



**TOWN OF HARRISBURG, NORTH CAROLINA
HARRISBURG TOWN HALL
TOWN COUNCIL MEETING**

**May 11, 2020
6:00 PM**

AGENDA

1. CALL TO ORDER

- A. **This will be a teleconferenced meeting via the Zoom platform. The public may listen to the meeting at the following link:**

<https://us02web.zoom.us/j/86553328296?pwd=VDZvVElGUEhkd3V5MGN4R1hsUmRQZz09>

Meeting ID: 865 5332 8296

Password: 053856

Or join by phone:

+1 301 715 8592

or

+1 312 626 6799

- B. AGENDA ADOPTION
C. INVOCATION
D. PLEDGE OF ALLEGIANCE
E. SPECIAL PRESENTATIONS

1. Skilled Nursing Care Week Proclamation.
2. National Public Works Week Proclamation.
3. Presentation of the FY2021 Manager's Recommended Budget

- F. PUBLIC COMMENT - Anyone wishing to address the Town Council may do so during the Public Comment section. Please state your name and address for the record, be courteous and do not repeat what has already been said. Please keep your comments about the subject and not personal in nature.

2. CONSENT AGENDA

- A. Consider the minutes of the April 13, 2020 Town Council Meeting.
- B. Consider the minutes of the April 7, 2020 Budget Workshop.
- C. To Set Public Hearing for Consideration of FY2021 Proposed Budget Ordinance, Fee Schedule, Capital Improvement Plan and Tax Rate for June 8, 2020
- D. Consideration of Amendment to Gavel and Dorn Engineering System A - Phase 2 Storm Water Drainage Improvements Design Contract
- E. Consideration of Approval of FY2020 Financial Audit Contract
- F. Consideration of Awarding a Bid for CCTV/Surveillance Equipment - a Component of the Harrisburg Park Redevelopment - Phase 1 Project
- G. Consideration of Amendments to the FY2020 Budget Ordinance for Insurance Proceeds

3. COMMUNICATIONS

- A. TOWN MANAGER/FINANCE MONTHLY REPORT
- B. MAYOR'S COMMENTS
- C. COUNCIL COMMENTS

4. PUBLIC HEARINGS

5. OLD BUSINESS

- A. Consideration of Town's Expired Stay at Home Order
- B. Discussion of July 4th Celebration Event

6. NEW BUSINESS

- A. Consideration of Contract with Kimley Horn and Associates for the Phase 1 Americans with Disabilities Act (ADA) Assessment of Town Right-of Way and areas of Town Hall accessible to the General Public
- B. Consideration of Contract with NJR Group for the construction of System A - Phase 2 Storm Water Drainage Improvements Project and the related Project Ordinance Amendment
- C. Consideration of a Construction Contract with Atlantic Coast Contractors for the Cabarrus Woods Sanitary Sewer Rehabilitation Project
- D. Consideration of Holcomb Woods Land Acceptance (Holcomb Park)
- E. Consideration of Awarding a Bid for the Construction of Holcomb Park Athletic Fields
- F. Consideration of Harrisburg Elementary Baseball Complex Re-Lamping Contract and Related Budget Amendment

- G. Consideration of Harrisburg Park Professional Services Contract Amendment and related Project Ordinance Amendment
- H. Discussion Concerning Recognition Banners for Local High School Seniors.
- I. Discussion of Unified Development Ordinance Steering Committee Application

7. **ACTION ITEMS**

8. **CLOSED SESSION**

9. **ADJOURNMENT**

Town of Harrisburg's Vision Statement

Harrisburg will be the best small town in North Carolina based on low density housing, excellent economic opportunities, a safe living environment, and efficient and effective municipal services. Amenities such as excellent recreational programs, adequate open space, attractive shopping opportunities, a diversity of restaurants, and a connected system of roadways, sidewalks, greenways, and bicycle lanes will continue to enhance the quality of life of the Town. These services and amenities will be provided while retaining reasonable tax rates and debt levels.



National Skilled Nursing Care Week PROCLAMATION

WHEREAS, we honor and respect our elders and citizens of any age with physical or intellectual disabilities who reside in skilled nursing care centers in the Town of Harrisburg; and

WHEREAS, skilled nursing care centers throughout our area are holding events in observance of National Skilled Nursing Care Week, May 10 – 16, 2020 using this year's theme of **"Sharing Our Wisdom"**; and

WHEREAS, I urge all citizens to visit a loved one, family member or friend residing in any care setting and offer a kind word, a personal touch, and spend time participating in various activities to unite those from all walks of life in need of our continuing love and support; and

WHEREAS, the Town of Harrisburg is committed to quality health care, we take this moment to embrace the essence of the theme **"Sharing Our Wisdom"** which showcases the insight, purpose and wisdom to be learned from our seniors, those living with dementia, and people with developmental and intellectual disabilities. Let's join all residents, patients, caregivers, nurses, other staff, volunteers and visitors in celebrating their special week; and

THEREFORE, I, Steven Sciascia, Mayor of the Town of Harrisburg, North Carolina, do hereby proclaim the week of May 10 – 16, 2020 as

National Skilled Nursing Care Week

A week to honor our vulnerable citizens who receive care and the dedicated ones giving care.

This the 11th day of May, 2020

Steven J. Sciascia, Mayor

ATTEST:

Janet Rackley, Town Clerk



National Public Works Week

PROCLAMATION

WHEREAS, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of the Town of Harrisburg and,

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers and employees at all levels of government and the private sector, who are responsible for rebuilding, improving and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders and children in the Town of Harrisburg to gain knowledge of and to maintain a progressive interest and understanding of the importance of public works and public works programs in their respective communities; and,

WHEREAS, the year 2020 marks the 60th annual National Public Works Week sponsored by the American Public Works Association/Canadian Public Works Association, and the theme for 2020, "**The Rhythm of Public Works**" challenges everyone to think about their community as a symphony of essential services, working in concert to create a great place to live,

THEREFORE, I, Steven Sciascia, Mayor of the Town of Harrisburg, North Carolina, do hereby proclaim the week May 17 – 23, 2020 as

National Public Works Week

I urge all citizens to pay tribute to our public works professionals, engineers, managers and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

This the 11th day of May, 2020

Steven J. Sciascia, Mayor

ATTEST:

Janet Rackley, Town Clerk



HarrisburgNC

The right side of opportunity



MANAGER'S RECOMMENDED BUDGET

FISCAL YEAR 2021





Mayor and Council Members

Steve Sciascia
Mayor

Council Members

Ron Smith
Mayor Pro Tem

John Booth
Rodney Dellinger
Ian Patrick
Rick Russo
Troy Selberg
Diamond Staton-Williams

Haynes Brigman
Town Manager

Town Hall is located at 4100 Main Street, Harrisburg, NC 28075



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FY2021 Manager's Budget Message

May 11, 2020

Introduction

Town staff, along with the support and direction of the Town Council, have worked to finalize the proposed 2020-2021 fiscal year's budget through the process of eight separate Budget Workshops beginning in January 2020. The proposed total budget of \$74,419,452 for the General Fund, Water and Sewer Fund, Storm Water Fund, Capital Reserve Funds and Capital Project Funds is presented in a balanced format – conforming to the requirements of North Carolina General Statutes and the Local Government Budget and Fiscal Control Act.

Each budget process is unique and comes with its own sets of challenges. Balancing the desire to provide high-level services while also maintaining a low tax rate and protecting the financial security of the Town over the long-term can be a difficult process even under normal economic circumstances; however, due to the world-wide impacts of the COVID-19 pandemic this challenge becomes even greater this year.

The proposed FY2021 budget was prepared using data and projections from internal resources, State, County, and private entities in an effort to accurately forecast the impacts COVID-19 will have on our revenues. At the same time our proposed budget remains true to our long-term vision of financial stewardship and security, as we ensure our organization is able to provide for our community even during the toughest economic times.

General Fund

Harrisburg's strong and steady tax base growth over the past decade has allowed it to maintain a low tax rate while at the same time increasing and expanding our service delivery to residents, businesses and the regional community. Our internal organization has also grown exponentially over this time as we continue our efforts to meet the demands of our citizens. The adoption and implementation of our 10-year financial plan in FY2019 continues to be the main driver in our decision-making process as we forecast and predict what our decisions today will have on our future.

The Town continues to see new residential and commercial interest in the Town, and as a result we are seeing moderate growth occur throughout Town; however, the number of new residential construction projects beginning has slowed over the past couple of years and may be impacted further by the effects of COVID-19. We have seen several new commercial projects begin over the past year and expect to see those projects continue into FY2021 – including the continued construction and development of the Farmington mixed-use development. However, another major commercial center we expected to begin in FY2021 (Harrisburg Town Center) has been delayed, and the status of the project is unknown at this time.

As we continue to grow and evolve as an organization and as a community, so do our needs and priorities. Since FY2019 we have added several new projects to our future plans, have continued to make investments in our workforce, and continue to expand and enhance our service delivery. Examples of those new priorities include the construction of Veterans Park, our partnership with North Carolina Railroad for a passenger rail station and office space to house our growing Law Enforcement division, our partnership with the YMCA to locate their facility in Harrisburg Park, and increased investment in staffing of our public safety departments. Now, with the impacts of COVID-19, we face additional challenges to our long-term plans.

While the exact impact of COVID-19 is yet to be fully known, we estimate that we will have lost or deferred revenues from Ad Valorem Tax collection, Motor Vehicle Tax collection, Sales Tax collection, Interest Income on Investments, and other revenue sources associated with new development as we complete our current fiscal year (ending June 30th) and begin our new budget year on July 1st. The revenue losses associated with COVID-19 are estimated at more than \$637,000 and represent almost 4% of our total revenues within our General Fund.

In addition to the impacts of COVID-19 on our FY2021 budget, the Town must also consider the results of Cabarrus County's recent tax revaluation process. Every four years the Cabarrus County Tax Office reassess property values for real property throughout the County. The intent of the revaluation process is to ensure that real property is being assessed a tax value that is relative to the current market conditions. By law, the Town must present what is referred to as a Revenue Neutral Budget that reflects a budget based on our Ad Valorem tax base growth only, with no consideration of new or lost revenues associated with the results of a tax revaluation. While the State requires a Revenue Neutral Budget to be presented, the Town Council can choose to adopt a budget different than the Revenue Neutral Budget if Council feels it is in the best interest of the Town.

For Harrisburg, the results of the Cabarrus County Tax Revaluation will increase our tax base by 19.61%. Of that 19.61% tax base growth, 5.05% of that growth is due to actual growth within the Town over the past year. A Revenue Neutral Budget would need to be prepared with a Tax Rate of \$0.3120 per \$100 valuation, compared to our current Tax Rate of \$0.3550 per \$100 valuation. This would equate to the Town's gross tax revenue being equal to budgeted revenues of FY2020, plus the additional growth that took place during the year.

In consideration of the lost and/or deferred revenues related to COVID-19, and the long-term commitments and needs of the Town, staff is unable to recommend moving forward with a Revenue Neutral Budget at this time. The impacts of that decision would be catastrophic to the short-term and long-term financial health of the Town. For example, if the Town were to consider a Revenue Neutral Tax Rate, we would have to hold off on any new budget requests for the next ten years and beyond, in addition to making \$250,000-\$300,000 in annual operating cuts to our current budget year over year for the next ten years to be able to fund our necessary obligations. Cuts like these would likely mean reduced service delivery, significant personnel cuts in our largest departments (Fire and Public Works) and weakened financial stability for the Town.

A Revenue Neutral Budget would also create additional revenue losses as a result of decreased Sales Tax distributions from Cabarrus County due to their disbursement methodology. These additional losses of revenue under a Revenue Neutral Budget are estimated at \$300,000 for FY2021, and these losses would continue year over year until the Town increased its tax rate to a proportionate equivalent to what it is today.

As a result of these identified impacts, the Manager's Recommended Budget is prepared with a tax rate of \$0.3550 per \$100 valuation, which is the current tax rate for FY2020. By keeping the Tax Rate the same as FY2020, due to the tax base growth achieved out of the revaluation, the Town will increase its Ad Valorem revenue by 14.48%, or \$1,135,000. The new revenues generated by keeping the Tax Rate at \$0.3550 will help offset the short and long-term revenue impacts of COVID-19, supplement any additional loss of Sales Tax revenue due to the distribution methodology, and will provide the necessary funding to achieve the short and long-term priorities of the Town. Any consideration of a Tax Rate lower than \$0.3550 will cause future funding gaps for Council-identified expenses and will necessitate future Tax Rate adjustments higher than our current rate.

The total proposed General Fund expenditures for FY2021 are \$17,627,900, an 11.61% increase over FY2020. Several new impacts drive the increase in our total budget from last year. These impacts include increased staffing for our public safety departments, with three (3) new positions in the Fire Department and two (2) new positions within our law enforcement division through our contract with the Cabarrus County Sheriff's Department. Additional impacts include significant capital investment to replace aging equipment and vehicles throughout many departments, and our first full Debt Service payment for the Harrisburg Park expansion project will be due. In addition to these new projects, the Town continues to see operating expenses increase related to service contracts, employee-provided medical insurance benefits, and State-mandated employee retirement contribution rates.

With the details of the full impact of COVID-19 still being unknown, the Town Council has instructed management to ensure that all non-essential expenses are delayed until such time that the effects of COVID-19 are better understood. This means the Town will continue to expend funds to ensure our service delivery remains unaffected, but any item that is not deemed essential to the core functions of the department will remain on hold until we ensure our revenue collection is sufficient. This may mean some items budgeted in FY2021 may not be completed if the economic forecast does not improve.

Despite the unprecedented effects of COVID-19, the Town wants to ensure its citizens and businesses that we will continue to provide high-quality services while maintaining one of the lowest tax rates in North Carolina for a full-service municipality.

We will continue to make decisions that benefit the Town today and into the future, while balancing our financial stewardship with meeting the evolving needs and desires of our community.

Proprietary Funds

The FY2021 Water and Sewer Fund budget is prepared to address the continued growth seen throughout the system, along with the consistent increases in purchase and treatment expenses and capital infrastructure projects needed to maintain portions of an aging system. The total proposed Water and Sewer Fund budget is \$10,541,550, a 15.8% decrease from FY2020's budget. In FY2020, the Town established a 30% FB policy, which resulted in a one-time, initial transfer of excess fund balance of \$2.9M. When removing this transfer's effect on the annual budget, the Water and Sewer Fund is proposed to have an increase of approximately 9.6%.

Similar to the General Fund, the Town has introduced a 10-year financial model and capital plan for the Water and Sewer Fund that allows the Town to address not only current needs and demands, but also prepare for the future needs as well. Having the opportunity to forecast into the future the capital needs and infrastructure improvement projects the Town is facing gives us the ability to recognize funding challenges well in advance. In FY2020, Town Council passed a resolution of intent to make increases to water and sewer rates of 5% every two years in an effort to help keep the Water and Sewer Fund stable and in a position to fund all operational, capital and debt service costs over that ten-year period. Staff continues to monitor the financial model throughout the year to address any changes at an appropriate time.

The Town will see a 4% increase in water purchase rates from the City of Concord and a 2.4% increase in wastewater treatment costs with the Water and Sewer Authority of Cabarrus County (WSACC). These two increases amount to an average increase of \$124,000 annually that has been absorbed by the Town and not passed along to customers.

The Town has made significant capital investment in water and sewer line replacement projects over the past two years and will continue to make investments into the aging portions of our system over the next 10 years. The Water and Sewer Fund has benefited greatly from the residential growth over the past decade, as this growth in revenue has allowed the Town to accommodate both capital and operational expenses during that same time. With that being said, even while maintaining rates the same as FY2020, the Water and Sewer Fund will be able to meet the service delivery demands as well as infrastructure improvement demands of the system.

In addition to maintaining the water and sewer rates consistent with FY2020, the budget is also prepared with maintaining the fee rates for System Development Charges associated with new development. System Development Charges are paid by new customers/developers joining our system, with the funds designated for funding future system expansion projects such as new line extensions, water tank construction, etc. (these funds can not be used for maintenance or replacement of the existing system). The purpose of the System Development Charge fees is to ensure the costs associated with future development of the Town's system are covered by the new development, and not paid for by existing customers.

Some of the expected capital projects within the Water and Sewer Fund for FY2021 include water line replacement projects, a waterline extension along Hickory Ridge Road and an annual sanitary sewer rehabilitation. These new projects are in addition to existing projects such as the construction of the elevated water storage tank, water line replacements and pump station decommissionings with conversion to gravity-fed sewer lines.

The Storm Water Fund has a proposed FY2020 budget of \$1,668,200, which is a 124.8% increase from FY2020. Similar to the General Fund and Water and Sewer Fund, the Town has introduced a 10-year financial model and capital plan for the Storm Water Fund that allows the Town to address not only current needs and demands, but also prepare for the future needs as well. In the past the Town had primarily prepared for Storm Water budgets to address the next budget year, and did not forecast out the long-term needs of the storm water system. This has led to the establishment of a Capital Reserve Fund for the Storm Water Fund. This fund, much like the Water and Sewer Fund in FY2020, will receive a one-time, initial funding transfer from the Storm Water Fund of \$1M. Along with this, there will be an annual transfer of fund balance to the Capital Reserve Fund when fund balance exceeds a predetermined amount. When removing these transfers' effect on the current annual budget, the Storm Water Fund is proposed to have a decrease of 10% in comparison to FY2020. This decrease is due in part to portion of the Phase II Storm Water Compliance Permit that was completed and portion of GIS build and updates that were completed. Continued focus will be to invest in more spot-improvements to properties/rights-of-ways where minor storm water issues occur.

Proprietary Funds (continued)

The Town also intends to continue to look for avenues of constructing a regional detention pond along the Hwy 49 corridor that will assist with existing and future development along Hwy 49 and Town Center. This project is expected to be funded with private funding from new development. The System A – Phase 2 project has been designed and construction is expected to be completed in FY2021. Additionally, design funding is budgeted for System A – Phase 3 in FY2021 that will continue where Phase 2 leaves off. There is no proposed storm water fee increase in the FY2021 budget, but the budget does include funding a study for transitioning to a tiered rating system for the FY2022 budget cycle that will base the property owner's fee on the amount of impervious surface area they have on their property.

Conclusion

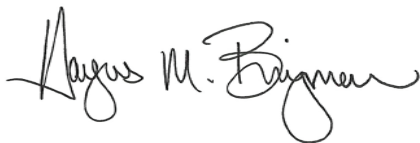
Additional detail and specifics for each fund and department are included, along with historical budget data for comparison of past revenues and expenses. The Town continues to work towards accomplishing the goals outlined in the 10-year capital plan while focusing our efforts on improving service delivery and efficiency.

There is no doubt we wish the conditions under which this budget was created were different. The impact of COVID-19 on our community will be felt for years to come. We recognize the health and financial challenges facing our citizens, and we want to ensure everyone that careful consideration was given to these challenges when developing this budget. We struggled with the notion of placing an additional financial hardship on our residents, but our community can be assured that thoughtful and deliberate discussions among the group were held to ensure the protection of the Town today and into the future. The decisions made were extremely difficult, but also necessary. While not all needs and interests were met and represented in the budget proposal, I am confident that the immediate and long-term future of the Town remains extremely positive, despite the trying time we are currently facing.

I would like to personally thank each Town Council member for their direction, feedback, insight, and recommendations in the creation of this budget. It is my opinion that the budget document prepared is a strong step forward in meeting the needs of our community and we are carrying out that mission in a cost-effective and strategically outlined manner.

I would also like to thank the Town staff and Department Managers for their assistance. This budget process was uniquely different than past processes, and I want to thank them for the diligence and understanding during this time. We continue to refine our budget process each year in an attempt to make our outputs more transparent and understandable to the public. Without a collective effort of Town Council and staff, it would not be possible to present such a comprehensive document.

Respectfully,



Haynes M. Brigman
Town Manager
Town of Harrisburg

BUDGET PROCESS AND ORGANIZATION

The budget process, by design, requires the involvement of many stakeholders. FY2021 deliberations began in December 2019 as Town staff developed the Capital Improvement Plan, identified staffing needs and operating items. Staff met and worked with Town Council in January to identify budget goals.

During February through May, Town staff debated merits of budget requests as final revenue projections were calculated. Cost estimates were based on historical trends or actual known expenses. Staff and Town Council met over several budget workshops to discuss key areas of the budget and address any concerns. The tentative budget emerged as expenses were prioritized by need, alignment with Council goals and investment opportunities. The budget was presented to the Council and public during the May Council meeting and will be presented to the Town Council for adoption at their June Council meeting with a public hearing.

Document Organization

This document begins with the budget officer's **budget message**. NC General Statute 159, which prescribes municipal budget activities, defines the Town Manager as the Budget Officer. The Budget Officer is required to submit to Town Council a balanced budget along with a message outlining major influences on and uses of Town resources.

Moving from high level to more detailed discussion, the document reports the manner by which the budget officer has balanced each fund in the **fund overview**. Funds are balanced when revenue sources equal expenditures. **Revenue sources** describe all of the Town's major revenue sources and methods used to project revenue. An **expenditure summary** follows. This summary outlines the Town's expenditures by major category and also explains major changes in the annual spending plan. Lastly, all expenditures are broken out in **department summaries**, which describe notable changes from the prior year in each of the Town's cost centers.

Appendices at the end of the document further examine matters relevant to the Town budget and exhibit the recommended budget ordinance.



FUNDS OVERVIEW

This section of the budget document provides an explanation of fund accounting and shows the manner in which all funds collectively and individually are balanced for the coming fiscal year.

Local governments use three broad categories of self-balancing funds to budget for, and subsequently to account for, various activities. Those three types of funds are: governmental funds, proprietary funds and fiduciary funds. The Town only uses governmental and proprietary funds.

Governmental funds used by the Town include:

- General Fund: used to account for general operations and activities of the Town. It is used to account for all financial resources except those that are required to be accounted for in another fund.
- Capital Reserve Fund – General Fund: used to accumulate funds to be used for future capital expenditures in the General Fund and/or General Fund Capital Project Funds.
- Capital Reserve Fund – Economic Development: used to accumulate funds to be used for future economic development capital initiatives and incentives.
- Capital Reserve Fund – Parks & Recreation: used to accumulate funds restricted for parks and recreation, such as fee in lieu of payments from developments, and will fund future capital park improvement projects.
- Capital Projects Fund – Public Safety: used to account for construction of capital projects relating to the public safety departments of the Town.
- Capital Projects Fund – Transportation: used to account for the construction of the 2017 Transportation Bond projects.
- Capital Projects Fund – Recreation: used to account for construction of capital projects relating to the Parks & Recreation department of the Town.
- Capital Projects Fund – Economic Development: used to account for construction of capital projects relating to the economic activities of the Town. The fund was established to contribute toward the construction of a Train station with office space.

Proprietary funds are used for services provided to the public on a user charge basis, similar to the operation of a commercial enterprise. The Town's proprietary, or enterprise funds, include:

- Water and Sewer Fund: used to account for the Town's water and sewer operations.
- Capital Reserve Fund – Water and Sewer Fund: used to accumulate funds to be used for future capital expenditures in the Water and Sewer Fund and/or Capital Projects Fund – Water and Sewer.
- Capital Reserve Fund – Water and Sewer Fund - Expansion: used to collect System Development Charges for both water and sewer and fund both the Water and Sewer Fund and the Capital Projects Fund – Water and Sewer for expansion-related capital projects, including related debt service payments.
- Capital Projects Fund – Water and Sewer: used to account for multi-year water and sewer capital projects.
- Storm Water Fund: used to account for the Town's storm water operations.
- Capital Reserve Fund – Storm Water Fund: used to accumulate funds to be used for future capital expenditures in the Storm Water Fund and/or Capital Projects Fund – Storm Water.
- Capital Projects Fund – Storm Water: used to account for multi-year storm water capital projects.

The tables on the following six pages summarize revenues and expenditures for each of the 15 funds listed above, with historical reference to past budgets for comparison.

GENERAL FUND

GENERAL FUND	BUDGET				
	FY2017	FY2018	FY2019	FY2020	FY2021
REVENUE					
Property taxes	\$ 5,732,000	\$ 6,085,000	\$ 7,832,000	\$ 8,182,000	\$ 9,412,000
Intergovernmental					
Sales tax revenues	1,575,000	1,750,000	2,100,000	2,600,000	2,500,000
Utility sales taxes	800,000	830,000	830,000	890,000	890,000
Powell Bill	400,000	460,000	498,300	466,300	460,000
CC Rural Fire	982,500	1,055,000	1,160,000	1,210,000	1,360,000
Grants	814,000	399,500	-	-	-
Other	85,500	96,600	89,500	94,300	94,300
Permits and fees	207,000	309,000	448,000	544,000	602,500
Charges for services	401,000	666,300	661,250	664,600	762,100
Miscellaneous/interest on investments	327,813	335,850	356,500	318,000	254,000
Installment financing	3,982,000	155,000	-	-	-
Transfers	1,137,100	812,650	1,033,900	825,000	1,293,000
Fund balance appropriated	11,760	2,871,950	268,664	-	-
Total revenues and funding sources	\$ 16,455,673	\$ 15,826,850	\$ 15,278,114	\$ 15,794,200	\$ 17,627,900
EXPENDITURES					
Governing Board	\$ 95,960	\$ 137,980	\$ 118,950	\$ 115,485	\$ 110,030
Town Clerk	-	98,110	74,355	72,470	74,030
Administration	3,217,357	795,685	768,690	408,110	416,770
Finance	-	246,715	295,530	309,480	322,374
Human Resources	-	119,980	135,250	101,495	109,805
Information Technology	-	46,170	121,950	159,690	112,950
Communications	306,739	312,240	316,506	88,610	91,015
Planning & Zoning	572,970	622,110	505,995	565,010	425,880
Economic Development	160,795	49,670	68,500	113,900	101,650
Engineering	-	213,790	275,660	323,155	294,315
Deputies	874,500	962,970	1,236,535	1,337,915	1,607,720
Fire	4,651,515	5,104,245	4,806,109	5,324,350	5,719,380
Streets	286,850	364,200	401,350	467,200	572,200
Powell Bill	400,000	460,500	499,800	466,300	461,000
Parks & Recreation	3,596,337	1,866,200	2,174,604	2,657,215	3,387,665
Environmental Protection	1,277,145	1,646,325	1,699,925	1,585,800	2,055,700
Transfers	532,750	2,440,000	1,550,000	1,310,000	1,392,711
Contingency	482,755	339,960	228,405	388,015	372,705
Total expenditures	\$ 16,455,673	\$ 15,826,850	\$ 15,278,114	\$ 15,794,200	\$ 17,627,900

CAPITAL RESERVE FUND – GENERAL FUND

CAPITAL RESERVE FUND - GF	BUDGET				
	FY2017	FY2018	FY2019	FY2020	FY2021
REVENUE					
Miscellaneous/interest on investments	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 10,000
Transfers	-	-	-	1,250,000	1,312,711
Fund balance appropriated	1,052,600	591,050	918,175	-	78,289
Total revenues and funding sources	\$ 1,057,600	\$ 596,050	\$ 923,175	\$ 1,255,000	\$ 1,401,000
EXPENDITURES					
Contingency	\$ -	\$ -	\$ -	\$ 825	\$ -
Transfers	1,057,600	596,050	923,175	1,254,175	1,401,000
Total expenditures	\$ 1,057,600	\$ 596,050	\$ 923,175	\$ 1,255,000	\$ 1,401,000

CAPITAL RESERVE FUND – ECONOMIC DEVELOPMENT

CAPITAL RESERVE FUND - ECON DEV	BUDGET				
	FY2017	FY2018	FY2019	FY2020	FY2021
REVENUE					
Miscellaneous/interest on investments	\$ -	\$ -	\$ -	\$ -	\$ 1,000
Transfers	60,000	100,000	100,000	60,000	60,000
Fund balance appropriated	-	-	40,000	15,000	-
Total revenues and funding sources	\$ 60,000	\$ 100,000	\$ 140,000	\$ 75,000	\$ 61,000
EXPENDITURES					
Contingency	\$ 60,000	\$ 100,000	\$ 140,000	\$ -	\$ -
Transfers	-	-	-	75,000	61,000
Total expenditures	\$ 60,000	\$ 100,000	\$ 140,000	\$ 75,000	\$ 61,000

CAPITAL RESERVE FUND – PARKS & RECREATION

CAPITAL RESERVE FUND - PARKS & REC	BUDGET				
	FY2017	FY2018	FY2019	FY2020	FY2021
REVENUE					
Fee in lieu of	\$ 110,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -
Miscellaneous/interest on investments	-	-	-	-	1,000
Transfers	-	-	-	-	20,000
Total revenues and funding sources	\$ 110,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 21,000
EXPENDITURES					
Transfers	\$ 110,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 21,000
Total expenditures	\$ 110,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 21,000

CAPITAL PROJECTS FUND – TRANSPORTATION

CAPITAL PROJECTS FUND - TRANSPORTATION	BUDGET				
	FY2017	FY2018	FY2019	FY2020	FY2021
REVENUE					
Grant proceeds/contributions	\$ 451,000	\$ 451,000	\$ 2,163,000	\$ 2,163,000	\$ 1,645,000
Installment financing	-	-	4,000,000	4,000,000	4,000,000
Transfers	274,000	274,000	274,000	274,000	274,000
Total revenues and funding sources	\$ 725,000	\$ 725,000	\$ 6,437,000	\$ 6,437,000	\$ 5,919,000
EXPENDITURES					
Professional fees	\$ 195,000	\$ 195,000	\$ 830,000	\$ 830,000	\$ 635,000
Construction	530,000	530,000	5,540,000	5,540,000	5,284,000
Contingency	-	-	67,000	67,000	-
Total expenditures	\$ 725,000	\$ 725,000	\$ 6,437,000	\$ 6,437,000	\$ 5,919,000

CAPITAL PROJECTS FUND – PUBLIC SAFETY

CAPITAL PROJECTS FUND - PUBLIC SAFETY	BUDGET				
	FY2017	FY2018	FY2019	FY2020	FY2021
REVENUE					
Miscellaneous/interest on investments	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ -
Installment financing	2,600,000	2,600,000	5,500,000	6,115,000	6,115,000
Transfers	772,750	772,750	-	-	-
Total revenues and funding sources	\$ 3,373,750	\$ 3,373,750	\$ 5,500,000	\$ 6,115,000	\$ 6,115,000
EXPENDITURES					
Professional fees	\$ 173,750	\$ 173,750	\$ 300,000	\$ 300,000	\$ 300,000
Construction	3,200,000	3,200,000	5,200,000	5,815,000	5,815,000
Total expenditures	\$ 3,373,750	\$ 3,373,750	\$ 5,500,000	\$ 6,115,000	\$ 6,115,000

CAPITAL PROJECTS FUND – RECREATION

CAPITAL PROJECTS FUND - RECREATION	BUDGET				
	FY2017	FY2018	FY2019	FY2020	FY2021
REVENUE					
Grant proceeds	\$ -	\$ -	\$ -	\$ -	\$ 350,000
Installment financing	-	-	6,650,000	9,000,000	10,000,000
Transfers	-	-	875,000	525,000	300,000
Total revenues and funding sources	\$ -	\$ -	\$ 7,525,000	\$ 9,525,000	\$ 10,650,000
EXPENDITURES					
Professional fees	\$ -	\$ -	\$ 525,000	\$ 525,000	\$ 524,000
Construction	-	-	7,000,000	9,000,000	10,126,000
Total expenditures	\$ -	\$ -	\$ 7,525,000	\$ 9,525,000	\$ 10,650,000

CAPITAL PROJECTS FUND – ECONOMIC DEVELOPMENT

CAPITAL PROJECTS FUND - ECON DEV	BUDGET				
	FY2017	FY2018	FY2019	FY2020	FY2021
REVENUE					
Transfers	\$ -	\$ -	\$ -	\$ -	\$ 1,750,000
Total revenues and funding sources	\$ -	\$ -	\$ -	\$ -	\$ 1,750,000
EXPENDITURES					
Construction	\$ -	\$ -	\$ -	\$ -	\$ 1,750,000
Total expenditures	\$ -	\$ -	\$ -	\$ -	\$ 1,750,000

WATER AND SEWER FUND

WATER AND SEWER FUND	BUDGET				
	FY2017	FY2018	FY2019	FY2020	FY2021
REVENUE					
Sales and services	\$ 7,063,000	\$ 7,822,500	\$ 7,507,500	\$ 8,245,000	\$ 8,549,250
Permits and fees	1,021,600	811,750	199,000	179,000	179,800
Miscellaneous/interest on investments	198,920	260,120	281,620	285,100	169,000
Transfers	-	610,800	2,502,000	2,192,500	1,643,500
Fund balance appropriated	23,975	1,231,600	264,705	1,615,045	-
Total revenues and funding sources	\$ 8,307,495	\$ 10,736,770	\$ 10,754,825	\$ 12,516,645	\$ 10,541,550
EXPENDITURES					
Administration	\$ 6,169,380	\$ 7,247,775	\$ 8,021,120	\$ 7,626,680	\$ 7,962,931
Debt service	1,077,250	1,609,750	1,678,750	1,913,000	2,112,200
Contingency	525,865	379,245	174,955	426,965	155,893
Transfers	265,000	1,500,000	880,000	2,550,000	310,526
Total expenditures	\$ 8,037,495	\$ 10,736,770	\$ 10,754,825	\$ 12,516,645	\$ 10,541,550

CAPITAL RESERVE FUND – WATER AND SEWER FUND

CAPITAL RESERVE FUND - WSF	BUDGET				
	FY2017	FY2018	FY2019	FY2020	FY2021
REVENUE					
Miscellaneous/interest on investments	\$ -	\$ -	\$ -	\$ -	\$ 25,000
Appropriated fund balance	-	-	1,650,000	252,000	953,474
Transfers	-	1,500,000	880,000	2,550,000	310,526
Total revenues and funding sources	\$ -	\$ 1,500,000	\$ 2,530,000	\$ 2,802,000	\$ 1,289,000
EXPENDITURES					
Contingency	\$ -	\$ 169,200	\$ -	\$ -	\$ -
Transfers	-	1,330,800	2,530,000	2,802,000	1,289,000
Total expenditures	\$ -	\$ 1,500,000	\$ 2,530,000	\$ 2,802,000	\$ 1,289,000

CAPITAL RESERVE FUND – WATER AND SEWER - EXPANSION

CAPITAL RESERVE FUND - WSF - EXPANSION	BUDGET				
	FY2017	FY2018	FY2019	FY2020	FY2021
REVENUE					
Permits and Fees	\$ -	\$ -	\$ 1,392,500	\$ 1,497,500	\$ 1,198,000
Miscellaneous/interest on investments	-	-	-	-	2,500
Total revenues and funding sources	\$ -	\$ -	\$ 1,392,500	\$ 1,497,500	\$ 1,200,500
EXPENDITURES					
Transfers	\$ -	\$ -	\$ 1,372,000	\$ 1,392,500	\$ 1,200,500
Contingency	-	-	20,500	105,000	-
Total expenditures	\$ -	\$ -	\$ 1,392,500	\$ 1,497,500	\$ 1,200,500

CAPITAL PROJECTS FUND – WATER AND SEWER

CAPITAL PROJECTS FUND - WSF	BUDGET				
	FY2017	FY2018	FY2019	FY2020	FY2021
REVENUE					
Installment financing	\$ -	\$ 5,900,000	\$ 2,575,000	\$ 8,045,000	\$ 9,061,000
Transfers	4,445,000	1,970,000	2,460,000	4,013,000	3,978,000
Total revenues and funding sources	\$ 4,445,000	\$ 7,870,000	\$ 5,035,000	\$ 12,058,000	\$ 13,039,000
EXPENDITURES					
Professional fees	\$ 291,000	\$ 600,000	\$ 675,000	\$ 1,417,000	\$ 2,073,000
Construction	4,154,000	7,270,000	4,360,000	10,641,000	10,966,000
Total expenditures	\$ 4,445,000	\$ 7,870,000	\$ 5,035,000	\$ 12,058,000	\$ 13,039,000

STORM WATER FUND

STORM WATER FUND	BUDGET				
	FY2017	FY2018	FY2019	FY2020	FY2021
REVENUE					
Permits and fees	\$ 590,000	\$ 624,000	\$ 632,000	\$ 728,000	\$ 667,200
Miscellaneous/interest on investments	2,500	5,000	11,000	13,800	1,000
Appropriated fund balance	-	8,000	50,000	-	1,000,000
Total revenues and funding sources	\$ 592,500	\$ 637,000	\$ 693,000	\$ 741,800	\$ 1,668,200
EXPENDITURES					
Administration	\$ 240,100	\$ 273,450	\$ 385,875	\$ 444,920	\$ 495,775
Debt service	92,000	92,000	-	-	-
Transfers	228,000	200,000	280,000	270,000	1,157,552
Contingency	32,400	63,550	27,125	26,880	14,873
Total expenditures	\$ 592,500	\$ 629,000	\$ 693,000	\$ 741,800	\$ 1,668,200

CAPITAL RESERVE FUND – STORM WATER FUND

CAPITAL RESERVE FUND - SWF	BUDGET				
	FY2017	FY2018	FY2019	FY2020	FY2021
REVENUE					
Miscellaneous/interest on investments	\$ -	\$ -	\$ -	\$ -	\$ 8,750
Transfers	-	-	-	-	1,157,552
Total revenues and funding sources	\$ -	\$ -	\$ -	\$ -	\$ 1,166,302
EXPENDITURES					
Storm Water	\$ -	\$ -	\$ -	\$ -	\$ 1,046,302
Transfers	-	-	-	-	120,000
Total expenditures	\$ -	\$ -	\$ -	\$ -	\$ 1,166,302

CAPITAL PROJECTS FUND – STORM WATER

CAPITAL PROJECTS FUND - STORM WATER	BUDGET				
	FY2017	FY2018	FY2019	FY2020	FY2021
REVENUE					
Installment financing	\$ 900,000	\$ 900,000	\$ -	\$ -	\$ -
Transfers	713,000	713,000	900,000	1,200,000	1,970,000
Total revenues and funding sources	\$ 1,613,000	\$ 1,613,000	\$ 900,000	\$ 1,200,000	\$ 1,970,000
EXPENDITURES					
Professional fees	\$ 103,000	\$ 103,000	\$ 100,000	\$ 150,000	\$ 190,000
Construction	1,510,000	1,510,000	800,000	1,050,000	1,780,000
Total expenditures	\$ 1,613,000	\$ 1,613,000	\$ 900,000	\$ 1,200,000	\$ 1,970,000

REVENUE SOURCES AND ASSUMPTIONS FISCAL YEAR 2020-2021

This section of the budget document provides an explanation of the major sources of revenue and means used to project anticipated income for the coming fiscal year.

GENERAL FUND

GENERAL FUND	BUDGET				
	FY2017	FY2018	FY2019	FY2020	FY2021
REVENUE					
Property taxes	\$ 5,732,000	\$ 6,085,000	\$ 7,832,000	\$ 8,182,000	\$ 9,412,000
Intergovernmental					
Sales tax revenues	1,575,000	1,750,000	2,100,000	2,600,000	2,500,000
Utility sales taxes	800,000	830,000	830,000	890,000	890,000
Powell Bill	400,000	460,000	498,300	466,300	460,000
CC Rural Fire	982,500	1,055,000	1,160,000	1,210,000	1,360,000
Grants	814,000	399,500	-	-	-
Other	85,500	96,600	89,500	94,300	94,300
Permits and fees	207,000	309,000	448,000	544,000	602,500
Charges for services	401,000	666,300	661,250	664,600	762,100
Miscellaneous/interest on investments	327,813	335,850	356,500	318,000	254,000
Installment financing	3,982,000	155,000	-	-	-
Transfers	1,137,100	812,650	1,033,900	825,000	1,293,000
Fund balance appropriated	11,760	2,871,950	268,664	-	-
Total revenues and funding sources	\$ 16,455,673	\$ 15,826,850	\$ 15,278,114	\$ 15,794,200	\$ 17,627,900

Ad valorem taxes

\$9,412,000 or 53.4% of total General Fund revenue

Ad valorem tax, or property tax, income is based on the current tax rate applied to each \$100 in assessed real and personal property (including vehicle) value in the Town limits. Uses for general ad valorem tax revenues are unrestricted.

The proposed budget sets the effective tax rate at \$0.355 for FY2021, which is unchanged from the FY2020 tax rate. See Appendix 1 for historical tax rate comparisons. For a reference, one penny of the Town's tax rate generates approximately \$272,850 in ad valorem property and motor vehicle taxes.

Harrisburg's estimated taxable property value is \$2,728,503,000. The gross general tax levy on the estimated tax value equals \$9,686,185. For budgeting purposes property tax revenue may not exceed the lesser of the gross tax levy multiplied by the actual collection rate experienced during the preceding fiscal year or by the estimated collection rate for the budget year. The collection rate for the preceding year was 99.63%, which would produce a levy of \$9,650,000. Due to the uncertainty surrounding COVID-19 and its potential widespread economic impact to our national and local economies, we anticipate a reduced collection rate at 96.855%, which results in \$9,381,000 in revenues from the 2020 levy.

2020 is a revaluation year for Cabarrus County. The real property revaluation process is one in which the County tax office adjusts real property values for the changes in market conditions every four years. General Statute 159-11 requires the Budget Officer to present the Town Council with a revenue neutral budget. A revenue neutral budget is one in which the government adjusts its tax rate to compensate for an increase or decrease in real property values so that it receives the same revenues as the year prior to the property revaluation in addition to normal tax base growth. The revenue neutral tax rate

for FY2021 is \$0.312, which would generate a \$8,245,000 gross levy. See Appendix 6 for more information and a Revenue Neutral FY2021 Budget Ordinance and Fee Schedule.

Cabarrus County bills and collects property tax revenue for Harrisburg. The collection fee is approximately \$20,000 to Cabarrus County, or approximately 0.2% of taxes collected. Funds are wired from Cabarrus County to the Town on a monthly basis.

As referenced above, the COVID-19 pandemic has already affected economic activity and has disrupted the reasonable level of certainty that individuals and businesses depend upon for financial stability and confidence. There is great uncertainty surrounding the depth and length of suppressed economic activity as evidenced by the vast range in available projections of consumer spending, mortgage and property tax collection impacts, employment numbers, and investment activity throughout the entirety of this event. Due to these factors, residents, in unprecedented numbers, may be severely-financially impacted by this pandemic, resulting in decreases in various revenue sources for the Town. Most individuals pay their property taxes through the use of an escrow account linked to the home's mortgage, contributing to a historically reliable revenue source to the Town. Given the potential severity of the impact to certain individuals, even this revenue is likely to be impacted by a reduced collection rate for the Town. In setting an estimated collection rate for the upcoming fiscal year, collection rates during previous recessions were reviewed. Collection rates have dipped to approximately 94% in previous downturns, however, those recessions were caused by broader, systemic economic issues which take an extended period of time to naturally recover from. It is estimated that the recovery from COVID-19, from an economic activity and financial well-being perspective, will be much more rapid than those previous events given that there were no underlying economic issues which caused this recession. Given those assumptions and uncertainties surrounding this revenue source, it was determined that the Town would reduce its typical collection rate of 99.63% to 96.855%, approximately a 2.8% decrease.

Intergovernmental - sales tax revenues

\$2,500,000 or 14.2% of total General Fund revenue

Sales taxes are authorized by the State and enacted by counties which opt to impose the taxes. All sales tax revenue is collected by the State and distributed to counties and municipalities monthly.

The NC General Assembly has authorized several sales taxes in Chapter 105 of the General Statutes. Three of the authorizations result in revenue for the Town. The first, defined in Article 39, is a one percent sales tax that was originally authorized in 1971. Distribution is based on point of delivery. There are two one-half percent sales taxes – one authorized in 1983 (Article 40) and one in 1986 (Article 42), distributed on a per capita basis and point of delivery, respectively.

Each county chooses one of two formulae for distribution of these three authorizations of local option sales taxes. Sales taxes returned to Cabarrus County and its municipalities are distributed proportionately to ad valorem taxes of incorporated and unincorporated areas within the County. The proportionate share of sales tax revenues between the County and municipalities may fluctuate based on ad valorem tax increases or decreases.

COVID-19's sales tax collection impact could potentially be greater than that projected for reduced property tax collections for the Town. Unlike property taxes, which are ultimately due and will eventually be collected, sales taxes that are lost due to suppressed economic activity may never be recovered. Some deferred purchases and pent up discretionary expenditures may provide a lift to sales tax collections when economic restrictions are lifted, however, there are undoubtedly transactions that did not take place during the event that will not be replaced in the future. The Town projects reduced revenues for the three months ending June 30, 2020 and also applied a 3.8% reduction to this reduced-FY2020 annualized amount. A 3.8% decrease was provided to municipalities by the NCLM as the conservative bound of a projected range of annual change to sales tax collections across North Carolina for FY2021.

Intergovernmental - utility sales taxes*\$890,000 or 5.0% of total General Fund revenue*

The Town receives sales taxes collected by the NC Department of Revenue on sales of telecommunications, video programming, home satellite services, electricity and piped natural gas.

General sales tax is applied to sales of electricity and piped natural gas. The distribution method of this revenue to municipalities is intended to hold municipalities harmless from the amount of utility taxes that cities and towns received in the FY2013-14 distributions. Both of these revenues are highly sensitive to weather and can also fluctuate due to loss of industry or other large facilities or annexations of these types of facilities.

Distributions of Telecommunications Sales Tax to municipalities are based on their past share of the old telephone franchise tax set at a historic benchmark. Therefore, the Town continues to receive the static percentage of overall statewide collections irrespective of fluctuations in local communication sales. Historical trend analysis and recommendations by the State of North Carolina, adjusted by local conditions, have also factored into this revenue estimate.

Intergovernmental – Powell Bill*\$460,000 or 2.6% of total General Fund revenue*

The State of North Carolina appropriates State dollars annually to municipalities for the upkeep of municipal streets and sidewalks. These funds are distributed each October and January to municipalities based on population and miles of street maintained by the Town. Population accounts for 75% of the funds received and miles of streets accounts for the remaining 25% of the allocation.

Based on NC State Budget Office estimates, the Town should receive approximately \$460,000 in Powell Bill funding during FY2021. Of the projected \$52,500 in Powell Bill fund balance to begin the year, none is appropriated in the FY2021 budget.

Intergovernmental – rural fire tax and sales tax*\$1,360,000 or 7.7% of total General Fund revenue*

As part of the Town's agreement with Cabarrus County to provide fire protection in rural areas surrounding the Town's corporate limits, the County provides both property and sales taxes to the Town. Currently, the County has established a special tax district for this rural area and assesses an amount equal to the maximum rate allowed under General Statute 69-25.4(a), \$0.15 per \$100 valuation of property. This is estimated to provide \$1,120,000 to the Town, which is dedicated to fire protection. The County also determines the estimated population of the rural district and provides equivalent sales taxes to the Town which is dedicated for fire protection. For FY2021, the estimated amount of these funds is \$240,000.

Intergovernmental – grants*\$0*

The Town constantly looks to identify alternative funding sources for projects within the Town. Grant opportunities are one such way that this is accomplished. There are no General Fund grants that the Town anticipates receiving in FY2021. Grants associated with multi-year capital project funds are located in those respective funds.

Intergovernmental – other*\$94,300 or 0.5% of total General Fund revenue*

The State of North Carolina, Cabarrus County, and other quasi-governmental agencies share with the Town a portion of revenues collected. This funding category includes lease income of municipal space, taxes on the sale of alcoholic beverages and solid waste disposal tax.

Permits and fees*\$602,500 or 3.4% of total General Fund revenue*

Revenue in this category includes compliance permits, passport acceptance fees, traffic review fees, fire permits, plan review fees and inspection fees.

Charges for services*\$762,100 or 4.3% of total General Fund revenue*

Revenue in this category relates to a variety of Town activities, such as rental income from Town-owned property, recreation and sports programs.

Miscellaneous/Interest on investments*\$254,000 or 1.4% of General Fund revenue*

Various nominal revenue sources from Town activities also add to the revenue in the General Fund. These include the July 4th Celebration, contributions, special events, proceeds from sales of assets and investment income.

Installment financing*\$0*

Occasionally, as determined by the size and scope of certain projects, it is in the best financial interest of the Town to borrow funds to pay for a project. There is currently no planned financing within the General Fund projected for FY2021. Installment financing revenues associated with multi-year capital project funds are located in those respective funds.

Transfers*\$1,293,000 or 7.3% of total General Fund revenue*

Typically, when possible, all capital outlay expenditures that are not being financed are paid for with capital reserve funds. This allows the Town to minimize the current operational impacts of capital projects with excess funds saved from prior years. In FY2021, all non-financed capital outlay items will be funded with capital reserve funds.

Fund Balance Appropriated*\$0 of total General Fund revenue*

Fund balance is essentially the Town's savings account balance. There are several reasons for maintaining a healthy fund balance, which is expressed as a percentage of annual expenditures. Even though the law does not prohibit what fund balance is used for, appropriation of fund balance is a one-time revenue source and should not be used to balance reoccurring expenditures. At the beginning of FY2020, the Town's unassigned fund balance – at \$4.35M – equaled 36.18% of expenditures.

A significant portion of a municipality's annual revenue is derived from ad valorem property taxes. Because property taxes are not assessed a late penalty until early January, most taxpayers do not pay until near this deadline. Therefore, the Town may operate with less cash in the beginning of a fiscal year and recover mid-year. Fund balance provides working capital during the first half of the fiscal year.

Fund balance is often referred to as a "rainy-day" fund. In this context, fund balance may be seen as a hedge against unexpected changes in financial circumstances. Threats to a community's financial health may stem from adverse weather conditions requiring expensive responses or withholding of revenue at the county or state level. The Town is heavily reliant on these other governmental units for funding disbursements; and budget uncertainties at those levels of government have led to reduced funding in prior years. A local government may be unable to manage such situations without an adequate fund balance.

Per the Town's fund balance policy, a minimum available fund balance of 40% of adjusted expenditures is required to be maintained in the General Fund. Available fund balance is defined as the portion of fund balance in cash and cash equivalents that is not restricted in nature or required to satisfy short-term commitments. Adjusted expenditures is defined as all operating expenditures of the fund, reduced by capital, transfers and contingency. Any fund balance in excess of this amount is transferred to capital reserve funds for use on future capital projects. Fund balance is currently at the 40% target.

Another reason to maintain a healthy fund balance is to fund the early stages of major projects until permanent financing is secured. Fund balance provides flexibility regarding timing of the financing. One last advantage to maintaining a strong fund balance position is that lenders view this savings account as a measure of good fiscal management.

The recommended budget does not have any funds appropriated from fund balance.

CAPITAL RESERVE FUND – GENERAL FUND

CAPITAL RESERVE FUND - GF	BUDGET				
	FY2017	FY2018	FY2019	FY2020	FY2021
REVENUE					
Miscellaneous/interest on investments	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 10,000
Transfers	-	-	-	1,250,000	1,312,711
Fund balance appropriated	1,052,600	591,050	918,175	-	78,289
Total revenues and funding sources	\$ 1,057,600	\$ 596,050	\$ 923,175	\$ 1,255,000	\$ 1,401,000

Miscellaneous/Interest on investments*\$10,000 or 0.7% of Capital Reserve Fund revenue*

This includes investment income.

Transfers*\$1,312,711 or 93.7% of Capital Reserve Fund revenue*

At the end of each year, the excess of available fund balance of the General Fund over the 40% threshold that is set by the fund balance policy, is transferred to the capital reserve fund for future General Fund capital expenditures. The annual budget for the General Fund projects a \$1.31M transfer for FY2021.

Fund Balance Appropriated*\$78,289 or 5.6% of total Capital Reserve Fund revenue*

When projects are identified for the utilization of reserve funds, the funds are taken out of fund balance and transferred back to the General Fund or capital projects funds for use on that specified project. The FY2021 budget requires approximately \$78,000 in appropriated fund balance.

CAPITAL RESERVE FUND – ECONOMIC DEVELOPMENT

CAPITAL RESERVE FUND - ECON DEV	BUDGET				
	FY2017	FY2018	FY2019	FY2020	FY2021
REVENUE					
Miscellaneous/interest on investments	\$ -	\$ -	\$ -	\$ -	\$ 1,000
Transfers	60,000	100,000	100,000	60,000	60,000
Fund balance appropriated	-	-	40,000	15,000	-
Total revenues and funding sources	\$ 60,000	\$ 100,000	\$ 140,000	\$ 75,000	\$ 61,000

Miscellaneous/Interest on investments

\$1,000 or 1.6% of Capital Reserve Fund – Economic Development revenue

This includes investment income.

Transfers

\$60,000 or 98.4% of total Capital Reserve Fund – Economic Development revenue

Beginning with FY2017, the Town began transferring an annually determined amount to a capital reserve fund dedicated for economic development capital initiatives and incentives from the General Fund. As funds are needed for projects, the appropriate amounts will be transferred back into the General Fund for use.

CAPITAL RESERVE FUND – PARKS & RECREATION

CAPITAL RESERVE FUND - PARKS & REC	BUDGET				
	FY2017	FY2018	FY2019	FY2020	FY2021
REVENUE					
Fee in lieu of	\$ 110,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ -
Miscellaneous/interest on investments	-	-	-	-	1,000
Transfers	-	-	-	-	20,000
Total revenues and funding sources	\$ 110,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 21,000

Fee in Lieu of

\$0 or 0% of total Capital Reserve Fund – Parks and Recreation revenue

In FY2015, a new Town ordinance went into effect that gives developers options when building a development – those include park/greenway space contributions or paying the Town a fee in lieu of which is based on a formula designated in the ordinance and established during the application phase of the project. The fee is only payable to the Town when certain development benchmarks are attained and those dates are not readily determinable and are subject to change. There is no anticipated revenue in FY2021 for these contributions.

Miscellaneous/Interest on investments

\$1,000 or 4.8% of total Capital Reserve Fund – Parks and Recreation revenue

This includes investment income.

Transfers

\$20,000 or 95.2% of total Capital Reserve Fund – Parks and Recreation revenue

In FY2021, The Town will begin transferring \$20,000 each year to be saved for future greenway easement purchases when those opportunities arise. \$20,000 is identified for this purpose in FY2021.

CAPITAL PROJECTS FUND - TRANSPORTATION

CAPITAL PROJECTS FUND - TRANSPORTATION	BUDGET				
	FY2017	FY2018	FY2019	FY2020	FY2021
REVENUE					
Grant proceeds/contributions	\$ 451,000	\$ 451,000	\$ 2,163,000	\$ 2,163,000	\$ 1,645,000
Installment financing	-	-	4,000,000	4,000,000	4,000,000
Transfers	274,000	274,000	274,000	274,000	274,000
Total revenues and funding sources	\$ 725,000	\$ 725,000	\$ 6,437,000	\$ 6,437,000	\$ 5,919,000

Grant proceeds/contributions

\$1,645,000 or 27.8% of total Capital Projects Fund – Transportation revenue

The Town is anticipating contributions from external agencies and private developers along with grant funding to help pay for sidewalk expansion and intersection improvements in various sections of Town. Design is being performed on a number of projects and construction should begin in FY2021. This portion, or \$1,645,000, represents external contributions to these projects.

With the 2017 transportation bond project approval by the voters, staff is anticipating obtaining related transportation grants and contributions to add to the bond funding to accomplish the projects in this fund.

Installment financing

\$4,000,000 or 67.6% of total Capital Projects Fund – Transportation revenue

Voters approved a \$4M bond issue relating to transportation projects included in this fund. It is anticipated that \$1M will be issued for these projects in FY2021.

Transfers

\$274,000 or 4.6% of total Capital Projects Fund – Transportation revenue

\$274,000 represents the Town's contribution toward project design costs and has been transferred from the Capital Reserve Fund – General Fund.

CAPITAL PROJECTS FUND – PUBLIC SAFETY

CAPITAL PROJECTS FUND - PUBLIC SAFETY	BUDGET				
	FY2017	FY2018	FY2019	FY2020	FY2021
REVENUE					
Miscellaneous/interest on investments	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ -
Installment financing	2,600,000	2,600,000	5,500,000	6,115,000	6,115,000
Transfers	772,750	772,750	-	-	-
Total revenues and funding sources	\$ 3,373,750	\$ 3,373,750	\$ 5,500,000	\$ 6,115,000	\$ 6,115,000

Installment financing

\$6,115,000 or 100% of total Capital Projects Fund – Public Safety revenue

The Town is currently using this fund to build Fire Station #2 and a training facility on the same property and to purchase a fire engine, both of which are totally financed with installment financing dollars. The Fire Station has been completed and the training facility will be designed and built after the completion of the Elevated Water Storage Tank being constructed on the property, which should be completed in late FY2021. The Fire Engine has been in manufacturing for over 12 months and should be delivered in early FY2021.

CAPITAL PROJECTS FUND – RECREATION

CAPITAL PROJECTS FUND - RECREATION	BUDGET				
	FY2017	FY2018	FY2019	FY2020	FY2021
REVENUE					
Grant proceeds	\$ -	\$ -	\$ -	\$ -	\$ 350,000
Installment financing	-	-	6,650,000	9,000,000	10,000,000
Transfers	-	-	875,000	525,000	300,000
Total revenues and funding sources	\$ -	\$ -	\$ 7,525,000	\$ 9,525,000	\$ 10,650,000

Grant proceeds

\$350,000 or 3.3% of total Capital Projects Fund – Recreation revenue

\$350,000 of grant funding was awarded to the Town from PARTF. The funds are being used to expand the offerings and amenities in the Harrisburg Park Redevelopment – Phase 1 project.

Installment financing

\$10,000,000 or 93.9% of total Capital Projects Fund – Recreation revenue

\$10,000,000 of installment debt financing was awarded in September 2019 to fund the design and construction of the Harrisburg Park Redevelopment – Phase 1 project.

Transfers

\$300,000 or 2.8% of total Capital Projects Fund – Recreation revenue

Transfers in from the Capital Reserve Fund – General Fund represent the Town's cash contribution toward professional services related to the Harrisburg Park Redevelopment – Phase 1 project.

CAPITAL PROJECTS FUND – ECONOMIC DEVELOPMENT

CAPITAL PROJECTS FUND - ECON DEV	BUDGET				
	FY2017	FY2018	FY2019	FY2020	FY2021
REVENUE					
Transfers	\$ -	\$ -	\$ -	\$ -	\$ 1,750,000
Total revenues and funding sources	\$ -	\$ -	\$ -	\$ -	\$ 1,750,000

Transfers

\$1,750,000 or 100% of total Capital Projects Fund – Economic Development revenue

Transfers in from the Capital Reserve Fund – General Fund represent the Town's cash contribution toward the construction costs of a Train Station with office and multipurpose space in Harrisburg.

WATER AND SEWER FUND

WATER AND SEWER FUND	BUDGET				
	FY2017	FY2018	FY2019	FY2020	FY2021
REVENUE					
Sales and services	\$ 7,063,000	\$ 7,822,500	\$ 7,507,500	\$ 8,245,000	\$ 8,549,250
Permits and fees	1,021,600	811,750	199,000	179,000	179,800
Miscellaneous/interest on investments	198,920	260,120	281,620	285,100	169,000
Transfers	-	610,800	2,502,000	2,192,500	1,643,500
Fund balance appropriated	23,975	1,231,600	264,705	1,615,045	-
Total revenues and funding sources	\$ 8,307,495	\$ 10,736,770	\$ 10,754,825	\$ 12,516,645	\$ 10,541,550

Sales and services

\$8,549,250 or 81.1% of total Water and Sewer Fund revenue

The Town sells water to both inside Town and outside Town customers with a blend of internally produced water and externally purchased water. Internally produced water is generated from multiple wells within the Town. Externally purchased water is provided by both the City of Concord and Charlotte Water. Expansion of the Town's water distribution system has allowed for more water to be purchased from the City of Concord.

The Town also charges for sewer to both inside Town and outside Town customers through an agreement with the Water and Sewer Authority of Cabarrus County (WSACC), which provides the actual sewer treatment.

Sales and services include water sales, sewer charges and meter sales. There is no proposed rate increase to water and sewer usage rates for FY2021 for either inside or outside customers. The Town last implemented a water and sewer rate increase of 9.5% in FY2020. The Town continues to absorb up to 5% rate increases annually from the City of Concord for water purchases and WSACC for sewer treatment.

Permits and fees

\$179,000 or 1.7% of total Water and Sewer Fund revenue

As customers come onto the system, there is routinely a cost to the customer to tap into the system. The Town charges a fee for any customer that is not currently tapped into the system and is not providing the infrastructure and related installation. Other system development charges are recorded in the Water and Sewer Capital Reserve Fund – Expansion.

Miscellaneous/Interest on investments

\$169,000 or 1.6% of total Water and Sewer Fund revenue

This category is made of three main accounts: interest on investments, cell tower lease revenue and proceeds from sale of assets. The Town currently has three companies that lease tower space for cellular equipment use. These leases generate approximately \$84,000 for the Water and Sewer Fund, annually. As aged Town equipment is replaced, the Town uses Govdeals or other auction-style companies to provide a format to sell this equipment to generate funds to help offset the cost of new purchases.

Transfers

\$1,643,500 or 15.6% of total Water and Sewer Fund revenue

Typically, when possible, all capital outlay expenditures that are not being financed, are paid for with capital reserve funds. This allows the Town to minimize the current operational impacts of capital projects with excess funds saved from prior years. Also, per State Statute, regarding water and sewer system development charges, these revenues can be transferred into the Water and Sewer Fund to pay for expansion projects and related debt service payments on such projects. In FY2021, all non-financed capital outlay items will be funded with capital reserve funds. All system development charges will fund expansion-related debt service payments and expansion-related capital outlay.

CAPITAL RESERVE FUND – WATER AND SEWER FUND

CAPITAL RESERVE FUND - WSF	BUDGET				
	FY2017	FY2018	FY2019	FY2020	FY2021
REVENUE					
Miscellaneous/interest on investments	\$ -	\$ -	\$ -	\$ -	\$ 25,000
Appropriated fund balance	-	-	1,650,000	252,000	953,474
Transfers	-	1,500,000	880,000	2,550,000	310,526
Total revenues and funding sources	\$ -	\$ 1,500,000	\$ 2,530,000	\$ 2,802,000	\$ 1,289,000

Miscellaneous/Interest on investments

\$25,000 or 1.9% of Capital Reserve Fund – Water and Sewer revenue

This includes investment income.

Appropriated fund balance

\$953,474 or 74.0% of total Capital Reserve Fund – Water and Sewer revenue

At the end of each year, the excess of available fund balance of the Water and Sewer Fund over the 30% threshold that is set by the fund balance policy, is transferred to the capital reserve fund for future Water and Sewer Fund capital expenditures. In the year following this transfer, the funds are taken out of fund balance, as needed, and transferred back to the Water and Sewer Fund for capital funding.

Transfers

\$310,526 or 24.1% of total Capital Reserve Fund – Water and Sewer revenue

At the end of each year, the excess of available fund balance of the Water and Sewer Fund over the 30% threshold that is set by the fund balance policy, is transferred to the capital reserve fund for future Water and Sewer Fund capital expenditures.

CAPITAL RESERVE FUND – WATER AND SEWER – EXPANSION

CAPITAL RESERVE FUND - WSF - EXPANSION	BUDGET				
	FY2017	FY2018	FY2019	FY2020	FY2021
REVENUE					
Permits and Fees	\$ -	\$ -	\$ 1,392,500	\$ 1,497,500	\$ 1,198,000
Miscellaneous/interest on investments	-	-	-	-	2,500
Total revenues and funding sources	\$ -	\$ -	\$ 1,392,500	\$ 1,497,500	\$ 1,200,500

Permits and fees

\$1,198,000 or 99.8% of total Capital Reserve Fund – Water and Sewer – Expansion revenue

Based on State Statute relating to system development charges, all such charges are required to be collected in a special revenue fund. These charges represent the developers' contribution to the expansion of the water and sewer system for their new developments. These revenues can only be used on expansion-related capital projects and debt service payments on expansion-related debt.

Miscellaneous/Interest on investments

\$2,500 or 0.2% of Capital Reserve Fund – Water and Sewer – Expansion revenue

This includes investment income.

CAPITAL PROJECTS FUND – WATER AND SEWER

CAPITAL PROJECTS FUND - WSF	BUDGET				
	FY2017	FY2018	FY2019	FY2020	FY2021
REVENUE					
Installment financing	\$ -	\$ 5,900,000	\$ 2,575,000	\$ 8,045,000	\$ 9,061,000
Transfers	4,445,000	1,970,000	2,460,000	4,013,000	3,978,000
Total revenues and funding sources	\$ 4,445,000	\$ 7,870,000	\$ 5,035,000	\$ 12,058,000	\$ 13,039,000

Installment financing

\$9,061,000 or 69.5% of total Capital Projects Fund – Water and Sewer revenue

The Town will be using this fund to build a new elevated water storage tank, expand sewer infrastructure into the Morehead West area, decommission old pump stations and replace various waterlines throughout Town. This amount represents the portion of those projects that will be funded with financing proceeds. The fund also contains portions of these projects and additional projects that will be financed with transfers from the Capital Reserve Fund.

Transfers

\$3,978,000 or 30.5% of total Capital Projects Fund – Water and Sewer revenue

The two primary methods of funding multi-year water and sewer capital projects is typically either through installment financing or transfers from the Capital Reserve Fund - Water and Sewer Fund. During FY2018, the Town put a fund balance policy in place with the Water and Sewer Fund to put aside fund balance in excess of a 30% threshold which is aimed at funding all capital projects.

STORM WATER FUND

STORM WATER FUND	BUDGET				
	FY2017	FY2018	FY2019	FY2020	FY2021
REVENUE					
Permits and fees	\$ 590,000	\$ 624,000	\$ 632,000	\$ 728,000	\$ 667,200
Miscellaneous/interest on investments	2,500	5,000	11,000	13,800	1,000
Appropriated fund balance	-	8,000	50,000	-	1,000,000
Total revenues and funding sources	\$ 592,500	\$ 637,000	\$ 693,000	\$ 741,800	\$ 1,668,200

Permits and fees

\$667,200 or 40.0% of total Storm Water Fund revenue

U.S. Congress established the Clean Water Act in 1972 to preserve and improve water quality. Portions of this legislation were delegated to states for implementation and enforcement. In response to the National Pollutant Discharge Elimination System (NPDES) storm water permitting program, the NC General Assembly established in 2005 certain regulations of municipal storm sewer systems that directly impact Harrisburg. Phase II of NPDES requires that Harrisburg and other NC municipalities provide services to mitigate damage from storm runoff.

To fund this directive, the Town adopted a storm water fee in FY2011 to offset the costs of storm water repairs and maintenance of its storm drainage system. Currently, the monthly charge is \$5.62 per home or Equivalent Residential Unit (ERU), which represents the impervious space that directly impacts storm water runoff. There is no proposed increase to these fees for FY2021.

Miscellaneous/Interest on investments

\$1,000 or 0.1% of total Storm Water Fund revenue

This includes investment income.

Appropriated fund balance

\$1,000,000 or 59.9% of total Storm Water Fund revenue

Appropriation of fund balance is a one-time revenue source and should not be used to balance reoccurring expenditures. A Capital Reserve Fund for the Storm Water enterprise is established with the FY2021 budget and is funded with a one-time, initial transfer of \$1M of Storm Water Fund fund balance. At the end of each year, the excess of available fund balance of the Storm Water Fund over a predetermined baseline is transferred to the capital reserve fund for future Storm Water capital expenditures.

CAPITAL RESERVE FUND – STORM WATER FUND

CAPITAL RESERVE FUND - SWF	BUDGET				
	FY2017	FY2018	FY2019	FY2020	FY2021
REVENUE					
Miscellaneous/interest on investments	\$ -	\$ -	\$ -	\$ -	\$ 8,750
Transfers	-	-	-	-	1,157,552
Total revenues and funding sources	\$ -	\$ -	\$ -	\$ -	\$ 1,166,302

Miscellaneous/Interest on investments

\$8,750 or 0.8% of total Capital Reserve Fund – Storm Water Fund revenue

This includes investment income.

Transfers

\$1,157,552 or 99.2% of total Capital Reserve Fund – Storm Water Fund revenue

This budget includes a transfer of \$1,000,000 from the Storm Water Fund to establish the fund. At the end of each year, the excess of available fund balance of the Storm Water Fund over a predetermined baseline is transferred to the capital reserve fund for future Storm Water capital expenditures. For FY2021, this is anticipated to equate to \$157,552. In the years following this transfer, the funds are taken out of fund balance, as needed, and transferred back to the Storm Water Fund or to the Capital Projects Fund for capital funding.

CAPITAL PROJECTS FUND – STORM WATER

CAPITAL PROJECTS FUND - STORM WATER	BUDGET				
	FY2017	FY2018	FY2019	FY2020	FY2021
REVENUE					
Installment financing	\$ 900,000	\$ 900,000	\$ -	\$ -	\$ -
Transfers	713,000	713,000	900,000	1,200,000	1,970,000
Total revenues and funding sources	\$ 1,613,000	\$ 1,613,000	\$ 900,000	\$ 1,200,000	\$ 1,970,000

Transfers

\$1,970,000 or 100% of total Capital Projects Fund – Storm Water revenue

This budget includes transfers of \$1,250,000 from the Storm Water Fund to fund the System A – Phase 2 project and the Town Center Regional Detention Pond. Although the Regional Detention Pond will be funded with transfers from the Storm Water Fund, those fees will be paid for with fees received from developers within and around Town Center.

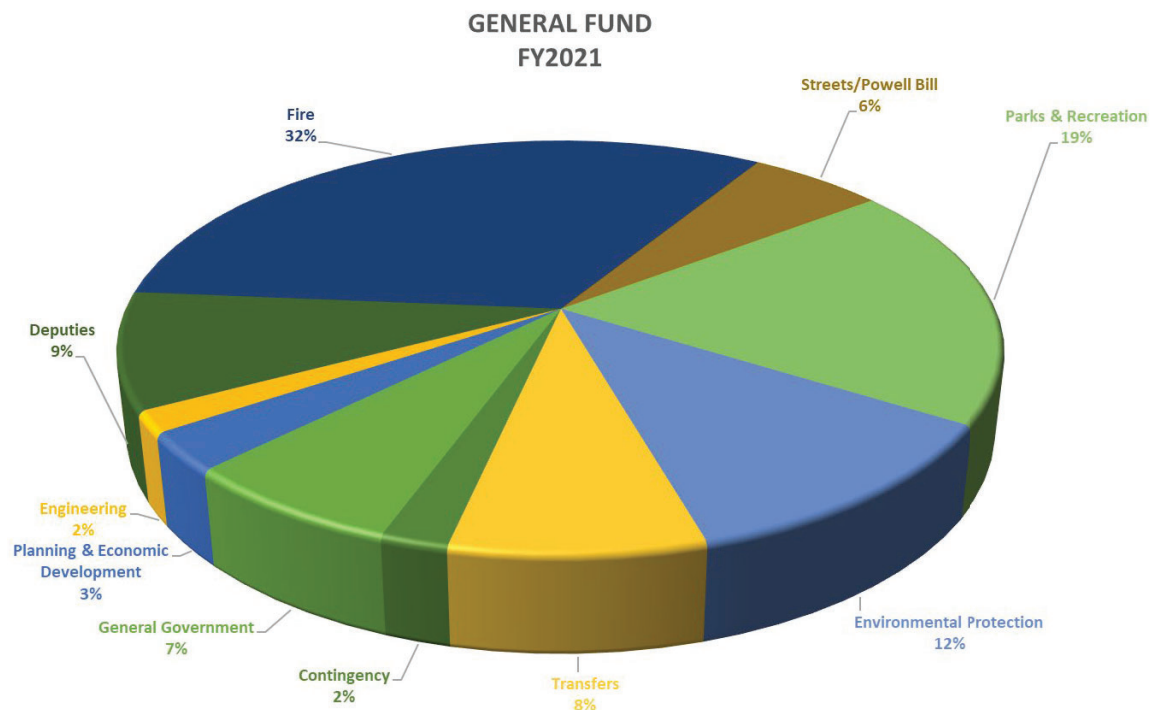
This budget also includes a transfer of \$720,000 from the Capital Reserve Fund – Storm Water Fund to fund the System A – Phase 3 project. This project will be designed in FY2021 and constructed in FY2022.



EXPENDITURE SUMMARY FISCAL YEAR 2020-2021

This section of the budget document provides the reader an explanation of how the Town intends to use resources during the coming fiscal year. The reader should refer to department summaries for a description of all funds and department expenditures.

