



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

**June 10, 2019
6:00 PM**

AGENDA

1. CALL TO ORDER

- A. AGENDA ADOPTION
- B. INVOCATION
- C. PLEDGE OF ALLEGIANCE
- D. SPECIAL PRESENTATIONS
 - 1. Elizabeth Barber - American Legion Post 523.
- E. 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 May 13, 2019 Town Council meeting.
- B. Consideration of Amendment to FY2019 Budget Ordinance to close out the Capital Reserve Fund - Fire Services
- C. Consideration of NCDOT-Municipal Mowing Maintenance Agreement

3. COMMUNICATIONS

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

4. PUBLIC HEARINGS

- A. Public Hearing to approve the FY2020 Budget Ordinance, Fee Schedule, Capital Improvement Plan, Pay Plan, and Tax Rate
- B. Public Hearing to Consider Changing the Name of Existing Forest Street to Old McClure Lane.

- C. ABC Referendum - On Premise Malt Beverage and permitted allowance for Fortified Wine
- D. Public Hearing to consider the construction and renovation of Harrisburg Park - Phase 1, the related financing agreement, per N.C.G.S. 160A-20 and adopt a resolution authorizing the filing of an application for approval of a financing agreement authorized by N.C.G.S 160A-20.
- E. Public Hearing for Consideration of the Updated Farmington Ridge Parkway Project Development District Plan, Resolution to Create the Farmington Ridge Project Development District and Related Infrastructure Reimbursement Agreement

5. OLD BUSINESS

- A. Consideration of Appointment to Cabarrus-Rowan Metropolitan Planning Organization - Transportation Advisory Committee
- B. Consideration of change order #1 to Contract for Harris Square - Veterans Park Capital Project, FY2019-2020 Project Ordinance Amendment and FY2019 Budget Ordinance Amendment.
- C. Consideration of Contract for Law Enforcement Feasibility Study

6. NEW BUSINESS

- A. Schedule Public Hearing to Consider Conditional Rezoning and Zoning Map Amendment for H-2018-08 (R) - Camellia Gardens (Shea Homes)
- B. Consideration of a Resolution for Intent to Reimburse for Funds to be Spent on Harrisburg Park Redevelopment - Phase 1
- C. Consideration of a Resolution for Intent to Reimburse for Funds to be Spent on the Elevated Water Storage Tank
- D. Consideration of Mass Communication Interlocal Agreement with Cabarrus County.
- E. Consideration of Approval of a Contract with Kimley-Horn and Associates for a Community Transportation Plan
- F. Consideration of Contract with WK Dickson for GIS Storm Water Mapping and Utility Updates.
- G. Consideration of Water and Sewer Fund Minimum Fund Balance Policy Update
- H. Consideration of Adoption of Resolution of Intent to Increase Water and Sewer Rates
- I. Consideration of Amendments to FY2019 Budget Ordinance for IT equipment
- J. Consideration of Amendments to FY2019 Budget Ordinance for Public Safety Vehicles
- K. Consideration of Capital Project Ordinance Amendments

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.



TOWN OF HARRISBURG

Agenda Item Details

Title:

Consider the minutes of the May 13, 2019 Town Council meeting.

Presenting Personnel:

Suggested Motion or Action:

Motion to approve the minutes of the May 13, 2019 Town Council meeting.

Description/Background:

Recommendation:

Fiscal Impact:

Attachments:

1. Minutes May 13, 2019

**TOWN OF HARRISBURG, NORTH CAROLINA
TOWN COUNCIL MEETING
MONDAY, MAY 13, 2019
6:00 PM**

MINUTES

Mayor Steve Sciascia called the meeting to order.

PRESENT: Mayor Steve Sciascia; Mayor Pro-Tem John Booth (arrived 6:05 pm); Councilmembers Troy Selberg, Diamond Staton-Williams, Benita Conrad, Christopher Barfield, Rick Russo

ABSENT: Councilmember Ron Smith

1A.

AGENDA ADOPTION

One agenda change proposed – Remove Item 1D-4 Proclamation for National Skilled Nursing Care Week.

MOTION:

Councilmember Conrad made a motion to adopt the agenda with the change proposed. Second was made by Councilmember Russo. **The motion passed 5-0.**

1B.

INVOCATION

Pastor Toni Ruth Smith from Harrisburg United Methodist Church conducted the invocation.

1C.

PLEDGE OF ALLEGIANCE

1D.

SPECIAL PRESENTATIONS

- S.T.A.R. Award Presentation.
Nominees were: Monty Jordan, Eric Bost, Carly Bedgood, Tom Lesser, David Towery, Micah Freeman, Jonathan Allen and Larry Aldridge. This year's winner was Larry Aldridge.
- Resolution in honor of Martha Honeycutt Melvin.
- Proclamation – National Public Works Week.
- Proclamation – Poppy Days.
- FY2020 Manager's Recommended Budget Presentation.

1E.

PUBLIC COMMENT

None

2.

CONSENT AGENDA

- A. Set a public hearing for June 10, 2019 to consider the construction and renovation of Harrisburg Park – Phase 1, the related financing agreement, per N.C.G.S. 160A-20 and adopt a resolution authorizing the filing of an application for approval of a financing agreement authorized by N.C.G.S. 160A-20.
- B. Set a public hearing for June 10, 2019 to consider FY2020 proposed Budget Ordinance, Fee Schedule, Capital Improvement Plan, Tax Rate, and Pay Plan.
- C. Set a public hearing for June 10, 2019 to consider renaming Forest Street.
- D. Consider amendment to FY2019 Budget Ordinance for Communications insurance proceeds.
- E. Consider the minutes of the April 8, 2019 Town Council meeting.

MOTION:

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

3A.

COMMUNICATIONS

TOWN MANAGER/FINANCE REPORT

No Manager Report

Finance Report:

- Audit is getting ready to kick-off with the initial planning phase this week.
- We have an RFP out right now for Harrisburg Park, Phase 1 Renovations and shortly after that we will be following that up with another debt issue for the elevated water storage tank.
- We have begun our year-end processes so this Wednesday, all spending will halt if it hasn't been prior approved by the Finance Department.
- We have put together an 8-person purchasing group that is made up of a member of each department that has significant purchasing authority as well as members of the Finance Department. We are going to utilize that purchasing group to begin to evaluate some of these common vendors that we have as well as try to coordinate purchases together in order to attempt to get prices down as best we can.
- Revenue/expense dashboard is mostly green so we are in really good shape. The only thing that is a little high is the Powell Bill and that is in the yellow. That is because the Powell Bill is used for street resurfacing and we do that in the fall so 100% of the Powell Bill gets paid in the fall so it will continue to show a little high until the end of the year when it catches up.
- Project Dashboard – shown in Council's packet – want to make sure this is what Council wants to see, would like feedback. *Discussion of the dashboard followed.*

3B.

COMMUNICATIONS

MAYOR'S COMMENTS

- Harrisburg Business Alliance is going to offer their first scholarship this year. Very excited about that.

3C.

COMMUNICATIONS

COUNCIL'S COMMENTS

Councilmember Selberg

- Attended the Arts, Culture and Heritage Committee's kick-off meeting for the Multi-Cultural Festival Saturday night and was blown away by the participation. We currently have about 20 countries represented and there are 3 that we need some help with. If anyone would like to be a team lead to represent Puerto Rico, Belgium or Ireland for this festival please contact us.
- On June 8 we have a national act, Edwin McCain, coming to perform as part of the summer concert series. Currently we do not allow alcohol at these concerts, but we should consider making a one-time exception for this concert. After some discussion the following action was taken:

MOTION:

Councilmember Selberg made a motion to allow a one-time, one-use alcohol permit for Edwin McCain's concert on June 8, 2018 if staff is able to secure the permit. Second was made by Councilmember Staton-Williams. **The motion passed 5-1 (Councilmember Conrad voting against)**

May be difficult to get the permit at this late date, but staff will work to make it happen if at all possible. It will also mean having extra law enforcement staff on duty as well. Lieutenant Measimer stated that this would be no problem for them. Council would like to ask local Harrisburg breweries to participate first, but if they are unable to do it, then reach out beyond Harrisburg.

Councilmember Russo

- Ribbon cutting for the new Fire Station #2 will be held on May 29. This is a great new facility and we hope everyone will come out to see it.

Councilmember Barfield

- Needs to be replaced on the MPO. His new career will create a conflict of interest for him serving there. Mayor Sciascia will check with Councilmember Smith who is the current MPO alternate to see if he would like to serve as the primary. If he does not wish to, Councilmember Conrad will take the primary spot and Councilmember Smith will remain as the alternate.

4A.

PUBLIC HEARING

H2018-14 (R) – Conditional Rezoning and Zoning Map Amendment for Town Center parcels. Tony Zhang, on behalf of CapitalNexus, LLC and Redtown Investment, LLC, has submitted a request to rezone approximately 15.03 acres located on the northeast and southeast corner of the intersection of Roberta Road and Main Street, centered in town center (PIN 55079703680000, 55078785890000). The request is to rezone the property from Planned Unit Development (PUD) to Conditional City Center (CZ-CC).

The applicant proposes to develop a mixed-use development with a total of 829,600 square feet of building area, which includes a maximum of 333 residential units (485,800 sq. ft). The proposal includes approximately 148,000 square feet of office, 176,300 square feet of retail/commercial, 19,500 square feet of art center. The open space is provided in the amount of 9,000 square feet for a central plaza area and 15,000 square feet of public green space.

To achieve this, the applicant is requesting that the property be rezoned from the current PUD district to Conditional Center City (CZ-CC) in accordance with the site plan submitted with the application.

A staff report and a site plan are submitted for Council consideration. If approved, staff will review the site plan in accordance with our Unified Development Ordinance (UDO). Staff is recommending approval of the rezoning request with the following conditions included in the staff report:

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 not to use vinyl siding and utilize high quality building materials for all buildings. All architectural design and building elevations shall be submitted to the town for review and approval.
3. Applicant agrees to restrict outside storage.
4. Applicant agrees to continued maintenance of buildings and grounds in the form of deed restrictions, establishment of HOA or restrictive covenants recorded and will run with the land.
5. Applicant agrees to contribute proportionate funds to the Town's regional storm water management system servicing the proposed Town Center Development.
6. Applicant agrees to contribute funds for onsite and off-site roadway improvements documented in the Traffic Impact Analysis (TIA) directly related to proposed development.
7. Applicant reserves the right to combine Buildings 10 and 11, contingent on future market demand. Additionally, the Applicant reserves the right to renovate or demolish and rebuild Building 13 upon future structural investigations of the existing structure. Any changes will need to be reviewed and approved by the Town.
8. Applicant agrees to build a maximum of 333 residential units and 829,600 square feet of mixed use. Applicant reserves the right to trade up to 10% of the gross floor area of proposed office use to retail use and/or trade up to 20% of the gross floor area of proposed retail use to office use. Any changes will need to be reviewed and approved by the Town.
9. Applicant agrees to build approximately 15,000 square feet Public Green Space and 9,000 square feet Central Plaza at no cost to the Town. Applicant will provide approximately 19,500 square feet for the Art Center. The applicant reserves the right to arrange the program, operate and control the use of these spaces within the limits of Federal, State and Local laws and shall not conflict with Town's Park and Recreation programs.
10. Applicant agrees that parking for each phase will be reviewed and approved as part of site plan and appropriate temporary surface parking lots in lieu of parking garages to support early phases of development.

11. Applicant agrees that loading/unloading spaces on the street will be serviced at night-time off-hours.
12. Applicant shall be permitted to convert Professional Blvd. and Physicians Blvd. as a pedestrian friendly and a living street and may be temporarily closed for special events in accordance with the Town's Street Closure Guidelines.
13. Applicant shall be permitted to allow retail spaces for Pharmacies, Health and Personal Care Stores to the extent that such uses are not stand-alone buildings but are integrated within the mixed-use buildings.
14. Applicant shall be permitted for ground floor residential on Building 17 on Parcel 4, where the building is designed to set back from the street and have a central courtyard and the ground floor of Building 16 and 18 on Parcel 4 shall be restricted to retail, office and other commercial uses.
15. Applicant agrees that the zoning shall revert to its original PUD if the Applicant fails to close the land purchase by December 31, 2019.

Planning Board Recommendation:

At the April 16th, 2019 Planning and Zoning Board meeting, the board voted unanimously to recommend approval of the rezoning request by the Town Council. The board also adopted a consistency statement finding the request reasonable and in public interest, and consistent with the Harrisburg Area Land Use Plan (HALUP).

The Public Hearing was opened.

Speaking:

- Suzanne Miller Boyer, 6328 Professional Blvd. – questions, concerns
- Susan Shick., 4158 Center Place Drive – questions, concerns
- Jennifer Lauren, 4058 Carl Parmer Drive – questions, concerns - for
- Zach Hinschberger, owner of Percent Tap House here in Harrisburg - for

The Public Hearing was then closed.

After some discussion the following action was taken:

MOTION:

Councilmember Barfield made a motion to approve the conditional rezoning request from Planned Unit Development (PUD) to Conditional City Center (CZ-CC) with the conditions as stated in the staff report as requested by the applicant for the related property in H-2018-14 (R). Second was made by Councilmember Selberg.

The motion passed 6-0.

The following Consistency Statement was then proposed:

CONSISTENCY STATEMENT:

Based on the application, the applicant's presentation, the staff report and the staff presentation with the conditions presented, this rezoning is consistent with the provisions of the Harrisburg Area Land Use Plan and is reasonable and in the public interest.

MOTION:

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

6A.

NEW BUSINESS

Consider awarding contract for Harris Square – Veterans Park Capital Project, FY2019-FY2020 Project Ordinance amendment and FY2019 Budget Ordinance amendment. In 2017, the Town was gifted 1.14 acres of land as part of the conditions of the Publix development (Harris Square) and is to be designated as green space. Planning and design for the green space commenced in 2018, where a steering committee of ten individuals made up of Town Council, Staff, Veterans and architects designed a Town Plaza to include a Veterans and U.S. War History Memorial. Town Council unanimously adopted the design on February 11, 2019. Staff has proceeded with construction documents, permitting and bidding of the project.

A public bid was held and three bids were received:

J.D. Goodrum - \$607,200
Heartland Contracting - \$665,385
United Contracting - \$1,177,941.38

Staff proceeded with the lowest bid, J.D. Goodrum Construction, and was able to further negotiate and refine the project scope to arrive at a contract total of \$550,000.

Along with the base contract, the following alternates have been identified for Council consideration:

Adds:

Town Clock- \$19,500
Segmental Knee Wall - \$31,000
Landscaping for Segmental Wall - \$4,000

Deducts:

Monument Stairs - \$15,000

A description of the alternates is below:

Town Clock – This alternate includes a free-standing clock that would be located on the site. This could be installed at a later date, or potentially in another park.

Segmental Knee Wall - The segmental knee wall is proposed only to be on Hwy 49. The wall would add consistency along Hwy 49 and neighboring properties but would also block or limit the sight view into the park from the roadway. The wall is also not designed to withstand vehicular traffic. For safety purposes there will be a 20' landscaped buffer that includes larger caliper trees between the roadway and park area. It is expected these trees and landscaped areas will provide protection from any potential vehicular incidents. It is not cost-effective to consider a segmented knee wall along Harrisburg Veterans due to the location of underground utilities.

Landscaping for Segmental Knee Wall – If the segmental knee wall alternate is chosen, related landscaping should be added to appropriately complement the wall and park area.

Monument Stairs – These terrace steps lead into the park as you are entering from the Publix shopping center. They serve as one of the main architectural elements of the park. However, the stairs are not a necessary feature and have the ability to be removed if Council chooses to reduce costs.

The original project budget for construction was approved for \$500,000. This amount was estimated by staff in March of 2018, during which time the segmental wall and town clock were not included. Staff estimates were primarily derived from the decorative fountain, landscaping, site furnishings, hardscaping and the Veterans/War-Themed Memorial.

There will also be a Charters of Freedom monument that will be provided and installed at no cost to the Town. The cost, valued at \$25,000, will be paid through fundraising, in partnership with the Town and Foundation Forward.

Any alternates chosen, if any, will be added or subtracted from the base contract price based on the above-noted pricing.

The project timeline remains as originally proposed:

May 20, 2019 - Proposed Groundbreaking
June - October 2019 - Construction
November 2019 - Ribbon Cutting

After some discussion the following action was taken:

MOTION:

Councilmember Conrad made a motion to direct the Town Manager to enter into a contract with J.D. Goodrum Construction, for an amount not to exceed \$550,000 for the Harris Square - Veterans Park and approval of the related project ordinance and budget amendments for the base contract price, and also add Purple Heart City recognition. Second was made by Councilmember Russo. **The motion passed 6-0.**

MOTION:

Councilmember Barfield made a motion to add the segmental knee wall as an add-on including the associated landscaping as well as the electrical for a potential Town clock. Second was made by Councilmember Selberg. **The motion passed 6-0.** An amendment will come to Council next month for these add-ons.

6B.**NEW BUSINESS**

Consider referendum on on-premise malt beverage and fortified wine sales in Harrisburg. Up for discussion is whether or not we consider adding a referendum on the ballot of the November 2019 municipal election that would ask our residents to decide allowing both on and off-premise sale of malt beverage (beer) and fortified wine (wine with an alcohol content higher than 16%).

Currently the Town does not allow on-premise sale of malt beverages, unless the permittee also has a mixed-beverage permit, or they are a motel, hotel, or restaurant. The Town also prohibits fortified wine sales unless the permittee also has a mixed-beverage permit.

The City of Concord is also currently moving forward with a referendum related to on-premise malt beverage sales, as they currently have similar restrictions as the Town. It could be beneficial from a public education campaign if the two neighboring communities partnered with each other to educate the public on what the referendum would do, and not do.

The consideration of such a change is brought about by the changing climate of businesses and consumers preferences. Both changes to the Town's ABC permitting allowances would open up opportunity for new types of businesses, or for existing businesses to expand their service offerings, which would have positive impacts to the Town's economic development initiatives.

After some discussion the following action was taken:

MOTION:

Councilmember Selberg made a motion to set a public hearing to consider referendum for on and off-premise malt beverage and fortified wine sales in Harrisburg for June 10, 2019. Second was made by Mayor Pro-Tem Booth. **The motion passed 6-0.**

6C.**NEW BUSINESS**

Consideration of bid award to Carolina Site Works for construction of Candystick Circle Water Line Project, addition of FY2019-FY2020 Project Ordinance and amendment to FY2019 Budget Ordinance. This project will improve water quality and fire flow to the existing neighborhood. As an added benefit, it will also improve storm water conveyance to prevent flooding and other issues caused by improper drainage. The storm water improvements will be a byproduct of the project and will help with the overall System A storm water improvements by replacing existing driveway pipes and regrading of ditches, as part of the water line construction.

Carolina Site Works was the low bidder for the project and meets the qualifications to perform the work. The bid tab is attached to this agenda item for further review.

This project did not originally appear on the capital project list, but as a result of other water line improvements made in this area it was determined that the Candystick Circle water line is in need of replacement.

After some discussion the following action was taken:

MOTION:

Councilmember Russo made a motion to award the bid to Carolina Site Works in the amount of \$124,482.60 for the Candystick Circle Water Line Project and the related project ordinance and budget amendment. Second was made by Mayor Pro-Tem Booth. **The motion passed 6-0.**

6D.

NEW BUSINESS

Consideration of contract with Gavel and Dorn for System A Storm Water Design Services. 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.

With this contract, the Town is addressing the final design portion of the largest spot improvement by providing enclosed drainage along Autumn Drive and School Drive.

After some discussion the following action was taken:

MOTION:

Councilmember Russo made a motion to approve a contract with Gavel and Dorn for the final detailed design services for upgrades on the System A storm water drainage system in the amount of \$56,500. Second was made by Councilmember Conrad. **The motion passed 6-0.**

6E.

NEW BUSINESS

Consideration of approval of a revised Engineering Services Contract with Kimley-Horn for CMAQ Project.

The Town previously received grant funding to add sidewalk to Caldwell Road and Stallings Road as part of a Federal Congestion Management and Air Quality grant.

In 2018 it was discovered that the grant was insufficient to cover the cost of the proposed project. Town Staff worked with the local Metropolitan Planning Organization who administers the grant to revise the scope of the work to reduce costs and the Town added local funding to cover the shortfall.

During the process the North Carolina Department of Transportation had to review and approve the hourly cost estimate and man-hour estimate through their pre-negotiation process they have with all Engineering Consultants.

The Town approved the local contract which is a summary of those rates and hours in June of 2018 and submitted them to NCDOT that month. It took NCDOT until the end of 2018 to approve those man-hour rate sheets, and in that time, Kimley Horn's new rates became effective which slightly changed the summary contract.

After some discussion the following action was taken:

MOTION:

Councilmember Russo made a motion to approve the revised contract with Kimley-Horn Engineers to perform engineering services for a federal CMAQ Sidewalk Project. Second was made by Mayor Pro-Tem Booth. **The motion passed 6-0.**

6F.

NEW BUSINESS

Set a public hearing for June 10, 2019 for the updated Farmington Ridge Parkway Project Development District and related financing plan. At the December 10, 2018 Town Council meeting, approval was provided for the Farmington Ridge Parkway Project Development District Plan, the Resolution to Create the District, and the related Infrastructure Reimbursement Agreement.

The Town's reimbursement agreement was based on 90% of the incremental increase in taxes received on the value of the developed property going to the developer to repay them for the cost of debt payments associated with the road improvements over a period of 14 years.

The agreement was designed as a three-party agreement with Cabarrus County, where the County was required to agree to the project and the related financing plan in conjunction with the Town. During the County's consideration of this project, they made several changes to the original agreement, necessitating the agreement being separated into two individual agreements with the developer and the County and Town.

It is anticipated that the County will have the agreement approved prior to the June 10, 2019 Council meeting. Therefore, staff will be able to provide the Council and public with the new information as approved by them. We propose scheduling a public hearing in case there are significant changes that would need to be reconsidered by the Town Council.

After some discussion the following action was taken:

MOTION:

Councilmember Conrad made a motion to set a public hearing at the Town Council meeting on June 10, 2019 for the updated Farmington Ridge Parkway project development district and related financing plan. Second was made by Mayor Pro-Tem Booth. **The motion passed 6-0.**

7.

ACTION ITEMS

- Change the monthly updates to be sorted by date
- Work to obtain the one-time alcohol permit for the June 8 Edwin McCain concert
- ABC referendum public hearing
- Law Enforcement Study results

8.

CLOSED SESSION

None

9.

ADJOURNMENT

MOTION:

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

ATTEST:

Janet Rackley, Town Clerk

Steve Sciascia, Mayor



TOWN OF HARRISBURG

Agenda Item Details

Title:

Consideration of Amendment to FY2019 Budget Ordinance to close out the Capital Reserve Fund - Fire Services

Presenting Personnel:

Suggested Motion or Action:

If Approved:

Motion to approve the budget amendment, as attached.

Description/Background:

The Capital Reserve Fund - Fire Services is no longer an active fund due to the combination of Fire Services into the General Fund that took place on July 1, 2018 in conjunction with the Town's single tax rate.

Reserves used for public safety capital purchases are now held in the General Fund Capital Reserve Fund. Approximately \$100 of investment earnings remain in this fund and need to be transferred out to the General Fund Capital Reserve Fund. This will effectively close out the fund, which will be reflected in the FY2019 audited financial statements.

Recommendation:

Staff recommends approval of the budget amendment, as attached.

Fiscal Impact:

No net fiscal impact to the Town. Approximately \$100 will be transferred from the Capital Reserve Fund - Fire Services to the General Fund Capital Reserve Fund.

Attachments:

1. Amendment -GFCRF -Fire Close Out Transfer 06102019
2. Amendment -CRF-Fire Svcs Close Out Transfer 06102019



AN ORDINANCE AMENDING THE 2018-2019 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, 2019:

Section 1. Amend General Fund Capital Reserve Fund line items to account for the closing of the Capital Reserve Fund - Fire Services and the transfer of investment earnings fund balance to the General Fund Capital Reserve Fund.

Section 2. To amend the General Fund Capital Reserve Fund, the revenues are to be changed as follows:

Increase line item 200-49900 Transfers In	\$ 100
Decrease line item 200-47110 Interest Income	\$ 100

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 10th day of June, 2019.

Steve Sciascia, Mayor

ATTEST:

Janet Rackley, Town Clerk



AN ORDINANCE AMENDING THE 2018-2019 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, 2019:

Section 1. Amend Capital Reserve Fund – Fire Services line items to account for the closing of the fund and the transfer of investment earnings fund balance to the General Fund Capital Reserve Fund.

Section 2. To amend the Capital Reserve Fund – Fire Services, the appropriations are to be changed as follows:

Increase line item 202-8500-59199	\$ 100
Transfers Out - GF	

Section 3. To amend the Capital Reserve Fund – Fire Services, the revenues are to be changed as follows:

Increase line item 202-48599	\$ 100
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 10th day of June, 2019.

Steve Sciascia, Mayor

ATTEST:

Janet Rackley, Town Clerk



TOWN OF HARRISBURG

Agenda Item Details

Title:

Consideration of NCDOT-Municipal Mowing Maintenance Agreement

Presenting Personnel:

Suggested Motion or Action:

If Approved:

Motion to approve the attached agreement with NCDOT for 2019 Mowing Maintenance.

Description/Background:

An annual agreement has been provided by NCDOT whereas the Town will perform routine and/or clean-up mowing of vegetation with the rights of way of certain State-maintained routes in Harrisburg.

This is a recurring agreement between the Town and NCDOT. The agreement spans January 1, 2019 to December 31, 2019 and automatically renews annually for up to five years, and states the roads that should be included, as well as the requirements and documentation necessary to receive reimbursements from NCDOT. The agreement also contains provision for adjustments allowed for both mileage and reimbursement rates. The maximum reimbursement amount is set at \$16,007.52.

Revenue collected in calendar years 2017 and 2018 was \$7,219.10 and \$10,479.34, respectively. This revenue was based on five mowing cycles per year for 34.4 shoulder miles at NCDOT provided reimbursement rates. The mileage for the current proposed agreement has been reduced by 1.06 miles, however, the 2019 rates have been substantially increased to \$85 per shoulder mile for Primary divided and undivided roads and \$48 per shoulder mile of secondary paved roads. The contract also expands the level of service provided by the Town to six mowing cycles per year.

Recommendation:

Town staff recommends approval of the agreement with NCDOT for annual mowing maintenance.

Fiscal Impact:

The Town will receive, upon submission of required documentation as detailed in the agreement, a sum not to exceed \$16,007.52 during the 2019 calendar year. Over the five year period, assuming rates and mileage stays the same, the contract would be valued at approximately \$80,000.

Attachments:

1. NCDOT Mowing Maintenance Agreement



STATE OF NORTH CAROLINA
DEPARTMENT OF TRANSPORTATION

ROY COOPER
GOVERNOR

JAMES H. TROGDON, III
SECRETARY

May 20, 2019

TO: Mr. Haynes Brigman
Town of Harrisburg
4100 Main Street
Harrisburg, NC 28075

FROM: Cindy Iorlano *Cindy Iorlano*
Administrative Officer I

SUBJECT: Mowing Maintenance Agreement With Town of Harrisburg
WBS Element No. 10RE.101315 & 10RE.201315

Enclosed please find duplicate originals of the above-mentioned. Please execute these agreements by signing both originals, affixing your seal, and returning both originals **within thirty (30) days** of the date of this letter to NC Division of Highways, Attention: Cindy Iorlano, 716 West Main Street, Albemarle, NC 28001.

The Agreement verbiage has been pre-approved by the NC Attorney General's Office and is not open to modifications. If you have an issue with any of the actual **terms** of the Agreement, we will discuss those requests. However, most change requests to Agreement verbiage will either be rejected by the Raleigh Transportation Program Management office or will require approval by the Attorney General's Office, which will add a minimum of six weeks to the processing time for the Agreement.

Thank you for your assistance in this matter. Please call me at the number below if you need additional information.

Enclosures

CAI

NORTH CAROLINA
CABARRUS COUNTY

MOWING MAINTENANCE AGREEMENT

DATE: 5/17/2019

NORTH CAROLINA DEPARTMENT OF
TRANSPORTATION

WBS Elements: 10RE.101315

AND

WBS Elements: 10RE.201315

TOWN OF HARRISBURG

THIS AGREEMENT is made and entered into on the last date executed below, by and between the North Carolina Department of Transportation, an agency of the State of North Carolina, hereinafter referred to as the "Department" and the Town of Harrisburg, hereinafter referred to as the "Municipality".

WITNESSETH:

WHEREAS, the Municipality has requested to perform "routine" and/or "clean-up" mowing of vegetation with the rights of way of certain State maintained routes; and,

WHEREAS, the Municipality has agreed to perform said mowing with reimbursement from the Department subject to the conditions hereinafter set forth.

NOW, THEREFORE, the parties hereto, each in consideration of the promises and undertakings of the other as herein provided, do hereby covenant and agree, each with the other, as follows:

SCOPE

1. The Municipality shall provide the personnel, equipment, labor, materials, and traffic control devices to perform mowing services in accordance with Departmental standards and specifications. The mowing will be performed on the routes and at the costs specified in Exhibit A. The routes and/or costs may be amended annually for five (5) years, with additions or changes as mutually agreed upon by both parties in writing prior to performing the work for each year as described herein.
2. The roads listed in Exhibit A shall be mowed a minimum of six (6) times per year. All work shall be performed in accordance with generally accepted horticultural practices and the Department's routine maintenance mowing requirements set by the Division Engineer. The Division Engineer may approve any requests for changes to NCDOT mowing requirements including but not limited to mowing time frames, mowing heights, mowing equipment, etc.

3. The Municipality agrees to provide traffic control devices, lane closures, road closures, positive protection and/or any other warning or positive protection devices necessary for the safety of road users during performance of the work, including any construction and subsequent maintenance. This work shall be performed in conformance with the latest NCDOT Roadway Standard Drawings and Standard Specifications for Road and Structures and Amendments or Supplements thereto. Information regarding these rules and regulations may be obtained from the Department's Division Engineer.

TIMEFRAME

4. This Agreement shall remain in effect for a one-year period beginning January 1, 2019 through December 31, 2019.
5. This Agreement may be renewed every year for 5 years, subject to the provisions herein and upon written mutual consent. Yearly renewals are subject to the following termination conditions:
 - A. At any time either party may cancel the Agreement with a thirty (30) day written notice to the opposite party. On behalf of the Municipality, this Agreement may be canceled by the City Manager and/or his designee.
 - B. Upon the effective date of the cancellation, neither party shall owe any obligations under this Agreement, except that all obligations performed under this Agreement, including but not limited to invoicing, record retention, and payment for work performed prior to the effective date of cancellation, shall remain in effect.
6. The Division Engineer shall notify the Municipality at the beginning of the annual performance period or as soon thereafter, of the amount of allocated funds estimated to be available to the Municipality for mowing maintenance on the locations identified. The available allocation shall be based upon and shall not exceed the estimated cost of the work as if performed by the Department.

REIMBURSEMENT

7. The maximum reimbursement for Calendar Year 2019 may not exceed \$16,007.52.
8. If the Municipality desires to continue the mowing services during the 5-year period described in this Agreement, the Municipality and the Department may re-negotiate the costs and revise mowing locations as described below:

- A. The Division Engineer shall notify the Municipality in writing through a letter or invoice at the beginning of the annual performance period of the amount of allocated funds estimated to be available to the Municipality for mowing maintenance.
 - B. The Department, at its option, may elect to increase or decrease the reimbursement rates each year the Agreement is in force in consideration of inflation rates, cost increases and decreases, changes in funding, etc., subject to the availability of funds and the performance of the Municipality.
- 9. For work performed by the Municipality's own forces, the Municipality shall submit an itemized invoice of costs expended to the Department upon completion of the work. The invoice should be itemized by date, mowing route, and costs for performing each mowing cycle and shall be submitted by November 30th of each calendar year to be eligible for reimbursement. Reimbursement shall be made upon approval of said invoice by the Department's Division Engineer and Financial Management Division. Any additional cost beyond the approved amount will be the Municipality's responsibility.
- 10. For work performed by a contractor, the Municipality shall submit an invoice that includes the contractor's invoice to the Municipality. The invoice should be itemized by date, mowing route, and costs for performing each mowing cycle and shall be submitted by November 30th of each calendar year to be eligible for reimbursement. Reimbursement shall be made upon approval of said invoice by the Department's Division Engineer and Financial Management Division. No advertisement shall be made, nor any contract be entered into for services to be performed as part of this Agreement without prior written approval of the advertisement or contents of the contract by the Department. Failure to comply with these requirements will result in funding being withheld until such time as these requirements are met.
- 11. The Municipality, and or its agent, shall maintain adequate records and documentation to support the work performed under this Agreement and shall permit free access to its records by official representatives of the State of North Carolina. Furthermore, the Municipality, or its agent, shall maintain all pertinent records and documentation for a period of not less than five (5) years following the close of the calendar year during which the services were performed.

ADDITIONAL PROVISIONS

- 12. The Municipality shall comply with all applicable federal, state and local environmental regulations, and shall obtain all necessary federal, state and local environmental permits, including but not limited to, those related to sediment control, storm water, wetland, streams, endangered species, and historical sites.

13. Any contract entered into with another party to perform work associated with the requirements of this Agreement shall contain appropriate provisions regarding the utilization of Minority Businesses, Women Businesses, or Small Professional Services Firms (SPSF) as required by G.S. 136-28.4 and the North Carolina Administrative Code. The Department will provide the appropriate provisions to be contained in those contracts.
14. It is the policy of the Department not to enter into any Agreement with another party that has been debarred by any government agency (Federal or State). The Municipality certifies, by signature of this Agreement, that neither it nor its agents or contractors are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal or State Department or Agency.
15. This Agreement is solely for the benefit of the Department and the Municipality and is not for the benefit of any other persons or any entities, and no other persons or entities shall have any rights, claims, or entitlements under this Agreement.
16. The Department must approve any assignment or transfer of the responsibilities of the Municipality set forth in this Agreement to other parties or entities in writing.
17. The Municipality agrees to indemnify and save harmless, the Department, for all damages and claims for damage that may arise as result of performance of mowing operations by its employees and/or contractors.
18. By Executive Order 24, issued by Governor Perdue, and N.C. G.S. § 133-32, it is unlawful for any vendor or contractor (i.e. architect, bidder, contractor, construction manager, design professional, engineer, landlord, offeror, seller, subcontractor, supplier, or vendor), to make gifts or to give favors to any State employee of the Governor's Cabinet Agencies (i.e., Administration, Commerce, Environmental Quality, Health and Human Services, Information Technology, Military and Veterans Affairs, Natural and Cultural Resources, Public Safety, Revenue, Transportation, and the Office of the Governor).

IT IS UNDERSTOOD AND AGREED that the approval of the project by the Department is subject to the conditions of this Agreement.

IN WITNESS WHEREOF, this Agreement has been executed, in duplicate, the day and year heretofore set out, on the part of the Department and the Municipality by authority duly given.

ATTEST:

TOWN OF HARRISBURG

BY: _____

BY: _____

TITLE: _____

TITLE: _____

DATE: _____

Approved by _____ of the local governing body of the Town of Harrisburg

as attested to by the signature of Clerk of said governing body on _____ (Date)

N.C.G.S. § 133-32 and Executive Order 24 prohibit the offer to, or acceptance by, any State Employee of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of any response in this procurement, you attest, for your entire organization and its employees or agents, that you are not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

Federal Tax Identification Number

56-1046351

(SEAL)

Remittance Address:

Town of Harrisburg

Attn: Mr. Haynes Brigman

4100 Main Street

Harrisburg, NC 28075

DEPARTMENT OF TRANSPORTATION

BY: _____

(CHIEF ENGINEER)

DATE: _____

PRESENTED TO BOARD OF TRANSPORTATION ITEM O: _____

EXHIBIT A							
Municipal Mowing Agreement - Town of Harrisburg							
Effective Dates: January 1, 2019 to: December 31, 2019							
ROUTE NO.	NAME	FROM	TO	CL MILES	SHLDR MILES	REMARKS	WBS ELEMENT
NC 49	NC 49	N. City Limits @ Bridge (Coddle Crk)	Undivided Section Begins	2.76	5.52	Primary Divided	10RE.101315
NC 49	NC 49	S. City Limits @ Meck County Line	Undivided Section Begins	0.65	1.3	Primary Divided	10RE.101315
			Total Primary Divided	3.41	6.82		
NC 49	NC 49	Divided Section @ N. Side	Divided Section @ S. Side	2.87	5.74	Primary Undivided	10RE.101315
			Total Primary Undivided	2.87	5.74		
SR 1300	Morehead Rd.	NC 49	Hudspeth Rd.	1.69	3.38	Secondary Paved	10RE.201315
SR 1304	Roberta Rd.	NC 49	City Limits @ Bridge	0.93	1.86	Secondary Paved	10RE.201315
RMP	Blackwelder Spur	NC 49	Blackwelder Rd.	0.17	0.34	Secondary Paved	10RE.201315
SR 2892	Lippard Lane	NC 49	Dead End	0.26	0.52	Secondary Paved	10RE.201315
SR 1159	Mulberry Rd.	Pharr Mill Rd.	Dead End	0.73	1.46	Secondary Paved	10RE.201315
SR 1158	Pharr Mill Rd.	Blackwelder Spur	Rocky River Rd.	2.69	5.38	Secondary Paved	10RE.201315
SR 1160	Shamrock Rd.	Rail Road	Pharr Mill Rd.	1.07	2.14	Secondary Paved	10RE.201315
SR 1304	Harrisburg Veterans Rd	NC 49	Stallings Rd.	0.47	0.94	Secondary Paved	10RE.201315
SR 1161	Stallings Rd.	Robinson Church Rd.	Rocky River Rd.	2.79	5.58	Secondary Paved	10RE.201315
SR 3056	Harris Depot Rd.	NC 49	Railroad Aven.	0.38	0.76	Secondary Paved	10RE.201315
SR 1138	Hickory Ridge Rd.	Stallings Rd.	Rocky River Rd.	1.71	3.42	Secondary Paved	10RE.201315
SR 1166/1168	Robinson Church Rd.	Stallings Rd.	Rocky River Rd.	1.89	3.78	Secondary Paved	10RE.201315
SR 2885	Caldwell Park Dr.	5999 Caldwell Park Dr.	Meck County Line	0.42	0.84	Secondary Paved	10RE.201315
SR 1166/1168	Tom Query Rd.	City Limits @ Meck County Line	Robinson Church Rd.	1.47	2.94	Secondary Paved	10RE.201315
			Total Secondary Paved	16.67	33.34		
			2019 Rates				
			\$85.00 x 6.82 shoulder miles		\$579.70	Primary Divided	10RE.101315
			\$85.00 x 5.74 shoulder miles		\$487.90	Primary Undivided	10RE.101315
			\$48.00 x 33.34 shoulder miles		\$1,600.32	Secondary Paved	10RE.201315
		Reimburesment per Cycle			\$2,667.92		
		Total Annual Reimburesment for 6 Cycles			\$16,007.52		



TOWN OF HARRISBURG

Agenda Item Details

Title:

Public Hearing to approve the FY2020 Budget Ordinance, Fee Schedule, Capital Improvement Plan, Pay Plan, and Tax Rate

Presenting Personnel:

Haynes Brigman, Town Manager

Suggested Motion or Action:

Two motions are required:

Motion to approve the Budget Ordinance, Fee Schedule, Capital Improvement Plan, and Pay Plan as presented.

Motion to approve the tax rate for FY2020 as \$0.355 per \$100 valuation, and to be collected by the Cabarrus County Tax Office.

Description/Background:

In the May Town Council meeting, the budget was presented to the Town Council and the public for inspection. A public hearing is required to be held to receive input from the public.

Town Manager, Haynes Brigman, will provide a budget presentation summarizing the proposed FY2020 budget.

Attached are copies of the proposed FY2020 budget ordinance, FY2020 schedule of fees, FY2020 CIP, and the new FY2020 pay scales. The budget was generated using a tax rate of \$0.355 per \$100 valuation.

Recommendation:

Staff recommends approval of the attached FY2020 Budget Ordinance, FY2020 Schedule of Fees, FY2020 CIP, and the FY2020 Pay Plan.

Fiscal Impact:

Attachments:

1. FY2020 Budget Presentation
2. FY2020 Manager's Recommended Budget
3. FY2020 Budget Ordinance
4. FY2020 Schedule of Fees
5. FY2020-2029 Capital Improvement Plan
6. FY2020 Pay Plan - General Employees
7. FY2020 Pay Plan - Fire Employees



HarrisburgNC
The right side of opportunity

FY2020 Budget Presentation

May 13, 2019

Budget Overview

- Began the budget process in January
 - Five Budget Workshops with Town Council, open to the public
- Projected revenues for General and Enterprise Funds
- Determined the operational and capital needs of each Department
- The Budget Ordinance is a tool used by Town staff to determine program and project direction for the Town
- Any changes from the budget requires approval from the Town Council during the year
- Manager's Recommended Budget was presented to the Council and public in May; Public Hearing and adoption during the June meeting

Budget Requirements

- N.C.G.S. Chapter 159 – requires municipalities to prepare annual budgets proposing a plan for raising and spending money for specified programs, functions, activities, and objectives during a fiscal year
- Budgets must be balanced, where revenues equal expenses
- Fiscal Year runs from July 1, 2019 to June 30, 2020
- The Budget Officer (Town Manager) is responsible for preparation, presentation, and oversight of the budget to ensure the intent of the Town Council is met

Fund Accounting

- **General Fund:** Accounts for most property and sales tax revenues, and includes expenses for public safety, streets, environmental services, parks and recreation, planning and zoning, engineering and general administration
- **Enterprise Fund:** Accounts for public enterprises operated by the Town. These funds are financed through charges to customers, and do not use tax revenues for operations
 - Water and Sewer Fund, Storm Water Fund
- **Restricted Funds:** Accounts for monies collected or distributed that can only be spent on certain projects or programs
 - Powell Bill Fund, Capital Reserve Fund – W&S Expansion

Budget Priorities and Objectives

- Establish a budget that meets the current and future needs of the Town
- Continued utilization of our adopted 10-year Capital Improvement Plan and financial model
- Maintain a healthy reserve fund (savings account) for both General Fund and Water and Sewer Fund
- Reduce the need for frequent tax rate increases
- Find the most efficient method for generating new revenues that both protect the Town's interest, but allow it the opportunity to fund future needs

Capital Expenditures

- All purchases of a long-term asset, such as equipment or buildings, over \$5,000 are considered to be 'capital' purchases
- Tracking large expenses helps the Town to plan, prioritize, and prepare for larger future expenses that are not part of the normal day to day operations
- For FY2019, the Town implemented a 10-year Capital Improvement Plan in conjunction with a financial model that projected future revenues and expenses
 - This tool allows the Town to understand long-term outcomes for budget expenditures
 - This was a progressive change adopted by the Town Council that transformed our budget creation process

FY2019 Budget Reflection

- **Ad Valorem Tax Collection** – Moderate growth of our tax base due to residential growth within the Town, with commercial growth beginning to pickup
- **Sales Tax Collection** – Continued, steady growth in sales tax collection as the County continues to rebound from the recession and our population increases
- **Significant Capital Investments Made** – The Town began or completed significant capital projects in FY2019:
 - Public Works Facility Construction
 - Fire Station #2 Construction
 - Street Resurfacing
 - Water/Sewer Infrastructure Improvements
 - New vehicle and equipment purchases

Looking Ahead - Revenue Impacts for FY2020

- 4% growth in Ad Valorem Tax revenue projected
 - Result of increased residential and commercial development
- Sales Tax revenue growth of 24% due to tax rate increase implemented in FY2019
 - Cabarrus County distributes sales tax revenue partially based on the ad valorem tax rate for the municipality
- Storm Water revenue increased due to expected commercial development to fund a regional detention pond
- Higher interest income earned on investments
- Unknown legislative impacts to municipal revenues?
 - Sales tax distribution, municipal revenue options, unfunded mandates?

General Fund Overview

- Service levels expected to remain constant, or increase from current year in all departments
- Added personnel to keep up with service expectations and more advanced service needs:
 - Engineering in Training (result of position combination)
 - Engineering Technician
 - Grading Inspector
 - Parks and Recreation Maintenance Worker
 - PT Information Technology Help Desk Technician
- Major Capital Projects:
 - Transportation Bond projects beginning (Phase I)
 - Harrisburg Park (Phase I)

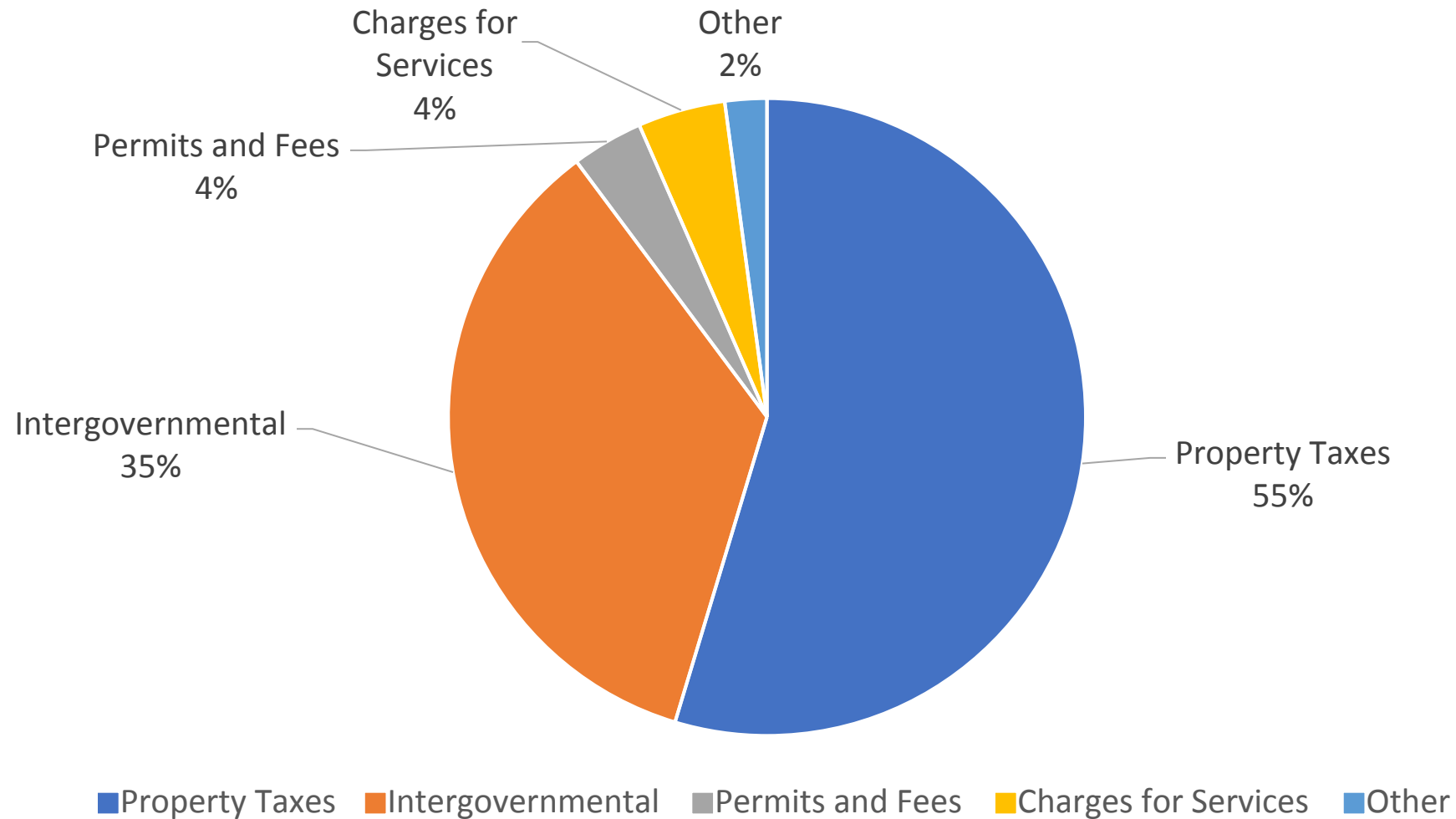
General Fund Capital Projects/Expenses

- Transportation Bond (Phase I) - \$1 million
- Harrisburg Park (Phase I) - \$8.5 million
- Street Resurfacing - \$400,000
- CMAQ Grant (Sidewalk Project) - \$530,000
- Fire Equipment - \$124,000
- Police Vehicles (3) - \$150,000
- Veterans Plaza Park Construction - \$550,000
- Fire Engine Replacement - \$615,000
- Back Creek Greenway (Phase I) - \$150,000
- Miscellaneous Equipment/Projects – \$350,000
- **Capital Projects/Expenses Total: \$12,195,000**

Ad Valorem Tax Rate

- In FY2019 the Town combined the General Service tax and Fire tax together into one comprehensive tax rate
- A tax increase of 6.5 cents was implemented to achieve the capital and operational needs of the Town for the next 10 years
- The current tax rate is set at \$0.355 per \$100 valuation
- The proposed FY2020 budget has NO proposed tax increase

General Fund Revenue Sources



Property Tax Overview

- Based on a .355 tax rate, estimated tax bills are shown below:

	Taxable Assets				
Tax Rate	\$150,000	\$250,000	\$350,000	\$450,000	\$550,000
\$0.355	\$533	\$888	\$1,243	\$1,598	\$1,953

General Fund Expense Breakdown



Fire

General
Government

Parks &
Recreation
Public
Works

Deputies

[SERIES NAME]

Planning

Engineering

Cabarrus County Tax/Fee Comparison (FY20)

	Harrisburg	Midland	Concord	Mt. Pleasant	Locust	Kannapolis
Ad Valorem Tax Rate	\$0.355	\$0.20	\$0.48	\$0.505	\$0.463	\$0.63
Motor Vehicle Fee	\$0	\$0	\$30	\$0	\$10	\$30
Solid Waste Fee	\$0	\$0	\$26	\$0	\$120	\$142
Total Tax/Fees Paid:	\$888	\$500	\$1,256	\$1,263	\$1,288	\$1,747

Tax Base/Budget Growth Comparison

- Numerical comparison of 2009 to 2019

	2009	2019	+/-
Population	6,651	16,877	166%
Tax Rate	0.20	0.355	78%
Property Valuation	\$1.7 billion	\$2.3 billion	35%
Total General Fund Budget	\$6,486,079	\$15,794,200	144%
General Fund Budget Per Capita	\$990	\$876	-8%
Full Time Employees (FTE)	71	109	54%
Population to FTE	89:1	167:1	74%
Available Fund Balance (\$)	\$689,575	\$6,702,037	872%
Fund Balance % of Budget	11%	40%	264%

Enterprise Funds Overview

- **Water/Sewer Fund Major Impacts:**

- Establishment of a 10-year Capital Improvement Plan and corresponding financial model
- 5% increase in water purchase costs from City of Concord
 - \$100,000 increase annually
- 5% increase in waste water treatment costs from WSACC
 - \$62,000 increase annually
- Capital project costs continue to rise due to repair and replacement of aging infrastructure, especially for out-of-town infrastructure
- New Employees Requested:
 - (2) Equipment Operators – to establish a secondary work crew

Recommended Water/Sewer Rate Increase

- The Town last implemented a rate increase in July 2016
- Staff is recommending a rate increase to address the continued rising costs of water purchase and wastewater treatment, along with the necessary capital replacement costs for the aging portion of our system
- Revenue from new development has offset/subsidized the rising operational and capital costs over the past four years, but additional revenue is now needed
- Establishing a 10-year Capital and Financial model has allowed the Town to forecast future needs of the utility and prepare appropriate funding
- Town Council wishes to avoid large rate hikes by implementing smaller rate increases on a bi-annual basis

Recommended Water/Sewer Rate Increase

- Based on the capital and operational needs of the utility, Staff recommends a 9.5% rate increase for both water and sewer rates, for all customers
 - Water rate increase will generate additional \$365,000 annually
 - Sewer rate increase will generate additional \$335,000 annually

- **Impact to Customers:**

Current Average Water/Sewer Bill:	\$54.00/month
Proposed 9.5% Rate Increase:	\$5.13/month
New Bill Amount:	\$59.13/month

What will the rate increase pay for?

- Annual operational increases in water purchase and wastewater treatment expenses (both going up 5% annually)
- Capital Project Expenses:

Water Line Projects	Sewer Line Projects
Patricia, Parallel, Pine, Ford, Plaza, School, Woodside, Autumn Replacement	Pump Station Decommissioning: Francis Haven, Farmington, Kensington Forest, Orchard Park, Abbingdon, Millbrook, Britley subdivision
Cabarrus Woods Replacement	Bradford Park Sewer Rehab
Hillcrest, Willow, Tall Tree, Leatherwood Replacement	New Harrisburg Main off of Reedy Creek
Oakley, Forest, Henderson, Harris Depot Replacement	Potential Rehab Projects: McMillian Acres, Rocky River Acres, Cedar Hills, Heartwood, Meadows, Sequoia Hills
Riverside, Harrisburg, Astor Replacement	

FY2020 Capital Projects/Expenses:

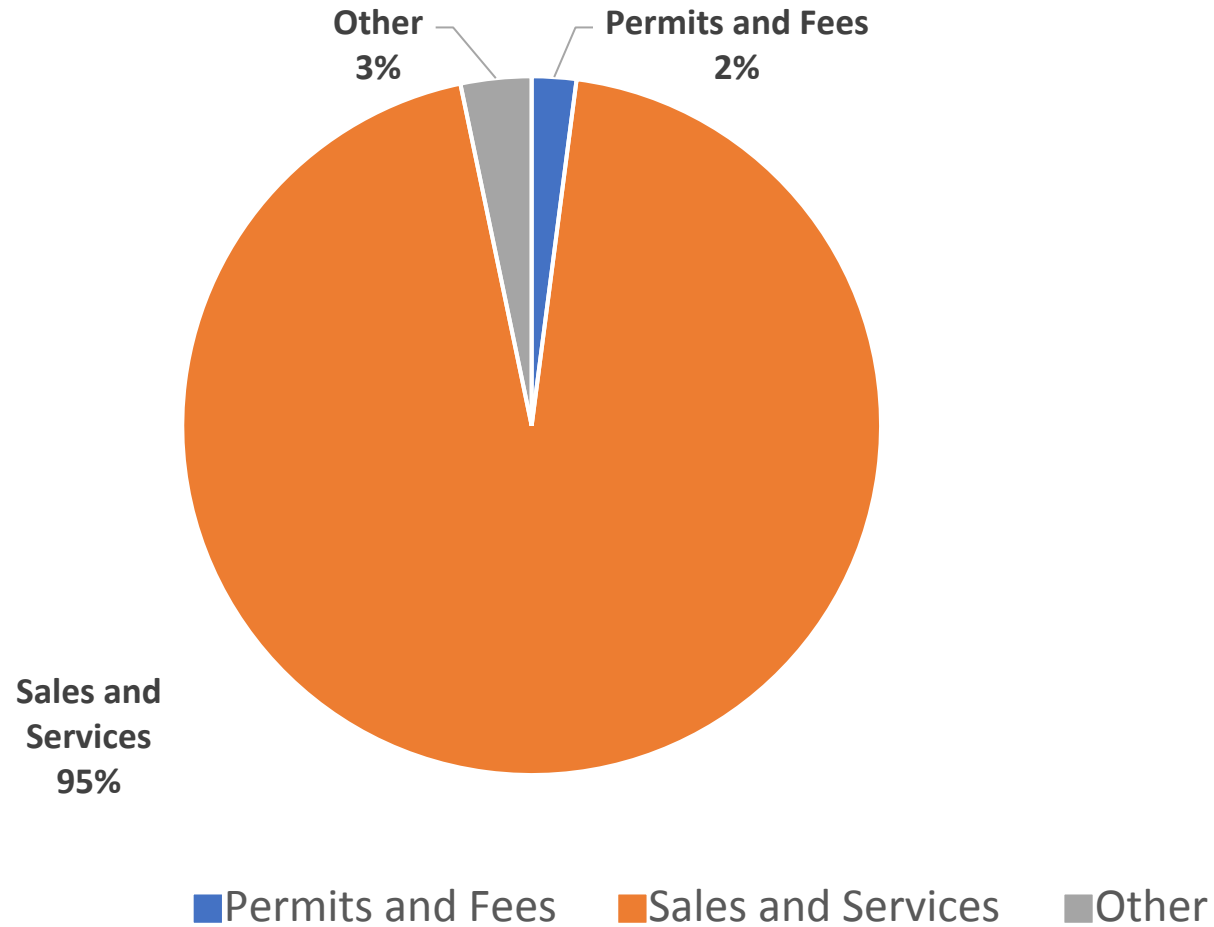
- Elevated Storage Tank - \$4.2 million
- Water Projects: Plaza, Parallel, Pine, Ford, Patricia - \$1.24 million
- Morehead West Sewer Phase I - \$490,000
- Annual Sewer Rehab - \$750,000
- Britley Pump Station Decommissioning (design) - \$125,000
- Francis Haven Pump Station Decommissioning (design) - \$92,000
- Public Works Generator - \$140,000
- Equipment/Vehicles - \$465,000
- **Capital Project/Expense Total: \$7,582,000**

System Development Charge Increase

- System Development Charges are implemented for new water/sewer services for access to our system capacity
 - Typically paid by developers and home builders
 - Revenues collected must be used for expansion project expenses such as water and sewer line extensions or water tank construction needed for additional capacity
 - State Statutes dictate how much can be charged
- Staff proposes an increase of 5.7% and 10.4% for water and sewer System Development Charges, respectfully

Current (5/8" meter)		Proposed (5/8" meter)	
Water	\$3,350	Water	\$3,540
Sewer	\$2,220	Sewer	\$2,450

Water/Sewer Fund Revenue Sources



Storm Water Fund

- No rate increase proposed for the Storm Water Fee
- Funds will be used to address problematic areas throughout Town
 - Major project funds will be used to address problems identified in System A
 - Town Center/Hwy 49 Regional Detention Pond
- Council has asked staff to create options for a tiered Storm Water rate system
 - Would establish a rate based on the impervious surface area of individual parcels
 - This will be considered for future budget years

Fee Schedule Changes

- Rates changed reflect the water and sewer rate increases
- Rates changed reflect the changes to System Development Charges
- Added permit and inspection fees for the oversight of grading on new construction projects

Questions?

Special thanks to the Town Council, Department Managers, and Finance Department for the hard work in preparation of the proposed budget!



Mayor and Council Members

Steve Sciascia
Mayor

Council Members

John Booth
Mayor Pro Tem

Christopher Barfield
Benita Conrad
Rick Russo
Troy Selberg
Ron Smith
Diamond Staton-Williams

Haynes Brigman
Town Manager

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

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FY2020 Manager's Budget Message

May 13, 2019

Introduction

Town staff, along with the support and direction of the Town Council, have worked to finalize the proposed 2019-2020 fiscal years budget through the process of five separate Budget Workshops beginning in January 2019. The proposed total budget of \$70,267,145 for 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. After the Town increased taxes by 6.5 cent per \$100 valuation for fiscal year 2019, the priority of this year's budget was to continue executing the priorities outlined for the purposes of the tax increase – including parks and recreation capital projects, the start of Transportation Bond projects, and continued service-level improvement for public safety departments. In addition to these priorities in the fiscal year 2020 budget, the Town continued to exhaust all opportunities for service level improvements while maintaining costs, made direct investments in economic development opportunities for the future, emphasized residential development standards and protections, and sought out avenues for generating additional revenues through investment opportunities. Each measure directly correlates to ensuring Harrisburg remains a vibrant, attractive, safe, and active community for residents, business owners, and visitors to enjoy.

General Fund

Harrisburg has experienced strong residential growth over the past decade, which continues to be the trend going into 2020. In addition to residential growth, Harrisburg is also beginning to see an uptick in commercial growth and redevelopment of commercial property, especially along the Highway 49 corridor. This growth has allowed Harrisburg to maintain low tax rates while at the same time increasing and expanding its service delivery to residents, businesses, and the regional community. The tax increase in fiscal year 2019 was enacted in large part to address the future needs of the community. Three main drivers of the tax increase were an effort to boost public safety, address the growing expansion and service needs of the Parks and Recreation Department, and begin implementing the projects associated with the Transportation Bond that was approved by voters in 2017.

The total proposed General Fund expenses for FY2020 are \$15,794,200, a 3.38% increase over FY2019. The major impact of this increase is related to major capital projects being started in FY2020, specifically the Harrisburg Park expansion project, Veterans Plaza construction, the completion of Fire Station #2, and the start of the Transportation Bond projects. Operational expenses within the General Fund increased by 3.70%, mostly due to additional staffing needs within the Parks and Recreation Department, additional Deputies contracted with the Cabarrus County Sheriff's Department, investments in transportation opportunities, and planning initiatives including an update to the Town's Unified Development Ordinance and planning for aesthetic improvements along Highway 49.

As the Town implemented its first ever 10-year capital plan in FY2019, along with the necessary funding mechanisms to achieve those priorities over that time, we are now prepared to actively move into bringing these priorities to reality in a relatively short period of time. There have been changes made to the 10-year capital plan over the past year, but the Town continues to emphasize the importance of addressing the needs of the community now, and well into the future.

In FY2020, the Town expects to begin construction on the Harrisburg Park expansion project, a \$9 million project that will add multi-purpose fields, shelter and playground amenities, a splash pad, amphitheater, bike and walking trails, and additional parking. This park expansion project is supported by the input received from the residents through the park master plan process, and is necessary to meet the growing youth athletic demands of our community.

General Fund (continued)

The Town Engineering Department is also actively working to initiate projects associated with the 2017 Transportation Bond package that will include street paving, sidewalk construction, and design preparation for intersection improvements throughout Town.

