



TOWN OF CORNELIUS

Cornelius Town Hall

BOARD OF COMMISSIONERS

June 15, 2020

Agenda

TOWN BOARD - 7:00 PM

- 1. CALL TO ORDER**
- 2. DETERMINATION OF QUORUM**
- 3. APPROVAL OF AGENDA**
- 4. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE**
- 5. MAYOR/COMMISSIONERS/MANAGER REPORTS**
- 6. CITIZEN CONCERNS/COMMENTS**
- 7. PRESENTATIONS**
 - A. Law Enforcement in Cornelius – Policies and Procedures of the Cornelius Police Department**
- 8. OLD BUSINESS**
 - A. Manager's Recommended FY2021 Budget**
- 9. PUBLIC HEARING**
 - A. FY2021 Operating Budget and Tax Rate**
- 10. CONSIDERATION OF APPROVAL**
 - A. Cornelius-Lemley Fire Rescue Agreements**
 - B. Code of Ordinances, Title III, Chapter 35 - Town Business Facilities and Vacant Land**
 - C. Planning Board Appointments**
 - D. Cancel and Amend Regular Meetings Calendar**
 - E. FY20 Operating Budget Amendment**
- 11. CONSENT AGENDA**
 - A. Approve Minutes - Regular Meeting**
- 12. COMMISSIONER CONCERNS**
- 13. CLOSED SESSION**
 - A. Litigation Matter Under Attorney-Client Privilege**
- 14. ADJOURNMENT**

REQUEST FOR BOARD ACTION

 [Print](#)

Date of Meeting: June 15, 2020

To: Mayor and Board of Commissioners

From: Kevin Black, Police Chief

Action Requested:

Town Manager Andrew Grant and Police Chief Kevin Black will provide a presentation relative to equity for all, public service and law enforcement in Cornelius, focusing on policies and procedures of the Cornelius Police Dept.

Manager's Recommendation:

Hear presentation.

ATTACHMENTS:


Name:	Description:	Type:
 Chief_Black_Presentation_6-15-2020.pdf	Law Enforcement	Presentation

LAW ENFORCEMENT IN CORNELIUS

Policies and Procedures of the Cornelius Police
Department



ACCOUNTABILITY OVERVIEW

- ▶ CALEA Accreditation
 - ▶ Hiring Processes and Procedures
 - ▶ Policies and Procedures
 - ▶ General Orders
 - ▶ Citizen Complaints
 - ▶ Internal Affairs Investigations
 - ▶ Use of Force
 - ▶ Profiling
 - ▶ Critical Incident Management
 - ▶ Training
- 

CALEA ACCREDITATION PROGRAM

- ▶ CALEA Accreditation is an *international* award earned by law enforcement agencies complying with 460 law enforcement standards in both policy and procedure.
- ▶ Gives agencies the ability to analyze its delivery of services, measure its capability, administer consistent discipline, and policies that uphold quality and fairness standards.
- ▶ Provides assurance that the organization is trained and functioning in line with policies and procedures.
- ▶ Provides international recognition and a venue for employee pride and morale
- ▶ Ensures that policies and procedures are solidly documented in writing.
- ▶ Provides accountability within the agency.
- ▶ Reinforces confidence that the agency is operating at an acceptable level of standards for the profession
- ▶ Facilitates a solid review of the agency's status and operational readiness.
- ▶ Assures government leaders of law enforcement quality.
- ▶ Cornelius Police Department received initial accreditation in 2004.

HIRING PROCESS

- ▶ Interviews
 - ▶ Recruiter
 - ▶ Captains
 - ▶ Chief and Major
- ▶ Thorough Background Investigation
 - ▶ Criminal and Driving Records Check
 - ▶ Reference Checks
 - ▶ Former Employer Interviews
 - ▶ Personnel File Review (If available)
- ▶ Psychological Examination (The FMRT Group)
 - ▶ The FMRT BRAINS (Biological Risk and Inconsistencies) Assessment
 - ▶ In person interview with a psychologist
 - ▶ Overall report is completed and returned to the agency

POLICIES AND PROCEDURES

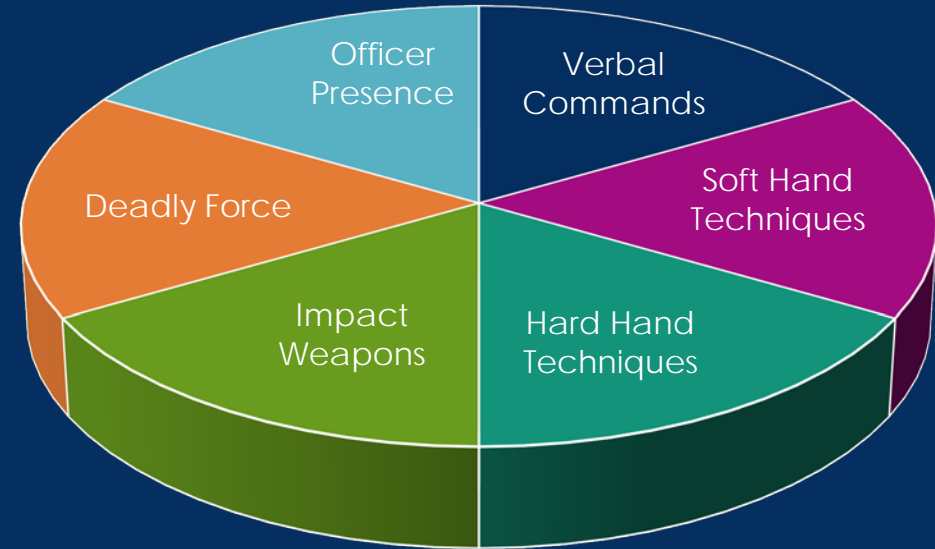
- ▶ General Orders
 - ▶ The Department's General Orders (Policies and Procedures) is a living document.
 - ▶ Policies are updated throughout the year to reflect best practices, change in law, etc.
 - ▶ Reviewed annually in-house
 - ▶ Report completed for CALEA documenting the review and listing any policy (General Orders) changes
 - ▶ Annual Standards review by CALEA
 - ▶ Review policy
 - ▶ Analysis of documentation collected by the CPD to ensure proper CALEA standards and protocols are in place

POLICIES AND PROCEDURES

- ▶ Citizen Complaints
 - ▶ Documented on an EMA-1 (Employee Misconduct Action) form
 - ▶ Form completed by a supervisor (Immediate supervisor in most cases)
 - ▶ Circulated up the chain of command
 - ▶ Starts clock for a timely investigation
 - ▶ Requires periodic notification to the complainant of the status of the complaint investigation
- ▶ Internal Affairs Investigations
 - ▶ Any Class A or B violation of the department's General Orders which may result in suspensions, without pay, from one to five days or termination.
 - ▶ Authorizes immediate supervisors the ability to immediately place an employee on administrative leave
 - ▶ Require the investigation to be complete within 30 Days

POLICIES AND PROCEDURES

- ▶ Use of Force
 - ▶ Use of Force Continuum
 - ▶ Officer Presence
 - ▶ Verbal Commands
 - ▶ Soft Hand Techniques
 - ▶ Hard Hand Techniques/Less Lethal Weapons
 - ▶ Impact Weapons
 - ▶ Deadly Force (Last Resort)



POLICIES AND PROCEDURES

- ▶ Requires immediate notification by the employee to the on-duty supervisor.
- ▶ Requires a written "Use of Force" report to be completed prior to the officer's end of tour of duty.
- ▶ Requires officers to intervene to stop wrongdoing and prevent excessive use of force by another officer.
- ▶ Requires witnessing officers to report excessive use of force incidents immediately to the on-duty supervisor.
- ▶ "Use of Force" report circulates up the chain of command.
 - ▶ Immediate documentation of the incident
 - ▶ Tool for determining additional training needs, equipment upgrades and/or policy modification
- ▶ Investigation
 - ▶ All use of force incidents are investigated administratively
 - ▶ If it is determined a criminal violation occurred the criminal investigation will be turned over to the SBI
 - ▶ The Administrative Investigation will be conducted separately and after the SBI's criminal investigation
- ▶ Quarterly and Annual analysis of Early Warning System to include Use of Force incidents

POLICIES AND PROCEDURES

► Profiling

- "Profiling" is the observation and use by an officer of an individual's conduct and/or characteristics, along with underlying circumstances, to assess that individual and to determine whether further attention or law enforcement action is appropriate.
- The use of an individual's race, ethnicity, gender, age, citizenship, and/or sexual orientation as the determinant of whether to take law enforcement action is inappropriate and unlawful.
- In particular, the use of one of these factors as the basis or primary basis for stopping a motor vehicle or pedestrian or for enforcing any law (traffic or other) or for seeking consent for a search is prohibited.
 - Complete a Vehicle Stop Report on all vehicle stops
 - Collect data about the stop including race
 - Maintain and access data collection through the state repository
 - Utilize comparative analysis of the race and gender of drivers as compared to the community demographics

POLICIES AND PROCEDURES

- ▶ Civil Disturbances
 - ▶ On-duty supervisor establishes command
 - ▶ Assesses the crowd size and mode
 - ▶ Evaluates area and determines if property has been damaged or destroyed
 - ▶ Notifies Command Staff through the chain of command
 - ▶ Requests outside resources (if needed)
 - ▶ Once adequate personnel are in place the Incident Commander will:
 - ▶ Inform the crowd the assembly is unlawful, and they have to disperse
 - ▶ Establish a time limit for dispersal with no extensions allowed
 - ▶ Take additional steps, as necessary, after consultation with the Chief of Police

TRAINING

- ▶ Annual Firearms Qualification and Training – Requires review of the Use of Force policy.
- ▶ Sensitivity Training
 - ▶ Racial Profiling (Annual – CALEA)
 - ▶ Juvenile Minority Sensitivity
 - ▶ Long Term Effects of Childhood Adversity – 2020
 - ▶ Best Practices for Officers During Community Dissent - 2019
 - ▶ Strategies to Improve Law Enforcement Interactions and Relationships with Minority Youth - 2018
 - ▶ Equality in Policing – 2018
 - ▶ Positively Impacting Today's Youth – 2017
 - ▶ The Color of Justice – 2016
 - ▶ What Does It Have To Do With Me? – 2015

TRAINING

- ▶ De-escalation/Critical Incident
 - ▶ CIT
 - ▶ De-escalation Training Scenario's – Annually
 - ▶ Situational Awareness/Subject Control – 2020
 - ▶ Career Survival – Training and Standards Issues – 2020
 - ▶ Domestic Violence: Law and Procedure Update – 2019
 - ▶ Communication Skills With Persons in Crisis – De-escalation Techniques – 2018
 - ▶ Improving Decision-Making Skills – 2017
 - ▶ Leadership – Modeling Appropriate Behavior – 2016
 - ▶ Officer Safety: Use of Force Overview – 2015

QUESTIONS?



REQUEST FOR BOARD ACTION

 [Print](#)

Date of Meeting: June 15, 2020

To: Mayor and Board of Commissioners

From: Andrew Grant, Town Manager

Action Requested:



The Town Manager will present the highlights of the FY2021 Manager's Recommended Budget. The complete document is attached and available on the Town's website and in the Town Clerk's office and Finance Department.

The budget must be adopted prior to July 1, 2020.

Manager's Recommendation:

Receive presentation.

ATTACHMENTS:

Name:	Description:	Type:
 Budget presentation FY 2021- June 15 2020.pdf	Manager's Recommendation	Presentation
 FY21_Manager_Recommended_Budget.pdf	FY21 Manager's Recommended Budget	Backup Material



Town of Cornelius
FY 21
(July 1, 2020 – June 30, 2021)

Manager's Recommended Budget

June 1, 2020

CMP Vision Statement

Cornelius is a vibrant and inclusive small community on Lake Norman dedicated to promoting the highest quality of life for all residents.

Organizational Mission:

The Cornelius Way: Going above and beyond to serve our community with excellence.

General Fund

- ❖ Property Tax is the largest component of Town revenue (~\$16.2M; 62% of revenues)
- ❖ Cornelius assessed value projected for FY 21 is \$7.53 billion which is an increase of 2.41%
- ❖ Sales tax is the 2nd largest revenue component (~\$3.1M; 13% of revenues)
- ❖ No property tax increase proposed for FY21.
- ❖ Projecting \$1.78M drop in revenues due to COVID-19. Most revenues will be impacted. (Property tax, Sales tax, Tourism, Powell Bill, etc.)
- ❖ Projecting \$299K contribution to Fund Balance.