GENERAL FUND	BUDGET				
	FY2017	FY2018	FY2019	FY2020	FY2021
EXPENDITURES					
Governing Board	\$ 95,960	\$ 137,980	\$ 118,950	\$ 115,485	\$ 110,030
Town Clerk	-	98,110	74,355	72,470	74,030
Administration	3,217,357	795,685	768,690	408,110	416,770
Finance	-	246,715	295,530	309,480	322,374
Human Resources	-	119,980	135,250	101,495	109,805
Information Technology	-	46,170	121,950	159,690	112,950
Communications	306,739	312,240	316,506	88,610	91,015
Planning & Zoning	572,970	622,110	505,995	565,010	425,880
Economic Development	160,795	49,670	68,500	113,900	101,650
Engineering	-	213,790	275,660	323,155	294,315
Deputies	874,500	962,970	1,236,535	1,337,915	1,607,720
Fire	4,651,515	5,104,245	4,806,109	5,324,350	5,719,380
Streets	286,850	364,200	401,350	467,200	572,200
Powell Bill	400,000	460,500	499,800	466,300	461,000
Parks & Recreation	3,596,337	1,866,200	2,174,604	2,657,215	3,387,665
Environmental Protection	1,277,145	1,646,325	1,699,925	1,585,800	2,055,700
Transfers	532,750	2,440,000	1,550,000	1,310,000	1,392,711
Contingency	482,755	339,960	228,405	388,015	372,705
Total expenditures	\$ 16,455,673	\$ 15,826,850	\$ 15,278,114	\$ 15,794,200	\$ 17,627,900



General Fund Expenditures by category
Analysis of trends and changes from prior years

For the purposes of this discussion, expenditures have been grouped into the following categories:

- Personal services
- Employee relations and education
- Supplies and materials
- Current obligations and services
- Fixed charges and other services
- Indirect cost allocation
- Capital outlay
- Debt service
- Transfers
- Contingency

The composition of Town expenditures varies by year according to available revenue, Council priorities, needs and/or opportunities.

Personal services

\$6,810,960 or 43.1% of total General Fund expenditures

Personal services expenditures include all compensation and their corresponding staff benefits. Benefit costs are FICA taxes, workers compensation premiums, group health insurance premiums, local government employee retirement funding, 401(k)/457(b) retirement funding and unemployment claims.

This budget includes a recommended maximum 5.0% merit pool for implementation in FY2021. For budgeting purposes, an estimated 4.0% merit increase across the entire employee base was used, which amounts to approximately \$225,000 (total salaries and benefits).

This budget also includes a State-mandated increase in employer pension contributions from 8.95% to 10.15% of salaries. This results in an increase \$60,000. A 10% increase in health insurance premiums accounts for approximately \$72,000 in increased expense to the Town.

General Fund personnel additions included in this budget are as follows:

- Help Desk Technician – PT to FT conversion (Information Technology)
- Three (3) Fire Fighter/EMT (Fire Department)
- Seasonal Field Monitors (Parks & Recreation)

Employee relations and education expenditures

\$264,054 or 1.7% of total General Fund expenditures

Employee relations and education expenditures include costs associated with employee training and business meetings. Some examples of these include travel, training and meetings and conferences.

FY2020 employee and education expenditures for the General Fund were estimated to total \$236,706, while budgeted employee relations and education costs budgeted for FY2021 are \$264,054. These additional expenditures will allow staff to continue to stay on top of industry-specific issues and also cover the expanded training needs that will be necessary for new employees hired both in FY2020 and throughout FY2021.

Supplies and materials expenditures*\$429,716 or 2.7% of total General Fund expenditures*

Supplies and materials expenditures include commodities that are consumed in operations within a relatively short period or the use of which results in a material change in, or an appreciable impairment of, their physical condition. Some examples are department supplies, small tools and equipment, special equipment, uniforms, postage, shipping and handling, printing and special projects.

FY2020 supplies and materials expenditures for the General Fund were estimated to total \$353,146, while budgeted supplies and materials costs budgeted for FY2021 are \$429,716.

Current obligations and services expenditures*\$1,990,189 or 12.6% of total General Fund expenditures*

Current obligations and services expenditures include all payments for operation and maintenance services rendered by firms or individuals. Some examples of these are telephone, credit card fees, maintenance and repair, fuel, utilities, dues and subscriptions and advertising.

FY2020 current obligations and services expenditures for the General Fund are estimated to total \$1.81 million, while budgeted current obligations and services expenditures for FY2021 are \$1.99 million.

Fixed charges and other services expenditures*\$2,928,565 or 18.5% of total General Fund expenditures*

Fixed charges and other services expenditures include those expenditures that are under contract and typically extend over a fixed-period of time. Some examples of these are equipment leases, casualty insurance, contracted services, professional services, technology services, legal services and traffic review fees.

FY2020 fixed charges and other services expenditures for the Town are estimated to total \$2.95 million, while budgeted fixed charges and other services expenditures for FY2021 are \$2.93 million.

Indirect cost allocation*(\$308,226) or (2.0)% of total General Fund expenditures*

Indirect cost allocation is the process of identifying, aggregating, and assigning costs from departments within the Town which serve and benefit other departments or funds indirectly. Some of the expenses incurred by Council, Town Clerk, Administration, Finance, Human Resources, Communications, and Information Technology departments are partially allocated to the Water and Sewer and Storm Water Funds in an effort to best reflect the true costs required to operate these funds.

Costs that are specifically identifiable, or direct expenditures, are allocated to the beneficiary funds proportionally and are not a part of the indirect cost allocation.

For FY2020, the indirect cost allocation from the General Fund to the enterprise funds of the Town totaled \$344,815. Of this total, \$311,745 was allocated to the Water and Sewer Fund and \$33,070 is allocated to the Storm Water Fund.

For FY2021, the indirect cost allocation from the General Fund to the enterprise funds of the Town totaled \$308,226. Of this total, \$278,551 is allocated to the Water and Sewer Fund and \$29,675 is allocated to the Storm Water Fund.

Capital expenditures*\$1,631,000 or 10.3% of total General Fund expenditures*

Capital expenditures include outlays that result in the acquisition of or additions to fixed assets. The Town only includes those items of value in excess of \$5,000 to reflect in this section.

Proposed capital expenditures for FY2021 include:

- Engineering
 - \$40,000 – Replacement Ford Explorer
- Deputies
 - \$18,000 – Three (3) Pole-mounted Speed Signs
 - \$55,000 – Replacement of vehicle #4001 – H8 2013 Charger
 - \$55,000 – Replacement of vehicle #4002 – H11 2013 Charger
 - \$60,000 – New vehicle
 - \$60,000 – New vehicle
- Fire
 - \$6,000 – SCBA Masks (Year 2 of 2)
 - \$20,000 – AEDs (Year 2 of 3)
 - \$32,000 – Battery Extrication Tools – Engine #2
 - \$49,000 – Replacement of vehicle FD705
 - \$50,000 – Replacement of vehicle FD702
 - \$70,000 – Portable Radios (Year 2 of 5)
- Powell Bill
 - \$420,000 – Street resurfacing
- Streets
 - \$50,000 – Harrisburg Elementary School Rd.
- Environmental Protection (Public Works)
 - \$42,000 – Crew Truck
 - \$65,000 – Replacement of vehicle #7016 – Dump Truck with Gate
 - \$220,000 – Leaf Truck
- Parks & Recreation
 - \$11,000 – Zero Turn Mower
 - \$20,000 – Greenway Easements
 - \$20,000 – Replacement of Gator
 - \$25,000 – Holcomb Woods Facility Sign
 - \$35,000 – Replacement of vehicle #5004 – Chevy 1500
 - \$50,000 – Historic Pharr Mill Deconstruction and Storage
 - \$150,000 – Back Creek Greenway Phase 1 – Natural Surface
- Parks & Recreation – Buildings & Grounds
 - \$8,000 – Town Hall server room HVAC unit

Debt service expenditures*\$1,808,000 or 11.4% of General Fund expenditures*

Debt service expenditures include amounts paid for principal, interest and service charges on financed capital.

Debt service payments resulting from new anticipated debt issuances in FY2021 are associated with the 2017 Transportation Bonds and the new Fire Engine.

Transfers out

\$1,392,711 or 8.8% of General Fund expenditures

Beginning with FY2017, the Town began determining a certain amount of funds to be transferred each year into a capital reserve fund for future economic development initiatives and/or incentives. For FY2021, this amount is \$60,000. As needs arise for these funds, the Town will transfer the funds back into the General Fund for use, based on budget amendments approved by Council.

Beginning in FY2021, the Town will begin determining a certain amount of funds to be transferred each year into a capital reserve fund for future greenway easement acquisitions. For FY2021, this amount is \$20,000. As needs arise for these funds, the Town will transfer the funds back into the General Fund for use, based on budget amendments approved by Council.

The Town has established a fund balance policy, whereby a minimum available fund balance of 40% is required to be maintained. Any fund balance in excess of this amount is transferred to capital reserve funds for use on future capital projects. This amount is anticipated to be \$1.39M for FY2021.

Contingency

\$372,705 or 2.4% of General Fund expenditures

Contingency funding for the General Fund is budgeted in FY2021 for those currently unknown costs or opportunities that may arise during the course of the year. As exact amounts are known, funds will be transferred to the appropriate line items through budget amendments approved by Council.



DEPARTMENT SUMMARIES

Department, or cost center, summaries are ordered by functional area. The General Fund is the only fund that has multiple departments. All other funds are shown by fund and category.

General Fund

General Government

- Governing Board
- Town Clerk
- Administration
- Finance
- Human Resources
- Information Technology
- Communications

Engineering

Planning & Economic Development

- Economic Development
- Planning & Zoning

Public Safety

- Deputies
- Fire

Transportation

- Powell Bill
- Streets

Environmental Protection

- Public Works

Cultural & Recreation

- Recreation & Sports
- Buildings & Grounds

Non-departmental

- Transfers
- Contingency

Capital Reserve Funds

- Capital Reserve Fund – General Fund
- Capital Reserve Fund – Economic Development
- Capital Reserve Fund – Parks and Recreation

Capital Projects Funds

- Capital Projects Fund – Public Safety
- Capital Projects Fund – Transportation
- Capital Projects Fund – Recreation
- Capital Projects Fund – Economic Development

Enterprise Funds

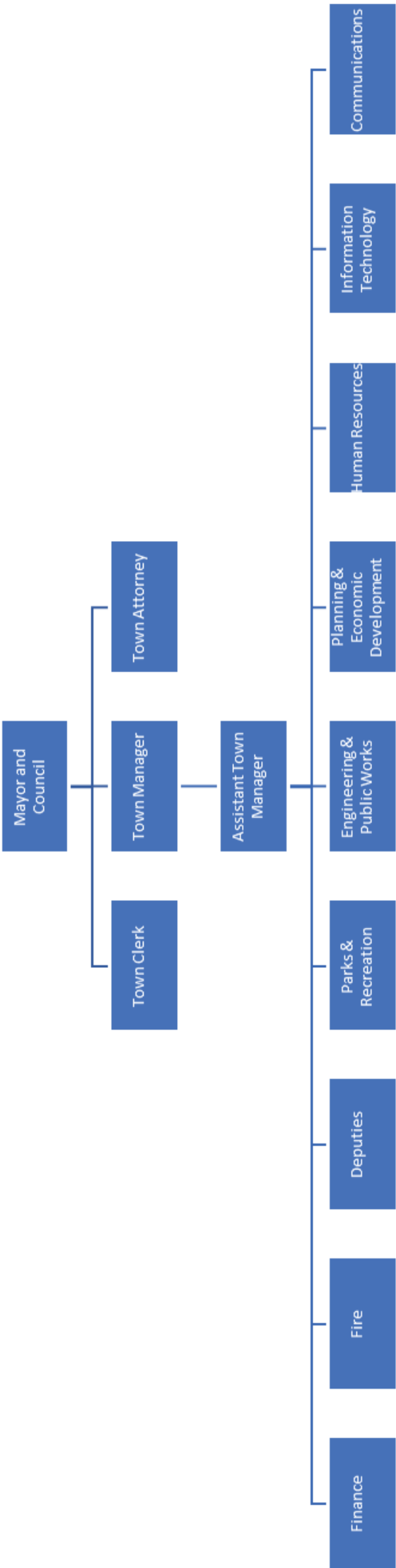
Water and Sewer Fund

- Capital Reserve Fund – Water and Sewer Fund
- Capital Reserve Fund – Water and Sewer Fund – Expansion
- Capital Projects Fund – Water and Sewer

Storm Water Fund

- Capital Reserve Fund – Storm Water Fund
- Capital Projects Fund – Storm Water

ORGANIZATION CHART



Note: Finance Director, Engineering and Public Works Director and Planning and Economic Development Director report directly to the Assistant Town Manager.

GOVERNING BOARD

Overview:

The Town's governing board is comprised of a non-voting mayor and 7 council members elected to four-year staggered terms. The Governing Board sets the goals and policies for the Town to guide its future.

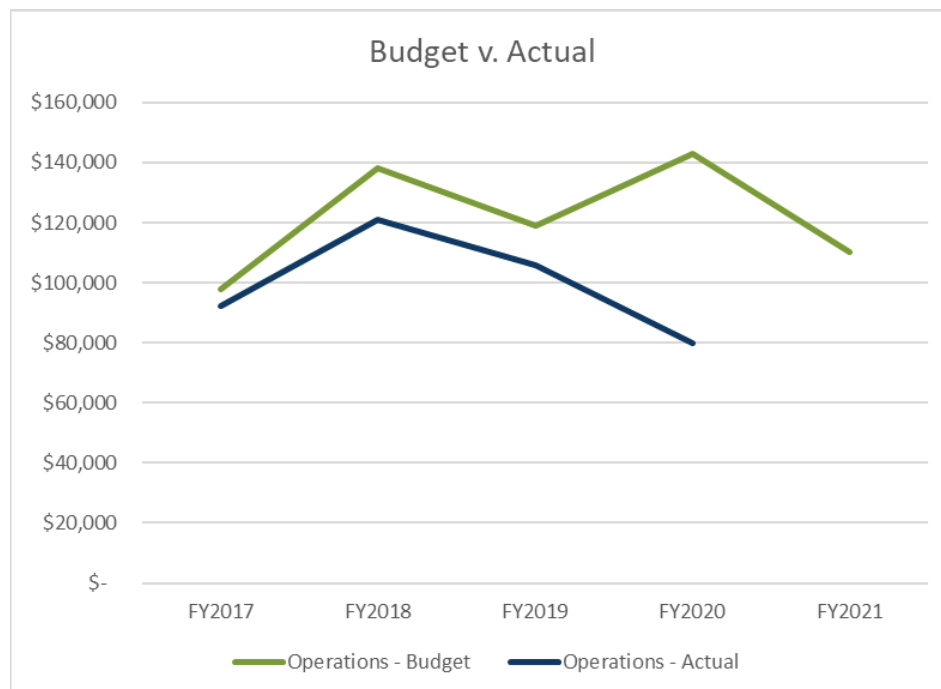
Notable changes:

- \$4,000 – addition of travel budget for each Council member
- \$4,000 – public workshops for Vision Statement update
- \$5,000 – addition of Council facilitation/training program
- (\$6,000) – removal of iPads/laptops for newly elected Council members
- (\$15,000) – removal of election fees for November 2019 elections

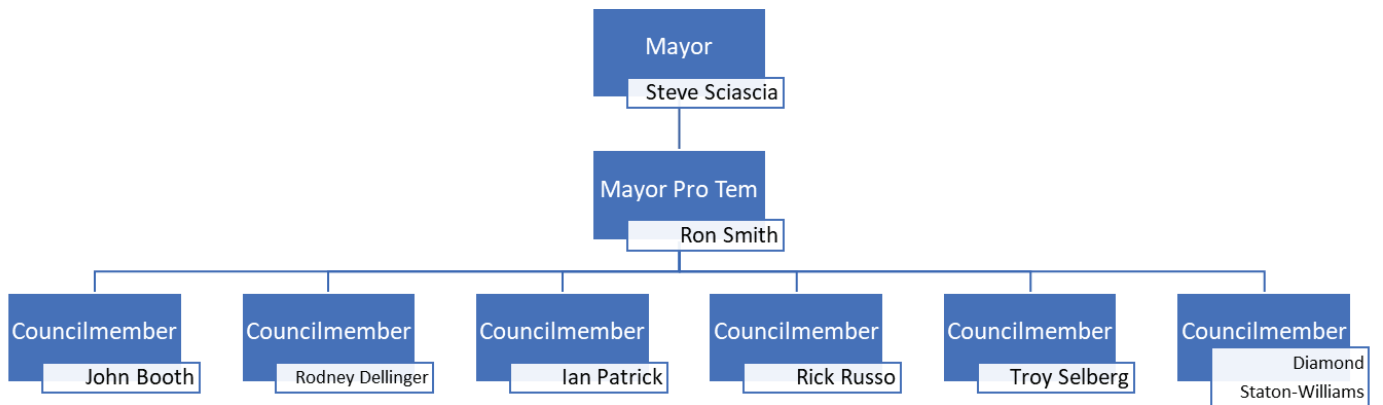
Five-year budgeted expenditures:

GOVERNING BOARD (COUNCIL)	BUDGET				
	FY2017	FY2018	FY2019	FY2020	FY2021
EXPENDITURES					
Personal services	\$ 52,050	\$ 52,150	\$ 50,150	\$ 72,685	\$ 69,460
Employee relations and education	5,500	5,384	6,500	6,500	15,100
Supplies and materials	4,340	5,516	6,900	34,170	16,150
Current obligations and services	28,400	65,020	34,700	50,800	36,820
Fixed charges and other services	7,620	9,910	20,700	21,400	13,100
Indirect cost allocation	-	-	-	(42,800)	(40,600)
Total budgeted expenditures	\$ 97,910	\$ 137,980	\$ 118,950	\$ 142,755	\$ 110,030

	BUDGET V. ACTUAL - OPERATIONS				
	FY2017	FY2018	FY2019	FY2020	FY2021
Operations - Budget	\$ 97,910	\$ 137,980	\$ 118,950	\$ 142,755	\$ 110,030
Operations - Actual	\$ 92,178	\$ 120,827	\$ 106,007	\$ 79,908	



GOVERNING BOARD
ORGANIZATION CHART



TOWN CLERK

Overview:

The Town Clerk is responsible for maintaining and preserving the legal and permanent records of the Town, executing legal documents with the Town seal, drafting meeting agendas and taking minutes, issuing public notifications, providing information to the public and administering the Town's property and liability insurance. The Town Clerk also assists the HR Director with various HR functions, including benefits administration, safety and wellness programs, recruitment, selection and orientation of new employees and other related tasks as deemed necessary. Prior to FY2018, this Department was included in Administration.

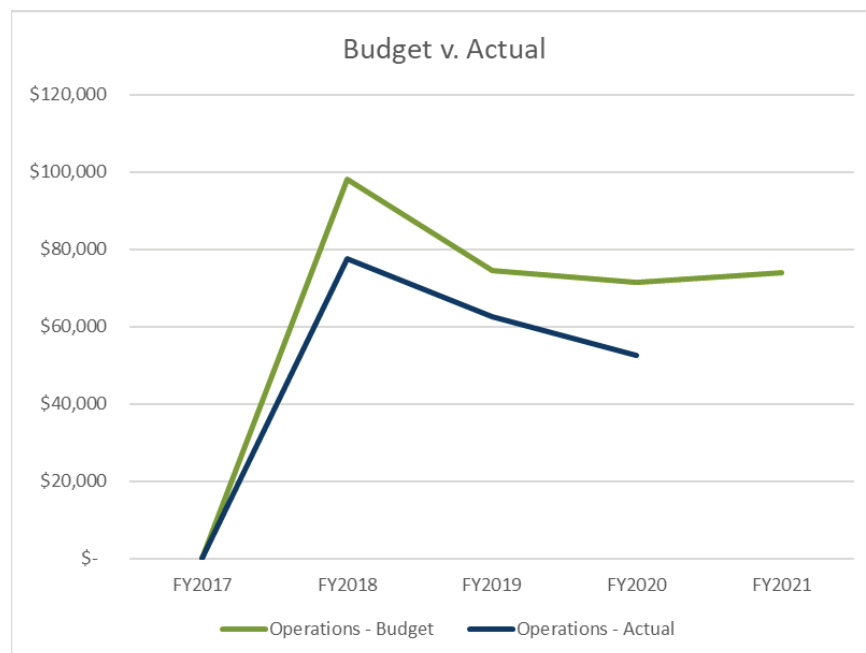
Notable changes:

- No notable changes

Five-year budgeted expenditures:

TOWN CLERK	BUDGET				
	FY2017	FY2018	FY2019	FY2020	FY2021
EXPENDITURES					
Personal services	\$ -	\$ 74,600	\$ 60,250	\$ 63,750	\$ 66,400
Employee relations and education	-	1,625	1,625	1,625	1,625
Supplies and materials	-	9,275	4,200	4,200	4,300
Current obligations and services	-	4,200	4,570	4,570	4,585
Fixed charges and other services	-	8,410	3,710	2,205	2,200
Indirect cost allocation	-	-	-	(4,880)	(5,080)
Total budgeted expenditures	\$ -	\$ 98,110	\$ 74,355	\$ 71,470	\$ 74,030

	BUDGET V. ACTUAL - OPERATIONS				
	FY2017	FY2018	FY2019	FY2020	FY2021
Operations - Budget	\$ -	\$ 98,110	\$ 74,355	\$ 71,470	\$ 74,030
Operations - Actual	\$ -	\$ 77,395	\$ 62,510	\$ 52,624	





ADMINISTRATION

Overview:

The Town's Administration Department provides guidance to Town staff and support for the various functions of the Town. This department includes the Town Manager who serves as the Chief Administrative Officer for the Town and the Assistant Town Manager. The Administration Department directs the implementation of policy directives by the Town Council and oversees all departments and functions.

Prior to FY2018, the following departments were included in Administration and subsequently moved to their own individual departments: Town Clerk, Finance, Human Resources and Information Technology.

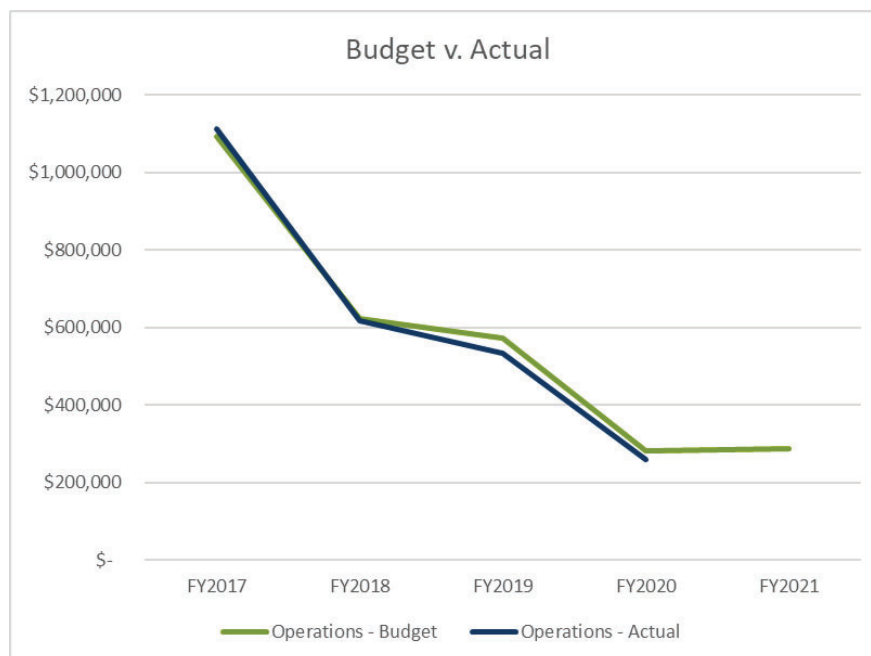
Notable changes:

- \$(30,000) – reduction in debt service for payoff of Library Loan in FY2020

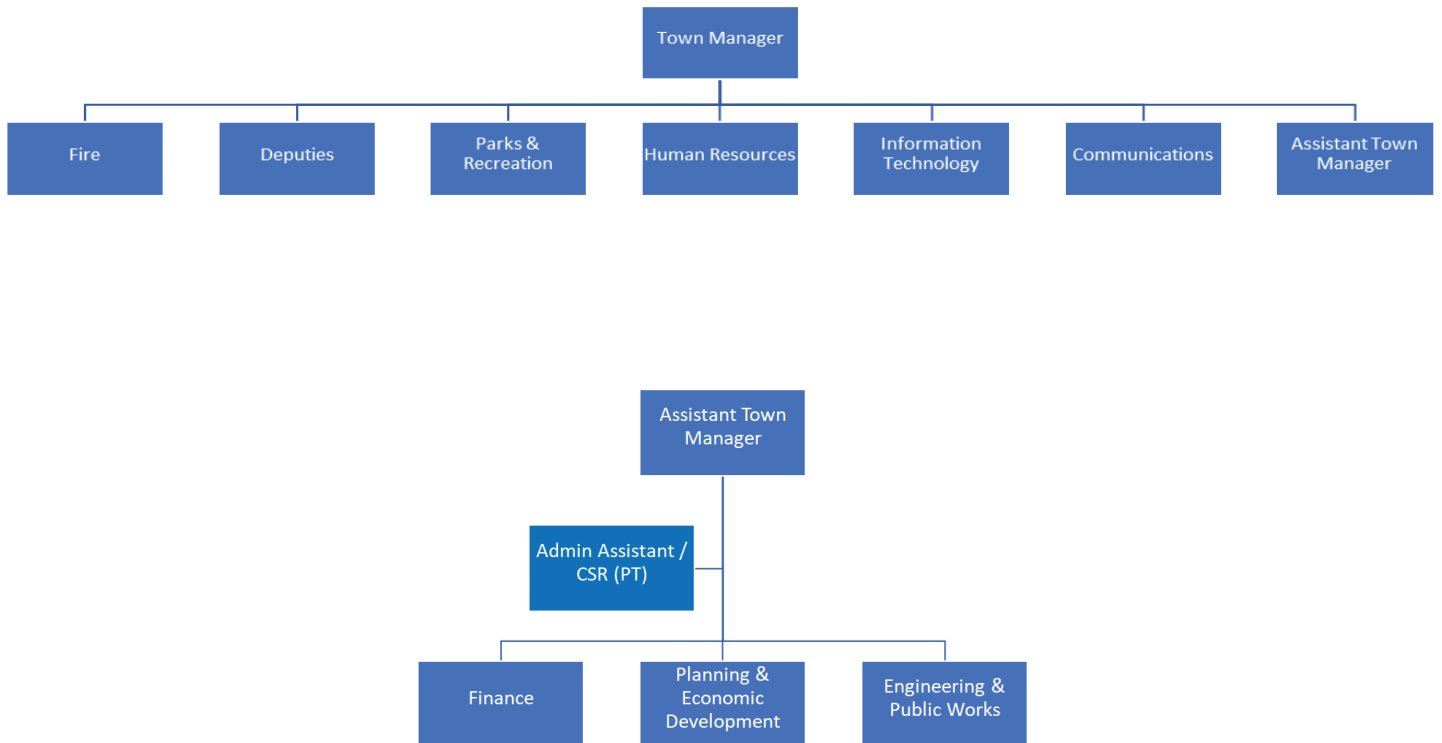
Five-year budgeted expenditures:

ADMINISTRATION	BUDGET				
	FY2017	FY2018	FY2019	FY2020	FY2021
EXPENDITURES					
Personal services	\$ 451,500	\$ 229,950	\$ 219,875	\$ 198,500	\$ 175,250
Employee relations and education	32,505	12,000	18,750	17,950	20,150
Supplies and materials	44,470	65,950	31,700	25,350	18,790
Current obligations and services	357,140	165,895	197,050	108,090	112,300
Fixed charges and other services	206,992	149,140	107,065	91,685	92,200
Indirect cost allocation	-	-	-	(159,115)	(131,120)
Capital outlay	2,035,000	-	22,500	-	-
Debt service	125,500	172,750	171,750	160,400	129,200
Total budgeted expenditures	\$ 3,253,107	\$ 795,685	\$ 768,690	\$ 442,860	\$ 416,770

	BUDGET V. ACTUAL - OPERATIONS				
	FY2017	FY2018	FY2019	FY2020	FY2021
Operations - Budget	\$ 1,092,607	\$ 622,935	\$ 574,440	\$ 282,460	\$ 287,570
Operations - Actual	\$ 1,111,569	\$ 617,078	\$ 535,247	\$ 260,601	



ADMINISTRATION *ORGANIZATION CHART*



FINANCE

Overview:

Finance functions include budgeting and finance, tax collections, investments, installment financing, contract administration and customer service. The Town seeks to guarantee long-term financial stability while maintaining an organizational environment that fosters professionalism, efficiency and a strong commitment to customer service.

Prior to FY2018, this Department was included in Administration.

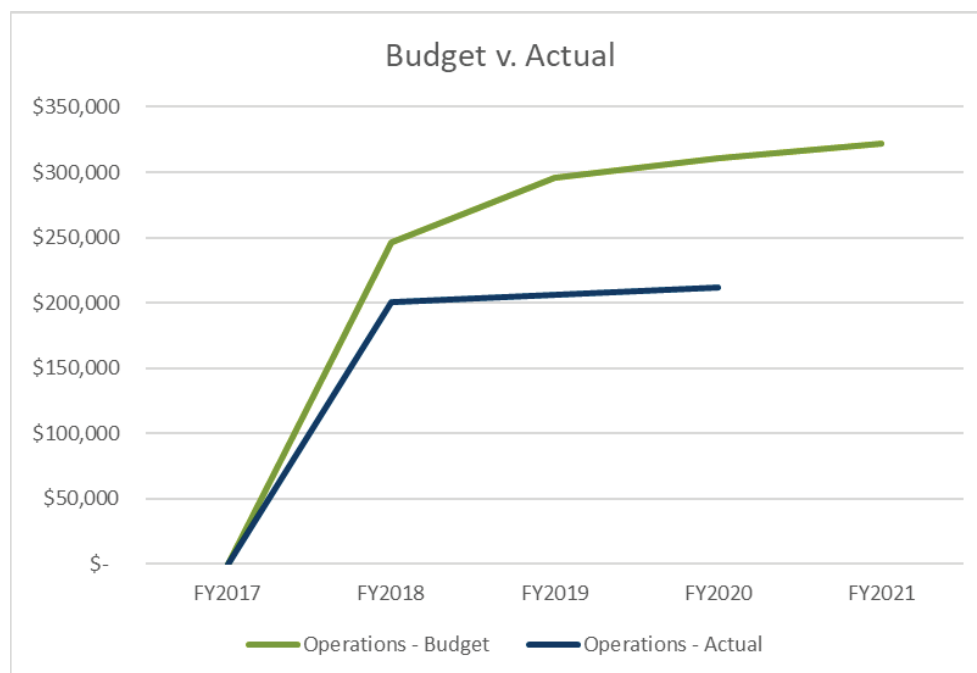
Notable changes:

- \$15,000 – increase in personnel expenses relating to increase in health insurance rates, State mandated pension contributions and merit adjustments

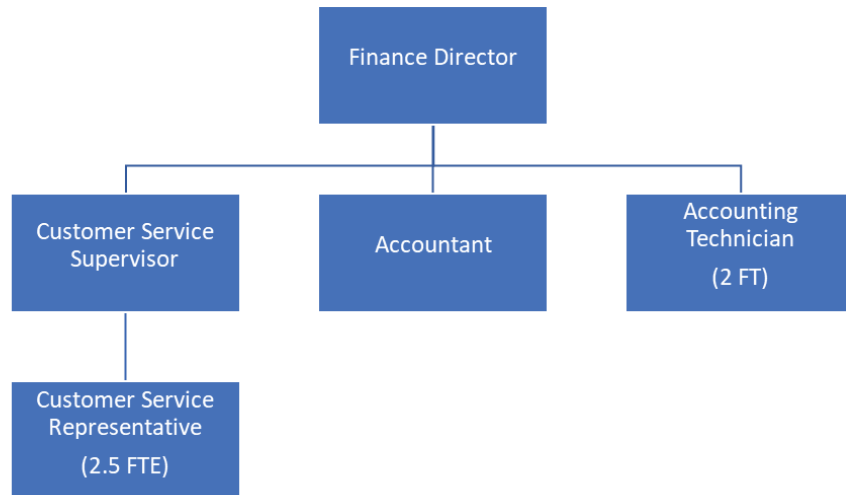
Five-year budgeted expenditures:

FINANCE	BUDGET				
	FY2017	FY2018	FY2019	FY2020	FY2021
EXPENDITURES					
Personal services	\$ -	\$ 212,050	\$ 233,375	\$ 246,700	\$ 261,500
Employee relations and education	-	6,850	14,650	13,775	12,825
Supplies and materials	-	3,550	12,200	21,000	22,500
Current obligations and services	-	5,825	5,545	6,085	4,575
Fixed charges and other services	-	18,440	29,760	45,540	42,450
Indirect cost allocation	-	-	-	(22,620)	(21,476)
Total budgeted expenditures	\$ -	\$ 246,715	\$ 295,530	\$ 310,480	\$ 322,374

	BUDGET V. ACTUAL - OPERATIONS				
	FY2017	FY2018	FY2019	FY2020	FY2021
Operations - Budget	\$ -	\$ 246,715	\$ 295,530	\$ 310,480	\$ 322,374
Operations - Actual	\$ -	\$ 200,463	\$ 205,837	\$ 212,110	



FINANCE
ORGANIZATION CHART



HUMAN RESOURCES

Overview:

The mission of the Human Resources Department is to recruit and retain employees by partnering with management to create best practices, consistent policies and standards as well as a safe and welcoming working environment. The goal is to create programs and opportunities that will continue to develop and motivate employees, while strategically aligning their productivity with the goals and objectives of the Town. Human Resources' primary functions are: Recruiting & Retention, Employee Relations, Training & Programs, Benefits, Safety, Communication and Strategic Management.

Prior to FY2018, this Department was included in Administration.

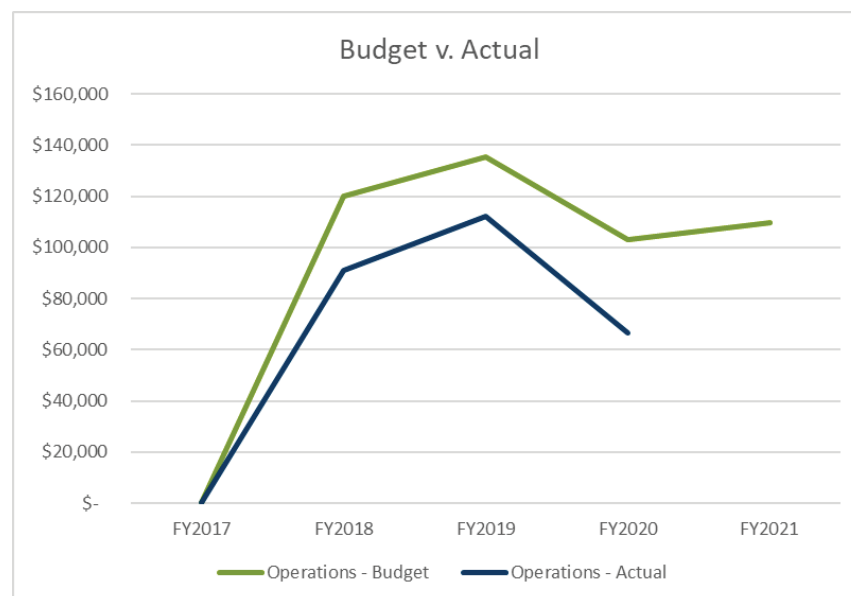
Notable changes:

- \$4,650 – addition of employee orientations and increase in employee base
- \$10,750 – addition of management training program
- \$15,000 – addition of Volunteer Day (overtime impact)
- (\$3,000) – removal of printed benefit books (electronic portal implemented)

Five-year budgeted expenditures:

HUMAN RESOURCES	BUDGET				
	FY2017	FY2018	FY2019	FY2020	FY2021
EXPENDITURES					
Personal services	\$ -	\$ 47,350	\$ 57,750	\$ 52,750	\$ 59,200
Employee relations and education	-	56,100	60,220	79,850	87,350
Supplies and materials	-	8,700	5,630	5,100	2,450
Current obligations and services	-	3,250	2,790	2,790	2,870
Fixed charges and other services	-	4,580	8,860	6,955	8,535
Indirect cost allocation	-	-	-	(44,400)	(50,600)
Total budgeted expenditures	\$ -	\$ 119,980	\$ 135,250	\$ 103,045	\$ 109,805

	BUDGET V. ACTUAL - OPERATIONS				
	FY2017	FY2018	FY2019	FY2020	FY2021
Operations - Budget	\$ -	\$ 119,980	\$ 135,250	\$ 103,045	\$ 109,805
Operations - Actual	\$ -	\$ 90,823	\$ 112,361	\$ 66,573	





INFORMATION TECHNOLOGY

Overview:

The Town of Harrisburg's Information Technology Department provides IT services to all departments within the Town. There are two main objectives within this Department; to enhance the Town's delivery of services to the public and to support critical business operations. The Department's underlying goals are to maintain a secure, reliable network and ensure the integrity of the Town's data systems.

Prior to FY2018, this Department was included in Administration.

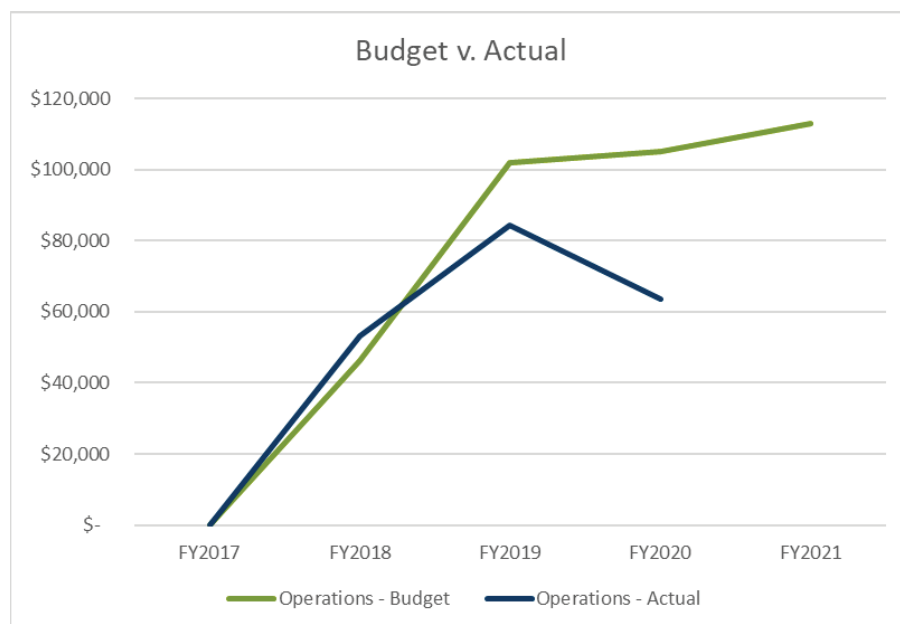
Notable changes:

- \$28,750 – expansion of PT Help Desk Technician position to FT (\$14,375 to General Fund, \$14,375 to Water and Sewer Fund)
- (\$40,000) – removal of backup and disaster recovery and exchange server capital projects

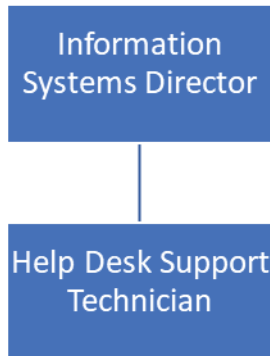
Five-year budgeted expenditures:

INFORMATION TECHNOLOGY	BUDGET				
	FY2017	FY2018	FY2019	FY2020	FY2021
EXPENDITURES					
Personal services	\$ -	\$ 40,600	\$ 56,250	\$ 73,000	\$ 92,250
Employee relations and education	-	-	3,000	3,500	3,500
Supplies and materials	-	-	3,650	6,300	6,100
Current obligations and services	-	-	1,140	6,000	4,000
Fixed charges and other services	-	5,570	37,910	39,640	27,800
Indirect cost allocation	-	-	-	(23,250)	(20,700)
Capital outlay	-	-	27,000	61,538	-
Total expenditures	\$ -	\$ 46,170	\$ 128,950	\$ 166,728	\$ 112,950

	BUDGET V. ACTUAL - OPERATIONS				
	FY2017	FY2018	FY2019	FY2020	FY2021
Operations - Budget	\$ -	\$ 46,170	\$ 101,950	\$ 105,190	\$ 112,950
Operations - Actual	\$ -	\$ 53,335	\$ 84,278	\$ 63,621	



INFORMATION TECHNOLOGY ORGANIZATION CHART



COMMUNICATIONS

Overview:

The Communications Department is a key component of Council's goal of informing and engaging citizens and promoting Harrisburg. The Communications Department collaborates with all departments and effectively provides services in support of all Town initiatives. Key responsibilities include: all aspects of outreach to citizens, businesses, media outlets, community partnerships, and other appropriate connections, manages branding, digital communications, social media, publicity and media outreach, marketing and all other forms of communication.

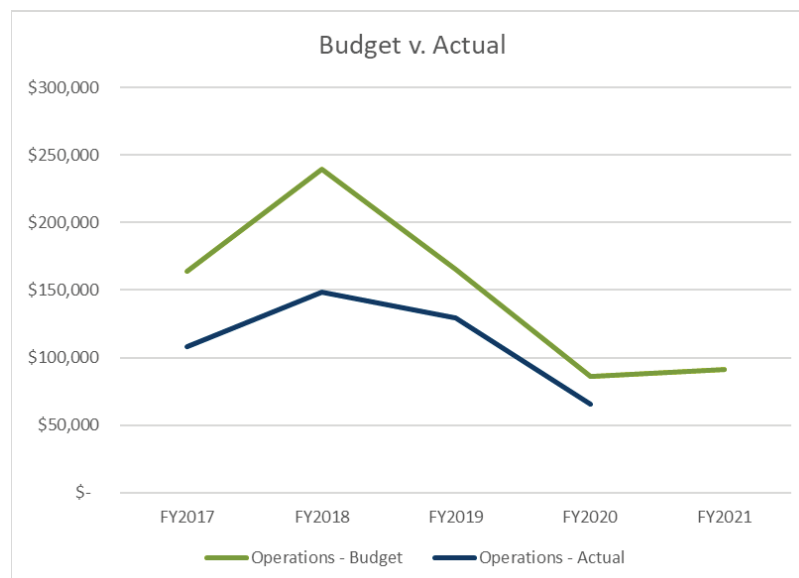
Notable changes:

- \$3,000 – addition of AlertUs notification system
- \$4,700 – increase in personal services for changes in health insurance coverage, increase in health insurance rates, State mandated pension contributions and salary rate adjustments
- \$10,000 – addition of maintenance program for wayfinding signs and banners
- (\$13,000) – reduction for Hwy 49 banner replacements completed in FY2020
- (\$80,000) – reduction for facility monument signs completed in FY2020

Five-year budgeted expenditures:

COMMUNICATIONS	BUDGET				
	FY2017	FY2018	FY2019	FY2020	FY2021
EXPENDITURES					
Personal services	\$ 61,725	\$ 75,600	\$ 33,150	\$ 36,750	\$ 40,850
Employee relations and education	4,200	4,055	3,000	3,500	3,550
Supplies and materials	22,450	24,320	13,740	9,900	14,625
Current obligations and services	31,300	24,155	16,230	29,595	26,880
Fixed charges and other services	44,119	111,110	99,386	54,215	43,760
Indirect cost allocation	-	-	-	(47,750)	(38,650)
Capital outlay	145,270	73,000	153,000	131,498	-
Total expenditures	\$ 309,064	\$ 312,240	\$ 318,506	\$ 217,708	\$ 91,015

	BUDGET V. ACTUAL - OPERATIONS				
	FY2017	FY2018	FY2019	FY2020	FY2021
Operations - Budget	\$ 163,794	\$ 239,240	\$ 165,506	\$ 86,210	\$ 91,015
Operations - Actual	\$ 107,772	\$ 148,273	\$ 129,576	\$ 65,423	





ECONOMIC DEVELOPMENT

Overview:

The Planning and Economic Development Department contains the economic development function of the Town, which oversees commercial development, small business support and workforce development in the Town of Harrisburg. The Department also manages implementation of the Economic Development Strategic Plan through strategic development initiatives that align with Harrisburg's mission statement.

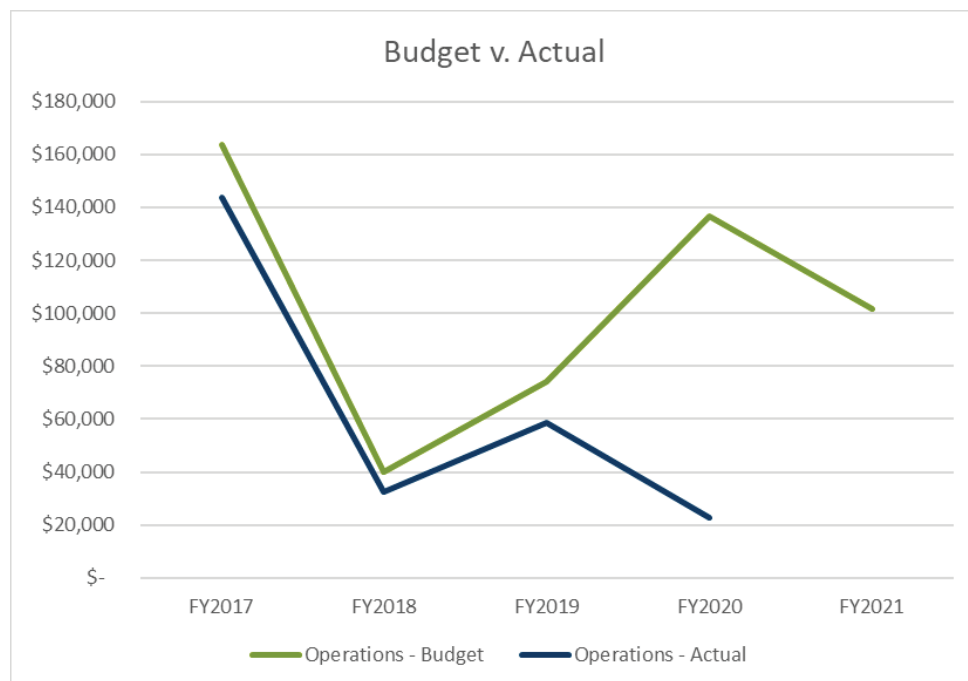
Notable changes:

- \$3,850 – addition of Encode MLS annual fee
- \$50,000 – addition of Harrisburg Retail Recruitment Study
- (\$75,000) – reduction for Hwy 49 Corridor Plan

Five-year budgeted expenditures:

ECONOMIC DEVELOPMENT	BUDGET				
	FY2017	FY2018	FY2019	FY2020	FY2021
EXPENDITURES					
Personal services	\$ 102,825	\$ 5,270	\$ -	\$ 12,000	\$ 12,500
Employee relations and education	4,650	2,850	7,500	7,500	7,500
Supplies and materials	900	-	-	-	-
Current obligations and services	51,275	31,150	24,450	15,750	21,600
Fixed charges and other services	3,820	800	42,000	101,300	60,050
Capital outlay	10,000	9,600	-	-	-
Total expenditures	\$ 173,470	\$ 49,670	\$ 73,950	\$ 136,550	\$ 101,650

	BUDGET V. ACTUAL - OPERATIONS				
	FY2017	FY2018	FY2019	FY2020	FY2021
Operations - Budget	\$ 163,470	\$ 40,070	\$ 73,950	\$ 136,550	\$ 101,650
Operations - Actual	\$ 143,646	\$ 32,325	\$ 58,477	\$ 22,968	





PLANNING & ZONING

Overview:

The Planning and Economic Development Department contains the planning and zoning function of the Town and is responsible for regulating development within the Town of Harrisburg. Planning staff performs site plan reviews, architectural plan reviews, rezoning cases, processes subdivisions, and addresses any questions regarding the development of land in Harrisburg. Zoning staff issues zoning compliance permits, performs regular inspections to ensure compliance with the Unified Development Ordinance and investigates citizen complaints regarding possible zoning ordinance violations.

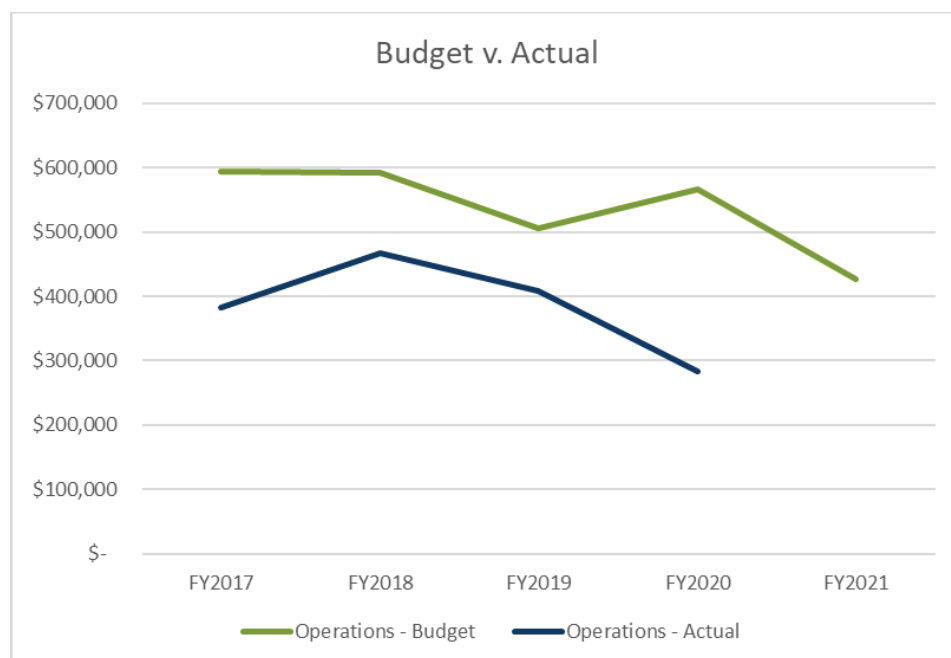
Notable changes:

- \$17,000 – addition of new software for UDO update and GIS and Land Use
- (\$150,000) – reduction for the Unified Development Ordinance (UDO) update

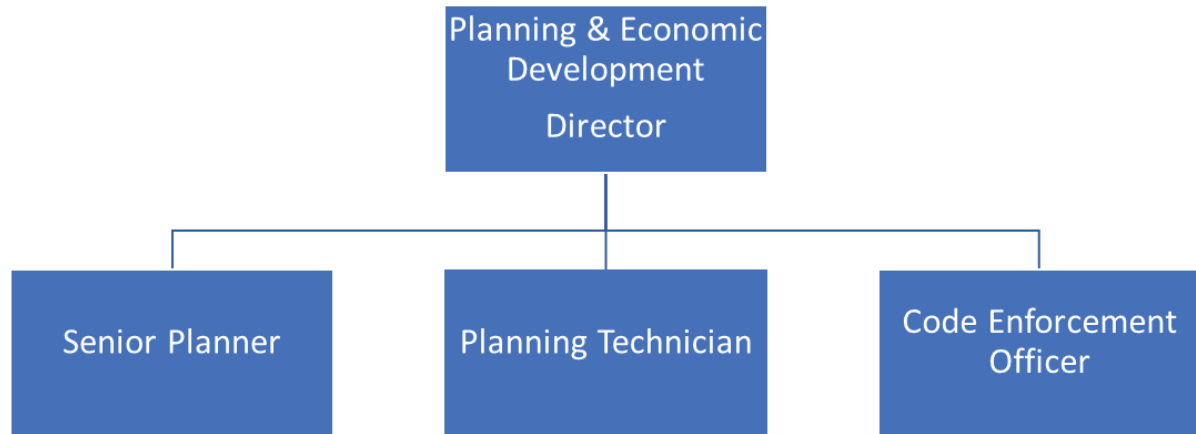
Five-year budgeted expenditures:

PLANNING	BUDGET				
	FY2017	FY2018	FY2019	FY2020	FY2021
EXPENDITURES					
Personal services	\$ 274,150	\$ 323,950	\$ 274,250	\$ 260,500	\$ 270,800
Employee relations and education	8,400	9,350	10,500	14,850	9,750
Supplies and materials	4,550	7,300	8,500	7,325	5,600
Current obligations and services	14,950	15,500	13,100	12,240	11,280
Fixed charges and other services	291,570	236,010	199,645	271,095	128,450
Capital outlay	-	30,000	-	-	-
Total expenditures	\$ 593,620	\$ 622,110	\$ 505,995	\$ 566,010	\$ 425,880

	BUDGET V. ACTUAL - OPERATIONS				
	FY2017	FY2018	FY2019	FY2020	FY2021
Operations - Budget	\$ 593,620	\$ 592,110	\$ 505,995	\$ 566,010	\$ 425,880
Operations - Actual	\$ 382,945	\$ 467,839	\$ 408,230	\$ 282,876	



PLANNING & ECONOMIC DEVELOPMENT
ORGANIZATION CHART



ENGINEERING

Overview:

Engineering, a part of the Engineering and Public Works Department, is responsible for engineering and construction issues within the Town of Harrisburg. Engineering staff performs plan reviews, engineering design, subdivision reviews, construction and grading inspections, maintains G.I.S. systems, performs project management, is primary liaison for NCDEQ, NCDOT and engineering consultants. Engineering staff is also responsible to ensure compliance with the federal, State and local regulations, specification, laws and ordinances as well as investigating citizen complaints regarding engineering issues.

Prior to FY2018, this Department was included in Water and Sewer/Public Works.

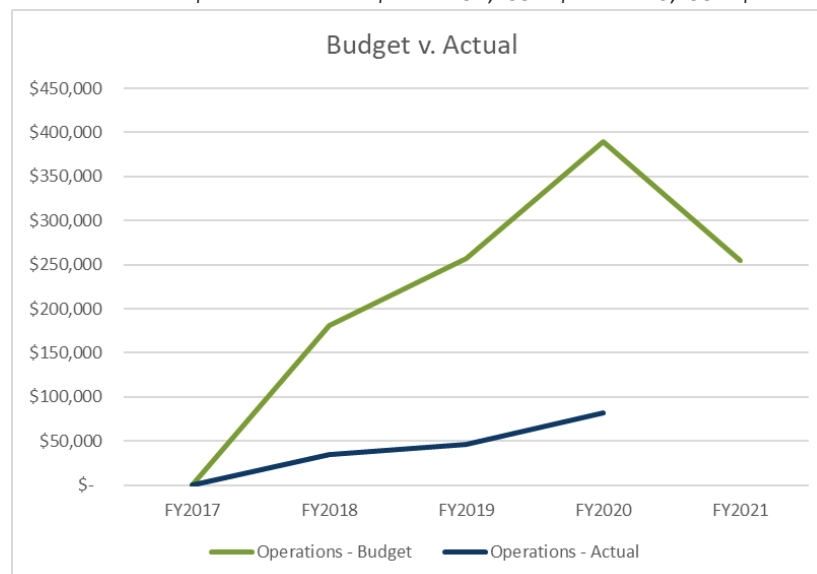
Notable changes:

- \$30,000 – addition of funds for ADA plan implementation (multi-year plan)
- \$40,000 – addition of vehicle replacement
- (\$35,000) – reduction for Grading Inspector vehicle purchased in FY2020
- (\$75,000) – reduction for Transportation Plan completed in FY2020
- (\$100,000) – reduction for ADA Plan

Five-year budgeted expenditures:

ENGINEERING	BUDGET				
	FY2017	FY2018	FY2019	FY2020	FY2021
EXPENDITURES					
Personal services	\$ -	\$ 13,900	\$ 47,950	\$ 89,000	\$ 118,600
Employee relations and education	-	5,500	6,600	9,750	12,350
Supplies and materials	-	3,050	3,450	14,400	5,800
Current obligations and services	-	4,910	6,250	12,965	11,315
Fixed charges and other services	-	153,930	192,410	263,340	106,250
Capital outlay	-	32,500	19,000	35,000	40,000
Total expenditures	\$ -	\$ 213,790	\$ 275,660	\$ 424,455	\$ 294,315

	BUDGET V. ACTUAL - OPERATIONS				
	FY2017	FY2018	FY2019	FY2020	FY2021
Operations - Budget	\$ -	\$ 181,290	\$ 256,660	\$ 389,455	\$ 254,315
Operations - Actual	\$ -	\$ 34,439	\$ 46,499	\$ 81,700	



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graph TD
    Director[Engineering & Public Works Director] --> Support[Public Works Support Specialist]
    Director --> Purchasing[Purchasing Agent]
    Director --> Admin[Administrative Assistant (PT)]
    Director --> Superintendent[Public Works Superintendent]
    Director --> Civil[Civil Engineer]

    Superintendent --> UtilitySup[Utility System Supervisor]
    Superintendent --> PublicSup[Public Works Supervisor]
    Superintendent --> FleetMgr[Fleet Maintenance Manager]

    UtilitySup --> CrewLeader1[Utility Crew Leader]
    UtilitySup --> CrewLeader2[Utility Crew Leader]
    UtilitySup --> SeniorOps1[Senior Utility System Operator]
    UtilitySup --> SeniorOps2[Senior Utility System Operator]
    UtilitySup --> Ops1[Utility System Operator (3)]
    UtilitySup --> Ops2[Utility System Operator (4)]
    UtilitySup --> SewerORC[Sewer System ORC]
    UtilitySup --> SeniorWaterORC[Senior Water System ORC]
    UtilitySup --> WaterORC[Water System ORC]
    UtilitySup --> Ops3[Utility System Operator (2)]

    PublicSup --> Worker1[Maintenance Worker (4)]
    PublicSup --> Worker2[Maintenance Worker (PT)]
    PublicSup --> Tech1[Maintenance Technician]

    FleetMgr --> Tech2[Maintenance Technician]

    Civil --> ConstIns[Construction Inspector]
    Civil --> GradingIns[Grading Inspector]
    Civil --> EngTrain[Engineer in Training (2)]
  
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DEPUTIES

Overview:

The Town contracts its law enforcement with the Cabarrus County Sheriff's Office. The Town currently funds thirteen deputies and the County provides two additional deputies. The Town has requested to add two Town-paid positions beginning in FY2021, which would take the total number of Deputies in Harrisburg to seventeen. The Town provides vehicles and select equipment to the deputies and reimburses the Sheriff's Office for salary and benefits.

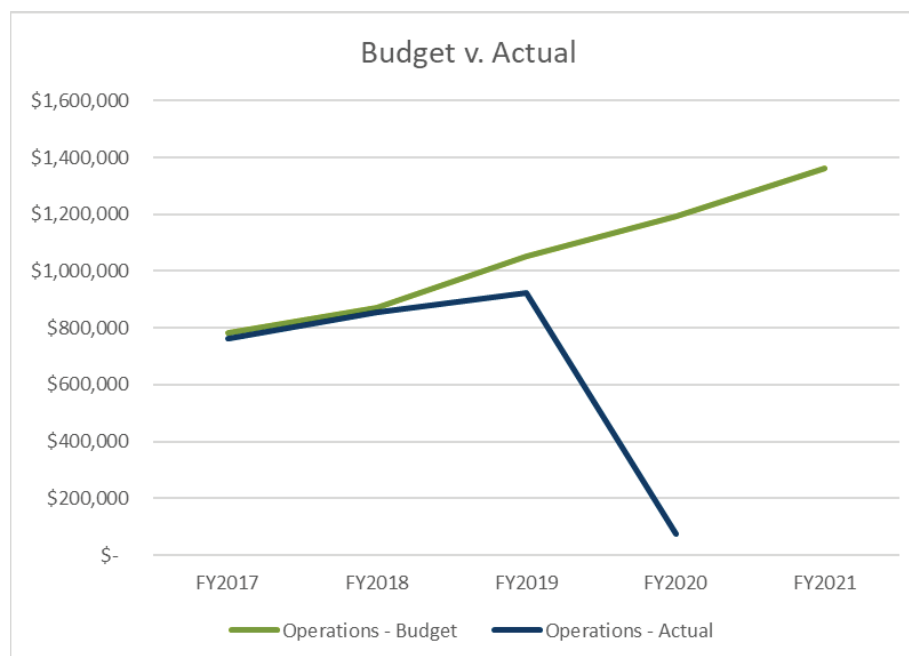
Notable changes:

- \$5,000 – increase in anticipated fuel consumption – two new positions
- \$164,000 – increase in number of Deputies – two new positions
- \$112,450 – addition of 10% administrative fee from County
- \$110,000 – replacement of two vehicles
- \$120,000 – addition of new vehicles – two new positions
- (\$90,000) – reduction in per-Deputy cost based on Department averages compared to Harrisburg specific officers

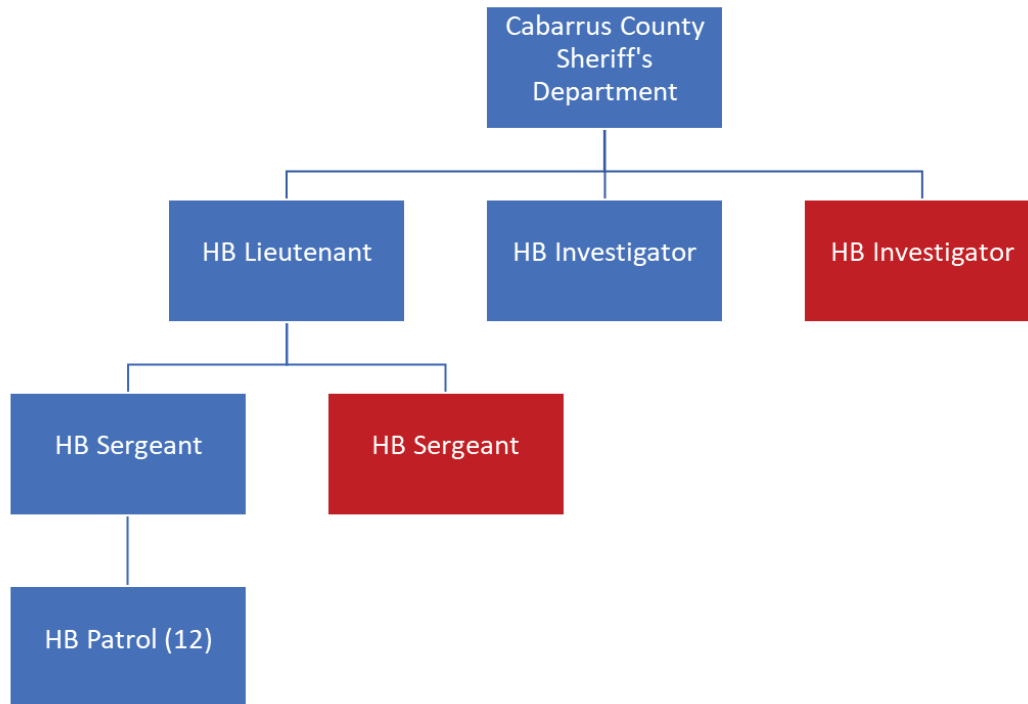
Five-year budgeted expenditures:

DEPUTIES	BUDGET				
	FY2017	FY2018	FY2019	FY2020	FY2021
EXPENDITURES					
Employee relations and education	\$ -	\$ 1,600	\$ -	\$ 3,500	\$ 3,500
Supplies and materials	9,400	9,500	9,500	10,400	10,150
Current obligations and services	64,530	55,700	67,760	76,425	80,020
Fixed charges and other services	708,570	804,170	975,275	1,102,125	1,266,050
Capital outlay	92,000	92,000	190,400	170,000	248,000
Total budgeted expenditures	\$ 874,500	\$ 962,970	\$ 1,242,935	\$ 1,362,450	\$ 1,607,720

	BUDGET V. ACTUAL - OPERATIONS				
	FY2017	FY2018	FY2019	FY2020	FY2021
Operations - Budget	\$ 782,500	\$ 870,970	\$ 1,052,535	\$ 1,192,450	\$ 1,359,720
Operations - Actual	\$ 763,211	\$ 856,017	\$ 921,317	\$ 74,997	



DEPUTIES
ORGANIZATION CHART



FIRE

Overview:

The primary function of the Harrisburg Fire Department is to provide for the safety and well-being of the citizens of the Town and the Fire District. The Fire Department strives to provide exceptional fire protection and first responder service to the community through rapid response time and highly-trained professionals. The Fire Department also places great importance on preventative fire and life safety education programs in an effort to minimize the threat to life and property.

The Fire Department utilizes a combination of full-time and part-time employees. There are three fire stations that provide fire suppression, advanced life support emergency medical response, rescue services and public and life safety education to the residents of the Town as well as residents of Cabarrus County.

Notable changes:

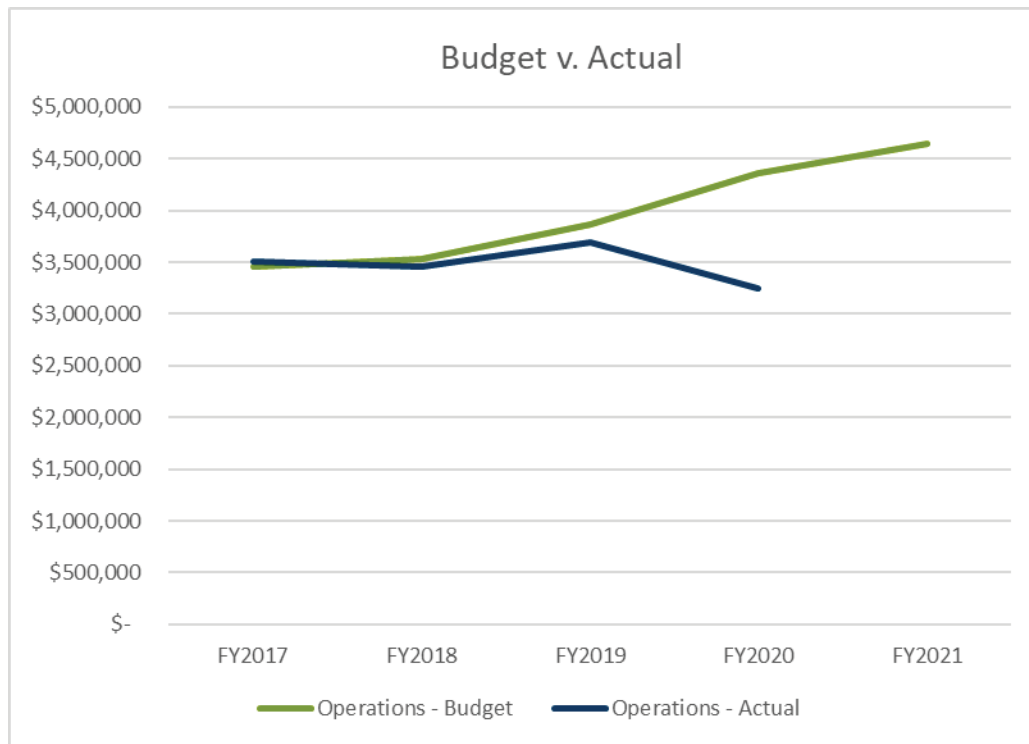
- \$100,000 – increase in personal services resulting from salary increases, state mandated pension increase and health insurance increase
- \$163,000 – addition of three firefighters/EMT positions
- \$30,000 – addition of medical bags and supplies and RIT SCBA packs
- \$27,000 – addition of dispatch services for Fire Communications
- \$88,500 – addition of debt service payments on new Smeal Fire Engine
- \$89,000 – addition of two vehicles
- (\$40,500) – reduction for overtime due to recruit school scheduling changes
- (\$46,800) – reduction for debt service payments for Fire Engine #2, to be completed in early FY2021

Five-year budgeted expenditures:

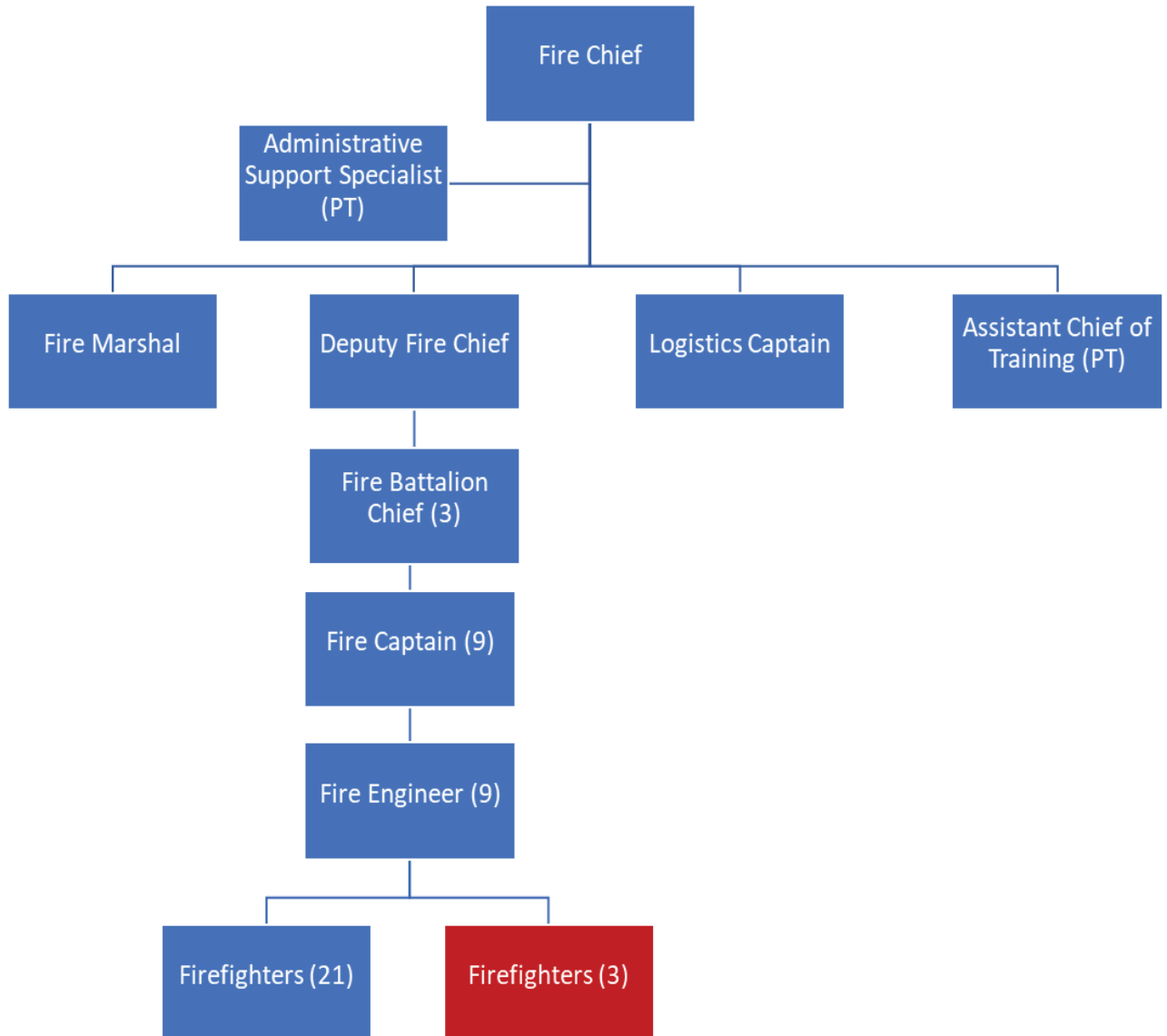
FIRE	BUDGET				
	FY2017	FY2018	FY2019	FY2020	FY2021
EXPENDITURES					
Personal services	\$ 2,848,625	\$ 2,911,500	\$ 3,185,875	\$ 3,614,750	\$ 3,876,650
Employee relations and education	63,600	63,350	61,120	83,125	87,455
Supplies and materials	109,368	141,800	219,150	191,974	222,800
Current obligations and services	305,807	303,640	296,730	331,300	301,500
Fixed charges and other services	123,790	115,155	104,390	143,275	152,675
Capital outlay	793,250	663,500	126,844	194,000	227,000
Debt service	538,450	905,300	814,000	826,500	851,300
Total expenditures	\$ 4,782,890	\$ 5,104,245	\$ 4,808,109	\$ 5,384,924	\$ 5,719,380

BUDGET V. ACTUAL - OPERATIONS					
	FY2017	FY2018	FY2019	FY2020	FY2021
Operations - Budget	\$ 3,451,190	\$ 3,535,445	\$ 3,867,265	\$ 4,364,424	\$ 4,641,080
Operations - Actual	\$ 3,505,828	\$ 3,458,604	\$ 3,693,920	\$ 3,245,495	

FIRE (continued)



FIRE
ORGANIZATION CHART





POWELL BILL

Overview:

Annual Powell Bill distributions are restricted in their use. Municipalities must use funds only for the purposes of maintaining, repairing, constructing, reconstructing or widening of local streets; or for planning, construction and maintenance of bikeways and sidewalks along public streets and highways.