Some of the big changes to our capital plan include the Town choosing to move away from constructing and operating its own Community/Recreational facility (scheduled for 2028) and partnering with the YMCA to construct a multi-use facility in Harrisburg Park that meets the needs of the YMCA members of Harrisburg, but also provides distinct benefits to the Town and non-YMCA members of our community (the YMCA expects to begin construction in 2022). This change means significant cost savings to the Town overall, but it also escalates the timing of the project from 8-10 years out, to 2-3 years out. These types of changes, while beneficial to our community, mean that the Town must carefully manage capital funding over this time period to ensure the Town is at no risk of service-delivery issues or unintended financial or fiscal year consequences as a result.

The Town continues to operate with one of the lowest tax rates in North Carolina for a full-service municipality, and with the added efforts of outlining a ten-year capital plan for the Town, we continue to balance financial stewardship with meeting the ever-growing needs and desires of our community.

Proprietary Funds

The FY2020 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 \$12,516,645, an 18.5% increase from FY2019's budget.

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. In the past the Town had primarily prepared for Water and Sewer budgets to address the next budget year, and did not forecast out the long-term needs of the water and sewer system.

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 a significant funding shortfall on the horizon. The cause of this shortfall is multi-faceted, but it generally comes down to two main factors: the capital replacement needs of the aging portion of our system outpace our ability to fund the projects; and the rising costs of purchasing water and treating waste water (from the City of Concord and Water and Sewer Authority or Cabarrus County (WSACC)), respectfully.

The Town last implemented a water and sewer rate increase in FY2017. Since that time, the Town has absorbed 5% rate increases annually from the City of Concord for water purchases, as well as 5% rate increases for waste water treatment from WSACC. These two increases amount to an average increase of \$140,000 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. However, due to the timing and importance of these infrastructure replacement projects some of these capital expenses are unable to be funded without additional revenue sources. 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, the Water and Sewer Fund has reached a tipping point where additional revenues are needed to meet the service delivery demands as well as infrastructure improvement demands of the system.

Proprietary Funds (continued)

For these reasons, the Water and Sewer budget has been prepared with a 9.5% increase in water and sewer rates for all customers (inside and outside residents and commercial rates). In addition, the Town Council intends to adopt a resolution that outlines the anticipated future rate increases on a bi-annual basis for the Water and Sewer Fund that would allow the Town to continue to meet the demands of the system. These rate increases are intended to overcome the expected increased cost in water purchase and treatment, as well as capital planning needs of the Town over the next ten years. The intent behind the resolution is to be transparent with water and sewer customers about the need for bi-annual increases and to establish a plan that prevents large rate hikes into the future.

In addition to water and sewer rate increases, the budget is also prepared with fee increases 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 increasing 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.

Both of these efforts to increase revenue for the Water and Sewer Fund will put the utility in position to fund the growing needs of our community and ensure safe, high-quality water and sewer services.

Some of the expected capital projects within the Water and Sewer Fund for FY2020 include the construction of a one million gallon elevated water storage tank on Rocky River Road, water line replacement projects along Patricia Avenue, Parallel Drive, Pine Street, Ford Street and sewer pump station decommissioning projects for the Britley subdivision and along Leatherwood Lane.

The Storm Water Fund has a proposed FY2020 budget of \$741,800, which is a 7% increase from FY2019. The most significant increase to the department's budget is related to allocated salary expenses for new Engineering employees who will be responsible for the oversight of the Town's Phase II Stormwater Permit, which is a state-mandated municipal responsibility. In addition to the additional salary expenses, the Town will also be investing in more spot-improvements to properties/rights-of-ways where minor storm water issues occur. This continues our direction and prioritization of projects that were established in FY2019.

The Town also intends 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. There is no proposed storm water fee increase proposed in the FY2020 budget, but the Town Council has requested that staff begin gathering information for transitioning to a tiered rating system for the FY2021 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 proposed budget represents continued efforts in moving the Town towards achieving its goals outlined in the 10-year capital plan, with continued emphasis on service enhancement and meeting the needs of our community. Progressive, forward-thinking decision-making was used throughout the budget development process, and residents can be assured that decisions being made today represent decisions that will allow for the betterment of Harrisburg into the future.

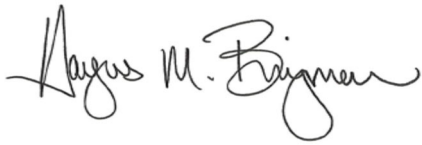
The proposed budget is a concerted effort by staff and the Town Council to weigh all options and prioritize the needs of the community. With such a diverse and growing community, we understand that the entirety of the budget may not represent the visions and direction of all Council members and residents, but we can be assured that it was thoughtfully debated and developed by the Council with the best interests of the Town's citizens in mind.

I would like to personally thank each Town Council member for their direction, feedback, debate, 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 today and into the future, 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. Over the past three budget seasons, Town staff has continued to improve and refine the budget process, continued to dive deeper into the behind-the-scenes data collection and review, and put policies and practices into place that strengthen the financial stability and direction of the Town. Without their efforts the Town would not have the predictability and confidence necessary to execute a 10-year financial and capital plan for the Town.

Harrisburg has a tremendous future, and I am extremely thankful for the opportunity to serve the Harrisburg Town Council and its citizens.

Respectfully,

A handwritten signature in black ink that reads "Haynes M. Brigman". The signature is fluid and cursive, with the first name "Haynes" being more prominent and the last name "Brigman" following in a similar style.

Haynes M. Brigman
Town Manager
Town of Harrisburg



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BUDGET PROCESS AND ORGANIZATION

The budget process, by design, requires the involvement of many stakeholders. FY2020 deliberations began in January as Town staff developed the Capital Improvement Plan, identified staffing needs and operating items. Staff met and worked with Town Council to identify budget goals during this time as well.

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: 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 and 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 Fund: 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 sidewalks through the CMAQ grant program and the 2017 Transportation Bonds.
- Capital Projects Fund – Recreation: used to account for construction of capital projects relating to the Parks & Recreation department of the Town.

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

GENERAL FUND

GENERAL FUND	BUDGET				
	FY2016	FY2017	FY2018	FY2019	FY2020
REVENUE					
Property taxes	\$ 5,132,000	\$ 5,732,000	\$ 6,085,000	\$ 7,832,000	\$ 8,182,000
Intergovernmental					
Sales tax revenues	1,500,000	1,575,000	1,750,000	2,100,000	2,600,000
Utility sales taxes	766,000	800,000	830,000	830,000	890,000
Powell Bill	375,000	400,000	460,000	498,300	466,300
CC Rural Fire	905,000	982,500	1,055,000	1,160,000	1,210,000
Grants	399,500	814,000	399,500	-	-
Other	87,500	85,500	96,600	89,500	94,300
Permits and fees	163,000	207,000	309,000	448,000	544,000
Charges for services	378,500	401,000	666,300	661,250	664,600
Miscellaneous/interest on investments	172,050	327,813	335,850	356,500	318,000
Installment financing	950,000	3,982,000	155,000	-	-
Transfers	975,750	1,137,100	812,650	1,033,900	825,000
Fund balance appropriated	136,650	11,760	2,871,950	268,664	-
Total revenues and funding sources	\$ 11,940,950	\$ 16,455,673	\$ 15,826,850	\$ 15,278,114	\$ 15,794,200
EXPENDITURES					
Governing Board	\$ 114,750	\$ 95,960	\$ 137,980	\$ 118,950	\$ 115,485
Town Clerk	-	-	98,110	74,355	72,470
Administration	1,093,720	3,217,357	795,685	768,690	408,110
Finance	-	-	246,715	295,530	309,480
Human Resources	-	-	119,980	135,250	101,495
Information Technology	-	-	46,170	121,950	159,690
Communications	358,750	306,739	312,240	316,506	88,610
Planning & Zoning	312,750	572,970	622,110	505,995	565,010
Economic Development	382,600	160,795	49,670	68,500	113,900
Engineering	-	-	213,790	275,660	323,155
Deputies	899,750	874,500	962,970	1,236,535	1,337,915
Fire	3,970,220	4,651,515	5,104,245	4,806,109	5,324,350
Streets	43,000	286,850	364,200	401,350	467,200
Powell Bill	508,650	400,000	460,500	499,800	466,300
Parks & Recreation	2,533,590	3,596,337	1,866,200	2,174,604	2,657,215
Environmental Protection	1,457,265	1,277,145	1,646,325	1,699,925	1,585,800
Transfers	178,500	532,750	2,440,000	1,550,000	1,310,000
Contingency	87,405	482,755	339,960	228,405	388,015
Total expenditures	\$ 11,940,950	\$ 16,455,673	\$ 15,826,850	\$ 15,278,114	\$ 15,794,200

GENERAL FUND CAPITAL RESERVE FUND

GF CAPITAL RESERVE FUND	BUDGET				
	FY2016	FY2017	FY2018	FY2019	FY2020
REVENUE					
Miscellaneous/interest on investments	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Transfers	-	-	-	-	1,250,000
Fund balance appropriated	810,750	1,052,600	591,050	918,175	-
Total revenues and funding sources	\$ 815,750	\$ 1,057,600	\$ 596,050	\$ 923,175	\$ 1,255,000
EXPENDITURES					
Transfers	\$ 815,750	\$ 1,057,600	\$ 596,050	\$ 923,175	\$ 1,254,175
Contingency	-	-	-	-	825
Total expenditures	\$ 815,750	\$ 1,057,600	\$ 596,050	\$ 923,175	\$ 1,255,000

GF CAPITAL RESERVE FUND – ECONOMIC DEVELOPMENT

GF CAPITAL RESERVE FUND - ECON DEV	BUDGET				
	FY2016	FY2017	FY2018	FY2019	FY2020
REVENUE					
Transfers	\$ -	\$ 60,000	\$ 100,000	\$ 100,000	\$ 60,000
Fund balance appropriated	-	-	-	40,000	15,000
Total revenues and funding sources	\$ -	\$ 60,000	\$ 100,000	\$ 140,000	\$ 75,000
EXPENDITURES					
Contingency	\$ -	\$ 60,000	\$ 100,000	\$ 140,000	\$ -
Transfers	-	-	-	-	75,000
Total expenditures	\$ -	\$ 60,000	\$ 100,000	\$ 140,000	\$ 75,000

GF CAPITAL RESERVE FUND – PARKS & RECREATION

GF CAPITAL RESERVE FUND - PARKS & REC	BUDGET				
	FY2016	FY2017	FY2018	FY2019	FY2020
REVENUE					
Miscellaneous/interest on investments	\$ -	\$ 110,000	\$ 50,000	\$ 50,000	\$ 50,000
Total revenues and funding sources	\$ -	\$ 110,000	\$ 50,000	\$ 50,000	\$ 50,000
EXPENDITURES					
Transfers	\$ -	\$ 110,000	\$ 50,000	\$ 50,000	\$ 50,000
Total expenditures	\$ -	\$ 110,000	\$ 50,000	\$ 50,000	\$ 50,000

GF CAPITAL PROJECTS FUND – TRANSPORTATION

GF CAPITAL PROJECTS FUND - TRANSPORTATION	BUDGET				
	FY2016	FY2017	FY2018	FY2019	FY2020
REVENUE					
Grant proceeds - CMAQ	\$ 451,000	\$ 451,000	\$ 451,000	\$ 2,163,000	\$ 2,163,000
Installment financing	-	-	-	4,000,000	4,000,000
Transfers	113,000	274,000	274,000	274,000	274,000
Total revenues and funding sources	\$ 564,000	\$ 725,000	\$ 725,000	\$ 6,437,000	\$ 6,437,000
EXPENDITURES					
Professional fees	\$ 91,000	\$ 195,000	\$ 195,000	\$ 830,000	\$ 830,000
Construction	473,000	530,000	530,000	5,540,000	5,540,000
Contingency	-	-	-	67,000	67,000
Total expenditures	\$ 564,000	\$ 725,000	\$ 725,000	\$ 6,437,000	\$ 6,437,000

GF CAPITAL PROJECTS FUND – PUBLIC SAFETY

GF CAPITAL PROJECTS FUND - PUBLIC SAFETY	BUDGET				
	FY2016	FY2017	FY2018	FY2019	FY2020
REVENUE					
Miscellaneous/interest on investments	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	\$ -
Installment financing	2,300,000	2,600,000	2,600,000	5,500,000	6,115,000
Transfers	41,000	772,750	772,750	-	-
Total revenues and funding sources	\$ 2,342,000	\$ 3,373,750	\$ 3,373,750	\$ 5,500,000	\$ 6,115,000
EXPENDITURES					
Professional fees	\$ 150,000	\$ 173,750	\$ 173,750	\$ 300,000	\$ 300,000
Construction	2,192,000	3,200,000	3,200,000	5,200,000	5,815,000
Total expenditures	\$ 2,342,000	\$ 3,373,750	\$ 3,373,750	\$ 5,500,000	\$ 6,115,000

GF CAPITAL PROJECTS FUND – RECREATION

GF CAPITAL PROJECTS FUND - RECREATION	BUDGET				
	FY2016	FY2017	FY2018	FY2019	FY2020
REVENUE					
Installment financing	\$ -	\$ -	\$ -	\$ 6,650,000	\$ 9,000,000
Transfers	-	-	-	875,000	525,000
Total revenues and funding sources	\$ -	\$ -	\$ -	\$ 7,525,000	\$ 9,525,000
EXPENDITURES					
Professional fees	\$ -	\$ -	\$ -	\$ 525,000	\$ 525,000
Construction	-	-	-	7,000,000	9,000,000
Total expenditures	\$ -	\$ -	\$ -	\$ 7,525,000	\$ 9,525,000

WATER AND SEWER FUND

WATER AND SEWER FUND	BUDGET				
	FY2016	FY2017	FY2018	FY2019	FY2020
REVENUE					
Sales and services	\$ 6,450,000	\$ 7,063,000	\$ 7,822,500	\$ 7,507,500	\$ 8,245,000
Permits and fees	690,000	1,021,600	811,750	199,000	179,000
Miscellaneous/interest on investments	132,000	198,920	260,120	281,620	285,100
Transfers	-	-	610,800	2,502,000	2,192,500
Fund balance appropriated	-	23,975	1,231,600	264,705	1,615,045
Total revenues and funding sources	\$ 7,272,000	\$ 8,307,495	\$ 10,736,770	\$ 10,754,825	\$ 12,516,645
EXPENDITURES					
Administration	\$ 5,472,135	\$ 6,169,380	\$ 7,247,775	\$ 8,021,120	\$ 7,626,680
Debt service	1,000,500	1,077,250	1,609,750	1,678,750	1,913,000
Transfers	146,100	265,000	1,500,000	880,000	2,550,000
Contingency	653,265	525,865	379,245	174,955	426,965
Total expenditures	\$ 7,272,000	\$ 8,037,495	\$ 10,736,770	\$ 10,754,825	\$ 12,516,645

WATER AND SEWER CAPITAL RESERVE FUND

WSF CAPITAL RESERVE FUND	BUDGET				
	FY2016	FY2017	FY2018	FY2019	FY2020
REVENUE					
Appropriated fund balance	\$ -	\$ -	\$ -	\$ 1,650,000	\$ 252,000
Transfers	-	-	1,500,000	880,000	2,550,000
Total revenues and funding sources	\$ -	\$ -	\$ 1,500,000	\$ 2,530,000	\$ 2,802,000
EXPENDITURES					
Transfers	\$ -	\$ -	\$ 1,330,800	\$ 2,530,000	\$ 2,802,000
Contingency	-	-	169,200	-	-
Total expenditures	\$ -	\$ -	\$ 1,500,000	\$ 2,530,000	\$ 2,802,000

WATER AND SEWER CAPITAL RESERVE FUND - EXPANSION

WSF CAPITAL RESERVE FUND - EXPANSION	BUDGET				
	FY2016	FY2017	FY2018	FY2019	FY2020
REVENUE					
Permits and Fees	\$ -	\$ -	\$ -	\$ 1,392,500	\$ 1,497,500
Total revenues and funding sources	\$ -	\$ -	\$ -	\$ 1,392,500	\$ 1,497,500
EXPENDITURES					
Transfers	\$ -	\$ -	\$ -	\$ 1,372,000	\$ 1,392,500
Contingency	-	-	-	20,500	105,000
Total expenditures	\$ -	\$ -	\$ -	\$ 1,392,500	\$ 1,497,500

WATER AND SEWER CAPITAL PROJECTS FUND

WATER & SEWER CAPITAL PROJECTS FUND	BUDGET				
	FY2016	FY2017	FY2018	FY2019	FY2020
REVENUE					
Installment financing	\$ 1,485,000	\$ -	\$ 5,900,000	\$ 2,575,000	\$ 8,045,000
Transfers	338,200	4,445,000	1,970,000	2,260,000	4,013,000
Total revenues and funding sources	\$ 1,823,200	\$ 4,445,000	\$ 7,870,000	\$ 4,835,000	\$ 12,058,000
EXPENDITURES					
Professional fees	\$ 215,100	\$ 291,000	\$ 600,000	\$ 675,000	\$ 1,417,000
Construction	1,608,100	4,154,000	7,270,000	4,160,000	10,641,000
Total expenditures	\$ 1,823,200	\$ 4,445,000	\$ 7,870,000	\$ 4,835,000	\$ 12,058,000

STORM WATER FUND

STORM WATER FUND	BUDGET				
	FY2016	FY2017	FY2018	FY2019	FY2020
REVENUE					
Permits and fees	\$ 460,000	\$ 590,000	\$ 624,000	\$ 632,000	\$ 728,000
Miscellaneous/interest on investments	2,500	2,500	5,000	11,000	13,800
Fund balance appropriated	-	-	8,000	50,000	-
Total revenues and funding sources	\$ 462,500	\$ 592,500	\$ 637,000	\$ 693,000	\$ 741,800
EXPENDITURES					
Administration	\$ 200,500	\$ 240,100	\$ 273,450	\$ 385,875	\$ 444,920
Debt service	-	92,000	92,000	-	-
Transfers	225,000	228,000	200,000	280,000	270,000
Contingency	37,000	32,400	63,550	27,125	26,880
Total expenditures	\$ 462,500	\$ 592,500	\$ 629,000	\$ 693,000	\$ 741,800

STORM WATER CAPITAL PROJECTS FUND

STORM WATER CAPITAL PROJECTS FUND	BUDGET				
	FY2016	FY2017	FY2018	FY2019	FY2020
REVENUE					
Grants	\$ 1,560,000	\$ -	\$ -	\$ -	\$ -
Installment financing	-	900,000	900,000	-	-
Transfers	485,000	713,000	713,000	900,000	1,200,000
Total revenues and funding sources	\$ 2,045,000	\$ 1,613,000	\$ 1,613,000	\$ 900,000	\$ 1,200,000
EXPENDITURES					
Professional fees	\$ 114,000	\$ 103,000	\$ 103,000	\$ 100,000	\$ 150,000
Construction	1,931,000	1,510,000	1,510,000	800,000	1,050,000
Total expenditures	\$ 2,045,000	\$ 1,613,000	\$ 1,613,000	\$ 900,000	\$ 1,200,000



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REVENUE SOURCES AND ASSUMPTIONS

FISCAL YEAR 2019-2020

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				
	FY2016	FY2017	FY2018	FY2019	FY2020
REVENUE					
Property taxes	\$ 5,132,000	\$ 5,732,000	\$ 6,085,000	\$ 7,832,000	\$ 8,182,000
Intergovernmental					
Sales tax revenues	1,500,000	1,575,000	1,750,000	2,100,000	2,600,000
Utility sales taxes	766,000	800,000	830,000	830,000	890,000
Powell Bill	375,000	400,000	460,000	498,300	466,300
CC Rural Fire	905,000	982,500	1,055,000	1,160,000	1,210,000
Grants	399,500	814,000	399,500	-	-
Other	87,500	85,500	96,600	89,500	94,300
Permits and fees	163,000	207,000	309,000	448,000	544,000
Charges for services	378,500	401,000	666,300	661,250	664,600
Miscellaneous/interest on investments	172,050	327,813	335,850	356,500	318,000
Installment financing	950,000	3,982,000	155,000	-	-
Transfers	975,750	1,137,100	812,650	1,033,900	825,000
Fund balance appropriated	136,650	11,760	2,871,950	268,664	-
Total revenues and funding sources	\$ 11,940,950	\$ 16,455,673	\$ 15,826,850	\$ 15,278,114	\$ 15,794,200

Ad valorem taxes

\$8,182,000 or 51.8% 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 revenue are unrestricted.

The proposed budget sets the effective tax rate at \$0.355 for FY2020, which is unchanged from the FY2019 tax rate. See Appendix 1 for historical tax rate comparisons. For a reference, a one cent increase on the tax rate increases ad valorem property and motor vehicle taxes by \$230,335.

Harrisburg's estimated taxable property value is \$2,303,345,000. The gross general tax levy on the estimated tax value equals \$8,176,875. For budgeting purposes property tax revenue may not exceed the gross tax levy multiplied by the actual collection rate experienced during the preceding fiscal year. Therefore, based on a 99.64% collection rate, we anticipate \$8,147,438 in revenues from the 2019 levy.

Cabarrus County bills and collects property tax revenue for Harrisburg. The collection fee is approximately \$16,500 to Cabarrus County, or approximately 0.2% of taxes collected. Funds are wired from Cabarrus County to the Town on a monthly basis.

Intergovernmental - sales tax revenues*\$2,600,000 or 16.5% 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. The property tax rate increase for the Town in FY2019 has resulted in a larger percentage of sales tax revenue being allocated to the Town for FY2020.

Intergovernmental - utility sales taxes*\$890,000 or 5.6% 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.

As a result of the tax reform legislation passed by the General Assembly in 2013, the general sales tax rate will now be applied to sales of electricity and piped natural gas. The distribution method to municipalities has changed but with the intent to hold municipalities harmless from the amount cities and towns received in 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.

Several years ago, the State of North Carolina discontinued the franchise tax on telecommunication services and put into place a Telecommunications Sales Tax. Distributions to municipalities are based on their past share of the old telephone franchise tax. 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*\$466,300 or 3.0% 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.

The Powell Bill distribution is based largely on the volume of motor fuel taxes collected by the State and on the value of vehicles purchased and titled in North Carolina.

Based on NC State Budget Office estimates, the Town should receive approximately \$445,000 in Powell Bill funding during FY2020. Of the approximate \$75,000 fund balance from Powell Bill, the Town will appropriate \$18,800 of that to use in FY2020.

Intergovernmental – rural fire tax and sales tax*\$1,210,000 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 Town's dedicated fire services portion of the tax rate of \$0.15. This is estimated to provide \$985,000 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 FY2020, the estimated amount of these funds is \$225,000.

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 FY2020.

Intergovernmental – other*\$94,300 or 0.6% 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*\$544,000 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*\$664,600 or 4.2% 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*\$318,000 or 2.0% 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 FY2020.

Transfers

\$825,000 or 5.2% 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 FY2020, 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 FY2019 the Town's unassigned fund balance – at \$4.7M – equaled 40.16% 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.

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.

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.

GENERAL FUND CAPITAL RESERVE FUND

GF CAPITAL RESERVE FUND	BUDGET				
	FY2016	FY2017	FY2018	FY2019	FY2020
REVENUE					
Miscellaneous/interest on investments	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Transfers	-	-	-	-	1,250,000
Fund balance appropriated	810,750	1,052,600	591,050	918,175	-
Total revenues and funding sources	\$ 815,750	\$ 1,057,600	\$ 596,050	\$ 923,175	\$ 1,255,000

Miscellaneous/Interest on investments*\$5,000 or 0.4% of Capital Reserve Fund revenue*

This includes investment income.

Transfers*\$1,250,000 or 99.6% 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 \$1.25M transfer for FY2020.

GF CAPITAL RESERVE FUND – ECONOMIC DEVELOPMENT

GF CAPITAL RESERVE FUND - ECON DEV	BUDGET				
	FY2016	FY2017	FY2018	FY2019	FY2020
REVENUE					
Transfers	\$ -	\$ 60,000	\$ 100,000	\$ 100,000	\$ 60,000
Fund balance appropriated	-	-	-	40,000	15,000
Total revenues and funding sources	\$ -	\$ 60,000	\$ 100,000	\$ 140,000	\$ 75,000

Transfers

\$60,000 or 80% 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.

Fund Balance Appropriated

\$15,000 or 20% of total Capital Reserve Fund – Economic Development revenue

When projects are identified for the utilization of Economic Development reserve funds, the funds are taken out of fund balance and transferred back to the General Fund for use on that specified project.

GF CAPITAL RESERVE FUND – PARKS & RECREATION

GF CAPITAL RESERVE FUND - PARKS & REC	BUDGET				
	FY2016	FY2017	FY2018	FY2019	FY2020
REVENUE					
Miscellaneous/interest on investments	\$ -	\$ 110,000	\$ 50,000	\$ 50,000	\$ 50,000
Total revenues and funding sources	\$ -	\$ 110,000	\$ 50,000	\$ 50,000	\$ 50,000

Miscellaneous/Interest on investments

\$50,000 or 100% 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. The \$50,000 represents the charges that are anticipated to be received in FY2020.

GF CAPITAL PROJECTS FUND - TRANSPORTATION

GF CAPITAL PROJECTS FUND - TRANSPORTATION	BUDGET				
	FY2016	FY2017	FY2018	FY2019	FY2020
REVENUE					
Grant proceeds - CMAQ	\$ 451,000	\$ 451,000	\$ 451,000	\$ 2,163,000	\$ 2,163,000
Installment financing	-	-	-	4,000,000	4,000,000
Transfers	113,000	274,000	274,000	274,000	274,000
Total revenues and funding sources	\$ 564,000	\$ 725,000	\$ 725,000	\$ 6,437,000	\$ 6,437,000

Grant proceeds - CMAQ

\$2,163,000 or 33.6% of total Capital Projects Fund – Transportation revenue

The Town has been awarded a CMAQ grant to help pay for sidewalk expansion in various sections of Town. This is a federal grant award and is an 80/20 split reimbursement grant. Design is near completion and project construction should begin in FY2020. This portion, or \$463,000, represents the federal reimbursement portion of the grant.

With the 2017 transportation bond project approval by the voters, staff is anticipating obtaining approximately \$1.7M in CMAQ or other related transportation grants to add to the bond funding to accomplish the projects in this fund.

Installment financing

\$4,000,000 or 62.1% 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 FY2020.

Transfers

\$274,000 or 4.3% of total Capital Projects Fund – Transportation revenue

As part of the 80/20 split, the Town's 20% portion of the grant is \$274,000 and will be transferred from the General Fund and General Fund Capital Reserve Fund into this fund.

GF CAPITAL PROJECTS FUND – PUBLIC SAFETY

GF CAPITAL PROJECTS FUND - PUBLIC SAFETY	BUDGET				
	FY2016	FY2017	FY2018	FY2019	FY2020
REVENUE					
Miscellaneous/interest on investments	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	\$ -
Installment financing	2,300,000	2,600,000	2,600,000	5,500,000	6,115,000
Transfers	41,000	772,750	772,750	-	-
Total revenues and funding sources	\$ 2,342,000	\$ 3,373,750	\$ 3,373,750	\$ 5,500,000	\$ 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 a new Fire Station #2 which is totally financed with installment financing dollars. The Fire Station will be completed in early FY2020. This fund will also be used to purchase a Luverne Fire Engine. Most fire engines require 12-18 months build time from the date of the order, meaning the order must be placed in FY2020 to be received in FY2021. The engine will be totally financed with installment financing dollars.

GF CAPITAL PROJECTS FUND – RECREATION

GF CAPITAL PROJECTS FUND - RECREATION	BUDGET				
	FY2016	FY2017	FY2018	FY2019	FY2020
REVENUE					
Installment financing	\$ -	\$ -	\$ -	\$ 6,650,000	\$ 9,000,000
Transfers	-	-	-	875,000	525,000
Total revenues and funding sources	\$ -	\$ -	\$ -	\$ 7,525,000	\$ 9,525,000

Installment financing

\$9,000,000 or 94.5% of total Capital Projects Fund – Recreation revenue

The Town will be using this fund to renovate Harrisburg Park. The first phase, shown in FY2020, will be funded primarily with installment financing.

Transfers

\$525,000 or 5.5% of total Capital Projects Fund – Recreation revenue

In addition to the Harrisburg Park Renovation – Phase 1, the Town is also planning for the development of a section of land in the Harris Square development that is currently being referred to as Harrisburg Veterans Plaza. The total funding for the Harrisburg Veterans Plaza is planned to be provided by transfers from the General Fund Capital Reserve Fund.

Note: These costs and funding mechanisms are subject to change once final project costs are determined and analyzed.

WATER AND SEWER FUND

WATER AND SEWER FUND	BUDGET				
	FY2016	FY2017	FY2018	FY2019	FY2020
REVENUE					
Sales and services	\$ 6,450,000	\$ 7,063,000	\$ 7,822,500	\$ 7,507,500	\$ 8,245,000
Permits and fees	690,000	1,021,600	811,750	199,000	179,000
Miscellaneous/interest on investments	132,000	198,920	260,120	281,620	285,100
Transfers	-	-	610,800	2,502,000	2,192,500
Fund balance appropriated	-	23,975	1,231,600	264,705	1,615,045
Total revenues and funding sources	\$ 7,272,000	\$ 8,307,495	\$ 10,736,770	\$ 10,754,825	\$ 12,516,645

Sales and services

\$8,245,000 or 65.9% 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 a 9.5% proposed increase to water and sewer usage rates for FY2020 for both inside and outside customers. The Town last implemented a water and sewer rate increase in FY2017. Since that time, the Town has absorbed 5% rate increases annually from the City of Concord for water purchases and WSACC for sewer treatment.

Permits and fees

\$179,000 or 1.4% 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 and are no longer recorded in the Water and Sewer Fund.

Miscellaneous/Interest on investments

\$285,100 or 2.3% 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 \$83,000 for the Water and Sewer Fund, annually. As aged Town equipment is replaced, the Town uses Govdeals to provide a format to auction this equipment to generate funds to help offset the cost of new purchases.

Transfers

\$2,192,500 or 17.5% 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 FY2020, 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.

Fund Balance Appropriated

\$1,615,045 or 12.9% of total Water and Sewer Fund revenue

Fund balance in the Water and Sewer Fund plays the same role described earlier for Fund Balance within the General Fund, essentially a savings account. Just as in the General Fund, there are several reasons for maintaining a healthy fund balance, which is expressed as a percentage of annual expenditures. A water and sewer enterprise has inherent risks that it must save funds for. The Town owns water and sewer distribution lines, pump stations, and other relatively small pieces of infrastructure in comparison with a water or sewer treatment plant. The potential for a major leak with a serious environmental impact is the Town's greatest risk associated with its water and sewer operations. 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 FY2019 the Water and Sewer Fund's available fund balance – at \$3.0M – equaled 40.54% of expenditures.

The Town has established a fund balance policy for the Water and Sewer Fund, whereby a minimum available fund balance of 30% is required to be maintained. Any fund balance in excess of this amount is transferred to the capital reserve fund for use on future capital projects.

The recommended budget appropriates \$1,615,045 from fund balance for FY2020.

WATER AND SEWER CAPITAL RESERVE FUND

WSF CAPITAL RESERVE FUND	BUDGET				
	FY2016	FY2017	FY2018	FY2019	FY2020
REVENUE					
Appropriated fund balance	\$ -	\$ -	\$ -	\$ 1,650,000	\$ 2,802,000
Transfers	-	-	1,500,000	880,000	-
Total revenues and funding sources	\$ -	\$ -	\$ 1,500,000	\$ 2,530,000	\$ 2,802,000

Appropriated fund balance

\$2,802,000 or 100% of total Water and Sewer Capital Projects Fund 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.

WATER AND SEWER CAPITAL RESERVE FUND - EXPANSION

WSF CAPITAL RESERVE FUND - EXPANSION	BUDGET				
	FY2016	FY2017	FY2018	FY2019	FY2020
REVENUE					
Permits and Fees	\$ -	\$ -	\$ -	\$ 1,392,500	\$ 1,497,500
Total revenues and funding sources	\$ -	\$ -	\$ -	\$ 1,392,500	\$ 1,497,500

Permits and fees

\$1,497,500 or 100% of total Water and Sewer Capital Projects Fund - 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.

WATER AND SEWER CAPITAL PROJECTS FUND

WATER & SEWER CAPITAL PROJECTS FUND	BUDGET				
	FY2016	FY2017	FY2018	FY2019	FY2020
REVENUE					
Installment financing	\$ 1,485,000	\$ -	\$ 5,900,000	\$ 2,575,000	\$ 8,045,000
Transfers	338,200	4,445,000	1,970,000	2,460,000	4,013,000
Total revenues and funding sources	\$ 1,823,200	\$ 4,445,000	\$ 7,870,000	\$ 5,035,000	\$ 12,058,000

Installment financing

\$8,045,000 or 66.7% of total Water and Sewer Capital Projects Fund revenue

The Town will be using this fund to build a new elevated water storage tank, expand sewer infrastructure into the Morehead West area, and replace various waterlines throughout Town. \$4.2M of the water storage tank, \$2.6M of the Morehead sewer expansion, and \$1.24M of the waterline replacement projects will be paid for with installment financing proceeds. The fund also contains waterline upgrades, sewer rehabilitations, and a pump station decommissioning that will be financed with transfers from the operating budget.

Transfers

\$4,013,000 or 33.3% of total Water and Sewer Capital Projects Fund revenue

The two primary methods of funding multi-year water and sewer capital projects is typically either through installment financing or transfers from the 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. While this policy is only recently put in place, there has not been enough reserves set aside to fully realize this goal, however, it is the goal of staff for most projects in the planning horizon to be funded with these transfers.

STORM WATER FUND

STORM WATER FUND	BUDGET				
	FY2016	FY2017	FY2018	FY2019	FY2020
REVENUE					
Permits and fees	\$ 460,000	\$ 590,000	\$ 624,000	\$ 632,000	\$ 728,000
Miscellaneous/interest on investments	2,500	2,500	5,000	11,000	13,800
Fund balance appropriated	-	-	8,000	50,000	-
Total revenues and funding sources	\$ 462,500	\$ 592,500	\$ 637,000	\$ 693,000	\$ 741,800

Permits and fees

\$728,000 or 98.1% 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 FY2020.

Miscellaneous/Interest on investments

\$13,800 or 1.9% of total Storm Water Fund revenue

This includes investment income and plan reviews.

STORM WATER CAPITAL PROJECTS FUND

STORM WATER CAPITAL PROJECTS FUND	BUDGET				
	FY2016	FY2017	FY2018	FY2019	FY2020
REVENUE					
Grants	\$ 1,560,000	\$ -	\$ -	\$ -	\$ -
Installment financing	-	900,000	900,000	-	-
Transfers	485,000	713,000	713,000	900,000	1,200,000
Total revenues and funding sources	\$ 2,045,000	\$ 1,613,000	\$ 1,613,000	\$ 900,000	\$ 1,200,000

Transfers

\$1,200,000 or 100% of total Storm Water Capital Projects Fund revenue

This budget includes a transfer of \$1,200,000 from the Storm Water Fund to fund the System A – Phase 2 project and the Town Center Regional Detention Pond. In FY2019, the Town revised its System A approach to focus more on smaller projects that will have the most potential for significant impact to the System A area. This phase will be fully funded with transfers that have been accumulated annually for the last few years. The Regional Detention Pond will be paid for with transfers from fees received from developers within and around Town Center.

Note: These costs and funding mechanisms are subject to change once final project costs are determined and analyzed.

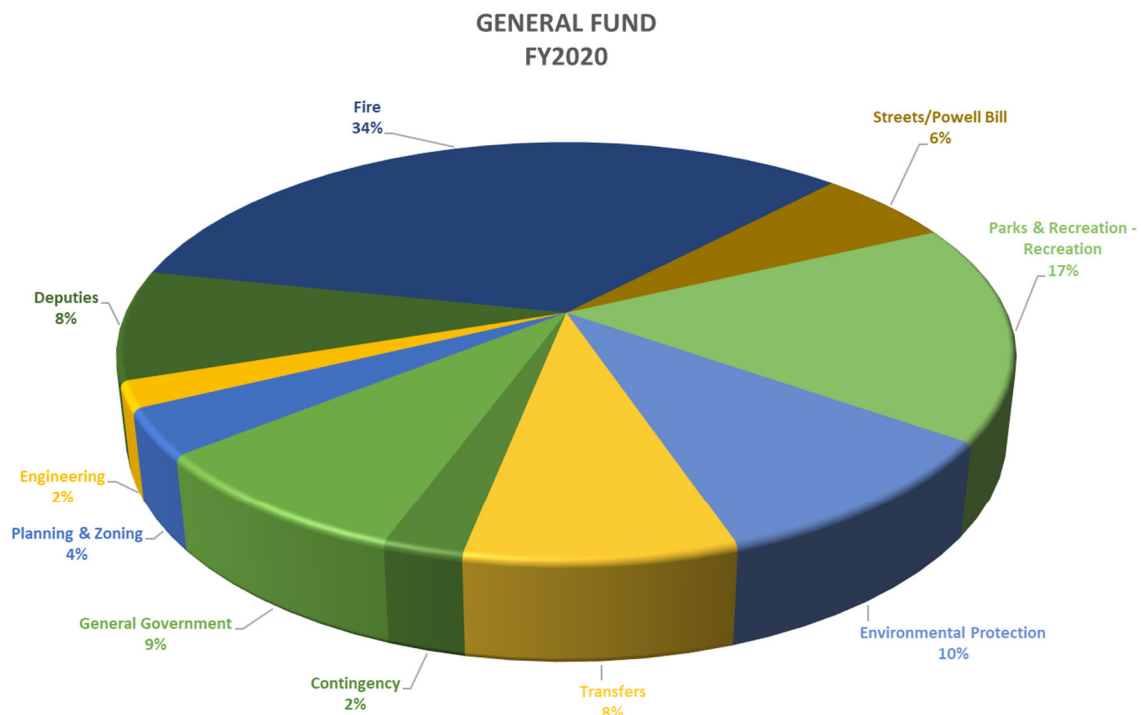


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EXPENDITURE SUMMARY FISCAL YEAR 2019-2020

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				
	FY2016	FY2017	FY2018	FY2019	FY2020
EXPENDITURES					
Governing Board	\$ 114,750	\$ 95,960	\$ 137,980	\$ 118,950	\$ 115,485
Town Clerk	-	-	98,110	74,355	72,470
Administration	1,093,720	3,217,357	795,685	768,690	408,110
Finance	-	-	246,715	295,530	309,480
Human Resources	-	-	119,980	135,250	101,495
Information Technology	-	-	46,170	121,950	159,690
Communications	358,750	306,739	312,240	316,506	88,610
Planning & Zoning	312,750	572,970	622,110	505,995	565,010
Economic Development	382,600	160,795	49,670	68,500	113,900
Engineering	-	-	213,790	275,660	323,155
Deputies	899,750	874,500	962,970	1,236,535	1,337,915
Fire	3,970,220	4,651,515	5,104,245	4,806,109	5,324,350
Streets	43,000	286,850	364,200	401,350	467,200
Powell Bill	508,650	400,000	460,500	499,800	466,300
Parks & Recreation	2,533,590	3,596,337	1,866,200	2,174,604	2,657,215
Environmental Protection	1,457,265	1,277,145	1,646,325	1,699,925	1,585,800
Transfers	178,500	532,750	2,440,000	1,550,000	1,310,000
Contingency	87,405	482,755	339,960	228,405	388,015
Total expenditures	\$ 11,940,950	\$ 16,455,673	\$ 15,826,850	\$ 15,278,114	\$ 15,794,200



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

\$6,111,185 or 38.7% 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 5.0% merit pool for implementation in FY2020. This amounts to approximately \$190,000 (total salaries and benefits). This budget also provides an increase in the employer match to the 401(k)/457(b) plan from 3.0% to 4.0% and a salary range adjustment in conjunction with related compression adjustments resulting in increases to salaries and benefits of \$35,000 and \$38,000, respectively. These changes are being made in order for the Town to stay competitive with the regional employment market.

This budget also includes a State-mandated increase in employer pension contributions from 7.75% to 8.95% of salaries. This results in an increase \$50,000. A 5% increase in health insurance premiums accounts for approximately \$25,000 in increased expense to the Town.

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

- Facility Maintenance Specialist (Parks and Recreation)
- Help Desk Technician - PT (Information Technology)
- Engineering Technician – Mid-year (Engineering)
- Engineer in Training (Engineering)
- Grading Inspector (Engineering)

Employee relations and education expenditures*\$251,975 or 1.6% 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.

FY2019 employee and education expenditures for the General Fund are estimated to total \$233,000, while budgeted employee relations and education costs budgeted for FY2020 are \$251,975. 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 FY2019 and throughout FY2020.

Supplies and materials expenditures*\$375,925 or 2.4% 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.

FY2019 supplies and materials expenditures for the general fund are estimated to total \$371,000, while budgeted supplies and materials costs budgeted for FY2020 are \$375,925.

Current obligations and services expenditures*\$1,921,995 or 12.2% 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.

FY2019 current obligations and services expenditures for the General Fund are estimated to total \$1.91 million, while budgeted current obligations and services expenditures for FY2020 are \$1.92 million.

Fixed charges and other services expenditures*\$3,140,520 or 19.9% 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.

FY2019 fixed charges and other services expenditures for the Town are estimated to total \$2.99 million, while budgeted fixed charges and other services expenditures for FY2020 are \$3.14 million.

Indirect cost allocation*(\$344,815) or (2.2)% 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 the 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.

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

Capital expenditures

\$1,100,000 or 7% 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 FY2020 include:

- Information Technology
 - \$7,500 – Town Hall Surveillance System
 - \$7,500 – Electronic Card Access in Municipal Complex
 - \$15,000 – Email Archive Exchange Server
 - \$25,000 – Backup and Disaster Recovery
- Engineering
 - \$35,000 – Grading Inspector Vehicle
- Deputies
 - \$50,000 – Replacement of vehicle #4006 – H13 2012 Charger
 - \$50,000 – Replacement of vehicle #4007 – H12 2013 Charger
 - \$50,000 – Replacement of vehicle #4008 – H6 2013 Charger
- Fire
 - \$6,000 – SCBA Masks (Year 1 of 2)
 - \$7,000 – Swiftwater Boat Motor
 - \$10,000 – 2003 Ford F-450 – Swiftwater Boat Towing
 - \$20,000 – AEDs (Year 1 of 3)
 - \$22,000 – Station Alerting Equipment
 - \$60,000 – HVAC Replacement Station #3
 - \$69,000 – Portable Radios (Year 1 of 5)
- Powell Bill
 - \$400,000 – Street resurfacing
- Environmental Protection (Public Works)
 - \$10,000 – Zero Turn Mower
- Parks & Recreation
 - \$15,000 – Zero Turn Mower
 - \$20,000 – Greenway Easements
 - \$21,000 – Pharr Mill Fence
 - \$50,000 – Nets for Harrisburg Elementary School ball fields
 - \$150,000 – Back Creek Greenway Phase 1 – Natural Surface

Debt service expenditures

\$1,539,400 or 9.7% 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 debt issuances in FY2020 are associated with the 2017 Transportation Bonds and Harrisburg Park Phase 1.

Transfers out

\$1,310,000 or 8.3% 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 FY2020, 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.

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 \$1.25M for FY2020.

Contingency

\$388,015 or 2.5% of General Fund expenditures

Contingency funding for the General Fund is budgeted in FY2020 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
- Economic Development
- Engineering

Planning & Zoning

Public Safety

- Deputies
- Fire

Transportation

- Powell Bill
- Streets

Environmental Protection

- Public Works

Cultural and Recreation

- Recreation and Sports

Non-departmental

- Transfers
- Contingency

Capital Reserve Funds

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

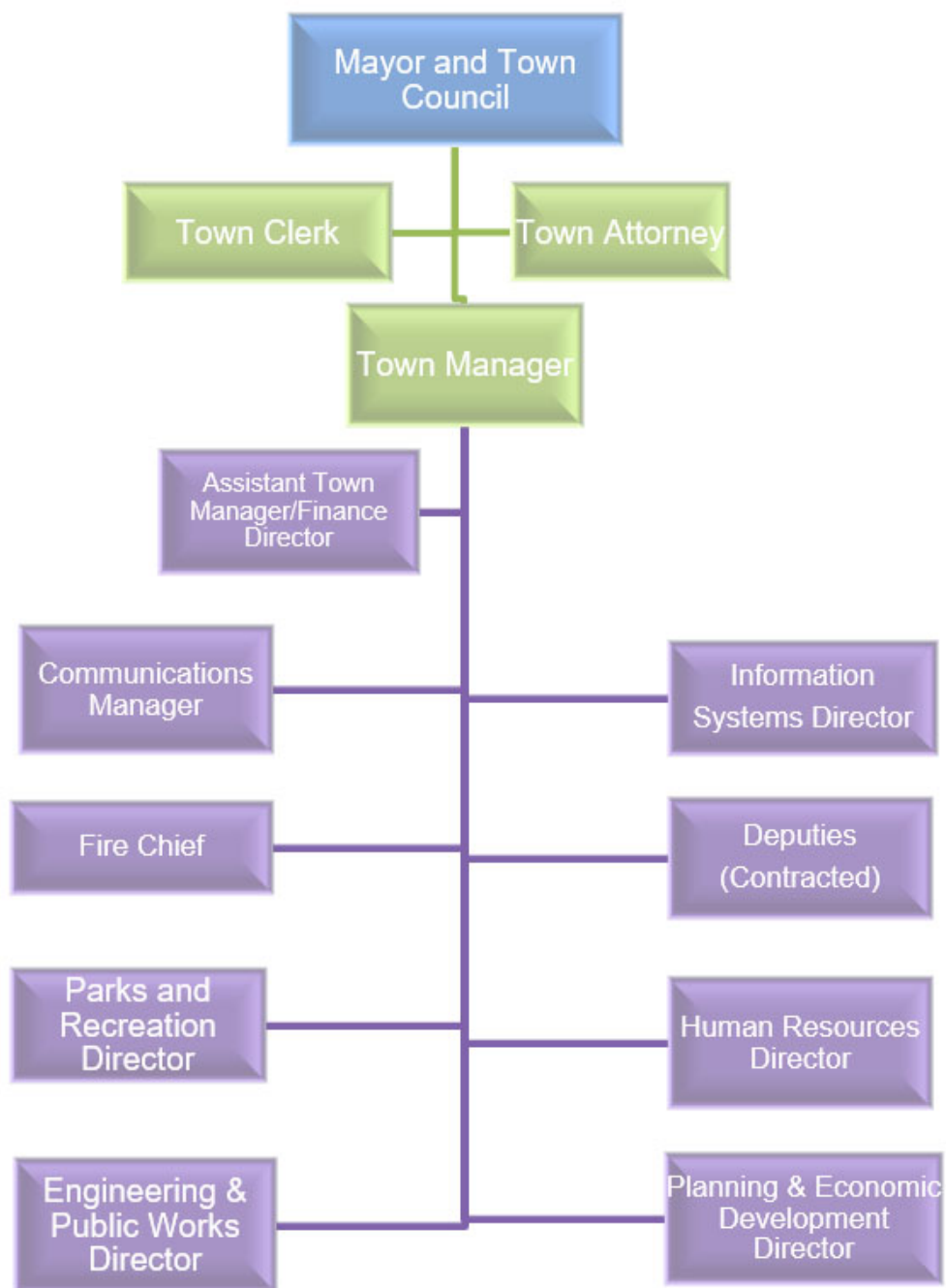
Capital Projects Funds

- GF Capital Projects Fund – Public Safety
- GF Capital Projects Fund – Transportation
- GF Capital Projects Fund – Recreation

Enterprise Funds

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

ORGANIZATION CHART



Note: Planning and Economic Development Director and Engineering and Public Works 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.

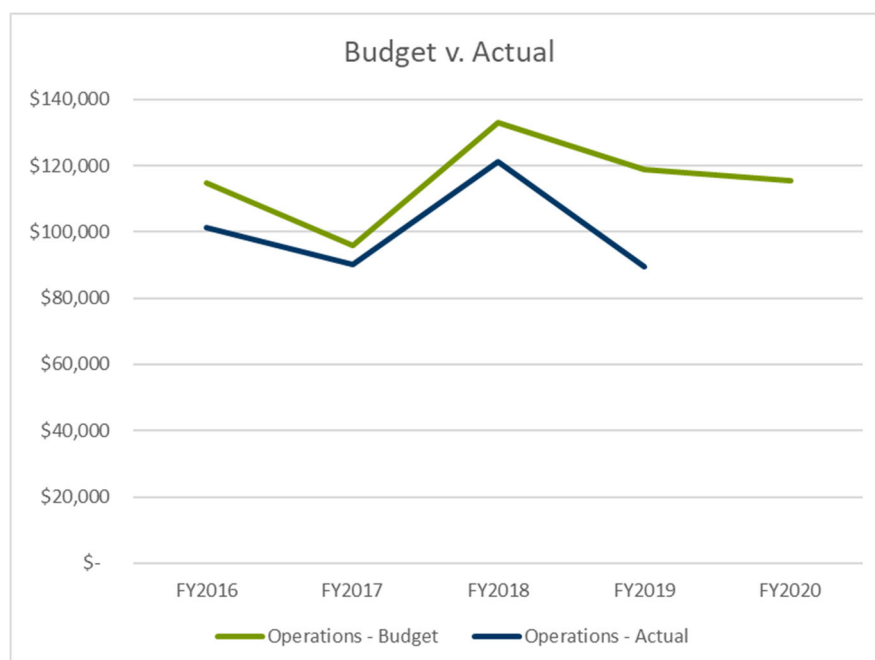
Notable changes:

- \$16,000 – additional costs associated with the November 2019 elections
- \$6,000 – addition of advisory board stipends. These were previously reported under the board's respective departmental budget
- \$6,000 – replacement of IT equipment
- \$13,000 – additional costs of increasing advisory board stipends and governing board salaries
- (\$42,800) – addition of indirect cost allocation to better reflect costs in the appropriate funds

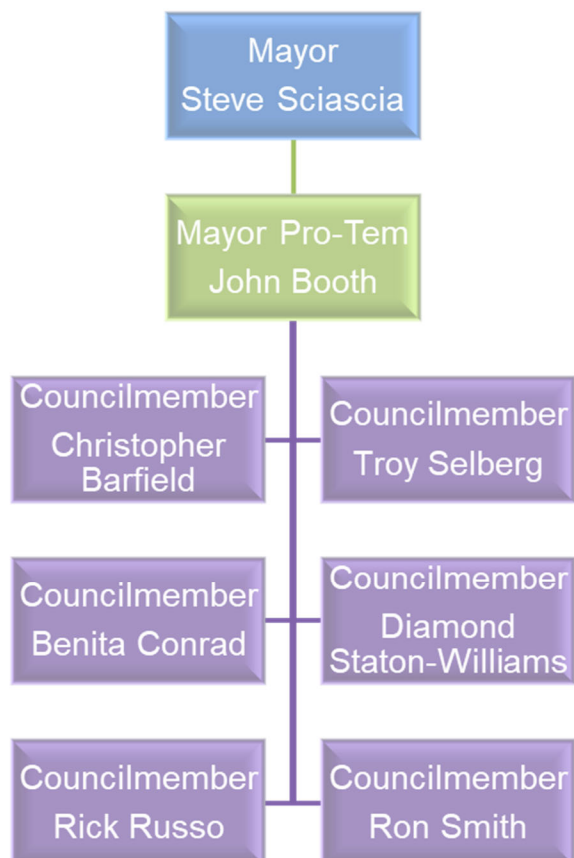
Five-year budgeted expenditures:

GOVERNING BOARD (COUNCIL)	BUDGET				
	FY2016	FY2017	FY2018	FY2019	FY2020
EXPENDITURES					
Personal services	\$ 49,700	\$ 50,100	\$ 52,150	\$ 50,150	\$ 72,685
Employee relations and education	5,500	5,500	6,000	6,500	6,500
Supplies and materials	1,400	1,400	4,900	6,900	6,900
Current obligations and services	43,350	32,500	60,020	34,700	50,800
Fixed charges and other services	14,800	6,460	9,910	20,700	21,400
Indirect cost allocation	-	-	-	-	(42,800)
Total budgeted expenditures	\$ 114,750	\$ 95,960	\$ 132,980	\$ 118,950	\$ 115,485

	BUDGET V. ACTUAL - OPERATIONS				
	FY2016	FY2017	FY2018	FY2019	FY2020
Operations - Budget	\$ 114,750	\$ 95,960	\$ 132,980	\$ 118,950	\$ 115,485
Operations - Actual	\$ 101,444	\$ 90,108	\$ 121,131	\$ 89,539	



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.

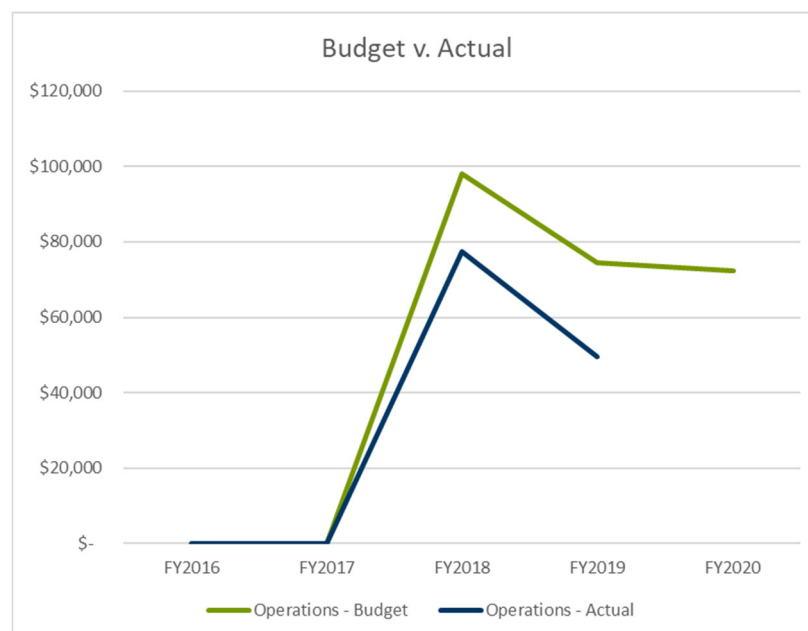
Notable changes:

- (\$1,520) – reduction for workstation purchased in FY2019
- (\$4,880) – addition of indirect cost allocation to better reflect costs in the appropriate funds

Five-year budgeted expenditures:

TOWN CLERK	BUDGET				
	FY2016	FY2017	FY2018	FY2019	FY2020
EXPENDITURES					
Personal services	\$ -	\$ -	\$ 74,600	\$ 60,250	\$ 64,750
Employee relations and education	-	-	1,625	1,625	1,625
Supplies and materials	-	-	6,350	4,200	4,200
Current obligations and services	-	-	4,125	4,570	4,570
Fixed charges and other services	-	-	11,410	3,710	2,205
Indirect cost allocation	-	-	-	-	(4,880)
Total budgeted expenditures	\$ -	\$ -	\$ 98,110	\$ 74,355	\$ 72,470

	BUDGET V. ACTUAL - OPERATIONS				
	FY2016	FY2017	FY2018	FY2019	FY2020
Operations - Budget	\$ -	\$ -	\$ 98,110	\$ 74,355	\$ 72,470
Operations - Actual	\$ -	\$ -	\$ 77,510	\$ 49,575	





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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 and serves as the Chief Administrative Officer for the Town. The Town Manager directs the implementation of policy directives by the Town Council and oversees all other 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:

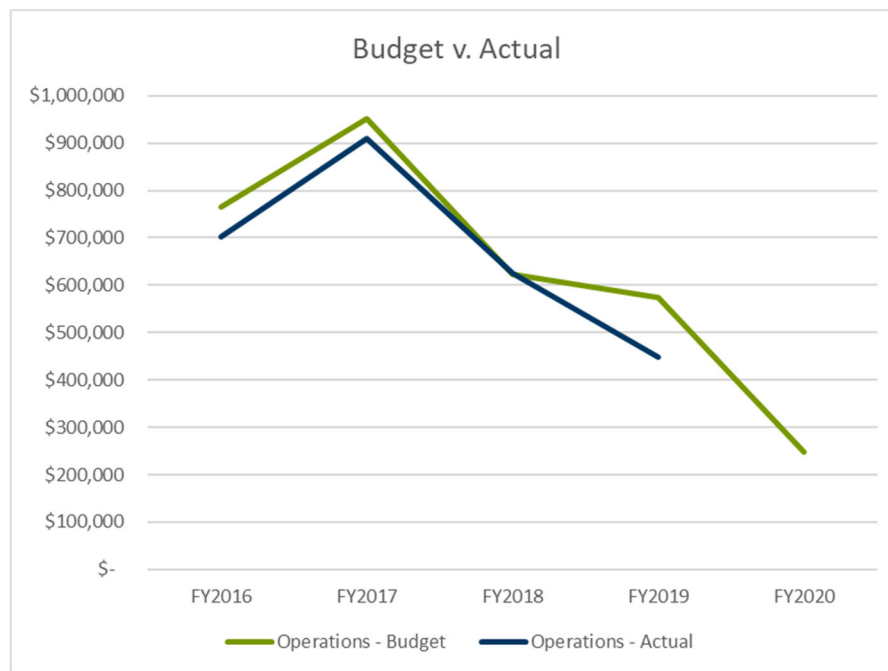
- \$10,000 – increase in personnel expenses relating to increase in health insurance rates, State mandated pension contributions and increase in 401(k)/457(b) match
- (\$14,000) – reclassification of audit fees from Administration to Finance
- (\$20,000) – reduction in maintenance and repairs for HVAC work performed for Town Hall in FY2019
- (\$22,500) – reduction for Town Hall renovation which was completed in FY2019
- (\$159,115) – addition of indirect cost allocation to better reflect costs in the appropriate funds
- (\$98,000) – reduction for the reclassification of Buildings and Grounds to Parks and Recreation

Five-year budgeted expenditures:

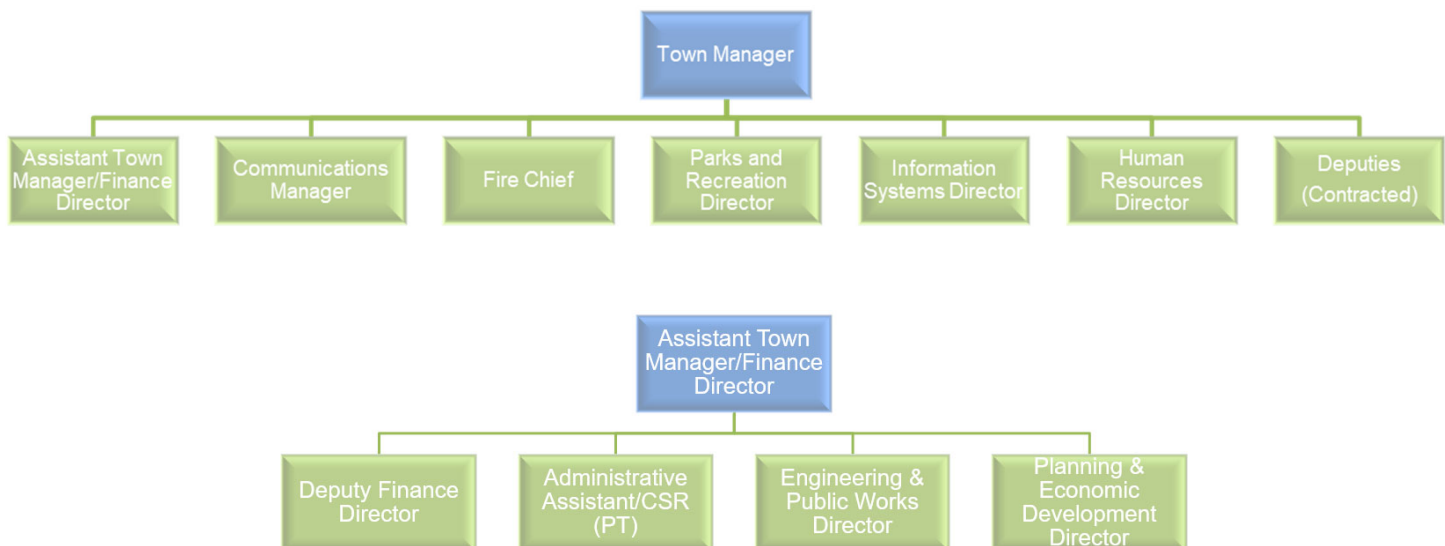
ADMINISTRATION	BUDGET				
	FY2016	FY2017	FY2018	FY2019	FY2020
EXPENDITURES					
Personal services	\$ 391,200	\$ 451,500	\$ 229,950	\$ 219,875	\$ 165,500
Employee relations and education	15,475	32,505	12,000	18,750	17,950
Supplies and materials	45,250	44,470	65,950	27,700	25,350
Current obligations and services	118,015	216,140	148,695	197,050	102,390
Fixed charges and other services	194,480	206,992	165,895	111,065	95,635
Indirect cost allocation	-	-	-	-	(159,115)
Capital outlay	56,500	2,035,000	149,140	22,500	-
Debt service	136,000	125,500	172,750	171,750	160,400
Total budgeted expenditures	\$ 956,920	\$ 3,112,107	\$ 944,380	\$ 768,690	\$ 408,110

	BUDGET V. ACTUAL - OPERATIONS				
	FY2016	FY2017	FY2018	FY2019	FY2020
Operations - Budget	\$ 764,420	\$ 951,607	\$ 622,490	\$ 574,440	\$ 247,710
Operations - Actual	\$ 702,630	\$ 908,638	\$ 625,581	\$ 447,428	

ADMINISTRATION (continued)



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.

