



**Town Board Meeting**  
April 21, 2020 – 7:00 PM  
502 Southtown Circle, Rolesville, NC 27571

**Agenda**

**A. CALL TO ORDER**

1. Review of Agenda by the Board and Addition/Changes of Items of New Business to the Agenda for Consideration.
2. Public Invited to be Heard

*The Town Clerk will compile all comments received prior to the start of the meeting. The clerk will read into the record the names of those submitting comments. The comments will be made part of the permanent Official Record.*

**B. CONSENT AGENDA**

1. Minutes of the March 3, 2020 Regular Town Board Meeting – R. Peyton
2. Minutes of the March 17, 2020 Work Session - R. Peyton
3. Receive Community Group Funding Committee Report – P. Vilga/S. Sutton
4. NCLM CityVision 2020 Virtual Conference Voting Delegate – Mayor Currin
5. Resolution to Support An Application to the NCDOT 2020 Bicycle and Pedestrian Planning Grant Initiative to update Rolesville's Comprehensive Bike Plan – M. McFarland
6. Resolution of Audit Contract for FY19-20 – A. Stevens
7. Resolution Regarding The Family First Coronavirus Response Act – A. Stevens

**C. BOARD ACTION**

1. Capital Improvement Plan and Budget Preview – K. Arnold/A. Stevens
2. Consideration of Policy for Future Remote Meetings – K. Arnold/D Neill

**D. ADJOURN**



**Town Board Regular Meeting**  
March 3, 2020 – 7:00 PM  
502 Southtown Circle, Rolesville, NC 27571

**MINUTES**

**PRESENT:** Ronnie Currin, Mayor  
Jacky Wilson, Commissioner  
Paul Vilga, Commissioner  
Amy Stevens, Finance Officer  
Danny Johnson, Planning Director  
Orlando Soto, Police Chief  
Robin Peyton, Town Clerk  
Michelle Medley, Mayor Pro Tem  
Sheilah Sutton, Commissioner  
Kelly Arnold, Town Manager  
J. G. Ferguson, Parks & Recreation Director  
Mical McFarland, Economic Development Manager  
Dave Neill, Town Attorney

**A. CALL TO ORDER**

Mayor Currin called the meeting to order at 7:00 PM.

**1. Pledge of Allegiance**

Mayor Currin led the Pledge of Allegiance.

**2. Invocation**

Reverend Michael L. Eley, Sr., new Pastor of New Bethel Baptist Church gave the invocation.

**3. Review of Agenda by the Board and Addition/Changes of Items of New Business to the Agenda for Consideration.**

Moved by Commissioner Wilson to approve the agenda as presented; seconded by Commissioner Sutton. Motion carried by unanimous vote.

**4. Board Liaison Reports**

**• Mayor Pro Tem Medley – Planning Board**

Mayor Pro Tem Medley reported on the following:

- The first meeting of the new Planning Board was held and Mayor Pro Tem Medley stated she found the meeting to be educational.
- Future agenda items for this new board are pending.

**• Commissioner Sutton – Economic Development**

Commissioner Sutton reported on the following:

- Chamber Executive Director Rachel Morris, Rolesville Economic Development Manager Mical McFarland and herself will be meeting on a monthly basis.
- A meeting for stakeholders on the Main Street Vision Plan and proposed Economic Development efforts in Rolesville is being scheduled for April.
- Rolesville Economic Development Manager Mical McFarland and she participated in a phone call with the Internal Revenue Service (IRS) regarding the future of the Rolesville Economic Development Advisory Committee (REDAC). Plans are to rename the committee, define its future use, and information was provided from the IRS regarding what can and cannot be done by the committee.

- Commissioner Sutton will be meeting with some developers in the coming week to gain information about interest in Rolesville.
- **Commissioner Vilga – Parks & Recreation Advisory Board**  
Commissioner Vilga reported on the following:
  - Recreation Resource Service gave a presentation to the PARAB during its February 26<sup>th</sup> meeting. The presentation was on grant application processes for recreation development.
  - The future role of the advisory board was discussed.
  - The updated Farm Master Plan was presented.
  - A subcommittee was formed to look at the Rolesville parks and greenway signage in order to report back to the PARAB regarding the best way to tie future signage into the existing Town wayfinding signs.
  - Goals for 2020 were discussed.
  - A report from the Rolesville Parks & Recreation Department was given regarding ballfield fencing, spring sports participation and upcoming events.
- **Commissioner Wilson – Public Safety**  
Commissioner Wilson reported on the following:
  - A meeting by the Public Safety Committee was held.
  - In that meeting it was determined that changes in EMS coverage are being made which should leave Rolesville in better shape due to an extra ambulance being assigned to Wake Crossroads.
  - Wake County is putting a 24-hour truck in Rolesville in April and East Wake is moving an ambulance to Hopkins Road as a backup to Rolesville for the hours between 9:00 AM to 9:00 PM.
  - EMS service to Rolesville will not change and a new ambulance will be added to the Wake Tech campus which will provide a new location.
  - Rolesville Rural Fire Department (RRFD) ran 1,108 calls in the year 2019 of which 632 of those calls were first responder calls to assist Wake County EMS. The remaining 476 calls were fire calls. Sixty percent of all calls in 2019 were within the Rolesville zip code with the remaining forty percent being rural.
  - Priorities for a new station location for the RRFD will be further discussed at the next monthly RRFD Executive Board meeting. Pearce Road is currently the number one priority location followed by Fowler Crossroads location with Burlington Mills location being last.
  - Wake County as a whole ran 113,875 calls in 2019 which averages 300+ plus calls per day. These calls were answered with the forty-five trucks available to Wake County currently.
  - The Rolesville Police Department ran over 16,000 calls in 2019. The department averaged 43 calls per day.
  - There are currently 20 officers on staff and the department is beginning an Explorers program which will introduce Rolesville High School students to police training.

## 5. Chamber of Commerce Report

Rolesville Chamber of Commerce Chairman Allen Mitchell provided the following report:

- Chairman Mitchell urged the board members to get their tickets for the March 26<sup>th</sup> Chamber Awards Banquet if they have not already done so.
- The Chamber currently has 149 members.
- Plans for the coming year are to change the member reporting metric from numbers to participation. Percentage of participation by members at the Chamber's four to six monthly events will become the determinant of success of the Chamber for the coming year.
- When mentioning events, Chairman Mitchell stated the Chamber's interest in using the Farm owned by Rolesville as the location for the annual Chamber barbeque.

- Every member of the Chamber is paired with an Ambassador who communicates future scheduled events, performs introductions at each business's first function, provides assistance in building a financial and business plan and answers questions through the Chamber's Launch Rolesville program.
- The Chamber also has *Lunch and Learn* sessions as well as the Youth Leadership Academy.
- A 501c3 charitable foundation has been formed as an arm of the Rolesville Chamber of Commerce with its focus on workforce development, leadership training, entrepreneurship, economic development strategies, workforce competitiveness, and fund raising.
- The overall objective is to lure potential companies to locate to Rolesville by showcasing a great leadership organization, facility and town that is poised to build for them and offer opportunities.
- The foundation board is comprised of 2 PhDs; a former Commissioner/Mayor Pro Tem and Planning Board member for Rolesville who also served on the Wake County Planning Board; a former Wake County Board of Elections member; a retired banking executive; the retired, world-wide, Chief Technology Officer for Alcatel who also holds a PhD; a retired software executive and additional business owners.

## 6. Public Invited to be Heard

*Individuals wishing to participate in Public Invited to be Heard (non-agenda items) are requested to sign upon the form provided on the podium in the Town Board Chambers. When you are recognized, step to the podium, state your name and address then speak to the town Board.*

*Individuals wishing to speak during the Public Invited to be Heard or during Public Hearing proceedings are encouraged to be prepared and individuals will be limited to three (3) minutes. Written comments are welcome and should be given to the Town Clerk prior to the start of the meeting.*

### George Garcia, 524 Averette Road, Rolesville, NC

Mr. Garcia expressed his concern that the 200' notification requirement for adjacent properties potentially affected by development as set out in the Town's Unified Development Ordinance (UDO) does not account for peripheral impacts as some affect may be eventual to additional properties. Also, Chandler's Ridge neighborhood meetings did not clearly identify a strip of land with the potential for being taken by eminent domain by the Town of Rolesville. This strip of land borders Mr. Garcia's property.

## B. CONSENT AGENDA

1. Minutes of the February 4, 2020 Regular Town Board Meeting. – R. Peyton
2. Minutes of the February 8, 2020 Town Board Strategic Planning Workshop – R. Peyton
3. Minutes of the February 18, 2020 Town Board Work Session – R. Peyton
4. Budget Amendment – Street Resurfacing, Community School Park Fencing
5. Budget Amendment – Network Infrastructure Replacements
6. ~~Call for Public Hearings: A Master Team Special Use Permit, Rolesville CrossFit Site Plan Review, MA20-02: C4 Investments, LLC Zoning Map Amendment Request.~~ Item B.6. removed for further discussion under the regular agenda.

Moved by Commissioner Wilson to approve the Consent Agenda items with the removal from the Consent Agenda of item 6. *Call for Public Hearing...* to be discussed in more detail under **Board Action**. The consent agenda was seconded by Commissioner Vilga with the noted item removal. Motion carried by unanimous vote.

## C. BOARD ACTION

## 1. Public Hearing: A20-01 – Chandler’s Ridge Annexation.

Mayor Currin opened the Public Hearing on Case A20-01 – Chandler’s Ridge Annexation at 7:28 PM.

### **Presentation by Staff**

Planning Director Danny Johnson provided an overview of the case under consideration for voluntary annexation of 113.11 acres.

### **Public in Favor**

Tyler Probst, 2524 Reliance Avenue, Apex, NC

Mr. Probst, surveyor for the project, stated his being in favor of the annexation.

### **Public in Opposition**

George Garcia, 524 Averette Road, Rolesville, NC

Mr. Garcia expressed his concern for trespassing on his property by those that are performing contractor labor for the project germane to the annexation.

Betty Freeman, 524 Averette Road, Rolesville, NC

Ms. Freeman stated that there is a 12-acre pond on the outlying area that abuts her property and that the area is spring fed and undevelopable. When originally presented by the developer, that area was shown to be a potential park area.

### **Board Consideration of Ordinance 2020-O-02**

The Board expressed the desire for additional information on three acres lying outside the Rolesville extra-territorial jurisdiction (ETJ) to which Rolesville could not extend water and sewer service.

Moved by Commissioner Sutton to continue the Public Hearing on Case A20-01 to March 17, 2020; seconded by Commissioner Wilson. Motion carried by unanimous consent at 7:56 PM.

## 2. Public Hearing: Bond Issuance – Thales Academy

Town Attorney Dave Neill provided an explanation that the hearing was being held to seek endorsement by the Town for Thales to pursue a bond rather than authorization by the Town. The Town retains no legal obligation by its holding the public hearing and/or moving on the public hearing’s companion resolution.

### **Presentation by Thales Academy Attorney**

Lisa Williams of McGuire Woods LLC, Attorney representing Thales Academy, provided information on the Internal Revenue Service’s requirement that the local governing body be made aware of a bond issuance or, in this case, bond refinance, made by an applicant within its jurisdiction, hold a public hearing, and have opportunity to ask questions. The municipality holds no financial obligation due to these proceedings.

### **Public in Favor**

NONE

### **Public in Opposition**

NONE

### **Close Public Hearing**

Mayor Currin closed the public hearing on the Thales Academy Bond Issuance at 8:02 PM.

### **Board Consideration of Resolution**

Moved by Commissioner Wilson to approve the Resolution that the Board of Commissioners of the Town of Rolesville, NC, Approving in Principal the Issuance of Not to Exceed \$40M of Public Finance Authority Educational Facility Revenue Bond – Thales Academy Project Series 2020; seconded by Commissioner Sutton. Motion carried by unanimous vote.

### **3. Review of Draft Farm Master Plan – McAdams**

Rachel Cotter of McAdams provided an update on the Farm Master Plan prior to its projected finalization at the end of the month. Items in the update included the following:

- Site due diligence has been completed.
- Capacity study has been developed.
- Following review of various options, a concept plan has been finalized.
- A final cost estimate, phasing plan, implementation plan and proforma are being finalized.
- Next steps outside of those for which McAdams is under contract will be detailed construction drawing design, permitting, bid-phase services, contractor contract negotiations followed by construction.
- Of note is the determination of a maximum impervious limit of 12%, inability to extend water and sewer service in to the park for which McAdams has provided preliminary engineering for well and septic,
- McAdams associates met with the City of Raleigh and Public Works with the outcome being that the City of Raleigh does not anticipate any problems with the Town annexing the property into its jurisdiction provided it does not ask for water and sewer service to the property rather the site be supplied with septic system and well(s).
- A cultural resource assessment revealed some archaeological remains which could be used to attract public along with agri-tourism.
- Capacity study revealed 13.07 acres impervious for development.
- The project is currently divided into 2 phases with the first phase having a cost of \$16,210,000.

The board requested information on dividing the first phase with accompanying cost estimates and an additional ingress/egress.

### **4. Progress Review of Strategic Plan**

Rick Rocchetti, UNC School of Government Organizational Development Consultant provided a strategic plan update which included work conducted by staff. Continued work by board and staff is needed in order to finalize. Board members were asked to provide assistance on a definition of “affordable housing”.

### **5. Call for Public Hearings: A-Master Team Special Use Permit, Rolesville CrossFit Site Plan Review, MA20-02: C4 Investments, LLC Zoning Map Amendment Request.**

The board discussed the need for information pertaining to a public hearing being delivered well in advance of each hearing so there is time to review and move forward quickly in the hearing. Deadlines for the applicants to submit information (in non-quasi-judicial hearings) as well as a development calendar were also discussed.

Moved by Commissioner Wilson to schedule all of the public hearings as presented for April 1, 2020; seconded by Commissioner Vilga. Motion carried by unanimous vote.

## **D. COMMUNICATIONS**

### **1. Communication from Town Attorney** NONE

## 2. Communications from Town Staff

### Economic Development

Economic Development Manager Mical McFarland reported that the Triangle J Council of Governments has launched an online civic engagement platform (POLCO) that will be usable by Rolesville as a communication tool and enhance transparency. The platform may be found on the Town's website under *Your Government/Public Engagement*.

### Planning

Planning Director Danny Johnson reported that Mark Powers was re-elected as Chairman of the Planning Board and Mike Moss, Vice-Chair. The new Planning Board went through the UNC School of Government's *Introduction to Land Use Planning Decisions*.

### Finance

Finance Director Amy Stevens communicated that the renovations to Town Hall are to begin soon and are scheduled to last 60 days.

### Parks & Recreation/Public Works

Parks & Recreation/Public Works Director J. G. Ferguson provided the following report:

- A new special events flyer has been created.
- A Litter Sweep will be held on March 28<sup>th</sup> and may become a monthly event.
- Town streets will soon be cleaned by a rented sweeper operated by Public Works staff.

### Police Department

Police Chief Orlando Soto provided the following report:

- 1,898 public safety events occurred during the month of February.
- Response time is recorded as less than 4 minutes.
- Camp CARE has been renamed to Camp KIDS and the department has received funding via an ABC grant which will cover the next two years.
- Sergeant Patricia Myers will be pre-qualified for training as a PT instructor.
- The department's one remaining officer is completing Crisis Intervention Training which will make the department 100% trained in CI.
- Explorer Program is being launched at Rolesville High School.

## 3. Communication from Town Manager

Town Manager Kelly Arnold reported that CityVision 2020 attendance not an interference for May 5<sup>th</sup> Town Board meeting.

## 4. Communication from Town Board

Mayor Currin reported on the Town being awarded a grant for the Main Street Vision Plan and Burlington Mills realignment.

Mayor Currin inquired as to status of training for the new Board of Adjustment.

## **ADJOURN TO CLOSED SESSION PURSUANT TO N.C.G.S. 143-318.11(a)(4) TO DISCUSS MATTERS PERTAINING TO ECONOMIC DEVELOPMENT**

Moved by Mayor Currin to adjourn to Closed Session pursuant to N.C.G.S. 143-318.11(a)(4) to discuss matters pertaining to Economic Development; seconded by Mayor Pro Tem Medley. Motion carried by unanimous vote. Town Board adjourned to Closed Session at 9:43 PM.

The Town of Rolesville will make reasonable accommodations for access to Town services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call (919) 556-3506 by noon on the Thursday prior to the meeting to make arrangements.



**Town Board Regular Meeting**  
March 17, 2020 – 7:30 PM  
502 Southtown Circle, Rolesville, NC 27571

**MINUTES**

**PRESENT:** Ronnie Currin, Mayor  
Jacky Wilson, Commissioner  
Paul Vilga, Commissioner  
Danny Johnson, Planning Director  
David Simmons, Police Captain  
Robin Peyton, Town Clerk  
Michelle Medley, Mayor Pro Tem  
Sheilah Sutton, Commissioner  
Kelly Arnold, Town Manager  
Mical McFarland, Economic Development Manager  
Dave Neill, Town Attorney

**A. CALL TO ORDER**

Mayor Currin called the meeting to order at 7:30 PM. Mayor Currin explained the reasoning for the meeting starting later being a Work Session was scheduled immediately prior to the meeting but had been cancelled due to the COVID-19 outbreak. The Mayor asked Commissioner Jacky Wilson to provide an invocation.

**1. Continued Public Hearing: A20-01 Chandler’s Ridge Annexation**

Planning Director Danny Johnson provided a brief reintroduction of the hearing.

**Comments from Public in Favor**

Teddy Whitley, Developer with Wright-Whitley Development was present to answer any questions. (Steven Carson, Engineer with Bateman Civil Survey). Mr. Whitley explained poor soils and open space requirements contributed to his not developing an outlying area in question. A smaller portion of the undevelopable land is still available to the Town in lieu of impact fees if agreed.

Commissioner Sutton reiterated the board’s questions on the small portion, referred to as “the dip”, with regard to the Town’s authority to annex the land. Attorney Dave Neill stated that land being offered via voluntary annexation could be annexed by the Town. The existing policy with the City of Raleigh and merger agreement between Rolesville and the City of Raleigh precludes water and sewer being extended into the watershed areas like that of the land area in question. This policy would be applicable to the land area under discussion therefore annexation is made possible were annexation proposed.

Property taxes could not be collected on areas lying outside municipal limits. Were the area to be dedicated to open space and deeded to a homeowners association or conservancy it would be tax exempt.

**Comments from Public in Opposition**

George Garcia, 524 Averette Road, Rolesville, NC

Mr. Garcia reiterated his concern regarding surveyors, etc. trespassing on his property.

**Rebuttal to Opposition**

Mr. Whitley stated that he has spoken to his surveyors, geotech personnel, etc. with regard to refraining from trespassing upon Mr. Garcia’s property.

There being no one remaining to speak, Mayor Currin closed the public hearing at 7:43 PM.

In response to Commissioner Sutton's question on the area referred to as "the dip" being used as open space, Attorney Dave Neill stated that it could if the owner/developer subjected it to such conservation.

Moved by Commissioner Wilson to approve Case A20-01 Chandler's Ridge Annexation Request, seconded by Commissioner Vilga. Motion carried by unanimous vote.

**2. Consideration of Letter of Intent with Cobblestone Crossing LLC**

Town Manager Kelly Arnold introduced the agenda item which has sustained three extensions for continuing negotiations towards an agreement. A Letter of Intent (LOI) is the last remaining deliverable to be provided and agreed upon. It is this LOI that the board is being asked to consider. The requirement for a Purchase Agreement and Development Agreement being submitted together to staff for review and ultimate presentation to the Town Board to follow the LOI should it be approved. Staff is recommending approval of the LOI.

Moved by Commissioner Wilson to approve the Letter of Intent (LOI) between Cobblestone Crossing LLC and the Town of Rolesville; seconded by Commissioner Vilga. Motion carried by unanimous vote.

**3. COVID-19 Update – K. Arnold.**

Town Manager Kelly Arnold provided the following update on efforts to combat the pandemic:

- Daily conference calls are conducted with representatives of Wake County and Wake County municipalities.
- Wake County Managers met and decided to take our lead from Wake County to provide a uniform response.
- Town functions continue but Town Hall is now available to the general public by appointment only.
- Parks are currently open. Restrooms and playgrounds are closed.
- Rolesville consented to be a part of the Wake County Declaration of State of Emergency.
- Town Manager Kelly Manager introduced items to be voted upon by the Town Board:
  - Ordinance to Amend the Code of Ordinances – Emergency Powers and Duties.  
This ordinance amendment would provide the Mayor with the power to act once the Town Board has issued a declaration of a local state of emergency.

Moved by Commissioner Sutton to approve the ordinance to provide emergency powers and duties to the Mayor: Case TA20-00; seconded by Commissioner Vilga. Motion carried by unanimous vote. It was suggested this be revisited in future.

- Declaration of State of Emergency.

Moved by Commissioner Wilson to approve the Declaration of a State of Emergency; seconded by Commissioner Sutton. Motion carried by unanimous vote.

- Remote Participation Policy for Town Board Meetings.

Moved by Commissioner Wilson to approve the Remote Participation Policy with a sunset provision that the policy be revisited at the end of the year; seconded by Commissioner Vilga. Motion carried by unanimous consent.

- The March 24<sup>th</sup> Town Board meeting was cancelled as well as the March 23<sup>rd</sup> Planning Board meeting.
- Town Manager Kelly Arnold requested a vote on the Strategic Plan

- Moved by Commissioner Sutton to approve the Strategic Plan 2020/2022 to include the vision, key focus areas, goals within the key focus areas, the mission and core values; seconded by Commissioner Wilson. Motion carried by unanimous vote.

### **ADJOURN**

Moved by Commissioner Wilson to adjourn; seconded by Commissioner Sneed. Motion to adjourn carried by unanimous vote. The meeting adjourned at 9:09 PM.

The Town of Rolesville will make reasonable accommodations for access to Town services, programs, and activities and will make special communication arrangements for persons with disabilities. Please call (919 556-3506 by noon on the Thursday prior to the meeting to make arrangements.



## Memorandum

**To:** Mayor and Town Board  
**From:** Robin Peyton  
**Date:** April 16, 2020  
**Re:** Agenda Item #B.3.

### Background

The Community Group Funding Program was promoted via website and eBlast for the upcoming budget year. Previous recipients of funding were contacted as well as at-large potential candidates to notify them that the window to apply for FY19-20 funding was open and information on eligibility was provided.

Three applications were received and forwarded to Commissioners Vilga and Sutton to review as the appointed Community Group Fund Committee members. The result of their review follows in the form of a report from Commissioner Paul Vilga:

After reviewing the three (3) applicants for the Community Group Fund request, our findings and possible recommendations are listed below:

#### 1) **Rolesville High School Business Alliance**

Determination: This applicant does not meet the required 501c3 requirement

Notes: This organization provides events that reach a large target of our student population. The town has helped with this initiative in years prior so we should possibly find a way to continue to contribute while encouraging the applicant to pursue their 501c3 status.

#### 2) **Kimberly's Touch**

Determination: This applicant does not meet the required 501c3 requirement

Notes: This organization has a "first come, first serve" notation that seems to imply a broad range of area that does not specifically focus on Rolesville. The cause is noble but the lack of additional information on Rolesville specific targets and a requested funding amount leaves a lot of questions.

#### 3) **Rolesville Athletic Club**

Determination: This application seems to focus too much on athletics (narrow target) and carries very large and unfocused requests (application clearly states this fund has a maximum of a \$7,500 budget). All of the items that are listed on this application should first be submitted to the Wake County School system for their review and recommendations regarding possible funding opportunities. Since this application meets the 501c3 status, we would consider a revised application that focuses on a more specific target that would reach a larger population of Rolesville (please see notes below).

Notes: If a revised application included a specific target that would serve a greater population (ex. funding for concession food, concession equipment, etc.) then application would have a greater chance of approval. Recommended that group is notified of this determination and submits a revised application for a specific target and a target price requested (within the \$7,500 budget).

### Board Options

Deny funding to all three applicants upon the recommendation of the Community Group Funding Committee.

Direct staff to solicit a revised application from Rolesville Athletic Club to include a specific target and target price as recommended by the Community Group Funding Committee.

### Relationship to Current Budget/Goals

\$7,500.00 set aside for the purpose of Community Group Funding

### Recommended Action

Deny funding to all three applicants upon the recommendation of the Community Group Funding Committee.

Direct staff to solicit a revised application from Rolesville Athletic Club to include a specific target and target price as recommended by the Community Group Funding Committee.

Attachments: (3) – Rolesville High School Business Alliance Application  
Kimberly's Touch Application  
Rolesville Athletic Club Application

**Entry #:** 3

**Date Submitted:** 3/15/2020 9:07 PM

The Signature Authority certifies that the information provided in this application is complete and accurate, and that if awarded funds, understands the Town of Rolesville will require interim and final reports regarding funded programs/activities and retains the right to audit financial and operational records at its discretion upon reasonable notice.

**Date Received by Clerk**

Available funds will be considered for charitable groups and organizations directly benefitting the health and well being of Rolesville residents. Ineligible Requests include: Salaries, Taxes and fees, Utility payments, Rent/mortgage payments, Building repair, Building maintenance

**Name**  
Sherwood Bobbitt

**Date**  
3/15/2020

**Physical Address**  
104-D S. Main St.

**Mailing Address**  
PO Box 115

**Phone**  
(919) 554-4797

**Phone**

**Email**  
sherwood.bobbitt@buzzmediamarketing.com

**Points of Interest**  
Youth Education

**When was the organization founded?**  
2013

**Please provide the mission statement of the organization and give a brief description of the primary program or services provided. Please attached detailed organization-wide financials for the last two fiscal years to this grant application (revenue/expense budgets/audited if possible)**

Applying on behalf of the Rolesville High School Business Alliance (Sherwood Bobbitt, Chair). Throughout the school year the Business Alliance supports the Career and Technical Education (CTE) at the high school. Rolesville High School has an active "Business Alliance" (BA). The BA team consists of representatives from local businesses, school administrators and RHS educators. Our team mission is to foster career awareness among the students and to help prepare them for the important life-career decisions ahead.

The mission of Career and Technical Education is to empower all students to be successful citizens, workers, and leaders in a global economy

The team sponsors 3-4 major events a year including RAM Camp Orientation, College/Career/Military Fair, Reality of Money (in conjunction with State Employees Credit Union), Career Awareness Seminars and Job Skills instruction.

**Amount requested and description of activity (if more than one activity, break down by activity.) Description should include projected # of Rolesville residents to be served.)**

We are requesting \$500. The funds would be used to offset the cost of hosting the aforementioned events. For the 2019-2020 school year there were over 500 freshmen that attended Ram Camp Orientation. For Reality of Money, we provide lunch for the volunteers. There are 64 volunteers needed for the event with about 40 served during lunch. For the College/Career/Military Fair we set up a vendor break room with drinks and snacks.

**Is this service or program related to any Town service or to a service provided by another agency or non-profit and if so, in what way and how have partnerships been formed or considered?**

The town has provided potato chips for 4-5 years in the past for Ram Camp Orientation except for the 2019-2020 school year when we were informed to use this route to request funds.

**Have you requested funds from other sources for the activity/program being requested? If so, from who, and what is the status of your request (amount awarded/application pending)?**

The other funding sources for Business Alliance events have been through business and individual donations. We contact current and previous members of the Business Alliance and ask for any donations they are able to provide. That varies from year to year and event to event.

The Town has established its requirements and expectations to ensure that the programs and projects make an effective, measurable and positive impact to our community. In the interest of fiscal accountability and program effectiveness, the award process includes the following requirements:

- Application worksheet
- Organizational statement of revenue and expense
- Funding purpose statement
- 501c3 preferred

Signature

Date

3/15/2020



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502 Southtown Circle • P.O. Box 250 • Rolesville, NC 27571 • P: 919.556.3506 • F: 919.556.6852

[www.rolesvillenc.gov](http://www.rolesvillenc.gov)

Entry #: 1

Date Submitted: 3/10/2020 8:34 PM

The Signature Authority certifies that the information provided in this application is complete and accurate, and that if awarded funds, understands the Town of Rolesville will require interim and final reports regarding funded programs/activities and retains the right to audit financial and operational records at its discretion upon reasonable notice.