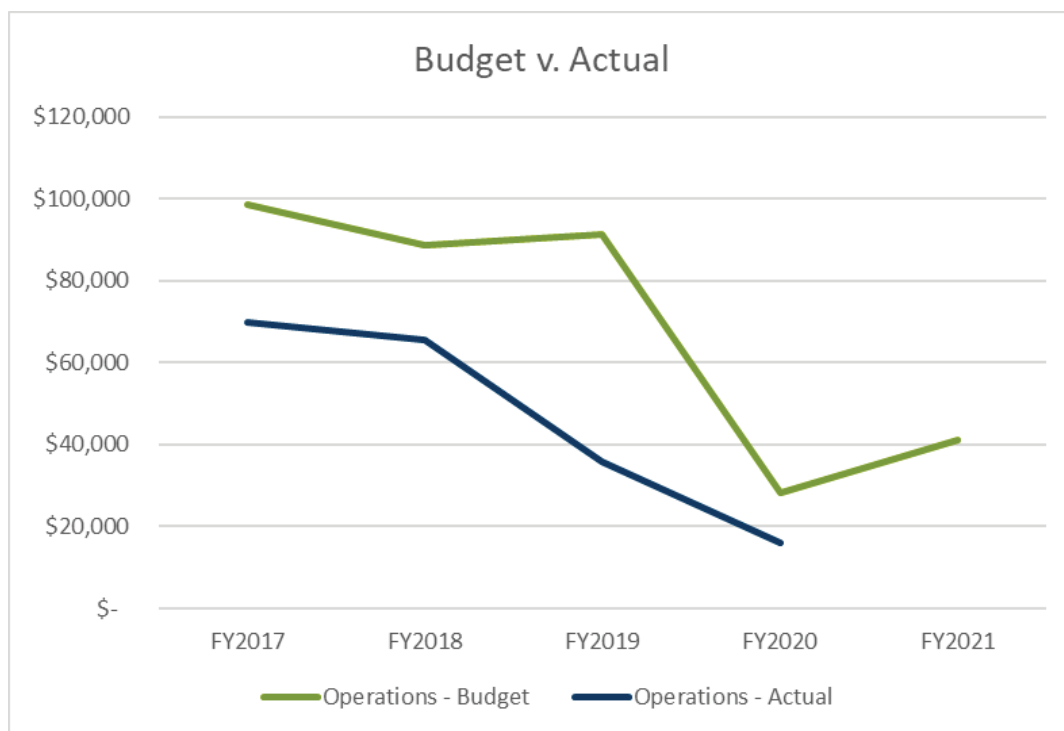
Notable changes:

- \$20,000 – increase in annual street resurfacing
- (\$135,000) – reduction for one-time street resurfacing project in FY2020

Five-year budgeted expenditures:

POWELL BILL	BUDGET				
	FY2017	FY2018	FY2019	FY2020	FY2021
EXPENDITURES					
Supplies and materials	\$ 15,150	\$ 15,150	\$ 17,300	\$ 7,300	\$ 17,250
Current obligations and services	70,500	60,500	61,000	7,815	15,000
Fixed charges and other services	13,000	13,000	13,000	13,000	8,750
Capital outlay	301,350	371,850	408,500	535,000	420,000
Total expenditures	\$ 400,000	\$ 460,500	\$ 499,800	\$ 563,115	\$ 461,000

	BUDGET V. ACTUAL - OPERATIONS				
	FY2017	FY2018	FY2019	FY2020	FY2021
Operations - Budget	\$ 98,650	\$ 88,650	\$ 91,300	\$ 28,115	\$ 41,000
Operations - Actual	\$ 69,720	\$ 65,615	\$ 35,773	\$ 16,076	





STREETS

Overview:

Streets expenditures relate to all street-related costs that do not qualify under the Powell Bill or exceed the funding amounts of that program. These funds will often complement Powell Bill projects to expand the scope of such projects.

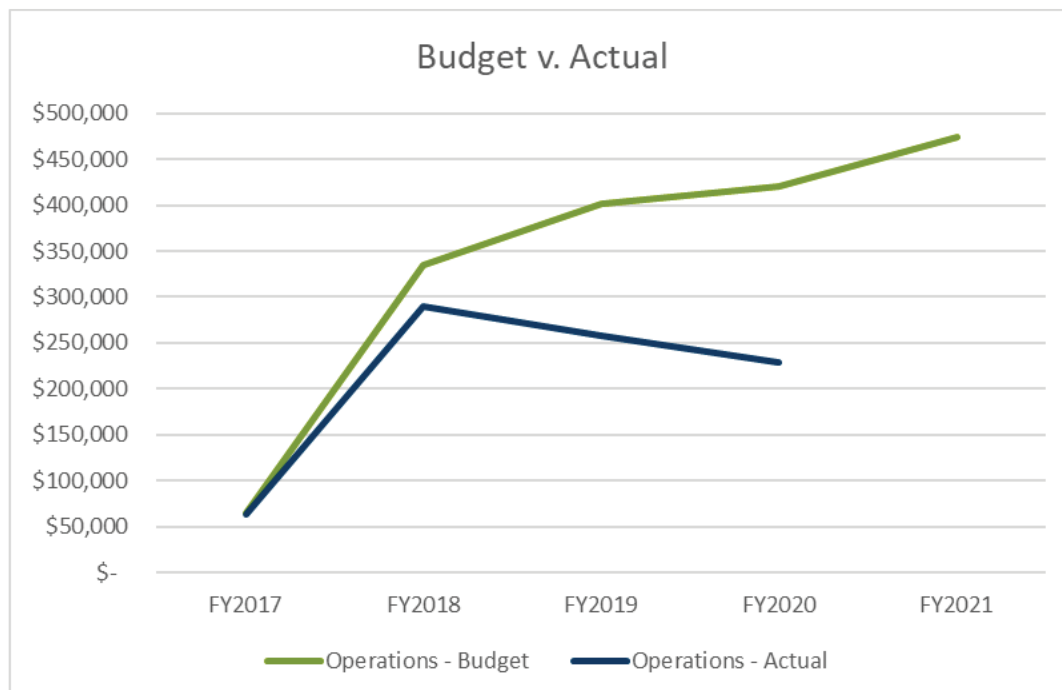
Notable changes:

- \$50,000 – addition of road improvements at Harrisburg Elementary School
- \$100,000 – addition of Council-identified paving project
- (\$4,600) – reduction for planer purchased in FY2020
- (\$45,000) – reduction for street lights for subdivisions that have not come online

Five-year budgeted expenditures:

STREETS	BUDGET				
	FY2017	FY2018	FY2019	FY2020	FY2021
EXPENDITURES					
Supplies and materials	\$ 2,500	\$ -	\$ -	\$ 7,100	\$ 2,500
Current obligations and services	62,350	325,200	363,150	382,600	442,200
Fixed charges and other services	-	9,000	38,200	30,000	30,000
Capital outlay	222,000	30,000	-	-	50,000
Debt service	-	-	-	47,500	47,500
Total expenditures	\$ 286,850	\$ 364,200	\$ 401,350	\$ 467,200	\$ 572,200

	BUDGET V. ACTUAL - OPERATIONS				
	FY2017	FY2018	FY2019	FY2020	FY2021
Operations - Budget	\$ 64,850	\$ 334,200	\$ 401,350	\$ 419,700	\$ 474,700
Operations - Actual	\$ 62,868	\$ 290,154	\$ 257,824	\$ 229,369	





ENVIRONMENTAL PROTECTION

Overview:

The Public Works Department is responsible for maintenance and upkeep of all Town-owned property and infrastructure, oversight of Town-maintained streets and sidewalks, sanitation and related services. The Public Works Department also staffs the Water and Sewer and Storm Water Departments.

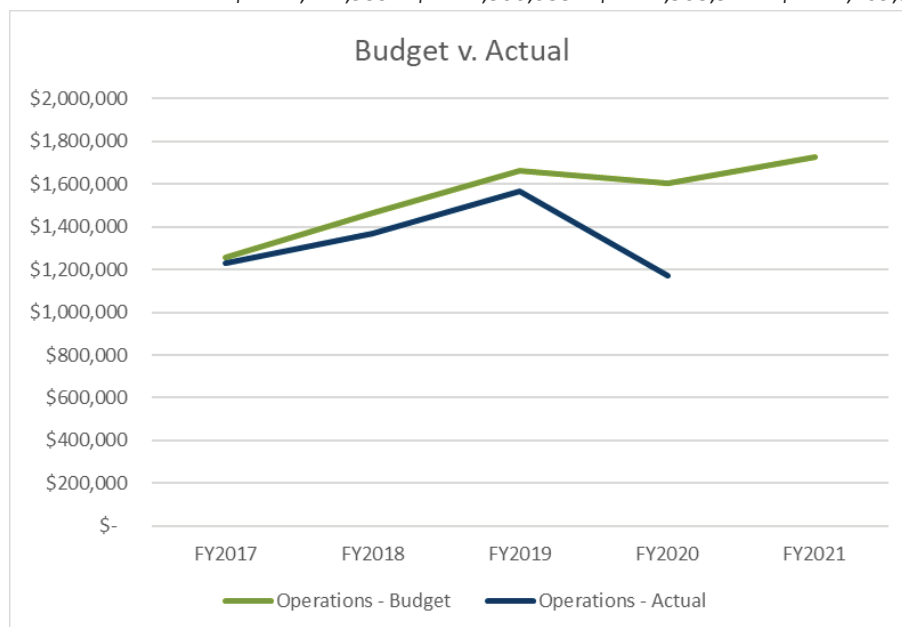
Notable changes:

- \$22,550 – addition to sanitation cost for increased contract rates and new home construction
- \$40,000 – addition of two positions within the Water and Sewer Department which have costs allocated to Environmental Protection
- \$107,000 – addition of Dump Truck and Crew truck
- \$220,000 – addition of leaf truck

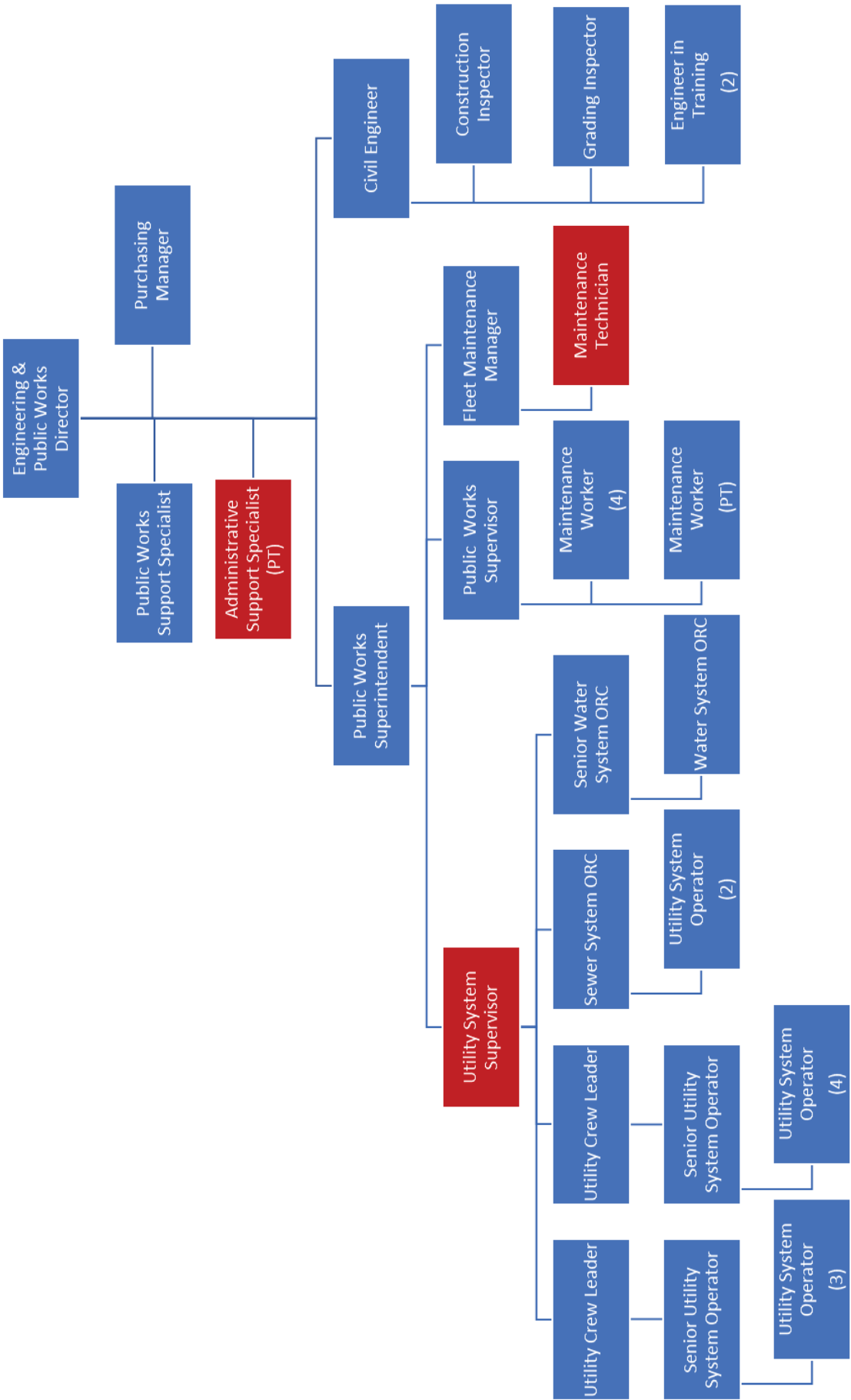
Five-year budgeted expenditures:

ENVIRONMENTAL PROTECTION	BUDGET				
	FY2017	FY2018	FY2019	FY2020	FY2021
EXPENDITURES					
Personal services	\$ 488,500	\$ 564,000	\$ 584,500	\$ 547,000	\$ 641,700
Employee relations and education	2,100	2,600	3,100	3,650	3,650
Supplies and materials	5,250	5,225	4,825	4,950	4,850
Current obligations and services	43,670	45,000	37,700	41,500	46,250
Fixed charges and other services	714,525	849,000	1,033,300	1,007,700	1,032,250
Capital outlay	23,100	155,000	36,500	160,000	327,000
Debt service	-	25,500	-	-	-
Total expenditures	\$ 1,277,145	\$ 1,646,325	\$ 1,699,925	\$ 1,764,800	\$ 2,055,700

	BUDGET V. ACTUAL - OPERATIONS				
	FY2017	FY2018	FY2019	FY2020	FY2021
Operations - Budget	\$ 1,254,045	\$ 1,465,825	\$ 1,663,425	\$ 1,604,800	\$ 1,728,700
Operations - Actual	\$ 1,227,939	\$ 1,366,683	\$ 1,568,521	\$ 1,169,582	



**PUBLIC WORKS
ORGANIZATIONAL CHART**



PARKS & RECREATION

Overview:

It is the mission of the Harrisburg Parks and Recreation Department to provide diverse, year-round leisure opportunities for the citizens of Harrisburg through the preservation of open space, park settings, recreational facilities and programs. These leisure activities are designed to meet the physical, mental, cultural and social needs of the Town's residents and visitors while enhancing the overall quality of life in Harrisburg. The Parks and Recreation Department offers a wide range of traditional recreation programs to Harrisburg residents and the surrounding community as well as special events, such as holiday celebrations, local vendor markets and sports events designed to meet specific community needs.

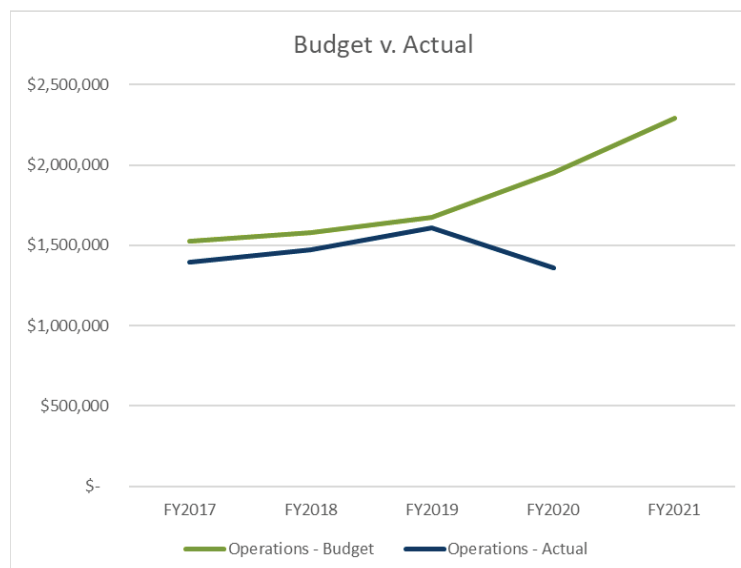
Notable changes:

- \$37,000 - increase for Splashpad chemicals and supplies and concession supplies
- \$18,750 – increase in July 4th Celebration
- \$27,000 – increase in soccer referee fees
- \$41,600 – increase in utilities at new park locations
- \$275,000 – addition for full year of debt service payments for the Harrisburg Park Renovation – Phase 1

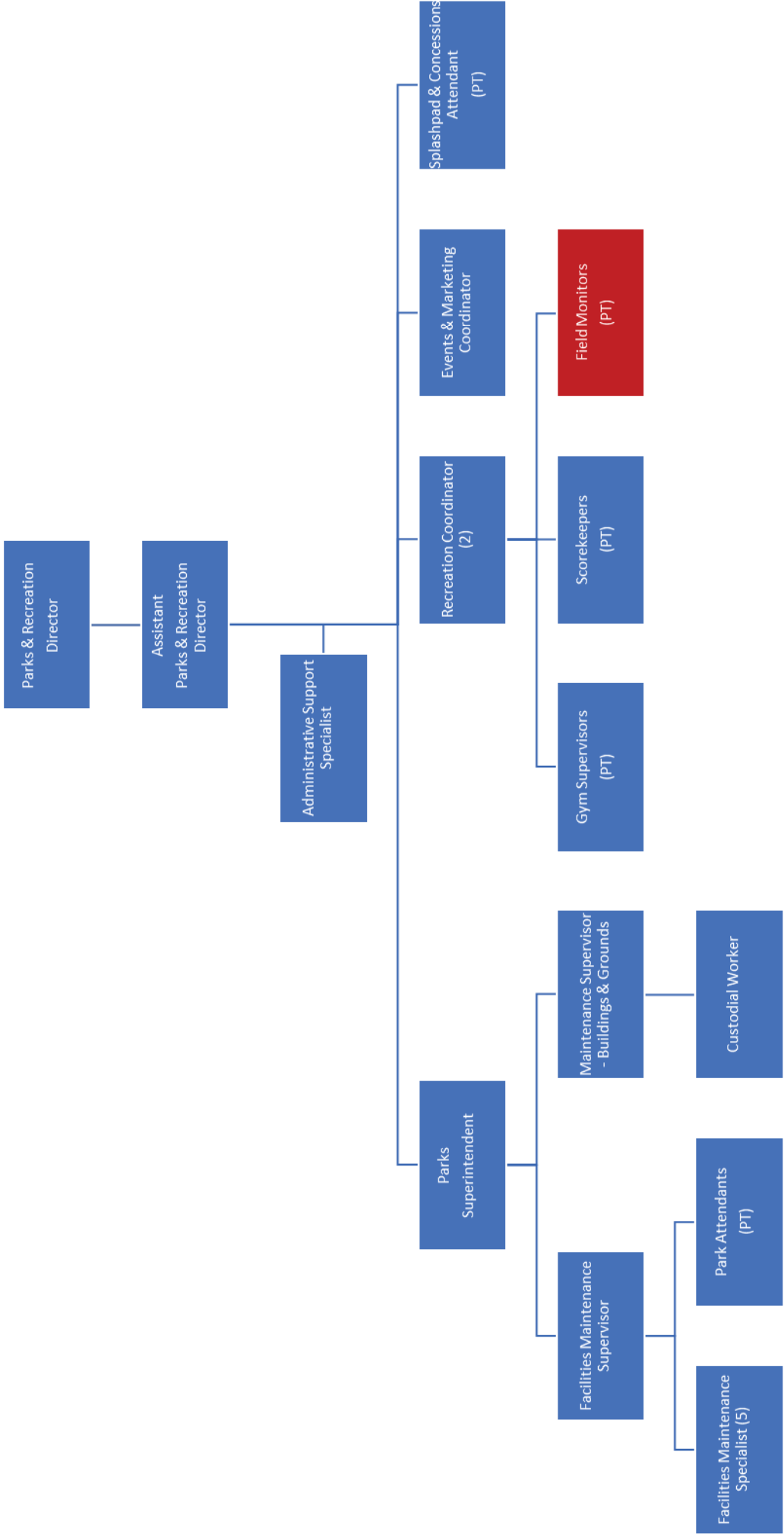
Five-year budgeted expenditures:

PARKS & RECREATION	BUDGET				
	FY2017	FY2018	FY2019	FY2020	FY2021
EXPENDITURES					
Personal services	\$ 692,175	\$ 719,000	\$ 744,000	\$ 924,100	\$ 1,125,800
Employee relations and education	5,850	6,900	9,000	9,250	10,250
Supplies and materials	51,944	36,850	49,675	49,400	99,450
Current obligations and services	732,803	778,210	793,319	905,855	978,290
Fixed charges and other services	43,290	41,240	80,710	62,395	74,875
Capital outlay	1,961,000	334,000	503,900	411,120	319,000
Debt service	132,000	-	-	505,000	780,000
Total expenditures	\$ 3,619,062	\$ 1,916,200	\$ 2,180,604	\$ 2,867,120	\$ 3,387,665

	BUDGET V. ACTUAL - OPERATIONS				
	FY2017	FY2018	FY2019	FY2020	FY2021
Operations - Budget	\$ 1,526,062	\$ 1,582,200	\$ 1,676,704	\$ 1,951,000	\$ 2,288,665
Operations - Actual	\$ 1,397,264	\$ 1,474,340	\$ 1,608,633	\$ 1,358,370	



**PARKS & RECREATION
ORGANIZATION CHART**



NON-DEPARTMENTAL

Overview:

This section includes both transfers and contingency funds that are not listed in specific departments.

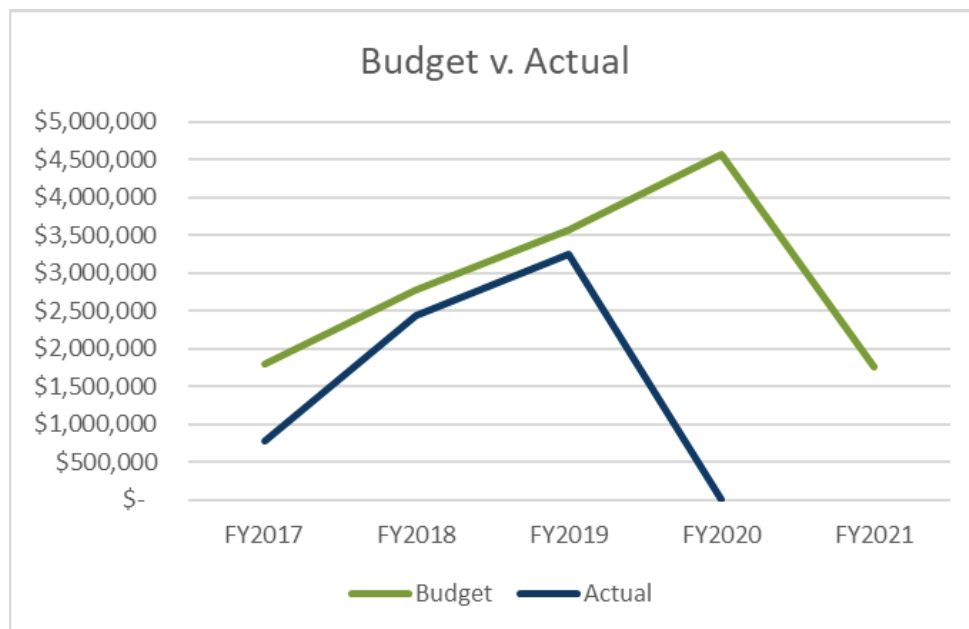
Notable changes:

- \$20,000 – transfers to CRF – Recreation
- \$1,312,711 – transfers to GF Capital Reserve Fund based on 40% fund balance policy
- \$372,705 – remaining contingency for the General Fund, currently undedicated to any particular purpose
- (\$3,000,000) – reduction in debt issued for Town Center Loan. Loan did not occur as planned in FY2020 and is no longer expected

Five-year budgeted expenditures:

NON-DEPARTMENTAL	BUDGET				
	FY2017	FY2018	FY2019	FY2020	FY2021
EXPENDITURES					
Transfers	\$ 1,507,750	\$ 2,440,000	\$ 3,350,000	\$ 1,460,000	\$ 1,392,711
Debt Issued	-	-	-	3,000,000	-
Contingency	289,605	339,960	228,405	116,745	372,705
Total expenditures	\$ 1,797,355	\$ 2,779,960	\$ 3,578,405	\$ 4,576,745	\$ 1,765,416

	BUDGET V. ACTUAL - OPERATIONS				
	FY2017	FY2018	FY2019	FY2020	FY2021
Budget	\$ 1,797,355	\$ 2,779,960	\$ 3,578,405	\$ 4,576,745	\$ 1,765,416
Actual	\$ 785,000	\$ 2,440,000	\$ 3,242,557	\$ -	





CAPITAL RESERVE FUND – GENERAL FUND

Overview:

This Fund's only expense is to transfer funds to the General Fund to cover the costs of General Fund capital outlay.

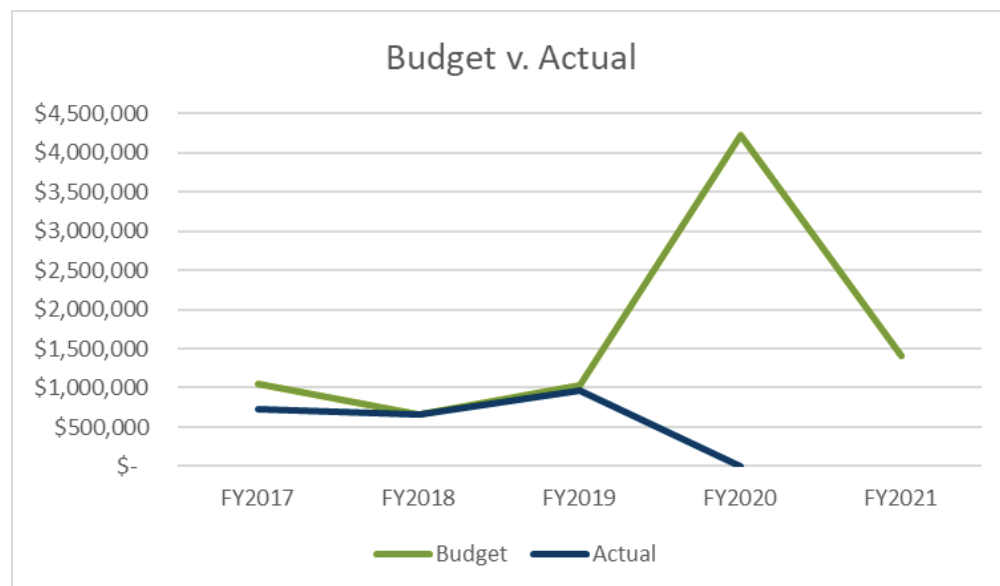
Notable changes:

- \$190,000 – transfer to Capital Projects Fund – Transportation
- \$1,211,000 – this includes a transfer to the General Fund for capital projects

Five-year budgeted expenditures:

CAPITAL RESERVE FUND - GF	BUDGET				
	FY2017	FY2018	FY2019	FY2020	FY2021
EXPENDITURES					
Transfers	\$ 1,057,600	\$ 657,050	\$ 1,029,675	\$ 4,218,175	\$ 1,401,000
Contingency	-	-	-	825	-
Total expenditures	\$ 1,057,600	\$ 657,050	\$ 1,029,675	\$ 4,219,000	\$ 1,401,000

	BUDGET V. ACTUAL				
	FY2017	FY2018	FY2019	FY2020	FY2021
Budget	\$ 1,057,600	\$ 657,050	\$ 1,029,675	\$ 4,219,000	\$ 1,401,000
Actual	\$ 724,500	\$ 657,050	\$ 962,228	-	



CAPITAL RESERVE FUND – ECONOMIC DEVELOPMENT

Overview:

This Fund was established to provide a mechanism to house funds designated for economic development initiatives and/or incentives. As projects are identified that meet these needs, funds will be transferred to the General Fund.

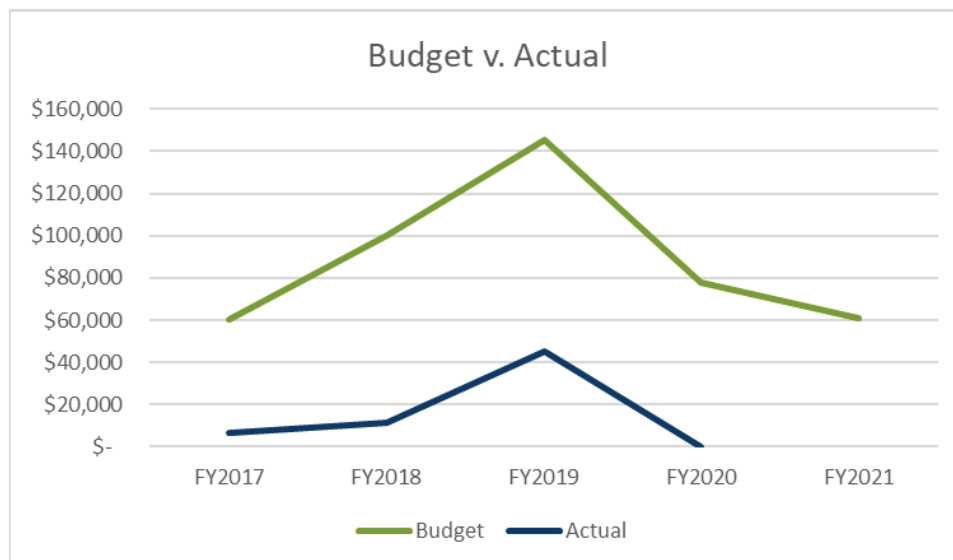
Notable changes:

- \$61,000 – accounts for the transfer of funds to the Economic Development department within the General Fund for the Harrisburg Retail Recruitment study and façade grants

Five-year budgeted expenditures:

CAPITAL RESERVE FUND - ECON DEV	BUDGET				
	FY2017	FY2018	FY2019	FY2020	FY2021
EXPENDITURES					
Transfers	\$ 35,800	\$ 14,150	\$ 145,450	\$ 77,650	\$ 61,000
Contingency	24,200	85,850	-	-	-
Total expenditures	\$ 60,000	\$ 100,000	\$ 145,450	\$ 77,650	\$ 61,000

	BUDGET V. ACTUAL				
	FY2017	FY2018	FY2019	FY2020	FY2021
Budget	\$ 60,000	\$ 100,000	\$ 145,450	\$ 77,650	\$ 61,000
Actual	\$ 6,500	\$ 11,550	\$ 45,450	\$ -	



CAPITAL RESERVE FUND – PARKS AND RECREATION

Overview:

This Fund was established to provide for a mechanism to house funds designated for parks and recreation use only. Developers have the option, per Town ordinance, with new developments in Town, to either provide a certain amount of recreation space in the development or pay the Town a “fee in lieu of” amount that is required to go to parks and recreation and only be spent on such projects. As permitted uses of these funds are identified, these funds will be transferred to the General Fund.

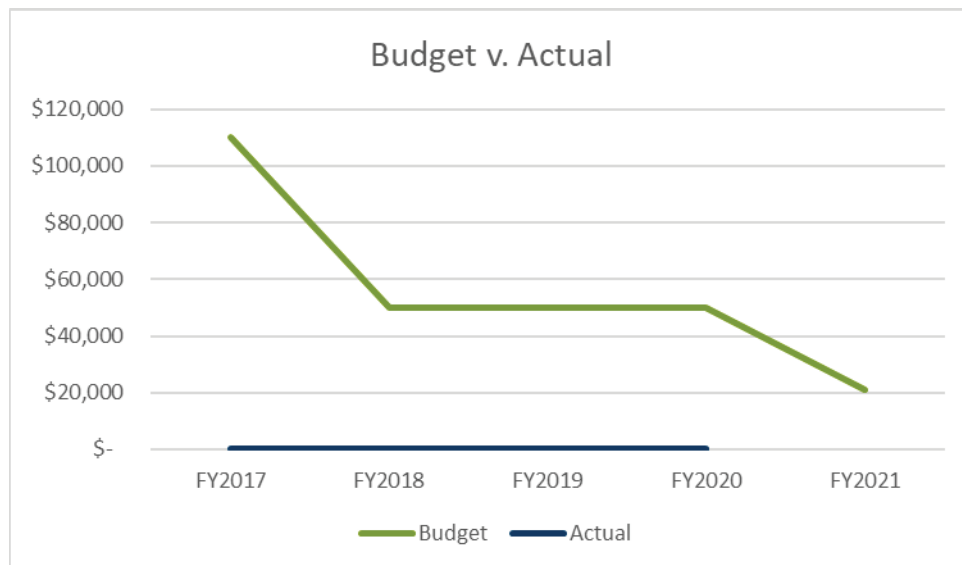
Notable changes:

- \$21,000 – this includes funds that will be transferred to the General Fund to fund a portion of land purchases for future park land or greenway easements

Five-year budgeted expenditures:

CAPITAL RESERVE FUND - RECREATION	BUDGET				
	FY2017	FY2018	FY2019	FY2020	FY2021
EXPENDITURES					
Transfers	\$ 110,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 21,000
Total expenditures	\$ 110,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 21,000

	BUDGET V. ACTUAL				
	FY2017	FY2018	FY2019	FY2020	FY2021
Budget	\$ 110,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 21,000
Actual	\$ -	\$ -	\$ -	\$ -	\$ -



CAPITAL PROJECTS FUND – PUBLIC SAFETY

Overview:

This Fund was established to account for the costs associated with the capital projects that span multiple years. Beginning in FY2017, the design and construction of the new Fire Station #2 and training facility was included and is anticipated to be completed in FY2021. Beginning in FY2020, fire engines are shown in this fund, as they typically take between 12-18 months from order to delivery.

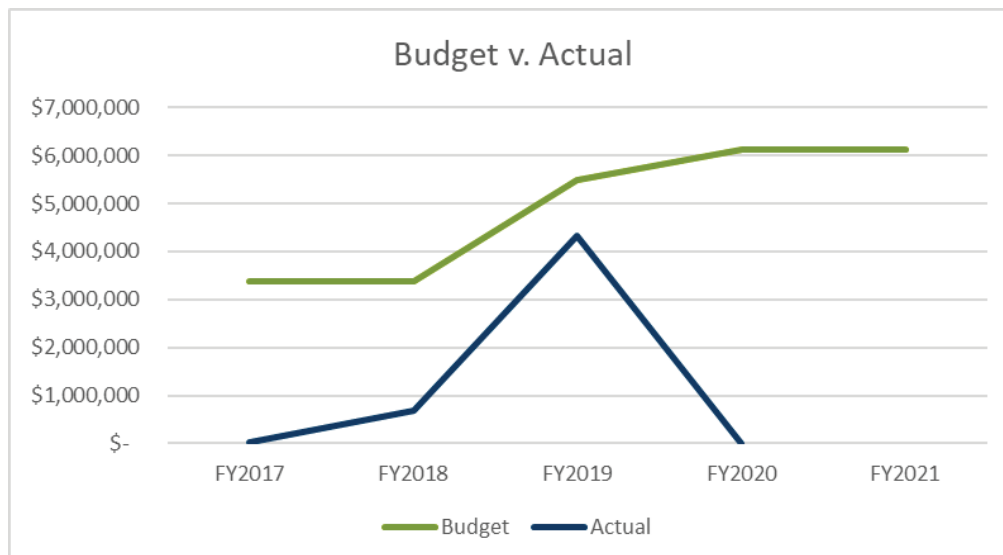
Notable changes:

- No notable changes

Five-year budgeted expenditures:

CAPITAL PROJECTS FUND - PUBLIC SAFETY	BUDGET				
	FY2017	FY2018	FY2019	FY2020	FY2021
EXPENDITURES					
Fixed charges and other services	\$ 173,750	\$ 173,750	\$ 300,000	\$ 300,000	\$ 300,000
Capital outlay	3,200,000	3,200,000	5,200,000	5,828,103	5,815,000
Total expenditures	\$ 3,373,750	\$ 3,373,750	\$ 5,500,000	\$ 6,128,103	\$ 6,115,000

	BUDGET V. ACTUAL				
	FY2017	FY2018	FY2019	FY2020	FY2021
Budget	\$ 3,373,750	\$ 3,373,750	\$ 5,500,000	\$ 6,128,103	\$ 6,115,000
Actual	\$ 25,390	\$ 691,826	\$ 4,326,002	\$ -	



CAPITAL PROJECTS FUND – TRANSPORTATION

Overview:

This Fund was established to account for the costs associated with the capital projects that span multiple years relating to streets and sidewalks. In the fall of 2017, Harrisburg voters approved a \$4M transportation bond referendum. Projects with these bonds include sidewalks, street resurfacing and intersection/roadway improvements throughout Town. The Fund also contains additional sidewalk projects that were anticipated to be part of a CMAQ grant. It was determined that the Town could accomplish more with the money outside of a grant and is budgeted accordingly.

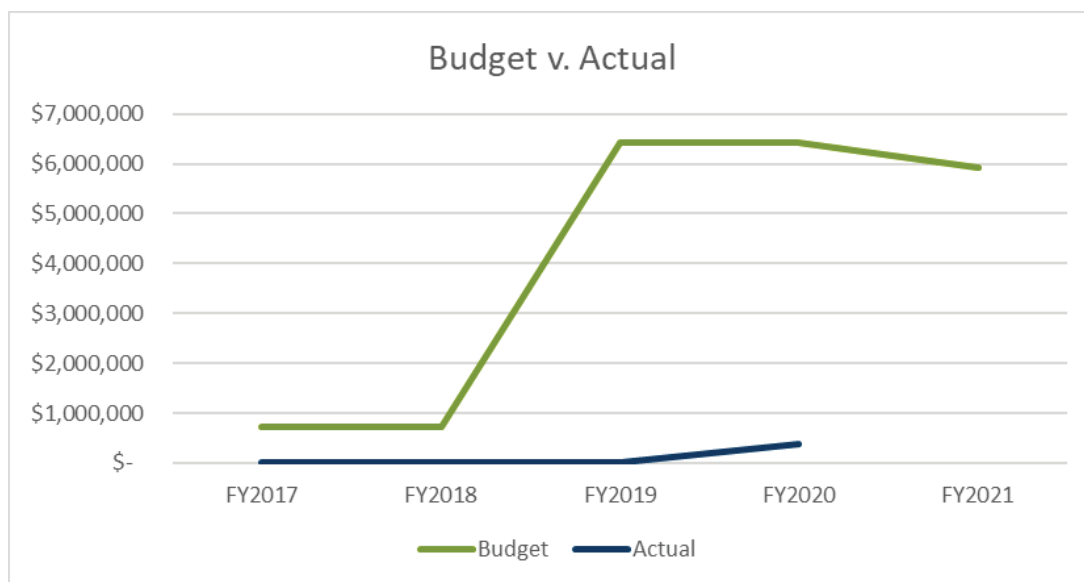
Notable changes:

- No notable changes

Five-year budgeted expenditures:

CAPITAL PROJECTS FUND - TRANSPORTATION	BUDGET				
	FY2017	FY2018	FY2019	FY2020	FY2021
EXPENDITURES					
Fixed charges and other services	\$ 195,000	\$ 195,000	\$ 830,000	\$ 830,000	\$ 635,000
Capital outlay	530,000	530,000	5,540,000	5,540,000	5,284,000
Contingency	-	-	67,000	67,000	-
Total expenditures	\$ 725,000	\$ 725,000	\$ 6,437,000	\$ 6,437,000	\$ 5,919,000

	BUDGET V. ACTUAL				
	FY2017	FY2018	FY2019	FY2020	FY2021
Budget	\$ 725,000	\$ 725,000	\$ 6,437,000	\$ 6,437,000	\$ 5,919,000
Actual	\$ -	\$ -	\$ -	\$ 381,270	



CAPITAL PROJECTS FUND – RECREATION

Overview:

This fund was established to account for the costs associated with the renovation of Harrisburg Park. The first phase of this project will include renovated, expanded and new field space, additional parking, splashpad, amphitheater, new and expanded playgrounds and other improvements.

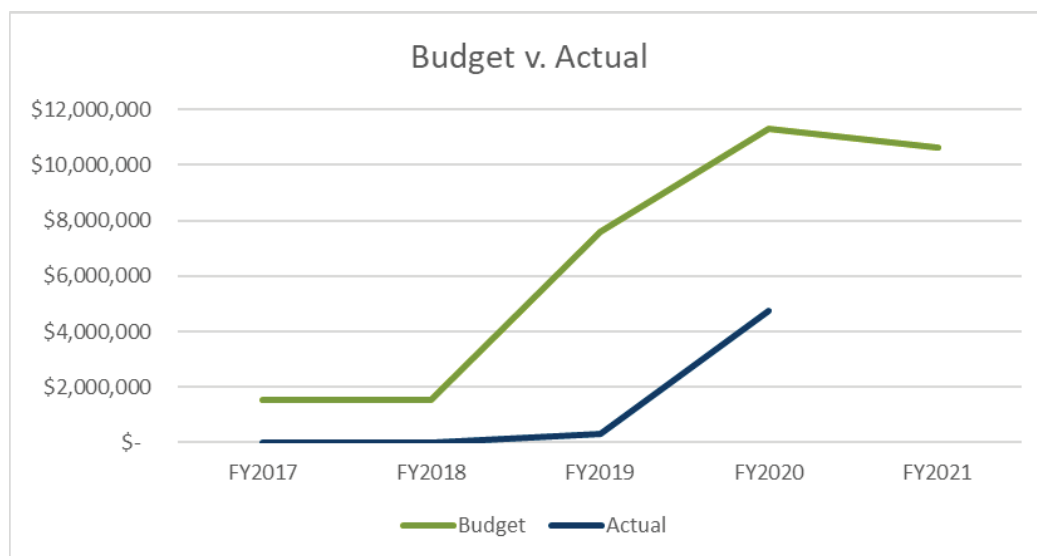
Notable changes:

- (\$650,000) – reduction for the completion of Harrisburg Veterans Park in FY2020

Five-year budgeted expenditures:

CAPITAL PROJECTS FUND - RECREATION	BUDGET				
	FY2017	FY2018	FY2019	FY2020	FY2021
EXPENDITURES					
Fixed charges and other services	\$ 25,000	\$ 25,000	\$ 552,450	\$ 549,450	\$ 524,000
Capital outlay	1,500,000	1,500,000	7,057,550	10,754,550	10,126,000
Total expenditures	\$ 1,525,000	\$ 1,525,000	\$ 7,610,000	\$ 11,304,000	\$ 10,650,000

	BUDGET V. ACTUAL				
	FY2017	FY2018	FY2019	FY2020	FY2021
Budget	\$ 1,525,000	\$ 1,525,000	\$ 7,610,000	\$ 11,304,000	\$ 10,650,000
Actual	\$ -	\$ -	\$ 325,229	\$ 4,762,558	



CAPITAL PROJECTS FUND – ECONOMIC DEVELOPMENT

Overview:

This fund was established to account for the costs associated with the construction of the Harrisburg Train Station.

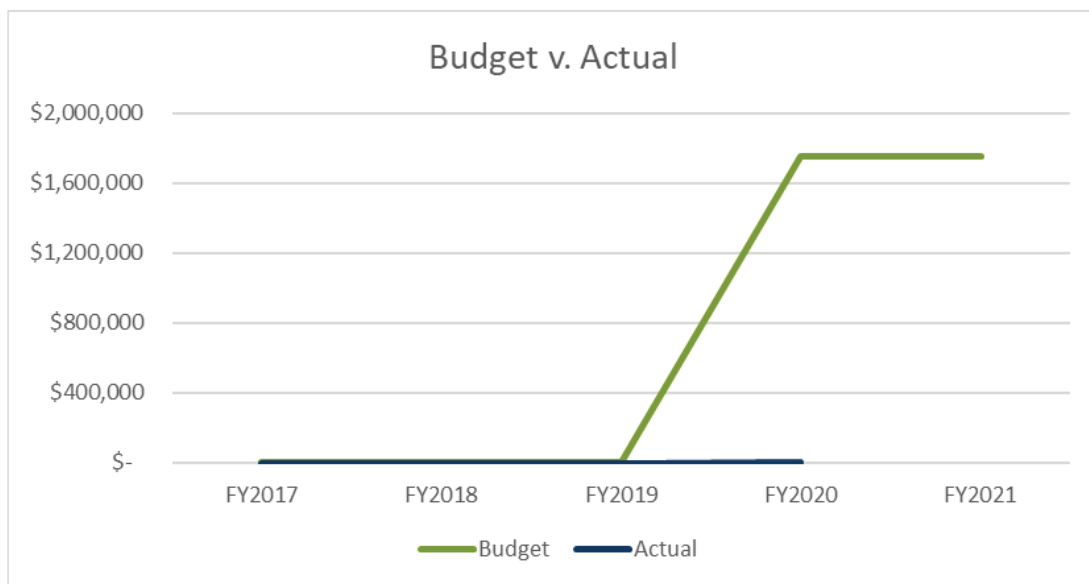
Notable changes:

- No notable changes

Five-year budgeted expenditures:

CAPITAL PROJECTS FUND - ECON DEV	BUDGET				
	FY2017	FY2018	FY2019	FY2020	FY2021
EXPENDITURES					
Capital outlay	\$ -	\$ -	\$ -	\$ 1,750,000	\$ 1,750,000
Total expenditures	\$ -	\$ -	\$ -	\$ 1,750,000	\$ 1,750,000

	BUDGET V. ACTUAL				
	FY2017	FY2018	FY2019	FY2020	FY2021
Budget	\$ -	\$ -	\$ -	\$ 1,750,000	\$ 1,750,000
Actual	\$ -	\$ -	\$ -	\$ 50	





WATER AND SEWER FUND

Overview:

This fund was established to account for the costs associated with the operation of the Town's water and sewer system. The Water and Sewer Department's responsibility is to maintain and improve the long-term quality and reliability of water and sewer services in the Town of Harrisburg. The primary goals are cost control, efficient delivery of service and environmental protection. Accordingly, it is necessary for the Town to maintain and improve the water distribution and sewer systems, to establish and administer sound billing and collection practices that are fair and within North Carolina's General Statutes.

Notable changes:

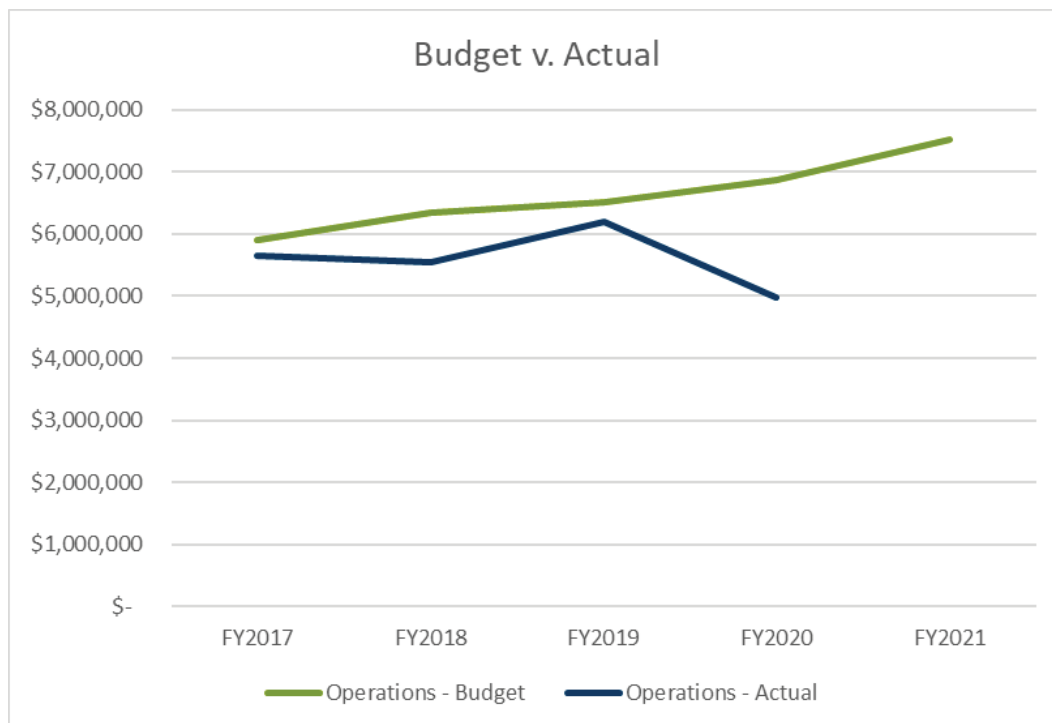
- \$155,000 - increase in personal services resulting from salary increases, state mandated pension increase and health insurance increase
- \$41,000 – addition of AMI meters for repairs and expected residential growth
- \$142,000 – addition of two full time positions and one part time position
- \$333,000 – additional water purchases and sewer treatment costs due to additional residents and rate increases
- (\$61,500) – reduction in lawsuit payouts from FY2020 for System Development Fees
- (\$31,000) – reduction in Morehead West Sewer Model completed in FY2020
- (\$33,000) – reduction in indirect cost allocation from other departments
- Capital outlay includes:
 - \$60,000 – Utility Relocation – Rail (Year 4 of 7)
 - \$20,000 – Kubota RTV
 - \$65,000 – Replacement truck – 2500 regular cab
 - \$38,000 – Replacement truck – F-150 regular cab
 - \$20,000 – Kamstrupp collector set
 - \$200,000 – Hickory Ridge Waterline Extension
 - \$40,000 – Crew Cab Truck
- \$310,526 – transfer to Capital Reserve Fund - Water and Sewer Fund for future capital projects

WATER AND SEWER FUND (continued)

Five-year budgeted expenditures:

WATER AND SEWER	BUDGET				
	FY2017	FY2018	FY2019	FY2020	FY2021
EXPENDITURES					
Personal services	\$ 1,263,625	\$ 1,409,100	\$ 1,692,000	\$ 2,036,250	\$ 2,407,100
Employee relations and education	25,100	18,300	19,075	21,950	19,550
Supplies and materials	305,000	211,850	210,000	222,715	248,850
Current obligations and services	4,061,796	4,478,310	4,293,170	4,005,800	4,323,330
Fixed charges and other services	238,532	220,665	303,760	269,692	242,550
Indirect cost allocation	-	-	-	311,745	278,551
Capital outlay	1,120,402	1,000,550	1,527,615	841,759	443,000
Debt service	1,077,250	1,609,750	1,678,750	1,913,000	2,112,200
Transfers	1,515,000	5,000,000	2,700,000	2,550,000	310,526
Contingency	475,790	288,245	174,955	426,965	155,893
Total expenditures	\$ 10,082,495	\$ 14,236,770	\$ 12,599,325	\$ 12,599,876	\$ 10,541,550

	BUDGET V. ACTUAL - OPERATIONS				
	FY2017	FY2018	FY2019	FY2020	FY2021
Operations - Budget	\$ 5,894,053	\$ 6,338,225	\$ 6,518,005	\$ 6,868,152	\$ 7,519,931
Operations - Actual	\$ 5,648,037	\$ 5,555,173	\$ 6,203,204	\$ 4,973,745	



CAPITAL RESERVE FUND – WATER AND SEWER

Overview:

This fund's only expenses are to transfer funds to the Water and Sewer Fund and Capital Projects Fund – Water and Sewer to cover the costs of capital outlay.

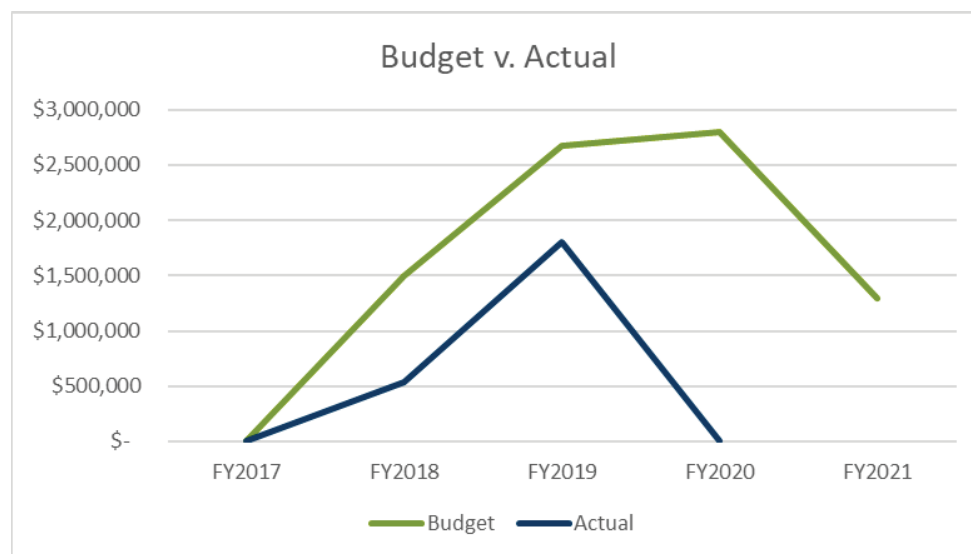
Notable changes:

- \$443,000 – this includes a transfer to Water and Sewer Fund for capital projects
- \$846,000 – this includes a transfer to Capital Projects Fund – Water and Sewer for multi-year water and sewer capital projects

Five-year budgeted expenditures:

CAPITAL RESERVE FUND - WATER & SEWER	BUDGET				
	FY2017	FY2018	FY2019	FY2020	FY2021
EXPENDITURES					
Transfers	\$ -	\$ 1,405,800	\$ 2,680,000	\$ 2,802,000	\$ 1,289,000
Contingency	-	94,200	-	-	-
Total expenditures	\$ -	\$ 1,500,000	\$ 2,680,000	\$ 2,802,000	\$ 1,289,000

	BUDGET V. ACTUAL				
	FY2017	FY2018	FY2019	FY2020	FY2021
Budget	\$ -	\$ 1,500,000	\$ 2,680,000	\$ 2,802,000	\$ 1,289,000
Actual	\$ -	\$ 535,800	\$ 1,798,945	\$ -	



CAPITAL RESERVE FUND – WATER AND SEWER – EXPANSION

Overview:

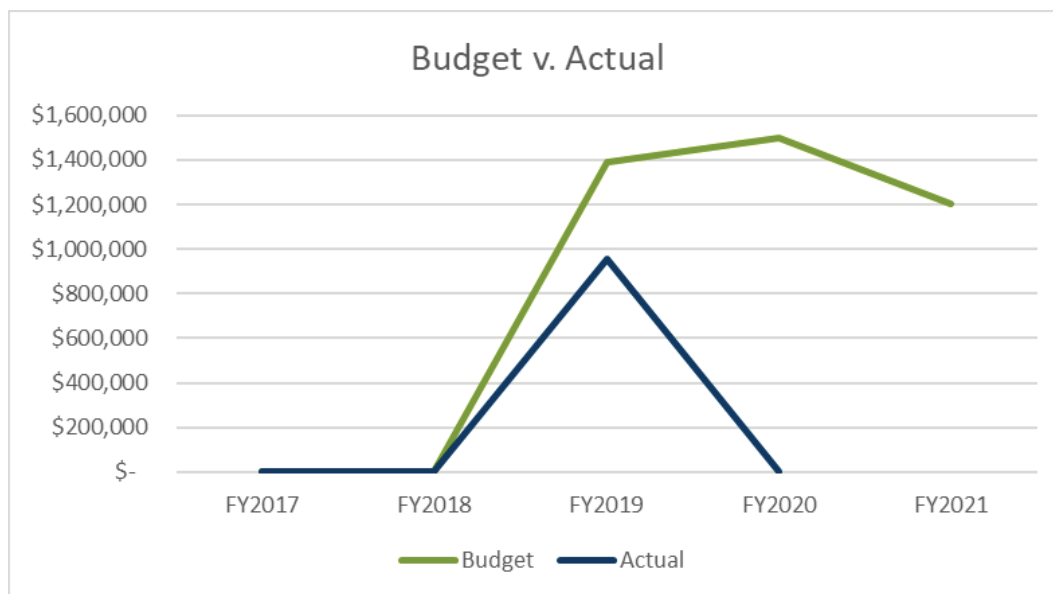
This fund's only expenses are to transfer funds to the Water and Sewer Fund and the Capital Projects Fund – Water and Sewer to cover the costs of capital outlay and debt service of expansion-related projects.

Notable changes:

- \$1,200,500 – this includes a transfer to Water and Sewer Fund for debt service payments relating to water and sewer expansion projects

Five-year budgeted expenditures:

CAPITAL RESERVE FUND - WSF - EXPANSION	BUDGET				
	FY2017	FY2018	FY2019	FY2020	FY2021
EXPENDITURES					
Transfers	\$ -	\$ -	\$ 1,372,000	\$ 1,392,500	\$ 1,200,500
Contingency	-	-	20,500	105,000	-
Total expenditures	\$ -	\$ -	\$ 1,392,500	\$ 1,497,500	\$ 1,200,500
BUDGET V. ACTUAL					
	FY2017	FY2018	FY2019	FY2020	FY2021
Budget	\$ -	\$ -	\$ 1,392,500	\$ 1,497,500	\$ 1,200,500
Actual	\$ -	\$ -	\$ 953,585	\$ -	



CAPITAL PROJECTS FUND – WATER AND SEWER

Overview:

This fund was established to account for the costs associated with the capital projects that span multiple years relating to water and sewer.

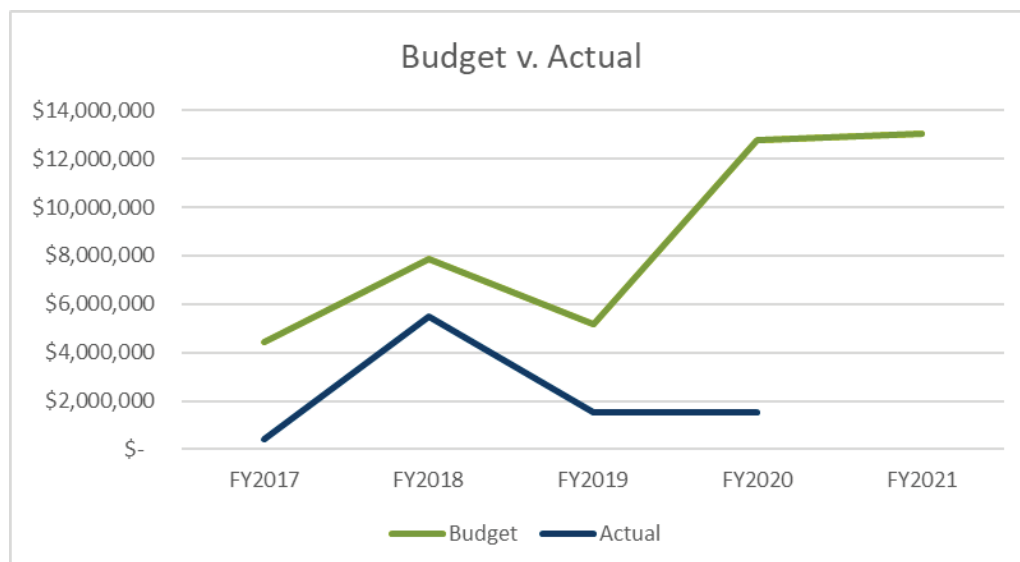
Notable changes:

- \$1,166,000 – addition of FY21/22 water line upgrades
- \$750,000 – addition of annual sanitary sewer rehabilitation

Five-year budgeted expenditures:

CAPITAL PROJECTS FUND - WATER AND SEWER	BUDGET				
	FY2017	FY2018	FY2019	FY2020	FY2021
EXPENDITURES					
Fixed charges and other services	\$ 291,000	\$ 600,000	\$ 675,000	\$ 1,898,000	\$ 2,073,000
Capital outlay	4,154,000	7,270,000	4,485,000	10,850,000	10,966,000
Total expenditures	\$ 4,445,000	\$ 7,870,000	\$ 5,160,000	\$ 12,748,000	\$ 13,039,000

	BUDGET V. ACTUAL				
	FY2017	FY2018	FY2019	FY2020	FY2021
Budget	\$ 4,445,000	\$ 7,870,000	\$ 5,160,000	\$ 12,748,000	\$ 13,039,000
Actual	\$ 394,444	\$ 5,499,237	\$ 1,510,366	\$ 1,541,013	





STORM WATER FUND

Overview:

This fund was established to account for the costs associated with maintaining, repairing and improving the storm water system.

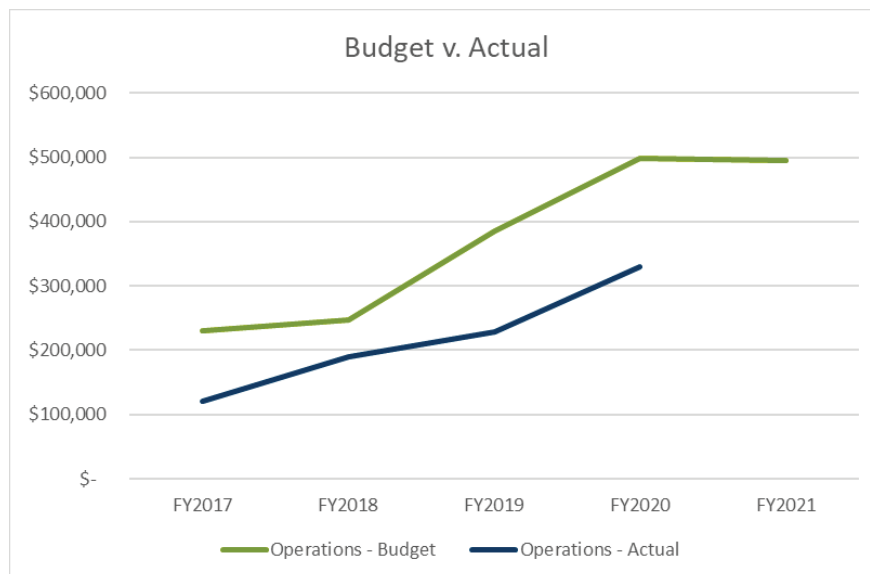
Notable changes:

- \$12,880 – addition of one position with costs allocated to this department
- \$25,000 – addition of spot repairs
- \$30,000 – addition of a tiered-rate study
- (\$20,000) – reduction in Phase II Storm Water compliance cost which began in FY2019
- (\$50,000) – reduction in GIS build and updates completed in FY2020

Five-year budgeted expenditures:

STORM WATER	BUDGET				
	FY2017	FY2018	FY2019	FY2020	FY2021
EXPENDITURES					
Personal services	\$ 122,000	\$ 122,000	\$ 172,550	\$ 201,000	\$ 218,600
Employee relations and education	4,250	4,000	4,000	4,600	4,600
Supplies and materials	5,300	7,100	7,125	8,150	6,400
Current obligations and services	37,050	36,350	36,700	62,950	87,650
Fixed charges and other services	61,293	77,500	165,500	189,342	148,850
Indirect cost allocation	-	-	-	33,070	29,675
Capital outlay	18,000	35,500	-	-	-
Debt service	92,000	92,000	-	-	-
Transfers	228,000	200,000	280,000	270,000	1,157,552
Contingency	32,400	62,550	27,125	26,880	14,873
Total expenditures	\$ 600,293	\$ 637,000	\$ 693,000	\$ 795,992	\$ 1,668,200

	BUDGET V. ACTUAL - OPERATIONS				
	FY2017	FY2018	FY2019	FY2020	FY2021
Operations - Budget	\$ 229,893	\$ 246,950	\$ 385,875	\$ 499,112	\$ 495,775
Operations - Actual	\$ 120,377	\$ 188,920	\$ 227,899	\$ 329,194	



CAPITAL RESERVE FUND – STORM WATER FUND

Overview:

This fund's only expenses are to transfer funds to the Storm Water Fund and Capital Projects Fund – Storm Water to cover the costs of capital outlay.

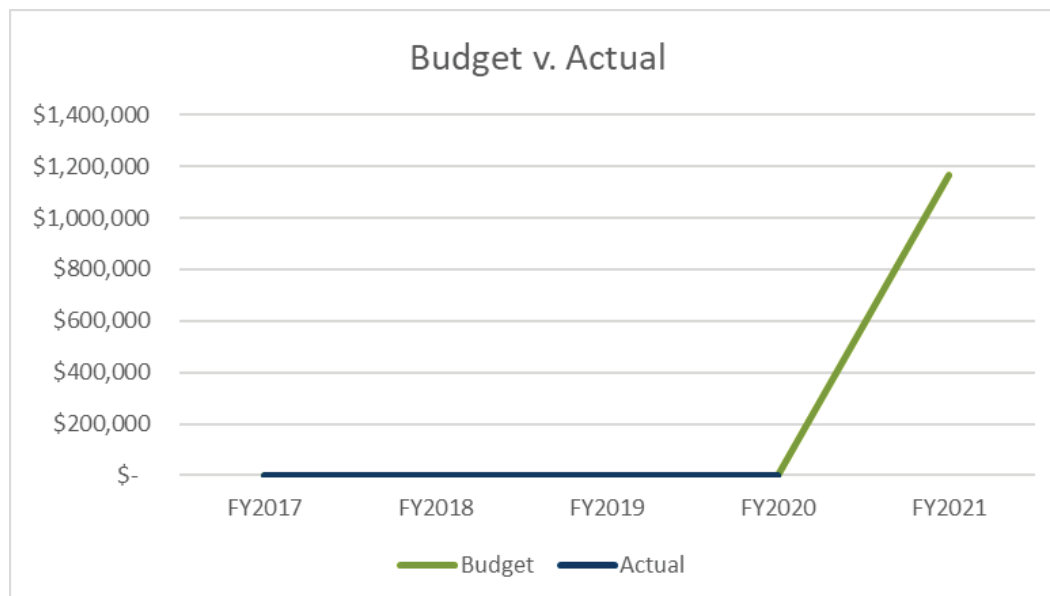
Notable changes:

- \$120,000 – this includes a transfer to the Capital Projects Fund – Storm Water for multi-year storm water capital projects
- \$1,046,302 – this represents funds that are transferred to the capital reserve fund in the current year. If those funds are not given a function by tying them directly to a capital expenditure in FY2021, they will be available for capital funding in future years through the appropriation of this fund's fund balance.

Five-year budgeted expenditures:

CAPITAL RESERVE FUND - STORM WATER	BUDGET				
	FY2017	FY2018	FY2019	FY2020	FY2021
EXPENDITURES					
Storm Water	\$ -	\$ -	\$ -	\$ -	\$ 1,046,302
Transfers	-	-	-	-	120,000
Total expenditures	\$ -	\$ -	\$ -	\$ -	\$ 1,166,302

	BUDGET V. ACTUAL				
	FY2017	FY2018	FY2019	FY2020	FY2021
Budget	\$ -	\$ -	\$ -	\$ -	\$ 1,166,302
Actual	\$ -	\$ -	\$ -	\$ -	\$ -



CAPITAL PROJECTS FUND – STORM WATER

Overview:

This fund was established to account for the costs associated with the capital projects that span multiple years relating to storm water.

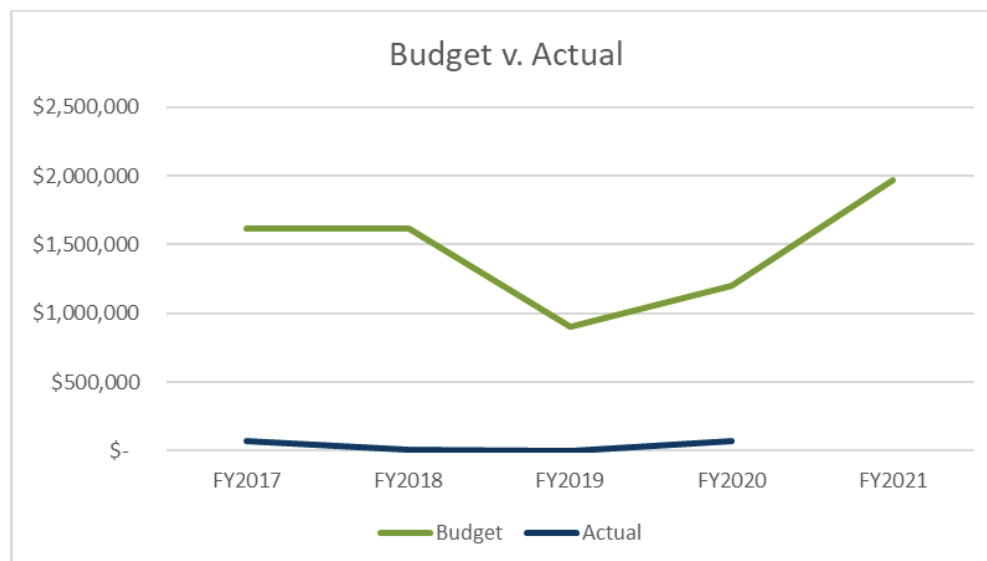
Notable changes:

- \$720,000 – addition of the System A – Phase 3 project

Five-year budgeted expenditures:

CAPITAL PROJECTS FUND - STORM WATER	BUDGET				
	FY2017	FY2018	FY2019	FY2020	FY2021
EXPENDITURES					
Fixed charges and other services	\$ 103,000	\$ 103,000	\$ 100,000	\$ 150,000	\$ 190,000
Capital outlay	1,510,000	1,510,000	800,000	1,050,000	1,780,000
Total expenditures	\$ 1,613,000	\$ 1,613,000	\$ 900,000	\$ 1,200,000	\$ 1,970,000

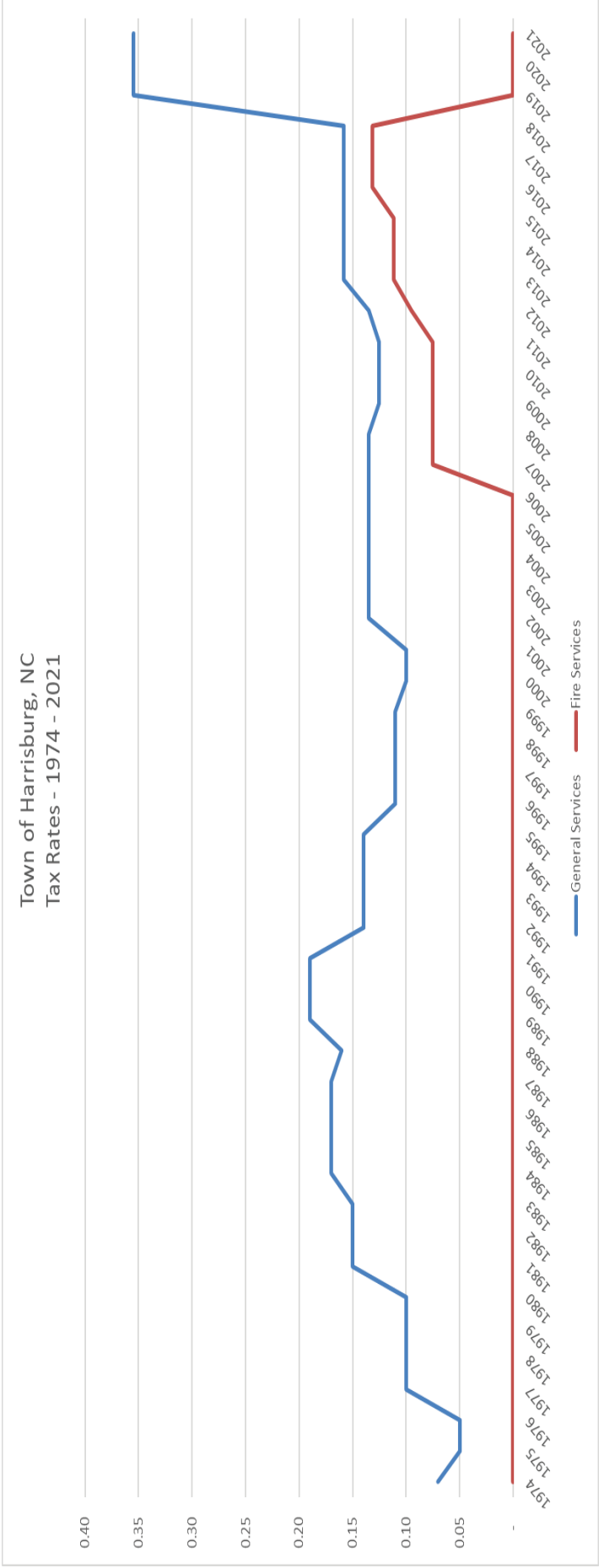
	BUDGET V. ACTUAL				
	FY2017	FY2018	FY2019	FY2020	FY2021
Budget	\$ 1,613,000	\$ 1,613,000	\$ 900,000	\$ 1,200,000	\$ 1,970,000
Actual	\$ 70,445	\$ 5,780	\$ 3,797	\$ 70,057	





Appendix 1: Tax Rates

Historical Tax Rates – FY1974 to FY2020 and Proposed FY2021



Total property valuation for the Town in FY2020 was \$2,303,345,000 and a projected value for FY2021 is \$2,728,503,000. That is approximately a 18.46% increase in valuation from the prior year. The 2020 tax levy for FY2021 is anticipated to be \$9,381,000. This is approximately \$1,305,000 more than FY2020.