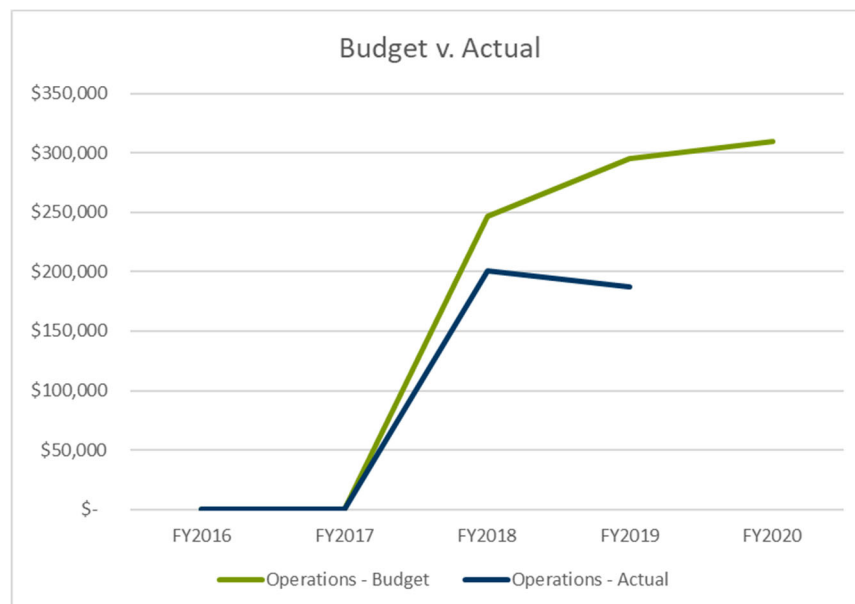
Notable changes:

- \$21,500 – increase in personnel expenses relating to increase in health insurance rates, State mandated pension contributions, increase in 401(k)/457(b) match and salary rate adjustments
- \$14,000 – reclassification of audit fees from Administration to Finance
- (\$22,000) – addition of indirect cost allocation to better reflect costs in the appropriate funds

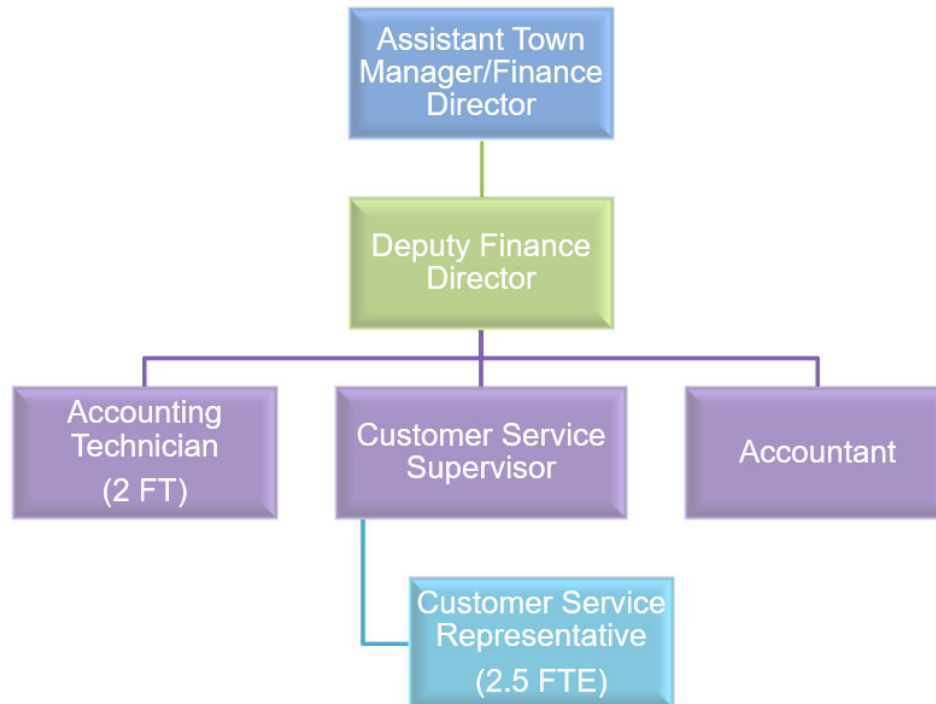
Five-year budgeted expenditures:

FINANCE	BUDGET				
	FY2016	FY2017	FY2018	FY2019	FY2020
EXPENDITURES					
Personal services	\$ -	\$ -	\$ 212,050	\$ 233,375	\$ 245,700
Employee relations and education	-	-	6,850	14,650	13,775
Supplies and materials	-	-	3,550	12,200	21,000
Current obligations and services	-	-	5,825	5,545	6,085
Fixed charges and other services	-	-	17,940	29,760	45,540
Indirect cost allocation	-	-	-	-	(22,620)
Total budgeted expenditures	\$ -	\$ -	\$ 246,215	\$ 295,530	\$ 309,480

	BUDGET V. ACTUAL - OPERATIONS				
	FY2016	FY2017	FY2018	FY2019	FY2020
Operations - Budget	\$ -	\$ -	\$ 246,215	\$ 295,530	\$ 309,480
Operations - Actual	\$ -	\$ -	\$ 200,798	\$ 186,902	



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.

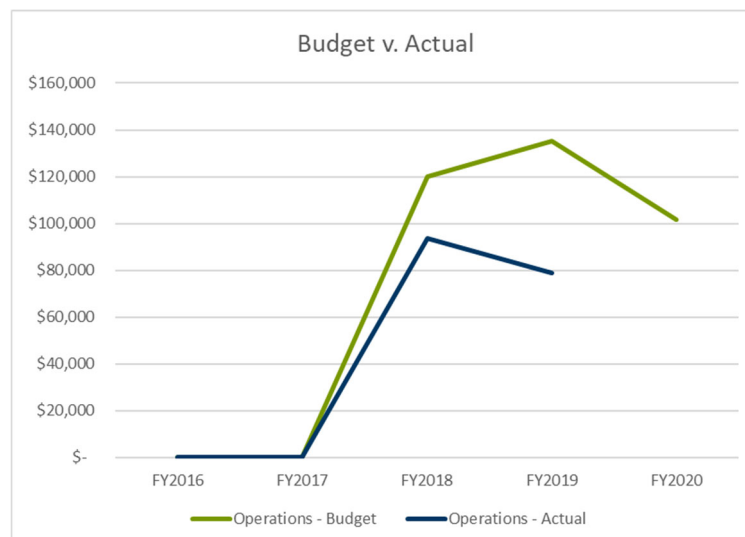
Notable changes:

- \$6,800 – addition of consultative services with training
- \$10,700 – addition of management training program
- \$50,000 – increase in 401(k)/457(b) match from 3% to 4% (included with each departments' personal services)
- \$56,000 – adjustment of salaries to new market rates (included with each departments' personal services)
- (\$4,000) – reduction for intern – will utilize existing staffing
- (44,000) – addition of indirect cost allocation to better reflect costs in the appropriate funds

Five-year budgeted expenditures:

HUMAN RESOURCES	BUDGET				
	FY2016	FY2017	FY2018	FY2019	FY2020
EXPENDITURES					
Personal services	\$ -	\$ -	\$ 47,350	\$ 57,750	\$ 56,750
Employee relations and education	-	-	56,600	59,470	74,500
Supplies and materials	-	-	8,700	6,380	5,100
Current obligations and services	-	-	3,250	2,790	2,790
Fixed charges and other services	-	-	4,080	8,860	6,755
Indirect cost allocation	-	-	-	-	(44,400)
Total budgeted expenditures	\$ -	\$ -	\$ 119,980	\$ 135,250	\$ 101,495

	BUDGET V. ACTUAL - OPERATIONS				
	FY2016	FY2017	FY2018	FY2019	FY2020
Operations - Budget	\$ -	\$ -	\$ 119,980	\$ 135,250	\$ 101,495
Operations - Actual	\$ -	\$ -	\$ 93,808	\$ 78,961	





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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.

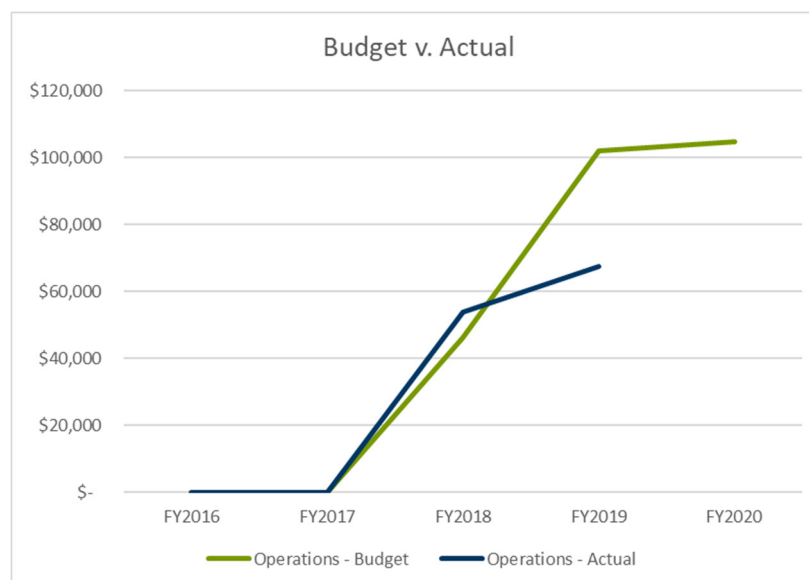
Notable changes:

- \$61,000 – addition of capital items such as the Backup and Disaster recovery system, electronic card access to Town Hall, email exchange server, surveillance systems, and other small projects
- \$36,290 – addition of part time Help Desk Technician (\$20,665 to General Fund and \$15,625 to Water and Sewer Fund)
- (\$23,250) – addition of indirect cost allocation to better reflect costs in the appropriate funds

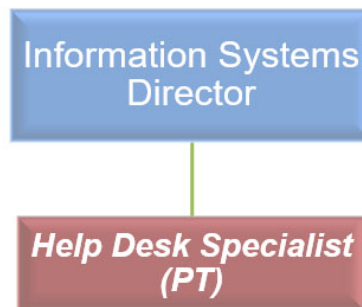
Five-year budgeted expenditures:

INFORMATION TECHNOLOGY	BUDGET				
	FY2016	FY2017	FY2018	FY2019	FY2020
EXPENDITURES					
Personal services	\$ -	\$ -	\$ 40,600	\$ 56,250	\$ 72,500
Employee relations and education	-	-	-	3,000	3,500
Supplies and materials	-	-	-	3,650	6,300
Current obligations and services	-	-	-	1,140	5,300
Fixed charges and other services	-	-	5,570	37,910	40,340
Indirect cost allocation	-	-	-	-	(23,250)
Capital outlay	-	-	-	20,000	55,000
Total expenditures	\$ -	\$ -	\$ 46,170	\$ 121,950	\$ 159,690

	BUDGET V. ACTUAL - OPERATIONS				
	FY2016	FY2017	FY2018	FY2019	FY2020
Operations - Budget	\$ -	\$ -	\$ 46,170	\$ 101,950	\$ 104,690
Operations - Actual	\$ -	\$ -	\$ 53,907	\$ 67,471	



**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 division 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.

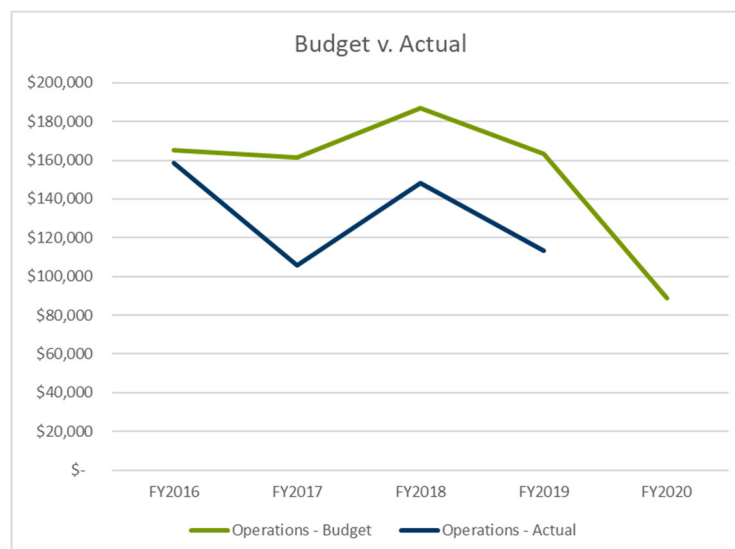
Notable changes:

- \$13,120 – addition of Hwy 49 banner replacements
- (\$12,000) – reduction for Town promo videos completed in FY2019
- (\$33,000) – reduction for new website implemented in FY2019
- (\$73,000) – reduction for wayfinding signs completed in FY2019
- (\$80,000) – reduction for facility monument signs completed in FY2019
- (\$47,750) – addition of indirect cost allocation to better reflect costs in the appropriate funds

Five-year budgeted expenditures:

COMMUNICATIONS	BUDGET				
	FY2016	FY2017	FY2018	FY2019	FY2020
EXPENDITURES					
Personal services	\$ 57,300	\$ 59,400	\$ 75,600	\$ 33,150	\$ 36,750
Employee relations and education	4,200	4,200	3,950	3,000	3,500
Supplies and materials	13,650	22,150	22,350	13,740	13,400
Current obligations and services	28,900	31,600	24,450	14,230	28,495
Fixed charges and other services	61,200	44,119	60,390	99,386	54,215
Indirect cost allocation	-	-	-	-	(47,750)
Capital outlay	193,500	145,270	30,000	153,000	-
Total expenditures	\$ 358,750	\$ 306,739	\$ 216,740	\$ 316,506	\$ 88,610

	BUDGET V. ACTUAL - OPERATIONS				
	FY2016	FY2017	FY2018	FY2019	FY2020
Operations - Budget	\$ 165,250	\$ 161,469	\$ 186,740	\$ 163,506	\$ 88,610
Operations - Actual	\$ 158,368	\$ 105,853	\$ 148,326	\$ 113,207	



ECONOMIC DEVELOPMENT

Overview:

The Economic Development Department 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.

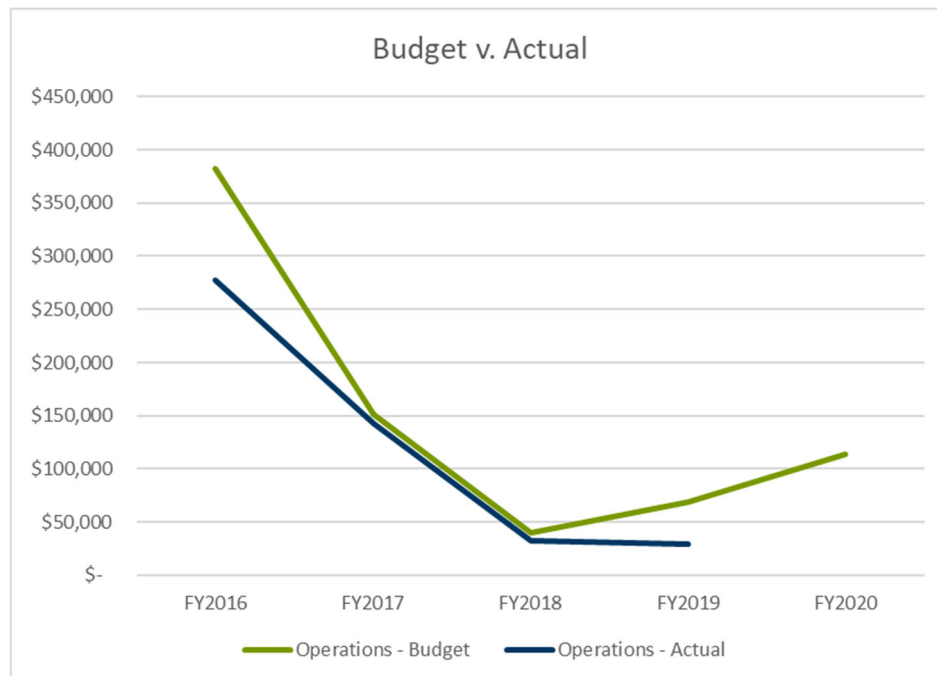
Notable changes:

- \$75,000 – addition of Hwy 49 Corridor Plan/Façade Grants
- \$12,000 – Planning Director was combined with Economic Development Director resulting in a portion of their salary being shown in this department

Five-year budgeted expenditures:

ECONOMIC DEVELOPMENT	BUDGET				
	FY2016	FY2017	FY2018	FY2019	FY2020
EXPENDITURES					
Personal services	\$ 97,800	\$ 99,450	\$ -	\$ -	\$ 12,000
Employee relations and education	4,750	4,750	4,500	7,500	7,500
Supplies and materials	1,300	800	-	-	-
Current obligations and services	274,900	41,975	31,150	19,000	17,400
Fixed charges and other services	3,850	3,820	4,420	42,000	77,000
Capital outlay	-	10,000	-	-	-
Total expenditures	\$ 382,600	\$ 160,795	\$ 40,070	\$ 68,500	\$ 113,900

	BUDGET V. ACTUAL - OPERATIONS				
	FY2016	FY2017	FY2018	FY2019	FY2020
Operations - Budget	\$ 382,600	\$ 150,795	\$ 40,070	\$ 68,500	\$ 113,900
Operations - Actual	\$ 277,271	\$ 142,336	\$ 32,325	\$ 28,819	



PLANNING & ZONING

Overview:

The Planning and Zoning Department 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.

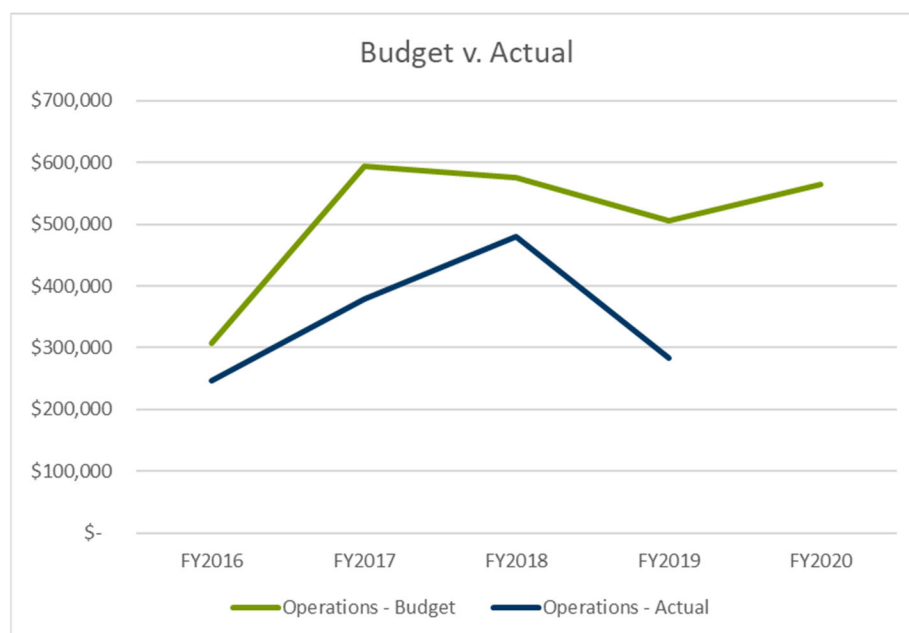
Notable changes:

- \$150,000 – addition of the Unified Development Ordinance (UDO) update
- (\$40,000) – reduction for Town Center Marketing Analysis completed in FY2019
- (\$61,300) – reduction for interim planning services utilized in FY2019

Five-year budgeted expenditures:

PLANNING & ZONING	BUDGET				
	FY2016	FY2017	FY2018	FY2019	FY2020
EXPENDITURES					
Personal services	\$ 174,900	\$ 274,150	\$ 312,850	\$ 274,250	\$ 260,500
Employee relations and education	6,900	8,400	9,350	10,500	14,850
Supplies and materials	6,050	4,550	7,300	8,500	7,325
Current obligations and services	11,500	14,950	15,500	13,100	12,240
Fixed charges and other services	107,900	291,570	231,010	199,645	270,095
Capital outlay	5,500	-	30,000	-	-
Total expenditures	\$ 312,750	\$ 593,620	\$ 606,010	\$ 505,995	\$ 565,010

	BUDGET V. ACTUAL - OPERATIONS				
	FY2016	FY2017	FY2018	FY2019	FY2020
Operations - Budget	\$ 307,250	\$ 593,620	\$ 576,010	\$ 505,995	\$ 565,010
Operations - Actual	\$ 245,818	\$ 379,059	\$ 479,822	\$ 284,033	



PLANNING & ECONOMIC DEVELOPMENT
ORGANIZATION CHART



ENGINEERING

Overview:

The Engineering Department is responsible for engineering and construction issues within the Town of Harrisburg. Engineering staff performs plan reviews, engineering design, subdivision reviews, construction inspection, 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.

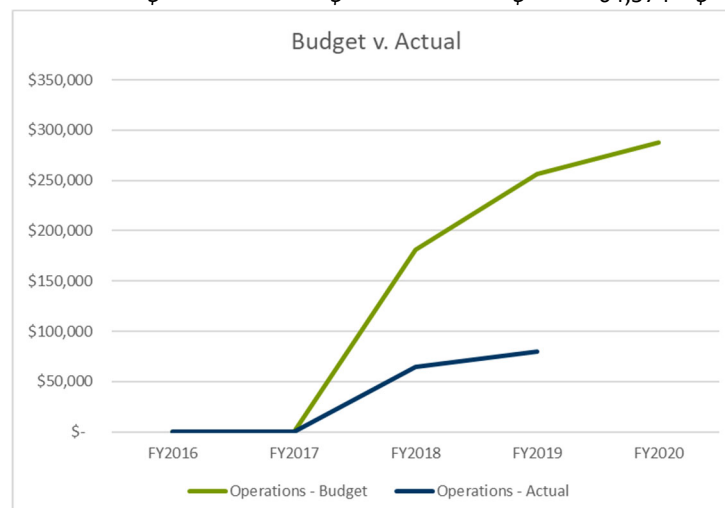
Notable changes:

- \$100,000 – addition of State-mandated ADA plan
- \$83,150 – addition of Engineer in Training (\$14,150 GF, \$61,000 WSF and \$8,000 to SWF)
- \$35,950 – addition of Engineering Technician mid-year (\$11,950 GF, \$15,000 WSF and \$9,000 to SWF)
- \$122,550 – addition of Grading Inspector and a vehicle (\$68,750 GF, \$33,625 WSF, \$20,175 SWF)
- (\$75,000) – Transportation Plan completed in FY2019
- (\$26,000) – reduction for GIS services moved to Water and Sewer Fund

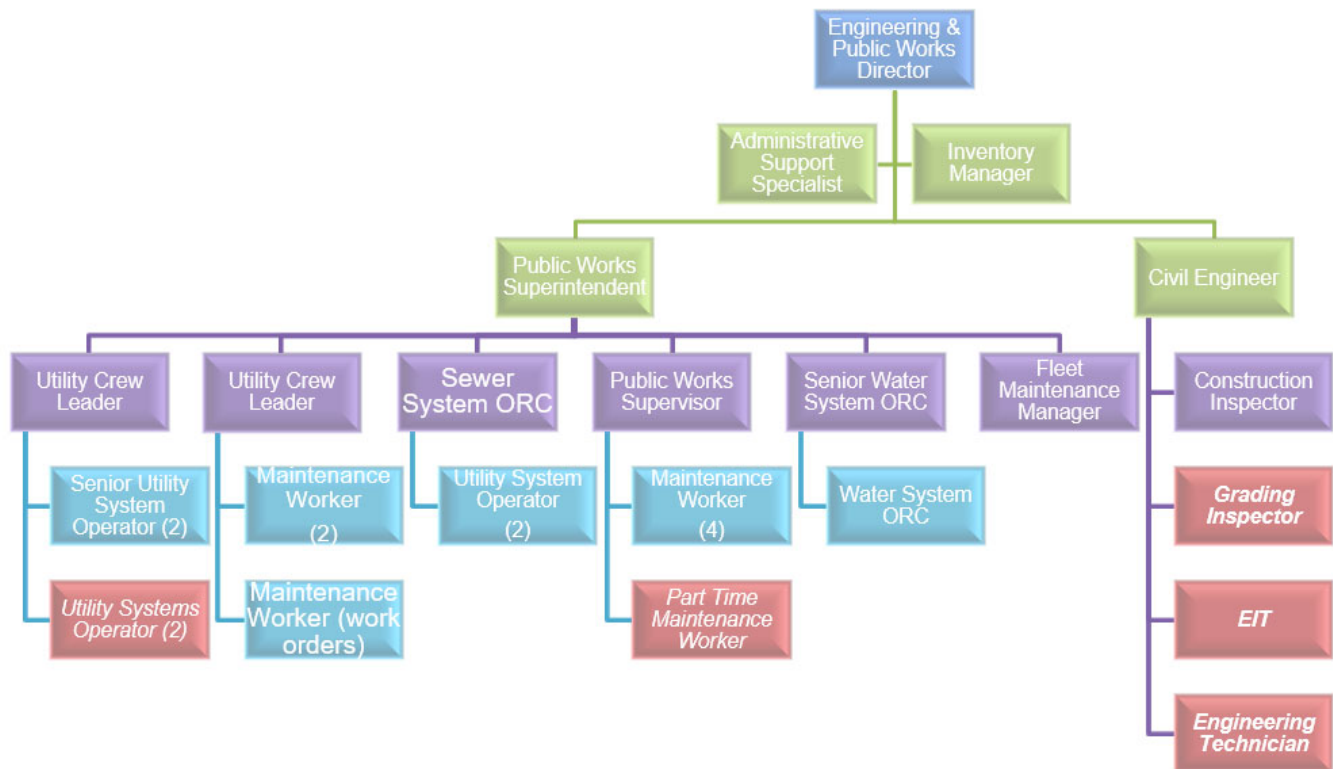
Five-year budgeted expenditures:

ENGINEERING	BUDGET				
	FY2016	FY2017	FY2018	FY2019	FY2020
EXPENDITURES					
Personal services	\$ -	\$ -	\$ 13,900	\$ 47,950	\$ 66,200
Employee relations and education	-	-	5,500	6,600	9,750
Supplies and materials	-	-	3,050	3,450	14,400
Current obligations and services	-	-	2,870	6,250	12,965
Fixed charges and other services	-	-	155,320	192,410	184,840
Capital outlay	-	-	32,500	19,000	35,000
Total expenditures	\$ -	\$ -	\$ 213,140	\$ 275,660	\$ 323,155

	BUDGET V. ACTUAL - OPERATIONS				
	FY2016	FY2017	FY2018	FY2019	FY2020
Operations - Budget	\$ -	\$ -	\$ 180,640	\$ 256,660	\$ 288,155
Operations - Actual	\$ -	\$ -	\$ 64,574	\$ 79,590	



ENGINEERING ORGANIZATION CHART



DEPUTIES

Overview:

The Town contracts its law enforcement with the Cabarrus County Sheriff's Office. The Town funds thirteen deputies and the County provides two additional deputies. The Town provides vehicles and select equipment to the deputies and reimburses the Sheriff's Office for salary and benefits.

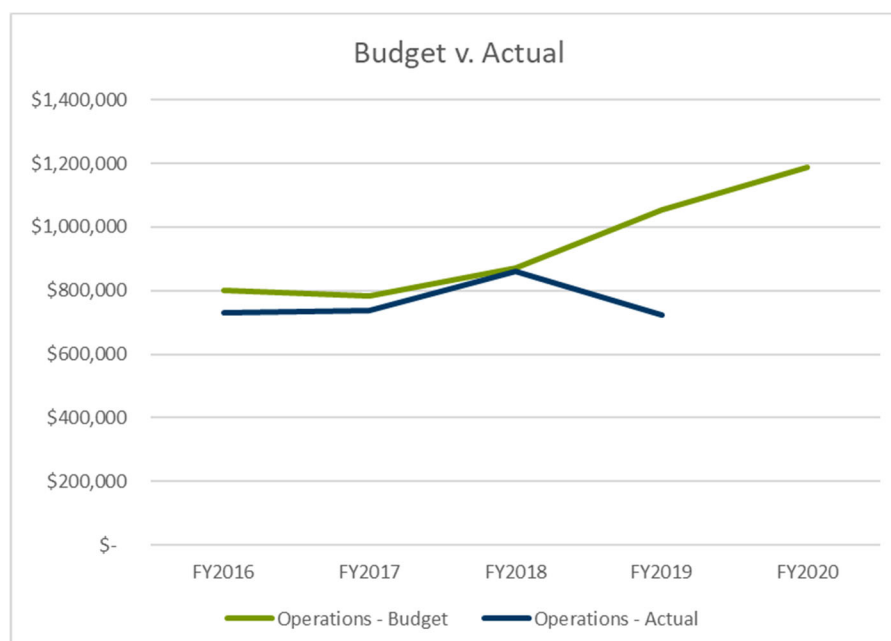
Notable changes:

- \$51,000 – increase of contract costs relating to salary and benefits increases
- \$72,500 – addition of salary and benefits for a full year for the 12th and 13th deputies compared to a half year utilization in FY2019
- \$150,000 – replacement of three vehicles

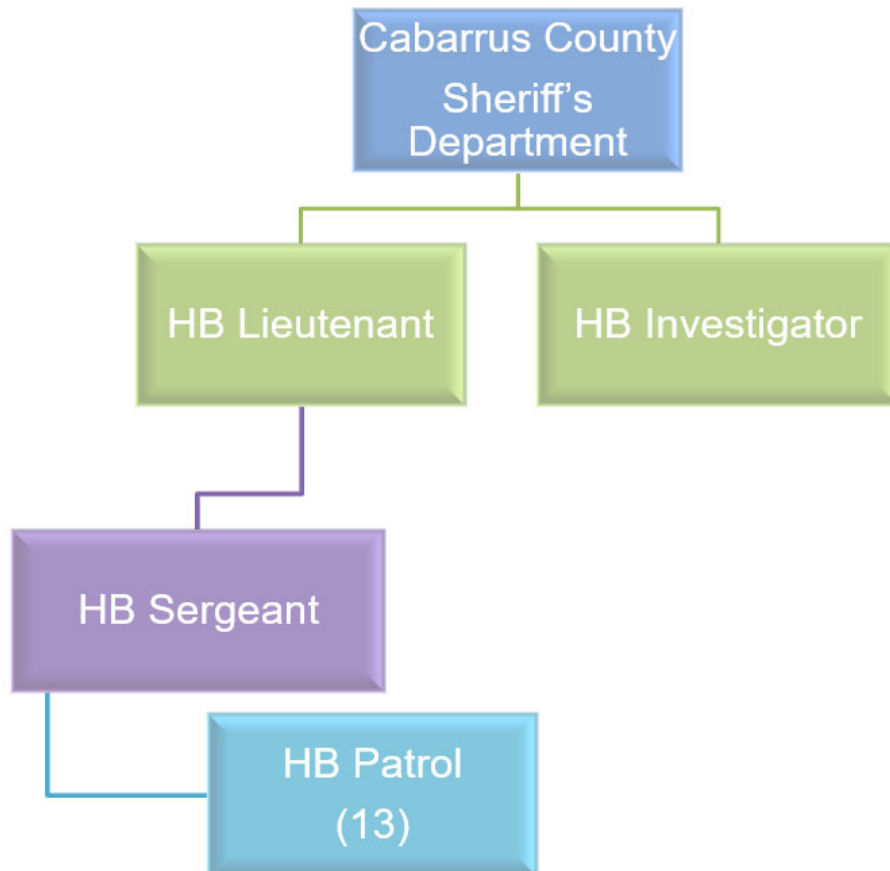
Five-year budgeted expenditures:

DEPUTIES	BUDGET				
	FY2016	FY2017	FY2018	FY2019	FY2020
EXPENDITURES					
Employee relations and education	\$ -	\$ -	\$ 1,600	\$ -	\$ 3,500
Supplies and materials	13,500	9,400	9,500	9,500	10,400
Current obligations and services	75,850	64,530	58,700	67,760	71,890
Fixed charges and other services	712,400	708,570	802,920	975,275	1,102,125
Capital outlay	98,000	92,000	92,000	184,000	150,000
Total budgeted expenditures	\$ 899,750	\$ 874,500	\$ 964,720	\$ 1,236,535	\$ 1,337,915

	BUDGET V. ACTUAL - OPERATIONS				
	FY2016	FY2017	FY2018	FY2019	FY2020
Operations - Budget	\$ 801,750	\$ 782,500	\$ 872,720	\$ 1,052,535	\$ 1,187,915
Operations - Actual	\$ 731,609	\$ 736,264	\$ 861,071	\$ 724,833	



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:

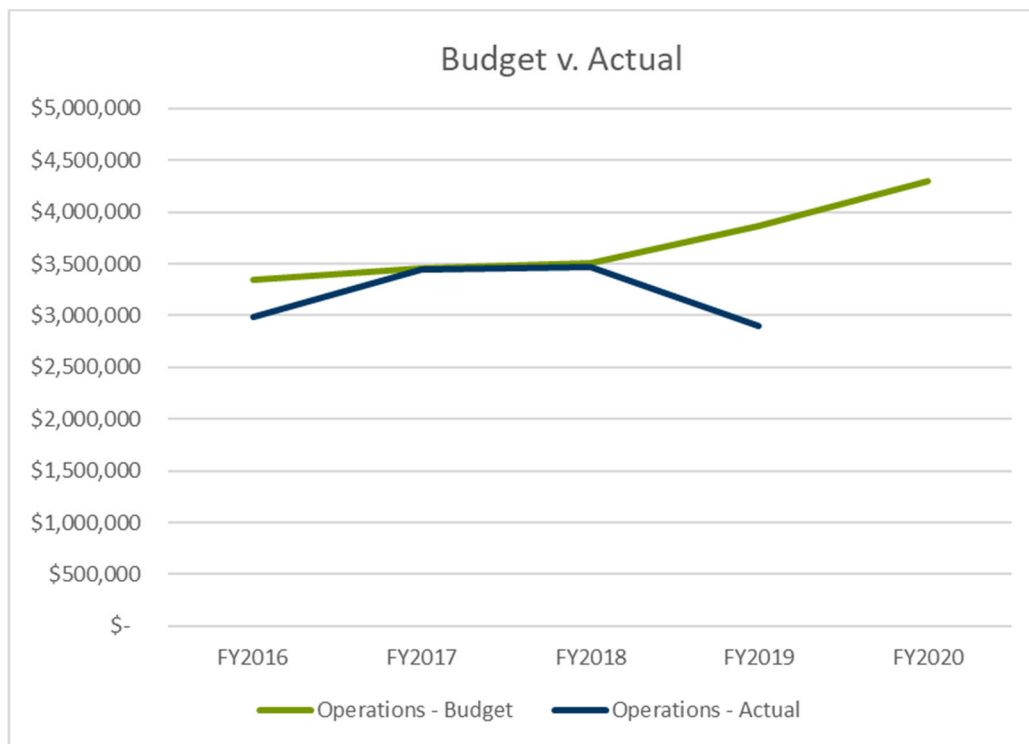
- \$300,000 – increase in personal services resulting from salary increases, salary range adjustments in conjunction with related compression adjustments, state mandated pension increase, health insurance increase, 401(k)/457(b) match increase, and overtime adjustments
- \$113,000 – increase in OT to ensure full staffing levels on a consistent basis
- \$26,000 – addition of dispatch services for Fire Communications
- \$46,250 – addition Swiftwater boat certification classes, OT, tools, boat motor, and accessories
- \$480,000 – addition of debt service for the new Fire Station #2
- (\$25,500) – reduction for Class A uniforms purchased in FY2019

Five-year budgeted expenditures:

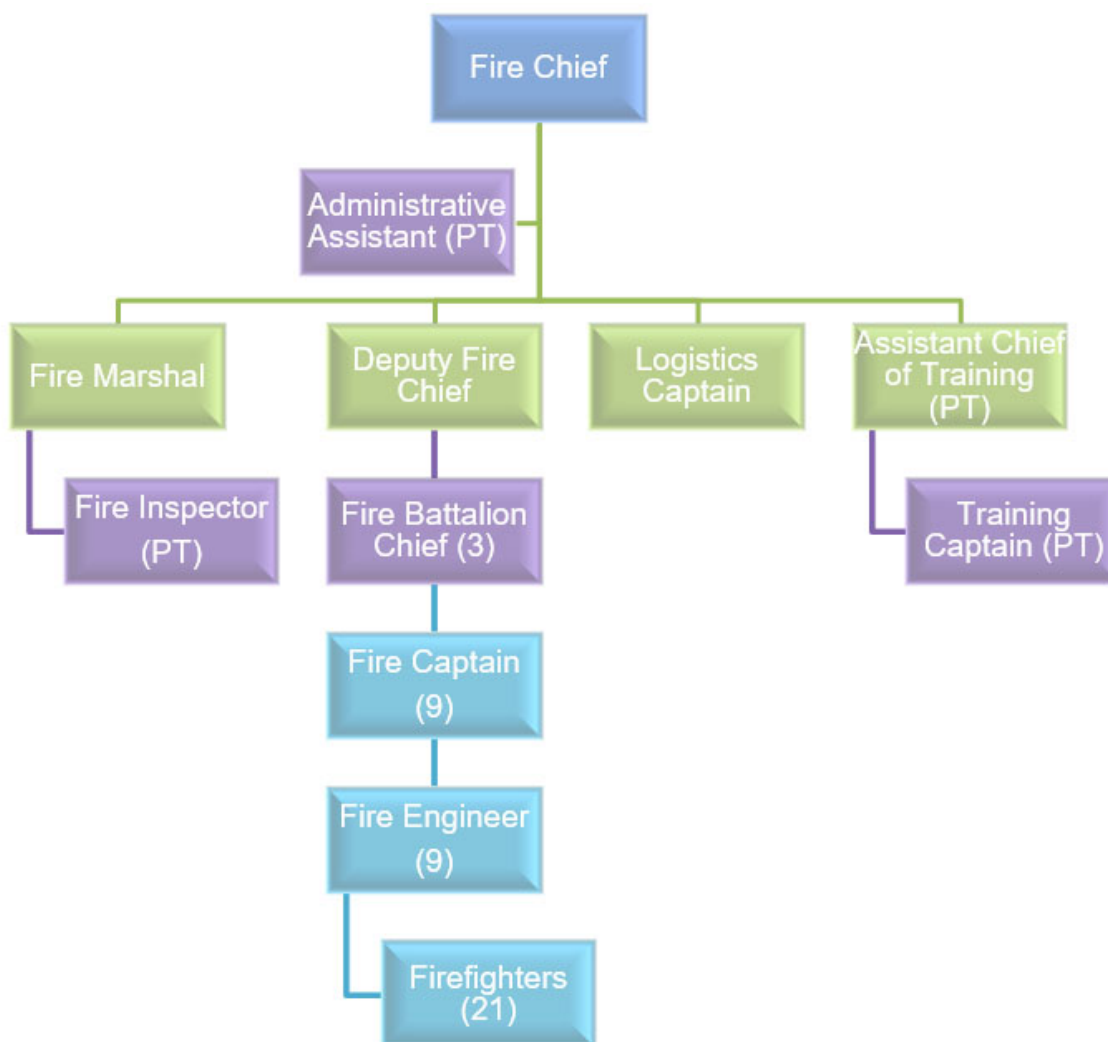
FIRE	BUDGET				
	FY2016	FY2017	FY2018	FY2019	FY2020
EXPENDITURES					
Personal services	\$ 2,752,100	\$ 2,848,625	\$ 2,911,500	\$ 3,185,875	\$ 3,614,750
Employee relations and education	54,060	63,600	63,350	89,120	82,125
Supplies and materials	164,400	109,368	141,800	201,150	187,400
Current obligations and services	272,360	305,807	275,640	286,730	302,300
Fixed charges and other services	96,650	123,790	110,205	104,390	117,275
Capital outlay	128,500	793,250	654,500	124,844	194,000
Debt service	502,150	538,450	905,300	814,000	826,500
Total expenditures	\$ 3,970,220	\$ 4,782,890	\$ 5,062,295	\$ 4,806,109	\$ 5,324,350

	BUDGET V. ACTUAL - OPERATIONS				
	FY2016	FY2017	FY2018	FY2019	FY2020
Operations - Budget	\$ 3,339,570	\$ 3,451,190	\$ 3,502,495	\$ 3,867,265	\$ 4,303,850
Operations - Actual	\$ 2,992,897	\$ 3,440,744	\$ 3,469,605	\$ 2,901,611	

FIRE (continued)



FIRE
ORGANIZATION CHART





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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.

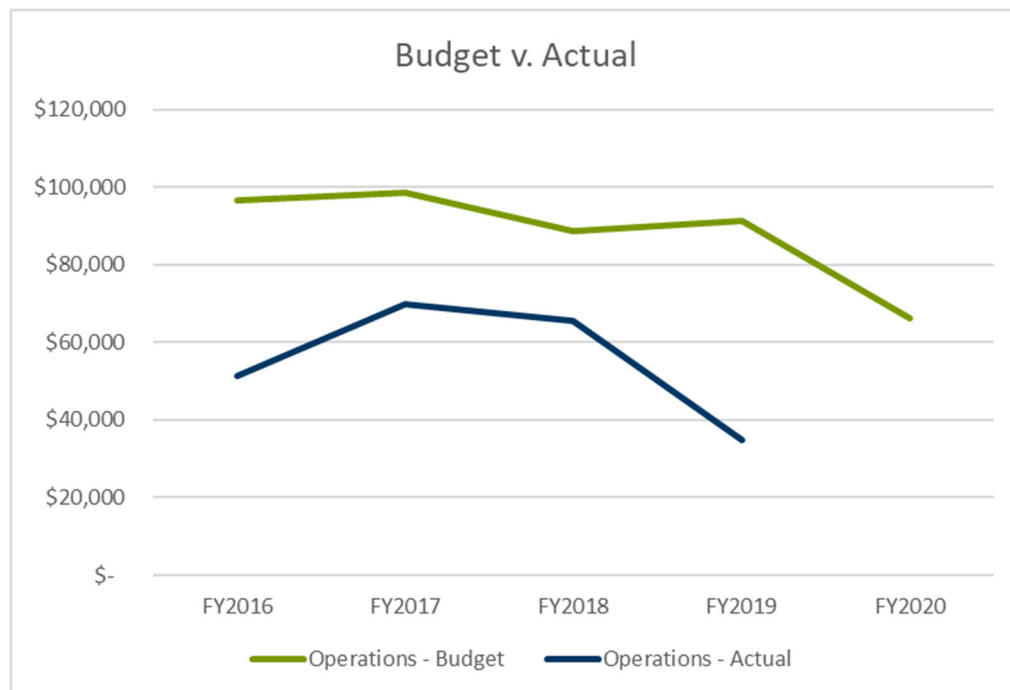
Notable changes:

- The reduction of Powell Bill reserve use from \$73,300 in FY2019 to \$18,800 in FY2020 will result in less alternative street maintenance such as crack sealing and slurry sealing.

Five-year budgeted expenditures:

POWELL BILL	BUDGET				
	FY2016	FY2017	FY2018	FY2019	FY2020
EXPENDITURES					
Supplies and materials	\$ 10,150	\$ 15,150	\$ 15,150	\$ 17,300	\$ 17,300
Current obligations and services	73,500	70,500	60,500	61,000	36,000
Fixed charges and other services	13,000	13,000	13,000	13,000	13,000
Capital outlay	410,000	301,350	371,850	408,500	400,000
Total expenditures	\$ 506,650	\$ 400,000	\$ 460,500	\$ 499,800	\$ 466,300

	BUDGET V. ACTUAL - OPERATIONS				
	FY2016	FY2017	FY2018	FY2019	FY2020
Operations - Budget	\$ 96,650	\$ 98,650	\$ 88,650	\$ 91,300	\$ 66,300
Operations - Actual	\$ 51,444	\$ 69,720	\$ 65,615	\$ 34,996	



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.

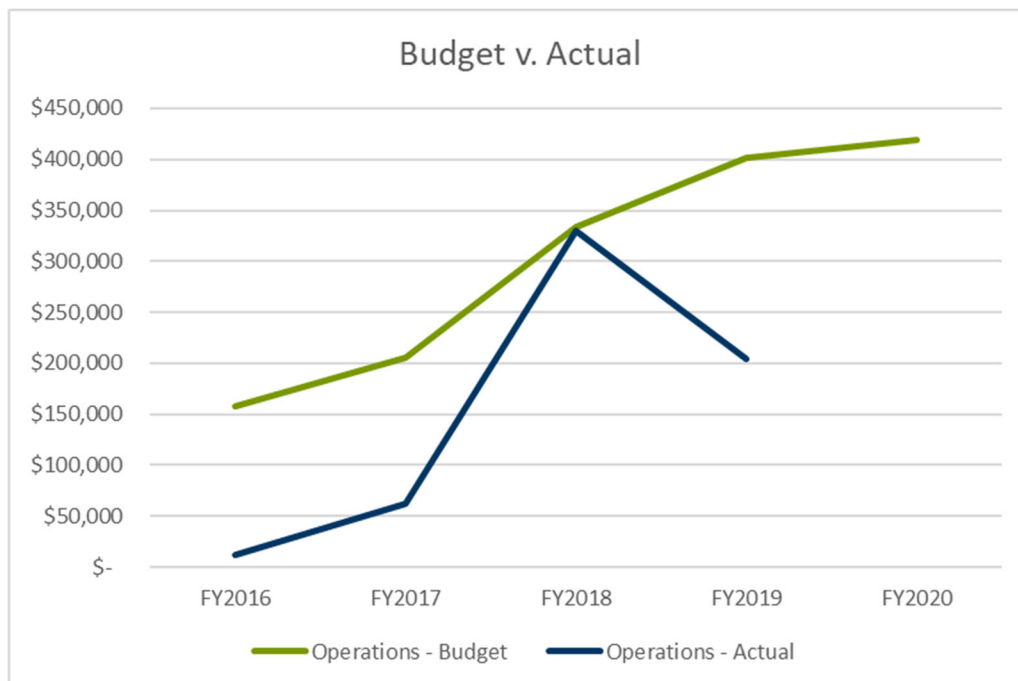
Notable changes:

- \$47,500 – addition of debt service payments for the Transportation bond projects
- \$42,000 – increase in street light expense for neighborhoods accepted by the Town during FY2019 and projected for FY2020

Five-year budgeted expenditures:

STREETS	BUDGET				
	FY2016	FY2017	FY2018	FY2019	FY2020
EXPENDITURES					
Supplies and materials	\$ -	\$ 2,500	\$ -	\$ -	\$ 2,500
Current obligations and services	147,300	203,350	325,200	363,150	387,200
Fixed charges and other services	10,000	-	9,000	38,200	30,000
Capital outlay	47,500	222,000	30,000	-	-
Debt service	-	-	-	-	47,500
Total expenditures	\$ 204,800	\$ 427,850	\$ 364,200	\$ 401,350	\$ 467,200

	BUDGET V. ACTUAL - OPERATIONS				
	FY2016	FY2017	FY2018	FY2019	FY2020
Operations - Budget	\$ 157,300	\$ 205,850	\$ 334,200	\$ 401,350	\$ 419,700
Operations - Actual	\$ 11,575	\$ 62,868	\$ 330,155	\$ 203,798	



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.

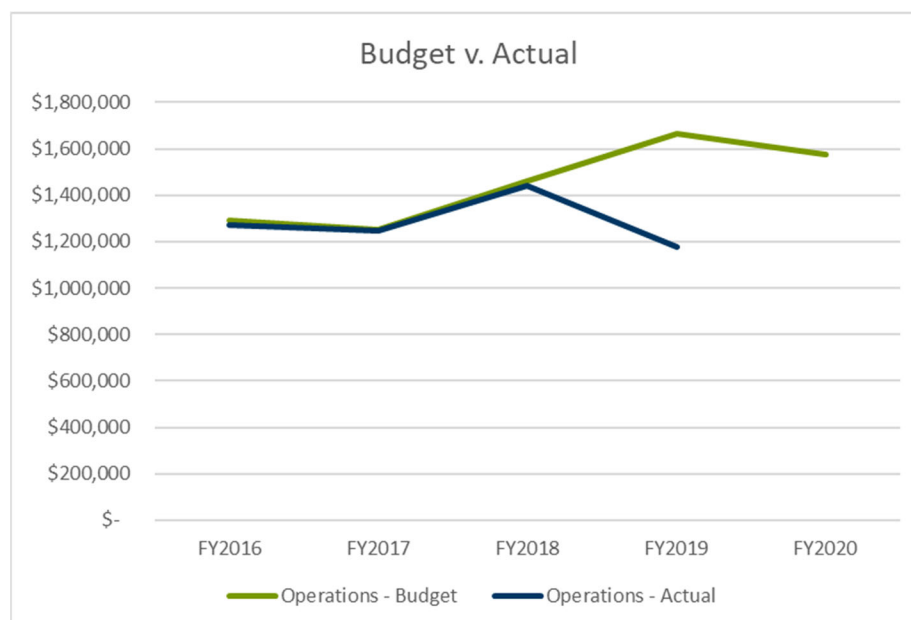
Notable changes:

- \$100,000 – addition to sanitation cost for increased contract rates and new home construction
- (\$100,000) – reduction for compactor pad that was planned to be constructed in FY2019. The pad will be constructed in the future if Town Center development does not take care of the need

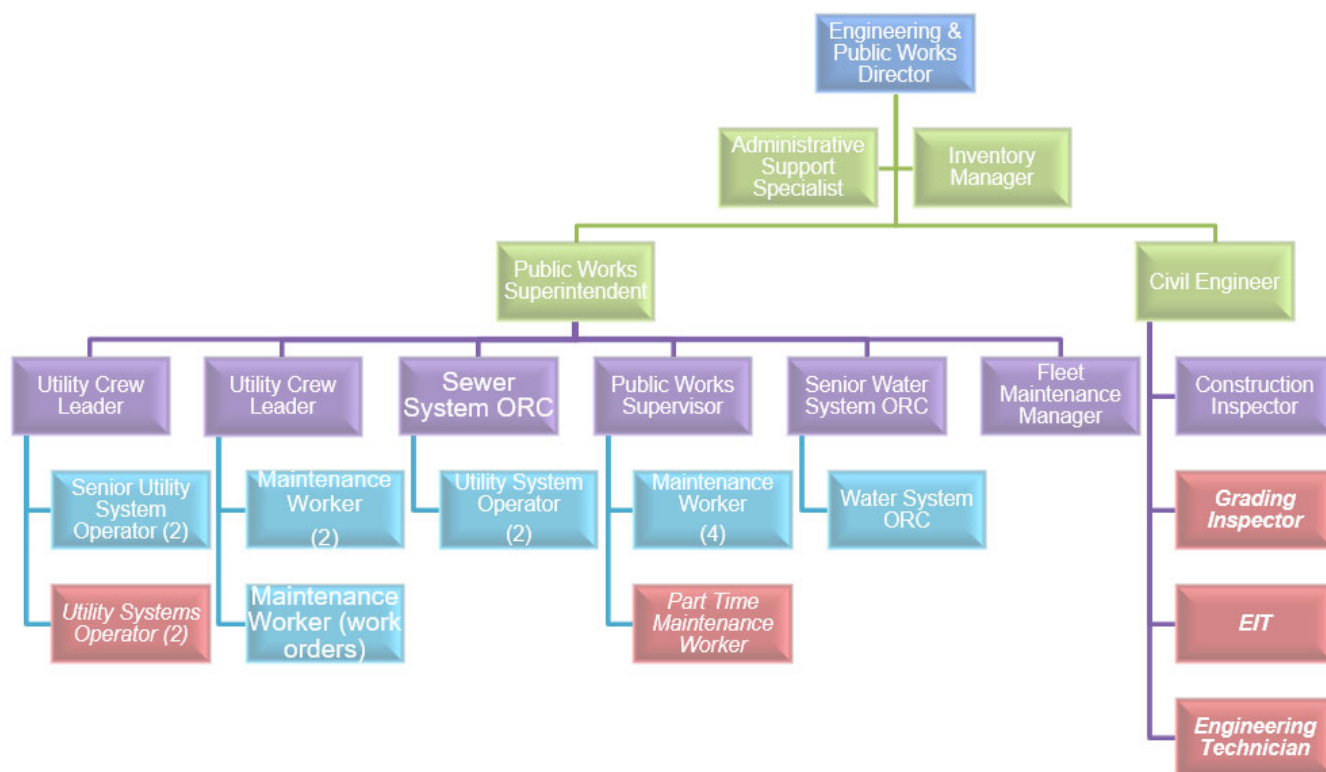
Five-year budgeted expenditures:

ENVIRONMENTAL PROTECTION	BUDGET				
	FY2016	FY2017	FY2018	FY2019	FY2020
EXPENDITURES					
Personal services	\$ 512,550	\$ 488,500	\$ 564,000	\$ 584,500	\$ 518,000
Employee relations and education	2,250	2,100	2,600	3,100	3,650
Supplies and materials	13,595	5,250	5,225	4,825	4,950
Current obligations and services	45,870	43,670	45,000	37,700	35,500
Fixed charges and other services	718,000	714,525	846,800	1,033,300	1,013,700
Capital outlay	165,000	23,100	155,000	36,500	10,000
Debt service	-	-	25,500	-	-
Total expenditures	\$ 1,457,265	\$ 1,277,145	\$ 1,644,125	\$ 1,699,925	\$ 1,585,800

	BUDGET V. ACTUAL - OPERATIONS				
	FY2016	FY2017	FY2018	FY2019	FY2020
Operations - Budget	\$ 1,292,265	\$ 1,254,045	\$ 1,463,625	\$ 1,663,425	\$ 1,575,800
Operations - Actual	\$ 1,269,450	\$ 1,246,625	\$ 1,442,712	\$ 1,179,235	



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:

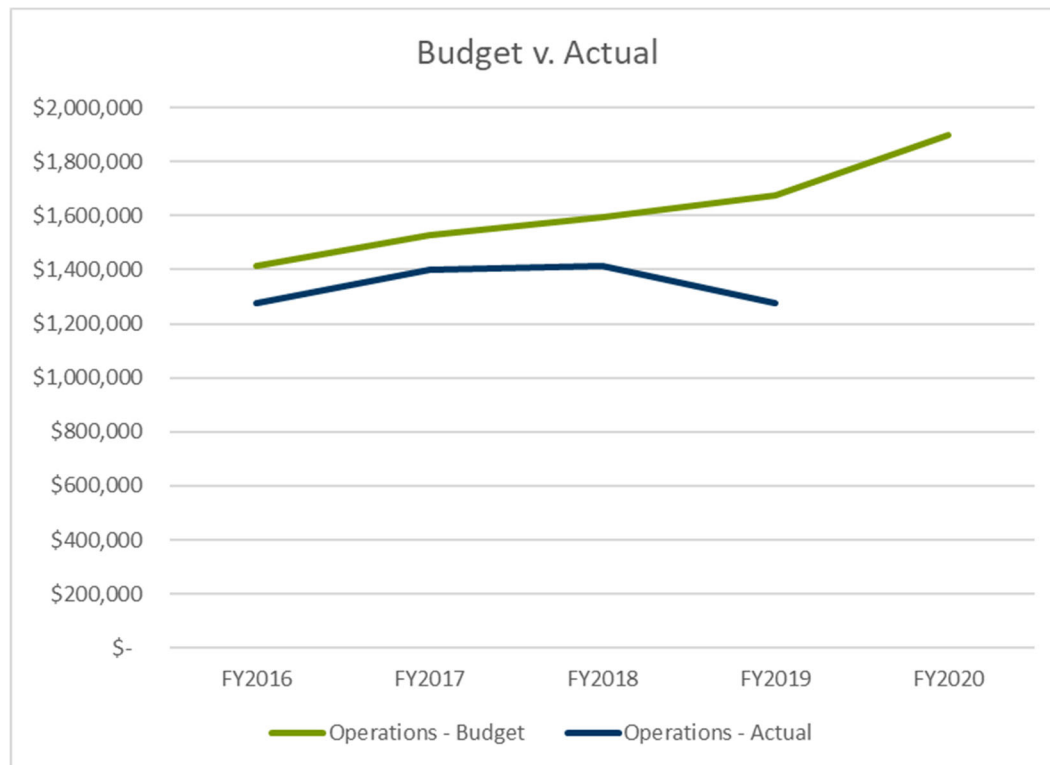
- \$95,000 - increase in personal services resulting from salary increases, salary range adjustments in conjunction with related compression adjustments, state mandated pension increase, health insurance increase and 401(k)/457(b) match increase
- \$150,000 – addition of Back Creek Greenway – Phase 1 (Natural Surface)
- \$50,000 – addition of nets for the ball fields at Harrisburg Elementary School
- \$450,000 – addition for debt service payments for the Harrisburg Park Renovation – Phase 1
- \$49,250 – addition of Facilities Maintenance Specialist
- \$98,130 – reclassification of Buildings and Grounds – Facilities Maintenance from Administration to Parks and Recreation

Five-year budgeted expenditures:

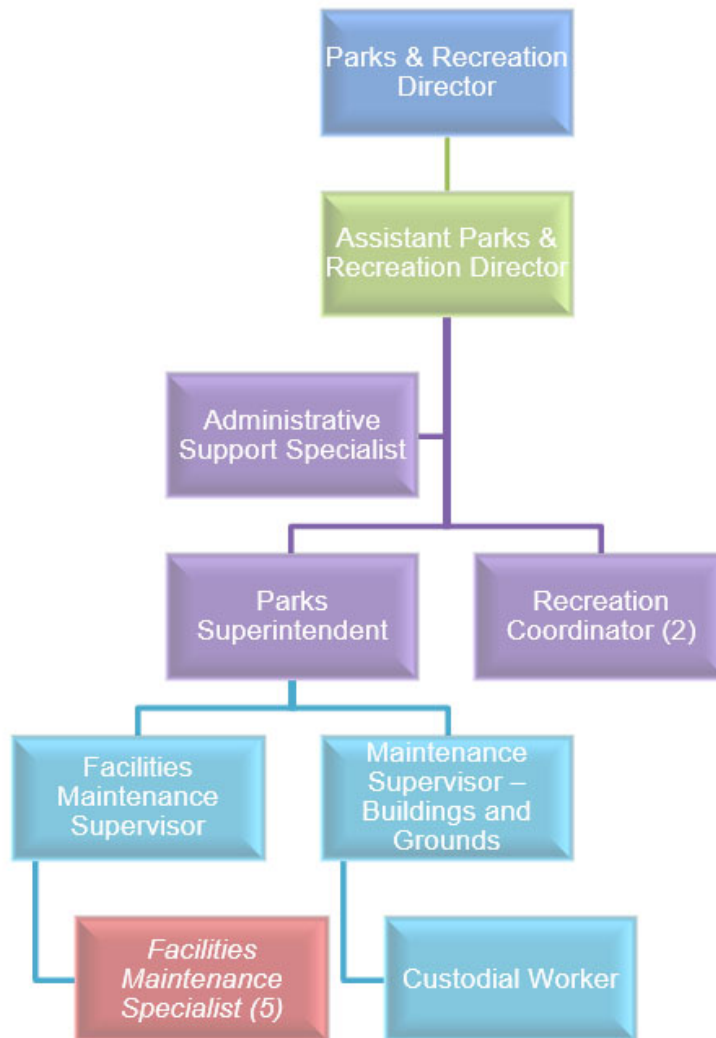
PARKS & RECREATION	BUDGET				
	FY2016	FY2017	FY2018	FY2019	FY2020
EXPENDITURES					
Personal services	\$ 590,750	\$ 692,175	\$ 715,000	\$ 744,000	\$ 925,100
Employee relations and education	14,150	5,850	6,900	9,000	9,250
Supplies and materials	47,950	51,944	42,150	51,675	49,400
Current obligations and services	723,890	733,243	767,910	791,319	846,070
Fixed charges and other services	35,100	43,290	61,240	80,710	66,395
Capital outlay	1,084,750	1,961,000	334,000	497,900	256,000
Debt service	82,000	132,000	-	-	505,000
Total expenditures	\$ 2,578,590	\$ 3,619,502	\$ 1,927,200	\$ 2,174,604	\$ 2,657,215

	BUDGET V. ACTUAL - OPERATIONS				
	FY2016	FY2017	FY2018	FY2019	FY2020
Operations - Budget	\$ 1,411,840	\$ 1,526,502	\$ 1,593,200	\$ 1,676,704	\$ 1,896,215
Operations - Actual	\$ 1,275,831	\$ 1,398,263	\$ 1,413,090	\$ 1,276,393	

PARKS & RECREATION (continued)



**PARKS & RECREATION
ORGANIZATION CHART**





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NON-DEPARTMENTAL

Overview:

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

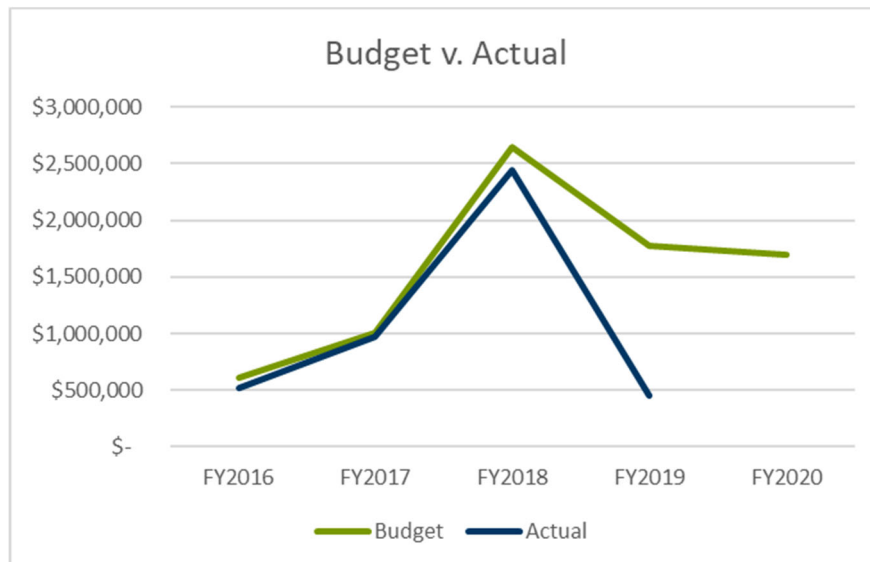
Notable changes:

- \$60,000 – transfer to Capital Reserve Fund dedicated to Economic Development initiatives and incentives
- \$1,250,000 – transfers to GF Capital Reserve Fund based on 40% fund balance policy
- \$388,015 – remaining contingency for the General Fund, currently undedicated to any particular purpose

Five-year budgeted expenditures:

NON-DEPARTMENTAL	BUDGET				
	FY2016	FY2017	FY2018	FY2019	FY2020
EXPENDITURES					
Transfers	\$ 525,000	\$ 974,000	\$ 2,440,000	\$ 1,550,000	\$ 1,310,000
Contingency	87,405	34,385	204,155	228,405	388,015
Total expenditures	\$ 612,405	\$ 1,008,385	\$ 2,644,155	\$ 1,778,405	\$ 1,698,015

	BUDGET V. ACTUAL - OPERATIONS				
	FY2016	FY2017	FY2018	FY2019	FY2020
Budget	\$ 612,405	\$ 1,008,385	\$ 2,644,155	\$ 1,778,405	\$ 1,698,015
Actual	\$ 525,000	\$ 974,000	\$ 2,440,000	\$ 450,000	



GF CAPITAL RESERVE FUND

Overview:

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

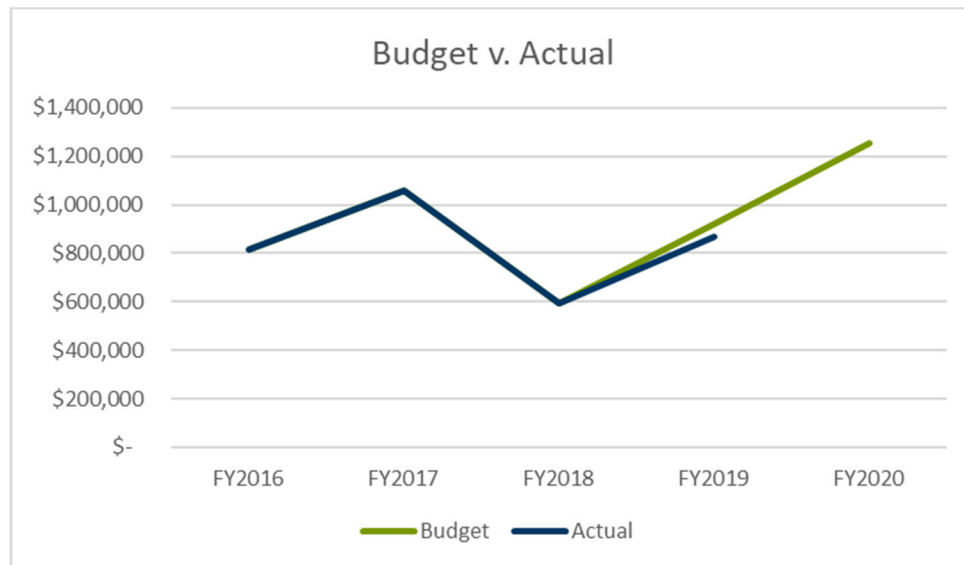
Notable changes:

- \$700,000 – this includes a transfer to the General Fund for capital projects
- \$54,175 – final year of CMAQ grant matching funds
- \$500,000 – construction costs associated with new Veterans Park

Five-year budgeted expenditures:

GF CAPITAL RESERVE FUND	BUDGET				
	FY2016	FY2017	FY2018	FY2019	FY2020
EXPENDITURES					
Transfers	\$ 815,750	\$ 1,057,600	\$ 596,050	\$ 923,175	\$ 1,254,175
Contingency	-	-	-	-	825
Total expenditures	\$ 815,750	\$ 1,057,600	\$ 596,050	\$ 923,175	\$ 1,255,000

	BUDGET V. ACTUAL - OPERATIONS				
	FY2016	FY2017	FY2018	FY2019	FY2020
Budget	\$ 815,750	\$ 1,057,600	\$ 596,050	\$ 923,175	\$ 1,255,000
Actual	\$ 815,750	\$ 1,057,600	\$ 596,050	\$ 868,900	



GF 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.