Expenditures

❖ Personnel

- ❖ Reduced personnel expenditures to offset COVID-19 revenue loss (\$88K)
- ❖ No increase for Health Insurance (18 months) (\$0)
- ❖ Merit pool at average 3% (\$213K) to remain competitive with our market.
- ❖ Full-Time Town Firefighters ½ year (2 positions, 6 FTEs) as per CPSM & Town Manager recommendation. (\$187K)
- ❖ HR Director ½ yr. (\$53K)
- ❖ PARC PMT ½ year (~net zero cost)
- ❖ Part-Time Animal Control Officer (\$17K) as per CPSM & Town Manager recommendation.
- ❖ State Retirement System mandated increase (\$139K)
- ❖ Police Officers Residency Incentive (year 1 of 4) (\$12K)
- ❖ Delaying implementation of some personnel items until revenues are evaluated. (\$303K)

Expenditures

❖ Operating

- ❖ Reduced operating expenditures to offset COVID-19 revenue loss (\$301K)
- ❖ Some of these expenditures will be re-evaluated if revenues come in better than projected.
- ❖ No increase for garbage services after bidding the contract (\$0)
- ❖ No increase for Property & Liability and Workers Comp. insurance after bidding (\$0)

Expenditures

❖ Operating

- ❖ PD 12 body cameras and cloud storage (\$17K)
- ❖ PD crash software, CAD maintenance, and fiber line connection to radio tower (\$15,660)
- ❖ CLFR overtime and staffing gaps (\$33,600)
- ❖ Utility increases/water PARC ball fields (\$10,650)
- ❖ Town Hall/Public Safety/Public Works Building Maint. Reserve Fund (\$10K 1/6 funding)
- ❖ Camera/computer legacy programs moved from capital to operating (\$88K)
- ❖ Streetlights (\$4K)
- ❖ North Corridor TOD match (\$6K) (one time)
- ❖ Delaying implementation and purchase of some operational expenditures until revenues are evaluated. (\$80K)

Capital Funded in FY 21

Capital (Fund Balance)

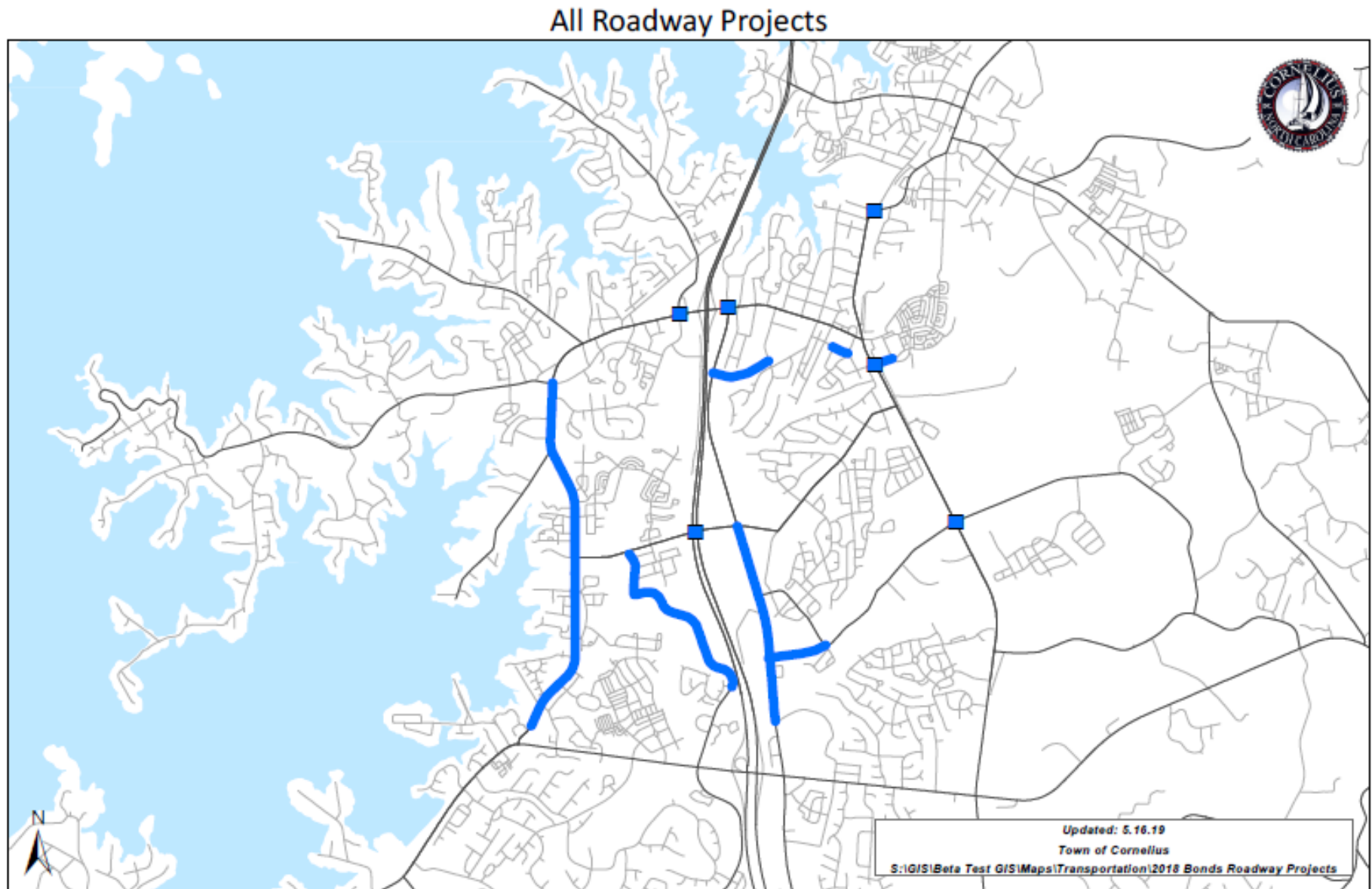
- ❖ Reduced capital expenditures to offset COVID-19 revenue loss (\$797K)
- ❖ Police Vehicles (\$633K FY 21 plus carry forward for FY 20)
- ❖ Fire Boat Repair (\$95K carry forward for FY20)
- ❖ Old Canal (\$800K, Powell Bill Fund)
- ❖ Willow Pond Stream Restoration (\$300K)
- ❖ Public Works Leaf Machine (\$60K)
- ❖ Legion Park Design for Drainage Project (\$50K)
- ❖ Fire Station #2 Window Replacement (\$40K TH/PS/PW Building Maint. Reserve Fund)
- ❖ Police Air Handling Units (\$90K TH/PS/PW Building Maint. Reserve Fund)
- ❖ Transportation Capital Reserve Fund (\$1.1M)
- ❖ Delaying implementation and purchase of some capital items until revenues are evaluated. (\$50K)

Capital Funded in FY 21

Capital (Debt)

- ❖ \$750,000 Fire Engine
- ❖ \$720,000 Bailey Road Park Ballfield Lighting
- ❖ Delaying implementation of these items until revenues can be evaluated. (\$145K)

All Roadway Projects



CIP NCDOT Road Projects

DEPT	DESCRIPTION	Funds Source	2022	2023	2026	2027	Total
PW	2013 Road Bond Project Estimated Cost Increases	Bonds	5,500,000	-	-	-	5,500,000
PW	Westmoreland Interchange- Town Contribution	Bonds	2,000,000	-	-	-	2,000,000
PW	Hwy 115- Hickory St. Intersection Improvements	Bonds	1,040,782	-	-	-	1,040,782
PW	West Catawba Phase II- STI- Local Funding Contribution	Bonds	-	1,200,000	-	-	1,200,000
PW	West Catawba Phase II- Bike-Ped Accommodations, Street Lights and Mast Arms	Bonds	-	-	-	5,833,800	5,833,800
PW	Hwy 21 Widening (A)	Bonds	-	-	1,700,000	-	1,700,000
PW	Hwy 21 Dual Roundabouts- Local Match and Betterments (BA)	Bonds	-	-	-	-	-
PW	Hwy 115-Potts St.-Davidson St. Intersection Improvement Project and Betterments (BA)	Bonds	-	-	-	-	-
PW	Northcross Dr. Extension-Local Match and Roundabout and Betterments (BA)	Bonds	-	-	-	-	-
PW	Torrence Chapel Rd. West Cat. Ave. Intersection Impv- Local Match and Betterments (BA)	Bonds	-	-	-	-	-
			8,540,782	1,200,000	1,700,000	5,833,800	17,274,582

Remaining CIP

DEPT	DESCRIPTION	Funds Source	2021	2022	2023	2024	2025	Future	Total
PW	Old Canal Stabilization and South St. Bridge Erosion Control (Powell Bill Funds)	FB Powell	800,000	-	-	-	-	-	800,000
Fire	Replace Engine 3, 4, and 5	Debt	750,000	-	750,000	-	-	-	1,500,000
PARC	Bailey Road Park Athletic Facility Lighting Replacement	Debt	720,000	810,000	-	-	90,000	-	1,620,000
PD	Police Vehicles	Fund Bal	633,000	550,000	500,000	505,000	510,000	-	2,698,000
PW	Stream Restoration- Willow Pond + Upstream & Downstream	Fund Bal	300,000	200,000	-	-	-	-	500,000
Fire	Fireboat Repair	Fund Bal	95,000	-	-	-	-	-	95,000
PD	Police air handling units *	Fund Bal*	90,000	-	-	-	-	-	90,000
PW	Public Works Equipment	Fund Bal	60,000	65,000	-	-	-	-	125,000
PARC	Legion Park Major Renovations	Fund Bal	50,000	475,000	-	200,000	-	-	725,000
Fire	Fire Staion #2 Window Replacement*	Fund Bal*	40,000	-	-	-	-	-	40,000
PARC	Community Art Center	Bonds	-	4,000,000	-	-	-	-	4,000,000
PW	Jetton Extension	Debt	-	2,100,000	-	-	-	-	2,100,000
PARC	Smithville JV Washam Elementary Linear Park	Debt	-	1,000,000	1,000,000	500,000	-	3,200,000	5,700,000
PARC	Bailey Road Park Tennis & Pickleball Complex	Debt	-	1,000,000	-	-	-	-	1,000,000
PW	Gem Street Extension Surface Parking Cost	Fund Bal	-	400,000	-	-	-	-	400,000
PARC	Torrence Chapel Park Major Renovations	Fund Bal	-	350,000	-	-	-	550,000	900,000
PARC	Bailey Road Park Major Renovations	Fund Bal	-	250,000	-	250,000	710,000	900,000	2,110,000
PW	Sidewalk (Powell Bill Funds)	FB Powell	-	200,000	-	200,000	-	-	400,000
PW	DDI Landscaping	Fund Bal	-	200,000	-	-	-	-	200,000
PARC	Field Maintenance Equipment	Fund Bal	-	159,700	-	-	-	-	159,700
PW	Street Resurfacing (Powell Bill Funds)	FB Powell	-	-	800,000	-	800,000	-	1,600,000
Fire	Training Center Land	Fund Bal	-	-	500,000	-	-	-	500,000
PARC	Robbins Park Development	Debt	-	-	200,000	-	2,450,000	2,300,000	4,950,000
PW	Town Hall cooling tower replacement*	Fund Bal*	-	-	150,000	-	-	-	150,000
PD	Police Roof*	Fund Bal*	-	-	125,000	-	-	-	125,000
PW	Festival Street- Catawba Avenue	Debt	-	-	-	2,750,000	-	-	2,750,000
PARC	Smithville Multi-Purpose Synthetic Turf Field	Debt	-	-	-	900,000	-	-	900,000
PARC	Smithville Park Major Renovations	Fund Bal	-	-	-	190,000	-	-	190,000
PARC	Jetton Park Major Renovations	Fund Bal	-	-	-	-	650,000	-	650,000
PARC	Caldwell Station Creek South Greenway Phase II	Debt	-	-	-	-	315,000	1,900,000	2,215,000
PARC	Mini Park	Debt	-	-	-	-	315,000	1,305,000	1,620,000
Fire	Fire Staion #2 Roof*	Fund Bal*	-	-	-	-	195,000	-	195,000
PARC	Plum Creek- South Bailey Rady Greenway Construction Phase II	Fund Bal	-	-	-	-	140,000	-	140,000
PARC	Southeast Cornelius Neighborhood Park	Debt	-	-	-	-	-	5,050,000	5,050,000
PARC	Bailey Road North Neighborhood Park	Debt	-	-	-	-	-	4,475,000	4,475,000
Fire	Fire Station #3	Debt	-	-	-	-	-	4,000,000	4,000,000
PARC	Village Center Neighborhood Park	Debt	-	-	-	-	-	3,200,000	3,200,000
PARC	Westmoreland McDowell Creek Park	Debt	-	-	-	-	-	3,200,000	3,200,000
PW	Hwy 115- North Corridor (Washam Potts to Potts St) Bike-Ped Accommodations, Aesthetics	Debt	-	-	-	-	-	3,150,000	3,150,000
PARC	North Bailey Road Greenway	Debt	-	-	-	-	-	2,730,000	2,730,000
PARC	Plum Creek- South Bailey Rady Greenway Construction Phase III	Debt	-	-	-	-	-	2,700,000	2,700,000
PARC	Waterfront Park	Debt	-	-	-	-	-	2,620,000	2,620,000
PARC	Victoria Bay Greenway	Debt	-	-	-	-	-	2,520,000	2,520,000
PARC	Downtown Cornelius to Statesville Road Greenway	Debt	-	-	-	-	-	2,270,000	2,270,000
PARC	Washam-Eco Park	Debt	-	-	-	-	-	1,500,000	1,500,000
PARC	Westmoreland Park Greenway	Debt	-	-	-	-	-	1,350,000	1,350,000
PARC	North Bailey Road to Bailey Road Greenway	Debt	-	-	-	-	-	1,100,000	1,100,000
PW	Hwy 73 West- Bike-Ped Accommodations	Fund Bal	-	-	-	-	-	1,100,000	1,100,000
PW	I-77 Service Road to Westmoreland	Debt	-	-	-	-	-	1,088,062	1,088,062
PW	Caldwell Station to Bailey Extension	Debt	-	-	-	-	-	1,000,000	1,000,000
Fire	Replace Ladder Truck 4	Debt	-	-	-	-	-	1,000,000	1,000,000
PARC	Stratford Forest Greenway	Fund Bal	-	-	-	-	-	760,000	760,000
PARC	Glen Oak Green Park Greenway	Fund Bal	-	-	-	-	-	600,000	600,000
PARC	Nantz Rd Connector Greenway	Fund Bal	-	-	-	-	-	575,000	575,000
PARC	Spray Park	Fund Bal	-	-	-	-	-	525,000	525,000
PW	Westmoreland Road Widening	Fund Bal	-	-	-	-	-	525,000	525,000
PW	Stream Restoration- Upper McDowell Creek	Fund Bal	-	-	-	-	-	300,000	300,000
PD	Police Substation	Fund Bal	-	-	-	-	-	300,000	300,000
			3,538,000	11,759,700	4,025,000	5,495,000	6,175,000	57,793,062	88,785,762

Debt

- ❖ Town has sold \$16.4M of \$20.4M 2013 Transportation/Parks/Town Center Redevelopment Bonds (approximately \$1.4M annual bonded debt service)
- ❖ In FY 22, Town plans to sell \$10.6M of \$24M 2018 Transportation Bonds (approximate annual bonded debt service roughly \$1M)
- ❖ In FY 22, Town plans to sell \$4M Town Center Redevelopment Bonds (approximate annual bonded debt service of \$333K)
- ❖ Town's average annual non-bonded debt financed is \$1.4M
- ❖ In FY 23, the Debt Service to Annual Expenditure Ratio could reach 16% due to the issuance of \$32M in Bonds plus non-bonded principal.
- ❖ NCDOT Road project delays and additional funding achieved by Town Staff have improved our short-term financial condition.
- ❖ However, oncoming debt still is the dominant factor of Town's finances.
- ❖ Additional Revenue will be needed before FY24 to maintain AAA-rating and before FY29 to prevent a violation of our Fund Balance Policy.