The current tax rate for FY2021 is unchanged from FY2020 at \$0.3550/\$100 of property valuation.

The value of one cent on the tax rate is calculated at \$270,850.

As an example, a \$300,000 home will generate a Town of Harrisburg tax bill of \$1,065.



Appendix 2: Debt Service Payments

Below are the debt service payments currently scheduled for all current debt and those capital expenditures in FY2021 that are budgeted to be financed with debt proceeds.

	Fiscal Year											Total
	2021	2022	2023	2024	2025	2026-2030	2031-2035	2036-2040	2041-2045			
General Fund Debt												
Town Hall - FY09 (50% WSF)	\$ 39,111	\$ 37,613	\$ 35,915	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 112,639	
Town Hall - FY17 (50% WSF)	89,278	87,304	85,331	83,358	81,384	377,322	131,559	-	-	-	935,536	
Fire Engine - FY14	34,387	-	-	-	-	-	-	-	-	-	34,387	
Fire Station #3 - FY15	168,956	165,222	161,489	157,756	154,022	714,110	-	-	-	-	1,521,555	
Fire Engine #3 - FY17	89,158	89,158	89,158	51,813	-	-	-	-	-	-	319,287	
Fire Station #2 - FY18	466,320	455,556	444,792	434,028	423,264	1,951,919	1,677,223	878,102	-	-	6,731,204	
Harrisburg Park												
Redevelopment Phase 1 - FY20	777,689	764,188	749,922	735,655	721,389	3,390,112	3,033,231	2,677,116	-	-	12,849,302	
Transportation Bonds - FY21	47,500	84,000	82,200	80,500	78,700	367,000	323,000	278,900	25,500	-	1,367,300	
Fire Engine - Luverne - FY21	60,000	83,400	80,900	78,500	76,000	343,100	20,700	-	-	-	742,600	
	1,772,399	1,766,441	1,729,707	1,621,610	1,534,759	7,143,563	5,185,713	3,834,118	25,500	-	24,613,810	
Water and Sewer Fund												
CMU Project - FY12	495,444	495,444	495,444	495,457	-	-	-	-	-	-	1,981,789	
Town Hall - FY09 (50% GF)	39,111	37,613	35,915	-	-	-	-	-	-	-	112,639	
Town Hall - FY17 (50% GF)	89,278	87,304	85,331	83,358	81,384	377,322	131,559	-	-	-	935,536	
Well Project - FY12	148,488	148,488	148,488	148,488	469,254	-	-	-	-	-	1,063,206	
W&S Lines - FY13	123,615	120,411	117,208	114,004	110,801	242,785	-	-	-	-	828,824	
Rocky River Rd Water Line & Decommissions - FY14	149,376	149,376	149,376	149,376	149,376	540,758	-	-	-	-	1,287,638	
Pharr Mill Rd Water Line & Decommissions - FY16	146,686	146,668	146,649	146,611	146,611	97,732	-	-	-	-	830,957	
Public Works Facility - FY18	470,422	470,422	470,422	470,422	470,422	2,352,111	1,097,651	-	-	-	5,801,872	
Elevated Water Storage Tank - FY20	253,916	249,507	244,849	240,192	235,534	1,106,871	990,350	874,078	-	-	4,195,297	
FY2021 Water and Sewer Projects - FY21	189,000	397,000	389,000	381,000	372,000	1,737,000	1,528,000	1,320,000	121,000	-	6,434,000	
	2,105,336	2,302,233	2,282,682	2,228,908	2,035,382	6,454,579	3,747,560	2,194,078	121,000	-	23,471,758	
Total	\$ 3,877,735	\$ 4,068,674	\$ 4,012,389	\$ 3,850,518	\$ 3,570,141	\$13,598,142	\$ 8,933,273	\$ 6,028,196	\$ 146,500	-	\$48,085,568	

Note: There are two new proposed debt financings in the General Fund and one proposed new debt financing in the Water and Sewer Fund scheduled for FY2021.



Appendix 3: Staffing/FTEs

Below are all of the full-time equivalents (FTEs), per department. The FY2020 column includes all currently funded positions. The proposed positions are based on the FY2021 proposed budget.

Department	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021 Proposed
Town Clerk	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Administration	1.0	1.0	1.5	2.5	4.0	2.0	2.0
Finance	6.5	6.5	7.0	7.0	7.5	7.5	7.5
Human Resources	-	-	1.0	1.0	1.0	1.0	1.0
① Information Technology	-	-	-	1.0	1.0	1.5	2.0
Communications	1.0	1.0	1.0	1.0	1.0	1.0	1.0
Economic Development	1.0	1.0	1.0	-	-	-	-
Planning and Zoning	2.0	2.5	4.0	4.0	4.0	4.0	4.0
Engineering	2.0	2.0	2.0	2.0	2.5	6.0	6.0
② Fire	28.5	43.5	43.5	43.5	47.5	48.0	51.0
Parks & Recreation	10.0	11.0	11.0	11.0	11.0	15.5	15.5
③ Public Works	20.0	19.0	22.0	23.0	21.5	25.5	28.0
	<u>73.0</u>	<u>88.5</u>	<u>95.0</u>	<u>97.0</u>	<u>102.0</u>	<u>113.0</u>	<u>119.0</u>

① Reclassification of PT Help Desk Technician to FT.

② Addition of three new Firefighters

③ Addition of Utility System Supervisor, Maintenance Technician, PT Administrative Assistant



Appendix 4: Budget Ordinance & Fee Schedule



BUDGET ORDINANCE OF THE TOWN OF HARRISBURG FOR THE FISCAL YEAR BEGINNING JULY 1, 2020 AND ENDING JUNE 30, 2021

Be it ordained by the Town Council of the Town of Harrisburg, North Carolina, as follows:

SECTION 1. The following amounts are hereby appropriated in the General Fund for the operation of the Town government and its activities for the fiscal year beginning July 1, 2020, and ending June 30, 2021, in accordance with the chart of accounts heretofore established for this Town:

General government:	
Town Council	\$ 110,030
Town Clerk	74,030
Administration	287,570
Finance	322,374
Human Resources	109,805
Information Technology	112,950
Communications	91,015
Planning and Economic Development:	
Economic Development	101,650
Planning and Zoning	425,880
Engineering	294,315
Public safety:	
Deputies	1,607,720
Fire	4,868,080
Transportation:	
Powell Bill	461,000
Streets	524,700
Environmental protection:	
Public Works	2,055,700
Cultural and recreation:	
Parks and Recreation	2,607,665
Debt service	1,808,000
Transfers:	
Capital Reserve Fund - General Fund	1,312,711
Capital Reserve Fund - Economic Development	60,000
Capital Reserve Fund - Recreation	20,000
Contingency appropriation	372,705
Total appropriations	<u>\$ 17,627,900</u>

SECTION 2. It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2020, and ending June 30, 2021:

Taxes	\$ 9,412,000
Interest earnings	51,000
Powell Bill	460,000
Sales and franchise tax	3,390,000
Fire unincorporated taxes	1,360,000
Other revenues	1,661,900
Transfers from Capital Reserve Fund - ED	61,000
Transfers from Capital Reserve Fund - Recreation	21,000
Transfers from Capital Reserve Fund	1,211,000
Total estimated revenues	<u>\$ 17,627,900</u>

SECTION 3. The following amounts are hereby appropriated in the Capital Reserve Fund – General Fund for the fiscal year beginning July 1, 2020, and ending June 30, 2021 in accordance with the chart of accounts heretofore approved for the Town:

Transfer to General Fund	\$ 1,211,000
Transfer to Capital Projects Fund - Transportation	190,000
Total appropriations	<u>\$ 1,401,000</u>

SECTION 4. It is estimated that the following revenues will be available in the Capital Reserve Fund – General Fund for the fiscal year beginning July 1, 2020, and ending June 30, 2021:

Appropriated fund balance	\$ 78,289
Transfers from General Fund	1,312,711
Interest earnings	10,000
Total estimated revenues	<u>\$ 1,401,000</u>

SECTION 5. The following amounts are hereby appropriated in the Capital Reserve Fund – Economic Development for the fiscal year beginning July 1, 2020, and ending June 30, 2021 in accordance with the chart of accounts heretofore approved for the Town:

Transfer to General Fund	<u>\$ 61,000</u>
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SECTION 6. It is estimated that the following revenues will be available in the Capital Reserve Fund – Economic Development for the fiscal year beginning July 1, 2020, and ending June 30, 2021:

Transfer from General Fund	\$ 60,000
Interest earnings	1,000
Total estimated revenues	<u>\$ 61,000</u>

SECTION 7. The following amounts are hereby appropriated in the Capital Reserve Fund – Parks & Recreation for the fiscal year beginning July 1, 2020, and ending June 30, 2021 in accordance with the chart of accounts heretofore approved for the Town:

Transfer to General Fund	<u>\$ 21,000</u>
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SECTION 8. It is estimated that the following revenues will be available in the Capital Reserve Fund – Parks & Recreation for the fiscal year beginning July 1, 2020, and ending June 30, 2021:

Transfers from General Fund	\$ 20,000
Interest earnings	<u>1,000</u>
Total estimated revenues	<u>\$ 21,000</u>

SECTION 9. The following amounts are hereby appropriated in the Water and Sewer Fund for the operation of the water and sewer utilities for the fiscal year beginning July 1, 2020, and ending June 30, 2021, in accordance with the chart of accounts heretofore established for this Town:

Water and sewer operations	\$ 7,962,931
Debt service	2,112,200
Transfer to Capital Reserve Fund - Water and Sewer Fund	310,526
Contingency appropriation	<u>155,893</u>
Total appropriations	<u>\$ 10,541,550</u>

SECTION 10. It is estimated that the following revenues will be available in the Water and Sewer Fund for the fiscal year beginning July 1, 2020, and ending June 30, 2021:

Usage charges:	
Water	\$ 4,559,000
Sewer	3,872,000
Transfers from:	
Capital Reserve Fund - Water and Sewer Fund	443,000
Capital Reserve Fund - Water and Sewer Fund - Expansion	1,200,500
Other revenues	<u>467,050</u>
Total estimated revenues	<u>\$ 10,541,550</u>

SECTION 11. The following amounts are hereby appropriated in the Storm Water Fund for the operation of the storm water mitigation for the fiscal year beginning July 1, 2020, and ending June 30, 2021, in accordance with the chart of accounts heretofore established for this Town:

Storm Water operations	\$ 495,775
Transfer to Capital Reserve Fund - Storm Water Fund	1,157,552
Contingency appropriation	<u>14,873</u>
Total appropriations	<u>\$ 1,668,200</u>

SECTION 12. It is estimated that the following revenues will be available in the Storm Water Fund for the fiscal year beginning July 1, 2020, and ending June 30, 2021:

Storm water fees	\$ 655,200
Other revenues	13,000
Appropriated Fund Balance	<u>1,000,000</u>
Total estimated revenues	<u>\$ 1,668,200</u>

SECTION 13. The following amounts are hereby appropriated in the Capital Reserve Fund – Water and Sewer Fund for the fiscal year beginning July 1, 2020, and ending June 30, 2021 in accordance with the chart of accounts heretofore approved for the Town:

Transfers to:	
Water and Sewer Fund	\$ 443,000
Capital Projects Fund - Water and Sewer	<u>846,000</u>
Total appropriations	<u>\$ 1,289,000</u>

SECTION 14. It is estimated that the following revenues will be available in the Capital Reserve Fund – Water and Sewer Fund for the fiscal year beginning July 1, 2020, and ending June 30, 2021:

Transfer from Water and Sewer Fund	\$ 310,526
Interest earnings	25,000
Appropriated Fund Balance	<u>953,474</u>
Total estimated revenues	<u>\$ 1,289,000</u>

SECTION 15. The following amounts are hereby appropriated in the Capital Reserve Fund – Water and Sewer – Expansion for the fiscal year beginning July 1, 2020, and ending June 30, 2021 in accordance with the chart of accounts heretofore approved for the Town:

Transfer to Water and Sewer Fund	<u>\$ 1,200,500</u>
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SECTION 16. It is estimated that the following revenues will be available in the Capital Reserve Fund – Water and Sewer - Expansion for the fiscal year beginning July 1, 2020, and ending June 30, 2021:

Permits and fees:	
Water system development charges	\$ 708,000
Sewer system development charges	490,000
Interest earnings	<u>2,500</u>
Total estimated revenues	<u>\$ 1,200,500</u>

SECTION 17. The following capital projects are authorized pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, for the Capital Projects Fund – Water and Sewer. The projects authorized are a waterline upgrade and an annual sanitary sewer rehabilitation and shall span the fiscal years beginning July 1, 2020 and ending June 30, 2022.

Project - FY21/22 Water Line Upgrades:	
Professional fees	96,000
Construction	1,070,000
Project - FY21 Annual Sanitary Sewer Rehabilitation:	
Professional fees	70,000
Construction	<u>680,000</u>
Total appropriations	<u>\$ 1,916,000</u>

SECTION 18. Revenue Estimates

The Town Council has and does estimate that the following revenues will be available during the fiscal years beginning July 1, 2020 and ending June 30, 2022 as they relate to the Capital Projects Fund – Water and Sewer:

Project - FY21/22 Water Line Upgrades:	
Proceeds from installment financing	1,070,000
Transfer from Capital Reserve Fund - Water and Sewer	96,000
Project - FY21 Annual Sanitary Sewer Rehabilitation:	
Transfer from Water and Sewer Capital Reserve Fund	<u>750,000</u>
Total estimated revenues	<u>\$ 1,916,000</u>

SECTION 19. The following amounts are hereby appropriated in the Capital Reserve Fund – Storm Water Fund for the fiscal year beginning July 1, 2020, and ending June 30, 2021 in accordance with the chart of accounts heretofore approved for the Town:

Storm Water	\$ 1,046,302
Transfer to Capital Projects Fund - Storm Water	120,000
Total appropriations	<u>\$ 1,166,302</u>

SECTION 20. It is estimated that the following revenues will be available in the Capital Reserve Fund – Storm Water Fund for the fiscal year beginning July 1, 2020, and ending June 30, 2021:

Transfer from Storm Water Fund	\$ 1,157,552
Interest earnings	8,750
Total estimated revenues	<u>\$ 1,166,302</u>

SECTION 21. The following capital projects are authorized pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, for the Capital Projects Fund – Storm Water. The project authorized is a System A – Phase 3 which shall span the fiscal years beginning July 1, 2020 and ending June 30, 2022.

Project - System A - Phase 3:	
Professional fees	70,000
Construction	650,000
Total appropriations	<u>\$ 720,000</u>

SECTION 22. Revenue Estimates

The Town Council has and does estimate that the following revenues will be available during the fiscal years beginning July 1, 2020 and ending June 30, 2022 as they relate to the Storm Water Capital Project Fund:

Project - System A - Phase 3:	
Transfers from Capital Reserve Fund - Storm Water	<u>\$ 720,000</u>

SECTION 23. Tax Levy

There is hereby levied a tax at the following rates per one hundred dollars (\$100) valuation of property, as listed for taxes as of January 1, 2020 for the purpose of raising the revenue from current year's property tax, as set forth in the foregoing estimate of revenue.

General Fund

--\$ 0.3550

The rate is based on a total valuation of property for the purposes of taxation of \$2,728,503,000 and an estimated rate of collection of 96.855%. The estimated rate of collection is based on historical collection trends and the projected impact on collections from COVID-19.

SECTION 24. Funds appropriated in the FY2019-2020 budget and encumbered at June 30, 2020, shall be authorized as part of the FY2020-2021 budget appropriation by adoption of this budget ordinance.

SECTION 25. The Town Manager or a designee is hereby authorized to transfer appropriations as contained herein under the following conditions:

- a. Transfers between line item expenditures within a department without limitation and without a report being required. These changes must not result in increases in recurring obligations such as salaries.
- b. Interdepartmental transfers in the same fund, not to exceed 5% of the appropriated monies for the department whose allocation is reduced.
- c. Inter-fund transfers, which are already established in the budget document, may be accomplished without recourse to the Town Council.
- d. Transfers between single-year capital projects in the same fund and shall be reported at the next Town Council meeting.
- e. The Town Manager, by designation of Town Council under NC General Statute 159-13, shall be authorized to appropriate and/or transfer up to \$50,000 in contingency funds. The transfer must be recorded by budget amendment at the next regularly scheduled Town Council meeting.

SECTION 26. The Town Manager or a designee may make cash advances between funds for periods not to exceed 60 days without reporting to the Town Council. Any advances that extend beyond 60 days must be approved by the Town Council. All advances that will be outstanding at the end of the fiscal year must be approved by the Town Council.

SECTION 27. Copies of this Budget Ordinance shall be furnished to the Clerk to the Town Council and to the Budget Officer and Finance Officer, to be kept on file by them for their direction in the disbursement of funds. No purchases or budget revisions shall be made until reviewed and pre-audited by the Finance Officer.

SECTION 28. The accompanying Schedule of Fees for Fiscal Year 2021 is hereby adopted and all references to these fees in the Town Code of Ordinances are amended to reflect these schedules and fees as appropriate.

SECTION 29. The accompanying Capital Improvement Plan for Fiscal Years 2021 - 2030 is hereby adopted.

SECTION 30. That this ordinance shall be effective upon its passage. Adopted this 8th day of June 2020.

Steve Sciascia, Mayor

ATTEST:

Janet Rackley, Town Clerk





Town of Harrisburg, North Carolina

Schedule of Fees

Fiscal Year 2021

GENERAL FEES

Copy Machine Fee	\$0.25 per copy
Passport Acceptance Fee	\$35 per Application
Electric Vehicle Charging Station	\$0.50 per hour
Credit Card Fees	Convenience Fee - \$2.50 per transaction Surcharge - 2.50% of amount of charge
Copy of Town Council or Planning and Zoning Board Meeting (DVD)	\$5

Miscellaneous Zoning Fees

Copy of UDO	\$35
Map Fees	
17" x 22" Maps (ANSI C)	\$10
22" x 34" Maps (ANSI D)	\$15
34" x 44" Maps (ANSI E)	\$20

Double Fees: Where construction begins without the appropriate permits in place, costs shall be doubled.

PLANNING

Subdivision Case Fees

Annexation Fee	\$50 per application
Conveyance Plat	\$10 per new lot
Preliminary Plat Review	\$1,000 plus \$25 per lot
Preliminary Plat	Applicant Appeal to Elected Board - \$100
Preliminary Plat	Minor Revision - \$500 (no board hearing required)
Preliminary Plat	Major Revision - \$1,000 (board hearing required)
Final Plat Review (Major Subdivision)	\$200 per map sheet (If a third submittal is required an additional review fee will be collected)
Final Plat Review (Minor Subdivision)	\$50 per map sheet (If a third submittal is required an additional review fee will be collected)
Recombination Plats	\$50 per map sheet
Letter of Credit Review	\$200 + Engineer's cost (Includes partial release requests)
Time Extension for Plat Approval	\$150
Sketch Plat Review	\$100
Construction Plans	\$2,000 plus \$50 per acre

ZONING

Zoning Case Fees

Vested Rights	\$400
Vested Rights Extension	\$150
Zoning Atlas Amendment (Residential - less than 10 acres)	\$400 plus \$5 per acre
Zoning Atlas Amendment (Residential - 10 or more acres)	\$2,500 plus \$25 per acre
Combined Residential Rezoning/Preliminary Plat Expedited Request	\$4,000 plus \$25 per lot
Non-Residential/Mixed Use	\$1,000 plus \$25 per acre
Text Amendment to UDO	\$500
Applicant Appeal to Elected Board	\$300 plus advertised costs
Conditional District Rezoning	\$2,500 plus \$25 per acre*
Appeal to Elected Board by Applicant	\$300 plus advertising costs
Re-advertising Cost (due to applicant action)	\$200 or cost of advertisements (if greater)
Appeal of Planning and Zoning Board Decision Regarding Architectural Review	\$250
Architectural Review	\$150
Street Name Change Petition (privately initiated)	\$500 + cost of new street sign(s)

Double Fees: Where construction begins without the appropriate permits in place, costs shall be doubled.

**Conditional Rezoning Fees are in addition to the base fees for a zoning atlas amendment.*

ZONING

Zoning Permit Fees

Single, Two Family structures and mobile homes	\$50
Single Family attached/Multi-Family	\$50 plus \$5 per unit
Residential Addition/Accessory Structures	\$50
Commercial, Institutional and Industrial	\$100
Temporary Construction Trailers	\$75
Temporary Use Permits	\$75
Home Occupation Permits	\$75
Certificate of Occupancy - Non-Residential	\$75
Certificate of Occupancy - Residential	\$50
Zoning Verification Letter	\$50
Certificate of Non-Conformity Adjustment	\$400
Golf Cart Registration	\$20
Sign Permits	
Permanent Sign	\$100
Outdoor Advertising Sign (Billboard)	\$1,000
Zoning Site Plan Review	
Site Plan Review (If a third submittal is required, an additional fee will be collected)	\$500 plus \$5 per acre
Board of Adjustment Fees	
Conditional Use Application	\$1,000 plus \$5 per acre
Variance Application	
Residential	\$500
Non-Residential	\$600
Appeal of Administrator	
Decision/Interpretation Request	\$250

Double Fees: Where construction begins without the appropriate permits in place, costs shall be doubled.

WATER & SEWER

Water and sewer charges shall be as authorized by Code Sections 50.44, 51.30 and 51.31, of the Town Code of Ordinances.

**Water & Sewer Rates
(Inside Town Limits)**

Residential Water Rates	0-2,000 - \$11.00 (first 2,000 gallons) 2,001-6,000 - \$6.75 per additional 1,000 gallons 6,001-9,000 - \$7.83 per additional 1,000 gallons 9,001 and above - \$9.02 per additional 1,000 gallons
Residential Sewer Rates	0-2,000 - \$8.78 (first 2,000 gallons) 2,001 and above - \$7.43 per additional 1,000 gallons
Commercial Water Rates	0-2,000 - \$22.65 (first 2,000 gallons) 2,001-15,000 - \$8.01 per additional 1,000 gallons 15,001 and above - \$9.36 per additional 1,000 gallons
Commercial Sewer Rates	0-2,000 - \$15.11 (first 2,000 gallons) 2,001 and above - \$8.76 per additional 1,000 gallons

**Water & Sewer Rates
(Outside Town Limits)**

Residential Water Rates	0-2,000 - \$15.73 (first 2,000 gallons) 2,001 and above - \$10.40 per additional 1,000 gallons
Residential Sewer Rates	0-2,000 - \$12.96 (first 2,000 gallons) 2,001 and above - \$10.60 per additional 1,000 gallons
Commercial Water Rates	0-2,000 - \$32.43 (first 2,000 gallons) 2,001-15,000 - \$10.02 per additional 1,000 gallons 15,001 and above - \$10.97 per additional 1,000 gallons
Commercial Sewer Rates	0-2,000 - \$22.23 (first 2,000 gallons) 2,001 and above - \$11.85 per additional 1,000 gallons
Flat Sewer Rates	\$55.35

Storm Water Charge

Charge Per Equivalent Residential Unit (ERU)	\$5.62 / Month
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WATER & SEWER

Other Water and Sewer Charges and Fees

Reconnection Charge

Charge for reconnection of water/sewer service after disconnection due to nonpayment	\$100
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Late Fee

Late fee (will be charged on accounts with unpaid balances beyond the 15th of the month)	\$10
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NSF Fee

After customer has been charged an NSF fee three times, the Town will no longer accept checks from that customer	\$25
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Water and Sewer Deposit/Set-up Fee

W/S Deposit (refundable)	\$45
W/S Set-up fee (one-time fee, non-refundable)	\$25

Meter Test Charges

Meter Test Charge (only if meter is working properly; no charge if meter is not working properly)	\$25
Interrogate Meter - Customer Requested (First request at no cost)	\$50
Testing Meter - Customer Requested	\$100

Other Water and Sewer Charges

Non-emergency after hours water cutoffs	\$100
Meter Change Out - Customer Requested	\$275
Water use permit for tank/tankers	\$50
Move existing water service to another location on the same property	At cost (labor, equipment and materials)

Fees for Violations of Mandatory Water Restrictions

Residential	
First offense	\$100
Second and subsequent offense	\$300
Commercial/Industrial	
First offense	\$500
Second and subsequent offense	\$1,500

WATER & SEWER

Water Charges

Meter Size (in.)	Water System Development Charges	Facility Charge	Water Meter Delivery Charge	Total	Connection Charge ¹
5/8	\$3,540	\$520	\$0	\$4,060	\$1,060
1	\$8,850	\$725	\$0	\$9,575	\$1,110
1 1/2	\$17,700	\$910	\$0	\$18,610	\$1,800
2	\$28,320	\$1,345	\$0	\$29,665	\$2,040
3	\$56,640	Cost + 10%	\$100	To Be Determined	To Be Determined
4	\$88,500	Cost + 10%	\$100	To Be Determined	To Be Determined
6	\$177,000	Cost + 10%	\$100	To Be Determined	To Be Determined
8	\$283,200	Cost + 10%	\$100	To Be Determined	To Be Determined

¹ Time and Materials. Charges can be waived if connections and services installed by applicant. 3-inch and larger services will be charged on a time and materials basis.

Sewer Charges

Meter Size (in.)	Sewer Service Size (in.)	Sewer System Development Fees	Connection Charge ²
5/8	4	\$2,450	\$1,060
1	4	\$6,125	\$1,110
1 1/2	4	\$12,250	\$1,800
2	4	\$19,600	\$2,040
3	4	\$39,200	To Be Determined
4	4	\$61,250	To Be Determined
6	4	\$122,500	To Be Determined
8	4	\$196,000	To Be Determined

² Time and Materials. Charges can be waived if connections and services installed by applicant. 3-inch and larger services will be charged on a time and materials basis.

WATER & SEWER

Irrigation Service Charges

Meter Size (in.)	Water System Development Charges	Facility Charge	Water Meter Delivery Charge	Total	Connection Charge ¹
5/8" T-Splice	\$3,540	\$520	\$0	\$4,060	\$0
5/8	\$3,540	\$520	\$0	\$4,060	\$1,060
1	\$8,850	\$725	\$0	\$9,575	\$1,110
1 1/2	\$17,700	\$910	\$0	\$18,610	\$1,800
2	\$28,320	\$1,345	\$0	\$29,665	\$2,040
3	\$56,640	Cost + 10%	\$100	To Be Determined	To Be Determined
4	\$88,500	Cost + 10%	\$100	To Be Determined	To Be Determined
6	\$177,000	Cost + 10%	\$100	To Be Determined	To Be Determined
8	\$283,200	Cost + 10%	\$100	To Be Determined	To Be Determined

¹ Time and Materials. Charges can be waived if connections and services installed by applicant. 3-inch and larger services will be charged on a time and materials basis.

Temporary Hydrant Meter Charge

Construction use for 60 days or less

Temporary meter service charge	\$200
Security deposit	\$1,000

Monthly charges consist of:

- Service charge for meter size
- Usage rates based on meter reading and size

Hydraulic Fire Flow Testing (per test)	\$225
--	-------

Private Fire Protection Service Charges

Meter Size (in.)	Fee
<4	\$52
4	\$52
6	\$95
8	\$145
10	\$217
12	\$334

Traffic Control

Temporary traffic control for parades, block parties and special events

Barricades	\$5/day
Detour signs	\$5/day
Cones	\$0.50 each/day

ENGINEERING

Residential Construction Plans

Water and Sewer	\$2,500 plus \$100/acre of entire site
Roadway and Storm Water System	\$2,500 plus \$100/acre of entire site
Storm Water Quality and Detention	\$2,000 plus \$100/acre of entire site

Commercial Construction Plans

Water and Sewer	\$2,500 plus \$100/acre of entire site
Roadway and Storm Water System	\$2,500 plus \$100/acre of entire site
Storm Water Quality and Detention	\$2,000 plus \$100/acre of entire site

Other Engineering Review Fees

Grading Plan	\$500 plus \$100 per acre
Expedited Review Fee	\$2,150 Minor Commercial Plan \$6,500 Residential Subdivision/Major Commercial Plan
Revision to Approved Plan	20% of original review fee
Harrisburg Encroachment Application Review	\$250
NC Utility Encroachment Application Review	\$100
NCDOT Driveway Permit Review	\$50
NCDENR - Division of Water Quality Application Review/Execution	\$100
NCDENR - Division of Public Water Supply Application Review/Execution	\$100
"Letter of Intent to Serve" with Water and Sewer (If the proposed site requires a Water Model be run, the fee will be assessed)	\$500
Conditional Re-zoning Plat Review	\$200
Preliminary Plat Review	\$300

ENGINEERING

Other Engineering Review Fees

Annual Storm Water BMP Inspection/Certification Review	\$300
Infrastructure Inspections	
Roadway	\$0.50 per foot
Storm Sewer	\$0.50 per foot
Water Line	\$0.75 per foot
Sanitary Sewer	\$0.75 per foot
Final Grading	\$25 per acre
Bridge or Culvert, 42" or greater	\$10 per foot
Greenway	\$0.10 per foot
Lot Grading	
Permit	\$250
Inspection	\$150
Third Part Testing / Inspections	Actual cost incurred by Town

Review fees cover initial submittal and the second submittal addressing comments. If a third submittal is required, an additional fee will be collected. Fees are due at time of submittal for review to commence.

PARKS & RECREATION

Shelter, Field & Facility Rental

	County	
	Resident/Non-Profit	Non-Resident/For Profit
Small Shelter Rental ①		
Hourly Rate	\$20	\$30
Half Day	\$80	\$120
Full Day	\$120	\$180
Large Shelter Rental ①		
Hourly Rate	\$30	\$40
Half Day	\$100	\$140
Full Day	\$140	\$200
Field Rental		
Harrisburg Park - Field Rental Per Field Hourly Rate	\$25	\$50
Stallings Park - Field Rental Per Field Hourly Rate	\$25	\$50
Light Fee per Field	\$15	\$25
Harrisburg Park - Amphitheater	\$5,000	\$10,000

① Refunds of shelter rental fees are subject to a \$10 administrative fee.

Note: Hardship Fee may be considered (requires verification and staff approval)

PARKS & RECREATION

Facilities Rental

Municipal Complex ^①	\$25 per hour + Cleaning Deposit (non-refundable)
Meeting space - 800 square feet	Key deposit - \$25 (refundable)
Occupancy Max - 50	Set-up/Breakdown & Cleaning Fee - \$50
Audio/Visual	\$25 (laptop not included)
8 Foot Table	\$5 each
6 Foot Table	\$4 each
4 Foot Table	\$3 each
Chairs	\$1.25 each

^① Refunds of facilities rental fees are subject to a \$10 administrative fee.

Athletics

	County	
	Resident ^{① ②}	Non-Resident ^①
Pewee Sports (Age 3/4)	\$50	\$80
Baseball	\$90	\$120
Basketball	\$90	\$120
Cheerleading	\$130	\$160
Flag Football (Age 5/6)	\$90	\$120
Football	\$160	\$190
Soccer	\$90	\$120
Late Registration Fee	\$25	\$25

^① Refunds of registration fees are subject to a \$10 administrative fee.

^② There is a \$250 per family, per season maximum for all sports registration fees. This \$250 maximum does not apply to Pop Warner registration or Out-of-County residents.

Note: Hardship Fee may be considered (requires verification and staff approval)

SplashPad

	County	
	Resident	Non-Resident
Three (3) Hour Pass	\$0.00	\$3.00

FIRE

Fire Inspection Program Fees

Periodic Inspection, State Mandated	\$0.00 1st and 2nd inspections \$25 for the 3rd inspection plus \$150 for each violation not corrected
Foster Care Safety Inspection	\$25
Group Home Safety Inspection	\$25
Daycare State License Inspection	\$50
Fire Certificate of Occupancy (Final Inspection)	\$50
ABC Permit Inspection	\$150

Commercial Building and Site Plan Review Fees

Commercial Plans or Commercial Up-fit Plan Reviews are Done by Square Footage (Sq Ft).

Less than 4,999	\$200
5,000 to 9,999	\$250
10,000 to 24,999	\$350
25,000 to 49,000	\$500
50,000 or greater	\$0.020 per Sq Ft
Fire Site Review for Rezoning Commercial/Subdivision	\$200
Fire Site Review for Commercial / Subdivisions	\$200

Note: For Multi-Tenant Buildings, Fees are per Tenant

If a third submittal is required, an additional review fee of \$150 will be collected.

Plans Review

Fixed Fire Suppression System (Hood Systems-Ansul)	\$200 - plus \$100 performance test
Fire Alarm System	\$250 - plus \$100 performance test
Sprinkler System	\$250 - plus \$100 performance test
Residential Sprinkler System (1 & 2 Family Dwellings)	\$200 - plus \$100 performance test
Stand Pipe System	\$200 - plus \$100 performance test
Fire Pump & Related Equipment	\$200 - plus \$100 performance test

Note: For Multi-Tenant Buildings, Fees are per Tenant

FIRE

Fire Prevention Education Program Fees

Public Education Events	None
Fire Prevention for Business/Industry	\$25 / hour plus Material Cost Reimbursement

Installation, Construction and Operation Permit Fees

Blasting - 90 days	\$250 (per site)
Explosive Storage	\$200
Carnivals & Fairs	\$200
Covered Mall Buildings	\$200
Exhibits & Trade Shows	\$150 (each)
Fireworks Display: Outdoor/Indoor	\$300 (per day)
Pyrotechnical Special Effects Materials	\$200
Hydrant Flow Test	\$50 (per hydrant)
Spraying & Dipping Operations	\$150
Temporary Membrane Structure, Tents/Canopies	\$50 (each)
Under/Above Ground Storage Tank Installation, Upgrade or Removal	\$200 (per tank)
Fumigation & Thermal Insecticidal Fogging	\$150
Liquid or Gas Fueled Vehicles or Equipment in Assembly Buildings	\$150 (per vehicle)

FIRE

Fines

Occupying a Structure Without a Certificate of Occupancy	\$500 (each day)
Life Safety Violations of Chapter 10 Involving Exit Obstructions as Described in the North Carolina Fire Code	\$500 (each)
All Open Burning Violations as Described in the Fire Protection Ordinance	\$100 (each)
All Other Violations of the North Carolina Fire Code	\$150 (each)
Parking in a Marked Fire Lane	\$100
Life Safety Equipment Installed without Permit or Plans	\$500

Any system installation prior to plans being reviewed or permit issued will result in fees doubled.

Appendix 5: Capital Improvement Plan

The following pages include the ten-year capital improvement plan from FY2021 – FY2030. The projects in FY2021 have been included in this budget.

Item	Fiscal Year										Totals
	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	
Project and acquisition expenditures by function:											
General Fund	1,631,000	3,006,000	6,845,000	3,743,000	7,219,000	1,687,500	1,379,500	2,404,500	18,525,000	2,353,500	48,794,000
Water and Sewer Fund	6,015,000	1,700,000	3,896,000	4,766,000	4,881,000	2,782,000	2,150,000	2,142,500	2,496,000	275,000	31,103,500
Storm Water Fund	320,000	650,000	-	290,000	-	-	-	-	1,000,000	1,300,000	3,560,000
Total project expenditures	7,966,000	5,356,000	10,741,000	8,799,000	12,100,000	4,469,500	3,529,500	4,547,000	22,021,000	3,928,500	83,457,500
Financing Sources:											
Operating revenues	-	-	-	-	-	-	-	-	-	-	-
Capital Reserve Fund - Operating Capital	1,721,500	1,281,000	1,450,000	1,891,000	1,472,000	1,638,500	1,196,500	757,000	795,000	2,463,500	14,666,000
Capital Reserve Fund - Capital Project Fund	916,000	1,080,000	1,006,000	595,000	1,108,000	430,000	250,000	840,000	1,766,000	1,000,000	8,991,000
Installment financing	4,726,000	2,570,000	7,855,000	5,878,000	7,435,000	1,956,000	1,633,000	2,495,000	19,000,000	-	53,548,000
Grants	-	-	-	-	-	-	-	-	-	-	-
Powell Bill	420,000	425,000	430,000	435,000	440,000	445,000	450,000	455,000	460,000	465,000	4,425,000
Fee in lieu of parks	-	-	-	-	-	-	-	-	-	-	-
Other sources	182,500	-	-	-	1,645,000	-	-	-	-	-	1,827,500
Total financing sources	7,966,000	5,356,000	10,741,000	8,799,000	12,100,000	4,469,500	3,529,500	4,547,000	22,021,000	3,928,500	83,457,500

Appendix 5: Capital Improvement Plan (continued)

General Fund

Item	Fiscal Year										Totals
	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	
Project and acquisition expenditures by function:											
Administration, Engineering, IT & Communications	40,000	27,500	315,000	2,095,000	165,000	22,000	80,000	67,500	45,000	62,500	2,919,500
Planning & Economic Development	-	-	25,000	35,000	-	20,000	-	-	30,000	40,000	150,000
Public Safety	475,000	1,983,500	842,000	483,000	1,020,000	567,500	377,500	1,560,000	17,720,000	300,000	25,328,500
Environmental Protection	327,000	-	245,000	50,000	-	200,000	115,000	-	80,000	230,000	1,247,000
Streets and Transportation	470,000	425,000	430,000	435,000	5,085,000	445,000	450,000	455,000	460,000	465,000	9,120,000
Parks and Recreation	319,000	570,000	4,988,000	645,000	949,000	433,000	357,000	322,000	190,000	1,256,000	10,029,000
Total project expenditures	1,631,000	3,006,000	6,845,000	3,743,000	7,219,000	1,687,500	1,379,500	2,404,500	18,525,000	2,353,500	48,794,000
Financing Sources:											
Operating revenues	-	-	-	-	-	-	-	-	-	-	-
Capital Reserve Fund	1,211,000	1,081,000	1,025,000	1,233,000	1,434,000	1,242,500	929,500	654,500	565,000	1,888,500	11,264,000
Capital Reserve Fund - Capital Project Fund	-	-	250,000	75,000	-	-	-	300,000	-	-	625,000
Installment financing	-	1,500,000	5,140,000	2,000,000	3,700,000	-	-	995,000	17,500,000	-	30,835,000
Grants	-	-	-	-	-	-	-	-	-	-	-
Powell Bill	420,000	425,000	430,000	435,000	440,000	445,000	450,000	455,000	460,000	465,000	4,425,000
Fee in lieu of parks	-	-	-	-	-	-	-	-	-	-	-
Other sources	-	-	-	-	1,645,000	-	-	-	-	-	1,645,000
Total financing sources	1,631,000	3,006,000	6,845,000	3,743,000	7,219,000	1,687,500	1,379,500	2,404,500	18,525,000	2,353,500	48,794,000

Appendix 5: Capital Improvement Plan (continued)

Administration

Item	Project Number	Fiscal Year										Totals
		2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	
Project and acquisition expenditures by function:												
Buildings & Grounds												
Upfit Town Hall, both floors (50% WSF) (CPF)		-		250,000	2,000,000	-		-			-	2,250,000
Vehicles												
Replacement of Vehicle 1001 (Taurus)		-		-	-	-		-			-	-
Replacement of Vehicle 1006 (Charger) (50% WSF)		-	17,500		-	-		-	20,000		-	37,500
Replacement of Vehicle 1004 (F-150) (50% WSF)			-	-	20,000	-		-	-		22,500	42,500
Total project expenditures		-	17,500	250,000	2,020,000	-		-	20,000		22,500	2,330,000
Financing Sources:												
Operating revenues		-		-	-	-					-	-
Capital Reserve Fund		-	17,500	-	20,000	-		-	20,000		22,500	80,000
Capital Reserve Fund - Capital Project Fund		-	-	250,000	-	-		-	-		-	250,000
Installment financing		-	-	-	2,000,000	-		-	-		-	2,000,000
Grants		-			-	-		-	-		-	-
Powell Bill		-	-	-	-	-		-	-		-	-
Fee in lieu of		-		-	-	-		-	-		-	-
Unfunded			-	-	-	-		-	-		-	-
Total financing sources		-	17,500	250,000	2,020,000	-		-	20,000		22,500	2,330,000

CPF - The budget and funding for these projects will be shown in the General Fund Capital Projects Fund.

Appendix 5: Capital Improvement Plan (continued)

Information Technology

Item	Project Number	Fiscal Year											Totals
		2021	2022	2023	2024	2025	2026	2027	2028	2029	2030		
Project and acquisition expenditures by function:													
Equipment													
Server Replacement		-	-	25,000	-	-	-	-	30,000	-	-	55,000	
Backup & Disaster Recovery		-	-	-	30,000	-	-	35,000	-	-	40,000	105,000	
Vehicles													
Used Ford Transit Van - Replaces #1003 (50% WSF)		-	10,000	-	-	-	-	-	17,500	-	-	27,500	
Replacement of Vehicle 1003 (Charger)		-	-	-	-	-	-	-	-	-	-	-	
Total project expenditures		-	10,000	25,000	30,000	-	-	35,000	47,500	-	40,000	187,500	
Financing Sources:													
Operating revenues		-	-	-	-	-	-	-	-	-	-	-	
Capital Reserve Fund		-	10,000	25,000	30,000	-	-	35,000	47,500	-	40,000	187,500	
Capital Reserve Fund - Capital Project Fund		-	-	-	-	-	-	-	-	-	-	-	
Installment financing		-	-	-	-	-	-	-	-	-	-	-	
Grants		-	-	-	-	-	-	-	-	-	-	-	
Powell Bill		-	-	-	-	-	-	-	-	-	-	-	
Fee in lieu of		-	-	-	-	-	-	-	-	-	-	-	
Unfunded		-	-	-	-	-	-	-	-	-	-	-	
Total financing sources		-	10,000	25,000	30,000	-	-	35,000	47,500	-	40,000	187,500	

Appendix 5: Capital Improvement Plan (continued)

Communications

Item	Project Number											Totals
		2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	
Project and acquisition expenditures by function:												
Projects												
Wayfinding Signs Update												
		-	-	-	45,000	-	-	-	-	-	-	45,000
Branded Gateway Sign - Rocky River Road		-	-	-	-	125,000	-	-	-	-	-	125,000
Total project expenditures		-	-	-	45,000	125,000	-	-	-	-	-	170,000
Financing Sources:												
Operating revenues		-	-	-	-	-	-	-	-	-	-	-
Capital Reserve Fund		-	-	-	45,000	125,000	-	-	-	-	-	170,000
Capital Reserve Fund - Capital Project Fund		-	-	-	-	-	-	-	-	-	-	-
Installment financing		-	-	-	-	-	-	-	-	-	-	-
Grants		-	-	-	-	-	-	-	-	-	-	-
Powell Bill		-	-	-	-	-	-	-	-	-	-	-
Fee in lieu of		-	-	-	-	-	-	-	-	-	-	-
Unfunded		-	-	-	-	-	-	-	-	-	-	-
Total financing sources		-	-	-	45,000	125,000	-	-	-	-	-	170,000

Appendix 5: Capital Improvement Plan (continued)

Planning & Economic Development

Item	Project Number	Fiscal Year										Totals
		2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	
Project and acquisition expenditures by function:												
Equipment												
Plotter		-	-	-	-	-	20,000	-	-	-	-	20,000
Vehicles												
Planning Vehicle		-	-	25,000	-	-	-	-	-	30,000	-	55,000
Replacement of Vehicle #13 - P&Z Truck		-	-	-	35,000	-	-	-	-	-	40,000	75,000
Total project expenditures		-	-	25,000	35,000	-	20,000	-	-	30,000	40,000	150,000
Financing Sources:												
Operating revenues		-	-	-	-	-	-	-	-	-	-	-
Capital Reserve Fund		-	-	25,000	35,000	-	20,000	-	-	30,000	40,000	150,000
Capital Reserve Fund - Capital Project Fund		-	-	-	-	-	-	-	-	-	-	-
Installment financing		-	-	-	-	-	-	-	-	-	-	-
Grants		-	-	-	-	-	-	-	-	-	-	-
Powell Bill		-	-	-	-	-	-	-	-	-	-	-
Fee in lieu of		-	-	-	-	-	-	-	-	-	-	-
Unfunded		-	-	-	-	-	-	-	-	-	-	-
Total financing sources		-	-	25,000	35,000	-	20,000	-	-	30,000	40,000	150,000

Appendix 5: Capital Improvement Plan (continued)

Engineering

Item	Project Number	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	Totals
Project and acquisition expenditures by function:												
Equipment												
Plotting Printer/Scanner (50% WSF)		-	-	-	-	-	10,000	-	-	-	-	10,000
Survey Equipment		-	-	-	-	-	12,000	-	-	-	-	12,000
Vehicles												
Vehicle #7018 - 2013 Explorer	2021-1500-001	40,000	-	-	-	-	-	45,000	-	-	-	85,000
Vehicle #6000 - 2017 Chevy 1500 Ext Cab		-	-	40,000	-	-	-	-	-	45,000	-	85,000
Vehicle #1004 - 2017 Explorer		-	-	-	-	40,000	-	-	-	-	-	40,000
Total project expenditures		40,000	-	40,000	-	40,000	22,000	45,000	-	45,000	-	232,000
Financing Sources:												
Operating revenues		-	-	-	-	-	-	-	-	-	-	-
Capital Reserve Fund		40,000	-	40,000	-	40,000	22,000	45,000	-	45,000	-	232,000
Capital Reserve Fund - Capital Project Fund		-	-	-	-	-	-	-	-	-	-	-
Installment financing		-	-	-	-	-	-	-	-	-	-	-
Grants		-	-	-	-	-	-	-	-	-	-	-
Powell Bill		-	-	-	-	-	-	-	-	-	-	-
Fee in lieu of		-	-	-	-	-	-	-	-	-	-	-
Unfunded		-	-	-	-	-	-	-	-	-	-	-
Total financing sources		40,000	-	40,000	-	40,000	22,000	45,000	-	45,000	-	232,000

Appendix 5: Capital Improvement Plan (continued)

Deputies

Item	Project Number	Fiscal Year										Totals
		2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	
Project and acquisition expenditures by function:												
Equipment												
Pole-Mounted Speed Signs (3)	2021-2000-007	18,000	18,000	-	-	-	-	-	-	-	-	36,000
Vehicles												
Replacement of H8 unit - 2014 #4001	2021-2000-001	55,000	-	-	-	-	55,000	-	-	-	-	110,000
Replacement of H11 unit - 2014 #4002	2021-2000-002	55,000	-	-	-	-	55,000	-	-	-	-	110,000
New Vehicle - FY21 New Personnel	2021-2000-003	60,000	-	-	-	-	55,000	-	-	-	-	115,000
New Vehicle - FY21 New Personnel	2021-2000-004	60,000	-	-	-	-	55,000	-	-	-	-	115,000
Replacement of H4 unit - 2015 #4013	-	-	55,000	-	-	-	-	55,000	-	-	-	110,000
Replacement of H1 unit - 2016 #4003	-	-	55,000	-	-	-	-	55,000	-	-	-	110,000
Replacement of H3 unit- 2016 #4014	-	-	-	55,000	-	-	-	-	55,000	-	-	110,000
Replacement of H2 unit - 2017 #4016	-	-	-	-	55,000	-	-	-	-	55,000	-	110,000
New Vehicle - FY24 New Personnel	-	-	-	-	60,000	-	-	-	-	-	55,000	115,000
New Vehicle - FY24 New Personnel	-	-	-	-	60,000	-	-	-	-	-	55,000	115,000
Replacement of H7 unit - 2012 #4004	-	-	-	-	-	55,000	-	-	-	-	55,000	110,000
Replacement of H9 unit - 2013 #4005	-	-	-	-	-	55,000	-	-	-	-	55,000	110,000
Replacement of H14 unit - 2019	-	-	-	-	-	55,000	-	-	-	-	55,000	110,000
Replacement of H15 unit - 2019	-	-	-	-	-	55,000	-	-	-	-	55,000	110,000
Replacement of H13 unit - 2013 #4006	-	-	-	-	-	-	55,000	-	-	-	-	55,000
Replacement of H6 unit - 2013 #4008	-	-	-	-	-	-	55,000	-	-	-	-	55,000
Replacement of H12 unit - 2013 #4007	-	-	-	-	-	-	-	55,000	-	-	-	55,000
Total project expenditures		248,000	128,000	55,000	175,000	220,000	385,000	110,000	55,000	165,000	220,000	1,761,000
Financing Sources:												
Operating revenues		-	-	-	-	-	-	-	-	-	-	-
Capital Reserve Fund		248,000	128,000	55,000	175,000	220,000	385,000	110,000	55,000	165,000	220,000	1,761,000
Capital Reserve Fund - Capital Project Fund		-	-	-	-	-	-	-	-	-	-	-
Installment financing		-	-	-	-	-	-	-	-	-	-	-
Grants		-	-	-	-	-	-	-	-	-	-	-
Powell Bill		-	-	-	-	-	-	-	-	-	-	-
Fee In Lieu of		-	-	-	-	-	-	-	-	-	-	-
Unfunded		-	-	-	-	-	-	-	-	-	-	-
Total financing sources		248,000	128,000	55,000	175,000	220,000	385,000	110,000	55,000	165,000	220,000	1,761,000

Appendix 5: Capital Improvement Plan (continued)

Fire

Project and acquisition expenditures by function:		Item	Project Number	Fiscal Year										Totals	
				2021	2022	2023	2024	2025	2026	2027	2028	2029	2030		
Buildings & Grounds															
	Fire Station #3 Warning Light														
	Fire/Town Training Facility (CPF)		-	60,000	-	-	-	-	-	-	-	-	-	-	60,000
	Fire Station #1 Warning Light		-	-	-	75,000	700,000	-	-	-	-	-	-	-	775,000
	Land and Construction of Fire Station #1 (CPF)		-	-	-	-	60,000	-	-	-	-	-	-	-	60,000
			-	-	-	-	-	-	-	300,000	15,000,000	-	-	-	15,300,000
Fire Apparatus															
	FD201 2005 Smeal Ladder 105' (CPF)		-	1,500,000	-	-	-	-	-	-	1,700,000	-	-	-	3,200,000
	FD101 2005 Smeal Engine (CPF)		-	-	640,000	-	-	-	-	-	-	-	-	-	640,000
	FD307 2007 Brush Truck		-	-	-	80,000	-	-	-	-	-	-	-	-	80,000
	FD301 2008 SVI Rescue (CPF)		-	-	-	-	-	-	-	995,000	-	-	-	-	995,000
	FD102 2002 Luverne Engine (CPF)		-	-	-	-	-	-	-	-	800,000	-	-	-	800,000
Equipment															
	Replace Portable Radios	2020-2100-003	70,000	70,000	70,000	80,000	-	-	-	-	-	-	80,000	-	370,000
	Replace SCBA Masks	2020-2100-005	6,000	-	-	-	-	-	-	-	-	-	-	-	6,000
	Replace AEDs	2020-2100-006	20,000	20,000	-	-	-	-	-	-	-	-	-	-	40,000
	Battery Extrication Tools E2	2021-2100-001	32,000	-	-	-	-	-	-	-	-	-	-	-	32,000
	Advanced Training Manikin		-	10,000	-	-	-	-	-	-	-	-	-	-	10,000
	Lawn Mower Station 1		-	8,500	-	-	-	-	-	-	-	-	-	-	8,500
	Update Extrication-Rescue		-	-	12,000	-	-	-	-	-	-	-	-	-	12,000
	Auto-Pulse CPR Device		-	-	16,000	-	-	-	-	-	-	-	-	-	16,000
	Replace Air Lifting Bags		-	-	-	20,000	-	-	-	-	-	-	-	-	20,000
	Update Light Tower & Scene		-	-	-	8,000	-	-	-	-	-	-	-	-	8,000
	SCBA Cascade System - Station #1		-	-	-	45,000	-	-	-	-	-	-	-	-	45,000
	Replace Self-Contained BA		-	-	-	-	157,500	157,500	-	-	-	-	-	-	315,000
	Replace Struts Rescue		-	-	-	-	-	25,000	-	-	-	-	-	-	25,000
Vehicles															
	FD702 2013 Silverado -Logistics	2021-2100-004	50,000	-	-	-	-	-	-	55,000	-	-	-	-	105,000
	FD705 2014 Suburban-DC	2021-2100-005	49,000	-	-	-	-	-	-	55,000	-	-	-	-	104,000
	FD602 2015 Silverado-Trn Cap		-	49,000	-	-	-	-	-	-	55,000	-	-	-	104,000
	Used Swiftwater Rescue Truck		-	40,000	-	-	-	-	-	-	45,000	-	-	-	85,000
	FD601 2016 Silverado-Trn Chief		-	49,000	-	-	-	-	-	-	55,000	-	-	-	104,000
	FD706 2016 Silverado- BC		-	49,000	-	-	-	-	-	-	55,000	-	-	-	104,000
	FD707 2017 Tahoe- FM		-	-	49,000	-	-	-	-	-	-	55,000	-	-	104,000
	FD701 2013 Charger- FC		-	-	-	-	-	40,000	-	-	-	-	-	-	40,000
Total project expenditures			227,000	1,855,500	787,000	308,000	800,000	182,500	267,500	1,505,000	17,555,000	80,000		23,567,500	
Financing Sources:															
	Operating revenues		-	-	-	-	-	-	-	-	-	-	-	-	-
	Capital Reserve Fund		227,000	355,500	147,000	233,000	100,000	182,500	267,500	210,000	55,000	80,000		1,857,500	
	Capital Reserve Fund - Capital Project Fund		-	-	-	75,000	-	-	-	300,000	-	-	-	375,000	
	Instalment financing		-	1,500,000	640,000	-	700,000	-	-	995,000	17,500,000	-	-	21,335,000	
	Grants/Other		-	-	-	-	-	-	-	-	-	-	-	-	-
	Powell Bill		-	-	-	-	-	-	-	-	-	-	-	-	-
	Fee in lieu of		-	-	-	-	-	-	-	-	-	-	-	-	-
	Unfunded		-	-	-	-	-	-	-	-	-	-	-	-	-
Total financing sources			227,000	1,855,500	787,000	308,000	800,000	182,500	267,500	1,505,000	17,555,000	80,000		23,567,500	

CPF - The budget and funding for these projects will be shown in the Public Safety Capital Projects Fund.

Appendix 5: Capital Improvement Plan (continued)

Environmental Protection (Public Works)

Item	Project Number	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	Totals
Project and acquisition expenditures by function:												
Heavy Equipment												
Replace Dump Truck w/Tommy Gate - #7016	2021-4100-001	65,000	-	-	-	-	-	70,000	-	-	-	135,000
Replace Leaf Truck - #7026	2021-4100-003	220,000	-		-	-	-		-	-	230,000	450,000
Bucket Truck (Used) (50% WSF)		-		30,000	-		-		-	35,000		65,000
Replace Backup Brush Truck - #7002		-	-	175,000			-		-		-	175,000
Replace #74 2014 Kubota Mower (50% WSF)		-	-	-	50,000		-		-	-	-	50,000
Replace Brush Truck		-		-	-	-	200,000		-	-	-	200,000
Vehicles												
Public Works Crew Truck	2021-4100-005	42,000	-					45,000	-	-	-	87,000
Replace Chevy Silverado Crew Cab Truck - #7020		-	-	40,000	-	-			-	45,000	-	85,000
Total project expenditures												
		327,000	-	245,000	50,000	-	200,000	115,000	-	80,000	230,000	1,247,000
Financing Sources:												
Operating revenues		-	-	-	-	-	-	-	-	-	-	-
Capital Reserve Fund		327,000	-	245,000	50,000	-	200,000	115,000	-	80,000	230,000	1,247,000
Capital Reserve Fund - Capital Project Fund		-	-			-	-		-	-	-	
Installment financing		-	-	-						-	-	-
Grants		-	-		-	-	-	-	-	-	-	-
Powell Bill		-	-	-								
Fee in lieu of		-	-		-	-	-	-	-	-	-	-
Unfunded		-	-	-					-	-	-	-
Total financing sources												
		327,000	-	245,000	50,000	-	200,000	115,000	-	80,000	230,000	1,247,000

Appendix 5: Capital Improvement Plan (continued)

Streets

Item	Project Number	Fiscal Year										Totals
		2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	
Project and acquisition expenditures by function:												
Sidewalks												
2017 Transportation Bonds (CPF)		-		-	-	400,000	-	-	-	-	-	400,000
Street Resurfacing												
2017 Transportation Bonds (CPF)		-		-	-	650,000	-	-	-	-	-	650,000
Roadway Improvements												
2017 Transportation Bonds (CPF)		-		-	-	3,595,000		-		-		3,595,000
Harrisburg Elementary School	2021-3001-001	50,000		-	-	-		-		-		50,000
Total project expenditures		50,000		-	-	4,645,000		-		-		4,695,000
Financing Sources:												
Operating revenues		-	-	-	-	-	-	-	-	-	-	-
Capital Reserve Fund		50,000		-	-	-	-	-	-	-	-	50,000
Capital Reserve Fund - Capital Project Fund		-		-	-	-	-	-	-	-	-	-
Installment financing		-		-	-	3,000,000	-	-	-	-	-	3,000,000
Grants		-		-	-	-	-	-	-	-	-	-
Powell Bill				-	-	-	-	-	-	-	-	-
Fee in lieu of		-		-	-	-	-	-	-	-	-	-
Other sources		-		-	-	1,645,000		-	-	-	-	1,645,000
Total financing sources		50,000		-	-	4,645,000		-		-		4,695,000

CPF - The budget and funding for these projects will be shown in the General Fund Capital Projects Fund.

Appendix 5: Capital Improvement Plan (continued)

Powell Bill

Item	Project Number	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	Totals
Project and acquisition expenditures by function:												
Street Resurfacing												
FY2021 Resurfacing Projects	2021-3000-001	420,000	-	-	-	-	-	-	-	-	-	420,000
FY2022 Resurfacing Projects		-	425,000	-	-	-	-	-	-	-	-	425,000
FY2023 Resurfacing Projects		-	-	430,000	-	-	-	-	-	-	-	430,000
FY2024 Resurfacing Projects		-	-	-	435,000	-	-	-	-	-	-	435,000
FY2025 Resurfacing Projects		-	-	-	-	440,000	-	-	-	-	-	440,000
FY2026 Resurfacing Projects		-	-	-	-	-	445,000	-	-	-	-	445,000
FY2027 Resurfacing Projects		-	-	-	-	-	-	450,000	-	-	-	450,000
FY2028 Resurfacing Projects		-	-	-	-	-	-	-	455,000	-	-	455,000
FY2029 Resurfacing Projects		-	-	-	-	-	-	-	-	460,000	-	460,000
FY2030 Resurfacing Projects		-	-	-	-	-	-	-	-	-	465,000	465,000
Total project expenditures		420,000	425,000	430,000	435,000	440,000	445,000	450,000	455,000	460,000	465,000	4,425,000
Financing Sources:												
Operating revenues		-	-	-	-	-	-	-	-	-	-	-
Capital Reserve Fund		-	-	-	-	-	-	-	-	-	-	-
Capital Reserve Fund - Capital Project Fund		-	-	-	-	-	-	-	-	-	-	-
Installment financing		-	-	-	-	-	-	-	-	-	-	-
Grants		-	-	-	-	-	-	-	-	-	-	-
Powell Bill		420,000	425,000	430,000	435,000	440,000	445,000	450,000	455,000	460,000	465,000	4,425,000
Fee in lieu of		-	-	-	-	-	-	-	-	-	-	-
Unfunded		-	-	-	-	-	-	-	-	-	-	-
Total financing sources		420,000	425,000	430,000	435,000	440,000	445,000	450,000	455,000	460,000	465,000	4,425,000

Appendix 5: Capital Improvement Plan (continued)

Parks & Recreation

Project and acquisition expenditures by function:	Item	Project Number	Fiscal Year										Totals	
			2021	2022	2023	2024	2025	2026	2027	2028	2029	2030		
Park Improvements														
	Greenway Easement Acquisition	2019-5000-001	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	200,000
	Back Creek Greenway - Phase I - Natural Surface	2021-5000-001	150,000	-	-	-	-	-	-	-	-	-	-	150,000
	Branded Facility Signage - Holcomb Woods Park	2021-5000-002	25,000	-	-	-	-	-	-	-	-	-	-	25,000
	Historic Pharr Mill Demolition	2021-5000-004	50,000	-	-	-	-	-	-	-	-	-	-	50,000
	Historic Pharr Mill Reconstruction		-	300,000	-	-	-	-	-	-	-	-	-	300,000
	Back Creek Greenway - Phase II - Natural Surface		-	150,000	-	-	-	-	-	-	-	-	-	150,000
	Holcomb Woods Shelter/Restroom Facility		-	-	275,000	-	-	-	-	-	-	-	-	275,000
	Back Creek Greenway - Phase III - Natural Surface		-	-	150,000	-	-	-	-	-	-	-	-	150,000
	Tennis Court Resurfacing (Stallings Park)		-	-	-	50,000	-	-	-	-	-	-	-	50,000
	Back Creek Greenway - Phase IV - Natural Surface		-	-	-	150,000	100,000	-	-	-	-	-	-	250,000
	Town Hall Civic Memorial		-	-	-	250,000	-	-	-	-	-	-	-	250,000
	Veterans Plaza Clock Tower		-	-	-	-	25,000	-	-	-	-	-	-	25,000
	Historic Pharr Mill Parking Lot and Restroom Facility		-	-	-	-	100,000	-	-	-	-	-	-	100,000
Buildings/Facilities	Pharr Mill Playground Replacement		-	-	-	-	175,000	-	-	-	-	-	-	175,000
	Parking Lot Resurfacing (Stallings Park)		-	-	-	-	-	100,000	-	-	-	-	-	100,000
	Rocky River Greenway Design/Build Documents		-	-	-	-	-	150,000	-	-	-	-	-	150,000
	Rocky River Greenway - Phase I - Natural Surface		-	-	-	-	-	-	150,000	-	-	-	-	150,000
	Parking Lot Resurfacing (Pharr Mill Park)		-	-	-	-	-	-	-	125,000	-	-	-	125,000
	Rocky River Greenway - Phase II - Natural Surface		-	-	-	-	-	-	-	150,000	-	-	-	150,000
	Rocky River Greenway - Phase III - Natural Surface		-	-	-	-	-	-	-	-	150,000	-	-	150,000
	Rocky River Greenway - Phase IV - Natural Surface		-	-	-	-	-	-	-	-	-	150,000	-	150,000
			-	-	-	-	-	-	-	-	-	-	150,000	150,000
	Town Hall Server Room HVAC System	2021-5001-001	8,000	-	-	-	-	-	-	-	-	-	-	17,000
	Pharr Mill Maintenance Building		-	75,000	-	-	-	-	-	-	-	-	-	75,000
	Harrisburg Park Development Phase I West (CPF)		-	-	4,500,000	-	-	-	-	-	-	-	-	4,500,000
	Library HVAC replacement		-	-	-	-	40,000	-	-	-	-	-	-	40,000
Athletics Fields		-	-	-	-	300,000	-	-	-	-	-	-	300,000	
Library Renovations (remodel work, roofing, windows, etc.)		-	-	-	-	-	-	150,000	-	-	-	-	150,000	
Land Acquisition		-	-	-	-	-	-	-	-	-	-	1,000,000	1,000,000	
Heavy Equipment														
	Gator Replacement	2021-5000-006	20,000	-	-	-	-	-	-	-	-	-	22,000	42,000
	New Zero Turn Mower	2021-5000-007	11,000	-	-	-	-	-	15,000	-	-	-	-	26,000
	Groomer Replacement		-	25,000	-	-	-	-	-	-	27,000	-	-	52,000
	John Deere Tractor Replacement		-	-	25,000	-	-	-	-	-	-	-	25,000	25,000
	Zero Turn Mower Replacement (72")		-	-	18,000	-	-	-	-	-	-	20,000	-	38,000
	Zero Turn Mower Replacement (60")		-	-	-	15,000	-	-	-	-	-	-	18,000	33,000
	Backhoe Replacement		-	-	-	125,000	-	-	-	-	-	-	-	125,000
Kubota 4trax Replacement		-	-	-	-	30,000	-	-	-	-	-	-	30,000	
Loader Replacement		-	-	-	-	-	-	-	-	-	-	-	75,000	75,000

Appendix 5: Capital Improvement Plan (continued)

Parks & Recreation (continued)

Item	Project Number	Fiscal Year									Totals	
		2021	2022	2023	2024	2025	2026	2027	2028	2029		2030
Project and acquisition expenditures by function:												
Vehicles												
5004 Replace 2001 Chevy 1500	2021-5000-008											
5007 Replace 2007 Chevy quad cab (fire donor)		35,000		-	-	-	-	37,000	-	-	-	72,000
5000 Replace Dump Truck			-	-	-	-	-	-	-	-	-	72,000
5001 Replace 2015 Chevy 2500			-	-	-	-	47,000	-	-	-	-	47,000
5002 Replace 2015 Chevy 2500		-	-	-	-	37,000	-	-	-	-	-	37,000
5003 Replace 2015 Ford 250		-	-	-	-	38,000	-	-	-	-	-	38,000
5005 Replace 2016 Ford Explorer		-	-	-	-	-	36,000	-	-	-	-	36,000
5006 Replace 2016 Chevy Single Cab		-	-	-	-	-	37,000	-	-	-	-	37,000
Total project expenditures		319,000	570,000	4,988,000	645,000	949,000	433,000	357,000	322,000	190,000	1,256,000	10,029,000
Financing Sources:												
Operating revenues												
Capital Reserve Fund												
Capital Reserve Fund - Capital Project Fund		319,000	570,000	488,000	645,000	949,000	433,000	357,000	322,000	190,000	1,256,000	5,529,000
Installment financing												
Grants				4,500,000								4,500,000
Powell Bill												
Fee in Lieu of												
Unfunded												
Total financing sources		319,000	570,000	4,988,000	645,000	949,000	433,000	357,000	322,000	190,000	1,256,000	10,029,000

CPF - The budget and funding for these projects will be shown in the Parks and Recreation Capital Projects Fund.

Appendix 5: Capital Improvement Plan (continued)

Water and Sewer

Project and acquisition expenditures by function:	Item	Project Number	Fiscal Year										Totals	
			2021	2022	2023	2024	2025	2026	2027	2028	2029	2030		
Buildings/Improvements	Utility Relocation - Rail Project	2017-6000-008	60,000	60,000	60,000	60,000	-	-	-	-	-	-	-	240,000
	Uplift Town Hall, both floors (50% GF) (CPF)		-	-	250,000	2,000,000	-	-	-	-	-	-	2,250,000	
	Water projects													
	FY 20/21 WL Upgrades (CPF)	2020-6000-004	1,150,000	-	-	-	-	-	-	-	-	-	-	1,150,000
	FY 21/22 WL Upgrades (CPF)		96,000	1,070,000	-	-	-	-	-	-	-	-	1,166,000	
	Hickory Ridge WL Extension	2021-6000-011	200,000	-	-	-	-	-	-	-	-	-	-	200,000
	FY 22/23 WL Upgrades (CPF)		-	150,000	1,100,000	-	-	-	-	-	-	-	1,250,000	
	FY 23/24 WL Upgrades (CPF)	-	-	136,000	780,000	-	-	-	-	-	-	-	916,000	
	FY 24/25 WL Upgrades (CPF)	-	-	-	145,000	835,000	-	-	-	-	-	-	980,000	
Water Treatment Plant (CPF)	-	-	-	375,000	2,900,000	-	-	-	-	-	-	3,275,000		
FY 25/26 WL Upgrades (CPF)	-	-	-	-	118,000	676,000	-	-	-	-	-	794,000		
FY 26/27 WL Upgrades (CPF)	-	-	-	-	-	-	720,000	-	-	-	-	845,000		
Expansion Projects														
Sequoia Hills Drive/Pharr Mill Loop (CPF)	-	-	50,000	275,000	-	-	-	-	-	-	-	-	325,000	
Hickory Ridge Road 12 inch WL Phase 2 of 3 (4,000 LF) (CPF)	-	-	-	-	-	-	-	-	540,000	-	-	-	540,000	
Hickory Ridge Road 12 inch WL Phase 3 of 3 (4,000 LF) (CPF)	-	-	-	-	-	-	-	-	-	516,000	-	-	516,000	
Sewer projects														
Morehead West Sewer Phase 1 & Leatherwood Pump Station Decommissioning (CPF)	-	2020-6000-005	2,115,000	-	-	-	-	-	-	-	-	-	-	2,115,000
Britley #2 Pump Station Decommissioning (CPF)	-	2020-6000-006	861,000	-	-	-	-	-	-	-	-	-	-	861,000
Francis Haven and Farmington Pump Station Decommissioning (CPF)	-	2020-6000-007	600,000	-	-	-	-	-	-	-	-	-	-	600,000
Kensington pump station decommissioning (1500 LF of 8-inch gravity line) (CPF)	-	-	-	80,000	450,000	-	-	-	-	-	-	-	-	530,000
Orchard Park Pump Station Decommissioning (CPF)	-	-	-	150,000	515,000	-	-	-	-	-	-	-	-	665,000
Bradford Park Sewer Rehab (CPF)	-	-	-	-	375,000	-	-	-	-	-	-	-	-	375,000
Millbrook Pump Station decommissioning (1,600 LF of 8-inch gravity line) (CPF)	-	-	-	-	120,000	700,000	-	-	-	-	-	-	-	820,000
Abbingdon Pump Station Decommissioning (2,200 LF of 8-inch gravity line) (CPF)	-	-	-	-	-	398,000	-	-	-	-	-	-	-	398,000
Flow Metering and Monitoring Throughout System	-	-	-	-	-	-	-	250,000	-	-	-	-	-	250,000
Morehead West Sewer Phase 2 (CPF)	-	-	-	-	-	-	-	490,000	1,280,000	-	-	-	-	1,770,000
Sequoia Hills Sewer (8,500 LF of gravity) (CPF)	-	-	-	-	-	-	-	-	913,000	-	-	-	-	1,218,000
New Harrisburg Main off of Reedy Creek Interceptor (13,000 LF of 12-inch gravity main) (CPF)	-	-	-	-	-	-	-	-	-	1,500,000	1,500,000	-	-	3,000,000
Annual Sanitary Sewer Rehabilitation (Collection System Improvements Projects) (CPF)	-	2021-6000-007	750,000	-	250,000	-	250,000	-	-	-	250,000	-	-	1,750,000
Equipment														
Replace 2006 Kubota RTV-900 4x4 #250	-	2021-6000-003	20,000	-	-	-	-	-	-	-	-	-	-	20,000
Kamstrup Collector Set	-	2021-6000-008	20,000	-	-	-	-	-	-	-	-	-	-	20,000
305 CAT Excavator #105	-	-	-	85,000	-	-	-	-	-	-	-	-	-	85,000
308 CAT Excavator #106	-	-	-	-	130,000	-	-	-	-	-	-	-	-	130,000
Bucket Truck (Used) (50% GF)	-	-	-	-	30,000	-	-	-	-	35,000	-	-	-	65,000
Replace #74 2014 Kubota Mower (50% GF)	-	-	-	-	-	50,000	-	-	-	-	-	-	-	50,000

Appendix 5: Capital Improvement Plan (continued)

Water and Sewer (continued)

Project and acquisition expenditures by function:	Item	Project Number	Fiscal Year										Totals	
			2021	2022	2023	2024	2025	2026	2027	2028	2029	2030		
Vehicles														
	#7011/16 Chevrolet 2500 Reg Cab	2021-6000-005	65,000	-	-	-	-	-	70,000	-	-	-	-	135,000
	#7014/32 2012 Ford F-150 Reg Cab	2021-6000-006	38,000	-	-	-	-	-	40,000	-	-	-	-	78,000
	Chevrolet 2500 Crew Cab	2021-6000-013	40,000	-	-	-	-	-	42,000	-	-	-	-	82,000
	Used Ford Transit Van - Replaces Charger 1003 (50% GF)		-	10,000	-	-	-	-	17,500	-	-	-	-	27,500
	#7024/56 2015 Chevrolet Silverado 2500 HD		-	45,000	-	-	-	-	50,000	-	-	-	-	95,000
	Replace Ford Explorer		-	-	45,000	-	-	-	-	50,000	-	-	-	95,000
	#7019/28 2014 Ford F-550 Super Duty Reg Cab Dump Truck		-	-	55,000	-	-	-	60,000	-	-	-	-	115,000
	#7021/58 2015 Freightliner Dump Truck #58 - #7021		-	-	105,000	-	-	-	120,000	-	-	-	-	225,000
	#7034 2018 Chevrolet Colorado		-	-	-	38,000	-	-	-	-	-	40,000	-	78,000
	#7029/816 2016 Ford F-350 Reg Cab		-	-	-	45,000	-	-	-	-	-	50,000	-	95,000
	#7027/817 2016 Ford F-450 Diesel Crew Cab		-	-	-	65,000	-	-	-	-	-	70,000	-	135,000
	#7025/825 2016 Freightliner M2106 Dump Truck #825 - #7025		-	-	-	110,000	-	-	-	-	-	115,000	-	225,000
	#7028 2016 Chevrolet 2500 Reg Cab 4x4		-	-	-	-	38,000	-	-	-	-	-	-	38,000
	#7030 2017 Chevrolet 1500 Reg Cab Short Bed		-	-	-	-	-	30,000	-	-	-	-	-	30,000
	#7013/24 2011 Chevrolet Silverado 2500 Reg Cab		-	-	-	-	-	42,000	-	-	-	-	-	42,000
	#7031 2017 Chevrolet 2500 Reg Cab Service Bed		-	-	-	-	-	42,000	-	-	-	-	-	42,000
	#7036 2019 F450 Crew Truck		-	-	-	-	-	70,000	-	-	-	-	-	70,000
	Replace Pump Station Maintenance Vehicle #15/7009		-	-	-	-	-	77,000	-	-	-	-	-	77,000
	Freightliner Dump Truck w/ Spreader and Plow		-	-	-	-	-	135,000	-	-	-	-	-	135,000
	#7032 2018 Freightliner M2106 Diesel Dump Truck		-	-	-	-	-	-	115,000	-	-	-	-	115,000
	Total project expenditures		6,015,000	1,700,000	3,896,000	4,766,000	4,881,000	2,782,000	2,150,000	2,142,500	2,496,000	275,000	31,103,500	
Financing Sources:														
	Operating revenues		-	-	-	-	-	-	-	-	-	-	-	-
	Capital Reserve Fund - Operating Capital		443,000	200,000	425,000	368,000	38,000	396,000	267,000	102,500	230,000	275,000	2,744,500	
	Capital Reserve Fund - Capital Project Fund		846,000	430,000	756,000	520,000	1,108,000	430,000	250,000	540,000	766,000	-	5,646,000	
	Fund balance		-	-	-	-	-	-	-	-	-	-	-	-
	Installment financing		4,726,000	1,070,000	2,715,000	3,878,000	3,735,000	1,956,000	1,633,000	1,500,000	1,500,000	-	22,713,000	
	Grants		-	-	-	-	-	-	-	-	-	-	-	-
	Powell Bill		-	-	-	-	-	-	-	-	-	-	-	-
	Fee in lieu of parks		-	-	-	-	-	-	-	-	-	-	-	-
	Other sources		-	-	-	-	-	-	-	-	-	-	-	-
	Total financing sources		6,015,000	1,700,000	3,896,000	4,766,000	4,881,000	2,782,000	2,150,000	2,142,500	2,496,000	275,000	31,103,500	

CPF - The budget and funding for these projects will be shown in the Water and Sewer Capital Projects Fund.