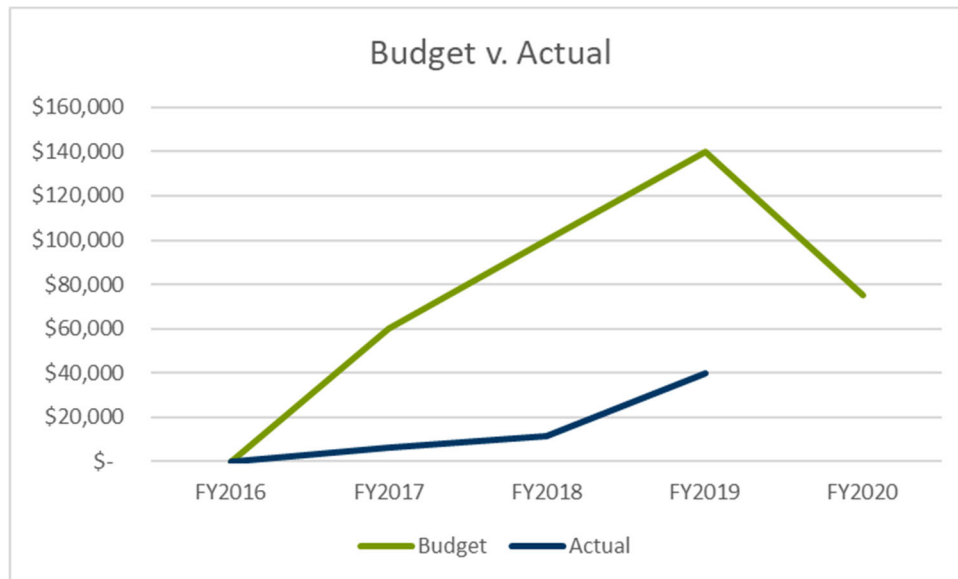
Notable changes:

- \$75,000 – accounts for the transfer of funds to the Economic Development department within the General Fund for the Hwy 49 Corridor Plan

Five-year budgeted expenditures:

GF CAPITAL RESERVE FUND - ECON DEV	BUDGET				
	FY2016	FY2017	FY2018	FY2019	FY2020
EXPENDITURES					
Transfers	\$ -	\$ 26,500	\$ 14,150	\$ 140,000	\$ 75,000
Contingency	-	33,500	85,850	-	-
Total expenditures	\$ -	\$ 60,000	\$ 100,000	\$ 140,000	\$ 75,000

	BUDGET V. ACTUAL - OPERATIONS				
	FY2016	FY2017	FY2018	FY2019	FY2020
Budget	\$ -	\$ 60,000	\$ 100,000	\$ 140,000	\$ 75,000
Actual	\$ -	\$ 6,500	\$ 11,550	\$ 40,000	



GF 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.

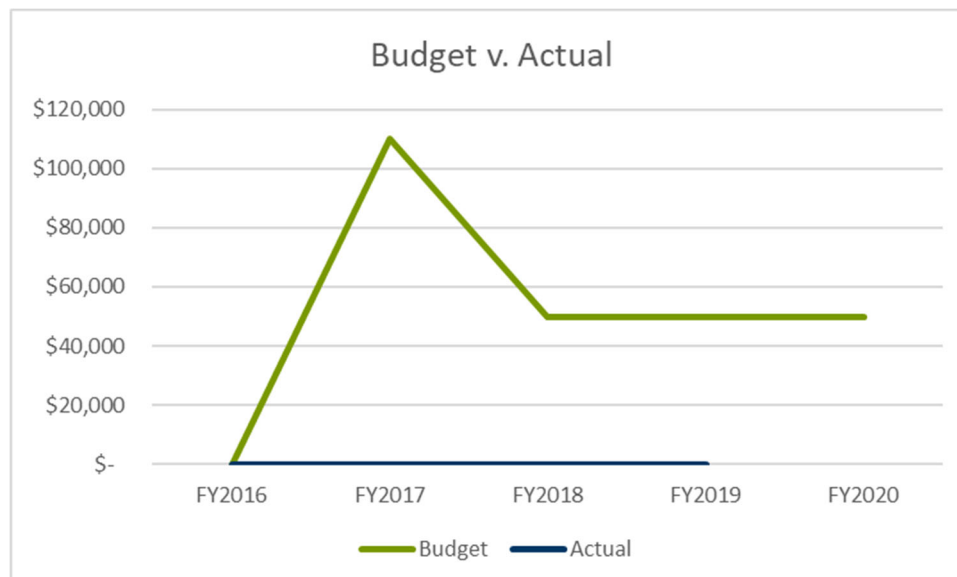
Notable changes:

- \$50,000 – 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:

GF CAPITAL RESERVE FUND - RECREATION	BUDGET				
	FY2016	FY2017	FY2018	FY2019	FY2020
EXPENDITURES					
Transfers	\$ -	\$ 110,000	\$ 50,000	\$ 50,000	\$ 50,000
Total expenditures	\$ -	\$ 110,000	\$ 50,000	\$ 50,000	\$ 50,000

	BUDGET V. ACTUAL - OPERATIONS				
	FY2016	FY2017	FY2018	FY2019	FY2020
Budget	\$ -	\$ 110,000	\$ 50,000	\$ 50,000	\$ 50,000
Actual	\$ -	\$ -	\$ -	\$ -	\$ -



GF CAPITAL PROJECTS FUND – PUBLIC SAFETY

Overview:

This fund was established to account for the costs associated with the capital projects that span multiple years. For FY2018, the design and construction of the new Fire Station #2 was included and is anticipated to be completed in FY2020. Fire engines take between 12-18 months from order to delivery and will now be shown in this fund beginning in FY2020.

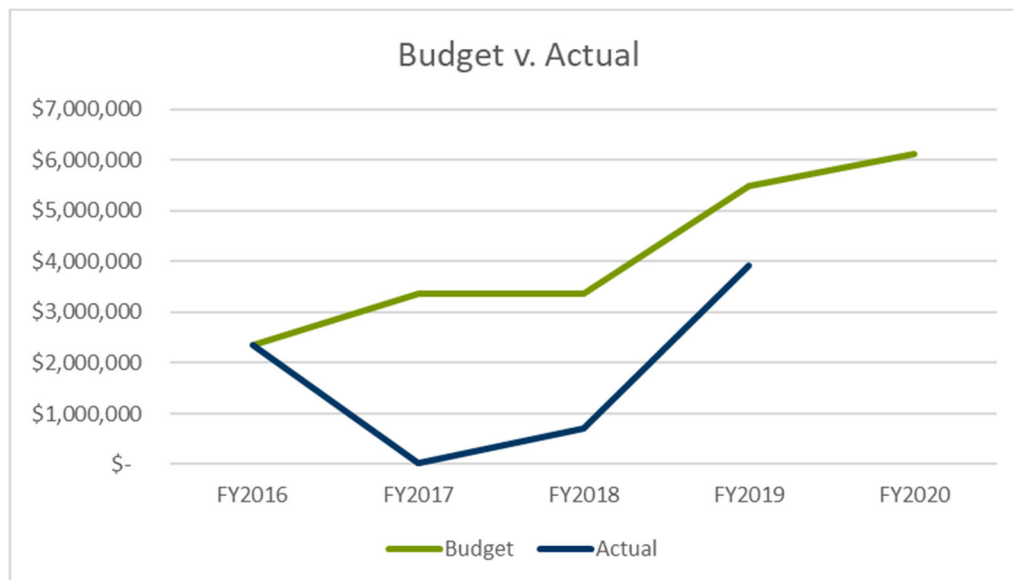
Notable changes:

- \$615,000 – addition for the purchase of a Luverne Fire Engine. The Engine will be ordered in FY2020 and received in FY2021 due to build time

Five-year budgeted expenditures:

GF CAPITAL PROJECTS FUND - PUBLIC SAFETY	BUDGET				
	FY2016	FY2017	FY2018	FY2019	FY2020
EXPENDITURES					
Fixed charges and other services	\$ 150,000	\$ 173,750	\$ 173,750	\$ 300,000	\$ 300,000
Capital outlay	2,192,000	3,200,000	3,200,000	5,200,000	5,815,000
Total expenditures	\$ 2,342,000	\$ 3,373,750	\$ 3,373,750	\$ 5,500,000	\$ 6,115,000

	BUDGET V. ACTUAL - OPERATIONS				
	FY2016	FY2017	FY2018	FY2019	FY2020
Budget	\$ 2,342,000	\$ 3,373,750	\$ 3,373,750	\$ 5,500,000	\$ 6,115,000
Actual	\$ 2,342,849	\$ 25,390	\$ 702,804	\$ 3,908,916	



GF 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. For FY2013-2014, the design and construction of the Roberta Road sidewalk was included. For FY2015, both the Roberta Road sidewalk and the CMAQ sidewalk project were included. Due to project design delays, this project will span FY2018-2020. The design and construction of the CMAQ sidewalk project is included.

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.

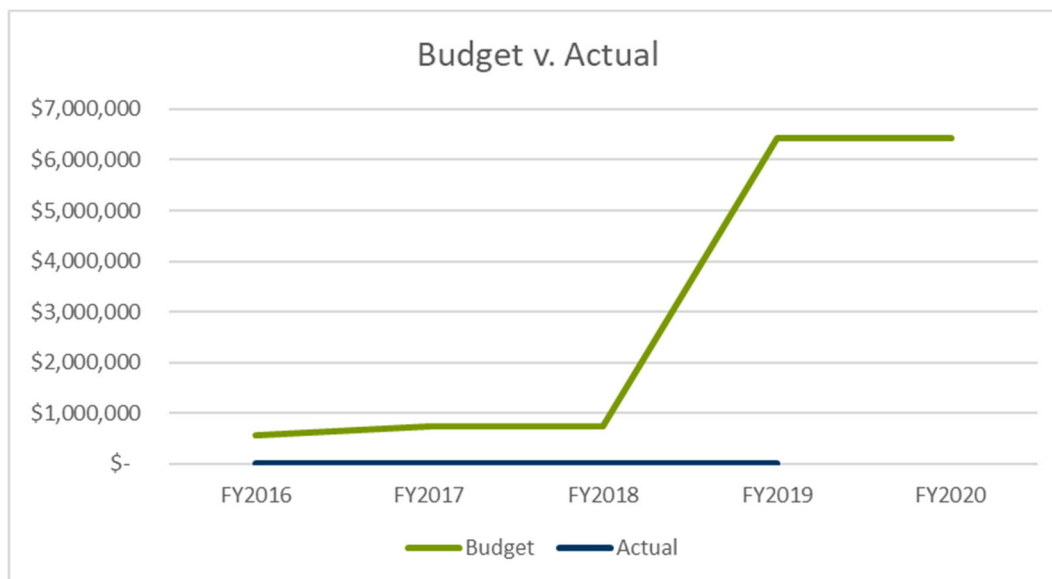
Notable changes:

- None

Five-year budgeted expenditures:

GF CAPITAL PROJECTS FUND - TRANSPORTATION	BUDGET				
	FY2016	FY2017	FY2018	FY2019	FY2020
EXPENDITURES					
Fixed charges and other services	\$ 91,000	\$ 195,000	\$ 195,000	\$ 830,000	\$ 830,000
Capital outlay	473,000	530,000	530,000	5,540,000	5,540,000
Contingency	-	-	-	67,000	67,000
Total expenditures	\$ 564,000	\$ 725,000	\$ 725,000	\$ 6,437,000	\$ 6,437,000

	BUDGET V. ACTUAL - OPERATIONS				
	FY2016	FY2017	FY2018	FY2019	FY2020
Budget	\$ 564,000	\$ 725,000	\$ 725,000	\$ 6,437,000	\$ 6,437,000
Actual	\$ -	\$ -	\$ -	\$ -	\$ -



GF 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.

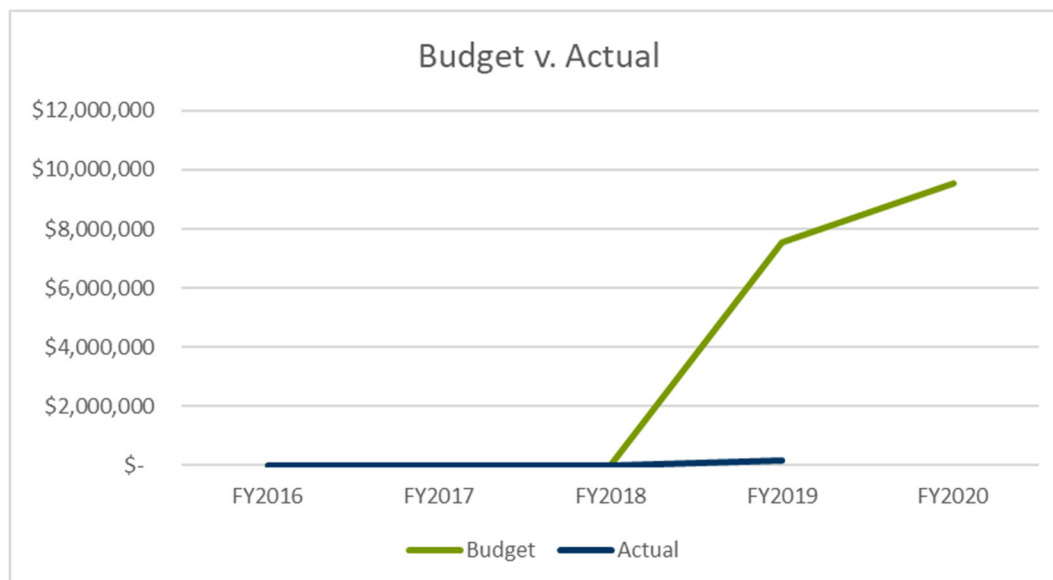
Notable changes:

- \$2,000,000 – additional cost of the first phase of Harrisburg Park Renovation project based on updated engineer's estimates and a preliminary guaranteed maximum price based on the scope of the project (total current project cost is \$9.5M)

Five-year budgeted expenditures:

GF CAPITAL PROJECTS FUND - RECREATION	BUDGET				
	FY2016	FY2017	FY2018	FY2019	FY2020
EXPENDITURES					
Fixed charges and other services	\$ -	\$ -	\$ -	\$ 552,450	\$ 525,000
Capital outlay	-	-	-	6,972,550	9,000,000
Total expenditures	\$ -	\$ -	\$ -	\$ 7,525,000	\$ 9,525,000

	BUDGET V. ACTUAL - OPERATIONS				
	FY2016	FY2017	FY2018	FY2019	FY2020
Budget	\$ -	\$ -	\$ -	\$ 7,525,000	\$ 9,525,000
Actual	\$ -	\$ -	\$ -	\$ 180,780	





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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:

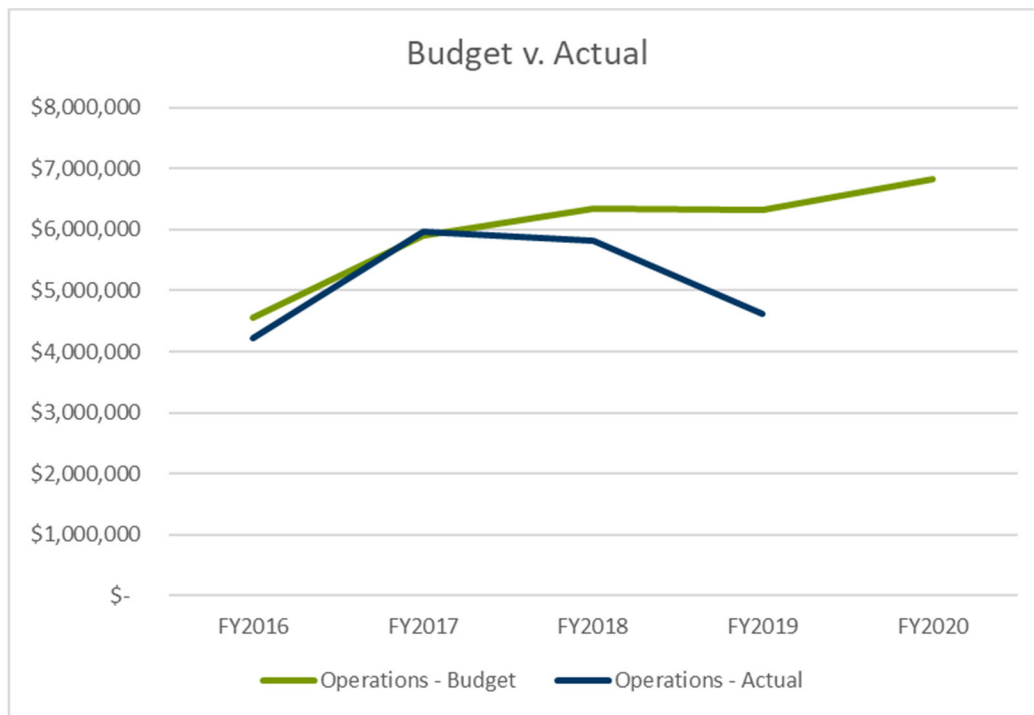
- \$155,000 - increase in personal services resulting from salary increases, salary range adjustments in conjunction with related compression adjustments, state mandated pension increase, health insurance increase and 401(k)/457(b) match increase
- \$312,000 – reallocation of salaries and benefits for more accurate reporting in the appropriate funds
- \$265,000 – addition of debt service payments for the elevated water storage tank and sewer improvements
- \$169,900 – additional water purchases and sewer treatment costs due to additional residents and rate increases
- \$53,350 – addition of 2 Utility System Operators (\$27,150 WSF, \$26,200 SWF)
- \$24,000 – addition of maintenance worker – PT (\$6,000 GF, \$18,000 WSF)
- \$311,745 – addition of indirect cost allocation from the General Fund to better reflect costs in the appropriate funds
- (\$479,000) – reduction in lawsuit payouts from FY2019 for System Development Fees
- (\$75,000) – reduction in Morehead West Sewer Model completed in FY2019
- (\$75,000) – reduction for Water and Sewer Master Plan update completed in FY2019
- Capital outlay includes:
 - \$60,000 – Utility Relocation – Rail (Year 3 of 7)
 - \$15,000 – Office remodel
 - \$75,000 – Venture Church Shared Water Line Project
 - \$45,000 – Britley Fire Hydrants
 - \$140,000 – Emergency gas generator
 - \$80,000 – Mini Backhoe
 - \$87,000 – Skidsteer
 - \$125,000 – Freightliner with Snow Plow and Spreader
 - \$70,000 – Maintenance Truck
 - \$65,000 – Crew Truck
 - \$38,000 – Replacement of vehicle #7013 – Chevrolet Silverado
- \$2,550,000 – transfer to Water and Sewer Capital Reserve Fund for future capital projects, which is larger than normal due to change in fund balance policy from 40% to 30%

WATER AND SEWER FUND (continued)

Five-year budgeted expenditures:

WATER AND SEWER	BUDGET				
	FY2016	FY2017	FY2018	FY2019	FY2020
EXPENDITURES					
Personal services	\$ 1,121,400	\$ 1,263,625	\$ 1,409,100	\$ 1,692,000	\$ 2,068,400
Employee relations and education	22,300	25,100	18,300	15,900	21,950
Supplies and materials	218,000	305,000	211,850	210,500	219,240
Current obligations and services	2,952,135	4,061,796	4,478,310	4,088,350	3,953,425
Fixed charges and other services	238,800	238,532	220,665	317,045	251,920
Indirect cost allocation	-	-	-	-	311,745
Capital outlay	919,500	1,120,402	909,550	1,502,615	800,000
Debt service	1,000,500	1,077,250	1,609,750	1,678,750	1,913,000
Transfers	146,100	1,515,000	1,500,000	880,000	2,550,000
Contingency	653,265	475,790	379,245	174,955	426,965
Total expenditures	\$ 7,272,000	\$ 10,082,495	\$ 10,736,770	\$ 10,560,115	\$ 12,516,645

	BUDGET V. ACTUAL - OPERATIONS				
	FY2016	FY2017	FY2018	FY2019	FY2020
Operations - Budget	\$ 4,552,635	\$ 5,894,053	\$ 6,338,225	\$ 6,323,795	\$ 6,826,680
Operations - Actual	\$ 4,223,235	\$ 5,960,268	\$ 5,814,160	\$ 4,619,792	



WATER AND SEWER CAPITAL RESERVE FUND

Overview:

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

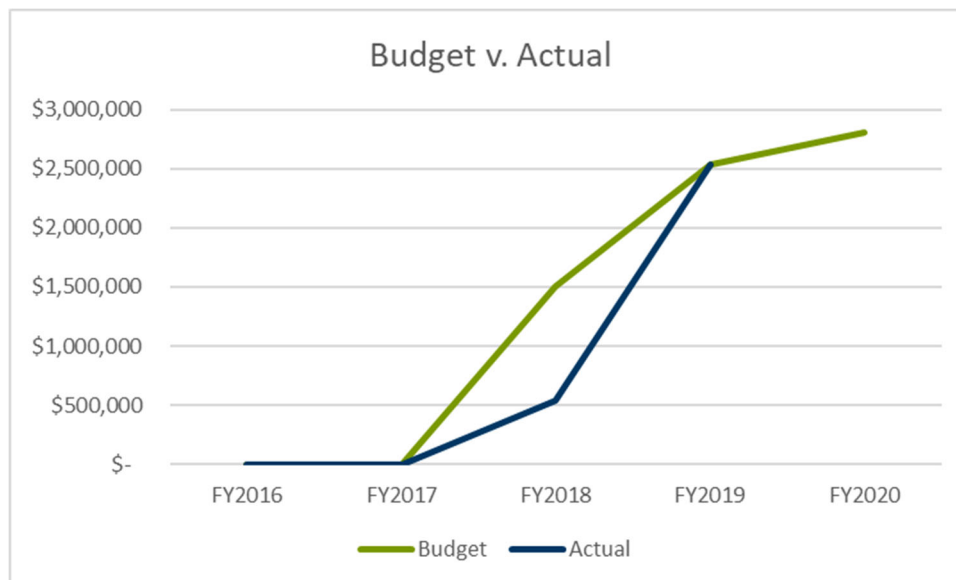
Notable changes:

- \$800,000 – this includes a transfer to Water and Sewer Fund for capital projects
- \$2,002,000 – this includes a transfer to Capital Projects Fund for multi-year water and sewer capital projects

Five-year budgeted expenditures:

WSF - CAPITAL RESERVE FUND	BUDGET				
	FY2016	FY2017	FY2018	FY2019	FY2020
EXPENDITURES					
Transfers	\$ -	\$ -	\$ 1,405,800	\$ 2,530,000	\$ 2,802,000
Contingency	-	-	94,200	-	-
Total expenditures	\$ -	\$ -	\$ 1,500,000	\$ 2,530,000	\$ 2,802,000

	BUDGET V. ACTUAL - OPERATIONS				
	FY2016	FY2017	FY2018	FY2019	FY2020
Budget	\$ -	\$ -	\$ 1,500,000	\$ 2,530,000	\$ 2,802,000
Actual	\$ -	\$ -	\$ 535,800	\$ 2,530,000	



WATER AND SEWER CAPITAL RESERVE FUND - EXPANSION

Overview:

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

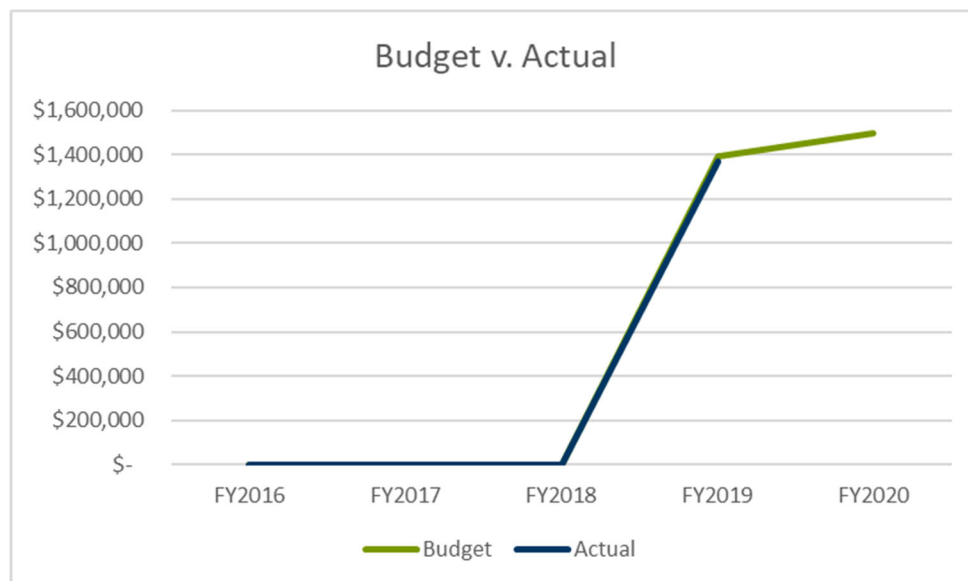
Notable changes:

- \$1,392,500 – this includes a transfer to Water and Sewer Fund for debt service payments relating to water and sewer expansion projects

Five-year budgeted expenditures:

WSF - CAPITAL RESERVE FUND EXPANSION	BUDGET				
	FY2016	FY2017	FY2018	FY2019	FY2020
EXPENDITURES					
Transfers	\$ -	\$ -	\$ -	\$ 1,372,000	\$ 1,392,500
Contingency	-	-	-	20,500	105,000
Total expenditures	\$ -	\$ -	\$ -	\$ 1,392,500	\$ 1,497,500

	BUDGET V. ACTUAL - OPERATIONS				
	FY2016	FY2017	FY2018	FY2019	FY2020
Budget	\$ -	\$ -	\$ -	\$ 1,392,500	\$ 1,497,500
Actual	\$ -	\$ -	\$ -	\$ 1,372,000	



WATER AND SEWER CAPITAL PROJECTS FUND

Overview:

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

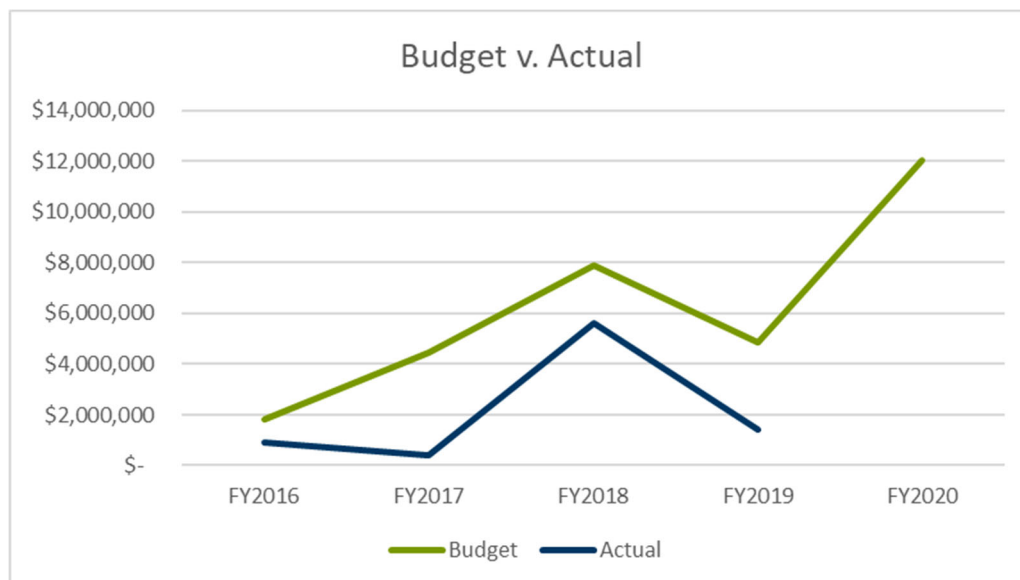
Notable changes:

- \$1,240,000 – addition of FY20/21 water line upgrades
- \$1,700,000 – increase in previous estimated cost of the elevated water storage tank
- \$2,605,000 – addition of Morehead West Sewer Phase 1 and Leatherwood Pump Station Decommissioning
- \$986,000 – addition of Britley Pump Station Decommissioning
- \$692,000 – addition of Francis Haven and Farmington Pump Station Decommissioning
- \$750,000 – addition of annual sanitary sewer rehabilitation

Five-year budgeted expenditures:

WATER AND SEWER CAPITAL PROJECTS FUND	BUDGET				
	FY2016	FY2017	FY2018	FY2019	FY2020
EXPENDITURES					
Fixed charges and other services	\$ 215,100	\$ 291,000	\$ 600,000	\$ 675,000	\$ 1,417,000
Capital outlay	1,608,100	4,154,000	7,270,000	4,160,000	10,641,000
Total expenditures	\$ 1,823,200	\$ 4,445,000	\$ 7,870,000	\$ 4,835,000	\$ 12,058,000

	BUDGET V. ACTUAL - OPERATIONS				
	FY2016	FY2017	FY2018	FY2019	FY2020
Budget	\$ 1,823,200	\$ 4,445,000	\$ 7,870,000	\$ 4,835,000	\$ 12,058,000
Actual	\$ 928,614	\$ 390,469	\$ 5,629,939	\$ 1,425,349	



STORM WATER FUND

Overview:

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

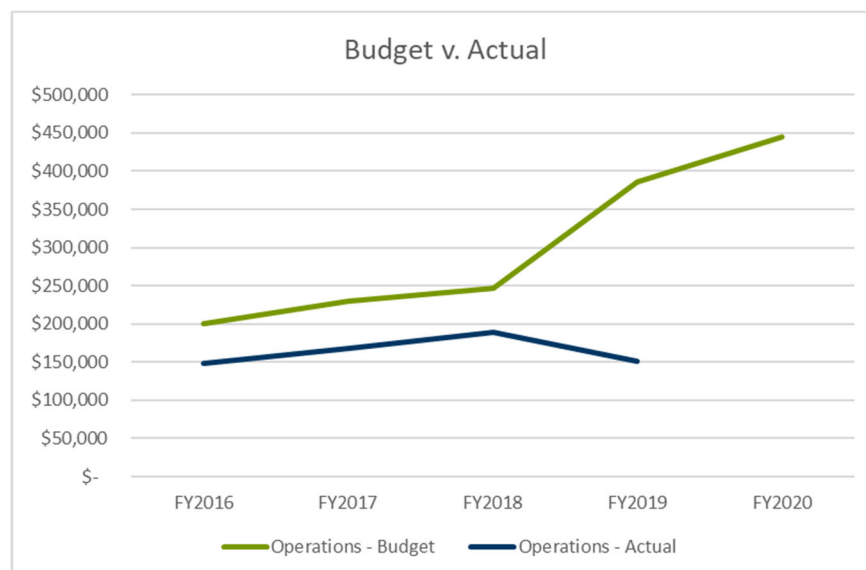
Notable changes:

- \$47,600 – reallocation of salaries and benefits for more accurate reporting
- \$25,000 – addition of spot repairs for System A and B
- \$33,070 – addition of indirect cost allocation from the General Fund to better reflect costs in the appropriate fund
- (\$48,000) – reduction in Phase II Storm Water compliance cost which began in FY2019

Five-year budgeted expenditures:

STORM WATER	BUDGET				
	FY2016	FY2017	FY2018	FY2019	FY2020
EXPENDITURES					
Personal services	\$ 96,500	\$ 122,000	\$ 122,000	\$ 172,550	\$ 220,150
Employee relations and education	4,250	4,250	4,000	4,000	4,600
Supplies and materials	5,300	5,300	7,100	7,125	8,150
Current obligations and services	41,050	37,050	36,350	36,700	62,950
Fixed charges and other services	53,400	61,292	77,500	165,500	116,000
Indirect cost allocation	-	-	-	-	33,070
Capital outlay	-	18,000	35,500	-	-
Debt service	-	92,000	92,000	-	-
Transfers	225,000	228,000	200,000	280,000	270,000
Contingency	37,000	32,400	62,550	27,125	26,880
Total expenditures	\$ 462,500	\$ 600,292	\$ 637,000	\$ 693,000	\$ 741,800

	BUDGET V. ACTUAL - OPERATIONS				
	FY2016	FY2017	FY2018	FY2019	FY2020
Operations - Budget	\$ 200,500	\$ 229,892	\$ 246,950	\$ 385,875	\$ 444,920
Operations - Actual	\$ 148,433	\$ 167,626	\$ 188,963	\$ 151,612	



STORM WATER CAPITAL PROJECTS FUND

Overview:

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

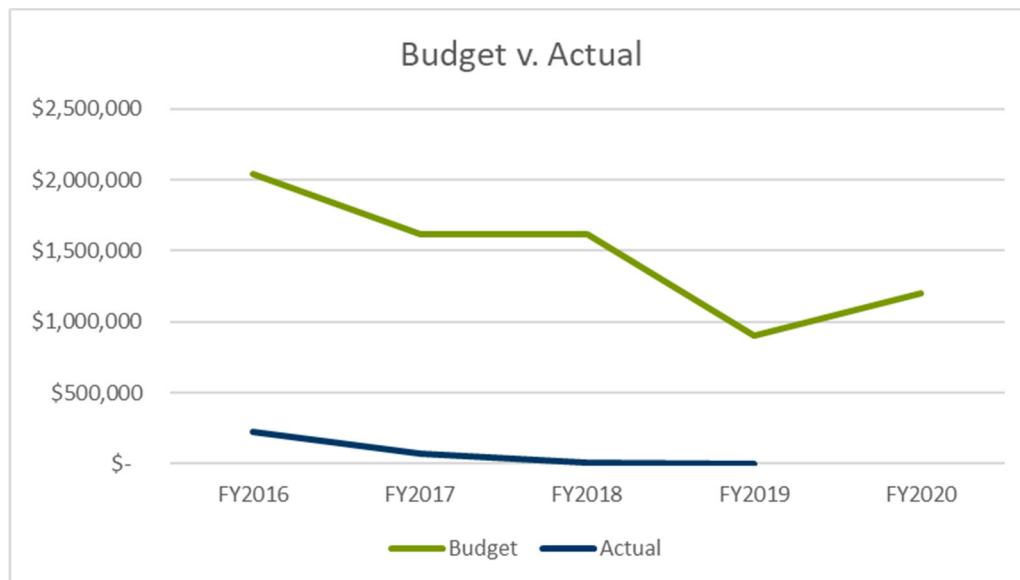
Notable changes:

- \$300,000 – addition of the Regional Detention Pond

Five-year budgeted expenditures:

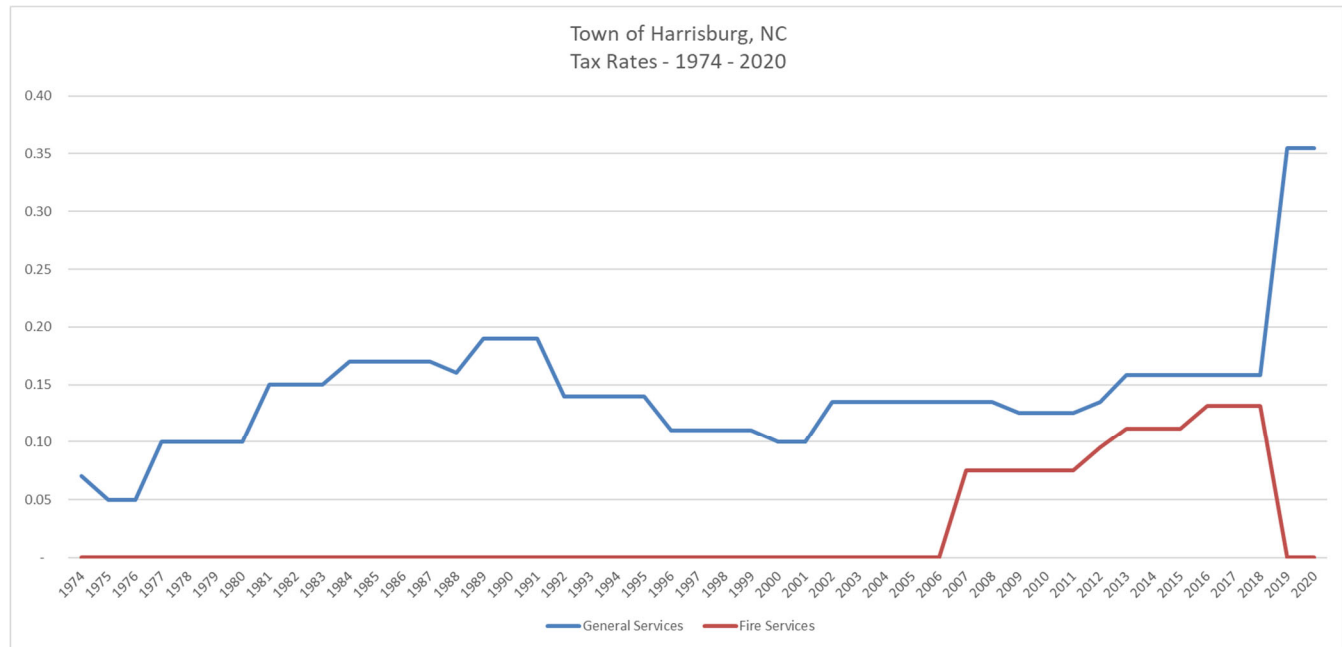
STORM WATER CAPITAL PROJECTS FUND	BUDGET				
	FY2016	FY2017	FY2018	FY2019	FY2020
EXPENDITURES					
Fixed charges and other services	\$ 114,000	\$ 103,000	\$ 103,000	\$ 100,000	\$ 150,000
Capital outlay	1,931,000	1,510,000	1,510,000	800,000	1,050,000
Total expenditures	\$ 2,045,000	\$ 1,613,000	\$ 1,613,000	\$ 900,000	\$ 1,200,000

	BUDGET V. ACTUAL - OPERATIONS				
	FY2016	FY2017	FY2018	FY2019	FY2020
Budget	\$ 2,045,000	\$ 1,613,000	\$ 1,613,000	\$ 900,000	\$ 1,200,000
Actual	\$ 226,105	\$ 70,445	\$ 5,780	\$ -	



Appendix 1: Tax Rates

Historical Tax Rates – FY1974 to FY2019 and Proposed FY2020



Total property valuation for the Town in FY2019 was \$2,215,633,205 and a projected value for FY2020 is \$2,303,345,000. That is approximately a 3.96% increase in valuation from the prior year. The FY2020 tax levy is anticipated to be \$8,176,875. This is approximately \$310,000 more than FY2019.

The current tax rate for FY2019 is \$0.355/\$100 of property valuation. Prior to FY2019, the tax rate was \$0.29/\$100 of property valuation, which was split \$0.1585 for general services and \$0.1315 for fire services. The FY2020 tax rate is not proposed to change.

The value of one cent on the tax rate is calculated at \$230,335.

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 FY2020 that are budgeted to be financed with debt proceeds.

	Fiscal Year										
	2020	2021	2022	2023	2024	2025-2029	2030-2034	2035-2039	2040	Total	
General Fund Debt											
Library - FY01	\$ 27,378	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,378	
Town Hall - FY09 (50% WSF)	40,609	39,111	37,613	35,915	-	-	-	-	-	153,248	
Town Hall - FY17 (50% WSF)	91,251	89,278	87,304	85,331	83,358	387,189	203,077	-	-	1,026,788	
Fire Engine - FY14	80,741	34,358	-	-	-	-	-	-	-	115,099	
Fire Station #3 - FY15	172,689	168,956	165,222	161,489	157,756	732,778	135,353	-	-	1,694,243	
Fire Engine #3 - FY17	89,158	89,158	89,158	89,158	51,684	-	-	-	-	408,316	
Fire Station #2 - FY18	479,775	466,320	455,556	444,792	434,028	2,007,680	1,730,653	1,192,174	-	7,210,978	
Fire Engine - Luverne - FY20	-	89,000	86,000	83,000	80,000	362,000	64,000	-	-	764,000	
Transportation Bonds - FY20	47,500	94,000	92,000	89,000	87,000	402,000	346,000	289,000	26,000	1,472,500	
Harrisburg Park											
Redevelopment Phase 1 - FY20	505,000	985,000	958,000	931,000	904,000	4,115,000	3,440,000	307,000	-	12,145,000	
	1,534,101	2,055,181	1,970,853	1,919,685	1,797,826	8,006,647	5,919,083	1,788,174	26,000	25,017,550	
Water and Sewer Fund											
CMU Project - FY12	495,444	495,444	495,444	495,444	495,457	-	-	-	-	2,477,233	
Town Hall - FY09 (50% GF)	40,609	39,111	37,613	35,915	-	-	-	-	-	153,248	
Town Hall - FY17 (50% GF)	91,251	89,278	87,304	85,331	83,358	387,189	203,077	-	-	1,026,788	
Well Project - FY12	148,488	148,488	148,488	148,488	148,488	617,025	-	-	-	1,359,465	
W&S Lines - FY13	126,818	123,615	120,411	117,208	114,004	353,586	-	-	-	955,642	
Rocky River Rd Water Line & Decommissions - FY14	149,376	149,376	149,376	149,376	149,376	689,317	-	-	-	1,436,197	
Pharr Mill Rd Water Line & Decommissions- FY16	146,649	146,685	146,667	146,649	146,611	244,343	-	-	-	977,604	
Public Works Facility - FY18	470,422	470,422	470,422	470,422	470,422	2,352,111	1,564,792	-	-	6,269,013	
Elevated Water Storage Tank - FY20	235,000	460,000	447,000	435,000	422,000	1,922,000	1,607,000	144,000	-	5,672,000	
	1,904,057	2,122,419	2,102,725	2,083,833	2,029,716	6,565,571	3,374,869	144,000	-	20,327,190	
Total	\$ 3,438,158	\$ 4,177,600	\$ 4,073,578	\$ 4,003,518	\$ 3,827,542	\$14,572,218	\$ 9,293,952	\$ 1,932,174	\$ 26,000	\$45,344,740	

(A) Note: There are three new proposed debt financings in the General Fund and one proposed new debt financing in the Water and Sewer Fund scheduled for FY2020.



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Appendix 3: Staffing/FTEs

Below are all of the full-time equivalents (FTEs), per department. The FY2019 column includes all currently funded positions. The proposed positions are based on the FY2020 proposed budget.

Department	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020 Proposed
Town Clerk	1.0	1.0	1.0	1.0	1.0	1.0
① Administration	1.0	1.0	1.5	2.5	4.0	2.0
Finance	6.5	6.5	7.0	7.0	7.5	7.5
Human Resources	-	-	1.0	1.0	1.0	1.0
② Information Technology	-	-	-	1.0	1.0	1.5
Communications	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
③ Engineering	2.0	2.0	2.0	2.0	2.5	5.5
Fire	28.5	43.5	43.5	43.5	47.5	47.5
④ Parks & Recreation	10.0	11.0	11.0	11.0	11.0	14.0
⑤ Public Works	20.0	19.0	22.0	23.0	21.5	24.0
	<u>73.0</u>	<u>88.5</u>	<u>95.0</u>	<u>97.0</u>	<u>102.0</u>	<u>109.0</u>

① Reclassification of Buildings and Grounds Supervisor and Custodial Worker from Administration to Parks and Recreation.

② Addition of PT Help Desk Technician.

③ Addition of Engineering Technician, Engineer in Training, and Grading Inspector.

④ Reclassification of Buildings and Grounds Supervisor and Custodial Worker from Administration and the addition of a Facility Maintenance Specialist.

⑤ Addition of two Utility System Operators and one PT Maintenance Worker.

Appendix 4: Budget Ordinance & Fee Schedule



BUDGET ORDINANCE OF THE TOWN OF HARRISBURG FOR THE FISCAL YEAR BEGINNING JULY 1, 2019 AND ENDING JUNE 30, 2020

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, 2019, and ending June 30, 2020, in accordance with the chart of accounts heretofore established for this Town:

General government:	
Town Council	\$ 115,485
Town Clerk	72,470
Administration	247,710
Finance	309,480
Human Resources	101,495
Information Technology	159,690
Communications	88,610
Planning and Zoning	565,010
Economic Development	113,900
Engineering	323,155
Public safety:	
Deputies	1,337,915
Fire	4,497,850
Transportation:	
Powell Bill	466,300
Streets	419,700
Environmental protection:	
Public Works	1,585,800
Cultural and recreation:	
Parks and Recreation	2,152,215
Debt service	1,539,400
Transfers:	
GF Capital Reserve Fund	1,250,000
GF Capital Reserve Fund - Economic Development	60,000
Contingency appropriation	388,015
Total appropriations	<u>\$ 15,794,200</u>

SECTION 2. It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2019, and ending June 30, 2020:

Taxes	\$ 8,182,000
Interest earnings	187,500
Powell Bill	463,800
Sales and franchise tax	3,490,000
Fire unincorporated taxes	1,210,000
Other revenues	1,435,900
Transfers from General Fund Capital Reserve Fund - ED	75,000
Transfers from General Fund Capital Reserve Fund - Recreation	50,000
Transfers from General Fund Capital Reserve Fund	700,000
Total estimated revenues	<u>\$ 15,794,200</u>

SECTION 3. The following amounts are hereby appropriated in the General Fund Capital Reserve for the fiscal year beginning July 1, 2019, and ending June 30, 2020 in accordance with the chart of accounts heretofore approved for the Town:

Transfer to General Fund	\$ 700,000
Transfer to General Fund Capital Projects Fund - Transportation	54,175
Transfer to General Fund Capital Projects Fund - Recreation	500,000
Contingency appropriation	825
	<u>\$ 1,255,000</u>

SECTION 4. It is estimated that the following revenues will be available in the General Fund Capital Reserve Fund for the fiscal year beginning July 1, 2019, and ending June 30, 2020:

Transfers from General Fund	\$ 1,250,000
Interest earnings	5,000
Total estimated revenues	<u>\$ 1,255,000</u>

SECTION 5. The following amounts are hereby appropriated in the General Fund Capital Reserve Fund – Economic Development for the fiscal year beginning July 1, 2019, and ending June 30, 2020 in accordance with the chart of accounts heretofore approved for the Town:

Transfer to General Fund	<u>\$ 75,000</u>
--------------------------	------------------

SECTION 6. It is estimated that the following revenues will be available in the General Fund Capital Reserve Fund – Economic Development for the fiscal year beginning July 1, 2019, and ending June 30, 2020:

Appropriated fund balance	\$ 15,000
Transfer from General Fund	60,000
Total estimated revenues	<u>\$ 75,000</u>

SECTION 7. The following amounts are hereby appropriated in the General Fund Capital Reserve Fund – Parks & Recreation for the fiscal year beginning July 1, 2019, and ending June 30, 2020 in accordance with the chart of accounts heretofore approved for the Town:

Transfer to General Fund	<u>\$ 50,000</u>
--------------------------	------------------

SECTION 8. It is estimated that the following revenues will be available in the General Fund Capital Reserve Fund – Parks & Recreation for the fiscal year beginning July 1, 2019, and ending June 30, 2020:

Fee in Lieu of Payments	<u>\$ 50,000</u>
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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, 2019, and ending June 30, 2020, in accordance with the chart of accounts heretofore established for this Town:

Water and sewer operations	\$ 7,626,680
Debt service	1,913,000
Transfer to Water and Sewer Capital Reserve Fund	2,550,000
Contingency appropriation	426,965
Total appropriations	<u>\$ 12,516,645</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, 2019, and ending June 30, 2020:

Usage charges:	
Water	\$ 4,215,000
Sewer	3,865,000
Transfers from:	
Water and Sewer Capital Reserve Fund	800,000
Water and Sewer Capital Reserve Fund - Expansion	1,392,500
Other revenues	629,100
Appropriated Fund Balance	1,615,045
Total estimated revenues	<u>\$ 12,516,645</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, 2019, and ending June 30, 2020, in accordance with the chart of accounts heretofore established for this Town:

Storm Water operations	\$ 444,920
Transfer to Storm Water Capital Projects Fund	270,000
Contingency appropriation	<u>26,880</u>
Total appropriations	<u>\$ 741,800</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, 2019, and ending June 30, 2020:

Storm water fees	\$ 716,000
Other revenues	<u>25,800</u>
Total estimated revenues	<u>\$ 741,800</u>

SECTION 13. The following amounts are hereby appropriated in the Water and Sewer Fund Capital Reserve Fund for the fiscal year beginning July 1, 2019, and ending June 30, 2020 in accordance with the chart of accounts heretofore approved for the Town:

Transfers to:	
Water and Sewer Fund	\$ 800,000
Water and Sewer Capital Projects Fund	<u>2,002,000</u>
	<u>\$ 2,802,000</u>

SECTION 14. It is estimated that the following revenues will be available in the Water and Sewer Fund Capital Reserve Fund for the fiscal year beginning July 1, 2019, and ending June 30, 2020:

Transfer from Water and Sewer Fund	\$ 2,550,000
Appropriated Fund Balance	<u>252,000</u>
	<u>\$ 2,802,000</u>

SECTION 15. The following amounts are hereby appropriated in the Water and Sewer Fund Capital Reserve Fund – Expansion for the fiscal year beginning July 1, 2019, and ending June 30, 2020 in accordance with the chart of accounts heretofore approved for the Town:

Transfers to:	
Water and Sewer Fund	\$ 1,392,500
Contingency	<u>105,000</u>
	<u>\$ 1,497,500</u>

SECTION 16. It is estimated that the following revenues will be available in the Water and Sewer Fund Capital Reserve Fund – Expansion for the fiscal year beginning July 1, 2019, and ending June 30, 2020:

Permits and fees:	
Water system development charges	\$ 885,000
Sewer system development charges	<u>612,500</u>
	<u>\$ 1,497,500</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 Water and Sewer Capital Project Fund. The projects authorized are an elevated storage tank and water main upgrades at Ford Street, Parallel Drive, Patricia Avenue and Pine Street and shall span the fiscal years beginning July 1, 2019 and ending June 30, 2021.

Project - FY20/21 Water Line Upgrades:	
Professional fees	90,000
Construction	1,150,000
Project - Morehead West Sewer Phase 1 Upgrades:	
Professional fees	490,000
Construction	2,115,000
Project - Britley #2 Pump Station Decommissioning:	
Professional fees	125,000
Construction	861,000
Project - Francis Haven and Farmington Pump Station Decommissionings:	
Professional fees	92,000
Construction	600,000
Project - Annual Sanitary Sewer Rehabilitation:	
Professional fees	70,000
Construction	<u>680,000</u>
Total appropriations	<u>\$ 6,273,000</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, 2019 and ending June 30, 2021 as they relate to the Water and Sewer Capital Project Fund:

Project - FY20/21 Water Line Upgrades:	
Proceeds from installment financing	1,240,000
Project - Morehead West Sewer Phase 1 Upgrades:	
Proceeds from installment financing	2,605,000
Project - Britley #2 Pump Station Decommissioning:	
Transfer from Water and Sewer Capital Reserve Fund	986,000
Project - Francis Haven and Farmington Pump Station Decommissionings:	
Transfer from Water and Sewer Capital Reserve Fund	692,000
Project - Annual Sanitary Sewer Rehabilitation:	
Transfer from Water and Sewer Capital Reserve Fund	750,000
Total estimated revenues	<u>\$ 6,273,000</u>

SECTION 19. The following capital projects are authorized pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, for the Storm Water Capital Project Fund. The project authorized is a Regional Storm Water Detention Pond which shall span the fiscal years beginning July 1, 2019 and ending June 30, 2021.

Project - Regional Detention Pond:	
Professional fees	50,000
Construction	250,000
Total appropriations	<u>\$ 300,000</u>

SECTION 20. Revenue Estimates

The Town Council has and does estimate that the following revenues will be available during the fiscal years beginning July 1, 2019 and ending June 30, 2021 as they relate to the Storm Water Capital Project Fund:

Project - Regional Detention Pond:	
Transfers from Storm Water Fund	<u>\$ 300,000</u>

SECTION 21. 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, 2019 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 \$2,303,345,000 and an estimated rate of collection of 99.64%. The estimated rate of collection is based on historical collection trends.

SECTION 22. Funds appropriated in the FY2018-2019 budget and encumbered at June 30, 2019, shall be authorized as part of the FY2019-2020 budget appropriation by adoption of this budget ordinance.

SECTION 23. 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. 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 24. 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 25. 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 26. The accompanying Schedule of Fees for Fiscal Year 2020 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 27. The accompanying Capital Improvement Plan for Fiscal Years 2020 - 2029 is hereby adopted.

SECTION 28. That this ordinance shall be effective upon its passage. Adopted this 10th day of June 2019.

Steve Sciascia, Mayor

ATTEST:

Janet Rackley, Town Clerk



Town of Harrisburg, North Carolina

Schedule of Fees

Fiscal Year 2020

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

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 Tampering

Meter tampering fee (any misuse of meter by	\$500
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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 and Field Rental

	County	
	Resident/Non-Profit	Non-Resident/For Profit
Shelter Rental^①		
Hourly Rate	\$20	\$30
Half Day	\$80	\$120
Full Day	\$120	\$180
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

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	\$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 ^②	Non-Resident
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
Softball	\$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)

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/Subdivisions	\$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 System①	\$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.



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Appendix 5: Capital Improvement Plan

The following pages include the ten-year capital improvement plan from FY2020 – FY2029. The projects in FY2020 have been included in this budget.

