945,000
Fund Balance Appropriations	\$	-	\$	-	\$	-	\$	945,000
Grand Total	\$	35,372,372	\$	32,578,375	\$	32,477,280	\$	35,320,000

GENERAL FUND EXPENDITURES SUMMARIZED BY FUNCTION

	2017 Actual	2018 Actual	2019 Estimated	2020 Proposed
General Government	\$ 8,799,758	\$ 11,156,717	\$ 11,587,168	\$ 7,280,600
Governing Body	\$ 5,005,313	\$ 6,891,739	\$ 7,076,157	\$ 1,754,600
Administration	\$ 1,680,693	\$ 1,790,151	\$ 1,432,487	\$ 1,733,700
Communications	\$ -	\$ -	\$ 487,545	\$ 650,000
Finance	\$ 601,686	\$ 642,601	\$ 948,108	\$ 650,400
Human Resources	\$ 389,874	\$ 400,447	\$ 394,908	\$ 423,200
Information Technology	\$ 1,122,192	\$ 1,431,779	\$ 1,247,963	\$ 2,068,700
Economic & Physical Development	\$ 1,658,590	\$ 1,894,273	\$ 2,415,198	\$ 2,283,100
Inspections	\$ 486,468	\$ 649,339	\$ 690,661	\$ 908,100
Planning	\$ 1,172,122	\$ 1,244,934	\$ 1,724,537	\$ 1,375,000
Engineering	\$ 572,126	\$ 703,087	\$ 722,356	\$ 754,200
Engineering	\$ 572,126	\$ 703,087	\$ 722,356	\$ 754,200
Public Works	\$ 6,646,191	\$ 6,453,217	\$ 6,625,000	\$ 7,091,800
POWELL BILL	\$ 554,313	\$ 569,720	\$ 580,000	\$ 591,600
Fleet	\$ 575,731	\$ 502,075	\$ 834,600	\$ 614,000
P/W Facility Management	\$ 5,516,147	\$ 5,381,422	\$ 5,210,400	\$ 5,886,200
Public Safety	\$ 8,406,252	\$ 8,860,800	\$ 9,318,787	\$ 12,114,500
Police	\$ 3,680,948	\$ 3,766,683	\$ 3,862,561	\$ 4,643,000
Fire	\$ 4,725,304	\$ 5,094,117	\$ 5,456,226	\$ 7,471,500
Parks & Recreation	\$ 1,728,505	\$ 1,910,229	\$ 1,814,886	\$ 2,303,600
Parks & Recreation	\$ 1,728,505	\$ 1,910,229	\$ 1,814,886	\$ 2,303,600
Debt Service	\$ 6,681,242	\$ 2,187,380	\$ 2,130,414	\$ 3,492,200
Debt Service	\$ 6,681,242	\$ 2,187,380	\$ 2,130,414	\$ 3,492,200
Total Expenditures	\$ 34,492,664	\$ 33,165,703	\$ 34,613,810	\$ 35,320,000

Note: FY2017 Debt Service includes the proceeds resulting for the refunding bond series for the 2007 GO Bonds for Public Improvements (PSMS Building).

BY DEPARTMENT BREAKDOWN

Governing Body

MISSION

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

SERVICE TO COMMUNITY

The Town Council by state statute is the entity having primary responsibility to establish the general framework under which the government can meet the needs of the community by creating policies and instituting law.

BUDGET NOTES

New Initiatives & Priorities	Cost Value
Roadway & Transportation Capital Reserve	490,000
Fire Apparatus Capital Reserve	350,000
CIP Capital Reserve	200,000
Municipal Service District Fund Subsidy	110,000
Other Council Initiatives Contingency	50,000
Election Cost	13,000
Morrisville Chamber of Commerce Economic Development Services	6,000
Total	\$1,219,000

GOVERNING BODY	2017 Actual	2018 Actual	2019 Estimated	2020 Proposed
Total Salary and Benefits	\$ 103,557	\$ 111,367	\$ 108,415	\$ 142,450
Operations	\$ 533,424	\$ 335,238	\$ 404,942	\$ 462,150
Capital Outlay	\$ 406,432	\$ 426,134	\$ -	\$ -
Transfers out of General Fund	\$ 3,961,900	\$ 6,019,000	\$ 6,562,800	\$ 1,150,000
Total Expenditures	\$ 5,005,313	\$ 6,891,739	\$ 7,076,157	\$ 1,754,600

Year Over Year % Change Total	167.9%	37.7%	2.7%
Year Over Year \$s Change Total	\$ 3,137,011	\$ 1,886,426	\$ 184,418

Administration

MISSION

Town Administrative Services is committed to building a citizen-engaged community with a positive town image, ensuring that Town services are planned for & delivered effectively, efficiently, economically & safely. The department provides internal support to Town Council & other Town Departments, leads the organization in making informed & ultimately successful decisions in resource allocation, program evaluation, financial management & long range financial & management analysis, & in addition to aiding in collaborative & effective program and service delivery.

SERVICE TO COMMUNITY

Town Administrative Services manages the functions of the Town under the direction of the Town Manager and is responsible for the implementation of policies and guidance established by the Town Council. This consists of: promoting a transparent government and community involvement, timely and accurate public information; overseeing operational efficiency and safety; & ensuring the local, state and federal laws and regulations are met.

BUDGET NOTES

New Initiatives & Priorities	Cost Value
Merit & Market Adjustments (allocated within all department budgets)	500,000
Local Government Retirement System Increases (allocated within all department budgets)	149,000
Health & Dental Premium Increases (allocated within all department budgets)	47,000
Total	\$696,000

ADMINISTRATION	2017 Actual	2018 Actual	2019 Estimated	2020 Proposed
Total Salary and Benefits	\$ 1,028,868	\$ 1,068,136	\$ 714,395	\$ 863,722
Operations	\$ 651,825	\$ 722,015	\$ 718,092	\$ 869,978
Capital Outlay	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 1,680,693	\$ 1,790,151	\$ 1,432,487	\$ 1,733,700

Year Over Year % Change Total	11.3%	6.5%	-20.0%
Year Over Year \$s Change Total	\$ 170,471	\$ 109,458	\$ (357,664)

5 – Full-time Employees

Note: Administration Department FY2019 has been restated to develop the Communications and Outreach Department.

Communications

MISSION

The Communications Department is responsible for the production and dissemination of information about Town operations and business to both the public at large and to Town employees. The department focuses on community outreach and engagement, media relations, public relations and signature special events.

SERVICE TO COMMUNITY

Our chief purpose is to build relationships with those who live, work, play and travel within the Town of Morrisville, through ongoing, effective, and open communications.

BUDGET NOTES

New Initiatives & Priorities	Cost Value
Branding/Wayfinding Implementation	25,000
Communication/Outreach Programs Expansion of Civic Engagement Tools & Promotion of Events	15,900
Communication/Outreach Continued Branding Internal Signage	10,000
Total	\$50,900

COMMUNICATIONS & OUTREACH	2017 Actual	2018 Actual	2019 Estimated	2020 Proposed
Total Salary and Benefits	\$ -	\$ -	\$ 190,605	\$ 366,363
Operations	\$ -	\$ -	\$ 296,940	\$ 283,637
Capital Outlay	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ -	\$ -	\$ 487,545	\$ 650,000

Year Over Year % Change Total				100.0%
Year Over Year \$s Change Total	\$ -	\$ -	\$ 487,545	

4 – Full-time Employees

Note: Administration Department FY2019 has been restated to develop the Communications and Outreach Department.

Finance

MISSION

The Finance Department's mission is to manage Town Funds in accordance with the Local Government Budget and Fiscal Control Act, applicable State and Federal regulations, and sound principles of accounting and cash management.

SERVICE TO COMMUNITY

The Finance Department is committed to the highest standards of accountability, accuracy, timeliness, professionalism, and innovation in providing financial services. This encompasses investing all Town funds; maintaining accounting and financial records; billing and collecting; maintaining an encumbrance system for purchasing; processing accounts payable each week; preparing biweekly payrolls; preparation of the Comprehensive Annual Financial Report; and issuance of and collections related to various user fees and charges.

BUDGET NOTES

New Initiatives & Priorities	Cost Value
None	
Total	\$ -

FINANCE	2017 Actual	2018 Actual	2019 Estimated	2020 Proposed
Total Salary and Benefits	\$ 423,879	\$ 443,185	\$ 427,415	\$ 467,093
Operations	\$ 177,807	\$ 199,416	\$ 520,693	\$ 183,307
Capital Outlay	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 601,686	\$ 642,601	\$ 948,108	\$ 650,400

Year Over Year % Change Total	25.2%	6.8%	47.5%
Year Over Year \$s Change Total	\$ 121,231	\$ 40,915	\$ 305,507

5 – Full-time Employees

Human Resources

MISSION

The Human Resources Department will act as catalysts, enabling all employees to contribute at optimum levels towards the success of the Town's mission. The department provides service in support of the Town vision by promoting the concept that our employees are our most valuable resource & will be treated as such.

SERVICE TO COMMUNITY

The Human Resources Department is responsible for:

- Promoting professional development and leadership training opportunities through training & motivation
- Developing pay & classification systems
- Recruitment of qualified people, while recognizing & encouraging work place diversity
- Providing competitive compensation packages
- Providing a safe & healthy work environment, ensuring productive employee relations
- Establishing fair and equitable policies, rules & procedures
- Ensure legal compliance with labor & employment laws

BUDGET NOTES

New Initiatives & Priorities	Cost Value
Capital Associates Inc. (CAI) Municipal Database Subscription	1,000
Total	\$1,000

HUMAN RESOURCES	2017 Actual	2018 Actual	2019 Estimated	2020 Proposed
Total Salary and Benefits	\$ 292,623	\$ 311,447	\$ 308,108	\$ 332,321
Operations	\$ 97,251	\$ 89,000	\$ 86,800	\$ 90,879
Capital Outlay	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 389,874	\$ 400,447	\$ 394,908	\$ 423,200

Year Over Year % Change Total	22.4%	2.7%	-1.4%
Year Over Year \$s Change Total	\$ 71,249	\$ 10,573	\$ (5,539)

3 – Full-time Employees

Information Technology

MISSION

The mission of the Information Technology Department is to provide the employees of the Town of Morrisville with a modern, reliable, full-featured computing and telephony environment through which those employees can perform their duties in an effective manner, in order to provide for the needs, interests, and priorities of our community.

SERVICE TO COMMUNITY

The Department is responsible for the purchase, installation, maintenance, and support of all technology equipment and software throughout the Town.

BUDGET NOTES

New Initiatives & Priorities	Cost Value
Computer Hardware Replacements (Network Switches, Servers & Printers)	111,000
Information Technology Innovations • Smart Cities Assessment • ArcGIS Online Modernization/Open Portal Initiation • Security Software Upgrade • Network Assessment • EOC Center Technology Assessment • Tyler VPN Device Redundancy	80,000
Hardware as a Service (HaaS)	41,500
Network as a Service (Naas)	20,700
IT Support Enhancements	18,000
Technology Equipment & Software for New Positions	18,000
Yearly Aerial Orthophotography	7,000
IT new annual maintenance	6,300
Total	\$302,500

INFORMATION TECHNOLOGY	2017 Actual	2018 Actual	2019 Estimated	2020 Proposed
Total Salary and Benefits	\$ 337,092	\$ 408,678	\$ 370,600	\$ 701,678
Operations	\$ 656,520	\$ 877,037	\$ 848,363	\$ 1,256,022
Capital Outlay	\$ 128,580	\$ 146,064	\$ 29,000	\$ 111,000
Total Expenditures	\$ 1,122,192	\$ 1,431,779	\$ 1,247,963	\$ 2,068,700
Year Over Year % Change Total	5.8%	27.6%	-12.8%	
Year Over Year \$s Change Total	\$ 61,318	\$ 309,587	\$ (183,816)	

6 – Full-time Employees	0.25 – Part-time Employees
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Inspections

MISSION

The Inspections Department is committed to promoting the safety of lives, health, and welfare of the general public within the built environment by the administration and enforcement of the North Carolina State Building Code, as well as local municipal ordinances. Each staff member is committed to performing his/her duties in a friendly, timely, and effective manner. Each staff member's technical knowledge and other administrative skills are constantly upgraded by participation in state and departmentally mandated continuing education courses and by active participation in state and regional building trade associations.

SERVICE TO COMMUNITY

The Inspections Department and the Inspectors are responsible for enforcing within their territorial jurisdiction State and Local laws relating to; the construction of buildings and other structures; installation of such facilities as plumbing, electrical, heating, refrigeration, and air-conditioning systems; maintenance of structures in a safe, sanitary and healthful condition; and other matters that may be specified by the Town Council.

BUDGET NOTES

New Initiatives & Priorities	Cost Value
Assistant Building Codes Administrator – Full Year Recruitment	92,000
Development Service Coordinator- Half Year Recruitment	40,500
Touchscreen Monitors for Plan Review	12,000
Total	\$144,500

INSPECTIONS	2017 Actual	2018 Actual	2019 Estimated	2020 Proposed
Total Salary and Benefits	\$ 459,861	\$ 614,797	\$ 645,368	\$ 834,830
Operations	\$ 26,607	\$ 34,542	\$ 45,293	\$ 73,270
Capital Outlay	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 486,468	\$ 649,339	\$ 690,661	\$ 908,100

Year Over Year % Change Total	-4.0%	33.5%	6.4%
Year Over Year \$s Change Total	\$ (20,088)	\$ 162,871	\$ 41,322

10 – Full-time Employees

Planning

MISSION

The Planning Department works to manage growth and protect the quality of life in the community.

SERVICE TO COMMUNITY

- Working with the community to plan the future of the Town.
- Review development proposals, improve ordinances, and provide needed information.
- Collaborate with our neighbors.
- Work with volunteers to improve the community.

BUDGET NOTES

New Initiatives & Priorities	Cost Value
Streetlight Data Insight Advanced Analytics	55,000
Touchscreen Monitors for Plan Review	12,000
2020 Census Branding	8,000
Total	\$75,000

PLANNING	2017 Actual	2018 Actual	2019 Estimated	2020 Proposed
Total Salary and Benefits	\$ 873,076	\$ 998,316	\$ 1,164,772	\$ 1,111,814
Operations	\$ 299,046	\$ 246,618	\$ 559,765	\$ 263,186
Capital Outlay	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 1,172,122	\$ 1,244,934	\$ 1,724,537	\$ 1,375,000

Year Over Year % Change Total	66.5%	6.2%	38.5%
Year Over Year \$s Change Total	\$ 468,019	\$ 72,812	\$ 479,603

12 – Full-time Employees

Engineering

MISSION

The mission of the Engineering Department is to represent the interests of the Town of Morrisville's residents and taxpayers in the activities related to planning, inspection, construction, and maintenance of the Town's infrastructure and to endeavor to provide engineered systems that enhance the standard of living, quality of life and minimize the impact to the environment.

SERVICE TO COMMUNITY

- Evaluating and responding to residential and business concerns and complaints.
- Providing development support, including review of site plans, construction plans, plats, and plot plans (construction phase development support also involves construction inspection services and the formal acceptance of public improvements).
- Providing technical support in meeting the Town's floodplain management responsibilities.
- In-house engineering design and support and project construction management and oversight.

BUDGET NOTES

New Initiatives & Priorities	Cost Value
Development Service Coordinator- Half Year Recruitment	40,500
Capital Project Management Software	20,000
Touchscreen Monitors for Plan Review	12,000
Total	\$72,500

ENGINEERING	2017 Actual	2018 Actual	2019 Estimated	2020 Proposed
Total Salary and Benefits	\$ 473,789	\$ 461,182	\$ 480,675	\$ 639,820
Operations	\$ 98,337	\$ 11,798	\$ 66,681	\$ 94,380
Capital Outlay	\$ -	\$ 230,107	\$ 175,000	\$ 20,000
Total Expenditures	\$ 572,126	\$ 703,087	\$ 722,356	\$ 754,200

Year Over Year % Change Total	18.3%	22.9%	2.7%
Year Over Year \$\$ Change Total	\$ 88,442	\$ 130,961	\$ 19,269

8 – Full-time Employees

Public Works

MISSION

The Public Works Department's mission is to provide exceptional customer service by ensuring citizen safety, maintaining the infrastructure, supporting Town departments, and providing quality essential municipal services in an efficient manner.

SERVICE TO COMMUNITY

Public Works is responsible for ensuring the safety of the Town's vehicle fleet, creating secure and clean environments in Town facilities, providing safe and improved streets for travel, affording town-wide landscape, park, and athletic field maintenance while offering progressive, cost-effective solid waste services.

BUDGET NOTES

New Initiatives & Priorities	Cost Value
Fleet Replacements and 2 new vehicles	614,000
Proactive Street Maintenance	300,000
Backhoe Replacement (Anticipated 19K Reimbursement for Trade-In)	152,200
Town Building Maintenance/Repair Initiatives	90,000
Mechanic	82,300
Pugh House Phase 2 Renovations	75,000
Parks & Grounds Tech II	63,700
Recycling Increase	55,000
Other Equipment Replacements	42,200
Litter Program	13,000
Total	\$1,487,400

POWELL BILL	2017 Actual	2018 Actual	2019 Estimated	2020 Proposed
Total Salary and Benefits	\$ -	\$ -	\$ -	\$ -
Operations	\$ 554,314	\$ 567,720	\$ 580,000	\$ 591,600
Capital Outlay	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 554,314	\$ 567,720	\$ 580,000	\$ 591,600

Year Over Year % Change Total	1.5%	2.4%	2.2%
Year Over Year \$s Change Total	\$ 8,077	\$ 13,406	\$ 12,280

FLEET	2017 Actual	2018 Actual	2019 Estimated	2020 Proposed
Capital Outlay	\$ 575,731	\$ 502,075	\$ 834,600	\$ 614,000
Total Expenditures	\$ 575,731	\$ 502,075	\$ 834,600	\$ 614,000

Year Over Year % Change Total	45.4%	-12.8%	66.2%
Year Over Year \$s Change Total	\$ 179,839	\$ (73,656)	\$ 332,525

PUBLIC WORKS

Total Salary and Benefits	\$ 1,395,590	\$ 1,458,532	\$ 1,220,900	\$ 1,624,021
Operations	\$ 3,733,322	\$ 3,379,244	\$ 3,691,300	\$ 3,968,526
Capital Outlay	\$ 387,235	\$ 543,646	\$ 298,200	\$ 293,653
Total Expenditures	\$ 5,516,147	\$ 5,381,422	\$ 5,210,400	\$ 5,886,200

Year Over Year % Change Total	18.0%	-2.4%	-3.2%
Year Over Year \$s Change Total	\$ 839,859	\$ (134,725)	\$ (171,022)

22 – Full-time Employees	2 – Part-time Employees
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Police

MISSION

The members of the Morrisville Police Department are committed to the improvement of the quality of life for the Town of Morrisville by working in partnership with our citizens. We will strive to maintain safe and secure neighborhoods for all of our stakeholders. This will be accomplished through the delivery of professional law enforcement services and recognizing the need to treat all citizens with respect and dignity.

SERVICE TO COMMUNITY

Primary responsibilities include crime prevention and education, general law enforcement activities and conducting criminal investigations.

BUDGET NOTES

New Initiatives & Priorities	Cost Value
Body Worn Cameras	75,000
Parkside Elementary Crossing Guards	40,000
Electronic Parking Ticket System	37,500
WatchGuard Warranty Renewal	24,800
Police Evidence Tracking/Management System	20,000
Ammunition Replacement	5,000
Total	202,300

POLICE	2017 Actual	2018 Actual	2019 Estimated	2020 Proposed
Total Salary and Benefits	\$ 3,112,564	\$ 3,357,315	\$ 3,271,300	\$ 4,180,125
Operations	\$ 353,397	\$ 397,868	\$ 591,261	\$ 462,875
Capital Outlay	\$ 214,987	\$ 11,500	\$ -	\$ -
Total Expenditures	\$ 3,680,948	\$ 3,766,683	\$ 3,862,561	\$ 4,643,000

Year Over Year % Change Total	16.8%	2.3%	2.5%
Year Over Year \$\$ Change Total	\$ 528,543	\$ 85,735	\$ 95,878

45 – Full-time Employees	2.3 – Part-time Employees
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Fire

MISSION

Members of the Morrisville Fire Department are committed to maintaining and improving the quality of life for citizens in our fire district through customer oriented proactive fire protection efforts.