Appendix 5: Capital Improvement Plan (continued)

Storm Water

Project and acquisition expenditures by function:	Item	Project Number	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	Totals
Storm water projects													
Regional Detention Pond (CPF)		2020-7000-001	250,000										
Storm Water Improvements - System A - Phase 3 (CPF)		2021-7000-001	70,000	650,000	-	-	-	-	-	-	-	-	250,000
Storm Water Improvements - System B - Phase 1 (CPF)			-	-	-	-	-	-	-	-	1,000,000	1,000,000	2,000,000
Vehicles													
#8002 - Ford Explorer			-	-	-	40,000	-	-	-	-	-	45,000	85,000
#53 - Freightliner Street Sweeper			-	-	-	250,000	-	-	-	-	-	255,000	505,000
Total project expenditures			320,000	650,000	-	290,000	-	-	-	-	1,000,000	1,300,000	3,560,000
Financing Sources:													
Operating revenues			-	-	-	-	-	-	-	-	-	-	-
Capital Reserve Fund			67,500	-	-	290,000	-	-	-	-	-	300,000	657,500
Capital Reserve Fund - Capital Project Fund			70,000	650,000	-	-	-	-	-	-	1,000,000	1,000,000	2,720,000
Installment financing			-	-	-	-	-	-	-	-	-	-	-
Grants			-	-	-	-	-	-	-	-	-	-	-
Powell Bill			-	-	-	-	-	-	-	-	-	-	-
Fee in lieu of parks			-	-	-	-	-	-	-	-	-	-	-
Other sources			182,500	-	-	-	-	-	-	-	-	-	182,500
Total financing sources			320,000	650,000	-	290,000	-	-	-	-	1,000,000	1,300,000	3,560,000

CPF - The budget and funding for these projects will be shown in the Storm Water Capital Projects Fund.



Appendix 6: Revenue Neutral Budget Ordinance and Fee Schedule

REVENUE NEUTRAL BUDGET

North Carolina requires that its counties assess the real property values contained within their boundaries at least once every eight years and adjust the taxable values used in property tax levies accordingly. This assessment of current value, or revaluation, is a process in which the County tax office adjusts real property values for the changes in market conditions. Although required to be performed every eight years, Cabarrus County performs a revaluation every four years.

Property values are established on January 1st of a given tax year and are subsequently budgeted by the Town as revenues in the following fiscal year beginning on July 1st of that same tax year. Taxes are due by January of the following year, leading to the majority of collections occurring in November and December each year. The Town is required to establish a tax rate each fiscal year based on the valuation as of the preceding January 1st.

The valuation of real properties in Harrisburg as a whole on January 1, 2020 reflected an increase in value of 19.61%, with 5.05% attributed to natural growth in the tax base and 14.56% in valuation growth on existing property. General Statute 159-11 requires the Budget Officer to present the Town Council with a revenue neutral budget in years containing a property revaluation. A revenue neutral budget is one in which the government adjusts its tax rate to compensate for an increase or decrease in real property values so that it receives the same revenues as the year prior to the property revaluation in addition to normal tax base growth. It is important to note that "revenue neutral tax rate" is considered from the perspective of the government and not from any individual property owner. Given varying changes in property values for different properties, the revenue neutral rate refers to the total revenue received by the Town when the new rate is applied uniformly. The revenue neutral tax rate for FY2021 is \$0.312/\$100 valuation, which would generate a \$8,245,000 gross levy.

A home valued at \$300,000 as of January 1, 2020 would generate a Town of Harrisburg tax bill of \$936. Changes in individual property owner's tax bills from 2019 to 2020 are based on the change in value of that particular property. Changes in individual tax bills will vary, but the cumulative effect across the Town produces neutral revenue from year to year to the Town, with the addition for growth.

The Town provides fire protection services to specifically identified unincorporated portions of the County and receives a \$0.150/\$100 valuation tax levy on those properties. This tax rate is established by the Cabarrus County Commissioners and is already set at the maximum amount allowable by State Statutes. These properties are also subject to the revaluation process but are not impacted by the Town's property tax rate and thus, are not impacted by a revenue neutral tax rate.

A change in property tax rate for the Town of Harrisburg has an amplified effect once the impact to sales tax distributions is considered. The State collects sales taxes from businesses in the State and remits those to counties and municipalities on a monthly basis. Counties can elect to have their allocation of sales taxes distributed amongst the county and municipalities within that county based on population or real property tax levy. Cabarrus County uses the real property tax levy method, meaning changes to the Town's tax rate and subsequent tax levy carry a sales tax allocation implication within the County. This can be both a positive and a negative for the Town depending on the direction of the change and with what relationship the Town's change has with others in the County. It is also possible that in a year in which Harrisburg has no rate or substantial tax base change, sales taxes are affected due to the County or another municipality's change to its tax rate that year.

For FY2021, property values across Cabarrus County are expected to increase at varied levels, with all communities seeing growth of some kind. Although speculative and the conservative option, until budget ordinances are officially approved, it is expected that other municipalities within the County and the County itself all intend on leaving their property tax rates stable from the previous year, effectively increasing their sales tax distribution allocation against any municipality which elects to reduce its tax rate from the prior year.

The differences between the Manager's Recommended Budget with a tax rate of \$0.355 and budget prepared with a revenue neutral tax rate for FY2021 are as follows:

Revenues:

- (\$1,135,000) – Decrease in property tax revenue for difference in \$0.355 and \$0.312 tax rate
- (\$300,000) – Decrease in sales tax distribution based on reduced allocation with County
- (\$489,000) – Decrease in Transfers In from Capital Reserve Fund due to reduction in capital outlay required to balance budget

Expenditures:

- (\$418,000) – Removal of positions proposed to Council
 - IT Help Desk Technician PT to FT conversion
 - Two Deputy positions
 - Sergeant
 - Deputy
 - Three Firefighter/EMTs
 - Maintenance Technician
 - PW Administrative Support Specialist
 - Seasonal Field Monitors
- (\$3,000) – Removal of employee notification system
- (\$50,000) – Removal of Retail Recruitment Study
- (\$100,000) – Removal of Council-identified paving project
- (\$489,000) – Removal of Capital Outlay
 - Two deputy vehicles associated with Sergeant and Investigator positions
 - Two Fire Department passenger vehicles
 - Leaf truck
 - Pharr Mill Deconstruction and storage
- (\$175,000) – Reduction in available contingency funds for the fiscal year
- (\$689,000) – Reduction in anticipated transfer out from the General Fund to the Capital Reserve Fund – General Fund to fund capital purchases and projects in future years

The changes noted above are required to accomplish a working, balanced budget using the revenue neutral tax rate, but the 10-year financial model for the General Fund is not capable of sustaining itself at the current service levels being provided even under the assumption that none of the above items would ever be approved and return in the next 10 years. Growth in the costs of the existing services provided by the Town as well as existing commitments such as debt service would require further modification to the expense base and/or the tax rate in order to return to financial feasibility.

A revenue neutral tax rate of \$0.312 has been used in the preparation of the following FY2021 Budget Ordinance.



BUDGET ORDINANCE OF THE TOWN OF HARRISBURG FOR THE FISCAL YEAR BEGINNING JULY 1, 2020 AND ENDING JUNE 30, 2021

Be it ordained by the Town Council of the Town of Harrisburg, North Carolina, as follows:

SECTION 1. The following amounts are hereby appropriated in the General Fund for the operation of the Town government and its activities for the fiscal year beginning July 1, 2020, and ending June 30, 2021, in accordance with the chart of accounts heretofore established for this Town:

General government:		
Town Council	\$	110,030
Town Clerk		74,030
Administration		287,570
Finance		322,374
Human Resources		109,805
Information Technology		98,400
Communications		88,015
Planning and Economic Development:		
Economic Development		51,650
Planning and Zoning		425,880
Engineering		294,315
Public safety:		
Deputies		1,298,780
Fire		4,605,055
Transportation:		
Powell Bill		461,000
Streets		424,700
Environmental protection:		
Public Works		1,796,500
Cultural and recreation:		
Parks and Recreation		2,546,665
Debt service		1,808,000
Transfers:		
Capital Reserve Fund - General Fund		623,690
Capital Reserve Fund - Economic Development		60,000
Capital Reserve Fund - Recreation		20,000
Contingency appropriation		197,441
Total appropriations	\$	<u>15,703,900</u>

SECTION 2. It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2020, and ending June 30, 2021:

Taxes	\$ 8,277,000
Interest earnings	51,000
Powell Bill	460,000
Sales and franchise tax	3,120,000
Fire unincorporated taxes	1,330,000
Other revenues	1,661,900
Transfers from Capital Reserve Fund - ED	61,000
Transfers from Capital Reserve Fund - Recreation	21,000
Transfers from Capital Reserve Fund	722,000
Total estimated revenues	<u>\$ 15,703,900</u>

SECTION 3. The following amounts are hereby appropriated in the Capital Reserve Fund – General Fund for the fiscal year beginning July 1, 2020, and ending June 30, 2021 in accordance with the chart of accounts heretofore approved for the Town:

Transfer to General Fund	\$ 722,000
Transfer to Capital Projects Fund - Transportation	190,000
	<u>\$ 912,000</u>

SECTION 4. It is estimated that the following revenues will be available in the Capital Reserve Fund – General Fund for the fiscal year beginning July 1, 2020, and ending June 30, 2021:

Appropriated fund balance	\$ 278,310
Transfers from General Fund	623,690
Interest earnings	10,000
Total estimated revenues	<u>\$ 912,000</u>

SECTION 5. The following amounts are hereby appropriated in the Capital Reserve Fund – Economic Development for the fiscal year beginning July 1, 2020, and ending June 30, 2021 in accordance with the chart of accounts heretofore approved for the Town:

Transfer to General Fund	<u>\$ 61,000</u>
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SECTION 6. It is estimated that the following revenues will be available in the Capital Reserve Fund – Economic Development for the fiscal year beginning July 1, 2020, and ending June 30, 2021:

Transfer from General Fund	\$ 60,000
Interest earnings	1,000
Total estimated revenues	<u>\$ 61,000</u>

SECTION 7. The following amounts are hereby appropriated in the Capital Reserve Fund – Parks & Recreation for the fiscal year beginning July 1, 2020, and ending June 30, 2021 in accordance with the chart of accounts heretofore approved for the Town:

Transfer to General Fund	<u>\$ 21,000</u>
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SECTION 8. It is estimated that the following revenues will be available in the Capital Reserve Fund – Parks & Recreation for the fiscal year beginning July 1, 2020, and ending June 30, 2021:

Transfers from General Fund	\$ 20,000
Interest earnings	1,000
Total estimated revenues	<u>\$ 21,000</u>

SECTION 9. The following amounts are hereby appropriated in the Water and Sewer Fund for the operation of the water and sewer utilities for the fiscal year beginning July 1, 2020, and ending June 30, 2021, in accordance with the chart of accounts heretofore established for this Town:

Water and sewer operations	\$ 7,829,401
Debt service	2,112,200
Transfer to Capital Reserve Fund - Water and Sewer Fund	378,357
Contingency appropriation	221,592
Total appropriations	<u>\$ 10,541,550</u>

SECTION 10. It is estimated that the following revenues will be available in the Water and Sewer Fund for the fiscal year beginning July 1, 2020, and ending June 30, 2021:

Usage charges:	
Water	\$ 4,559,000
Sewer	3,872,000
Transfers from:	
Capital Reserve Fund - Water and Sewer Fund	443,000
Capital Reserve Fund - Water and Sewer Fund - Expansion	1,200,500
Other revenues	467,050
Total estimated revenues	<u>\$ 10,541,550</u>

SECTION 11. The following amounts are hereby appropriated in the Storm Water Fund for the operation of the storm water mitigation for the fiscal year beginning July 1, 2020, and ending June 30, 2021, in accordance with the chart of accounts heretofore established for this Town:

Storm Water operations	\$ 486,175
Transfer to Capital Reserve Fund - Storm Water Fund	1,167,440
Contingency appropriation	<u>14,585</u>
Total appropriations	<u>\$ 1,668,200</u>

SECTION 12. It is estimated that the following revenues will be available in the Storm Water Fund for the fiscal year beginning July 1, 2020, and ending June 30, 2021:

Storm water fees	\$ 655,200
Other revenues	13,000
Appropriated Fund Balance	<u>1,000,000</u>
Total estimated revenues	<u>\$ 1,668,200</u>

SECTION 13. The following amounts are hereby appropriated in the Capital Reserve Fund – Water and Sewer Fund for the fiscal year beginning July 1, 2020, and ending June 30, 2021 in accordance with the chart of accounts heretofore approved for the Town:

Transfers to:	
Water and Sewer Fund	\$ 443,000
Capital Projects Fund - Water and Sewer	<u>846,000</u>
	<u>\$ 1,289,000</u>

SECTION 14. It is estimated that the following revenues will be available in the Capital Reserve Fund – Water and Sewer Fund for the fiscal year beginning July 1, 2020, and ending June 30, 2021:

Transfer from Water and Sewer Fund	\$ 378,357
Interest earnings	25,000
Appropriated Fund Balance	<u>885,643</u>
	<u>\$ 1,289,000</u>

SECTION 15. The following amounts are hereby appropriated in the Capital Reserve Fund – Water and Sewer – Expansion for the fiscal year beginning July 1, 2020, and ending June 30, 2021 in accordance with the chart of accounts heretofore approved for the Town:

Transfer to Water and Sewer Fund	<u>\$ 1,200,500</u>
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SECTION 16. It is estimated that the following revenues will be available in the Capital Reserve Fund – Water and Sewer - Expansion for the fiscal year beginning July 1, 2020, and ending June 30, 2021:

Permits and fees:	
Water system development charges	\$ 708,000
Sewer system development charges	490,000
Interest earnings	<u>2,500</u>
Total estimated revenues	<u>\$ 1,200,500</u>

SECTION 17. The following capital projects are authorized pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, for the Capital Projects Fund – Water and Sewer. The projects authorized are a waterline upgrade and an annual sanitary sewer rehabilitation and shall span the fiscal years beginning July 1, 2020 and ending June 30, 2022.

Project - FY21/22 Water Line Upgrades:	
Professional fees	96,000
Construction	1,070,000
Project - FY21 Annual Sanitary Sewer Rehabilitation:	
Professional fees	70,000
Construction	<u>680,000</u>
Total appropriations	<u>\$ 1,916,000</u>

SECTION 18. Revenue Estimates

The Town Council has and does estimate that the following revenues will be available during the fiscal years beginning July 1, 2020 and ending June 30, 2022 as they relate to the Capital Projects Fund – Water and Sewer:

Project - FY21/22 Water Line Upgrades:	
Proceeds from installment financing	1,070,000
Transfer from Capital Reserve Fund - Water and Sewer	96,000
Project - FY21 Annual Sanitary Sewer Rehabilitation:	
Transfer from Water and Sewer Capital Reserve Fund	<u>750,000</u>
Total estimated revenues	<u>\$ 1,916,000</u>

SECTION 19. The following amounts are hereby appropriated in the Capital Reserve Fund – Storm Water Fund for the fiscal year beginning July 1, 2020, and ending June 30, 2021 in accordance with the chart of accounts heretofore approved for the Town:

Storm Water	\$ 1,056,190
Transfer to Capital Projects Fund - Storm Water	120,000
Total appropriations	<u>\$ 1,176,190</u>

SECTION 20. It is estimated that the following revenues will be available in the Capital Reserve Fund – Storm Water Fund for the fiscal year beginning July 1, 2020, and ending June 30, 2021:

Transfer from Storm Water Fund	\$ 1,167,440
Interest earnings	8,750
Total estimated revenues	<u>\$ 1,176,190</u>

SECTION 21. The following capital projects are authorized pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, for the Capital Projects Fund – Storm Water. The project authorized is a System A – Phase 3 which shall span the fiscal years beginning July 1, 2020 and ending June 30, 2022.

Project - System A - Phase 3:	
Professional fees	70,000
Construction	650,000
Total appropriations	<u>\$ 720,000</u>

SECTION 22. Revenue Estimates

The Town Council has and does estimate that the following revenues will be available during the fiscal years beginning July 1, 2020 and ending June 30, 2022 as they relate to the Storm Water Capital Project Fund:

Project - System A - Phase 3:	
Transfers from Capital Reserve Fund - Storm Water	<u>\$ 720,000</u>

SECTION 23. Tax Levy

There is hereby levied a tax at the following rates per one hundred dollars (\$100) valuation of property, as listed for taxes as of January 1, 2020 for the purpose of raising the revenue from current year's property tax, as set forth in the foregoing estimate of revenue.

General Fund

--\$ 0.3120

The rate is based on a total valuation of property for the purposes of taxation of \$2,728,503,000 and an estimated rate of collection of 96.855%. The estimated rate of collection is based on historical collection trends and the projected impact on collections from COVID-19.

SECTION 24. Funds appropriated in the FY2019-2020 budget and encumbered at June 30, 2020, shall be authorized as part of the FY2020-2021 budget appropriation by adoption of this budget ordinance.

SECTION 25. The Town Manager or a designee is hereby authorized to transfer appropriations as contained herein under the following conditions:

- a. Transfers between line item expenditures within a department without limitation and without a report being required. These changes must not result in increases in recurring obligations such as salaries.
- b. Interdepartmental transfers in the same fund, not to exceed 5% of the appropriated monies for the department whose allocation is reduced.
- c. Inter-fund transfers, which are already established in the budget document, may be accomplished without recourse to the Town Council.
- d. Transfers between single-year capital projects in the same fund and shall be reported at the next Town Council meeting.
- e. The Town Manager, by designation of Town Council under NC General Statute 159-13, shall be authorized to appropriate and/or transfer up to \$50,000 in contingency funds. The transfer must be recorded by budget amendment at the next regularly scheduled Town Council meeting.

SECTION 26. The Town Manager or a designee may make cash advances between funds for periods not to exceed 60 days without reporting to the Town Council. Any advances that extend beyond 60 days must be approved by the Town Council. All advances that will be outstanding at the end of the fiscal year must be approved by the Town Council.

SECTION 27. Copies of this Budget Ordinance shall be furnished to the Clerk to the Town Council and to the Budget Officer and Finance Officer, to be kept on file by them for their direction in the disbursement of funds. No purchases or budget revisions shall be made until reviewed and pre-audited by the Finance Officer.

SECTION 28. The accompanying Schedule of Fees for Fiscal Year 2021 is hereby adopted and all references to these fees in the Town Code of Ordinances are amended to reflect these schedules and fees as appropriate.

SECTION 29. The accompanying Capital Improvement Plan for Fiscal Years 2021 - 2030 is hereby adopted.

SECTION 30. That this ordinance shall be effective upon its passage. Adopted this 8th day of June 2020.

Steve Sciascia, Mayor

ATTEST:

Janet Rackley, Town Clerk





Town of Harrisburg, North Carolina

Schedule of Fees

Fiscal Year 2021

GENERAL FEES

Copy Machine Fee	\$0.25 per copy
Passport Acceptance Fee	\$35 per Application
Electric Vehicle Charging Station	\$0.50 per hour
Credit Card Fees	Convenience Fee - \$2.50 per transaction Surcharge - 2.50% of amount of charge
Copy of Town Council or Planning and Zoning Board Meeting (DVD)	\$5

Miscellaneous Zoning Fees

Copy of UDO	\$35
Map Fees	
17" x 22" Maps (ANSI C)	\$10
22" x 34" Maps (ANSI D)	\$15
34" x 44" Maps (ANSI E)	\$20

Double Fees: Where construction begins without the appropriate permits in place, costs shall be doubled.

PLANNING

Subdivision Case Fees

Annexation Fee	\$50 per application
Conveyance Plat	\$10 per new lot
Preliminary Plat Review	\$1,000 plus \$25 per lot
Preliminary Plat	Applicant Appeal to Elected Board - \$100
Preliminary Plat	Minor Revision - \$500 (no board hearing required)
Preliminary Plat	Major Revision - \$1,000 (board hearing required)
Final Plat Review (Major Subdivision)	\$200 per map sheet (If a third submittal is required an additional review fee will be collected)
Final Plat Review (Minor Subdivision)	\$50 per map sheet (If a third submittal is required an additional review fee will be collected)
Recombination Plats	\$50 per map sheet
Letter of Credit Review	\$200 + Engineer's cost (Includes partial release requests)
Time Extension for Plat Approval	\$150
Sketch Plat Review	\$100
Construction Plans	\$2,000 plus \$50 per acre

ZONING

Zoning Case Fees

Vested Rights	\$400
Vested Rights Extension	\$150
Zoning Atlas Amendment (Residential - less than 10 acres)	\$400 plus \$5 per acre
Zoning Atlas Amendment (Residential - 10 or more acres)	\$2,500 plus \$25 per acre
Combined Residential Rezoning/Preliminary Plat Expedited Request	\$4,000 plus \$25 per lot
Non-Residential/Mixed Use	\$1,000 plus \$25 per acre
Text Amendment to UDO	\$500
Applicant Appeal to Elected Board	\$300 plus advertised costs
Conditional District Rezoning	\$2,500 plus \$25 per acre*
Appeal to Elected Board by Applicant	\$300 plus advertising costs
Re-advertising Cost (due to applicant action)	\$200 or cost of advertisements (if greater)
Appeal of Planning and Zoning Board Decision Regarding Architectural Review	\$250
Architectural Review	\$150
Street Name Change Petition (privately initiated)	\$500 + cost of new street sign(s)

Double Fees: Where construction begins without the appropriate permits in place, costs shall be doubled.

**Conditional Rezoning Fees are in addition to the base fees for a zoning atlas amendment.*

ZONING

Zoning Permit Fees

Single, Two Family structures and mobile homes	\$50
Single Family attached/Multi-Family	\$50 plus \$5 per unit
Residential Addition/Accessory Structures	\$50
Commercial, Institutional and Industrial	\$100
Temporary Construction Trailers	\$75
Temporary Use Permits	\$75
Home Occupation Permits	\$75
Certificate of Occupancy - Non-Residential	\$75
Certificate of Occupancy - Residential	\$50
Zoning Verification Letter	\$50
Certificate of Non-Conformity Adjustment	\$400
Golf Cart Registration	\$20
Sign Permits	
Permanent Sign	\$100
Outdoor Advertising Sign (Billboard)	\$1,000
Zoning Site Plan Review	
Site Plan Review (If a third submittal is required, an additional fee will be collected)	\$500 plus \$5 per acre
Board of Adjustment Fees	
Conditional Use Application	\$1,000 plus \$5 per acre
Variance Application	
Residential	\$500
Non-Residential	\$600
Appeal of Administrator	
Decision/Interpretation Request	\$250

Double Fees: Where construction begins without the appropriate permits in place, costs shall be doubled.

WATER & SEWER

Water and sewer charges shall be as authorized by Code Sections 50.44, 51.30 and 51.31, of the Town Code of Ordinances.

**Water & Sewer Rates
(Inside Town Limits)**

Residential Water Rates	0-2,000 - \$11.00 (first 2,000 gallons) 2,001-6,000 - \$6.75 per additional 1,000 gallons 6,001-9,000 - \$7.83 per additional 1,000 gallons 9,001 and above - \$9.02 per additional 1,000 gallons
Residential Sewer Rates	0-2,000 - \$8.78 (first 2,000 gallons) 2,001 and above - \$7.43 per additional 1,000 gallons
Commercial Water Rates	0-2,000 - \$22.65 (first 2,000 gallons) 2,001-15,000 - \$8.01 per additional 1,000 gallons 15,001 and above - \$9.36 per additional 1,000 gallons
Commercial Sewer Rates	0-2,000 - \$15.11 (first 2,000 gallons) 2,001 and above - \$8.76 per additional 1,000 gallons

**Water & Sewer Rates
(Outside Town Limits)**

Residential Water Rates	0-2,000 - \$15.73 (first 2,000 gallons) 2,001 and above - \$10.40 per additional 1,000 gallons
Residential Sewer Rates	0-2,000 - \$12.96 (first 2,000 gallons) 2,001 and above - \$10.60 per additional 1,000 gallons
Commercial Water Rates	0-2,000 - \$32.43 (first 2,000 gallons) 2,001-15,000 - \$10.02 per additional 1,000 gallons 15,001 and above - \$10.97 per additional 1,000 gallons
Commercial Sewer Rates	0-2,000 - \$22.23 (first 2,000 gallons) 2,001 and above - \$11.85 per additional 1,000 gallons
Flat Sewer Rates	\$55.35

Storm Water Charge

Charge Per Equivalent Residential Unit (ERU)	\$5.62 / Month
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WATER & SEWER

Other Water and Sewer Charges and Fees

Reconnection Charge

Charge for reconnection of water/sewer service after disconnection due to nonpayment	\$100
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Late Fee

Late fee (will be charged on accounts with unpaid balances beyond the 15th of the month)	\$10
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NSF Fee

After customer has been charged an NSF fee three times, the Town will no longer accept checks from that customer	\$25
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Water and Sewer Deposit/Set-up Fee

W/S Deposit (refundable)	\$45
W/S Set-up fee (one-time fee, non-refundable)	\$25

Meter Test Charges

Meter Test Charge (only if meter is working properly; no charge if meter is not working properly)	\$25
Interrogate Meter - Customer Requested (First request at no cost)	\$50
Testing Meter - Customer Requested	\$100

Other Water and Sewer Charges

Non-emergency after hours water cutoffs	\$100
Meter Change Out - Customer Requested	\$275
Water use permit for tank/tankers	\$50
Move existing water service to another location on the same property	At cost (labor, equipment and materials)

Fees for Violations of Mandatory Water Restrictions

Residential	
First offense	\$100
Second and subsequent offense	\$300
Commercial/Industrial	
First offense	\$500
Second and subsequent offense	\$1,500

WATER & SEWER

Water Charges

Meter Size (in.)	Water System Development Charges	Facility Charge	Water Meter Delivery Charge	Total	Connection Charge ¹
5/8	\$3,540	\$520	\$0	\$4,060	\$1,060
1	\$8,850	\$725	\$0	\$9,575	\$1,110
1 1/2	\$17,700	\$910	\$0	\$18,610	\$1,800
2	\$28,320	\$1,345	\$0	\$29,665	\$2,040
3	\$56,640	Cost + 10%	\$100	To Be Determined	To Be Determined
4	\$88,500	Cost + 10%	\$100	To Be Determined	To Be Determined
6	\$177,000	Cost + 10%	\$100	To Be Determined	To Be Determined
8	\$283,200	Cost + 10%	\$100	To Be Determined	To Be Determined

¹ Time and Materials. Charges can be waived if connections and services installed by applicant. 3-inch and larger services will be charged on a time and materials basis.

Sewer Charges

Meter Size (in.)	Sewer Service Size (in.)	Sewer System Development Fees	Connection Charge ²
5/8	4	\$2,450	\$1,060
1	4	\$6,125	\$1,110
1 1/2	4	\$12,250	\$1,800
2	4	\$19,600	\$2,040
3	4	\$39,200	To Be Determined
4	4	\$61,250	To Be Determined
6	4	\$122,500	To Be Determined
8	4	\$196,000	To Be Determined

² Time and Materials. Charges can be waived if connections and services installed by applicant. 3-inch and larger services will be charged on a time and materials basis.

WATER & SEWER

Irrigation Service Charges

Meter Size (in.)	Water System Development Charges	Facility Charge	Water Meter Delivery Charge	Total	Connection Charge ¹
5/8" T-Splice	\$3,540	\$520	\$0	\$4,060	\$0
5/8	\$3,540	\$520	\$0	\$4,060	\$1,060
1	\$8,850	\$725	\$0	\$9,575	\$1,110
1 1/2	\$17,700	\$910	\$0	\$18,610	\$1,800
2	\$28,320	\$1,345	\$0	\$29,665	\$2,040
3	\$56,640	Cost + 10%	\$100	To Be Determined	To Be Determined
4	\$88,500	Cost + 10%	\$100	To Be Determined	To Be Determined
6	\$177,000	Cost + 10%	\$100	To Be Determined	To Be Determined
8	\$283,200	Cost + 10%	\$100	To Be Determined	To Be Determined

¹ Time and Materials. Charges can be waived if connections and services installed by applicant. 3-inch and larger services will be charged on a time and materials basis.

Temporary Hydrant Meter Charge

Construction use for 60 days or less

Temporary meter service charge	\$200
Security deposit	\$1,000

Monthly charges consist of:

- Service charge for meter size
- Usage rates based on meter reading and size

Hydraulic Fire Flow Testing (per test)	\$225
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Private Fire Protection Service Charges

Meter Size (in.)	Fee
<4	\$52
4	\$52
6	\$95
8	\$145
10	\$217
12	\$334

Traffic Control

Temporary traffic control for parades, block parties and special events

Barricades	\$5/day
Detour signs	\$5/day
Cones	\$0.50 each/day

ENGINEERING

Residential Construction Plans

Water and Sewer	\$2,500 plus \$100/acre of entire site
Roadway and Storm Water System	\$2,500 plus \$100/acre of entire site
Storm Water Quality and Detention	\$2,000 plus \$100/acre of entire site

Commercial Construction Plans

Water and Sewer	\$2,500 plus \$100/acre of entire site
Roadway and Storm Water System	\$2,500 plus \$100/acre of entire site
Storm Water Quality and Detention	\$2,000 plus \$100/acre of entire site

Other Engineering Review Fees

Grading Plan	\$500 plus \$100 per acre
Expedited Review Fee	\$2,150 Minor Commercial Plan \$6,500 Residential Subdivision/Major Commercial Plan
Revision to Approved Plan	20% of original review fee
Harrisburg Encroachment Application Review	\$250
NC Utility Encroachment Application Review	\$100
NCDOT Driveway Permit Review	\$50
NCDENR - Division of Water Quality Application Review/Execution	\$100
NCDENR - Division of Public Water Supply Application Review/Execution	\$100
"Letter of Intent to Serve" with Water and Sewer (If the proposed site requires a Water Model be run, the fee will be assessed)	\$500
Conditional Re-zoning Plat Review	\$200
Preliminary Plat Review	\$300

ENGINEERING

Other Engineering Review Fees

Annual Storm Water BMP Inspection/Certification Review	\$300
Infrastructure Inspections	
Roadway	\$0.50 per foot
Storm Sewer	\$0.50 per foot
Water Line	\$0.75 per foot
Sanitary Sewer	\$0.75 per foot
Final Grading	\$25 per acre
Bridge or Culvert, 42" or greater	\$10 per foot
Greenway	\$0.10 per foot
Lot Grading	
Permit	\$250
Inspection	\$150
Third Part Testing / Inspections	Actual cost incurred by Town

Review fees cover initial submittal and the second submittal addressing comments. If a third submittal is required, an additional fee will be collected. Fees are due at time of submittal for review to commence.

PARKS & RECREATION

Shelter, Field & Facility Rental

	County	
	Resident/Non-Profit	Non-Resident/For Profit
Small Shelter Rental^①		
Hourly Rate	\$20	\$30
Half Day	\$80	\$120
Full Day	\$120	\$180
Large Shelter Rental^①		
Hourly Rate	\$30	\$40
Half Day	\$100	\$140
Full Day	\$140	\$200
Field Rental		
Harrisburg Park - Field Rental Per Field Hourly Rate	\$25	\$50
Stallings Park - Field Rental Per Field Hourly Rate	\$25	\$50
Light Fee per Field	\$15	\$25
Harrisburg Park - Amphitheater	\$5,000	\$10,000

① Refunds of shelter rental fees are subject to a \$10 administrative fee.

Note: Hardship Fee may be considered (requires verification and staff approval)

PARKS & RECREATION

Facilities Rental

Municipal Complex ^①	\$25 per hour + Cleaning Deposit (non-refundable)
Meeting space - 800 square feet	Key deposit - \$25 (refundable)
Occupancy Max - 50	Set-up/Breakdown & Cleaning Fee - \$50
Audio/Visual	\$25 (laptop not included)
8 Foot Table	\$5 each
6 Foot Table	\$4 each
4 Foot Table	\$3 each
Chairs	\$1.25 each

① Refunds of facilities rental fees are subject to a \$10 administrative fee.

Athletics

	County	
	Resident ^{① ②}	Non-Resident ^①
Pewee Sports (Age 3/4)	\$50	\$80
Baseball	\$90	\$120
Basketball	\$90	\$120
Cheerleading	\$130	\$160
Flag Football (Age 5/6)	\$90	\$120
Football	\$160	\$190
Soccer	\$90	\$120
Late Registration Fee	\$25	\$25

① Refunds of registration fees are subject to a \$10 administrative fee.

② There is a \$250 per family, per season maximum for all sports registration fees. This \$250 maximum does not apply to Pop Warner registration or Out-of-County residents.

Note: Hardship Fee may be considered (requires verification and staff approval)

SplashPad

	County	
	Resident	Non-Resident
Three (3) Hour Pass	\$0.00	\$3.00

FIRE

Fire Inspection Program Fees

Periodic Inspection, State Mandated	\$0.00 1st and 2nd inspections \$25 for the 3rd inspection plus \$150 for each violation not corrected
Foster Care Safety Inspection	\$25
Group Home Safety Inspection	\$25
Daycare State License Inspection	\$50
Fire Certificate of Occupancy (Final Inspection)	\$50
ABC Permit Inspection	\$150

Commercial Building and Site Plan Review Fees

Commercial Plans or Commercial Up-fit Plan Reviews are Done by Square Footage (Sq Ft).

Less than 4,999	\$200
5,000 to 9,999	\$250
10,000 to 24,999	\$350
25,000 to 49,000	\$500
50,000 or greater	\$0.020 per Sq Ft
Fire Site Review for Rezoning Commercial/Subdivision	\$200
Fire Site Review for Commercial / Subdivisions	\$200

Note: For Multi-Tenant Buildings, Fees are per Tenant

If a third submittal is required, an additional review fee of \$150 will be collected.

Plans Review

Fixed Fire Suppression System (Hood Systems-Ansul)	\$200 - plus \$100 performance test
Fire Alarm System	\$250 - plus \$100 performance test
Sprinkler System	\$250 - plus \$100 performance test
Residential Sprinkler System (1 & 2 Family Dwellings)	\$200 - plus \$100 performance test
Stand Pipe System	\$200 - plus \$100 performance test
Fire Pump & Related Equipment	\$200 - plus \$100 performance test

Note: For Multi-Tenant Buildings, Fees are per Tenant

FIRE

Fire Prevention Education Program Fees

Public Education Events	None
Fire Prevention for Business/Industry	\$25 / hour plus Material Cost Reimbursement

Installation, Construction and Operation Permit Fees

Blasting - 90 days	\$250 (per site)
Explosive Storage	\$200
Carnivals & Fairs	\$200
Covered Mall Buildings	\$200
Exhibits & Trade Shows	\$150 (each)
Fireworks Display: Outdoor/Indoor	\$300 (per day)
Pyrotechnical Special Effects Materials	\$200
Hydrant Flow Test	\$50 (per hydrant)
Spraying & Dipping Operations	\$150
Temporary Membrane Structure, Tents/Canopies	\$50 (each)
Under/Above Ground Storage Tank Installation, Upgrade or Removal	\$200 (per tank)
Fumigation & Thermal Insecticidal Fogging	\$150
Liquid or Gas Fueled Vehicles or Equipment in Assembly Buildings	\$150 (per vehicle)

FIRE

Fines

Occupying a Structure Without a Certificate of Occupancy	\$500 (each day)
Life Safety Violations of Chapter 10 Involving Exit Obstructions as Described in the North Carolina Fire Code	\$500 (each)
All Open Burning Violations as Described in the Fire Protection Ordinance	\$100 (each)
All Other Violations of the North Carolina Fire Code	\$150 (each)
Parking in a Marked Fire Lane	\$100
Life Safety Equipment Installed without Permit or Plans	\$500

Any system installation prior to plans being reviewed or permit issued will result in fees doubled.





TOWN OF HARRISBURG

Agenda Item Details

Title:

Consider the minutes of the April 13, 2020 Town Council Meeting.

Presenting Personnel:

Suggested Motion or Action:

Motion to approve the minutes of the April 13, 2020 Town Council meeting.

Description/Background:

Recommendation:

Fiscal Impact:

Attachments:

1. April 13 minutes

**TOWN OF HARRISBURG, NORTH CAROLINA
TOWN COUNCIL MEETING
MONDAY, APRIL 13, 2020
6:00 PM**

MINUTES

This meeting was a teleconferenced meeting via the Zoom platform due to current COVID-19 restrictions.

Mayor Steve Sciascia called the meeting to order.

PRESENT: Mayor Steve Sciascia; Mayor Pro-Tem Ron Smith, Councilmembers Diamond Staton-Williams, Ian Patrick, Rick Russo, Rodney Dellinger, Troy Selberg

ABSENT: Councilmember John Booth

**1A.
ZOOM NOTIFICATION**

The Zoom meeting link and details were published and advertised before the meeting took place and were shown on the agenda.

**1B.
AGENDA ADOPTION**

MOTION:

Councilmember Selberg made a motion to adopt the agenda as proposed. Second was made by Councilmember Russo. **The motion passed 6-0.**

**1B.
INVOCATION**

None

**1C.
PLEDGE OF ALLEGIANCE**

**1D.
SPECIAL PRESENTATIONS**

None

**1E.
PUBLIC COMMENT**

None

**2.
CONSENT AGENDA**

- A. Consider the minutes of the March 9, 2020 Town Council Meeting.
- B. Consider the minutes of the March 9, 2020 Closed Session.
- C. Consider the minutes of the March 10, 2020 Budget Workshop.
- D. Consider the minutes of the March 16, 2020 Emergency Town Council Meeting.
- E. Consider the minutes of the March 16, 2020 Budget Workshop.
- F. Consider the minutes of the March 24, 2020 Budget Workshop.
- G. Consider FY2020 Budget Amendment for Fire Communications services with the City of Concord.
- H. Consider FY2020 Budget Amendment for the Town Center Compactor relocation.

- I. Consider FY2020 Budget Amendment for Stallings Road Park Shade Structures with partial HCYA funding.
- J. Consider FY2020 Budget Amendment for Insurance Proceeds.
- K. Consider changes to the FY2020 Fee Schedule and related FY2020 Budget Amendments as related to COVID-19 impacts.
- L. Consider increase in Capital Purchase – Public Works Generator.
- M. Consider amendment to HDR Engineering Professional Stormwater Services Contract.
- N. Consider COVID-19 Emergency Leave Resolution.

MOTION:

Councilmember Russo made a motion to approve the Consent Agenda. Second was made by Councilmember Selberg. **The motion passed 6-0.**

3A.

COMMUNICATIONS

TOWN MANAGER/FINANCE REPORT

Manager Report:

- Want to remind everyone that the Town is still open for business, and even though our facilities are closed to the public, staff is still working, and operations continue pretty much as normal.
- Asked for everyone's patience tonight as we work through this meeting.

Finance Report:

None

3B.

COMMUNICATIONS

MAYOR'S COMMENTS

- Asked Council and staff to be thinking about ways we can help support our businesses over the next 60 days or so, whether it is relaxing the sign ordinance temporarily or other things.

3C.

COMMUNICATIONS

COUNCIL'S COMMENTS

Councilmember Dellinger

- Thanked staff for all they are doing to keep the Town operating right now.

Councilmember Patrick

- Agreed we need to support our businesses and has been pleased to see how the community has supported the restaurants during this time.

Councilmember Russo

- Should ask businesses to communicate their needs to the Town so we know how best to help them.

Councilmember Selberg

- Asked for everyone's patience tonight as we work through this meeting.

Councilmember Staton-Williams

- Thanked staff for all they are doing to keep the Town operating right now.
- Youth Council will hold a virtual meeting on April 21st and will be discussing the DARE program.

4A.

PUBLIC HEARINGS

H-2019-03 (R) – Conditional Rezoning and Zoning Map Amendment (Howie Property, 7800 Robinson Church Rd). Epcon Communities, on behalf of the property owners (Parks and Carolyn Howie) has submitted a request to rezone approximately 32.85 acres located at the southwest corner of the intersection of Robinson Church

Road and Tom Query Road (PIN 55075084100000). The applicant proposes to develop 77 age-restricted single-family detached residential dwellings. To achieve this, the applicant is requesting that the property be rezoned from the current Rural Estate (RE) district to Conditional Residential Village (CZ-RV) in accordance with the site plan submitted with the application. When considering approval, staff recommends the following conditions be placed on this project:

1. Applicant agrees to obtain any and all applicable local, state, and federal permits required for development before any development activity can take place.
2. Applicant agrees the community will be age-restricted and require 90% of the homeowners to be 55 or older, through deed restrictions.
3. Applicant agrees to restrict exterior cladding materials to non-vinyl products.
4. Applicant agrees to construct a ten (10) foot wide paved greenway trail connection and dedicate a twenty-five (25) foot wide easement to provide access to the greenway connection from the proposed development, to Robinson Church Road, and to the adjoining Fenton Dell community (including constructing the paved trail to Tottenham Drive).
5. Applicant agrees to install a pedestrian crosswalk and signal on the greenway crossing at Robinson Church Rd.
6. Applicant agrees to work collaboratively with the Town Staff and the NC Department of Transportation in identifying and participating in the development of right-of-way improvements on perimeter roads, including left and right turn lanes at site entrances, realignment of Tom Query Road at its intersection with Robinson Church Road, and a streetlighting plan.
7. Applicant agrees to identify any potential tree save areas (including heritage trees) on the site that might be able to be retained post-development.

Mike Davis, Director of Land Development for Epcon presented for the applicant.

Comments for the public hearing were taken prior to the meeting via email and telephone. Those were transcribed and read aloud during meeting. Comments were also taken from participants during the meeting.

The public hearing was opened.

Speaking:

- Chad Baucom, 4393 Foxfield Court, Harrisburg – questions, concerns
- Virginia Lieto, 7869 Tottenham Drive, Harrisburg – questions, concerns
- Patrick Rhyne, 7250 Streamhaven Drive, Harrisburg – questions, concerns
- Michael Covington, 7884 Grimsby Circle, Harrisburg – questions, concerns
- Christopher Barfield, 224 Hudson Drive, Harrisburg – generally for, but had some questions
- Ken Seibert, 7917 Tottenham Drive, Harrisburg – questions (emailed in advanced – read aloud by Town Manager)
- Chris Cornett, 7969 Dell Drive – for
- Sheryl Cheek, 7746 Coachman Court, Harrisburg – concerns
- Rebecca Herrick – support for project

The public hearing was then closed.

Planning and Economic Development Director Sushil Nepal and Mike Davis from Epcon addressed some of the questions raised in the public hearing comments and from Councilmembers.

After some discussion, the following action was taken:

MOTION:

Councilmember Selberg made a motion to approve the conditional rezoning request from Rural Estate (RE) to Conditional Residential Village (CZ-RV) as requested by the applicant for the related property in application H-2019-03 (R). Second was made by Councilmember Staton-Williams. **The motion failed 4-2 (Mayor Pro-Tem Smith, Councilmembers Dellinger, Patrick, Russo voting against).**

The following Consistency Statement was then proposed:

CONSISTENCY STATEMENT:

Based on the staff report, staff presentation and with the conditions proposed, this rezoning request is consistent with the provisions of the Harrisburg Area Land Use Plan but is not reasonable and in the public interest.

MOTION:

Mayor Pro-Tem Smith made a motion to approve the proposed Consistency Statement, with a second from Councilmember Russo. **The motion passed 6-0.**

4B.**PUBLIC HEARING**

Annexation of property at 7800 Robinson Church Rd (Howie Property). The Public Hearing is requested to consider the annexation of the property at 7800 Robinson Church Rd (Howie property), this annexation is related to the rezoning case# H2019-03-(R). The property is in the Town's ETJ, applicant has requested rezoning of this property to allow for age-restricted single-family homes on the site.

Due to the rezoning of this property being denied by Council, the annexation of this property is no longer necessary.

The public hearing was opened.

Speaking: none

The public hearing was then closed.

MOTION:

Mayor Pro-Tem Smith made a motion to deny the annexation request of property at 7800 Robinson Church Road. Second was made by Councilmember Patrick. **The motion passed 6-0.**

5.**OLD BUSINESS**

None

6A.**NEW BUSINESS**

Consider a contract with Sloan Construction for the spring repaving project and the related budget amendment and Declaration of Intent to Reimburse. This improvement project shall consist of approximately 15,400 square yards of pavement resurfacing and 100 tons of incidental patching. Pavement improvements will be made on Candystick Lane and in Coventry and Huntwick Subdivisions.

The proposed project is being funded in FY2020 with available Streets and Powell Bill funds but is planned to be reimbursed by the issuance of the first round of 2017 Transportation Bonds in the fall of 2020 (early FY2021). When the reimbursement is received, these funding sources being used in FY2020 will be replenished and the expense of the Spring Paving project will ultimately be covered by the bond issuance.

After some discussion, the following action was taken:

MOTION:

Mayor Pro-Tem Smith made a motion to award bid for the spring repaving project to Sloan Construction in the amount of \$215,000 and approve the related budget amendment and Declaration of Intent to Reimburse. Second was made by Councilmember Selberg. **The motion passed 6-0.**

7.**ACTION ITEMS**

None

8.**CLOSED SESSION**

None

9.

ADJOURNMENT

MOTION:

There being no further business, Mayor Pro-Tem Smith made a motion to adjourn the meeting with a second from Councilmember Selberg. **The motion passed 6-0.**

ATTEST:

Janet Rackley, Town Clerk

Steve Sciascia, Mayor



TOWN OF HARRISBURG

Agenda Item Details

Title:

Consider the minutes of the April 7, 2020 Budget Workshop.

Presenting Personnel:

Suggested Motion or Action:

Motion to approve the minutes of the April 7, 2020 Budget Workshop.

Description/Background:

Recommendation:

Fiscal Impact:

Attachments:

1. Minutes April 7 2020 Budget Workshop

**TOWN OF HARRISBURG, NORTH CAROLINA
TOWN COUNCIL BUDGET WORKSHOP
TUESDAY, APRIL 7, 2020
HARRISBURG TOWN HALL
6:00 PM**

MINUTES

NOTICE

This meeting was a teleconferenced meeting via the Zoom platform due to the current COVID-19 situation.

PRESENT: Mayor Steve Sciascia, Mayor Pro-Tem Ron Smith; Councilmembers Troy Selberg, Diamond Staton-Williams, John Booth, Rodney Dellinger, Rick Russo, and Ian Patrick

1.

CALL TO ORDER

Mayor Sciascia called the meeting to order.

2A.

NEW BUSINESS

Families First Coronavirus Response Act (FFCRA) Discussion. Discussion was held concerning this new legislation and how the Town is proposing to respond. Town Manager, Haynes Brigman, asked Council for questions and comments. After some discussion, there were no objections from Council concerning the recommendations from staff. He will bring a formal resolution to Council for a vote at the April 13, 2020 Town Council meeting.

Executive Order 124 Discussions and Impacts. Discussion was held concerning the impacts to the Town of the Governor's Executive Order 124.

After some discussion, the following actions were taken:

MOTION:

Councilmember Selberg made a motion to apply the provisions of Executive Order 124 relating to not charging late fees or reconnect fees to commercial and industrial customers during the length of the Order with a second from Councilmember Russo. **The motion passed 7-0.**

MOTION:

Mayor Pro-Tem Smith made a motion to waive credit card convenience fees for telephone and online payments for utilities payments until further notice with a second from Councilmember Russo. **The motion passed 7-0.**

MOTION:

Councilmember Russo made a motion to credit customer accounts for late payment and/or reconnection fees charged during the month of March 2020, which by State law must come out of the General Fund. Second was made by Mayor Pro-Tem Smith. **The motion passed 7-0.**

2B.

NEW BUSINESS

Departmental Discussions for FY2021 Budget.

2C.

NEW BUSINESS

Revenue Discussions for FY2021 Budget.

Following this discussion, Council by consensus set the next budget workshop for April 22, 2020 at 6:00 pm.

3.

ADJOURNMENT

MOTION:

There being no further business, Councilmember Selberg made a motion to adjourn the meeting with a second from Councilmember Staton-Williams. **The motion passed 7-0.**

Steve Sciascia, Mayor

ATTEST:

Janet Rackley, Town Clerk



TOWN OF HARRISBURG

Agenda Item Details

Title:

To Set Public Hearing for Consideration of FY2021 Proposed Budget Ordinance, Fee Schedule, Capital Improvement Plan and Tax Rate for June 8, 2020

Presenting Personnel:

Suggested Motion or Action:

Motion to set public hearing for consideration of the FY2021 proposed budget ordinance, fee schedule, capital improvement plan and tax rate for June 8, 2020.

Description/Background:

Town staff will present the FY2021 budget, which will include the budget ordinance, fee schedule and 10-year capital improvement plan. The tax rate will also be set at that time.

Recommendation:

Staff recommends setting the public hearing, as stated, for June 8, 2020.

Fiscal Impact:

The total proposed FY2021 budget for all funds is \$74,468,252.

Attachments:

None



TOWN OF HARRISBURG

Agenda Item Details

Title:

Consideration of Amendment to Gavel and Dorn Engineering System A - Phase 2 Storm Water Drainage Improvements Design Contract

Presenting Personnel:

Robert Donham, Town Engineer

Suggested Motion or Action:

Motion to approve the increase in contract amount of the System A - Phase 2 Storm Water Drainage Improvements Design contract with Gavel and Dorn Engineering by \$7,000 to \$63,500.

Description/Background:

System A Storm Water Drainage System is an antiquated storm water system that serves sections of Parallel Drive, Autumn Drive, and Woodside Drive.

The Town previously completed a comprehensive analysis of Systems A and B. The results of the study determined the improvements required to meet our Town standards would require total takes of multiple homes and approximately \$6,000,000 of improvements.

Those improvements would still not address many of the residents' complaints. Rather than completing the recommendations of the study as presented, the Town decided to more efficiently direct their funding toward spot improvements to remedy the worst areas in a more cost-effective manner.

Town Staff is requesting additional funding for engineering services on System A Stormwater Improvements Design. The project underwent significant scope changes from the original project proposal. Scope changes were made by staff after the bid to value engineer the project and save approximately \$100,000 on the construction cost. The revisions to permits and plans required approximately \$7,000 in new engineering fees due to these changes. The total cost of engineering remains under the industry average of 10% of the total construction cost.

Recommendation:

Staff recommends approval of the attached contract amendment with Gavel and Dorn Engineering for the additional engineering services on System A - Phase 2 Storm Water Drainage Improvements Project.

Fiscal Impact:

This project addition will be included in the approved System A - Phase 2 Storm Water Drainage Improvements Project Ordinance. The total impact of this contract amendment is an additional \$7,000, totaling \$63,500 for engineering services. If approved, professional services will total approximately \$67,500 of the existing \$100,000 project ordinance. No project ordinance amendment is required. (Other agenda items considered at this meeting will reduce the \$100,000 professional services budget to \$70,000.)

Town staff completed the preliminary engineering, survey and soft digs, and will complete the project management and

inspections services saving the Town approximately \$503,500 in engineering consulting fees compared to hiring consultant engineers and inspectors.

Attachments:

1. System A Contract Amendment Request
2. Amendment - System A Engineering Services
3. System A Signed Agreement



Gavel & Dorn Engineering, PLLC
6730 Freedom Drive, Charlotte, North Carolina 28214

May 1, 2020

Mrs. Mallory Hodgson
Project Manager
Town of Harrisburg
Harrisburg Industrial Park Drive
Harrisburg, NC 28075

Re: **Additional Services – PO#PO02976**
System A Stormwater

Dear Mrs. Hodgson,

This letter is a formal request by Gavel & Dorn Engineering, PLLC (G&D) for an increase in the project upper limit for the referenced project and purchase order for additional services not included in our original scope of services. Additional work includes engineering services related to expansion of the project area and additional bidding services.

We respectfully request an increase of \$7000 to complete engineering services for the project. Total contract value would increase to \$63,500.

Please feel free to call me with any questions you may have as you consider this request.

Sincerely,
GAVEL & DORN ENGINEERING, PLLC

A handwritten signature in blue ink that reads "Sean Mayo".

Sean Mayo, P.E.
Partner

AMENDMENT TO AGREEMENT
FOR
ENGINEERING SERVICES

WHEREAS:

GAVEL AND DORN ENGINEERING, PLLC entered into an Agreement on May 13, 2019 to perform engineering services for the System A Stormwater Drainage Improvements for Town of Harrisburg, North Carolina ("OWNER");

OWNER desires to amend this Agreement in order for Gavel and Dorn to perform services beyond those previously contemplated;

Gavel and Dorn is willing to amend the agreement and perform the additional engineering services.

NOW, THEREFORE, Gavel and Dorn and OWNER do hereby agree:

The Agreement and the terms and conditions therein shall remain unchanged other than those sections and exhibits listed below;

Section 2.02. Compensation shall be replaced with the following: "The total compensation for Services and reimbursable expenses for the project is estimated to be \$63,500.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment as of the day and year written below:

GAVEL AND DORN ENGINEERING
PLLC

TOWN OF HARRISBURG, NC ("OWNER")

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

**SHORT FORM OF AGREEMENT
BETWEEN OWNER AND ENGINEER
FOR PROFESSIONAL SERVICES**

THIS IS AN AGREEMENT effective as of [5/13/2019] ("Effective Date") between Town of Harrisburg, North Carolina ("Owner") and Gavel & Dorn Engineering, PLLC ("Engineer").

Owner's Project, of which Engineer's services under this Agreement are a part, is generally identified as follows: System 'A' Stormwater (Project).

Engineer's services under this Agreement are generally identified as follows: Stormwater design & analysis with bidding, easement services ("Services"). See Exhibit A.

Owner and Engineer further agree as follows:

1.01 Basic Agreement and Period of Service

- A. Engineer shall provide or furnish the Services set forth in this Agreement. If authorized by Owner, or if required because of changes in the Project, Engineer shall furnish services in addition to those set forth above ("Additional Services").
- B. Engineer shall complete its Services within the following specific time period: **See Exhibit A**. If no specific time period is indicated, Engineer shall complete its Services within a reasonable period of time.
- C. If, through no fault of Engineer, such periods of time or dates are changed, or the orderly and continuous progress of Engineer's Services is impaired, or Engineer's Services are delayed or suspended, then the time for completion of Engineer's Services, and the rates and amounts of Engineer's compensation, shall be adjusted equitably.

2.01 Payment Procedures

- A. **Invoices:** Engineer shall prepare invoices in accordance with its standard invoicing practices and submit the invoices to Owner on a monthly basis. Invoices are due and payable within 30 days of receipt. If Owner fails to make any payment due Engineer for Services, Additional Services, and expenses within 30 days after receipt of Engineer's invoice, then (1) the amounts due Engineer will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day, and (2) in addition Engineer may, after giving seven days written notice to Owner, suspend Services under this Agreement until Engineer has been paid in full all amounts due for Services, Additional Services, expenses, and other related charges. Owner waives any and all claims against Engineer for any such suspension.
- B. **Payment:** As compensation for Engineer providing or furnishing Services and Additional Services, Owner shall pay Engineer as set forth in Paragraphs 2.01, 2.02 (Services), and 2.03 (Additional Services). If Owner disputes an invoice, either as to amount or entitlement, then Owner shall promptly advise Engineer in writing of the specific basis for doing so, may withhold only that portion so disputed, and must pay the undisputed portion.

2.02 *Basis of Payment—Hourly Rates Plus Reimbursable Expenses*

A. Owner shall pay Engineer for Services as follows:

1. An amount equal to the cumulative hours charged to the Project by each class of Engineer's employees times standard hourly rates for each applicable billing class, plus reimbursement of expenses incurred in connection with providing the Services and Engineer's consultants' charges, if any.
2. Engineer's Standard Hourly Rates are attached as Appendix 1.
3. The total compensation for Services and reimbursable expenses is estimated to be \$56,500 for **Exhibit A**.

2.03 *Additional Services:* For Additional Services, Owner shall pay Engineer an amount equal to the cumulative hours charged in providing the Additional Services by each class of Engineer's employees, times standard hourly rates for each applicable billing class; plus reimbursement of expenses incurred in connection with providing the Additional Services and Engineer's consultants' charges, if any. Engineer's standard hourly rates are attached as Appendix 1.

3.01 *Termination*

A. The obligation to continue performance under this Agreement may be terminated:

1. For cause,
 - a. By either party upon 30 days written notice in the event of substantial failure by the other party to perform in accordance with the Agreement's terms through no fault of the terminating party. Failure to pay Engineer for its services is a substantial failure to perform and a basis for termination.
 - b. By Engineer:
 - 1) upon seven days written notice if Owner demands that Engineer furnish or perform services contrary to Engineer's responsibilities as a licensed professional; or
 - 2) upon seven days written notice if the Engineer's Services are delayed for more than 90 days for reasons beyond Engineer's control, or as the result of the presence at the Site of undisclosed Constituents of Concern, as set forth in Paragraph 5.01.I.
 - c. Engineer shall have no liability to Owner on account of a termination for cause by Engineer.
 - d. Notwithstanding the foregoing, this Agreement will not terminate as a result of a substantial failure under Paragraph 3.01.A.1.a if the party receiving such notice begins, within seven days of receipt of such notice, to correct its substantial failure to perform and proceeds diligently to cure such failure within no more than 30 days of receipt of notice; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30 day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the

same, then the cure period provided for herein shall extend up to, but in no case more than, 60 days after the date of receipt of the notice.

2. For convenience, by Owner effective upon Engineer's receipt of written notice from Owner.

- B. In the event of any termination under Paragraph 3.01, Engineer will be entitled to invoice Owner and to receive full payment for all Services and Additional Services performed or furnished in accordance with this Agreement, plus reimbursement of expenses incurred through the effective date of termination in connection with providing the Services and Additional Services, and Engineer's consultants' charges, if any.

4.01 *Successors, Assigns, and Beneficiaries*

- A. Owner and Engineer are hereby bound and the successors, executors, administrators, and legal representatives of Owner and Engineer (and to the extent permitted by Paragraph 4.01.B the assigns of Owner and Engineer) are hereby bound to the other party to this Agreement and to the successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.
- B. Neither Owner nor Engineer may assign, sublet, or transfer any rights under or interest (including, but without limitation, money that is due or may become due) in this Agreement without the written consent of the other party, except to the extent that any assignment, subletting, or transfer is mandated by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.
- C. Unless expressly provided otherwise, nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by Owner or Engineer to any Constructor, other third-party individual or entity, or to any surety for or employee of any of them. All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Owner and Engineer and not for the benefit of any other party.

5.01 *General Considerations*

- A. The standard of care for all professional engineering and related services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with any services performed or furnished by Engineer. Subject to the foregoing standard of care, Engineer and its consultants may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty contractors, manufacturers, suppliers, and the publishers of technical standards.
- B. Engineer shall not at any time supervise, direct, control, or have authority over any Constructor's work, nor shall Engineer have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor, or the safety precautions and programs incident thereto, for security or safety at the Project site, nor for any failure of a Constructor to comply with laws and regulations applicable to such Constructor's furnishing and performing of its work. Engineer shall not be responsible for the acts or omissions of any Constructor.

- C. Engineer neither guarantees the performance of any Constructor nor assumes responsibility for any Constructor's failure to furnish and perform its work.
- D. Engineer's opinions (if any) of probable construction cost are to be made on the basis of Engineer's experience, qualifications, and general familiarity with the construction industry. However, because Engineer has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractors' methods of determining prices, or over competitive bidding or market conditions, Engineer cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from opinions of probable construction cost prepared by Engineer. If Owner requires greater assurance as to probable construction cost, then Owner agrees to obtain an independent cost estimate.
- E. Engineer shall not be responsible for any decision made regarding the construction contract requirements, or any application, interpretation, clarification, or modification of the construction contract documents other than those made by Engineer or its consultants.
- F. All documents prepared or furnished by Engineer are instruments of service, and Engineer retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed. Owner shall have a limited license to use the documents on the Project, extensions of the Project, and for related uses of the Owner, subject to receipt by Engineer of full payment due and owing for all Services and Additional Services relating to preparation of the documents and subject to the following limitations:
 - 1. Owner acknowledges that such documents are not intended or represented to be suitable for use on the Project unless completed by Engineer, or for use or reuse by Owner or others on extensions of the Project, on any other project, or for any other use or purpose, without written verification or adaptation by Engineer;
 - 2. any such use or reuse, or any modification of the documents, without written verification, completion, or adaptation by Engineer, as appropriate for the specific purpose intended, will be at Owner's sole risk and without liability or legal exposure to Engineer or to its officers, directors, members, partners, agents, employees, and consultants;
 - 3. Owner shall indemnify and hold harmless Engineer and its officers, directors, members, partners, agents, employees, and consultants from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from any use, reuse, or modification of the documents without written verification, completion, or adaptation by Engineer; and
 - 4. such limited license to Owner shall not create any rights in third parties.
- G. Owner and Engineer may transmit, and shall accept, Project-related correspondence, documents, text, data, drawings, information, and graphics, in electronic media or digital format, either directly, or through access to a secure Project website, in accordance with a mutually agreeable protocol.
- H. To the fullest extent permitted by law, Owner and Engineer (1) waive against each other, and the other's employees, officers, directors, members, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to this Agreement or the Project, and (2) agree that Engineer's total liability to Owner

under this Agreement shall be limited to \$100,000 or the total amount of compensation received by Engineer, whichever is greater.

- I. The parties acknowledge that Engineer's Services do not include any services related to unknown or undisclosed Constituents of Concern. If Engineer or any other party encounters, uncovers, or reveals an unknown or undisclosed Constituent of Concern, then Engineer may, at its option and without liability for consequential or any other damages, suspend performance of Services on the portion of the Project affected thereby until such portion of the Project is no longer affected, or terminate this Agreement for cause if it is not practical to continue providing Services.
- J. Owner and Engineer agree to negotiate each dispute between them in good faith during the 30 days after notice of dispute. If negotiations are unsuccessful in resolving the dispute, then the dispute shall be mediated. If mediation is unsuccessful, then the parties may exercise their rights at law.
- K. This Agreement is to be governed by the law of the state in which the Project is located.
- L. Engineer's Services and Additional Services do not include: (1) serving as a "municipal advisor" for purposes of the registration requirements of Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act (2010) or the municipal advisor registration rules issued by the Securities and Exchange Commission; (2) advising Owner, or any municipal entity or other person or entity, regarding municipal financial products or the issuance of municipal securities, including advice with respect to the structure, timing, terms, or other similar matters concerning such products or issuances; (3) providing surety bonding or insurance-related advice, recommendations, counseling, or research, or enforcement of construction insurance or surety bonding requirements; or (4) providing legal advice or representation.

6.01 *Total Agreement*

- A. This Agreement (including any expressly incorporated attachments), constitutes the entire agreement between Owner and Engineer and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

7.01 *Definitions*

- A. *Constructor*—Any person or entity (not including the Engineer, its employees, agents, representatives, and consultants), performing or supporting construction activities relating to the Project, including but not limited to contractors, subcontractors, suppliers, Owner's work forces, utility companies, construction managers, testing firms, shippers, and truckers, and the employees, agents, and representatives of any or all of them.
- B. *Constituent of Concern*—Asbestos, petroleum, radioactive material, polychlorinated biphenyls (PCBs), hazardous waste, and any substance, product, waste, or other material of any nature whatsoever that is or becomes listed, regulated, or addressed pursuant to (a) the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. §§9601 et seq. ("CERCLA"); (b) the Hazardous Materials Transportation Act, 49 U.S.C. §§5101 et seq.; (c) the Resource Conservation and Recovery Act, 42 U.S.C. §§6901 et seq. ("RCRA"); (d) the Toxic Substances Control Act, 15 U.S.C. §§2601 et seq.; (e) the Clean Water Act, 33 U.S.C. §§1251 et seq.; (f) the Clean Air Act, 42 U.S.C. §§7401 et seq.; or (g) any other federal, State, or local statute, law, rule, regulation, ordinance, resolution, code, order, or decree regulating,

relating to, or imposing liability or standards of conduct concerning, any hazardous, toxic, or dangerous waste, substance, or material.

8.01 *Attachments:* Appendix 1, Engineer's Standard Hourly Rates.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.

Owner: Town of Harrisburg, NC

By: Haynes M. Brigman

Print name: Haynes Brigman

Title: Town Manager

Date Signed: 5.22.19

Engineer: Gavel & Dorn Engineering, PLLC

By: Sean Mayo

Print name: Sean Mayo, PE

Title: Partner

Date Signed: 5/22/19

Engineer License or Firm's Certificate No. (if required):

P-0601

State of: North Carolina

Address for Owner's receipt of notices:

4100 Main St Ste 101

PO Box 100

Harrisburg, NC 28075

Address for Engineer's receipt of notices:

PO Box 1791

Denver, North Carolina 28037

This instrument has been preaudited
in the manner required by the NC
Budget and Fiscal Control Act.

5.22.19

Date

Brigman
Finance Officer

2018-7000-001-01

755-7450-56310

This is **Appendix 1, Engineer's Standard Hourly Rates**, referred to in and part of the Short Form of Agreement between Owner and Engineer for Professional Services dated May 5, 2019.

Engineer's Standard Hourly Rates

A. Standard Hourly Rates:

1. Standard Hourly Rates are set forth in this Appendix 1 and include salaries and wages paid to personnel in each billing class plus the cost of customary and statutory benefits, general and administrative overhead, non-project operating costs, and operating margin or profit.
2. The Standard Hourly Rates apply only as specified in Paragraphs 2.01, 2.02, and 2.03, and are subject to annual review and adjustment.

B. Schedule of Hourly Rates:

Billing Class	Rate
Project Manager	\$ 160.00/hour
Senior Engineer	\$ 150.00/hour
Project Engineer	\$ 140.00/hour
Staff Engineer	\$ 114.00/hour
Administration	\$ 63.00/hour
Sr. Resident Project Representative	\$ 94.00/hour
Resident Project Representative	\$ 78.00/hour

Appendix 1, Standard Hourly Rates Schedule.

EJCDC® E-520, Short Form of Agreement Between Owner and Engineer for Professional Services.
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and American Society of Civil Engineers. All rights reserved.



Gavel & Dorn Engineering, PLLC
6730 Freedom Drive, Charlotte, North Carolina 28214

May 3, 2019

Mr. Rob Donham
Town Engineer
Town of Harrisburg
Harrisburg Industrial Park Drive
Harrisburg, NC 28075

Re: **Exhibit A**
System A Stormwater
Engineering Consulting Services

Dear Mr. Donham,

The Town of Harrisburg (Town) has requested a proposal for engineering services from Gavel & Dorn Engineering, PLLC (G&D) to repair and replace an existing storm drainage system (System A) located along Autumn Drive, Parallel Drive and Candystick Circle. The project area to be studied is shown in Figure 1. The storm system collects flow from an approximately 60-acre drainage basin. The storm drainage system consists of driveway culverts and roadside ditches which experience localized yard flooding during major rain events. In addition, the roadside ditches have significant erosion and sedimentation issues that need to be addressed.

The Town's goal is to install storm pipe and yard inlets to the maximum extent possible to address the localized yard flooding and replace existing eroding ditch sections. The Town previously completed construction plans for the project area with the intent to provide a specified level of service based on a typical design storm (i.e. 2-year, 10-year etc.). However, those previous construction plans were deemed infeasible by the Town to construct due to its cost.

Based on that result, the Town has asked that G&D prepare construction plans that will be a 'best-fit' design for the project area rather than design to a specified design rain event. 'Best fit' in this case is anticipated to be design of a piped storm drain system that provides the highest practical drainage level of service in the project area subject to cost and constructability constraints. Design to a specified design storm event will not be required.

The Town has provided G&D with design information including soft dig results and construction plans from previous design effort. In addition, the Town will be providing G&D with topographic survey (in AutoCAD format) of the project area. G&D also performed a site visit to view the project area.



Figure 1 Project Map

This proposal lists the anticipated scope of work required to complete the design, obtain required permits and bid the project. Based on our understanding, the scope of work will include the following:

- Design of approximately 3,000 LF of storm drain;
- Removal and replacement of approximately 20 driveway culverts;
- Hydrologic study of the approximately 60-acre drainage basin for the project area;
- NC DEQ Sediment and Erosion Control Permit
- Opinion of Probable Construction Costs;
- Bidding Services;
- Survey Services – Cost allowance included for additional survey not addressed by survey provided by Town as well as for record drawings;
- Easement Plats – Cost allowance included for up to 20 permanent and/or temporary easement plats to complete the required construction. Cost includes preparation of the easement plats only. All other required work, fees etc. to be provided by the Town.

We assume no NCDOT encroachment permits are required and that all work is outside the FEMA regulated floodplain based on a preliminary review of floodplain maps.

We understand that daily construction administration and observation will be completed by Town staff.

Task 1 – Project Management, Meetings and Site Visits

- Project management tasks include planning, organizing, staffing and coordinating the work efforts for each task. Administrative tasks include preparation of invoices and progress reports. We also anticipate frequent phone and e-mail communication, as needed.
- G&D will conduct a site walk of the entire project areas and prepare a brief email summary of the findings. These finding will be discussed with the Town of Harrisburg to determine the appropriate course of action for the storm drainage improvements. Site walk is anticipated to take one-half day and require 2 G&D staff.
- G&D project manager and at least one project engineer will attend up to two additional project meetings with the TOWN at pre-determined project stages (say 70% and 90% complete). G&D shall prepare email summary of these meetings. All meetings will be held at the Town's main office.

Task 2 – Topographic Survey

Topographic survey of the project area will be provided by the Town to G&D. It is assumed that the existing survey includes all existing above ground appurtenances including curb, guardrails, walkways, pavement, and pavement markings, trees, buildings, light poles, ditch lines, landscape areas, street signs and horizontal locations of underground utilities.