	FY 2019 Actual	FY 2020	FY 2020 EYE	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
Beginning Fund Balance	19,273,176	19,542,188	21,699,109	25,456,517	25,755,976	26,001,592	25,132,736	23,768,880
Revenues:	3,744,677	17,389						
Property tax	14,093,129	15,732,608	16,164,000	16,258,038	17,072,328	17,324,311	17,323,082	17,578,826
Sales tax	3,983,699	3,841,700	3,841,700	3,168,019	3,263,060	3,360,951	3,461,780	3,565,633
Franchise tax	1,887,891	1,905,280	1,900,000	1,694,776	1,742,230	1,791,012	1,841,161	1,892,713
Powell Bill allocation	771,445	777,231	778,252	583,252	583,252	583,252	583,252	583,252
All others	2,789,454	3,346,693	3,737,124	2,906,431	2,950,027	2,994,278	3,039,192	3,084,780
Total Revenues	23,525,618	25,603,512	26,421,076	24,610,516	25,610,897	26,053,804	26,248,466	26,705,204
Expenditures:								
Personnel	7,753,882	9,086,784	8,737,933	9,403,102	10,120,273	10,676,888	11,210,732	11,771,269
Operating	8,341,575	8,851,612	9,018,001	8,821,928	9,174,805	9,541,797	9,923,469	10,320,408
TH/PS/PW/Bldg Maint. Rsv Fund	-	-	-	30,000	-	-	-	-
Cain Center (land, operating)	365,000	323,000	323,000	300,000	309,000	318,270	327,818	337,653
Existing Debt service	2,402,706	3,052,063	2,625,107	2,473,510	2,317,543	2,206,409	2,113,581	1,764,691
Powell Bill/Stormwater Capital	766,235	871,500	281,000	1,050,000	400,000	800,000	200,000	800,000
Other Capital	312,178	1,892,874	1,708,627	2,117,967	2,249,700	1,275,000	1,145,000	2,205,000
New debt svc	-	-	-	144,550	793,960	2,104,296	2,691,722	3,044,355
Transfers	1,229,722	-	-	-	-	-	-	-
Use of Cap Reserve	(71,613)	(30,000)	(30,000)	(30,000)	-	-	-	-
Total Expenditures	21,099,685	24,047,833	22,663,668	24,311,057	25,365,280	26,922,660	27,612,322	30,243,375
Net	2,425,933	1,555,679	3,757,408	299,459	245,616	(868,856)	(1,363,856)	(3,538,171)
Ending Fund Bal	21,699,109	21,097,867	25,456,517	25,755,976	26,001,592	25,132,736	23,768,880	20,230,710
Capital Reserve	-	-	-	-	-	-	-	-
Total Fund Balance	21,699,109	21,097,867	25,456,517	25,755,976	26,001,592	25,132,736	23,768,880	20,230,710
Available Fund Balance	19,808,064	19,097,867	22,762,693	23,062,152	23,307,768	22,438,912	21,075,056	17,536,886
End Bal as % of Exps Total	103%	88%	112%	106%	103%	93%	86%	67%
End Bal as % of Exps Available	94%	79%	100%	95%	92%	83%	76%	58%
Tax Assumptions:								
Value	5,499,814,530	5,552,131,900	5,552,131,900	7,353,051,835	7,530,530,059	7,643,488,010	7,758,140,330	8,689,117,170
% increase growth	0.951%	0.00%	2.74%	2.41%	1.5%	1.5%	0.0%	1.5%
% Change reval	0%	28.9%	28.9%	0%	0%	0%	12%	0%
New Value	5,552,131,900	7,156,768,213	7,353,051,835	7,530,530,059	7,643,488,010	7,758,140,330	8,689,117,170	8,819,453,927
Collection rate	99.0%	99.0%	99.0%	97.25%	99.0%	99.0%	99.0%	99.0%
Rate	0.255	0.2220	0.2220	0.2220	0.2220	0.2220	0.1982	0.1982
Tax produced	14,016,357	15,732,608	16,164,000	16,258,038	16,798,858	17,050,841	17,049,612	17,305,356
Revenue assumptions:								
Sales tax					3.0%	3.0%	3.0%	3.0%
Franchise tax					2.8%	2.8%	2.8%	2.8%
Powell Bill					0.0%	0.0%	0.0%	0.0%
Other					1.5%	1.5%	1.5%	1.5%
Expense assumptions:								
Personnel					5.50%	5.50%	5.00%	5.00%
Operating					4.00%	4.00%	4.00%	4.00%
Debt issuance variable:								
Beginning Debt Outstanding	11,439,504	11,360,602	11,302,036	9,137,202	8,541,848	23,137,008	24,493,894	26,887,660
Principal retired	(1,944,800)	(2,112,280)	(2,164,834)	(2,065,354)	(1,855,622)	(1,793,114)	(1,756,234)	(1,455,361)
Principal issued	1,807,332	23,308,292	-	1,470,000	16,450,782	3,150,000	4,150,000	3,170,000
Ending Debt Outstanding	11,302,036	32,556,614	9,137,202	8,541,848	23,137,008	24,493,894	26,887,660	28,602,299

FY 21 Budget - Summary

- ❖ Recommended Tax Rate: 22.20 cents
- ❖ No change in tax rate from FY 20
- ❖ Total General Fund Budget: \$24,341,057 (net of reconciling items such as debt to be issued)
- ❖ Fund Balance Contribution \$299,459

Budget Reductions

- ❖ \$1.2M reductions to help offset COVID revenue impacts.
- ❖ Including, but not limited to:
 - ❖ Merit (reduced from 4 to 3%)
 - ❖ Police vehicles (purchasing/equipping fewer vehicles)
 - ❖ Non-critical Park maintenance and landscaping
 - ❖ Beverly Greenway paving
 - ❖ BRP Tennis Complex/ Land Banking
 - ❖ DDI Landscaping
 - ❖ Town-maintained roads resurfacing
- ❖ Will reassess some reductions if revenues are better than anticipated.

Budget Delays

- ❖ \$595K in budgeted, but delayed items.
- ❖ Including, but not limited to:
 - ❖ BRP Lighting System (December 1)
 - ❖ 6 Firefighters (February 1)
 - ❖ 2 Police Officer vacancies- Hiring Freeze (February 1)
 - ❖ Computer Replacement (February 1)
 - ❖ Fire Engine (February 1)
 - ❖ Legion Park stormwater repair design (February 1)

Planning for COVID

- ❖ Planned appropriately
 - ❖ Conservative Revenue projections (\$1.78M impact to revenues)
 - ❖ Budget Reductions (\$1.2M)
 - ❖ Contribution to Fund Balance (\$299K)
 - ❖ Delayed Expenditures (\$595K)
- ❖ Budget Reductions will have relatively minor impacts to service in the short term, but some will be more costly in the future if not put back into budget.
- ❖ Significant impacts to services if the delayed expenditures are not implemented.

Electric Fund

- ❖ 2019 System Study identified major capital and maintenance needs to provide reliable service to current and future customers.
 - ❖ Infrastructure maintenance- pole replacements, substation maint., system evaluation and repairs
 - ❖ Construct new substation- redundancy, reliability, growth
- ❖ 2020 Cost of Service Study recommended appropriate rate and charges structure
 - ❖ Beginning in FY22 (July 1, 2021), phase in approx. 4.4% rate increase each year for 5 years.
- ❖ FY21
 - ❖ Land purchase for new substation
 - ❖ Maintenance items
- ❖ Cornelius electric customers will not have a rate increase in FY21 (NC Statute will require a residential 5 cent per month increase to the REPS rider for renewable energy)
- ❖ Cornelius Electric Fund will receive an ElectriCites statewide system working capital refund of \$1,107,000 to increase the Electric General Fund to \$3.8M

Electric Fund

Town of Cornelius Electric Fund

Change in Wholesale Rate

		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
	Growth Factor	2019 Actual	2020 Budget	2020 EYE	2021 Budget	2022 Projection	2023 Projection	2024 Projection	2025 Projection
Expenditures									
Personnel	5.0%	509,906	600,267	600,267	777,900	816,795	857,635	900,516	945,542
Operating	2.0%	888,909	1,052,058	1,052,058	1,079,400	1,100,988	1,123,007	1,145,468	1,168,377
Electrical Power Purchases	3.0%	4,524,182	4,635,626	4,635,626	4,625,962	4,669,109	4,727,282	4,882,180	5,037,379
Capital		383,221	414,408	300,000	1,041,500	1,901,000	1,828,000	765,000	707,000
Annual debt svc pmt		25,727	26,428	26,428	41,028	30,000	30,000	30,000	30,000
Total expenditures		6,331,946	6,728,787	6,614,379	7,565,790	8,517,892	8,565,925	7,723,164	7,888,299
Recommended rate increase		0.0%	0.0%	0.0%	0.0%	4.42%	4.44%	4.45%	4.47%
Revenues									
Electricity sales	3.0%	6,126,725	6,640,359	6,353,571	6,391,380	7,076,041	7,559,343	8,073,648	8,611,931
Other operating revenue		205,723	62,000	348,788	299,000	307,970	317,209	326,725	336,527
Nonoperating revenue		-	742,000	742,000	1,107,000	-	-	-	-
Total revenue		6,332,449	7,444,359	7,444,359	7,797,380	7,384,011	7,876,553	8,400,373	8,948,459
Revenues vs expenditures		502	715,572	829,980	231,590	(1,133,881)	(689,372)	677,209	1,060,160

Calendar

- ❖ Budget Document – Available on Town Website: www.cornelius.org. Pushed out on social media.
- ❖ Public Hearing – June 1, 2020 and June 15, 2020
- ❖ Adopt Budget & Set Tax Rate – Special Meeting Date – June 18, 2020.

PUBLIC HEARING



Town of Cornelius

Manager's Recommended Budget

Fiscal Year Ending June 30, 2021

Presented June 1, 2020

Town of Cornelius

Table of Contents

	Page
Manager's Message	1
Town Information	11
Citizen's Budget Guide	13
Financial Policies	21
Organizational Chart	25
Budget Calendar	26
Budget Summary:	
Revenue	27
Expenditures	28
by Department	29
General Fund Revenues:	
Assumptions	32
Line item detail	36
General Fund Expenditures (by Department)	
Governing Board	37
General Government (Administration)	39
General Services	42
Police	44
Communications	47
Fire Protection	49
Animal Control	51
Public Works	53
Powell Bill	56
Solid Waste / Recycling	58
Stormwater Management	60
Planning / Land Development	62
Tourism	65
Art Center	67
Parks & Recreation	69
Debt Service	72
Electric Fund	74
Emergency Telephone System	76
Reconciling Items	78
Net Actual, Budget and Projected Expenditures and Revenues	79
Capital Improvement Program Summary of Requests	80
General Fund Long-Term Financial Plan	81

Manager's Message



**To: The Honorable Mayor Washam
Members of the Board of Commissioners
Citizens of Cornelius**

From: Andrew Grant, Town Manager

**Re: Transmittal of FY 21 (July 1, 2020 – June 30, 2021)
Annual Budget**

Date: June 1, 2020

I am honored to present the Town of Cornelius Manager's Recommended Budget for Fiscal Year 2021. This budget proposal provides for the ongoing challenges facing the Town due to the COVID-19 global pandemic. Expense reductions of approximately \$1.2M and delaying the implementation/purchase of some expenditures to the amount of approximately \$595K, in addition to a contribution to fund balance of \$299K will help the Town mitigate COVID-related revenue loss. This document has been prepared in accordance with North Carolina General Statutes, and, as such, is balanced. The cooperative efforts of the Town Board, Town staff, and citizens continue to work toward the common goal of effective, efficient, and responsive local government customer service.

As required by NC General Statutes, staff proposes a balanced budget. The related schedules and detailed line items specify revenues and expenditures for the General, Electric, and Emergency Telephone System Funds. This annual financial plan outlines the spending plan for the year and revenue sources to meet those obligations while accomplishing identified goals and objectives for each Town department. The General Fund Budget totals \$24,341,057 (net of reconciling items, such as debt to be issued), which represents an increase of \$1,647,389 (or 7%) from FY 2020 estimated year-end expenditures. This increase is due partially to unfinished capital projects in FY 20 that now plan to be completed in FY 21, as well as, ½ year funding of 6 full time fire fighters, and additional capital improvements.

The Town continues to strive to maintain its reputation for unparalleled customer service, called "the Cornelius Way" which remains a priority in our budget efforts. Some of the items funded in FY 2021 include: Old Canal St. stabilization, replacement of a fire engine, Bailey Rd. Park facility lighting, police vehicles and Willow Pond stream restoration, which continues to illustrate our commitment to a high quality of life for Cornelius citizens.

Manager's Message

The Manager's recommended tax rate for FY 2021 at twenty-two and two tenths cents (\$.222) per \$100 of assessed valuation remains unchanged from FY 2020 and continues to remain the lowest tax rate in Mecklenburg County and is among the lowest in the state with a population greater than 30,000. A twenty-two and two tenths cent tax rate is budgeted to generate approximately \$16.2 million in tax revenue, which is approximately \$753,053 of tax revenue per penny. The estimated \$16.2 million in property tax is a result of growth in the Town's assessed value of real property (estimated at \$6.8 billion), registered motor vehicles (valued at \$445 million) and other public service company and personal property (combined at \$225 million), for a combined assessed value of \$7.52 billion.