SERVICE TO COMMUNITY

The Morrisville Fire Department provides services to the community utilizing a combination of volunteer and career members 24 hours a day, 365 days a year.

BUDGET NOTES

New Initiatives & Priorities	Cost Value
Ladder 2 Fire Apparatus Replacement	1,250,000
Three Firefighters	242,800
Training Capital	105,100
Thermal Imaging Camera Replacements	30,000
Total	\$1,627,900

FIRE	2017 Actual	2018 Actual	2019 Estimated	2020 Proposed
Total Salary and Benefits	\$ 4,097,168	\$ 4,464,493	\$ 4,607,473	\$ 5,445,825
Operations	\$ 617,878	\$ 588,208	\$ 821,143	\$ 745,675
Capital Outlay	\$ 10,258	\$ 41,416	\$ 27,610	\$ 1,280,000
Total Expenditures	\$ 4,725,304	\$ 5,094,117	\$ 5,456,226	\$ 7,471,500

Year Over Year % Change Total	-12.3%	7.8%	7.1%
Year Over Year \$s Change Total	\$ (664,049)	\$ 368,813	\$ 362,109

58 – Full-time Employees	18 – Part-time Employees
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Parks & Recreation

MISSION

To enrich the Morrisville Community by creating quality recreation experiences, celebrating local culture and enhancing our natural resources.

SERVICE TO COMMUNITY

Primary responsibilities include the development and implementation of athletic, recreation and cultural programs and events, as well as planning and construction of parks, greenways and recreation facilities in accordance with the department's comprehensive master plan.

BUDGET NOTES

New Initiatives & Priorities	Cost Value
Enhanced Senior Programming	203,000
MAFC Equipment & Supplies	162,000
Aquatics Aides -Half Year Recruitment (2 Full-time & 3 ¾-time)	113,500
Part-Time Staffing Increase for MAFC – Half Year Recruitment	70,300
MAFC Administrative Assistant – Half Year Recruitment	34,100
Other Existing Program Support	24,500
Volunteer Recognition Program	8,000
Staff Uniforms	8,000
	\$623,400

PARKS	2017 Actual	2018 Actual	2019 Estimated	2020 Proposed
Total Salary and Benefits	\$ 1,430,547	\$ 1,535,812	\$ 1,420,223	\$ 1,620,959
Operations	\$ 297,958	\$ 374,417	\$ 394,663	\$ 682,642
Capital Outlay	\$ -	\$ -	\$ -	\$ -
Total Expenditures	\$ 1,728,505	\$ 1,910,229	\$ 1,814,886	\$ 2,303,601

Year Over Year % Change Total	6.8%	10.5%	-5.0%
Year Over Year \$s Change Total	\$ 110,350	\$ 181,724	\$ (95,343)

15 – Full-time Employees

25.05 – Part-time Employees

Debt

BUDGET NOTES

New Initiatives & Priorities	Cost Value
New Debt Service:	1,413,600
- McCrimmon Parkway Extension Phase II - Morrisville-Carpenter Road - Morrisville Aquatics & Fitness Center	
Total	\$

	2017 Actual	2018 Actual	2019 Estimated	2020 Proposed
Debt Service	\$ 6,681,242	\$ 2,187,380	\$ 2,130,414	\$ 3,492,200

Year Over Year % Change Total	358.2%	-67.3%	-2.6%
Year Over Year \$\$ Change Total	\$ 5,223,167	\$ (4,493,862)	\$ (56,966)

Note: FY17 shown above includes proceeds from Refunding Series.

Debt Service Items	2017	2018	2019	2020	2021	2022	2023	2024	status
GO Bond 2004 Park Improvements (RTP Ball Park) Series 2013	\$ 285,600	\$ 281,600	\$ 277,600	\$ 273,600	\$ 269,600	\$ 265,600	\$ 261,600	\$ 257,600	continues to 2034
GO Bonds 2007 Public Improvements (PSMS BLDG) Refunding Series 2016B	\$ 649,816	\$ 617,800	\$ 596,800	\$ 580,800	\$ 564,600	\$ 544,000	\$ 526,600	\$ 509,800	continues to 2027
Fire Station One 2011	\$ 299,620	\$ 292,654	\$ 285,688	\$ 278,740	\$ 136,760	\$ -	\$ -		continues to 2021
Public Safety Radio Replacements	153,450	\$ 153,451	\$ 153,451	\$ 153,500	\$ 153,500	\$ 45,500	\$ -		continues to 2022
GO Bond 2012 Street Improvements McCrimmon Parkway Extension Ph I	\$ 174,234	\$ 841,875	\$ 816,875	\$ 791,900	\$ 766,900	\$ 741,900	\$ 716,900	\$ 691,875	continues to 2035
Current Debt	\$ 1,562,720	\$ 2,187,380	\$ 2,130,414	\$ 2,078,540	\$ 1,891,360	\$ 1,597,000	\$ 1,505,100	\$ 1,459,275	
GO Bond 2012 Street/Public Improvements McCrimmon Parkway Extension Ph II/MAFC Series 2018A/B	\$ -	\$ -	\$ -	\$ 868,700	\$ 730,800	\$ 721,175	\$ 945,300	\$ 918,300	continues to 2038
GO Bond 2018 2/3 Bond Morrisville-Carpenter Road Project	\$ -	\$ -	\$ -	\$ 291,040	\$ 268,500	\$ 251,125	\$ -	\$ -	continues to 2022
Installment Financing Morrisville-Carpenter Road Project & MAFC	\$ -	\$ -	\$ -	\$ 253,920	\$ 253,630	\$ 248,440	\$ 243,250	\$ 238,060	continues to 2038
Total Debt Service	\$ 1,562,720	\$ 2,187,380	\$ 2,130,414	\$ 3,492,200	\$ 3,144,290	\$ 2,817,740	\$ 2,693,650	\$ 2,615,635	
Debt Service as % of expenditures - Policy 15% or less	6%	8%	8%	10%	10%	8%	8%	7%	

STORMWATER FUND

Stormwater

MISSION

The mission of the Stormwater Program is to represent the interests of the residents and taxpayers through stormwater management systems enhancing the quality of life and minimizing the impact to the environment.

SERVICE TO COMMUNITY

- Evaluating and responding to drainage concerns and complaints
- Providing site plan & construction reviews, stream determinations; & construction inspections
- Implementing a stormwater management program which complies with the 6 minimum measures of the Town's NPDES Phase II permit, Jordan Lake Rules, and Neuse Buffer Rules
- Providing review & technical support for floodplain management, in-house design & project oversight

BUDGET NOTES

New Initiatives & Priorities	Cost Value
Touchscreen Monitor for Plan Review	2,500
Total	\$2,500

STORMWATER	2017 Actual	2018 Actual	2019 Estimated	2020 Proposed
Permits & Fees	\$ 716,958	\$ 794,116	\$ 670,000	\$ 612,800
Investment Earnings	\$ 4,870	\$ 15,357	\$ 16,600	\$ 25,500
Miscellaneous Revenues	\$ 1,207	\$ 255	\$ 25	\$ -
Transfer In from General Fund	\$ 114,900	\$ 126,000	\$ 57,800	\$ -
Total Revenues	\$ 837,935	\$ 935,728	\$ 744,425	\$ 638,300

Year Over Year % Change Total	-12.6%	11.7%	-20.4%
Year Over Year \$s Change Total	\$ (120,982)	\$ 97,793	\$ (191,303)

	2017 Actual	2018 Actual	2019 Estimated	2020 Proposed
Personnel	\$ 233,525	\$ 217,182	\$ 255,319	\$ 270,300
Operations	\$ 237,550	\$ 151,026	\$ 214,600	\$ 313,000
Capital Outlay	\$ -	\$ -	\$ 142,000	\$ 55,000
Transfers out to Capital Project	\$ -	\$ -	\$ 475,000	\$ -
Total Expenditures	\$ 471,075	\$ 368,208	\$ 1,086,919	\$ 638,300

Year Over Year % Change Total	-22.7%	-21.8%	195.2%
Year Over Year \$s Change Total	\$ (138,608)	\$ (102,867)	\$ 718,711
Ending Fund Balance	\$ 1,261,425	\$ 1,828,946	\$ 1,486,452
		\$ 1,486,452	

3 – Full-time Employees

MUNICIPAL SERVICE DISTRICT FUND

Municipal Service District

MISSION

The mission of the Municipal Service District Fund was authorized by the General Assembly in North Carolina G.S. 160A-536(a)(6), Session Law 2011-072 for the purpose of converting private residential streets to public streets for specific neighborhoods.

SERVICE TO COMMUNITY

The tax levied on those Municipal Service District properties will pay for the conversion cost of those private streets to public standards and streets will be publicly maintained.

BUDGET NOTES

New Initiatives & Priorities			Cost Value	
None			\$0.00	
Municipal Service District	2017 Actuals	2018 Actual	2019 Estimated	2020 Proposed
Ad Valorem Service District Taxes	\$ 94,200	\$ 95,993	\$ 98,800	\$ 100,700
Investment Earnings	\$ 630	\$ 3,477	\$ -	\$ -
Transfer In from General Fund	\$ -	\$ 110,000	\$ 110,000	\$ 110,000
Appropriation of Fund Balance	\$ 327,182	\$ -	\$ 264,200	\$ -
Total Revenues	\$ 422,012	\$ 209,470	\$ 473,000	\$ 210,700
Year Over Year % Change Total	25.3%	-50.4%	125.8%	
Year Over Year \$s Change Total	\$ 85,343	\$ (212,542)	\$ 263,530	
	2017 Actuals	2018 Actual	2019 Estimated	2020 Proposed
Operations	\$ 327,182	\$ 193	\$ 473,000	\$ 210,700
Total Expenditures	\$ 327,182	\$ 193	\$ 473,000	\$ 210,700
Year Over Year % Change Total	157199.0%	-99.9%	244977.7%	
Year Over Year \$s Change Total	\$ 326,974	\$ (326,989)	\$ 472,807	
Ending Fund Balance	\$ 215,286	\$ 424,564	\$ 424,564	\$ 424,564

Note: FY20 Proposed budget is balanced between revenues and expenditures as required by the Local Government Budget and Fiscal Control Act and therefore the ending fund balance does not reflect growth. However, there are no planned expenses for FY20 that will allocate the realized revenue collected within that fiscal year to improve fund balance at year end.

CAPITAL RESERVE FUNDS (CRF)

Fire Apparatus CRF

MISSION

The purpose of the Capital Reserve Fund is to set aside funds annually to plan for and replace large Fire Apparatus as a future pay-as-go capital outlay. This avoids resource competition and increasing debt obligations for shorter life-cycled items.

SERVICE TO COMMUNITY

The Capital Reserve Fund provides the means to ensure fire safety equipment is mission ready to protect the safety and wellbeing of the community.

BUDGET NOTES

New Initiatives & Priorities		Cost Value	
Ladder 2 Fire Apparatus Replacement		1,250,000	
Total		\$1,250,000	

FIRE APPARATUS CAPITAL RESERVE FUND	2017 Actual	2018 Actual	2019 Estimated	2020 Proposed
Beginning Balance	\$ 602,704	\$ 1,259,704	\$ 494,149	\$ 901,227
Interest Earnings	\$ 5,000	\$ 5,445	\$ 7,078	\$ -
Transfer in from General Fund	\$ 652,000	\$ 400,000	\$ 400,000	\$ 350,000
Transfer out to General Fund	\$ -	\$ (1,171,000)	\$ -	\$ (1,250,000)
Ending Fund Balance	\$ 1,259,704	\$ 494,149	\$ 901,227	\$ 1,227

Year Over Year % Change Total	109.0%	-60.8%	82.4%
Year Over Year \$\$ Change Total	\$ 657,000	\$ (765,555)	\$ 407,078

Capital Investment Program CRF

MISSION

The purpose of the CIP Capital Reserve Fund is to set aside funds annually for the advancement of future Capital Investment Projects. The funds may be utilized for preliminary design for improved cost estimation or for associated debt obligations or any other capital expense related to the project. This avoids resource competition and cash flow demands on the Fund Balance and allows for better planning and implementation of tangible assets that add value to the community.

SERVICE TO COMMUNITY

Leverage our resources by re-investing in the community.

BUDGET NOTES

New Initiatives & Priorities	Cost Value
Park West Fire Station Land Acquisitions & Design	2,500,000
Town Center Capital Project Stormwater Improvements	750,000
Northwest Site Due Diligence	300,000
Total	\$3,550,000

CIP CAPITAL RESERVE FUND	2017 Actual	2018 Actual	2019 Estimated	2020 Proposed
Beginning Balance	\$ -	\$ 200,798	\$ 404,264	\$ 4,278,769
Interest Earnings	\$ 798	\$ 3,466	\$ 4,505	\$ -
Transfer in from General Fund	\$ 200,000	\$ 200,000	\$ 3,870,000	\$ 200,000
Transfer out to General Fund	\$ -	\$ -	\$ -	\$ (3,550,000)
Ending Fund Balance	\$ 200,798	\$ 404,264	\$ 4,278,769	\$ 928,769

Year Over Year % Change Total		101.3%	958.4%
Year Over Year \$s Change Total	\$ 200,798	\$ 203,466	\$ 3,874,505

Roadway & Transportation CRF

MISSION

The purpose of the Roadway & Transportation Capital Reserve Fund is to set aside funds annually to address the growing roadway and transportation needs facing the community. The funds may be utilized for preliminary design for improved cost estimation or for associated debt obligations or any other maintenance or capital expense related to future roadway or transportation projects. This avoids resource competition and cash flow demands on the Fund Balance and allows for better planning and implementation of tangible assets that add value to the community. The estimated value of 1 cent on the tax rate is dedicated annually as the primary funding resource.

SERVICE TO COMMUNITY

Leverage our resources by re-investing in the community.

BUDGET NOTES

New Initiatives & Priorities	Cost Value
Traffic Pre-emption for Emergency Vehicles Through Town Intersections	350,000
NC 54 Corridor Congestion Mitigation ³	1,000,000
Total	\$1,350,000

ROADWAY & TRANSPORTATION CAPITAL RESERVE	2017 Actual	2018 Actual	2019 Estimated	2020 Proposed
Beginning Balance	\$ -	\$ 441,753	\$ 909,539	\$ 1,394,660
Interest Earnings	\$ 1,753	\$ 7,786	\$ 10,121	\$ 5,400
Transfer in from General Fund	\$ 440,000	\$ 460,000	\$ 475,000	\$ 490,000
Transfer out to Capital Project(s)	\$ -	\$ -	\$ -	\$ (1,350,000)
Ending Fund Balance	\$ 441,753	\$ 909,539	\$ 1,394,660	\$ 540,060

Year Over Year % Change Total		105.9%	53.3%
Year Over Year \$\$ Change Total	\$ 441,753	\$ 467,786	\$ 485,121

³ Town Council appropriated reserves to establish the NC 54 Corridor Congestion Mitigation Capital Project. Information above has been adjusted accordingly.

Parkland Payment in Lieu Reserve

MISSION

The purpose of the Parkland Payment in Lieu Fund, to accumulate and track funds received annually from a development for the acquisition or development of recreation, park, or open space sites. The funds may be utilized for new facilities and improvements that may include preliminary design, construction or other related capital expense that qualify as a reasonable use for the restricted source.

SERVICE TO COMMUNITY

Leverage our resources by re-investing in the community.

BUDGET NOTES

New Initiatives & Priorities	Cost Value
Parks and Greenway Improvements Capital Project Fund (design Crabtree Nature Park and Morrisville Community Park Phase III, park amenities, enhancements, ADA improvements and connection of Indian Creek Greenway to Town Hall Terraces. ⁴	1,824,900
Total	\$1,824,900

PARKLAND PAYMENT IN LIEU RESERVE	2017 Actual	2018 Actual	2019 Estimated	2020 Proposed
Beginning Balance	\$ 2,295,455	\$ 2,419,600	\$ 3,255,085	\$ 4,140,089
Interest Earnings	\$ 9,563	\$ 23,748	\$ 30,000	\$ -
Parkland Payment in Lieu Revenue	\$ 412,778	\$ 1,051,737	\$ 1,420,004	\$ 80,000
Transfer out to Capital Project(s)	\$ (298,196)	\$ (240,000)	\$ (565,000.00)	\$ (1,824,900)
Ending Fund Balance	\$ 2,419,600	\$ 3,255,085	\$ 4,140,089	\$ 2,395,189

Year Over Year % Change Total		34.5%	27.2%
Year Over Year \$s Change Total	\$ 2,419,600	\$ 835,485	\$ 885,004

⁴ Town Council reduced the FY2020 appropriation for the Crabtree Creek Nature Park design cost. Information above has been adjusted accordingly.



CAPITAL INVESTMENT PROGRAM



Morrisville Library
Groundbreaking

CAPITAL INVESTMENT PROGRAM & PROJECTS

CAPITAL INVESTMENT PROGRAM (CIP)

Project Title	Rank	Capital Budget	Future Planning Years					
*Bond Referendum Potential			Rank Key: H=High, M=Medium, L=Low and P=Pending					
Bicycle & Pedestrian		FY2020	FY2021	FY2022	FY2023	FY2024	Future	Total
Crabtree Hatcher Creek Greenway South Loop	L					660,000		660,000
Sawmill Creek Greenway & Stream Restoration*	M						7,100,000	7,100,000
Indian Creek Greenway Connector - Town Hall Terraces	H	275,000						275,000
Parks & Recreation								
Cedar Fork Elementary Field*	M			739,000				739,000
Cedar Fork District Park Field Improvements*	H		900,000	1,350,000	1,350,000			3,600,000
Cedar Fork District Park General Improvements*	H				537,500	1,612,500		2,150,000
Future Town Park Sites	L						7,250,000	7,250,000
Crabtree Creek Nature Park*	H	500,000	725,000	3,685,000				4,910,000
Dog Park*	M			266,000	796,500			1,062,500
Morrisville Community Park Phase 3*	H	700,000	2,100,000					2,800,000
Recreation Center / Town Center*	L						13,766,250	13,766,250
Page Historic Homesite*	L						858,000	858,000
Senior Activity Center*	M						4,200,000	4,200,000
Town Green	L						1,300,000	1,300,000
Public Facility								
Public Works Facility	H			8,000,000				8,000,000
Town Center Parking Lot	H						425,000	425,000
Train Depot	L						602,000	602,000
Public Safety Improvements*								
- Fire Station #2 Relocation*	H							
- Northwest Fire Station*	H	300,000	1,625,000	3,825,000				5,750,000
- Park West Fire Station*	H	2,500,000	2,400,000					4,900,000
Transportation								
NC 54 Corridor Congestion Mitigation								
- Airport Boulevard Extension	H	1,000,000	5,900,000					6,900,000
- Future Identified Projects*	TBD							TBD
International Drive Extension	L						3,140,000	3,140,000
Church Street North Bypass	L						11,362,500	11,362,500
Future Priorities (project scopes in Development⁵)								
Affordable Housing	TBD							TBD
Greenway Improvements	TBD							TBD
Land Acquisition	TBD							TBD
Transit Oriented Development (TOD)	TBD							TBD
Town Center	TBD							TBD
Total Programmed		5,275,000	13,650,000	17,865,000	2,684,000	2,272,500	50,003,750	91,750,250
Revenue & Other Resources								
Cash Outlay (Operations/FB)						660,000		660,000
Reserves		3,800,000	3,925,000					7,725,000
Parkland Payment in Lieu		1,475,000	1,625,000	1,005,000	1,334,000	1,612,500		7,051,500
LAPP Grant			3,600,000					3,600,000

⁵ Town Council added Future Priorities to demonstrate the importance for future capital planning.