Date Received by Clerk

Available funds will be considered for charitable groups and organizations directly benefitting the health and well being of Rolesville residents. Ineligible Requests include: Salaries, Taxes and fees, Utility payments, Rent/mortgage payments, Building repair, Building maintenance

**Name**

Kimberly Waters-Washington

**Date**

**Physical Address**

7311 GREAT LAUREL DR

**Mailing Address**

P.O. Box 40313 Raleigh, NC 27629

**Phone**

(919) 798-2499

**Phone**

(919) 798-2499

**Email**

KimberlysTouch@kimberlystouch.org

**Points of Interest**

Community Service

**When was the organization founded?**

2019

**Please provide the mission statement of the organization and give a brief description of the primary program or services provided. Please attached detailed organization-wide financials for the last two fiscal years to this grant application (revenue/expense budgets/audited if possible)**

Kimberly's Touch, Vision is that all cancer patients will have adequate resources. Through partnerships with current agencies, providers, and groups in the community serving cancer patients we will carry out our Mission: To help navigate cancer patients with emotional and financial support.

**Amount requested and description of activity (if more than one activity, break down by activity.) Description should include projected # of Rolesville residents to be served.)**

As a community organization our goal is to support as many cancer patients we can. The following services will be available on first come, first basis. In order to be eligible for these services, participants must be current patients and is receiving treatment. While services are FREE, an application is required for all requests for financial assistance.

Transportation ( if a member will either transport patient to and from or get a voucher for transportation)

Medical Expenses ( we will pay co-payments and get prescription fill if insurance doesn't cover)

Housing Assistance (we assist with paying electric bill, rent, and food)

Lodging Assistance ( if a patient travels 70 miles or more the organization will place them in a hotel for a night to rest)

Social Support (someone will attend treatments with the patient, talk via phone, face to face, just be there...etc)

**Is this service or program related to any Town service or to a service provided by another agency or non-profit and if so, in what way and how have partnerships been formed or considered?**

Kimberly's Touch has formed partnership with Comprehensive Cancer Control (American Cancer Society). We have connected with Community Outreach and Engagement at UNC's Lineberger Comprehensive Cancer Center.

**Have you requested funds from other sources for the activity/program being requested? If so, from who, and what is the status of your request (amount awarded/application pending)?**

Yes, Kimberly's Touch has requested funds from Comprehensive Cancer Control status is unknown at this time.

The Town has established its requirements and expectations to ensure that the programs and projects make an effective, measurable and positive impact to our community. In the interest of fiscal accountability and program effectiveness, the award process includes the following requirements:

- Application worksheet
- Organizational statement of revenue and expense
- Funding purpose statement
- 501c3 preferred

Signature

Date

3/10/2020



Handwritten signature of Kimberly Waters-Washington in black ink, written over a horizontal line.

502 Southtown Circle • P.O. Box 250 • Rolesville, NC 27571 • P: 919.556.3506 • F: 919.556.6852

[www.rolesvillenc.gov](http://www.rolesvillenc.gov)

**Entry #:** 2

**Date Submitted:** 3/11/2020 11:25 PM

The Signature Authority certifies that the information provided in this application is complete and accurate, and that if awarded funds, understands the Town of Rolesville will require interim and final reports regarding funded programs/activities and retains the right to audit financial and operational records at its discretion upon reasonable notice.

**Date Received by Clerk**

Available funds will be considered for charitable groups and organizations directly benefitting the health and well being of Rolesville residents. Ineligible Requests include: Salaries, Taxes and fees, Utility payments, Rent/mortgage payments, Building repair, Building maintenance

**Name**

Andrew Brown, Jr. (RAC President)

**Date**

3/11/2020

**Physical Address**

1099 E. Young Street, Rolesville, NC 27571

**Mailing Address**

1099 E. Young Street, Rolesville, NC 27571

**Phone**

(919) 264-4449

**Phone**

(919) 435-9466

**Email**

racboosterpresident@gmail.com

**Points of Interest**

Youth Education

**When was the organization founded?**

2013

**Please provide the mission statement of the organization and give a brief description of the primary program or services provided. Please attached detailed organization-wide financials for the last two fiscal years to this grant application (revenue/expense budgets/audited if possible)**

The Rolesville Athletic Club (RAC), a tax exempt 501(c)(3) non-profit corporation, is a volunteer-based organization devoted to providing student-athletes at Rolesville High School with the best equipment, facilities and opportunities available RAC is dedicated to developing a spirit of enthusiasm in the community in the effort to promote and sustain a climate of citizen interest, good sportsmanship in the community, and to encourage the development and superior physical conditioning of the young people in the Rolesville High School athletic program.

**Amount requested and description of activity (if more than one activity, break down by activity.) Description should include projected # of Rolesville residents to be served.)**

- The RAC is requesting \$96,000, minimum deposit \$20,000, to purchase a new activity bus that will be used within the school to transport our athletes and students to various activities.
- Softball dugouts for the field to provide a safe place for our student athletes to stand/sit during the games. The cost of the dugouts is \$58,000 with a \$11,000 minimum deposit.
- Lights are needed for both baseball & softball fields. The cost estimate is approximately \$450,000

Unfortunately, athletics gets very little support from WCPSS and school booster clubs are left to raise funds to cover costs.

These items will directly impact the entire Rolesville High School student body, approximately 2500, including teachers & administration.. Other student programs, utilize the activity buses to take the students on academic related field trips, band competitions, Future Farmers of America, Dance/Chorus and athletic sporting events (competitions) .

**Is this service or program related to any Town service or to a service provided by another agency or non-profit and if so, in what way and how have partnerships been formed or considered?**

RAC believes the activity we are requesting money related to services/programs The Town of Rolesville provides. RAC utilizes the activity buses to help support local events hosted by the Town of Rolesville. Our Executive Board has been committed to supporting special events hosted by the Town of Rolesville. We believe the RAC should be visible in the community and give back into the community where we are located. This fiscal year we have participated in the BBQ & Bands event, the Christmas parade the meal packing event

**Have you requested funds from other sources for the activity/program being requested? If so, from who, and what is the status of your request (amount awarded/application pending)?**

No.

The Town has established its requirements and expectations to ensure that the programs and projects make an effective, measurable and positive impact to our community. In the interest of fiscal accountability and program effectiveness, the award process includes the following requirements:

- Application worksheet
- Organizational statement of revenue and expense
- Funding purpose statement
- 501c3 preferred

**Signature**

A handwritten signature in black ink, appearing to be 'W. W. W.', written over a horizontal line.

**Date**

3/11/2020

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## Memorandum

**To:** Mayor and Town Board  
**From:** Robin Peyton  
**Date:** April 16, 2020  
**Re:** Agenda Item #B.3. NCLM CityVision 2020 Voting Delegate

### Background

Following the cancellation of the May 6<sup>th</sup> & 7<sup>th</sup> NCLM CityVision 2020 Conference in Wilmington due to COVID-10 precautions, a virtual summit has been scheduled for May 28<sup>th</sup>. Each municipality is being asked to appoint a voting delegate who will have opportunity to participate in the virtual annual meeting and vote on new NCLM Board of Directors members.

### Board Options

Agree to Mayor Ronnie Currin being appointed the designated voting delegate for Rolesville.  
Propose an alternative delegate.

### Recommended Action

Move to appoint Mayor Ronnie Currin as Rolesville's voting delegate at the May 28<sup>th</sup> NCLM Virtual Summit.

Attachments: NCLM Request for Voting Delegates



Hello everyone.

As you may already know, the League's CityVision 2020 annual conference has been cancelled in response to the state's Coronavirus response. Instead, we will hold the event virtually on May 28th. During the CityVision Virtual Summit, League members can attend the annual business meeting where the new Board of Directors will be announced.

You are receiving this email because each member municipality is eligible to cast a single vote for the League Board of Directors in advance of the annual business meeting. This letter will provide you with information regarding the electronic voting process.

Each member municipality shall designate **one voting delegate**.

- The designated voting delegate shall receive their credentials and voting instructions on or before May 15th, 2020.
- The appointed voting delegate shall vote on the slate of candidates via electronic means between May 20 – May 25, 2020.
- The election results shall be presented via electronic means at the Business Meeting on May 28, 2020.

[Please designate your voting delegate for CityVision Virtual Summit 2020 – here. \[lnks.gd\]](#)

**Please complete the form and identify your municipality's voting delegate by May 7, 2020 to ensure delivery of voting instructions by May 15th.**

If you have any questions or need assistance, please feel free to contact me at

[kwaddell@nclm.org](mailto:kwaddell@nclm.org) | (919)715-0950

Best,  
Karen



## Memorandum

**To:** Mayor and Town Board  
**From:** Mical McFarland, Comm. & Econ. Development Manager  
**Date:** April 21, 2020  
**Re:** Agenda Item #B.5. Resolution to Support An Application to the NCDOT 2020 Bicycle and Pedestrian Planning Grant Initiative to update Rolesville's Comprehensive Bike Plan.

### Background

The Integrated Mobility Division at the N.C. Department of Transportation (NCDOT) has issued a call for projects for the 2020 Planning Grant Initiative Program.

Rolesville completed its Comprehensive Bicycle Plan in 2012-2013 to improve bicycling conditions throughout town. As this Bike Plan is more than 5 years old, Rolesville is eligible to apply to have the plan updated. A plan update offers an assessment of the existing plan, how it has been utilized by the community, and includes an evaluation of past program, policy, and project recommendations. The update will further provide guidance and recommendations on projects and programs, as well as new strategies for implementation.

For towns with a population of less than 10,000, 10% local participation is required for the Bike Plan update grant. And according to estimates provided by NCDOT, a plan update would cost approximately \$37,500 at most, with the total cost to Rolesville being around \$3,750.

The grant application is due May 19, 2020, and one of the requirements is to have a resolution, signed and approved by the Town Board, showing that the Board is in favor of the application. Also required with the application is the regional planning organization's support. As such, the Capital Area Metropolitan Planning Organization (CAMPO) has been informed of Rolesville's desire to apply, and will be presented with a similar resolution of support at their April 15 Executive Board meeting.

### Board Options

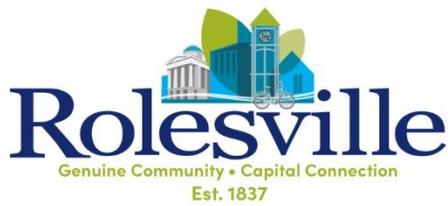
1. Vote to approve the resolution
2. Vote not to approve
3. Postpone a vote at this time, keeping in mind an application due date of May 19.

### Recommended Action

As Rolesville continues to support improved connectivity, walk-ability, and bike-ability throughout town, and as the current Bike Plan is more than 5 years old and NCDOT is offering an opportunity for small towns to update plans at only 10% of the cost of a typical plan update, it is recommended the Town approve the resolution to support an application for a Bike Plan update.

Attachments:

- Rolesville Town Board Resolution
- CAMPO's Resolution



**RESOLUTION NO. 2020-R-06**  
**RESOLUTION SUPPORTING AN APPLICATION TO THE NCDOT**  
**2020 BICYCLE & PEDESTRIAN PLANNING GRANT INITIATIVE**

**Whereas**, the North Carolina Department of Transportation, Division of Integrated Mobility is accepting applications for the 2020 Bicycle and Pedestrian Planning Grant Initiative; and

**Whereas**, the Town of Rolesville, being a municipality with a population of less than 10,000, may apply to develop combined bicycle and pedestrian plans, and plan updates; and

**Whereas**, the Town of Rolesville is committed to ensuring and enhancing the health, safety and quality of living of its citizens; and

**Whereas**, multi-modal forms of transportation such as bicycling and walking promote those goals; and

**Whereas**, the Town of Rolesville recognizes the need for comprehensive planning to ensure optimal connectivity throughout.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town of Rolesville intends to fully embrace this funding opportunity, and commits to covering the local match portion of the grant equal to 10% of the total grant cost.

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, that the Town of Rolesville is committed to complying with all applicable laws governing the award of contracts and the expenditure of public funds by local government and hereby respectfully requests the North Carolina Department of Transportation provide financial assistance for its update to the 2012-2013 Comprehensive Bicycle Plan.

The preceding resolution, having been submitted to a vote, received the following vote and was duly adopted the \_\_\_ day of \_\_\_\_\_, 2020.

Ayes: \_\_\_\_\_

Noes: \_\_\_\_\_

Absent or Excused: \_\_\_\_\_

\_\_\_\_\_  
Ronnie I. Currin, Mayor

ATTEST:

\_\_\_\_\_  
Robin E. Peyton, Town Clerk

[SEAL]

**RESOLUTION**  
**ENDORISING THE BICYCLE & PEDESTRIAN PLANNING GRANT INITIATIVE**  
**PROPOSAL FOR THE TOWN OF ROLESVILLE**

A motion was made by MPO Member \_\_\_\_\_ and seconded by MPO Member \_\_\_\_\_ for the adoption of the resolution, and upon being put to a vote was duly adopted.

**WHEREAS**, the North Carolina Department of Transportation has issued a call for projects for the Bicycle & Pedestrian Planning Grant Initiative; and

**WHEREAS**, the Town of Rolesville plans to apply for funds to prepare a bicycle plan; and

**WHEREAS**, the Capital Area Metropolitan Planning Organization (CAMPO) has consistently supported bicycle and pedestrian planning initiatives by its member jurisdictions; and

**WHEREAS**, the Towns’ proposals are consistent with CAMPO’s goals and objectives which seek to “provide, manage and maintain a safe, efficient and sustainable transportation system for all modes, intended to serve all segments of the population” and “encourage walking, bicycling and transit options, integrated with motor vehicle transportation, by providing a transportation system that serves the public with mobility choices”; and

**WHEREAS**, the rules associated with the Program require that Metropolitan Planning Organizations (MPO) endorse projects in urban areas; and

**WHEREAS**, the CAMPO is the MPO for the Capital urbanized area; and

**WHEREAS**, the Technical Coordinating Committee reviewed the proposal and recommended that it be endorsed by the MPO.

**NOW THEREFORE BE IT RESOLVED** by Capital Area Metropolitan Planning Organization that it endorses the Bicycle & Pedestrian Planning Grant Initiative proposal of the Town of Rolesville on this the **15<sup>th</sup> day of April 2020**.

\_\_\_\_\_  
Sig Hutchinson, Chair  
Capital Area MPO Executive Board

\_\_\_\_\_  
Chris Lukasina, Executive Director  
Capital Area MPO

County of Wake  
State of North Carolina

I, Sara L. Akimoto, a Notary Public for said County and State, do hereby certify that on this, the 15th day of April 2020, personally appeared before me, Sig Hutchinson, known to me by his presence and acknowledged the due execution of the foregoing

RESOLUTION ENDORSING THE BICYCLE & PEDESTRIAN PLANNING GRANT  
INITIATIVE PROPOSAL FOR THE TOWN OF ROLESVILLE.

Witness my hand and official seal, this the 15th day of April 2020.

(Official Seal)

---

Sara L. Akimoto, Notary Public

My Commission Expires: January 16th, 2024



## Memorandum

**To:** Mayor and Town Board  
**From:** Amy Stevens, Finance Director  
**Date:** April 14, 2020  
**Re:** Audit Contract for FY19-20, Agenda Item #B.6.

### Background

North Carolina General Statutes 159-34 require an annual audit of accounts by each unit of local government. The Town has used the same auditor for several years, and staff can find no evidence of a recent review. The Town paid \$20,000 for auditing services for FY2018-19.

A Request for Proposal for Auditing Services was released in January 2020, and the Town received five proposals from auditing firms. A small team, which included Town Commissioner April Sneed, Town Manager Kelly Arnold, Finance Director Amy Stevens, and Wendell Finance Director Butch Kay, reviewed the proposals.

The team recommends Cherry Bekaert LLP to the governing board for audit services for FY 2019-20. This firm has significant experience in governmental accounting and auditing, with many municipal clients in the local area, including Cary, Morrisville, Fuquay-Varina, and Wake Forest.

While other proposals set forth fees that were lower or similar to the fees currently paid, this proposal would slightly increase costs to \$25,000. Relative to the rest of the budget, these additional funds are a minimal investment given importance of this function.

Most units arrange for a three-to-five year period to work with the same auditor. However, given the price increase, staff will review the services received at the completion of the audit to determine if the additional fees corresponded with additional value and if a continued relationship is warranted.

If approved by the Town Board, this contract will be sent to the Local Government Commission for their approval, in accordance with their policies.

### Board Options

Approve the attached contract or seek services elsewhere.

### Recommended Action

Make a motion to approve the audit contract with Cherry Bekaert LLP for \$25,000 for the fiscal year ending June 30, 2020.

### Attachments:

- Portion of Proposal Response from Cherry Bekaert LLP
- Standard LGC audit contract

February 28, 2020

Ms. Amy Stevens, Finance Director  
Town of Rolesville, North Carolina  
P.O. Box 250  
502 Southtown Circle  
Rolesville, NC 27571

Dear Ms. Stevens:

Cherry Bekaert LLP (the "Firm") appreciates the opportunity to submit this proposal to provide financial and compliance audit services for the Town of Rolesville, North Carolina (referred to hereafter as "the Town"). Our proposal will clearly demonstrate and confirm that Cherry Bekaert is the only Firm to possess the local resources, experienced professionals and strong commitment the Town can rely on. Cherry Bekaert can ensure the Town meets its financial reporting deadlines at a competitive and fair price.

Our Firm's vision is to make a difference for our people and our clients. This begins with developing strong relationships between our local public sector-focused professionals and the Town based on trust, mutual respect, uncompromising integrity and a shared passion for excellence in all that we do. Our goals for establishing a lasting relationship with the Town are simple:

**Make It Easy**

**Keep Our Promises**

**Anticipate Your Needs**

**Consider Your Interests**

**Work as a Team**

We affirm our commitment to ensure the Town will receive timely, quality service delivered by a team of conscientious professionals dedicated to serving government entities and the public sector.

#### **Understanding of the Project**

We understand that the Town is requesting financial and compliance auditing of its financial statements. We understand that the Town is requesting these services for the fiscal year ending June 30, 2020 for no less than three (3) years, with an annual negotiation after the completion of the first year contract. To facilitate your review of our qualifications as requested within the RFP, our proposal has been arranged in order using the numbering system employed within the RFP to make for easy review and cross-reference.

#### **Our Commitment to North Carolina Towns**

We believe the specific attributes detailed throughout our proposal distinguish Cherry Bekaert from other firms. More importantly, our dedication to serving the Town is demonstrated by the strength of our engagement service team of professionals devoted to serving the public sector, including the Town's peers; the Town of Cary, The Town of Morrisville, the Town of Wake Forest, the Town of Stanley, the Town of Lillington, the Town of Fuquay-Varina, the Town of Morven and the Town of Ayden. Our engagement team will be augmented by the Firm's subject matter experts, to provide an unparalleled service team focused on stellar customer service.

#### **We Will Keep Our Promises & No Surprises!**

We understand the importance of conducting an audit free of surprises. If selected, we will honor our commitment to immediately discuss any issues we note that might ultimately result in an audit finding or other matters of interest to management. This commitment will enable Cherry Bekaert and the Town to address any

matters and develop the appropriate action plan. The Town can rely on Cherry Bekaert, not only by reputation but also through commitment to providing exemplary service to the Town.

We believe great partnerships are built on consistent communication and a deep understanding of the social, economic and business environment in which you operate. We believe strongly in a collaborative engagement and that approach strengthens the value of the services we bring to you. In addition, we believe our involvement in and familiarity with the marketplace gives us greater insight into your business needs.

Our proposal provides more detail about how we intend to accomplish these goals, our government sector credentials, and how the Town will benefit from working with our team. We affirm to you our commitment to ensure the Town receives timely, quality service delivered by a team of conscientious professionals dedicated to serving public sector entities. It would be our privilege to serve the Town of Rolesville.

Please do not hesitate to contact us if you have further questions.

With best regards,

**Cherry Bekaert LLP**



April Adams, CPA  
Engagement Partner  
[aadams@cbh.com](mailto:aadams@cbh.com)



Eddie Burke, CPA  
Quality Review Partner  
[eburke@cbh.com](mailto:eburke@cbh.com)

## Firm Overview

As a nationally recognized, growth-oriented CPA firm, Cherry Bekaert LLP provides guidance and support that helps our clients move forward to reach their organizational goals.

For more than 70 years, government entities, not-for-profits, global corporations and private businesses have relied on Cherry Bekaert to guide them forward to their growth destination. While we serve a diverse client base, our seven core industries include the public sector. With a resource network that stretches across the U.S., our service reach extends nationally, and internationally: Cherry Bekaert is a founding and very active member of Baker Tilly International, a global association of independent accounting and consulting firms.

### Regional & National Resources

Headquartered in Richmond, Virginia, Cherry Bekaert has practice offices in Virginia, Rhode Island, Maryland, Washington, D.C., North Carolina, South Carolina, Tennessee, Georgia, Florida and Texas. Cherry Bekaert provides a unique alternative to other national, regional and local firms.

We are proud to serve the public sector entities and local governments in our community by providing innovative and proactive audit, tax and accounting solutions.

Clients choose us to be their accounting firm primarily because we combine the knowledge and experience of a national firm with the personal touch of a local firm. Our clients enjoy a national firm's resources and capabilities, but also:

- ▶ direct partner involvement
- ▶ staff continuity
- ▶ local resources
- ▶ communication
- ▶ responsiveness, and
- ▶ tailored, streamlined service plans

**1250+**  
Associates Firmwide

 **140+**  
Partners  
& Principals

**70+** Years in  
Business



**\$220M+**  
Annual Revenue

Ranked as a Top  
Accounting Firm  
Across the U.S. **25**

Serving   
Clients  
Across the  
U.S. and Internationally

Founding Member of Baker Tilly International  
The **8th Largest Accountancy and  
Business Advisory Network** in the World  
Represented by **746 Offices** in **145 Territories**  
Combined Revenue of **\$3.6 Billion**  
**35,000** Staff Worldwide



## Experience and Qualifications

### 1. Indicate the firm's North Carolina office locations that will handle the audit.

Our North Carolina practice has 31 partners and more than 200 employees serving clients through our Charlotte, Gastonia, Raleigh, Durham and Fayetteville offices. We manage audit engagements for over 50 cities, counties, towns, school boards, authorities, commissions and other governmental entities while also providing clients a wide range of advisory and attestation services (e.g., agreed upon procedures, indirect cost plans, internal control reviews, comfort letters, and strategic management services). Firm-wide, our Government Services Group ("GSG") has more than 250 professionals within this specialized group experienced and trained to understand the many facets of the public sector. Our coordinated GSG team approach to serving clients allows us to draw the best resources from any office to meet any particular engagement needs and to provide tangible benefits to our clients. This ability to bring the best talent from any Firm office is a key reason why Cherry Bekaert is a leading audit services firm in North Carolina, currently serving numerous state departments and governmental entities.

### 2. Indicate the number of people (by level) located within the local office that will handle the audit.

Below is the breakdown of the audit team by level for the Town's engagement, which will be handled by our Raleigh office:

Professional Level	Individual Assigned and Office Location
Engagement Partner	April Adams, Raleigh
Quality Review Partner	Eddie Burke, Raleigh
Audit Manager	Alex Harris, Raleigh
IT Audit Senior Manager	Dan Sembler, Raleigh

The engagement team will also include experienced senior and staff accountants.



## Relevant Government Experience

**3. Provide a list of the local office's current and prior government audit clients, indicating the type(s) of services performed and the number of years served for each.**

Cherry Bekaert is committed to providing auditing and consulting services to public sector governmental entities. We audit more than 150 local governments, authorities and public agencies throughout the Southeastern U.S. A representative list of current and former government clients in North Carolina that provide services similar to those of the Town include:

Local Government	Services	Years Served
Town of Angier	Audit, GASB 34	2018 to present
Town of Ayden	Audit, GFOA, GASB 34	2017 to present
Town of Cary	Audit, GFOA, GASB 34, Single Audit	2002 to present
Town of Fuquay-Varina	Audit, GFOA, GASB 34, Single Audit	2010 to present
Town of Lillington	Audit, Single Audit, GASB 34	2016 to present
Town of Morrisville	Audit, GFOA, GASB 34, Single Audit	2015 to present
Town of Morven	Audit, GASB 34	2017 to present
Town of Stanley	Audit, Single Audit, GASB 34	2017 to present
Town of Wake Forest	Audit, GFOA, GASB 34, Single Audit	2013 to present
Durham County	Audit, GFOA, GASB 34, Single Audit	1997 to present
Forsyth County	Audit, GFOA, GASB 34, Single Audit	2009 to 2017
Guilford County	Audit, GFOA, GASB 34, Single Audit	2000 to present
Mecklenburg County	Audit, GFOA, GASB 34, Single Audit	2004 to present
New Hanover County	Audit, GFOA, GASB34, Single Audit	2015 to present
Randolph County	Audit, GFOA, GASB 34, Single Audit	2005 to present

Local Government	Services	Years Served
Tyrrell County	Audit, GASB 34, Single Audit	2017 to present
Union County	Audit, GFOA, GASB 34, Single Audit	2015 to present
City of Asheville	Audit, GFOA, GASB 34, Single Audit	2012 to 2017
City of Charlotte	Audit, GFOA, GASB 34, Single Audit	2003 to present
City of Durham	Audit, GFOA, GASB 34, Single Audit	2012 to present
City of Greensboro	Audit, GFOA, GASB 34, Single Audit	2000 to present
City of Greenville	Audit, GFOA, GASB 34, Single Audit	2015 to present
City of High Point	Audit, GFOA, GASB 34, Single Audit	2015 to present
City of Jacksonville	Audit, GFOA, GASB 34, Single Audit	2019 to present
City of Raleigh	Audit, GFOA, GASB 34, Single Audit	2002 to present
City of Reidsville	Audit, GFOA, GASB 34, Single Audit	2017 to present
City of Winston-Salem	Audit, GFOA, GASB 34, Single Audit	2008 to 2015; 2019
Centralina Council of Governments	Audit, GASB 34, Single Audit	2017 to present
Kerr-Tar Regional Council of Governments	Audit, GASB 34, Single Audit	2013 to 2015
Triangle J Council of Governments	Audit, GASB 34, Single Audit	2010 to present
Cape Fear Public Utility Authority	Audit, GFOA, Single Audit	2015 to present
NC Education Lottery	Audit, GFOA	2007 to present
NC Turnpike Authority	Audit	2009 to present
Charlotte Mecklenburg Library	Audit	2004 to present
Mecklenburg County EMS	Audit	2004 to present
Fayetteville Area Convention & Visitors Bureau, Inc.	Audit, Consulting	1997 to present
Greater Raleigh Convention & Visitors Bureau	Audit, Consulting	2011 to present
Charlotte-Douglas International Airport (CLT)	Audit	2003 to present
Fayetteville Regional Airport (FAY)	Audit	1987 to 2016
Piedmont Triad Regional Water Authority	Audit, GASB 34	2004 to present

Additionally, we have provided the following additional services to state and local government entities.