Personnel expenditures are expected to increase by 7.61% in total, however, the increase is due to items such as, the addition of 6 full time firefighters budgeted at a half year, the remaining half year portion to fully fund an HR Director, State Retirement employer funding increases, the hiring of a part-time Animal Control Officer, and a merit pool that is budgeted for staff. Merit is awarded proportional to an employee's performance. A COLA (Cost of Living Adjustment) for employees has not been budgeted. Recurring operations are expected to increase by 0.88% related to items such as, reclassifying certain recurring capital legacy items to operations (computer replacement program, and camera system). Capital spending will increase by \$1.1M (net of reconciling items) due to Old Canal St. stabilization project, stream restoration, various rolling stock items, and other items. Debt service will decrease slightly due to decreased debt issuance in FY 20.

Goals for FY 2021

Town spending priorities continue to follow the 2012 Comprehensive Master Plan (CMP) and its implementation of the citizen-driven goals and strategies. Goals for guiding future growth identified through the CMP *Navigate Cornelius* include:

- 1) Promotion of Economic Development and Business Recruitment
- 2) Development of Key Shopping and Activity Centers and Development Nodes
- 3) Improvement to Mobility and Increase of Transportation Options
- 4) Strengthened Citizen Engagement

Citizen stakeholders identified these goals as objectives that could be used as a measure of success in shaping the Town's future budgets and land use implementation. These objectives would fulfill the Town's vision:

"Cornelius is a vibrant and inclusive small community on Lake Norman, dedicated to promoting the highest quality of life for all residents."

Specific initiatives funded in the FY 2021 Budget related to these goals and vision include:

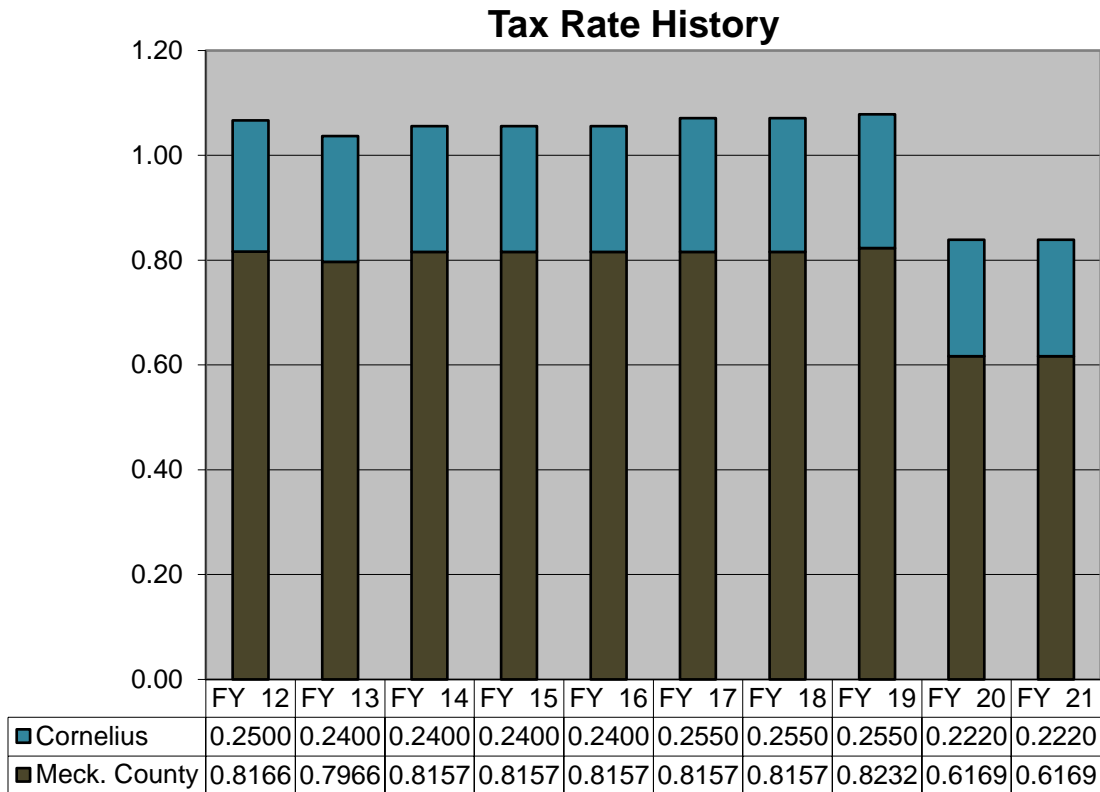
- ✓ Debt Issuance of \$1,470,000 for fire engine replacement and Bailey Road Park lighting system replacement.
- ✓ Additional transportation and mobility initiatives funded in the upcoming fiscal year include \$800,000 for Old Canal road stabilization improvements and South Street Bridge erosion control. In addition, stream restoration is also budgeted to continue in FY 21.

Manager's Message

- ✓ Continued commitment to superior customer service in public safety with the addition of 6 full time fire fighters, continuation of lake patrol, fire boat repair, part time animal control officer, and facility maintenance upgrades.

General Fund Revenue Highlights

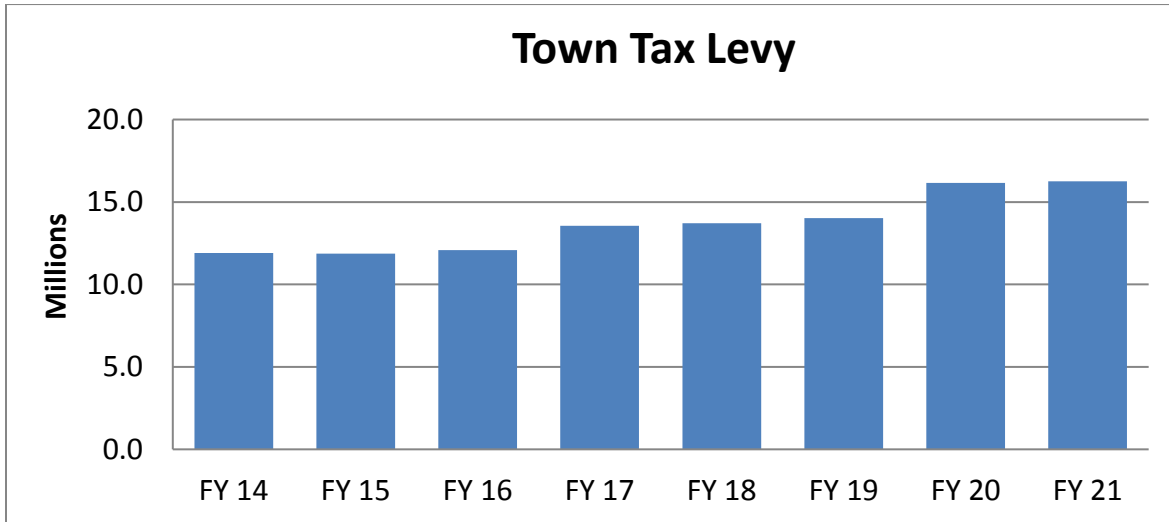
The FY 2021 Budget proposes a tax rate of \$0.222 per \$100 of assessed valuation. Cornelius taxpayers also pay Mecklenburg County tax in addition to the Town property tax. The graph below illustrates the 10-year tax rate history of both local governments, including the Town rate proposed for FY 2021. The FY 2021 rates are not official until adopted by the respective governing body, so this chart illustrates Cornelius' proposed rate and Mecklenburg County Manager's recommended tax rate for FY 2021.



The annual Town Board vote that sets the property tax rate is a critical function of the budget ordinance, as it affects every taxpayer. Taxpayers receive an annual bill, which is a function of the tax rate based on the assessed value of their property; the annual tax rate is the single factor among these two that the Town Board controls, as Mecklenburg County assesses value. In addition, property taxes provide more than 60% of the Town's General Fund annual revenues. Finally, setting the annual tax rate directly affects the Town tax levy, which is the current basis Mecklenburg County uses to calculate the Town's pro rata share of future sales tax distributions. For these reasons, establishing the tax rate has a substantive impact on the Town's overall fiscal health.

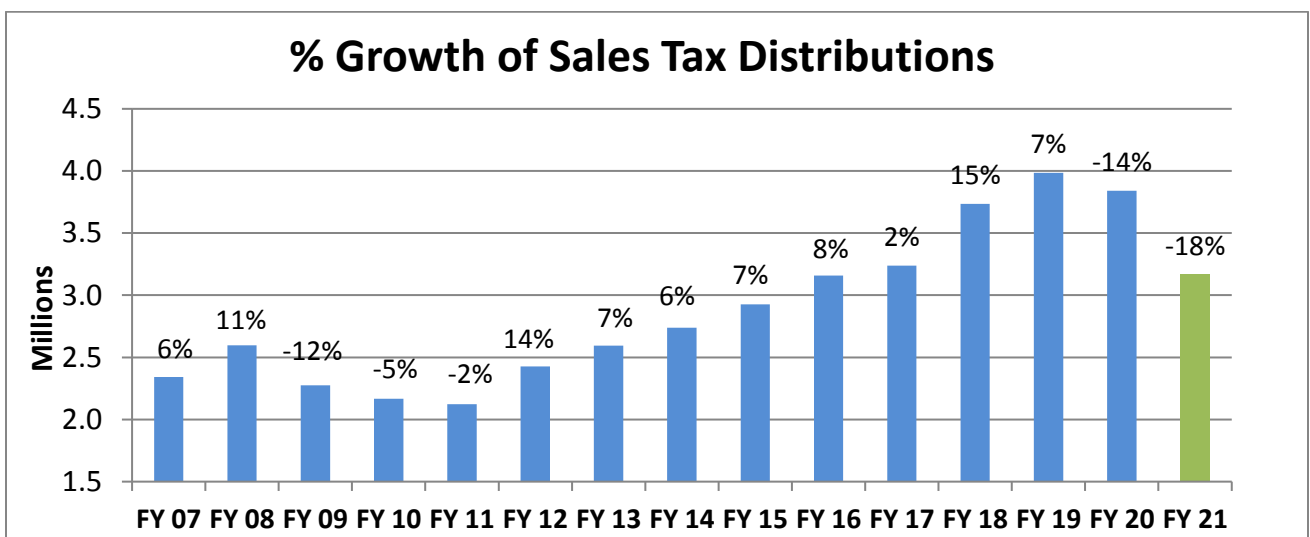
The following chart depicts an eight-year window of Cornelius' tax levy FY 2014-21.

Manager's Message



The Town's second highest revenue source is sales tax distribution, representing approximately 12% of the FY 2021 revenue budget. Sales tax distributions in North Carolina are county specific, meaning each local government within the county receives a proportionate share of sales tax generated within the county based on a distribution method. For more than a decade, Mecklenburg County has authorized sales tax distributions based upon percentage of tax levy within the County. Therefore, a change in assessed values or change in tax rates of any of the six other municipalities or the County can result in changes to Cornelius' sales tax revenue. Historically, there have been proposed state legislation that would have had an impact (some negative, some positive) on future years' sales tax receipts. Staying attune to activity from other local governments and the state will pay dividends in the form of future Cornelius sales tax dollars.

Consumer spending also has a dramatic effect on sales tax revenue and the most recent economic forecasts from the NC League of Municipalities and Moody's indicates substantial decreases in the first half of FY 21, with a gradual improvement in the latter half of the year due to the global pandemic. Sales tax receipts since the last recession in 2008 have steadily increased, however, they are now expected to decrease in FY 2021 due to the economic impact of COVID 19. The following chart illustrates growth and reductions in sales tax receipts to Cornelius since FY 2007.



Manager's Message

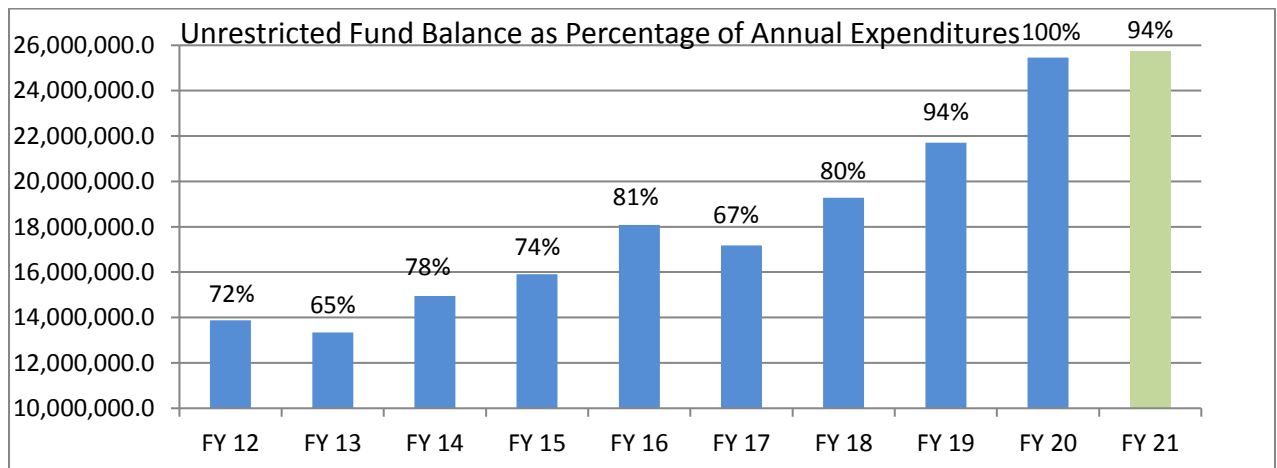
Other consumer spending-dependent revenue sources include U-Drive-It tax (projected to decrease over 30%), Occupancy tax (projected to decrease 45%), and prepared food and beverage tax (projected to decrease 20%). Additional Town revenue sources worthy of note include franchise tax (projected to decrease roughly 11%), 911 distributions from the State 911 Board (estimated to increase 10.7% over FY 20 levels), and Powell Bill distributions (expected to decrease by approximately 25%). This reduction in Powell Bill funding is due to anticipated shortfalls in the NCDOT budget from COVID-19 as well as NCDOT cash flow issues resulting from the MAPS Act and natural disasters on the coast. Property tax is also projected to decrease by 1.75%.