If necessary, G&D will contract with a licensed surveyor to capture additional required survey data not included in the original survey data. An allowance has been included in the project cost for this work and noted as 'additional services.'

Task 3 – Hydrologic/Hydraulic Modeling

- G&D shall perform limited hydrologic and hydraulic modeling calculations to design the proposed drainage networks.
- G&D shall use existing GIS data provided by Town for land use, soils, topography and other information to support these calculations.
- The hydrologic model will be developed in either HydraFlow or HydroCAD.
- These calculations will be presented in a brief technical memorandum including the approximate design storm that can be addressed by the 'best-fit' design.

Task 4 – Engineering Drawings and Technical Specifications

- G&D staff will perform design activities associated with the design of the drainage improvements, utility protection, relocation of water/sewer, utility coordination for other utilities, surface restoration, and associated appurtenances, as appropriate. We anticipate requiring the following 10 plan sheets:
 - One Cover Sheet
 - One General Notes Sheet
 - Two Existing Conditions/Demolition Plan/Traffic Control Sheets
 - Three Plan/Profile Sheets at a horizontal scale of one-inch equal to forty-feet and vertical scale of one-inch equal to four feet. Plan shall include erosion control measures.
 - Two Civil Detail sheets – relevant NCDOT details will be incorporated by reference.
- Technical specifications will incorporate by reference relevant NCDOT and/or Town of Harrisburg standard specifications.
- This Task will result in a set of draft drawings and technical specifications that will be presented to the Town for review. Following review, G&D shall prepare final plans and technical specifications.
- Town shall provide their standard front-end contract documents for incorporation into the final Project Manual released for bidding.

Task 5 – Quantities and Cost Estimates

G&D will provide a materials quantity take-off along with a cost estimates for construction of the storm drainage improvements. Our opinion of probable construction cost will be completed based on the 90% design drawings.

Task 6 – Permitting

Due to the project disturbed acreage exceeding 1-acre is anticipated that a NCDEQ Land Disturbance permit will be required for this project. Due to the linear nature of the project, primary erosion control measures noted on the plans will consist of silt fence, silt fence outlets, check dams, and seeding/mulching where necessary.

G&D shall prepare and submit the associated permit application for review and approval by the NC DEQ. This permit applications will require completed engineering drawings. G&D has included the cost (\$130) for the applicable permit fee in this scope.

No other permits are anticipated to be required.

Task 7 – Easement Plats

Based on project scope, it is anticipated that the proposed improvements will require obtaining of temporary easements and permanent rights-of-way from up to 20 property owners. G&D's role will be to coordinate with a licensed surveyor to develop required easement plats for the project suitable for recordation at the Cabarrus County Register of Deeds Office. G&D will submit the plats to the Town to ascertain municipal review, approval, and recordation. An allowance for the Surveyor has been included in the project cost for this work and noted as 'additional services'.

This task does not include the following:

- All coordination and correspondence with affected property owners (by Town);
- Recordation of plats at Register of Deeds (by Town);
- Payment to property owners for easement cost (by Town);
- Preparation of legal descriptions for each affected parcel (not required).

Task 8 - Bidding Services

G&D will provide assistance and technical capacity for bidding services as described below. It is assumed that there will be one bid and the Town will be responsible for advertising the project. G&D will see that contract documents are distributed to interested prospective bidders, conduct a pre-bid meeting at the Town's office, respond to questions, provide clarification and issue addenda as necessary, compile and tabulate bids, review of bids, make recommendation for award, and issue the notice award as part of bidding services. It is assumed that the project will have a bid phase lasting one month.

Task 9 – Record Drawings

Upon completion of the project, G&D will create as-built drawings of the project. G&D's role will be to coordinate with a licensed surveyor to complete field survey and then prepare sealed record drawings for the project. G&D will provide electronic copies of the record drawings to the Town. An allowance for the Surveyor has been included in the project cost for this work and noted as 'additional services'.

Proposed Engineering Fee Estimate

A summary of proposed fees (upper limit) is presented in Table 1 below.

Table 1 - Proposed Fee Summary		
Task	Description	Fee
Basic Services		
1	Project Meetings	\$ 3,300
2	Topographic Survey	\$ 1,200
3	Hydrologic/Hydraulic Modeling	\$ 5,900
4	Engineering Drawings and Specifications	\$ 18,200
5	Cost Estimate	\$ 1,200
6	Permitting	\$ 1,600
7	Easement Plats	\$ 1,200
8	Bidding Services	\$ 6,300
9	Record Drawings	\$ 1,100
Subtotal Basic Services		\$ 40,000
Additional Services		
2	Topographic Survey	\$ 5,000
7	Easement Plats	\$ 10,000
9	As-Built Survey	\$ 1,500
Subtotal Additional Services:		\$ 16,500
Grand Total:		\$ 56,500

G&D proposes to provide the services described above on an hourly rate basis, with an upper limit budget not to exceed \$56,500. Miscellaneous expenses (permit fees, mileage and printing) are budgetary and will be passed on to the Town of Harrisburg at cost. Direct expenses (such as field equipment, communications, subconsultant services, etc.) are reimbursable at cost plus ten percent.

We hope that you find this proposal sufficient for your needs and look forward to working with you on this important project. Please feel free to call me with any questions you may have as you consider this proposal.

Sincerely,
GAVEL & DORN ENGINEERING, PLLC



Sean Mayo, P.E.
Partner



TOWN OF HARRISBURG

Agenda Item Details

Title:

Consideration of Approval of FY2020 Financial Audit Contract

Presenting Personnel:

Brian Lee, Deputy Finance Director

Suggested Motion or Action:

To approve the attached contract for financial audit services for the Fiscal Year ending June 30, 2020 with Elliott Davis, PLLC for \$28,000.

Description/Background:

At the March 12, 2018 Town Council Meeting, a three year agreement was awarded to Elliott Davis, PLLC to provide financial audit services to the Town for fiscal years 2018, 2019 and 2020. Each year the audit contracts must be approved by Council, despite the three year agreement. The engagement with an auditor is between the auditor and Town Council, not with management and staff, and the results of the audit will be addressed to Council accordingly.

A letter that describes the audit relationship and services to be provided is also included in the agenda packet for your reference. Reference to the HCYA audit, seen on previous audit contracts, has been removed from this year's letter at the direction of the Local Government Commission. That contract will be approved separately by the HCYA Board.

Recommendation:

Staff recommends approval of the FY2020 audit contract with Elliott Davis, PLLC.

Fiscal Impact:

The total cost for the FY2020 audit for the Town is \$28,000.

Attachments:

1. FY2020 Audit Contract - Elliott Davis
2. FY2020 Engagement Letter - Elliott Davis

The	Governing Board Town Council
of	Primary Government Unit (or charter holder) Town of Harrisburg
and	Discretely Presented Component Unit (DPCU) (if applicable) N/A

Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)

and	Auditor Name Elliott Davis, PLLC
	Auditor Address 5410 Trinity Road, Suite 320

Hereinafter referred to as Auditor

for	Fiscal Year Ending 06/30/20	Audit Report Due Date 10/31/20
-----	--------------------------------	-----------------------------------

Must be within four months of FYE

hereby agree as follows:

1. The Auditor shall audit all statements and disclosures required by U.S. generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business- type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).
2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with GAAS. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit performed under the requirements found in Subpart F of the Uniform Guidance (§200.501), it is recommended that the Auditor and Governmental Unit(s) jointly agree, in advance of the execution of this contract, which party is responsible for submission of the audit and the accompanying data collection form to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512).

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).

3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.
4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.
5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2018 revision, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he/she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon auditor's receipt of an updated peer review report. If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.

If the audit engagement is not subject to *Government Accounting Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.
6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to LGC staff within four months of fiscal year end. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay shall be submitted to the Secretary of the LGC for approval.
7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his/her findings, together with his recommendations for improvement. That written report shall include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.
8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's (Units') records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.
9. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. (This also includes any progress billings.) [G.S. 159-34 and 115C-447] All invoices for Audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved' with approval date shall be returned to

the Auditor to present to the Governmental Unit(s) for payment. This paragraph is not applicable to contracts for audits of hospitals.

10. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC if required, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. This does not include fees for any pre-issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item 13).

11. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.

12. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.

13. If the audit firm is required by the NC State Board, the NCACPA Peer Review Committee, or the Secretary of the LGC to have a pre-issuance review of its audit work, there shall be a statement in the engagement letter indicating the pre-issuance review requirement. There also shall be a statement that the Governmental Unit(s) shall not be billed for the pre-issuance review. The pre-issuance review shall be performed prior to the completed audit being submitted to LGC Staff. The pre-issuance review report shall accompany the audit report upon submission to LGC Staff.

14. The Auditor shall submit the report of audit in PDF format to LGC Staff. For audits of units other than hospitals, the audit report should be submitted when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC along with an Audit Report Reissued Form (available on the Department of State Treasurer website). These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC staff.

15. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the

Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.

16. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing, on the Amended LGC-205 contract form and pre-audited if the change includes a change in audit fee (pre-audit requirement does not apply to charter schools or hospitals). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.

17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 28 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.

18. Special provisions should be limited. Please list any special provisions in an attachment.

19. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the parent government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and finance officer also shall be included on this contract.

20. The contract shall be executed, pre-audited (pre-audit requirement does not apply to charter schools or hospitals), and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.

21. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.

22. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.

23. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.

24. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.

25. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.

26. E-Verify. Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.

27. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and Governmental Auditing Standards, 2018 Revision (as applicable). Financial statement preparation assistance shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.

All non-attest service(s) being performed by the Auditor that are necessary to perform the audit must be identified and included in this contract. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. If the Auditor is able to identify an individual with the appropriate SKE, s/he must document and include in the audit workpapers how he/she reached that conclusion. If the Auditor determines that an individual with the appropriate SKE cannot be identified, the Auditor cannot perform both the non-attest service(s) and the audit. See "Fees for Audit Services" page of this contract to disclose the person identified as having the appropriate SKE for the Governmental Unit.

28. Applicable to charter school contracts only: No indebtedness of any kind incurred or created by the charter school shall constitute an indebtedness of the State or its political subdivisions, and no indebtedness of the charter school shall involve or be secured by the faith, credit, or taxing power of the State or its political subdivisions.

29. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Item 16 for clarification).

30. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>.

31. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.

32. Modifications to the language and terms contained in this contract form (LGC-205) are not allowed.

FEES FOR AUDIT SERVICES

1. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct (as applicable) and *Governmental Auditing Standards, 2018 Revision*. Refer to Item 27 of this contract for specific requirements. The following information must be provided by the Auditor; contracts presented to the LGC without this information will not be approved.

Financial statements were prepared by: ☐ Auditor ☒ Governmental Unit ☐ Third Party

If applicable: Individual at Governmental Unit designated to have the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the non-attest services and accept responsibility for the results of these services:

Name:**Title and Unit / Company:****Email Address:**

J. Lee Connor

Finance Director/ Town of Harrisburg

lconnor@harrisburgnc.org

2. Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter but may not be included in this contract or in any invoices requiring approval of the LGC. See Items 8 and 13 for details on other allowable and excluded fees.

3. Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the total of the stated fees below. If the current contracted fee is not fixed in total, invoices for services rendered may be approved for up to 75% of the prior year billings. Should the 75% cap provided below conflict with the cap calculated by LGC staff based on the prior year billings on file with the LGC, the LGC calculation prevails. All invoices for services rendered in an audit engagement as defined in 20 NCAC 3 .0503 shall be submitted to the Commission for approval before any payment is made. Payment before approval is a violation of law. (This paragraph not applicable to contracts and invoices associated with audits of hospitals).

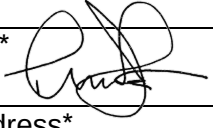
PRIMARY GOVERNMENT FEES

Primary Government Unit	Town of Harrisburg
Audit Fee	\$ 28,000
Additional Fees Not Included in Audit Fee:	
Fee per Major Program	\$
Writing Financial Statements	\$
All Other Non-Attest Services	\$
75% Cap for Interim Invoice Approval (not applicable to hospital contracts)	\$ 21,000

DPCU FEES (if applicable)

Discretely Presented Component Unit	N/A
Audit Fee	\$
Additional Fees Not Included in Audit Fee:	
Fee per Major Program	\$
Writing Financial Statements	\$
All Other Non-Attest Services	\$
75% Cap for Interim Invoice Approval (not applicable to hospital contracts)	\$

SIGNATURE PAGE**AUDIT FIRM**

Audit Firm* Elliott Davis, PLLC	
Authorized Firm Representative (typed or printed)* Thomas J. McNeish	Signature* 
Date* 03/19/20	Email Address* tom.mcneish@elliottdavis.com

GOVERNMENTAL UNIT

Governmental Unit* Town of Harrisburg	
Date Primary Government Unit Governing Board Approved Audit Contract* (G.S.159-34(a) or G.S.115C-447(a))	
Mayor/Chairperson (typed or printed)*	Signature*
Date	Email Address

Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).
Not applicable to hospital contracts.

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

Primary Governmental Unit Finance Officer* (typed or printed)	Signature*
Date of Pre-Audit Certificate*	Email Address*

SIGNATURE PAGE – DPCU
(complete only if applicable)

DISCRETELY PRESENTED COMPONENT UNIT

DPCU*	
N/A	
Date DPCU Governing Board Approved Audit Contract* (Ref: G.S. 159-34(a) or G.S. 115C-447(a))	
DPCU Chairperson (typed or printed)*	Signature*
Date*	Email Address*

Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

DPCU – PRE-AUDIT CERTIFICATE

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).
Not applicable to hospital contracts.

This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.

DPCU Finance Officer (typed or printed)*	Signature*
Date of Pre-Audit Certificate*	Email Address*

Remember to print this form, and obtain all
required signatures prior to submission.

PRINT



March 19, 2020

Harrisburg Town Council
Town of Harrisburg, North Carolina

The Objective and Scope of the Audit of the Financial Statements

You have requested that we audit the Town of Harrisburg, North Carolina's (the "Town") governmental activities, business-type activities, the discretely presented component unit, each major fund and aggregate remaining fund information as of and for the year ending June 30, 2020, and the related notes to the financial statements, which collectively comprise the basic financial statements. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter.

Our audit will be conducted with the objective of our expressing an opinion on the basic financial statements.

The Responsibilities of the Auditor

We will conduct our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and *Government Auditing Standards* issued by the Comptroller General of the United States (GAS). Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS. Also, an audit is not designed to detect errors or fraud that are immaterial to the financial statements. The determination of abuse is subjective; therefore, Governmental Auditing Standards does not expect us to provide reasonable assurance of detecting abuse.

In making our risk assessments, we consider internal control relevant to the Town's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

We will also communicate to the Town Council (a) any fraud involving senior management and fraud (whether caused by senior management or other employees) that causes a material misstatement of the financial statements that becomes known to us during the audit, and (b) any instances of noncompliance with laws and regulations that we become aware of during the audit (unless they are clearly inconsequential).

Our reports on internal control will include any significant deficiencies and material weaknesses in controls of which we become aware as a result of obtaining an understanding of internal control and performing tests of internal control consistent with requirements of the standards and circulars identified above. Our reports on compliance matters will address material errors, fraud, abuse, violations of compliance obligations, and other responsibilities imposed by state and federal statutes and regulations or assumed by contracts; and any state or federal grant, entitlement or loan program questioned costs of which we become aware, consistent with requirements of the standards identified above.

The Responsibilities of Management and Identification of the Applicable Financial Reporting Framework

Our audit will be conducted on the basis that management acknowledge and understand that they have the responsibility:

- a. For the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America;
- b. To evaluate subsequent events through the date the financial statements are issued or available to be issued, and to disclose the date through which subsequent events were evaluated in the financial statements. Management also agrees that it will not evaluate subsequent events earlier than the date of the management representation letter referred to below;
- c. For the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error;
- d. For establishing and maintaining effective internal control over financial reporting, and for informing us of all significant deficiencies and material weaknesses in the design or operation of such controls of which it has knowledge;
- e. For report distribution; and
- f. To provide us with:
 - (1) Access to all information of which management is aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation, and other matters;
 - (2) Additional information that we may request from management for the purpose of the audit; and
 - (3) Unrestricted access to persons within the entity from whom we determine is necessary to obtain audit evidence;

As part of our audit process, we will request from management written confirmation concerning representations made to us in connection with the audit, including among other items:

1. That management has fulfilled its responsibilities as set out in the terms of this letter; and
2. That it believes the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Management is responsible for identifying and ensuring that the Town complies with the laws and regulations applicable to its activities, and for informing us about all known material violations of such laws or regulations. In addition, management is responsible for the design and implementation of programs and controls to prevent and detect fraud or abuse, and for informing us about all known or suspected fraud or abuse affecting the entity involving management, employees who have significant roles in internal control, and others where the fraud or abuse could have a material effect on the financial statements or compliance. Management is also responsible for informing us of its knowledge of any allegations of fraud or abuse, or suspected fraud or abuse affecting the entity received in communications from employees, former employees, analysts, regulators or others.

Management is responsible for the preparation of the supplementary information in accordance with accounting principles generally accepted in the United States of America. Management agrees to include the auditor's report on the supplementary information in any document that contains the supplementary information and indicates that the auditor has reported on such supplementary information. Management also agrees to present the supplementary information with the audited financial statements or, if the supplementary information will not be presented with audited financial statements, to make the audited financial statements readily available to the intended users of the supplementary information no later than the date of issuance of the supplementary information and the auditor's report thereon.

Management is responsible for (a) identifying all federal and state awards received and expended; (b) preparing the schedule of expenditures of federal and state awards (including notes and noncash assistance received) in accordance with Uniform Guidance and the State Single Audit Implementation Act requirements; (c) internal control over compliance; (d) compliance with federal and state statutes, regulations, and the terms and conditions of federal and state awards; (e) making us aware of significant vendor relationships where the vendor is responsible for program compliance; (f) following up and taking corrective action on audit findings, including the preparation of a summary schedule of prior audit findings and a corrective action plan.

Town Council is responsible for informing us of its views about the risks of fraud or abuse within the entity, and its knowledge of any fraud or abuse or suspected fraud or abuse affecting the entity.

The Town agrees that it will not associate us with any public or private securities offering without first obtaining our consent. Therefore, the Town agrees to contact us before it includes our reports or otherwise makes reference to us, in any public or private securities offering.

Our association with an official statement is a matter for which separate arrangements will be necessary. The Town agrees to provide us with printer's proofs or masters of such offering documents for our review and approval before printing, and with a copy of the final reproduced material for our approval before it is distributed. In the event our auditor/client relationship has been terminated when the Town seeks such consent, we will be under no obligation to grant such consent or approval.

We agree that our association with any proposed offering is not necessary, providing the Town agrees to clearly indicate in any such official statement or memorandum that Elliott Davis, PLLC, as the Town's independent auditor, has not been engaged to perform, and has not performed, since the date of its report included in the official statement, any procedures on the financial statements addressed in that report, and that Elliott Davis, PLLC, also has not performed any procedures relating to the official statement or memorandum.

The Town's Records and Assistance

If circumstances arise relating to the condition of the Town's records, the availability of appropriate audit evidence or indications of a significant risk of material misstatement of the financial statements because of error, fraudulent financial reporting or misappropriation of assets which, in our professional judgment, prevent us from completing the audit or forming an opinion, we retain the unilateral right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

During the course of our engagement, we may accumulate records containing data that should be reflected in the Town's books and records. The Town will determine that all such data, if necessary, will be so reflected. Accordingly, the Town will not expect us to maintain copies of such records in our possession.

The assistance to be supplied by Town personnel, including the preparation of schedules and analyses of accounts, will be discussed and coordinated with you. The timely and accurate completion of this work is an essential condition to our completion of the audit and issuance of our audit report.

Other Relevant Information

Elliott Davis, PLLC may mention the Town's name and provide a general description of the engagement in Elliott Davis, PLLC's client lists and marketing materials.

In accordance with GAS, a copy of our most recent peer review report has been provided to you.

Fees, Costs, and Access to Workpapers

Our fees for the audit and accounting services described above are based upon the value of the services performed and the time required by the individuals assigned to the engagement, plus direct expenses. Our fee for the audit will be \$28,000. Our fees and timely completion of our audit work assumes the following:

- 1) Cooperation from Town personnel
- 2) Timely responses to our inquiries
- 3) Timely completion and delivery of client assistance requests and information to be prepared by you as described in item 6 below
- 4) Timely communication of all significant accounting and financial reporting matters
- 5) Unexpected circumstances will not be encountered during the engagement

- 6) You will prepare, in accordance with generally accepted accounting principles, the Town's financial statements and related footnote disclosures of the governmental activities, the business-type activities, the discretely presented component unit, each major fund, the aggregate remaining fund information, and all required and other supplementary information.

If any of the aforementioned criteria are not met, we will discuss a revised fee estimate before we incur additional costs. Interim billings will be submitted as work progresses and as expenses are incurred. Billings are due upon submission.

When an engagement has been suspended at the request of management and work on that engagement has not recommenced within 120 days of the request to suspend our work, Elliott Davis, PLLC may, at its sole discretion, terminate this arrangement letter without further obligation to the Town. Resumption of audit work following termination may be subject to our client acceptance procedures and, if resumed, will necessitate additional procedures not contemplated in this arrangement letter. Accordingly, the scope, timing and fee arrangement discussed in this arrangement letter will no longer apply. In order for Elliott Davis, PLLC to recommence work, a new arrangement letter would need to be mutually agreed upon and executed.

Our professional standards require that we perform certain additional procedures, on current and previous years' engagements whenever a shareholder or professional employee leaves the firm and is subsequently employed by or associated with a client in a key position. Accordingly, the Town agrees it will compensate Elliott Davis, PLLC for any additional costs incurred as a result of the Town's employment of a shareholder or professional employee of Elliott Davis, PLLC.

The documentation for this engagement is the property of Elliott Davis, PLLC and constitutes confidential information.

Review of audit documentation by a successor auditor or as part of due diligence will be agreed to, accounted for and billed separately.

In the event we are requested or authorized by the Town or are required by government regulation, subpoena or other legal process to produce our documents or our personnel as witnesses with respect to our engagement for the Town, the Town will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

The documentation for this engagement is the property of Elliott Davis, PLLC. However, you acknowledge and grant your assent that representatives of the cognizant or oversight agency or their designee, other government audit staffs, and the U.S. Government Accountability Office shall have access to the audit documentation upon their request and that we shall maintain the audit documentation for a period of at least three years after the date of the report, or for a longer period if we are requested to do so by the cognizant or oversight agency. Access to requested documentation will be provided under the supervision of Elliott Davis, PLLC audit personnel and at a location designated by our firm.

Indemnification and Claim Resolution

Because Elliott Davis, PLLC will rely on the Town and its management and Town Council to discharge the foregoing responsibilities, the Town holds harmless and releases Elliott Davis, PLLC and its shareholders and employees from all claims, liabilities, losses and costs arising in circumstances where there has been a knowing misrepresentation by a member of the Town's management that has caused, in any respect, Elliott Davis, PLLC's breach of contract or negligence. This provision shall survive the termination of this arrangement for services.

The Town and Elliott Davis, PLLC agree that no claim arising out of services rendered pursuant to this arrangement letter shall be filed more than two years after the date of the audit report issued by Elliott Davis, PLLC or the date of this arrangement letter if no report has been issued. In no event shall either party be liable to the other for claims of punitive damages. Elliott Davis PLLC's liability for all claims, damages and costs of the Town arising from this engagement is limited to the amount of fees paid by the Town to Elliott Davis, PLLC for the services rendered under this arrangement letter.

These provisions shall survive the termination of this arrangement for services.

Information Security - Miscellaneous Terms

Elliott Davis, PLLC is committed to the safe and confidential treatment of Town of Harrisburg's proprietary information. Elliott Davis, PLLC is required to maintain the confidential treatment of client information in accordance with relevant industry professional standards which govern the provision of services described herein. The Town agrees that it will not provide Elliott Davis, PLLC with any unencrypted electronic confidential or proprietary information, and the parties agree to utilize commercially reasonable measures to maintain the confidentiality of Town information, including the use of collaborate sites to ensure the safe transfer of data between the parties.

Elliott Davis, PLLC may terminate this relationship immediately in its sole discretion if Elliott Davis, PLLC determines that continued performance would result in a violation of law, regulatory requirements, applicable professional standards or Elliott Davis, PLLC client acceptance or retention standards, or if the Town of Harrisburg is placed on a verified sanctioned entity list or if any director or executive of, or other person closely associated with, the Town of Harrisburg or its affiliates is placed on a verified sanctioned person list, in each case, including but not limited to lists promulgated by the Office of Foreign Assets Control of the U.S. Department of the Treasury, the U.S. State Department, the United Nations Security Council, the European Union or any other relevant sanctioning authority.

If any term or provision of this arrangement is determined to be invalid or unenforceable, such term or provision will be deemed stricken and all other terms and provision will remain in full force and effect.

Reporting

We will issue a written report upon completion of our audit of the Town's financial statements. Our report will be addressed to the Town Council of The Town of Harrisburg. We cannot provide assurance that an unmodified opinion will be expressed. Circumstances may arise in which it is necessary for us to modify our opinion, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

In addition to our report on Town's basic financial statements, we will also issue the following types of reports:

1. Report on internal control related to the financial statements and major programs. These reports will describe the scope of testing of internal control and the results of our tests of internal control.
2. Report on compliance with laws, regulations, and the provisions of contracts or grant agreements. We will report on any noncompliance that could have a material effect on the financial statements and
3. An accompanying schedule of findings and questioned costs.

This letter constitutes the complete and exclusive statement of agreement between Elliott Davis, PLLC and the Town, superseding all proposals, oral or written, and all other communications with respect to the terms of the engagement between the parties.

Please sign and return a copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the financial statements, including our respective responsibilities.

ELLIOTT DAVIS, PLLC

A handwritten signature in black ink, appearing to read 'T. McNeish', with a large, stylized loop at the end.

Thomas J. McNeish, CPA
Shareholder

Confirmed on behalf of ***The Town of Harrisburg, North Carolina:***

Governance signature

Management signature

Title

Title



TOWN OF HARRISBURG

Agenda Item Details

Title:

Consideration of Awarding a Bid for CCTV/Surveillance Equipment - a Component of the Harrisburg Park Redevelopment - Phase 1 Project

Presenting Personnel:

Daniel Stines, Parks & Recreation Director, James Mahoney, Information Systems Director

Suggested Motion or Action:

Motion to award the bid to Phoenix Custom Systems in the amount of \$59,490.93 for CCTV/Surveillance in Harrisburg Park Redevelopment - Phase 1

Description/Background:

The Harrisburg Park Redevelopment - Phase 1 project contains a closed circuit television & surveillance project which will provide the necessary camera devices, Point to Point (P2P) networking equipment, recording storage and remote access capabilities necessary to enhance the safety of the Park's visitors and will provide network coverage throughout the park.

The project has been subjected to the Town's informal bid process, as required by the Town's Purchasing Policy. An RFP was sent to three potential vendors for bid and two bids were received back. Staff worked with all three vendors to ensure each had sufficient information to respond to the RFP. Unfortunately, as a result of business measures taken due to COVID-19, such as the furlough of engineering staff and the inability to obtain management approval, one was unable to produce a bid by the deadline. The bids that were received were from Phoenix Custom Systems in the amount of \$59,490.93 and from Stanley Security in the amount of \$115,000. The two bids were evaluated and staff has selected Phoenix Custom Systems as the recommended contractor. Phoenix had the lowest cost bid received and is a reputable company with which the Town has a good working relationship currently.

Staff considers the bid before you to be serving of the Town's needs from cost, compatibility and functionality standpoints. Staff recommends awarding this bid in order to ensure proper video & networking coverage of the Park, as well as to provide the necessary time for the project to be completed prior to the Park's anticipated opening.

Recommendation:

Staff recommends awarding the bid for CCTV/Surveillance in Harrisburg Park Redevelopment - Phase 1 to Phoenix Custom Systems in the amount of \$59,490.93.

Fiscal Impact:

The fiscal impact to the Town is \$59,490.93 but \$55,599 is the amount that will impact this budget (sales tax is not included in project cost). There was \$58,000 budgeted within the IT & Surveillance Costs portion of the Park budget specifically for surveillance. This is part of the IT costs total budget of \$113,500. After this, a total of approximately \$57,900 will be available for the other IT & surveillance costs for the project.

Attachments:

1. Bid Response and Quote - Phoenix Custom Systems



4009 Corning Place Drive | Suite E2-232 | Charlotte, NC 28216

Alarm License: BPN 005387P9

Low Voltage License: 29755-SP-FA/L

April 22, 2020

James Mahoney

Good Day James,

Thank you for the opportunity to be considered to complete the Harrisburg Park project for security cameras and access control at the 191 Sims Pkwy. Harrisburg, NC 28075 location.

Requirements:

- Access Control
- Security Cameras
- Internal Network Set up

Qualifications

Phoenix Custom Systems has been serving Charlotte and the surrounding areas since 2003. We have installed security cameras, alarm systems, fire alarms, and access control. Below are a sample of what PCS can do for you.

We have installed a multitude of security cameras for residential, commercial and government institutions. PCS customizes each system to meet or exceed the customer's needs. PCS installs a plethora of cameras from, PTZ's license plate recognition cameras, 360 degree camera and thermal cameras just to name a few. In some cases we may need to use point to point devices to allow the transmission of video signal from large distances.

We are glad to offer video verification using an attached alarm or analytics as well. This gives peace of mind to customers that after hours central station will be alerted if someone is on the property and then dispatch the authorities if needed. This is a great way for the customer to save money on guard services or other means of protecting the property.

Phoenix also installs access control to help our customers secure the property and highly sensitive areas as well. We offer a large range of products to suit our customer's needs, such as card readers, biometrics, keypads, proximity reader and a combination of all. We offer many different control units to allow access via web to allow your tech team to add and delete credentials for employees or patrons.

Fire alarms are a must for business to protect employees and customers. Here at PCS we take this very serious. We install all fire alarms per NFPA requirements to ensure the highest level of protection. Some of the equipment we use are smoke and heat detector, duct detectors, horn/strobes, pull station and notification systems just to name a few. PCS is fully licensed insured and bonded for your protection.

Phoenix would be honored to provide you with the highest level of protection and service to ensure your employees and customers stay safe and protected. Please do not hesitate to contact us with any question you have.

Warm regards,
Phoenix Custom Systems
1-877-504-0370

Phoenix Custom Systems



Prior Projects

FS Food Group

Installed multiple cameras at 8 different restaurants around Charlotte NC. We strategically communicated with FS Food Group the restaurants and the internet providers, to install and program the systems to work at the main office and local management to view cameras. We also installed alarm systems at multiple locations. The systems were installed after hours starting at 11:30P.M. as to not disturb business. The system was installed on budget and in the time frame specified.

Eric Fenner

704-714-9888

eric@fsfoodgroup.com

Mt. Pleasant Baptist Church

Installed 10 dome cameras around campus to protect members. We also installed P2P's to transmit internet to a remote building for internet access. Installed 5 access points in different parts of campus to provide internet throughout campus. We also installed an alarm system with 3 keypads, deadbolts and multiple sensors to protect the building.

Garren Watson

704-219-2503

garren.watson@yahoo.com

Monroe Housing Authority

Installed cameras at three different locations around the city of Monroe, NC. We utilized 20 PTZ cameras, 22 P2P's and 9 fixed cameras. We also provide maintenance for the systems on a 3 year contract term. We trained the employees on the software as well as the different features of the system.

Anna McCray

704-283-1961

amcrae@monroehousing-nc.com

Outer Banks Project

Installed cameras at Ocracoke Island lighthouse, Bodie lighthouse, Cape Lookout lighthouse, Cape Hatteras lighthouse, Pea Island national wildlife refuge, Wright Brothers national memorial. At all site we installed cameras at visitor buildings. In total we installed 578 IP cameras with NVR's at each site as well as Monitors, lock box, monitors and UPS's.

Mike Colopy

252-475-8314

Michael_colopy@nps.gov

American Metal

Installed two sixteen channel DVR's with 36 HD cameras in two different building. This project allowed the customer to keep track of inventory, staff and customers.

Dave Olsen

803-984-3949

dwi@americanmetalsinc.com

Charleston Air Force Base

Installed 102 cameras for security of base housing.

Replaced 450 smoke detectors and installed 27 TV's with mount.

Esau Bessellieu

Esau.bessellieu@charleston.af.mil

Phoenix Custom Systems



Prior Projects

Toyota of Charlotte

Installed cameras and P2P at Toyota dealership inside and out. We preform service for multiple car dealerships around the Charlotte area.

Don Deters

513-349-6697

ddeters@aciprotection.com

Dog's by Andy

Installed two sixteen channel DVR's with 28 cameras to protect customers and staff. The systems are in two different building on the same property. This is a mix of inside and outside cameras with audio. We utilized a hybrid system with a mix of IP cameras and analog cameras.

Andy Henellin

704-662-3456

andyhanellin@gmail.com

Kendrion Information Technology

Installed 22 high definition IP camera's in a 1.5 million square foot facility. The system was installed to work around production time as to not interfere with production. The Cameras are used to track production and the safety and security of the employee's.

Randy Tuttle

704-487-2144

randy.tuttle@kendrion.com

City of Harrisburg

Installed 7 cameras at one of their city parks to catch any vandalism that may take place. We also installed a 15 foot pull to monitor the tennis courts. Project two was a new public work facility that we installed access control, burglar alarm, CCTV and ran the network and phone lines. The access control is set up to monitor and grant access for the fuel pump and after hour's entry to the facility and the building entrances. We also installed cameras, access control, alarm and 50 data lines at the new public works building. This was a new build that we needed to work with the general contractor and the city to complete the job on time and at the budget pre-defined. Installed cameras at another city park that utilized licence plate recognition cameras along with installing 2 polls with cameras mounted on them. We used P2P's to transmit signals back to the NVR's location.

James Mahoney

704-609-6143

jmahoney@harrisburgnc.o

Phoenix Custom Systems



Prior Projects

Business Qualifications

Alarm License number: BPN 005387P9

Low voltage license number: 29755-SP-FA/LV

Management Capability's

All projects were quoted within budget and finished on time to the customer's specifications.

All of our projects met or exceeded our customer's expectations. Please see our reviews on Home Advisor, Angies List and Google.

Environmental Objectives

Phoenix Custom Systems has no OSHA violations and always follow OSHA rules and regulations by using proper PPE.

All materials used are UL approved and any equipment is always disposed in a proper manner.

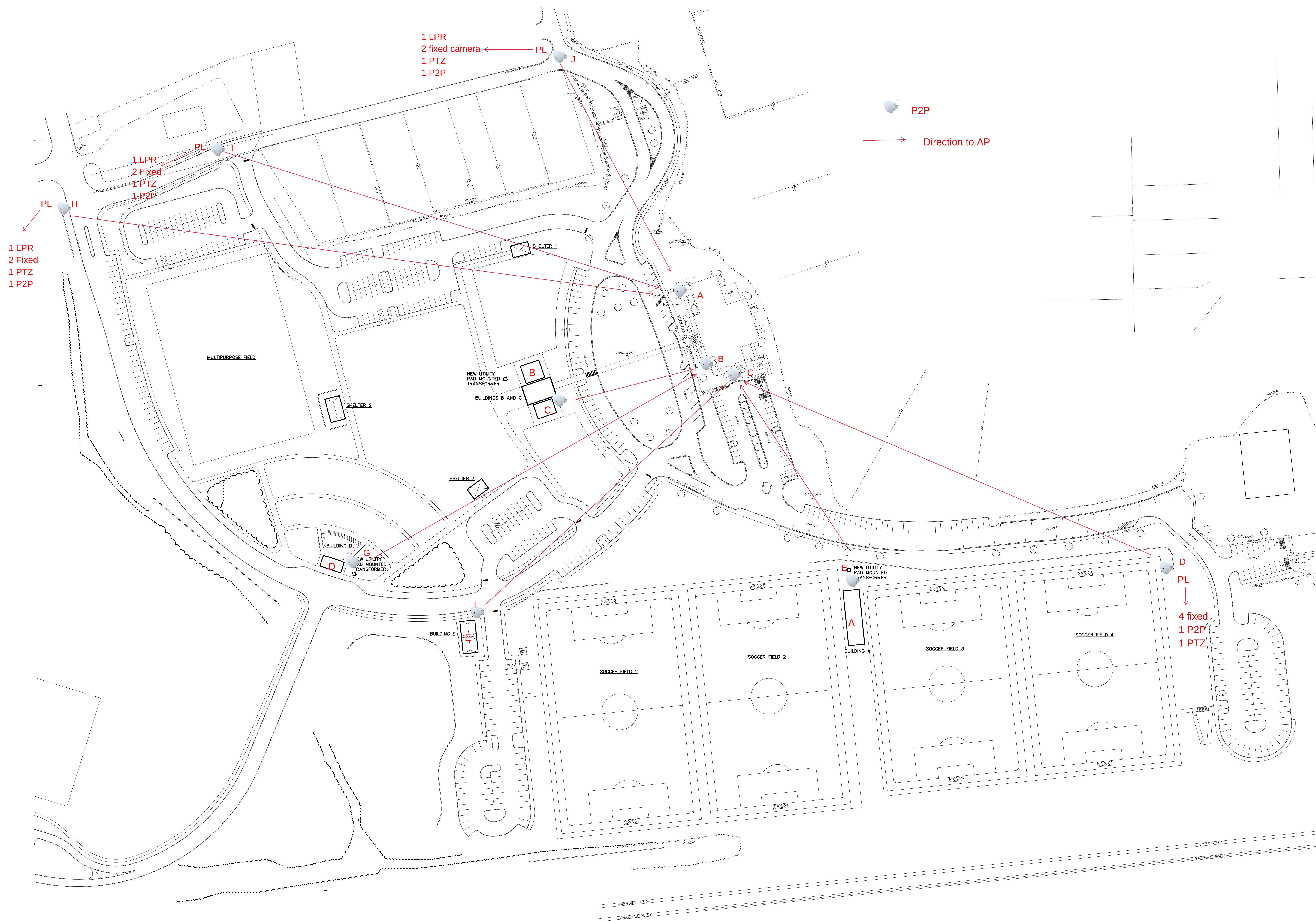
Warm Regards,

Phoenix Custom Systems

1-877-504-0370

www.phoenixcustomsystems.com

tyler@phoenixcustomsystems.com



1 LPR
2 Fixed
1 PTZ
1 P2P

1 LPR
2 Fixed
1 PTZ
1 P2P

1 LPR
2 fixed camera
1 PTZ
1 P2P

P2P

Direction to AP

D
PL
4 fixed
1 P2P
1 PTZ

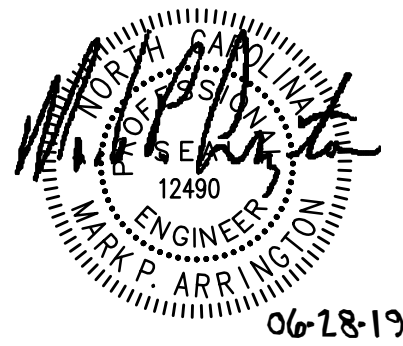
1 SITE PLAN - OVERALL



Architecture
Interior Design
Land Planning
Project Management

McKNIGHT · SMITH
WARD · GRIFFIN
ENGINEERS, INCORPORATED
PO Box 240826 · 4223 South Boulevard
Charlotte, NC 704/527-2112 19-074

Professional Seals



Harrisburg Park
Expansion
Harrisburg, North Carolina



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Date: 06-28-2019

Revisions:

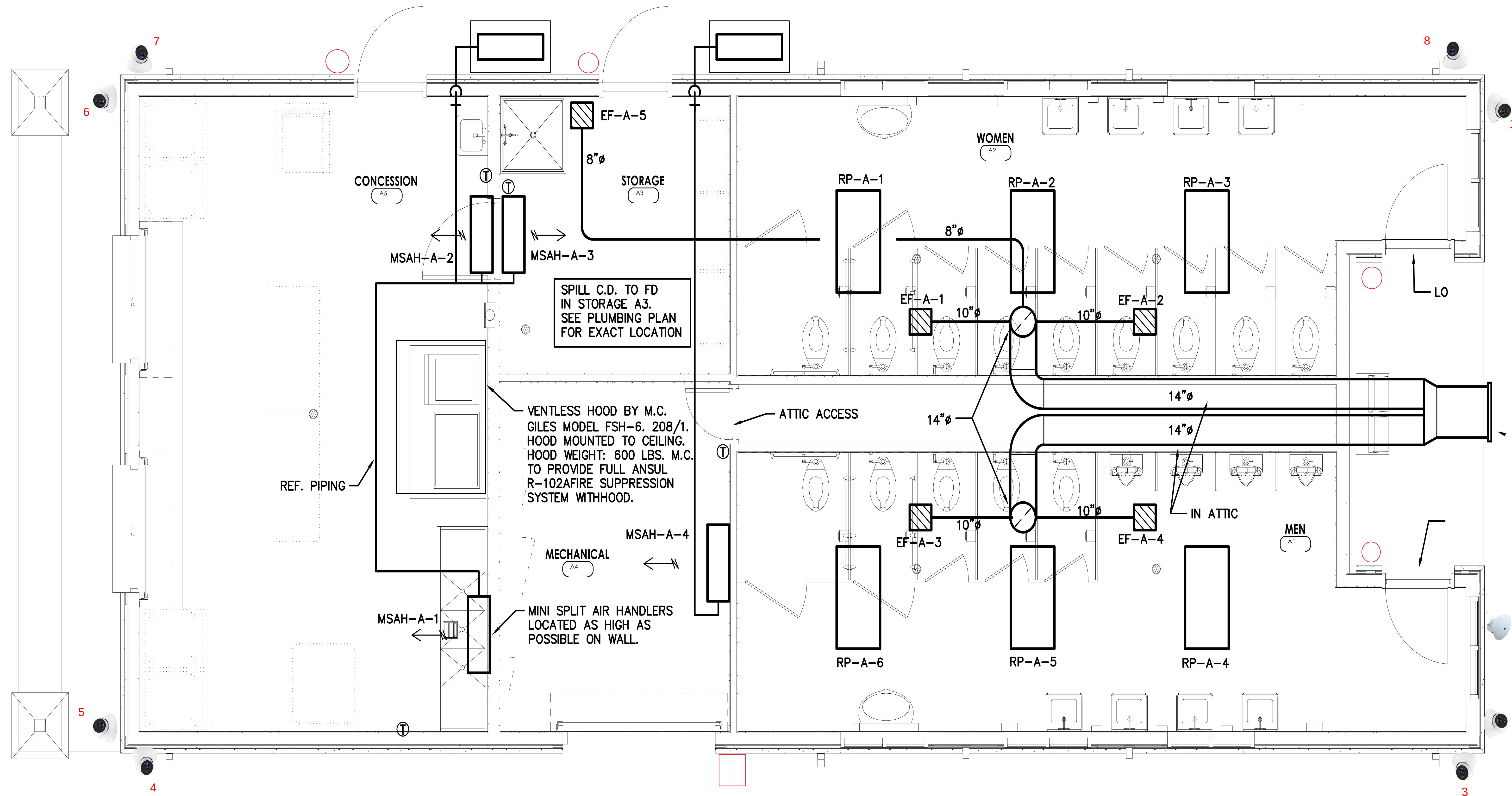
SITE PLAN - OVERALL

Electrical

E101

YCH Commission Number
18030.00

7035 Northwinds Dr NW
Concord, NC 28027
704 . 788 . 2000
ycharch.com



- Key for access control and CCTV
- card reader & electric strike conduit with junction box for card reader 48". conduit for electric door strike shall be inside the door frame to above ceiling.
 - card reader & mag lock conduit with junction box for card reader 48".
 - Security camera location no conduit needed
 - Point to point device no conduit needed
 - 1 inch conduit
 - PL 25 foot pole will need 110 power ran to pole into weather proof enclosure outlets will be provided in box
- = 4
- = 1
- = 8
- = 1

1 MECHANICAL FLOOR PLAN – CONCESSIONS / TOILET BUILDING A
M101 SCALE: 1/4" = 1'-0"

Architecture
Interior Design
Land Planning
Project Management

McKNIGHT · SMITH
WARD · GRIFFIN
ENGINEERS, INCORPORATED
PO Box 240826 · 4223 South Boulevard
Charlotte, NC 704/527-2112 19-074

Professional Seals

Harrisburg Park
Expansion
Harrisburg, North Carolina

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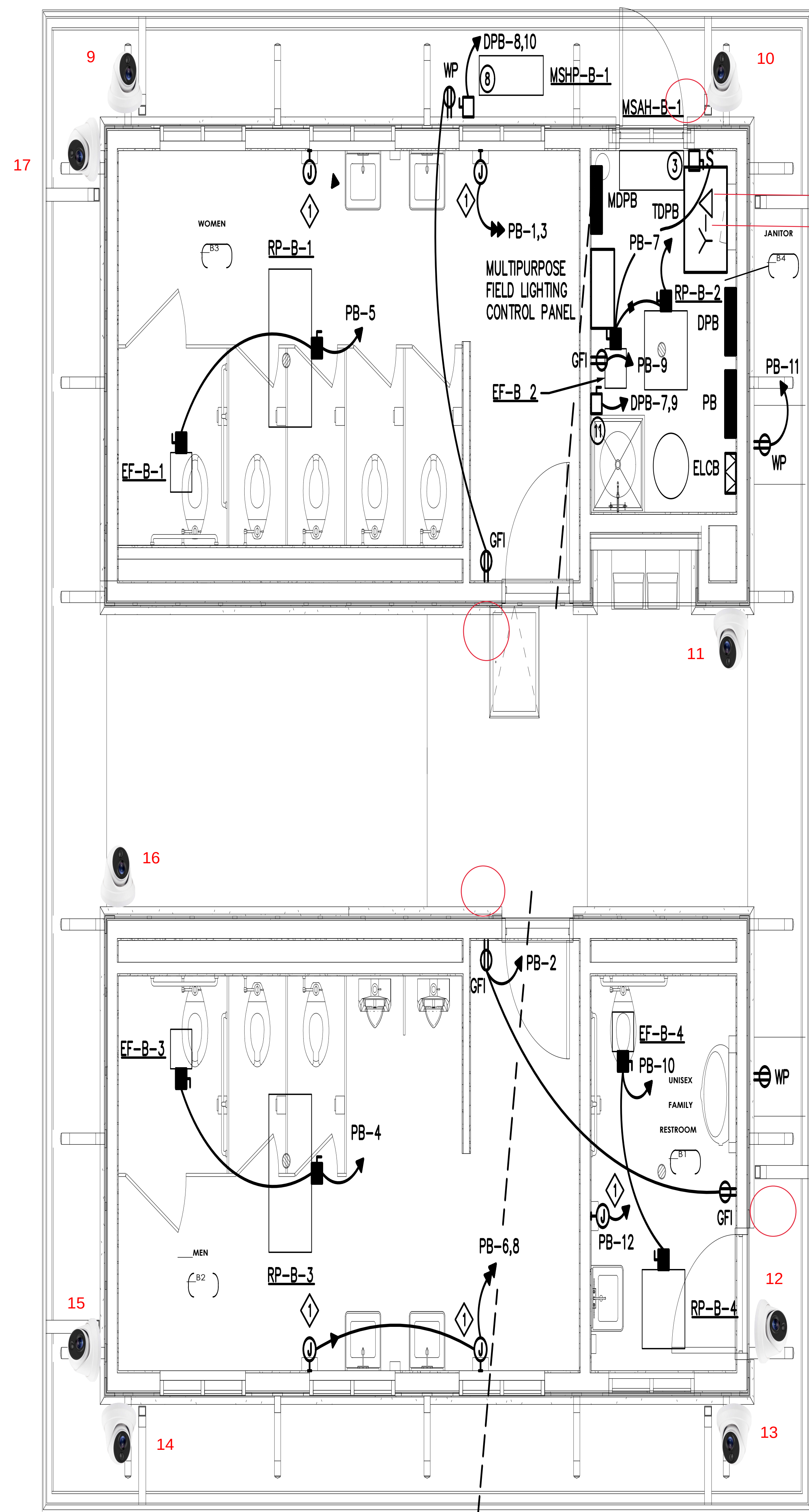
© Copyright 2019

Date: 06-28-2019

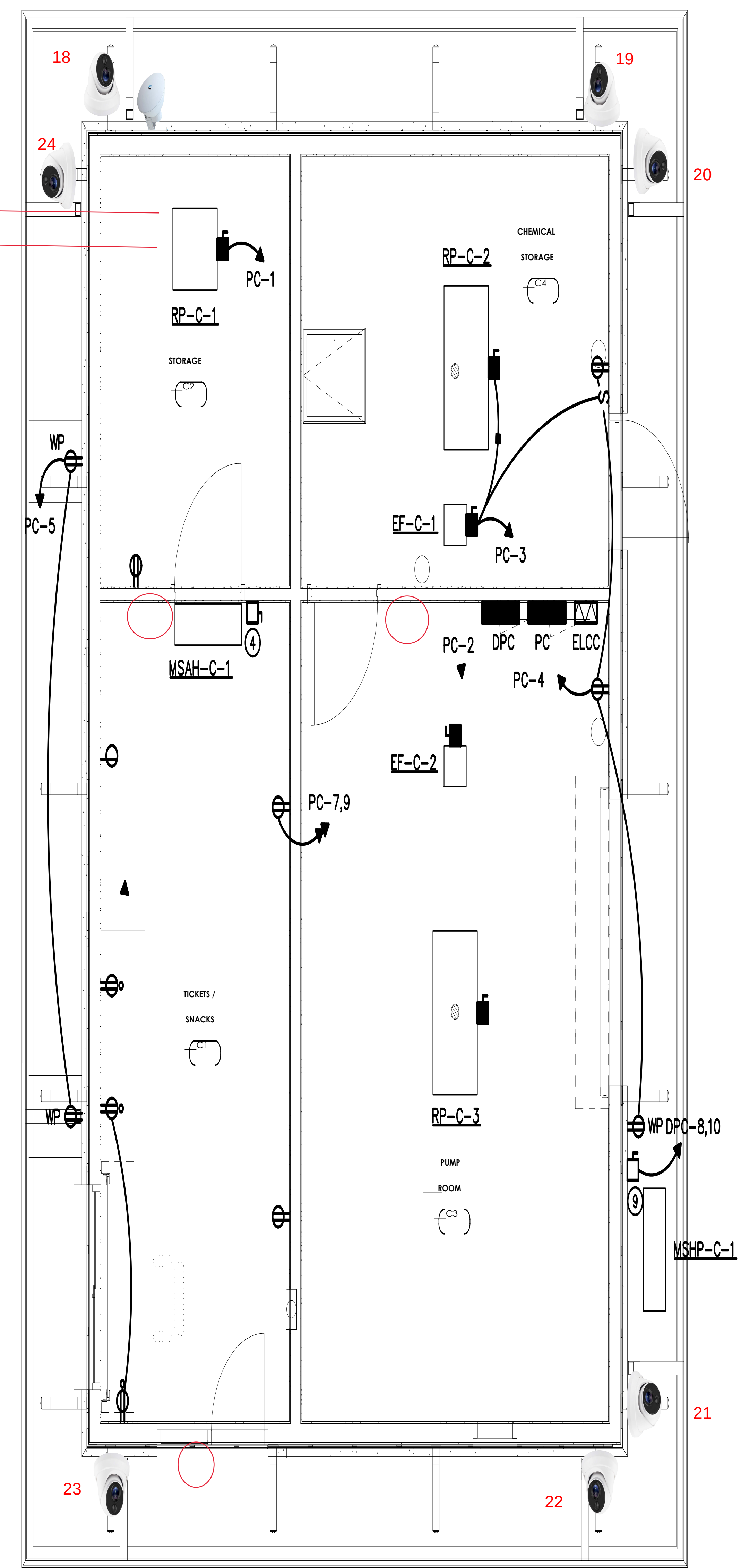
Revisions:

MECHANICAL FLOOR PLAN - TOILET / CONCESSIONS BUILDING A
Mechanical
M101
YCH Commission Number
18030.00

7035 Northwinds Dr NW
Concord, NC 28027
704 . 788 . 2000
ycharch.com



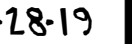
2 one inch conduit stub up in floor building C building B
stub up above ceiling



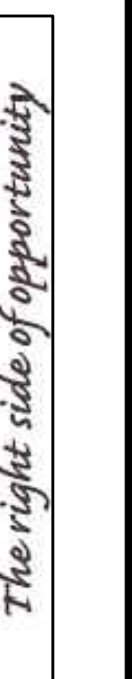
1 FLOOR PLAN - TOILET AND TICKET / PUMP BUILDINGS B AND C - POWER
E203 SCALE: 1/4" = 1'-0"



Professional Seals



Harrisburg, North Carolina



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Date: 06-28-2019

Revisions:

Electrical

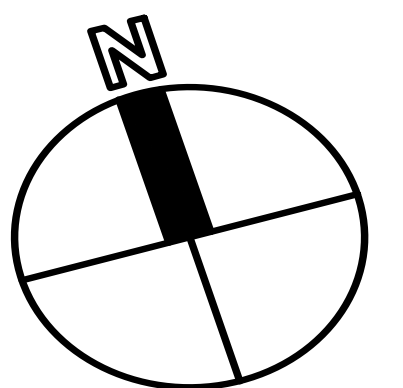
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3030.00

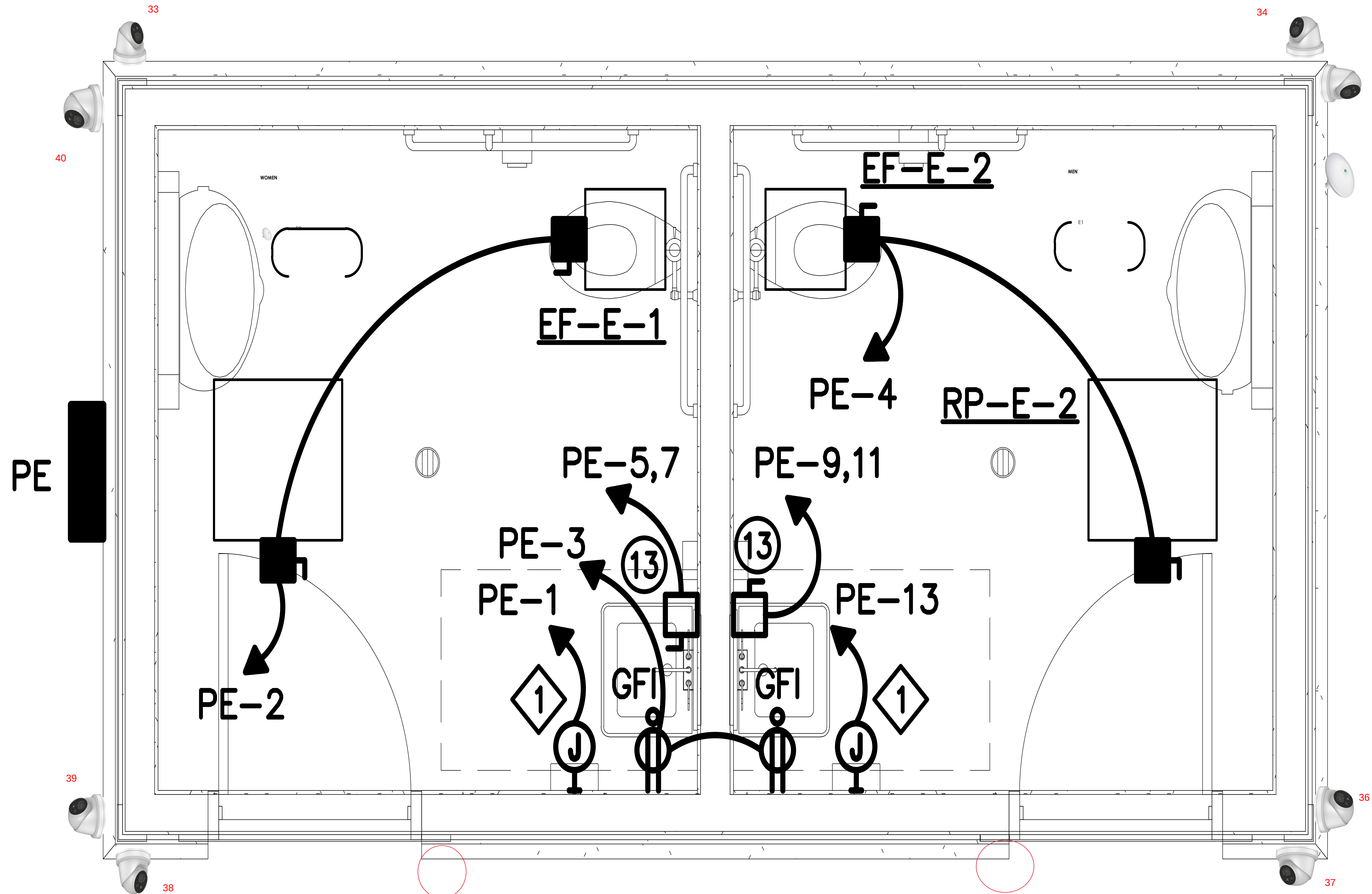
oncord, NC 28027

04 . 788 . 2000

charch.com



1 FLOOR PLAN — AMPHITHEATER BUILDING D — POWER
E205 SCALE: 1" = 30'-0"



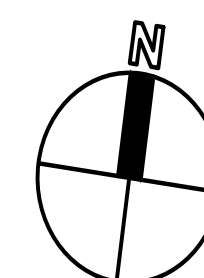
2
F201

FLOOR PLAN - POND SHELTER RESTROOMS BUILDING E - POWER

SCALE: 1/4" = 1'-0"

NOTES:

◇ FOR CONNECTION TO HAND DRYER. COORDINATE EXACT LOCATION WITH ARCHITECT.





Quote

P.O. #
Invoice #
Cust ID:
Date: 5/4/2020

4009 Corning PI Dr
Charlotte, NC 28216 Ste. E2-232
980-272-7919
tyler@phoenixcustomsystems.com

Ship to: To:
Harrisburg Park
191 Sims Parkway
Harrisburg, NC 28075
704-609-6143
jmahoney@harrisburgnc.org

QTY	ITEM	DESCRIPTION	UNIT PRICE	TOTAL
1	NVR	64 Channel 2U NVR	\$4,750.00	\$4,750.00
8	HDD	6TB hard drive	\$235.00	\$1,880.00
4	Camera	2MP PTZ 32X zoom	\$1,515.00	\$6,060.00
4	Camera	2MP LPR	\$815.00	\$3,260.00
50	Camera	5MP dome cameras fixed	\$350.00	\$17,500.00
10	Mount	Mount for Fixed pole cameras	\$40.00	\$400.00
3	Enclosure	Weather proof enclosure for LPR cameras	\$20.00	\$60.00
40	Enclosure	Weather proof enclosure for fixed cameras	\$20.00	\$800.00
4	Enclosure	Weather proof enclosure for pole equipment	\$780.00	\$3,120.00
5	UPS	UPS for all building location and NVR 900W	\$199.00	\$995.00
4	UPS	UPS for all pole locations 600VA	\$65.00	\$260.00
3	Pole	25' Pole	\$1,542.00	\$6,168.00
3	SD	Micro SD card for LPR for back up 1285GB	\$30.00	\$90.00
7	P2P	Point to point 5G AC	\$250.00	\$1,750.00
7	Bracket	Arm for P2P	\$22.00	\$154.00
3	P2P	AC prism	\$375.00	\$1,125.00
2	Horn	Horn 90 deg prism	\$285.00	\$570.00
1	Horn	40 deg horn	\$285.00	\$285.00
3	Port	twistport adaptor 5AC prism	\$90.00	\$270.00
3	Switch	5 port gigabit POE switch	\$215.00	\$645.00
1	Switch	8 port gigabit POE switch	\$250.00	\$250.00

5	Switch	16 port gigabit POE switch	\$395.00	\$1,975.00
1	Permit	Permit for job	\$285.00	\$285.00
1	Materials	Materials needed to complete job to code	\$45.00	\$45.00
1	Labor	15-30 Days for completion	\$2,902.00	\$2,902.00
1	Warranty	Highly recommend warranty for CCTV monthly cost	\$245.00	
Special Terms: 50% Due Upon Receipt of Order and 50% Due Upon Acceptance			Sub total	\$55,599.00
			Down payment	
			Tax	\$3,891.93
			Total	\$59,490.93

Please sign To accept P.O.



TOWN OF HARRISBURG

Agenda Item Details

Title:

Consideration of Amendments to the FY2020 Budget Ordinance for Insurance Proceeds

Presenting Personnel:

Suggested Motion or Action:

Motion to approve the FY2020 budget amendments related to insurance proceeds, as attached.

Description/Background:

1) Communications:

On April 14, 2020, a storm caused damage to one of the Town's Wayfinding signs, resulting in replacement of the sign at a cost of \$3,212.15. The amount eligible for insurance reimbursement totaled \$1,995.

2) Fire Department:

On July 4, 2019, a lightning strike to Fire Station #1 and the Administrative Building resulted in damage to various electrical systems and equipment. The replacement cost for the damaged electronics totaled \$41,861. The amount eligible for insurance reimbursement is \$40,861 due to the Town's \$1,000 insurance deductible on property losses.

3) Deputies:

On April 19, 2020, an officer was in pursuit of a suspect who jumped out of his vehicle and was fleeing the scene. The patrol car entered a ditch at the conclusion of the event to attempt to stop the fleeing suspect, causing \$3,862 of damage to the vehicle. The amount eligible for insurance reimbursement is \$3,362 due to the Town's \$500 insurance deductible on auto losses.

A second Deputy patrol vehicle was involved in an incident on April 21, 2020 which resulted in the vehicle being deemed totaled. Some equipment from the vehicle has been determined to be recoverable and will be reused in the replacement vehicle. The covered loss of the vehicle alone has been determined to be \$18,850. The amount eligible for insurance reimbursement is \$18,350 due to the Town's \$500 insurance deductible on auto losses. A claim will be filed for damaged equipment at a later date when this amount can be determined.

4) Environmental Protection:

The Town's leaf truck was rear ended by a vehicle on March 17, 2020 on Pharr Mill Rd. The incident caused \$2,526.37 of damage to the leaf truck. A claim has been filed with the NCLM, the Town's insurance provider for automobile and property losses. The Town has received \$1,526.37 in insurance proceeds due to its \$1,000 deductible on covered losses. This incident was not the Town's fault and the NCLM will pursue reimbursement from the at-fault driver's insurance provider. If valid insurance is available, the \$1,000 deductible will be reimbursed to the Town. Otherwise, it will remain

a claim against the Town's uninsured motorists portion of the policy.

Recommendation:

Staff recommends approval of the FY2020 budget amendments related to insurance proceeds, as attached.

Fiscal Impact:

1) Communications:

There is limited net fiscal impact to the Town as a result of receiving \$1,995 in insurance proceeds, however, the Town will pay its deductible and non-covered replacement costs totaling \$1,217.

Maintenance and Repairs - Branded Signage and Insurance Proceeds line items will increase by \$2,000 each.

2) Fire Department:

There is limited net fiscal impact to the Town as a result of receiving \$40,861 in insurance proceeds, however, the Town will pay its \$1,000 deductible on covered property losses.

Technology Services, Security, Maintenance and Repairs - Buildings and Grounds and Insurance Proceeds line items will increase by \$34,400, \$1,500, \$5,000 and \$40,900, respectively.

3) Deputies:

There is limited net fiscal impact to the Town as a result of receiving \$21,750 in insurance proceeds, however, the Town will pay its \$500 deductible on each vehicle, for a total cost of \$1,000. The Town will also have to pay the difference in a new patrol vehicle and the insurance reimbursement received, estimated at \$15,650. These funds will be transferred from the Capital Reserve Fund - General Fund. This is not anticipated to negatively affect the Capital Reserve Fund's ability to fund planned capital purchases in FY2021. A claim will be filed for damaged equipment at a later date when this amount can be determined.

Maintenance and Repairs - Vehicles, Capital Outlay, Insurance Proceeds and Transfers In - CRF-GF line items will increase by \$3,400, \$45,000, \$21,750 and \$26,650, respectively.

4) Environmental Protection:

There is limited net fiscal impact to the Town as a result of receiving \$1,526 in insurance proceeds, however, the Town will pay its \$1,000 deductible toward the repair.

Maintenance and Repairs - Vehicles and Insurance Proceeds line items will increase by \$1,600 each.

Attachments:

1. Budget Amendment - GF - Insurance Proceeds
2. Budget Amendment - CRF-GF - Deputy Replacement Vehicle



**AN ORDINANCE AMENDING THE 2019-2020 BUDGET ORDINANCE
OF THE TOWN OF HARRISBURG, NORTH CAROLINA**

Be it ordained by the Town Council of the Town of Harrisburg, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2020:

Section 1. Amend the General Fund to account for insurance proceeds related to losses incurred in Communications, Deputies, Fire Department, and Environmental Protection.

Section 2. To amend the General Fund, the appropriations are to be changed as follows:

Increase line item 100-1200-54313 M/R – Branded Signage	\$ 2,000
Increase line item 100-2000-54303 M/R – Vehicles	\$ 3,400
Increase line item 100-2000-57103 Capital Outlay	\$ 45,000
Increase line item 100-2100-56315 Technology Services	\$ 34,400
Increase line item 100-2100-56800 Security	\$ 1,500
Increase line item 100-2100-54300 M/R – Buildings and Grounds	\$ 5,000
Increase line item 100-4100-54303 M/R – Vehicles	\$ 1,600

Section 3. To amend the General Fund, the revenues are to be changed as follows:

Increase line item 100-49121 Insurance Proceeds	\$ 66,250
Increase line item 100-49905 Transfers In – Capital Reserve Fund – General Fund	\$ 26,650

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

Section 5. That this ordinance shall be effective upon its passage. Adopted this 11th day of May, 2020.

Steve Sciascia, Mayor

ATTEST:

Janet Rackley, Town Clerk



AN ORDINANCE AMENDING THE 2019-2020 BUDGET ORDINANCE OF THE TOWN OF HARRISBURG, NORTH CAROLINA

Be it ordained by the Town Council of the Town of Harrisburg, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2020:

Section 1. Amend Capital Reserve Fund – General Fund to account for the replacement of a totaled Deputy vehicle. This transfer reflects the difference between actual replacement cost and insurance proceeds received.

Section 2. To amend the Capital Reserve Fund – General Fund, the appropriations are to be changed as follows:

Increase line item 200-8500-59100	\$ 26,650
Transfers Out – General Fund	

Section 3. To amend the Capital Reserve Fund – General Fund, the revenues are to be changed as follows:

Increase line item 200-48599	\$ 26,650
Appropriated Fund Balance	

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

Section 5. That this ordinance shall be effective upon its passage. Adopted this 11th day of May, 2020.

Steve Sciascia, Mayor

ATTEST:

Janet Rackley, Town Clerk



TOWN OF HARRISBURG

Agenda Item Details

Title:

Consideration of Town's Expired Stay at Home Order

Presenting Personnel:

Suggested Motion or Action:

Description/Background:

The Town's Stay at Home Order expired on April 29, 2020, along with the rest of Cabarrus County and its municipalities which allows the State's current Stay at Home Order to be in full effect. Council would like to discuss further whether the Town should put a more restrictive Stay at Home Order in place.

An update with data will provided to Council by staff.

Recommendation:

Fiscal Impact:

Attachments:

None



TOWN OF HARRISBURG

Agenda Item Details

Title:

Discussion of July 4th Celebration Event

Presenting Personnel:

Haynes Brigman, Town Manager

Suggested Motion or Action:

Discussion and consideration of hosting the July 4th festival and parade as a result of the COVID-19 impacts.

Description/Background:

With the current COVID-19 pandemic impacting Town operations and events, staff and Council are working to determine the viability of moving forward with the July 4th events.

Due to the timeline of the State's Stay at Home Order and proposed three phase re-opening, there is not enough time to feel comfortable with holding a mass gathering event in early July, as the State's Stay at Home Order may not allow such large gatherings at that time. As a result, staff recommends cancelling all scheduled July 4th events.

In light of cancelling the events, staff will come up with a creative, community-wide celebration initiative that does not require congregation to ensure the holiday does not pass without recognition.

To limit the loss of funds placed for deposits with vendors associated with the July 4th event, staff recommends holding an event later in the year (late August/early September) that celebrates the re-opening of Harrisburg Park. The celebration can also be pitched as a re-opening of Harrisburg as we anticipate we will be in the early stages of returning to normal after the restriction impacts of COVID-19.

In light of the recent COVID-19 impacts to local businesses, we would also like to make this a business-friendly event that allows local businesses to set up a vendor tent at low/no cost.

Funding for the event will come from reallocated funding intended for the July 4th event and deposits of roughly \$39,000 that have already been spent for July 4th, but cannot be recovered. The total event costs are not proposed to exceed \$70,000.

The one-day event will be a scaled down version of the July 4th event with concerts, limited amusement rides, food vendors, local business vendors, and a small fireworks show.

Additional detail can be provided to Council once direction is provided to staff. Staff is open to any directive and alternative Council desires.

Recommendation:

Staff's Recommendation:

- Cancel all regularly scheduled July 4th events, including the parade and festival event.
- Schedule a virtual event that does not require congregation, but still recognizes and encourages resident participation in celebrating the July 4th holiday (these details are unknown at this time).
- Schedule a Park Grand Re-opening celebration in late August/early September. Use the event to promote local businesses. Have a concert, fireworks, and limited amusement rides. Total event costs not to exceed \$70,000.

Fiscal Impact:

No new fiscal impact. Proposed event will be significantly less expensive than the July 4th event (\$185,000 compared to \$70,000); however, there will be limited cost recovery in the form of ticket and event revenue with the proposed event.

Attachments:

None



TOWN OF HARRISBURG

Agenda Item Details

Title:

Consideration of Contract with Kimley Horn and Associates for the Phase 1 Americans with Disabilities Act (ADA) Assessment of Town Right-of Way and areas of Town Hall accessible to the General Public

Presenting Personnel:

Robert Donham, Town Engineer

Suggested Motion or Action:

To approve the contract in the amount of \$100,000 with Kimley Horn and Associates for Phase 1 of the Americans with Disabilities (ADA) Assessment.

Description/Background:

Title II of the Americans with Disabilities Act (ADA) applies to State and local government entities and, in subtitle A, protects qualified individuals with disabilities from discrimination on the basis of disability in services, programs, and activities provided by State and local government entities. Title II extends the prohibition on discrimination established by section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794, to all activities of State and local governments regardless of whether these entities receive Federal financial assistance.

The work performed under this contract will constitute Phase 1 of the Town of Harrisburg's ADA Self-Evaluation and Transition Plan and will include an ADA compliance review of Town Hall and associated parking lots including paths of travel, and public rights-of-way sidewalks and associated curb ramps.

Possible solutions to bring any non-compliant elements that are not considered to be a de minimis barrier and are not "safe harbored" into compliance will be provided. An ADA Transition Plan document will be developed and will include formal documentation of tasks and associated findings outlined in this Scope of Services. An inventory of Town public rights-of-way facilities to be evaluated in future phases will be developed, including preparation of a budget and schedule to complete future phases of the Town's Self-Evaluation.

The following will be evaluated under Phase 1:

- Building and parking lot of Town Hall (4100 Main Street). Areas used only by employees as work areas will not be evaluated. All on-site building sidewalks outside of the Public Right of Way and all associated curb ramps, ramps, stairs, and other paths of travel required to be ADA Compliant will be evaluated.
- 21 Linear Miles of sidewalks and up to 168 intersections and 525 curb ramps will be evaluated.

Future phases of this project could include, but are not limited to:

- Development of existing facility inventory of sidewalk/trails within parks and building sites to determine the number of miles of sidewalk/trails that need to be evaluated;
- Evaluations of programs, services, and activities, employment practices, ordinances, emergency management plan, effective communication efforts and policies, design standards, buildings and associated parking lots including paths of travel, parks and associated parking lots including paths of travel, park sidewalk and associated curb ramps, unpaved pedestrian trails, pedestrian bridges, signalized intersections, and transit stops including determination of compliance status, possible solutions, cost estimates to implement possible solutions, and prioritization of evaluated facilities for implementation; and

-Update of Transition Plan to document additional work.

Recommendation:

Staff recommends approval of the attached contract with Kimley Horn and Associates to perform Phase 1 of the Town of Harrisburg ADA Self-Assessment.

Fiscal Impact:

The project has a cost of \$100,000. The project was budgeted for this amount with the FY2020 Budget Ordinance, thus, requiring no modification to the budget.