Item	Fiscal Year										Totals
	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	
Project and acquisition expenditures by function:											
General Fund	12,245,000	1,172,500	2,747,000	5,032,000	3,093,000	6,601,000	1,541,500	2,518,500	14,240,000	3,257,000	52,447,500
Water and Sewer Fund	7,582,000	5,855,000	2,808,000	2,831,000	4,941,000	3,861,000	5,329,000	5,654,000	5,586,000	3,436,000	47,883,000
Storm Water Fund	850,000	320,000	650,000	1,000,000	1,290,000	-	-	-	-	-	4,110,000
Total project expenditures	20,677,000	7,347,500	6,205,000	8,863,000	9,324,000	10,462,000	6,870,500	8,172,500	19,826,000	6,693,000	104,440,500
Financing Sources:											
Operating revenues	812,500	137,500	650,000	-	290,000	-	-	-	-	-	1,890,000
Capital Reserve Fund	4,202,000	3,261,500	2,376,000	1,898,000	3,117,000	1,386,000	1,759,500	1,223,500	1,160,000	885,000	21,268,500
Fund balance	-	-	-	-	-	-	-	-	-	-	-
Installment financing	14,895,000	3,361,000	2,770,000	6,551,000	5,498,000	6,941,000	4,683,000	6,517,000	18,229,000	5,366,000	74,811,000
Grants	330,000	-	-	-	-	1,712,000	-	-	-	-	2,042,000
Powell Bill	400,000	405,000	409,000	414,000	419,000	423,000	428,000	432,000	437,000	442,000	4,209,000
Fee in lieu of parks	-	-	-	-	-	-	-	-	-	-	-
Other sources	37,500	182,500	-	-	-	-	-	-	-	-	220,000
Total financing sources	20,677,000	7,347,500	6,205,000	8,863,000	9,324,000	10,462,000	6,870,500	8,172,500	19,826,000	6,693,000	104,440,500
Impact on operating budget:											
Installment financing payments	757,500	1,728,000	2,075,000	2,920,000	3,663,000	4,091,500	4,588,500	5,627,500	6,546,500	7,074,500	39,072,000
Increased operating costs	-	-	-	-	-	-	-	-	-	-	-
Decreased operating costs	-	-	-	-	-	-	-	-	-	-	-
Increased/decreased revenues	-	-	-	-	-	-	-	-	-	-	-
Total Operating Impact	757,500	1,728,000	2,075,000	2,920,000	3,663,000	4,091,500	4,588,500	5,627,500	6,546,500	7,074,500	39,072,000

Appendix 5: Capital Improvement Plan (continued)

General Fund

Item	Fiscal Year										Totals
	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	
Project and acquisition expenditures by function:											
Administration, Engineering, IT & Communications	90,000	30,000	35,000	370,000	2,120,000	125,000	97,000	35,000	70,000	110,000	3,082,000
Planning & Economic Development	-	-	-	-	35,000	-	20,000	-	-	-	55,000
Public Safety	959,000	382,500	1,787,000	820,000	349,000	885,000	381,500	661,500	13,193,000	2,390,000	21,808,500
Environmental Protection	10,000	65,000	210,000	215,000	-	-	200,000	70,000	75,000	45,000	890,000
Streets and Transportation	1,930,000	405,000	409,000	414,000	419,000	5,068,000	428,000	432,000	437,000	442,000	10,384,000
Parks and Recreation	9,256,000	290,000	306,000	3,213,000	170,000	523,000	415,000	1,320,000	465,000	270,000	16,228,000
Total project expenditures	12,245,000	1,172,500	2,747,000	5,032,000	3,093,000	6,601,000	1,541,500	2,518,500	14,240,000	3,257,000	52,447,500
Financing Sources:											
Operating revenues	-	-	-	-	-	-	-	-	-	-	-
Capital Reserve Fund	1,400,000	767,500	838,000	728,000	599,000	848,000	1,113,500	786,500	808,000	515,000	8,403,500
Fund balance	-	-	-	-	-	-	-	-	-	-	-
Installment financing	10,115,000	-	1,500,000	3,890,000	2,075,000	3,618,000	-	1,300,000	12,995,000	2,300,000	37,793,000
Grants	330,000	-	-	-	-	1,712,000	-	-	-	-	2,042,000
Powell Bill	400,000	405,000	409,000	414,000	419,000	423,000	428,000	432,000	437,000	442,000	4,209,000
Fee in lieu of parks	-	-	-	-	-	-	-	-	-	-	-
Other sources	-	-	-	-	-	-	-	-	-	-	-
Total financing sources	12,245,000	1,172,500	2,747,000	5,032,000	3,093,000	6,601,000	1,541,500	2,518,500	14,240,000	3,257,000	52,447,500
Impact on operating budget:											
Installment financing payments	522,500	1,118,000	1,268,000	1,798,000	2,113,000	2,238,000	2,359,000	2,876,000	3,429,000	3,574,000	21,295,500
Increased operating costs	-	-	-	-	-	-	-	-	-	-	-
Decreased operating costs	-	-	-	-	-	-	-	-	-	-	-
Increased/decreased revenues	-	-	-	-	-	-	-	-	-	-	-
Total Operating Impact	522,500	1,118,000	1,268,000	1,798,000	2,113,000	2,238,000	2,359,000	2,876,000	3,429,000	3,574,000	21,295,500

Appendix 5: Capital Improvement Plan (continued)

Administration

Item	Project Number	Fiscal Year										Totals
		2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	
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)		-	-	-	35,000	-	-	-	-	-	40,000	75,000
Replacement of Vehicle 1004 (Explorer)		-	-	-	-	40,000	-	-	-	-	-	40,000
Replacement of Vehicle 1005 (Chevy 1500)		-	30,000	-	-	-	-	-	35,000	-	-	65,000
Replacement of Vehicle 1006 (Charger)		-	-	35,000	-	-	-	-	-	40,000	-	75,000
Total project expenditures		-	30,000	35,000	285,000	2,040,000	-	-	35,000	40,000	40,000	2,505,000
Financing Sources:												
Operating revenues		-	-	-	-	-	-	-	-	-	-	-
Capital Reserve Fund		-	30,000	35,000	35,000	40,000	-	-	35,000	40,000	40,000	255,000
Fund balance		-	-	-	-	-	-	-	-	-	-	-
Installment financing		-	-	-	250,000	2,000,000	-	-	-	-	-	2,250,000
Grants		-	-	-	-	-	-	-	-	-	-	-
Powell Bill		-	-	-	-	-	-	-	-	-	-	-
Fee in lieu of		-	-	-	-	-	-	-	-	-	-	-
Unfunded		-	-	-	-	-	-	-	-	-	-	-
Total financing sources		-	30,000	35,000	285,000	2,040,000	-	-	35,000	40,000	40,000	2,505,000
Impact on operating budget:												
Installment financing payments		-	-	-	130,000	250,000	240,000	235,000	230,000	225,000	220,000	1,530,000
Increased operating costs		-	-	-	-	-	-	-	-	-	-	-
Decreased operating costs		-	-	-	-	-	-	-	-	-	-	-
Increased/decreased revenues		-	-	-	-	-	-	-	-	-	-	-
Total Operating Impact		-	-	-	130,000	250,000	240,000	235,000	230,000	225,000	220,000	1,530,000

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
		2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	
Project and acquisition expenditures by function:												
Equipment												
Exchange Server - Email Archive	2020-1175-001	15,000	-	-	-	-	-	-	-	-	-	15,000
Card Access - Municipal Complex	2020-1175-002	7,500	-	-	-	-	-	-	-	-	-	7,500
Backup & Disaster Recovery	2020-1175-003	25,000	-	-	30,000	-	-	35,000	-	-	40,000	130,000
Server Replacement		-	-	-	25,000	-	-	-	-	30,000	-	55,000
Surveillance System - Town Hall	2020-1175-004	7,500	-	-	-	-	-	-	-	-	-	7,500
Vehicles												
Replacement of Vehicle 1003 (Charger)		-	-	-	30,000	-	-	-	-	-	30,000	60,000
Total project expenditures		55,000	-	-	85,000	-	-	35,000	-	30,000	70,000	275,000
Financing Sources:												
Operating revenues		-	-	-	-	-	-	-	-	-	-	-
Capital Reserve Fund		55,000	-	-	85,000	-	-	35,000	-	30,000	70,000	275,000
Fund balance		-	-	-	-	-	-	-	-	-	-	-
Installment financing		-	-	-	-	-	-	-	-	-	-	-
Grants		-	-	-	-	-	-	-	-	-	-	-
Powell Bill		-	-	-	-	-	-	-	-	-	-	-
Fee in lieu of		-	-	-	-	-	-	-	-	-	-	-
Unfunded		-	-	-	-	-	-	-	-	-	-	-
Total financing sources		55,000	-	-	85,000	-	-	35,000	-	30,000	70,000	275,000
Impact on operating budget:												
Installment financing payments		-	-	-	-	-	-	-	-	-	-	-
Increased operating costs		-	-	-	-	-	-	-	-	-	-	-
Decreased operating costs		-	-	-	-	-	-	-	-	-	-	-
Increased/decreased revenues		-	-	-	-	-	-	-	-	-	-	-
Total Operating Impact		-	-	-	-	-	-	-	-	-	-	-

Appendix 5: Capital Improvement Plan (continued)

Communications

Item	Project Number	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	Totals
Project and acquisition expenditures by function:												
Projects												
Branded Gateway Sign - Rocky River Road		-	-	-	-	-	125,000	-	-	-	-	125,000
Wayfinding Signs Update		-	-	-	-	45,000	-	-	-	-	-	45,000
Total project expenditures		-	-	-	-	45,000	125,000	-	-	-	-	170,000
Financing Sources:												
Operating revenues		-	-	-	-	-	-	-	-	-	-	-
Capital Reserve Fund		-	-	-	-	45,000	125,000	-	-	-	-	170,000
Fund balance		-	-	-	-	-	-	-	-	-	-	-
Installment financing		-	-	-	-	-	-	-	-	-	-	-
Grants		-	-	-	-	-	-	-	-	-	-	-
Powell Bill		-	-	-	-	-	-	-	-	-	-	-
Fee in lieu of		-	-	-	-	-	-	-	-	-	-	-
Unfunded		-	-	-	-	-	-	-	-	-	-	-
Total financing sources		-	-	-	-	45,000	125,000	-	-	-	-	170,000
Impact on operating budget:												
Installment financing payments		-	-	-	-	-	-	-	-	-	-	-
Increased operating costs		-	-	-	-	-	-	-	-	-	-	-
Decreased operating costs		-	-	-	-	-	-	-	-	-	-	-
Increased/decreased revenues		-	-	-	-	-	-	-	-	-	-	-
Total Operating Impact		-	-	-	-	-	-	-	-	-	-	-

Appendix 5: Capital Improvement Plan (continued)

Planning & Economic Development

Item	Project Number	Fiscal Year										Totals
		2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	
Project and acquisition expenditures by function:												
Equipment												
Plotter		-	-	-	-	-	-	20,000	-	-	-	20,000
Vehicles												
Replacement of Vehicle #13 - P&Z Truck		-	-	-	-	35,000	-	-	-	-	-	35,000
Total project expenditures		-	-	-	-	35,000	-	20,000	-	-	-	55,000
Financing Sources:												
Operating revenues		-	-	-	-	-	-	-	-	-	-	-
Capital Reserve Fund		-	-	-	-	35,000	-	20,000	-	-	-	55,000
Fund balance		-	-	-	-	-	-	-	-	-	-	-
Installment financing		-	-	-	-	-	-	-	-	-	-	-
Grants		-	-	-	-	-	-	-	-	-	-	-
Powell Bill		-	-	-	-	-	-	-	-	-	-	-
Fee in lieu of		-	-	-	-	-	-	-	-	-	-	-
Unfunded		-	-	-	-	-	-	-	-	-	-	-
Total financing sources		-	-	-	-	35,000	-	20,000	-	-	-	55,000
Impact on operating budget:												
Installment financing payments		-	-	-	-	-	-	-	-	-	-	-
Increased operating costs		-	-	-	-	-	-	-	-	-	-	-
Decreased operating costs		-	-	-	-	-	-	-	-	-	-	-
Increased/decreased revenues		-	-	-	-	-	-	-	-	-	-	-
Total Operating Impact		-	-	-	-	-	-	-	-	-	-	-

Appendix 5: Capital Improvement Plan (continued)

Engineering

Item	Project Number	Fiscal Year										Totals
		2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	
Project and acquisition expenditures by function:												
Equipment												
Plotting Printer/Scanner (50% w/ WSF)		-	-	-	-	-	-	10,000	-	-	-	10,000
Survey Equipment		-	-	-	-	-	-	12,000	-	-	-	12,000
Vehicles												
Replacement of Vehicle #10 - Construction Inspector		-	-	-	-	35,000	-	-	-	-	-	35,000
New Vehicle for Grading Inspector	2020-1500-001	35,000	-	-	-	-	-	40,000	-	-	-	75,000
Total project expenditures		35,000	-	-	-	35,000	-	62,000	-	-	-	132,000
Financing Sources:												
Operating revenues		-	-	-	-	-	-	-	-	-	-	-
Capital Reserve Fund		35,000	-	-	-	35,000	-	62,000	-	-	-	132,000
Fund balance		-	-	-	-	-	-	-	-	-	-	-
Installment financing		-	-	-	-	-	-	-	-	-	-	-
Grants		-	-	-	-	-	-	-	-	-	-	-
Powell Bill		-	-	-	-	-	-	-	-	-	-	-
Fee in lieu of		-	-	-	-	-	-	-	-	-	-	-
Unfunded		-	-	-	-	-	-	-	-	-	-	-
Total financing sources		35,000	-	-	-	35,000	-	62,000	-	-	-	132,000
Impact on operating budget:												
Installment financing payments		-	-	-	-	-	-	-	-	-	-	-
Increased operating costs		-	-	-	-	-	-	-	-	-	-	-
Decreased operating costs		-	-	-	-	-	-	-	-	-	-	-
Increased/decreased revenues		-	-	-	-	-	-	-	-	-	-	-
Total Operating Impact		-	-	-	-	-	-	-	-	-	-	-

Appendix 5: Capital Improvement Plan (continued)

Deputies

Item	Project Number	Fiscal Year										Totals
		2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	
Project and acquisition expenditures by function:												
Vehicles												
Replacement of H7 unit - 2012 #4004		-	-	-	-	-	50,000	-	-	-	-	50,000
Replacement of H9 unit - 2013 #4005		-	-	-	-	-	50,000	-	-	-	-	50,000
Replacement of H13 unit - 2013 #4006	2020-2000-001	50,000	-	-	-	-	-	50,000	-	-	-	100,000
Replacement of H6 unit - 2013 #4008	2020-2000-002	50,000	-	-	-	-	-	50,000	-	-	-	100,000
Replacement of H14 unit - 2019		-	-	-	-	-	50,000	-	-	-	-	50,000
Replacement of H15 unit - 2019		-	-	-	-	-	50,000	-	-	-	-	50,000
Replacement of H12 unit - 2013 #4007	2020-2000-003	50,000	-	-	-	-	-	50,000	-	-	-	100,000
Replacement of H8 unit - 2014 #4001		-	50,000	-	-	-	-	-	50,000	-	-	100,000
Replacement of H11 unit - 2014 #4002		-	50,000	-	-	-	-	-	50,000	-	-	100,000
Replacement of H4 unit - 2015 #4013		-	-	50,000	-	-	-	-	-	50,000	-	100,000
Replacement of H1 unit - 2016 #4003		-	-	50,000	-	-	-	-	-	50,000	-	100,000
Replacement of H3 unit - 2016 #4014		-	-	-	50,000	-	-	-	-	-	50,000	100,000
Replacement of H2 unit - 2017 #4016		-	-	-	-	50,000	-	-	-	-	-	50,000
Total project expenditures		150,000	100,000	100,000	50,000	50,000	200,000	150,000	100,000	100,000	50,000	1,050,000
Financing Sources:												
Operating revenues		-	-	-	-	-	-	-	-	-	-	-
Capital Reserve Fund		150,000	100,000	100,000	50,000	50,000	200,000	150,000	100,000	100,000	50,000	1,050,000
Fund balance		-	-	-	-	-	-	-	-	-	-	-
Installment financing		-	-	-	-	-	-	-	-	-	-	-
Grants		-	-	-	-	-	-	-	-	-	-	-
Powell Bill		-	-	-	-	-	-	-	-	-	-	-
Fee in lieu of		-	-	-	-	-	-	-	-	-	-	-
Unfunded		-	-	-	-	-	-	-	-	-	-	-
Total financing sources		150,000	100,000	100,000	50,000	50,000	200,000	150,000	100,000	100,000	50,000	1,050,000
Impact on operating budget:												
Installment financing payments		-	-	-	-	-	-	-	-	-	-	-
Increased operating costs		-	-	-	-	-	-	-	-	-	-	-
Decreased operating costs		-	-	-	-	-	-	-	-	-	-	-
Increased/decreased revenues		-	-	-	-	-	-	-	-	-	-	-
Total Operating Impact		-	-	-	-	-	-	-	-	-	-	-

Appendix 5: Capital Improvement Plan (continued)

Fire

Item	Project Number	Fiscal Year										Totals
		2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	
Project and acquisition expenditures by function:												
Buildings & Grounds												
Construction of Fire Station #1 (CPF)		-	-	-	-	-	-	-	300,000	12,000,000	-	12,300,000
Fire/Town Training Facility (CPF)		-	-	-	-	75,000	685,000	-	-	-	-	760,000
HVAC Replacement - Station 3	2020-2100-001	60,000	-	-	-	-	-	-	-	-	-	60,000
Fire Apparatus												
FD102 2002 Luverne Engine (CPF)	2020-2100-002	615,000	-	-	-	-	-	-	-	-	800,000	1,415,000
FD101 2005 Smeal Engine		-	-	-	640,000	-	-	-	-	-	-	640,000
FD201 2005 Smeal Ladder 105'		-	-	1,500,000	-	-	-	-	-	-	1,500,000	3,000,000
FD301 2008 SVI Rescue		-	-	-	-	-	-	-	-	995,000	-	995,000
FD307 2007 Brush Truck		-	-	-	-	80,000	-	-	-	-	-	80,000
Equipment												
Replace Portable Radios	2020-2100-003	69,000	69,000	69,000	69,000	80,000	-	-	-	-	-	356,000
Battery Extrication Tools E2		-	32,000	-	-	-	-	-	-	-	-	32,000
Lawn Mower Station 1		-	8,500	-	-	-	-	-	-	-	-	8,500
Swiftwater Boat Motor (Motor Only)	2020-2100-004	7,000	-	-	-	-	-	-	-	-	-	7,000
Update Extrication-Rescue		-	-	-	12,000	-	-	-	-	-	-	12,000
Replace Air Lifting Bags		-	-	-	-	20,000	-	-	-	-	-	20,000
Update Light Tower & Scene		-	-	-	-	8,000	-	-	-	-	-	8,000
Replace Self-Contained BA		-	-	-	-	-	-	157,500	157,500	-	-	315,000
Replace SCBA Masks	2020-2100-005	6,000	6,000	-	-	-	-	-	-	-	-	12,000
Replace Struts Rescue		-	-	-	-	-	-	25,000	-	-	-	25,000
Replace AEDs	2020-2100-006	20,000	20,000	20,000	-	-	-	-	-	-	-	60,000
Station Alerting Equipment	2020-2100-007	22,000	-	-	-	-	-	-	-	-	-	22,000
Vehicles												
FD702 2013 Silverado -Logistics		-	49,000	-	-	-	-	-	55,000	-	-	104,000
FD701 2013 Charger- FC		-	-	-	-	36,000	-	-	-	-	40,000	76,000
FD705 2014 Suburban-DC		-	49,000	-	-	-	-	49,000	-	-	-	98,000
FD602 2015 Silverado-Trn Cap		-	49,000	-	-	-	-	-	49,000	-	-	98,000
FD601 2016 Silverado-Trn Chief		-	-	49,000	-	-	-	-	-	49,000	-	98,000
FD706 2016 Silverado- BC		-	-	49,000	-	-	-	-	-	49,000	-	98,000
FD707 2017 Tahoe -FM		-	-	-	49,000	-	-	-	-	-	-	49,000
FDxxx 2003 Ford F-450 - Towing	2020-2100-009	10,000	-	-	-	-	-	-	-	-	-	10,000
Total project expenditures		809,000	282,500	1,687,000	770,000	299,000	685,000	231,500	561,500	13,093,000	2,340,000	20,758,500

Appendix 5: Capital Improvement Plan (continued)

Fire (continued)

Item	Project Number	Fiscal Year										Totals
		2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	
Financing Sources:												
Operating revenues		-	-	-	-	-	-	-	-	-	-	-
Capital Reserve Fund		194,000	282,500	187,000	130,000	224,000	-	231,500	261,500	98,000	40,000	1,648,500
Fund balance		-	-	-	-	-	-	-	-	-	-	-
Installment financing		615,000	-	1,500,000	640,000	75,000	685,000	-	300,000	12,995,000	2,300,000	19,110,000
Grants/Other		-	-	-	-	-	-	-	-	-	-	-
Powell Bill		-	-	-	-	-	-	-	-	-	-	-
Fee in lieu of		-	-	-	-	-	-	-	-	-	-	-
Unfunded		-	-	-	-	-	-	-	-	-	-	-
Total financing sources		809,000	282,500	1,687,000	770,000	299,000	685,000	231,500	561,500	13,093,000	2,340,000	20,758,500
Impact on operating budget:												
Installment financing payments		-	89,000	271,000	523,000	580,000	602,000	620,000	1,119,000	1,664,000	1,856,000	7,324,000
Increased operating costs		-	-	-	-	-	-	-	-	-	-	-
Decreased operating costs		-	-	-	-	-	-	-	-	-	-	-
Increased/decreased revenues		-	-	-	-	-	-	-	-	-	-	-
Total Operating Impact		-	89,000	271,000	523,000	580,000	602,000	620,000	1,119,000	1,664,000	1,856,000	7,324,000

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	Fiscal Year										Totals
		2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	
Project and acquisition expenditures by function:												
Heavy Equipment												
Replace Brush Truck		-	-	-	-	-	-	200,000	-	-	-	200,000
Replace Backup Brush Truck - #7002		-	-	-	175,000	-	-	-	-	-	-	175,000
Replace Leaf Truck - #7026		-	-	150,000	-	-	-	-	-	-	-	150,000
Replace Massy w/Flails (50% w/WSF)		-	-	60,000	-	-	-	-	-	75,000	-	135,000
Replace Dump Truck w/Tommy Gate - #7016		-	65,000	-	-	-	-	-	70,000	-	-	135,000
Equipment												
Replace 2010 Mower	2020-4100-001	10,000	-	-	-	-	-	-	-	-	-	10,000
Vehicles												
Replace Chevy Silverado Crew Cab Truck - #7020		-	-	-	40,000	-	-	-	-	-	45,000	85,000
Total project expenditures		10,000	65,000	210,000	215,000	-	-	200,000	70,000	75,000	45,000	890,000
Financing Sources:												
Operating revenues		-	-	-	-	-	-	-	-	-	-	-
Capital Reserve Fund		10,000	65,000	210,000	215,000	-	-	200,000	70,000	75,000	45,000	890,000
Fund balance		-	-	-	-	-	-	-	-	-	-	-
Installment financing		-	-	-	-	-	-	-	-	-	-	-
Grants		-	-	-	-	-	-	-	-	-	-	-
Powell Bill		-	-	-	-	-	-	-	-	-	-	-
Fee in lieu of		-	-	-	-	-	-	-	-	-	-	-
Unfunded		-	-	-	-	-	-	-	-	-	-	-
Total financing sources		10,000	65,000	210,000	215,000	-	-	200,000	70,000	75,000	45,000	890,000
Impact on operating budget:												
Installment financing payments		-	-	-	-	-	-	-	-	-	-	-
Increased operating costs		-	-	-	-	-	-	-	-	-	-	-
Decreased operating costs		-	-	-	-	-	-	-	-	-	-	-
Increased/decreased revenues		-	-	-	-	-	-	-	-	-	-	-
Total Operating Impact		-	-	-	-	-	-	-	-	-	-	-

Appendix 5: Capital Improvement Plan (continued)

Streets

Item	Project Number	Fiscal Year										Totals
		2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	
Project and acquisition expenditures by function:												
Sidewalks												
CMAQ - Tom Query (CPF)	2018-3001-001	530,000	-	-	-	-	-	-	-	-	-	530,000
2017 Transportation Bonds (CPF)	2019-3001-001	150,000	-	-	-	-	400,000	-	-	-	-	550,000
Street Resurfacing												
2017 Transportation Bonds (CPF)	2019-3001-001	350,000	-	-	-	-	650,000	-	-	-	-	1,000,000
Roadway Improvements												
2017 Transportation Bonds (CPF)	2019-3001-001	500,000	-	-	-	-	3,595,000	-	-	-	-	4,095,000
Total project expenditures		1,530,000	-	-	-	-	4,645,000	-	-	-	-	6,175,000
Financing Sources:												
Operating revenues		-	-	-	-	-	-	-	-	-	-	-
Capital Reserve Fund		200,000	-	-	-	-	-	-	-	-	-	200,000
Fund balance		-	-	-	-	-	-	-	-	-	-	-
Installment financing		1,000,000	-	-	-	-	2,933,000	-	-	-	-	3,933,000
Grants		330,000	-	-	-	-	1,712,000	-	-	-	-	2,042,000
Powell Bill		-	-	-	-	-	-	-	-	-	-	-
Fee in lieu of		-	-	-	-	-	-	-	-	-	-	-
Other sources		-	-	-	-	-	-	-	-	-	-	-
Total financing sources		1,530,000	-	-	-	-	4,645,000	-	-	-	-	6,175,000
Impact on operating budget:												
Installment financing payments		47,500	94,000	92,000	90,000	88,000	231,000	364,000	357,000	350,000	343,000	2,056,500
Increased operating costs		-	-	-	-	-	-	-	-	-	-	-
Decreased operating costs		-	-	-	-	-	-	-	-	-	-	-
Increased/decreased revenues		-	-	-	-	-	-	-	-	-	-	-
Total Operating Impact		47,500	94,000	92,000	90,000	88,000	231,000	364,000	357,000	350,000	343,000	2,056,500

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	Fiscal Year										Totals
			2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	
Project and acquisition expenditures by function:													
Street Resurfacing													
	FY2020 Resurfacing Projects	2020-3000-001	400,000	-	-	-	-	-	-	-	-	400,000	
	FY2021 Resurfacing Projects		-	405,000	-	-	-	-	-	-	-	405,000	
	FY2022 Resurfacing Projects		-	-	409,000	-	-	-	-	-	-	409,000	
	FY2023 Resurfacing Projects		-	-	-	414,000	-	-	-	-	-	414,000	
	FY2024 Resurfacing Projects		-	-	-	-	419,000	-	-	-	-	419,000	
	FY2025 Resurfacing Projects		-	-	-	-	-	423,000	-	-	-	423,000	
	FY2026 Resurfacing Projects		-	-	-	-	-	-	428,000	-	-	428,000	
	FY2027 Resurfacing Projects		-	-	-	-	-	-	-	432,000	-	432,000	
	FY2028 Resurfacing Projects		-	-	-	-	-	-	-	-	437,000	437,000	
	FY2029 Resurfacing Projects		-	-	-	-	-	-	-	-	-	442,000	
Total project expenditures			400,000	405,000	409,000	414,000	419,000	423,000	428,000	432,000	437,000	442,000	4,209,000
Financing Sources:													
	Operating revenues		-	-	-	-	-	-	-	-	-	-	
	Capital Reserve Fund		-	-	-	-	-	-	-	-	-	-	
	Fund balance		-	-	-	-	-	-	-	-	-	-	
	Installment financing		-	-	-	-	-	-	-	-	-	-	
	Grants		-	-	-	-	-	-	-	-	-	-	
	Powell Bill		400,000	405,000	409,000	414,000	419,000	423,000	428,000	432,000	437,000	442,000	4,209,000
	Fee in lieu of		-	-	-	-	-	-	-	-	-	-	
	Unfunded		-	-	-	-	-	-	-	-	-	-	
Total financing sources			400,000	405,000	409,000	414,000	419,000	423,000	428,000	432,000	437,000	442,000	4,209,000
Impact on operating budget:			-	-	-	-	-	-	-	-	-	-	
	Installment financing payments		-	-	-	-	-	-	-	-	-	-	
	Increased operating costs		-	-	-	-	-	-	-	-	-	-	
	Decreased operating costs		-	-	-	-	-	-	-	-	-	-	
	Increased/decreased revenues		-	-	-	-	-	-	-	-	-	-	
Total Operating Impact			-	-	-	-	-	-	-	-	-	-	



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Appendix 5: Capital Improvement Plan (continued)

Parks & Recreation

Item	Project Number	Fiscal Year										Totals
		2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	
Project and acquisition expenditures by function:												
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	200,000
Harrisburg Elementary Ballfield nets	2020-5000-004	50,000	-	-	-	-	-	-	-	-	-	50,000
Pharr Mill Playground Replacement		-	-	-	-	-	175,000	-	-	-	-	175,000
Pharr Mill Fence	2020-5000-001	21,000	-	-	-	-	-	-	-	-	-	21,000
Back Creek Greenway - Phase I - Natural Surface	2020-5000-002	150,000	-	-	-	-	-	-	-	-	-	150,000
Back Creek Greenway - Phase II - Natural Surface		-	150,000	-	-	-	-	-	-	-	-	150,000
Back Creek Greenway - Phase III - Natural Surface		-	-	150,000	-	-	-	-	-	-	-	150,000
Back Creek Greenway - Phase IV - Natural Surface		-	-	-	150,000	-	-	-	-	-	-	150,000
Back Creek Greenway - Phase V - Natural Surface		-	-	-	-	150,000	100,000	-	-	-	-	250,000
Rocky River Greenway Design/Build Documents		-	-	-	-	-	-	150,000	-	-	-	150,000
Rocky River Greenway - Phase I - Natural Surface		-	-	-	-	-	-	-	150,000	-	-	150,000
Rocky River Greenway - Phase II - Natural Surface		-	-	-	-	-	-	-	-	150,000	-	150,000
Rocky River Greenway - Phase III - Natural Surface		-	-	-	-	-	-	-	-	-	150,000	150,000
Tennis Court Resurfacing (Stallings Park)		-	-	-	-	-	50,000	-	-	-	-	50,000
Parking Lot Resurfacing (Stallings Park)		-	-	-	-	-	-	100,000	-	-	-	100,000
Parking Lot Resurfacing (Pharr Mill Park)		-	-	-	-	-	-	-	-	125,000	-	125,000
Veterans Plaza Development (CPF)	2019-5000-006	500,000	-	-	-	-	-	-	-	-	-	500,000
Old Veterans Park Refit		-	100,000	-	-	-	-	-	-	-	-	100,000
Buildings/Facilities												
Pharr Mill Maintenance Building		-	-	75,000	-	-	-	-	-	-	-	75,000
Land Acquisition		-	-	-	-	-	-	-	1,000,000	-	-	1,000,000
Harrisburg Park Development Phase I East (CPF)	2019-5000-007	8,500,000	-	-	-	-	-	-	-	-	-	8,500,000
Harrisburg Park Development Phase I West (CPF)		-	-	-	3,000,000	-	-	-	-	-	-	3,000,000
Library Renovations (remodel work, roofing, windows, etc.)		-	-	-	-	-	-	-	150,000	-	-	150,000
Library HVAC replacement		-	-	-	-	-	40,000	-	-	-	-	40,000
Heavy Equipment												
John Deere Tractor Replacement		-	-	-	25,000	-	-	-	-	-	-	25,000
Zero Turn Mower Replacement (60")	2020-5000-003	15,000	-	-	-	-	-	-	-	20,000	-	35,000
Zero Turn Mower Replacement (72")		-	-	-	18,000	-	-	-	-	-	18,000	36,000
Loader Replacement		-	-	-	-	-	-	75,000	-	-	-	75,000
Kubota 4trax Replacement		-	-	-	-	-	30,000	-	-	-	-	30,000
Gator Replacement		-	20,000	-	-	-	-	-	-	-	-	20,000
Groomer Replacement		-	-	25,000	-	-	-	-	-	25,000	-	50,000
Backhoe Replacement		-	-	-	-	-	-	-	-	125,000	-	125,000

Appendix 5: Capital Improvement Plan (continued)

Parks & Recreation (continued)

Item	Project Number	Fiscal Year										Totals
		2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	
Project and acquisition expenditures by function:												
Vehicles												
Dump Truck (New)		-	-	-	-	-	-	-	-	-	47,000	47,000
5004 Replace Chevy 1500 (250+ thousand miles) 2001		-	-	-	-	-	-	-	-	-	35,000	35,000
5005 Replace Ford Explorer 2016		-	-	-	-	-	-	35,000	-	-	-	35,000
5006 Replace Chevy Single Cab (Adams) 2016		-	-	-	-	-	-	35,000	-	-	-	35,000
5001 Replace Chevy 2500 (Dales) 2015		-	-	-	-	-	36,000	-	-	-	-	36,000
5002 Replace Chevy 2500 (Garrisons) 2015		-	-	-	-	-	36,000	-	-	-	-	36,000
5007 Replace Chevy quad cab (fire donor) 2007		-	-	36,000	-	-	-	-	-	-	-	36,000
5003 Replace Ford-250 2015		-	-	-	-	-	36,000	-	-	-	-	36,000
Total project expenditures		9,256,000	290,000	306,000	3,213,000	170,000	523,000	415,000	1,320,000	465,000	270,000	16,228,000
Financing Sources:												
Operating revenues		-	-	-	-	-	-	-	-	-	-	-
Capital Reserve Fund		756,000	290,000	306,000	213,000	170,000	523,000	415,000	320,000	465,000	270,000	3,728,000
Fund balance		-	-	-	-	-	-	-	-	-	-	-
Installment financing		8,500,000	-	-	3,000,000	-	-	-	1,000,000	-	-	12,500,000
Grants		-	-	-	-	-	-	-	-	-	-	-
Powell Bill		-	-	-	-	-	-	-	-	-	-	-
Fee in Lieu of		-	-	-	-	-	-	-	-	-	-	-
Unfunded		-	-	-	-	-	-	-	-	-	-	-
Total financing sources		9,256,000	290,000	306,000	3,213,000	170,000	523,000	415,000	1,320,000	465,000	270,000	16,228,000
Impact on operating budget:												
Installment financing payments		475,000	935,000	905,000	1,055,000	1,195,000	1,165,000	1,140,000	1,170,000	1,190,000	1,155,000	10,385,000
Increased operating costs		-	-	-	-	-	-	-	-	-	-	-
Decreased operating costs		-	-	-	-	-	-	-	-	-	-	-
Increased/decreased revenues		-	-	-	-	-	-	-	-	-	-	-
Total Operating Impact		475,000	935,000	905,000	1,055,000	1,195,000	1,165,000	1,140,000	1,170,000	1,190,000	1,155,000	10,385,000

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

Item	Project Number	Fiscal Year										Totals
		2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	
Project and acquisition expenditures by function:												
Buildings/Improvements												
Utility Relocation - Rail Project	2017-6000-008	60,000	60,000	60,000	60,000	60,000	-	-	-	-	-	300,000
Office Remodel	2020-6000-001	15,000	-	-	-	-	-	-	-	-	-	15,000
Upfit Town Hall, both floors (50% GF) (CPF)		-	-	-	250,000	2,000,000	-	-	-	-	-	2,250,000
Water projects												
Venture Church shared Waterline project	2020-6000-002	75,000	-	-	-	-	-	-	-	-	-	75,000
Patricia Ave 6-inch Main Upgrade (CPF)	2019-6000-001	325,000	-	-	-	-	-	-	-	-	-	325,000
Parallel Dr 6-inch Main Upgrade (CPF)	2019-6000-002	450,000	-	-	-	-	-	-	-	-	-	450,000
Pine St 6-inch Main upgrade (CPF)	2019-6000-006	125,000	-	-	-	-	-	-	-	-	-	125,000
Ford St 6-inch Main upgrade (CPF)	2019-6000-007	135,000	-	-	-	-	-	-	-	-	-	135,000
6 Fire Hydrants in Britley Subdivision	2020-6000-003	45,000	-	-	-	-	-	-	-	-	-	45,000
FY 20/21 WL Upgrades: Plaza Drive, Parallel Drive, School Ave, Patricia, Ford St, and Pine St Ave 6-inch Main Upgrade (CPF)	2020-6000-004	90,000	1,150,000	-	-	-	-	-	-	-	-	1,240,000
FY 21/22 WL Upgrades: Woodside Drive and Autumn Drive 6 inch Main Upgrade (CPF)		-	96,000	1,070,000	-	-	-	-	-	-	-	1,166,000
FY 22/23 WL Upgrades: Cabarrus Woods 6 inch WL Replacment (5,800 LF) and Fire Hydrant Installation (CPF)		-	-	150,000	1,100,000	-	-	-	-	-	-	1,250,000
FY 23/24 WL Upgrades: Hillcrest Drive, Willow Lane, Tall Tree Lane, and Leatherwood Lane 6-inch Main Upgrade (CPF)		-	-	-	136,000	780,000	-	-	-	-	-	916,000
FY 24/25 WL Upgrades: Oakley Dr, Forest St, Henderson Cir, and Harris Depot Rd Main Upgrades		-	-	-	-	145,000	835,000	-	-	-	-	980,000
FY 25/26 WL Upgrades: School Cir, Robinson Ave, Harrisburg Vet Rd, Hickory Ridge Rd, & Alexander Hill Ct 6-inch Main Upgrade (CPF)		-	-	-	-	-	118,000	676,000	-	-	-	794,000
FY 26/27 WL Upgrades: Riverside Dr, Harrisburg Dr, Astor Dr, Roberta Pl, and Rocky River Pl 6-inch Main Upgrade (CPF)		-	-	-	-	-	-	125,000	720,000	-	-	845,000
Expansion Projects												
Elevated Water Storage Tank at West End of Rocky River Rd (CPF)	2019-6000-003	4,200,000	-	-	-	-	-	-	-	-	-	4,200,000
Sequoia Hills Drive/Pharr Mill Loop (CPF)		-	-	50,000	275,000	-	-	-	-	-	-	325,000
McMillian Acres Subdivision WL (2,770 LF of 6 inch and 800 LF of 2 inch WL) (CPF)		-	-	-	-	465,000	-	-	-	-	-	465,000
Middleton Subdivision WL (5,180 LF of 6 inch and 400 LF of 2 inch WL) (CPF)		-	-	-	-	-	800,000	-	-	-	-	800,000
Rocky River Plantation Subdivision WL (2,380 LF of 6 inch and 1,040 LF of 2 inch WL) (CPF)		-	-	-	-	-	458,000	-	-	-	-	458,000
Oaks Estates Subdivision WL Replacement (5,370 LF of 6 inch and 2,940 LF of 2 inch WL) (CPF)		-	-	-	-	-	-	1,005,000	-	-	-	1,005,000
Planter's Row Subdivision WL Replacement (1,790 LF of 6 inch and 1,560 LF of 2 inch WL) (CPF)		-	-	-	-	-	-	472,000	-	-	-	472,000
Stallings Glen Subdivision WL (10,065 LF of 6 inch and 1,200 LF of 2 inch WL) (CPF)		-	-	-	-	-	-	-	1,700,000	-	-	1,700,000
Cedar Hills Subdivision WL (4,050 LF of 6 inch and 260 LF of 2 inch WL) (CPF)		-	-	-	-	-	-	-	560,000	-	-	560,000
Rocky River Acres Subdivision WL (4,460 LF of 6 inch and 560 LF of 2 inch WL) (CPF)		-	-	-	-	-	-	-	-	735,000	-	735,000
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 Decomissioning (CPF)	2020-6000-005	490,000	2,115,000	-	-	-	-	-	-	-	-	2,605,000
Britley #2 Pump Station Decomissioning (CPF)	2020-6000-006	125,000	861,000	-	-	-	-	-	-	-	-	986,000
Francis Haven and Farmington Pump Station Decommissioning (CPF)	2020-6000-007	92,000	600,000	-	-	-	-	-	-	-	-	692,000
Kensington pump station decommissioning (1500 LF of 8-inch gravity line) (CPF)		-	80,000	450,000	-	-	-	-	-	-	-	530,000
Bradford Park Sewer Rehab (CPF)		-	-	125,000	375,000	-	-	-	-	-	-	500,000
Orchard Park Pump Station Decommissioning (CPF)		-	-	-	150,000	515,000	-	-	-	-	-	665,000
Abbingtion Pump Station Decommissioning (2,200 LF of 8-inch gravity line) (CPF)		-	-	-	-	398,000	-	-	-	-	-	398,000
Millbrook Pump Station decommissioning (1,600 LF of 8-inch gravity line) (CPF)		-	-	-	-	120,000	515,000	-	-	-	-	635,000
Flow Metering and Monitoring Throughout System		-	-	-	-	-	250,000	-	-	-	-	250,000
Morehead West Sewer Phase 2 (CPF)		-	-	-	-	-	490,000	1,280,000	-	-	-	1,770,000
McMillian Acres Sewer Annexation(4,450 LF of 8-inch gravity sewer line) (CPF)		-	-	-	-	-	107,000	618,000	-	-	-	725,000
New Rocky River Acres Sewer Annexation (9,400 LF of gravity sewer) (CPF)		-	-	-	-	-	-	202,000	1,171,000	-	-	1,373,000
Sequoia Hills Sewer (8,500 LF of gravity) (CPF)		-	-	-	-	-	-	305,000	913,000	-	-	1,218,000
New Cedar Hills Sewer (7,200 LF of gravity sewer) (CPF)		-	-	-	-	-	-	-	153,000	884,000	-	1,037,000
Heartwood and Meadows Meter Rehab (CPF)		-	-	-	-	-	-	-	-	1,575,000	1,050,000	2,625,000
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)	2020-6000-008	750,000	750,000	750,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	4,000,000

Appendix 5: Capital Improvement Plan (continued)

Water and Sewer (continued)

Item	Project Number	Fiscal Year											Totals
		2020	2021	2022	2023	2024	2025	2026	2027	2028	2029		
Project and acquisition expenditures by function:													
Equipment													
Emergency Generator for Public Works Facility	2020-6000-009	140,000	-	-	-	-	-	-	-	-	-	140,000	
Mini backhoe	2020-6000-010	80,000	-	-	-	-	-	-	-	-	-	80,000	
Skidsteer #70	2020-6000-011	87,000	-	-	-	-	-	-	-	-	-	87,000	
305 CAT Excavator #105		-	80,000	-	-	-	-	-	-	-	-	80,000	
Replace Massy w/Flails (50% w/GF)		-	-	60,000	-	-	-	-	-	-	-	60,000	
308 CAT Excavator #106		-	-	-	130,000	-	-	-	-	-	-	130,000	
Vehicles													
Freightliner Dump Truck w/ Spreader and Plow	2020-6000-012	125,000	-	-	-	-	-	135,000	-	-	-	260,000	
Replace Pump Station Maintenance Vehicle #15	2020-6000-013	70,000	-	-	-	-	-	77,000	-	-	-	147,000	
Crew truck	2020-6000-014	65,000	-	-	-	-	-	70,000	-	-	-	135,000	
Chevrolet Silverado 2500 Reg Cab #24 - #7013	2020-6000-015	38,000	-	-	-	-	-	42,000	-	-	-	80,000	
Chevrolet 2500 Reg Cab #16 - #7011		-	38,000	-	-	-	-	-	42,000	-	-	80,000	
Ford F-150 Reg Cab #32 - #7014		-	25,000	-	-	-	-	-	30,000	-	-	55,000	
Ford F550 Super Duty Reg Cab Dump Truck # 28 - #7019		-	-	55,000	-	-	-	-	-	60,000	-	115,000	
Chevrolet Silverado 2500 HD #56 - #7024		-	-	38,000	-	-	-	-	-	42,000	-	80,000	
Freightliner Dump Truck #58 - #7021		-	-	-	105,000	-	-	-	-	-	120,000	225,000	
Freightliner M2106 Dump Truck #825 - #7025		-	-	-	-	110,000	-	-	-	-	-	110,000	
Ford F-450 Diesel Crew Cab - #7027		-	-	-	-	60,000	-	-	-	-	-	60,000	
Ford F-350 Reg Cab - #7029		-	-	-	-	38,000	-	-	-	-	-	38,000	
Chevrolet 2500 Reg Cab 4x4 - #7028		-	-	-	-	-	38,000	-	-	-	-	38,000	
Chevrolet 1500 Reg Cab Short Bed - #7030		-	-	-	-	-	-	30,000	-	-	-	30,000	
Chevrolet 2500 Reg Cab Service Bed - #7031		-	-	-	-	-	-	42,000	-	-	-	42,000	
Freightliner M2106 Diesel Dump Truck - #7032		-	-	-	-	-	-	-	115,000	-	-	115,000	
Total project expenditures		7,582,000	5,855,000	2,808,000	2,831,000	4,941,000	3,861,000	5,329,000	5,654,000	5,586,000	3,436,000	47,883,000	
Financing Sources:													
Operating revenues		-	-	-	-	-	-	-	-	-	-	-	
Capital Reserve Fund		2,802,000	2,494,000	1,538,000	1,170,000	2,518,000	538,000	646,000	437,000	352,000	370,000	12,865,000	
Capital Reserve Fund - Expansion		-	-	-	-	-	-	-	-	-	-	-	
Fund balance		-	-	-	-	-	-	-	-	-	-	-	
Installment financing		4,780,000	3,361,000	1,270,000	1,661,000	2,423,000	3,323,000	4,683,000	5,217,000	5,234,000	3,066,000	35,018,000	
Grants		-	-	-	-	-	-	-	-	-	-	-	
Powell Bill		-	-	-	-	-	-	-	-	-	-	-	
Fee in lieu of parks		-	-	-	-	-	-	-	-	-	-	-	
Other sources		-	-	-	-	-	-	-	-	-	-	-	
Total financing sources		7,582,000	5,855,000	2,808,000	2,831,000	4,941,000	3,861,000	5,329,000	5,654,000	5,586,000	3,436,000	47,883,000	
Impact on operating budget:													
Installment financing payments		235,000	610,000	807,000	1,062,000	1,380,000	1,636,000	2,017,000	2,544,000	2,915,000	3,303,000	16,509,000	
Increased operating costs		-	-	-	-	-	-	-	-	-	-	-	
Decreased operating costs		-	-	-	-	-	-	-	-	-	-	-	
Increased/decreased revenues		-	-	-	-	-	-	-	-	-	-	-	
Total Operating Impact		235,000	610,000	807,000	1,062,000	1,380,000	1,636,000	2,017,000	2,544,000	2,915,000	3,303,000	16,509,000	

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

Item	Project Number	Fiscal Year										Totals
		2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	
Project and acquisition expenditures by function:												
Storm water projects												
Storm Water Improvements - System A - Phase 2 (CPF)	2018-7000-001	800,000	-	-	-	-	-	-	-	-	-	800,000
Storm Water Improvements - System A - Phase 3 (CPF)		-	70,000	650,000	-	-	-	-	-	-	-	720,000
Storm Water Improvements - System B - Phase 1 (CPF)		-	-	-	1,000,000	1,000,000	-	-	-	-	-	2,000,000
Regional Detention Pond (CPF)	2020-7000-001	50,000	250,000	-	-	-	-	-	-	-	-	300,000
Vehicles												
Replacement of Vehicle #33 (Engineer/Storm water)		-	-	-	-	40,000	-	-	-	-	-	40,000
Freightliner Street Sweeper #53		-	-	-	-	250,000	-	-	-	-	-	250,000
Total project expenditures		850,000	320,000	650,000	1,000,000	1,290,000	-	-	-	-	-	4,110,000
Financing Sources:												
Operating revenues		812,500	137,500	650,000	-	290,000	-	-	-	-	-	1,890,000
Capital Reserve Fund		-	-	-	-	-	-	-	-	-	-	-
Fund balance		-	-	-	-	-	-	-	-	-	-	-
Installment financing		-	-	-	1,000,000	1,000,000	-	-	-	-	-	2,000,000
Grants		-	-	-	-	-	-	-	-	-	-	-
Powell Bill		-	-	-	-	-	-	-	-	-	-	-
Fee in lieu of parks		-	-	-	-	-	-	-	-	-	-	-
Other sources		37,500	182,500	-	-	-	-	-	-	-	-	220,000
Total financing sources		850,000	320,000	650,000	1,000,000	1,290,000	-	-	-	-	-	4,110,000
Impact on operating budget:												
Installment financing payments		-	-	-	60,000	170,000	217,500	212,500	207,500	202,500	197,500	1,267,500
Increased operating costs		-	-	-	-	-	-	-	-	-	-	-
Decreased operating costs		-	-	-	-	-	-	-	-	-	-	-
Increased/decreased revenues		-	-	-	-	-	-	-	-	-	-	-
Total Operating Impact		-	-	-	60,000	170,000	217,500	212,500	207,500	202,500	197,500	1,267,500

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





BUDGET ORDINANCE OF THE TOWN OF HARRISBURG FOR THE FISCAL YEAR BEGINNING JULY 1, 2019 AND ENDING JUNE 30, 2020

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, 2019, and ending June 30, 2020, in accordance with the chart of accounts heretofore established for this Town:

General government:	
Town Council	\$ 115,485
Town Clerk	72,470
Administration	247,710
Finance	309,480
Human Resources	101,495
Information Technology	159,690
Communications	88,610
Planning and Zoning	565,010
Economic Development	113,900
Engineering	323,155
Public safety:	
Deputies	1,337,915
Fire	4,497,850
Transportation:	
Powell Bill	466,300
Streets	419,700
Environmental protection:	
Public Works	1,585,800
Cultural and recreation:	
Parks and Recreation	2,152,215
Debt service	1,539,400
Transfers:	
GF Capital Reserve Fund	1,250,000
GF Capital Reserve Fund - Economic Development	60,000
Contingency appropriation	388,015
Total appropriations	<u>\$ 15,794,200</u>

SECTION 2. It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2019, and ending June 30, 2020:

Taxes	\$ 8,182,000
Interest earnings	187,500
Powell Bill	463,800
Sales and franchise tax	3,490,000
Fire unincorporated taxes	1,210,000
Other revenues	1,435,900
Transfers from General Fund Capital Reserve Fund - ED	75,000
Transfers from General Fund Capital Reserve Fund - Recreation	50,000
Transfers from General Fund Capital Reserve Fund	700,000
Total estimated revenues	<u>\$ 15,794,200</u>

SECTION 3. The following amounts are hereby appropriated in the General Fund Capital Reserve for the fiscal year beginning July 1, 2019, and ending June 30, 2020 in accordance with the chart of accounts heretofore approved for the Town:

Transfer to General Fund	\$ 700,000
Transfer to General Fund Capital Projects Fund - Transportation	54,175
Transfer to General Fund Capital Projects Fund - Recreation	500,000
Contingency appropriation	825
	<u>\$ 1,255,000</u>

SECTION 4. It is estimated that the following revenues will be available in the General Fund Capital Reserve Fund for the fiscal year beginning July 1, 2019, and ending June 30, 2020:

Transfers from General Fund	\$ 1,250,000
Interest earnings	5,000
Total estimated revenues	<u>\$ 1,255,000</u>

SECTION 5. The following amounts are hereby appropriated in the General Fund Capital Reserve Fund – Economic Development for the fiscal year beginning July 1, 2019, and ending June 30, 2020 in accordance with the chart of accounts heretofore approved for the Town:

Transfer to General Fund	<u>\$ 75,000</u>
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SECTION 6. It is estimated that the following revenues will be available in the General Fund Capital Reserve Fund – Economic Development for the fiscal year beginning July 1, 2019, and ending June 30, 2020:

Appropriated fund balance	\$ 15,000
Transfer from General Fund	60,000
Total estimated revenues	<u>\$ 75,000</u>

SECTION 7. The following amounts are hereby appropriated in the General Fund Capital Reserve Fund – Parks & Recreation for the fiscal year beginning July 1, 2019, and ending June 30, 2020 in accordance with the chart of accounts heretofore approved for the Town:

Transfer to General Fund	<u>\$ 50,000</u>
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SECTION 8. It is estimated that the following revenues will be available in the General Fund Capital Reserve Fund – Parks & Recreation for the fiscal year beginning July 1, 2019, and ending June 30, 2020:

Fee in Lieu of Payments	<u>\$ 50,000</u>
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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, 2019, and ending June 30, 2020, in accordance with the chart of accounts heretofore established for this Town:

Water and sewer operations	\$ 7,626,680
Debt service	1,913,000
Transfer to Water and Sewer Capital Reserve Fund	2,550,000
Contingency appropriation	<u>426,965</u>
Total appropriations	<u>\$ 12,516,645</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, 2019, and ending June 30, 2020:

Usage charges:	
Water	\$ 4,215,000
Sewer	3,865,000
Transfers from:	
Water and Sewer Capital Reserve Fund	800,000
Water and Sewer Capital Reserve Fund - Expansion	1,392,500
Other revenues	629,100
Appropriated Fund Balance	<u>1,615,045</u>
Total estimated revenues	<u>\$ 12,516,645</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, 2019, and ending June 30, 2020, in accordance with the chart of accounts heretofore established for this Town:

Storm Water operations	\$ 444,920
Transfer to Storm Water Capital Projects Fund	270,000
Contingency appropriation	<u>26,880</u>
Total appropriations	<u>\$ 741,800</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, 2019, and ending June 30, 2020:

Storm water fees	\$ 716,000
Other revenues	<u>25,800</u>
Total estimated revenues	<u><u>\$ 741,800</u></u>

SECTION 13. The following amounts are hereby appropriated in the Water and Sewer Fund Capital Reserve Fund for the fiscal year beginning July 1, 2019, and ending June 30, 2020 in accordance with the chart of accounts heretofore approved for the Town:

Transfers to:	
Water and Sewer Fund	\$ 800,000
Water and Sewer Capital Projects Fund	<u>2,002,000</u>
	<u><u>\$ 2,802,000</u></u>

SECTION 14. It is estimated that the following revenues will be available in the Water and Sewer Fund Capital Reserve Fund for the fiscal year beginning July 1, 2019, and ending June 30, 2020:

Transfer from Water and Sewer Fund	\$ 2,550,000
Appropriated Fund Balance	<u>252,000</u>
	<u><u>\$ 2,802,000</u></u>

SECTION 15. The following amounts are hereby appropriated in the Water and Sewer Fund Capital Reserve Fund – Expansion for the fiscal year beginning July 1, 2019, and ending June 30, 2020 in accordance with the chart of accounts heretofore approved for the Town:

Transfers to:	
Water and Sewer Fund	\$ 1,392,500
Contingency	<u>105,000</u>
	<u><u>\$ 1,497,500</u></u>

SECTION 16. It is estimated that the following revenues will be available in the Water and Sewer Fund Capital Reserve Fund – Expansion for the fiscal year beginning July 1, 2019, and ending June 30, 2020:

Permits and fees:	
Water system development charges	\$ 885,000
Sewer system development charges	<u>612,500</u>
	<u><u>\$ 1,497,500</u></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 Water and Sewer Capital Project Fund. The projects authorized are an elevated storage tank and water main upgrades at Ford Street, Parallel Drive, Patricia Avenue and Pine Street and shall span the fiscal years beginning July 1, 2019 and ending June 30, 2021.

Project - FY20/21 Water Line Upgrades:	
Professional fees	90,000
Construction	1,150,000
Project - Morehead West Sewer Phase 1 Upgrades:	
Professional fees	490,000
Construction	2,115,000
Project - Britley #2 Pump Station Decommissioning:	
Professional fees	125,000
Construction	861,000
Project - Francis Haven and Farmington Pump Station Decommissionings:	
Professional fees	92,000
Construction	600,000
Project - Annual Sanitary Sewer Rehabilitation:	
Professional fees	70,000
Construction	680,000
Total appropriations	<u><u>\$ 6,273,000</u></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, 2019 and ending June 30, 2021 as they relate to the Water and Sewer Capital Project Fund:

Project - FY20/21 Water Line Upgrades:	
Proceeds from installment financing	1,240,000
Project - Morehead West Sewer Phase 1 Upgrades:	
Proceeds from installment financing	2,605,000
Project - Britley #2 Pump Station Decommissioning:	
Transfer from Water and Sewer Capital Reserve Fund	986,000
Project - Francis Haven and Farmington Pump Station Decommissionings:	
Transfer from Water and Sewer Capital Reserve Fund	692,000
Project - Annual Sanitary Sewer Rehabilitation:	
Transfer from Water and Sewer Capital Reserve Fund	750,000
Total estimated revenues	<u><u>\$ 6,273,000</u></u>

SECTION 19. The following capital projects are authorized pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, for the Storm Water Capital Project Fund. The project authorized is a Regional Storm Water Detention Pond which shall span the fiscal years beginning July 1, 2019 and ending June 30, 2021.

Project - Regional Detention Pond:	
Professional fees	50,000
Construction	250,000
Total appropriations	<u><u>\$ 300,000</u></u>

SECTION 20. Revenue Estimates

The Town Council has and does estimate that the following revenues will be available during the fiscal years beginning July 1, 2019 and ending June 30, 2021 as they relate to the Storm Water Capital Project Fund:

Project - Regional Detention Pond:	
Transfers from Storm Water Fund	<u>\$ 300,000</u>

SECTION 21. 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, 2019 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 \$2,303,345,000 and an estimated rate of collection of 99.64%. The estimated rate of collection is based on historical collection trends.

SECTION 22. Funds appropriated in the FY2018-2019 budget and encumbered at June 30, 2019, shall be authorized as part of the FY2019-2020 budget appropriation by adoption of this budget ordinance.

SECTION 23. 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. 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 24. 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 25. 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 26. The accompanying Schedule of Fees for Fiscal Year 2020 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 27. The accompanying Capital Improvement Plan for Fiscal Years 2020 - 2029 is hereby adopted.

SECTION 28. That this ordinance shall be effective upon its passage. Adopted this 10th day of June 2019.

Steve Sciascia, Mayor

ATTEST:

Janet Rackley, Town Clerk



Town of Harrisburg, North Carolina

Schedule of Fees

Fiscal Year 2020

GENERAL FEES	
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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	
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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

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	
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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	
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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 Tampering

Meter tampering fee (any misuse of meter by	\$500
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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 and Field Rental

	County	
	Resident/Non-Profit	Non-Resident/For Profit
Shelter Rental^①		
Hourly Rate	\$20	\$30
Half Day	\$80	\$120
Full Day	\$120	\$180
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

^m 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	\$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

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

Athletics

	County	
	Resident ⁿ	Non-Resident
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
Softball	\$90	\$120
Late Registration Fee	\$25	\$25

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

Ⓨ 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)

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/Subdivisions	\$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.



Capital Improvement Plan - FY 2020 - 2029

DEFINITION: The Capital Improvements Plan (CIP) is a ten-year plan identifying the Town's capital outlay and improvement needs. As a long-range plan, the CIP reflects the Town's policy regarding long range public acquisitions or projects in which the cost exceeds \$5,000 and the estimated useful life is greater than one year. Capital outlay is defined as any expenditure for vehicles, equipment, buildings, infrastructure, land and land improvements. The CIP outlines present and future public needs and priorities. By providing a planned schedule of more than one year, the CIP is a planning tool designed to aid our policy makers in the acquisition and orderly replacement of capital assets.

CAPITAL IMPROVEMENT PLAN PROCESS: Capital project planning is an ongoing process. The CIP document is updated each year. The need or idea for capital improvements can originate from the Mayor, Council, Citizens or Town staff. These items are compiled into this document and presented to the Town Council each year. Through both the annual planning retreat and the Capital Committee, the Council focuses on prioritizing the first year's expenditures. Adoption of the CIP by the Town Council does not constitute a commitment to fund any particular item, but rather signifies an intention to fund capital outlay at the indicated level during the subsequent years.

FUNCTIONS OF THE CIP: A CIP must be updated each year. Adopting a CIP does not end in the first year. Changing needs and priorities, emergencies, cost changes, mandates and changes in technology all require the CIP to be updated annually. The Town's public facilities, streets, infrastructure, parks, equipment, etc., are constantly in need of repair, replacement or expansion.