In summary, some Cornelius revenue sources are estimated to decrease substantially over FY 20 levels (including property tax, sales tax, utility franchise tax, tourism supported taxes, Powell Bill, interest earnings, PARC programming fees, and planning fees) largely as a result of the impact of COVID-19. Town staff has estimated a decrease of \$1.78M in revenues compared to revenue projections prior to the pandemic. Additional details regarding the Town's revenue budget can be found in the Revenue Assumptions section of the Budget (beginning on page 32) and in the line item details (page 36).

Economic Outlook

For FY 2021, physical evidence of new construction can be found with the continued buildout of several new developments including Bailey's Glenn, Washam Potts Reserve, Bailey Springs Plantation, Watermark Condos, and new commercial construction along Catawba Avenue including the QT gas station, Catawba at Knox shopping and restaurant amenities, and the new Chase Bank. These new developments help to bring consumers to our region and help fuel the local economy.

The November 2013 voter-approved bond package also continues to serve the Town. With \$9.9 million bonds issued in June 2015, significant construction is still underway on roads and greenways. Early in FY 2019, the Town issued the majority of the remaining phase of the 2013 voter approved transportation and park bonds in the amount of \$6,715,000. This phase does not include the \$4,000,000 in Town Center redevelopment bonds, as these bonds may be issued in FY 22. In addition to bond capital, the Town also plans to contribute to road stabilization, rolling stock, stream restoration, and park lighting. These capital improvements are funded through use of grants, debt instruments, and fund balance. As endorsed by the Town's Fund Balance Policy, these capital uses of fund balance are depicted in the following chart showing the impact of planned capital on 10 years of the Town's Unrestricted Fund Balance.



Manager's Message

The preceding chart illustrates the Town's unrestricted fund balance plus capital reserve as a percentage of total annual expenditures. This graph illustrates an increase to Unrestricted Fund Balance and revenue generated by a designated 1.5 cents of the tax rate beginning in FY17 toward a Transportation Capital Reserve Fund. While Fund Balance levels are currently at high levels, the sale and subsequent servicing of the transportation bond debt (bonds will likely carry a 20-year term) will begin to deplete the Town's fund balance rapidly, as it is projected that annually substantial amounts of fund balance cash will be needed to service the Town's total bonded debt. It is projected that in FY 23, the Debt Service to Annual Expenditures Ratio will be 16%.

General Fund Expenditure Highlights

Personnel

Personnel expenditures are planned to increase by a net of 7.61% to fund ½ year of 6 full time firefighters, ½ year remaining funding of the HR Director, as well as, fund an average 3% merit pool for employees. Full-time headcount will increase by 6 positions with the addition of the Town's first full-time firefighters.

Governing Board

The Governing Board budget will fund the elected officials' stipend and expenses. Such expenses include bimonthly Town Board meetings and technological expenditures. There are also expenses associated with ethics training, travel and training, and participation in the Metro Mayor's Coalition.

Administration

The Administration Department consists of General Government services such as the Town Manager's Office, Town Clerk, Finance Dept., and Information Technology services. This department is tasked with implementing Town Board policy, managing the Town's daily operations and financial services. The General Government department expenditure changes in FY 2021 are expected to decrease by 11.3% largely due to the completion of an IT capital project in FY 20.

General Services

General Services funds several contractual functions for the Town, such as external auditors, use of outside legal counsel, Historic Preservation Commission, Victim's Advocate, and Ada Jenkins Center. The department's budget will decrease by approximately \$416,000 due to a transfer for the new art center's design that occurred in FY 2020 and delays in timing of the interchange access report.

Police

The Police Department's mission is to provide honest, fair, and efficient law enforcement to all people within its jurisdiction. Since the Police Department represents the Town's largest financial and human capital investment, changes in the department's staffing have a significant impact including the continued responsibility for lake and ETJ (Extra Territorial Jurisdiction) services. The department also plans to continue its recurring motor vehicle replacement and camera system initiatives.



Manager's Message

Communications and Emergency Telephone System

The Cornelius 911 Center facilitates the exchange of information between the public and Police staff with speed, accuracy, and professionalism. The Center dispatches 911 calls for the Town of Cornelius and Davidson College. Expenses, mostly technological and/or capital that is eligible per the NC 911 Board, are charged to state-provided funds in the Emergency Telephone System Fund. Expenses that are not eligible are paid by the General Fund.

Fire Protection

The Town provides fire protection and prevention as well as emergency first response within the Town limits via a contract with Cornelius-Lemley Fire Rescue, Inc. A study conducted by the Center for Public Safety Management recommended transitioning the department to a full career staff. FY 21 marks the first year of phasing in full-time firefighters (6) as Town employees and continue to contract with the CLFR to provide fire protection and related services.

Animal Control

This department is responsible for enforcing animal control regulations and humane treatment of Cornelius animals and operations of the Cornelius Animal Shelter. FY 21 allocates budget for a new part time animal control officer, as recommended by a study conducted by the Center for Public Safety Management.

Public Works



The Public Works Department manages capital construction and maintenance of public grounds, streets, and sidewalks including right-of-way and streetlights. Year-to-year variations in capital funding have a significant impact on the annual Public Works budgets. Public Works spending is planned to decrease 6.1% in FY 2021. Projects in the FY 21 budget include \$60,000 for a replacement leaf machine, and continued management of infrastructure projects, in particular road projects.

Stormwater Management

Cornelius' stormwater management program is funded through stormwater fees remitted by property owners to Charlotte Water that collects and remits stormwater receipts monthly to the Town. The department spending is budgeted to increase roughly \$200,000 due to the Willow Pond stream restoration project.

Street and Sidewalk Improvements

The Town's Powell Bill fund is funded by the North Carolina General Assembly, which is restricted to be spent on construction, resurfacing, and maintaining Town streets and sidewalks. The Town's practice has been to fund road resurfacing every other year. FY 2021 Powell Bill Funds will be used for Old Canal Street stabilization and South Street erosion control in the amount of \$800,000.

Planning and Land Development

The Planning department handles land use, zoning, GIS, and mapping coordination. The department will continue to manage many land use and transportation studies.

Manager's Message

Tourism

The Town's Tourism function distributes funding from tourism-related taxes to various agencies, such as Visit Lake Norman and Lake Norman Economic Development Corporation. Tourism funding is also used to support Cornelius special events, such as the annual Symphony in the Park.

Art Center

The Town funds the operations of the existing Cornelius Art Center and art-related events such as 'Tawba Walk. The Center seeks to promote artistic endeavors to all age groups through such outlets as drawing, photography, painting, pottery, sewing, sculpting, and art exhibits. The Art Center budget is planned to decrease slightly due to the completion of one-time operational goals.



PARC

The Parks, Arts, Recreation, and Culture Department's mission is to provide great parks, natural areas, and recreational experiences. The department budget adds Bailey Road Park lighting improvements and Legion Park design for stormwater improvements.

CIP Appropriations

A detailed list of the Town's Capital Improvement Plan (CIP), including FY 2021 funded capital and FY 2022 - FY 2025 capital under consideration can be found on page 80 of this document. Projects displayed in the FY 2021 column are funded in the Manager's Recommended Budget.

Additional capital needs on the horizon include cost share with NCDOT for widening West Catawba Ave. and US21, and issuance of several phases of bonds for transportation purposes, and Town Center Redevelopment bonds. NCDOT's financial condition and priorities over the coming five years will certainly result in projects shifting from one year to another; however, this document, with the related five-year financial forecast illustrates a path the Town may take to fund future capital needs.

The list of projects currently under consideration for the CIP exceeds \$106 million. Also, some projects not currently on the list are likely to become important to the Town through implementation of the Town's Comprehensive Master Plan and staff's efforts to respond to the evolving needs of the community.

Manager's Message

To maintain the Town's stable financial condition, we utilize a long-term view of budgeting by preparing a five-year financial forecast and related capital improvement program, and a longer-term (20+ years) financial forecast. Summaries occur on pages 80-82 of this budget. The forecasts are used during budget discussions to perform scenario analyses that illustrate the impact of tax rate changes in various fiscal years and the impact of other variables, such as assessed valuation and revaluation changes, personnel & operating expenditure changes, and many other assumptions. Maintaining the Town's current AAA bond rating (Standard & Poor's) requires a multi-year outlook rather than taking a single-year view of the Town's budget. These documents assist in planning for future years' economic environment in each fund (General and Electric) along with their unique revenue and expenditure demands.

Debt Service

Being good stewards of the Town's financial condition requires maintaining positive metrics that are important to bondholders and institutions who bid on the Town's debt instruments. Maintaining sound fund balance levels, providing for annual debt service requirements, and continuing rapid amortization (of non-bonded debt) are key activities associated with preserving the Town's AAA bond rating. Because there is no rating higher than AAA, entities with this rating will issue debt at the lowest rates, minimizing borrowing costs.

The rapid amortization of non-bonded debt we issue is also instrumental in making the Town's debt proposals attractive in the debt market. The Town also utilizes debt instruments that allows the Town to take advantage of historically low interest rates.

Maintaining a AAA bond rating will be challenging in future years with a substantial amount of bonded debt coming on the books in future years. The Town will have to make astute financial decisions to comply with its fund balance policy, while maintaining community service levels.

Electric Fund

The Town owns and operates an electric distribution system, provides electric services to a portion of Cornelius, and contracts with ElectriCities of NC to manage its daily operations. Participation in the North Carolina Municipal Power Agency #1 (NCMPA#1) for decades has provided a consistent power source for our customers. For the FY 21 budget, there is no rate increase to our customers. FY 21 is the initial year of a new multi-year capital plan to allocate resources for much needed system upgrades and deferred maintenance that will enhance reliability and allow for growth, including pole repair and replacements, substation upgrades and land purchase for a new substation. ElectriCities also plans to increase operational and personnel costs in order to provide critically needed system maintenance, reliability, and growth.

While Cornelius electric customers will face no Town initiated rate increase in FY 2021, there is an NC statute REPS (Renewable Energy and Energy Efficiency Portfolio Standard) rider rate change that is anticipated to result in a five-cent rate increase per month for our residential customers that will become effective July 1, 2020. This rate change will result in a minimal cost impact to the Town's 3,000+ residential customers and a small increase in REPS rider charges to commercial and industrial rate payers.

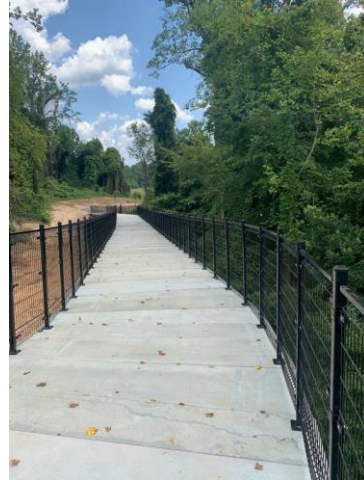
Considerations in FY 2021 and beyond

Cornelius is a growing community that continues to attract new residents and businesses. With these added stakeholders comes pressure for expanded facilities and demands for exceptional customer service within existing financial resources. As an organization, the Town's number one

Manager's Message

resource is its employees, and the Town should continue to invest resources and efforts to recruit and retain excellent staff. New transportation projects, bond funded and otherwise, will have an impact on how the public moves within our corporate limits and beyond. We continue to strive to make a positive impact on the mobility opportunities within the Lake Norman area that enhances the daily lives of our citizens. Maintaining public safety resources and expanding park and greenway facilities are additional consumers of the Town's financial resources. Economic development and expanding cultural opportunities also require balancing many competing resources.

The Town is creating walkable communities to parks and places of interest with varied amenities. As directed by the Town's Comprehensive Master Plan, we proactively seek state and federal resources to assist with funding improvements at key intersections, along roadways and for connectivity, while working with developers to create a desirable community atmosphere. These efforts continue to help us achieve lasting positive additions to Town assets that start out as an idea and become a reality through implementation of our five-year capital improvement plan.



Finally, the Town's future bonded debt (for transportation, parks, greenways, and Town Center Redevelopment) must be considered in all future budget preparations.. The benefits that these bond-funded projects will bring are incredible; however, the debt will create challenges for the Town's financial future, and the Town's finances will require disciplined management.

Conclusion

Cornelius enjoys the reputation of responsive customer service to its citizens at a low tax rate. Staff continues to seek efficiencies associated with better implementation of technology while controlling operating costs. We will also seek partnership opportunities with outside entities and agencies to enhance the quality of life for our constituents. Finally, we are thankful for the volume of hours that citizens, commissioners, many volunteer boards, and staff devote to working with the challenges associated with each new fiscal year to produce an annual budget document.

Respectfully submitted,

Andrew Grant
Town Manager

Julie Niswonger
Finance Director

Town of Cornelius

Incorporated 1905



The Town of Cornelius, the second youngest of Mecklenburg County's six incorporated towns, was founded in 1893 but not incorporated until March 4, 1905. The Town's origin has been traced by many historians to a dispute over cotton weighing.

In the late 1800s, two thriving cotton farms located in Davidson disagreed on whether an official town cotton weigher should be appointed. After a heated election was held and legislation enacted, a town cotton weigher was hired and the firm which opposed the appointment decided to relocate much of its operations just south of the Davidson town limits.

Frequently after heavy rains, the road connecting Davidson and Cornelius would become impassable. The hill leading into Davidson would become so muddy that many cotton farmers found it safer and more convenient to conduct their business just south of Davidson in a small frame building. The success of the cotton purchasing business later inspired the owners to construct a cotton mill where raw cotton could be converted into cloth. The owners of the cotton firm lacked the needed money to make the idea of a cotton mill a reality but knew who could provide the financial backing. Joseph Benjamin Cornelius (1833-1914) supplied the needed investment and the mill was opened. Although the town was originally incorporated as "Liverpool", the Town's name was soon changed to Cornelius to honor J.B. Cornelius who was the principal stockholder in the cotton mill.

Perhaps even more influential as the cotton industry was to the Town's development and growth early in the century, was the damming of the Catawba River to create Lake Norman. In 1963, Duke Power created the largest man-made lake in North Carolina and provided the area with both hydroelectric power and recreational opportunities. The formation of the lake also provided Cornelius with over 70 miles of developable shoreline within the Town's planning jurisdiction.