Bond Referendum (Proposed)			4,500,000	8,860,000	1,350,000			14,710,000
Debt Obligation				8,000,000				8,000,000
Not Funded							50,003,750	50,003,750
Total Programmed⁶		5,275,000	13,650,000	17,865,000	2,684,000	2,272,500	50,003,750	91,750,250

- Project cost estimates updated, include a contingency and a cost modifier applied to mitigate rising development cost.
- First year design cost is calculated as 25% of total estimated project cost.
- Adopted plan priorities, study influences and changing needs applied.

CIP PROJECT SUMMARIES

The recommended FY2020 CIP has been updated to account for rising development cost and other influences such as adopted plan priorities, study results and changing needs. The following are some other updates:

Other Updates

NEW PROJECT CONCEPTS:

- Park West Fire Station
- Cedar Fork District Park General Improvements
- Airport Boulevard Extension
- Church Street North Bypass

MODIFICATIONS TO EXISTING PROJECTS:

- Relabeled Civil War Battleground Park to Future Town Parks/Open Space
- Relabeled Rural Heritage Park to Page Historic Homesite
- Relabeled Town Hall Terraces Greenway to Indian Creek Greenway Connector - Town Hall Terraces
- Town Center Park Lot shifted out to future - pending Town Center discussions
- Northwest Fire Station moved up due to study findings
- Public Works construction shifted out 2 years - continued collaboration with Wake County
- Update all timelines & estimates
- Built in contingency modifier to mitigate rising development cost

REMOVED PROJECTS:

- Police & Fire Local Training Facility
- Safety House
- Morrisville East Connector
- Odyssey Drive Extension
- Town Hall Drive Medians - Bike Lanes

The following CIP Project Summaries outline scope details, justification and preliminary estimates.

⁶ Town Council adopted with the budget/CIP the addition of Fire Station #2 Relocation project; appropriated reserves in FY 2020 for NC 54 Corridor Congestion Mitigation projects that is inclusive of Airport Boulevard Extension; reduced the design appropriation for Crabtree Creek Nature Park; and added Future Priorities to demonstrate the importance for future capital planning.

CIP Project:

Airport Boulevard Extension

Project Category:

Transportation

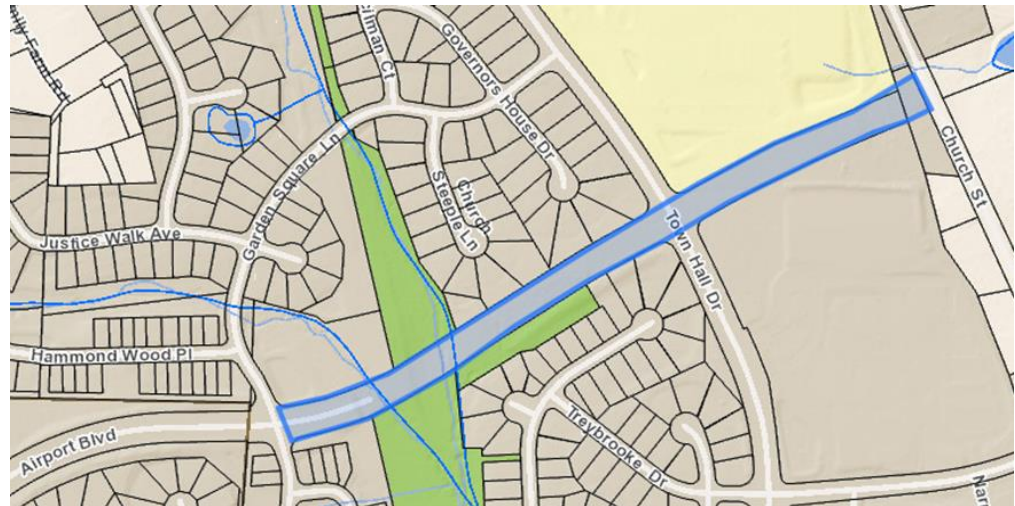
Site:

Intersection of Garden Square Lane and Airport Boulevard to Church Street

Description:

Phase one extension of Airport Boulevard (0.77 miles) would connect Davis Drive to Church Street. Roadway improvement would include a 4-lane cross-section with a 17.5 - 31 foot wide median, a 10 foot side path on the south side and 5 foot sidewalk on the north side, and wide outside lanes.

Picture/Map:



Justification:

The Comprehensive Transportation Plan identifies this as another east-west route in Town, connecting Church Street to Davis Drive. The extension will also tie into a future grade separation of Airport Boulevard and the railroad/NC54 creating a full east-west connection from Davis Drive to I-40 and the Airport.

Other
Considerations:

The extension will qualify for LAPP funds from CAMPO and in prior submittals by NCDOT has scored well in the LAPP criteria. However the Town will need to provide a higher match to ensure a high score. This project is described as a mid-term (15-24 years) project.

Preliminary Estimate

\$ 6,900,000

Includes: Design, Construction, permits, furnishing

All projects include in estimate a 25% contingency based on construction cost.

Strategic Goal:

Improve Transportation Mobility

CIP Project:

Cedar Fork District Park General Site Improvement Project Category: Parks & Recreation

Site:

Cedar Fork District Park-Aviation Parkway

Description:

This project would provide several aesthetic and functional improvements to the Cedar Fork District Park. This includes installing landscaping, replacing the restroom building, installing new signage, replacing site furnishings, resurfacing the gravel parking lots, and installing fencing and barriers to define the maintenance and storage areas separate from the park amenities.

Picture/Map:



Justification:

The Parks and Recreation Master Plan includes an inventory and analysis of existing parks and recreation facilities and the potential for new park sites. Given limited land availability for park expansion, the plan recommends strategies to enhance existing assets through upgrades, expansions and improved maintenance of existing facilities. This project should be done in conjunction with extending the long term lease for the site with Wake County to help protect the investment in the park.

Other
Considerations:

Great opportunity in relation to other existing projects to enhance site access and is complimentary to the Crabtree Hatcher Creek Greenway.

Preliminary Estimate

\$ 2,150,000

Includes: Design and Construction Cost

All projects include in estimate a 25% contingency based on construction cost.

Strategic Goal:

Engaged, Inclusive Community

CIP Project:

Cedar Fork District Park Field Improvements

Project Category:

Parks & Recreation

Site:

Cedar Fork District Park-Aviation Parkway

Description:

Install irrigation and lighting improvements on fields and a second entry/exit point to make the site more functional, safe, and attractive for use by Town programs, rental groups, weekend tournaments and the general public.

Picture/Map:



Justification:

Turf maintenance is problematic without sprinklers during dry weather conditions. These conditions have caused the Town to take fields out of service for extended periods while turf repairs are made. The requested irrigation systems will improve the turf quality, field safety and appearance. Installing lights would extend the amount of time fields are available. These fields could then be used for several sports, including supporting some weekend tournaments. These types of improvements are supported by the Master Plan.

Other
Considerations:

Great opportunity in relation to other existing projects to enhance site access and is complimentary to the Crabtree Hatcher Creek Greenway. Project is in conjunction with the long term lease with Wake County. Staff is additionally working jointly with Wake County in conjunction with Convenience Center Expansion project on secondary access to the park. This project could be phased.

Preliminary Estimate

\$ 3,600,000

Includes: Design and Construction Cost

All projects include in estimate a 25% contingency based on construction cost.

Strategic Goal:

Engaged, Inclusive Community

CIP Project:Cedar Fork Elementary School Park Field

Project Category:

Parks & Recreation

Site:

Town Hall Drive on the site of Cedar Fork Elementary School

Description:

Develop a multi-purpose field on the Cedar Fork Elementary School site providing more flexible space than the current grading allows. A longer multi-purpose field can accommodate different recreation programs like youth soccer, flag football, ultimate frisbee, lacrosse, and t-ball space next to the field would make it available for more youth programs, as well.

Picture/Map:



Justification:

The site is part of the approved joint use agreement with the school, requires no land acquisition. The existing community center provides for parking and restroom facilities. The original site plan included fields with lights and sport use. This type of improvement is recommended in the Parks master plan to increase space flexibility due to the limited availability of future park land.

Other
Considerations:

The flex space allows programming to shift as demand changes. The area is currently being programmed for limited use for small youth soccer. Improvements could add to programming for youth, teenagers and adults. Staff will need to verify the County's interlocal agreement can be adopted for specific park use only as the original agreement included siting a library on the property as well as open space.

Preliminary Estimate

\$ 739,000

Includes: Design & Construction Cost

All projects include in estimate a 25% contingency based on construction cost.

Strategic Goal:

Engaged, Inclusive Community

CIP Project:

Church Street North Bypass

Project Category: Transportation

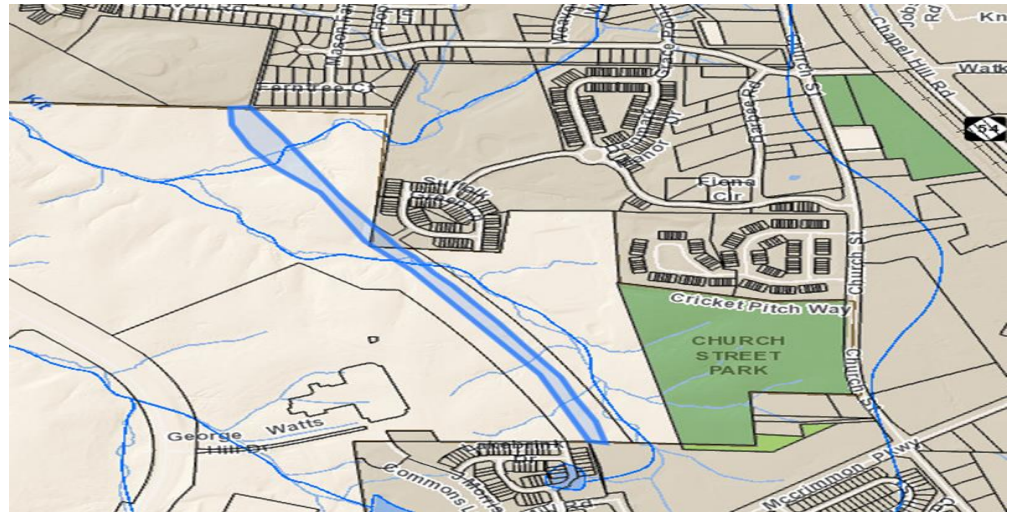
Site:

Town Hall Drive at Harris Mill Road extend North to Ferntree Court at New Mason Farm

Description:

Provide a future north-south connection to McCrimmon Parkway for Providence Place Subdivision and other developments on the west side of Church Street between McCrimmon Parkway and NC540. Area shown in blue.

Picture/Map:



Justification:

The Comprehensive Transportation Plan identifies this as a new project. The extension could potentially connect to Church Street Park, creating a secondary access. Would provide an important north-south connection in Town to improve mobility in this area.

Other
Considerations:

The land currently belongs to RTP and it is estimated that the Town would need to acquire 29 acres. There are at least two stream crossings in the area as well as 20-30 foot elevations and topography.

Preliminary Estimate

\$ 11,362,500

Includes: Design, Construction, permits, furnishing

All projects include in estimate a 25% contingency based on construction cost.

Strategic Goal:

Improved Transportation Mobility

CIP Project:

Crabtree Creek Nature Park

Project Category:

Parks & Recreation

Site:

Along Crabtree Creek next to Weston Estates subdivision entrance on Keybridge Drive near NC 54.

Description:

Develop a passive recreation location with nature park attributes abutting Cedar Fork District Park and Crabtree Creek on Keybridge Drive. The concept plan includes parking, picnic shelter, restroom facility, nature trail, boardwalk, off road bike trails and large ADA inclusive playground along with interpretive signage about ecology/wildlife.

Picture/Map:



Justification:

The master plan survey rated a nature park and greenway as the #2 priority and this location would require no land acquisition since it is currently owned by the Town. This location has close access to NC54, a mix of wetland & natural forest along with utilities in close proximity to support facilities. The site would offer an additional large shelter, the Town's first fully ADA accessible playground and would be the first Town developed park on the east side of NC54.

Other Considerations:

Staff would need to determine the impact of Wake County's flood easement. There is value with the ADA accessibility of this facility, it would provide a nice complementary facility to serve as trailhead to Crabtree Hatcher Creek Greenway, along with a playground amenity in this area for commuters. Additionally, it would provide enhancements to Cedar Fork District Park.

Preliminary Estimate

\$ 4,910,000

Includes: Design and Construction

All projects include in estimate a 25% contingency based on construction cost.

Strategic Goal:

Engaged, Inclusive Community

CIP Project:

Crabtree Hatcher Creek Greenway Loop

Project Category:

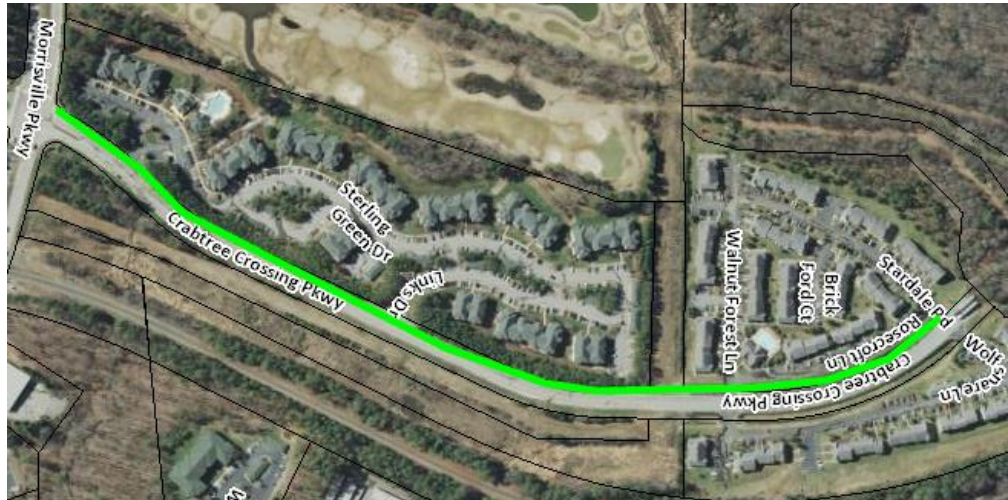
Bicycle & Pedestrian

Site:

From Morrisville Parkway to the end of Crabtree Crossing Parkway where Crabtree Hatcher Creek Greenway starts.

Description:

Improve greenway connectivity from the Crabtree Hatcher Creek Greenways by extending a multi-use path about 0.50 miles along Crabtree Crossing from Morrisville Parkway to current greenway end, within existing ROW.

Picture/Map:**Justification:**

This project will improve connectivity and promote non-vehicular transportation as an extension from the Crabtree Hatcher Creek Greenway. The recent needs assessment survey indicated the top two desired amenities were walking trails and linked greenways, and is included in the Parks & Greenways Master Plan. Project could possibly qualify for grant funding through CAMPO or other transportation related options.

Other Considerations:

Serves the interest of mobility and connectivity. The updated CTP indicates the need for a sidewalk on both sides of road to be in compliance. A sidewalk segment exists currently on the southwest side of roadway. This project could also be considered a sidewalk gap project rather than a greenway connection.

Preliminary Estimate

\$

660,000

Includes: ROW, Design and Construction

All projects include in estimate a 25% contingency based on construction cost.

Strategic Goal:

Improved Transportation Mobility

CIP Project:

Dog Park

Project Category:

Parks & Recreation

Site:

To be determined

Description:

Construct an off leash dog park facility of approximately 2 - 3 acres that includes separate space for small dogs and large dogs. The ideal site would include parking, restrooms, small shelters and electronic controlled gates for access control.

Picture/Map:



Justification:

Dog parks have become increasingly popular and the master plan survey report shows strong support for this type of investment. Several other municipalities have similar facilities that help address existing issues surrounding inappropriate use of other open spaces with off leash dogs. Dog parks also provide dog owners a way to socialize their dogs, a chance to meet others with similar interests and a way for their dogs to exercise when so many people have small or no yards at their homes. Fees could be assessed to offset annual maintenance cost.

Other
Considerations:

Consideration for site designation must account for limitations with use of flood prone areas, potential co-location near existing park facilities or include with future park sites to save on some support infrastructure and land acquisition cost.

Preliminary Estimate

\$ 1,062,500

Includes: Land Cost, Design & Construction

All projects include in estimate a 25% contingency based on construction cost.

Strategic Goal:

Engaged, Inclusive Community

CIP Project:

Future Town Parks/Open Space

Project Category:

Parks & Recreation

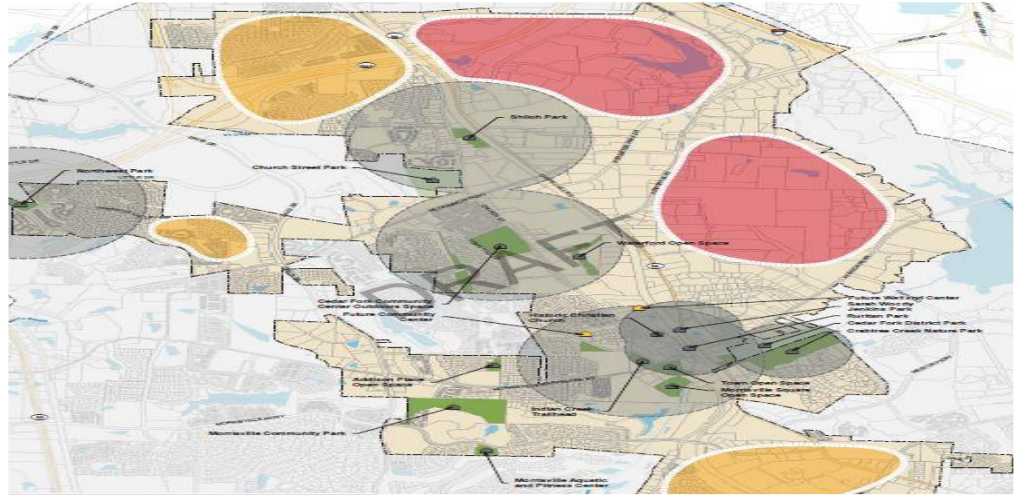
Site:

Undeveloped open space/land in Morrisville

Description:

Develop a robust park system with adequate acreage and various park classifications, equitably distributed throughout the Town.

Picture/Map:



Justification:

The project aims to protect limited open space through the acquisition of park land as identified by the Parks & Recreation Master Plan over the next 10 years with a variety of park classifications contributing to the overall total acreage of parkland. This would include focus areas within the Town Center area, historic preservation and open green space.

Other
Considerations:

The master plan indicates a service deficiency of nearly 40 acres in meeting the NRPS level of service standards (9.6 acres per 1,000 residents) for recommended acreage of parkland per population for the year 2017. To keep pace with projected population growth, the Town would need to add up to 135 acres of land over the next 10 years to meet recreational needs for a growing Town. Large tracts of undeveloped land are more difficult to secure.

Preliminary Estimate

\$ 7,250,000

Includes: Land Cost, Design and Construction

All projects include in estimate a 25% contingency based on construction cost.

Strategic Goal:

Thriving, Livable Neighborhoods

CIP Project:

Indian Creek Greenway Connector - Town Hall
Terraces

Project Category: Bicycle & Pedestrian

Site:

Near the intersection of Garden Square Lane and Airport Blvd.

Description:

This project would finish the connector to Indian Creek Greenway connecting the current trail to the Town Hall Terraces neighborhood. The trail would cross property currently owned by the Town so no easement or land purchase is necessary, adding approximately 200 feet, with one stream crossing required.