HarrisburgNC

The right side of opportunity

Capital Improvement Plan - FY 2020 - 2029 Town-wide Summary

Item	Fiscal Year										Totals
	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	
Project and acquisition expenditures by function:											
General Fund	13,244,000	1,123,500	2,747,000	5,032,000	3,093,000	6,601,000	1,541,500	2,518,500	14,240,000	3,257,000	53,397,500
Water and Sewer Fund	7,582,000	5,855,000	2,808,000	2,581,000	2,941,000	3,861,000	5,329,000	5,654,000	5,586,000	3,436,000	45,633,000
Storm Water Fund	850,000	320,000	650,000	1,000,000	1,290,000	-	-	-	-	-	4,110,000
Total project expenditures	21,676,000	7,298,500	6,205,000	8,613,000	7,324,000	10,462,000	6,870,500	8,172,500	19,826,000	6,693,000	103,140,500
Financing Sources:											
Operating revenues	812,500	137,500	650,000	-	290,000	-	-	-	-	-	1,890,000
Capital Reserve Fund	5,201,000	3,212,500	2,376,000	1,648,000	1,117,000	1,386,000	1,759,500	1,223,500	1,160,000	885,000	19,968,500
Fund balance	-	-	-	-	-	-	-	-	-	-	-
Installment financing	14,895,000	3,361,000	2,770,000	6,551,000	5,498,000	6,941,000	4,683,000	6,517,000	18,229,000	5,366,000	74,811,000
Grants	330,000	-	-	-	-	1,712,000	-	-	-	-	2,042,000
Powell Bill	400,000	405,000	409,000	414,000	419,000	423,000	428,000	432,000	437,000	442,000	4,209,000
Fee in lieu of parks	-	-	-	-	-	-	-	-	-	-	-
Other sources	37,500	182,500	-	-	-	-	-	-	-	-	220,000
Total financing sources	21,676,000	7,298,500	6,205,000	8,613,000	7,324,000	10,462,000	6,870,500	8,172,500	19,826,000	6,693,000	103,140,500
Impact on operating budget:											
Installment financing payments	742,500	1,868,000	2,408,000	3,161,000	3,802,000	4,225,500	4,717,500	5,747,500	6,665,500	7,184,500	40,522,000
Increased operating costs	-	-	-	-	-	-	-	-	-	-	-
Decreased operating costs	-	-	-	-	-	-	-	-	-	-	-
Increased/decreased revenues	-	-	-	-	-	-	-	-	-	-	-
Total Operating Impact	742,500	1,868,000	2,408,000	3,161,000	3,802,000	4,225,500	4,717,500	5,747,500	6,665,500	7,184,500	40,522,000



Capital Improvement Plan - FY 2020 - 2029
General Fund Summary

Item	Fiscal Year										Totals
	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	
Project and acquisition expenditures by function:											
Administration, Engineering, IT & Communications	90,000	30,000	35,000	370,000	2,120,000	125,000	97,000	35,000	70,000	110,000	3,082,000
Planning & Economic Development	1,000,000	-	-	-	35,000	-	20,000	-	-	-	1,055,000
Public Safety	1,008,000	333,500	1,787,000	820,000	349,000	885,000	381,500	661,500	13,193,000	2,390,000	21,808,500
Environmental Protection	10,000	65,000	210,000	215,000	-	-	200,000	70,000	75,000	45,000	890,000
Streets and Transportation	1,930,000	405,000	409,000	414,000	419,000	5,068,000	428,000	432,000	437,000	442,000	10,384,000
Parks and Recreation	9,206,000	290,000	306,000	3,213,000	170,000	523,000	415,000	1,320,000	465,000	270,000	16,178,000
Total project expenditures	13,244,000	1,123,500	2,747,000	5,032,000	3,093,000	6,601,000	1,541,500	2,518,500	14,240,000	3,257,000	53,397,500
Financing Sources:											
Operating revenues	-	-	-	-	-	-	-	-	-	-	-
Capital Reserve Fund	2,399,000	718,500	838,000	728,000	599,000	848,000	1,113,500	786,500	808,000	515,000	9,353,500
Fund balance	-	-	-	-	-	-	-	-	-	-	-
Installment financing	10,115,000	-	1,500,000	3,890,000	2,075,000	3,618,000	-	1,300,000	12,995,000	2,300,000	37,793,000
Grants	330,000	-	-	-	-	1,712,000	-	-	-	-	2,042,000
Powell Bill	400,000	405,000	409,000	414,000	419,000	423,000	428,000	432,000	437,000	442,000	4,209,000
Fee in lieu of parks	-	-	-	-	-	-	-	-	-	-	-
Other sources	-	-	-	-	-	-	-	-	-	-	-
Total financing sources	13,244,000	1,123,500	2,747,000	5,032,000	3,093,000	6,601,000	1,541,500	2,518,500	14,240,000	3,257,000	53,397,500
Impact on operating budget:											
Installment financing payments	522,500	1,118,000	1,268,000	1,798,000	2,113,000	2,238,000	2,359,000	2,876,000	3,429,000	3,574,000	21,295,500
Increased operating costs	-	-	-	-	-	-	-	-	-	-	-
Decreased operating costs	-	-	-	-	-	-	-	-	-	-	-
Increased/decreased revenues	-	-	-	-	-	-	-	-	-	-	-
Total Operating Impact	522,500	1,118,000	1,268,000	1,798,000	2,113,000	2,238,000	2,359,000	2,876,000	3,429,000	3,574,000	21,295,500



HarrisburgNC

The right side of opportunity

Capital Improvement Plan - FY 2020 - 2029

General Fund - Administration

Item	Project Number	Fiscal Year										Totals
		2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	
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)		-	-	-	35,000	-	-	-	-	-	40,000	75,000
Replacement of Vehicle 1004 (Explorer)		-	-	-	-	40,000	-	-	-	-	-	40,000
Replacement of Vehicle 1005 (Chevy 1500)		-	30,000	-	-	-	-	-	35,000	-	-	65,000
Replacement of Vehicle 1006 (Charger)		-	-	35,000	-	-	-	-	-	40,000	-	75,000
Total project expenditures		-	30,000	35,000	285,000	2,040,000	-	-	35,000	40,000	40,000	2,505,000
Financing Sources:												
Operating revenues		-	-	-	-	-	-	-	-	-	-	-
Capital Reserve Fund		-	30,000	35,000	35,000	40,000	-	-	35,000	40,000	40,000	255,000
Fund balance		-	-	-	-	-	-	-	-	-	-	-
Installment financing		-	-	-	250,000	2,000,000	-	-	-	-	-	2,250,000
Grants		-	-	-	-	-	-	-	-	-	-	-
Powell Bill		-	-	-	-	-	-	-	-	-	-	-
Fee in lieu of		-	-	-	-	-	-	-	-	-	-	-
Unfunded		-	-	-	-	-	-	-	-	-	-	-
Total financing sources		-	30,000	35,000	285,000	2,040,000	-	-	35,000	40,000	40,000	2,505,000
Impact on operating budget:												
Installment financing payments		-	-	-	130,000	250,000	240,000	235,000	230,000	225,000	220,000	1,530,000
Increased operating costs		-	-	-	-	-	-	-	-	-	-	-
Decreased operating costs		-	-	-	-	-	-	-	-	-	-	-
Increased/decreased revenues		-	-	-	-	-	-	-	-	-	-	-
Total Operating Impact		-	-	-	130,000	250,000	240,000	235,000	230,000	225,000	220,000	1,530,000

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



HarrisburgNC
The right side of opportunity

Capital Improvement Plan - FY 2020 - 2029
General Fund - Communications

Item	Project Number											Totals
		2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	
Project and acquisition expenditures by function:												
Projects												
Branded Gateway Sign - Rocky River Road		-	-	-	-	-	125,000	-	-	-	-	125,000
Wayfinding Signs Update		-	-	-	-	45,000	-	-	-	-	-	45,000
Total project expenditures		-	-	-	-	45,000	125,000	-	-	-	-	170,000
Financing Sources:												
Operating revenues		-	-	-	-	-	-	-	-	-	-	-
Capital Reserve Fund		-	-	-	-	45,000	125,000	-	-	-	-	170,000
Fund balance		-	-	-	-	-	-	-	-	-	-	-
Installment financing		-	-	-	-	-	-	-	-	-	-	-
Grants		-	-	-	-	-	-	-	-	-	-	-
Powell Bill		-	-	-	-	-	-	-	-	-	-	-
Fee in lieu of		-	-	-	-	-	-	-	-	-	-	-
Unfunded		-	-	-	-	-	-	-	-	-	-	-
Total financing sources		-	-	-	-	45,000	125,000	-	-	-	-	170,000
Impact on operating budget:												
Installment financing payments		-	-	-	-	-	-	-	-	-	-	-
Increased operating costs		-	-	-	-	-	-	-	-	-	-	-
Decreased operating costs		-	-	-	-	-	-	-	-	-	-	-
Increased/decreased revenues		-	-	-	-	-	-	-	-	-	-	-
Total Operating Impact		-	-	-	-	-	-	-	-	-	-	-



Capital Improvement Plan - FY 2020 - 2029
General Fund - Information Technology

Item	Project Number	Fiscal Year										Totals
		2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	
Project and acquisition expenditures by function:												
Equipment												
Exchange Server - Email Archive	2020-1175-001	15,000	-	-	-	-	-	-	-	-	-	15,000
Card Access - Municipal Complex	2020-1175-002	7,500	-	-	-	-	-	-	-	-	-	7,500
Backup & Disaster Recovery	2020-1175-003	25,000	-	-	30,000	-	-	35,000	-	-	40,000	130,000
Server Replacement		-	-	-	25,000	-	-	-	-	30,000	-	55,000
Surveillance System - Town Hall	2020-1175-004	7,500	-	-	-	-	-	-	-	-	-	7,500
Vehicles												
Replacement of Vehicle 1003 (Charger)		-	-	-	30,000	-	-	-	-	-	30,000	60,000
Total project expenditures		55,000	-	-	85,000	-	-	35,000	-	30,000	70,000	275,000
Financing Sources:												
Operating revenues		-	-	-	-	-	-	-	-	-	-	-
Capital Reserve Fund		55,000	-	-	85,000	-	-	35,000	-	30,000	70,000	275,000
Fund balance		-	-	-	-	-	-	-	-	-	-	-
Installment financing		-	-	-	-	-	-	-	-	-	-	-
Grants		-	-	-	-	-	-	-	-	-	-	-
Powell Bill		-	-	-	-	-	-	-	-	-	-	-
Fee in lieu of		-	-	-	-	-	-	-	-	-	-	-
Unfunded		-	-	-	-	-	-	-	-	-	-	-
Total financing sources		55,000	-	-	85,000	-	-	35,000	-	30,000	70,000	275,000
Impact on operating budget:												
Installment financing payments		-	-	-	-	-	-	-	-	-	-	-
Increased operating costs		-	-	-	-	-	-	-	-	-	-	-
Decreased operating costs		-	-	-	-	-	-	-	-	-	-	-
Increased/decreased revenues		-	-	-	-	-	-	-	-	-	-	-
Total Operating Impact		-	-	-	-	-	-	-	-	-	-	-



Capital Improvement Plan - FY 2020 - 2029
General Fund - Engineering

Item	Project Number	Fiscal Year										Totals
		2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	
Project and acquisition expenditures by function:												
Equipment												
Plotting Printer/Scanner (50% w/ WSF)		-	-	-	-	-	-	10,000	-	-	-	10,000
Survey Equipment		-	-	-	-	-	-	12,000	-	-	-	12,000
Vehicles												
Replacement of Vehicle #10 - Construction Inspector		-	-	-	-	35,000	-	-	-	-	-	35,000
New Vehicle for Grading Inspector	2020-1500-001	35,000	-	-	-	-	-	40,000	-	-	-	75,000
												-
Total project expenditures		35,000	-	-	-	35,000	-	62,000	-	-	-	132,000
Financing Sources:												
Operating revenues		-	-	-	-	-	-	-	-	-	-	-
Capital Reserve Fund		35,000	-	-	-	35,000	-	62,000	-	-	-	132,000
Fund balance		-	-	-	-	-	-	-	-	-	-	-
Installment financing		-	-	-	-	-	-	-	-	-	-	-
Grants		-	-	-	-	-	-	-	-	-	-	-
Powell Bill		-	-	-	-	-	-	-	-	-	-	-
Fee in lieu of		-	-	-	-	-	-	-	-	-	-	-
Unfunded		-	-	-	-	-	-	-	-	-	-	-
Total financing sources		35,000	-	-	-	35,000	-	62,000	-	-	-	132,000
Impact on operating budget:												
Installment financing payments		-	-	-	-	-	-	-	-	-	-	-
Increased operating costs		-	-	-	-	-	-	-	-	-	-	-
Decreased operating costs		-	-	-	-	-	-	-	-	-	-	-
Increased/decreased revenues		-	-	-	-	-	-	-	-	-	-	-
Total Operating Impact		-	-	-	-	-	-	-	-	-	-	-



Capital Improvement Plan - FY 2020 - 2029
General Fund - Planning & Economic Development

Item	Project Number	Fiscal Year										Totals
		2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	
Project and acquisition expenditures by function:												
Buildings & Grounds												
Land Acquisition	2020-1300-001	1,000,000	-	-	-	-	-	-	-	-	-	1,000,000
Equipment												
Plotter		-	-	-	-	-	-	20,000	-	-	-	20,000
Vehicles												
Replacement of Vehicle #13 - P&Z Truck		-	-	-	-	35,000	-	-	-	-	-	35,000
Total project expenditures		1,000,000	-	-	-	35,000	-	20,000	-	-	-	1,055,000
Financing Sources:												
Operating revenues		-	-	-	-	-	-	-	-	-	-	-
Capital Reserve Fund		1,000,000	-	-	-	35,000	-	20,000	-	-	-	1,055,000
Fund balance		-	-	-	-	-	-	-	-	-	-	-
Installment financing		-	-	-	-	-	-	-	-	-	-	-
Grants		-	-	-	-	-	-	-	-	-	-	-
Powell Bill		-	-	-	-	-	-	-	-	-	-	-
Fee in lieu of		-	-	-	-	-	-	-	-	-	-	-
Unfunded		-	-	-	-	-	-	-	-	-	-	-
Total financing sources		1,000,000	-	-	-	35,000	-	20,000	-	-	-	1,055,000
Impact on operating budget:												
Installment financing payments		-	-	-	-	-	-	-	-	-	-	-
Increased operating costs		-	-	-	-	-	-	-	-	-	-	-
Decreased operating costs		-	-	-	-	-	-	-	-	-	-	-
Increased/decreased revenues		-	-	-	-	-	-	-	-	-	-	-
Total Operating Impact		-	-	-	-	-	-	-	-	-	-	-



Capital Improvement Plan - FY 2020 - 2029
General Fund - Deputies

Item	Project Number	Fiscal Year										Totals
		2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	
Project and acquisition expenditures by function:												
Vehicles												
Replacement of H7 unit - 2012 #4004		-	-	-	-	-	50,000	-	-	-	-	50,000
Replacement of H9 unit - 2013 #4005		-	-	-	-	-	50,000	-	-	-	-	50,000
Replacement of H13 unit - 2013 #4006	2020-2000-001	50,000	-	-	-	-	-	50,000	-	-	-	100,000
Replacement of H6 unit - 2013 #4008	2020-2000-002	50,000		-	-	-	-	50,000	-	-	-	100,000
Replacement of H14 unit - 2019		-		-	-	-	50,000	-	-	-	-	50,000
Replacement of H15 unit - 2019		-	-	-	-	-	50,000		-	-	-	50,000
Replacement of H12 unit - 2013 #4007	2020-2000-003	50,000	-	-	-	-	-	50,000	-	-	-	100,000
Replacement of H8 unit - 2014 #4001		-	50,000	-	-	-	-	-	50,000	-	-	100,000
Replacement of H11 unit - 2014 #4002			50,000	-	-	-	-	-	50,000		-	100,000
Replacement of H4 unit - 2015 #4013		-	-	50,000	-	-	-	-	-	50,000		100,000
Replacement of H1 unit - 2016 #4003		-	-	50,000	-	-	-	-	-	50,000		100,000
Replacement of H3 unit - 2016 #4014		-	-	-	50,000	-	-	-	-	-	50,000	100,000
Replacement of H2 unit - 2017 #4016		-	-	-	-	50,000	-	-	-	-	-	50,000
Total project expenditures		150,000	100,000	100,000	50,000	50,000	200,000	150,000	100,000	100,000	50,000	1,050,000
Financing Sources:												
Operating revenues		-	-	-	-	-	-	-	-	-	-	-
Capital Reserve Fund		150,000	100,000	100,000	50,000	50,000	200,000	150,000	100,000	100,000	50,000	1,050,000
Fund balance		-	-	-	-	-	-	-	-	-	-	-
Installment financing		-	-	-	-	-	-	-	-	-	-	-
Grants		-	-	-	-	-	-	-	-	-	-	-
Powell Bill		-	-	-	-	-	-	-	-	-	-	-
Fee in lieu of		-	-	-	-	-	-	-	-	-	-	-
Unfunded		-	-	-	-	-	-	-	-	-	-	-
Total financing sources		150,000	100,000	100,000	50,000	50,000	200,000	150,000	100,000	100,000	50,000	1,050,000
Impact on operating budget:												
Installment financing payments		-	-	-	-	-	-	-	-	-	-	-
Increased operating costs		-	-	-	-	-	-	-	-	-	-	-
Decreased operating costs		-	-	-	-	-	-	-	-	-	-	-
Increased/decreased revenues		-	-	-	-	-	-	-	-	-	-	-
Total Operating Impact		-	-	-	-	-	-	-	-	-	-	-



Capital Improvement Plan - FY 2020 - 2029
General Fund - Fire Services

Item	Project Number	Fiscal Year										Totals
		2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	
Project and acquisition expenditures by function:												
Buildings & Grounds												
Construction of Fire Station #1 (CPF)		-	-	-	-	-	-	-	300,000	12,000,000	-	12,300,000
Fire/Town Training Facility (CPF)			-	-	-	75,000	685,000	-	-	-	-	760,000
HVAC Replacement - Station 3	2020-2100-001	60,000										60,000
Fire Apparatus												
Replacement for Engine 3 & Tools		-	-	-	-							-
Refurbish Engine 1		-	-	-	-							-
FD102 2002 Luverne Engine (CPF)	2020-2100-002	615,000	-	-	-	-	-	-	-	-	800,000	1,415,000
FD101 2005 Smeal Engine		-	-		640,000	-	-	-	-	-	-	640,000
FD201 2005 Smeal Ladder 105'		-	-	1,500,000	-	-	-	-	-	-	1,500,000	3,000,000
FD301 2008 SVI Rescue		-	-	-	-		-		-	995,000	-	995,000
FD307 2007 Brush Truck		-	-	-	-	80,000	-	-	-	-	-	80,000
Equipment												
Mower for Station 3		-	-	-	-							-
Forcible Entry Trainer		-	-	-	-	-	-	-	-	-	-	-
Replace Portable Radios	2020-2100-003	69,000	69,000	69,000	69,000	80,000	-	-	-	-	-	356,000
OSHA Fit Testing Equipment			-	-	-	-				-	-	-
Replace Thermal Camera E2			-			-	-	-	-	-	-	-
SRT Trailer and Boat w/ Motor		-	-	-	-	-	-	-	-	-	-	-
Fire Extinguisher Training Prop		-	-		-	-	-	-	-	-	-	-
Battery Operated Fans for Ladder 1 and Rescue Veh			-	-	-	-	-	-	-	-	-	-
Replace Intercom Rescue 1		-	-	-	-	-	-	-	-	-	-	-
Battery Extrication Tools E2		-	32,000		-	-	-	-	-	-	-	32,000
Lawn Mower Station 1			8,500	-	-	-	-	-	-	-	-	8,500
Swiftwater Boat Motor (Motor Only)	2020-2100-004	7,000	-	-	-	-	-	-	-	-	-	7,000
Update Extrication-Rescue		-	-	-	12,000		-		-	-	-	12,000
Replace Air Lifting Bags		-	-		-	20,000	-	-	-	-	-	20,000
Update Light Tower & Scene		-	-	-	-	8,000	-	-	-	-	-	8,000
Replace Self-Contained BA		-			-	-		157,500	157,500	-	-	315,000
Replace SCBA Masks	2020-2100-005	6,000	6,000	-	-	-	-	-	-	-	-	12,000
Replace Struts Rescue		-	-	-			25,000		-	-	-	25,000
Replace AEDs	2020-2100-006	20,000	20,000	20,000	-	-	-	-	-	-	-	60,000
Station Alerting Equipment	2020-2100-007	22,000	-	-	-	-		-	-	-	-	22,000
Vehicles												
Replace FD601 - Fire Marshal/Inspector		-	-	-	-							-
Replace FD801 - Training Officer		-	-	-	-							-
FD702 2013 Silverado -Logistics		-	49,000	-	-	-	-	-	55,000	-	-	104,000
FD701 2013 Charger- FC		-	-	-	-	36,000			-		40,000	76,000
FD705 2014 Suburban-DC	2020-2100-008	49,000		-	-	-	-	49,000		-	-	98,000
FD602 2015 Silverado-Trn Cap		-	49,000	-	-	-	-	-	49,000	-	-	98,000
FD601 2016 Silverado-Trn Chief		-	-	49,000	-	-	-	-	-	49,000	-	98,000
FD706 2016 Silverado- BC			-	49,000	-		-	-		49,000	-	98,000
FD707 2017 Tahoe -FM		-	-	-	49,000	-	-	-	-	-	-	49,000
FDxxx 2003 Ford F-450 - Towing	2020-2100-009	10,000		-	-	-	-	-	-	-	-	10,000
Total project expenditures		858,000	233,500	1,687,000	770,000	299,000	685,000	231,500	561,500	13,093,000	2,340,000	20,758,500



Capital Improvement Plan - FY 2020 - 2029
General Fund - Fire Services

Item	Project Number	Fiscal Year										Totals
		2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	
Project and acquisition expenditures by function:												
Financing Sources:												
Operating revenues		-	-	-	-	-	-	-	-	-	-	-
Capital Reserve Fund		243,000	233,500	187,000	130,000	224,000	-	231,500	261,500	98,000	40,000	1,648,500
Fund balance		-	-	-	-	-	-	-	-	-	-	-
Installment financing		615,000	-	1,500,000	640,000	75,000	685,000	-	300,000	12,995,000	2,300,000	19,110,000
Grants/Other		-	-	-	-	-	-	-	-	-	-	-
Powell Bill		-	-	-	-	-	-	-	-	-	-	-
Fee in lieu of		-	-	-	-	-	-	-	-	-	-	-
Unfunded		-	-	-	-	-	-	-	-	-	-	-
Total financing sources		858,000	233,500	1,687,000	770,000	299,000	685,000	231,500	561,500	13,093,000	2,340,000	20,758,500
Impact on operating budget:												
Installment financing payments		-	89,000	271,000	523,000	580,000	602,000	620,000	1,119,000	1,664,000	1,856,000	7,324,000
Increased operating costs		-	-	-	-	-	-	-	-	-	-	-
Decreased operating costs		-	-	-	-	-	-	-	-	-	-	-
Increased/decreased revenues		-	-	-	-	-	-	-	-	-	-	-
Total Operating Impact		-	89,000	271,000	523,000	580,000	602,000	620,000	1,119,000	1,664,000	1,856,000	7,324,000



HarrisburgNC

The right side of opportunity

Capital Improvement Plan - FY 2020 - 2029

General Fund - Environmental Protection

Item	Project Number	Fiscal Year										Totals
		2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	
Project and acquisition expenditures by function:												
Heavy Equipment												
Replace Brush Truck		-	-	-	-	-	-	200,000	-	-	-	200,000
Replace Backup Brush Truck - #7002		-	-	-	175,000	-	-	-	-	-	-	175,000
Replace Leaf Truck - #7026		-	-	150,000	-	-	-	-	-	-	-	150,000
Replace Massy w/Flails (50% w/WSF)		-	-	60,000	-	-	-	-	-	75,000	-	135,000
Replace Dump Truck w/Tommy Gate - #7016		-	65,000	-	-	-	-	-	70,000	-	-	135,000
Equipment												
Replace 2010 Mower	2020-4100-001	10,000	-	-	-	-	-	-	-	-	-	10,000
Vehicles												
Replace Chevy Silverado Crew Cab Truck - #7020		-	-	-	40,000	-	-	-	-	-	45,000	85,000
Total project expenditures		10,000	65,000	210,000	215,000	-	-	200,000	70,000	75,000	45,000	890,000
Financing Sources:												
Operating revenues		-	-	-	-	-	-	-	-	-	-	-
Capital Reserve Fund		10,000	65,000	210,000	215,000	-	-	200,000	70,000	75,000	45,000	890,000
Fund balance		-	-	-	-	-	-	-	-	-	-	-
Installment financing		-	-	-	-	-	-	-	-	-	-	-
Grants		-	-	-	-	-	-	-	-	-	-	-
Powell Bill		-	-	-	-	-	-	-	-	-	-	-
Fee in lieu of		-	-	-	-	-	-	-	-	-	-	-
Unfunded		-	-	-	-	-	-	-	-	-	-	-
Total financing sources		10,000	65,000	210,000	215,000	-	-	200,000	70,000	75,000	45,000	890,000
Impact on operating budget:												
Installment financing payments		-	-	-	-	-	-	-	-	-	-	-
Increased operating costs		-	-	-	-	-	-	-	-	-	-	-
Decreased operating costs		-	-	-	-	-	-	-	-	-	-	-
Increased/decreased revenues		-	-	-	-	-	-	-	-	-	-	-
Total Operating Impact		-	-	-	-	-	-	-	-	-	-	-

HarrisburgNC
The right side of opportunity
Capital Improvement Plan - FY 2020 - 2029
General Fund - Transportation (Public Works)

Item	Project Number	Fiscal Year										Totals
		2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	
Project and acquisition expenditures by function:												
Sidewalks												
CMAQ - Tom Query (CPF)	2018-3001-001	530,000	-	-	-	-	-	-	-	-	-	530,000
2017 Transportation Bonds (CPF)	2019-3001-001	150,000	-	-	-	-	400,000	-	-	-	-	550,000
Street Resurfacing												
2017 Transportation Bonds (CPF)	2019-3001-001	350,000	-	-	-	-	650,000	-	-	-	-	1,000,000
Roadway Improvements												
2017 Transportation Bonds (CPF)	2019-3001-001	500,000	-	-	-	-	3,595,000	-	-	-	-	4,095,000
Total project expenditures		1,530,000	-	-	-	-	4,645,000	-	-	-	-	6,175,000
Financing Sources:												
Operating revenues		-	-	-	-	-	-	-	-	-	-	-
Capital Reserve Fund		200,000	-	-	-	-	-	-	-	-	-	200,000
Fund balance		-	-	-	-	-	-	-	-	-	-	-
Installment financing		1,000,000	-	-	-	-	2,933,000	-	-	-	-	3,933,000
Grants		330,000	-	-	-	-	1,712,000	-	-	-	-	2,042,000
Powell Bill		-	-	-	-	-	-	-	-	-	-	-
Fee in lieu of		-	-	-	-	-	-	-	-	-	-	-
Other sources		-	-	-	-	-	-	-	-	-	-	-
Total financing sources		1,530,000	-	-	-	-	4,645,000	-	-	-	-	6,175,000
Impact on operating budget:												
Installment financing payments		47,500	94,000	92,000	90,000	88,000	231,000	364,000	357,000	350,000	343,000	2,056,500
Increased operating costs		-	-	-	-	-	-	-	-	-	-	-
Decreased operating costs		-	-	-	-	-	-	-	-	-	-	-
Increased/decreased revenues		-	-	-	-	-	-	-	-	-	-	-
Total Operating Impact		47,500	94,000	92,000	90,000	88,000	231,000	364,000	357,000	350,000	343,000	2,056,500

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



HarrisburgNC
The right side of opportunity

Capital Improvement Plan - FY 2020 - 2029
General Fund - Transportation (Powell Bill)

Item	Project Number	Fiscal Year										Totals
		2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	
Project and acquisition expenditures by function:												
Street Resurfacing												
FY2020 Resurfacing Projects	2020-3000-001	400,000	-	-	-	-	-	-	-	-	-	400,000
FY2021 Resurfacing Projects			405,000	-	-	-	-	-	-	-	-	405,000
FY2022 Resurfacing Projects		-	-	409,000	-	-	-	-	-	-	-	409,000
FY2023 Resurfacing Projects		-	-	-	414,000	-	-	-	-	-	-	414,000
FY2024 Resurfacing Projects		-	-	-	-	419,000	-	-	-	-	-	419,000
FY2025 Resurfacing Projects		-	-	-	-	-	423,000	-	-	-	-	423,000
FY2026 Resurfacing Projects		-	-	-	-	-	-	428,000	-	-	-	428,000
FY2027 Resurfacing Projects		-	-	-	-	-	-	-	432,000	-	-	432,000
FY2028 Resurfacing Projects		-	-	-	-	-	-	-	-	437,000	-	437,000
FY2029 Resurfacing Projects		-	-	-	-	-	-	-	-	-	442,000	442,000
Total project expenditures		400,000	405,000	409,000	414,000	419,000	423,000	428,000	432,000	437,000	442,000	4,209,000
Financing Sources:												
Operating revenues		-	-	-	-	-	-	-	-	-	-	-
Capital Reserve Fund		-	-	-	-	-	-	-	-	-	-	-
Fund balance		-	-	-	-	-	-	-	-	-	-	-
Installment financing		-	-	-	-	-	-	-	-	-	-	-
Grants		-	-	-	-	-	-	-	-	-	-	-
Powell Bill		400,000	405,000	409,000	414,000	419,000	423,000	428,000	432,000	437,000	442,000	4,209,000
Fee in lieu of		-	-	-	-	-	-	-	-	-	-	-
Unfunded		-	-	-	-	-	-	-	-	-	-	-
Total financing sources		400,000	405,000	409,000	414,000	419,000	423,000	428,000	432,000	437,000	442,000	4,209,000
Impact on operating budget:		-	-	-	-	-	-	-	-	-	-	-
Installment financing payments		-	-	-	-	-	-	-	-	-	-	-
Increased operating costs		-	-	-	-	-	-	-	-	-	-	-
Decreased operating costs		-	-	-	-	-	-	-	-	-	-	-
Increased/decreased revenues		-	-	-	-	-	-	-	-	-	-	-
Total Operating Impact		-	-	-	-	-	-	-	-	-	-	-



HarrisburgNC
The right side of opportunity

Capital Improvement Plan - FY 2020 - 2029
General Fund - Parks & Recreation

Item	Project Number	Fiscal Year										Totals
		2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	
Project and acquisition expenditures by function:												
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	200,000
Pharr Mill Playground Replacement		-	-	-	-		175,000	-	-	-	-	175,000
Pharr Mill Fence	2020-5000-001	21,000	-	-	-	-	-	-	-	-	-	21,000
Back Creek Greenway - Phase I - Natural Surface	2020-5000-002	150,000	-	-	-	-	-	-	-	-	-	150,000
Back Creek Greenway - Phase II - Natural Surface		-	150,000	-	-	-	-	-	-	-	-	150,000
Back Creek Greenway - Phase III - Natural Surface		-	-	150,000	-	-	-	-	-	-	-	150,000
Back Creek Greenway - Phase IV - Natural Surface		-	-	-	150,000	-	-	-	-	-	-	150,000
Back Creek Greenway - Phase V - Natural Surface		-	-	-	-	150,000	100,000	-	-	-	-	250,000
Rocky River Greenway Design/Build Documents		-	-	-	-	-	-	150,000	-	-	-	150,000
Rocky River Greenway - Phase I - Natural Surface		-	-	-	-	-	-	-	150,000	-	-	150,000
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		-	-	-	-	-	-	-	-	-	-	
Rocky River Greenway - Phase V - Natural Surface (2030)												-
Rocky River Greenway - Phase I - Asphalt Surface (2031)												-
Tennis Court Resurfacing (Stallings Park)		-	-	-		-	50,000	-	-	-	-	50,000
Parking Lot Resurfacing (Stallings Park)		-	-	-	-	-	-	100,000	-	-	-	100,000
Parking Lot Resurfacing (Pharr Mill Park)		-	-	-	-	-	-	-	-	125,000	-	125,000
Veterans Plaza Development (CPF)	2019-5000-006	500,000		-		-	-	-	-	-	-	500,000
Old Veterans Park Refit		-	100,000	-	-	-	-	-	-	-	-	100,000
Buildings/Facilities												
Pharr Mill Maintenance Building		-	-	75,000	-	-	-	-	-	-	-	75,000
Land Acquisition			-	-	-	-	-	-	1,000,000	-	-	1,000,000
Harrisburg Park Development Phase I East (CPF)	2019-5000-007	8,500,000		-	-	-	-	-	-	-	-	8,500,000
Harrisburg Park Development Phase I West (CPF)		-	-	-	3,000,000	-	-	-	-	-	-	3,000,000
Library Renovations (remodel work, roofing, windows, etc.)		-	-	-	-	-	-	-	150,000	-	-	150,000
Library HVAC replacement		-	-	-		-	40,000	-	-	-	-	40,000
Equipment												
		-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-	-
Heavy Equipment												
John Deere Tractor Replacement		-	-	-	25,000	-	-	-	-	-	-	25,000
Zero Turn Mower Replacement (60")	2020-5000-003	15,000	-	-	-	-	-	-	-	20,000	-	35,000
Zero Turn Mower Replacement (72")		-	-	-	18,000	-	-	-	-	-	18,000	36,000
Loader Replacement		-	-	-	-	-	-	75,000	-	-	-	75,000
Kubota 4trax Replacement		-	-	-	-	-	30,000	-	-	-	-	30,000
Gator Replacement		-	20,000	-	-	-	-	-	-	-	-	20,000
Groomer Replacement		-	-	25,000		-	-	-	-	25,000	-	50,000
Backhoe Replacement		-	-	-	-	-	-	-	-	125,000	-	125,000



HarrisburgNC
The right side of opportunity

Capital Improvement Plan - FY 2020 - 2029
General Fund - Parks & Recreation

Item	Project Number	Fiscal Year										Totals
		2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	
Vehicles												
Dump Truck (New)		-	-	-	-	-	-	-	-	-	47,000	47,000
5004 Replace Chevy 1500 (250+ thousand miles) 2001		-	-	-	-	-	-	-	-	-	35,000	35,000
5005 Replace Ford Explorer 2016		-	-	-	-	-	-	35,000	-	-	-	35,000
5006 Replace Chevy Single Cab (Adams) 2016		-	-	-	-	-	-	35,000	-	-	-	35,000
5001 Replace Chevy 2500 (Dales) 2015		-	-	-	-	-	36,000	-	-	-	-	36,000
5002 Replace Chevy 2500 (Garrisons) 2015		-	-	-	-	-	36,000	-	-	-	-	36,000
5007 Replace Chevy quad cab (fire donor) 2007		-	-	36,000	-	-	-	-	-	-	-	36,000
5003 Replace Ford-250 2015		-	-	-	-	-	36,000	-	-	-	-	36,000
Total project expenditures		9,206,000	290,000	306,000	3,213,000	170,000	523,000	415,000	1,320,000	465,000	270,000	16,178,000
Financing Sources:												
Operating revenues		-	-	-	-	-	-	-	-	-	-	-
Capital Reserve Fund		706,000	290,000	306,000	213,000	170,000	523,000	415,000	320,000	465,000	270,000	3,678,000
Fund balance		-	-	-	-	-	-	-	-	-	-	-
Installment financing		8,500,000	-	-	3,000,000	-	-	-	1,000,000	-	-	12,500,000
Grants		-	-	-	-	-	-	-	-	-	-	-
Powell Bill		-	-	-	-	-	-	-	-	-	-	-
Fee in Lieu of		-	-	-	-	-	-	-	-	-	-	-
Unfunded		-	-	-	-	-	-	-	-	-	-	-
Total financing sources		9,206,000	290,000	306,000	3,213,000	170,000	523,000	415,000	1,320,000	465,000	270,000	16,178,000
Impact on operating budget:												
Installment financing payments		475,000	935,000	905,000	1,055,000	1,195,000	1,165,000	1,140,000	1,170,000	1,190,000	1,155,000	10,385,000
Increased operating costs		-	-	-	-	-	-	-	-	-	-	-
Decreased operating costs		-	-	-	-	-	-	-	-	-	-	-
Increased/decreased revenues		-	-	-	-	-	-	-	-	-	-	-
Total Operating Impact		475,000	935,000	905,000	1,055,000	1,195,000	1,165,000	1,140,000	1,170,000	1,190,000	1,155,000	10,385,000

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



HarrisburgNC

The right side of opportunity

Capital Improvement Plan - FY 2020 - 2029

Water and Sewer Fund

Item	Project Number	Fiscal Year										Totals
		2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	
Project and acquisition expenditures by function:												
Buildings/improvements												
Utility Relocation - Rail Project	2017-6000-008	60,000	60,000	60,000	60,000	60,000	-	-	-	-	-	300,000
Office Remodel	2020-6000-001	15,000	-	-	-	-	-	-	-	-	-	15,000
Water projects												
Venture Church shared Waterline project	2020-6000-002	75,000	-	-	-	-	-	-	-	-	-	75,000
Patricia Ave 6-inch Main Upgrade (CPF)	2019-6000-001	325,000	-	-	-	-	-	-	-	-	-	325,000
Parallel Dr 6-inch Main Upgrade (CPF)	2019-6000-002	450,000	-	-	-	-	-	-	-	-	-	450,000
Pine St 6-inch Main upgrade (CPF)	2019-6000-006	125,000	-	-	-	-	-	-	-	-	-	125,000
Ford St 6-inch Main upgrade (CPF)	2019-6000-007	135,000	-	-	-	-	-	-	-	-	-	135,000
6 Fire Hydrants in Britley Subdivision	2020-6000-003	45,000	-	-	-	-	-	-	-	-	-	45,000
FY 20/21 WL Upgrades: Plaza Drive, Parallel Drive, School Ave, Patricia, Ford St, and Pine St Ave 6-inch Main Upgrade (CPF)	2020-6000-004	90,000	1,150,000	-	-	-	-	-	-	-	-	1,240,000
FY 21/22 WL Upgrades: Woodside Drive and Autumn Drive 6 inch Main Upgrade (CPF)		-	96,000	1,070,000	-	-	-	-	-	-	-	1,166,000
FY 22/23 WL Upgrades: Cabarrus Woods 6 inch WL Replacment (5,800 LF) and Fire Hydrant Installation (CPF)		-	-	150,000	1,100,000	-	-	-	-	-	-	1,250,000
FY 23/24 WL Upgrades: Hillcrest Drive, Willow Lane, Tall Tree Lane, and Leatherwood Lane 6-inch Main Upgrade (CPF)		-	-	-	136,000	780,000	-	-	-	-	-	916,000
FY 24/25 WL Upgrades: Oakley Dr, Forest St, Henderson Cir, and Harris Depot Rd Main Upgrades (CPF)		-	-	-	-	145,000	835,000	-	-	-	-	980,000
FY 25/26 WL Upgrades: School Cir, Robinson Ave, Harrisburg Vet Rd, Hickory Ridge Rd, & Alexander Hill Ct 6-inch Main Upgrade (CPF)		-	-	-	-	-	118,000	676,000	-	-	-	794,000
FY 26/27 WL Upgrades: Riverside Dr, Harrisburg Dr, Astor Dr, Roberta Pl, and Rocky River Pl 6-inch Main Upgrade (CPF)		-	-	-	-	-	-	125,000	720,000	-	-	845,000
Expansion Projects												
Elevated Water Storage Tank at West End of Rocky River Rd (CPF)	2019-6000-003	4,200,000	-	-	-	-	-	-	-	-	-	4,200,000
Sequoia Hills Drive/Pharr Mill Loop (CPF)		-	-	50,000	275,000	-	-	-	-	-	-	325,000
McMillian Acres Subdivision WL (2,770 LF of 6 inch and 800 LF of 2 inch WL) (CPF)		-	-	-	-	465,000	-	-	-	-	-	465,000
Middleton Subdivision WL (5,180 LF of 6 inch and 400 LF of 2 inch WL) (CPF)		-	-	-	-	-	800,000	-	-	-	-	800,000
Rocky River Plantation Subdivision WL (2,380 LF of 6 inch and 1,040 LF of 2 inch WL) (CPF)		-	-	-	-	-	458,000	-	-	-	-	458,000
Oaks Estates Subdivision WL Replacement (5,370 LF of 6 inch and 2,940 LF of 2 inch WL) (CPF)		-	-	-	-	-	-	1,005,000	-	-	-	1,005,000
Planter's Row Subdivision WL Replacement (1,790 LF of 6 inch and 1,560 LF of 2 inch WL) (CPF)		-	-	-	-	-	-	472,000	-	-	-	472,000
Stallings Glen Subdivision WL (10,065 LF of 6 inch and 1,200 LF of 2 inch WL) (CPF)		-	-	-	-	-	-	-	1,700,000	-	-	1,700,000
Cedar Hills Subdivision WL (4,050 LF of 6 inch and 260 LF of 2 inch WL) (CPF)		-	-	-	-	-	-	-	560,000	-	-	560,000
Rocky River Acres Subdivision WL (4,460 LF of 6 inch and 560 LF of 2 inch WL) (CPF)		-	-	-	-	-	-	-	-	735,000	-	735,000
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 Decomissioning (CPF)	2020-6000-005	490,000	2,115,000	-	-	-	-	-	-	-	-	2,605,000
Britley #2 Pump Station Decomissioning (CPF)	2020-6000-006	125,000	861,000	-	-	-	-	-	-	-	-	986,000
Francis Haven and Farmington Pump Station Decommissioning (CPF)	2020-6000-007	92,000	600,000	-	-	-	-	-	-	-	-	692,000
Kensington pump station decommissioning (1500 LF of 8-inch gravity line) (CPF)		-	80,000	450,000	-	-	-	-	-	-	-	530,000
Bradford Park Sewer Rehab (CPF)		-	-	125,000	375,000	-	-	-	-	-	-	500,000
Orchard Park Pump Station Decommissioning (CPF)		-	-	-	150,000	515,000	-	-	-	-	-	665,000
Abbingtion Pump Station Decommissioning (2,200 LF of 8-inch gravity line) (CPF)		-	-	-	-	398,000	-	-	-	-	-	398,000
Millbrook Pump Station decommissioning (1,600 LF of 8-inch gravity line) (CPF)		-	-	-	-	120,000	515,000	-	-	-	-	635,000
Flow Metering and Monitoring Throughout System		-	-	-	-	-	250,000	-	-	-	-	250,000
Morehead West Sewer Phase 2 (CPF)		-	-	-	-	-	490,000	1,280,000	-	-	-	1,770,000
McMillian Acres Sewer Annexation(4,450 LF of 8-inch gravity sewer line) (CPF)		-	-	-	-	-	107,000	618,000	-	-	-	725,000
New Rocky River Acres Sewer Annexation (9,400 LF of gravity sewer) (CPF)		-	-	-	-	-	-	202,000	1,171,000	-	-	1,373,000
Sequoia Hills Sewer (8,500 LF of gravity) (CPF)		-	-	-	-	-	-	305,000	913,000	-	-	1,218,000
New Cedar Hills Sewer (7,200 LF of gravity sewer) (CPF)		-	-	-	-	-	-	-	153,000	884,000	-	1,037,000
Heartwood and Meadows Meter Rehab (CPF)		-	-	-	-	-	-	-	-	1,575,000	1,050,000	2,625,000
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)	2020-6000-008	750,000	750,000	750,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	4,000,000



Capital Improvement Plan - FY 2020 - 2029
Water and Sewer Fund

Item	Project Number	Fiscal Year										Totals
		2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	
Equipment												
Emergency Generator for Public Works Facility	2020-6000-009	140,000	-	-	-	-	-	-	-	-	-	140,000
Mini backhoe	2020-6000-010	80,000	-	-	-	-	-	-	-	-	-	80,000
Skidsteer #70	2020-6000-011	87,000	-	-	-	-	-	-	-	-	-	87,000
305 CAT Excavator #105		-	80,000	-	-	-	-	-	-	-	-	80,000
Replace Massy w/Flails (50% w/GF)		-	-	60,000	-	-	-	-	-	-	-	60,000
308 CAT Excavator #106		-	-	-	130,000	-	-	-	-	-	-	130,000
Vehicles												
Freightliner Dump Truck w/ Spreader and Plow	2020-6000-012	125,000	-	-	-	-	-	135,000	-	-	-	260,000
Replace Pump Station Maintenance Vehicle #15	2020-6000-013	70,000	-	-	-	-	-	77,000	-	-	-	147,000
Crew truck	2020-6000-014	65,000	-	-	-	-	-	70,000	-	-	-	135,000
Chevrolet Silverado 2500 Reg Cab #24 - #7013	2020-6000-015	38,000	-	-	-	-	-	42,000	-	-	-	80,000
Chevrolet 2500 Reg Cab #16 - #7011		-	38,000	-	-	-	-	-	42,000	-	-	80,000
Ford F-150 Reg Cab #32 - #7014		-	25,000	-	-	-	-	-	30,000	-	-	55,000
Ford F550 Super Duty Reg Cab Dump Truck # 28 - #7019		-	-	55,000	-	-	-	-	-	60,000	-	115,000
Chevrolet Silverado 2500 HD #56 - #7024		-	-	38,000	-	-	-	-	-	42,000	-	80,000
Freightliner Dump Truck #58 - #7021		-	-	-	105,000	-	-	-	-	-	120,000	225,000
Freightliner M2106 Dump Truck #825 - #7025		-	-	-	-	110,000	-	-	-	-	-	110,000
Ford F-450 Diesel Crew Cab - #7027		-	-	-	-	60,000	-	-	-	-	-	60,000
Ford F-350 Reg Cab - #7029		-	-	-	-	38,000	-	-	-	-	-	38,000
Chevrolet 2500 Reg Cab 4x4 - #7028		-	-	-	-	-	38,000	-	-	-	-	38,000
Chevrolet 1500 Reg Cab Short Bed - #7030		-	-	-	-	-	-	30,000	-	-	-	30,000
Chevrolet 2500 Reg Cab Service Bed - #7031		-	-	-	-	-	-	42,000	-	-	-	42,000
Freightliner M2106 Diesel Dump Truck - #7032		-	-	-	-	-	-	-	115,000	-	-	115,000
Total project expenditures		7,582,000	5,855,000	2,808,000	2,581,000	2,941,000	3,861,000	5,329,000	5,654,000	5,586,000	3,436,000	45,633,000
Financing Sources:												
Operating revenues		-	-	-	-	-	-	-	-	-	-	-
Capital Reserve Fund		2,802,000	2,494,000	1,538,000	920,000	518,000	538,000	646,000	437,000	352,000	370,000	10,615,000
Capital Reserve Fund - Expansion		-	-	-	-	-	-	-	-	-	-	-
Fund balance		-	-	-	-	-	-	-	-	-	-	-
Installment financing		4,780,000	3,361,000	1,270,000	1,661,000	2,423,000	3,323,000	4,683,000	5,217,000	5,234,000	3,066,000	35,018,000
Grants		-	-	-	-	-	-	-	-	-	-	-
Powell Bill		-	-	-	-	-	-	-	-	-	-	-
Fee in lieu of parks		-	-	-	-	-	-	-	-	-	-	-
Other sources		-	-	-	-	-	-	-	-	-	-	-
Total financing sources		7,582,000	5,855,000	2,808,000	2,581,000	2,941,000	3,861,000	5,329,000	5,654,000	5,586,000	3,436,000	45,633,000
Impact on operating budget:												
Installment financing payments		220,000	750,000	1,140,000	1,303,000	1,519,000	1,770,000	2,146,000	2,664,000	3,034,000	3,413,000	17,959,000
Increased operating costs		-	-	-	-	-	-	-	-	-	-	-
Decreased operating costs		-	-	-	-	-	-	-	-	-	-	-
Increased/decreased revenues		-	-	-	-	-	-	-	-	-	-	-
Total Operating Impact		220,000	750,000	1,140,000	1,303,000	1,519,000	1,770,000	2,146,000	2,664,000	3,034,000	3,413,000	17,959,000

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



HarrisburgNC
The right side of opportunity

Capital Improvement Plan - FY 2020 - 2029
Storm Water Fund

Item	Project Number	Fiscal Year										Totals
		2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	
Project and acquisition expenditures by function:												
Storm water projects												
Storm Water Improvements - System A - Phase 2 (CPF)	2018-7000-001	800,000	-	-	-	-	-	-	-	-	-	800,000
Storm Water Improvements - System A - Phase 3 (CPF)		-	70,000	650,000	-	-	-	-	-	-	-	720,000
Storm Water Improvements - System B - Phase 1 (CPF)		-	-	-	1,000,000	1,000,000	-	-	-	-	-	2,000,000
Regional Detention Pond (CPF)	2020-7000-001	50,000	250,000	-	-	-	-	-	-	-	-	300,000
Vehicles												
Replacement of Vehicle #33 (Engineer/Storm water)		-	-	-	-	40,000	-	-	-	-	-	40,000
Freightliner Street Sweeper #53		-	-	-	-	250,000	-	-	-	-	-	250,000
Total project expenditures		850,000	320,000	650,000	1,000,000	1,290,000	-	-	-	-	-	4,110,000
Financing Sources:												
Operating revenues		812,500	137,500	650,000	-	290,000	-	-	-	-	-	1,890,000
Capital Reserve Fund		-	-	-	-	-	-	-	-	-	-	-
Fund balance		-	-	-	-	-	-	-	-	-	-	-
Installment financing		-	-	-	1,000,000	1,000,000	-	-	-	-	-	2,000,000
Grants		-	-	-	-	-	-	-	-	-	-	-
Powell Bill		-	-	-	-	-	-	-	-	-	-	-
Fee in lieu of parks		-	-	-	-	-	-	-	-	-	-	-
Other sources		37,500	182,500	-	-	-	-	-	-	-	-	220,000
Total financing sources		850,000	320,000	650,000	1,000,000	1,290,000	-	-	-	-	-	4,110,000
Impact on operating budget:												
Installment financing payments		-	-	-	60,000	170,000	217,500	212,500	207,500	202,500	197,500	1,267,500
Increased operating costs		-	-	-	-	-	-	-	-	-	-	-
Decreased operating costs		-	-	-	-	-	-	-	-	-	-	-
Increased/decreased revenues		-	-	-	-	-	-	-	-	-	-	-
Total Operating Impact		-	-	-	60,000	170,000	217,500	212,500	207,500	202,500	197,500	1,267,500

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

6/4/2019 15:27

UPDATED SALARY RANGE (5.9% INCREASE EFFECTIVE 7/2019)

GRADE	CLASSIFICATION	FLSA STATUS	MINIMUM	MIDPOINT	MAXIMUM
5	Park Attendant		\$23,905	\$29,028	\$35,289
6			\$25,100	\$30,479	\$37,053
7			\$26,355	\$32,003	\$38,905
8	Custodial Worker - Buildings & Grounds		\$27,673	\$33,603	\$40,850
9			\$29,057	\$35,283	\$42,893
10			\$30,510	\$37,048	\$45,038
11	Facilities Maintenance Specialist		\$32,036	\$38,901	\$47,291
12	Customer Service Representative Public Works Maintenance Worker		\$33,638	\$40,846	\$49,656
13	Administrative Support Specialist Administrative Support Specialist/CSR Senior Facilities Maintenance Specialist		\$35,320	\$42,889	\$52,139
14	Accounting Technician I Utility System Operator		\$37,086	\$45,033	\$54,746
15	Planning Technician Public Works Support Specialist Maintenance Supervisor-Buildings & Grounds		\$38,940	\$47,285	\$57,483
16	Senior Utility System Operator		\$40,887	\$49,649	\$60,357
17	Water System ORC Engineering Technician Sewer ORC		\$42,931	\$52,131	\$63,375
18	Customer Service Supervisor Accounting Technician II Fleet Maintenance Manager Public Works Supervisor Purchasing Agent Recreation Coordinator Utility System Crew Leader		\$45,078	\$54,737	\$66,543

GRADE	CLASSIFICATION	FLSA STATUS	MINIMUM	MIDPOINT	MAXIMUM
19	Construction Inspector Grading Inspector Human Resources Specialist Code Enforcement Officer Senior Water System ORC		\$47,332	\$57,475	\$69,871
20	Facilities Maintenance Supervisor Accountant Communications Manager Planner	E E E	\$49,699	\$60,349	\$73,365
21	Recreation Program Manager Park Superintendent	E E	\$52,184	\$63,366	\$77,033
22	Town Clerk Civil Engineer in Training (E.I.T.) Public Works Superintendent Senior Planner Asst. Parks and Recreation Director	 E E E E	\$54,793	\$66,535	\$80,885
23	Communications Director Economic Development Director	E E	\$57,533	\$69,861	\$84,929
24			\$60,410	\$73,355	\$89,176
25	Deputy Finance Director Civil Engineer	E E	\$63,431	\$77,023	\$93,636
26	Human Resources Director Parks and Recreation Director	E E E	\$66,603	\$80,875	\$98,318
27	Information Systems Director	E	\$69,933	\$84,919	\$103,235
28	Planning & Economic Development Director	E	\$73,430	\$89,165	\$108,396
29	Public Works Director Town Engineer	E E E	\$77,102	\$93,624	\$113,817

GRADE	CLASSIFICATION	FLSA STATUS	MINIMUM	MIDPOINT	MAXIMUM
30	Finance Director	E	\$80,957	\$98,305	\$119,508
31			\$85,005	\$103,220	\$125,483
32	Engineering & Public Works Director	E	\$89,255	\$108,382	\$131,758
33			\$93,718	\$113,800	\$138,345
34			\$98,404	\$119,491	\$145,263
35	Assistant Town Manager	E	\$103,324	\$125,465	\$152,526

Town of Harrisburg, NC
Schedule of Salary Grades - General Employees
FY2020

GRADE	MINIMUM	MID POINT	MAXIMUM
3	21,683	26,329	32,008
4	22,767	27,646	33,609
5	23,905	29,028	35,289
6	25,100	30,479	37,053
7	26,355	32,003	38,905
8	27,673	33,603	40,850
9	29,057	35,283	42,893
10	30,510	37,048	45,038
11	32,036	38,901	47,291
12	33,638	40,846	49,656
13	35,320	42,889	52,139
14	37,086	45,033	54,746
15	38,940	47,285	57,483
16	40,887	49,649	60,357
17	42,931	52,131	63,375
18	45,078	54,737	66,543
19	47,332	57,475	69,871
20	49,699	60,349	73,365
21	52,184	63,366	77,033
22	54,793	66,535	80,885
23	57,533	69,861	84,929
24	60,410	73,355	89,176
25	63,431	77,023	93,636
26	66,603	80,875	98,318
27	69,933	84,919	103,235
28	73,430	89,165	108,396
29	77,102	93,624	113,817
30	80,957	98,305	119,508
31	85,005	103,220	125,483
32	89,255	108,382	131,758
33	93,718	113,800	138,345
34	98,404	119,491	145,263
35	103,324	125,465	152,526

6/4/2019 15:27

UPDATED SALARY RANGE (8.4% INCREASE EFFECTIVE 7/2019)

GRADE	CLASSIFICATION	FLSA	MINIMUM	MIDPOINT	MAXIMUM
		STATUS			
F12	Firefighter (Recruit)		\$34,479	-	-
F13	Firefighter/EMT		\$36,203	\$43,960	\$53,442
F14	Firefighter/EMT Intermediate		\$38,013	\$46,159	\$56,115
F15	Firefighter II		\$38,963	\$47,313	\$57,517
F16	Fire Engineer/EMT		\$39,938	\$48,496	\$58,956
F17	Fire Engineer/EMT Intermediate		\$41,935	\$50,921	\$61,904
F20	Fire Captain		\$50,941	\$61,857	\$75,199
F22	Fire Captain - Logistics Fire Captain - Training Fire Marshal		\$56,163	\$68,198	\$82,907
F23	Fire Battalion Chief	E	\$58,971	\$71,607	\$87,052
F26	Deputy Fire Chief	E	\$68,268	\$82,896	\$100,776
F29	Fire Chief	E	\$79,029	\$95,964	\$116,662



TOWN OF HARRISBURG

Agenda Item Details

Title:

Public Hearing to Consider Changing the Name of Existing Forest Street to Old McClure Lane.

Presenting Personnel:

Sushil Nepal, Planning & Economic Development Director

Suggested Motion or Action:

If approved, the following motion is suggested:

To approve the request to change the name of existing "Forest Street" to "Old McClure Lane" as received in a petition from Ms. Barbara Mason Caldwell.

Description/Background:

The Town of Harrisburg received a petition from Ms. Barbara Mason Caldwell to change the name of existing Forest Street to Old McClure Lane. According to the petition, the McClure Family has played a major role in the growth of the African American community in Harrisburg. The first house built by the McClure family was on Forest Street and the McClure grandchildren, great grandchildren and great-great-grandchildren currently live on Forest Street. The petitioner is seeking to change the name of the street in honor of the McClure Family.

Upon approval of this request, the existing Forest Street, beginning at the intersection of Alexander Ave/Sims Pkwy, and terminating at the Z-Max Blvd upon completion of existing Forest Street extension, will be renamed Old McClure Lane. A resolution is attached for your consideration.

Recommendation:

Staff recommends approval of the petitioner's request to change the name of existing "Forest Street" to "Old McClure Lane" and adopt a resolution as presented.

Fiscal Impact:

None.

Attachments:

1. StreetNameChange Req_Forest Street
2. Site Location Map
3. Resolution_Forest Street Name Change
4. Notice of Public Hearing letter_Rev





Town of Harrisburg
4100 Main Street, Suite 101
P.O. Box 100
Harrisburg, NC 28075

Receipt Number: R00249476
Cashier Name: Carly Bedgood
Terminal Number: 20
Receipt Date: 3/22/2019 4:49:48 PM

Trans Code: 45100 - Compliance Permits

Name: ROAD NAME CHANGE APPLICATION

\$500.00

Product: Compliance Permits

Description: Compliance Permits

GL Account: 100-45100 - Compliance Permits

Amount: \$500.00

ROAD NAME CHANGE APPLICATION 500.00

Compliance Permits 500.00

Total Applied Amount:

\$500.00

Payment Method: Cash

Payor: ROAD NAME CHANGE APPI Reference:

Amount: \$500.00

Total Payment Received:

\$500.00

Change:

\$0.00

Date: March 20, 2019

To whom it may concern:

My name is Barbara Caldwell and I reside in Harrisburg, North Carolina. I am requesting to change Forest St. in Harrisburg, North Carolina to Olde McClure Circle. Attached you will find names and signatures that are in agreement for the change, along with \$500.00 not to include the street sign fee. I have thoroughly been explained from your office about what process has to be taken and look forward into completing this project soon. Thanking you in advance!

Sincerely Yours,

Barbara Caldwell, MBA

4305 Old Stone Drive

Harrisburg, NC 28075

Phone: 704-907-2289

Home: 980-258-0858



**CABARRUS COUNTY 911
NAMING OR RENAMING ROAD PETITION FORM**

A \$150.00 review fee (+3% tech fee), + cost of advertising Public Hearing + cost of new street sign(s) + cost of required mailing and notices for a Street Name Change submittal.

DATE: 11/27/2018

EMAIL: bcaldwell29@carolina.rr.com

We, the undersigned owners of parcels of property with frontage

on Forest Street, (see attached map)
(Road or street name)

in Cabarrus County, North Carolina and in compliance with the resolution passed by the Cabarrus County Board of Commissioners dated March 12, 1979, dealing with the naming or renaming of duplicate or deceptively similar road names hereby

Request that Forest Street State Route # North Carolina
(Road or street name) (If applicable)

be named or renamed to:

McClure Ct old McClure Circle

Beginning at: Intersection of Sims Parkway and Forest Drive and

Ending at: Forest Street

With such street encompassing approximately 360 feet.

We, the undersigned also agree that with the placement of our signature on this petition, we therefore, acknowledge our approval of this procedure throughout the entire due process of naming or name changing and waive any and all requirements that we be served with notice of a public hearing. We further acknowledge that the aforementioned signature on this petition is irrevocable and may not be removed. (Please attach additional signature sheet if necessary)

NAME
Barbara Caldwell

ADDRESS
4305 Old Stone Drive

SIGNATURE
Barbara Caldwell
Key: 7d51777b2b6c0d8208e034a3ac16715

NOTE: A minimum of 51% of the property owners with road frontage along the street/road must sign this petition for a name change or road naming to be considered by the Cabarrus County Board of Commissioners

Street sign Change

A petition of Barbara Mason Caldwell

Name of Petition Sponsor

Addressed to Harrisburg City Council

We the undersigned would like to bring your attention to the following recommendation.

Change Forest Drive in Harrisburg, NC to McClure Drive

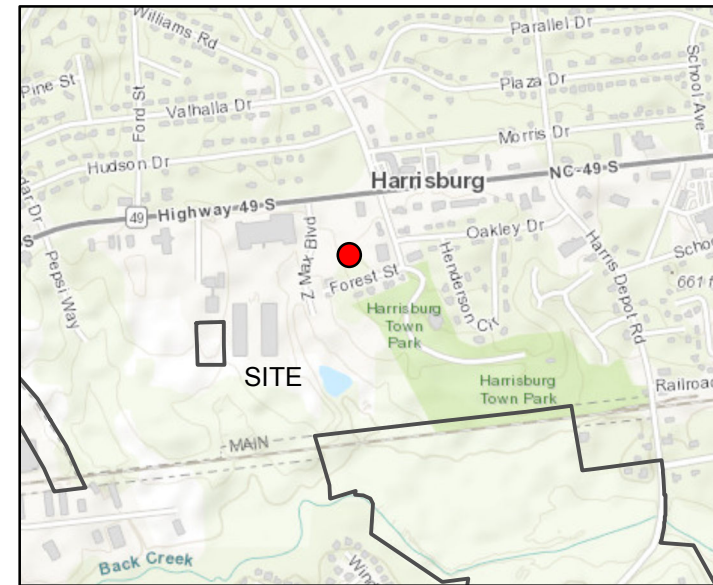
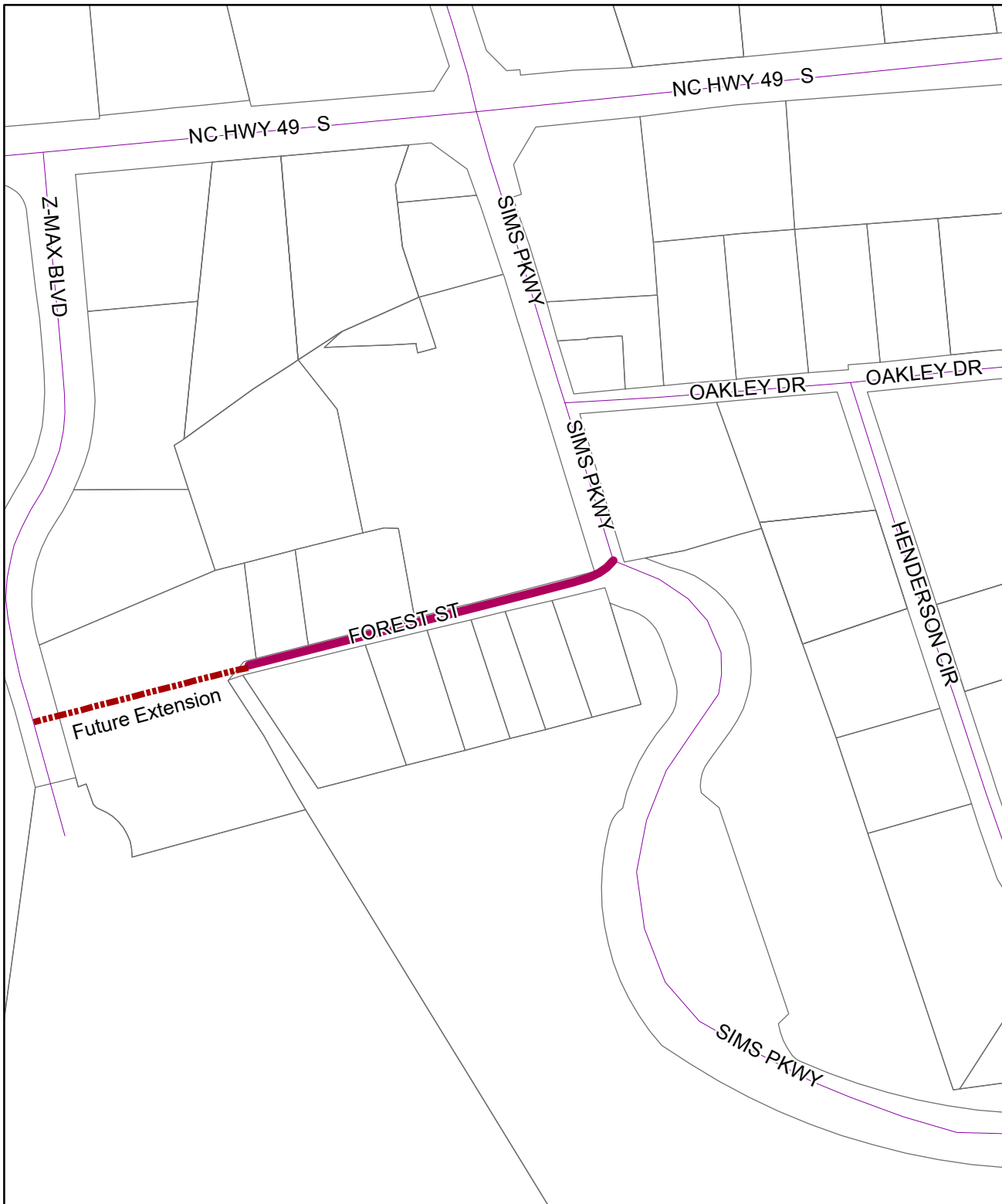
STATEMENT OF PETITION

The McClure Family has played a major part for the black community growth in Harrisburg, North Carolina. The first house built was Minnie McClure, along with her daughter and husband. Minnie's two sons Allen McClure, and James McClure built homes on the same street. Minnie McClure grandchildren, great grands and great- great grands are living on Forest Drive. Her daughter, Bessie McClure Earl's son, Andrew Earl, served on the City Council Board some years ago.