Town Information

Today, Cornelius has approximately 70 miles of shoreline on Lake Norman and approximately 3.5 miles on Lake Cornelius.

The Town of Cornelius is a community that offers a wide variety of activities which includes 14 public parks, two recreation centers, and an art center, greenways, retail and office space, and a wide diversity of housing opportunities.

The corporate limits of Cornelius currently encompass approximately 13.07 square miles with a total planning jurisdiction of 15.07 square miles. The Town government is operated under the Council-Manager form of government. The Town Manager oversees the daily operations of the Town under the policy direction of a Mayor and 5 Commissioners who are elected to serve two year terms.

Appointed citizen Boards, Commissions, and Committees, such as the Planning Board, Architectural Review Board, Parks, Arts, Recreation and Culture Commission, Historical Preservation Commission, Transportation Advisory Board, and Land Development Code Advisory Board, assist the Board of Commissioners in formulating policies for the future governance of our Town.

Budget Guide

A Citizen's Budget Guide

State law defines an annual budget as “a proposed *plan* for raising and spending money for specified programs, functions, activities or objectives during a fiscal year.”

While this definition may seem simple, budgets usually contain a considerable amount of detailed information. The fact remains, however, that a budget exists as the single most comprehensive annually updated financial guide for the services provided to the citizens of the Town.

Understanding how a budget is created and adopted and recognizing the key components of the budget document itself is paramount to a citizen's understanding of the local government's vision, guiding principles and goals as outlined in the *Town of Cornelius Comprehensive Master Plan*. The purpose of this guide is to provide you, the citizen, with that information.

MUNICIPAL BUDGETS IN NORTH CAROLINA

The Town of Cornelius, like all local governments throughout North Carolina, prepares, adopts, and administers its budget in accordance with the Local Government Budget and Fiscal Control Act (LGBFCA).

This Act establishes responsibilities in the adoption of the budget and most importantly, requires that the budget be *balanced*. In other words, the estimated revenues and financing sources must equal the proposed spending.

North Carolina local governments operate under a July 1 - June 30 fiscal year. A budget must be adopted by June 30th of each year, or interim provisions must occur.

The spending for the coming year is authorized through the Board of Commissioner's adoption of a *budget ordinance*. This action authorizes the spending, assures that the budget is balanced, and levies the property tax for that budget year. On an as needed basis, related resolutions or ordinances formally authorize changes to the Town's Board adopted fee schedule. Amendments to the budget ordinance may occur throughout the year with Town Board approval that could impact planned spending levels. Under North Carolina law, local property taxes may not be changed at any point in the year once adopted without input from the State government or extraordinary circumstances.

By law, each year, a public hearing is held by the Board of Commissioners to receive comments from citizens and taxpayers on the recommended budget. That hearing is held after the Town Manager formally presents his recommended budget to the governing body. Throughout the budget review period, copies of the recommended budget are kept on file for public review in the Town Finance Director's office, with the Town Clerk, and available on the Town's website.

This document contains a wealth of information regarding the Town and its fiscal priorities for the year. The Manager's Budget Message outlines in narrative form the Town's major new initiatives for the year and how necessary funding levels have

Budget Guide

changed from the previous year. The remaining sections outline in detail the amounts of revenues and expenditures anticipated for the following year.

Town staff also maintains a five-year capital plan, a five-year financial forecast; as well as an extended financial forecast beyond five years. These documents express a long-term vision of the Town's priorities and funding requirements as outlined in the Comprehensive Master Plan, *Navigate Cornelius*.

**We urge you to take the time to review this budget.
If you have questions, please call:**

**Andrew Grant, Town Manager, Lori Harrell, Town Clerk, or
Julie Niswonger, Finance Director at (704) 892-6031**

BUDGET FORMAT

The Town of Cornelius financial system is organized utilizing governmental fund accounting where accounts are maintained separately. Government resources are allocated in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. This segregation of revenues and costs allows close monitoring of specific accounts to provide insurability that certain funds are self-supporting and that revenues which are required by law for specific purposes are identifiable. The Town of Cornelius' Operating Budget consists of three primary annually budgeted funds: General Fund, Electric Fund, and Emergency Telephone System Fund. Subcategories have been created within the General Fund to track funds required to be spent only for specific purposes. They include the following three subcategories of the General Fund: Stormwater Fund, Powell Bill Fund, and the Tourism Fund.

- **General Fund** Governing Body, General Government, General Services, Police, Communications, Animal Control, Public Works, Powell Bill, Solid Waste/Recycling, Stormwater Management, Planning and Land Development, Tourism, Art Center, Parks, Arts, Recreation and Culture, Transfers, and Debt Service, are all funded through the General Fund.
- **Electric Fund** All electric distribution system operations, maintenance, and capital improvements are funded through this fund which is also known as an "Enterprise Fund." The Fund has been managed since FY 1998 under a contract with ElectriCities including updated amendments to the original contract and in cooperation with the Town of Huntersville.
- **Emergency Telephone System Fund** By NC Statute, the Town also uses a separate annually budgeted special revenue fund to account for state distributions of 911 fees and any expenses deemed eligible by the 911 Board to be paid from such revenues.

Budget Guide

REVENUES

Revenues are shown by sources within funds. Revenue projections can be made more accurately when revenues are segregated by source and controlled accordingly.

The major revenues by source are as follows:

- **Ad Valorem Taxes** Also known as property taxes, these include the collection of current year as well as prior year levies and potential interest and penalties on delinquent taxes. Property subject to ad valorem taxes include real property, vehicles, business personal property (equipment, lease upgrades, and fixtures), and certain personal property such as watercraft (boat and jet skis). Property owners are required to list property annually with the Mecklenburg County Tax Assessor's Office. Some nonprofit organizations, such as religious groups, charter schools, and local government owned property may not be subject to such property taxes; additional information regarding exemptions may be obtained from the Mecklenburg County Tax Assessor's Office. The Town also assesses a \$10 fee on each motor vehicle registered in the Town limits of Cornelius which appears with the annual vehicle property tax bill and annual vehicle registration.
- **Other Taxes and Licenses** This includes all other taxes and licenses (if applicable) issued and collected by the Town or the Town's agent including the unrestricted portion of related Gross Receipts on Rental Vehicles and occupancy tax.
- **Unrestricted Intergovernmental** NC General Statutes allow the Town to receive revenue from additional federal, state, and local agencies which may be used for any general fund expenditure including the Utility Franchise Tax or Sales Tax levied on utility bills, Beer and Wine Tax, Prepared Food and Beverage Tax, Stormwater Fees, and Local Option Sales Tax. The distribution basis for these revenues can be found in the Revenue Assumptions section of this budget document. The Town relies upon the state for these distributions which occur monthly (most Sales Taxes), quarterly (Franchise Tax), or annually (Beer and Wine Tax).
- **Restricted Intergovernmental** This revenue type consists of both taxes and fees which are collected by other federal, state, and local governmental units and passed along to Cornelius. These revenues are restricted to be spent exclusively for specific purposes. Examples of restricted intergovernmental revenues include specific federal public safety grants, specific PARTF state parks and recreation grants, Powell Bill, U Drive It Tax, asset forfeiture tax, solid waste tax, and 911 fees.
- **Permits and Fees** Permit and fee revenue is derived from charges in return for specific services rendered such as fingerprinting, subdivision consideration, false alarm billing, or participation in Parks, Arts, Recreation, and Culture events. Included in this section is the fee charged to Davidson

Budget Guide

College for usage of the North Mecklenburg Communication Center and police false alarm fees. Other such permits and fees include planning and zoning fees, transit fees, and map sales.

- **Sales** Revenue received from the sale of property or other merchandise comprises this category of revenue. This revenue stream is non-cyclical and infrequent in nature. Examples include sale of surplus equipment.
- **Investment Earnings** Revenue derived from the investment of idle cash results in investment earnings. For clarity purposes, the Town segregates interest received on unrestricted revenue from certain restricted revenue sources. Additionally, Board approved loans among different funds that accrue interest will appear separately within interest earned.
- **Miscellaneous** Miscellaneous revenues include nonrecurring and minor revenue sources such as refunds affecting prior year expenses, property insurance claim proceeds, nonsufficient funds fees, prior year electric capital credits, and copier use charges.
- **Debt Issued** While separate capital project ordinances are used to account for debt issued to construct capital assets for construction periods exceeding one year, the annually budgeted general fund might also issue debt. Frequent debt issued in the general fund includes rolling stock installment financing of fire and maintenance trucks as well as police cars. Other substantial debt issues include parks and road construction.
- **Appropriated Fund Balance** Fund balance is the amount available to appropriate from the previous year-end revenues exceeding budgeted expenditures or prior year expenditures unspent. As with investment earnings, certain restricted revenues are indicated separately from the overall general fund appropriated fund balance.

EXPENDITURES

Expenditures are shown in the budget classified by funds from which they are paid, by departments spending the money, by the functions for which the expenditures are made and by the object of expenditures which provides greater detail for controlling expenditures. Funds are appropriated at adequate levels in order to maintain or improve the quality and the level of service to be provided in the coming year.

The major expenditures by function are shown as follows:

- Governing Board
- General Government (Administration)
- General Services

Budget Guide

- Police
 - Communications
 - Fire Protection
 - Animal Control
 - Public Works
 - Powell Bill
 - Solid Waste / Recycling
 - Stormwater Management
 - Planning / Land Development
 - Tourism
 - Art Center
 - Parks & Recreation
 - Debt Service
-
- The Town's Enterprise operation of the Electric Distribution Fund is maintained in its own fund and department.
 - The Town also uses a separate annually budgeted special revenue fund to account for state distributions of 911 fees.

Expenditures by object are divided into five major categories - personnel services, operating expenditures, transfers to other funds, debt service, and capital outlays.

These categories are summarized below:

- **Personnel Services** Expenses which can be directly attributed to employees. These expenses include salaries, stipends, insurance benefits, retirement, 401k, and FICA. The costs of such expenditures have been budgeted within each operating department to give a more accurate cost of departmental operations.
- **Operating Expenses** Costs other than personnel and capital outlay that are required for the operations of the Town. Operational line item expenditures are directly affected by inflationary trends, increased service demands, and enforcement of government regulations. Examples of operating expenses include departmental supplies, motor fuels, utilities, and equipment or vehicle maintenance. Operating expenses also include contracts with outside agencies.
- **Transfers** The general fund budget may require that money be set aside to be used at a future date or used in conjunction with additional capital sources. The Town currently has numerous capital projects ongoing and provides for transfers into capital project funds to provide for future capital needs, such as the Transportation Capital Reserve Fund.
- **Debt Service** North Carolina General Statutes also require that provisions be made to meet annual payments on debt issued in prior years and commitments of the current year's budget. The Town is contractually

Budget Guide

obligated to provide the annual funding to meet these obligations for future debt issuance and bond rating purposes.

- **Capital Outlay**

Capital outlay includes expenditures for the purchase and/or construction of land, buildings, vehicles, equipment, fixtures, and other infrastructure (including roads, sidewalks, greenways, and public easements) which are too permanent in nature to be considered expendable at the time of purchase. The items defined as capital have a value of \$5,000 or more for equipment or \$25,000 or more for infrastructure items. Capital by definition must also have an expendable life of more than one year. Budgeting of capital equipment and capital improvements over \$50,000 will be addressed separately in accordance with the Town's Capital Improvement Program and contingent on availability of funds. Frequently, grant funded items are also budgeted within capital accounts.

THE BUDGET PROCESS

The budget is the single most important annual document presented to the Board of Commissioners. The annual budget ordinance sets the tax rate to be levied upon property for the year and describes how such taxes and other revenues will be spent. The budget is primarily intended to establish policy direction but it also serves the citizens by providing an understanding of the Town's operating fiscal programs. It reflects the Town's commitment to maintain necessary services, improving quality of service, and keeping the impact of taxes to the citizens at a reasonable level.

The Town operates with the guidance of an annual budget ordinance adopted in accordance with the provisions of the Local Government Budget and Fiscal Control Act (LGBFCA). The budget ordinance is the legal basis of the budgetary accounting system and the standard by which proposed expenditures are measured. The balanced budget ordinance is adopted annually prior to the beginning of the fiscal year. The ordinance is subjected to public inspection and a public hearing prior to adoption. The budget is considered balanced when estimated net revenues equal appropriations. Changes to the budget ordinance (increases or decreases) occur only by formal Board action and cannot affect the tax rate once adopted except in very rare instances.

The State also requires that local governments experience at a minimum once every eight years a property revaluation ensuring that property within the unit is valued at market rates. Additional conditions (value changes – increases or decreases—of more than fifteen percent) could result in the requirement that revaluations occur more frequently. Such requirements ensure that property owners contribute fairly to the cost of operating the government for the year. Mecklenburg County's most recent revaluation occurred in FY 2020 (Budget year impact) and the next required revaluation is planned to impact the FY2024 Budget.

Government-wide financial statements are produced at year-end using the economic resources measurement focus and reported using the accrual basis of accounting. However, the annual budget is adopted on a departmental basis and is prepared using the modified accrual method of accounting for all funds. This accounting approach recognizes revenues when they become measurable and expenditures at the time the liability is incurred. All monies received and expended must be included in the budget ordinance. Departmental appropriations that have not been expended by the end of the fiscal year lapse.

Budget Guide

The Town adheres to generally accepted accounting principles (GAAP) including all applicable Governmental Accounting Standard Board adopted guidelines. Under GAAP, the Town's annual financial statements present three components: government-wide financial statements, fund financial statements, and notes to the financial statements.

A thorough understanding of the financial condition of the Town requires consideration of not only the annual budget, but also the annual financial statements, which describe the actual results of the year, including budget versus actual data within those financial statements and substantial financial trend information. The Town Finance Department prepares a Comprehensive Annual Financial Report (CAFR) that represents a more detailed look at the Town's financial results of operations for the year and provides extensive trend analysis. Such document is available after being audited for the June 30 fiscal year end.