Attachments:

1. Contract - Kimley Horn - Harrisburg NC ADA Transition Plan



April 13, 2020

Mallory Hodgson, PE
Project Manager
Town of Harrisburg
4100 Main St., Suite 101
Harrisburg, NC 28075

Re: Professional Services Agreement – ADA Self-Evaluation and Transition Plan

Dear Ms. Hodgson:

Kimley-Horn and Associates, Inc. ("Kimley-Horn" or "Consultant") is pleased to submit this letter agreement (the "Agreement") to the Town of Harrisburg ("Client") for developing the Town's ADA Self-Evaluation and Transition Plan.

Project Understanding

The Town of Harrisburg, North Carolina ("Client") wants to develop their Americans with Disabilities Act (ADA) Self-Evaluation and Transition Plan in multiple phases.

This assignment will constitute Phase 1 of the ADA Self-Evaluation and Transition Plan and will include an ADA compliance review of Town Hall and associated parking lots including paths of travel, and public rights-of-way sidewalks and associated curb ramps. Possible solutions to bring any non-compliant elements that are not considered to be a de minimis barrier and are not "safe harbored" into compliance will be provided. An ADA Transition Plan document will be developed and include formal documentation of tasks and associated findings outlined in this Scope of Services. An inventory of Town public rights-of-way facilities to be evaluated in future phases will be developed, including preparation of a budget and schedule to complete future phases of the Town's Self-Evaluation.

Future phases of this project could include, but are not limited to:

- Development of existing facility inventory of sidewalk/trails within parks and building sites to determine the number of miles of sidewalk/trails that need to be evaluated;
- Evaluations of programs, services, and activities, employment practices, ordinances, emergency management plan, effective communication efforts and policies, design standards, buildings and associated parking lots including paths of travel, parks and associated parking lots including paths of travel, park sidewalk and associated curb ramps, unpaved pedestrian trails, pedestrian bridges, signalized intersections, and transit stops including determination of compliance status, possible solutions, cost estimates to implement possible solutions, and prioritization of evaluated facilities for implementation; and
- Update of Transition Plan to document additional work.

Scope of Services

Kimley-Horn will provide the services specifically set forth below.

Task 1 – Project Management

1.1 The Consultant will maintain project records, budgets, and communications for the duration of the project. It is understood the project will have a 9-month duration.

1.2 The Consultant will prepare monthly progress reports for the duration of the project.

Task 2 – Self-Evaluation

2.1 Facilities Inventory

2.1.1 Facility Identification. The Consultant will coordinate with the Client to identify Town-maintained facilities to be evaluated for compliance under the ADA. The Consultant will document Client efforts to-date regarding ADA compliance for Town facilities.

- Sidewalk corridors
- Unsignalized intersections and driveways along sidewalk corridors
- Railroad crossings along sidewalk corridors

2.1.2 Facility Shapefiles Creation. The Consultant will review and prepare Geographic Information System (GIS) shapefiles for the following facilities identified in **Task 2.1.1**:

- Sidewalk corridors
- Unsignalized intersections and driveways along sidewalk corridors
- Railroad crossings along sidewalk corridors

2.2 Facilities Review. The Consultant will establish field teams which will conduct evaluations based on forms developed by the Consultant. The evaluation forms for facilities listed in **Tasks 2.2.1.1 – 2.2.1.2** will be based on the 2010 ADA Standards for Accessible Design and applicable access-related state and local standards. The evaluation forms for facilities listed in **Tasks 2.2.1.3 – 2.2.1.4** will be based on the 2011 Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way (PROWAG) and applicable access-related state and local standards. All field data will be compatible with the Client's existing Geographic Information System (GIS).

2.2.1 Facilities Listing

2.2.1.1 Building and Parking Lot – The following building will be evaluated:

Location Name	Property Address
1. Town Hall	4100 Main St

Building evaluations are limited to all common-use spaces, including common-use spaces located in employee-only areas. Areas used only by employees as work areas will not be evaluated.

2.2.1.2 Building Sidewalks – All on-site building sidewalk (excludes perimeter sidewalk within the public right-of-way) and all associated curb ramps, ramps, stairs, and other paths of travel required to be ADA compliant will be evaluated.

2.2.1.3 Sidewalk Corridors – Up to **21 linear miles of sidewalks** will be evaluated.

2.2.1.4 Unsignalized Intersections and Driveways – Unsignalized intersections and driveways along the sidewalk in **Task 2.2.1.3** will be evaluated. The Consultant estimates this task will include the evaluation of up to **168 intersections** and up to **525 curb ramps**. Evaluation of additional curb ramps will be considered Additional Services.

Facility Reports. The Consultant will create a separate report for each facility type. Each facility report will identify compliance status of each facility and include the following:

- Listing of facilities that are in compliance with ADA requirements.
- Listing of facilities that are not in compliance with ADA requirements.
- Possible solutions to resolve non-compliance issues for each facility.
- Prioritized list of improvements using criteria developed by the Consultant.
- "Cost report" that assigns conceptual budget estimates to each possible solution. Because the Consultant does not control the cost of labor, materials, equipment or services furnished by others, methods of determining prices, or competitive bidding or market conditions, any opinions rendered as to costs, including but not limited to opinions as to the costs of construction and materials, shall be made on the basis of its experience and represent its judgment as an experienced and qualified professional, familiar with the industry. The Consultant cannot and does not guarantee that proposals, bids or actual costs will not vary from its opinions of cost. If the Client wishes greater assurance as to the amount of any cost, it shall employ an independent cost estimator. Consultant's services required to bring costs within any limitation established by the Client will be paid for as Additional Services.
- Pay item descriptions, units, and unit prices will be based on recent NCDOT average low-bid unit prices and the Means ADA Compliance pricing guide. Changes to the pay item units after project commencement will be considered Additional Services.
- Photolog summary for each facility (photos for sidewalks can be hyperlinked in GIS but will not be provided on each facility report).
- Catalog of all field data compatible with the Client's existing GIS databases.
- The compliance status and possible solutions for facilities listed in **Tasks 2.2.1.1 – 2.2.1.2** will be based on the 2010 ADA Standards for Accessible Design and applicable access-related state and local standards. The compliance status and possible solutions for facilities listed in **Tasks 2.2.1.3 – 2.2.1.4** will be based on the 2011 Proposed Accessibility Guidelines for Pedestrian Facilities in the Public Right-of-Way (PROWAG) and applicable access-related state and local standards.

Task 3 – Transition Plan Development

The Consultant will coordinate with Client staff in developing the Transition Plan as follows:

- 3.1 ADA/504 Coordinator. The Consultant will work with the Client to define the role and responsibilities of the ADA/504 Coordinator. The ADA Liaison Committee will also assist in designating the ADA/504 Coordinator for the Town.
- 3.2 ADA Notice. The Consultant will assist the Client to develop an ADA Notice.
- 3.3 Prioritization Criteria. The Consultant will recommend criteria for prioritizing identified accessibility improvements.
- 3.4 Exceptions and Exemptions. The Consultant will evaluate and provide possible solutions for exceptions or exemptions that may apply under the terms of the ADA. This may include exemptions related to structures of historic significance, alterations affecting the fundamental nature of a program, service, or activity under financial and administrative burden, or structural changes.
- 3.5 Budget. The Consultant will assist the Client to develop a multi-year budget needed for accessibility improvements of evaluated facilities. The Consultant will also assist the Client to develop a budget to complete the Self-Evaluation of elements identified in **Task 2.1**. Possible funding sources to achieve compliance will be provided. It will be the Client's responsibility to confirm the Town's eligibility for each funding source.
- 3.6 Draft Transition Plan. Based on the Self-Evaluation, the Consultant will prepare a draft Transition Plan for the Client. The plan will include:
 - Executive summary which will describe the project purpose, process, and most significant findings;
 - Summary and detailed findings of Self-Evaluation; and
 - A phased schedule with cost estimates for the removal of facility barriers that cannot be resolved through relocation of services, the provision of auxiliary aids, or equivalent facilitation.

The Consultant will provide electronic copies of the Draft Transition Plan in Microsoft Word and Adobe PDF formats to the Client.

- 3.7 Final Transition Plan. The Consultant will address one (1) round of comments from Client staff to prepare a Final ADA Self-Evaluation and Transition Plan for the Client. The Consultant will provide the following deliverables to the Client:
 - Electronic copies of the Final Transition Plan in Microsoft Word and Adobe PDF formats; and
 - Two (2) printed copies of the Final Transition Plan. Two (2) electronic copies of the Appendices will be provided on flash drives. Printed copies of the Appendices will be considered Additional Services.

Task 4 – Meetings

- 4.1 Progress Meetings. The Consultant will prepare for and attend up to one (1) in-person progress meeting with Client staff. The Consultant will produce meeting materials and handouts and prepare a summary of action items resulting from the meeting (2-hour meeting).
- 4.2 Conference Calls. The Consultant will participate in up to three (3) conference calls with the Client to discuss the project (1-hour call).

Services Not Included

Any other services, including but not limited to the following, are not included in this Agreement:

- Review of boards or commissions;
- Review of departments;
- Review of policies, procedures, and/or guidelines;
- Development of policies, procedures, and/or guidelines;
- Evaluation and reporting of facilities not listed in **Task 2.2**;
- Evaluation of areas used only by employees as work areas.
- Providing printed copies of Appendices.

Deliverables: The Consultant will deliver the following materials to the Client:

- Electronic copies of the Draft Transition Plan in Microsoft Word and Adobe PDF formats;
- Electronic copies of the Final Transition Plan in Microsoft Word and Adobe PDF formats;
- Two (2) printed copies of the Final Transition Plan. Two (2) electronic copies of the Appendices will be provided on flash drives. Printed copies of the Appendices will be considered Additional Services.
- Field work data in GIS format, compatible with the Client's GIS system.
- Facility inventory data from **Task 2.1.2** in GIS format, compatible with the Client's GIS system.

Additional Services

Any services not specifically provided for in the above scope will be billed as additional services and performed at our then current hourly rates.

Schedule

We will provide our services as expeditiously as practicable with the goal of meeting the schedule set forth by the Town of Harrisburg.

Fee and Expenses

Kimley-Horn will perform the services in Tasks 1-4 for the total lump sum fee below. Individual task amounts are informational only. All permitting, application, and similar project fees will be paid directly by the Client.

Task 1 – Project Management	\$5,600
Task 2 – Self-Evaluation	
• Facility Inventory	\$3,200
• Facility Reviews	
– Buildings and Associated Parking Lots/Sidewalks	\$5,200
– Sidewalk Corridors	\$29,300
– Unsignalized Intersections and Driveways	\$33,300
Task 3 – Transition Plan Development	\$14,700
Task 4 – Meetings	\$8,700
Total	\$100,000

Lump sum fees will be invoiced monthly based upon the overall percentage of services performed. Payment will be due within 25 days of your receipt of the invoice and should include the invoice number and Kimley-Horn project number.

Closure

In addition to the matters set forth herein, our Agreement shall include and be subject to, and only to, the attached Standard Provisions, which are incorporated by reference. As used in the Standard Provisions, "Consultant" shall refer to Kimley-Horn and Associates, Inc., and "Client" shall refer to *Town of Harrisburg*.

Kimley-Horn, in an effort to expedite invoices and reduce paper waste, submits invoices via email in an Adobe PDF format. We can also provide a paper copy via regular mail if requested. Please include the invoice number and Kimley-Horn project number with all payments. Please provide the following information:

_____ Please email all invoices to _____

_____ Please copy _____

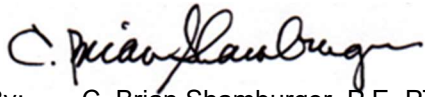
If you concur in all the foregoing and wish to direct us to proceed with the services, please have authorized persons execute both copies of this Agreement in the spaces provided below, retain one copy, and return the other to us. We will commence services only after we have received a fully-executed agreement. Fees and times stated in this Agreement are valid for sixty (60) days after the date of this letter.

To ensure proper set up of your projects so that we can get started, please complete and return with the signed copy of this Agreement the attached Request for Information. Failure to supply this information could result in delay in starting work on your project.

We appreciate the opportunity to provide these services to you. Please contact me if you have any questions.

Very truly yours,

KIMLEY-HORN AND ASSOCIATES, INC.



By: C. Brian Shamburger, P.E, PTOE
Project Manager/Sr. Vice President



Matt Edwards, P.E.
Vice President

Town of Harrisburg
A Municipality

(Date)

(Print or Type Name and Title)

(Email Address)

_____, Witness

(Print or Type Name)

Official Seal:

Client's Federal Tax ID: _____

Client's Business License No.: _____

Client's Street Address: _____

Attachment – Request for Information

Attachment – Standard Provisions

Request for Information

Please return this information with your signed contract; failure to provide this information could result in delay in starting your project

Client Identification

Full, Legal Name of Client	
Mailing Address for Invoices	
Contact for Billing Inquiries	
Contact's Phone	
Contact's e-mail	

KIMLEY-HORN AND ASSOCIATES, INC.
STANDARD PROVISIONS

(1) **Consultant's Scope of Services and Additional Services.** The Consultant will perform only the services specifically described in this Agreement. If requested by the Client and agreed to by the Consultant, the Consultant will perform Additional Services, which shall be governed by these provisions. Unless otherwise agreed to in writing, the Client shall pay the Consultant for any Additional Services an amount based upon the Consultant's then-current hourly rates plus an amount to cover certain direct expenses including telecommunications, in-house reproduction, postage, supplies, project related computer time, and local mileage. Other direct expenses will be billed at 1.15 times cost.

(2) **Client's Responsibilities.** In addition to other responsibilities herein or imposed by law, the Client shall:

- (a) Designate in writing a person to act as its representative, such person having complete authority to transmit instructions, receive information, and make or interpret the Client's decisions.
- (b) Provide all information and criteria as to the Client's requirements, objectives, and expectations for the project and all standards of development, design, or construction.
- (c) Provide the Consultant all available studies, plans, or other documents pertaining to the project, such as surveys, engineering data, environmental information, etc., all of which the Consultant may rely upon.
- (d) Arrange for access to the site and other property as required for the Consultant to provide its services.
- (e) Review all documents or reports presented by the Consultant and communicate decisions pertaining thereto within a reasonable time so as not to delay the Consultant.
- (f) Furnish approvals and permits from governmental authorities having jurisdiction over the project and approvals and consents from other parties as may be necessary.
- (g) Obtain any independent accounting, legal, insurance, cost estimating and feasibility services required by Client.
- (h) Give prompt written notice to the Consultant whenever the Client becomes aware of any development that affects the Consultant's services or any defect or noncompliance in any aspect of the project.

(3) **Period of Services.** Unless otherwise stated herein, the Consultant will begin work after receipt of a properly executed copy of this Agreement. This Agreement assumes conditions permitting continuous and orderly progress through completion of the services. Times for performance shall be extended as necessary for delays or suspensions due to circumstances that the Consultant does not control. If such delay or suspension extends for more than six months, Consultant's compensation shall be renegotiated.

(4) **Method of Payment.** Client shall pay Consultant as follows:

- (a) Invoices will be submitted periodically for services performed and expenses incurred. Payment of each invoice will be due within 25 days of receipt. The Client shall also pay any applicable sales tax. All retainers will be held by the Consultant and applied against the final invoice. Interest will be added to accounts not paid within 25 days at the maximum rate allowed by law. If the Client fails to make any payment due under this or any other agreement within 30 days after the Consultant's transmittal of its invoice, the Consultant may, after giving notice to the Client, suspend services and withhold deliverables until all amounts due are paid.
- (b) If the Client relies on payment or proceeds from a third party to pay Consultant and Client does not pay Consultant's invoice within 60 days of receipt, Consultant may communicate directly with such third party to secure payment.
- (c) If the Client objects to an invoice, it must advise the Consultant in writing giving its reasons within 14 days of receipt of the invoice or the Client's objections will be waived, and the invoice shall conclusively be deemed due and owing. If the Client objects to only a portion of the invoice, payment for all other portions remains due within 25 days of receipt.
- (d) If the Consultant initiates legal proceedings to collect payment, it may recover, in addition to all amounts due, its reasonable attorneys' fees, reasonable experts' fees, and other expenses related to the proceedings. Such expenses shall include the cost, at the Consultant's normal hourly billing rates, of the time devoted to such proceedings by its employees.
- (e) The Client agrees that the payment to the Consultant is not subject to any contingency or condition. The Consultant may negotiate payment of any check tendered by the Client, even if the words "in full satisfaction" or words intended to have similar effect appear on the check without such negotiation being an accord and satisfaction of any disputed debt and without prejudicing any right of the Consultant to collect additional amounts from the Client.

(5) **Use of Documents.** All documents and data prepared by the Consultant are related exclusively to the services described in this Agreement, and may be used only if the Client has satisfied all of its obligations under this Agreement. They are not intended or represented to be suitable for use or reuse by the Client or others on extensions of this project or on any other project. Any modifications by the Client to any of the Consultant's documents, or any reuse of the documents without written authorization by the Consultant will be at the Client's sole risk and without liability to the Consultant, and the Client shall indemnify, defend and hold the Consultant harmless from all claims, damages, losses and expenses, including but not limited to attorneys' fees, resulting therefrom. The Consultant's electronic files and source code remain the property of the Consultant and shall be provided to the Client only if expressly provided for in this Agreement. Any electronic files not containing an electronic seal are provided only for the convenience of the

Client, and use of them is at the Client's sole risk. In the case of any defects in the electronic files or any discrepancies between them and the hardcopy of the documents prepared by the Consultant, the hardcopy shall govern.

(6) **Opinions of Cost.** Because the Consultant does not control the cost of labor, materials, equipment or services furnished by others, methods of determining prices, or competitive bidding or market conditions, any opinions rendered as to costs, including but not limited to the costs of construction and materials, are made solely based on its judgment as a professional familiar with the industry. The Consultant cannot and does not guarantee that proposals, bids or actual costs will not vary from its opinions of cost. If the Client wishes greater assurance as to the amount of any cost, it shall employ an independent cost estimator. Consultant's services required to bring costs within any limitation established by the Client will be paid for as Additional Services.

(7) **Termination.** The obligation to provide further services under this Agreement may be terminated by either party upon seven days' written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof, or upon thirty days' written notice for the convenience of the terminating party. The Consultant shall be paid for all services rendered and expenses incurred to the effective date of termination, and other reasonable expenses incurred by the Consultant as a result of such termination.

(8) **Standard of Care.** The standard of care applicable to Consultant's services will be the degree of care and skill ordinarily exercised by consultants performing the same or similar services in the same locality at the time the services are provided. No warranty, express or implied, is made or intended by the Consultant's performance of services, and it is agreed that the Consultant is not a fiduciary with respect to the Client.

(9) **LIMITATION OF LIABILITY.** In recognition of the relative risks and benefits of the Project to the Client and the Consultant, the risks are allocated such that, to the fullest extent allowed by law, and notwithstanding any other provisions of this Agreement or the existence of applicable insurance coverage, that the total liability, in the aggregate, of the Consultant and the Consultant's officers, directors, employees, agents, and subconsultants to the Client or to anyone claiming by, through or under the Client, for any and all claims, losses, costs or damages whatsoever arising out of or in any way related to the services under this Agreement from any causes, including but not limited to, the negligence, professional errors or omissions, strict liability or breach of contract or any warranty, express or implied, of the Consultant or the Consultant's officers, directors, employees, agents, and subconsultants, shall not exceed twice the total compensation received by the Consultant under this Agreement or \$50,000, whichever is greater. Higher limits of liability may be negotiated for additional fee. This Section 9 is intended solely to limit the remedies available to the Client or those claiming by or through the Client, and nothing in this Section 9 shall require the Client to indemnify the Consultant.

(10) **Mutual Waiver of Consequential Damages.** In no event shall either party be liable to the other for any consequential, incidental, punitive, or indirect damages including but not limited to loss of income or loss of profits.

(11) **Construction Costs.** Under no circumstances shall the Consultant be liable for extra costs or other consequences due to unknown conditions or related to the failure of contractors to perform work in accordance with the plans and specifications. Consultant shall have no liability whatsoever for any costs arising out of the Client's decision to obtain bids or proceed with construction before the Consultant has issued final, fully-approved plans and specifications. The Client acknowledges that all preliminary plans are subject to substantial revision until plans are fully approved and all permits obtained.

(12) **Certifications.** The Consultant shall not be required to execute certifications or third-party reliance letters that are inaccurate, that relate to facts of which the Consultant does not have actual knowledge, or that would cause the Consultant to violate applicable rules of professional responsibility.

(13) **Dispute Resolution.** All claims by the Client arising out of this Agreement or its breach shall be submitted first to mediation in accordance with the American Arbitration Association as a condition precedent to litigation. Any mediation or civil action by Client must be commenced within one year of the accrual of the cause of action asserted but in no event later than allowed by applicable statutes.

(14) **Hazardous Substances and Conditions.** Consultant shall not be a custodian, transporter, handler, arranger, contractor, or remediator with respect to hazardous substances and conditions. Consultant's services will be limited to analysis, recommendations, and reporting, including, when agreed to, plans and specifications for isolation, removal, or remediation. The Consultant will notify the Client of unanticipated hazardous substances or conditions of which the Consultant actually becomes aware. The Consultant may stop affected portions of its services until the hazardous substance or condition is eliminated.

(15) Construction Phase Services.

(a) If the Consultant prepares construction documents and the Consultant is not retained to make periodic site visits, the Client assumes all responsibility for interpretation of the documents and for construction observation, and the Client waives any claims against the Consultant in any way connected thereto.

(b) The Consultant shall have no responsibility for any contractor's means, methods, techniques, equipment choice and usage, sequence, schedule, safety programs, or safety practices, nor shall Consultant have any authority or responsibility to stop or direct the work of any contractor. The Consultant's visits will be for the purpose of endeavoring to provide the Client a greater degree of confidence that the completed work of its contractors will generally conform to the construction documents prepared by the Consultant. Consultant neither guarantees the performance of contractors, nor assumes responsibility for any contractor's failure to perform its work in accordance with the contract documents.

(c) The Consultant is not responsible for any duties assigned to it in the construction contract that are not expressly provided for in this Agreement. The Client agrees that each contract with any contractor shall state that the contractor shall be solely responsible for job site safety and its means and methods; that the contractor shall indemnify the Client and the Consultant for all claims and liability arising out of job site accidents; and that the Client and the Consultant shall be made additional insureds under the contractor's general liability insurance policy.

(16) No Third-Party Beneficiaries; Assignment and Subcontracting. This Agreement gives no rights or benefits to anyone other than the Client and the Consultant, and all duties and responsibilities undertaken pursuant to this Agreement will be for the sole benefit of the Client and the Consultant. The Client shall not assign or transfer any rights under or interest in this Agreement, or any claim arising out of the performance of services by Consultant, without the written consent of the Consultant. The Consultant reserves the right to augment its staff with subconsultants as it deems appropriate due to project logistics, schedules, or market conditions. If the Consultant exercises this right, the Consultant will maintain the agreed-upon billing rates for services identified in the contract, regardless of whether the services are provided by in-house employees, contract employees, or independent subconsultants.

(17) Confidentiality. The Client consents to the use and dissemination by the Consultant of photographs of the project and to the use by the Consultant of facts, data and information obtained by the Consultant in the performance of its services. If, however, any facts, data or information are specifically identified in writing by the Client as confidential, the Consultant shall use reasonable care to maintain the confidentiality of that material.

(18) Miscellaneous Provisions. This Agreement is to be governed by the law of the State of North Carolina. This Agreement contains the entire and fully integrated agreement between the parties and supersedes all prior and contemporaneous negotiations, representations, agreements or understandings, whether written or oral. Except as provided in Section 1, this Agreement can be supplemented or amended only by a written document executed by both parties. Any conflicting or additional terms on any purchase order issued by the Client shall be void and are hereby expressly rejected by the Consultant. Any provision in this Agreement that is unenforceable shall be ineffective to the extent of such unenforceability without invalidating the remaining provisions. The non-enforcement of any provision by either party shall not constitute a waiver of that provision nor shall it affect the enforceability of that provision or of the remainder of this Agreement.



TOWN OF HARRISBURG

Agenda Item Details

Title:

Consideration of Contract with NJR Group for the construction of System A - Phase 2 Storm Water Drainage Improvements Project and the related Project Ordinance Amendment

Presenting Personnel:

Robert Donham, Town Engineer

Suggested Motion or Action:

To approve the contract with NJR Group in the amount of \$877,055 for the construction of System A - Phase 2 Storm Water Drainage Improvements Project and the related Project Ordinance Amendment.

Description/Background:

System A Storm Water Drainage System is an antiquated storm water system that serves sections of Parallel Drive, Autumn Drive, and Woodside Drive.

The Town previously completed a comprehensive analysis of Systems A and B. The results of the study determined the improvements required to meet our Town standards would require total takes of multiple homes and approximately \$6,000,000 of improvements.

Those improvements would still not address many of the residents' complaints. Rather than completing the recommendations of the study as presented, the Town decided in FY2018 to more efficiently direct their funding toward spot improvements to remedy the worst areas in a more cost-effective manner.

With this contract, the Town is completing construction of the largest spot improvement by providing enclosed drainage along Autumn Drive and School Drive. This phase of the larger System A project is identified as Phase 2.

Recommendation:

Staff recommends approval of the contract with NJR Group for the construction of System A - Phase 2 Storm Water Drainage Improvements Project and the related Project Ordinance amendment, as attached.

Fiscal Impact:

This contract represents the construction portion of the System A - Phase 2 Storm Water Drainage Improvements Project Ordinance. The total fiscal impact of this contract is \$877,055.30

The current Project Ordinance authorizes \$100,000 in professional services and \$800,000 in construction. Professional services contracts have been executed and will not exceed \$70,000. Staff requests shifting this budget savings from professional services to construction. In addition, it will require an increase in the overall Project Ordinance by \$50,000. If approved, the new Project Ordinance would total \$950,000, with \$70,000 in professional services and \$880,000 in construction.

The original project authorization funding of \$900,000 has already been transferred to the capital projects fund. If

approved, the attached budget and project ordinance amendments will transfer an additional \$50,000 from Storm Water Fund fund balance to the Capital Projects Fund - Storm Water. Fund balance in the Storm Water Fund totaled \$1.15M as of June 30, 2019.

The original project proposed by Kimley Horn costs approximately \$2.8M for Construction and an additional \$560,000 in Engineering and Inspection Costs. Due to Town Staff's redesign and limitation of the scope, the new project, although not as extensive, has a construction cost of approximately \$880,000 and design of \$70,000, making the project cost effective enough for the Town to move forward with (we lacked the adequate funding to move forward with the plans proposed by Kimley Horn).

Town staff completed the preliminary engineering, survey and soft digs, and will complete the project management and inspections services saving the Town approximately \$503,500 in engineering consulting fees compared to hiring consultant engineers and inspectors.

Attachments:

1. System A - Agreement between Owner and Contractor - Unexecuted
2. System A - Final Contract Quantities with Contingency
3. System A Bid Tabulations (Final)
4. System A Reco. of Award to NJR
5. Project Ordinance Amendment - System A - Phase 2 Storm Water

**AGREEMENT
BETWEEN OWNER AND CONTRACTOR
FOR CONSTRUCTION CONTRACT (STIPULATED PRICE)**

THIS AGREEMENT is by and between Town of Harrisburg ("Owner") and
NJR Group, Inc. ("Contractor").

Owner and Contractor hereby agree as follows:

ARTICLE 1 – WORK

1.01 Contractor shall complete all Work as specified or indicated in the Contract Documents. The Work is generally described as follows:

ARTICLE 2 – THE PROJECT

2.01 The Project, of which the Work under the Contract Documents is a part, is generally described as follows: System A Storm Drain Improvements

ARTICLE 3 – ENGINEER

3.01 The part of the Project that pertains to the Work has been designed by Gavel & Dorn Engineering, PLLC

3.02 The Owner has retained Gavel & Dorn Engineering, PLLC ("Engineer") to act as Owner's representative, assume all duties and responsibilities, and have the rights and authority assigned to Engineer in the Contract Documents in connection with the completion of the Work in accordance with the Contract Documents.

ARTICLE 4 – CONTRACT TIMES

4.01 *Time of the Essence*

A. All time limits for Milestones, if any, Substantial Completion, and completion and readiness for final payment as stated in the Contract Documents are of the essence of the Contract.

4.02 *Contract Times: Days*

A. The Work will be substantially completed within 180 days after the date when the Contract Times commence to run as provided in Paragraph 4.01 of the General Conditions, and completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions within 210 days after the date when the Contract Times commence to run.

4.03 *Liquidated Damages*

A. Contractor and Owner recognize that time is of the essence as stated in Paragraph 4.01 above and that Owner will suffer financial and other losses if the Work is not completed and Milestones not achieved within the times specified in Paragraph 4.02 above, plus any extensions thereof allowed in accordance with the Contract. The parties also recognize the

delays, expense, and difficulties involved in proving in a legal or arbitration proceeding the actual loss suffered by Owner if the Work is not completed on time. Accordingly, instead of requiring any such proof, Owner and Contractor agree that as liquidated damages for delay (but not as a penalty):

1. Substantial Completion: Contractor shall pay Owner \$750.00 for each day that expires after the time (as duly adjusted pursuant to the Contract) specified in Paragraph 4.02.A above for Substantial Completion until the Work is substantially complete.
2. Completion of Remaining Work: After Substantial Completion, if Contractor shall neglect, refuse, or fail to complete the remaining Work within the Contract Times (as duly adjusted pursuant to the Contract) for completion and readiness for final payment, Contractor shall pay Owner \$750.00 for each day that expires after such time until the Work is completed and ready for final payment.
3. Liquidated damages for failing to timely attain Substantial Completion and final completion are not additive and will not be imposed concurrently.

ARTICLE 5 – CONTRACT PRICE

- 5.01 Owner shall pay Contractor for completion of the Work in accordance with the Contract Documents the amounts that follow, subject to adjustment under the Contract:
- A. For all Work, at the prices stated in Contractor's Bid, attached hereto as an exhibit.
 - B. Total Contract Price as per the adjusted project scope, attached hereto as an exhibit, shall be **\$877,055** as per the adjusted scope of work which includes a 10% contingency allowance. (subject to final Unit Price adjustment) It is the Town's sole discretion if any Contingency Allowance is to be spent during the project. Any remaining funds in the Contingency Allowance will not be paid to the Contractor upon project completion.

ARTICLE 6 – PAYMENT PROCEDURES

6.01 *Submittal and Processing of Payments*

- A. Contractor shall submit Applications for Payment in accordance with Article 15 of the General Conditions. Applications for Payment will be processed by Engineer as provided in the General Conditions.

6.02 *Progress Payments; Retainage*

- A. Owner shall make progress payments on account of the Contract Price on the basis of Contractor's Applications for Payment on or about the th day of each month during performance of the Work as provided in Paragraph 6.02.A.1 below, provided that such Applications for Payment have been submitted in a timely manner and otherwise meet the requirements of the Contract. All such payments will be measured by the Schedule of Values established as provided in the General Conditions (and in the case of Unit Price Work based on the number of units completed) or, in the event there is no Schedule of Values, as provided elsewhere in the Contract.
 1. Prior to Substantial Completion, progress payments will be made in an amount equal to the percentage indicated below but, in each case, less the aggregate of payments previously made and less such amounts as Owner may withhold, including but not limited to liquidated damages, in accordance with the Contract

- a. 95 percent of Work completed (with the balance being retainage). If the Work has been 50 percent completed as determined by Engineer, and if the character and progress of the Work have been satisfactory to Owner and Engineer, then as long as the character and progress of the Work remain satisfactory to Owner and Engineer, there will be no additional retainage; and
 - b. 95 percent of cost of materials and equipment not incorporated in the Work (with the balance being retainage).
- B. Upon Substantial Completion, Owner shall pay an amount sufficient to increase total payments to Contractor to 100 percent of the Work completed, less such amounts set off by Owner pursuant to Paragraph 15.01.E of the General Conditions, and less 200 percent of Engineer's estimate of the value of Work to be completed or corrected as shown on the punch list of items to be completed or corrected prior to final payment.

6.03 *Final Payment*

- A. Upon final completion and acceptance of the Work in accordance with Paragraph 15.06 of the General Conditions, Owner shall pay the remainder of the Contract Price as recommended by Engineer as provided in said Paragraph 15.06.

ARTICLE 7 – INTEREST

- 7.01 All amounts not paid when due shall bear interest at the rate of one percent per annum.

ARTICLE 8 – CONTRACTOR'S REPRESENTATIONS

- 8.01 In order to induce Owner to enter into this Contract, Contractor makes the following representations:
- A. Contractor has examined and carefully studied the Contract Documents, and any data and reference items identified in the Contract Documents.
 - B. Contractor has visited the Site, conducted a thorough, alert visual examination of the Site and adjacent areas, and become familiar with and is satisfied as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
 - C. Contractor is familiar with and is satisfied as to all Laws and Regulations that may affect cost, progress, and performance of the Work.
 - D. Contractor has considered the information known to Contractor itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Contract Documents; with respect to the effect of such information, observations, and documents on (1) the cost, progress, and performance of the Work; (2) the means, methods, techniques, sequences, and procedures of construction to be employed by Contractor; and (3) Contractor's safety precautions and programs.
 - E. Based on the information and observations referred to in the preceding paragraph, Contractor agrees that no further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract.
 - F. Contractor is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Contract Documents.

- G. Contractor has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Contractor has discovered in the Contract Documents, and the written resolution thereof by Engineer is acceptable to Contractor.
- H. The Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.
- I. Contractor's entry into this Contract constitutes an incontrovertible representation by Contractor that without exception all prices in the Agreement are premised upon performing and furnishing the Work required by the Contract Documents.

ARTICLE 9 – CONTRACT DOCUMENTS

9.01 Contents

- A. The Contract Documents consist of the following:
 - 1. This Agreement (pages 1 to 6, inclusive).
 - 2. Performance bond (pages 1 to , inclusive).
 - 3. Payment bond (pages 1 to , inclusive).
 - 4. General Conditions (pages 1 to 65, inclusive).
 - 5. Specifications as listed in the table of contents of the Project Manual.
 - 6. Drawings (not attached but incorporated by reference) consisting of 19 sheets with each sheet bearing the following general title: System A Storm Drain Improvements.
 - 7. Exhibits to this Agreement (enumerated as follows):
 - a. Contractor's Bid (pages 1 to 7, inclusive).
 - b. Adjusted Project Scope : (pages 1 to 1, inclusive)
 - 8. The following which may be delivered or issued on or after the Effective Date of the Contract and are not attached hereto:
 - a. Notice to Proceed.
 - b. Work Change Directives.
 - c. Change Orders.
 - d. Field Orders.
- B. The documents listed in Paragraph 9.01.A are attached to this Agreement (except as expressly noted otherwise above).
- C. There are no Contract Documents other than those listed above in this Article 9.
- D. The Contract Documents may only be amended, modified, or supplemented as provided in the General Conditions.

ARTICLE 10 – MISCELLANEOUS

10.01 Terms

- A. Terms used in this Agreement will have the meanings stated in the General Conditions and the Supplementary Conditions.

10.02 *Assignment of Contract*

- A. Unless expressly agreed to elsewhere in the Contract, no assignment by a party hereto of any rights under or interests in the Contract will be binding on another party hereto without the written consent of the party sought to be bound; and, specifically but without limitation, money that may become due and money that is due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under the Contract Documents.

10.03 *Successors and Assigns*

- A. Owner and Contractor each binds itself, its successors, assigns, and legal representatives to the other party hereto, its successors, assigns, and legal representatives in respect to all covenants, agreements, and obligations contained in the Contract Documents.

10.04 *Severability*

- A. Any provision or part of the Contract Documents held to be void or unenforceable under any Law or Regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Owner and Contractor, who agree that the Contract Documents shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

10.05 *Contractor's Certifications*

- A. Contractor certifies that it has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Contract. For the purposes of this Paragraph 10.05:
 - 1. "corrupt practice" means the offering, giving, receiving, or soliciting of any thing of value likely to influence the action of a public official in the bidding process or in the Contract execution;
 - 2. "fraudulent practice" means an intentional misrepresentation of facts made (a) to influence the bidding process or the execution of the Contract to the detriment of Owner, (b) to establish Bid or Contract prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;
 - 3. "collusive practice" means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish Bid prices at artificial, non-competitive levels; and
 - 4. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

10.06 *Other Provisions*

- A. Owner stipulates that if the General Conditions that are made a part of this Contract are based on EJCDC® C-700, Standard General Conditions for the Construction Contract, published by the Engineers Joint Contract Documents Committee®, and if Owner is the party that has furnished said General Conditions, then Owner has plainly shown all modifications to the standard wording of such published document to the Contractor,

through a process such as highlighting or “track changes” (redline/strikeout), or in the Supplementary Conditions.

IN WITNESS WHEREOF, Owner and Contractor have signed this Agreement.

This Agreement will be effective on _____ (which is the Effective Date of the Contract).

NOTE(S) TO USER:

1.

OWNER:

CONTRACTOR:

By: _____

By: _____

Title: _____

Title: _____

(If Contractor is a corporation, a partnership, or a joint venture, attach evidence of authority to sign.)

Attest: _____

Attest: _____

Title: _____

Title: _____

Address for giving notices:

Address for giving notices:

License No.: _____
(where applicable)

System A Storm Drain
Adjusted Bid Tabulation

4/28/2020

				NJR Group (#77426)	
ITEM	DESCRIPTION	QTY.	UNIT	UNIT COST	TOTAL COST
1	Mobilization (not to exceed 3.0% of bid)	1	LS	\$ 26,500.00	\$ 26,500.00
2	Comprehensive Grading	1	LS	\$116,750.00	\$ 116,750.00
Storm Drainage					
3	Storm Drain Pipe				
3a	15" Storm Drain Pipe	510	LF	\$ 51.25	\$ 26,137.50
3b	18" Storm Drain Pipe	80	LF	\$ 58.00	\$ 4,640.00
3c	24" Storm Drain Pipe	95	LF	\$ 69.50	\$ 6,602.50
3d	30" Storm Drain Pipe	114	LF	\$ 95.00	\$ 10,830.00
3e	36" Storm Drain Pipe	108	LF	\$ 118.00	\$ 12,744.00
3f	48" Storm Drain Pipe	1273	LF	\$ 171.59	\$ 218,434.07
4	Concrete End Wall, NCDOT Std. No. 838.01 or 838.05				
4a	15-Inch End Wall	7	EA	\$ 1,500.00	\$ 10,500.00
4b	18-Inch End Wall	1	EA	\$ 5,000.00	\$ 5,000.00
4c	24-Inch End Wall	3	EA	\$ 3,400.00	\$ 10,200.00
4d	30-Inch End Wall	1	EA	\$ 5,200.00	\$ 5,200.00
4e	36-Inch End Wall	1	EA	\$ 7,000.00	\$ 7,000.00
5	Concrete Storm Drain Structures				
5a	Concrete Drop Inlet, NCDOT Std. No. 840.14 (0-6' height)	7	EA	\$ 1,250	\$ 8,750.00
5b	Concrete Grated Drop Inlet Type A NCDOT Std. 840.17 (0-6' Height)	6	EA	\$ 3,850	\$ 23,100.00
5c	Concrete Junction Box, NCDOT Std. No. 840.31 (0-6' height)	10	EA	\$ 2,400	\$ 24,000.00
5d	For each vertical foot over 6 feet, add to Item 10a-10d	38	VF	\$ 650	\$ 24,700.00
6	Cast Iron Frames, Cover and Grates for Underground Structures				
6a	Drop Inlet Frame with Grate, NCDOT Std. No. 840.16	7	EA	\$ 750.00	\$ 5,250.00
6b	Frame and Narrow Slot Sag Grate, NCDOT Std. No. 840.24	6	EA	\$ 700.00	\$ 4,200.00
6c	Manhole Cover & Frame, NCDOT Std. No. 840.54	10	EA	\$ 600.00	\$ 6,000.00
7	Endwall, Cast in Place Reinforced	1	LS	\$ 6,500.00	\$ 6,500.00
Sanitary Sewer Installation					
8	8-Inch PVC Sanitary Sewer, complete in place, any depth	430	LF	\$ 159.50	\$ 68,585.00
9	8-Inch Ductile Iron Pipe (DIP) Substitution	40	LF	\$ 221.50	\$ 8,860.00
10	Tie to Existing Sewer System	1	EA	\$ 2,750.00	\$ 2,750.00
11	Standard Manhole	1	EA	\$ 4,620.00	\$ 4,620.00
12	Standard Doghouse Manhole	1	EA	\$ 5,720.00	\$ 5,720.00
13	Manhole Additional Depth	5	VF	\$ 440.00	\$ 2,200.00
14	4-Inch Sewer Laterals				
14a	4" Service Connection to Mainline	1	EA	\$ 2,200.00	\$ 2,200.00
14b	4" PVC Lateral	30	LF	\$ 44.00	\$ 1,320.00
14c	4" Cleanout	1	EA	\$ 467.00	\$ 467.00
14d	4-Inch Ductile Iron Pipe (DIP) Substitution	20	EA	\$ 110.00	\$ 2,200.00
15	Sanitary Sewer Point Repair - (Includes 20 LF 8-Inch DIP Pipe, Couplings & Bypass Pumping)	0	EA	\$ 5,500.00	\$ -

System A Storm Drain
Adjusted Bid Tabulation

4/28/2020

ITEM	DESCRIPTION	QTY.	UNIT		
Water Line					
16	Lowering of 6-Inch Water Main	1	EA	\$ 7,788.00	\$ 7,788.00
17	3/4" Water Service Line Repair	100	LF	\$ 71.50	\$ 7,150.00
18	Water Meter Adjustment/Relocation	2	EA	\$ 2,200.00	\$ 4,400.00
Surface Restoration					
ITEM	DESCRIPTION	QTY.	UNIT		
19	Asphalt Pavement Repair				
19a	Asphalt Surface Course, Type S9.C	80	TN	\$ 115.00	\$ 9,200.00
19b	Asphalt Base Course, Type S9.5C	125	TN	\$ 115.00	\$ 14,375.00
20	Asphalt pavement repair, ABC course	400	TN	\$ 40.00	\$ 16,000.00
21	Milling asphalt pavement, 1 1/2" - 2" depth, as specified, complete in place	1000	SY	\$ 8.00	\$ 8,000.00
22	Repaving roadways with 1.5" asphalt surface course, Type S9.5C, after milling, as specified, complete, in place	100	TN	\$ 120.00	\$ 12,000.00
23	Concrete Driveway Replacement	350	SY	\$ 55.00	\$ 19,250.00
24	Stone Driveway Replacement	170	SY	\$ 30.00	\$ 5,100.00
25	Rip Rap Ditch Stabilization and Repair	200	SY	\$ 30.00	\$ 6,000.00
Miscellaneous					
26	Concrete Pipe Plug per NCDOT 840.71, Any Size	4	EA	\$ 400.00	\$ 1,600.00
27	Remove Existing Driveway Culvert	9	EA	\$ 500.00	\$ 4,500.00
28	Topsoil Material	200	CY	\$ 15.00	\$ 3,000.00
29	Select Backfill Material	100	CY	\$ 50.00	\$ 5,000.00
30	Stabilization Stone	100	CY	\$ 50.00	\$ 5,000.00
31	Rock Excavation	100	CY	\$ 70.00	\$ 7,000.00
32	Total Bid (Sum of Items 1-31)				\$ 797,323
33	Contingency Allowance - 10% of Line Item 32¹				\$ 79,732
34	Contract Award Value (Sum of Line Item 32 & 33)				\$ 877,055

¹ It is the Town's sole discretion if any Allowance is to be spent during the project. Any remaining funds in the Allowance will not be paid to the Contractor upon project completion.

 =ADJUSTED QUANTITIES

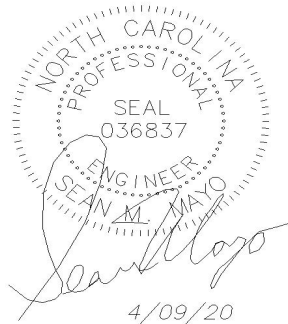
System A Storm Drain Improvements

Bid Opening: 10:00 AM, April 9, 2020

Location: Town of Harrisburg Town Hall

CERTIFIED BID TABULATION

Contractor	D.E Walker Construction	Hall Contracting Corporation	M&V Builders	NJR Group	Sealand Contractors Corp.	Zoladz Construction Co.
License No.	49960	5689	74672	77426	#30748	#72142
Total Bid	\$ 1,264,865.37	\$ 999,873.00	\$ 1,531,154.00	<u>\$ 918,837.10</u>	\$ 1,680,016.00	\$ 1,001,140.00


4/09/20

System A Storm Drain Improvements
Bid Opening: 10:00 AM, April 9, 2020
Location: Town of Harrisburg Town Hall

Note: Items noted in yellow have been adjusted by Engineer to address mathematical errors.

				D.E Walker Construction (#49960)		Hall Contracting Corporation (#5689)		M&V Builders (#74672)		NJR Group (#77426)		Sealand Contractors Corp. (#30748)		Zoladz Construction Co. (#72142)	
ITEM	DESCRIPTION	QTY.	UNIT	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST	UNIT COST	TOTAL COST
1	Mobilization (not to exceed 3.0% of bid)	1	LS	\$ 33,365.75	\$ 33,365.75	\$ 29,750.00	\$ 29,750.00	\$ 44,597.00	\$ 44,597.00	\$ 26,500.00	\$ 26,500.00	\$ 50,400.00	\$ 50,400.00	\$ 30,000.00	\$ 30,000.00
2	Comprehensive Grading	1	LS	\$184,258.09	\$ 184,258.09	\$ 90,600.00	\$ 90,600.00	\$505,000.50	\$ 505,000.50	\$116,750.00	\$ 116,750.00	\$ 433,511.00	\$ 433,511.00	\$ 147,006.00	\$ 147,006.00
Storm Drainage															
3	Storm Drain Pipe														
3a	15" Storm Drain Pipe	595	LF	\$ 100.17	\$ 59,601.15	\$ 85.00	\$ 50,575.00	\$ 84.50	\$ 50,277.50	\$ 51.25	\$ 30,493.75	\$ 105.00	\$ 62,475.00	\$ 71.00	\$ 42,245.00
3b	18" Storm Drain Pipe	32	LF	\$ 119.76	\$ 3,832.32	\$ 125.00	\$ 4,000.00	\$ 97.50	\$ 3,120.00	\$ 58.00	\$ 1,856.00	\$ 110.00	\$ 3,520.00	\$ 77.00	\$ 2,464.00
3c	24" Storm Drain Pipe	100	LF	\$ 133.64	\$ 13,364.00	\$ 132.00	\$ 13,200.00	\$ 110.50	\$ 11,050.00	\$ 69.50	\$ 6,950.00	\$ 125.00	\$ 12,500.00	\$ 88.00	\$ 8,800.00
3d	30" Storm Drain Pipe	114	LF	\$ 161.61	\$ 18,423.54	\$ 165.00	\$ 18,810.00	\$ 123.50	\$ 14,079.00	\$ 95.00	\$ 10,830.00	\$ 270.00	\$ 30,780.00	\$ 110.00	\$ 12,540.00
3e	36" Storm Drain Pipe	108	LF	\$ 192.08	\$ 20,744.64	\$ 225.00	\$ 24,300.00	\$ 136.50	\$ 14,742.00	\$ 118.00	\$ 12,744.00	\$ 285.00	\$ 30,780.00	\$ 136.00	\$ 14,688.00
3f	48" Storm Drain Pipe	1265	LF	\$ 309.24	\$ 391,168.60	\$ 245.00	\$ 309,925.00	\$ 175.50	\$ 222,007.50	\$ 171.59	\$ 217,061.35	\$ 365.00	\$ 461,725.00	\$ 220.00	\$ 278,300.00
4	Concrete End Wall, NCDOT Std. No. 838.01 or 838.05														
4a	15-Inch End Wall	15	EA	\$ 1,537.91	\$ 23,068.65	\$ 1,150.00	\$ 17,250.00	\$ 2,411.50	\$ 36,172.50	\$ 1,500.00	\$ 22,500.00	\$ 1,600.00	\$ 24,000.00	\$ 2,720.00	\$ 40,800.00
4b	18-Inch End Wall	1	EA	\$ 1,948.25	\$ 1,948.25	\$ 1,625.00	\$ 1,625.00	\$ 3,494.40	\$ 3,494.40	\$ 5,000.00	\$ 5,000.00	\$ 3,000.00	\$ 3,000.00	\$ 3,360.00	\$ 3,360.00
4c	24-Inch End Wall	7	EA	\$ 3,643.81	\$ 25,506.67	\$ 2,000.00	\$ 14,000.00	\$ 5,245.50	\$ 36,718.50	\$ 3,400.00	\$ 23,800.00	\$ 2,250.00	\$ 15,750.00	\$ 3,360.00	\$ 23,520.00
4d	30-Inch End Wall	1	EA	\$ 4,701.46	\$ 4,701.46	\$ 2,500.00	\$ 2,500.00	\$ 8,044.40	\$ 8,044.40	\$ 5,200.00	\$ 5,200.00	\$ 3,275.00	\$ 3,275.00	\$ 4,885.00	\$ 4,885.00
4e	36-Inch End Wall	1	EA	\$ 5,299.50	\$ 5,299.50	\$ 2,750.00	\$ 2,750.00	\$ 11,888.50	\$ 11,888.50	\$ 7,000.00	\$ 7,000.00	\$ 4,300.00	\$ 4,300.00	\$ 6,420.00	\$ 6,420.00
5	Concrete Storm Drain Structures														
5a	Concrete Drop Inlet, NCDOT Std. No. 840.14 (0-6' height)	11	EA	\$ 2,791	\$ 30,697.04	\$ 1,975	\$ 21,725.00	\$ 6,552.00	\$ 72,072.00	\$ 1,250	\$ 13,750.00	\$ 2,000	\$ 22,000.00	\$ 1,610	\$ 17,710.00
5b	Concrete Grated Drop Inlet Type A NCDOT Std. 840.17 (0-6' Height)	2	EA	\$ 5,045	\$ 10,090.20	\$ 5,400	\$ 10,800.00	\$ 5,070.00	\$ 10,140.00	\$ 3,850	\$ 7,700.00	\$ 6,300	\$ 12,600.00	\$ 5,230	\$ 10,460.00
5c	Concrete Junction Box, NCDOT Std. No. 840.31 (0-6' height)	13	EA	\$ 6,542	\$ 85,042.23	\$ 4,450	\$ 57,850.00	\$ 5,590.00	\$ 72,670.00	\$ 2,400	\$ 31,200.00	\$ 4,800	\$ 62,400.00	\$ 1,660	\$ 21,580.00
5d	For each vertical foot over 6 feet, add to Item 10a-10d	38	VF	\$ 1,165	\$ 44,285.58	\$ 205	\$ 7,790.00	\$ 650.00	\$ 24,700.00	\$ 650	\$ 24,700.00	\$ 675	\$ 25,650.00	\$ 699	\$ 26,562.00
6	Cast Iron Frames, Cover and Grates for Underground Structures														
6a	Drop Inlet Frame with Grate, NCDOT Std. No. 840.16	11	EA	\$ 645.49	\$ 7,100.39	1500	\$ 16,500.00	\$ 520.00	\$ 5,720.00	\$ 750.00	\$ 8,250.00	550	\$ 6,050.00	\$ 630.00	\$ 6,930.00
6b	Frame and Narrow Slot Sag Grate, NCDOT Std. No. 840.24	2	EA	\$ 708.09	\$ 1,416.18	1450	\$ 2,900.00	\$ 520.00	\$ 1,040.00	\$ 700.00	\$ 1,400.00	750	\$ 1,500.00	\$ 533.00	\$ 1,066.00
6c	Manhole Cover & Frame, NCDOT Std. No. 840.54	13	EA	\$ 591.30	\$ 7,686.90	1325	\$ 17,225.00	\$ 520.00	\$ 6,760.00	\$ 600.00	\$ 7,800.00	400	\$ 5,200.00	\$ 460.00	\$ 5,980.00
7	Endwall, Cast in Place Reinforced	1	LS	\$ 18,150.00	\$ 18,150.00	12500	\$ 12,500.00	\$ 30,000.00	\$ 30,000.00	\$ 6,500.00	\$ 6,500.00	11000	\$ 11,000.00	\$ 6,910.00	\$ 6,910.00
Sanitary Sewer Installation															
8	8-Inch PVC Sanitary Sewer, complete in place, any depth	400	LF	\$ 85.11	\$ 34,044.00	44	\$ 17,600.00	\$ 97.50	\$ 39,000.00	\$ 159.50	\$ 63,800.00	145	\$ 58,000.00	\$ 52.00	\$ 20,800.00
9	8-Inch Ductile Iron Pipe (DIP) Substitution	400	LF	\$ 95.69	\$ 38,276.00	54	\$ 21,600.00	\$ 123.50	\$ 49,400.00	\$ 221.50	\$ 88,600.00	157	\$ 62,800.00	\$ 30.00	\$ 12,000.00
10	Tie to Existing Sewer System	1	EA	\$ 4,182.06	\$ 4,182.06	400	\$ 400.00	\$ 8,450.00	\$ 8,450.00	\$ 2,750.00	\$ 2,750.00	\$ 3,500	\$ 3,500.00	\$ 1,610.00	\$ 1,610.00
11	Standard Manhole	2	EA	\$ 2,633.87	\$ 5,267.74	3450	\$ 6,900.00	\$ 3,900.00	\$ 7,800.00	\$ 4,620.00	\$ 9,240.00	\$ 5,500.00	\$ 11,000.00	\$ 3,970.00	\$ 7,940.00
12	Standard Doghouse Manhole	1	EA	\$ 4,731.10	\$ 4,731.10	5250	\$ 5,250.00	\$ 5,850.00	\$ 5,850.00	\$ 5,720.00	\$ 5,720.00	\$ 7,000.00	\$ 7,000.00	\$ 5,450.00	\$ 5,450.00
13	Manhole Additional Depth	5	VF	\$ 196.09	\$ 980.45	200	\$ 1,000.00	\$ 325.00	\$ 1,625.00	\$ 440.00	\$ 2,200.00	500	\$ 2,500.00	\$ 156.00	\$ 780.00
14	4-Inch Sewer Laterals														
14a	4" Service Connection to Mainline	2	EA	\$ 2,694.29	\$ 5,388.58	2750	\$ 5,500.00	\$ 1,950.00	\$ 3,900.00	\$ 2,200.00	\$ 4,400.00	\$ 900.00	\$ 1,800.00	\$ 260.00	\$ 520.00
14b	4" PVC Lateral	30	LF	\$ 58.62	\$ 1,758.60	200	\$ 6,000.00	\$ 58.50	\$ 1,755.00	\$ 44.00	\$ 1,320.00	\$ 75.00	\$ 2,250.00	\$ 48.00	\$ 1,440.00
14c	4" Cleanout	2	EA	\$ 630.23	\$ 1,260.46	750	\$ 1,500.00	\$ 325.00	\$ 650.00	\$ 467.00	\$ 934.00	\$ 1,000.00	\$ 2,000.00	\$ 350.00	\$ 700.00
14d	4-Inch Ductile Iron Pipe (DIP) Substitution	10	EA	\$ 35.84	\$ 358.40	22	\$ 220.00	\$ 84.50	\$ 845.00	\$ 110.00	\$ 1,100.00	\$ 115.00	\$ 1,150.00	\$ 28.00	\$ 280.00
15	Sanitary Sewer Point Repair - (Includes 20 LF 8-Inch DIP Pipe, Couplings & Bypass Pumping)	1	EA	\$ 6,907.29	\$ 6,907.29	7,500	\$ 7,500.00	\$ 19,500.00	\$ 19,500.00	\$ 5,500.00	\$ 5,500.00	\$ 7,700	\$ 7,700.00	\$ 3,580.00	\$ 3,580.00

ITEM	DESCRIPTION	QTY.	UNIT	UNIT COST	TOTAL COST										
Water Line															
16	Lowering of 6-Inch Water Main	1	EA	\$ 4,316.77	\$ 4,316.77	\$ 6,550.00	\$ 6,550.00	\$ 13,000.00	\$ 13,000.00	\$ 7,788.00	\$ 7,788.00	\$ 5,000	\$ 5,000.00	\$ 5,190.00	\$ 5,190.00
17	3/4" Water Service Line Repair	100	LF	\$ 59.44	\$ 5,944.00	\$ 75.00	\$ 7,500.00	\$ 19.50	\$ 1,950.00	\$ 71.50	\$ 7,150.00	\$ 50	\$ 5,000.00	\$ 35.00	\$ 3,500.00
18	Water Meter Adjustment/Relocation	2	EA	\$ 1,434.30	\$ 2,868.60	\$ 2,500	\$ 5,000.00	\$ 1,000.00	\$ 2,000.00	\$ 2,200.00	\$ 4,400.00	\$ 1,325	\$ 2,650.00	\$ 665.00	\$ 1,330.00
Surface Restoration															
ITEM	DESCRIPTION	QTY.	UNIT	UNIT COST	TOTAL COST										
19	Asphalt Pavement Repair														
19a	Asphalt Surface Course, Type S9.C	100	TN	\$ 127.05	\$ 12,705.00	\$ 150.00	\$ 15,000.00	\$ 156.00	\$ 15,600.00	\$ 115.00	\$ 11,500.00	\$ 175.00	\$ 17,500.00	\$ 160.00	\$ 16,000.00
19b	Asphalt Base Course, Type S9.5C	160	TN	\$ 127.05	\$ 20,328.00	\$ 140.00	\$ 22,400.00	\$ 156.00	\$ 24,960.00	\$ 115.00	\$ 18,400.00	\$ 160.00	\$ 25,600.00	\$ 155.00	\$ 24,800.00
20	Asphalt pavement repair, ABC course	500	TN	\$ 43.56	\$ 21,780.00	\$ 40.00	\$ 20,000.00	\$ 45.50	\$ 22,750.00	\$ 40.00	\$ 20,000.00	\$ 66.00	\$ 33,000.00	\$ 39.00	\$ 19,500.00
21	Milling asphalt pavement, 1 1/2" - 2" depth, as specified, complete in place	1000	SY	\$ 15.13	\$ 15,130.00	\$ 8.25	\$ 8,250.00	\$ 19.50	\$ 19,500.00	\$ 8.00	\$ 8,000.00	\$ 12.00	\$ 12,000.00	\$ 9.50	\$ 9,500.00
22	Repaving roadways with 1.5" asphalt surface course, Type S9.5C, after milling, as specified, complete, in place	100	TN	\$ 114.95	\$ 11,495.00	\$ 140.00	\$ 14,000.00	\$ 156.00	\$ 15,600.00	\$ 120.00	\$ 12,000.00	\$ 165.00	\$ 16,500.00	\$ 160.00	\$ 16,000.00
23	Concrete Driveway Replacement	350	SY	\$ 90.75	\$ 31,762.50	\$ 115.00	\$ 40,250.00	\$ 50.00	\$ 17,500.00	\$ 55.00	\$ 19,250.00	\$ 70.00	\$ 24,500.00	\$ 121.00	\$ 42,350.00
24	Stone Driveway Replacement	170	SY	\$ 23.73	\$ 4,034.10	\$ 8.40	\$ 1,428.00	\$ 21.06	\$ 3,580.20	\$ 30.00	\$ 5,100.00	\$ 30.00	\$ 5,100.00	\$ 110.00	\$ 18,700.00
25	Rip Rap Ditch Stabilization and Repair	200	SY	\$ 46.65	\$ 9,330.00	\$ 115	\$ 23,000.00	\$ 87.75	\$ 17,550.00	\$ 30.00	\$ 6,000.00	\$ 85.00	\$ 17,000.00	\$ 64.00	\$ 12,800.00
Miscellaneous															
26	Concrete Pipe Plug per NCDOT 840.71, Any Size	3	EA	\$ 508.80	\$ 1,526.40	\$ 950.00	\$ 2,850.00	\$ 585.00	\$ 1,755.00	\$ 400.00	\$ 1,200.00	\$ 200.00	\$ 600.00	\$ 758.00	\$ 2,274.00
27	Remove Existing Driveway Culvert	9	EA	\$ 35.02	\$ 315.18	\$ 500.00	\$ 4,500.00	\$ 1,950.00	\$ 17,550.00	\$ 500.00	\$ 4,500.00	\$ 1,450.00	\$ 13,050.00	\$ 730.00	\$ 6,570.00
28	Topsoil Material	200	CY	\$ 39.51	\$ 7,902.00	\$ 35.00	\$ 7,000.00	\$ 45.50	\$ 9,100.00	\$ 15.00	\$ 3,000.00	\$ 60.00	\$ 12,000.00	\$ 70.00	\$ 14,000.00
29	Select Backfill Material	100	CY	\$ 37.16	\$ 3,716.00	\$ 54.00	\$ 5,400.00	\$ 36.40	\$ 3,640.00	\$ 50.00	\$ 5,000.00	\$ 84.00	\$ 8,400.00	\$ 58.00	\$ 5,800.00
30	Stabilization Stone	100	CY	\$ 49.68	\$ 4,968.00	\$ 51.00	\$ 5,100.00	\$ 45.50	\$ 4,550.00	\$ 50.00	\$ 5,000.00	\$ 150.00	\$ 15,000.00	\$ 68.00	\$ 6,800.00
31	Rock Excavation	100	CY	\$ 138.18	\$ 13,818.00	\$ 116.00	\$ 11,600.00	\$ 175.00	\$ 17,500.00	\$ 70.00	\$ 7,000.00	\$ 250.00	\$ 25,000.00	\$ 287.00	\$ 28,700.00
Total Bid (Sum of Items 1-31)					\$ 1,264,865	\$ 999,873	\$ 1,531,154	\$ 918,837	\$ 1,680,016	\$ 1,001,140					



Gavel & Dorn Engineering, PLLC

6730 Freedom Drive, Charlotte, North Carolina 28214

April 24, 2020

Mr. Rob Donham
Public Works Director
Town of Harrisburg
4100 Main St., Suite 101
PO Box 100
Harrisburg, NC 28075

VIA E-MAIL

Re: System A Storm Drain Improvements
Recommendation to Award

Dear Mr. Donham:

We have reviewed the bids received on April 9, 2020 and have prepared the attached detailed and summary bid tabulations for your review and reference. Six bids were received during the bid opening and NJR Group, Inc. was the low bidder. The total bid cost was \$918,837.10.

Based on our review, their bid is in order and is properly executed. They are a responsive, responsible bidder, and based on feedback from provided references they are fully capable of performing the work.

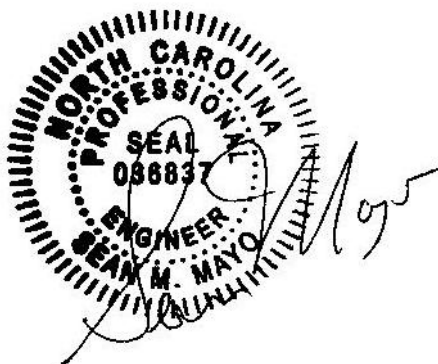
Upon completion of the bidding process, the scope of work was adjusted to meet the Town's project budget. Scope adjustment has been completed using the NJR Group line item costs as per the submitted bid. The total cost of the adjusted scope of work is \$797,323.

We recommend award to NJR Group, Inc. in amount of **\$797,323**.

If you have any questions, please call me at 704-724-5047.

GAVEL & DORN ENGINEERING, PLLC

Sean Mayo, P.E.
Partner



Attachment
Certified Bid Tabulation - Summary
Certified Bid Tabulations - Detailed
Adjusted Bid Tabulation



AN ORDINANCE AMENDING THE 2017-2020 CAPITAL PROJECT ORDINANCE OF THE TOWN OF HARRISBURG, NORTH CAROLINA

Be it ordained by the Town Council of the Town of Harrisburg, North Carolina, that the following amendment be made to the Capital Projects Fund – Storm Water project ordinance for the fiscal years beginning July 1, 2017 and ending June 30, 2020:

Section 1. Amend Capital Projects Fund – Storm Water to account for the construction services to be performed in fiscal years 2020 and 2021.

Section 2. Amend the dates of the Capital Projects Fund – Storm Water to the fiscal years beginning July 1, 2017 and ending June 30, 2021.

- 2018-7000-001: System A – Phase 2 Storm Water Drainage Improvements Project

Section 2. To amend the Capital Projects Fund – Storm Water, the appropriations are to be changed as follows:

Decrease line item 755-7450-56310 Professional Services	\$ 30,000
Increase line item 755-7450-57100 Construction	\$ 80,000

Section 3. To amend the Capital Projects Fund – Storm Water, the revenues are to be changed as follows:

Increase line item 755-49555 Transfers In - SWF	\$ 50,000
--	-----------

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

Section 5. That this ordinance shall be effective upon its passage. Adopted this 11th day of May, 2020.

Steve Sciascia, Mayor

ATTEST:

Janet Rackley, Town Clerk



TOWN OF HARRISBURG

Agenda Item Details

Title:

Consideration of a Construction Contract with Atlantic Coast Contractors for the Cabarrus Woods Sanitary Sewer Rehabilitation Project

Presenting Personnel:

Robert Donham, Town Engineer

Suggested Motion or Action:

Motion to award the bid to Atlantic Coast Contractors in the amount of \$531,930.60 for the 2020 Cabarrus Woods Sanitary Sewer Rehabilitation Project and authorize the contract in the same amount.

Description/Background:

This is a portion of a total project for the Annual Sanitary Sewer Rehab that was budgeted in FY2020 in the amount of \$750,000.

This work consists of point repairs to sanitary sewer pipes and repair by cast in place pipe lining which will repair approximately 2800 LF of 8" vitrified clay pipe that is dilapidated and failing. In addition to the repairs of the pipe, all service laterals will be reconnected to the new pipe and pavement restoration done where necessary.

Due to the specialized nature of the work, staff was only able to solicit bids from three contractors. A summary of the respondents is included as an attachment to this agenda item as the bid tab.

Recommendation:

Staff recommends approval of the attached contract with Atlantic Coast Contractors for the construction of the 2020 Cabarrus Woods Sanitary Sewer Rehabilitation Project.

Fiscal Impact:

The fiscal impact to the Town is \$531,930.60.

This work is part of the FY2019-2020 sewer rehab project in Cabarrus Woods that began in FY2019. The Annual Sanitary Sewer Rehab project budget for is \$750,000, with \$205,000 in professional services and \$545,000 in construction. This contract effectively maximizes the remaining construction balance.

Attachments:

1. 2020 Cab Woods - Bid from ACC
2. 2020 Cab Woods - Bid Tabulations (ITEMIZED)
3. 2020 Cab Woods - Construction Contract with ACC (Draft)

Bid Bond

KNOW ALL MEN BY THESE PRESENTS, that we Atlantic Coast Contractors, Inc.
P.O. Box 463 Denver, NC 28037 as Principal,
and Western Surety Company a corporation
organized under the laws of the State of SD
as Surety, who is duly licensed to act as Surety in North Carolina, are held and firmly bound unto
Town of Harrisburg as Obligees,
in the penal sum of, Five Percent of Amount Bid (5%) DOLLARS,
lawful money of the United States of America, for the payment of which, well and truly to be made,
we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly
by these presents.

SIGNED, sealed and dated April 23, 2020

WHEREAS, the said Principal is herewith submitting proposal for 2020 Cabarrus Woods Sewer
Rehabilitation Project

and the principal desires to file this Bid Bond in lieu of making the cash deposit as required by G.S.
143-129.

NOW, THEREFORE, THE CONDITION OF THE ABOVE OBLIGATION is such, that if the principal shall be awarded
the contract for which the bid is submitted and shall execute the contract and give bond for the faithful
performance thereof within ten days after the award of same to the principal, then this obligation shall be
null and void; but if the principal fails to so execute such contract and give performance bond as required
by G.S. 143-129, the Surety shall, upon demand, forthwith pay to the Obligees the amount set forth in the
first paragraph hereof.

Atlantic Coast Contractors, Inc.

By: *Matthew S. Butler* (Seal)
Matthew S Butler - President

Western Surety Company

By: *Jennifer C. Hoehn* (Seal)
Jennifer C. Hoehn Attorney-in-fact



Western Surety Company

POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

Know All Men By These Presents, That WESTERN SURETY COMPANY, a South Dakota corporation, is a duly organized and existing corporation having its principal office in the City of Sioux Falls, and State of South Dakota, and that it does by virtue of the signature and seal herein affixed hereby make, constitute and appoint

Jennifer C. Hoehn , Individually

of ^{Charlotte} NC its true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on its behalf bonds, undertakings and other obligatory instruments of similar nature

- In Unlimited Amounts -

Surety Bond No.: Bid Bond
Principal: Atlantic Coast Contractors, Inc.
Obligee: Town of Harrisburg

and to bind it thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of the corporation and all the acts of said Attorney, pursuant to the authority hereby given, are hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the By-Law printed on the reverse hereof, duly adopted, as indicated, by the shareholders of the corporation.

In Witness Whereof, WESTERN SURETY COMPANY has caused these presents to be signed by its Vice President and its corporate seal to be hereto affixed on this 27th day of February, 2018.

WESTERN SURETY COMPANY



Paul T. Bruflat

Paul T. Bruflat, Vice President

State of South Dakota }
County of Minnehaha } ss

On this 27th day of February, 2018, before me personally came Paul T. Bruflat, to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is the Vice President of WESTERN SURETY COMPANY described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation.

My commission expires

June 23, 2021



J. Mohr

J. Mohr, Notary Public

CERTIFICATE

I, L. Nelson, Assistant Secretary of WESTERN SURETY COMPANY do hereby certify that the Power of Attorney hereinabove set forth is still in force, and further certify that the By-Law of the corporation printed on the reverse hereof is still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporation this 23rd day of April, 2020.



WESTERN SURETY COMPANY

L. Nelson

L. Nelson, Assistant Secretary

Authorizing By-Law

ADOPTED BY THE SHAREHOLDERS OF WESTERN SURETY COMPANY

This Power of Attorney is made and executed pursuant to and by authority of the following By-Law duly adopted by the shareholders of the Company.

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, and Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.



2020 Cabarrus Woods Sewer Rehabilitation Project

The Town of Harrisburg will accept bids for the following Sanitary Sewer Line Rehabilitation work to repair existing 8" VCP Sanitary Sewer

1. Fifty-four (54) Sewer point repairs on 8" pipe, minimum 12' replacement
2. Approximately 782 additional linear feet of repair beyond the 12' minimum on 8" pipe
3. Seventy-Five (75) Tee and lateral pipe connections associated with point repair or new sewer (DIP, 8" Diameter)
4. Approximately 1,164 Linear Feet of Asphalt Pavement replacement (5' width, 4" deep)
5. Cut 18 protruding laterals – internal
6. Reinstate 24 laterals after CIPP – Internal
7. Approximately 1607 Linear feet of CIPP Lining (8" Diameter)
8. Ten (10) CIPP Spot repair Linings (8" Diameter, 6' in length)

See attached matrix and map for descriptions and location of repair for each pipe.

- The Town of Harrisburg reserves the right to reject all bids, we also have the right to add or delete from the contract quantities.
- All bids to demonstrate appropriate unit quantities for work performed.
- All work to follow WSACC, NCDOT, AWWA, APPA, ASTM and Town of Harrisburg, and supplemental specifications.
- Contractor shall be responsible for traffic control.
- Please contact Mallory Hodgson at mhodgson@harrisburgnc.org if you have any questions.

Sign *Mallory S. Butler* Date 4-22-20
Please sign acknowledging that you have received and understand the terms.



BID FORM

PROPOSAL FORM

PROPOSAL TO THE TOWN OF HARRISBURG, NORTH CAROLINA
2020 CABARRUS WOODS SEWER IMPROVEMENTS

Mallory Hodgson, P.E.
Town of Harrisburg, NC
4100 Main Street
Harrisburg, NC 28075

Ms. Hodgson,

Please find enclosed the proposal of _____ (BIDDER) _____, organized and existing under the laws of the State of North Carolina and doing business as [COMPANY NAME], to the Town of Harrisburg (hereinafter called "Owner"). Atlantic Coast Contractors, inc.

In compliance with your Advertisement for Bids, BIDDER hereby proposes to perform all WORK for the construction of the CABARRUS WOODS SEWER IMPROVEMENTS in strict accordance with the CONTRACT DOCUMENTS, within the time set forth therein, and at the prices stated below.

By submitting this BID, the BIDDER, or in the case of a joint BID, each party thereto, certifies as to its own organization, that this BID has been arrived at independently, without consultation, communication, or agreement as to any matter relating to this BID with any other BIDDER or with any competitor.

The undersigned have full knowledge of the project site and the conditions of the proposal. The undersigned also, hereby agrees to furnish all the services, labor, materials and equipment necessary to complete these projects according to the Specifications and to accept as full compensation the lump sum or unit prices stated in the Bid Schedule for the work and for use when calculating the price of a deduction or an increase in quantities.