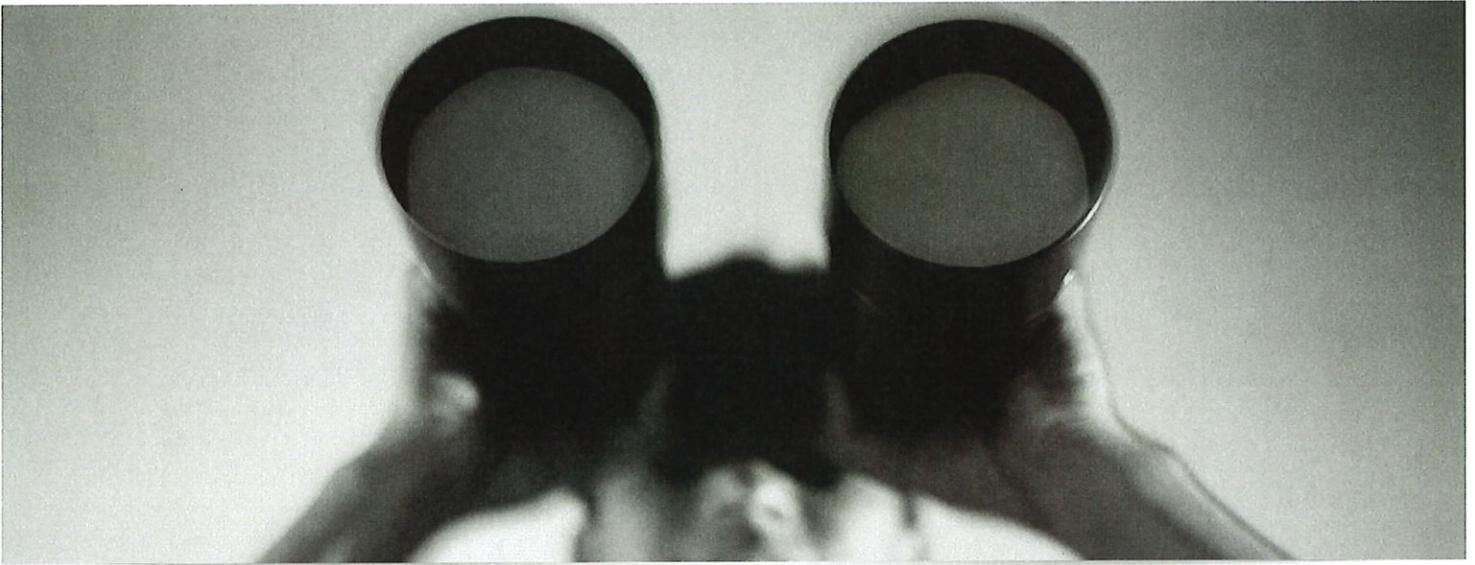
**4. Indicate the experience of the local office in providing additional services to government clients by listing the name of each government, the type(s) of service performed, and the year(s) of engagement.**

Government Entity	Services
City of Durham and Town of Cary, NC	Professional Ethics and Conduct On-site Training. Year(s) served: 2013-2014
City of High Point, NC	Full Finance Organization Risk & Control Assessment. Year(s) served: 2017
City of Durham, NC	Consulting Services. Year(s) served: 2012
City of Raleigh, NC	Agreed-upon Procedures. Year(s) served: Ongoing
City of Charlotte, NC	Agreed-upon Procedures. Year(s) served: 2003
City of Greensboro, NC	Agreed-upon Procedures. Year(s) served: 2012
Town of Hertford, NC	Interim Finance Director. Year(s) served: 2019
Town of Smithfield, NC	Interim Finance Director. Year(s) served: 2012
Town of Selma	Interim Finance Director. Year(s) served: 2017
Town of Cary, NC (and Town of Morrisville)	Agreed-upon Procedures. Year(s) served: 2008-2016
Town of Wake Forest, NC	IT Consulting. Year(s) served: 2018
Cumberland County, NC	Benefits Consulting. Year(s) served: 2017; Tax System Pre- and Post-Implementation Services. Year(s) served: 2019
Triangle Transit Authority	Agreed-upon Procedures. Year(s) served: Ongoing
Town of Holly Springs, NC	Accounting Services. Year(s) served: 2014
Fayetteville Public Works Commission	Risk Advisory services. Year(s) served: Ongoing
Various Large State and Local Governments in NC, VA and FL	Pre- and Post-Implementation Review services. Year(s) served: Ongoing
Various Large State and Local Governments in NC, VA	Data Analytics and P-Card testing. Ongoing
Various State and Local Governments in NC, GA, VA and FL	Internal Review Discovery Services and Internal Investigation services. Year(s) served: Ongoing
Mecklenburg County, NC - MeckLINK	Consulting Services. Year(s) served: 2013
Mecklenburg County Sheriff's Office – NC	Procedures Related to Transition to a New Sheriff. Year(s) served: 2014 and 2018

## Management Consulting Services

In addition to traditional compliance, the Town faces numerous business issues that either contribute to or prohibit long-term goals and success. Cherry Bekaert’s Risk Assurance and Advisory Group, which is led out of the North Carolina practice, offers a wide range of specialized risk advisory services designed to enhance profitability, reduce expenses and meet the Town’s goals.

Operational Efficiency & Process Improvement	Cyber Security	Internal Control Maturity & IT Risk Assessment	IT Control Assessment
<p>Understanding a process starts with getting the right context. Cherry Bekaert starts by clearly identifying risks to management objectives including:</p> <ul style="list-style-type: none"> <li>▶ Financial Reporting</li> <li>▶ Operations</li> <li>▶ Compliance Objectives               <ul style="list-style-type: none"> <li>○ Entity-level</li> <li>○ Activity-level</li> </ul> </li> </ul> <p>When risks are clearly understood, the purpose of a process becomes evident – as do potential process improvements needed to address risks and achieve management objectives.</p>	<p>Cherry Bekaert’s Risk Advisory Services (RAS) Group assists clients in identifying relevant cybersecurity risks, and developing realistic solutions and plans to help minimize the likelihood and impact of data being compromised.</p> <ul style="list-style-type: none"> <li>▶ IT Governance, Security Planning and Policies &amp; Procedures</li> <li>▶ Security Awareness Training &amp; Program Development</li> <li>▶ Readiness Assessments</li> <li>▶ Risk Assessments</li> <li>▶ Vulnerability Assessments</li> <li>▶ Attack &amp; Penetration Tests/Ethical Hacking</li> <li>▶ Due Diligence for Transactions</li> <li>▶ Cyber Liability Coverage through Cherry Bekaert Benefits Consulting (CBBC), LLC</li> </ul>	<p>Internal Control Maturity and IT Risk Assessments identify, assess, and prioritize threats to an organization’s IT, systems, applications, and operations. These may include security/privacy threats, fraud and abuse exposures, and inefficient/ineffective operational vulnerabilities.</p> <ul style="list-style-type: none"> <li>▶ IT Security</li> <li>▶ Risk/Control Environment</li> <li>▶ Disaster Recovery Planning</li> </ul>	<p>IT Controls Assessments analyze the maturity/effectiveness of controls in the IT environment. The controls are compared to prevailing industry practices, and a detailed set of recommendations for improvement/optimization in relevant areas is provided.</p> <ul style="list-style-type: none"> <li>▶ Prevailing Practices</li> <li>▶ Industry Models/Frameworks</li> <li>▶ Control Maturity</li> <li>▶ Control Automation</li> <li>▶ Continuous Monitoring</li> <li>▶ Technology</li> </ul>



## Peer Review Report

**5. Describe your audit organization's participation in AICPA sponsored or comparable quality control programs (peer review). Provide a copy of the firm's current peer review.**

Peer reviews are intensive reviews of a firm's quality system applicable to its accounting and auditing practice. These reviews, including governmental audit clients, are performed by CPAs from the AICPA division member firms in accordance with standards established by the AICPA.

Through the years, the Firm has successfully completed the peer reviews conducted under the auspices of the AICPA. Our current peer review is included as **Appendix B**. As a normal result of conducting audits, state and local agencies routinely review our work. To date, we are neither aware of any problems resulting from these field or desk reviews, or of any disciplinary action taken or pending against us over the past three years by regulatory bodies or professional organizations.

Firm leaders and managing partners of industry practice areas maintain vital links to policy-making bodies in public accounting. The Firm personnel's current or past committee assignments and industry associations include:

- ▶ Accounting Standards Executive Committee
- ▶ AICPA Professional Ethics Committee
- ▶ AICPA Auditing Standards Board
- ▶ AICPA Accounting and Review Services Committee
- ▶ The President's Council on Integrity and Efficiency and its Standards Subcommittee
- ▶ AICPA Technical Issues Committee, Private Companies Practice Section
- ▶ AICPA Tax Division and its Individual Taxation Subcommittee
- ▶ AICPA SEC Practice Section Executive Committee
- ▶ AICPA Accounting Practice Committee

The	Governing Board
of	Primary Government Unit (or charter holder)
and	Discretely Presented Component Unit (DPCU) (if applicable)

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

and	Auditor Name
	Auditor Address

*Hereinafter referred to as Auditor*

for	Fiscal Year Ending	Audit Report Due Date
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*Must be within four months of FYE*

hereby agree as follows:

1. The Auditor shall audit all statements and disclosures required by U.S. generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business- type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).

2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with GAAS. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit performed under the requirements found in Subpart F of the Uniform Guidance (§200.501), it is recommended that the Auditor and Governmental Unit(s) jointly agree, in advance of the execution of this contract, which party is responsible for submission of the audit and the accompanying data collection form to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512).

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

3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.
4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.
5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2018 revision, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he/she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon auditor's receipt of an updated peer review report. If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.
- If the audit engagement is not subject to *Government Accounting Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.
6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to LGC staff within four months of fiscal year end. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay shall be submitted to the Secretary of the LGC for approval.
7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his/her findings, together with his recommendations for improvement. That written report shall include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.
8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's (Units') records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.
9. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. (This also includes any progress billings.) [G.S. 159-34 and 115C-447] All invoices for Audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved' with approval date shall be returned to

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

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

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

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

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

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

15. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the

Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.

16. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing, on the Amended LGC-205 contract form and pre-audited if the change includes a change in audit fee (pre-audit requirement does not apply to charter schools or hospitals). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.

17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 28 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.

18. Special provisions should be limited. Please list any special provisions in an attachment.

19. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the parent government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and finance officer also shall be included on this contract.

20. The contract shall be executed, pre-audited (pre-audit requirement does not apply to charter schools or hospitals), and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.

21. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.

22. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.

23. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.

24. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.

25. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.

26. E-Verify. Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.

27. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and Governmental Auditing Standards, 2018 Revision (as applicable). Financial statement preparation assistance shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.

All non-attest service(s) being performed by the Auditor that are necessary to perform the audit must be identified and included in this contract. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. If the Auditor is able to identify an individual with the appropriate SKE, s/he must document and include in the audit workpapers how he/she reached that conclusion. If the Auditor determines that an individual with the appropriate SKE cannot be identified, the Auditor cannot perform both the non-attest service(s) and the audit. See "Fees for Audit Services" page of this contract to disclose the person identified as having the appropriate SKE for the Governmental Unit.

28. Applicable to charter school contracts only: No indebtedness of any kind incurred or created by the charter school shall constitute an indebtedness of the State or its political subdivisions, and no indebtedness of the charter school shall involve or be secured by the faith, credit, or taxing power of the State or its political subdivisions.

29. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Item 16 for clarification).

30. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at <https://www.nctreasurer.com/slg/Pages/Audit-Forms-and-Resources.aspx>.

31. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.

32. Modifications to the language and terms contained in this contract form (LGC-205) are not allowed.



**SIGNATURE PAGE**

**AUDIT FIRM**

Audit Firm*	
Authorized Firm Representative (typed or printed)*	Signature*
Date*	Email Address*

**GOVERNMENTAL UNIT**

Governmental Unit*	
Date Primary Government Unit Governing Board Approved Audit Contract* (G.S.159-34(a) or G.S.115C-447(a))	
Mayor/Chairperson (typed or printed)*	Signature*
Date	Email Address

Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

**GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE**

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).  
Not applicable to hospital contracts.

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

Primary Governmental Unit Finance Officer* (typed or printed)	Signature*
Date of Pre-Audit Certificate*	Email Address*

**SIGNATURE PAGE – DPCU  
(complete only if applicable)**

**DISCRETELY PRESENTED COMPONENT UNIT**

DPCU*	
Date DPCU Governing Board Approved Audit Contract* (Ref: G.S. 159-34(a) or G.S. 115C-447(a))	
DPCU Chairperson (typed or printed)*	Signature*
Date*	Email Address*

Chair of Audit Committee (typed or printed, or "NA")	Signature
Date	Email Address

**DPCU – PRE-AUDIT CERTIFICATE**

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).  
Not applicable to hospital contracts.

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

DPCU Finance Officer (typed or printed)*	Signature*
Date of Pre-Audit Certificate*	Email Address*

Remember to print this form, and obtain all required signatures prior to submission.



## Memorandum

**To:** Mayor and Town Board  
**From:** Amy Stevens, Finance Director  
**Date:** April 14, 2020  
**Re:** Resolution Regarding the Families First Coronavirus Response Act, Agenda Item #B.7.

### Background

The Families First Coronavirus Response Act (FFCRA) was approved by the federal government on March 18, 2020. The Act responds to the growing health and economic crises with provisions for paid sick leave for certain private and public sector employees. As employees of local government, Town of Rolesville employees are covered under certain provision of this Act.

It essentially provides two leave benefits:

- Emergency Paid Sick Leave: two weeks of leave associated with COVID-19 issues
- Emergency Family and Medical Leave Expansion: an additional qualification to claim family and medical leave – if a child’s school or care provider is closed

The US Department of Labor’s Wage and Hour Division (WHD) issued direction that requires employers to give notice to employees regarding the benefits of the Act.

Since the Town Board was not able to meet prior to these notice requirements, in accordance with the Personnel Policy, the Town Manager authorized the Human Resources Analyst to distribute information to employees.

The attached resolution ratifies the actions taken by the Town Manager to issue this policy in compliance with the FFCRA and WHD requirements.

### Board Options

Adopt the attached resolution or propose amendments.

### Recommended Action

Make a motion to adopt the Resolution Regarding the Families First Coronavirus Response Act

### Attachment

- Resolution Regarding the Families First Coronavirus Response Act
- US Department of Labor FFCRA Notice

**RESOLUTION REGARDING  
THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT**

**WHEREAS**, the Families First Coronavirus Response Act (FFCRA) was approved by the federal government on March 18, 2020, legislation which provides benefits to government employees, including employees of the Town of Rolesville; and

**WHEREAS**, the Town values the health and wellbeing of its employees and their families and desires to provide benefits that allow employees to care for themselves and their families, in accordance with the FFCRA; and

**WHEREAS**, the U.S. Department of Labor’s Wage and Hour Division (WHD), an organization with the authority to investigate and enforce compliance with the FFCRA, gave direction to provide employees with timely notice of these benefits; and

**WHEREAS**, the Board of Commissioners was not scheduled to meet until Tuesday, April 21, 2020; and

**WHEREAS**, in accordance with the responsibilities of the Town Manager contained in the Town’s Personnel Policy, the Town Manager authorized the Human Resources Analyst to distribute notice to all staff of the Emergency Paid Sick Leave and Expanded Family and Medical Leave;

**NOW, THEREFORE, BE IT RESOLVED**, by the Board of Commissioners of the Town of Rolesville that:

**Section 1.** Emergency Paid Sick Leave benefits shall be made available to permanent employees of the Town of Rolesville.

- a) Employees may take emergency paid sick leave if they are unable to work or telework because:
  1. The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19;
  2. The employee has been advised by a health care provider to self-quarantine because of COVID-19;
  3. The employee is experiencing symptoms of COVID-19 and has not yet received a medical diagnosis;
  4. The employee is caring for someone subject to a quarantine or isolation order related to COVID-19; or
  5. The employee is caring for a son or daughter, as defined by the Personnel Policy, because the school or paid child care giver is no longer available due to COVID-19.
  6. The employee is experiencing substantially similar conditions as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

- b) Full-time employees are entitled to two weeks (80 hours for non-sworn, 84 hours for LEOs) of leave. Part-time employees are entitled to leave on a pro-rata basis, according to their regular weekly hours.
- c) When leave is taken for reasons 1, 2, and 3 described above, leave is paid at the regular rate and is limited to \$511 per day.
- d) When leave is taken for reasons 4, 5, and 6 described above, leave is paid at a rate no less than two-thirds of the regular rate of pay and is limited to \$200 per day.
- e) Employees may elect to use emergency paid sick leave before using any accrued paid leave.

**Section 2.** Emergency Family and Medical Leave benefits shall be made available to permanent employees of the Town of Rolesville.

- a) Employees may use an additional qualification for claiming family and medical leave: to care for a son or daughter, as defined by the Personnel Policy, under 18 years of age if the school or paid child care giver is no longer available due to an emergency with respect to COVID-19 as declared by a federal, state, or local authority.
- b) After 10 days, the employee is entitled to paid leave at a rate no less than two-thirds of the regular rate of pay, with a maximum amount of \$200 per day.
- c) The employee may choose to use accrued leave during the 10 day waiting period.
- d) Employees are still limited to a total of twelve weeks of FMLA leave within a 12-month period for all reasons combined.

**Section 3.** The Town will not retaliate against employees who request or take leave in accordance with this policy.

**Section 4.** This resolution shall take effect on April 1, 2020 and the benefits shall expire on December 31, 2020.

Approved this 21<sup>st</sup> day of April 2020.

[SEAL]

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Ronnie I. Currin  
Mayor

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Robin E. Peyton  
Town Clerk

# EMPLOYEE RIGHTS

## PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

### ▶ PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- ⅔ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 12 weeks of paid sick leave and expanded family and medical leave paid at ⅔ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

### ▶ ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days* prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

### ▶ QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to **telework**, because the employee:

- |   |   |
|---|---|
| <ol style="list-style-type: none"><li>1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;</li><li>2. has been advised by a health care provider to self-quarantine related to COVID-19;</li><li>3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;</li><li>4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2);</li></ol> | <ol style="list-style-type: none"><li>5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or</li><li>6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.</li></ol> |
|---|---|

### ▶ ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



**WAGE AND HOUR DIVISION**  
UNITED STATES DEPARTMENT OF LABOR

47

For additional information  
or to file a complaint:  
**1-866-487-9243**  
TTY: 1-877-889-5627  
[dol.gov/agencies/whd](https://dol.gov/agencies/whd)



WH1422 REV 03/20

## Memorandum

**To:** Mayor and Town Board  
**From:** Amy Stevens, Finance Director  
**Date:** April 16, 2020  
**Re:** Capital Improvement Plan and Budget Preview, Agenda Item #C.1.

Staff have spent the past several months preparing both capital and operating budgets for the Town. The late addition of economic uncertainty due to the COVID-19 virus response has made this process a challenging one. We have attempted to balance the potential for revenue shortfalls with the growing demand for municipal services. Major topics for preliminary discussion include:

### A. Capital Improvement Plan for 2020-2025

This five year Capital Improvement Plan (CIP) proposes both revenues and expenditures for major capital projects in the near term. In order to accomplish the Strategic Plan recently adopted by the Town Board, staff carefully reviewed projects for their consistency with this plan. A few major projects to note are:

***The Farm – Phase I Engineering:*** This project provides for 30% construction drawings for Phase I of The Farm park site. Phase I of the project includes all site infrastructure, the eastern athletic fields, and the event center. This project furthers Strategic Plan Goal 6, “expand open space and recreational facilities”, and is funded by capital park fees.

***Police Building Expansion:*** This project involves the lease acquisition of 212 Southtown Circle, adjoining the current police station. This additional space will address expanded growth and allow for existing uses to be rearranged in a logical manner. This expansion is expected to meet the needs of the department for the next five years or more. This project furthers Strategic Plan Goal 7, “grow public safety to meet future needs”, and is funded by General Fund revenues.

***Public Works Facility:*** Given the shortcomings of the existing site, its inconsistency with the Main Street Vision Plan, and the anticipated addition of the Cobblestone development, the current Public Works facility needs to be relocated. Funds are included for a feasibility study and land purchase. Staff are considering the DOT land at US 401 bypass and E Young Street. This project furthers the Planned Investment focus area, and it is funded by General Fund revenues.

***Financial Software:*** The Town has used the same software program since 1990, and current activity demands have outgrown the system’s capabilities. All Town staff will benefit from a system that leverages new technology, provides for paperless automation, and simplifies the payroll process. This project furthers Strategic Plan Goal 13 “maintain and increase the Town’s financial strength”, and it is funded by General Fund revenues.

***Police Vehicle Replacement:*** Current practice calls for police vehicles to be replaced on a 75,000 mile schedule. Aging vehicles are more costly in terms of maintenance and fuel consumption. Replacement vehicles are staggered over a five-year period to avoid having to make a large purchase in any one fiscal year. This project furthers the Organizational Excellence focus area, and it is funded by General Fund revenues.

## B. Revenue Projection

Indicators show that an economic downturn is underway. It remains unclear how long this situation will last and how quickly the economy can recover from the world-wide pandemic response. While revenue forecasts are always subject to error, this uncertainty makes the practice especially difficult at this point in time. Staff will continue to monitor the situation until final budget adoption.

**Property tax:** This important revenue accounts for 58% of Town operating revenues. During periods of economic recession, the tax collection rate typically declines. Projections are based on a reduced collection rate. Growth in this revenue is anticipated conservatively with a 4% increase.

**Sales tax:** This revenue accounts for 17% of Town operating revenues. Sales tax receipts are highly dependent upon local economic activity. Projections are being based on an expected reduction in this revenue of about -5%. This projection assumes some resumption of discretionary spending over the summer of 2020.

**Building Permits:** Building permits are a significant driver for the amount of capital development fees received by the Town. Projections for these capital fees are based upon an estimate of 150 building permits during the fiscal year, a number that is lower than the historical 3 year average. These funds are projected to be saved in fund balance or adequate fund balance exists to meet spending needs for FY20-21, so there is some margin of error available.

**Fund Balance:** Limited fund balance is anticipated for appropriation toward operating expenditures in the General Fund in the upcoming fiscal year. Two significant capital projects have been identified that will use the fund balance available for appropriation. These projects are the Main Street Vision Plan – Burlington Mills Road to Young Street LAPP grant matching funds for \$738,000 and the Public Works Facility property acquisition for \$500,000.

## C. Real Property Revaluation

Wake County has transitioned from an 8-year to a 4-year real property revaluation cycle in order to promote greater fairness within the property tax system. Marcus Kinrade, the Wake County Tax Administrator, made a presentation to the Town Board at the January 21, 2020 work session that outlined the results of that revaluation.

North Carolina General Statutes require local governments to calculate a revenue-neutral tax rate following completion of a reappraisal. Part of this calculation includes the average annual growth rate since the last property revaluation. The current property tax rate for Rolesville is 48 cents per \$100 of valuation, and the revenue-neutral rate is 44 cents per \$100 of valuation. Each penny of the tax rate raises about \$120,000 in annual revenue.

The proposed capital budget is currently based upon the levy of a revenue-neutral tax rate. The Town Board may wish to consider not fully reducing the tax rate to revenue-neutral. Potential uses of these additional funds could include early repayment of existing Town debt and capital savings toward future priority capital projects (e.g. The Farm Phase I, new park sites, Fire Stations, Police Station, Town Hall, Mill Bridge Nature Park, etc.)

## D. Operating Budget Preview

### *Economic Uncertainty*

In accordance with Goal 13 of the Strategic Plan, “maintain and increase the Town’s financial strength”, staff anticipate implementing the FY20-21 budget with a closely-monitored approach. Given the economic uncertainty surrounding the next 14 months, revenues will be monitored to ensure that adequate funds are in place before the addition of staff and the purchase of large items. Furthermore, large purchases will be prioritized, so that the greatest needs with the widest benefits are addressed first.

### *Employees*

The employee base is one of the Town’s most important assets. Several items related to personnel are anticipated in the upcoming operating budget, with the intent of addressing Goal 16 of the Strategic Plan, “recruit and retain outstanding personnel by creating an innovative culture that values professional development”.

**Performance Coaching:** When the pay study was completed one year ago, plans were made to revise the performance evaluation system in place at the time. A joint effort of HR staff, the management team, and an employee group has resulted in a new Performance Coaching system. A few of the key components of this program include: 1) bi-monthly coaching sessions for each employee with his/her supervisor, 2) annual, measurable goals for professional development and performance, and 3) behavioral assessments according to the organizational Values. Due to the COVID-19 virus, full program implementation has been delayed.

**Pay Adjustments:** The new Performance Coaching plan sets out an annual focal date for all permanent staff to receive a pay adjustment. That adjustment, expected to be November 1, will reflect current market demands as well as a reward for good performance. The pay adjustment that will be proposed for next fiscal year will be in accordance with the Pay Philosophy adopted by the Town Board in April 2019. This philosophy seeks to position the Town to provide a base salary that meets or exceeds the local employment market.

Changes have also recently been made to the pay scale for temporary staff, in order to improve recruitment and retention efforts for these personnel. Further adjustments are proposed to provide for an annual pay increase for these personnel of \$0.25 per year, in order to reward good performance and promote retention.

#### Attachment:

- Proposed Capital Improvement Plan 2020-2025
- Presentation slides

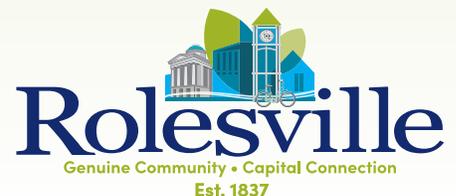
2020 - 2025



Town of Rolesville, North Carolina

Proposed

# *Capital Improvement Plan*



# **Town of Rolesville Proposed Capital Improvement Plan 2020-2025**

## **Definition of a Capital Improvement Plan**

The Capital Improvement Plan (CIP) is a five-year plan identifying and forecasting the Town of Rolesville's capital projects and acquisitions.

A capital improvement is defined as any expenditure for equipment, buildings, infrastructure, land, plan, or project in which the cost exceeds \$5,000 and the estimated useful life is greater than five years.

The CIP outlines both present and future public needs and priorities. The CIP estimates the costs to complete each project, identifies funding sources, and sets a vision for how future budgets will be affected.

## **Capital Improvement Plan Process**

Capital improvement ideas are compiled into this document and presented to the Town Board on an annual basis. Through work sessions, the Board prioritizes projects and expenditures.

Once the CIP is approved, it guides the Town's commitment to funding these expenditures in the upcoming annual budget. During the annual budget process in the spring, the first year's projects are refined and a financing plan is put into place within the budget to fund those expenditures.

## **Functions of the CIP**

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, parks, infrastructure, equipment, etc. are constantly in need of repair, replacement, or expansion. The growing population also requires the expansion or addition of facilities and programs.

The CIP seeks to achieve the following objectives as part of the budget planning process:

- ✓ Focus attention on community goals, needs, and capabilities
- ✓ Achieve optimum use of taxpayer dollars
- ✓ Guide future community growth and development
- ✓ Allow time for project design and the arrangement of financing
- ✓ Provide for the orderly replacement of capital items

## Project Type

1. **Health, Safety, and General Welfare:** Project protects the health, safety, and general welfare of the community and the employees serving it.
2. **Maintenance and Replacement:** Project provides for the maintenance of existing systems and equipment.
3. **Expansion of Programs and Facilities:** Project enhances existing systems and programs or allows for the creation of new programs and services.

## Project Priority

1. **High:** Project mandated by federal or state government; project is high priority of Mayor and Town Board; project substantially reduces expenditures or increases revenues.
2. **Medium:** Project results in better service efficiency; project reduces operational costs; project improves workforce morale.
3. **Low:** Project is not mandated; project improves the quality of life in the community.

## Relationship to Strategic Plan

In March 2020, the Town's governing board adopted a Strategic Plan for 2020-2022. The Plan sets out four Key Focus Areas, each of which identifies four Goals which will help bring about the community's long-term Vision.