AGREED UPON BY THE FOLLOWING PEOPLE:

	Name	Address	Signature
1	Jerry Earl	105 Forest Dr.	
2	Sandra Earl	105 Forest Dr.	
3	Katica Kiser	13 Forest Dr.	Sandra Earl
4	Lamont Earl	127 Forest Dr.	Katica Kiser
5	Marva McClure	113 Forest Dr.	Lamont Earl
6	Jonique Kise	113 Forest Dr.	Marva McClure
7	Garice Thomas	Tammy NC	Jonique Kise
8	Garice Thomas	1090 Forest Dr.	Garice Thomas
9	Bessie McClure	113 Forest Dr.	Garice Thomas
10	Khondra Smith	5891 Birchfield Ln	Bessie McClure
11	Tierra McClure		Khondra Smith
12	Belany Bena	111 Forest Street	Tierra McClure
13	Reggie Bena	111 Forest St	Belany Bena
14	Shelia Earl	117 Forest St	Reggie Bena
15	Nancy Earl	117 Forest St	Shelia Earl
16	Nabrisia Withers	113 Forest St	Nancy Earl
17	Carol Earl	107 Forest Dr.	Nabrisia Withers
18	Yolanda Montgomery	101 Forest St	Carol Earl
19	Sharon N. Brooks	101 Forest St	Yolanda Montgomery
20	Henry F. Johnson Jr	113 Forest Dr.	Sharon N. Brooks
21	Marico A. McClure	113 Forest Dr.	Henry F. Johnson Jr
22	Tommye Weathers	113 Forest Dr.	Marico A. McClure
23	Dora McClure	64 Columbia Rd.	Tommye Weathers
24	Shirley Motley	1089 Rebinschall	Dora McClure
25	Betty J. McNeil		Shirley Motley

	Name	Address	Signature
26	MORENA MACCLURE		
27	Teleda Lynch	113 Forest Dr	McClure-Morena
28	William H. H. H.	113 Forest Dr	Teleda Lynch
29	Keith Woods		
30	Kia Benton		
31	Darrelly Benton		
32	Rosa Jackson	113 Forest St	Rosa Jackson
33	Oliver Walters	3024 Folk + Willet	Oliver Walters
34	Alberta Albert	3375 Shalby	Alberta Albert
35	Robert Pham		
36	Anna Hamster		
37	Gayle Monroe	142 Buffalo Parkway	
38	Terry Heilig	4819 Bromberg Way	Terry Heilig
39	Lia McClure	315 Flower	
40	Arron McClure	113 Forest Dr	Arron McClure
41	Demarius McClure	113 Forest Dr	Demarius McClure
42	Ashena McClure	113 Forest Dr	Ashena McClure
43	Maria McClure	113 Forest	Maria McClure
44	David McClure		David McClure
45	Darlene McClure		Darlene McClure
46	Patricia E. Lynch		Patricia E. Lynch
47	Phyllis Mendenhall		Phyllis Mendenhall
48	Shalanda Holbrook		Shalanda Holbrook
49	CAROLINE HOIBROOK		CAROLINE HOIBROOK
50	CATHERINE SMOTHERSON		CATHERINE SMOTHERSON
51	Alvin J. McClure		Alvin J. McClure
52	Richard Jones	104 Beckett + Beckley Dr	Richard Jones
53	Paul Lynch		
54	Raymond Blum		
55	Chad Green		
56	Arelle McClure		Arelle McClure
57	Nico McClure		Nico McClure
58	Julia White		Julia White
59	Julia White		Julia White
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Street Renaming

Applicant: Barbara Caldwell

Current Street Name: Forest Street

Proposed Street Name: Old McClure Lane

 Forest Street to be renamed to Old McClure Lane



0 120 240 480 Feet



**A RESOLUTION TO CHANGE THE STREET NAME OF FOREST STREET TO OLD
McCLURE LANE**

WHEREAS, the Town of Harrisburg received a petition from Ms. Barbara Mason Caldwell to change the name of existing Forest Street to Old McClure Lane; and

WHEREAS, the McClure Family has played a major role in growth of African American community in Harrisburg; and

WHEREAS, the First house built by McClure family was on Forest Street and McClure grandchildren, great grandchildren and great-great-grandchildren currently live on Forest Street; and

WHEREAS, the Town of Harrisburg Town Council called for a Public Hearing on May 13th, 2019 and held a Public Hearing on this matter on June 10th, 2019;

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE
TOWN OF HARRISBURG, NORTH CAROLINA:**

Existing Forest Street, beginning at the intersection of Alexander Ave/Sims Pkwy, and terminating at the Z-Max Blvd upon completion of existing Forest Street extension, shall be renamed Old McClure Lane.

Adopted this 10th day of June, 2019.

Steven J. Sciascia, Mayor

ATTEST:

Janet Rackley, Town Clerk



May 28, 2019

Notice of Public Hearing

To Whom It May Concern;

Our records indicate that you own property with frontage on Forest Street, between Alexander Ave/Sims Pkwy and Z-Max Blvd. The Town of Harrisburg received a petition to change the street name from Forest Street to Old McClure Lane. The Town Council will hold a Public Hearing to consider changing the names of the streets at the date and time stated below.

The number at Town Hall is 704-455-5614 if you have any questions prior to the meeting.

Forest Street Renaming Public Hearing

Date: Monday, June 10th, 2019

Time: 6:00 PM

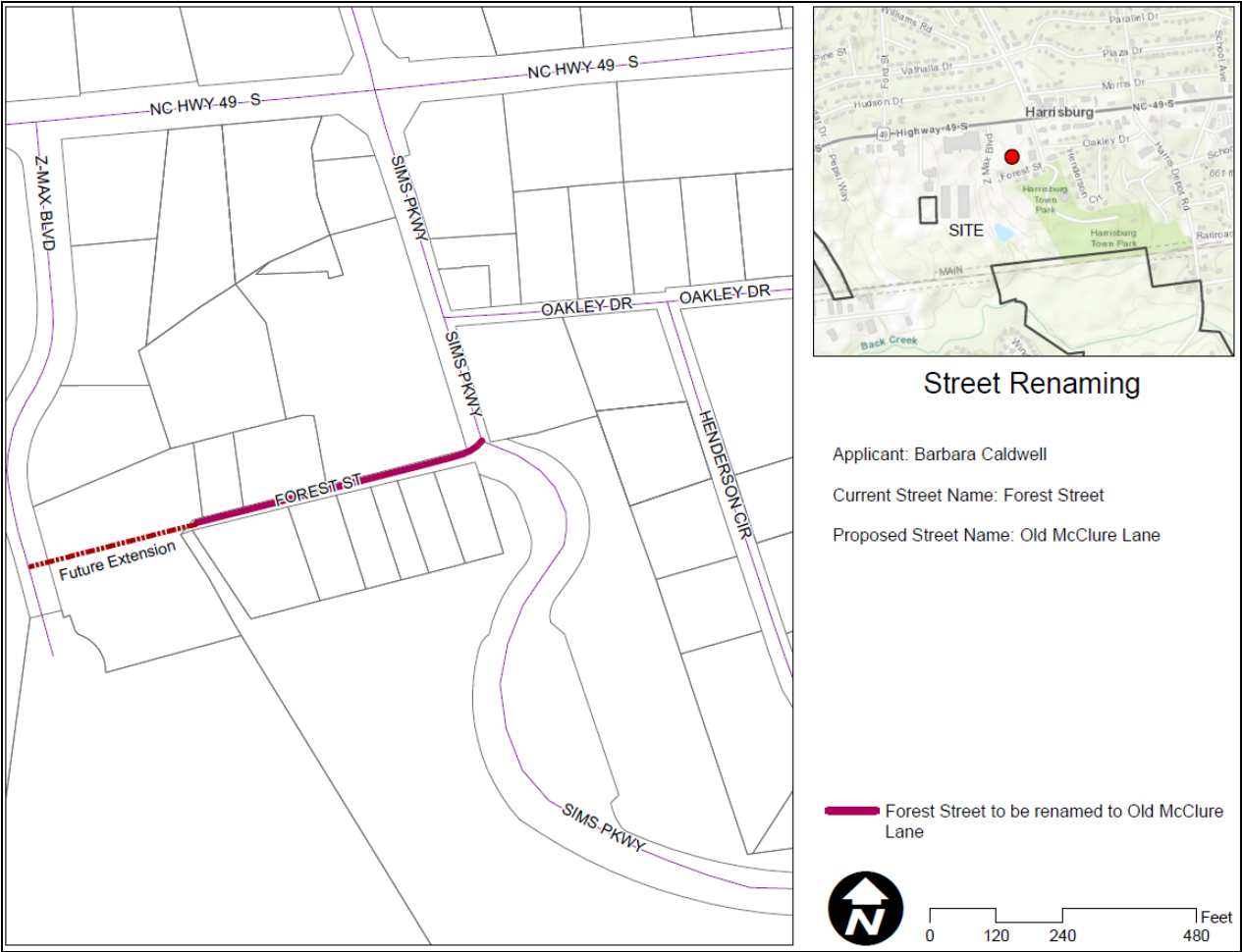
Location: Harrisburg Town Hall
4100 Main Street
Harrisburg, NC 28075

Sincerely,

Sushil Nepal

Sushil Nepal, AICP
Planning & Economic Development Director
Town of Harrisburg

Forest Street Renaming – Locating Map





TOWN OF HARRISBURG

Agenda Item Details

Title:

ABC Referendum - On Premise Malt Beverage and permitted allowance for Fortified Wine

Presenting Personnel:

Suggested Motion or Action:

If agreeable:

Motion to approve the resolution requesting the Cabarrus County Board of Elections to add the two proposed questions related to ABC permitting allowances regarding on and off premise malt beverage sale, and fortified wine sales to the November 5, 2019 municipal election ballot.

Description/Background:

Currently the Town does not allow on-premise sale of malt beverages, unless the permittee also has a mixed-beverage permit, or they are a motel, hotel, or restaurant. The Town also prohibits fortified wine sales unless the permittee also has a mixed-beverage permit.

The City of Concord is currently moving forward with a referendum related to on-premise malt beverage sales, as they currently have similar restrictions as the Town of Harrisburg. Coordinating a public education process with the City of Concord will be beneficial to both communities as they attempt to educate the public on the referendum.

The consideration of such a change is brought about by the changing climate of businesses and consumers preferences. Both changes (if approved by voters) to the Town's ABC permitting allowances would open up opportunity for new types of businesses, or for existing businesses to expand their service offerings, which would have positive impacts to the Town's economic development initiatives.

A PowerPoint presentation is included to show the current allowances, as well as comparative analysis to other Cabarrus County municipalities.

If approved, Town staff will submit the questions to the Cabarrus County Board of Elections to appear on the municipal election ballot of Harrisburg voters in the upcoming November 5, 2019 election.

Recommendation:

Staff recommends approving the resolution to add the questions to the upcoming November 2019 municipal election to allow the residents of Harrisburg to decide.

Fiscal Impact:

No fiscal impact to the Town.

Attachments:

1. ABC Referendum Presentation
2. Resolution - ABC Referendum



HarrisburgNC
The right side of opportunity

ABC Referendum

June 6, 2019

What is the purpose?

- To consider adding a referendum to the November 2019 ballot that would ask voters to support or not support allowing on and off-premise malt beverage sales **and** fortified wine sales in Harrisburg
- The City of Concord is currently placing a similar referendum for on and off-premise malt beverage permitting
 - The Town and City could work together on a public education campaign to inform voters of what the referendum means

What does Harrisburg currently allow?

- **NCGS 18B-603(d)(2)** – allows the issuance of permits for on-premise malt beverage, unfortified wine, and fortified wine for establishments with a mixed-beverage permits, regardless of any other election or local act concerning the sales of those kinds of alcoholic beverages (2001)
- Allows for the sale of **off-premise** malt beverage, except for hotels, motels, and restaurants (2001)
- Allows the sale **on or off-premise** unfortified wine
- Allows the sale of **on or off-premise** mixed beverages
- Allows for the sale **on-premise** fortified wine (2001)
- ABC stores are not allowed (2013)

Current ABC allowances in Cabarrus County?

Early Sunday Sales	County/City	Malt Beverages	Date	Unfort. Wine	Date	Fort. Wine	Date	ABC Stores	Date	Mixed Beverages	Date
	Cabarrus	N	2/21/1949	N	2/21/1949	N		N		N	
✓	Concord	Y Off 18B-603 (d)	11/5/1974	18B-603 (c)	11/5/1974	Y	9/19/1967	Y	9/19/1967	Y	5/3/1994
	Harrisburg	Y Off HMR or 18B-603 (d)	11/6/2001	Y	11/6/2001	Y On only 18B-603(d)	11/6/2001	N	11/5/2013	Y	11/6/2001
✓	Kannapolis	Y	3/5/2002	Y	3/5/2002	Y	2/15/2005	Y	2/15/2005	Y	3/5/2002
	Locust	Y	2/5/2008	Y	2/5/2008	Y	2/5/2008	Y	2/5/2008	Y	2/5/2008
	Midland	Y Off HMR or 18B-603 (d)	6/21/2005	Y	6/21/2005	Y	6/21/2005	Y	6/21/2005	Y	6/21/2005
✓	Mount Pleasant	Y Off 18B-603 (d)	9/22/1949	18B-603 (c)	9/22/1949	Y	9/19/1967	Y	9/19/1967	Y	11/8/2005

What is an On-premise Malt Beverage Permit?

- Authorizes the retail sale of malt beverages for consumption on the premises and the retail sale of malt beverages in the manufacturer's original container for consumption off the premises. It also authorizes the permit holder to ship malt beverages in closed containers to individual purchasers inside and outside the State
 - Malt Beverage = Beer

What is an On-premise Fortified Wine Permit?

- Authorizes the retail sale of fortified wine for consumption on the premises; either along or mixed with other beverages, and the retail sale of fortified wine in the manufacturer's original container for consumption off premise.
 - Fortified wine contains more than 16% (but less than 24%) alcohol by volume
 - Unfortified wine contains less than 16% alcohol by volume

What is an On-premise Malt Beverage Permit?

- Authorizes the retail sale of malt beverages for consumption on the premises and the retail sale of malt beverages in the manufacturer's original container for consumption off the premises. It also authorizes the permit holder to ship malt beverages in closed containers to individual purchasers inside and outside the State

What is an On-premise Fortified Wine Permit?

- Authorizes the retail sale of fortified wine for consumption on the premises; either along or mixed with other beverages, and the retail sale of fortified wine in the manufacturer's original container for consumption off premise.
 - Fortified wine contains more than 16% (but less than 24%) alcohol by volume
 - Unfortified wine contains less than 16% alcohol by volume

What is the impact?

- **On-premise Malt Beverage** - Would allow for businesses that do not qualify as a restaurant, brewery, or private club to sell malt beverages to customers
 - An example business would be a tap room that does not offer food and does not brew their own beer
- **On-premise Fortified Wine** – Would allow for businesses to sell fortified wine on and off-premise
 - Would provide greater selection opportunity for businesses who serve wine

Mixed Beverage Permits

- North Carolina ABC requires permittees to qualify as a restaurant, brewery, or private club to sell on-premise malt beverages:
 - Restaurants are required to have 30% of gross receipts from food and non-alcoholic beverages; maintain an on-premise kitchen; and inside dining for at least 36 people
 - Breweries are allowed to serve any beer
 - Private clubs are required to only be open to members and their bona fide guests

Referendum

- NCGS 18B-602. Forms of ballots:
 - (1) To permit the “on-premises” and “off-premises” sale of malt beverages.
 - ☐ FOR
 - ☐ AGAINST
 - (2) To permit the “on-premises” and “off-premises” sale of fortified wine.
 - ☐ FOR
 - ☐ AGAINST

Referendum Summary

- No cost to the Town to add the question to the ballot of the November 5, 2019 municipal election
- We must notify the Board of Elections before the beginning of July if the referendum is to be added
- The Town cannot actively campaign for, or against, the referendum, but can provide public education and host community meetings
 - The Town would work with the City of Concord to put together public information packets about the change



RESOLUTION

RESOLUTION SETTING A REFERENDUM TO CONSIDER ON-PREMISES SALE OF MALT BEVERAGES AND FORTIFIED WINE SALES

WHEREAS, the Town of Harrisburg is vitally interested in the economic development of the Town and wishes to provide the necessary conditions to stimulate investment in the local economy and promote business; and

WHEREAS, the Town of Harrisburg has not passed a referendum to permit the on-premises sale of malt beverages; and

WHEREAS, the Town of Harrisburg has not passed a referendum to permit the sale of fortified wine; and

WHEREAS, most comparable cities within Cabarrus County, and across North Carolina, have passed referendums to permit the on-premises sale of malt beverages and fortified wine sales; and

WHEREAS, the passage of a referendum permitting the on-premises sale of malt beverages and sale of fortified wine would remove barriers to new and innovative businesses in Harrisburg; and

WHEREAS, the Cabarrus Regional Chamber of Commerce, the Cabarrus Visitors Bureau, and the Cabarrus Economic Development Corporation have passed resolutions of support for a referendum to permit the on-premises sale of malt beverages; and

WHEREAS, it is deemed appropriate that an election be held within the Town of Harrisburg upon the legal sale of on-premises malt beverages and sale of fortified wine;

NOW THEREFORE, BE IT RESOLVED by the Town Council for the Town of Harrisburg:

1. That pursuant to G.S. 18B-601, the Cabarrus County Board of Elections is hereby requested by the Town Council of the Town of Harrisburg call for an election to permit the on-premises sale of malt beverages within the Town of Harrisburg on the November 5, 2019 ballot.
2. That pursuant to G.S. 18B-601, the Cabarrus County Board of Elections is hereby requested by the Town Council of the Town of Harrisburg call for an election to permit the sale of fortified wine within the Town of Harrisburg on the November 5, 2019 ballot.
3. That this resolution constitutes a written request of the Harrisburg Town Council to the Cabarrus County Board of Elections to call such an election pursuant to G.S. 18B-601.

PASSED, ADOPTED AND APPROVED this 10th day of June, 2019.

Steve Sciascia, Mayor

Attest:

Janet Rackley, Town Clerk



TOWN OF HARRISBURG

Agenda Item Details

Title:

Public Hearing to consider the construction and renovation of Harrisburg Park - Phase 1, the related financing agreement, per N.C.G.S. 160A-20 and adopt a resolution authorizing the filing of an application for approval of a financing agreement authorized by N.C.G.S 160A-20.

Presenting Personnel:

Lee Connor, Assistant Town Manager

Suggested Motion or Action:

To open the Public Hearing, take any public comment, and recess the Public Hearing until the August 12, 2019 Town Council Meeting.

Description/Background:

A public hearing was called for in the May 13, 2019 Town Council meeting for the construction and related financing for Harrisburg Park Redevelopment - Phase 1. This was called in anticipation of receiving the public's feedback on the project and selecting a winning bidder for the financing of the project.

A delay in the completion of construction documents and plan review for the project, in conjunction with an opportunity for the Town to combine debt issuances and realize a financial benefit from doing so, leads the Town to request a deferment of the Public Hearing to the August 12, 2019 Town Council Meeting.

Town Finance staff is working to combine the financing arrangements of Harrisburg Park Redevelopment - Phase 1 and the Elevated Water Storage Tank into a single debt instrument. The Town will benefit from only one set of application fees, financing and issuance costs, consulting and attorney fees, and other related costs associated with a loan closing. In addition, a single, larger, debt issuance is more attractive to potential lenders which should lead to more responses and lower interest rates than if the projects were financed individually.

Despite being legally required to do so, the Town will advertise for the Public Hearing before the August meeting to ensure proper public notice is given.

Recommendation:

Staff recommends deferment of the Public Hearing until August 12, 2019.

Fiscal Impact:

The fiscal impact to the Town is unknown at this time, but there will be a direct financial savings from a single debt issuance in comparison to two smaller loans.

There is a reasonable expectation that the Town will also receive bids with lower interest rates and better terms on a combined project at a higher value in comparison to two smaller projects. These savings are difficult to enumerate at this time, but have the potential to provide substantial savings over the life of the loan.

Attachments:

None



TOWN OF HARRISBURG

Agenda Item Details

Title:

Public Hearing for Consideration of the Updated Farmington Ridge Parkway Project Development District Plan, Resolution to Create the Farmington Ridge Project Development District and Related Infrastructure Reimbursement Agreement

Presenting Personnel:

Lee Connor, Assistant Town Manager

Suggested Motion or Action:

Motion to recess this public hearing until the July 8, 2019 Town Council meeting.

Description/Background:

At the December 10, 2018 Town Council meeting, approval was provided for the Farmington Ridge Parkway Project Development District Plan, the Resolution to Create the District, and the related Infrastructure Reimbursement Agreement.

The Town's reimbursement agreement was based on 90% of the incremental increase in taxes received on the value of the developed property going to the developer to repay them for the cost of debt payments associated with the road improvements over a period of 14 years.

The agreement was designed as a three-party agreement with Cabarrus County, where the County was required to agree to the project and the related financing plan in conjunction with the Town. During the County's consideration of this project, they made several changes to the original agreement, necessitating the agreement being separated into two individual agreements with the developer and the County and Town.

While it was anticipated that the County would have the agreement approved prior to the June 10, 2019 Council meeting, this did not happen. Since any changes to the Town's plan is dependent on what the County may approve, there will not be adequate information available to hold the conduct the entire public hearing. Therefore, this public hearing will need to be opened and recessed to July 8, 2019, at which time it is anticipated that the County will have the agreement approved. At that point, staff will be able to provide the Council and public with the new information as approved by the County and how that will ultimate affect the Town's plan.

Recommendation:

Staff recommends recessing the public hearing until July 8, 2019.

Fiscal Impact:

N/A

Attachments:

None



TOWN OF HARRISBURG

Agenda Item Details

Title:

Consideration of Appointment to Cabarrus-Rowan Metropolitan Planning Organization - Transportation Advisory Committee

Presenting Personnel:

Suggested Motion or Action:

Motion to approve primary and secondary Council assignments to the Transportation Advisory Committee of the Cabarrus-Rowan Metropolitan Planning Organization for the remainder of 2019.

Description/Background:

Each year the North Carolina Department of Transportation (NCDOT) requires the Town to appoint a primary and alternate Council member to the MPO for the Transportation Advisory Committee (TAC). In January 2019, Council approved the assignments at that time.

During the May 2019 Council meeting, there was some discussion of assignment conflicts and a desire to set new appointments. With this agenda item, staff is requesting Council determine new TAC assignments, both primary and secondary, for the remainder of the year and communicate them to NCDOT, accordingly.

Recommendation:

Staff recommends Council assign two Council Members, one a primary and the other as the alternate, to the Transportation Advisory Committee of the Cabarrus-Rowan MPO, for the remainder of 2019.

Fiscal Impact:

None.

Attachments:

None



TOWN OF HARRISBURG

Agenda Item Details

Title:

Consideration of change order #1 to Contract for Harris Square - Veterans Park Capital Project, FY2019-2020 Project Ordinance Amendment and FY2019 Budget Ordinance Amendment.

Presenting Personnel:

Daniel Stines, Parks & Recreation Director

Suggested Motion or Action:

If agreeable:

Motion to approve Change Order #1 to the Harris Square - Veterans Park Project Contract in the amount of \$35,000, the FY2019-2020 Project Ordinance and the FY2019 Budget Ordinance Amendment as presented.

Description/Background:

The Harris Square - Veterans Park Capital Project was approved at the May 13, 2019 Town Council meeting with a total project budget of \$575,000.

In that same meeting, the Council approved adding the construction and/or installation of a Segmental Wall and additional shrubs and landscaping, which totals \$35,000. This has been presented as Change Order #1.

Recommendation:

Staff recommends approval of Change Order #1 and the related project and budget ordinance amendments as presented.

Fiscal Impact:

The fiscal impact to the Town is \$35,000.

A 2019-2020 Project Ordinance Amendment is required to increase the total approved project cost from \$575,000 to \$610,000.

Upon approval, \$35,000 will be transferred from the General Fund Capital Reserve Fund to the Capital Projects Fund - Parks and Recreation. The current balance of the General Fund Capital Reserve Fund, before the FY2019 minimum fund balance transfer at the end of the fiscal year and other agenda items tonight, is \$1,278,851.

Attachments:

1. Harris Square - Veterans Park Change Order #1
2. Amendment -P&R Veterans Park Change Order #1 06102019
3. Project Amendment -P&R Veterans Park Change Order #1 CPF 06102019

CHANGE ORDER

AIA DOCUMENT G701

OWNER ☒
ARCHITECT ☒
CONTRACTOR ☒
FIELD ☒
OTHER ☒

PROJECT: Harris Square
4075 Harris Square Drive
Harrisburg, NC 28075

CHANGE ORDER NUMBER: 001
DATE: May 22, 2019
ARCHITECT'S PROJECT NO.: N/A
CONTRACT DATE: May 22, 2019

TO: **J.D. Goodrum Company**
18339-F Old Statesville Road
Cornelius NC 28031

You are directed to make the following changes in this Contract:

CPR No.	Description	Submitted Total
N/A	Add Segmental Walls per Alternate # 1	\$ 31,000.00
N/A	Furnish additional Shrubs per Alternate # 2	\$ 4,000.00

Not valid until signed by the Owner and Architect.

Signature of the Contractor indicates his agreement herewith, including any adjustment in the Contract Sum or Contract Time.

The original Contract amount was.....	\$550,000.00
Net change by previously authorized Change Orders.....	\$0.00
The Contract amount prior to this Change Order was.....	\$550,000.00
The Contract amount will be increased by this Change Order.....	\$35,000.00
The New Contract amount including this Change Order will be.....	\$ 585,000.00
The Contract Time will be changed by.....	0 days
The Date of Substantial Completion as of the date of this Change Order therefore is.....	120 Days from Notice to Proceed

ARCHITECT
N/A

CONTRACTOR
J.D. Goodrum Company
18339-F Old Statesville Road
Cornelius, NC 28031

OWNER
Town of Harrisburg
4100 Main Street, Suite 103
Harrisburg, NC 28075

By: _____ By: _____ By: _____

Date: _____ Date: _____ Date: _____

Authorized: _____

AIA DOCUMENT G701. CHANGE ORDER. APRIL 1978. AIA. C1978

THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVE., N.W. WASHINGTON, D.C. 20006701-1978



AN ORDINANCE AMENDING THE 2018-2019 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, 2019:

Section 1. Amend General Fund Capital Reserve Fund line items to account for the transfer of funds for additional construction costs related to Change Order #1 for Harrisburg Veterans Park.

Section 2. To amend the General Fund Capital Reserve Fund, the appropriations are to be changed as follows:

Increase line item 200-8500-59114	\$ 35,000
Transfers Out – CPF Parks and Recreation	

Section 3. To amend the General Fund Capital Reserve Fund, the revenues are to be changed as follows:

Increase line item 200-48599	\$ 35,000
Appropriated Fund Balance	

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 10th day of June, 2019.

Steve Sciascia, Mayor

ATTEST:

Janet Rackley, Town Clerk



AN ORDINANCE AMENDING THE 2019-2020 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 – Parks and Recreation project ordinance for the fiscal years beginning July 1, 2018 and ending June 30, 2020:

Section 1. Amend Capital Projects Fund – Parks and Recreation line items to account for Change Order #1 for the new Harrisburg Veterans Park in Harris Square.

Section 2. To amend the Capital Projects Fund – Parks and Recreation, the appropriations are to be changed as follows:

Increase line item 320-5000-57100	\$ 35,000
Construction	

Section 3. To amend the Capital Projects Fund – Parks and Recreation, the revenues are to be changed as follows:

Increase line item 320-49555	\$ 35,000
Transfers in - GFCRF	

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 10th day of June, 2019.

Steve Sciascia, Mayor

ATTEST:

Janet Rackley, Town Clerk



TOWN OF HARRISBURG

Agenda Item Details

Title:

Consideration of Contract for Law Enforcement Feasibility Study

Presenting Personnel:

Haynes Brigman, Town Manager

Suggested Motion or Action:

If agreeable:

Motion to approve allowing the Town Manager and Town Attorney to execute a contract with US ISS, LLC to perform a law enforcement feasibility study for the Town at an amount not to exceed \$45,000, as attached.

Description/Background:

The Town Council previously instructed staff to solicit third-party contractors to perform a law enforcement feasibility study for the Town. The intent of the study is to determine the organizational need, recommended structure, anticipated costs, regional partnership opportunities, recommended timeline, and general service delivery expectations of a municipal law enforcement agency for the Town.

Currently the Town contracts with the Cabarrus County Sheriff's Department for additional patrol of the Harrisburg area. The proposed feasibility study is not intended to provide feedback on the quality of service currently provided by the Sheriff's Department.

In May 2018 the Town Council approved a contract with US ISS, LLC in the amount of \$57,600, but later rescinded the contract over cost concerns.

Staff has worked with US ISS, LLC to find cost savings, while not sacrificing quality of the report. Staff is asking Council to approve allowing the Town Manager to execute a contract in an amount not to exceed \$45,000 with US ISS, LLC to conduct a law enforcement feasibility study as proposed in the contract.

The proposed contract provides the Town flexibility to focus on areas that are most important, which will be directed by staff and Town Council when US ISS, LLC begins their data collection. The proposed contract represents significant savings over the previous contract proposal.

Recommendation:

Staff recommends approval of the draft contract and authorizing the Town Manager and Town Attorney to execute a finalized contract not to exceed \$45,000, as attached.

Fiscal Impact:

There will be no net fiscal impact to the Town. The \$45,000 cost of the contract will be offset by the reimbursement from Cabarrus County, in the amount of \$45,565.75, representing an overpayment of deputies in FY2018. This

reimbursement was received on May 22, 2019 and will ultimately be used to cover the entire cost of the law enforcement study.

Attachments:

1. DRAFT Law Enforcement Feasibility Study Contract

Police Feasibility Study

Proposal for the Town of Harrisburg

June 6, 2019



David L. Graham
David M. Stephens

US ISS Agency, LLC
13801 Reese Boulevard West, Suite #180
Huntersville, North Carolina 28078
(704) 525-5221



US ISS Agency, LLC

Town of Harrisburg, North Carolina

Proposal for a feasibility study for the Town of Harrisburg to start a police department for the delivery of full police services to its community and residents.

INTRODUCTION

The Town of Harrisburg has requested the US ISS Agency, LLC. (ISS) to present a proposal for the Town to provide police services to the Town. ISS understands the goals to be:

- Identify the benefits and challenges associated with the Town starting its own police department to provide the full array of police services to the Town and its residents.
- Prepare a blueprint or plan that details the organizational changes and additions necessary for the Town to provide the full range of law enforcement services for its citizens.
- Define workload and provide estimates for staffing, equipment, physical facilities, and other resources needed to provide full police services.
- Prepare a timeline or schedule for the project. The timeline may be divided into implementation phases.
- Provide estimated costs for the project, identify both startup costs and operating costs as well as a proposed implementation plan.

Currently, the Town of Harrisburg contracts with the Cabarrus County Sheriff's Office to provide police services for the Town and the residents.

ISS COMPANY OVERVIEW

Who We Are

The US ISS Agency, LLC (ISS) is a private security and consulting firm located in Huntersville, North Carolina. Robert Schurmeier, a retired deputy chief of police from the Charlotte-Mecklenburg Police Department, is the co-founded the company. At its inception, ISS provided pre-employment screening services and its first client was the City of Charlotte. Since then, ISS has expanded its lines of business to include corporate investigations, due diligence investigations for key hires, risk and security consulting, and consulting for law enforcement agencies including internal investigations and staffing and efficiency studies.

Experience

The ISS staff is comprised of law enforcement veterans and experienced data analysts. Three former deputy chiefs of police of the 2,400-member Charlotte-Mecklenburg Police Department

(CMPD) are currently part of the ISS team. David Graham, ISS President, served in most areas of the CMPD including patrol, investigations, administration, and served briefly as interim chief of police. Dave Stephens served as the head of the department's Internal Affairs Office for a decade, overseeing all personnel and administrative investigations, and retired as deputy chief over the patrol division. In addition, he has worked in many areas of the department including administration and crime prevention. Jack Boger served as a deputy chief of police and led the Administrative Division, managing the human resources, training, and planning functions. Bob Schurmeier has taken a leave from the company and is currently serving as the director of the North Carolina State Bureau of Investigation. Tom Burnette leads our backgrounds and investigative services section. Tom is a retired CMPD supervisor with considerable experience and expertise in investigations and patrol. Kevin Foley, senior advisor, retired from the US Secret Service as deputy director. Additionally, our analysts are knowledgeable and experienced in database research, data analysis, study support, and report preparation and presentation.

Quality

ISS is committed to the highest standards of quality in all that we do. We employ only experienced former law enforcement executives, managers, investigators, and data analysts with proven track records. Our executive staff collectively has over a century of experience in investigations and management.

Integrity

ISS understands the importance of integrity in all our work. As former law enforcement officers and executives with years of experience, we are committed to the highest ethical standards. We believe our record in this area speaks for itself.

ISS Services

ISS offers a range of services, and we pride ourselves on being flexible enough to adapt to changing client needs. Our business began with pre-employment screening, but we quickly added other services including individual and corporate investigations, corporate security consulting and security management, due diligence investigations for key hires in both the public and private sectors, biometric fingerprinting, computer forensics, security and risk consulting, and consulting for law enforcement agencies for administrative and internal issues including staffing and efficiency studies.

We serve a variety of clients from both the public and private sectors. We are on the federal General Services Administration 738-X schedule and have completed thousands of background investigations under our GSA contract. Our staff has significant senior management experience with organizational issues, administration, homeland security planning, crime prevention, and Crime Prevention through Environmental Design (CPTED) programs. Sixty percent of our business comes from the public sector and forty percent from the private sector.

Selected Clients

- General Service Administration (GSA)
- City of Charlotte, North Carolina
- City of El Paso, Texas

- City of Salisbury, North Carolina
- Town of Pineville, North Carolina
- Siler City, North Carolina
- Town of Mooresville, North Carolina
- Town of Reidsville, North Carolina
- Mecklenburg County, North Carolina Sheriff's Office
- Lowes, Inc., Mooresville, North Carolina
- Restaurant Brands International, Inc – Oakville, Toronto (Canada) and Miami, Florida – parent company of Burger King, Tim Horton's, and Popeye's Chicken.

PROJECT TEAM

The ISS team for this study consists of three veteran law enforcement managers with a century of experience among them. All are retired Deputy Police Chiefs from the Charlotte-Mecklenburg Police Department and each brings a unique perspective and skill set to this study.

David M. Stephens (Dave)

Dave brings a wealth of experience from his 29 years in policing. He retired from the CMPD as deputy chief for Field Services, leading the department's then 1,300 officer patrol division. He has significant senior management experience with organizational issues, administration, homeland security planning, crime prevention and CPTED programs. He has extensive investigative expertise gained from ten years as head of CMPD's Internal Affairs Office where he managed sensitive and confidential personnel investigations. He holds a Bachelor of Arts degree in political science from the University of North Carolina at Charlotte. He is also a graduate of the Administrative Officers Management Program at North Carolina State University and the Senior Management Institute for Police sponsored by the Police Executive Research Forum and the JFK School of Government at Harvard University.

David L. Graham

David served with the Mecklenburg County Police Department from 1981 until its merger with the Charlotte Police Department in 1993, and from that point until his retirement in 2010 with the Charlotte Mecklenburg Police Department. David worked in most areas of the department including patrol, investigations, and administration. He retired as deputy chief of police for the Investigative Services Group. More than seventeen years of David's career was spent in investigations including criminal investigations, Internal Affairs, and Intelligence. David attended the University of North Carolina at Charlotte where he earned a Bachelor of Science degree in law enforcement and administration, and later his master's degree in criminal justice with a concentration in police administration, organization, and job satisfaction. Additionally, he is also a graduate of the Senior Management Institute for Police and the Department of Defense Polygraph Institute.

Norman J. Boger (Jack)

Jack specializes in technical, organizational, and administrative issues facing public and private organizations. He spent much of his career in executive levels of the CMPD where he rose to the rank of deputy chief for administration. In this role, he held responsibility for such functions as

Communications, Records, the Crime Laboratory, Planning, Fiscal Affairs, Human Resources, Property Control, Training and fleet and facilities management. He served for a time as interim chief of police before retiring. He brings broad experience in budgeting, staffing, hiring, and promotional procedures, human resources and policy development. Jack holds a Bachelor of Arts degree in English and a Master's Degree in public administration from the University of North Carolina at Charlotte and a Master's Degree in English from the University of Florida. He is also a graduate of the Northwestern University Traffic Institute and the Senior Management Institute for Police.

ISS will provide additional support staff for this study as needed.

PROPOSAL

In furtherance of the study, ISS researched a list of issues which must be addressed to reach decisions on such broad topics as service policies, staffing needs, equipment, physical facilities and the schedule required to meet these needs within an allocated time. Of concern is the philosophy or conceptual basis which will provide the foundation for police service delivery. Competing "models" are more fully addressed below, but whatever model is adopted will ultimately determine the manner and quality of service delivery and the "brand" of the department involved. Further, the model adopted will affect decisions about resource levels, service delivery policies, and costs. ISS can define and explain various policing models, and make recommendations, but the ultimate choice should be made by the Town and community based on its own values and traditions. Defining the correct staffing levels for the delivery of police services is a complicated process. Several factors influence how many patrol officers, detectives, supervisors, command staff, and support personnel are required, and all these points are affected by the policing model selected.

To meet the goals of this study as we understand them, ISS has completed a list of issues that we believe must be addressed to start successfully and efficiently a new police department. We have included most of the issues and we have tried to be comprehensive, but it is likely that other issues will be identified, as we refine and move forward with the project.

It should be noted that throughout this proposed feasibility study, ISS will coordinate with the Town leaders and management, and make every reasonable effort to communicate timely.

Models of Policing

Because an agency's concept or definition of policing directly impacts all aspects of its operations, it requires some thought. The two most common models (or some variation) are the traditional approach to policing and Community-Oriented Policing (COP) or Community Problem-Oriented Policing (CPOP). Each style uniquely affects the overall operations, staffing, and costs for delivering police services for a police department.

Traditional policing is the best known, it is a historical standard, and some key aspects of it are retained in other policing models. Its distinguishing characteristic (and its greatest limitation) is that it is reactive. While enforcing the criminal laws and order maintenance issues, it tends to isolate the police from the community. It is based upon routine or random patrol and on receiving

and responding to calls for service. Patrol officers manage calls, prepare reports, and pass cases on to detectives or other specialists who conduct follow up investigations. The model makes minimal provisions for proactive measures or for direct and meaningful coordination with the community.

Community-Oriented Policing (COP) and/or Community Problem-Oriented Policing (CPOP) evolved from traditional policing by seeking to accomplish two points. First, it seeks a much closer relationship with the community it serves and develops partnerships with that community to identify and address public safety and service issues. Second, it adopts a proactive orientation which uses relationships with the community to identify the underlying causes of crime and disorder, so these issues can be managed and resolved before problems develop. COP and CPOP are more flexible than traditional policing, applications vary based on the needs and environments of different jurisdictions, and they are more resource intensive.

Patrol Staffing Models

The two most known police staffing models are, first, those which use population as the primary workload indicator and, second, those which use actual calls for service (CFS) and reported crime as workload indicators. (Reported crime would be the FBI Uniform Crime Report statistics for the jurisdiction involved.) In our view, population provides a rough estimate or a baseline, but it does not give as precise a picture as other workload data while disregarding many variables that should be included in staffing models. CFS and reported crime reflect the historical record of all work done by officers providing direct police services, and as such, show not only the total number of calls, but their distribution around the clock and trends over time. All this can be used to determine staffing levels, shift schedules, supervisory needs, equipment needs, design of patrol response areas, and the best location of facilities. Additionally, reported crime totals will determine the type and number of investigators and other specialists needed in addition to uniformed patrol. It is our understanding that the Cabarrus County Sheriff's Office holds most of the workload data for the incorporated and surrounding areas of the Town.

Organizational Structure

10 hours

Determining the most effective and efficient organizational structure for the new Harrisburg Police Department is critical to providing effective policing. Issues for consideration include defining the style of policing, identifying and defining the needed divisions and functional components within divisions, assigning names and titles, defining the relationship of these components with each other, integration with the existing structure of the Town. The entire process will be influenced by the model of policing selected and the services delivered. ISS will examine all these issues, evaluate the state of the art in police organizational structure, and recommend an effective and efficient plan to the Town.

Staffing

155 Hours

As discussed above, staffing levels will be critical to success, and personnel costs will be the largest single item in the budget of the new organization. ISS will consider one staffing model based on workload indicators like calls for service (CFS) and reported crime. This requires an analysis of all available workload and crime data available, preferably for the past three years. Even though this analysis is labor intensive, it provides a solid foundation to assemble the new department. In

addition to patrol officers needed, staffing recommendations will also include other areas like rank structure, levels of command, chain of command, and staffing needs for the various specialized units.

Patrol Division

CFS and reported crime data will be used to determine patrol staffing needs. Further staffing considerations in addition to simple totals, will include response time protocols (emergency, priority, and routine), division boundaries, shift structures, shift schedules, supervisory and command needs, geographical deployment, and redeployment of any existing resources. Decisions in this area will overlap and be coordinated with decisions made in other areas.

Investigations

ISS will provide options for the definition and organization of investigative functions. Considering the anticipated caseload, particularly in the beginning, it is anticipated that the generalist approach to investigations will be more efficient than specialized personnel. The only likely exceptions to this generalist approach will be areas where specialization and higher levels of training are clearly needed, like youth or juvenile investigations and vice, narcotics, alcohol investigations, if the Town chooses to add those positions.

School Resource Officers (SRO)

The number and deployment of school resource officers will depend on the number of schools in the Town, the type of schools, and the anticipated workload associated with schools. The schools should have some documented workload history, which will be useful to the Town in making these decisions. Current practice across the county is that high schools and middle schools each have a dedicated school resource officer assigned to them, while the feeder areas for elementary schools depend upon the SRO for the high or middle schools with whom they are associated. Another consideration stemming from the recent school shootings, the Town should consider a dedicated SRO at the elementary level. ISS will determine the number of SROs required to meet the needs and expectations of the community and the Cabarrus County School System. In many jurisdictions, the costs associated with school resource officers is shared with the school systems.

K-9

ISS will assess the need for canine positions versus contracting these services from other law enforcement agencies within Cabarrus County. ISS will define job responsibilities for these positions and make a recommendation as to the number needed. Costs and training time will be important considerations including housing, food, and veterinary costs for the dogs.

Crime Prevention

Effective crime prevention is critical to policing successfully and to community interaction. Accordingly, ISS will offer recommendations for integrating crime prevention into the overall operation of the police department. One question will involve the balance between crime prevention as a responsibility of patrol officers while on the one hand, should crime prevention be a dedicated position.

Traffic Enforcement

A decision should be made between defining traffic services as solely the responsibility of uniformed patrol officers, assigning it entirely to a specialized unit, or somehow dividing the responsibility for traffic services between patrol officers and specialists. Issues will include the number and type of traffic problems that exist in the Town, traffic accident rates, the likelihood of enforcement campaigns for such problems as speeding and impaired driving, and technical accident investigation including accident reconstruction. In addition, the role of the North Carolina

Highway Patrol in policing state or other roads within the Town's city limits will be defined.



Vice and Narcotics Enforcement

With Harrisburg providing full police services, the Town should consider options for vice, narcotics, and alcohol related incidents and investigations. ISS will evaluate the vice and alcohol related workload and make recommendations as to how best to approach these issues. These recommendations will include such issues as staffing, training needs, equipment and vehicles, supervision, command structure, and the place of the unit

or function in the organizational structure versus contracting these services or a task force approach.

Joint Task Forces

ISS will evaluate which, if any county or regional task forces the Harrisburg Police Department should consider providing resources to such as the regional Joint Terrorism Task Force (JTTF) or a county wide task force focusing on a specific crime problem or issue.

In addition, asset forfeiture of property, cash, and other proceeds obtained through criminal or illicit activity should be explored. These programs include the seizure and forfeiture of assets from the proceeds of or were used to facilitate criminal activity. The key focus of these programs is to use asset forfeiture statutes in a way that improves public safety and security by removing the profits from crime and other assets used by criminals to propagate criminal activity. Asset forfeiture laws have the muscle to disrupt or demolish criminal organizations that might continue to function if the guilty players are only incarcerated. However, caution must be exercised to ensure that these laws are not abused, but supplement criminal investigations to make the community safer.

Bicycle Patrol

One of the reasons police agencies deploy foot patrols is to enable regular contact with citizens not related to a call for service. In essence, it is a community policing strategy as much as a crime prevention and response tactic. Another way to achieve a sidewalk-level police presence is through bike patrols. These special operations units offer a high-visibility, proactive community policing presence that is budget-friendly for any size department. ISS will explore options and recommendations whether bike patrols are a feasible option for Harrisburg.

Differential Police Response

Differential police response (DPR) is a management tool that expands the range of options for responding to citizen requests for law enforcement service. The objective is to make more efficient use of resources by identifying those calls that do not actually require a patrol officer response and handling them in a unique way. Typical examples are delaying patrol officer response, handling calls by phone, and allowing the public to make and access reports via a website. The time saved or restructured through DPR is a resource that can be used elsewhere, or it can simply go toward cost savings. Use of DPR will be a decision for Harrisburg in that such tactics might not be needed early on but may be more attractive later as call volumes grow. Staffing, facilities, equipment and procedures will all be issues. DPR is a service level decision for the Town.

Support Services Division or Function

75 Hours

The Support Services Division typically encompasses the collection of necessary services that both support the core mission of the Harrisburg Police Department, patrol operations and criminal investigations, and provide a valuable interface with the public through such functions as records management, property management and communications. ISS will define and recommend functions which should be included. The following list is a starting point, but operational decisions made by the Town over the course of this study may affect it.

Communications

Communications and dispatch equipment requires a significant capital investment when starting a new agency. Additionally, purchasing hardware equipment and software, staffing a dispatch center adds significantly to the overall total costs. Receiving services from an existing communications center run by another police agency in the county is usually the most efficient option. Often, the only costs for contracting these services are any additional equipment necessary to link to the existing system and added personnel.

Other issues must also be resolved before a new department can share in an existing communications center. All communications equipment (for radio, voice, and data communications) must be compatible. In addition, for interoperability, the expectation in policing today is that radio and data systems will be able to talk to each other in real time in the field. For non-emergencies, the HPD will need a general telephone number and a system to route calls to officers in the field, if the office is not staffed.

ISS will explore several options for dispatching police services. First, the most expensive is a stand-alone communications system operated by the Harrisburg Police Department. Even with a stand-alone system, Harrisburg will probably still need to contract for 9-1-1 services. In North Carolina, calls from the public to a public safety agency (police, fire, medic) are received through a Public Safety Answering Point, or PSAP. The PSAP, in turn, is responsible for answering calls to an emergency telephone number and ensuring that calls are handled and dispatched appropriately. The telecommunicator at the PSAP either dispatches a response unit directly or transfers the call to a dispatcher in another public service agency and that person directly dispatches a response unit.

The Harrisburg Police Department must confront several issues. First, the HPD must have a PSAP license. In fact, it is possible that no more PSAP licenses will be issued in North Carolina, at least not soon. As of June 2017, the North Carolina E911 Board's position is that while a stand-alone PSAP is possible, most all current and new PSAP licenses will go toward the creation of consolidated or multi-agency PSAPs. The most viable option, therefore, is for the HPD to contract with an agency that already provides PSAP services. This arrangement has associated costs, but 911 funding might be available to offset some of those costs.

The second option is to contract with another police agency that already provides dispatch services for its department. Ideally, the same agency should already have a PSAP license, and therefore, all communications and dispatch services are provided by one agency.

Property & Evidence Control (P&EC)

The Property & Evidence Control function is responsible for securing all physical property that comes into the possession and control of the Harrisburg Police Department. This will include evidence, found property, probate items, and items that are simply surrendered or recovered. Physical security, policies and procedures and vetting of employees will be critical since this function has responsibility for such things as narcotics, firearms and cash. Other issues for consideration include the physical location, a property management system, protocols for managing perishable evidence and hazardous materials, chain of custody, property and evidence disposition. ISS will evaluate the HPD handling this function internally versus contracting these services.

Crime Laboratory and Crime Scene Search (CSS)

The most practical option for providing crime laboratory services for the Harrisburg Police Department is contracting these services with the North Carolina State Bureau of Investigation (NC SBI) Crime Laboratory in Raleigh, which is available to all jurisdictions in the state. A second option is exploring whether the Charlotte-Mecklenburg Police Department would consider contracting these or some of these services through the CMPD's crime lab. Another consideration is a combination of the two whereby routine cases (which will be most of the lab workload) can be sent to Raleigh while more critical or time-sensitive work can be sent to the CMPD laboratory or contracted with a private company. ISS will evaluate all options. Equally critical, evidence management protocols will be needed to ensure chain of custody and evidence integrity, and all these procedures must interface with the property management and records functions.

The Crime Scene Search or evidence technician function is closely related to the crime laboratory function and in most agencies, is organizationally a part of the lab. In either case, the HPD will require a group of trained evidence technicians who are available on all shifts and in all parts of the town. They work with patrol officers and investigators to manage and document crime scenes and collect evidence. A second option is contracting these services with another law enforcement agency within Cabarrus County or with the NC SBI. ISS will evaluate all options, including the division of responsibility between crime scene technicians and patrol officers, and make appropriate recommendations. For this function, more than most, equipment and training will be critical.

Records Function (Unit)

The Records function is responsible for receiving, storing, and making available all HPD reports and records of all HPD activity. It will constitute a primary in-house asset for all members of the HPD, but an equally important role will be as a resource and contact point for the public. It is further likely the Records Unit will be responsible for compiling and distributing any number of periodic reports, including quarterly and annual crime statistics and Uniform Crime Reports. In addition to staff and appropriate facilities, a modern Records Management System (RMS) will be needed, and the unit should be located to provide convenient access to both HPD employees and the public, a provision of public records. The HPD might be able to partner with an existing police agency in Cabarrus County and use their existing RMS system, reducing costs. ISS will explore contracting these services opposed to providing the RMS services themselves.

Administration Services Functions

40 Hours

Administrative Services functions are normally comprised of those units that support management and provide similar services and support for all other functions within an agency. Unlike most operational functions, management or operational functions can be more readily consolidated. Functions typically housed under Administration include Research, Planning & Analysis, Human Resources, Training, Fiscal Affairs, Fleet Management, Facility Management, and Policies and Procedures.

Research, Planning and Analysis (RPA)

An essential need for a police department is the ability to collect, analyze and report on all aspects of the department's activity. This supports management and operational decision making by providing a current summary of what the agency is doing, how well it is doing, and it provides similar information demanded by the public. In addition to documenting and reporting on past performance, RPA units typically look forward, identifying trends and help set the agency on a proper course for the future. As one aspect of this perspective, RPA units are given responsibility for an agency's policy development and written directives. In consultation with the Town's management, ISS will define the responsibilities of such a unit and make appropriate recommendations for meeting them.

Human Resources/Hiring

Staffing a new police division requires developing job descriptions, recruiting and hiring a large number of new personnel, both sworn and civilian, to meet the workload requirements. This is a lengthy, complex, and expensive process, and it will be a major challenge for the HPD. ISS will evaluate all options for meeting this need, including exploring the impact the police department will have on the Town's existing HR department. In addition, ISS will provide recommendations and avenues for the recruitment and hiring process and investigate attractive hiring packages to attract and retain the best employees possible.

It might be necessary to develop a Human Resources management function within the new department. This is critical, but it is likely that the department's HR function could be merged with the Town's existing HR office. In any case, all options will be evaluated.

Training

Because it is both time-consuming and critically important, training for both sworn and civilian personnel will be a challenge for the new department. Separate training programs will be required, even, if an effort is made to recruit personnel who have experience in the areas needed. In addition to basic law enforcement training for sworn personnel, other considerations include specialized and technical training for civilian positions, firearms practice and training, training for command and supervisory personnel, training for specialized investigators, and finally a program of on-going in-service training for all personnel. ISS will follow a process of identifying the need (including its size and importance) and then defining options for meeting those needs.

Fiscal Affairs

The new division will have major budget and fiscal management implications. All options will be evaluated, but it is likely that fiscal management can be handled through the administrative services function in conjunction with the Town's existing fiscal affairs.

Fleet Management

Increasing the size of the vehicle fleet and maintaining vehicles requires consideration of the initial vehicle cost, useful life of vehicles, specialized equipment, vehicle use policies, and maintenance. Existing staffing and resources will need to be expanded to manage the increased workload. Another consideration is evaluating take-home cars versus fleet cars. Both options have merits and shortcomings, but both options will be explored including costs and using take-home cars as a recruiting tool, as well as the intangible benefits to the community.

Facilities

10 Hours

ISS will explore options to house the new police department including using current town facilities. Among the issues to be considered are location(s), needed size based on employees to be accommodated and needed public interface, the range of services to be provided from the facility, hours of operation, and parking. Specialized needs like evidence and property control, interview rooms, detention areas, locker rooms, and work areas for investigators must also be considered as well as overall security being a key factor.

Policies, Procedures, and General Orders

5 Hours

Policies, procedures, rules and regulations provide necessary administrative guidance and should be developed and implemented in time to become part of the training and orientation for all employees of the new patrol division. Policy development; however, is time consuming and requires considerable research, preparation, and management review. The Town's policies and procedures serve as an umbrella for all policies and procedures for all town departments. In addition, police departments require policies and procedures unique to law enforcement like uniforms and equipment, arrest, search and seizure, use of force, police operations, evidence and property control, and other topics. There are model policies available from several sources including the International Association of Chiefs of Police (IACP), the Commission on Accreditation for Law Enforcement Agencies (CALEA) and using other policies from similar police agencies. ISS will recommend which policies the new department will need, and cost options for drafting or obtaining these new policies.

Miscellaneous

5 Hours

Miscellaneous issues for consideration include determining costs for general liability insurance, website modifications, and contingency funds. It is likely that other such issues will surface as the study progresses, and those will be researched as well.

TIME LINE

ISS is prepared to begin work upon approval of this proposal. We anticipate that work can be completed, and a plan presented within a 150-day window.

BUDGET

The costs of this study are primarily related to consultants' time and expenses. We anticipate some costs for travel, copying, and other minor miscellaneous expenses in addition to personnel time.

Consultant Time

Consulting services will be billed at an hourly rate. These costs will include hours spent on tasks such as obtaining and reviewing records and existing documentation, scheduling and conducting meetings with the appropriate Town personnel and others, reviewing and analyzing all materials gathered, consulting with the Town project manager(s), travel to and from work sites and preparing the written reports. ISS will not bill for the time spent researching, meeting with the Town, and other costs associated with preparing this proposal.

Expenses

ISS will bill for expenses associated with consulting tasks, travel, and administrative costs such as copying at a reasonable and customary rate. Mileage will be billed at the current 2019 IRS rate of \$0.58 cents per mile.

Pricing

Consulting Services at \$150.00/hour for a projected 300 hours	\$45,000
Expenses will be reimbursed at the reasonable and customary rates	Included

Invoicing

Billing for these services will be in upon completion and presentation of the study. Payment is due within 30 days from the invoice date.

Cost Control

ISS will make every effort to minimize the hours required for this study. Any interviews and on-site work will be scheduled to maximize the use of consulting hours and reduce travel time. ISS project managers will regularly inform the town manager or his designee of the progress of the study and the costs incurred. The costs for this project are capped at no more than \$45,000 including expenses.

SUMMARY

In preparing cost estimates, ISS will determine what resources are required for the Town of Harrisburg to provide quality and cost-effective police services to the community and when should the Town start to move in that direction. Our approach will include a strategic assessment in

determining the community needs as well as changing crime and population trends affecting the public safety needs of the community.

Existing law enforcement service plan(s) with the Cabarrus County Sheriff's Office and other service providers will be reviewed to determine what services might be best contracted with other agencies for cost and efficiency savings as opposed to the Town providing all police services initially. Our analysis will assess the data on current service demands and delivery, including response times, style of policing, and other issues identified in this proposal.

ISS will include staffing and resource options in our report required for the Town to provide full police services. The format will be menu-driven meaning that options for each category, item, or service under consideration will be provided so that the Town can choose which services it would like to provide versus those services that might best be contracted out for cost savings. In addition, the reporting format will be such that the Town can choose, which services it wants to provide initially and which services to "phase in" over an extended time to reduce the initial capital and operating costs.

DRAFT



TOWN OF HARRISBURG

Agenda Item Details

Title:

Schedule Public Hearing to Consider Conditional Rezoning and Zoning Map Amendment for H-2018-08 (R) - Camellia Gardens (Shea Homes)

Presenting Personnel:

Suggested Motion or Action:

Motion to set a Public Hearing for the July 8th Town Council meeting to consider the Conditional Rezoning and Zoning Map Amendment for H-2018-08 (R).

Description/Background:

The Planning and Zoning Advisory Board considered the Conditional Rezoning and Zoning Map Amendment application for H-2018-08(R) Camellia Gardens (Shea Homes) on May 21, 2019. Upon making a recommendation, typically the application moves to the Town Council for consideration at the following Town Council meeting.

In this instance, an issue was discovered with the dates the Traffic Impact Analysis (TIA) was completed for the applicant, so staff has initiated a new TIA to be completed before moving forward to the Town Council. The delay in completing the TIA means the application will not be ready for consideration by the Town Council for the June meeting.

The Town's Unified Development Ordinance (UDO)(3.3.4.1.3) directs the Town Council to hear the application within 60 days of receiving a recommendation from the Planning and Zoning Board. This would mean the Public Hearing should be held during the June or July Town Council meetings.

Due to a scheduling conflict for the July Town Council meeting, the applicant has requested that the Town delay holding the Public Hearing until the August 12th Town Council meeting. In order to meet the requirements of the UDO, the Town must open the Public Hearing during the July Town Council meeting, and then recess the meeting until the August meeting for consideration.

To give the public optimal opportunity to speak regarding the proposal, public comment will be taken in both the July and August Town Council meetings, but Council will not consider the application and hear from the applicant until the August meeting.

This new business item is unique in that the Public Hearing is typically held at the next Town Council meeting, but due to unique factors described, we are asking Town Council to set the Public Hearing for a future meeting.

Recommendation:

Staff recommends setting the Public Hearing to hear H-2018-08 (R) during the July 8th Town Council meeting, with the understanding that the Public Hearing will be opened, public comment will be accepted, and then recessed until the August 12th Town Council meeting where the Town Council will then hear from staff and the applicant.

Fiscal Impact:

N/A

Attachments:

None



TOWN OF HARRISBURG

Agenda Item Details

Title:

Consideration of a Resolution for Intent to Reimburse for Funds to be Spent on Harrisburg Park Redevelopment - Phase 1

Presenting Personnel:

Brian Lee, Deputy Finance Director

Suggested Motion or Action:

If approved:

To approve the reimbursement resolution, as presented, for Harrisburg Park Redevelopment - Phase 1.

Description/Background:

As is typical when large, multi-year projects, due to expenditures occurring prior to loans being taken out (such as design), if those costs are to be part of the financing package, there must be a resolution of intent to reimburse approved by Council.

For Harrisburg Park - Phase 1, design and construction manager costs have already been incurred totaling approximately \$215,000. The financing proceeds are currently anticipated to be received in September, 2019, potentially following further professional service costs and some construction costs.

The attached resolution will give the Town authorization to repay itself for those dollars spent up until the financing is complete, with those loan proceeds.

Recommendation:

Staff recommends approval of the attached declaration of intent to reimburse.

Fiscal Impact:

As noted above, approximately \$215,000 of funds have been expended on the project without loan financing. Once the Town closes on the loan, the proceeds will be applied to this \$245,000 and any additional costs for professional services and construction incurred between now and closing on the loan. From that point on, all remaining expenditures on the project will be paid out of these proceeds.

Attachments:

1. Declaration of Intent to Reimburse - Harrisburg Park 06102019



TOWN OF HARRISBURG, NORTH CAROLINA
DECLARATION OF OFFICIAL INTENT TO REIMBURSE

This declaration (the "Declaration") is made pursuant to the requirements of the United States Treasury Regulations Section 1.150-2 and is intended to constitute a Declaration of Official Intent to Reimburse under such Treasury Regulations Section.

The undersigned is authorized to declare the official intent of the Town of Harrisburg, North Carolina (the "Borrower") with respect to the matters contained herein.

1. **Expenditures to be Incurred.** The Borrower anticipates incurring expenditures (the "Expenditures") for the design, construction and equipment for Harrisburg Park Redevelopment – Phase 1 (the "Project").
2. **Plan of Finance.** The Borrower intends to finance the costs of the Project with the proceeds of debt to be financed with a financial institution (the "Borrowing"), the interest on which is to be excluded from gross income for Federal Income tax purposes.
3. **Maximum Principal Amount of Debt to be Borrowed.** The maximum principal amount of the Borrowing to be incurred by the Borrower to finance the Project is not to exceed \$10,000,000.
4. **Declaration of Official Intent to Reimburse.** The Borrower hereby declares its official intent to reimburse itself with the proceeds of the Borrowing for any of the Expenditures incurred by it prior to the issuance of the Borrowing.

This resolution is effective upon its adoption this 10th day of June, 2019.

The motion to adopt this resolution was made by Councilmember _____, seconded by Councilmember _____ and passed by a vote of _____ to _____.

[Mayor]

ATTEST:

[Clerk]

This is to certify that this is a true and accurate copy of Resolution No. _____ Adopted by the Harrisburg Town Council on the 10th day of June, 2019.

[Clerk]

Date



TOWN OF HARRISBURG

Agenda Item Details

Title:

Consideration of a Resolution for Intent to Reimburse for Funds to be Spent on the Elevated Water Storage Tank

Presenting Personnel:

Brian Lee, Deputy Finance Director

Suggested Motion or Action:

If approved:

To approve the reimbursement resolution, as presented, for the Elevated Water Storage Tank.

Description/Background:

As is typical when large, multi-year projects, due to expenditures occurring prior to loans being taken out (such as design), if those costs are to be part of the financing package, there must be a resolution of intent to reimburse approved by Council.

The attached resolution will give the Town authorization to repay itself for those dollars spent up to financing, with those loan proceeds. The financing of the one-million gallon Elevated Water Storage Tank is being aligned with the financing of Harrisburg Park Redevelopment - Phase 1. The financing proceeds are currently planned to be issued and available to the Town in September, 2019, but design, engineering, and other professional and construction fees are often incurred before the issuance of the loan.

In order for any costs that are incurred before the date of the loan to be eligible for inclusion in the financing agreement, the Town must have passed a reimbursement resolution.

Thus far, costs incurred for the Elevated Water Storage Tank amount to approximately \$45,000; and there is a reasonable expectation that further professional services costs and construction costs may be incurred prior to the loan issuance.

Recommendation:

Staff recommends approval of the attached declaration of intent to reimburse.

Fiscal Impact:

As noted above, approximately \$45,000 of funds have been expended on the project without loan financing. Once the Town closes on the loan, the proceeds will be applied to this balance and any additional costs incurred between now and the loan closing. From that point on, all remaining expenditures on the project will be paid out of these proceeds.

Attachments:

1. Declaration of Intent to Reimburse - Elevated Water Tank 06102019



TOWN OF HARRISBURG, NORTH CAROLINA
DECLARATION OF OFFICIAL INTENT TO REIMBURSE

This declaration (the "Declaration") is made pursuant to the requirements of the United States Treasury Regulations Section 1.150-2 and is intended to constitute a Declaration of Official Intent to Reimburse under such Treasury Regulations Section.