The Town Manager is authorized to transfer budgeted amounts within the departments. However, General Statutes require Board notification and record in minutes to transfer from one department to another. Also, any revisions that alter total expenditures must be approved by the Board of Commissioners through legislative action. All budget amendments must be reported in a public meeting of the Board of Commissioners and made a matter of record in the minutes as required by North Carolina General Statutes.

The preparation of the budget not only requires structured guidelines but also the participation and cooperation of many staff and Board members, and a carefully scheduled series of events. The following summarized budget cycle is followed by the Town in the formulation of the budget.

- **Formulate Historical Data** During the first phase of the budget process, the accumulation of past financial information is prepared by staff. The data concerning expenditures is used by department heads and management for performance evaluation and projection of resources required to meet departmental objectives. Significant departmental historical and interim financial information is presented at the Board's annual budget workshop.
- **Preparation of Departmental Request** Estimating departmental expenditures is the primary responsibility of the department head. When budgeting expenditures, the basic requirements are to request sufficient funding to adequately operate the department and to request funding at the lowest reasonable level in order to achieve the departmental goals and objectives at desired service levels. Town Staff is also directed to request funding of new initiatives to be considered by Town Management and the Town Board for inclusion in the upcoming budget cycle if such initiatives are consistent with the vision, guiding principles, and goals of the Town's Comprehensive Master Plan.
- **Consolidate Preliminary Budget** The departmental requests are submitted to the Finance Director in order to consolidate the individual departmental requests and the revenue projections into an overall budget. At this point, the focus of attention shifts from the departmental basis to the fund basis. Departmental requests are analyzed, and the formal budget review begins.
- **Evaluate Service** The evaluation of service priorities and objectives is an important step in developing a fiscal plan which will achieve the Town's program of service

Budget Guide

- | | |
|---|---|
| Priorities and Objectives | for the ensuing year. The budget document aligns the service priorities of the citizens of Cornelius through the Board of Commissioners and guiding principles identified by citizens. The service needs of the community are determined through public hearings and feedback through the Board of Commissioners, staff, and Comprehensive Master Plan. A comprehensive review of service needs compared to departmental goals and objectives is analyzed by the Town Manager and departmental staff annually in the budget preparation process. |
| <ul style="list-style-type: none">• Balanced Proposed Budget | After the Town's program of service priorities have been established, a funding plan must be formulated which ultimately must balance revenue sources and expenditure objectives. Through careful assessment of funding requirements and financing elements, a proposed budget document is organized into final format and submitted to the Board of Commissioners in the form of the Manager's Recommended Budget for the year. In compliance with North Carolina General Statutes, such presentation occurs prior to June 1. |
| <ul style="list-style-type: none">• Legislative Review | The Board of Commissioners reviews the budget thoroughly with the Town Manager and staff during budget work sessions. Departmental requests and proposed revenue sources are reviewed by the Board of Commissioners at this time to ensure their adherence to the Board and citizens' goals and objectives and for consistency with the Comprehensive Master Plan. A copy of the proposed budget with recommended legislative changes is filed with the Town Clerk and electronically via internet for public inspection, and a public hearing is scheduled prior to the formal adoption of the budget. |
| <ul style="list-style-type: none">• Budget Adoption | The adoption of the annual operating budget is the culmination of exhaustive reviews of budget proposals by Department Heads, Administration, and the Board of Commissioners. Adoption of the budget by the Board of Commissioners establishes the legal authority to incur expenditures in the ensuing fiscal year. The budget adoption process typically spans a seven to eight month process, and must be adopted by June 30 unless interim provisions are made. |

Financial Policies

The Town of Cornelius' budgetary and financial policies set forth basic guidance for the fiscal management of the Town. Most of the policies represent long standing principles and practices, many formally adopted by the Town Board and with legal framework outlined in both the General Statutes of N.C. and the Town Code of Ordinances. These policies, though general in statement, are the controlling element in the Town's consistent financial stability and accountability. Summarized below are the Town's major financial policy strategies.

Operating Budget Policies

Pursuant to Section § 159-11 of the North Carolina General Statutes, the Town will adopt a balanced budget which provides guiding principles, goals, work programs, and an operational plan for the upcoming year. The Town will maintain a program of budgetary controls to ensure adherence to the budget. Financial statements are available for department heads on demand and quarterly statements will be forwarded to the Board of Commissioners to assist in the monitoring of actual revenues, expenditures, and comparisons with budgeted amounts. Additionally, weekly financial position reports are reviewed by management throughout the year. Comprehensive financial data will be compiled to include user rate studies, capital improvement programs for future years, multi-year financial forecast modeling scenarios, and salary band comparison studies. These reports are imperative for long-term financial planning and maintaining the Town's fiscal health and efficient use of resources.

The Board will also be provided historical trend data and comparative information with population peer groups at their annual budget workshop. Finance staff will provide annual financial dashboard comparisons and additional financial ratio comparisons with other municipalities to ensure that the Town pursues best practices of financial governance. The Town will pursue performance measurement statistics noting specific workload areas as appropriate. Routine examination will occur of internal control structures to ensure financial data is reliable, accurate, fair, and cost effective.

The Town will retain an independent accounting firm to perform an annual financial and compliance audit in accordance with general accepted accounting principles (GAAP) as outlined by the Governmental Accounting Standards Board (GASB). The Town's Comprehensive Annual Financial Report (CAFR) will also be submitted annually to the Government Finance Officers Association (GFOA) for consideration of the annual Certificate of Excellence in Financial Reporting program for disclosure completeness. In conjunction with the independent audit, periodic internal audits are conducted to determine if the Town is managing and utilizing its resources in an economical and efficient manner. The internal audit review and monitoring will also assure compliance with internal control standards and their influence on the Town's financial accounting systems and operations.

Significant effort will be devoted to bidding processes to ensure lowest responsible costs are achieved in the procurement of goods and services when informal bidding applies; formal bid procedures as outlined in NC General Statutes will also be applied. Bid processes are sensitive to lowest total owning costs including future maintenance, upkeep and resale considerations. The Town's annual budget process will also advance in the direction of multi-year focused budgeting in an effort to address the Town's ability to provide desired service levels and new initiatives outlined in the public budget process and the Town's Comprehensive Master Plan without spikes in the Town tax rate.

Financial Policies

Revenue Policy

The Town will maintain a reasonably diversified and stable revenue program to protect from short-term fluctuations of any one revenue source. As part of the normal budget process, the Town will review and estimate revenues in a conservative, objective, attainable, and realistic manner. Attempts will be made to secure additional revenue sources to minimize the impact of changes in federal, state, or local funding, including pursuit of outside grant revenues. The Town will re-evaluate periodically user charges to establish that user fees cover the cost of providing the desired level of services.

The Electric Fund will adhere to the full utility concept which allows each user to contribute revenues proportional to the level of service received. The Electric Enterprise fund will also operate with a philosophy of covering the costs associated with electric service delivery. This concept requires that income be sufficient to maintain a self-supporting status within the Electric Fund and comply with increasing environment of federal and state energy program reporting. The electric fund will also provide capital necessary to maintain continuity of service to its growing customer base.

The PARC department user fees will distinguish in Town and non-resident users with a graduated user fee scale. The Town will closely monitor economic conditions, and when warranted, adjust budgets mid-year to meet revenue estimates and minimize unplanned uses of fund balance. The Town will also monitor the impact of federal and state budget decisions on the Town's financial outlook.

Investment Policy

The Town will monitor cash flow of all funds on a regular basis to ensure investment of idle cash while adhering to safety, liquidity, and yield in that specific order. Staff will monitor central depository accounts to assure safety of Town assets at minimal fee levels. Staff will explore enhanced yield options while achieving optimal liquidity in compliance with the Board adopted investment policy.

The criteria for selecting an investment will include safety, liquidity, and yield as outlined in NC General Statute § 159-30 within the confines of anticipated capital funding needs. The Town will invest only in quality issues which comply with the North Carolina Budget and Fiscal Control Act, the Board adopted Investment Policy, and any other applicable special legislation. Finally, staff will explore short-term investment opportunities at prevailing market rates on investments with in-town financial institutions such as money market accounts and certificates of deposit.

Fund Balance Policy

The Town will maintain adequate, but not excessive, operating reserves categorized as fund balance. The fund balance is established to provide for any unforeseen revenue losses and to take advantage of unanticipated opportunities. The fund balance is infrequently appropriated as part of the annual budget except to fund capital improvements or meet grant matching

Financial Policies

requirements. To shield against times of economic distress, the Town will preserve cash reserves. The Town will utilize both pay-as-you-go capital financing and use fund balance as a saving mechanism to provide for capital projects.

The Town will adhere to the Board adopted Fund Balance Policy. The Town shall ensure that the General Fund fund balance is maintained at adequate levels as a percentage of the General Fund budgeted expenditures and that we compare favorably to other municipalities within our state population group both in total fund balance and available fund balance. The Town will seek to preserve, when possible, General Fund balance. Finally, the Town will effectively and purposefully manage all types of fund balance to maximize flexibility with remaining fund balance.

Debt Policy

The Town takes a purposeful approach to the management of its long-term outstanding debt and makes an effort toward funding from internally generated sources, when appropriate. The Town will consider the use of long-term debt financing only when it meets the following criteria:

- ✓ The financing period exceeds one year, but is no longer than the estimated life of the improvement.
- ✓ A stable revenue sources will be identified to pay the debt.
- ✓ The improvement will benefit both current and future citizens.
- ✓ Debt terms, such as length of time outstanding and interest rate, are cost effective.
- ✓ Anticipated interest costs and costs of issuance are reasonable based upon economic environment.

As required by General Statutes, the Town will limit the total of all general fund debt issued to no more than eight percent (8%) of the total assessed valuation (current levels are less than one tenth of one percent). Town Staff will monitor current debt expenditures as a percentage of total expenditures to less than 20%. The Town will follow a policy of full disclosure on every financial report and bond prospectus.

The Town may utilize the authority granted within the General Statutes to examine a variety of financial alternatives including long-term debt, pay-as-you-go, joint financing, reserve funds, installment-purchase, authorities and special districts, special assessments, state and federal aid, certificates of participation, bonded debt, borrowing from other funds, and any temporary borrowing instruments as authorized by federal and state authorities.

Staff is also instructed to annually review debt positions and make formal recommendations to the Board regarding the advisability of prepayment of any existing long-term debt should current economic conditions warrant. In volatile interest rate environments, staff is also instructed to recommend opportunities to take advantage of historically low rates for capital financing

Financial Policies

should such be deemed appropriate. Likewise, as rate environments rise, staff may recommend changes to budget such that items previously considered to be financed may be purchased with fund balance rather than through use of debt instruments.

The Town of Cornelius will seek to maintain its current bond rating of AAA with Standard & Poors so its borrowing costs are minimized and its access to credit is preserved. Staff is also charged with recommending debt instruments as favorable market conditions arise given capital needs listed in the Town's Capital Improvement Program.

Capital Improvement Policy

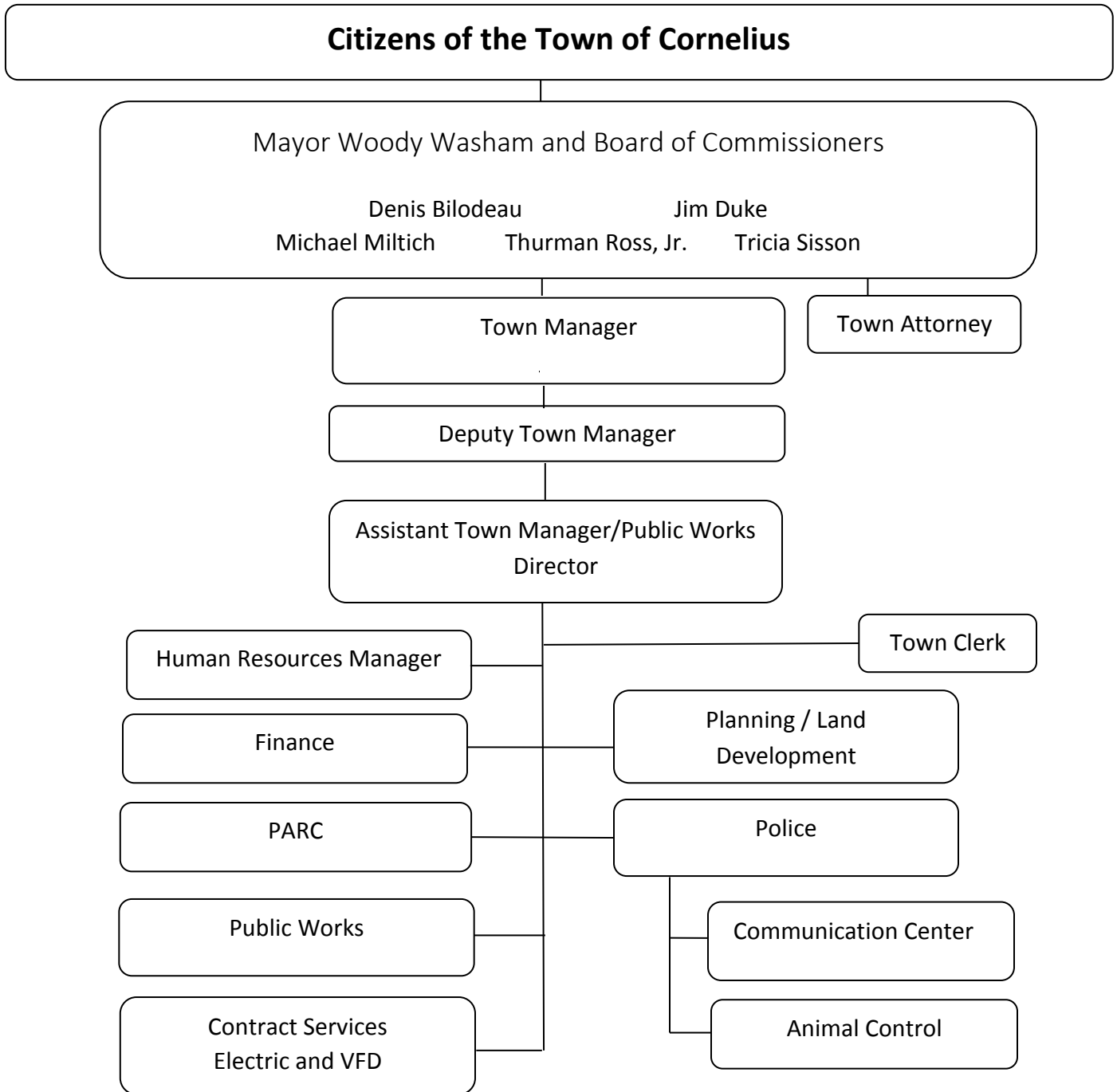
The Town will continue to accumulate a list of committed projects and staff recommended capital improvements to be presented to the Board which will be reviewed and updated at least annually with the budget process. Since capital improvements involve large sums of capital and long-term commitments, each capital project will be carefully analyzed before it becomes a funded component of the program. The Town takes a systematic approach to capital improvement programming to ensure that any personnel services or operating costs affected by capital spending decisions are included in the appropriate operating budget. The Town will protect and maintain its capital investments in order to minimize replacement cost. A summary of CIP future requests is presented on page 80 of this document.