<i>Vision Statement</i>
<b>Genuine community thrives in Rolesville as we seek to build a place that is focused on walkability, with connections to parks, greenways, and gathering spaces.</b>

The four Key Focus Areas identified within that plan include:

<i>Community Connection</i>
<b>Foster opportunities to build connections and create civic life</b>

<i>Planned Investment</i>
<b>Build community assets to meet growing needs</b>

<i>Mindful Growth</i>
<b>Promote development while maintaining a small town character</b>

<i>Organizational Excellence</i>
<b>Ensure resources are used for the greatest benefit</b>

In order to accomplish the overall Vision set out in the Strategic Plan, Town resources should be directed in a manner consistent with its purposes. When evaluating capital improvement projects, staff have carefully reviewed the requests in order to ensure that financial resources are being expended to further the achievement of these strategic goals.

The financial priorities included in the first year of the Proposed CIP include:

## STRATEGIC PLAN ELEMENT

## RELATED PROJECTS



### *Planned Investment*

<b>Goal 5:</b> Increase efforts to improve the Town's appearance	<ul style="list-style-type: none"> <li>• Street Sweeper Rental</li> <li>• Park, Greenway, and Gateway Signs</li> </ul>
<b>Goal 6:</b> Expand open space and recreational facilities	<ul style="list-style-type: none"> <li>• The Farm – Phase I – Engineering</li> <li>• Mill Bridge Nature Park Site Master Plan</li> <li>• Future Park Sites</li> </ul>
<b>Goal 7:</b> Grow public safety to address future needs	<ul style="list-style-type: none"> <li>• Police Building Expansion</li> </ul>
<b>Goal 8:</b> Develop a plan to build and maintain community infrastructure	<ul style="list-style-type: none"> <li>• Rogers Road Improvements / Willoughby</li> <li>• Sidewalk and Curb &amp; Gutter Repair</li> <li>• Olde Towne Street Maintenance</li> <li>• Stormwater Management Mapping</li> </ul>
<b>Key Focus Area</b>	<ul style="list-style-type: none"> <li>• Public Works Facility</li> <li>• Facility Study</li> <li>• ADA Improvements</li> </ul>



### *Mindful Growth*

<b>Goal 9:</b> Implement the Main Street Vision Plan	<ul style="list-style-type: none"> <li>• MSVP - Burlington Mills Road Realignment</li> <li>• MSVP – Burlington Mills Rd to Young St</li> </ul>
<b>Goal 12:</b> Develop a unified and coordinated vision for land use that emphasizes diverse housing options and beautification	<ul style="list-style-type: none"> <li>• Unified Development Ordinance Update</li> </ul>
<b>Key Focus Area</b>	<ul style="list-style-type: none"> <li>• Community Transportation Plan</li> </ul>



### *Organizational Excellence*

<b>Goal 13:</b> Maintain and increase the Town's financial strength	<ul style="list-style-type: none"> <li>• Financial Software</li> </ul>
<b>Key Focus Area</b>	<ul style="list-style-type: none"> <li>• Server Replacements</li> <li>• Police Vehicle Fleet Replacement</li> <li>• Backhoe Lease</li> <li>• Skid Steer Lease</li> </ul>

	<i>Project</i>	<i>2020-21</i>	<i>2021-22</i>	<i>2022-23</i>	<i>2023-24</i>	<i>2024-25</i>	<i>5 YR TOTAL</i>
	<b>CAPITAL PROJECTS</b>						
	<b>STREETS &amp; SIDEWALKS CAPITAL</b>						
6	Rogers Road Improvements / Willoughby	20,000	400,000	250,000	-	-	670,000
7	Olde Towne street maintenance	4,000	570,000	-	-	-	574,000
8	Stormwater Management	30,000	70,000	75,000	-	-	175,000
9	Sidewalk and Curb & Gutter Repair	10,000	10,000	10,000	10,000	10,000	50,000
10	Street Sweeper Service	25,000	25,000	25,000	25,000	25,000	125,000
11	MSVP - Burlington Mills Rd Realignment	-	2,360,037	-	-	-	2,360,037
12	MSVP - Burlington Mills Rd to Young St	-	3,688,657	-	-	-	3,688,657
13	Street Maintenance	-	-	175,000	175,000	175,000	525,000
14	Greenway Maintenance	-	-	5,000	5,000	5,000	15,000
15	US 401 Bypass Lighting	-	-	-	-	-	-
	Street fees to capital reserve	480,000	-	405,000	480,000	480,000	1,845,000
	Powell Bill to capital reserve	149,000	-	-	-	-	149,000
	<b>PARKS &amp; GREENWAYS CAPITAL</b>						
	Debt service - 11624 Louisburg Road	255,000	249,000	244,000	239,000	235,000	1,222,000
16	The Farm - Fields and Facilities - Phase I	180,000	-	-	-	-	180,000
17	Mill Bridge NP - Site Master Plan	20,000	-	-	-	-	20,000
18	Future Park Sites	500,000	-	500,000	-	500,000	1,500,000
19	Park, Greenway, and Gateway Signs	50,000	35,000	-	-	-	85,000
20	Community School Park - Lights	-	200,000	-	-	-	200,000
	Park fees to capital reserve	-	231,000	-	241,000	-	472,000
	<b>GENERAL GOVERNMENT CAPITAL</b>						
	Debt service - 502 Southtown Circle	124,000	122,000	119,000	117,000	114,000	596,000
21	Public Works Facility	500,000	110,000	110,000	110,000	110,000	940,000
22	Police Building Expansion	93,000	-	-	-	-	93,000
23	Police Station	-	-	-	-	-	TBD
24	Town Hall	-	-	-	-	-	TBD
25	RRFD Fire Substations	-	-	-	-	-	TBD
	<b>EQUIPMENT, TECHNOLOGY, &amp; OTHER INVESTMENTS</b>						
26	Facility Study Update	25,000	-	-	-	-	25,000
27	Financial Software	115,000	-	-	-	-	115,000
28	Server Replacements	30,000	30,000	-	-	40,000	100,000
29	Community Transportation Plan	60,000	-	-	-	-	60,000
30	Unified Development Ordinance Update	90,000	-	-	-	-	90,000
31	Police Vehicle Fleet Replacement	238,560	-	185,400	254,000	262,000	939,960
32	ADA Improvements	7,500	15,000	15,000	15,000	15,000	67,500
33	Backhoe	24,000	24,000	24,000	24,000	52,000	148,000
34	Skid Steer	15,000	15,000	15,000	28,000	-	73,000
35	Chamber Audio-Visual System	-	27,000	-	-	-	27,000
36	Agenda Software	-	20,000	-	-	-	20,000
37	Phone System Replacement	-	25,000	-	-	-	25,000
38	Plan Review and Permitting Software	-	35,000	-	-	-	35,000
39	Police Handheld Radio Replacement	-	12,460	13,085	13,740	14,427	53,712
40	Dump Truck with Snow Plow	-	24,000	24,000	24,000	24,000	96,000
41	Mower	-	14,000	14,000	14,000	-	42,000
42	Emergency Generator	-	-	35,000	-	-	35,000

	<i>Project</i>	<i>2020-21</i>	<i>2021-22</i>	<i>2022-23</i>	<i>2023-24</i>	<i>2024-25</i>	<i>5 YR TOTAL</i>
43	Administrative Vehicle - Electric	-	-	30,000	-	-	30,000
44	Administrative Vehicle	-	-	20,000	-	-	20,000
45	Dump Trailer	-	-	7,000	-	-	7,000
46	Tractor	-	-	50,000	-	-	50,000
47	Network Infrastructure Replacements	-	-	-	50,000	-	50,000
48	Aerator/Seeder	-	-	-	28,000	-	28,000
49	Knuckleboom and Leaf Truck	-	-	-	75,000	75,000	150,000
50	Sign Machine	-	-	-	-	32,000	32,000
	<b>TOTAL</b>	<b>3,045,060</b>	<b>8,312,154</b>	<b>2,350,485</b>	<b>1,927,740</b>	<b>2,168,427</b>	
<b>SOURCES AVAILABLE</b>							
<b>RESTRICTED FUNDS</b>							
	Street fees new revenues (150 permits)	480,000	480,000	480,000	480,000	480,000	2,400,000
	Street fees fund balance	-	54,109	-	-	-	54,109
	Street pay-in-lieu fund balance	20,000	337,898	-	-	-	357,898
	Powell Bill new revenues	188,000	190,000	195,000	200,000	205,000	978,000
	Powell Bill fund balance	-	415,000	20,000	15,000	10,000	460,000
	Park fees new revenues (150 permits)	480,000	480,000	480,000	480,000	480,000	2,400,000
	Park fees fund balance	475,000	-	264,000	-	255,000	994,000
<b>UNRESTRICTED FUNDS</b>							
	General Fund fund balance	500,000	737,731	-	-	-	1,237,731
	General Fund current revenues	902,060	778,460	736,485	752,740	738,427	3,908,172
<b>GRANTS &amp; INTERGOVERNMENTAL</b>							
	LAPP grant - MSVP BMR Realignment	-	1,888,030	-	-	-	1,888,030
	LAPP grant - MSVP BMR to Young	-	2,950,926	-	-	-	2,950,926
	LAPP grant - Rogers Road / Willoughby	-	-	175,000	-	-	175,000
	<b>TOTAL</b>	<b>3,045,060</b>	<b>8,312,154</b>	<b>2,350,485</b>	<b>1,927,740</b>	<b>2,168,427</b>	

<b>PROJECTED FUND BALANCES</b>							
	Ending water fees fund balance \$915,104	915,104	915,104	915,104	915,104	915,104	
	Ending sewer fees fund balance \$887,488	887,488	887,488	887,488	887,488	887,488	
	Ending street fees fund balance \$585,284	1,065,284	1,011,175	1,416,175	1,896,175	2,376,175	
	Ending street PIL fund balance \$357,898	337,898	-	-	-	-	
	Ending Powell Bill fund balance \$568,541	717,541	302,541	282,541	267,541	257,541	
	Ending park fees fund balance \$1,579,268	1,104,268	1,335,268	1,071,268	1,312,268	1,057,268	
	Ending park PIL fund balance \$103,157	103,157	103,157	103,157	103,157	103,157	
	Ending "Capital Savings" fund balance \$533,000	533,000	533,000	533,000	533,000	533,000	
	Ending General Fund fd bal available \$1,238,000	738,300	569	569	569	569	

**TOWN OF ROLESVILLE  
CAPITAL IMPROVEMENTS PROGRAM  
CIP PROJECT REQUEST FY 2020-2025**

**PROJECT TITLE**

Rogers Road Improvements / Willoughby

**DEPARTMENT**

Administration

**PROJECT TYPE**

- 1 -Health/Safety/Welfare
- 2 - Maintenance/Replacement
- 3 - Expansion of Program/Facility

**PROJECT PRIORITY**

- H - High
- M - Medium
- L - Low

**STRATEGIC PLAN**

Planned Investment, Goal 8 - Develop a plan to build and maintain community infrastructure

**PROJECT DESCRIPTION**

Improvements to Rogers Road corridor to include sidewalks, pedestrian crosswalk, and second entrance to the Willoughby subdivision.

**JUSTIFICATION**

A project to improve walkability and traffic flow along the Rogers Road corridor within the Town limits. Project will include the completion of some sidewalk gaps, as well as the installation of a HawkEye pedestrian crossing near the greenway at Heritage East. Project will also include turn lanes and the completion of the second entrance to the Willoughby subdivision, which the Town agreed to construct in exchange for a fee-in-lieu from the developer. The Town anticipates making an application for a LAPP grant for this project.



**PROJECT ALTERNATIVES**

One alternative is to construct only the second entrance to Willoughby subdivision. This would leave a section of Rogers Road between Willoughby and Heritage subdivisions as incomplete and would be done later upon annexation or development of the parcel(s) between the two subdivisions.

**OPERATING IMPACT/OTHER COMMENTS**

Periodic resurfacing and maintenance of roadway

<b>CAPITAL COST BREAKDOWN</b>	<b>Prior to July 2020</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>Future Years</b>
Planning & Engineering	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase (incl real property)	-	-	-	-	-	-	-
Construction	-	-	400,000	250,000	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Total Project Costs</b>	<b>\$ -</b>	<b>\$ 20,000</b>	<b>\$ 400,000</b>	<b>\$ 250,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**PROPOSED FINANCING SOURCES**

Fee-in-lieu from developer, street fees (30%), LAPP funding application (70%)

**TOWN OF ROLESVILLE  
CAPITAL IMPROVEMENTS PROGRAM  
CIP PROJECT REQUEST FY 2020-2025**

**PROJECT TITLE**

Olde Towne Street Maintenance

**DEPARTMENT**

Public Works

**PROJECT TYPE**

- 1 -Health/Safety/Welfare
- 2 - Maintenance/Replacement
- 3 - Expansion of Program/Facility

**PROJECT PRIORITY**

- H - High
- M - Medium
- L - Low

**STRATEGIC PLAN**

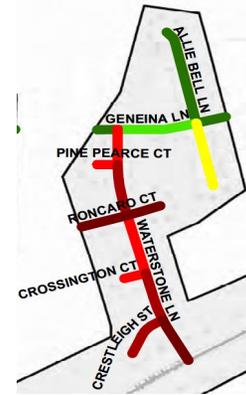
Planned Investment, Goal 8 - Develop a plan to build and maintain community infrastructure

**PROJECT DESCRIPTION**

This project will include full reconstruction resurfacing of several streets in the Olde Towne subdivision.

**JUSTIFICATION**

The recent Pavement Condition Index (PCI) found that the top priority streets that need to be address are Waterstone Lane, Crestleigh Street, Crossington Court, Roncaro Court, and Pine Pearce Court. The scores range from 16 (serious) out of 100 to 46 (poor) out of 100, with an average score of 32 (very poor). The proposed work to be done includes removing 8" of existing material, re-grading the area to provide proper drainage, and replacing with stone base and asphalt.



**PROJECT ALTERNATIVES**

Continue to monitor and patch pot holes as needed.

**OPERATING IMPACT/OTHER COMMENTS**

None

CAPITAL COST BREAKDOWN	Prior to July 2020	2020-21	2021-22	2022-23	2023-24	2024-25	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase (incl real property)	-	-	-	-	-	-	-
Construction	-	4,000	570,000	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Total Project Costs</b>	<b>\$ -</b>	<b>\$ 4,000</b>	<b>\$ 570,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**PROPOSED FINANCING SOURCES**

Powell Bill funds

**TOWN OF ROLESVILLE  
CAPITAL IMPROVEMENTS PROGRAM  
CIP PROJECT REQUEST FY 2020-2025**

**PROJECT TITLE**

Stormwater Management

**DEPARTMENT**

Public Works

**PROJECT TYPE**

- 1 -Health/Safety/Welfare
- 2 - Maintenance/Replacement
- 3 - Expansion of Program/Facility

**PROJECT PRIORITY**

- H - High
- M - Medium
- L - Low

**STRATEGIC PLAN**

Planned Investment, Goal 8 - Develop a plan to build and maintain community infrastructure

**PROJECT DESCRIPTION**

Continue mapping the stormwater system and complete a stormwater management plan.

**JUSTIFICATION**

Due to continued growth there is a need for the Town to develop a stormwater plan. This will enable proper development as growth occurs. The stormwater plan will help to identify potential problem areas so that these can be properly design and constructed. Future changes to the stormwater review process and inspections could become responsibility of the Town. This change would allow for stormwater impact fees to cover associated costs of the monitoring and maintenance of the program.



**PROJECT ALTERNATIVES**

None

**OPERATING IMPACT/OTHER COMMENTS**

None

<b>CAPITAL COST BREAKDOWN</b>	<b>Prior to July 2020</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>Future Years</b>
Planning & Engineering	\$ 40,000	\$ 30,000	\$ 70,000	\$ 75,000	\$ -	\$ -	\$ -
Purchase (incl real property)	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Total Project Costs</b>	<b>\$ 40,000</b>	<b>\$ 30,000</b>	<b>\$ 70,000</b>	<b>\$ 75,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**PROPOSED FINANCING SOURCES**

General Fund

**TOWN OF ROLESVILLE  
CAPITAL IMPROVEMENTS PROGRAM  
CIP PROJECT REQUEST FY 2020-2025**

**PROJECT TITLE**

Sidewalk and Curb & Gutter Repair

**DEPARTMENT**

Public Works

**PROJECT TYPE**

- 1 -Health/Safety/Welfare
- 2 - Maintenance/Replacement
- 3 - Expansion of Program/Facility

**PROJECT PRIORITY**

- H - High
- M - Medium
- L - Low

**STRATEGIC PLAN**

Planned Investment, Goal 8 - Develop a plan to build and maintain community infrastructure

**PROJECT DESCRIPTION**

Replacement and repair of existing curb & gutter and public sidewalk locations that are in need of remediation for public safety and to meet ADA requirements.

**JUSTIFICATION**

There are approximately 2500 square feet of existing sidewalks in the Town limits that have been determined to be in need of remediation for public safety and ADA requirements. The locations vary throughout the town.



**PROJECT ALTERNATIVES**

Defer maintenance

**OPERATING IMPACT/OTHER COMMENTS**

None

<b>CAPITAL COST BREAKDOWN</b>	<b>Prior to July 2020</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>Future Years</b>
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase (incl real property)	-	-	-	-	-	-	-
Construction	10,000	10,000	10,000	10,000	10,000	10,000	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Total Project Costs</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ -</b>

**PROPOSED FINANCING SOURCES**

Powel Bill funds

**TOWN OF ROLESVILLE  
CAPITAL IMPROVEMENTS PROGRAM  
CIP PROJECT REQUEST FY 2020-2025**

**PROJECT TITLE**

Street Sweeper Service

**DEPARTMENT**

Public Works

**PROJECT TYPE**

- 1 -Health/Safety/Welfare
- 2 - Maintenance/Replacement
- 3 - Expansion of Program/Facility

**PROJECT PRIORITY**

- H - High
- M - Medium
- L - Low

**STRATEGIC PLAN**

Planned Investment, Goal 5 - Increase efforts to improve the Town's appearance

**PROJECT DESCRIPTION**

Street sweeping service contract

**JUSTIFICATION**

Clean streets and gutters help to maintain the Town's appearance, as well as assist in keeping dirt, silt, and other debris out of the stormwater system. Keeping the streets clean helps to prevent stormwater system issues in the long term.



**PROJECT ALTERNATIVES**

Do not sweep the streets.  
Manually remove debris from curb & gutter.  
Purchase a street sweeper

**OPERATING IMPACT/OTHER COMMENTS**

Staff time, equipment maintenance, fuel

<b>CAPITAL COST BREAKDOWN</b>	<b>Prior to July 2020</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>Future Years</b>
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase (incl real property)	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	25,000	25,000	25,000	25,000	25,000	25,000	25,000
<b>Total Project Costs</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>

**PROPOSED FINANCING SOURCES**

Powell Bill funds

**TOWN OF ROLESVILLE  
CAPITAL IMPROVEMENTS PROGRAM  
CIP PROJECT REQUEST FY 2020-2025**

**PROJECT TITLE**

MSVP - Burlington Mills Road Realignment

**DEPARTMENT**

Administration

**PROJECT TYPE**

- 1 -Health/Safety/Welfare
- 2 - Maintenance/Replacement
- 3 - Expansion of Program/Facility

**PROJECT PRIORITY**

- H - High
- M - Medium
- L - Low

**STRATEGIC PLAN**

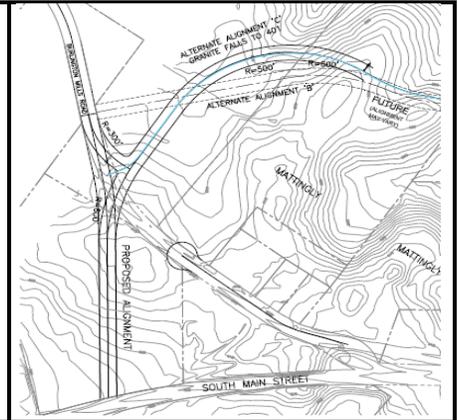
Mindful Growth, Goal 9 - Implement the Main Street Vision Plan

**PROJECT DESCRIPTION**

Relocate Burlington Mills Road where it intersects with South Main Street.

**JUSTIFICATION**

This project is one of the priorities identified in the Main Street Vision Plan, and the Town has received approval for a LAPP grant for this project. Improvement of the road alignment is essential to the potential commercial and mixed used development of areas along this portion of South Main Street. It also opens up a 15+ acre tract of land on the north side of South Main Street. Finally, it makes a significant improvement to Burlington Mills Road and allows a new intersection to be developed with the final segment of Granite Falls Boulevard.



**PROJECT ALTERNATIVES**

Wait for the project to be prioritized by NC DOT

**OPERATING IMPACT/OTHER COMMENTS**

Periodic resurfacing and maintenance of the roadway

CAPITAL COST BREAKDOWN	Prior to July 2020	2020-21	2021-22	2022-23	2023-24	2024-25	Future Years
Planning & Engineering	\$ 510,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase (incl real property)	-	-	-	-	-	-	-
Construction	-	-	2,360,037	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Total Project Costs</b>	<b>\$ 510,000</b>	<b>\$ -</b>	<b>\$ 2,360,037</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**PROPOSED FINANCING SOURCES**

Street fees (20%), LAPP grant (80%)

**TOWN OF ROLESVILLE  
CAPITAL IMPROVEMENTS PROGRAM  
CIP PROJECT REQUEST FY 2020-2025**

**PROJECT TITLE**

MSVP - Burlington Mills Rd to Young St

**DEPARTMENT**

Administration

**PROJECT TYPE**

- 1 -Health/Safety/Welfare
- 2 - Maintenance/Replacement
- 3 - Expansion of Program/Facility

**PROJECT PRIORITY**

- H - High
- M - Medium
- L - Low

**STRATEGIC PLAN**

Mindful Growth, Goal 9 - Implement the Main Street Vision Plan

**PROJECT DESCRIPTION**

Implement selected priority phases of the Main Street Vision Plan.

**JUSTIFICATION**

The Town has received approval for a LAPP grant for this project.

**Village Core - Burlington Mills Rd to Young St:** streetscape improvements such as pedestrian crossings, median upgrades, landscaping, and lighting.

**Rogers Rd & Main St Intersection:** improve pedestrian crossings, lighting, and landscaping.

**Young St & Main St Intersection:** dedicated bike lane, parking, crosswalks, lighting, and landscaping.



**PROJECT ALTERNATIVES**

None

**OPERATING IMPACT/OTHER COMMENTS**

Periodic resurfacing and maintenance of roadway

CAPITAL COST BREAKDOWN	Prior to July 2020	2020-21	2021-22	2022-23	2023-24	2024-25	Future Years
Planning & Engineering	\$ 375,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase (incl real property)	-	-	-	-	-	-	-
Construction	-	-	3,688,657	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Total Project Costs</b>	<b>\$ 375,000</b>	<b>\$ -</b>	<b>\$ 3,688,657</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**PROPOSED FINANCING SOURCES**

General Fund fund balance (20%), LAPP grant (80%)

**TOWN OF ROLESVILLE  
CAPITAL IMPROVEMENTS PROGRAM  
CIP PROJECT REQUEST FY 2020-2025**

**PROJECT TITLE**

Street Maintenance

**DEPARTMENT**

Public Works

**PROJECT TYPE**

- 1 -Health/Safety/Welfare
- 2 - Maintenance/Replacement
- 3 - Expansion of Program/Facility

**PROJECT PRIORITY**

- H - High
- M - Medium
- L - Low

**STRATEGIC PLAN**

Planned Investment, Goal 8 - Develop a plan to build and maintain community infrastructure

**PROJECT DESCRIPTION**

Using the Pavement Condition Index (PCI) to prioritize streets for repair and resurfacing on a yearly basis.

**JUSTIFICATION**

Yearly preventive maintenance will help keep major repairs at a minimum. The PCI recommends that \$175,000 be allocated annually in order to ensure quality streets and maintain a reasonable assessment rating. Investments will be delayed for the first two years of the CIP in order to reserve funds for the Olde Towne subdivision project.



**PROJECT ALTERNATIVES**

Delay maintenance

**OPERATING IMPACT/OTHER COMMENTS**

Periodic resurfacing

<b>CAPITAL COST BREAKDOWN</b>	<b>Prior to July 2020</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>Future Years</b>
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase (incl real property)	-	-	-	-	-	-	-
Construction	235,000	-	-	175,000	175,000	175,000	175,000
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Total Project Costs</b>	<b>\$ 235,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 175,000</b>	<b>\$ 175,000</b>	<b>\$ 175,000</b>	<b>\$ 175,000</b>

**PROPOSED FINANCING SOURCES**

Powell Bill funds

**TOWN OF ROLESVILLE  
CAPITAL IMPROVEMENTS PROGRAM  
CIP PROJECT REQUEST FY 2020-2025**

**PROJECT TITLE**

Greenway Maintenance

**DEPARTMENT**

Parks & Recreation

**PROJECT TYPE**

- 1 -Health/Safety/Welfare
- 2 - Maintenance/Replacement
- 3 - Expansion of Program/Facility

**PROJECT PRIORITY**

- H - High
- M - Medium
- L - Low

**STRATEGIC PLAN**

Planned Investment, Goal 8 - Develop a plan to build and maintain community infrastructure

**PROJECT DESCRIPTION**

Repair greenway sections that are becoming trip hazards.

**JUSTIFICATION**

Continue to provide safe and accessible greenways to the citizens of Rolesville. The Town currently maintains three miles of greenway. Investments will be delayed for the first two years of the CIP in order to reserve funds for the Olde Towne subdivision project.



**PROJECT ALTERNATIVES**

Defer maintenance

**OPERATING IMPACT/OTHER COMMENTS**

None

<b>CAPITAL COST BREAKDOWN</b>	<b>Prior to July 2020</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>Future Years</b>
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase (incl real property)	-	-	-	-	-	-	-
Construction	5,000	-	-	5,000	5,000	5,000	5,000
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Total Project Costs</b>	<b>\$ 5,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>

**PROPOSED FINANCING SOURCES**

Powell Bill funds

**TOWN OF ROLESVILLE  
CAPITAL IMPROVEMENTS PROGRAM  
CIP PROJECT REQUEST FY 2020-2025**

**PROJECT TITLE**

US 401 Bypass Lighting

**DEPARTMENT**

Public Works

**PROJECT TYPE**

- 1 -Health/Safety/Welfare
- 2 - Maintenance/Replacement
- 3 - Expansion of Program/Facility

**PROJECT PRIORITY**

- H - High
- M - Medium
- L - Low

**STRATEGIC PLAN**

Planned Investment, Goal 5 - Increase efforts to improve the Town's appearance

**PROJECT DESCRIPTION**

Add lighting along US 401 Bypass at key intersections.

**JUSTIFICATION**

The US 401 Bypass is a major thoroughfare through the Rolesville community. Additional lighting at key intersections can improve safety for citizens and local visitors. The key intersections under consideration are: South Main Street, Jonesville Road, Pulleytown Road, and North Main Street. Additional research is needed to determine if electrical service is already available at each of these intersections. More research is required to identify project costs.



**PROJECT ALTERNATIVES**

Defer to DOT for installation of lighting

**OPERATING IMPACT/OTHER COMMENTS**

Ongoing monthly electrical costs to operate the lights.

<b>CAPITAL COST BREAKDOWN</b>	<b>Prior to July 2020</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>Future Years</b>
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase (incl real property)	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Total Project Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**PROPOSED FINANCING SOURCES**

General Fund

**TOWN OF ROLESVILLE  
CAPITAL IMPROVEMENTS PROGRAM  
CIP PROJECT REQUEST FY 2020-2025**

**PROJECT TITLE**

The Farm - Fields and Facilities - Phase I

**DEPARTMENT**

Parks & Recreation

**PROJECT TYPE**

- 1 -Health/Safety/Welfare
- 2 - Maintenance/Replacement
- 3 - Expansion of Program/Facility

**PROJECT PRIORITY**

- H - High
- M - Medium
- L - Low

**STRATEGIC PLAN**

Planned Investment, Goal 6 - Expand open space and recreational facilities

**PROJECT DESCRIPTION**

Planning and engineering of Phase I of The Farm.