Picture/Map:



Justification:

The project will improve bicycle and pedestrian transportation options for citizens of Morrisville by providing better connectivity to the greenway system. This would encourage pedestrian movement and improve their access to Town amenities such as the Indian Creek Trailhead, Town offices, and the forthcoming Food Hub and Town Center projects. This type of connectivity is a priority in the Parks & Recreation Master Plan where this connector is specifically identified in the plan.

Other
Considerations:

Preliminary Estimate

\$ 275,000

Includes: Design & Construction

All projects include in estimate a 25% contingency based on construction cost.

Strategic Goal:

Improved Transportation Mobility

CIP Project:

International Drive Extension

Project Category: Transportation

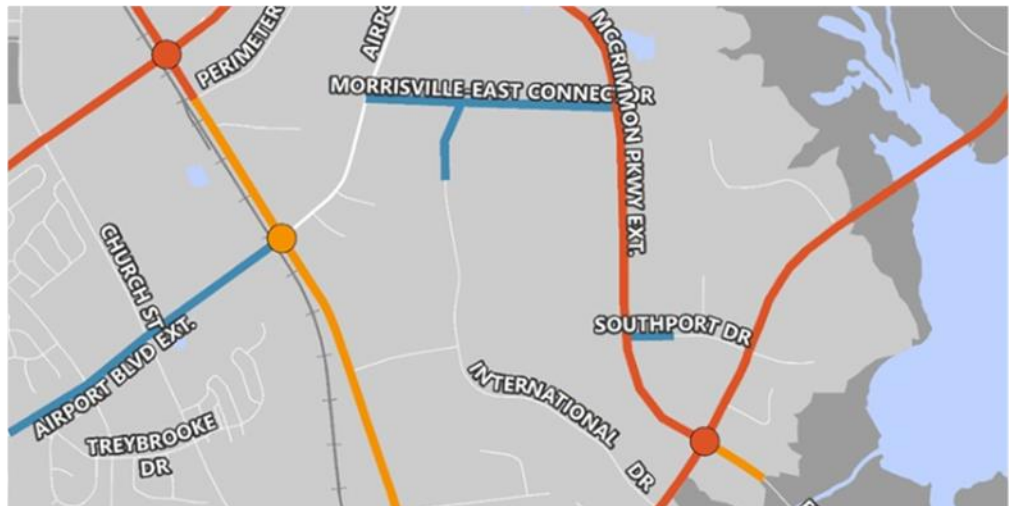
Site:

Northern terminus of International Drive to intersect with Airport Boulevard

Description:

Extend International Drive 0.35 miles, current northern terminus to intersect with Airport Boulevard, with a 3-lane roadway within 80ft ROW. The updated CTP identifies the cross-section as a 3-Lane, undivided with two-way left turn lane, sidewalks, and wide outside lanes.

Picture/Map:



Justification:

This extension will allow truck traffic to use either Airport Blvd or Aviation Parkway to access I-40, which can eliminate some of the existing heavy truck traffic on NC54. It could also reduce large vehicle left turn movements onto Aviation Parkway.

Other
Considerations:

The updated CTP states the International Drive extension is envisioned to be constructed by developers as land develops in this area, but may be included in the CIP. The updated CTP also identifies this project as a long-term (<25 years).

Preliminary Estimate

\$ 3,140,000

Includes: ROW, Design & Construction

All projects include in estimate a 25% contingency based on construction cost.

Strategic Goal:

Improved Transportation Mobility

CIP Project: Morrisville Community Park Phase 3

Project Category: Parks & Recreation

Site: Existing Morrisville Community Park site in the area near the Kudrow Lane parking lot.

Description: The current plan for the park includes construction of tennis courts near the Kudrow Lane parking lot, walking trails from adjacent communities with connectivity to greenway network, instructional/league play programs, fitness stations, and miscellaneous site amenities. Additionally, it includes some existing sports field improvements for ADA compliance, bleachers pads and backstop for T-Ball.

Picture/Map:



Justification: Tennis courts would increase the number of courts available to the public and include lighting to extend hours available, allowing for instructional programs. Walking trails will provide passive recreation and exercise opportunities and serve as connectors to adjacent communities. The 2018 Parks and Recreation Master Plan indicates support for the amenities. The survey report also provides Priority Investment Ratings for facilities and programs indicate greenway trails are a high priority, along with fitness opportunities and walking for exercise.

Other Considerations: Site has some topography limitations and would require more comprehensive site analysis. It will be important to consider timing with the renovations at MAFC and loss of tennis courts. The site additionally complements the recent Crabtree Hatcher Creek Greenway, the recent MCP bathroom improvements and has historically served as a center piece of the Towns park system. USTA grant funding potential or other funding sources may assist with court construction.

Preliminary Estimate \$ 2,800,000 Includes: Design & Construction

All projects include in estimate a 25% contingency based on construction cost.

Strategic Goal: Engaged, Inclusive Community

CIP Project:

Northwest Fire Station

Project Category: Public Safety

Site:

Cisco Site (Kit Creek/Louis Stephens Drive)

Description:

Design and construct a fire station in the Northwestern area of the fire district, approximately 12,000 square feet in size. Improve response times to all types of emergencies by locating a fire station more strategically in the northwestern area of the fire district.

Picture/Map:



Justification:

The fire protection study demonstrated through analysis of response data that performance to this area is not favorable with 60% of the response calls for service resulting over 4 minutes. The addition of a fire station would greatly reduce response times and the aide accreditation aligning to the Town's Strategic Plan.

Other
Considerations:

The site presents some topography challenges and will require a feasibility study to determine viability of constructing a fire station on the donated Cisco land. Should the property not be utilized for a fire station the property ownership reverts back to Cisco. This property could not be surpluses.

Preliminary Estimate

\$ 5,750,000

Includes: Land Cost, Design, Construction & Fixtures

All projects include in their estimate a 25% contingency based on construction cost.

Strategic Goal:

Public Safety Readiness

CIP Project:

Page Historic Homesite

Project Category: Parks & Recreation

Site: 116 South Page Street

Description: Preserve and create a unique historic themed space between the Historic Pugh House and the Historic Page House. Amenities include museum space inside, farming displays, a trail connected to the Crabtree Hatcher Creek greenway, a gazebo/shelter space, and interpretive signage about 1800's Morrisville and the Civil War skirmish that impacted the site. The rear part of the property could potentially serve as an educational and agricultural site as a future location for a community garden. Improvements could include some additional parking, signage, and educational exhibits.

Picture/Map:



Justification: The Page House is the oldest standing home in Morrisville and is listed on the National Register of Historic Places. This project would preserve the home site and create a unique open space. While the Parks Master Plan does not specifically address this site, one objective of the plan states that we should ensure facilities and parks have a strong identity, character and theming, rooted in the Town's cultural history, natural features or brand.

Other Considerations: The Town owns the former Go Triangle site across from Town Hall and the historic Pugh House.

Preliminary Estimate \$ 858,000 Includes: Land Cost, Design & Construction

All projects include in estimate a 25% contingency based on construction cost.

Strategic Goal: Engaged, Inclusive Community

CIP Project:

Park West Fire Station

Project Category:

Transportation

Site:

Morrisville Parkway between Chapel Hill Road and Bristol Creek

Description:

Construct Fire Station #4 to improve response times and service to the south side of the Town and positively impact accreditation. The facility would include two apparatus bays, ten dorms and the needed auxiliary space to accommodate two companies. The auxiliary space could potentially allow for the relocation of Fire Administration from the current PSMS facility.

Picture/Map:



Justification:

The fire protection study indicated a significant need for a fire station in this location based on the data and standard's of coverage to improve response times to this service area. Property in this area is limited. Potential scenarios include use of undeveloped land or renovation of existing structures.

Other
Considerations:

The project requires land acquisition, construction and equipment. This facility would require new personnel and reassignment of fire apparatus.

Preliminary Estimate

\$ 4,900,000

Includes: Design, Construction, permits, furnishing

All projects include in estimate a 25% contingency based on construction cost.

Strategic Goal:

Public Safety Readiness

CIP Project:

Public Works Facility

Project Category:

Public Facility

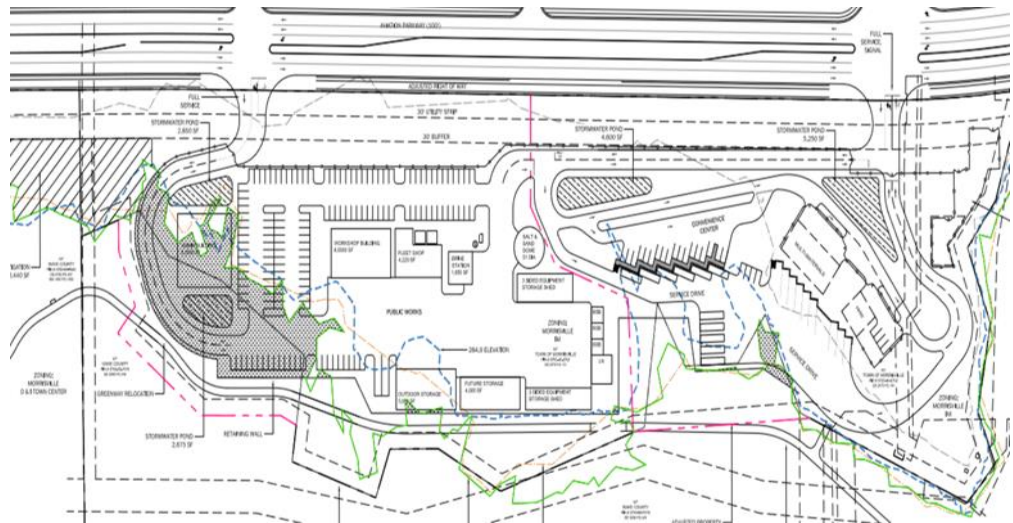
Site:

Aviation Parkway - Current Public Works Location

Description:

Construct a new public works facility on the existing 13.71 acre site including an administration building, fleet maintenance building, workshop/storage building and vehicle/equipment storage buildings in collaboration with Wake County Convenience Center expansion.

Picture/Map:



Justification:

The existing public works facility (built in 1988 & last renovated 2000) does not have adequate office, equipment and material storage space to meet long-term service needs. NCDOT widening of Aviation Parkway starting in 2021/22 and completing in 2024 will add to site inefficiencies and safety concerns. The road widening project will require that the existing administration and fleet shop building be demolished to facilitate the road construction. The new public works facility should be constructed prior to NCDOT starting the road widening project.

Other

Considerations:

There is a current joint master planning initiative of the 13.71 acre public works site in collaboration with the Wake County Convenience Center expansion. Final project scope should be complete in winter 2019/2020

Preliminary Estimate

\$ 8,000,000

Includes: Design, Construction & Fixtures

All projects include in estimate a 25% contingency based on construction cost.

Strategic Goal:

Operational Excellence

CIP Project:

Community/Recreation Center

Project Category:

Parks & Recreation

Site:

Town Center Core Area

Description:

Recreation Center/Community Center focal point- improve program offerings (i.e. gym, multi-purpose rooms, senior & youth programs, indoor activities, office/storage space)

Picture/Map:



Justification:

This project would allow the Town to provide a variety of recreation opportunities including expanded program space for seniors, teens and youth programs and camps. By including the gymnasium, the Town could stop renting gym space in Cary from Wake County Schools and provide expanded activities here in Morrisville. The master plan recommends additional indoor recreation space and developing diverse and unique facility offerings to provide programming, active and passive recreation opportunities that appeal to a range of users. Based on the current level of service, the Master Plan recommends the Town add approximately 45,000 square feet of indoor recreation space within the next ten years, with this facility accommodating at least 40,000.

Other Considerations:

This project scope will be impacted by development of the Town Center Project and will require some flexibility in site location as the Town Center design is determined. There are many unknown factors at this time that will influence this project. This is a later phase in the Town Center Core planning.

Preliminary Estimate

\$ 13,766,250

Includes: Design, Construction & Fixtures

All projects include in estimate a 25% contingency based on construction cost.

Strategic Goal:

Engaged, Inclusive Community

CIP Project:

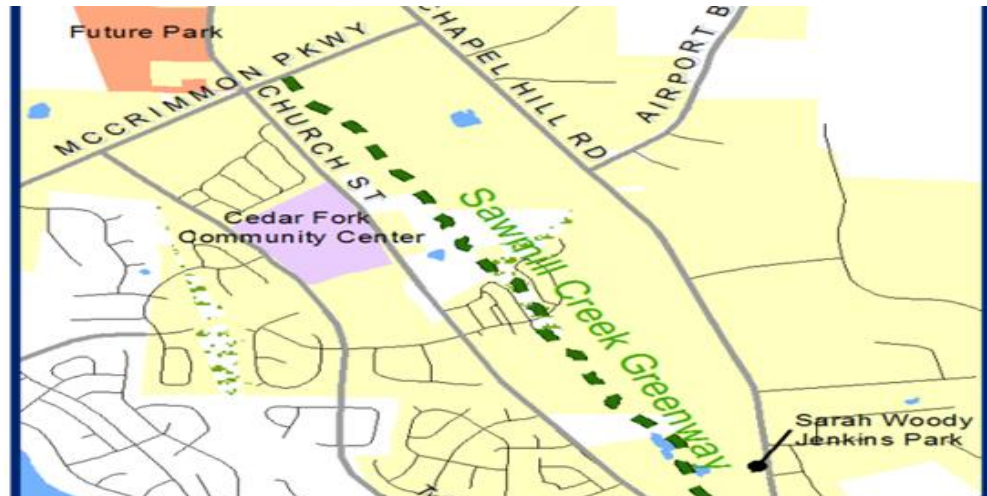
Sawmill Creek Greenway & Stream
Restoration

Project Category: Bicycle & Pedestrian

Site: Between Church Street and NC54 - west side of railroad tracks

Description: Restore 0.4 miles of Sawmill Creek stream from erosion issues and develop 1.75 miles greenway trail running north to south along the Sawmill Creek Stream and rail corridor, providing improved pedestrian connectivity, promotion of alternate modes of transportation and improving water quality.

Picture/Map:



Justification: The project would improve pedestrian options and greenway trails that are supported by the master plan. This site is in close proximity to the Historic Church parking lot and would provide easy access to the trail. The stream restoration would address water quality and erosion control issues that currently exist.

Other Considerations: Greenway location aligns well with Town Center Core concepts and might be another great public/private investment opportunity. With Crabtree Hatcher Creek Greenway wrapping up, this is likely the next big greenway project. Staff will need to give consideration to the sequencing of the stream restoration needs to stabilize the area before construction of the trail. The updated CTP will influence timing and priority. CMAQ, Wake County Open Space, PARTF and CWMT grant opportunities may exist.

Preliminary Estimate \$ 7,100,000 Includes: Land Cost/Easements, Design & Construction

All projects include in estimate a 25% contingency based on construction cost.

Strategic Goal: Improved Transportation Mobility

CIP Project:Senior Activity Center

Project Category:

Parks & Recreation

Site:

TBD

Description:

Construct a dedicated facility for senior activities on existing Town owned property to help alleviate current programming congestion at Cedar Fork Community Center. The proposed structure could be about 4,500 square feet with a multi-purpose activity room, kitchen, classroom space, and offices for staff. The site would need adequate parking and outdoor program space.

Picture/Map:



Justification:

The Parks Master Plan goal supports providing a diverse and unique facility offerings that appeal to a range of users. According to the Morrisville Special Census, in 2015 about 15.4% of the Town's population was age 55 or older. The Town currently offers programs for senior citizens (age 55 and older) mainly in multi-purpose classrooms at the Cedar Fork Community Center that provides limited space and programming.

Other
Considerations:

Meeting the needs of seniors is a high priority. Alternate facility space may consider a short-term location.

Preliminary Estimate

\$ 4,200,000

Includes: Design, Constructions & Fixtures

All projects include in estimate a 25% contingency based on construction cost.

Strategic Goal:

Engaged, Inclusive Community

CIP Project:Town Center Parking

Project Category:

Public Facility

Site:

TBD

Description:

Public parking to support community use and business development in the Town Center.

Picture/Map:



Justification:

There are current and future needs in the Town Center Core for parking infrastructure to support the public needs such as the Food Hub site and other planned events as well as private interest.

Other Considerations:

With the previously identified space now programmed for the Food Hub, parking solutions within the Town Center Core will need to be addressed. Cost estimate shown below is based on a surface parking solution and a site location is dependent on continued conversations on the Town Center Core vision.

Preliminary Estimate

\$ 425,000

Includes: Design & Construction

All projects include in estimate a 25% contingency based on construction cost.

Strategic Goal:

Economic Prosperity

CIP Project:

Town Green

Project Category: Parks & Recreation

Site:

Between Carolina Street and Jeremiah Street within Town Center Core

Description:

Create a public open space in Town Center within the Town Center Core to serve as a gathering space for events, multi-use, and passive recreation amenities that will draw people to a Main Street destination. The location and size of the site will be determined as the Town Center plans are developed.

Picture/Map:



Justification:

The project would provide additional open space in Town Center to provide passive recreational opportunities. Staff recommends the site be located adjacent to the future public recreation facility for support purposes and use by recreation program participants.

Other
Considerations:

The project scope is subject to change based on Town Center Core direction, however location flexibility & programming flexibility is necessary. The Master Plan recognized a need for more community gathering spaces and facilities that can accommodate special events. Depending on the size and space the cost will vary.

Preliminary Estimate

\$ 1,300,000

Includes: Design & Construction

All projects include in estimate a 25% contingency based on construction cost.

Strategic Goal:

Engaged, Inclusive Community

CIP Project:Train Depot

Project Category:

Public Facility

Site:

Corner of Morrisville-Carpenter Road and NC54 - original location

Description:

Replica Train Depot on Ben's Bargain Barn property or Old Fire Station One property to preserve railroad heritage.

Picture/Map:



Justification:

The original Town Center Plan envisions celebrating the Town's railroad history. The Plan further states that reconstruction should draw from historical records to provide for accurate reconstruction at the former Fire Station #1.

Other
Considerations:

There are other alternatives that need to be explored to accomplish, in conjunction with other considerations. The Ben's Bargain Barn site has limitations with railroad ROW. Will need to consider potential uses such as staff office locations or storage facility and to evaluate cost associated with creating a replica as opposed to honoring railroad history.

Preliminary Estimate

\$ 602,000

Includes: Design, Construction, permits, furnishing

All projects include in estimate a 25% contingency based on construction cost.

Strategic Goal:

Thriving, Livable Neighborhoods



ADDITIONAL INFORMATION



Police Officers at Science Fair

BUDGET PROCESS

BASIS OF BUDGETING & CONTROL

FISCAL POLICIES

POSITIONS & PAY GRADES

USER FEE SCHEDULE

LONG-RANGE FORECAST

GLOSSARY

BUDGET PROCESS

The Town of Morrisville's budget process is designed to learn by assessing current conditions and desired needs; to set our focus toward delivering the right outcomes based on community demands and financial capacity; to assemble a budget that works within the framework of our focus; to present a balanced and responsible plan that evaluates how decisions today might impact future budgets; and to take action executing the budget with a high degree of proficiency.

Provide the highest level of service to residents without impairing the Town's sound financial condition.	Budget is balanced for each fund; total projected revenues and funding sources must equal total anticipated expenditures.
Internal budgetary control is maintained at the departmental level and designed to provide reasonable assurance that these objectives are met.	Organizational oversight is maintained by the Budget Officer and his/her designee to provide for that reasonable compliance is realized in the execution of budget objectives.

ASSESSMENT PHASE

The initial phase begins in October and runs through January the following year. Reviews of current Town finances occur annually beginning with our Comprehensive Annual Financial Reporting and Audit that helps to define our financial condition and is essential in understanding the challenges and opportunities that may influence future budgets. Performance measures are reported, and Department's begin gathering and analyzing key information for decision-making purposes. This level of both internal/external review of current Town finances & performance covers such specifics as accomplishment of core objectives, revenue performance and diversity and patterns of expenditures. Successes are identified, issues are diagnosed, adjustments made, and future priorities are foreshadowed. Council and staff may elect to conduct Pre-Retreat Work Session(s) to gauge community priorities, issues, performance and exchange informational needs in preparation of the Annual Retreat.