The undersigned is authorized to declare the official intent of the Town of Harrisburg, North Carolina (the "Borrower") with respect to the matters contained herein.

1. **Expenditures to be Incurred.** The Borrower anticipates incurring expenditures (the "Expenditures") for the design, construction and equipment for the Elevated Water Storage Tank (the "Project").
2. **Plan of Finance.** The Borrower intends to finance the costs of the Project with the proceeds of debt to be financed with a financial institution (the "Borrowing"), the interest on which is to be excluded from gross income for Federal Income tax purposes.
3. **Maximum Principal Amount of Debt to be Borrowed.** The maximum principal amount of the Borrowing to be incurred by the Borrower to finance the Project is not to exceed \$5,000,000.
4. **Declaration of Official Intent to Reimburse.** The Borrower hereby declares its official intent to reimburse itself with the proceeds of the Borrowing for any of the Expenditures incurred by it prior to the issuance of the Borrowing.

This resolution is effective upon its adoption this 10th day of June, 2019.

The motion to adopt this resolution was made by Councilmember _____, seconded by Councilmember _____ and passed by a vote of _____ to _____.

[Mayor]

ATTEST:

[Clerk]

This is to certify that this is a true and accurate copy of Resolution No. _____ Adopted by the Harrisburg Town Council on the 10th day of June, 2019.

[Clerk]

Date



TOWN OF HARRISBURG

Agenda Item Details

Title:

Consideration of Mass Communication Interlocal Agreement with Cabarrus County.

Presenting Personnel:

Logan Lover, Communications Manager

Suggested Motion or Action:

If Approved:

Motion to approve the mass communication interlocal agreement with Cabarrus County, as attached.

Description/Background:

The purpose of this interlocal agreement between Cabarrus County and the Town of Harrisburg is to define certain financial and operational responsibilities of the parties concerning the provision of a county-wide notification system; to improve emergency notifications to the public within the different emergency response jurisdictions; and to provide enhanced communications for civic outreach and engagement.

The agreement is for one year with an option to extend for an additional four years at an adjusted price, as noted in the attached contract.

Recommendation:

Staff recommends approval of the agreement, as attached.

Fiscal Impact:

Fiscal impact to the Town is calculated by the County based on population. The cost to the Town for the first year is \$3,914.49, and each additional year through year five, if extended, is \$3,618.41 per year.

This Town previously budgeted this expense in FY2020 (split between Communications and Water and Sewer departments) for a total of \$7,500. The actual amounts will be well below the budgeted amounts.

Attachments:

1. Everbridge Interlocal Agreement

A STATE OF NORTH CAROLINA
COUNTY OF CABARRUS

**INTERLOCAL AGREEMENT
FOR
MASS COMMUNICATION SERVICES**

This INTERLOCAL AGREEMENT ("Agreement"), permitted by N.C. Gen. Stat. §160A-460 et
, is made effective as of _____, 2019 by and between CABARRUS COUNTY
("County") and the CITY/TOWN OF _____, North Carolina ("City/Town").

WHEREAS, County intends to establish a county wide notification system which will include a
contract with Everbridge for mass notification services and

WHEREAS, County will pay Everbridge on an annual basis for the services and

WHEREAS, City/Town have agreed to reimburse the County on an annual basis to assist in the
cost of mass notification services for emergency notifications and civic engagement.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein,
the parties agree as follows:

1. **Purpose:** The purpose of this agreement is to define certain financial and operational responsibilities of the parties concerning the provision of a county wide notification system; to improve emergency notifications to the public within the different emergency response jurisdictions; and to provide enhanced communications for civic outreach and engagement.
2. **License Requirements and Ownership:** County will execute an annual services contract with Everbridge with an option to renew on annual basis. County will be the sole party to the contract and shall be responsible for ensuring the contract terms are fulfilled.
3. **Compensation:** County will pay to Everbridge \$47,595.52 for the first year of services with an annual option to renew services at \$43,995.52 for three years.
4. **Reimbursement:** Calculated based on population. For equity of use, populations of unincorporated Cabarrus County and the City of Concord are added together and divided by two to determine percentage for cost allocation.

Year 1

Jurisdiction	Population	Con Cab Adjustment	Percentage	Year 1 Cost	Shared Cost
Mt. Pleasant	1911	1911	0.0093	47,595.52	\$443.24
Midland	3892	3892	0.0190	47,595.52	\$902.72
Harrisburg	16877	16877	0.0822	47,595.52	\$3,914.49
Kannapolis	37401	37401	0.1823	47,595.52	\$8,674.88
Concord	90827	72562	0.3536	47,595.52	\$16,830.21
Cabarrus Unincorporated	54296	72561	0.3536	47,595.52	\$16,829.98
	205204	205204	1.0000	47,595.52	\$47,595.52

Optional Year 2-4

Jurisdiction	Population	Con Cab Adjustment	Percentage	Year 2-4 Cost	Shared Cost
Mt. Pleasant	1911	1911	0.0093	43,995.52	\$409.72
Midland	3892	3892	0.0190	43,995.52	\$834.44
Harrisburg	16877	16877	0.0822	43,995.52	\$3,618.41
Kannapolis	37401	37401	0.1823	43,995.52	\$8,018.73
Concord	90827	72562	0.3536	43,995.52	\$15,557.22
Cabarrus Unincorporated	54296	72561	0.3536	43,995.52	\$15,557.00
	205204	205204	1.0000	43,995.52	\$43,995.52

5. **Termination of Agreement:** Convenience - Any party may terminate this agreement by providing notice prior to March 1st of each year to all other parties to this agreement. Such termination will become effective on July 1st of that year. No further obligations or liabilities shall be imposed upon the withdrawing party after termination for convenience.
6. **Indemnification:** Each party agrees to indemnify and hold harmless the other party from any damage, claim, loss or expense (including attorney's fees) arising from the acts or omissions of the indemnifying party relating to the duties or obligations of that party required by this Agreement, to the extent permitted by law.
7. **Term:** The initial term of this Agreement shall extend from the date this Agreement is signed and end July 1, 2020 and unless terminated in accordance with Section 5, shall automatically renew annually on July 1st for three years.
8. **Miscellaneous:**
 - a. This document contains the entire understanding of the parties with reference to shared Everbridge mass notification services. Any modification of this Agreement must be in writing and executed by both parties.
 - b. This Agreement is governed by the laws of the State of North Carolina.

IN WITNESS, the parties have executed this Agreement effective the day and year first written above, as indicated below.

CITY/TOWN OF _____

CABARRUS COUNTY

By: _____

Mayor

By: _____

Chair, Board of Commissioners

ATTEST:

By: _____

City/Town Clerk

ATTEST:

By: _____

Clerk to the Board

Date of Execution: _____

Date of Execution: _____

Approved as to Form

Approved as to Form

By: _____

City/Town Attorney

By: _____

County Attorney

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.

By: _____

City/Town Finance Director

By: _____

County Finance Director

Date: _____

Date: _____



TOWN OF HARRISBURG

Agenda Item Details

Title:

Consideration of Approval of a Contract with Kimley-Horn and Associates for a Community Transportation Plan

Presenting Personnel:

Robert Donham, Town Engineer

Suggested Motion or Action:

If approved:

Motion to approve a contract with Kimley-Horn and Associates for a Community Transportation Plan in the amount of \$75,000.

Description/Background:

The Harrisburg Area Land Use Plan provides direction for future growth and development in and around Harrisburg. The policy document conveys a future vision and the steps to achieve that vision. Kimley-Horn and Associates Engineering (KHA) will coordinate with the findings and vision of the HALUP to identify policies, code requirements, and ordinances to create a Community Transportation Plan.

KHA will create a current conditions inventory to identify existing and future deficiencies and opportunities for improvement. The Community Transportation Plan will seek to address traffic congestion, safety, connectivity, and accessibility. The Plan may include high-level intelligent transportation system elements, intersection-level improvements, or policy related transportation demand management measures.

The project will include community engagement measures to ensure the public has an opportunity to participate and provide input on the plan.

Recommendation:

Staff recommends approval of the attached contract with Kimley-Horn to create a Community Transportation Plan.

Fiscal Impact:

The fiscal impact of this project is a one-time expense of \$75,000 paid out of general fund operations. This was budgeted in FY2019 for \$75,000.

Attachments:

1. 2019-06-04 Harrisburg Community Transportation Plan Contract



June 4, 2019

Sushil Nepal, AICP
Planning and Economic Development Director
Town of Harrisburg
4100 Main Street
Suite 101
Harrisburg, NC 28075

Re: Harrisburg Community Transportation Plan

Dear Sushil:

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 providing transportation planning services related to the development of the Harrisburg Community Transportation Plan. Our scope of services is outlined below.

Scope of Services

The Consultant will provide the services specifically set forth below.

TASK 1. PROJECT ADMINISTRATION

Subtask 1.1 – Milestone Schedule

Kimley-Horn will prepare a milestone schedule that assigns target dates to each major task item.

Subtask 1.2 – Progress Reports

Kimley-Horn will prepare progress statements for each month in which labor is invoiced. Progress statements will be organized by task and provide a bulleted list of recent activities and percent complete. Kimley-Horn will submit the progress statements with each monthly invoice.

Subtask 1.3 – Coordination Meetings with Town Staff

Kimley-Horn will schedule up to four in-person coordination meetings between Kimley-Horn and Town staff. These meetings may take place at either the Town's office or Kimley-Horn's Charlotte office.

Task 1 Deliverables

- Milestone schedule
- Progress reports
- Coordination meetings with Town (up to four)

TASK 2. STRATEGIC ENGAGEMENT

It is understood that the Town and Kimley-Horn will partner on a set of focused engagement activities. Kimley-Horn will be available to support and provide materials to the Town for actives listed herein. The following represents an illustrative engagement strategy for consideration. Where possible, the engagement strategy will leverage the public involvement conducted as part of the recently completed Harrisburg Area Land Use Plan (HALUP).

Subtask 2.1 – Steering Committee

The Town will enlist local stakeholders to be on the CTP Steering Committee. We anticipate the size of the Steering Committee not to exceed 12 people. Kimley-Horn will meet with the Steering Committee up to three times during the study process to weigh in at major milestones, refine concepts, and confirm direction toward final recommendations. For these meetings, Kimley-Horn will be responsible for meeting materials (including meeting agendas and notes) and facilitation. The Town will be responsible for scheduling and identifying locations for Steering Committee meetings, and assisting with facilitation as appropriate. Two Kimley-Horn staff will attend each Steering Committee meeting.

Subtask 2.2 – Council Briefings

Kimley-Horn will provide briefings to the Harrisburg Town Council twice during the planning process to provide updates on the progress of the plan. Kimley-Horn will coordinate with Town staff to identify the preferred timing for these briefings. One member of Kimley-Horn staff will attend each of these presentations.

Subtask 2.3 – Public Workshops

During the planning process, Kimley-Horn will partner with Town staff prepare materials and facilitation guides for up to two open house-style public meetings. The Town will be responsible for advertising, notification, logistics, and facilitation for the meetings. Kimley-Horn will create engagement abstracts for each meeting and will employ a range of outreach techniques suited to the current project phase. Materials pertaining to key elements of the meeting abstracts will be provided for Town review in advance of the workshops.

Task 2 Deliverables

- Materials and facilitation for Steering Committee meetings (up to three)
- Council Briefings (up to two)
- Materials for Public Workshops (up to two)

TASK 3. CURRENT CONDITIONS INVENTORY

Subtask 3.1 – Data Collection

Kimley-Horn will provide a comprehensive list of desired data. The Town will be responsible for reviewing this list and communicating the availability and delivery of the data. Kimley-Horn will obtain readily available datasets from other sources including NCDOT, NOneMap, Cabarrus County, and the U.S. Census Bureau. Where possible, the Current Conditions Inventory will leverage work completed for the recently adopted Harrisburg Area Land Use Plan (HALUP).

Where available, the Town shall provide the following data to Kimley-Horn:

- Significant development plans located within the study area (CAD or GIS if available)
- Recent vehicular, pedestrian, or bicycle traffic counts
- Applicable transportation/land use/water resources plans and studies (zoning maps, comprehensive plans, land use plans, small area plans, capital improvement projects, and bike/pedestrian plans for study area, and any other relevant studies)
- Land use/zoning regulations and other applicable policies, guidelines, and ordinances
- Planned/committed roadway improvements (CAD or GIS files if available)

Data that Kimley-Horn will obtain from other sources may include:

- GIS data
 - o Environmental features (e.g. floodplains, streams, wetlands, historic sites)
 - o Aerial imagery
 - o Topography and elevations (from available GIS sources)
 - o Roadway characteristics
 - o Average Annual Daily Traffic volumes (most recent available)
 - o Rail lines
 - o Rail crossings
- Metrolina Regional Model
- Crash data
- Demographic data

Subtask 3.2 – Current Conditions Summary

The outcome of the data collection process will be a Current Conditions Summary which highlights and assesses transportation operations along corridors in Harrisburg. The Current Conditions Summary will be prepared in a format suitable for inclusion in the final plan document. This summary will be communicated in a PowerPoint slide deck for use during public meetings and web posting. Content from this exercise will be included in the final reporting.

As a part of this task, Kimley-Horn will create, populate, and maintain a project file geodatabase. This file geodatabase is intended to organize gathered data and to serve as a platform from which to create mapping for analysis, public outreach, and final deliverables, and future planning efforts. Kimley-Horn will work with the Town throughout the planning process to create a file structure that is adaptable for future use.

Subtask 3.3 – Guiding Statements

Based on the information gathered in the Current Conditions Summary and feedback from the Harrisburg Area Land Use Plan, Kimley-Horn will work with the Town and the Steering Committee to create a series of guiding statements that flesh out and support the Goals and Objectives related to transportation (i.e. Improve circulation and supply transportation options). These guiding statements are intended to shape the overall direction of the Plan. The guiding statements will emphasize the importance of measurable results.

Task 3 Deliverables

- Project file geodatabases and map packages
- Current Conditions Summary
- Guiding Statements

TASK 4. RECOMMENDATIONS DEVELOPMENT**Subtask 4.1 – Policy and Standards Assessment**

Kimley-Horn will coordinate with the findings of the Community Vision Land Use Plan to identify recommended policies, code requirements, or ordinances that support the guiding statements and action items for the Community Transportation Plan. In addition, we will review related codes and ordinances and identify areas that could be modified to better support the Community Transportation Plan. The outcomes of this review will be summarized in a Policy and Standards Assessment memorandum.

Subtask 4.2 – Roadway Element

Kimley-Horn will use the Current Conditions Inventory to identify existing and future deficiencies and opportunities for the roadway network in Harrisburg. Roadway-related recommendations will seek to address traffic congestion, safety, connectivity, and accessibility, and may include high-level intelligent transportation system (ITS) elements, intersection-level improvements at certain locations, or policy-related transportation demand management (TDM) measures.

- CTP Roadway Classification: An updated system map will be generated that represents the assignment of existing and future streets using the NCDOT CTP Street Types as a basis for illustration. The mapping will be performed in accordance with NCDOT guidelines as they are made available for CTP 2.0.
- Collector Street Network: Using the Future Transportation Network Concept developed as part of the Harrisburg Area Land Use Plan, Kimley-Horn will provide additional best practices and strategies for implementation, as well as identify any potential gaps.
- Access Management and Safety: Using available data and Town feedback, Kimley-Horn will identify corridors that should be considered for access management or safety enhancements to improve both corridor safety and efficiency.
- Congestion: Using data from the existing interim years in the Metrolina Regional Model and information included in the Cabarrus-Rowan Metropolitan Transportation Plan, Kimley-Horn will identify capacity increasing projects, where appropriate, along corridors in Harrisburg.

Subtask 4.3 – Bicycle and Pedestrian Planning

Based on the recommendations from the 2015 Comprehensive Bicycle, Pedestrian, and Greenway Master Plan, Kimley-Horn will incorporate recommendations as appropriate into the CTP to improve active transportation in Harrisburg. These recommendations will be reviewed for consistency with other recommendations developed during this plan and incorporated into the final cross-section for recommended projects. For facilities aligning with plan recommendations, planning level cost estimates (Subtask 5.2) will be inclusive of the relevant bicycle and pedestrian infrastructure. Kimley-

Horn will provide a final review of the recommendations to identifying any additions necessary to provide a cohesive multimodal network.

Subtask 4.4 – Key Corridors

Kimley-Horn will develop key corridor concept spreads for up to three key corridors identified in partnership with the Town and the Steering Committee. These corridor segments (assumed to be less than 1 mile in length) will include elements such as existing and projected alignment and operational information, cross-sections, land use characteristics, development potential, and location mapping. Kimley-Horn will give general consideration for corridor aesthetics which would include landscaped median elements. These corridor profiles are intended to be included in the Community Transportation Plan as a tool to communicate the Town's vision and objectives for critical corridors in the Town.

Task 4 Deliverables

- Roadway Element (CTP Roadway Classification, Collector Street, Access Management, Safety, and Congestion)
- Bicycle and Pedestrian Element
- Key Corridors (up to 3)

TASK 5. FUNDING AND IMPLEMENTATION

Subtask 5.1 – Priority Identification

Building upon the guiding statements established in Subtask 3.3, Kimley-Horn will work with Town staff and the Steering Committee to identify priority projects. The process will consider transportation performance metrics as well as influencing factors related to land use and economic vitality. The prioritization criteria, as currently envisioned, will be organized within each of the plan's guiding statements. Kimley-Horn and Town staff will discuss and agree upon the proposed metrics before they are applied.

Subtask 5.2 – Planning Level Cost Opinions

Kimley-Horn will confer with Town staff to identify all existing and credible cost estimates for projects in the unconstrained project list. Kimley-Horn will develop planning level cost opinions for priority projects in each mode.

Planning level construction cost opinions for recommended roadway, bicycle, and pedestrian improvements will be prepared using unit cost information (provided by Town staff, NCDOT, or estimated from geographically similar areas) developed for the applicable transportation elements. Kimley-Horn will provide an opinion of cost percentages relative to engineering, design, and right-of-way provisions. Right-of-way percentages will be assessed using opinions of low, medium, and high values. This process will be generated in spreadsheet form, with the spreadsheet provided to Town staff for use in future efforts.

Any opinions Kimley-Horn renders as to cost or revenue are preliminary and based on currently available information and the limited scope of services. Kimley-Horn cannot and does not guarantee that proposals, bids or actual costs will not vary from its opinions of cost. Actual costs of construction and actual revenue will differ from any projections made at this time.

Subtask 5.3 – Action Plan

Kimley-Horn will evaluate the projects in the transportation framework using the prioritization process established in Subtask 5.1, resulting in a set of prioritized projects. The highest priority projects will be summarized in a project Action Plan. This Action Plan will clearly outline next steps and will include a combination of initiatives and projects, likely cost, who is best positioned to lead, what partners need to be engaged, and provide information related to cost for potential short-term projects. The Action Plan may also identify recommendations for future planning efforts.

Task 5 Deliverables

- Prioritization process summary
- Prioritized project list
- Project cost opinions (spreadsheet)
- Action Plan (included in Plan Document)

TASK 6. DOCUMENTATION

Documentation for the plan will occur throughout the study process as described in the previous tasks. In addition, the study recommendations will be captured in the following deliverables.

Subtask 6.1 – Plan Document

The main deliverable will be a plan that concisely describes the study process, participants, issues, and recommendations. When possible, the plan will rely on charts, graphs, tables, maps, and graphic exhibits to communicate ideas and information. The final plan will be formatted for print as well as electronic distribution. In addition, a digital technical appendix will be provided (for documentation and reference). This appendix may be a compilation of technical analysis and outreach summaries and will serve as a repository for supporting information generated during the planning process. Kimley-Horn will prepare a preliminary draft of the report for review and comment by Town staff. The Town will prepare a single set of consolidated comments that clearly communicates requested revisions and resubmit to Kimley-Horn. Kimley-Horn will address the comments and submit a revised draft to Town staff. Town staff will use this draft for submission to the public and the Town Council for review. Following this public input period, Town staff will consolidate the comments received and submit them to Kimley-Horn. Upon addressing these final comments, Kimley-Horn will provide one digital copy of the final report and technical appendix to the Town.

Subtask 6.2 – GIS Deliverables

Throughout the development of the plan, Kimley-Horn will compile existing GIS data and data created specifically as part of the plan in an ArcGIS file geodatabase (as referenced in Subtask 3.2). This data will be organized in a structure supportive of future use. GIS map packages will also be provided for relevant maps.

Task 6 Deliverables

- Plan document (digital format)
- Technical appendix (digital format)
- Project sheets
- ArcGIS file geodatabase and map packages

ADDITIONAL SERVICES

Any services not specifically provided for in the above scope will be billed as additional services and negotiated at the current rate at the time the new request is made. Additional services that may be provided include, but are not limited to, the following:

Task A – Public Workshop Facilitation

Up to two members of the Kimley-Horn team will attend and facilitate each of the two public workshops scheduled as part of the engagement strategy outlined in Task 2.4.

Information Provided by Client

We shall be entitled to rely on the completeness and accuracy of all information provided by the Client or the Client's consultants or representatives.

Schedule

The Consultant will provide our services as expeditiously as practicable with the goal of meeting a mutually identified schedule. The Consultant assumes that the project will last no longer than ten (10) months from NTP to approval. The Consultant reserves the right to request additional fees if the project lasts longer than ten (10) months.

Fee and Billing

Kimley-Horn will perform the Base Scope of Services in Tasks 1-6 for an estimated total fee of \$75,000.

ASSUMPTIONS:

- This process does not include a review and adoption process by the MPO
- The plan will be supported by outreach from the Harrisburg Area Land Use Plan (HALUP)
- NCDOT approved cross-sections will be leveraged
- A partnership with the town staff is assumed especially when considering meeting logistics and review tasks
- The planning process will rely on existing data sets (no new data will be generated during the process)

Lump sum fees will be invoiced monthly based on the overall percentage of services performed. Payment will be due within 25 days of your receipt of the invoice.

The Town may also choose to add the additional service detailed at the end of the Scope of Services, as well as any other service not specifically provided for in the scope. These items will be billed as additional services and negotiated at the current rate at the time the new request is made.

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 The 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 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: Stephen Stansbery, AICP
Vice President

Steve Blakley
Principal

Town of Harrisburg
A Municipality

(Print or Type Name and Title)

(Email Address)

_____, Witness

(Print or Type Name)

This instrument has been pre-audited in a manner required by applicable law.

_____, Finance Officer

Attachment – Standard Provisions

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 WK Dickson for GIS Storm Water Mapping and Utility Updates.

Presenting Personnel:

Robert Donham, Town Engineer

Suggested Motion or Action:

If approved:

Motion to approve the contract with WK Dickson, in the amount of \$50,000 for GIS Storm Water mapping and utility updates, as presented.

Description/Background:

The Town currently utilizes WK Dickson's GIS hosting capabilities for our water and sewer mapping which in turn, helps the Town make more informed decisions regarding our water and sewer systems, and is a requirement of our water and sewer permits.

As a requirement of the Town's Phase II Storm Water permit, the Town is required to map and monitor storm water outfalls. The proposed contract with WK Dickson will add storm water infrastructure to our existing GIS mapping and update the application for all three utilities.

Recommendation:

Staff recommends approval of the attached contract with WK Dickson for GIS Services.

Fiscal Impact:

Contract is in an amount not to exceed \$50,000. This work is part of our Phase II Storm Water Mandates and \$50,000 is budgeted for FY2019.

Attachments:

1. 2019-05-22 Harrisburg Contract for Services



CONTRACT FOR SERVICES

This CONTRACT for **GIS Services** by and between **Town of Harrisburg, NC**, hereinafter called the OWNER, and W.K. Dickson & Co., Inc., hereinafter called the CONSULTANT;

The parties hereto do mutually agree as follows:

1. Employment of CONSULTANT. The OWNER hereby engages the CONSULTANT and the CONSULTANT hereby agrees to perform the professional services hereinafter set forth.
2. Scope of Services. The CONSULTANT shall perform, in a professional manner, the services set forth in Attachment A, Scope of Services, which attachment is incorporated herein.
3. Additional Services. The CONSULTANT shall provide additional services, not specifically called for in Attachment A, Scope of Services, upon written authorization of the OWNER.
4. Time of Performance. The CONSULTANT will commence work on or as soon as practicable after the date of execution of this Contract and receipt of written Notice to Proceed. All work as set forth in the Scope of Services shall be completed as shown in the Project Schedule in Attachment A, assuming: (i) the timely submission of all required data and the scheduling of all meetings and reviews by the OWNER; (ii) no other impacts or delays caused by third parties, including the contractor(s) or its subcontractors; or (iii) other delays beyond CONSULTANT's control.

If the OWNER requests modifications to the Scope of Services of the Project, or if CONSULTANT's services extend past the completion date above, through no fault of the CONSULTANT, the CONSULTANT's compensation shall be paid as an additional service as set forth in Attachment B, Basis of Compensation, and CONSULTANT's time of performance shall be extended appropriately.

CONSULTANT's services under this Contract, and each phase of services, if the Scope of Services is so divided, shall be considered complete at the earlier of (1) the date when the submissions for that phase have been accepted by the OWNER or (2) thirty days after the date when such submissions are delivered to the OWNER.

5. Compensation. The CONSULTANT agrees to perform the services provided for in the Scope of Services, and the OWNER agrees to compensate the CONSULTANT for such services as set forth in Attachment B, Basis of Compensation, which attachment is incorporated herein. Compensation for additional services shall also be as set forth in Attachment B, Basis of Compensation.

Payment by the OWNER to the CONSULTANT shall be due and payable on the 25th day of the month following the date of the invoice. Payments not received by the CONSULTANT by said 30th

day of the month following the date of the invoice shall be overdue. A service charge of one and one-half (1½) percent per month shall be added to all overdue amounts. OWNER agrees to pay CONSULTANT's cost of collection of all amounts due and unpaid including court costs and reasonable attorney fees. CONSULTANT shall not be bound by any provision wherein CONSULTANT waives any rights to a mechanic's lien, or any provision implying payment to CONSULTANT is contingent upon payment to OWNER by a third party. A failure by OWNER to pay CONSULTANT on a timely basis shall entitle CONSULTANT at its election, to stop work on the Project until such time as payment has been made, or upon seven days' notice and OWNER's failure to pay all amounts then due, to terminate this contract. Such suspension or termination shall be deemed for cause.

6. Personnel. The CONSULTANT represents that he has, or will secure at his own expense, all personnel required to perform the services under this Contract and that such personnel will be fully qualified to perform such services.
7. Subsurface Investigations. In soils, foundation, groundwater, and other subsurface investigations, the actual characteristics may vary significantly between successive test locations and sample intervals and at locations other than where observations, exploration, and investigations have been made. Because of the inherent uncertainties in subsurface evaluations, changed or unanticipated underground conditions may occur that could affect total project cost and/or execution. These unforeseen conditions are not the responsibility of the CONSULTANT, and CONSULTANT does not make any opinions or representations regarding, or assume any liability for, conditions outside the actual locations or areas tested, observed or explored.
8. CONSULTANT's Personnel at Construction Site. The presence or duties of CONSULTANT's personnel at a construction site, whether as onsite representatives or otherwise, do not make CONSULTANT or CONSULTANT's personnel in any way responsible for those duties that belong to OWNER and/or the construction contractors or other entities, and do not relieve the construction contractors or any other entity of their obligations, duties, and responsibilities, including, but not limited to, all construction methods, means, techniques, sequences, and procedures necessary for coordinating and completing all portions of the construction work in accordance with the construction Contract Documents and any health or safety precautions required by such construction work. CONSULTANT and CONSULTANT's personnel have no authority to exercise any control over any construction contractor or other entity or their employees in connection with their work or any health or safety precautions and have no duty for inspecting, noting, observing, correcting, or reporting on health or safety deficiencies of the construction contractor(s) or other entity or any other persons at the site except the CONSULTANT's own personnel.

The presence of CONSULTANT's personnel at a construction site is for the purpose of providing to OWNER a greater degree of confidence that the completed work will conform generally to the Contract Documents and that the integrity of the design concept as reflected in the Contract Documents has been implemented and preserved by the construction contractor(s). CONSULTANT neither guarantees the performance of the construction contractor(s) nor assumes responsibility for construction contractor's failure to perform their work in accordance with the Contract Documents.

9. Responsibilities of the OWNER. It is agreed that the OWNER will have the following responsibilities under this Contract:

- a. The timely provision of all available information, data, reports, records, and maps to which the OWNER has access and which are needed by the CONSULTANT for the performance of the services provided for herein.
- b. Providing assistance and cooperation for the CONSULTANT in obtaining any other needed material which the OWNER does not have in its possession.
- c. Making available the services of the OWNER as may be necessary to obtain information as needed to perform the work program set forth in the Scope of Services.
- d. The designation of a single representative who will be authorized to make necessary decisions required on behalf of the OWNER and will serve to provide the necessary direction and coordination for the project.
- e. Bear all costs for permitting, reviewing, recording and advertising for the project.
- f. Provide access to all affected private property for CONSULTANT to perform all necessary surveying, engineering and inspections.
- g. Provide a "Clear Site Certification" from legal counsel that OWNER has legal right to undisturbed use of the total project site for the entire life of the project.

All such OWNER responsibilities shall be conducted in a timely manner and without undue delay so as not to delay the CONSULTANT in the performance of his services.

10. Opinion of Probable Construction Costs. CONSULTANT's opinion of probable construction costs, if rendered as a service under this Agreement, is based on assumed labor costs and approximate quantities of material and equipment, and therefore is of a conditional character. CONSULTANT cannot and does not guarantee the cost of work to be performed by others since market or bidding conditions can change at any time and changes in the scope or quality of the project may affect estimates. OWNER waives and releases CONSULTANT from any loss, liability or claim arising out of or in any way related to CONSULTANT's opinion of probable construction costs.

11. Ownership of Documents. All documents prepared or furnished by CONSULTANT pursuant to this Agreement are instruments of CONSULTANT's professional service, and CONSULTANT shall retain an ownership and property interest therein, including all copyrights. CONSULTANT grants OWNER a license to use instruments of CONSULTANT's professional service for the purpose of constructing, occupying or maintaining the project. Reuse or modification of any such documents by OWNER, without CONSULTANT's written permission, shall be at OWNER's sole risk, and OWNER agrees to indemnify and hold CONSULTANT harmless from all claims, damages and expenses, including attorneys' fees, arising out of such reuse by OWNER or by others acting through OWNER. Documents are defined as reports, drawings, specifications, record drawings, plats and other deliverables defined in the scope of work whether in printed or electronic format.

12. Use of Electronic Media. Copies of documents that may be relied upon by OWNER are limited to the printed copies (also known as hard copies) that are signed or sealed by CONSULTANT. Files in electronic formats, or other types of information furnished by CONSULTANT to OWNER such as text, data or graphics, are only for convenience of OWNER. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk. When transferring documents in electronic formats, CONSULTANT makes no representations as to long-term compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems or computer hardware differing from those in use by CONSULTANT at the beginning of this project.
13. Changes. The OWNER or the CONSULTANT may, from time to time, request modifications or changes in the Scope of Services. Such changes, including any increase or decrease in the amount of the CONSULTANT's compensation or time of performance, which are mutually agreed upon by and between the OWNER and the CONSULTANT, shall be incorporated in written amendments (Attachment C), and compensated for as additional services as set forth in Attachment B.
14. Termination of Contract. This Contract may be terminated by either the OWNER or the CONSULTANT, with or without cause, upon 7 calendar days written notice. In the event of a termination by OWNER for cause or by CONSULTANT without cause, copies of all finished or unfinished plans, specifications and reports prepared by the CONSULTANT shall, at the option of the OWNER, be made available, provided CONSULTANT is paid in full for all services provided and expenses incurred through the date of termination and otherwise as provided for in paragraph 11. If termination is by CONSULTANT for cause, the license granted OWNER pursuant to paragraph 11 shall terminate, and no rights for continued use or copies of documents shall inure to OWNER, but the CONSULTANT shall be entitled to receive compensation for work accomplished including reimbursable expenses incurred prior to termination.
15. Assignability. This Contract shall not be assigned or transferred by either the CONSULTANT or the OWNER without the prior written consent of the other. Notwithstanding the foregoing, however, the CONSULTANT shall not be prohibited from contracting with qualified sub-consultants or from assigning to a bank, trust company, or other financial institution any claims for compensation due, or to become due, without such prior written consent.
16. Insurance. CONSULTANT shall provide and maintain at a minimum the following coverage and limits during the life of the contract:
 - a. Statutory Workers Compensation Insurance, a minimum of \$500,000 or greater amount if required by the state(s) in which the work is to be performed.
 - b. Commercial General Liability Insurance, including coverage for premises and operations, products and completed operations, independent contractors, and contractual liability. Such insurance shall be not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate.

- c. Automobile Liability Insurance for all owned, hired and non-owned automobiles in the minimum amount of \$1,000,000 per occurrence.
- d. Professional Liability Insurance of \$1,000,000 per claim.

17. Indemnification. CONSULTANT and OWNER each agree to indemnify and hold the other harmless, and their respective officers, employees, agents and representatives, from and against liability for all claims, losses, damages and expenses, including reasonable attorneys' fees, to the extent such claims, losses, damages, or expenses are caused or alleged to have been caused by the indemnifying party's negligent acts, errors or omissions. In the event claims, losses, damages or expenses are caused by the joint or concurrent negligence of CONSULTANT and OWNER, they shall be borne by each party in proportion to its negligence.
18. Liability and Standard of Care. CONSULTANT shall perform services for OWNER using that degree of care and skill ordinarily exercised by consultants practicing in the same or similar locale as the project, on projects of a similar scope and nature. CONSULTANT's liability to OWNER for any damages arising in any way out of performance or breach of this contract or breach of CONSULTANT's standard of care, is limited to the net proceeds recoverable under CONSULTANT's Professional Liability Insurance policy identified in paragraph 16d, "net proceeds recoverable" being defined as the proceeds payable under the policy after deductions for expenses, attorney's fees or other claims paid under such policy. In no event shall either OWNER or CONSULTANT be entitled to consequential damages.

OWNER acknowledges that the CONSULTANT is a Corporation and agrees that any claim made by the OWNER arising out of any act or omission of any director, officer or employee of the CONSULTANT in the execution or performance of this agreement shall be made against the CONSULTANT and not against such director, officer, or employee and OWNER waives any claim against all of CONSULTANT's directors, shareholders, officers and employees.

19. Dispute Resolution. If a dispute greater than \$10,000 arises out of or relates to this contract, or the breach thereof, and if this dispute cannot be settled through negotiation, the parties agree first, prior to litigation or any other form of dispute resolution, to try in good faith to settle the dispute by mediation. The parties shall first attempt to select a mutually acceptable mediator, and if the parties agree upon a mediator, the mediation shall be conducted in accordance with the North Carolina Rules Implementing Statewide Mediated Settlement Conferences in Superior Court Civil Actions, then in effect, or as the parties may otherwise agree. If the parties cannot agree upon a mediator, the selection of a mediator and the mediation process shall be conducted by the American Arbitration Association under its then current Construction Industry Arbitration Rules and Mediation Procedures. The venue for the mediation shall be in Charlotte, North Carolina, unless the parties otherwise agree.
20. Miscellaneous Provisions. The following miscellaneous provisions shall apply:

- a. This Agreement shall be binding upon the successors and assigns of the parties.

- b. Interpretation and enforcement of this Agreement shall be pursuant to the law of the State of North Carolina. Venue for any litigation under or related to this Agreement shall be in the courts of Mecklenburg County, North Carolina.
- c. This Agreement constitutes the entire contract between the parties, and it shall be modified or amended only in a writing signed by both parties.

IN WITNESS WHEREOF, the CONSULTANT and the OWNER have executed this Contract as of the date written below.

OWNER:

TOWN OF HARRISBURG, NC

By: _____

Title: _____

Date: _____

CONSULTANT:

W.K. DICKSON & CO., INC.

By: 
Terry Macaluso

Title: Vice President Date: _____

Date: 5/22/2019

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

By: _____
Finance Officer

Date: _____

Address for giving notices:

Address for giving notices:

1320 Main Street, Suite 400
Columbia SC 29201

Designated Representative:

Name: _____

Title: _____

Phone: _____

E-mail: _____

Designated Representative:

Name: Michael Cameron, GISP

Title: GIS Program Manager

Phone: 803-786-4261

E-mail: mcameron@wkdickson.com

ATTACHMENT A

SCOPE OF SERVICES

Task 1: GIS Web Application Updates

The CONSULTANT will update the existing web applications which currently host water and sewer GIS data for OWNER's utility infrastructure. The web updates will consist of migrating the current applications to the current ArcGIS Enterprise framework. This migration is necessary as support ESRI deprecates the Flexviewer API framework currently being utilized for the web applications.

The migration will involve two web applications, the first with view-only access to OWNER's GIS data and a second application with editing capability enabled on OWNER's utility assets. The web applications will be configured with functionality and symbology consistent with the current applications. Any additional functionality or modification of symbology will be performed as additional services as identified in Task 2 of this agreement. The web applications will be hosted in accordance with the terms and conditions of the current web application hosting agreement (WKD# 20140047.09.CA).

Task 2: GIS On-Call Services

The CONSULTANT will provide general GIS consulting services to include but not limited to GIS data development, mapping and data analysis tasks. Specific GIS data development tasks will include updating the water and sewer datasets with record drawings to be provided by OWNER for portions of the system that have been added or modified. Data development on the stormwater inventory may also be performed under this scope of work, specifically development of the geodatabase schema, import of existing stormwater featureclasses as well as digital conversion of stormwater record drawings as agreed upon by OWNER and CONSULTANT. Additional services to be performed under this task include but are not limited to software evaluation and integration, mobile application development, field data collection, training and GIS technical support as agreed upon by OWNER and CONSULTANT.

PROJECT SCHEDULE

Task 1: Fifteen (15) business days from notice to proceed.

Task 2: As agreed upon by OWNER and CONSULTANT based on the scope and availability of necessary data for the requested task.

ATTACHMENT B

BASIS OF COMPENSATION

1. Basic Services.

Task 1 The OWNER shall pay the CONSULTANT for services set forth in Attachment A, Scope of Services, a Lump Sum Fee of five thousand five hundred dollars (\$5,500).

A percentage of the Lump Sum Fee will be billed on the last day of each month. The percentage billed will be the percentage of work estimated to be completed as of the day of billing.

Task 2 The OWNER shall pay the CONSULTANT for services set forth in Attachment A, Scope of Services, on an hourly plus expenses basis per the CONSULTANT rate schedule in effect at the time. The current rate schedule is attached for reference.

The total hourly plus expenses fee for Task 2 shall not exceed the sum of forty-four thousand five hundred dollars (\$44,500) without agreement of OWNER and CONSULTANT.

The CONSULTANT will bill the OWNER on the last day of each month for the labor and expenses incurred during that month.

2. Additional Services. The OWNER shall pay the CONSULTANT for additional services, which are not specifically called for in Attachment A, Scope of Services, in accordance with the CONSULTANT's standard rates.

3. Premium Rate Adjustment. Should OWNER request an accelerated schedule requiring CONSULTANT to work overtime hours, then a 1.25 premium rate adjustment shall be applied to current hourly rates or lump sum fees as appropriate. Accelerated schedule and premium rate adjustment shall be approved as part of compensation at time of contract execution or by written amendment.



TOWN OF HARRISBURG

Agenda Item Details

Title:

Consideration of Water and Sewer Fund Minimum Fund Balance Policy Update

Presenting Personnel:

Brian Lee, Deputy Finance Director

Suggested Motion or Action:

If approved:

Motion to approve an update to the Water and Sewer Fund minimum Fund Balance policy from 40% of operational expenses to 30% of operational expenses, as attached.

Description/Background:

At the October 8, 2018 Town Council meeting, a 40% minimum fund balance policy was approved which ensures the fund maintains a healthy operational reserve. The excess is transferred to the Water and Sewer Capital Reserve Fund annually to fund capital purchases in the ten-year capital improvement plan.

Upon implementation and continued evaluation of the 40% Water and Sewer Fund fund balance policy, staff has determined that a 40% threshold is most appropriate for a full service Water and Sewer enterprise which owns and operates treatment plants. The potential for infrastructure disasters and the resulting environmental impacts for a full service enterprise could require very expensive repairs and fines.

Conversely, the Town of Harrisburg owns and operates distribution lines and pumps, but is not responsible for any treatment facilities. Based on the lesser potential impact of disasters resulting from the Town's Water and Sewer infrastructure system in comparison with a full service system, staff supports the reduction of the fund balance from 40% to 30%.

In addition, a 40% minimum fund balance policy, as applied to the General Fund, provides cushion to the fund during the periods of the year when revenue is not being collected. Property taxes are mostly collected during a 3-4 month period which creates a need during the rest of the year and particularly before collections start for a draw on the fund balance reserves. Water and Sewer revenues are collected monthly, providing a stable, predictable cash flow throughout the fiscal year.

The reduced fund balance requirement will also allow the Town to better fund capital projects identified on its 10-year Capital Improvement Plan by freeing up these reserve revenues to be used for capital project expenses and investment back into the utility. This also reduces the water and sewer rate increase necessary to meet the needs of the utility system, but does so in a manner that does not jeopardize the ability of the system to recover in the event of a disaster or major infrastructure problem.

Recommendation:

Staff recommends approval of the update to the Water and Sewer minimum fund balance policy from 40% to 30%.

Fiscal Impact:

This change in fund balance policy will allow for an additional 10% of the Water and Sewer Fund's fund balance to be moved into capital reserve for future capital funding. Currently, that amount would equate to nearly \$450,000.

Attachments:

1. Fund Balance Policy 06102019



FUND BALANCE POLICY OF THE TOWN OF HARRISBURG, NORTH CAROLINA (Amended on June 10, 2019)

It is necessary for the Town of Harrisburg to maintain available fund balance reserves to provide appropriate cash flow for operation of Town services, to address emergencies and unexpected opportunities, to increase the potential for investment income, and to enhance the Town's credit rating to provide the Town the ability to borrow at the lowest possible interest rate.

General Fund and Water and Sewer Fund

The NC Local Government Commission (LGC) is charged with overseeing the fiscal health of municipalities and counties and recommends a minimum available General Fund-fund balance of no less than eight percent (8%) of expenditures. Available fund balance is defined as total fund balance, less non-spendable fund balance and stabilization by state statute. For purposes of this policy, the Town will utilize only operating and debt service expenditures in the calculation of the fund balance percentage.

All revenues in excess of expenditures realized at the end of any given fiscal year will be credited to available fund balance until a minimum goal of forty percent (40%) is realized **for the General Fund and thirty percent (30%) is realized for the Water and Sewer Fund**. The Town will adjust this minimum as appropriate based upon recommendation from the LGC and the current financial outlook. Once the forty percent (40%) **and thirty percent (30%) goals, respectively, are achieved** ~~goal is realized~~, all revenues in excess of expenditures realized at the end of any given fiscal year will be credited as capital reserves. Should the available fund balance **in either fund** fall below the forty percent (40%) **and thirty percent (30%) thresholds, respectively**, a plan shall be created, with Town Council approval, to restore the reserves within two (2) years. If the restoration cannot be accomplished within such time period without severe hardship to the Town, then the Council will establish a different but appropriate time period.

The Finance ~~Officer~~ ~~Director~~ shall prepare a report documenting the status of the available fund balances **for the General Fund and the Water and Sewer Fund** to the Town Council as part of the annual budget preparation.



TOWN OF HARRISBURG

Agenda Item Details

Title:

Consideration of Adoption of Resolution of Intent to Increase Water and Sewer Rates

Presenting Personnel:

Haynes Brigman, Town Manager

Suggested Motion or Action:

If approved:

Motion to approve the attached resolution of intent to increase water and sewer rates.

Description/Background:

During the budget process for the FY2020 budget, Council directed staff to prepare a resolution of intent to increase water and sewer rates that reflected the on-going annual purchase and treatment expense increases incurred by the Town annually.

This was to provide for a known increase to the public, every other year, for water and sewer rates, to help maintain the operational and capital needs of the growing water and sewer enterprise. As noted during the budget process, with the Town reselling water from City of Concord and having WSACC treat the sewer, the Town is subject to increased rates from those entities on an annual basis.

This has been the case for the last several years. Unless these increases are ultimately passed on to the end user, the funds available to properly serve the customers of the enterprise will be diminished or result in larger single year increases. The intention of the resolution is to allow for smaller, scheduled increases that allow the utility to fully fund all operational and capital expenses.

The resolution provides for a 5% increase in water and sewer rates to all customers every other year, beginning FY2022. Please note that the 5% is representative of the current projected needs of water and sewer over the next ten years. If operational or capital needs change, the 5% may be adjusted up or down. While this resolution does establish a set rate increase every two years, this is not a binding resolution for future Councils, but more a guiding document to ensure full funding of the water and sewer utility.

Recommendation:

Staff recommends approval of the attached resolution.

Fiscal Impact:

In each given year of the increase, a corresponding 5%, or whichever amount is determined by Council, would be added to water and sewer consumption revenue.

Attachments:

1. Resolution of Intent to Increase Water and Sewer Rates



RESOLUTION

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF HARRISBURG, NORTH CAROLINA OF INTENTION TO INCREASE WATER AND SEWER RATES

WHEREAS, on June 10, 2019, the Town Council adopted the FY2020 Schedule of Fees, which includes water and sewer rates, to remain in effect until June 30, 2020; and

WHEREAS, the FY2020 Schedule of Fees provided for increases in the water and sewer rates charged to customers to allow, in accordance with sound financial management policies, an appropriate level of working capital to be maintained for the water and sewer system for future-year operations; and

WHEREAS, the FY2020 Schedule of Fees provided for an increase in water and sewer rates for FY2020 to aid in the maintenance of the appropriate level of working capital for future water and sewer operations; and

WHEREAS, the Town of Harrisburg staff have identified increases in operating and capital costs which require increases in rates in order to maintain an appropriate level of working capital; and

WHEREAS, sound financial management and planning policies require the Town Council to consider the future working capital needs for the Town's water and sewer system for future-year operations beyond FY2020; and

WHEREAS, the Town Council finds that the adoption of a new FY2021 Water and Sewer Rate Resolution, which will replace the rates adopted by the FY2020 Schedule of Fees with new rates, effective July 1, 2020, and ending on June 30, 2029, will allow the Town to address the working capital needs of water and sewer operations in future years.

NOW, THEREFORE, be it resolved the Town Council of the Town of Harrisburg, North Carolina, hereby adopts this resolution which shall include a 5% increase to all classes of water and sewer customers in FY2022, FY2024, FY2026 and FY2028, subject to current operational and capital expenditure rates.

BE IT FURTHER RESOLVED that this Resolution shall become effective on the date of its adoption.

PASSED, ADOPTED AND APPROVED this 10th day of June, 2019.

Steve Sciascia, Mayor

Attest:

Janet Rackley, Town Clerk



TOWN OF HARRISBURG

Agenda Item Details

Title:

Consideration of Amendments to FY2019 Budget Ordinance for IT equipment

Presenting Personnel:

Brian Lee, Deputy Finance Director, James Mahoney, Information Systems Director

Suggested Motion or Action:

If approved:

Motion to approve the budget amendments, as attached.

Description/Background:

1) As part of the FY2019 Capital Improvement Plan, a storage area network device was authorized, which supports Town-wide IT services. During the year, a server located at Public Works, which currently processes and stores the fuel pumps' data, has corrupted and is no longer capable of supporting the fuel pumps.

A server expansion located within Public Works will serve two purposes, the first of which will provide a stable and sufficiently sized server for the fuel pumps and the second will provide the Town with another capable location to be used for system backups and data replication.

2) A \$25,000 project to add surveillance equipment and internet/remote access technology at Pharr Mill and Stallings Parks was approved as part of the FY2019 CIP. The layout of the surveillance system at Pharr Mill Park excluded two cameras and the related data beam technology needed to remotely access and monitor the cameras.

The system will provide internet service to these parks, which also allows the Town to remotely monitor the camera systems in place.

Recommendation:

Staff recommends approval of these amendments as presented.

Fiscal Impact:

1) The additional fiscal impact to the Town for the Server is \$7,000. This will be funded with General Fund Capital Reserves.

2) The additional fiscal impact to the Town for the surveillance and data beam technology is \$6,000. This will be funded with General Fund Capital Reserves.

The original Park Surveillance project was approved at a cost of \$25,000 as part of the FY2019 CIP and Budget Ordinance.

The total cost of the surveillance system and data beam technology is approximately \$31,000, irrespective of anticipated

sales tax.

It is recommended to transfer these funds from the General Fund Capital Reserve Fund. The current balance of the General Fund Capital Reserve Fund, before the FY2019 minimum fund balance transfer at the end of the fiscal year is \$1,278,851. Upon approval of these two amendments, the remaining balance would be reduced to \$1,265,851.

Attachments:

1. Amendment -GF Storage Area Network Server Expansion Capital Outlay 06102019
2. Amendment -GFCRF Storage Area Network Server Expansion 06102019
3. Amendment -GF Pharr Mill Beam Technology Capital Outlay 06102019
4. Amendment -GFCRF Pharr Mill Beam Technology 06102019



AN ORDINANCE AMENDING THE 2018-2019 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, 2019:

Section 1. Amend General Fund line items to account for the Storage Area Network Server Expansion located within the Public Works facility.

Section 2. To amend the General Fund, the appropriations are to be changed as follows:

Increase line item 100-1175-57103	\$ 7,000
Capital Outlay	

Section 3. To amend the General Fund, the revenues are to be changed as follows:

Increase line item 100-49905	\$ 7,000
Transfers In – General Fund Capital Reserve Fund	

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 10th day of June, 2019.

Steve Sciascia, Mayor

ATTEST:

Janet Rackley, Town Clerk



AN ORDINANCE AMENDING THE 2018-2019 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, 2019:

- Section 1.** Amend General Fund Capital Reserve Fund line items to account for the Storage Area Network Server Expansion located within the Public Works facility.
- Section 2.** To amend the General Fund Capital Reserve Fund, the appropriations are to be changed as follows:
- | | |
|-----------------------------------|----------|
| Increase line item 200-8500-59100 | \$ 7,000 |
| Transfers Out - GF | |
- Section 3.** To amend the General Fund Capital Reserve Fund, the revenues are to be changed as follows:
- | | |
|------------------------------|----------|
| Increase line item 200-48599 | \$ 7,000 |
| 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 10th day of June, 2019.

Steve Sciascia, Mayor

ATTEST:

Janet Rackley, Town Clerk



AN ORDINANCE AMENDING THE 2018-2019 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, 2019:

Section 1. Amend General Fund line items to account for Pharr Mill Surveillance and Data Beam Technology.

Section 2. To amend the General Fund, the appropriations are to be changed as follows:

Increase line item 100-5000-57103	\$ 6,000
Capital Outlay	

Section 3. To amend the General Fund, the revenues are to be changed as follows:

Increase line item 100-49905	\$ 6,000
Transfers In – General Fund Capital Reserve Fund	

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 10th day of June, 2019.

Steve Sciascia, Mayor

ATTEST:

Janet Rackley, Town Clerk



AN ORDINANCE AMENDING THE 2018-2019 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, 2019:

Section 1. Amend General Fund Capital Reserve Fund line items to account for Pharr Mill Surveillance and Data Beam Technology.

Section 2. To amend the General Fund Capital Reserve Fund, the appropriations are to be changed as follows:

Increase line item 200-8500-59100	\$ 6,000
Transfers Out - GF	

Section 3. To amend the General Fund Capital Reserve Fund, the revenues are to be changed as follows:

Increase line item 200-48599	\$ 6,000
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 10th day of June, 2019.

Steve Sciascia, Mayor

ATTEST:

Janet Rackley, Town Clerk



TOWN OF HARRISBURG

Agenda Item Details

Title:

Consideration of Amendments to FY2019 Budget Ordinance for Public Safety Vehicles

Presenting Personnel:

Brian Lee, Deputy Finance Director

Suggested Motion or Action:

If approved:

Motion to approve the budget amendments, as attached.

Description/Background:

1) As part of the FY2019 Capital Improvement Plan, four Deputies vehicles were purchased during the year. Two vehicles (H7 and H9) were replaced as part of the vehicle replacement plan and the other two were added to the fleet as open positions have been filled by the Sheriffs Department. The total budget for the purchase and outfit of each vehicle was \$46,000, consisting of approximately \$31,000 for the base vehicle and \$15,000 for lights, cages, and other equipment. The dash cameras provided by Cabarrus County were each approximately \$1,600 more than originally anticipated, resulting in a total budget shortfall of \$6,400.

2) As part of the FY2019 Capital Improvement Plan, a new vehicle was authorized for the Fire Chief. The total budget for the purchases and outfit of the vehicle was \$36,000, consisting of \$26,000 for the base vehicle and \$10,000 for lights, a radio, and accessories. The radio and accessories needed to fully outfit the vehicle are approximately \$2,000 more than originally anticipated. The radio used in this vehicle is also capable of serving as a backup radio for fire apparatus, if necessary.

Recommendation:

Staff recommends approval of these amendments, as attached.

Fiscal Impact:

1) The original budget for the four Deputy vehicles purchased in FY2019 was \$184,000, or \$46,000 per vehicle.

The budget amendment presented herein provides an additional \$1,600 towards the \$6,250 dash camera for each vehicle, creating a total budget amendment of \$6,400, which will be transferred from the General Fund Capital Reserve Fund.

2) The fiscal impact for the cost overage of the radio and accessories is \$2,000, which will be transferred from the General Fund Capital Reserve Fund.

The current balance of the General Fund Capital Reserve Fund, before the FY2019 minimum fund balance transfer at the end of the fiscal year is \$1,278,851. Upon approval of these two amendments, the remaining balance would be reduced to \$1,270,451.

Attachments:

1. Amendment -GF Deputies Capital Outlay 06102019
2. Amendment -GFCRF Deputies Capital Outlay 06102019
3. Amendment -GF Fire Mobile Radio Capital Outlay 06102019
4. Amendment -GFCRF Fire Mobile Radio 06102019



AN ORDINANCE AMENDING THE 2018-2019 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, 2019:

Section 1. Amend General Fund line items to account for the equipment-outfitting of four new Deputy vehicles.

Section 2. To amend the General Fund, the appropriations are to be changed as follows:

Increase line item 100-2000-57103	\$ 6,400
Capital Outlay	

Section 3. To amend the General Fund, the revenues are to be changed as follows:

Increase line item 100-49905	\$ 6,400
Transfers In – GFCRF	

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 10th day of June, 2019.

Steve Sciascia, Mayor

ATTEST:

Janet Rackley, Town Clerk



AN ORDINANCE AMENDING THE 2018-2019 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, 2019:

Section 1. Amend General Fund Capital Reserve Fund line items to account for the equipment-outfitting of four new Deputy vehicles.

Section 2. To amend the General Fund Capital Reserve Fund, the appropriations are to be changed as follows:

Increase line item 200-8500-59100	\$ 6,400
Transfers Out - GF	

Section 3. To amend the General Fund Capital Reserve Fund, the revenues are to be changed as follows:

Increase line item 200-48599	\$ 6,400
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 10th day of June, 2019.

Steve Sciascia, Mayor

ATTEST:

Janet Rackley, Town Clerk



AN ORDINANCE AMENDING THE 2018-2019 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, 2019:

- Section 1.** Amend General Fund line items to account for the Mobile Radio for the Fire Chief's vehicle.
- Section 2.** To amend the General Fund, the appropriations are to be changed as follows:
- | | |
|-----------------------------------|----------|
| Increase line item 100-2000-57103 | \$ 2,000 |
| Capital Outlay | |
- Section 3.** To amend the General Fund, the revenues are to be changed as follows:
- | | |
|--|----------|
| Increase line item 100-49905 | \$ 2,000 |
| Transfers In – General Fund Capital Reserve Fund | |
- 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 10th day of June, 2019.

Steve Sciascia, Mayor

ATTEST:

Janet Rackley, Town Clerk



AN ORDINANCE AMENDING THE 2018-2019 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, 2019:

- Section 1.** Amend General Fund Capital Reserve Fund line items to account for the Mobile Radio for the Fire Chief's vehicle.
- Section 2.** To amend the General Fund Capital Reserve Fund, the appropriations are to be changed as follows:
- | | |
|-----------------------------------|----------|
| Increase line item 200-8500-59100 | \$ 2,000 |
| Transfers Out - GF | |
- Section 3.** To amend the General Fund Capital Reserve Fund, the revenues are to be changed as follows:
- | | |
|------------------------------|----------|
| Increase line item 200-48599 | \$ 2,000 |
| 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 10th day of June, 2019.

Steve Sciascia, Mayor

ATTEST:

Janet Rackley, Town Clerk



TOWN OF HARRISBURG

Agenda Item Details

Title:

Consideration of Capital Project Ordinance Amendments

Presenting Personnel:

Brian Lee, Deputy Finance Director

Suggested Motion or Action:

If approved:

Motion to approve the Project Ordinance Amendments, as attached.

Description/Background:

Each year, Town staff reviews existing multi-year capital projects and evaluate if their original end date is appropriate. During this process this year, the following projects were identified as needing to have extended project lives.

1. In November 2017, the public voted to approve the issuance of Transportation Bonds intended to provide an extra level of funding for sidewalks, intersection and roadway improvements and paving and resurfacing of Town streets. These projects were authorized by Council as part of the FY2019 Capital Improvement Plan and Budget Ordinance to cover a span of July 1, 2018 to June 30, 2021.

Town Engineering, Planning, and Administrative staff have better defined the projects and re-prioritized them in an effort to take advantage of developer-provided improvements, to better align projects with anticipated NCDOT funding schedules and to better reflect design time. Due to these shifts in priorities and projected schedules, the projects are not anticipated to be completed by June 30, 2021. The bonds have to be issues no later than 7-10 years from approval, so staff is requesting extending the term of the project to June 30, 2025.

2. Fire Station #2 and Storage Building capital project was originally authorized by Town Council as part of the FY2018 Capital Improvement Plan and Budget Ordinance to cover a span of July 1, 2017 to June 30, 2019.

The facility is in the final stages of construction and is substantially complete. The facility will be operational in June, 2019. Some facets of the project are still in progress and are projected to be completed during fiscal year 2020. These include punch list items on the main building, a traffic warning signal, and the construction of a separate storage building. Staff is requesting extending the term of the project to June 30, 2020.

3. The CMAQ Sidewalk Improvement Project, which will add and improve sidewalks to Robinson Church Rd, Stallings Rd. and Tom Query Rd., was authorized by Town Council as part of the FY2017 Capital Improvement Plan and Budget Ordinance to cover a span of July 1, 2016 to June 30, 2019.

Due to some design and scope changes, this project will not be complete by June 30, 2019. Staff is requesting extending the term of the project to June 30, 2020.

Please note that none of these amendments change any dollar amounts associated with the projects.

Recommendation:

Staff recommends approval of these Project Ordinance Amendments, as attached.

Fiscal Impact:

There is no additional fiscal impact to the Town. The amendments only extend the end date of each project to:

- 1) Transportation Bonds - June 30, 2025
- 2) Fire Station 2 and Storage Building - June 30, 2020
- 3) CMAQ Sidewalks - June 30, 2020

Attachments:

1. Project Amendment -CPF - Transportation - Bonds Project Extension 06102019
2. Project Amendment -CPF - Fire Station 2 Extension 06102019
3. Project Amendment -CPF - Streets - CMAQ Project Extension 06102019



AN ORDINANCE AMENDING THE 2019-2021 CAPITAL PROJECTS 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 - Transportation ordinance for the fiscal years beginning July 1, 2018 and ending June 30, 2021:

SECTION 1. To amend the dates of the Capital Projects Fund - Transportation to the fiscal year beginning July 1, 2018 and ending June 30, 2025 for the following projects:

- 2019-3001-001: 2017 Transportation Bonds CPF – Sidewalks, Street Resurfacing, and Roadway Improvements

SECTION 2. Copies of this project amendment shall be furnished to the Clerk to the Town Council and to the Budget Officer and the Finance Officer for direction.

SECTION 3. That this ordinance shall be effective upon its passage. Adopted this 10th day of June, 2019.

Steve Sciascia, Mayor

ATTEST:

Janet Rackley, Town Clerk



AN ORDINANCE AMENDING THE 2017-2019 CAPITAL PROJECTS 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 – Public Safety ordinance for the fiscal years beginning July 1, 2017 and ending June 30, 2019:

SECTION 1. To amend the dates of the Capital Projects Fund – Public Safety to the fiscal year beginning July 1, 2017 and ending June 30, 2020 for the following project:

- 2017-2100-007: Fire Station 2 & Storage Building

SECTION 2. Copies of this budget amendment shall be furnished to the Clerk to the Town Council and to the Budget Officer and the Finance Officer for direction.

SECTION 3. That this ordinance shall be effective upon its passage. Adopted this 10th day of June, 2019.

Steve Sciascia, Mayor

ATTEST:

Janet Rackley, Town Clerk



AN ORDINANCE AMENDING THE 2017-2019 CAPITAL PROJECTS 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 – Streets ordinance for the fiscal years beginning July 1, 2016 and ending June 30, 2019:

SECTION 1. To amend the dates of the Capital Projects Fund – Streets to the fiscal year beginning July 1, 2016 and ending June 30, 2020 for the following project:

- 2017-6000-009: CMAQ – Robinson Church/Stallings/Tom Query

SECTION 2. Copies of this budget amendment shall be furnished to the Clerk to the Town Council and to the Budget Officer and the Finance Officer for direction.

SECTION 3. That this ordinance shall be effective upon its passage. Adopted this 10th day of June, 2019.

Steve Sciascia, Mayor

ATTEST:

Janet Rackley, Town Clerk