**JUSTIFICATION**

Current Parks & Recreation athletic programs are at capacity due to lack of field space. The construction of more athletic fields will allow current and new programs to grow and serve the citizens of Rolesville. In addition to improving the quality of programs this facility will also create additional revenue with weekend rentals.



**PROJECT ALTERNATIVES**

None.

**OPERATING IMPACT/OTHER COMMENTS**

None now. Personnel, maintenance, and other operating costs when the facility is complete.

<b>CAPITAL COST BREAKDOWN</b>	<b>Prior to July 2020</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>Future Years</b>
Planning & Engineering	\$ 80,000	\$ 180,000	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase (incl real property)	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Total Project Costs</b>	<b>\$ 80,000</b>	<b>\$ 180,000</b>	<b>\$ -</b>				

**PROPOSED FINANCING SOURCES**

Park fees

**TOWN OF ROLESVILLE  
CAPITAL IMPROVEMENTS PROGRAM  
CIP PROJECT REQUEST FY 2020-2025**

**PROJECT TITLE**

Mill Bridge Nature Park - Site Master Plan

**DEPARTMENT**

Parks & Recreation

**PROJECT TYPE**

- 1 -Health/Safety/Welfare
- 2 - Maintenance/Replacement
- 3 - Expansion of Program/Facility

**PROJECT PRIORITY**

- H - High
- M - Medium
- L - Low

**STRATEGIC PLAN**

Planned Investment, Goal 6 - Expand open space and recreational facilities

**PROJECT DESCRIPTION**

Site master plan for Mill Bridge Nature Park

**JUSTIFICATION**

The completion of a site master plan for Mill Bridge Nature Park is necessary to maximize points for PARFT grant application.



**PROJECT ALTERNATIVES**

None

**OPERATING IMPACT/OTHER COMMENTS**

None.

<b>CAPITAL COST BREAKDOWN</b>	<b>Prior to July 2020</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>Future Years</b>
Planning & Engineering	\$ -	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase (incl real property)	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Total Project Costs</b>	<b>\$ -</b>	<b>\$ 20,000</b>	<b>\$ -</b>				

**PROPOSED FINANCING SOURCES**

Park fees

**TOWN OF ROLESVILLE  
CAPITAL IMPROVEMENTS PROGRAM  
CIP PROJECT REQUEST FY 2020-2025**

**PROJECT TITLE**

Future Park Sites

**DEPARTMENT**

Parks & Recreation

**PROJECT TYPE**

- 1 -Health/Safety/Welfare
- 2 - Maintenance/Replacement
- 3 - Expansion of Program/Facility

**PROJECT PRIORITY**

- H - High
- M - Medium
- L - Low

**STRATEGIC PLAN**

Planned Investment, Goal 6 - Expand open space and recreational facilities

**PROJECT DESCRIPTION**

Purchase several sites of over 10 acres in size to reserve s future parks.

**JUSTIFICATION**

In order to continue to provide quality parks to residents, additional parks will need to be constructed in growth areas. This land acquisition is a priority identified by the Parks & Recreation Comprehensive Master Plan and the Town's Comprehensive Land Use Plan.



**PROJECT ALTERNATIVES**

None.

**OPERATING IMPACT/OTHER COMMENTS**

None

<b>CAPITAL COST BREAKDOWN</b>	<b>Prior to July 2020</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>Future Years</b>
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase (incl real property)	-	500,000	-	500,000	-	500,000	-
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Total Project Costs</b>	<b>\$ -</b>	<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ 500,000</b>	<b>\$ -</b>	<b>\$ 500,000</b>	<b>\$ -</b>

**PROPOSED FINANCING SOURCES**

Park fees

**TOWN OF ROLESVILLE  
CAPITAL IMPROVEMENTS PROGRAM  
CIP PROJECT REQUEST FY 2020-2025**

**PROJECT TITLE**

Park, Greenway, and Gateway Signs

**DEPARTMENT**

Parks & Recreation

**PROJECT TYPE**

- 1 -Health/Safety/Welfare
- 2 - Maintenance/Replacement
- 3 - Expansion of Program/Facility

**PROJECT PRIORITY**

- H - High
- M - Medium
- L - Low

**STRATEGIC PLAN**

Planned Investment, Goal 5 - Increase efforts to improve the Town's appearance

**PROJECT DESCRIPTION**

Replace existing and add new signage for facility entrance, park rules, greenway wayfinding, and gateway signage.

**JUSTIFICATION**

This project will coincide with installing wayfinding signage throughout the Town and help ensure all signage for the Town is consistent.



**PROJECT ALTERNATIVES**

None.

**OPERATING IMPACT/OTHER COMMENTS**

Minimal maintenance

CAPITAL COST BREAKDOWN	Prior to July 2020	2020-21	2021-22	2022-23	2023-24	2024-25	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase (incl real property)	-	-	-	-	-	-	-
Construction	-	50,000	35,000	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Total Project Costs</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ 35,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**PROPOSED FINANCING SOURCES**

General Fund

**TOWN OF ROLESVILLE  
CAPITAL IMPROVEMENTS PROGRAM  
CIP PROJECT REQUEST FY 2020-2025**

**PROJECT TITLE**

Community School Park - Lights

**DEPARTMENT**

Parks & Recreation

**PROJECT TYPE**

- 1 -Health/Safety/Welfare
- 2 - Maintenance/Replacement
- 3 - Expansion of Program/Facility

**PROJECT PRIORITY**

- H - High
- M - Medium
- L - Low

**STRATEGIC PLAN**

Planned Investment

**PROJECT DESCRIPTION**

Replace existing, original lights from 1994 on Field A, Marvin Perry Field and Field C.

**JUSTIFICATION**

Staff have had to cancel games for the past three years due to lights blowing breakers during games. A new lighting system would double the current on-field visibility. It would also include a 10 year maintenance free contract for the light fixtures and changing bulbs. The existing poles on Field A and Marvin Perry Field will be used.



**PROJECT ALTERNATIVES**

Continue with the existing lighting infrastructure.

**OPERATING IMPACT/OTHER COMMENTS**

None.

<b>CAPITAL COST BREAKDOWN</b>	<b>Prior to July 2020</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>Future Years</b>
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase (incl real property)	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	-	-	200,000	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Total Project Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 200,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**PROPOSED FINANCING SOURCES**

General Fund

**TOWN OF ROLESVILLE  
CAPITAL IMPROVEMENTS PROGRAM  
CIP PROJECT REQUEST FY 2020-2025**

**PROJECT TITLE**

Public Works Facility

**DEPARTMENT**

Public Works

**PROJECT TYPE**

- 1 -Health/Safety/Welfare
- 2 - Maintenance/Replacement
- 3 - Expansion of Program/Facility

**PROJECT PRIORITY**

- H - High
- M - Medium
- L - Low

**STRATEGIC PLAN**

Planned Investment

**PROJECT DESCRIPTION**

Purchase land and build a facility for Public Works operations.

**JUSTIFICATION**

With potential development at the current location of the Public Works building, a new location will be needed. The preferred site would have a minimum of 10 acres to allow for the growth of the department and provide adequate space for a yard, equipment storage, and office space. Funding includes costs for a feasibility study of the site. Current DOT-owned site near US401 bypass and E Young Street is under consideration. Construction of \$1,000,000 building is shown, financed over a 10 year term.



**PROJECT ALTERNATIVES**

None.

**OPERATING IMPACT/OTHER COMMENTS**

Minimal maintenance; utilities

<b>CAPITAL COST BREAKDOWN</b>	<b>Prior to July 2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>Future Years</b>
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase (incl real property)	-	500,000	-	-	-	-	-
Construction	-	-	110,000	110,000	110,000	110,000	110,000
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Total Project Costs</b>	<b>\$ -</b>	<b>\$ 500,000</b>	<b>\$ 110,000</b>				

**PROPOSED FINANCING SOURCES**

General Fund, debt financing for building

**TOWN OF ROLESVILLE  
CAPITAL IMPROVEMENTS PROGRAM  
CIP PROJECT REQUEST FY 2020-2025**

**PROJECT TITLE**

Police Building Expansion

**DEPARTMENT**

Police

**PROJECT TYPE**

- 1 - Health/Safety/Welfare
- 2 - Maintenance/Replacement
- 3 - Expansion of Program/Facility

**PROJECT PRIORITY**

- H - High
- M - Medium
- L - Low

**STRATEGIC PLAN**

Planned Investment, Goal 7 - Grow public safety to address future needs

**PROJECT DESCRIPTION**

Expand the current public safety facility by acquiring 212 Southtown Circle.

**JUSTIFICATION**

Based on growth projections, the Rolesville Police Department will have outgrown the existing Police facility. The building was remodeled in 2015 and the objective of making the Police building more serviceable was a success, but with expanded growth of the population and department personnel, the current building will have several shortcomings. This expansion will alleviate some of those existing deficiencies.



**PROJECT ALTERNATIVES**

Keep the existing facility and extend the lease until a new construction project is approved and funded.

**OPERATING IMPACT/OTHER COMMENTS**

Maintenance and utilities. Annual rent will increase \$15,000 per year, from \$60,600 to \$75,600.

<b>CAPITAL COST BREAKDOWN</b>	<b>Prior to July 2020</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>Future Years</b>
Planning & Engineering	\$ -	\$ 8,000	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase (incl real property)	-	-	-	-	-	-	-
Construction	-	60,000	-	-	-	-	-
Equipment	-	15,000	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	10,000	-	-	-	-	-
<b>Total Project Costs</b>	<b>\$ -</b>	<b>\$ 93,000</b>	<b>\$ -</b>				

**PROPOSED FINANCING SOURCES**

General Fund

**TOWN OF ROLESVILLE  
CAPITAL IMPROVEMENTS PROGRAM  
CIP UPDATE FY 2020-2025**

**PROJECT TITLE**

Police Station

**DEPARTMENT**

Police

**PROJECT TYPE**

- 1 -Health/Safety/Welfare
- 2 - Maintenance/Replacement
- 3 - Expansion of Program/Facility

**PROJECT PRIORITY**

- H - High
- M - Medium
- L - Low

**STRATEGIC PLAN**

Planned Investment, Goal 7 - Grow public safety to address future needs

**PROJECT DESCRIPTION**

Replace the current Police Department facility by designing and engineering a new Police Station.

**JUSTIFICATION**

Based on growth projections, the Rolesville Police Department will outgrow the existing Police facility in future years. The current building was recently remodeled and the objective of making the Police building more serviceable was a success. However, future growth in Town population and department personnel and increased police services will create the need for a building that meets longer term needs.



**PROJECT ALTERNATIVES**

Keep the existing facility, expand to 212 Southtown Circle, and extend the lease.

**OPERATING IMPACT/OTHER COMMENTS**

This will have a significant impact on the budget, maintenance, staff, contracts, and utility costs.

<b>CAPITAL COST BREAKDOWN</b>	<b>Prior to July 2020</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>Future Years</b>
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500,000
Purchase	-	-	-	-	-	-	
Construction	-	-	-	-	-	-	6,000,000
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Total Project Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,500,000</b>

**PROPOSED FINANCING SOURCES**

General Fund

**TOWN OF ROLESVILLE  
CAPITAL IMPROVEMENTS PROGRAM  
CIP PROJECT REQUEST FY 2020-2025**

**PROJECT TITLE**

Town Hall

**DEPARTMENT**

Administration

**PROJECT TYPE**

- 1 -Health/Safety/Welfare
- 2 - Maintenance/Replacement
- 3 - Expansion of Program/Facility

**PROJECT PRIORITY**

- H - High
- M - Medium
- L - Low

**STRATEGIC PLAN**

Planned Investment

**PROJECT DESCRIPTION**

Construct a new facility for municipal offices and public meetings of the governing body.

**JUSTIFICATION**

As the Town population grows, demand also grows for a facility that will meet the long term needs of municipal office space as well as public meeting areas.



**PROJECT ALTERNATIVES**

Keep existing facility

**OPERATING IMPACT/OTHER COMMENTS**

Significant impact on costs for building maintenance and utilities.

<b>CAPITAL COST BREAKDOWN</b>	<b>Prior to July 2020</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>Future Years</b>
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase (incl real property)	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Total Project Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**PROPOSED FINANCING SOURCES**

General Fund

**TOWN OF ROLESVILLE  
CAPITAL IMPROVEMENTS PROGRAM  
CIP PROJECT REQUEST FY 2020-2025**

**PROJECT TITLE**

RRFD Fire Substations

**DEPARTMENT**

Administration

**PROJECT TYPE**

- 1 -Health/Safety/Welfare
- 2 - Maintenance/Replacement
- 3 - Expansion of Program/Facility

**PROJECT PRIORITY**

- H - High
- M - Medium
- L - Low

**STRATEGIC PLAN**

Planned Investment, Goal 7 - Grow public safety to address future needs

**PROJECT DESCRIPTION**

Assist the Rolesville Rural Fire Department with the construction of additional fire substations.

**JUSTIFICATION**

The jurisdiction served by the Rolesville Rural Fire Department has experienced tremendous growth in the department's 60 year history. In order to serve the expanded population in the service area, the RRFD has acquired three properties to serve as future substations. Discussion continues among the RRFD, the Town of Rolesville, and Wake County Fire Services Department regarding the funding of capital and operating costs for these facilities.



**PROJECT ALTERNATIVES**

None

**OPERATING IMPACT/OTHER COMMENTS**

Significant operating costs such as additional personnel & benefits, utilities, and maintenance. Also requires the purchase of additional capital fire equipment.

<b>CAPITAL COST BREAKDOWN</b>	<b>Prior to July 2020</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>Future Years</b>
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase (incl real property)	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Total Project Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**PROPOSED FINANCING SOURCES**

General Fund

**TOWN OF ROLESVILLE  
CAPITAL IMPROVEMENTS PROGRAM  
CIP PROJECT REQUEST FY 2020-2025**

**PROJECT TITLE**

Facility Study Update

**DEPARTMENT**

Administration

**PROJECT TYPE**

- 1 -Health/Safety/Welfare
- 2 - Maintenance/Replacement
- 3 - Expansion of Program/Facility

**PROJECT PRIORITY**

- H - High
- M - Medium
- L - Low

**STRATEGIC PLAN**

Planned Investment

**PROJECT DESCRIPTION**

Work with a consultant to update previous work regarding long-term operating space needs and potential sites for Town facilities.

**JUSTIFICATION**

This project will update the information from the municipal space needs analysis conducted in 2016/17. The Town has long recognized that there is a need for expanded operational facilities as the Town population grows. Experts can provide Town decision-makers with information to make comprehensive decisions about the location and timing of future facilities. Establishing space needs is a critical early step in developing design concepts. In addition, a full analysis of potential site locations for facilities is an important first step toward securing sites before they become developed for other uses.



**PROJECT ALTERNATIVES**

None

**OPERATING IMPACT/OTHER COMMENTS**

None

<b>CAPITAL COST BREAKDOWN</b>	<b>Prior to July 2020</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>Future Years</b>
Planning & Engineering	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase (incl real property)	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Total Project Costs</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ -</b>				

**PROPOSED FINANCING SOURCES**

General Fund

**TOWN OF ROLESVILLE  
CAPITAL IMPROVEMENTS PROGRAM  
CIP PROJECT REQUEST FY 2020-2025**

**PROJECT TITLE**

Financial Software

**DEPARTMENT**

Finance

**PROJECT TYPE**

- 1 -Health/Safety/Welfare
- 2 - Maintenance/Replacement
- 3 - Expansion of Program/Facility

**PROJECT PRIORITY**

- H - High
- M - Medium
- L - Low

**STRATEGIC PLAN**

Organizational Excellence, Goal 13 -  
Maintain and increase the Town's financial strength

**PROJECT DESCRIPTION**

The purchase of licenses, installation, training, and data conversion of the Town's primary financial software application.

**JUSTIFICATION**

The Town has used Southern Software's FMS as its core financial system since 2012, and Southern Software's Citipak software from 1990 to 2012. Although the current financial system is stable, the Town will benefit from a new system that provides greater depth of functionality and paperless automation. Functionality is sought to provide more efficient and effective payroll processing as well as an employee portal for time & attendance and benefits administration. Functionality which provides for accurate and comprehensive annual financial reporting is also desired.



**PROJECT ALTERNATIVES**

Remain with current system

**OPERATING IMPACT/OTHER COMMENTS**

Current costs for annual maintenance and licensing are about \$5,000 per year. New software is estimated to cost about \$10,000 per year, an increase of \$5,000 annually.

<b>CAPITAL COST BREAKDOWN</b>	<b>Prior to July 2020</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>Future Years</b>
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase (incl real property)	-	115,000	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Total Project Costs</b>	<b>\$ -</b>	<b>\$ 115,000</b>	<b>\$ -</b>				

**PROPOSED FINANCING SOURCES**

General Fund

**TOWN OF ROLESVILLE  
CAPITAL IMPROVEMENTS PROGRAM  
CIP PROJECT REQUEST FY 2020-2025**

**PROJECT TITLE**

Server Replacements

**DEPARTMENT**

Finance

**PROJECT TYPE**

- 1 -Health/Safety/Welfare
- 2 - Maintenance/Replacement
- 3 - Expansion of Program/Facility

**PROJECT PRIORITY**

- H - High
- M - Medium
- L - Low

**STRATEGIC PLAN**

Organizational Excellence

**PROJECT DESCRIPTION**

Replace the servers at Town Hall and the Police Department to ensure that critical information systems continue to operate at 100%.

**JUSTIFICATION**

The current servers at the Police Department and Town Hall installed in April and September of 2016, and they are covered under extended warranties during the coming calendar year. It is important to replace servers on a routine basis in order to ensure data security and efficient system performance. The Town's IT vendor, Carolinas IT, becomes more familiar with Town IT needs, they will design a server structure to deliver the most efficient use of resources. Funds requested here will replace servers, license the required operating and user software, and cover the labor associated with installation.



**PROJECT ALTERNATIVES**

Retain the current servers and seek additional extended warranties.

**OPERATING IMPACT/OTHER COMMENTS**

None

<b>CAPITAL COST BREAKDOWN</b>	<b>Prior to July 2020</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>Future Years</b>
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase (incl real property)	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	-	30,000	30,000	-	-	40,000	40,000
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Total Project Costs</b>	<b>\$ -</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>

**PROPOSED FINANCING SOURCES**

General Fund

**TOWN OF ROLESVILLE  
CAPITAL IMPROVEMENTS PROGRAM  
CIP PROJECT REQUEST FY 2020-2025**

**PROJECT TITLE**

Community Transportation Plan (CTP)

**DEPARTMENT**

Planning

**PROJECT TYPE**

- 1 -Health/Safety/Welfare
- 2 - Maintenance/Replacement
- 3 - Expansion of Program/Facility

**PROJECT PRIORITY**

- H - High
- M - Medium
- L - Low

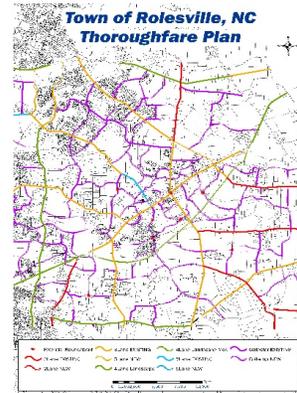
**STRATEGIC PLAN**

Mindful Growth

**PROJECT DESCRIPTION** Replacement of the 2002 Rolesville Transportation Plan with the new Community Transportation Plan.

**JUSTIFICATION**

The current CTP is over 18 years old, and its usefulness as a 10 year plan has long passed. The new plan will provide recommendations to determine current and future transportation needs and identify detailed transportation improvements for a fast growing community. Kimley-Horn has been selected and is under contract to conduct the study for a new CTP. This includes preparing 20 year traffic count projections based on the Comprehensive Land Use Plan and Triangle Regional Transportation modeling. A half-year of continuation funding is required under the Kimley-Horn contract to complete the study.



**PROJECT ALTERNATIVES**

None

**OPERATING IMPACT/OTHER COMMENTS**

None

<b>CAPITAL COST BREAKDOWN</b>	<b>Prior to July 2020</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>Future Years</b>
Planning & Engineering	\$ 60,000	\$ 60,000	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase (incl real property)	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Total Project Costs</b>	<b>\$ 60,000</b>	<b>\$ 60,000</b>	<b>\$ -</b>				

**PROPOSED FINANCING SOURCES**

General Fund

**TOWN OF ROLESVILLE  
CAPITAL IMPROVEMENTS PROGRAM  
CIP PROJECT REQUEST FY 2020-2025**

**PROJECT TITLE**

Unified Development Ordinance Update

**DEPARTMENT**

Planning

**PROJECT TYPE**

- 1 -Health/Safety/Welfare
- 2 - Maintenance/Replacement
- 3 - Expansion of Program/Facility

**PROJECT PRIORITY**

- H - High
- M - Medium
- L - Low

**STRATEGIC PLAN**

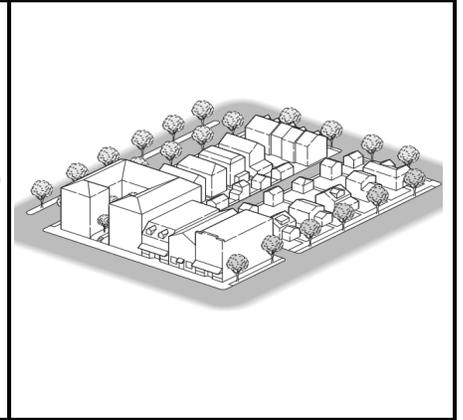
Mindful Growth, Goal 12 - Develop a unified and coordinated vision for land use

**PROJECT DESCRIPTION**

Update and revise the Rolesville Unified Development Ordinance (UDO).

**JUSTIFICATION**

The NC General Assembly adopted article NCGS 160D, which requires significant revisions to the UDO by January 1, 2021. In addition, the text of the ordinance needs to be revised to provide clear, simple, and easy to understand wording. Kimley-Horn has been selected and is currently under contract to guide the Town in the preparation, public involvement, and drafting of the ordinance amendment. The contract for the UDO Update will require additional funding to complete the study.



**PROJECT ALTERNATIVES**

None

**OPERATING IMPACT/OTHER COMMENTS**

None

<b>CAPITAL COST BREAKDOWN</b>	<b>Prior to July 2020</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>Future Years</b>
Planning & Engineering	\$ 80,000	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase (incl real property)	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Total Project Costs</b>	<b>\$ 80,000</b>	<b>\$ 90,000</b>	<b>\$ -</b>				

**PROPOSED FINANCING SOURCES**

General Fund

**TOWN OF ROLESVILLE  
CAPITAL IMPROVEMENTS PROGRAM  
CIP PROJECT REQUEST FY 2020-2025**

**PROJECT TITLE**

Police Vehicle Fleet Replacement

**DEPARTMENT**

Police

**PROJECT TYPE**

- 1 -Health/Safety/Welfare
- 2 - Maintenance/Replacement
- 3 - Expansion of Program/Facility

**PROJECT PRIORITY**

- H - High
- M - Medium
- L - Low

**STRATEGIC PLAN**

Organizational Excellence

**PROJECT DESCRIPTION**

Replace four (4) current fleet vehicles based on the 75,000-mile vehicle replacement with either Dodge Chargers or Ford Explorers.

**JUSTIFICATION**

Aging vehicles cost more money in maintenance, fuel consumption, and create an area of concern with regard to safety to the community and the police officers. The department has a practice to replace vehicles at the 75,000 mile mark, and this purchase will allow staff to maintain that program.



**PROJECT ALTERNATIVES**

Keep the current fleet and maximize the lifespan

**OPERATING IMPACT/OTHER COMMENTS**

Positive Impact due to lower maintenance costs of newer vehicles and better sale price on surplus vehicles.

<b>CAPITAL COST BREAKDOWN</b>	<b>Prior to July 2020</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>Future Years</b>
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase (incl real property)	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	255,000	238,560	-	185,400	254,000	262,000	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Total Project Costs</b>	<b>\$ 255,000</b>	<b>\$ 238,560</b>	<b>\$ -</b>	<b>\$ 185,400</b>	<b>\$ 254,000</b>	<b>\$ 262,000</b>	<b>\$ -</b>

**PROPOSED FINANCING SOURCES**

General Fund

**TOWN OF ROLESVILLE  
CAPITAL IMPROVEMENTS PROGRAM  
CIP PROJECT REQUEST FY 2020-2025**

**PROJECT TITLE**

ADA Improvements

**DEPARTMENT**

Public Works

**PROJECT TYPE**

- 1 -Health/Safety/Welfare
- 2 - Maintenance/Replacement
- 3 - Expansion of Program/Facility

**PROJECT PRIORITY**

- H - High
- M - Medium
- L - Low

**STRATEGIC PLAN**

Planned Investment

**PROJECT DESCRIPTION**

Implementation of ADA compliance.

**JUSTIFICATION**

Title II of the Americans with Disabilities Act requires local governments to have accessibility in all programs, media, and facilities. The Town is in the process of assembling an ADA Transition Plan to document how it will comply with ADA standards. This Transition Plan will be implemented over a multi-year period. NC DOT is currently seeking funds to address issues with curb ramps along DOT maintained streets within the Town limits.



**PROJECT ALTERNATIVES**

None

**OPERATING IMPACT/OTHER COMMENTS**

None

<b>CAPITAL COST BREAKDOWN</b>	<b>Prior to July 2020</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>Future Years</b>
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase (incl real property)	-	-	-	-	-	-	-
Construction	15,000	7,500	15,000	15,000	15,000	15,000	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Total Project Costs</b>	<b>\$ 15,000</b>	<b>\$ 7,500</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ -</b>

**PROPOSED FINANCING SOURCES**

General Fund

**TOWN OF ROLESVILLE  
CAPITAL IMPROVEMENTS PROGRAM  
CIP PROJECT REQUEST FY 2020-2025**

**PROJECT TITLE**

Backhoe

**DEPARTMENT**

Public Works

**PROJECT TYPE**

- 1 -Health/Safety/Welfare
- 2 - Maintenance/Replacement
- 3 - Expansion of Program/Facility

**PROJECT PRIORITY**

- H - High
- M - Medium
- L - Low

**STRATEGIC PLAN**

Organizational Excellence

**PROJECT DESCRIPTION**

Backhoe with attachments - lease cost.

**JUSTIFICATION**

A backhoe is an essential piece of equipment for public works operations. The Town leased a backhoe in fall of 2019 for a 5 year term. The backhoe enables staff to perform maintenance and repairs to sidewalks, stormwater, park facilities, and streets. The various attachments also allow staff to perform minor street, greenway and sidewalk repairs.



**PROJECT ALTERNATIVES**

Return to providing services through contractors or lease equipment as needed

**OPERATING IMPACT/OTHER COMMENTS**

Routine equipment maintenance and fuel

<b>CAPITAL COST BREAKDOWN</b>	<b>Prior to July 2020</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>Future Years</b>
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase (incl real property)	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	24,000	24,000	24,000	24,000	24,000	52,000	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Total Project Costs</b>	<b>\$ 24,000</b>	<b>\$ 24,000</b>	<b>\$ 24,000</b>	<b>\$ 24,000</b>	<b>\$ 24,000</b>	<b>\$ 52,000</b>	<b>\$ -</b>

**PROPOSED FINANCING SOURCES**

General Fund

**TOWN OF ROLESVILLE  
CAPITAL IMPROVEMENTS PROGRAM  
CIP PROJECT REQUEST FY 2020-2025**

**PROJECT TITLE**

Skid Steer

**DEPARTMENT**

Public Works

**PROJECT TYPE**

- 1 -Health/Safety/Welfare
- 2 - Maintenance/Replacement
- 3 - Expansion of Program/Facility

**PROJECT PRIORITY**

- H - High
- M - Medium
- L - Low

**STRATEGIC PLAN**

Organizational Excellence

**PROJECT DESCRIPTION**

317G Compact Track Loader with attachments

**JUSTIFICATION**

The Town leased a skid steer in fall 2019 for a 4 year term. The skid steer is needed for mulch jobs all over parks and small areas on greenways. It is also needed for periodic ballfield renovation and grading. It has multiple uses on street and sidewalk projects as well.