FOCUS PHASE

The Council conducts an annual planning retreat in winter to collaborate, discuss and focus in on the priorities within an early projected financial capacity. During this phase, consideration is given to make necessary modifications to forecasting assumptions and capital planning, accounting for influential factors such as service demands, economic conditions, trend indicators, performance indices, program changes, and compensation levels while not deviating from the direction of our Town Strategy. Such a multi-year evaluation philosophy allows for a greater understanding of how decisions in one budget year may impact future budgets.

ASSEMBLY PHASE

In March, staff re-assesses departmental Base Budget projections in relation to their service objectives and resource potential for the coming year as guided by the Town Strategy. Available financial capacity will determine the ability to fund any new initiative requests such as service expansions, onetime priorities or previous unfunded expenditures above a Department's Base Budget. Pre-Budget Meetings are held with Senior Management to gauge and refine budgetary needs within a strategic framework, mitigating redundancies and weighing alternative solutions.

Departments submit their budget requests to the Budget Office by the end of March. Submittals are thoroughly evaluated ensuring reasonable and justifiable requests before the Town Manager finalizes the Preliminary Budget. Internal meetings are held with Department Heads to make any needed adjustments to the departmental budget plans to align resources appropriately. By the end of April, a preliminary budget is complete.

PRESENTATION PHASE

The budget document that is presented to the Town Council represents the culmination of intensive research and analysis. The document's purpose is to present to the Council and the public a comprehensive operating plan for the budget year. The proposed budget is presented to the Town Council at the first Council meeting in May. A Public Comment Portal provided via the internet invites the public to weigh in as Council deliberates. After considering the proposed budget, Council schedules a formal public hearing. At least ten days before the hearing, public notice of the time and place, along with a budget summary is published.

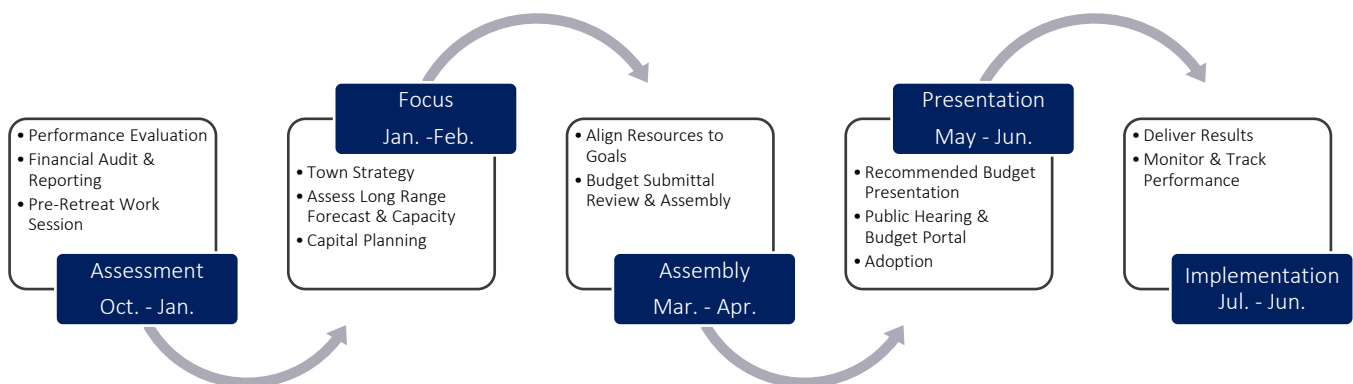
The Council reviews any public comments and adopts the operating budget by ordinance with such modifications or statements as the Council deems advisable on or before June 30th.

IMPLEMENTATION PHASE

This is the performance phase where best laid plans become reality by delivering results. The fiscal year runs from July 1st through June 30th annually. During this phase, the organization will responsibly deliver services while maintaining financial accountability.

Execution of the approved budget is monitored and tracked for performance against defined measures to identify successes, diagnose weaknesses and make adjustments to achieve the vision and mission of the community.

BUDGET CALENDAR



BASIS OF BUDGETING

The accounts of the Town of Morrisville are organized on the basis of funds. A fund is an independent fiscal and accounting entity, with a self-balancing set of accounts. Funds maintain independent records of cash and/or other resources, together with all related liabilities, obligations, reserves and equities. The purpose of a fund is to carry out specific activities or attain certain objectives in accordance with special financial regulations, restrictions or limitations. The budget covers the activities and expenditures for a fiscal year that runs from July 1 to June 30 of the following year.

The Town develops its budget as required by the North Carolina Local Government Budget & Fiscal Control Act. All budgets are prepared and adopted using the modified accrual basis whereby revenues are recognized when measurable and available and expenditures are recognized when a liability is incurred. Expenditures may not legally exceed appropriations at the departmental level for all annually budgeted funds. During the year, the Town's accounting system is maintained on the same basis as the adopted budget. Unexpended funds revert to fund balance at close of year, while unexpended capital reserve funds carry forward from year to year. At year-end, the Town's Comprehensive Annual Financial Report (CAFR) is prepared on the basis consistent with Generally Accepted Accounting Principles (GAAP).

The main differences between Budget and CAFR for proprietary funds are:

- *Capital Outlay and Debt Service principal payments are recorded as expenditures for budgetary purposes as opposed to adjustments of balance sheet accounts in the financial statements.*
- *Depreciation is not recognized for budgetary purposes and is recorded as a charge applied against the capital assets in the CAFR.*



THE TOWN OF MORRISVILLE MAINTAINS THE FOLLOWING ACTIVE FUND TYPES

Fund Type	Primary Resources	Fund Use	Budget Cycle
<u>General Fund</u> accounts for all governmental services and summarizes financial transactions except those activities which are more appropriately recorded in another fund group. Annually adopted budget.	- Property Taxes - Sales Tax - Local Fees & Other State Distributed Sources - Interfund Transfers	- Public Safety - Streets, Facilities & Solid Waste - Parks, Recreation & Culture - Economic & Development - General Operations - Debt Obligation	Annual
<u>Capital Reserve Funds</u> provides a means to set aside funds annually in a reserve to pay for future capital items. The budgeting and financial reporting consolidates this fund into the General Fund under GASB 54 annually.	- General Fund Transfers - Dedicated Value of 1Cent on Tax Rate	- Fire Apparatus Replacements - Capital Investment Projects - Roadway & Transportation Improvements	Annual
<u>Municipal Service District Fund</u> is special revenue fund. The NC General Assembly authorized the creation of a service district property tax levied against only those properties receiving a majority of signed petitions to be included within the district for specific improvements. Annually adopted budget.	Special District Property Tax of \$0.10/\$100 assessed property value	Convert & upgrade private residential streets to public standards	Annual
<u>Stormwater Enterprise Fund</u> is a proprietary fund to create a separate accounting and reporting for which fees are charged in exchange for a utility type service. Annually adopted budget.	- Stormwater ERU Fee - Stormwater Review Fees - Restricted Fees	- Stormwater systems & programs to improve water quality - Compliance with state water resource management mandates	Annual
<u>Retirement Health Care Fund</u> is a fund to account for assets held by the Town in a trustee capacity for others & therefore cannot be used to support the Town's own programs. Annually adopted budget.	3% of Gross Wages	Retiree supplemental medical coverage	Annual
<u>Separation Allowance Fund</u> is a fund used to account for assets held by the Town in a trustee capacity for others and therefore cannot be used to support the Town's own programs. Annually adopted budget.	3% of Law Enforcement Gross Wages	Law Enforcement supplemental retirement	Annual
<u>Capital Project Funds</u> are used for the purpose of tracking active Capital Improvement Projects. These funds operate on a multi-year budgetary basis. No appropriations typically within the annual operating budget. Project Ordinances control appropriations.	- Property Taxes - Fund Balance & Reserves - Debt Proceeds - Grants - Impact Fees	Large non-recurring capital projects	Multi-year

BUDGETARY CONTROL

The Town Manager serves as the Budget Officer, as mandated by state statute. Annual budget ordinances are adopted each fiscal year and amended as required. The General Fund, Municipal Service District Fund (MSD), Stormwater Fund, and Retirement Funds are on an annual budgetary basis. Capital Reserve Funds are consolidated and reported in the General Fund as per GASB 54 as is the MSD Fund. All Capital Project Funds operate on a multi-year budgetary basis. Multi-year budgets span more than one fiscal year and are adopted and amended as required via project ordinances. Budgetary control is exercised at the departmental level by the adoption of the budget by Town Council, and at the line item within each fund as an internal best practice. All unencumbered budget appropriations, except Capital Reserve and Capital Project Fund budgets, lapse at year-end.

The Budget Officer may designate a person(s) to carry out budgetary responsibilities. The Budget Officer and/or designee must approve transfers within functions. The Budget Officer and/or designee may also approve cross function transfers within the same fund. All transfers must comply with the Adopted Budget Ordinance and the Town's internal Budget Adjustment Policy. Budget amendments requiring additional appropriations must receive Town Council approval in the form of a Budget Ordinance Amendment unless the Annual Budget Ordinance authorizes otherwise. As required by North Carolina law, the Town maintains encumbrance accounts, which are considered to be "budgetary accounts." Encumbrances outstanding at year-end represent the estimated amounts of the expenditures ultimately to result if unperformed contracts in process at year-end are completed. Encumbrances outstanding at year-end do not constitute expenditures or liabilities because the commitments may be honored during the subsequent year (Purchase Order Rollover).

Emergency Appropriations:

Upon a declaration by the Council that there exists a public emergency affecting life, health, property, or the public peace, the Council may make emergency appropriations. If unappropriated revenues are not available to meet such circumstances, the Council is authorized to borrow enough funds to satisfy the emergency.

Balanced Budget:

According to North Carolina General Statute, local governments are required to present and operate under an annual balanced budget ordinance. A budget ordinance is balanced when the sum of estimated net revenues and appropriated fund balances is equal to expenditure appropriations.

FISCAL POLICIES

The Town maintains a number of financial and management policies providing guiding principles and goals that will influence financial management practice of the Town of Morrisville, North Carolina as approved by the Town Council. A fiscal policy that is adopted, adhered to, and regularly reviewed is recognized as the cornerstone of sound financial management for the purpose of:

- a) *Contributing to the Town's ability to insulate itself from fiscal crisis,*
- b) *Enhancing short-term & long-term financial credit ability by helping to achieve the highest credit and bond ratings possible,*
- c) *Promoting long-term financial stability by establishing clear & consistent guidelines,*
- d) *Directing attention to the total financial picture of the Town rather than single issue areas,*
- e) *Promoting the view of linking long-run financial planning with day-to-day operations, and*
- f) *Providing Town Council, citizenry, and professional management a framework for measuring the fiscal impacts of government services against established fiscal parameter & guidelines.*

REVENUE POLICY

The Town seeks to implement a diversified taxing policy that will ensure reasonable stability for operation at continuous service levels, but that will provide elasticity necessary for responding quickly to increased service demands due to new development. Revenue management includes within its focus, an ongoing process for reviewing and analyzing each revenue source to ensure that proceeds from each source are at an optimum level. Every attempt will be made to project revenues within 5% of final actual results, and the projections will be based on historical trends, growth patterns, and the economy. To meet these objectives, the Town observes the following guidelines:

Ad Valorem Taxes:

As provided by the North Carolina Local Budget and Fiscal Control Act, estimated revenue from the Ad Valorem Tax levy will be budgeted as follows:

- *Assessed valuation will be estimated based on historical trends; growth patterns, & anticipated construction.*
- *The estimated percentage of collection will not exceed the percentage of the levy actually realized in cash as of June 30th during the preceding fiscal year, in accordance with state law.*
- *The tax rate will be set each year based on the cost of providing general governmental services & paying debt service. Consideration will be given to future net revenue requirements for capital improvement project operational expenditure impacts & debt service.*

User Fees:

The Town sets fees that maximize user charges in lieu of Ad Valorem Taxes for services that can be individually identified and where the costs are directly related to the level of service. Emphasis of user charges over Ad Valorem Taxes results in the following benefits:

- *User Fees are paid by all users, including those exempted from property taxes.*
- *User Fees avoid subsidization in instances where the service is not being provided to the general public.*
- *User Fees are a means of rationing the provision of certain services.*

- *User Fees for certain services can be justified on the basis of equity & efficiency, by producing information on the demand level for services & by helping to make the connection between the amount paid & the service received.*

Other Revenue:

All other revenues will be programmed through the annual budget process to meet Town Council's goals.

EXPENDITURES POLICY

Budget Management:

Expenditure budgets are reviewed by staff, the Budget Manager, the Town Manager and Town Council prior to adoption and are continually monitored throughout the budget year. Budgeted funds will only be spent for categorical purposes for which they were intended. The annual operating budget defines staff authorization for operating budget adjustments. No appropriations of the proceeds of a debt instrument will be made except for the purpose for which such debt instrument was issued.

Fiscal Management:

Current operating expenditures will not exceed current operating revenues.

Continuing Contracts:

For continuing contracts, funds will be appropriated in the annual budget ordinance to meet current year obligations arising under the contract, in accordance with G.S. 160A-17.

Payroll:

Payroll will be in accordance with the requirements of the Fair Labor Standards Act. Overtime and benefits payments will be in accordance with the Town's Personnel Ordinance.

RESERVES POLICY

Reserve for State Statute:

In accordance with state statute, appropriated fund balance in any fund will not exceed the sum of cash and investments minus the sum of liabilities, encumbrances, and deferred revenues arising from cash receipts.

Unassigned Fund Balance:

The Town will maintain an unassigned fund balance in operating funds. These funds will be used to avoid cash flow interruptions, generate interest income, eliminate the need for short-term borrowing, assist in maintaining an investment-grade bond rating, provide funding flexibility for unanticipated needs and opportunities, and sustain operations during unanticipated emergencies and disasters. The level of reserve will be determined based on anticipated future funding needs, historical trends, growth patterns, the economy, and contractual obligations, including bond covenants. Refer to the Fund Balance Policy in this section.

Interfund Transfers:

Interfund transfers are allowed for the allocation of direct or indirect costs of services rendered by one fund to another.

Capital Investments Program:

The Town will update on a 4 year cycle a 5-Year Capital Investments Program (“CIP”); and a projection of capital needs and expenditures, which details the estimated cost, description, and anticipated funding sources for capital projects. The plan will include costs that have been estimated including consideration for inflation. The first year of the 5-Year CIP will be the basis of formal fiscal year appropriations intersecting with the annual budget process each year. If new project needs arise during the year, a budget amendment identifying both funding sources and project appropriations will be utilized to provide formal budgetary authority for the subject projects. The Capital Investments Program will generally address those capital assets with a value of more than \$100,000 and a useful life of five (5) years or greater.

Financing Sources:

The Town acknowledges pay-as-you-go financing as a significant capital-financing source but will determine the most appropriate financing structure for each capital project on an individual basis using all relevant factors of a project. Fund balance in excess of aforementioned LGC guidelines may be utilized as a capital source for pay-as-you-go financing.

CASH MANAGEMENT POLICY

The purpose of the Town’s Cash Management Policy is to provide guidelines to maximize the use of public moneys in the best interest of the public.

Receipts:

Cash receipts will be collected as expediently as reasonably possible to provide secure handling of incoming cash and to move these moneys into interest bearing accounts and investments. All incoming funds will be deposited daily as required by law. Deposits will be made in such a manner as to receive credit for that day’s interest.

Cash Disbursement:

The Town’s objective is to retain moneys for investment for the longest appropriate period. Disbursements will be made shortly in advance of or on the agreed-upon contractual date of payment unless earlier payment provides a greater economic benefit to the Town. All checks require two (2) signatures consisting of the Finance Director, Town Manager or Assistant Town Manager.

Banking Relations:

Banking service providers will be evaluated and selected through a competitive proposal process. Town Council will review the banking relationship at least every five (5) years. The Town will maintain a minimum number of bank accounts to facilitate the movement and investment of funds. Collateralization for deposits will be in accordance with Title 20, Chapter 7 of the North Carolina Administrative Code.

DEBT MANAGEMENT POLICY

The Town of Morrisville recognizes the foundation of any well-managed debt program is a comprehensive debt policy. A debt policy sets forth the parameters for issuing debt and managing outstanding debt and provides guidance to decision makers regarding the timing and purposes for which debt may be issued, types and amounts of permissible debt, method of sale that may be used and structural features that may be incorporated. The debt policy should recognize a binding commitment to full and timely repayment of all debt as an intrinsic requirement for entry into the capital markets. Adherence to a debt policy helps to ensure

that a government maintains a sound debt position and that credit quality is protected. Advantages of a debt policy are as follows:

- a) Enhances the quality of decisions by imposing order and discipline*
- b) Promotes consistency and continuity in decision making*
- c) Rationalizes the decision-making process*
- d) Identifies objectives for staff to implement*
- e) Demonstrates a commitment to long-term planning objectives*
- f) Regarded as a positive by the rating agencies in reviewing credit quality*

It is the policy of the Town Council:

- a) Periodically approve the issuance of Debt Obligations on behalf of the Town to finance the construction or acquisition of infrastructure & other assets for the purpose of meeting its governmental obligations to its residents*
- b) Approve the issuance of Debt Obligations to refund outstanding debt when indicated by market conditions or management considerations*
- c) Debt obligations are issued & administered in such a manner as to ensure & sustain the long-term financial integrity of the Town, achieve the highest possible credit rating, preserve & enhance the quality of life, & the safety & welfare of its citizens*

Debt issuance will not be used to finance current operations or normal maintenance.

The Town will strive to maintain its annual tax-supported debt service costs at a level no greater than fifteen percent (15%) of the governmental expenditures, including installment purchase debt. Payout of aggregate outstanding tax-supported debt principal shall be no less than 55% repaid in 10 years. The tax-supported debt of the Town will not exceed two (2%) percent of the assessed valuation of the taxable property of the Town.

Whenever possible, the Town will first attempt to fund capital projects with grants or developer contributions.

The types of debt currently used by the Town of Morrisville include general obligation bonds and installment purchase agreements. The Town may pursue other methods of financing based upon the direction of the Town Manager and approval of the Town Council. The Town will only use debt instruments, which are approved for local government.

The Town will comply with standards of the Government Finance Officers Association for financial reporting and budget presentation and the disclosure requirements of the Securities and Exchange Commission.

FUND BALANCE POLICY

To ensure financial stability, secure and maintain investment grade bond ratings, set a reasonable level of fund balance, establish under what circumstance the Town can go below the policy level, and procedures on how the Town will restore the fund balance.

Definitions:

Non-spendable fund balance includes amounts that are not in a spendable form (inventory, for example) or are required to be maintained intact (the principal of an endowment fund, for example).

Restricted fund balance includes amounts that can be spent only for the specific purposes stipulated by external resource providers (grant providers), constitutionally, or through enabling legislation (legislation that creates a revenue source and restricts its use). Effectively, restrictions may be changed or lifted only with the consent of resource providers.

Committed fund balance includes amounts that can be used only for the specific purposes determined by a formal action of the government's highest level of decision-making authority. Commitments may be changed or lifted only by the government taking the same formal action that originally imposed the constraint.

Assigned fund balance comprises amounts intended to be used by the government for specific purposes. Intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority. In governmental funds other than the general fund, assigned fund balance represents the amount that is not restricted or committed. This indicates that resources in other governmental funds are, at a minimum, intended to be used for the purpose of that fund.

Unassigned fund balance is the residual classification for the general fund and includes all amounts not contained in the other classifications. Unassigned amounts are technically available for any purpose. If another governmental fund has a fund balance deficit, then it will be reported as a negative amount in the unassigned classification in that fund. Positive unassigned amounts will be reported only in the General Fund.