BIDDER hereby agrees to commence WORK under this Contract on or after a date to be specified in the NOTICE TO PROCEED and to fully complete the PROJECT within the period stipulated in the INSTRUCTIONS TO BIDDERS. BIDDER further agrees to pay liquidated damages as required and that the OWNER may retain liquidated damages from monies that are, or which may become due. The amount of such liquidated damages shall be as stipulated in the CONTRACT AGREEMENT FORM.

{Continued on the following page}



The Bidder hereby acknowledges receipt of the following addenda:

ADDENDUM NO. DATE

MSB 1 4-7-2020 Revisions to Schedule to allow for 120 days of construction (Revised from 60), Changes to the Bid Proposal Form including the addition of line item 10 – Seeding and Mulching, change to specify that demo of asphalt pavement should be included in unit pricing for placement of asphalt pavement. All bidder questions to date answered. Specifications for opening of bid provided. Good faith effort forms provided with bid and instructions to bidders pertaining to Good faith effort provided.

MSB 2 4-20-2020 Changes to Bid Proposal Form including the addition of Line Item 11 – Clearing and Grubbing, Line Item 12 – Extra Depth NC57 Stone. Line item 10 - Seeding and Mulching was revised to be bid at unit price quantity per Acre. Revised bid description of Line item 5 to specify existing asphalt section as required for replacement. Revised bid description of Line Item 2 and 3 to specify the pipe point repair shall include the pipe, tie-in, and bedding stone and other items identified in the provided specifications.

We further agree that the Owner may reject any or all bids.

SUBMITTED BY:

Atlantic Coast Contractors, inc.

Firm, Corporation or Individual

7680 Townsend Drive - Denver, NC 28037

Address

704-483-7120

Telephone Number

10553

Contractor License Number

Signature: William S. Butler

Date: 4-23-20

{Continued on the following page}



Project 2020 Cabarrus Woods Sewer Rehab
Contractor

Item Number	Description	Units	Qty	Unit Price	Total
1	Mobilization	LS	1	\$	-
2	Sewer Point repair on 8" Pipe, minimum 12' replacement	EA	54	\$	-
3	Additional Linear Feet of repair beyond the 12' minimum on 8" Pipe	LF	782	\$	-
4	Tee and Lateral Pipe Connection with Point Repair or New Sewer (DIP, 8" Diameter)	EA	75	\$	-
5	Asphalt Pavement Replacement (5' Width, 4" Depth)	LF	1164	\$	-
6	Cut Protruding Lateral - Internal	EA	18	\$	-
7	Reinstate Lateral after CIPP - Internal	EA	24	\$	-
8	CIPP Lining (8" Diameter)	LF	1607	\$	-
9	CIPP Spot Repair Lining (8" Diameter, 6' in Length)	EA	10	\$	-
10	Seeding and Mulching	AC	1	\$	-
11	Clearing and Grubbing	AC	1	\$	-
12	Extra Depth NCS7 Stone (If Required)	TON	30	\$	-
Total					\$
Contingency (10%)					\$
Grand Total					\$

* SEE ATTACHED

CABARRUS WOODS SEWER REHAB PROJECT
HARRISBURG NC

4/23/2020

	DESCRIPTION	UNIT	QUANTITY	ROUNDED		ROUNDED	
				UNIT	PRICE	TOTAL	BID PRICE
1 .	MOBILIZATION	LS	1		30,500.00	30,500.00	
2 .	SEWER POINT REPAIR 8IN 12FT LONG	EA	54		2,800.00	151,200.00	
3 .	ADDITIONAL SEWER MAIN TO END OF POINT REPAIR	LF	782		85.00	66,470.00	
4 .	TEE AND LATERAL PIPE CONNECTION WITHIN POINT REPAIR	EA	75		775.00	58,125.00	
5 .	ASPHALT PAVEMENT REPLACEMENT 5'WIDE 4" DEPTH	LF	1164		75.00	87,300.00	
6 .	CUT PROTRUDING LATERAL INTERNAL	EA	18		575.00	10,350.00	
7 .	REINSTATE LATERAL AFTER CIPP LINER	EA	24		101.00	2,424.00	
8 .	CIPP LINING (8IN DIA)	LF	1607		38.20	61,387.40	
9 .	CIPP SPOT REPAIR LINING 8IN DIA 6FT LONG	EA	10		2,185.00	21,850.00	
10 .	SEEDING AND MULCHING	AC	1		21,500.00	21,500.00	
11 .	CLEARING AND GRUBBING	AC	1		11,500.00	11,500.00	
12 .	STONE (IF REQUIRED)	TN	30		65.00	1,950.00	
13 .			13			0.00	
14 .			14			0.00	
15 .			15			0.00	
16 .			16			0.00	
17 .	SUBTOTAL					524,556.40	
18 .	CONTINGENCY					52,455.64	
19 .	TOTAL					577,012.04	
20 .			20			0.00	
21 .			21			0.00	

State of North Carolina AFFIDAVIT A – Listing of Good Faith Efforts

County of Lincoln

(Name of Bidder)

Affidavit of Atlantic Coast Contractors, inc.

I have made a good faith effort to comply under the following areas checked:

Bidders must earn at least 50 points from the good faith efforts listed for their bid to be considered responsive. (1 NC Administrative Code 30 I.0101)

- ☐ 1 – (10 pts) Contacted minority businesses that reasonably could have been expected to submit a quote and that were known to the contractor, or available on State or local government maintained lists, at least 10 days before the bid date and notified them of the nature and scope of the work to be performed.
- ☐ 2 --(10 pts) Made the construction plans, specifications and requirements available for review by prospective minority businesses, or providing these documents to them at least 10 days before the bids are due.
- ☒ 3 – (15 pts) Broken down or combined elements of work into economically feasible units to facilitate minority participation.
- ☒ 4 – (10 pts) Worked with minority trade, community, or contractor organizations identified by the Office of Historically Underutilized Businesses and included in the bid documents that provide assistance in recruitment of minority businesses.
- ☐ 5 – (10 pts) Attended prebid meetings scheduled by the public owner.
- ☒ 6 – (20 pts) Provided assistance in getting required bonding or insurance or provided alternatives to bonding or insurance for subcontractors.
- ☒ 7 – (15 pts) Negotiated in good faith with interested minority businesses and did not reject them as unqualified without sound reasons based on their capabilities. Any rejection of a minority business based on lack of qualification should have the reasons documented in writing.
- ☐ 8 – (25 pts) Provided assistance to an otherwise qualified minority business in need of equipment, loan capital, lines of credit, or joint pay agreements to secure loans, supplies, or letters of credit, including waiving credit that is ordinarily required. Assisted minority businesses in obtaining the same unit pricing with the bidder's suppliers in order to help minority businesses in establishing credit.
- ☐ 9 – (20 pts) Negotiated joint venture and partnership arrangements with minority businesses in order to increase opportunities for minority business participation on a public construction or repair project when possible.
- ☐ 10 - (20 pts) Provided quick pay agreements and policies to enable minority contractors and suppliers to meet cash-flow demands.

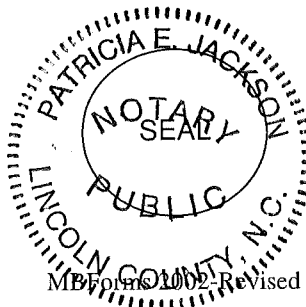
The undersigned, if apparent low bidder, will enter into a formal agreement with the firms listed in the Identification of Minority Business Participation schedule conditional upon scope of contract to be executed with the Owner. Substitution of contractors must be in accordance with GS143-128.2(d) Failure to abide by this statutory provision will constitute a breach of the contract.

The undersigned hereby certifies that he or she has read the terms of the minority business commitment and is authorized to bind the bidder to the commitment herein set forth.

Date: 4-23-20 Name of Authorized Officer: Matthew S Butler

Signature: *Matthew S. Butler*

Title: President



State of NC, County of Lincoln

Subscribed and sworn to before me this 23 day of April 2020

Notary Public Patricia E. Jackson

My commission expires 5-08-2021

Do not submit with the bid Do not submit with the bid Do not submit with the bid Do not submit with the bid Do not submit with the bid

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Identification of HUB Certified/ Minority Business Participation

1. ATLANTIC COAST CONTRACTORS INC.
(Name of Bidder)

do hereby certify that on this project, we will use the following HUB Certified/ minority business as construction subcontractors, vendors, suppliers or providers of professional services.

Firm Name, Address and Phone #

Work Type

*Minority
Category

**HUB
Certified
(Y/N)

[illegible]

*Minority categories: Black, African American (**B**), Hispanic (**H**), Asian American (**A**) American Indian (**I**), Female (**F**) Socially and Economically Disadvantaged (**D**)

**** HUB Certification with the state HUB Office required to be counted toward state participation goals.**

The total value of minority business contracting will be (\$) 0.00.



Project 2020 Cabarrus Woods Sewer Rehab

Item Number	Description	Units	Qty	Atlantic Coast Contractors		NAPM Inc		CK Contractors	
				Unit Price	Total	Unit Price	Total	Unit Price	Total
1	Mobilization	LS	1	\$ 30,500.00	\$ 30,500.00	\$55,000.00	\$ 55,000.00	\$35,000.00	\$ 35,000.00
2	Sewer Point repair on 8" Pipe, minimum 12' replacement	EA	54	\$ 2,800.00	\$ 151,200.00	\$ 5,480.00	\$ 295,920.00	\$ 2,200.00	\$ 118,800.00
3	Additional Linear Feet of repair byond the 12' minimum on 8" Pipe	LF	782	\$ 85.00	\$ 66,470.00	\$ 90.00	\$ 70,380.00	\$ 70.00	\$ 54,740.00
4	Tee and Lateral Pipe Connection with Point Repair or New Sewer (DIP, 8" Diameter)	EA	75	\$ 775.00	\$ 58,125.00	\$ 6,680.00	\$ 501,000.00	\$ 3,900.00	\$ 292,500.00
5	Asphalt Pavement Replacement (5' Width, 4" Depth)	LF	1164	\$ 75.00	\$ 87,300.00	\$ 67.00	\$ 77,988.00	\$ 105.00	\$ 122,220.00
6	Cut Protruding Lateral - Internal	EA	18	\$ 575.00	\$ 10,350.00	\$ 1,000.00	\$ 18,000.00	\$ 350.00	\$ 6,300.00
7	Reinstate Lateral after CIPP - Internal	EA	24	\$ 101.00	\$ 2,424.00	\$ 200.00	\$ 4,800.00	\$ 125.00	\$ 3,000.00
8	CIPP Lining (8" Diameter)	LF	1607	\$ 38.20	\$ 61,387.40	\$ 38.00	\$ 61,066.00	\$ 36.00	\$ 57,852.00
9	CIPP Spot Repair Lining (8" Diameter, 6' in Length)	EA	10	\$ 2,185.00	\$ 21,850.00	\$ 2,800.00	\$ 28,000.00	\$ 2,250.00	\$ 22,500.00
10	Seeding and Mulching	AC	1	\$ 21,500.00	\$ 21,500.00	\$ 8,400.00	\$ 8,400.00	\$ 8,500.00	\$ 8,500.00
11	Clearing and Grubbing	AC	1	\$ 11,500.00	\$ 11,500.00	\$24,900.00	\$ 24,900.00	\$26,000.00	\$ 26,000.00
12	Extra Depth NC57 Stone (If Required)	TON	30	\$ 65.00	\$ 1,950.00	\$ 140.00	\$ 4,200.00	\$ 75.00	\$ 2,250.00
Total					\$ 524,556.40		\$ 1,149,654.00		\$ 749,662.00
Contingency (10%)					\$ 52,455.64		\$ 114,965.40		\$ 74,966.20
Grand Total					\$ 577,012.04		\$ 1,264,619.40		\$ 824,628.20

CONTRACT FOR CONSTRUCTION OF 2020 Cabarrus Woods Sanitary Sewer Rehabilitation Project

Prepared by



Issued and Published Jointly by



CONTRACT FOR CONSTRUCTION OF A SMALL PROJECT

This Contract is by and between The Town of Harrisburg, North Carolina (Owner) and
Atlantic Coast Contractors (Contractor).

Owner and Contractor hereby agree as follows:

ARTICLE 1 - THE WORK

1.01 Work

- A. Work includes all labor, materials, equipment, services, and documentation necessary to construct the Project defined herein. The Work may include related services such as testing, start-up, and commissioning, all as required by the Contract Documents.
- B. The Contractor shall complete all Work as specified or indicated in the Contract Documents. The Project is generally described as 2020 Cabarrus Woods Sanitary Sewer Rehabilitation Project.
 - 1. The Site of the Work includes property, easements, and designated work areas described in greater detail in the Contract Documents but generally located **in the Cabarrus Woods Subdivision in Cabarrus County, North Carolina.**

ARTICLE 2 - CONTRACT DOCUMENTS

2.01 Contract Documents Defined

- A. The Contract Documents consist of the following documents:
 - 1. This Contract.
 - 2. Performance bond.
 - 3. Payment bond.
 - 4. Specifications listed in the Advertisement to Bidders.
 - 5. Exhibits to this Agreement, Including the Contractor's Bid and adjusted contract scope.
 - 6. Addenda.
 - 7. The following which may be delivered or issued on or after the Effective date of the contract and are not attached hereto:
 - a. Notice To proceed
 - b. Work Change Directives
 - c. Change Orders
 - d. Field Orders

ARTICLE 3 - CONTRACT TIMES

3.01 Contract Times

- A. The Work will be substantially completed within **240** days after the Effective date of the Notice to Proceed.

3.02 Liquidated Damages

- A. Contractor and Owner recognize that time is of the essence in the performance of the Contract, and that Owner will incur damages if Contractor does not complete the Work according to the requirements of Paragraph 3.01. Because such damages for delay would be difficult and costly to determine, Owner and Contractor agree that as liquidated damages for delay (but not as a penalty) Contractor shall pay Owner \$200 for each day that expires after the Contract Time for substantial completion.

3.03 Delays in Contractor's Progress

- A. Contractor shall not be entitled to an adjustment in Contract Price or Contract Times for delay, disruption, or interference caused by or within the control of Contractor or their subcontractors or suppliers.
- B. If Contractor's performance or progress is delayed, disrupted, or interfered with by unanticipated causes not the fault of and beyond the control of Owner, Contractor, and those for which they are responsible, then Contractor shall be entitled to an equitable adjustment in Contract Times.

ARTICLE 4 - CONTRACT PRICE

4.01 Payment

Owner shall pay Contractor in accordance with the Contract Documents at the following unit prices for each unit of Work completed:

Item Number	Description	Units	Qty	Unit Price	Total
1	Mobilization	LS	1	\$ 30,500.00	\$ 30,500.00
2	Sewer Point repair on 8" Pipe, minimum 12' replacement	EA	54	\$ 2,800.00	\$ 151,200.00
3	Additional Linear Feet of repair beyond the 12' minimum on 8" Pipe	LF	782	\$ 85.00	\$ 66,470.00
4	Tee and Lateral Pipe Connection with Point Repair or New Sewer (DIP, 8" Diameter)	EA	75	\$ 775.00	\$ 58,125.00
5	Asphalt Pavement Replacement (5' Width, 4" Depth)	LF	1164	\$ 75.00	\$ 87,300.00
6	Cut Protruding Lateral - Internal	EA	18	\$ 575.00	\$ 10,350.00
7	Reinstate Lateral after CIPP - Internal	EA	24	\$ 101.00	\$ 2,424.00
8	CIPP Lining (8" Diameter)	LF	160	\$ 38.20	\$ 61,387.40
9	CIPP Spot Repair Lining (8" Diameter, 6' in Length)	EA	5	\$ 2,185.00	\$ 10,925.00
10	Seeding and Mulching	AC	0.5	\$ 21,500.00	\$ 10,750.00
11	Clearing and Grubbing	AC	0.5	\$ 11,500.00	\$ 5,750.00
12	Extra Depth NC57 Stone (If Required)	TON	30	\$ 65.00	\$ 1,950.00
Total					\$ 488,536.40
Contingency (7%)					\$ 34,799.20
Grand Total					\$ 531,930.60

Payment will be made in an amount equal to the total of all extended prices for actual Work completed. The extended price is determined by multiplying the unit price times the actual quantity of that Work item completed. Actual quantities installed will be determined by the Owner. Contractor's Responsibilities

4.02 Supervision and Superintendence

- A. Contractor shall supervise and direct the Work competently and efficiently, devoting such attention thereto and applying such skills and expertise as may be necessary to perform the Work in accordance with the Contract Documents. Contractor shall be solely responsible for the means, methods, techniques, sequences, safety, and procedures of construction.
- B. Contractor shall assign a competent resident superintendent who is to be present at all times during the execution of the Work. This resident superintendent shall not be replaced without written notice to and approval by the Owner and Engineer except under extraordinary circumstances.
- C. Contractor shall at all times maintain good discipline and order at the Site.
- D. Except as otherwise required for the safety or protection of persons or the Work or property at the Site or adjacent thereto, and except as otherwise stated in the Contract Documents, all Work at the Site shall be performed during regular working hours, Monday through Friday.

4.03 Services, Materials, and Equipment

- A. Unless otherwise specified in the Contract Documents, Contractor shall provide and assume full responsibility for all services, materials, equipment, labor, transportation, construction equipment and machinery, tools, appliances, fuel, power, light, heat, telephone, water, sanitary facilities, temporary facilities, and all other facilities and incidentals necessary for the performance, testing, start up, and completion of the Work, whether or not such items are specifically called for in the Contract Documents.
- B. All materials and equipment incorporated into the Work shall be new, of good quality and shall be stored, applied, installed, connected, erected, protected, used, cleaned, and conditioned in accordance with instructions of the applicable supplier, except as otherwise may be provided in the Contract Documents.

4.04 Subcontractors and Suppliers

- A. Contractor may retain subcontractors and suppliers for the performance of parts of the Work. Such subcontractors and suppliers must be acceptable to Owner.

4.05 Quality Management

- A. Contractor is fully responsible for the managing quality to ensure Work is completed in accordance with the Contract Documents.

4.06 Laws and Regulations; Taxes

- A. Contractor shall give all notices required by and shall comply with all local, state, and federal Laws and Regulations applicable to the performance of the Work. Except where otherwise expressly required by applicable Laws and Regulations, neither Owner nor Engineer shall be responsible for monitoring Contractor's compliance with any Laws or Regulations.

- B. Contractor shall bear all resulting costs and losses, and shall indemnify and hold harmless Owner and Engineer, and the officers, directors, members, partners, employees, agents, consultants, and subcontractors of each and any of them from and against all claims, costs, losses, and damages if Contractor performs any Work or takes any other action knowing or having reason to know that it is contrary to Laws or Regulations.
- C. Contractor shall pay all applicable sales, consumer, use, and other similar taxes Contractor is required to pay in accordance with Laws and Regulations.

4.07 Safety and Protection

- A. Contractor shall be solely responsible for initiating, maintaining, and supervising all safety precautions and programs in connection with the Work.
- B. Contractor shall take all necessary precautions for the safety of, and shall provide the necessary protection to prevent damage, injury, or loss to:
 - 1. All persons on the Site or who may be affected by the Work;
 - 2. All the Work and materials and equipment to be incorporated therein, whether in storage on or off the Site; and
 - 3. Other property at the Site or adjacent thereto, including trees, shrubs, lawns, walks, pavements, roadways, structures, other work in progress, utilities, and underground facilities not designated for removal, relocation, or replacement in the course of construction.
- C. All damage, injury, or loss to any property caused, directly or indirectly, in whole or in part, by Contractor, or anyone for whose acts the Contractor may be liable, shall be remedied by Contractor at its expense (except damage or loss attributable to the fault of Contract Documents or to the acts or omissions of Owner or Engineer and not attributable, directly or indirectly, in whole or in part, to the fault or negligence of Contractor).
- D. Contractor shall be responsible for coordinating any exchange of material safety data sheets or other hazard communication information required to be made available to or exchanged between or among employers at the Site in accordance with Laws or Regulations.
- E. In emergencies affecting the safety or protection of persons or the Work or property at the Site or adjacent thereto, Contractor shall act to prevent threatened damage, injury, or loss. Contractor shall give Engineer prompt written notice if Contractor believes that any significant changes in the Work or variations from the Contract Documents have been caused thereby or are required as a result thereof. If Engineer determines that a change in the Contract Documents is required because of the action taken by Contractor in response to such an emergency, a Work Change Directive or Change Order will be issued.

4.08 Warranties and Guarantees

- A. Contractor warrants and guarantees to Owner that all Work will be in accordance with the Contract Documents and will not be defective. Owner and its officers, directors, members, partners, employees, agents, consultants, and subcontractors shall be entitled to rely on Contractor's warranty and guarantee.

4.09 Correction Period

- A. If within one year after the date of substantial completion, any Work is found to be defective, or if the repair of any damages to the Site, adjacent areas that Contractor has arranged to

use through construction easements or otherwise, and other adjacent areas used by Contractor as permitted by Laws and Regulations, is found to be defective, then Contractor shall promptly and without cost to Owner, correct such defective Work.

4.10 Indemnification

- A. To the fullest extent permitted by Laws and Regulations, and in addition to any other obligations of Contractor under the Contract or otherwise, Contractor shall indemnify and hold harmless Owner and Engineer, and the officers, directors, members, partners, employees, agents, consultants and subcontractors of each and any of them from and against all claims, costs, losses, and damages (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals and all court or arbitration or other dispute resolution costs) arising out of or relating to the performance of the Work, provided that any such claim, cost, loss, or damage is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property (other than the Work itself), including the loss of use resulting therefrom but only to the extent caused by any negligent act or omission of Contractor, any subcontractor, any supplier, or any individual or entity directly or indirectly employed by any of them to perform any of the Work or anyone for whose acts they may be liable.

ARTICLE 5 - OWNER'S RESPONSIBILITIES

5.01 Owner's Responsibilities

- A. Owner shall make payments to Contractor as provided in this Contract.
- B. Owner shall provide Site and easements required to construct the Project.
- C. The Owner shall be responsible for performing inspections and tests required by applicable codes.
- D. The Owner shall not supervise, direct, or have control or authority over, nor be responsible for, Contractor's means, methods, techniques, sequences, or procedures of construction, or the safety precautions and programs, or for any failure of Contractor to comply with Laws and Regulations applicable to the performance of the Work. Owner will not be responsible for Contractor's failure to perform the Work in accordance with the Contract Documents.
- E. While at the Site, Owner's employees and representatives shall comply with the specific applicable requirements of Contractor's safety programs of which Owner has been informed.

ARTICLE 6 - CHANGES IN THE WORK

6.01 Authority to Change the Work

- A. Without invalidating the Contract and without notice to any surety, Owner may, at any time or from time to time, order additions, deletions, or revisions in the Work.

6.02 Change Orders

- A. Owner and Contractor shall execute appropriate Change Orders covering:
 - 1. Changes in the Contract Price or Contract Times which are agreed to by the parties, including any undisputed sum or amount of time for Work actually performed in accordance with a Work Change Directive.

ARTICLE 7 - TESTS AND INSPECTIONS; CORRECTION OF DEFECTIVE WORK

7.01 Tests and Inspections

- A. Owner will have access to the Site and the Work at reasonable times for their observation, inspection, and testing. Contractor shall provide them proper and safe conditions for such access.
- B. If any Work that is to be inspected, tested, or approved is covered by Contractor without written concurrence of Owner, Contractor shall, if requested by Owner, uncover such Work for observation. Such uncovering shall be at Contractor's expense.

7.02 Defective Work

- A. Contractor shall ensure that the Work is not defective.
- B. Owner has the authority to determine whether Work is defective, and to reject defective Work.
- C. The Contractor shall promptly correct all such defective Work.
- D. When correcting defective Work, Contractor shall take no action that would void or otherwise impair Owner's special warranty and guarantee, if any, on said Work.
- E. If the Work is defective or Contractor fails to supply sufficient skilled workers or suitable materials or equipment, or fails to perform the Work in such a way that the completed Work will conform to the Contract Documents, then Owner may order Contractor to stop the Work, or any portion thereof, until the cause for such order has been eliminated.

ARTICLE 8 - PAYMENTS TO CONTRACTOR

8.01 Progress Payments

- A. The Contractor shall prepare a schedule of values that will serve as the basis for progress payments. The schedule of values will be in a form of application for payment acceptable to Owner. The unit price breakdown submitted with the bid will be used for unit price work. Break lump sum items into units that will allow for measurement of Work in progress.

8.02 Applications for Payments:

- A. Contractor shall submit an application for payment in a form acceptable to the Owner, no more frequently than monthly, to Owner. Applications for payment will be prepared and signed by Contractor. Contractor shall provide supporting documentation required by the Contract Documents. Payment will be paid for Work completed as of the date of the application for payment.

8.03 Retainage

- A. The Owner shall retain **5%** of each progress payment until the Work is substantially complete.

8.04 Substantial Completion

- A. The Contractor shall notify Owner in writing that the Work is substantially complete and request the Owner issue a certificate of substantial completion when Contractor considers the Work ready for its intended use. Contractor shall at the same time submit to Owner and

Engineer an initial draft of punch list items to be completed or corrected before final payment.

8.05 Final Inspection

- A. Upon written notice from Contractor that the entire Work is complete, Owner will promptly make a final inspection with Contractor and will notify Contractor in writing of all particulars in which this inspection reveals that the Work, or agreed portion thereof, is incomplete or defective. Contractor shall immediately take such measures as are necessary to complete such Work or remedy such deficiencies.

8.06 Final Payment

- A. Contractor may make application for final payment after Contractor has satisfactorily completed all Work defined in the Contract, including providing all maintenance and operating instructions, schedules, guarantees, bonds, certificates or other evidence of insurance, certificates of inspection, annotated record documents and other documents.

8.07 Waiver of Claims

- A. The making of final payment will not constitute a waiver by Owner of claims or rights against Contractor.
- B. The acceptance of final payment by Contractor will constitute a waiver by Contractor of all claims and rights against Owner other than those pending matters that have been duly submitted.

ARTICLE 9 - SUSPENSION OF WORK AND TERMINATION

9.01 Owner May Suspend Work

- A. At any time and without cause, Owner may suspend the Work or any portion thereof for a period of not more than 60 consecutive days by written notice to Contractor and Engineer. Such notice will fix the date on which Work will be resumed. Contractor shall resume the Work on the date so fixed. Contractor shall be entitled to an adjustment in the Contract Price or an extension of the Contract Times, or both, directly attributable to any such suspension.

9.02 Owner May Terminate for Cause

- A. Contractor's failure to perform the Work in accordance with the Contract Documents or other failure to comply with a material term of the Contract Documents will constitute a default by Contractor and justify termination for cause.
- B. If Contractor defaults in its obligations, then after giving Contractor and any surety ten days written notice that Owner is considering a declaration that Contractor is in default and termination of the Contract, Owner may proceed to:
 - 1. Declare Contractor to be in default, and give Contractor and any surety notice that the Contract is terminated; and
 - 2. Enforce the rights available to Owner under any applicable performance bond.
- C. Owner may not proceed with termination of the Contract under Paragraph 15.02.B if Contractor within seven days of receipt of notice of intent to terminate begins to correct its failure to perform and proceeds diligently to cure such failure.

- D. Subject to the terms and operation of any applicable performance bond, if Owner has terminated the Contract for cause, Owner may exclude Contractor from the Site, take possession of the Work, incorporate in the Work all materials and equipment stored at the Site or for which Owner has paid Contractor but which are stored elsewhere, and complete the Work as Owner may deem expedient.
- E. In the case of a termination for cause, if the cost to complete the Work, including related claims, costs, losses, and damages, exceeds the unpaid contract balance, Contractor shall pay the difference to Owner.

9.03 Owner May Terminate for Convenience

- A. Upon seven days written notice to Contractor, Owner may, without cause and without prejudice to any other right or remedy of Owner, terminate the Contract. In such case, Contractor shall be paid for, without duplication of any items:
 - 1. Completed and acceptable Work executed in accordance with the Contract Documents prior to the effective date of termination, including fair and reasonable sums for overhead and profit on such Work;
 - 2. Expenses sustained prior to the effective date of termination in performing services and furnishing labor, materials, or equipment as required by the Contract Documents in connection with uncompleted Work, plus fair and reasonable sums for overhead and profit on such expenses; and
 - 3. Other reasonable expenses directly attributable to termination, including costs incurred to prepare a termination for convenience cost proposal.
- B. Contractor shall not be paid on account of loss of anticipated overhead, profits, or revenue, or other economic loss arising out of or resulting from such termination.

9.04 Contractor May Stop Work or Terminate

- A. If, through no act or fault of Contractor, (1) the Work is suspended for more than 90 consecutive days by Owner or under an order of court or other public authority, or (2) Owner fails for 30 days to pay Contractor any sum finally determined to be due, then Contractor may, upon seven days written notice to Owner, and provided Owner does not remedy such suspension or failure within that time, either stop the Work until payment is received, or terminate the Contract and recover payment from the Owner.

ARTICLE 10 - CONTRACTOR'S REPRESENTATIONS

10.01 Contractor Representations

- A. Contractor makes the following representations when entering into this Contract:
 - 1. Contractor has examined and carefully studied the Contract Documents, and any data and reference items identified in the Contract Documents.
 - 2. Contractor has visited the Site, conducted a thorough visual examination of the Site and adjacent areas, and become familiar with and is satisfied as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
 - 3. Contractor is familiar with and is satisfied as to all Laws and Regulations that may affect cost, progress, and performance of the Work.

4. Contractor has considered the information known to Contractor itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Contract Documents; and the Site-related reports and drawings identified in the Contract Documents, with respect to the effect of such information, observations, and documents on:
 - a. The cost, progress, and performance of the Work;
 - b. The means, methods, techniques, sequences, and procedures of construction to be employed by Contractor; and
 - c. Contractor's safety precautions and programs.
5. Based on the information and observations referred to in the preceding paragraph, Contractor agrees that no further examinations, investigations, explorations, tests, studies, or data are necessary for the performance of the Work at the Contract Price, within the Contract Times, and in accordance with the other terms and conditions of the Contract.
6. Contractor is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Contract Documents.
7. Contractor has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Contractor has discovered in the Contract Documents, and the written resolution thereof by Engineer is acceptable to Contractor.
8. The Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for performance and furnishing of the Work.
9. Contractor's entry into this Contract constitutes an incontrovertible representation by Contractor that, without exception, all prices in the Contract are premised upon performing and furnishing the Work required by the Contract Documents.

ARTICLE 11 - MISCELLANEOUS

11.01 Cumulative Remedies

- A. The duties and obligations imposed by this Contract and the rights and remedies available hereunder to the parties hereto are in addition to, and are not to be construed in any way as a limitation of, any rights and remedies available to any or all of them which are otherwise imposed or available by Laws or Regulations, by special warranty or guarantee, or by other provisions of the Contract. The provisions of this paragraph will be as effective as if repeated specifically in the Contract Documents in connection with each particular duty, obligation, right, and remedy to which they apply.

11.02 Limitation of Damages

- A. Neither Owner, Engineer, nor any of their officers, directors, members, partners, employees, agents, consultants, or subcontractors, shall be liable to Contractor for any claims, costs, losses, or damages sustained by Contractor on or in connection with any other project or anticipated project.

11.03 No Waiver

- A. A party's non-enforcement of any provision shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of this Contract.

11.04 Survival of Obligations

- A. All representations, indemnifications, warranties, and guarantees made in, required by, or given in accordance with the Contract, as well as all continuing obligations indicated in the Contract, will survive final payment, completion, and acceptance of the Work or termination or completion of the Contract or termination of the services of Contractor.

11.05 Contractor's Certifications

- A. Contractor certifies that it has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for or in executing the Contract.

11.06 Controlling Law

- A. This Contract is to be governed by the law of the state in which the Project is located.

IN WITNESS WHEREOF, Owner and Contractor have signed this Contract.

This Contract will be effective on _____ (which is the Effective Date of the Contract).

OWNER: Town of Harrisburg, NC

CONTRACTOR: Atlantic Coast Contractors

By: _____

By: _____

Title: _____

Title: _____

Attest: _____

Attest: _____

Title: _____

Title: _____

Address for giving notices:

Address for giving notices:

4100 Main Street, Suite 101

PO Box 100

Harrisburg, NC 28075

License No.: _____
(where applicable)



TOWN OF HARRISBURG

Agenda Item Details

Title:

Consideration of Holcomb Woods Land Acceptance (Holcomb Park)

Presenting Personnel:

Daniel Stines, Parks & Recreation Director

Suggested Motion or Action:

Motion to accept a contribution of land, infrastructure and payment in the amount of \$240,000 from TAC Holcomb, LLC.

Description/Background:

As part of the Conditional Rezoning for Holcomb Woods Development, TAC Holcomb, LLC is required to convey to the Town 12.631 acres for the construction of two athletic fields, an entrance constructed off Plaza Road Extension and a 90-space parking lot, among other additional requirements.

The original agreement specified that TAC Holcomb, LLC would construct the two regulation FIFA soccer fields. However, Town staff had concerns of the developer successfully constructing two athletic fields to the standards the Parks & Recreation Department would expect. Due to these concerns, staff successfully negotiated a payment agreement of \$240,000 for Town staff to hire a professional field builder to construct two soccer fields. This bid award has been included in a separate agenda item for the May Council meeting.

Before construction on the fields can occur, the Town must own the property. The Town's attorney and staff have been working on closing documents, which include the attached resolution and MOU, and closing will be scheduled in May to convey the property to the Town. At closing, the Town is also to receive a \$240,000 payment from the developer, which will cover the costs of the bid award for the construction of the fields.

As part of the original MOU, TAC Holcomb, LLC has constructed the 90-space parking lot and entrance which has been verified and accepted by Town Staff and will be conveyed to the Town at closing.

Recommendation:

Staff recommends acceptance of the Holcomb Woods land, related improvements and payment for construction of the athletic fields in the amount of \$240,000.

Fiscal Impact:

There is no fiscal or budgetary impact to the Town as a result of accepting the land and related improvements. The costs of the athletic field construction should be covered in total by the payment from the developer of \$240,000. However, any costs that may exceed the \$240,000 will be the responsibility of the Town.

Also, there will be various increased costs related to maintenance and any future improvements over the ownership life of the property.

Town Council will also need to accept the value of the property and related improvements. Staff is still working with the developer to obtain the cost estimates and will bring the value acceptance back at the June 2020 Council meeting.

Attachments:

1. TAC Holcomb Soccer Field MOU 09 18 2019
2. Resolution of Acceptance of Property - Harrisburg

MEMORANDUM OF UNDERSTANDING

This MEMORANDUM OF UNDERSTANDING ("MOU") is made and entered into this 17 day of September 2019 (the "Effective Date"), by and between TAC HOLCOMB, LLC, a North Carolina limited liability company ("TAC"), and the TOWN OF HARRISBURG, a political subdivision of the State of North Carolina ("Town").

The purpose of this MOU is to memorialize the parties' intent and understanding with respect to certain changes to the conditions of approval established by rezoning # H2014-08-(R) (the "Rezoning Conditions") for the real property commonly known as the Holcomb Subdivision which is being developed by TAC (the "Subject Property"). These changes primarily relate to the construction of two (2) full-size soccer fields and related infrastructure upon the Subject Property (collectively, the "Soccer Facility").

As a result of the foregoing, the parties hereto desire to memorialize their general understanding and intent with respect to certain changes to the Rezoning Conditions for the Subject Property as follows:

1. TAC Obligations: Notwithstanding anything in Item #10 of the Rezoning Conditions to the contrary, TAC's obligations with respect to the Soccer Facility be modified and limited as follows (collectively, the "TAC Obligations"):

(a) TAC shall construct a 90-space parking lot, entrance road, and driveway connection to Plaza Road as shown on Exhibit A attached hereto and incorporated herein by this reference (the "Site Plan").

(b) TAC shall install a 50' Class D Buffer as shown on the Site Plan.

(c) TAC shall remove the inlet covers and provide a slab below grade for each of the stormwater boxes shown on the Site Plan.

(d) TAC shall re-grade and stabilize the embankment along the northern boundary of the Subject Property which has partially collapsed.

(e) TAC shall transfer the area shown on the Site Plan which will contain the Soccer Facility to the Town via a special warranty deed (the "Deed"). The legal description for the Deed shall be derived from a recorded subdivision plat prepared by TAC which identifies the Soccer Facility as a separate and distinct parcel.

(f) Simultaneously with the delivery of the Deed to the Town, TAC shall pay the Town the sum of \$240,000.00 (the "TAC Contribution"), which TAC Contribution is equal to 110% of the estimated cost to complete construction of the Soccer Facility.

2. Town Obligations: Notwithstanding anything in Item #10 of the Rezoning Conditions to the contrary, the Town shall have the following duties and obligations with respect to the Soccer Facility:

TT
9/18/19

(a) Upon completion of the TAC Obligations, the Town shall, at its sole cost and expense, promptly and diligently complete construction of the Soccer Facility, as shown on the Site Plan. The two (2) soccer fields shall be constructed to FIFA standards. In the event the cost to complete the Soccer Facility exceeds the TAC Contribution, the Town shall be responsible for any and all such additional costs.

(b) Upon completion of the Soccer Facility, the Town shall be responsible, at its sole cost and expense, for maintaining the Soccer Facility in good repair and condition.

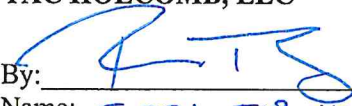
5. Agreement to Cooperate and Effectuate. The parties hereto agree to cooperate with one another to accomplish the matters set forth in this MOU. The parties shall use diligent, good faith efforts to have the terms of this MOU approved by the Town Council at its meeting on September 9, 2019, such that the changes to the Rezoning Conditions shall become vested.

6. Miscellaneous. Except as otherwise provided herein, the parties will each bear its own costs and expenses in executing this MOU. This MOU shall be construed in accordance with the laws of the State of North Carolina, and the rights and obligations created herein shall be governed by the laws of the State of North Carolina. This MOU does not constitute or evidence a binding offer or agreement, nor shall it or any discussions or course of conduct impose any obligation or liability on any of the parties or their affiliates. This MOU may be executed in counterparts and/or with counterpart signature pages, all of which together shall constitute a single agreement. Electronic facsimiles of signatures shall be acceptable and binding upon the parties hereto.

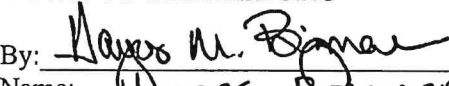
IN WITNESS WHEREOF, the parties hereto execute this document as of the date and year first above written.

ACKNOWLEDGED AND AGREED:

TAC HOLCOMB, LLC

By: 
Name: TODD M. TERWILLIGER
Title: MANAGER

TOWN OF HARRISBURG

By: 
Name: Haynes Bragman
Title: Town Manager

11
9/18/19

RESOLUTION
OF THE
TOWN COUNCIL OF THE TOWN OF HARRISBURG

WHEREAS, TAC Holcomb, LLC has offered to convey to the Town an approximate 12.631 acres tract in its Holcomb Woods Subdivision in fee simple for use by the Town as athletic fields (as shown in the Plat recorded in Book 75, Page 29 of the Register of Deeds of Cabarrus County); and

WHEREAS, TAC Holcomb, LLC has also offered to pay \$240,000.00 toward the cost of construction of two regulation size soccer fields and a 90-space parking lot, entrance road and driveway connection to Plaza Road Extension on this property; and

WHEREAS, the Town is willing to accept this conveyance and these improvements for the citizens of the Town of Harrisburg; and

WHEREAS, this conveyance is being made without any cost to the Town.

THEREFORE, THE TOWN COUNCIL OF THE TOWN OF HARRISBURG RESOLVES THAT:

1. The Town of Harrisburg accepts the conveyance of the property and described improvements in Holcomb Woods Subdivision from TAC Holcomb, LLC for the public use.
2. The Town Council authorizes the Mayor to execute the attached Memorandum of Understanding with TAC Holcomb, LLC regarding this conveyance and these improvements.
2. The Town reserves the right to impose rules and restrictions on the use of such property by residents of the Town, the Holcomb Woods Subdivision and all other persons.

This ____ day of _____, 2020.

Steve Sciascia
Mayor, Town of Harrisburg



TOWN OF HARRISBURG

Agenda Item Details

Title:

Consideration of Awarding a Bid for the Construction of Holcomb Park Athletic Fields

Presenting Personnel:

Daniel Stines, Parks & Recreation Director

Suggested Motion or Action:

Motion to award a bid in the amount of \$240,000 to Furr'st Athletic Fields, Inc. for the construction of two FIFA regulation multipurpose athletic fields at Holcomb Woods Development (Holcomb Park), subject to receipt of property ownership and a \$240,000 payment from the Holcomb Woods developer.

Description/Background:

As part of the Holcomb Woods Development, a contribution of land will be made to the Town of 12.43 acres by TAC/Holcomb LLC. Closing on the land with transfer of ownership will occur in May 2020. The land was contributed with the condition of constructing two athletic multi-purpose fields.

The original conditions approved with this development included the developer to construct the entrance to the land, a 90-space parking lot and multi-purpose fields. Town staff has since negotiated through an approved MOU, revised conditions that require the developer to also provide the Town with the funding (agreed to be \$240,000) to construct the athletic fields through a 3rd party field builder. The payment from the developer of \$240,000 will be presented at closing of the property transfer.

Per the Town's Purchasing Policy for Informal Bids, bids were solicited for the 2-field construction project and only one bid was received, which was from Furr'st Athletic Fields, Inc. and was in the amount of \$240,000. In addition to their bid price, this company also has extensive qualifications to perform the work.

Staff hopes to begin construction on the fields quickly after the close on the property and receipt of payment in an effort to establish the sod turf in adequate time to utilize the fields for our Fall soccer program.

Recommendation:

Staff recommends awarding of the bid to Furr'st Athletic Fields, Inc. in the amount of \$240,000 for the construction of two athletic fields at Holcomb Park, subject to successful receipt and acceptance of the property and payment in the amount of \$240,000 from the developer, TAC/Holcomb, LLC.

Fiscal Impact:

There will be no fiscal impact to the Town.

The funds to support this project were negotiated by staff from the Developer of Holcomb Woods, TAC/Holcomb, LLC, which will be providing the Town payment in the amount of \$240,000 prior to the execution of the construction contract.

Attachments:

1. Bid - Furr'st Athletic Fields, Inc.



Date: 4/24/2020

Project: Holcomb Soccer Fields

Scope of Work: Construction of (2) Two Soccer Fields approx. 60,000 sqft per field

Grading

Option #2: One large field of approx. 150,000 sqft with a single crown of 1-1.5%

1. Using a CAT D-5 with laser automation, regrade existing fields to create one large field by building the crown over the existing swale located between the fields.
2. Field will be crowned at approx. 1-1.5%.
3. Perform final laser-grading of subgrade using a fully automated 8' pull type box system.

Price: \$68,000

Irrigation

1. Install full irrigation system per our design
- Note: Owner will need to provide tap and backflow

Price: \$36,000

Field Surface

Option #1: Blending of screened sand into the native soil and sod installation

1. Deliver and apply approx. 900 tons of clean, screened sand.
2. Blend sand into the native soil to a depth of 4".
3. Perform final laser grading.
4. Apply 500 lbs of starter fertilizer.
5. Deliver and install Tif-Tough Bermuda, big rolled sod.
6. Roll sod with 1 ton dual drum roller.

Price: \$136,000

*Furr'st Athletic Fields Inc.
1910 Waxhaw Hwy
Monroe, NC 28112
704-572-0019*



TOWN OF HARRISBURG

Agenda Item Details

Title:

Consideration of Harrisburg Elementary Baseball Complex Re-Lamping Contract and Related Budget Amendment

Presenting Personnel:

Daniel Stines, Parks & Recreation Director

Suggested Motion or Action:

Motion to approve a contract with MUSCO lighting for the re-lamping of Harrisburg Elementary Baseball Complex Lighting System in the amount of \$23,400 and the related budget amendment.

Description/Background:

Staff requests Town Council to approve a contract with MUSCO Sports Lighting in the amount of \$23,400 for the re-lamping of Harrisburg Elementary - Four Field Baseball Complex.

This project has stemmed from staff requesting MUSCO to perform a photometric lighting test in which the results are shared in the attached documents.

Staff proposes utilizing Harrisburg Community and Youth Association (HCYA) as a funding source for the entire project of \$23,400. Currently the HCYA account has a balance of \$62,000. Staff has applied for a matching incentive grant from Cabarrus County in the amount of \$11,700. If awarded, it would reimburse HCYA 50% of the cost of the project. These grant announcements will not be until late summer. Staff wishes to complete this project prior to fall sports season.

Recommendation:

Approve the attached contract with MUSCO Sports Lighting in the amount of \$23,400 and the related budget amendment.

Fiscal Impact:

There will not be any fiscal impact to the General Fund budget. This project will be solely funded by Harrisburg Community and Youth Association (HCYA) funds, to which funding must be directed to support youth athletic programs and facilities. These funds come from sponsorship donations to the Town, with most of the funding coming from Land'o'Lakes.

The attached budget amendment recognizes revenue and expense of \$23,400 to the Town, for a net effect of zero.

Attachments:

1. HES Relamp
2. HES Relamp Contract
3. Amendment - HCYA HES Lighting Amendment 05112020



Inspection Date: June 19, 2019

Facility Address: 4088 Stallings Rd - Harrisburg, NC

Thank you for letting me inspect your older Musco Lighting Systems on the Softball and Baseball Fields 1- 4 adjacent to the elementary school. The purpose of this sports lighting inspection was to review the performance of your sports lighting systems, and proactively discover future and current maintenance needs. This proactive discovery process allows you to identify, prioritize, and budget for the maintenance needed on their lighting system. Proper maintenance of lighting systems is necessary to maintain a safe playing environment for athletes, while optimizing the life of the lighting system.

The survey inspection of Musco Sports Lighting equipment includes a review of poles, precast concrete bases (if applicable), electrical component enclosures, mounting hardware, hanger brackets, cross-arm assemblies, knuckle cone assemblies, reflectors, glass lenses, lamp condition, and alignment of fixtures.

Softball Field 1:

POLE ID	FIXTURES	OUTAGES	PINK LAMPS	GREEN LAMPS	NOTES/ISSUES
A1	4	1	2	0	Outage – fixture #2; Pink – fixtures #3 #4; common pole with Field 4
A2	4	1	1	1	Outage – fixture #4; Pink – fixture #3; Green – fixture #1; common pole with Field 2
B1	9	1	6	1	Outage – fixture #4; Pink – fixtures #1 #2 #5 #7 #8 #9; Green – fixture #8; common pole with Field 4
B2	9	1	4	1	Outage – fixture #3; Pink – fixtures #1 #2 #8 #9; Green – fixture #7; common pole with Field 2
C1	6	0	3	1	Pink – fixtures #1 #3 #4; Green – fixture #5
C2	6	0	3	1	Pink – fixtures #2 #5 #6; Green – fixture #3
Total	38	4	19	5	Nearly 75% of the lamps have turned pink, green or failed.

- Original Musco project #64059554 delivered October 2008.
- (22) 1500w SportsCluster-2™ and (16) 1500w Level-8™ metal halide lighting system luminaires.
- (4) LS60 and (2) LS70 Musco Light-Structure lighting system poles.
- No warranty. Expired 7-Year Parts and 2-Year Labor Warranty.
- Moderate outgassing of glass lenses.
- Ballasts are quiet with normal operation.
- Musco equipment and mounting hardware appears to be in good structural condition.
- Access -
 - Good access to all poles staying off the field surface.
- Controls -
 - Existing Musco Control-Link® automated control system for all four ball fields.
- See pictures in Exhibit A.

Softball Field 2:

POLE ID	FIXTURES	OUTAGES	PINK LAMPS	GREEN LAMPS	NOTES/ISSUES
A1	4	0	2	0	Pink – fixtures #3 #4; common pole with Field 1
A2	4	0	2	0	Pink – fixtures #3 #4; common pole with Field 3
B1	8	1	6	1	Outage – fixture #2; Pink - #3 #4 #5 #6 #7 #8; Green – fixture 31; common pole with Field 1
B2	8	0	4	0	Pink – fixtures #3 #4 #5 #6; common pole with Field 3
C1	5	0	3	0	Pink – fixtures #2 #3 #5
C2	5	1	2	0	Outage – fixture #1; Pink – fixtures #2 #5
Total	34	2	19	1	Nearly 65% of the lamps have turned pink, green or failed.

- Original Musco project #64059554 delivered October 2008.
- (25) 1500w SportsCluster-2™ and (9) 1500w Level-8™ metal halide lighting system luminaires.
- (4) LS60 and (2) LS70 Musco Light-Structure lighting system poles.
- No warranty. Expired 7-Year Parts and 2-Year Labor Warranty.
- Moderate outgassing of glass lenses.
- Ballasts are quiet with normal operation.
- Musco equipment and mounting hardware appears to be in good structural condition.
- Access -
 - Will need to get on the field to reach poles C1 and C2; remaining poles good access staying off the field surface.
- Controls -
 - Existing Musco Control-Link® automated control system for all four ball fields.
- See pictures in Exhibit B.

Softball Field 3:

POLE ID	FIXTURES	OUTAGES	PINK LAMPS	GREEN LAMPS	NOTES/ISSUES
A1	4	0	3	0	Pink – fixtures #1 #3 #4; common pole with Field 2
A2	4	0	1	0	Pink – fixture #3; common pole with Field 4
B1	9	0	7	2	Pink – fixtures #1 #3 #4 #5 #6 #8 #9; Green – fixtures #2 #7; common pole with Field 2
B2	9	0	4	2	Pink – fixtures #1 #4 #5 #7; Green – fixtures #6 #8; common pole with Field 4
C1	6	0	3	0	Pink – fixtures #2 #4 #5
C2	6	0	3	0	Pink – fixtures #1 #2 #5
Total	38	0	21	4	Nearly 65% of the lamps have turned pink, green or failed.

- Original Musco project #64033301 delivered July 2000.
- (30) 1500w SportsCluster-2™ and (8) 1500w Level-8™ metal halide lighting system luminaires.
- (2) LS60 and (4) LS70 Musco Light-Structure lighting system poles.
- No warranty. Expired 7-Year Parts and 2-Year Labor Warranty.
- Moderate outgassing of glass lenses.
- Ballasts are quiet with normal operation.
- Musco equipment and mounting hardware appears to be in good structural condition.
- Access -
 - Will need to get on the field to reach poles C1 and C2; remaining poles good access staying off the field surface.
- Controls -
 - Existing Musco Control-Link® automated control system for all four ball fields.
- See pictures in Exhibit C.

Baseball Field 4:

POLE ID	FIXTURES	OUTAGES	PINK LAMPS	GREEN LAMPS	NOTES/ISSUES
A1	6	0	4	0	Pink – fixtures #1 #2 #4 #5; common pole with Field 3
A2	6	2	6	0	Outages – fixtures #1 #2; Pink – fixtures #3 #5 #6; common pole with Field 1
B1	11	0	10	1	Pink – fixtures #1 #2 #4 #5 #6 #7 #8 #9 #10 #11; Green – fixture #3
B2	11	1	6	1	Outage – fixture 37; Pink – fixtures #2 #3 #6 #8 #10 #11; Green – fixture #1; common pole with Field 1
C1	6	1	3	1	Outage – fixture #3; Pink – fixtures 31 #4 #6; Green – fixture #5
C2	6	0	0	2	Green – fixtures #4 #6
Total	46	4	29	5	Nearly 80% of the lamps have turned pink, green or failed.

- Original Musco project #64033301 delivered July 2000.
- (22) 1500w SportsCluster-2™ and (24) 1500w Level-8™ metal halide lighting system luminaires.
- (2) LS60 and (4) LS70 Musco Light-Structure lighting system poles.
- No warranty. Expired 7-Year Parts and 2-Year Labor Warranty.
- Moderate outgassing of glass lenses.
- Ballasts are quiet with normal operation.
- Musco equipment and mounting hardware appears to be in good structural condition.
- Access -
 - Good access to all poles staying off the field surface.
- Controls -
 - Existing Musco Control-Link® automated control system for all four ball fields.
- See pictures in Exhibit D.

Summary:

- Softball Field 1
 - All the Musco Lighting equipment appears to be in good structural and operational condition - poles, bases, electrical component enclosures, mounting hardware, hanger brackets, cross-arm assemblies, reflectors, knuckle cones, glass lenses.
 - Nearly 75% of the lamps have turned pink, green, or failed.
 - Recommended service - A complete group relamp and lens cleaning service is highly recommended to improve playability, safety, lighting performance, and light uniformity.
- Softball Field 2
 - All the Musco Lighting equipment appears to be in good structural and operational condition - poles, bases, electrical component enclosures, mounting hardware, hanger brackets, cross-arm assemblies, reflectors, knuckle cones, glass lenses.
 - Nearly 65% of the lamps have turned pink, green, or failed.
 - Recommended service - A complete group relamp and lens cleaning service is highly recommended to improve playability, safety, lighting performance, and light uniformity.
- Softball Field 3
 - All the Musco Lighting equipment appears to be in good structural and operational condition - poles, bases, electrical component enclosures, mounting hardware, hanger brackets, cross-arm assemblies, reflectors, knuckle cones, glass lenses.
 - Nearly 65% of the lamps have turned pink, green, or failed.
 - Recommended service - A complete group relamp and lens cleaning service is highly recommended to improve playability, safety, lighting performance, and light uniformity.
- Baseball Field 4
 - All the Musco Lighting equipment appears to be in good structural and operational condition - poles, bases, electrical component enclosures, mounting hardware, hanger brackets, cross-arm assemblies, reflectors, knuckle cones, glass lenses.
 - Nearly 80% of the lamps have turned pink, green, or failed.
 - Recommended service - A complete group relamp and lens cleaning service is highly recommended to improve playability, safety, lighting performance, and light uniformity.

General Information:

The pinkish hue and dim green tint of the existing lamp operation on the ball fields indicates the lamps are at the end of their useful lamp life and ready to fail. Pink lamps cause significant safety and playability issues for your ball players. Along with the poor lamp condition, there were some issues with proper alignment of the fixtures, all of which affects lighting performance for the players and spectators.

Given the age of the Musco Lighting Systems and the poor condition of the existing lamp operation, the fixtures are over-due for a complete group re-lamp service, indicated by the pinkish hue and greenish dimness of the existing lamps, and the quantity of fixture outages. Conventional 1500 watt metal halide lamps have a life span of approximately 2,000 - 3,000 hours. Metal halide lamps depreciate over time, and give off a pinkish hue when reaching the end of their life span. If not replaced, the pink lamps will continue to depreciate over time and you will experience lamp outages. If you replace only the spot outages, you will likely experience a few more lamp failures later in the season, leading to repeated labor/lift expenses.

A Complete Group Re-lamp Service will save you money over the next several years by avoiding repeated labor & lift expenses for repair of spot lamp outages. Since lift and labor charges are generally a bulk of the cost of replacing lamps, re-lamping all fixtures at once is recommended to dramatically decrease the total number of lift & labor charges experienced over time.

A Complete Group Re-lamp provides the best lighting uniformity on the ball field for players and spectators. Continuing to use the lamps in their existing condition will result in lamp outages, which leads to further safety and playability issues for athletes. Musco does not recommend replacing spot lamp outages. Replacing only spot lamp outages will produce "hot spots" and "shadows" on the playing surface as new lamps will be operating next to old lamps. These shadows can also cause safety and playability issues for the athletes.

Take care, and please call if you have any questions. I look forward to hearing from you soon.

Thanks,

Mark Keller
Lighting Services Developmental Representative
Musco Sports Lighting, LLC
Phone: 800-825-6020
Fax: 888-397-8736
Cell: 641-660-0823
mark.keller@musco.com

Exhibit A

Softball Field 1



Exhibit B

Softball Field 2



Exhibit C

Softball Field 3



Exhibit D
Baseball Field 4





Stallings Road Park
Softball and Baseball Fields
Harrisburg Parks and Recreation
Harrisburg, NC
Date: July 1, 2019

Quotation Price

The fee for services rendered including lamps, labor, lift, freight and lamp disposal described in the scope below.....**\$23,400** ** Plus applicable sales tax.

**This quote does not include prevailing wage rates. It is the customer's responsibility to notify Musco Sports Lighting if prevailing wage applies to this project and to supply Musco with the applicable wage rates. If this project is subject to prevailing wage requirements, Musco Sports Lighting will provide a revised Quote which includes the appropriate wage rates.

Scope of Service

Musco proposes the following service:

- Supply (99) 1500w Musco Z-Lamp™ metal halide lamps
- Supply (57) 1500w Musco Painted Z-Lamp™ metal halide lamps
- Provide Musco Technician and Lift to perform a group re-lamp
 - Replace lamps in (99) SportsCluster-2™ lighting system luminaires and (57) Level-8 lighting system luminaires
 - Clean glass lenses
 - Re-aim fixtures as needed per the original Musco Sports Lighting design
 - Trouble shoot remaining fixture outages
 - Dispose of old lamps
- Freight

If additional time or materials are needed to complete the Project, Musco Sports Lighting will obtain Customer's consent before proceeding.

Notes

- Reference original Musco Sports Lighting project #64033301 / #64059554 / SVC-421918.
- Reasonable access to all poles with construction-sized lift if required.
- Ground protection (plywood) and assistance to move, if needed, provided by Owner.
- Other parts used for repair of Musco equipment will be an additional charge.
 - Ballast - \$205 each / Capacitor - \$45 each / Fuse - \$6 each / Knuckle Cone - \$66 each / Wire Harness - BTO

Environmental Compliance Notice

HID lamps contain mercury (Hg), a hazardous substance that is regulated by state and/or federal law, and must be managed according to disposal laws. HID lamps removed from service contain mercury and will have transport arranged for delivery to a recycling facility.

Payment Terms

Payment terms net 30 days from delivery. **Late payment will be subject to service charges of 1 ½% per month (18% APR).** Any additional materials needed will be charged at an additional price. In addition, the customer shall pay and be responsible for when due all local applicable sales, use, franchise, gross receipts, or similar taxes relating to this Agreement. If any payment is not made when due, Customer will pay a delinquent charge of 1-1/2% for each month, or a portion of month, that a past due balance remains unpaid. Customer agrees to pay all cost (including reasonable attorney's fees and court costs) associated with collecting any delinquent amounts due. Freight Charges have been included in the above prices. Sales tax is NOT included as part of this quote.

Licenses and Permits

MUSCO, a non-union organization, requires the customer to arrange and secure all licenses, permits and/or applicable labor contracts with local authorities. MUSCO shall not be held responsible for local union labor and any permits, if required.

Nonliability

Before Musco enters the Property to set up its equipment under this Agreement, Customer must notify Musco of any landscaping or surface areas that are to be avoided by Musco in setting up its equipment. Absent Musco's negligence or willful misconduct, Musco is not, at any time or to any extent, liable, responsible or in any way accountable for any loss, injury, death or damage to persons or property, from any cause that at any time may be suffered or sustained by Customer, or by any person on or about the Property arising out of the entry or activities on the Property by Musco, or any person or persons permitted on the Property by Musco.

Prices are good for acceptance and delivery for 90 days only, unless such time is extended in writing. If you have any questions regarding the quotation, please call me at 800-825-6020 .

Sincerely,

Mark Keller
Lighting Services Developmental Representative
Musco Sports Lighting, LLC
800-825-6020
888-397-8736 fax
mark.keller@musco.com



AN ORDINANCE AMENDING THE 2019-2020 BUDGET ORDINANCE OF THE TOWN OF HARRISBURG, NORTH CAROLINA

Be it ordained by the Town Council of the Town of Harrisburg, North Carolina, that the following amendment be made to the annual budget ordinance for the fiscal year ending June 30, 2020:

Section 1. Amend the General Fund to account for the contribution of funds from Harrisburg Community and Youth Association, Inc. toward the replacement of field lighting at the Harrisburg Elementary Baseball Complex.

Section 2. To amend the General Fund, the appropriations are to be changed as follows:

Increase line item 100-5000-55802	\$ 23,400
Contributions – HCYA (Expense)	

Section 3. To amend the General Fund, the revenues are to be changed as follows:

Increase line item 100-48900	\$ 23,400
Contributions from HCYA	

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

Section 5. That this ordinance shall be effective upon its passage. Adopted this 11th day of May, 2020.

Steve Sciascia, Mayor

ATTEST:

Janet Rackley, Town Clerk



TOWN OF HARRISBURG

Agenda Item Details

Title:

Consideration of Harrisburg Park Professional Services Contract Amendment and related Project Ordinance Amendment

Presenting Personnel:

Daniel Stines, Parks & Recreation Director

Suggested Motion or Action:

Motion to approve the contract amendment of an additional \$20,000 with Alfred Benesch & Company for additional professional services provided on Harrisburg Park Redevelopment - Phase 1 project and the related Project Ordinance amendment, as attached.

Description/Background:

As part of the Harrisburg Park project, Benesch Engineering was hired to perform construction document services, in preparation of project bid and project duration.

Post-project launch and contract award of \$344,575 with Benesch Engineering, the Town and YMCA began discussions of relocating the YMCA facility within Harrisburg Park (moving it from the center of the park to the southwest corner of the park). This change resulted in significant additional design development and engineering services. The added work resulted in an additional \$7,500 in development design services.

The resulting redesign of Harrisburg Park also attributed to additional services costs. These services include but are not limited to: Review of as-builts, bidding assistance, close out tasks, site visits, review/pay of pay applications, preparation of bulletin drawings (splash pad, playground predominantly after PARTF Grant award) and plan amendments. The added work resulted in an additional \$12,500 in development additional services.

The changes to the park project related to the YMCA location were not known at time of original contract award, but were necessary to move the project forward and received approval from Council in the GMP contract award. The amended contract with Benesch does not impact the total project budget; rather, funds will be moved from the construction portion of the budget to the professional services portion of the project budget to cover these additional expenses.

Recommendation:

Staff recommends approval of the contract amendment and related project ordinance amendment, as attached.

Fiscal Impact:

The total project budget for the Harrisburg Park Redevelopment - Phase I project is \$10,650,000, with \$504,000 for Professional Services and \$10,146,000 for Construction.

If approved, this amendment shifts \$20,000 from construction to design (professional services) and does not impact the total project authorization of \$10,650,000.

If approved, the adjusted Project Ordinance remains at \$10,650,000, with \$524,000 for professional services and \$10,126,000 for construction.

Attachments:

1. Benesh Contract Amendment \$7,500
2. Benesh Contract Amendment \$12,500
3. Project Ordinance Amendment - Harrisburg Park - Phase 1

November 12, 2019
Amended February 19, 2020
Amended March 10, 2020

Mr. Daniel Stines, Director
Harrisburg Parks and Recreation Department
P.O. Box 100
Harrisburg, NC 28075

Subject: Harrisburg Park (17000255.00)
P2017145.00 Amendment Proposal #3 – Additional Services: Additional Design and Engineering

Dear Daniel:

As we have been discussing over the past several months and particularly after the meeting with the YMCA on September 23, 2019, (and including our discussion today) Benesch was asked to provide additional design and engineering services during the Design Development and Construction Document phases for the Harrisburg Park project for which Benesch has noted are outside of the original scope of the design contract.

Therefore, with this letter, please find our proposal for the additional services as outlined below.

SCOPE OF SERVICES

Additional Design & Engineering Services

Below is a list of items provided for the Harrisburg Park project outside of the original contract scope with an estimation of associated time spent on those additional tasks:

- **DD Phase – 24 hours**
 - Re-design nearly entire site (rough) grading w/ earthwork balance & utilities after 3/26/19 site layout change (loss of previous design time on old layout w/ YMCA at north end of property; this re-design includes rough grading for the YMCA on other side of delineated stream) – 24 hours
- **CD Phase (assumed to begin after 5/30/19 budget review meeting) – 104 hours**
 - Additional grading exercises to reduce storm / retaining walls (earthwork balance no longer priority) after 5/30/19 and 6/10/19 review meetings – 40 hours
 - Prepared concurrent bid set and Addendum 1 package prior to securing of permits (in-lieu of using approved permit set) – 24 hours
 - Roadway Profiles w/ labels for CDs per Engineering Dept. comments – (3) additional sheets (not in original project proposal) – 16 hours
 - Storm Profiles w/ labels for CDs per Engineering Dept. comments – (4) additional sheets (not in original project proposal) – 24 hours

The estimated total for the items above is approximately 128 hours (divided amongst 3 individuals).

COMPENSATION

Based on the tasks described above, Benesch provided the services which equate to the following fees:

I. Additional Design and Engineering Services	\$7,500.00
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We look forward to continue working with the Town of Harrisburg on the Harrisburg Park project as it transitions through construction. Please let us know if you have any questions regarding our proposal amendment.

Respectfully submitted,

Alfred Benesch & Company

A handwritten signature in black ink, appearing to read "Jonathan D. Wood".

Jonathan D. Wood, PLA
Senior Project Manager

A handwritten signature in black ink, appearing to read "Brian J. Canella".

Brian J. Canella, PLA
NC Division Manager, VP

AGREEMENT AND AUTHORIZATION TO PROCEED WITH THE SCOPE OF WORK INDICATED ABOVE.

Town of Harrisburg

Date



Alfred Benesch & Company
2359 Perimeter Pointe Parkway, Suite 350
Charlotte, NC 28208
www.benesch.com
P 704-521-9880
F 704-521-8955

November 12, 2019
Amended February 19, 2020

Mr. Daniel Stines, Director
Harrisburg Parks and Recreation Department
P.O. Box 100
Harrisburg, NC 28075

Subject: Harrisburg Park (17000255.01)
(P2017146.00) Amendment Proposal #2 – Additional Services during Construction

Dear Daniel:

An amendment to the original contract was submitted on July 2, 2019 that included \$10,000 (hourly/not to exceed) for Bidding Assistance, Services during Construction and Close Out tasks. Our original estimate for these services was \$27,000 (Bidding – 25 hours; Service during Construction – 150 hours; Close Out – 50 hours), however, it was capped at \$10,000 (80 hours) for the amendment. To that end, and as noted in the original amendment #2 submitted in November 2019, and here in this updated amendment #2, Benesch has well exceeded the \$10,000 upset (180 hours expended to date) established in the July 2 amendment.

Benesch has provided attendance at the pre-bid meeting, selected OAC meetings to date, requested site visits by the CMR, prepared additional revised bid exhibits for the CMR, coordinated shop drawing and RFI distribution for the design team, reviewed and approved CMR pay applications and prepared numerous bulletin drawings as a result of RFIs and field conditions/changes. There was more upfront time expended as the project transitioned from bidding to early construction.

We still anticipate attendance at OAC meetings, but only as requested, (1 person), requested site visits, such as the sewer testing inspection, but will combine OAC meetings and site visits where possible. We continue to provide shop drawing reviews, pay application reviews, and preparation of bulletin drawings as a result of requested field changes. We are already in the process of reviewing and or preparing as-built drawings such as for the installed sewer system. We continue to evaluate requests for services to try and minimize time required on Benesch's end wherever possible.

COMPENSATION

Based on the tasks described above, Benesch will continue to provide the services during construction for following fee upset:

I. Additional Time for Services during Construction* \$ 12,500.00*

(Hourly Not to Exceed)*

**Maximum upset shown here will not be exceeded
without written authorization from the Town of Harrisburg*

We look forward to continue working with the Town of Harrisburg on the Harrisburg Park project as it transitions through construction. Please let us know if you have any questions regarding our proposal amendment.

Harrisburg Park Addendum #2

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Respectfully submitted,

Alfred Benesch & Company

A handwritten signature in black ink, appearing to read "Jonathan D. Wood".

Jonathan D. Wood, PLA
Senior Project Manager

A handwritten signature in black ink, appearing to read "Brian J. Cannella".

Brian J. Cannella, PLA
Nc Division Manager, VP

AGREEMENT AND AUTHORIZATION TO PROCEED WITH THE SCOPE OF WORK INDICATED ABOVE.

Town of Harrisburg

Date



AN ORDINANCE AMENDING THE 2018-2021 CAPITAL PROJECT ORDINANCE OF THE TOWN OF HARRISBURG, NORTH CAROLINA

Be it ordained by the Town Council of the Town of Harrisburg, North Carolina, that the following amendment be made to the Capital Projects Fund – Parks and Recreation project ordinance for the fiscal years beginning July 1, 2018 and ending June 30, 2021:

Section 1. Amend Capital Projects Fund – Parks and Recreation to account for the additional construction management fees with Alfred Benesch & Company, the project's engineering and design firm, for Harrisburg Park Redevelopment – Phase I.

Section 2. To amend the Capital Projects Fund – Parks and Recreation, the appropriations are to be changed as follows:

Decrease line item 320-5000-57100 Construction	\$ 20,000
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Increase line item 320-5000-56310 Professional Services	\$ 20,000
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Section 3. Copies of this budget amendment shall be furnished to the Clerk of the Town Council, and to the Budget Officer and the Finance Officer for their direction.

Section 4. That this ordinance shall be effective upon its passage. Adopted this 11th day of May, 2020.

Steve Sciascia, Mayor

ATTEST:

Janet Rackley, Town Clerk



TOWN OF HARRISBURG

Agenda Item Details

Title:

Discussion Concerning Recognition Banners for Local High School Seniors.

Presenting Personnel:

Suggested Motion or Action:

Council discussion on Hwy 49 banners recognizing Hickory Ridge High School Seniors.

If Council decides to move forward with this project, funding will need to be authorized to be spent from contingency funds prior to a budget amendment being presented in the June 2020 Council meeting.

Description/Background:

The Town Council wishes to discuss honoring graduating Seniors of Harrisburg's Hickory Ridge High School. Discussions and considerations include the installation of banners along Hwy 49 honoring these students for the achievements.

Points of Information:

Large Banners at the four major intersections (16): \$107/piece, or a total of \$1,712.

Small Banners along a majority of Hwy 49 (45): \$65/piece, or a total of \$2,925.

Recommendation:

For purposes of staff time related to installation of the banners, staff recommends replacing the large banners at the four major intersections with generic language honoring graduating Seniors that can be utilized annually during the month of May.

Staff would also recommend ordering 25 banners so that we have extra in the event of wind or weather damage.

Total budget needed is estimated at \$2,700 and can be funded from the Town's Contingency fund.

Fiscal Impact:

Fiscal impact would be dependent upon the direction of Council.

Funding source should be the Contingency Fund, which has a current balance of \$116,745.

Attachments:

None



TOWN OF HARRISBURG

Agenda Item Details

Title:

Discussion of Unified Development Ordinance Steering Committee Application

Presenting Personnel:

Suggested Motion or Action:

Council should make any necessary changes to the Unified Development Ordinance Steering Committee Application and approve its use by staff.

Description/Background:

The Town is in the process of updating its Unified Development Ordinance (UDO). A major part of that update includes public feedback and interaction throughout the process. One aspect of this interaction is having resident members sit on the Town's UDO Steering Committee throughout the process.

A role on the Steering Committee will require significant time and energy by the volunteer, so an application has been generated to help Town Council select members for the committee.

A proposed application has been prepared by Council members, and has been attached for your review. Staff is now seeking direction and approval for the application so that we can begin accepting applications in the near future.

Once the information that will be included on the application is decided, Town staff will reformat the document to align with other Town documents. We will also make the document a fill-able form that can be placed on our Town website.

Recommendation:

Approve an application form that meets the expectations of Council and staff.

Fiscal Impact:

None.

Attachments:

1. Draft - UDO Steering Committee Application



RESIDENT APPLICATION FOR THE UNIFIED DEVELOPMENT ORDINANCE STEERING COMMITTEE

Overview: Harrisburg Town Council will review and appoint residents of Harrisburg to the Unified Development Ordinance (UDO) Steering Committee. Members of the committee will help guide the process of the upcoming update to Harrisburg's UDO to align with the Harrisburg Area Land Use Plan (HALUP), and also to modernize the language and make other revisions required by North Carolina State Statute(s).

Instructions: Fill out this form neatly and completely. Use additional pages if necessary. Send the completed form (all pages) to Janet Rackley, Town Clerk of the Town of Harrisburg by email or via hard copy to:

jrackley@harrisburgnc.org

ATTN: Janet Rackley; Town Clerk
Harrisburg Town Hall
4100 Main Street
Harrisburg, NC 28075

Name_____	Home Address_____
Phone Number _____	Email Address_____
Occupation _____	Employer_____

I attest that the information I've submitted is true and accurate.

Signature_____	Date_____
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DON'T FORGET TO SIGN THE FIRST PAGE

1. Why do you want to serve on the UDO Steering Committee? *(use additional pages if necessary)*

2. Do you have any experience with the development, implementation, or use of local zoning and development ordinances? Yes_____ No_____

(if so, please elaborate)

3. Do you own a business in Harrisburg? Yes_____ No_____

4. Have you completed the Harrisburg Citizens' Academy Training? Yes_____ No_____

5. Are you willing to attend meetings after 6:00pm serving the Town of Harrisburg?
Yes_____ No_____

6. If you were selecting persons to serve on the committee, what would be the three most important criteria for a candidate? *(use additional pages if necessary)*