**PROJECT ALTERNATIVES**

Return to providing service through contractors or lease equipment as needed

**OPERATING IMPACT/OTHER COMMENTS**

Minimal routine equipment maintenance and fuel

<b>CAPITAL COST BREAKDOWN</b>	<b>Prior to July 2020</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>Future Years</b>
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase (incl real property)	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	15,000	15,000	15,000	15,000	28,000	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Total Project Costs</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ 15,000</b>	<b>\$ 28,000</b>	<b>\$ -</b>	<b>\$ -</b>

**PROPOSED FINANCING SOURCES**

General Fund

**TOWN OF ROLESVILLE  
CAPITAL IMPROVEMENTS PROGRAM  
CIP PROJECT REQUEST FY 2020-2025**

**PROJECT TITLE**

Chamber Audio-Visual System

**DEPARTMENT**

Administration

**PROJECT TYPE**

- 1 -Health/Safety/Welfare
- 2 - Maintenance/Replacement
- 3 - Expansion of Program/Facility

**PROJECT PRIORITY**

- H - High
- M - Medium
- L - Low

**STRATEGIC PLAN**

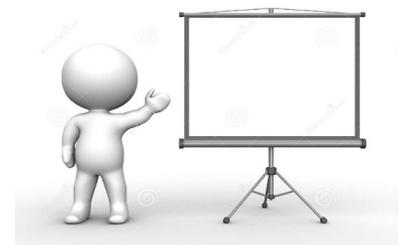
Organizational Excellence

**PROJECT DESCRIPTION**

Replace the audio-visual system in the Town Board Chambers with a new system.

**JUSTIFICATION**

The current system was installed when the Town first moved into its current location in 2008. Several pieces of hardware are too old to be repaired, should the equipment fail. In addition, technological advances over the past 10 years have created opportunities to make significant improvements and integrate with other Town technology. This project anticipates replacement of the sound system, microphones, screens, and workstation at the presentation podium.



**PROJECT ALTERNATIVES**

Continue with current system and replace components as they fail.

**OPERATING IMPACT/OTHER COMMENTS**

Minimal

<b>CAPITAL COST BREAKDOWN</b>	<b>Prior to July 2020</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>Future Years</b>
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase (incl real property)	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	-	-	27,000	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Total Project Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 27,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**PROPOSED FINANCING SOURCES**

General Fund revenues

**TOWN OF ROLESVILLE  
CAPITAL IMPROVEMENTS PROGRAM  
CIP PROJECT REQUEST FY 2020-2025**

**PROJECT TITLE**

Agenda Software

**DEPARTMENT**

Administration

**PROJECT TYPE**

- 1 -Health/Safety/Welfare
- 2 - Maintenance/Replacement
- 3 - Expansion of Program/Facility

**PROJECT PRIORITY**

- H - High
- M - Medium
- L - Low

**STRATEGIC PLAN**

Organizational Excellence, Goal 15 -  
Prioritize proactive communication with  
the community

**PROJECT DESCRIPTION**

Purchase and implement agenda-management software.

**JUSTIFICATION**

Agenda preparation is current a time-consuming process that requires coordination among many members of staff. In addition, agenda items with lengthy attachments complicate assembly as well as readability. Several companies offer software that will help automate and streamline the process. Ultimately, the goal of this project is to better communicate Town Board agendas and improve public transparency.



**PROJECT ALTERNATIVES**

Continue to use manual process

**OPERATING IMPACT/OTHER COMMENTS**

None

<b>CAPITAL COST BREAKDOWN</b>	<b>Prior to July 2020</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>Future Years</b>
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase (incl real property)	-	-	20,000	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Total Project Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**PROPOSED FINANCING SOURCES**

General Fund

**TOWN OF ROLESVILLE  
CAPITAL IMPROVEMENTS PROGRAM  
CIP PROJECT REQUEST FY 2020-2025**

**PROJECT TITLE**

Phone System Replacement

**DEPARTMENT**

Finance

**PROJECT TYPE**

- 1 -Health/Safety/Welfare
- 2 - Maintenance/Replacement
- 3 - Expansion of Program/Facility

**PROJECT PRIORITY**

- H - High
- M - Medium
- L - Low

**STRATEGIC PLAN**

Organizational Excellence

**PROJECT DESCRIPTION**

Replace the telephone system within Town Hall and Police Department.

**JUSTIFICATION**

The current phone system, an NEC SV8100, is no longer supported by the manufacturer. The current vendor, TSM South, will continue to provide maintenance, however, the system will need to be replaced within the near future. While the NEC system has the potential for upgrade, it would be appropriate to also explore other options for cost efficiency and service enhancements.



**PROJECT ALTERNATIVES**

- 1) Continue with the current system, using refurbished parts.
- 2) Upgrade the NEC system to the newer technology.

**OPERATING IMPACT/OTHER COMMENTS**

Monthly fees for usage  
Occasional system maintenance and troubleshooting

<b>CAPITAL COST BREAKDOWN</b>	<b>Prior to July 2020</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>Future Years</b>
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase (incl real property)	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	-	-	25,000	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Total Project Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**PROPOSED FINANCING SOURCES**

General Fund

**TOWN OF ROLESVILLE  
CAPITAL IMPROVEMENTS PROGRAM  
CIP PROJECT REQUEST FY 2020-2025**

**PROJECT TITLE**

Plan Review and Permitting Software

**DEPARTMENT**

Planning

**PROJECT TYPE**

- 1 -Health/Safety/Welfare
- 2 - Maintenance/Replacement
- 3 - Expansion of Program/Facility

**PROJECT PRIORITY**

- H - High
- M - Medium
- L - Low

**STRATEGIC PLAN**

Mindful Growth

**PROJECT DESCRIPTION**

The purchase of licenses, installation, and training of operational software related Planning and Development process and management.

**JUSTIFICATION**

The Town has experienced rapid growth in population and physical development, which requires effective and efficient management of the process to review and permit this growth. Purchase and use of operational software will help increase the effectiveness of Town staff to manage development project requests. The purchase of land development and permitting modules for municipal operation software will improve the services and effective response of this operation, both internally to the Town operations and with developers and the general public.



**PROJECT ALTERNATIVES**

Continue with manual process

**OPERATING IMPACT/OTHER COMMENTS**

None

<b>CAPITAL COST BREAKDOWN</b>	<b>Prior to July 2020</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>Future Years</b>
Planning & Engineering	\$ -	\$ -		\$ -	\$ -	\$ -	\$ -
Purchase (incl real property)	-	-	35,000	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Total Project Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 35,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**PROPOSED FINANCING SOURCES**

General Fund

**TOWN OF ROLESVILLE  
CAPITAL IMPROVEMENTS PROGRAM  
CIP PROJECT REQUEST FY 2020-2025**

**PROJECT TITLE**

Police Handheld Radio Replacement

**DEPARTMENT**

Police

**PROJECT TYPE**

- 1 -Health/Safety/Welfare
- 2 - Maintenance/Replacement
- 3 - Expansion of Program/Facility

**PROJECT PRIORITY**

- H - High
- M - Medium
- L - Low

**STRATEGIC PLAN**

Organizational Excellence

**PROJECT DESCRIPTION**

Continue deploying the Motorola APX6000 and add to the current inventory. Purchase and add (2) two Motorola APX600 to the existing inventory.

**JUSTIFICATION**

To ensure that the organization is engaged in public safety services by affecting the rapid and efficient transfer of communications between citizens requesting assistance and public safety units.



**PROJECT ALTERNATIVES**

Maintain the current number of portable radios.

**OPERATING IMPACT/OTHER COMMENTS**

To alleviate burdens on future budgetary years, we would like to add radios every fiscal year so that the budget is minimally impacted by this expenditure.

<b>CAPITAL COST BREAKDOWN</b>	<b>Prior to July 2020</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>Future Years</b>
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase (incl real property)	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	5,000	-	12,460	13,085	13,740	14,427	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Total Project Costs</b>	<b>\$ 5,000</b>	<b>\$ -</b>	<b>\$ 12,460</b>	<b>\$ 13,085</b>	<b>\$ 13,740</b>	<b>\$ 14,427</b>	<b>\$ -</b>

**PROPOSED FINANCING SOURCES**

General Fund

**TOWN OF ROLESVILLE  
CAPITAL IMPROVEMENTS PROGRAM  
CIP PROJECT REQUEST FY 2019-2024**

**PROJECT TITLE**

Dump Truck with Snow Plow

**DEPARTMENT**

Public Works

**PROJECT TYPE**

- 1 -Health/Safety/Welfare
- 2 - Maintenance/Replacement
- 3 - Expansion of Program/Facility

**PROJECT PRIORITY**

- H - High
- M - Medium
- L - Low

**STRATEGIC PLAN**

Organizational Excellence

**PROJECT DESCRIPTION**

International Dump truck and Western snow plow

**JUSTIFICATION**

A dump truck of this scale is essential in public works operations. It provides the ability to haul debris and materials to and from sites. This truck will allow staff to coordinate and perform larger projects. Working in conjunction with requested backhoe services can be expedited and performed by staff rather than contractors. This will also allow for a second snow plow. The costs below reflect a five year installment-purchase.



**PROJECT ALTERNATIVES**

Continue with small dump and one plow.

**OPERATING IMPACT/OTHER COMMENTS**

Minimal routine equipment maintenance and fuel

<b>CAPITAL COST BREAKDOWN</b>	<b>Prior to July 2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>Future Years</b>
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase (incl real property)	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	-	-	24,000	24,000	24,000	24,000	24,000
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Total Project Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 24,000</b>				

**PROPOSED FINANCING SOURCES**

General Fund

**TOWN OF ROLESVILLE  
CAPITAL IMPROVEMENTS PROGRAM  
CIP PROJECT REQUEST FY 2020-2025**

**PROJECT TITLE**

Mower

**DEPARTMENT**

Public Works

**PROJECT TYPE**

- 1 -Health/Safety/Welfare
- 2 - Maintenance/Replacement
- 3 - Expansion of Program/Facility

**PROJECT PRIORITY**

- H - High
- M - Medium
- L - Low

**STRATEGIC PLAN**

Organizational Excellence

**PROJECT DESCRIPTION**

Purchase replacement mowers - Hustler Super Z

**JUSTIFICATION**

Replace existing mowers over a three year period: 1) used mower purchased in 2015, 2) mower purchased in 2016, and 3) mower purchased in 2017.



**PROJECT ALTERNATIVES**

Delay replacement, which may increase maintenance costs

**OPERATING IMPACT/OTHER COMMENTS**

Minimal routine maintenance, fuel.

<b>CAPITAL COST BREAKDOWN</b>	<b>Prior to July 2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>Future Years</b>
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase (incl real property)	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	-	-	14,000	14,000	14,000	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Total Project Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 14,000</b>	<b>\$ 14,000</b>	<b>\$ 14,000</b>	<b>\$ -</b>	<b>\$ -</b>

**PROPOSED FINANCING SOURCES**

General Fund

**TOWN OF ROLESVILLE  
CAPITAL IMPROVEMENTS PROGRAM  
CIP PROJECT REQUEST FY 2020-2025**

**PROJECT TITLE**

Emergency Generator

**DEPARTMENT**

Administration

**PROJECT TYPE**

- 1 -Health/Safety/Welfare
- 2 - Maintenance/Replacement
- 3 - Expansion of Program/Facility

**PROJECT PRIORITY**

- H - High
- M - Medium
- L - Low

**STRATEGIC PLAN**

Organizational Excellence

**PROJECT DESCRIPTION**

Install a large generator at Town Hall facility for emergency events that require staff to operate Town Hall when there is a chance of power failure.

**JUSTIFICATION**

If power is lost to Town Hall, then it becomes difficult to carry out many basic operations. An emergency generator will allow staff to continue to function at a basic level while electrical power is unavailable. Preliminary work needs to be done to assess installation requirements.



**PROJECT ALTERNATIVES**

none

**OPERATING IMPACT/OTHER COMMENTS**

Occasional testing and fuel purchases

CAPITAL COST BREAKDOWN	Prior to July 2020	2020-21	2021-22	2022-23	2023-24	2024-25	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase (incl real property)	-	-	-	35,000	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Total Project Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 35,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**PROPOSED FINANCING SOURCES**

General Fund

**TOWN OF ROLESVILLE  
CAPITAL IMPROVEMENTS PROGRAM  
CIP PROJECT REQUEST FY 2020-2025**

**PROJECT TITLE**

Administrative Vehicle - Electric

**DEPARTMENT**

Administration

**PROJECT TYPE**

- 1 -Health/Safety/Welfare
- 2 - Maintenance/Replacement
- 3 - Expansion of Program/Facility

**PROJECT PRIORITY**

- H - High
- M - Medium
- L - Low

**STRATEGIC PLAN**

Organizational Excellence

**PROJECT DESCRIPTION**

Replace the one of the administrative vehicles with a new electric powered vehicle.

**JUSTIFICATION**

The current administrative vehicles are 2013 Chevy Impalas, which are re-purposed police vehicles. Given expected milage accumulation, these vehicles are due to be replaced in the coming years. Staff routinely use these vehicles to travel within the region, and it is important for safe, reliable vehicles to be available for use.



**PROJECT ALTERNATIVES**

Continue with current vehicles or acquire another re-purposed police vehicle.

**OPERATING IMPACT/OTHER COMMENTS**

Maintenance and electricity

<b>CAPITAL COST BREAKDOWN</b>	<b>Prior to July 2020</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>Future Years</b>
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase (incl real property)	-	-	-	30,000	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Total Project Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 30,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**PROPOSED FINANCING SOURCES**

General Fund revenues

**TOWN OF ROLESVILLE  
CAPITAL IMPROVEMENTS PROGRAM  
CIP PROJECT REQUEST FY 2020-2025**

**PROJECT TITLE**  
Administrative Vehicle

**DEPARTMENT**  
Administration

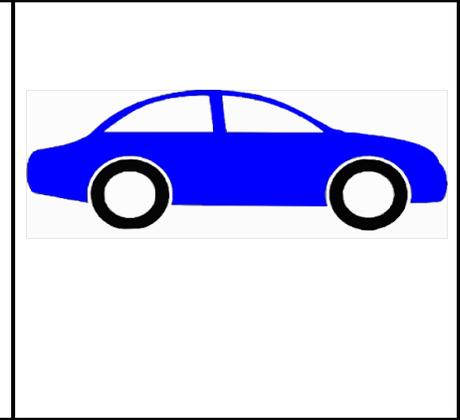
- PROJECT TYPE**
- 1 -Health/Safety/Welfare
  - 2 - Maintenance/Replacement
  - 3 - Expansion of Program/Facility

- PROJECT PRIORITY**
- H - High
  - M - Medium
  - L - Low

**STRATEGIC PLAN**  
Organizational Excellence

**PROJECT DESCRIPTION**  
Replace the one of the administrative vehicles with a new vehicle.

**JUSTIFICATION**  
The current administrative vehicles are 2013 Chevy Impalas, which are re-purposed police vehicles. Given expected milage accumulation, these vehicles are due to be replaced in the coming years. Staff routinely use these vehicles to travel within the region, and it is important for safe, reliable vehicles to be available for use.



**PROJECT ALTERNATIVES**  
Continue with current vehicles or acquire another re-purposed police vehicle.

**OPERATING IMPACT/OTHER COMMENTS**  
Maintenance and fuel

CAPITAL COST BREAKDOWN	Prior to July 2020	2020-21	2021-22	2022-23	2023-24	2024-25	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase (incl real property)	-	-	-	20,000	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Total Project Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 20,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**PROPOSED FINANCING SOURCES**  
General Fund

**TOWN OF ROLESVILLE  
CAPITAL IMPROVEMENTS PROGRAM  
CIP PROJECT REQUEST FY 2020-2025**

**PROJECT TITLE**  
Dump Trailer

**DEPARTMENT**  
Public Works

- PROJECT TYPE**
- 1 -Health/Safety/Welfare
  - 2 - Maintenance/Replacement
  - 3 - Expansion of Program/Facility

- PROJECT PRIORITY**
- H - High
  - M - Medium
  - L - Low

**STRATEGIC PLAN**  
Organizational Excellence

**PROJECT DESCRIPTION**  
Purchase a dump trailer

**JUSTIFICATION**  
A dump trailer will give staff the ability to haul off twice material than can be done with just the dump truck. Shorter sides will allow for easier loading of debris by hand when cleaning up job sites and recovering yard waste.



**PROJECT ALTERNATIVES**  
Continue with just one dump truck

**OPERATING IMPACT/OTHER COMMENTS**  
Minimal routine maintenance

CAPITAL COST BREAKDOWN	Prior to July 2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase (incl real property)	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	7,000	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Total Project Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**PROPOSED FINANCING SOURCES**  
General Fund

**TOWN OF ROLESVILLE  
CAPITAL IMPROVEMENTS PROGRAM  
CIP PROJECT REQUEST FY 2020-2025**

**PROJECT TITLE**

Tractor

**DEPARTMENT**

Public Works

**PROJECT TYPE**

- 1 -Health/Safety/Welfare
- 2 - Maintenance/Replacement
- 3 - Expansion of Program/Facility

**PROJECT PRIORITY**

- H - High
- M - Medium
- L - Low

**STRATEGIC PLAN**

Organizational Excellence

**PROJECT DESCRIPTION**

Purchase a 50 HP John Deere tractor

**JUSTIFICATION**

A tractor of this scale is needed for the upkeep of our athletic fields, and it will allow staff to perform maintenance of Town-owned property instead of relying on contractors. A tractor like this will save the Town money in the long term by doing the work in-house.



**PROJECT ALTERNATIVES**

Continuing paying contractors to do the work.

**OPERATING IMPACT/OTHER COMMENTS**

Minimal routine equipment maintenance and fuel

<b>CAPITAL COST BREAKDOWN</b>	<b>Prior to July 2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>Future Years</b>
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase (incl real property)	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	50,000	-	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Total Project Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**PROPOSED FINANCING SOURCES**

General Fund

**TOWN OF ROLESVILLE  
CAPITAL IMPROVEMENTS PROGRAM  
CIP PROJECT REQUEST FY 2020-2025**

**PROJECT TITLE**

Network Infrastructure Replacements

**DEPARTMENT**

Finance

**PROJECT TYPE**

- 1 -Health/Safety/Welfare
- 2 - Maintenance/Replacement
- 3 - Expansion of Program/Facility

**PROJECT PRIORITY**

- H - High
- M - Medium
- L - Low

**STRATEGIC PLAN**

Organizational Excellence

**PROJECT DESCRIPTION**

Replace components of the network infrastructure at Town Hall and the Police Department to ensure that critical information systems continue to operate at 100%.

**JUSTIFICATION**

Current network infrastructure for the Town Hall and Police Department is being replaced in the current fiscal year. This equipment typically has a service life of about 4 years. Regular replacement is important to ensure up-to-date security protections, as well as provide for expanded access to authorized users.



**PROJECT ALTERNATIVES**

Retain the current infrastructure and seek additional extended warranties, where available.

**OPERATING IMPACT/OTHER COMMENTS**

No identified operating impact

<b>CAPITAL COST BREAKDOWN</b>	<b>Prior to July 2020</b>	<b>2020-21</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>	<b>2024-25</b>	<b>Future Years</b>
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase (incl real property)	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	40,000	-	-	-	50,000	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Total Project Costs</b>	<b>\$ 40,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000</b>	<b>\$ -</b>	<b>\$ -</b>

**PROPOSED FINANCING SOURCES**

General Fund

**TOWN OF ROLESVILLE  
CAPITAL IMPROVEMENTS PROGRAM  
CIP PROJECT REQUEST FY 2020-2025**

**PROJECT TITLE**  
Aerator/Seeder

**DEPARTMENT**  
Public Works

- PROJECT TYPE**
- 1 -Health/Safety/Welfare
  - 2 - Maintenance/Replacement
  - 3 - Expansion of Program/Facility

- PROJECT PRIORITY**
- H - High
  - M - Medium
  - L - Low

**STRATEGIC PLAN**  
Organizational Excellence

**PROJECT DESCRIPTION**  
Toro deep tine aerator and seeder

**JUSTIFICATION**  
The aerator and seeder are needed to give staff the ability to maintain grounds, not only ballfields but parks as well. This will give staff the ability to aerate and seed more often so we have ballfields in top condition all year without having to hire contractors.



**PROJECT ALTERNATIVES**  
Continue with contractors

**OPERATING IMPACT/OTHER COMMENTS**  
Minimal routine equipment maintenance.

CAPITAL COST BREAKDOWN	Prior to July 2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	Future Years
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase (incl real property)	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	28,000	-	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Total Project Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 28,000</b>	<b>\$ -</b>	<b>\$ -</b>

**PROPOSED FINANCING SOURCES**  
General Fund

**TOWN OF ROLESVILLE  
CAPITAL IMPROVEMENTS PROGRAM  
CIP PROJECT REQUEST FY 2020-2025**

**PROJECT TITLE**

Knuckleboom and Leaf Truck

**DEPARTMENT**

Public Works

**PROJECT TYPE**

- 1 -Health/Safety/Welfare
- 2 - Maintenance/Replacement
- 3 - Expansion of Program/Facility

**PROJECT PRIORITY**

- H - High
- M - Medium
- L - Low

**STRATEGIC PLAN**

Organizational Excellence

**PROJECT DESCRIPTION**

Purchase ODB Leaf Truck and Brush Hawg Knuckle boom

**JUSTIFICATION**

The purchase of these trucks would allow the Town to provide its own yard waste collection service. By bringing this service in-house, the town can expand to more frequent yard waste collection at similar cost and more direct customer service. the cost for the equipment reflects a five year installment finance.



**PROJECT ALTERNATIVES**

Continue paying contractors to do the work.

**OPERATING IMPACT/OTHER COMMENTS**

Routine maintenance, fuel, and additional personnel.

<b>CAPITAL COST BREAKDOWN</b>	<b>Prior to July 2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>Future Years</b>
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase (incl real property)	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	75,000	75,000	75,000
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Total Project Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 75,000</b>	<b>\$ 75,000</b>	<b>\$ 75,000</b>

**PROPOSED FINANCING SOURCES**

General Fund

**TOWN OF ROLESVILLE  
CAPITAL IMPROVEMENTS PROGRAM  
CIP PROJECT REQUEST FY 2020-2025**

**PROJECT TITLE**

Sign Machine

**DEPARTMENT**

Public Works

**PROJECT TYPE**

- 1 -Health/Safety/Welfare
- 2 - Maintenance/Replacement
- 3 - Expansion of Program/Facility

**PROJECT PRIORITY**

- H - High
- M - Medium
- L - Low

**STRATEGIC PLAN**

Organizational Excellence

**PROJECT DESCRIPTION**

Graphtec Cutter w/ starting accessories, Sign Central and Flexisign software, and HP printer.

**JUSTIFICATION**

This purchase allows the Town allows to bring all sign making and banner making in-house. It will significantly reduce wait time and allow staff to design and create signage for all events held in Town. It will also allow staff to create and print street signs, saving cost and time from outsourcing.



**PROJECT ALTERNATIVES**

Continue paying for signs and banners

**OPERATING IMPACT/OTHER COMMENTS**

Minimal maintenance

<b>CAPITAL COST BREAKDOWN</b>	<b>Prior to July 2020</b>	<b>2020-2021</b>	<b>2021-2022</b>	<b>2022-2023</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>Future Years</b>
Planning & Engineering	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Purchase (incl real property)	-	-	-	-	-	-	-
Construction	-	-	-	-	-	-	-
Equipment	-	-	-	-	-	32,000	-
Contingency	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
<b>Total Project Costs</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 32,000</b>	<b>\$ -</b>

**PROPOSED FINANCING SOURCES**

General Fund

# Capital Improvement Plan & Budget Preview

APRIL 21, 2020





# Overview

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Proposed Capital Improvement Plan 2020-25

Revenue Projection

Real Property Revaluation

Operating Budget Preview



# Proposed Capital Improvement Plan 2020-2025

# CIP Projects for FY20-21

## STRATEGIC PLAN ELEMENT

## RELATED PROJECTS



### *Planned Investment*

<b>Goal 5:</b> Increase efforts to improve the Town's appearance	<ul style="list-style-type: none"> <li>• Street Sweeper Rental</li> <li>• Park, Greenway, and Gateway Signs</li> </ul>
<b>Goal 6:</b> Expand open space and recreational facilities	<ul style="list-style-type: none"> <li>• The Farm – Phase I – Engineering</li> <li>• Mill Bridge Nature Park Site Master Plan</li> <li>• Future Park Sites</li> </ul>
<b>Goal 7:</b> Grow public safety to address future needs	<ul style="list-style-type: none"> <li>• Police Building Expansion</li> </ul>
<b>Goal 8:</b> Develop a plan to build and maintain community infrastructure	<ul style="list-style-type: none"> <li>• Rogers Road Improvements / Willoughby</li> <li>• Sidewalk and Curb &amp; Gutter Repair</li> <li>• Olde Towne Street Maintenance</li> <li>• Stormwater Management Mapping</li> </ul>
<b>Key Focus Area</b>	<ul style="list-style-type: none"> <li>• Public Works Facility</li> <li>• Facility Study</li> <li>• ADA Improvements</li> </ul>

# CIP Projects for FY20-21

## STRATEGIC PLAN ELEMENT

## RELATED PROJECTS



### *Mindful Growth*

<b>Goal 9:</b> Implement the Main Street Vision Plan	<ul style="list-style-type: none"> <li>• MSVP - Burlington Mills Road Realignment</li> <li>• MSVP – Burlington Mills Rd to Young St</li> </ul>
<b>Goal 12:</b> Develop a unified and coordinated vision for land use that emphasizes diverse housing options and beautification	<ul style="list-style-type: none"> <li>• Unified Development Ordinance Update</li> </ul>
<b>Key Focus Area</b>	<ul style="list-style-type: none"> <li>• Community Transportation Plan</li> </ul>