Fund balance range is the range of amounts this policy has set within which the Town means to maintain the unassigned fund balance.

Surplus is the amount by which the unassigned fund balance exceeds the upper limit of the fund balance range.

Shortfall is the amount by which the unassigned fund balance drops below the lower limit of the fund balance range.

Expenditures are all uses of financial resources, budgeted for any purpose, and include operating and capital expenses, debt service, and transfers to other funds.

Operating expenditures are uses of financial resources for personnel, supplies, services and materials, and exclude capital expenses, debt service, and transfers to other funds.

Policy:

The Unassigned Fund Balance range for the General Fund shall be no less than three (3) months operating expenditures or twenty-five (25%) percent of the total budgeted operating expenditures. In the event of an extreme emergency, the Town Council may utilize unassigned fund balance that will reduce fund balance below the 25% policy for the purpose of providing for:

- *An unanticipated revenue shortfall*
- *Exposure to natural disasters (e.g. hurricanes or other events that threaten the health or safety of the residents)*

- *Taking advantage of an unforeseen significant opportunity that may be otherwise lost to the community*
- *To protect the long-term fiscal security of the Town of Morrisville*

If Fund Balance falls below twenty-five (25%) percent, the Town Council will adopt a written plan as part of the following year's budget process to restore the Fund Balance available to the policy level within twenty-four (24) months from the date of the budget adoption. This plan may require reduction of services, increases in taxes, fees, or rates, or some combination thereof.

If Unassigned Fund Balance available as calculated as part of closing-out a fiscal year is in excess of forty-five (45%) percent, the Town Council may appropriate or designate the excess for one-time Capital Expenditures, Economic Development related expenditures, or transfer the excess to a Capital Reserve Fund. Therefore, the unassigned fund balance range target is forty-five (45%) percent.

INVESTMENT POLICY

The purpose of this investment policy is to guide the Town of Morrisville in managing cash on hand, to preserve principal, and generate income to provide cash for daily operational and capital needs.

- It is the intent of the Town that public funds will be invested to the extent possible to reduce the need for property tax revenues. Funds will be invested with the chief objectives of safety of principal, liquidity, and yield, in that order. All deposits and investments of Town funds will be in accordance with N.C.G.S. 159.*
- The Town will use a Central Depository to maximize the availability and mobility of cash for all funds that can be legally, and practically combined.*
- Cash Flows will be forecast, and investments will be made to mature when funds are projected to be needed to meet cash flow requirements.*
- Liquidity: No less than 20% of funds available for investment will be maintained in liquid investments at any point in time.*
- Maturity: All investments will mature in no more than thirty-six (36) months from their purchase date.*
- Custody: All investments will be purchased "payment-versus-delivery" and if certificated will be held by the Finance Officer in the name of the Town. All non-certificated investments will be held in book-entry form in the name of the Town with the Town's third-party Custodian (Safekeeping Agent).*
- Authorized Investments: The Town may deposit Town Funds into any Board approved Official Depository, if such funds are secured in accordance with NCGS-159 (31). The Town may invest Town Funds in the North Carolina Capital Management Trust, US Treasury Securities, US Agency Securities specifically authorized in GS-159 and Commercial Paper meeting the requirements of NCGS-159 plus having a national bond rating.*
- Diversification: No more than 5% of the Town's investment funds may be invested in a specific company's commercial paper and no more than 20% of the Town's investment funds may be invested in commercial paper. No more than 25% of the Town's investments may be invested in any one US Agency's Securities.*
- Allocation: Investment income will be allocated to each participating fund or account based on a fair and equitable formula determined by the Finance Director.*
- Reporting: The Town Council will receive a report summarizing the Town's investment holdings on a quarterly basis.*

ACCOUNTING & FINANCIAL REPORTING

The Town will establish and maintain an accounting system according to the North Carolina Local Budget and Fiscal Control Act, generally accepted accounting principles (GAAP), standard of the Governmental Accounting Standards Board (GASB), and the Government Finance Officers Association (GFOA).

Comprehensive Annual Financial Report (CAFR):

The Town's CAFR will be submitted to the GFOA Certification of Achievement for Excellence in Financial Report Program. The financial report should be in conformity with GAAP, demonstrate compliance with finance related legal and contractual provisions, disclose thoroughness and detail sufficiency, and minimize ambiguities and potentials for misleading inference. The audit opinion will be included with the Town's CAFR.

The Long-range forecast is updated post audit with new historical information produced by the annual audit for the purposes of future forecasting analysis.

Internal Controls:

Financial systems will maintain internal controls to monitor revenues, expenditures, and program performance on an ongoing basis.

Note: The Town maintains a number of internal policies defining procedural internal controls. The Town Manager approves such policies.

Fiscal Monitoring:

Quarterly financial reports will present actual expenditures vs. budget on a monthly and cumulative basis. Major revenue sources will be monitored on a monthly basis, noting the status of each revenue as compared to budget.

Basis of Accounting:

For financial reporting purposes, the governmental funds use the modified accrual basis of accounting, under which revenues considered to be both measurable and available for funding current appropriations are recognized when earned. All other revenues are recognized when received in cash, except that revenues of material amounts that have not been received at the normal time of receipt are accrued, and any revenues in advance are deferred. Expenditures are recorded at the time liabilities are incurred except for accumulated sick leave, which is treated as an expenditure when paid.

Proprietary funds use the accrual basis of accounting under which revenues are recognized when earned, and expenses are recorded when liabilities are incurred.

Basis of Budgeting:

The Town prepares and adopts annually a budget using the modified accrual basis whereby revenues are recognized when measurable and available, and expenditures are recognized when liability is incurred. Expenditures may not legally exceed appropriations at the departmental level for all annually budgeted funds.

POSITIONS & PAY GRADE CLASSIFICATION

POSITION CHANGE SUMMARY

Full-time	2017	2018	2019	Proposed 2020	Changes
General Government					
ADMINISTRATION	9	8	9	5	-4
COMMUNICATIONS/OUTREACH	-	-	-	4	4
HUMAN RESOURCES	3	3	3	3	-
FINANCE	5	5	5	5	-
INFORMATION TECHNOLOGY	4	4	6	6	-
	20	20	23	23	-
Public Safety					
POLICE	41	42	45	45	-
FIRE	49	52	54	58	4
	90	94	99	103	4
Economic & Physical Development					
INSPECTIONS	6	8	8	10	2
PLANNING	11	11	12	12	-
	17	19	20	22	2
Public Works					
PUBLIC WORKS	21	21	20	22	2
	21	21	20	22	2
Engineering					
ENGINEERING	5	5	7	8	1
	6	5	7	8	1
Stormwater					
STORMWATER	3	3	3	3	-
	3	3	3	3	-
Culture and Recreation					
PARKS & RECREATION	13	13	12	15	3
	13	13	12	15	3
GRAND TOTAL FULL-TIME	170	175	184	196	12
Part-time	2017	2018	2019	Proposed 2020	Changes
INFORMATION TECHNOLOGY	0.5	0.25	0.25	0.25	-
FIRE	18	18	18	18	-
POLICE	1.3	1.3	1.3	2.3	1
PLANNING	0.2	0.2	-	-	-
PUBLIC WORKS	2	2	2	2	-
PARKS & RECREATION	18.8	18.8	18.8	25.05	6.25
GRAND TOTAL PART-TIME	40.8	40.55	40.35	47.60	7.25
TOTAL ALL POSITIONS	210.8	215.55	224.35	243.60	19.25

Note: FY2019 includes position shifts, reclassifications and other mid-year changes.

FULLTIME PAY GRADE CLASSIFICATION FY2020 – EFFECTIVE JULY 1, 2019

Grade	Beginning	End	Classification Title
10	\$28,966	\$46,346	(RESERVED FOR FUTURE USE)
11	\$30,415	\$48,663	RECEPTIONIST <i>(inactive)</i>
			ADMINISTRATIVE SUPPORT ASSISTANT
12	\$31,935	\$51,097	AQUATICS AIDES <i>(full-time)</i>
			PARKS & GROUNDS TECHNICIAN I
			STREET MAINTENANCE TECHNICIAN I
13	\$33,533	\$53,651	(RESERVED FOR FUTURE USE)
			PARKS & GROUNDS TECHNICIAN II
14	\$35,209	\$56,334	PLANNING ASSISTANT <i>(inactive)</i>
			STREET MAINTENANCE TECHNICIAN II
15	\$36,970	\$59,150	POLICE RECORDS TECHNICIAN <i>(inactive)</i>
			ACCOUNTING TECHNICIAN
16	\$38,817	\$62,108	FACILITIES MAINTENANCE TECHNICIAN
			PERMIT TECHNICIAN
			SENIOR ADMINISTRATIVE SUPPORT SPECIALIST
17	\$40,758	\$65,213	FIREFIGHTER
			PAYROLL ADMINISTRATOR
			ADMINISTRATIVE SUPPORT SPECIALIST
			AQUATICS SPECIALIST
			ATHLETICS PROGRAM SPECIALIST
18	\$42,797	\$68,474	DEVELOPMENT SERVICES COORDINATOR
			FITNESS PROGRAM SPECIALIST
			PLANNING TECHNICIAN
			POLICE OFFICER
			RECREATION PROGRAM SPECIALIST
			BUILDING CODES INSPECTOR I
			MASTER FIREFIGHTER
			MASTER POLICE OFFICER
19	\$44,936	\$71,897	MECHANIC
			POLICE SUPPORT SERVICE ANALYST
			SENIOR FACILITIES MAINTENANCE TECH
			STREET MAINTENANCE CREW LEADER
			TURF AND LANDSCAPE SPECIALIST
			ATHLETICS SUPERVISOR
20	\$47,183	\$75,492	CODE ENFORCEMENT OFFICER
			FIRE ENGINEER
			MARKETING & EVENTS SPECIALIST
			SENIOR MECHANIC
			ADMINISTRATIVE SERVICES MANAGER
			BUILDING CODES INSPECTOR II
			COMMUNITY RELATIONS LIAISON
21	\$49,542	\$79,266	ASSISTANT FIRE MARSHAL
			ENGINEERING INSPECTOR <i>(inactive)</i>
			ENVIRONMENTAL SPECIALIST
			PLANNER I
			SENIOR POLICE OFFICER
			FIRE LIEUTENANT
22	\$52,019	\$83,230	HUMAN RESOURCES ANALYST
			TOWN CLERK
			COMMUNITY CENTER SUPERVISOR
23	\$54,620	\$87,391	ENGINEERING TECHNICIAN
			PARKS AND RECREATION PLANNER

<u>Grade</u>	<u>Beginning</u>	<u>End</u>	<u>Classification Title</u>
23	\$54,620	\$87,391	PLANNER II
			PROJECTS COORDINATOR
			SENIOR BUILDING CODES INSPECTOR
24	\$57,351	\$91,761	ASSISTANT BUILDING CODES ADMINISTRATOR
			FIRE CAPTAIN
			GENERAL SERVICES SUPERINTENDENT
			INFORMATION TECHNOLOGY ANALYST
			PARKS & GROUNDS SUPERINTENDENT
			POLICE SERGEANT
			PROGRAMS COORDINATOR
			PUBLIC INFORMATION OFFICER
			PURCHASING & CONTRACT MANAGER
			RISK MANAGER
			STREETS SUPERINTENDENT
25	\$60,219	\$96,349	DEPUTY FIRE MARSHAL
			POLICE LIEUTENANT
			STORMWATER ENGINEER
			SENIOR PLANNER
26	\$63,229	\$101,167	CAPITAL PROJECTS MANAGER
			ENTERPRISE SYSTEMS ADMINISTRATOR
			INFORMATION TECHNOLOGY ANALYST II
			POLICE CAPTAIN
			RECREATION SUPERINTENDENT
27	\$66,391	\$106,224	SPECIAL PROJECTS COORDINATOR
			BATTALION CHIEF
			BUDGET MANAGER (<i>inactive</i>)
			GIS MANAGER
			FIRE MARSHAL
28	\$69,710	\$111,536	SENIOR INFORMATION TECHNOLOGY ANALYST
			CONTROLLER
			CURRENT PLANNING MANAGER
			DEVELOPMENT ENGINEERING SUPERVISOR
			INFORMATION TECHNOLOGY OPERATIONS MANAGER
			LONG RANGE PLANNING MANAGER
			NETWORK SECURITY ADMINISTRATOR
29	\$73,195	\$117,112	STORMWATER ENGINEER MANAGER
			ASSISTANT FIRE CHIEF
30	\$76,855	\$122,968	SENIOR CAPITAL PROJECT MANAGER
31	\$80,698	\$129,116	(RESERVED FOR FUTURE USE)
32	\$84,733	\$135,572	COMMUNICATIONS & OUTREACH DIRECTOR
			HUMAN RESOURCES DIRECTOR
			INSPECTIONS DIRECTOR
			PARKS & RECREATION DIRECTOR
33	\$88,969	\$142,350	FINANCE DIRECTOR
			FIRE CHIEF
			CHIEF INFORMATION OFFICER
			PLANNING DIRECTOR
			POLICE CHIEF
			PUBLIC WORKS DIRECTOR
			TOWN ENGINEER
34	\$93,418	\$149,467	ASSISTANT TO THE TOWN MANAGER
35	\$98,088	\$156,941	(RESERVED FOR FUTURE USE)
36	\$102,993	\$164,788	(RESERVED FOR FUTURE USE)
37	\$108,138	\$173,028	ASSISTANT TOWN MANAGER

PART-TIME PAY GRADE CLASSIFICATION FY2019

Effective July 1, 2019

Grade	Skill Level	Hourly Rates	Titles
1	Jobs requiring basic education and little or no developed skill or experience. Jobs have immediate supervision available.	\$7.50 to \$10.00	Scorekeeper Recreation Aide I Gym Attendant Lifeguard I
2	Jobs requiring secondary education, or equivalent. Requires developed skill or expertise. May involve use of complex equipment or programs. Previous work experience related to duties is required.	\$8.50 to \$11.00	Lifeguard II Center Aide Recreation Aide II Bus Driver
3	Jobs requiring advanced knowledge and abilities gained through special training or development. Tasks generally involve technical or administrative details. Job duties may include supervising or training other part time staff. Job duties may also require special certifications.	\$9.50 to \$12.00	Field Supervisors Official I Recreation Aide III Center Aide II
4	Jobs requiring advanced technical knowledge. Tasks generally involve more complex assignments and may include supervision of a site or facility. Job duties may also require special certifications.	\$10.50 to \$13.00	Official II Lifeguard III Recreation Aide IV
5	Jobs may require extensive knowledge, skills, and abilities gained through special training, development, education, extensive experience, or specific certifications. Requires ability to work independently and utilize sound judgment to safely perform duties and/or ensure the safety of others.	Based on market analysis	Swim Instructor WSI Swim Instructor Non-WSI Cultural Arts Instructors Fitness Instructors Other Instructors Reserve Police Officer Firefighter Office Assistant Crossing Guard Maintenance Technician Project or Program Assistant

USER FEE SCHEDULE - Effective July 1, 2019

<i>Administration Fee Description</i>	<i>Current Fee</i>	<i>Adopted Fee Change</i>
Ad Valorem Tax	39¢ per \$100	
Ad Valorem Municipal Service District Tax (only impacts those residents located within Service District Area)	10.00 ¢ per \$100	
Vehicle Tag Fee	\$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 1/2" x 11" (one/two sided)	15¢	
8 1/2" 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	
<u>Files on Disk/CD Rom</u>		
CD Rom	\$6.00	
DVD	\$8.00	
<u>Digital Copies</u>		
All documents & maps, except custom, sent via email or FTP site	No Charge	
Documents provided via USB Flash Drive	\$6.00	
<u>Copies from Plotter (Maps)</u>		
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	
<u>Custom Map</u>		
Fee includes One digital version and one hard copy from plotter	Base map fee + \$130.00 per hour	
<u>Development Plans and Documents</u>		
Land Use Plan – Current Version (updated March 24, 2009)	\$20	
Land Use Plan - Previous Version	\$5	

<i>Administration Fee Description</i>	<i>Current Fee</i>	<i>Adopted Fee Change</i>
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	

<i>Planning Fee Description</i>	<i>Current Fee</i>	<i>Adopted Fee Change</i>
Comprehensive Plan Amendments	-	
Comprehensive Plan Amendments - Consultant Peer Review Fee	Actual Cost of Review	
Comprehensive Plan Amendments - Map Amendment	\$715	\$1,000
Comprehensive Plan Amendments - Text Amendment	\$715	\$1,000
Conceptual Master Plan Approval	-	
Conceptual Master Plan Approval (includes first 3 reviews)	\$750 + \$30/acre	
Conceptual Master Plan Approval - Minor Modification (includes first 3 reviews)	\$600	\$250 per modified plan sheet (maximum of \$2000)
Conceptual Master Plan Approval: 4 th Review and each review thereafter	\$205	\$250
Landscaping & Tree Preservation	-	
Landscaping & Tree Preservation - Alternative Landscape Plan	\$205 per requested standard	\$250 per requested alternative
Landscaping & Tree Preservation - PIL for Replacement Tree	\$305 per caliper inch	
Landscaping & Tree Preservation - Tree Damage Report	Actual Cost of Review	
Ordinance Amendments		
Ordinance Amendment - Conditional	\$700 + \$30/acre	\$1,000 + \$30/acre
Ordinance Amendment - General Use	\$700 + \$30/acre	\$750 + \$30/acre
Ordinance Amendment - Planned Development	\$2,000 + \$30/acre	
Ordinance Amendment - Planned Development: Minor Modification	\$600	\$250 per modified page in PD Plan/Agreement. (maximum of \$2000)
Sign Permits	-	
Specific Sign Types - Ground, Wall Mounted, Projection, Awning-Mounted & Marquee	\$135 (Sign less than or equal to 30 sqft); or \$6 per sqft (Sign greater than 30 sqft)	
Specific Sign Types - Bracket Mounted	\$6 per sqft	

<i>Planning Fee Description</i>	<i>Current Fee</i>	<i>Adopted Fee Change</i>
Specific Sign Type - Sandwich board	\$25	
Special Purpose Sign - Address (Ground mounted)	\$25	
Special Purpose Sign - Address (Wall Mounted)	No Fee	
Special Purpose Sign - Contractor/Construction Signs	\$5 per sqft	
Special Purpose Sign - Residential Development Identification Signs	\$135 (Sign less than or equal to 30 sqft); or \$6 per sqft (Sign greater than 30 sqft)	
Special Purpose Sign - Directional Signage	\$6 per sqft	
Special Purpose Sign - Directory Signs	\$135 (Sign less than or equal to 30 sqft); or \$6 per sqft (Sign greater than 30 sqft)	
Temporary Sign - Home Garden Produce Sale Sign	\$25	
Temporary Sign - Real Estate (Commercial Only)	\$25	
Temporary Sign - Promotional Event Signs	\$65 per calendar year	
Temporary Sign - Temporary Directional Signage associated with Special Events Permit	\$25 per sign	
Temporary Sign - Temporary Directional Signage associated with Residential Developments	\$75 per sign	
Temporary Sign - Light Pole Banner	\$6 per pole (One-time fee required for initial installation. This is necessary to ensure banner location & brackets comply with UDO standards)	\$25 per pole (One-time fee required for initial installation. This is necessary to ensure banner location & brackets comply with UDO standards)
Temporary Sign - Banner Signs on Ground-mounted Signage:	\$25 per sign (One-time fee required for initial installation. This is necessary to ensure banner location & brackets comply with UDO standards)	
Site Plan		
Site Plan: Major Non-Residential and Mixed Use (includes first 3 reviews) Note: If submitted concurrent with Construction Drawing it includes first 4 reviews.	\$800 + \$30/acre	\$1,000 + \$30/acre
Site Plan: Major Single Family Attached and Multi-family (includes first 3 reviews) Note: If submitted concurrent with Construction Drawing it includes first 4 reviews	\$800 + \$25/acre	\$1,000 + \$25/unit
Site Plan: Minor Non-Residential use and Mixed Use (includes first 3 reviews)	\$700 + \$30/acre	\$800 + \$30/acre.

<i>Planning Fee Description</i>	<i>Current Fee</i>	<i>Adopted Fee Change</i>
Site Plan: Minor Single Family Attached and Multi-family (includes first 3 reviews)	\$700 + \$25/unit	\$800 + \$25/unit
Site Plan: Minor Modification (includes first 3 reviews)	\$600	\$250 per modified plan sheet (maximum of \$2000)
Site Plan: 4 th review and each review thereafter	\$560	\$600
Site Plan: Bulletin Drawing Review (includes 2 reviews)	\$150 - per request	\$150—per request
Site-Specific Development Plan Designation	\$1,015	
Subdivision Approval		
Subdivision Final Plat - Type 1 and Type 2 (includes first 3 paper reviews & mylar review)	\$200 + \$15/lot and \$25/unit (if mixed use has residential component)	
Subdivision Final Plat - Type 1 and Type 2 Each additional review	\$105	
Subdivision Final Plat - Determination of Subdivision Exclusion (includes first 3 paper reviews & mylar)	\$155	\$200
<u>Subdivision Final Plat - Determination of Subdivision Exclusion Each additional review</u>		\$105
Subdivision Final Plat - Right-of-Way Dedication (includes first 3 paper reviews & mylar review)	\$155	\$200
<u>Subdivision Final Plat - Right-of-Way Dedication Each additional review</u>		\$105
Subdivision Preliminary - Type 1 (includes first 3 reviews) * Note: Fee not required for single family attached. See Site Plan fees	\$800 + \$15/lot	\$1,000 + \$25/lot
Subdivision Preliminary - Type 2 (includes first 3 reviews) * Note: Fee not required for single family attached. See Site Plan fees	\$700 + \$15/lot	\$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	\$600	\$250 per modified plan sheet (maximum of \$2000)
Subdivision Preliminary - Type 1 and 2: Bulletin Drawing—(includes 2 reviews)	\$150 - per request	\$150—per request
Subdivision Preliminary - Type 1 and Type 2: 4 th review and each review thereafter	\$560	\$600
All Other Fees		
Administrative Adjustment	\$155 per requested standard	\$250 per requested adjustment standard

<i>Planning Fee Description</i>	<i>Current Fee</i>	<i>Adopted Fee Change</i>
Administrative Appeal (UDO)	\$610	
Alternative Equivalent of Compliance	\$750 + \$30/acre	
Accessory Structure Fee	\$155	
Annexation Petition - Voluntary Annexation	\$360	
<u>Cross Access Waiver</u>		\$250 per cross access point
Development Agreement	\$1,015	
Development Name Change	\$510	
Food Truck Permit	\$105	\$50
Grave Removal Request	\$230	
Home Occupation Fee	\$155	
Interpretation (UDO)	\$205	\$250
<u>Loading Space Waiver</u>		\$250 per application
Parking - Alternative Parking Plan	\$105	\$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>\$2,143 per unit</u>	<u>\$2,172 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	
<u>Security Fence Plan</u>		\$250
Special Event Permit	Tier I - \$100 \$25	Tier II-
Special Event Permit: Late Fee	Tier I - \$250 \$50	Tier II- -
Special Use Permit	\$750 + \$30/acre	\$1,000 + \$30/acre

<i>Planning Fee Description</i>	<i>Current Fee</i>	<i>Adopted Fee Change</i>
Special Use Permit: Minor Amendment	\$510	\$750
Stockpiling Permit	\$105	
Street Vendor Permit	\$105	\$50
Structures in the Right-of-way (See Section 2.5.24 Right-of-Way Encroachment Agreement Approval)	\$510	
Telecommunications Facility: Small Cell Antenna/DAS [1][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)	\$510	\$600 per request
<u>Waivers to UDO requirements by the Planning Director (not otherwise identified in this fee schedule)</u>		\$250 per requested waiver
Zoning Compliance Letter	\$190	\$200

<i>Engineering Fee Description</i>	<i>Current Fee</i>	<i>Adopted Fee Change</i>
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	

Engineering Fee Description	Current Fee	Adopted Fee Change
<u>Floodplain Development Permit</u>		
Elevation Certificate	\$150	
Map Revision (CLOMR/LOMR)	\$1,000	
<u>Riparian Buffer Development (No practical alternatives) Submittal</u>		
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 BAAP	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	
Bulletin Drawing Review - per review (includes 2 reviews)	\$150	
Interpretation (EDCM)	\$205	
<u>Retaining Wall/Other Structures Submittal</u>		
1st Review	\$150	

Engineering Fee Description	Current Fee	Adopted Fee Change
2nd Review and each Thereafter	\$100	
Riparian Buffer Variance	\$500	
<i>Stream Buffer Determination</i>	<i>\$250 per Stream</i>	
<i>Stormwater ERU Fee - Per Equivalent Residential Unit (ERU) and billed by Wake County</i>	<i>\$25 per ERU</i>	
Stormwater Variance	\$500	
Infrastructure Fees		
Roadway improvements w/in or adjacent to public right-of-way includes storm drainage, grading, curb and gutter, sidewalks, paving, and street acceptance (includes 1 punch-list walkthrough, 1 post punch-list walkthrough, 1 end of warranty punch-list and 1 final acceptance walkthrough [NOTE: punch-lists are only valid for 3 months from date of inspection letter unless otherwise allowed for by the Town Engineer. Failure to complete required repairs will result in a new punch-list walkthrough being completed and re-inspection fee required])	\$6.00 per linear foot	
Street Acceptance Walk Through (Punch-list) Re-inspection	\$50 per street + \$0.50 per linear foot	
Roadway Improvements Re-inspection	\$50 per inspection	
Driveway curb cut includes excavation, forming, and concrete placement	\$50 per driveway opening	
Re-inspection of driveway curb cut	\$50 per driveway opening	
Encroachment in public right-of-way includes excavation, backfill and work relating to the installation, repair, replacement, and removal of utilities, structures or other encumbrances within Town R/W	\$2.00 per linear foot	
Detached single-family dwelling unit includes one inspection and one re-inspection	\$150 per lot	
Re-inspection of detached single-family dwelling unit includes 2 additional re-inspections	\$150 per lot	
Sidewalk improvements outside public right-of-way	\$0.50 per linear foot	

Engineering Fee Description	Current Fee	Adopted Fee Change
Roadway / Fire lane improvements outside of public right-of-way	\$2.50 per linear foot	
Storm drainage improvements outside of public right-of-way	\$1.50 per linear foot	
Drainage swale/ditch improvements (outside of public right-of-way)	\$1.50 per linear foot	
Attached town home dwelling unit (includes one inspection and one re-inspection)	\$75 per lot	
Re-inspection of attached town home dwelling unit (includes two additional re-inspections)	\$75 per lot	
Greenway (Public and Private)	\$0.50 per linear foot	
Apartments, commercial, office, institutional, and industrial lots (includes one inspection and one re-inspection)	\$400 per building	
Re-inspection of apartments, commercial, office, institutional, and industrial lots (includes two additional re-inspections)	\$400 per building	
<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	

Inspection Fee Description	Current Fee	Adopted 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	

<i>Inspection Fee Description</i>	<i>Current Fee</i>	<i>Adopted Fee Change</i>
Bedrooms, bathrooms, sunrooms, or similar addition with over 400 sqft	Same as New Single Family	
Multi-Family Dwelling	\$500 first unit (per unit)	
Manufactured home or construction trailer - includes piers, tie-downs, steps, decks, electrical, plumbing & mechanical	\$250	
Modular Units/Dwellings Moved on Lot	\$80 each trade + \$0.25 per sqft	
Residential Accessory Structure - includes attached deck, garage, open porch, etc. Or detached shed or garage of more than 144 sqft or greater	\$80 each trade + \$0.25 per sqft	
Residential Alteration, Change Out or Individual Trade - Building, Electrical Plumbing, or Mechanical	\$80	
Electrical Service or Gas Utility - Conditional Power and/or Conditional Mechanical	\$80	
Non - Residential	-	
Based on total construction cost of all trades including both labor and materials, fire suppression, and alarm systems if applicable.	-	
\$0 - \$2,500	\$200	
\$2,501 - \$7,500	\$250	
\$7,501 - \$15,000	\$350	
\$15,001 - \$25,000	\$500	
\$25,001 - \$50,000	\$750	
\$50,001 - \$100,000	\$1,400	
\$100,001 - \$200,000	\$2,800	
\$200,001 - \$350,000	\$4,500	
\$350,001 - \$500,000	\$6,000	
\$500,001 - \$750,000	\$8,000	
\$750,001 - \$1,000,000	\$10,000	
over \$1,000,000	\$10,000 + .20% (.0020) of everything over \$1,000,000	
Other Fees		
Application Re-processing	\$80	
Residential Irrigation Permit Only	\$80	
Commercial Irrigation Permit Only	\$200	
Residential - New Single Family & Townhome Application Submittal Fee	\$80	

<i>Inspection Fee Description</i>	<i>Current Fee</i>	<i>Adopted Fee Change</i>
Commercial Application Submittal Fee - Non-Refundable	\$200	
Re-Review / Plan Change	\$150	
Re-Inspection Fee -	\$80 each trade	
Homeowner Recovery Fee	\$10	
Demolition Permit	\$200 if required for utilities	
Temporary Electrical Power - Tree sales, etc..	\$80	
Work Without a Permit	Up to Double Permit Fee	
Replacement Permit Card	\$10	
Replacement Certificate of Occupancy	\$10	
Plan Re-Stamp	\$50 * 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	

<i>Police Fee Description</i>	<i>Current Fee</i>	<i>Adopted Fee Change</i>
Residential & Commercial False Alarm Fees		
1 - 3 (Three) false alarms annually along with official notification from the Chief of Police	No Charge	

<i>Police Fee Description</i>	<i>Current Fee</i>	<i>Adopted Fee Change</i>
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	

<i>Fire Fee Description</i>	<i>Current Fee</i>	<i>Adopted Fee Change</i>
Fire Inspection Service Fees		
<u>Single Family attached/detached, commercial, industrial, office, etc....</u> <u>based on square footage</u>		
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		
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	

<i>Fire Fee Description</i>	<i>Current Fee</i>	<i>Adopted Fee Change</i>
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...		

<i>Fire Fee Description</i>	<i>Current Fee</i>	<i>Adopted Fee Change</i>
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><i>Apartments, Hotel/Motel and Condominiums</i></u>		
Inspection Fee		
3 - 9 Units	\$50.00	
10 - 19 Units	\$100.00	

<i>Fire Fee Description</i>	<i>Current Fee</i>	<i>Adopted Fee Change</i>
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	
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 hours 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	

<i>Fire Fee Description</i>	<i>Current Fee</i>	<i>Adopted Fee Change</i>
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>	50	
ABC License Application Inspection	\$60.00 Minimum or based on square footage, whichever is greater	
Work & Modification without plan submittal & approval (Fire Alarms & Sprinklers)	\$200.00	
<u>Fire Alarm System Reset</u>		
1st-3rd Offenses	\$250/occurrence	
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	

Fire Fee Description	Current Fee	Adopted Fee Change
<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 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	Adopted Fee Change
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NOTE: All MAFC related fees are under review at this time and therefore Current Fees will remain in place until evaluation complete and fee structure for MAFC Re-opening determined.

MAFC Membership

Daily Passes

Adult age 15-54	Res \$5 / Non \$7
Senior age 55+	Res \$3 / Non \$4
Children age 3-14 (under 3 free)	Res \$3 / Non \$4

Punch Passes (~~35~~ 10 daily visits)

Adult age 15-54	Res \$60 / Non \$90
Senior age 55+	Res \$30 / Non \$45
Children age 3-14 (under 3 free)	Res \$30 / Non \$45

Membership Fees - 1 year

1 Year Membership	Res \$246 / Non \$299
Adult age 23-54	new
Adult add-on (1 in the same household)	\$267
Corporate Adult	Res \$194 / Non \$233
Senior age 55+	Res \$194 / Non \$233
Young Adult age 15-22	Res \$72 / Non \$92 per child
Child Add-on age 3-14 (under 3 free)	

<i>Parks Fee Description</i>	<i>Current Fee</i>	<i>Adopted Fee Change</i>
Monthly Membership	Res \$34 / Non \$39	
Adult age 23-54	\$36	
Corporate Adult	Res \$26 / Non \$30	
Senior age 55+	Res \$26 / Non \$30	
Young Adult age 15-22	Res \$12 / Non \$14 per child	
Child Add-on age 3-14 (under 3 free)		
Monthly Membership - Bank Draft or credit card	Res \$24 / Non \$29	
Adult age 23-54	new	
Adult add-on (1 in the same household)	\$26	
Corporate Adult	Res \$19 / Non \$23	
Senior age 55+	Res \$19 / Non \$23	
Young Adult age 15-22	Res \$10 / Non \$12 per child	
Child Add-on age 3-14 (under 3 free)		
Aquatics (varying age groups)		
Morning or Evening Swim Lessons	Res \$ 61 / Non \$82	
Stroke School	Res \$61 / Non \$82	
Adult Lessons	Res \$61 / Non \$82	
Parent/Tot Lessons	Res \$33 / Non \$51	
Athletics (varying age groups)		
Youth Soccer Programs	Res \$52 / Non \$78	Res \$53 / Non \$78
Youth Baseball Programs	Res \$52 / Non \$79	Res \$53 / Non \$79
Girls Volleyball Program	Res \$52 / Non \$80	Res \$53 / Non \$80
Youth Basketball Programs	Res \$72 / Non \$102	Res \$72 / Non \$103
Jr. Basketball Programs	Res \$52 / Non \$78	Res \$53 / Non \$79
Adult Corporate League Basketball Programs age 18+	\$460 Team Fee; plus \$25 each non-residential team member	\$460 Team Fee; plus \$25 each non-residential team member
Fitness (varying age groups/dates/times)		
Teen Fit age 12-15	Res \$10 / Non \$15 per month Res \$8 / Non \$12 per month (peak sessions) Free for members	
Shotokan Karate for Adults or Youth	Res \$53 / Non \$79 Res \$40 / Non \$59 (short sessions)	
Line Dancing age 18+	Free	
Aerobics Classes	Free for members / Non members pay Daily Pass rate	
Water Aerobics Classes	Free for members / Non members pay Daily Pass rate	

<i>Parks Fee Description</i>	<i>Current Fee</i>	<i>Adopted Fee Change</i>
Tri Masters Swim Group	Members \$2 / Res \$5 / Non \$7	
Tai Chi	Free	
Youth Programs		
Early Arrivals grades K-5	Res \$930 / Non \$1330 (monthly payment plans provided)	Res \$975 / Non \$1375 (monthly payment plans provided)
After School grades K-5	Res \$1,500 / Non \$2,000 (monthly payment plans provided)	Res \$1,300 / Non \$1,800 (monthly payment plans provided)
Teacher Workday Camps	Res \$36 / Non \$52 per session	Res \$37 / Non \$53 per session
Early Release Days	Res \$14 / Non \$21 per session	Res \$15 / Non \$22 per session
<u>Summer Camps</u>		
Deposit - non refundable	\$25 per session	
Camp Wiggle Worms age 3-5	Res \$75 / Non \$100 per week session	Res \$100 / Non \$125 per week session
Camp Cedar Fork Jr. rising Kindergarteners	Res \$155 / Non \$218 per week session	Res \$160 / Non \$225 per week session
Camp Cedar Fork grades 1-5 (rising 5th grader)	Res \$135 / Non \$188 per week session	Res \$140 / Non \$195 per week session
Camp Cedar Fork Sr (rising 6 - 8 grade)	Res \$135 / Non \$188 per week session	Res \$140 / Non \$195 per week session
Counselor in Training (CIT) Camp (rising 9 grade)	Res \$135 / Non \$188 per week session	Res \$140 / Non \$195 per week session
<u>Education Classes</u>		
Academic Adventures in kindergarten Readiness ages	Res \$130 / Non \$195 per session	Res \$150 / Non \$225 per session
Ready, Set, Go A	Res \$900 / Non \$1,200 per year	Res \$950 / Non \$1,250 per year
Ready, Set, Go B	Res \$1,400 / Non \$1,900 per year	Res \$1,500 / Non \$2,000 per year
Senior Programs		
Senior BINGO	\$1 per card	
Senior Dominoes Night	Res \$1 / Non \$2	\$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	

<i>Parks Fee Description</i>	<i>Current Fee</i>	<i>Adopted Fee Change</i>
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	\$750 1 league / 16 or more Teams	
All-Star Sponsor	\$625 1 league / 11-15 teams	
Team Captain Sponsor	\$475 1 league / 6-10 teams	
Home Run Sponsor	\$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	Res \$37 per hr / Non \$57 per hr	Res \$39 per hr / Non \$59 per hr
After hours	Res \$64 per hr / Non \$94 per hr	Res \$67 per hr / Non \$97 per hr
Kitchen usage fee	\$20	\$22
Gymnasium		
1 Court during hours	Res \$28 per hr / Non \$42 per hr	Res \$30 per hr / Non \$44 per hr
1 Court after hours	Res \$54 per hr / Non \$82 per hr	Res \$57 per hr / Non \$85 per hr
Both courts during hours	Res \$54 per hr / Non \$82 per hr	Res \$57 per hr / Non \$85 per hr
Both courts after hours	Res \$82 per hr / Non \$123 per hr	Res \$85 per hr / Non \$126 per hr
Gym Floor Covering Fee (during hours only)	\$218	\$225
Volleyball Standards Setup	\$42	\$45
<u>Morrisville Aquatics & Fitness Center</u>		
Deposit (during hours)	\$100.00	
Multipurpose Room (during hours)	Res \$34 per hr / Non \$51 per hr	Res \$36 per hr / Non \$54 per hr
<u>Historic Christion Church</u>		
Deposit (2-hour minimum)	\$200.00	
Meeting Hall (8am - 9pm)	Res \$43 per hr / Non \$64 per hr	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	Res \$43 per hr / Non \$64 per hr
<u>Shelter Rentals</u>		
Deposit (all shelters)	\$100.00	

<i>Parks Fee Description</i>	<i>Current Fee</i>	<i>Adopted Fee Change</i>
Church Street Park	Res \$79 / Non \$105 1/2 day Res \$155 / Non \$206 all day	Res \$79 / Non \$105 1/2 day Res \$155 / Non \$206 all day
Morrisville Community Park Shelter	Res \$79 / Non \$105 1/2 day Res \$155 / Non \$206 all day	Res \$79 / Non \$105 1/2 day Res \$155 / Non \$206 all day
Nathaniel Mayo Shelter	Res \$79 / Non \$105 1/2 day Res \$155 / Non \$206 all day	Res \$79 / Non \$105 1/2 day Res \$155 / Non \$206 all day
Indian Creek Trailhead Shelter	Res \$64 / Non \$89 1/2 day Res \$125 / Non \$175 all day	Res \$64 / Non \$89 1/2 day Res \$125 / Non \$175 all day
<u>Athletic Field Rentals (per field)</u>		
Deposit (all fields)	\$100 per field	
Field Prep (all fields)	\$42.00	\$42.00
Light Fee (all fields except Church Street)	\$27 per hr	\$27.00
Church Street Park Fields	Res \$55 / Non \$71	Res \$55 / Non \$75
Church Street Park Field Light Fee	\$45 per hour	\$40 per hour
Church Street Park Pitch Prep Fee (weekend)		\$100
Crabtree Nature Park Field	Res \$28 / Non \$38	Res \$28 / Non \$38
Morrisville Community Park Fields Shiloh Park Fields Cedar Fork District Park Fields	Res \$43 per hr / Non \$54 per hr	Res \$43 per hr / Non \$54 per hr
Other		
Administrative Refund Fee	\$5	
Membership Replacement Fee	\$5	
<i>NOTE: All MAFC related fees are under review at this time and therefore Current Fees will remain in place until evaluation complete and fee structure for MAFC Re-opening determined.</i>		

Disclaimers apply to all User Fees unless specifically designated by the disclaimer.