### *Organizational Excellence*

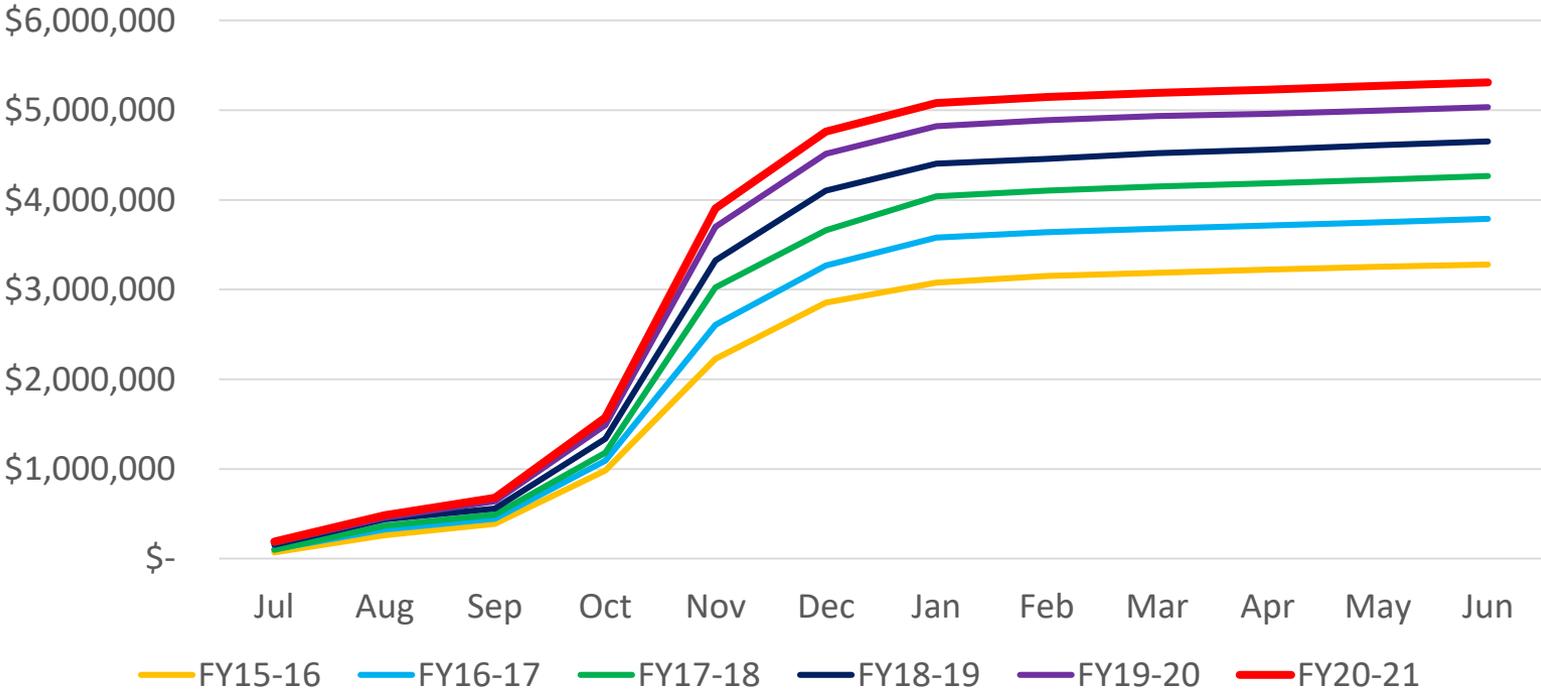
<b>Goal 13:</b> Maintain and increase the Town's financial strength	<ul style="list-style-type: none"> <li>• Financial Software</li> </ul>
<b>Key Focus Area</b>	<ul style="list-style-type: none"> <li>• Server Replacements</li> <li>• Police Vehicle Fleet Replacement</li> <li>• Backhoe Lease</li> <li>• Skid Steer Lease</li> </ul>



# Revenue Projection

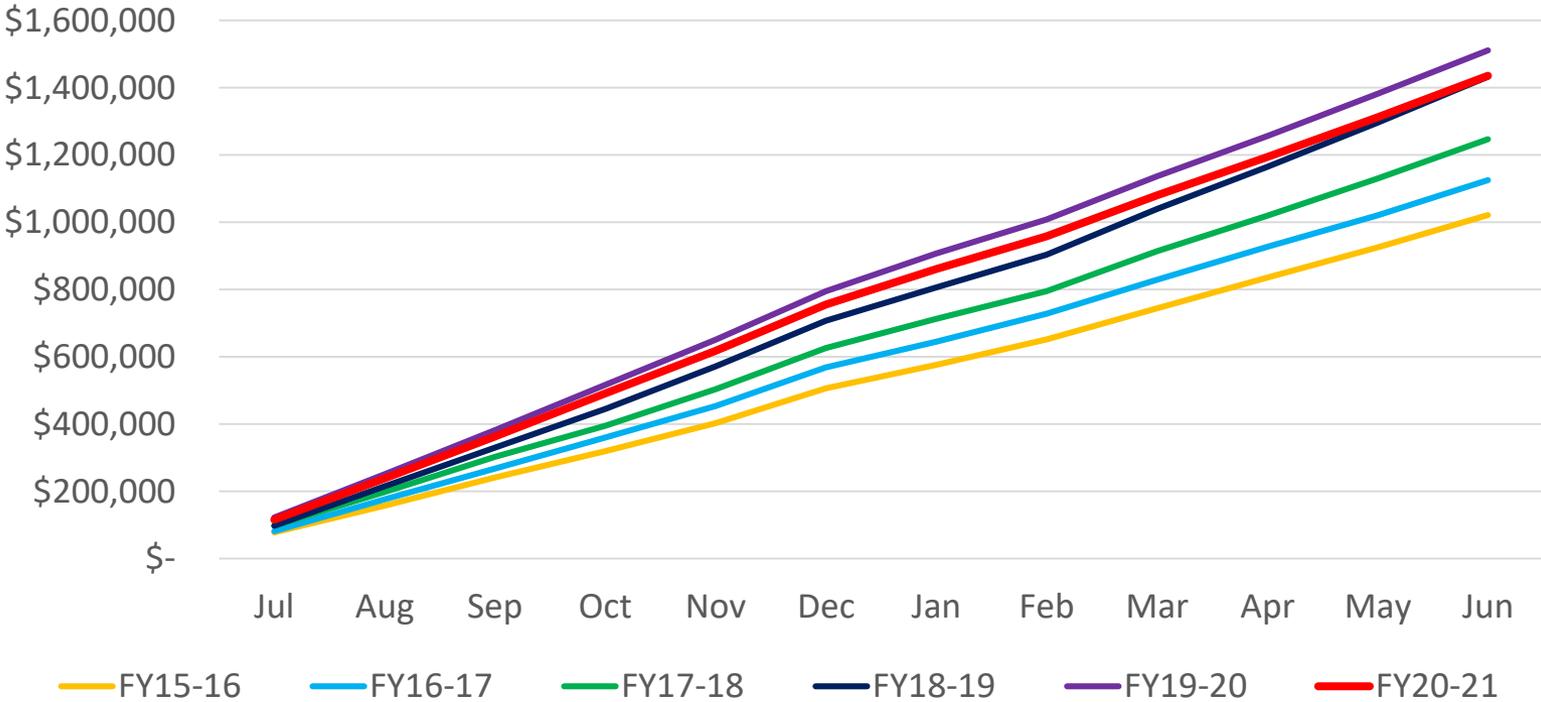
# Revenue Projection

## Property Tax



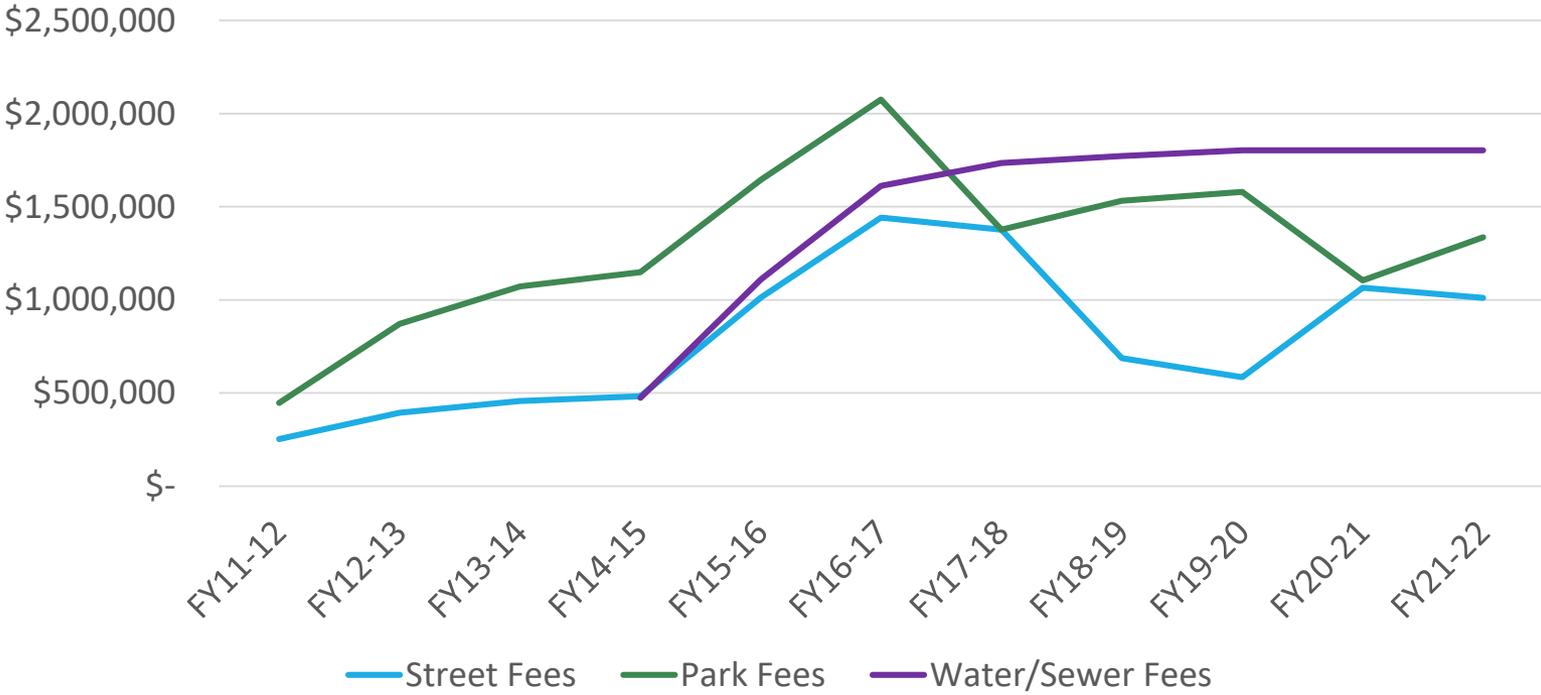
# Revenue Projection

## Local Option Sales Tax



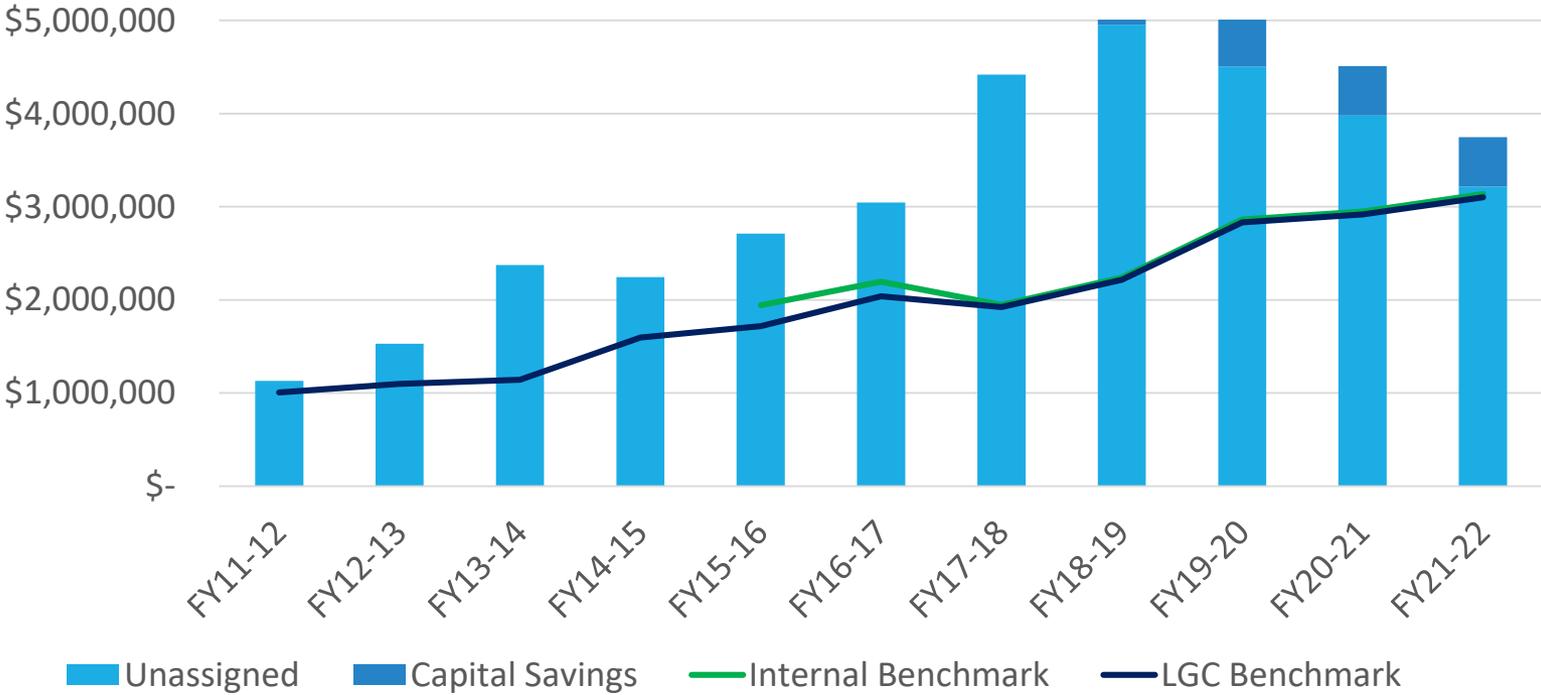
# Revenue Projection

## Capital Fees Fund Balance



# Revenue Projection

## General Fund – Fund Balance





# Real Property Revaluation

# Historical Tax Rates

## Tax Rates

TAXING UNIT	2019	2018	2017	2016*	2015	2014	2013	2012	2011	2010
WAKE COUNTY <sup>1</sup>	.7207	.6544	.615	.6005	.6145	.578	.534	.534	.534	.534
ANGIER <sup>2</sup>	.53	.53	.53	.53	.53	.53	.53	.53	.53	.53
APEX	.415	.415	.38	.38	.39	.39	.39	.39	.34	.34
CARY	.35	.35	.35	.35	.37	.35	.35	.33	.33	.33
CLAYTON	.58	.58	.55	.55	.55	.525	.525	.525	.525	.54
DURHAM	.5317	.5786	.5786	.5607	.5912					
FUQUAY VARINA	.4325	.4325	.4325	.4325	.385	.385	.385	.385	.385	.385
GARNER	.56	.5325	.5325	.5325	.5175	.50	.49	.49	.49	.49
HOLLY SPRINGS	.4825	.4325	.4325	.4325	.435	.435	.435	.435	.415	.415
KNIGHTDALE	.43	.43	.43	.43	.43	.43	.43	.41	.41	.41
MORRISVILLE <sup>2,4</sup>	.39	.39	.39	.39	.41	.39	.39	.3665	.3665	.3665
RALEIGH <sup>2</sup>	.4382	.4382	.4253	.4183	.421	.4038	.3826	.3826	.3735	.3735
ROLESVILLE	.48	.48	.48	.48	.44	.44	.44	.44	.44	.42
WAKE FOREST <sup>2</sup>	.52	.52	.52	.52	.52	.52	.51	.51	.51	.51
WENDELL <sup>3</sup>	.49	.49	.49	.49	.49	.49	.49	.49	.49	.49
ZEBULON	.592	.592	.575	.575	.525	.525	.525	.5125	.50	.50



# Revenue-Neutral

	Prior Est. Base FY20	New Est. Base FY21	Est. Neutral Rate
Angier	\$58,750,000	\$62,500,000	.53
Apex	\$7,878,000,000	\$10,002,000,000	.3576
Cary	\$26,941,000,000	\$32,633,000,000	.2952
Durham	\$116,103,000	\$140,500,000	.5317
Fuquay Varina	\$3,682,200,000	\$4,686,000,000	.3645
Garner	\$3,712,000,000	\$4,668,000,000	.4656
Holly Springs	\$5,063,290,000	\$6,247,000,000	.4164
Knightdale	\$1,887,000,000	\$2,480,000,000	.3489
Morrisville	\$5,019,000,000	\$6,283,000,000	.3224
Raleigh	\$61,319,000,000	\$76,590,000,000	.3585
Rolesville	\$1,067,500,000	\$1,281,000,000	.44
Wake Forest	\$5,564,000,000	\$6,739,500,000	.4568
Wendell	\$773,453,000	\$1,053,500,000	.4076
Zebulon	\$1,169,800,000	\$1,390,000,000	.5377
Unincorporated	\$28,038,000,000	\$32,639,000,000	.0837
Wake County	\$153,363,680,700	\$188,870,000,000	.601

# FY20-21 Plans

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## Results from informal Wake County-wide preliminary survey:

### Tax rate above revenue-neutral

- 6 units of government
- Planned for debt service, capital projects, new services

### Planning to implement revenue-neutral

- 1 unit of government

### Considering options / unsure

- Most other units of government



# Operating Budget Preview

# Economic Uncertainty

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# Employees



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## Performance Coaching

- Bi-monthly meeting between employee and supervisor
- Simple form

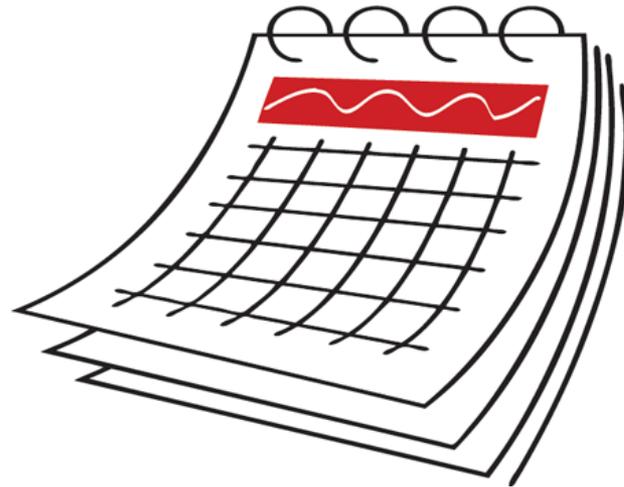
## Pay Adjustment

- Focal date pay adjustment - November 1
- Based on Pay Philosophy

# Important Dates

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Deliver Recommended Budget	Tuesday, May 19
Public Hearing	Tuesday, June 2
Adopt Budget	Not later than July 1





## Memorandum

**To:** Mayor and Town Board  
**From:** Robin Peyton  
**Date:** April 16, 2020  
**Re:** Agenda Item #C.2. Remote Participation Policy

### Background

The Remote Participation Policy adopted by the Town Board during its March 17, 2020 meeting has been further amended and restated. The amendments are being proposed in order to facilitate electronic Town Board meetings into the future should the Town Board so desire. The proposed amendments are brought forward in response to the NC Attorney General's Advisory Letter of March 26<sup>th</sup> advising that local governments may carry out electronic meetings due to these unprecedented circumstances. Amendments were made with consideration to feasibility as well as adherence to North Carolina general statutes regarding open meetings to every extent possible.

### Board Options

Adopt the attached policy as amended and restated or propose amendments.

### Recommended Action

Make a motion to adopt the Remote Participation Policy as amended and restated.

### Attachment

Amended and restated Remote Participation Policy

**Town of Rolesville Board of Commissioners  
Amended & Restated Remote Participation Policy**

**Overview:** The purpose of this policy (the “**Policy**”) is to establish procedures for Town Commissioners who are unable to physically attend a Board meeting to participate remotely. Remote participation may only be utilized for good cause. For the purpose of this policy, the term “**Member**” shall refer both to Town Commissioners and to the Mayor. For the purpose of this policy, the “**Presiding Officer**” is defined as the Mayor or such other person serving as presiding officer in the Mayor’s physical absence. “**Meeting**” shall mean any official meeting of the Board of Commissioners.

**1. Remote Participation Generally.**

- 1.1 “**Remote participation**” is defined as a Member’s power to engage in discussion and voting at a Meeting where the Member is not physically present.
- 1.2 Remote participation shall be enabled through a remote, simultaneous communication method that provides at minimum for the Board and remote participant(s) to hear one another in real-time. These methods would include teleconferencing and video conferencing technologies. Remote participation would not include email, web chat, or text messaging technologies (such methods collectively, “Electronic Means”).
- 1.3 Physical attendance by Members at Meetings is strongly encouraged. As such, remote participation is permitted only for good cause. The following justifications shall constitute “good cause”:
  - 1.3.1 Personal illness or disability of the Member.
  - 1.3.2 Care of the Member’s spouse, child, or parent who has a serious health condition.
  - 1.3.3 Military service obligations.
  - 1.3.4 Personal, employment, or Town-related travel of such distance as to make physical attendance impractical.
  - 1.3.5 Hazardous weather conditions or other condition constituting an “emergency” as that term is defined by the North Carolina Emergency Management Act.
  - 1.3.6 Such other reasons constituting “good cause” as may be shown and confirmed by a majority vote of the Members physically present at the Meeting.

**2. Limitations of Remote Participation.**

- 2.1 Except in an instance of an Electronic Meetings (as defined below), the following limitations shall apply to remote participation:
  - 2.1.1 The Presiding Officer must be physically present at the Meeting.
  - 2.1.2 A Member's remote participation shall not count toward satisfying quorum requirements.
  - 2.1.3 A Member participating remotely may not make any motions but may provide the second to a pending motion.
  - 2.1.4 A Member participating remotely may participate in discussion and deliberation on any agenda item except as stated below. Remote participation shall not be allowed during the following portions of a Meeting:
    - 2.1.4.1 Quasi-judicial or Evidentiary proceedings.
    - 2.1.4.2 Closed sessions, unless the closed session is held during an emergency meeting.
  - 2.1.5 The vote of a Member participating remotely shall not be effective as a deciding vote on any matter.

**3. Procedures for Enabling & Administering Remote Participation.**

- 3.1 Except in an instances of an Electronic Meeting (as defined below), the following procedures shall be used to enable and administer Remote Participation. Except as modified to account for remote participation, the Board's normal rules and procedures shall apply:
  - 3.1.1 Any Member desiring to use remote participation shall notify the Mayor, Town Manager or Clerk at least twenty-four (24) hours in advance of the Board meeting.
  - 3.1.2 During the Call to Order, the Presiding Officer shall announce that a Member has requested to use remote participation and shall call upon the Member to identify himself or herself and state the grounds for remote participation. If the grounds stated by the Member require a vote of the present Members, that vote shall be taken up immediately and shall have priority over all other actions before the Board.
  - 3.1.3 A Member participating remotely must, at a minimum, be able to be fully heard by all other Members and other individuals in attendance at the Meeting. A Member participating remotely must also be able to hear all other Members.

- 3.1.4 A Member remotely participating shall notify the Presiding Officer if leaving the Meeting before it is adjourned or if rejoining the Meeting after a period of absence.
- 3.1.5 If due to technical difficulties, contact with the remotely participating Member is lost entirely or if contact becomes unclear, the Presiding Officer may end remote participation for that Member for the balance of the Meeting for the purpose of avoiding additional disruption to the Meeting. If remote participation is established but is then interrupted or ends, the remotely participating Member will be considered as excused from the Meeting.
- 3.1.6 When casting a vote, a Member participating remotely shall be called upon individually by the Presiding Officer after all physically present Members have voted to verbally cast his or her vote as “aye” or “nay” in such a manner as can be clearly heard by all Members.
- 3.1.7 No written ballots may be taken by the Board when a Member is participating remotely.
- 3.1.8 Members participating remotely shall have the right to receive all documents that were distributed to the Council prior to the start of the Meeting. However, it is the responsibility of the remotely participating Member to provide a means whereby the documents can be delivered to him or her in a timely manner during the Meeting, for example, by electronic mail.

**4. Electronic Meetings.**

- 4.1 An “Electronic Meeting” is defined as any official meeting of the Town conducted exclusively via Electronic Means thus necessitating a power of remote participation for all Members.

**5. Authorization for Electronic Meetings.**

- 5.1 Solely in instances where an emergency has been declared for all or a portion of the Town’s jurisdiction pursuant to the North Carolina Emergency Management Act, an Electronic Meeting may be called by the Mayor, Mayor Pro-Tempore, or any two (2) Members of the Board upon ~~their~~ determination that a physical Meeting of the Board is impractical or unsafe due to conditions arising from the declared emergency.

**6. Limitations on Remote Participation during Electronic Meetings.**

- 6.1 The Section 2 limitations on remote participation of Members are inapplicable to the conduct of Electronic Meetings.

**7. Procedures for Enabling & Administering Electronic Meetings.**

7.1 Except as modified below, the procedures for enabling and administering remote participation during Electronics Meetings shall be the same as described in Section 3.

7.1.1 The Town shall ensure that all Members have reasonable access to (i) the Electronic Means allowing for remote participation and (ii) the timely receipt of documents.

7.1.2 The Town shall provide a means whereby members of the public may listen to or watch the Meeting. The required notice for any Electronic Meeting (the “**Notice**”) shall specify the means for public listening or watching. Except in instances where quarantine or other public health emergency precludes such practice, the Town shall also provide and specify in the Notice a location where members of the public may listen to or watch the Electronic Meeting.

7.1.3 Following the Call to Order of an Electronic Meeting, the Town Clerk shall confirm a quorum has been established by taking the roll of all Members, asking each Member to verbally acknowledge his or her presence.

7.1.4 Any Member making a motion or a second shall first verbally identify him or herself.

~~7.1.5 Each vote taken during an Electronic Meeting shall be by roll call. The Town Clerk shall call upon each Member individually to verbally cast his or her vote as “aye” or “nay” in such a manner as can be clearly heard by all Members. The order of the call shall be alphabetical by Members’ names.~~

7.1.5 ~~7.1.6~~In the event an Electronic Meeting is a regular meeting requiring a period for public comment pursuant to N.C. Gen. Stat. § 160A-81.1, the required public notice of the Electronic Meeting shall provide the method for the submittal of public comment. During the public comment period, the Town Clerk or Presiding Officer shall read aloud all comments so received, identifying each received message by name and address of its author.

7.1.6 ~~7.1.7~~In the event a legislative public hearing is to be heard during an Electronic Meeting, the Notice shall provide the method for applicant and public voice and/or video participation.

7.1.7 ~~7.1.8~~No quasi-judicial or evidentiary hearings shall be conducted during an Electronic Meeting. This limitation shall not apply to non-evidentiary elements of a quasi-judicial or evidentiary proceeding, including the

calendaring of hearings and the adoption of orders following the closing of a previously conducted hearing.

7.1.8 ~~7.1.9~~ Recognizing the inherent challenges in presiding over an Electronic Meeting, the Members are encouraged to be first recognized by the Presiding Officer ~~or~~or Town Clerk prior to engaging in discussion and deliberation on any agenda item.

**8. Other Town Bodies.**

- 8.1 The other official boards, committees and bodies of the Town subject to Article 33C of the Chapter 143 of the North Carolina General Statutes (each a “**Body**”) are authorized to adopt remote participation policies consistent with the scope and spirit of this Policy as a component to their rules and procedures. All such policies shall be subject to review and approval by the Town Attorney.
- 8.2 Until such time that a particular Body has adopted its own remote participation policy, this Policy, as adjusted necessarily to account for such Body’s membership and legal mandate, shall govern its remote participation practices.