1. The Town Manager is authorized to waive the processing fees subject to administrative review authority that are considered "de minimus" or erroneous circumstances relating to minor site plan modifications such as switching from one tree species to another, shifting the location of several parking spaces, changing from one brick color to another or correcting review mistakes.
2. The Parks and Recreational Fees follow the guidelines for the Parks, Recreation and Cultural Resources Fees and Charges Policy.

5-Year Long-Range Forecast Analysis General Fund

	actual 2017	actual 2018	estimated 2019	forecast 2020	forecast 2021	forecast 2022	forecast 2023	forecast 2024
Total General Fund Revenues	\$ 35,372,372	\$ 32,578,375	\$ 32,477,280	\$ 35,320,000	\$ 34,257,692	\$ 35,342,437	\$ 36,298,977	\$ 37,311,228
Total Revenues without Transfers	\$ 30,265,152	\$ 31,362,752	\$ 32,477,280	\$ 33,125,000	\$ 34,257,692	\$ 35,342,437	\$ 36,298,977	\$ 37,311,228
Overall Revenue Growth (not including interfund transfers)	5.9%	3%	4%	2%	3%	3%	3%	3%
Revenue Per Capita	\$ 1,237.53	\$ 1,242.48	\$ 1,249.17	\$ 1,236.98	\$ 1,242.03	\$ 1,220.35	\$ 1,216.86	\$ 1,214.36
Less Transfers								
Total General Fund Expenditures	\$ 34,492,644	\$ 33,165,703	\$ 34,613,810	\$ 35,320,000	\$ 34,645,738	\$ 34,952,199	\$ 35,749,735	\$ 36,453,493
Total Expenditures without Transfers	\$ 25,499,593	\$ 26,854,384	\$ 28,051,010	\$ 34,170,000	\$ 32,715,738	\$ 33,752,199	\$ 34,549,735	\$ 35,253,493
Overall Expenditure Growth (not including interfund transfers)	10%	5%	4%	22%	-4%	3%	2%	2%
Expenditures Per Capita	\$ 1,042.67	\$ 1,063.88	\$ 1,078.93	\$ 1,276.00	\$ 1,186.13	\$ 1,165.44	\$ 1,158.22	\$ 1,147.39
Less Transfers								

Debt Outlay Analysis

Maximum debt outlay annually within Policy'

Refinancing Debt from previous year

Existing Long-term Debt

New CIP Debt Service

	\$ 3,811,836	\$ 4,072,005	\$ 4,207,652	\$ 5,125,500	\$ 4,907,361	\$ 5,062,830	\$ 5,182,460	\$ 5,288,024
	(104,620)	(624,660)	56,966	51,874	187,240	294,300	91,900	45,700
	1,562,720	2,187,380	2,130,414	2,078,540	1,891,300	1,597,000	1,505,100	1,459,400
	-	-	-	1,413,660	1,252,930	1,220,740	1,188,550	1,156,360
Total Long-term Debt Service (including New Debt)	\$ 1,562,720	\$ 2,187,380	\$ 2,130,414	\$ 3,492,200	\$ 3,144,230	\$ 2,817,740	\$ 2,693,650	\$ 2,615,760
Debt Service Ratio Performance Indicator	6%	8%	8%	10%	10%	8%	8%	7%

Tax Rate Analysis

Current and Projected Tax Rate

Current and Projected Tax Rate	0.3900	0.3900	0.3900	0.3900	0.3900	0.3900	0.3900	0.3900
Tax Base	\$ 4,532,717,369	\$ 4,587,660,798	\$ 4,792,000,000	\$ 4,915,000,000	\$ 5,180,410,000	\$ 5,335,822,300	\$ 5,495,896,969	\$ 5,660,773,878
Tax Base Growth	14%	1%	3%	3%	5%	3%	3%	3%
Population	24,456	25,242	25,999	26,779	27,582	28,961	29,830	30,725
Per Penny	\$ 452,365	\$ 457,849	\$ 478,242	\$ 490,517	\$ 517,005	\$ 532,515	\$ 548,491	\$ 564,945
Expenditures Per Capita	\$ 1,410.40	\$ 1,313.91	\$ 1,331.35	\$ 1,318.94	\$ 1,256.82	\$ 1,206.87	\$ 1,198.45	\$ 1,186.44

Fund Balance Analysis Consolidated (General Fund, MSD, Reserves)

Beginning Total Fund Balance	\$ 25,667,275	\$ 27,717,701	\$ 30,079,849	\$ 27,569,119	\$ 27,569,119	\$ 27,161,073	\$ 27,551,311	\$ 28,100,553
Restatements	\$ -	\$ 2,514,188	\$ -	\$ -	\$ (408,046)	\$ 390,238	\$ 549,242	\$ 857,735
Net Change in Fund Balance	\$ 2,050,426	\$ (152,040)	\$ (2,510,730)	\$ 27,569,119	\$ 27,161,073	\$ 27,551,311	\$ 28,100,553	\$ 28,958,288
Ending Total Fund Balance	\$ 27,717,701	\$ 30,079,849	\$ 27,569,119	\$ 27,569,119	\$ 27,161,073	\$ 27,551,311	\$ 28,100,553	\$ 28,958,288

non-spendable items:

	\$ 12,443,052	\$ 19,846,104	\$ 17,548,688	\$ 17,368,544.97	\$ 17,111,475.99	\$ 17,357,325.93	\$ 17,703,348.39	\$ 18,243,721.44
Unassigned Fund Balance³	\$ 15,254,649	\$ 10,233,745	\$ 10,020,431	\$ 10,200,574	\$ 10,049,597	\$ 10,193,985	\$ 10,397,205	\$ 10,714,567
Unassigned Fund Balance as % of Expenditures	59.3%	38.1%	35.1%	30.8%	30.3%	30.0%	29.9%	30.2%
Fund Balance High Policy	45%	45%	45%	45%	45%	45%	45%	45%
Fund Balance Low Policy	25%	25%	25%	25%	25%	25%	25%	25%

notes:

CAFR is source data. MSD & CRF are now required to be consolidated in General Fund.

Unassigned Fund Balance assumptions are long projections, in that estimates must span over a two year period. Should any one variable change it can radically alter the assumptions overall. Estimates are produced to reasonably understand potential impacts of budgetary decisions.

Forecast expenditures in outlying years include assumptions for initiation, known programmed replacement items and other planned long-range anticipated cost.

Forecast revenues in outlying years include growth varied growth assumptions depending on the type of revenue, trends and/or a qualitative basis.

GLOSSARY OF TERMS

Account – A separate financial reporting unit for budgeting, management, or accounting purposes. All budgetary transactions, whether revenue or expenditure, are recorded in accounts.

Accounts Payable – A short term liability account reflecting amounts owed to private persons or organizations for goods and services received by the Town.

Accounts Receivable – An asset account reflecting amounts due from private persons or organizations for goods and services furnished by the Town.

Accrual Basis – The recording of the financial effects on an entity of cash transactions in the periods in which they occur rather than the periods in which the cash is received.

Ad Valorem Taxes – Commonly referred to as property taxes, are levied on the value of real, certain personal, and public utility property according to the property's valuation and tax rate.

Adopted Budget – The budget approved by the Town Council and enacted through a budget ordinance adopted on or before June 30 of each year.

Appropriated Fund Balance - The amount of fund balance budgeted as revenue to offset expenses that exceed current revenue.

Appropriation – This is the legal authorization granted by the Town Council to expend or obligate funds for specific purposes. An appropriation usually is limited in the amount and time that it may be expended. The Council appropriates annually, at the beginning of each fiscal year, by department, based upon the adopted Budget. Additional appropriations may be approved by the Council during the fiscal year by amending the Budget and appropriating the funds for expenditure.

Assessed Value – The value of real estate or personal property as determined by the Wake County Tax Assessor as a basis for levying property taxes.

Asset – A probable future economic benefit obtained or controlled by the Town as a result of past transactions or events.

Audit – An examination, usually by an official or private accounting firm retained by the Town Council that reports on the accuracy of the annual financial report.

Authorized Positions - Employee positions that are authorized in the adopted budget to be filled during the fiscal year.

Balanced Budget – Occurs when planned expenditures equal anticipated revenues. In North Carolina, it is a requirement that the budget submitted to the Town Council be balanced.

Basis of Accounting & Basis of Budgeting – The system under which revenues, expenditures, expenses, and transfers – and the related assets and liabilities – are recognized in accounts and reported in financial statements. It specifically relates to the timing of the measurements made.

Bond – a written promise to pay a designated sum of money (the principal) at a specific date in the future, along with periodic interest at a specified rate. The payment on bonds is identified as Debt Service. Bonds are generally used to obtain long-term financing for capital improvements.

Bond Rating – A grade indicating a governmental unit's investment qualities. Generally speaking, the higher the bond rating, the more favorable the interest rate and the lower the cost of financing of capital projects funded by bonds. A high rating is indicative of the government's strong financial position.

Bond Referendum – An election in which registered voters vote on whether the Town will be allowed to issue debt in the form of interest-bearing bonds.

Budget – A financial plan containing estimated expenditures and resources covering a fiscal year.

Budget Adjustment Transfer – the transfer of funds between line accounts within a function or across functional areas in accordance with policy. Authority is granted by Town Council to Budget Officer/Designee.

Budget Amendment – A revision of the adopted budget that, when approved by the Town Council, replaces the original provision. Budget amendments occur throughout the fiscal year as spending priorities shift.

Budget Calendar – The schedule of key dates which the Town follows in the preparation and adoption of the budget.

Budget Document – The official written statement prepared by the Town's staff and presented to the Town Council containing the proposed financial plan for the fiscal year.

Budget Message – A written summary of the proposed budget to the Town Council which discusses major budget issues and recommendations.

Budget Ordinance – The official enactment by the Council establishing the legal authority for staff to obligate and expend funds.

CAFR – Comprehensive Annual Financial Report. The official annual report of a government.

Capital Improvement Plan (CIP) – A plan of proposed capital outlay to be incurred each year over a fixed number of years to meet capital needs.

Capital Outlay – Outlays which result in the acquisition (either new or replacement) or additions to fixed assets having a significant value (\$5,000 or more) and possessing a useful life of more than one year.

Capital Project – Major construction, acquisition, or renovation activities which add value to physical assets or significantly increase their useful life.

Capital Project Fund – A fund used to account for financial resources accumulated for the acquisition or construction of major capital facilities.

Capital Reserve Fund - A type of account on a municipality's balance sheet that is reserved for long-term capital investment projects or any other large and anticipated expense(s) that will be incurred in the future. This type of reserve fund is set aside to ensure that the company or municipality has adequate funding to at least partially finance the project.

Chart of Accounts – A chart that assigns a unique number to each type of transaction and to each budgetary unit in the organization.

COLA – A Cost-of-Living Adjustment is an increase in salaries to offset the adverse effect of inflation on compensation.

Consumer Price Index (CPI) – A statistical description of price levels provided by the U.S. Department of Labor. The index is used as a measure of the increase in the cost of living (economic inflation).

Contingency Account – Account in which funds are set aside for emergency and exceptional expenditures that may become necessary during the year and which have not otherwise been provided for in the context of the annual operating budget.

Debt Service – Payment of interest and repayment of principal on Town debt.

Deficit – The amount by which expenditures exceed revenues during an accounting period.

Department – An organizational unit within the Town which is functionally unique in its delivery of services or activities.

Depreciation – Expiration in the service life of fixed assets, other than wasting assets, attributable to wear and tear, deterioration, action of the physical elements, inadequacy and obsolescence. The portion of the cost of a fixed asset, other than a wasting asset, charged as an expense during a particular period. In accounting for depreciation, the cost of a fixed asset, less any salvage value, is prorated over the estimated service life of such an asset, and each period is charged with a portion of the cost. Through this process, the entire cost of the asset is ultimately charged off as an expense.

Designated Fund Balance – Monies over the years that remain unspent after all budgeted expenditures have been made, but which are reserved for specific purposes and are unavailable for appropriation.

Effectiveness Measure – A performance measure identifying quality or extent to which an organization is obtaining its objectives (i.e. Percentage of year waste/leaf collection points serviced on time)

Efficiency Measure – A performance measure identifying inputs used per unit of output, or unit of cost (i.e. Cost per ton of yard waste/leaves collected)

Encumbrance – The commitment of appropriated funds to purchase an item or service.

Enterprise Fund – A fund that accounts for operations that are financed and operated in a manner similar to private business enterprises. Operations are financed from charges to users for services provided.

Expenditure – The cost of goods or services whether payment has been made or not.

Fees – A general term used for any charge levied by the Town associated with providing a service or permitting an activity.

Fiduciary Fund – A special classification fund used to account for assets held by the Town in a trustee capacity on behalf of outside parties, including other governments.

Fiscal Year (FY) – A twelve-month period which determines the time frame for financial reporting, budgeting, and accounting.

Fixed Assets – Long-lived tangible assets obtained or controlled as a result of past transactions, events or circumstances.

Fund – A fiscal entity with revenues and expenses that are segregated for the purpose of accounting for an activity(s) with common objectives.

Fund Balance – The excess of the assets of a fund over its liabilities.

GAAP – Generally accepted accounting principles. A uniform minimum standard used by state and local governments for financial recording and reporting; established by the accounting profession through the Governmental Accounting Standards Board.

General Fund – A fund that accounts for most of the basic government services such as public safety, streets and highways, sanitation, parks and recreation, and general government services.

General Obligation Bonds – Bonds issued by a government entity which are backed by its full faith, credit and unlimited taxing authority.

Goal – a statement of Council direction, purpose or intent based on the needs of the community. A goal is general and timeless; that is, it is not concerned with a specific achievement in a given time period.

Grants – Contributions or gifts of cash or other assets from another government to be used or expended for a specified purpose, activity or facility.

In Lieu of Taxes – A contribution by benefactors of Town services who are tax exempt.

Interest – Compensation for the use of borrowed money, generally expressed as an annual percentage of the principal amount.

Interfund Transfers – The movement of moneys between funds of the same governmental entity.

Interfund Loan - The loan of moneys between funds of the same governmental entity for cash flow purposes with full intent to reimburse.

Intergovernmental Revenue – Revenue received from another government for general purposes or special intent.

Law Enforcement Officer's (LEO) Special Separation Allowance – A single-employer defined benefit plan that provides retirement benefits to the Town's qualified sworn law enforcement officers.

Lease – A contract for temporary use of equipment or facilities at a negotiated price.

Levy – To impose taxes for the support of government services and activities.

Liabilities – Probable future sacrifices of economic benefits arising from present obligations of a particular entity to transfer assets or provide services to other entities in the future as a result of past transactions or events.

Local Government Budget and Fiscal Control Act – General Statute of the State of North Carolina governing budgetary and fiscal affairs of local governments.

Mission – A broad statement outlining the Town's purpose for existing.

Modified Accrual Basis – A method for accounting for the receipt and expenditure of funds whereby revenues are recorded when they become measurable and available and expenditures are recorded when the liability is incurred.

Moody's Investor Service – A recognized bond rating agency.

Net Bonded Debt – The amount calculated as gross bonded debt less debt service monies available at year-end less debt payable from Enterprise Revenues, which ultimately equates to amounts to be repaid through property taxes.

North Carolina Municipal Council - A recognized bond rating agency.

Objective – a statement of specific direction, purpose or intent to be accomplished by staff within a program.

Operating Budget – Includes all funds except those accounted for in the capital budget. The Operating Budget is adopted by the Town Council by budget ordinance amendment on a fiscal year basis.

Operating Expenses – The cost of contractual services, materials, supplies and other expenses not related to personnel expenses and capital projects.

Per Capita Debt – The amount of the Town's debt divided by the population. It is used as an indication of credit position by reference to the proportionate debt borne per resident.

Performance Measurement – Any systematic attempt to learn how responsive a government's services are to the needs of constituents through the use of standards, workload indicators, etc....

Personnel Expenses – Cost of salaries, wages, and fringe benefits such as employer's share of social security contributions, retirement expenses, and health and life insurance payments.

Powell Bill Funds – Revenue from state-shared gasoline tax which is restricted for use on maintenance of local streets and roads.

Proprietary Funds – A fund that accounts for operations that are financed and operated in a manner similar to private business enterprises. Operations are financed from charges to users for services provided. Also referred to as an Enterprise Fund.

Resources – Assets that can be used to fund expenditures such as property taxes, charges for services, beginning fund balances, or working capital.

Revenue – A term used to represent actual or expected income to a specific fund.

Retirement Healthcare Fund (OPEB) – A legal trust fund having been established to account for the collection of assets to be expended for medical coverage for retired Morrisville employees up to the age of Medicare eligibility.

Special Revenue Fund – Funds that are set aside to pay for large expenditure items. The fund provides a means to provide consistent funding from General Fund without competition with other community investment projects or increasing debt.

Standard & Poor's Corporation – A recognized bond rating agency.

Structurally Balanced Budget – A balanced budget that supports financial sustainability for multiple years into the future.

Surplus – The amount by which revenues exceed expenditures.

Tax Base – The total assessed valuation of real property within the Town.

Tax Levy – The product when the tax rate is multiplied by assessed values.

Tax Rate – The amount per \$100 pf property valuation that is levied for the support of government services or activities.

Transfer – An appropriation to or from another fund. A transfer is the movement of money from one fund to another to wholly or partially support the functions of the receiving fund.

Unencumbered Balance – The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for future purchases.

Unassigned Fund Balance – That portion of resources, which at year's end, exceeded requirements and has not been assigned to some future time for a specific project or use. Money in the unassigned fund balance is not in the Budget and therefore has not been appropriated for expenditure. However, those funds are available for use if the need arises in accordance with Town Policy.

Workload Measure – A performance measure identifying how much or how many products or services were produced (ex. Number of yard waste/leaf collection points served).

COMMON ACRONYMS

CAFR	Comprehensive Annual Financial Report	LEED	Leadership in Energy and Environmental Design
CALEA	Commission on Accreditation for Law Enforcement Agencies	LGC	Local Government Commission
CATV	Cable Access Television	LGERS	Local Government Employee's Retirement System
CDBG	Community Development Block Grant	LUTP	Land Use & Transportation Plan
CIP	Capital Investment Program	MSD	Municipal Service District
CO	Certificate of Occupancy	N/A	Not Applicable
DENR	Department of Environment and Natural Resources	NCDOT	North Carolina Department of Transportation
DMV	Department of Motor Vehicles	NCDWQ	North Carolina Department of Water Quality
EEO	Equal Employment Opportunity	NCLM	North Carolina League of Municipalities
EMS	Emergency Management Services	NFPA	National Fire Protection Agency
EPA	Environmental Protection Agency	NPDES	National Pollutant Discharge Elimination System
ETJ	Extra Territorial Jurisdiction	OPEB	Other Post Employment Benefits
FEMA	Federal Emergency Management Administration	OSHA	Occupational Safety and Health Act
FT	Full-time	PIL	Payment in Lieu
FTE	Full-time Equivalent	PPIL	Parkland Payment in Lieu
FY	Fiscal Year	PIO	Public Information Officer
GAAP	Generally Accepted Accounting Principles	PO	Purchase Order
GASB	Governmental Accounting Standards Board	PT	Part-time
GFOA	Government Finance Officers Association	TIA	Traffic Impact Analysis
GO Bonds	General Obligation Bonds	TIP	Transportation Improvement Program
GIS	Geographic Information Systems	TP	Transportation Plan
GS	General Statutes	UDO	Unified Development Ordinance

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TOWN OF MORRISVILLE

Adopted FY2020 Annual Operating Budget &
Capital Investment Program

BUILDING CAPACITY

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