*This Policy supersedes that Remote Participation Policy dated March 17, 2020.*

*This Policy is effective upon its adoption.*

**Adopted this, the 21<sup>st</sup> day of April 2020.**

Your  
FOR Info  
FYI

Town of Rolesville  
Board of Commissioners  
Regular Meeting

April 21, 2020

Table of Contents

**Finance**

**Finance Monthly Report.....1**

**Parks & Recreation**

**Parks & Recreation Monthly Report .....3**

**Public Works Monthly Report.....6**

**Police Department**

**Police Department Monthly Report.....7**

**Economic Development/Planning Department**

**Econ. Dev. & Planning Department Monthly Report.....12**

**TOWN OF ROLESVILLE | FINANCIAL SUMMARY REPORT | MONTH ENDING March 2020 (75%)**

GENERAL FUND				
Revenues	FY18-19	FY19-20	FY19-20	YTD %
	Actual	Budget	YTD	
Ad Valorem Taxes	\$4,653,482	\$4,750,000	\$4,938,245	104%
Motor Vehicle Tax	64,570	136,800	80,040	59%
Local Option Sales Tax	1,412,914	1,401,240	1,189,049	85%
Solid Waste Fees	739,529	679,000	759,862	112%
Franchise Tax	447,087	430,000	223,135	52%
Powell Bill	174,110	175,000	179,950	103%
Fund Balance Approp		938,826		0%
All Other Revenues	705,420	784,715	741,413	94%
<b>Total</b>	<b>\$8,197,113</b>	<b>\$9,295,581</b>	<b>\$8,111,695</b>	<b>87%</b>

CASH AND INVESTMENTS	
General Fund	\$8,379,590
Utility Reserve Fund	1,795,475
Capital Project Fund	3,195,778
	<u>\$13,370,843</u>
BB&T Checking	\$437,226
NCCMT Investment	12,893,156
SunTrust Mmkt	40,462
	<u>\$13,370,843</u>

Expenditures				
	FY18-19	FY19-20	FY19-20	
	Actual	Budget	YTD	YTD %
Elected Officials	\$68,661	\$86,430	\$61,170	71%
Administration	641,429	597,855	440,866	74%
Finance	339,246	533,090	368,125	69%
Comm & Econ Dev		144,520	94,385	65%
Planning	305,490	535,920	252,182	47%
Police	2,202,951	2,590,365	1,932,975	75%
SW Contracts	542,517	624,000	446,665	72%
Public Works	734,608	1,126,821	598,360	53%
Recreation	684,085	1,091,780	489,954	45%
RRFD Transfer	977,231	997,500	1,095,271	110%
Special Appropriations	858,280	967,300	197,807	20%
<b>Total</b>	<b>\$7,354,499</b>	<b>\$9,295,581</b>	<b>\$5,977,759</b>	<b>64%</b>
YTD Fund Balance Inc/Dec	\$842,614		\$2,133,936	

RESTRICTED FUND BALANCE		
	FY18-19	FY19-20
	Actual	YTD Estimate
Water Fees	\$900,104	\$911,546
Sewer Fees	\$872,488	\$883,930
Street Fees	\$686,178	\$474,769
Street PIL	\$474,000	\$357,898
Park Fees	\$1,531,247	\$1,518,263
Park PIL	\$103,157	\$103,157
Powell Bill	\$645,590	\$559,122
Future Capital	\$205,000	\$533,000

UTILITY RESERVE FUND				
Revenues	FY18-19	FY19-20	FY19-20	YTD %
	Actual	Budget	YTD	
Interest	38,480		22,884	
<b>Total</b>	<b>\$38,480</b>	<b>\$0</b>	<b>\$22,884</b>	

Expenditures				
	FY18-19	FY19-20	FY19-20	
	Actual	Budget	YTD	YTD %
Retain in Capital Reserve				
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
YTD Fund Balance Inc/Dec	\$38,480		\$22,884	

CAPITAL PROJECT FUND				
Revenues	FY18-19	FY19-20	FY19-20	YTD %
	Actual	Budget	YTD	
Street Fees	\$409,235	\$608,000	\$392,000	64%
Streets Payment in Lieu	50,000		476,469	
Park Fees	403,200	608,000	392,000	64%
Park Payments in Lieu	530			
Intergovernmental		610,000	190,000	31%
Donations/Reimbursement	19,123		89,106	
Loan Proceeds				
Fund Balance Approp		1,046,929		0%
Interest	77,881		37,186	
Transfer In	570,000	350,000		0%
<b>Total</b>	<b>\$1,529,969</b>	<b>\$3,222,929</b>	<b>\$1,576,761</b>	<b>49%</b>

Expenditures				
	FY18-19	FY19-20	FY19-20	
	Actual	Budget	YTD	YTD %
General	\$107,025	\$442,975	\$107,248	24%
Streets	\$1,582,359	\$1,446,712	\$910,528	63%
Park	283,167	787,242	284,509	36%
Retain in Capital Reserve		546,000		0%
<b>Total</b>	<b>\$1,972,551</b>	<b>\$3,222,929</b>	<b>\$1,302,285</b>	<b>40%</b>
YTD Fund Balance Inc/Dec	(\$442,582)		\$274,476	

**ADMINISTRATIVE TRANSFERS**

Date	From	To	Amount	Explanation
8/19/19	11-490-37	Contracted Services 11-490-02	Temporary	\$2,500 administrative assistant staff
1/29/20	11-430-37	Contracted Services 11-420-19	Liability Insurance	\$5,000 funding for deductible
2/12/20	11-510-82	Vehicles 11-510-30	Maint & Repair - Bldgs	\$5,000 move IT closet to expand evidence
4/14/20	11-510-82	Vehicles 11-510-83	Construction/Improvement	\$4,000 evidence room expansion
4/14/20	11-510-82	Vehicles 11-510-28	Uniforms	new hire uniforms

**BOARD TRANSFERS**

Date	From	To	Amount	Explanation
3/3/2020	11-620-30	Maint & Repair - Bldg & 11-620-83	Construction & Improvement	\$58,000 Comm School Park fencing

**BOARD AMENDMENTS**

Date	Revenue	Expenditure	Amount	Explanation
7/16/19	11-390-01	General Fund Approp 11-420-37	Contracted Services	\$4,000 rollover - recodification
7/16/19	11-390-01	General Fund Approp 11-430-37	Contracted Services	\$10,000 rollover - eNotice services
7/16/19	11-390-01	General Fund Approp 11-600-52	Stormwater Expense	\$18,000 rollover - Terrell Pl stormwater
7/16/19	11-390-01	General Fund Approp 11-600-73	Construction & Improv	\$17,026 rollover - wayfinding
7/16/19	51-315-15	Intergovernmental Rev 51-620-04	Greenway Construction	\$360,000 rollover - Granite Falls greenway
7/16/19	51-390-12	Park Fees Fd Bal Approp 51-620-04	Greenway Construction	\$44,242 rollover - Granite Falls greenway
7/16/19	51-390-10	Unrestr Fd Bal Approp 51-400-04	Main Street Vision Plan	\$92,975 rollover - Main St Vision design
7/16/19	51-390-01	Street Fees Fd Bal Appro 51-400-07	Burlington Mills Realign	\$158,300 rollover - Burl Mills realignment
7/16/19	51-315-35	Intergovernmental Rev 51-620-02	Community School Park	\$469,500 deletion Comm School lighting
10/1/19	11-390-01	General Fund Approp 11-700-97	Transfer to Cap Proj Fd	\$125,000 Town Hall renovations
10/1/19	51-390-50	Transfer fr General Fd 51-400-05	Town Hall Renovations	\$125,000 Town Hall renovations
11/4/19	11-390-01	General Fund Approp 11-600-73	Construction & Improv	\$19,900 water tank add Town logo
11/4/19	11-390-01	General Fund Approp 11-430-24	Computer Services & Sof	\$46,000 IT support services outsourcing
11/4/19	51-390-02	Park Fees Fd Bal Approp 51-620-07	Athletic Complex	\$23,000 Farm archeo survey, operational review
1/7/20	11-390-01	General Fund Approp 11-490-xx	Salaries & Benefits	\$43,000 Planning positions
1/7/20	11-390-01	General Fund Approp 11-490-51	Departmental Projects	\$80,000 UDO rewrite
1/7/20	11-310-23	Grants 11-620-83	Construction & Improv	\$82,000 CSP agreement with Wake County
3/3/2020	11-390-01	General Fund Approp 11-600-53	Street Expense	\$21,200 Pavement condition survey
3/3/2020	11-390-01	Powell Bill Fund Approp 11-600-74	Resurfacing	\$110,000 resurfacing spring 2020
3/3/2020	11-390-01	General Fund Approp 11-xxx-24	Computer Services & Sof	\$37,700 network equipment replacement



## Memorandum

**To:** Mayor & Town Board  
**CC:** Kelly Arnold, Town Manager  
**From:** JG Ferguson, Parks & Recreation Director  
**Date:** 4/15/2020  
**Re:** Parks & Recreation FYI

Below are the participant numbers for Parks & Recreation programs for the month of March along with information regarding cancelled events and virtual programming

### Upcoming Special Events:

- April 25<sup>th</sup>, Teacher and Staff Appreciation Parade

We have over 40 teachers signed up to participate in the parade at this time. The parade will take a 23 mile loop through Rolesville and take about an hour and a half to complete.

### MARCH PROGRAMS/NUMBERS:

• <u>Monet Dance Performing Arts Studio – Session 3: “Bring It” Majorette Dance Girl</u>	<u>3</u>
• <u>Monet Dance Performing Arts Studio – Session 3: Performing Dance 4 Tots</u>	<u>11</u>
• <u>Monet Dance Performing Arts Studio – Session 3: Dance 4 Tots</u>	<u>2</u>
• <u>Monet Dance Performing Arts Studio – Session 3: Performing Creative Combo</u>	<u>4</u>
• <u>Chair Yoga</u>	<u>4</u>
• <u>Drawing FUNdamentals – You Pick!</u>	<u>2</u>
• <u>Drawing and Painting Session 02: Paint Projects with Acrylics- All levels</u>	<u>3</u>
<b>MARCH TOTAL NUMBERS</b>	<b>29</b>

**Summer Camp** – All 9 weeks are currently full for summer camp. Camp dates are June 15 – August 14.

• <u>Summer Day Camp Weeks 1-9</u>	<u>216/216 FULL</u>
• <u>Sumer Day Camp Weeks 1-9 Waitlist</u>	<u>93</u>

### APRIL PROGRAMS THAT HAVE BEEN CANCELLED:

- Paint Projects with Acrylics – All Levels
- Drawing FUNdamentals – You Pick!
- Adult Combo Acrylic Painting and Drawing Class
- Intuitive Process Painting Activity
- Zumba Fitness
- Gentle Yoga
- Chair Yoga
- Zumbini
- Senior BINGO
- Monet Dance Performing Arts

**APRIL SPECIAL EVENTS THAT HAVE BEEN CANCELLED:**

- EGG Rush
- Music at Mill Bridge with The Will McBride Group
- REC Day
- Arbor Day

**APRIL EVENTS CREATED:**

- April 4<sup>th</sup>, The Bunny Hop 2020!

This event took the place of the annual EGG Rush that normally attracts around 1,000 citizens. The Bunny was driven around town, led by the Rolesville PD and followed by the Rolesville Fire Department.

**VIRTUAL PROGRAMMING:** We are adding new crafts, games, and activities weekly.

<https://www.rolesvillenc.gov/parks-recreation/virtual-programming>

- Arts & Crafts
  - Rolesville Coloring Pages
    - Rolesville 1
    - Rolesville 2
    - Rolesville 3
  - Carpet Creations
  - How to Make Slime
  - Homemade Playdough
  - Pool Noodle Rocket Flinger
  - Puffy Sidewalk Paint
  - Giant Bubbles
  - No-Sew Sock Bunny
  - Make A Peep House
  - How to Naturally Dye Eggs
  - Dyeing Eggs with Cool Whip
  - Origami Frog
  - Hot Ice Experiment
  - NC Museum of Art - Stuck at home? Find art inspiration around you!
- Recipes
  - Homemade Fruit Roll-Ups
  - Ice Cream In A Bag
- Games
  - Help Your Neighbor Card Game
  - I Spy Games
    - Spring
    - Easter
    - Animals
    - Fruits and Veggies
    - Unicorns
    - Beach
    - Outer Space
    - Nature
- Other Resources
  - Nature BINGO
  - Parks and Greenway Etiquette

- NC Zoo EDventures
- Facebook series on Mondays, Wednesdays, Fridays at 10 am
- Cincinnati Zoo - Home Safari
- Marble Kids Museum - Daily Dose of Play!
- NC Museum of Life and Science - Life and Science at Home
- The National Wildlife Federation - Ranger Rick
- NASA
  - Let NASA bring the universe into your home
  - Access Mars
- American Dairy Association - Virtual Farms Tours
- Mad Science - At Home Experiments
- Discovery Education - Virtual Field Trips
- Wake County
  - Story Time
  - Coloring Pages

**Athletics**

Staff has emailed all participants for this spring’s youth athletic programs to ask if they would like to continue to wait if the season is able to be played, transfer to the fall season or receive a refund. With a delayed start, this will push the season into July. We felt this is needed to gauge the interest of participants and to avoid teams being short players if we are able to play this spring. Below are the results as of Monday, April 13<sup>th</sup>.

	Stay the Course	Transfer to Fall	Refund	Total	Response Rate
Number of participants	124	55	57	236	753
Percentage	53%	23%	24%		31%



## Memorandum

**To:** Mayor & Town Board  
**CC:** Kelly Arnold, Town Manager  
**From:** JG Ferguson, Parks & Recreation Director  
**Date:** 4/15/2020  
**Re:** Project updates

**Main Street Park** – While the playgrounds are closed we have taken this time to remove 12” of material and replace it with 12” of certified playground matting (same as before) to meet all safety requirements. With the popularity of Main Street Park, this is usually a difficult project to do any time of the year.

**Rolesville Community School Park** – The fence replacement on Field A, Marvin Perry Field and Field C is underway. All of the fencing has been removed. Field A has the outfield and sides completed. Marvin Perry Field has the outfield fence in place. We hope to have this project completed on all three fields within the next three weeks.

**Town Hall** – Renovations are moving along at a fast pace. We are very pleased with Cade General Contractors for both keeping this project on time and on budget. All of the major work is completed. We hope to have the lobby and offices finished by the first of May. The roof to Town Hall will also be repaired during this renovation.

**Resurfacing Project** – Staff met with Daniels Inc of Garner this week to visit the sites of the resurfacing projects. Weather pending we expect to get started at Town Hall the week of April 20<sup>th</sup>. We hope to complete the resurfacing project for Town Hall, Bowling Drive and Granite Saddle and a small section of Granite Creek Drive within 3 weeks from the start date. Daniels will be putting door hangers at the resident’s houses along the streets being resurfaced and staff will email those residents as well.

# Monthly Report

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**MARCH 2020**

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**Rolesville Police Department**  
**Orlando Soto, Chief of Police**



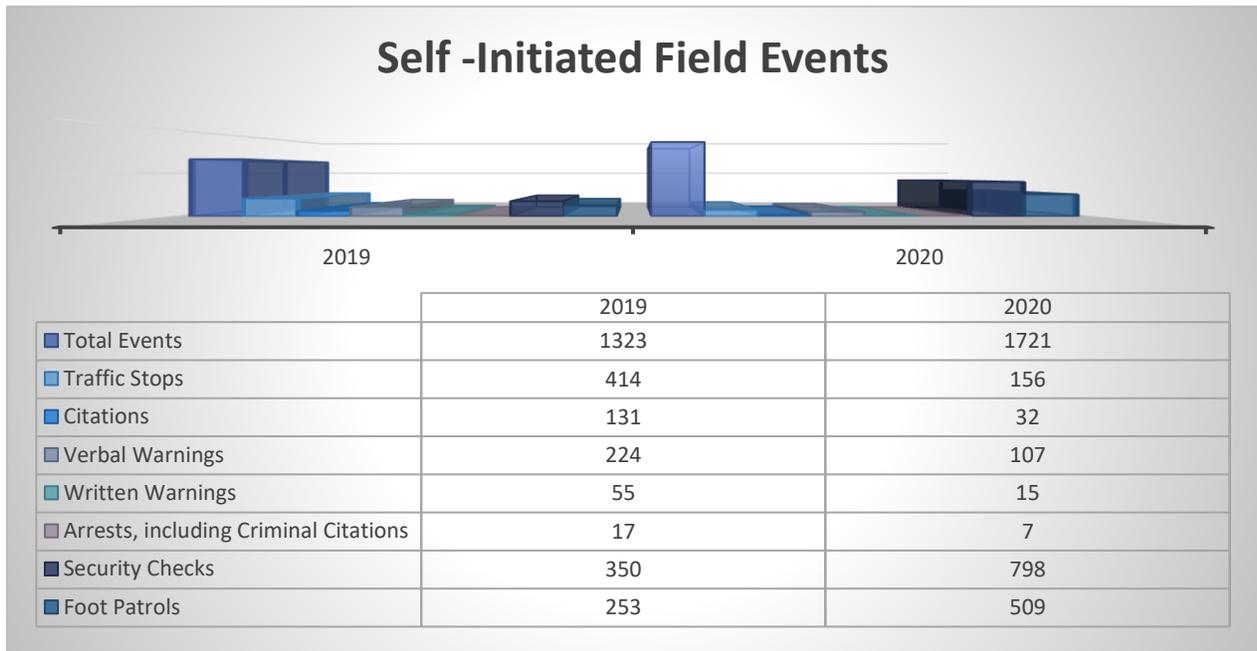


**Orlando Soto**  
*Chief of Police*  
 919-556-7226

*“The mission of the Rolesville Police Department is to enhance the quality of life by protecting and serving our community through a partnership with our citizens and businesses to create a community that is safe to live, work and play.”*

**Rolesville Police Department Monthly Report**

The Rolesville Police Department had **1,721** events for the month of **March 2020** that resulted in the following:



**ROLESVILLE POLICE DEPARTMENT**  
**REPORTED UCR OFFENSES FOR THE MONTH OF MARCH 2020**

PART I CRIMES	March 2019	March 2020	+/-	Percent Changed	Year-To-Date 2019	Year-To-Date 2020	+/-	Percent Changed
MURDER	0	0	0	N.C.	0	0	0	N.C.
RAPE	1	0	-1	-100%	1	0	-1	-100%
ROBBERY	0	0	0	N.C.	0	0	0	N.C.
Commercial	0	0	0	N.C.	0	0	0	N.C.
Individual	0	0	0	N.C.	0	0	0	N.C.
ASSAULT	0	0	0	N.C.	0	2	2	N.C.
* VIOLENT *	1	0	-1	-100%	1	2	1	100%
BURGLARY	1	0	-1	-100%	5	0	-5	-100%
Residential	0	0	0	N.C.	2	0	-2	-100%
Non-Resident.	1	0	-1	-100%	3	0	-3	-100%
LARCENY	4	3	-1	-25%	10	6	-4	-40%
AUTO THEFT	0	0	0	N.C.	0	0	0	N.C.
ARSON	0	0	0	N.C.	0	0	0	N.C.
* PROPERTY *	5	3	-2	-50%	15	6	-9	-60%
PART I TOTAL:	6	3	-3	-50%	16	8	-8	-50%
PART II CRIMES								N.C. = Not Calculable
Drug	8	0	-7	-88%	16	10	-6	-38%
Assault Simple	5	8	3	60%	15	16	1	7%
Forgery/Counterfeit	0	0	0	N.C.	1	0	-1	-100%
Fraud	2	1	-1	-50%	5	5	0	0%
Embezzlement	0	0	0	N.C.	0	0	0	N.C.
Stolen Property	0	0	0	N.C.	0	0	0	N.C.
Vandalism	0	3	3	N.C.	4	7	3	75%
Weapons	0	0	0	N.C.	1	0	-1	-100%
Prostitution	0	0	0	N.C.	0	0	0	N.C.
All Other Sex Offens	0	0	0	N.C.	0	0	0	N.C.
Gambling	0	0	0	N.C.	0	0	0	N.C.
Offn Agnst Faml/Chld	0	0	0	N.C.	0	0	0	N.C.
D. W. I.	2	0	-2	-100%	3	3	0	0%
Liquor Law Violation	0	1	0	N.C.	0	0	0	N.C.
Disorderly Conduct	0	0	0	N.C.	0	1	1	N.C.
Obscenity	0	0	0	N.C.	0	0	0	N.C.
Kidnap	0	0	0	N.C.	0	1	1	N.C.
Human Trafficking	0	0	0	N.C.	0	0	0	N.C.
All Other Offenses	1	4	3	300%	4	12	8	200%
PART II TOTAL:	18	17	-1	-6%	49	55	6	12%
GRAND TOTAL:	24	20	-4	-17%	65	63	-2	-3%

### Crisis Intervention Team (CIT)

The Rolesville Police Department is proud to announce that 100 % of departmental personnel have successfully completed the Crisis Intervention Teams (CIT) program. Throughout North Carolina, law enforcement agencies, mental health professionals and advocates join in partnerships to establish Crisis Intervention Teams (CIT). CIT programs are police-based pre-booking jail diversion programs that provide law enforcement officers the knowledge and skills they need to de-escalate persons in crisis. CIT programs emphasize access to treatment services rather than jail time for persons displaying signs of mental illness. Outcomes for both officers and the individuals in crisis are improved when communities work together in effective CIT programs.

### COVID-19

These images provide everyone with an idea of the do's and don't's that we need to keep in mind as we continue to work together through the COVID-19 pandemic.

<p><b>YOU CAN:</b></p> <ul style="list-style-type: none"> <li>✔ Get groceries</li> <li>✔ Get medications from the pharmacy</li> <li>✔ Get take-out from restaurants</li> <li>✔ Go outside for exercise</li> <li>✔ Spend time with your family within your household</li> <li>✔ Walk your pets</li> <li>✔ Take your pet to the vet if necessary</li> <li>✔ Receive deliveries</li> </ul>	<p>COVID-19 · STAY AT HOME</p>	<p><b><u>DO NOT:</u></b></p> <ul style="list-style-type: none"> <li>✘ Go to work (unless you're providing defined essential services)</li> <li>✘ Visit friends</li> <li>✘ Travel</li> <li>✘ Participate in or hold any public or private gatherings</li> <li>✘ Visit long-term living facilities</li> </ul>
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We would like the public to know that even with a stay-at home order being enacted, the 4th Amendment is still in effect. Accordingly, officers must have reasonable suspicion of criminal activity in order to stop someone and a person simply being outside of their home does not satisfy that element. Our officers will not be stopping anyone just to determine their reason for not being at home, and we are not requiring individuals to have any form of paperwork to document their need for being outside. However, should officers observe a violation of restrictions put in place by the State of North Carolina, Wake County, or any other violation of law; they will investigate it and take the appropriate action.

Keep your head up; we will get through this together!

**Internal Operations Highlights**

- March 3, 2020 – Attended CCBI Measures Meeting & Carolinas IT Strategy Meeting
- March 4, 2020 – Attended Department Head Meeting
- March 11, 2020 - Attended Department Head Meeting
- March 13, 2020 – Attended Crisis Intervention Team Graduation for Officer Kooiker
- March 18, 2020- Attended Department Head Meeting
- March 19, 2020- Attended Mayors Association Remote Session
- March 20, 2020 - Attended Carolinas IT Strategy Meeting
- March 23, 2020- TSM South Equipment Relocation for Evidence Room Expansion
- March 25, 2020 – Attended BS & A Software Demonstration
- March 27, 2020 – Attended Town of Rolesville Network Equipment Install Project

**SERVICE \* ETHICS \* RESPECT \* VALUE \* EXCELLENCE**



# March 2020 Development Activity Status Report



# Developments

The tables below list Rolesville's commercial and residential developments currently under construction, in review, and/or approved.

## Under Construction

Table 1

Project	Description	Status
Barrington Townhomes Phase 2	32 townhomes	Final site plans reviewed Final plat approved 11/19/19 Building Permits pending
Carlton Pointe Phase 3B	3 single-family lots	Final plat approved
Elizabeth Springs (Heights) Tract A	89 single-family lots	Tract A construction plans approved
Granite Falls Phase 6	2 single-family lots	Final plat approved
Granite Ridge Townhomes Phase 5	10 townhomes	Phase 5 construction plans approved
Perry Farms Phase 1	73 single-family lots	Phase 1 recorded Phases 2 and 3 construction plans approved
Stonewater Phase 5	9 single-family lots	Final plat pending
Townes at Carlton Pointe	37 Townhouse lots	Site Plan approved, under construction

## In Review and/or Approved

Table 2

Project	Description and Case Numbers	Status
101 and 115 Redford Place Dr.	3-story retail space and medical offices MA 19-04 (R-1 to CO-CZ) SP 19-03 1.62 acres	Map Amendment (Rezoning) approved 9/3/19 Site Plan approved 11/4/19
515 S Main St.	Single Family Home MA 19-05 (R-1 to CO-CZ)	Map Amendment (Rezoning) approved 10/1/19
A-Master Team Townhomes	Vacant Land on Rogers Road MA 19-03 (R&PUD to CO-SUD) SUP 19-02 7.44 acres; 47 townhomes	Planning Board meeting complete 11/25/19 MA 19-03 approved 01/07/2020 SUP 19-02 pending

Townes at Carlton Pointe	Vacant Land adjacent to ABC Store MA 18-05 (OP-SUD to R&PUD) SP 19-02 5.8 acres; 53 townhomes	Map Amendment (Rezoning) approved 4/16/19 Site Plan approved 10/1/19
Chandlers Ridge	Proposed Subdivision off Averette Road MA 18-01 171.53 acres; 90 single-family lots	Map Amendment (Rezoning) approved 6/4/19 Development agreement pending
Elizabeth Springs (Elizabeth Heights)	Planned Unit Development off Averette Road SUP 19-03 for phasing of road improvements SP 19-01 82.4 acres 89 single-family lots; 98 townhomes	Special Use Permit approved 11/4/19 Site Plan approved 11/4/19
Kalas Falls, Rogers Farm, and Watkins Property	Planned Unit Development off Rolesville Rd MA 19-02 (R1 & R2-SUD to R&PUD-CZ) SUP 19-01 for PUD Master Plan 216.99 acres 484 single-family lots; 108 townhomes	Map Amendment (Rezoning) approved 11/19/19 Special Use Permit approved 11/19/19
The Point (Young St. PUD/Shearon-Byrum-Williams)	Planned Unit Development off Rolesville Rd SUP 18-09 309.01 acres 320 single-family lots; 631 townhomes 15 acres commercial	Map Amendment (Rezoning) approved 8/20/19 Special Use Permit approved 8/20/19
The Preserve at Jones Dairy Road Central	Planned Unit Development off Averette Rd SUP 18-06 90.2 acres 261 single-family lots; 173 townhomes	Special Use Permit approved 8/6/19
The Preserve at Jones Dairy Road North	Planned Unit Development off Averette Rd SUP 18-07 49.6 acres 141 single-family lots; 65 townhomes	Special Use Permit approved 8/6/19
The Preserve at Jones Dairy Road South	Planned Unit Development off Averette Rd MA 18-04 (R1 & R2-SUD to R&PUD) SUP 18-05 54.01 acres 221 single-family lots	Map Amendment (Rezoning) approved 9/17/19 Special Use Permit approved 9/17/19

Regency at Heritage	Subdivision off Forestville Road S 18-03 17.72 acres 27 single-family lots	Preliminary Plat approved 4/2/19 Construction Plan pending approval
Thales Academy	Proposed Planned Unit Development at Averette Rd and Wait Ave. 87.7 acres for 143 single-family lots 31.42 acres for school	Annexation approved 3/6/18 Map Amendment (Rezoning) approved 4/20/18 Special Use Permit approved (6/5/18) Preliminary Plat not submitted School site plan TRC review pending

## Permitting Activity

The Town of Rolesville issued seventeen single-family dwelling and no townhome permits in March 2020. In March 2019, the Town issued seven permits. Barrington, Carlton Pointe, Stonewater and Willoughby subdivisions received building permits in March. The Town also issued seventeen Certificates of Occupancy for single-family homes in March. The Town of Rolesville has experienced an increase in permitting activity since March 2019.

### Summary of Activity by Subdivision

Subdivision	Total Lots	Platted Lots	Issued Permits March	Lots Available for Permits
Averette Ridge	158	158	0	29
Barrington (Phase 1)	34	34	2	7
Barrington (Phase 2)	32	0	0	34
Carlton Pointe	292	272	3	28
Cedar Lakes	163	163	0	0
Drayton Reserve	156	156	0	0
Granite Falls (Phases 1A, 1B, and 2)	80	80	0	0
Granite Falls (Phases 3&4, 3&4 Section 3, and 6)	101	101	0	61
Granite Ridge Townhomes	82	82	0	0
Perry Farms	115	41	0	10
Stonewater	208	208	9	49
Willoughby	88	88	3	23
<b>TOTAL</b>	<b>1509</b>	<b>1383</b>	<b>17</b>	<b>241</b>