The Town Board has established a Transportation Capital Reserve Fund to accumulate funding for future road infrastructure, particularly along the West Catawba Avenue/Exit 28/Catawba Avenue Corridor.

Finally, as recommended by the Town's Comprehensive Master Plan, this budget document includes a five-year financial forecast which documents how funding the CIP could be accomplished. While items are specifically funded only in the upcoming budget year, this spreadsheet provides a forward looking view over the next five years. There will usually be differences between the forecasted and actual results because events and circumstances rarely occur as expected over a five-year horizon, and such differences could be material.

Town of Cornelius, North Carolina

Organizational Chart





***Town of Cornelius
Budget Calendar
For Fiscal Year 2020-2021***

Date	Description
November 8, 2019	Finance distributes CIP update materials
December 16, 2019	Town Board adopts Budget calendar
December 27, 2019	Department heads submit CIP requests
January 4, 2020	Department heads submit proposed FY 2021 goals and line item budget requests to Finance Director
January 7, 2020	Staff submits progress on FY 2020 Goals and CIP to Finance Director (present update to BOC on Feb. 3rd)
January 31, 2020	Manager finalizes Recommended CIP
February 3, 2020	Present update to BOC on FY 2020 Goals and CIP
February 6, 2020	Planning session
February 21, 2020	Finance Director submits revenue estimates to Town Manager (based upon available data at that time)
March 25th - 26th, 2020	Board, Manager, and Staff workshop to discuss FY 2021 Budget and CIP
April 6 and April 20, 2020	Hold workshops with Board on FY 2021 Budget (If Needed)
May 4, 2020	Manager submits recommended FY 2021 Budget to Board and Citizens
May 18, 2020	Town Board holds FY 2021 Budget public hearing
June 1 or June 15, 2020	Town Board continues public hearing and adopts budget prior to June 30th

Bold = Board Action or Activity

Town of Cornelius
FY 2020 Budget
Total General Fund Revenue

Revenue Type	2018 Actual	2019 Actual	2020 Original Budget	2020 Est Yr End	2021 Original Budget	FY 20 Est Yr End vs 21 Budget	Percent Difference
Ad valorem taxes	14,129,432	14,426,413	16,090,128	16,504,750	16,596,119	91,369	0.6%
Other taxes	538,564	574,464	554,332	529,000	328,326	(200,674)	-37.9%
Interest earnings	181,043	375,765	250,500	250,500	93,600	(156,900)	-62.6%
Miscellaneous revenues	717,068	985,091	737,300	1,131,500	753,000	(378,500)	-33.5%
Shared restricted revenues	1,185,349	1,305,692	780,733	844,391	585,252	(259,139)	-30.7%
Shared unrestricted revenues	6,784,025	7,162,368	7,036,959	7,048,835	6,037,270	(1,011,565)	-14.4%
Charges for svcs and fees	1,042,960	1,065,593	1,023,560	982,100	938,700	(43,400)	-4.4%
Debt Issued	911,179	1,150,332	1,000,000	-	1,470,000	1,470,000	0.0%
Transfers from other funds	-	-	-	-	-	-	0.0%
Net use of fund balance	-	-	(1,381,129)	-	(269,459)	-	0.0%
Total Revenues	25,489,620	27,045,718	26,092,383	27,291,076	26,532,808	(488,809)	-1.8%

Town of Cornelius
FY 2021 Budget
Total General Fund Expenditures

Department	2018 Actual	2019 Actual	2020 Original Budget	2020 Est Yr End	2021 Original Budget	2020 Est Yr End vs 21 Budget	Percent Difference
Governing Board	72,346	70,553	77,931	78,528	82,128	3,600	5%
General Government	1,418,167	1,505,785	1,804,186	2,034,834	1,804,114	(230,720)	-11%
General Services	339,504	320,989	650,506	470,506	330,506	(140,000)	-30%
Police	6,271,887	6,548,141	7,119,937	6,875,866	7,487,615	611,749	9%
Communications	594,396	589,781	693,463	721,407	749,254	27,847	4%
Fire Protection	2,232,985	2,048,969	1,719,541	1,624,707	2,782,095	1,157,388	71%
Animal Control	175,920	167,586	194,627	201,392	216,180	14,788	7%
Public Works	2,014,963	1,393,570	1,358,085	1,284,120	1,206,269	(77,851)	-6%
LNTC	-	-	-	-	-	-	0%
Powell Bill	374,927	793,711	970,500	413,174	1,018,000	604,826	146%
Solid Waste	1,877,461	1,884,153	2,099,390	2,099,390	2,099,390	-	0%
Stormwater	166,010	333,558	336,000	336,000	540,000	204,000	61%
Planning & Land Dev.	703,469	554,051	627,660	623,888	630,185	6,297	1%
Tourism	480,371	458,338	444,064	444,064	460,640	16,576	4%
Art Center	691,756	772,626	620,505	621,799	592,998	(28,802)	-5%
PARC	2,724,915	3,617,159	3,066,800	2,036,011	2,815,406	779,395	38%
Transfers	1,836,475	2,757,562	1,072,874	1,375,505	1,099,967	(275,538)	-20%
Debt Service	2,233,243	2,402,706	3,196,613	2,625,107	2,618,060	(7,047)	0%
Totals	24,208,795	26,219,238	26,052,683	23,866,299	26,532,808	2,666,509	11%

GENERAL FUND EXPENDITURE SUMMARY

Governing Body							
	2018 Actual	2019 Actual	2020 Original Budget	2020 Est Yr End	2021 Original Budget	2020 Est Yr End vs 21 Budget	Percent Difference
Personnel	55,024	56,023	63,289	63,290	65,188	1,899	3.0%
Operating	17,322	14,530	14,642	15,238	16,939	1,701	11.2%
Total	72,346	70,553	77,931	78,528	82,128	3,600	4.6%

General Government							
	2018 Actual	2019 Actual	2020 Original Budget	2020 Est Yr End	2021 Original Budget	2020 Est Yr End vs 21 Budget	Percent Difference
Personnel	881,831	885,154	1,178,963	1,137,220	1,168,226	31,006	2.7%
Operating	536,336	574,155	580,224	651,189	635,888	(15,301)	-2.3%
Capital	-	46,476	45,000	246,425	-	(246,425)	-100.0%
Total	1,418,167	1,505,785	1,804,186	2,034,834	1,804,114	(230,720)	-11.3%

General Services							
	2018 Actual	2019 Actual	2020 Original Budget	2020 Est Yr End	2021 Original Budget	2020 Est Yr End vs 21 Budget	Percent Difference
Operating	339,504	320,989	650,506	470,506	330,506	(140,000)	-29.8%
Transfer/Reserve	1,836,475	2,757,562	1,072,874	1,375,505	1,099,967	(275,538)	-20.0%
Capital	-	-	-	-	-	-	0.0%
Total	2,175,979	3,078,551	1,723,380	1,846,011	1,430,473	(415,538)	-22.5%

Police							
	2018 Actual	2019 Actual	2020 Original Budget	2020 Est Yr End	2021 Original Budget	2020 Est Yr End vs 21 Budget	Percent Difference
Personnel	4,693,634	4,869,012	5,588,667	5,286,317	5,621,342	335,025	6.3%
Operating	1,291,470	1,052,993	1,081,270	1,349,549	1,143,273	(206,276)	-15.3%
Capital	286,783	626,136	450,000	240,000	723,000	483,000	201.3%
Total	6,271,887	6,548,141	7,119,937	6,875,866	7,487,615	611,749	8.9%

Communications							
	2018 Actual	2019 Actual	2020 Original Budget	2020 Est Yr End	2021 Original Budget	2020 Est Yr End vs 21 Budget	Percent Difference
Personnel	554,229	558,118	641,084	669,922	690,609	20,687	3.1%
Operating	40,167	31,663	52,379	51,485	58,645	7,160	13.9%
Capital	-	-	-	-	-	-	0.0%
Total	594,396	589,781	693,463	721,407	749,254	27,847	3.9%

Fire Protection							
	2018 Actual	2019 Actual	2020 Original Budget	2020 Est Yr End	2021 Original Budget	2020 Est Yr End vs 21 Budget	Percent Difference
Personnel	-	-	-	-	186,930	-	0.0%
Operating	1,554,168	1,610,322	1,664,241	1,624,707	1,710,165	85,458	5.3%
Capital	678,817	438,647	95,000	-	885,000	885,000	#DIV/0!
Total	2,232,985	2,048,969	1,759,241	1,624,707	2,782,095	970,458	59.7%

GENERAL FUND EXPENDITURE SUMMARY

Animal Control							
	2018 Actual	2019 Actual	2020 Original Budget	2020 Est Yr End	2021 Original Budget	2020 Est Yr End vs 21 Budget	Percent Difference
Personnel	132,165	130,203	142,332	149,397	168,640	19,243	12.9%
Operating	43,755	37,383	52,295	51,995	47,540	(4,455)	-8.6%
Capital	-	-	-	-	-	-	0.0%
Total	175,920	167,586	194,627	201,392	216,180	14,788	7.3%
Public Works							
	2018 Actual	2019 Actual	2020 Original Budget	2020 Est Yr End	2021 Original Budget	2020 Est Yr End vs 21 Budget	Percent Difference
Personnel	446,118	455,051	489,960	492,333	510,590	18,257	3.7%
Operating	651,738	530,906	638,125	642,459	635,679	(6,780)	-1.1%
Capital	917,107	407,613	230,000	149,328	60,000	(89,328)	-59.8%
Total	2,014,963	1,393,570	1,358,085	1,284,120	1,206,269	(77,851)	-6.1%
Powell Bill							
	2018 Actual	2019 Actual	2020 Original Budget	2020 Est Yr End	2021 Original Budget	2020 Est Yr End vs 21 Budget	Percent Difference
Operating	177,477	154,396	199,000	232,174	218,000	(14,174)	-6.1%
Capital	197,450	639,315	771,500	181,000	800,000	619,000	342.0%
Total	374,927	793,711	970,500	413,174	1,018,000	604,826	146.4%
Solid Waste							
	2018 Actual	2019 Actual	2020 Original Budget	2020 Est Yr End	2021 Original Budget	2020 Est Yr End vs 21 Budget	Percent Difference
Personnel	-	-	-	-	-	-	0.0%
Operating	1,877,461	1,884,153	2,099,390	2,099,390	2,099,390	-	0.0%
Capital	-	-	-	-	-	-	0.0%
Total	1,877,461	1,884,153	2,099,390	2,099,390	2,099,390	-	0.0%
Stormwater							
	2018 Actual	2019 Actual	2020 Original Budget	2020 Est Yr End	2021 Original Budget	2020 Est Yr End vs 21 Budget	Percent Difference
Operating	166,010	206,638	236,000	236,000	240,000	4,000	1.7%
Capital	-	126,920	100,000	100,000	300,000	200,000	200.0%
Total	166,010	333,558	336,000	336,000	540,000	204,000	60.7%

GENERAL FUND EXPENDITURE SUMMARY

Planning & Land Development							
	2018 Actual	2019 Actual	2020 Original Budget	2020 Est Yr End	2021 Original Budget	2020 Est Yr End vs 21 Budget	Percent Difference
Personnel	447,042	384,368	489,460	473,188	485,468	12,280	2.6%
Operating	226,269	169,683	138,200	150,700	144,717	(5,983)	-4.0%
Capital	30,158	-	-	-	-	-	0.0%
Total	703,469	554,051	627,660	623,888	630,185	6,297	1.0%

Tourism							
	2018 Actual	2019 Actual	2020 Original Budget	2020 Est Yr End	2021 Original Budget	2020 Est Yr End vs 21 Budget	Percent Difference
Personnel	-	-	-	-	-	-	0.0%
Operating	127,332	140,760	146,800	146,800	155,800	9,000	6.1%
Contributions	353,039	317,578	297,264	297,264	304,840	7,576	2.5%
Capital	-	-	-	-	-	-	0.0%
Total	480,371	458,338	444,064	444,064	460,640	16,576	3.7%

Art Center							
	2018 Actual	2019 Actual	2020 Original Budget	2020 Est Yr End	2021 Original Budget	2020 Est Yr End vs 21 Budget	Percent Difference
Personnel	95,694	100,008	100,695	101,989	104,588	2,598	2.5%
Operating	584,169	672,618	519,810	519,810	488,410	(31,400)	-6.0%
Capital	11,893	-	-	-	-	-	0.0%
Total	691,756	772,626	620,505	621,799	592,998	(28,802)	-4.6%

Parks, Arts, Recreation and Culture							
	2018 Actual	2019 Actual	2020 Original Budget	2020 Est Yr End	2021 Original Budget	2020 Est Yr End vs 21 Budget	Percent Difference
Personnel	876,336	960,945	1,022,334	994,276	1,088,271	93,995	9.5%
Operating	1,004,829	1,020,308	1,044,466	1,041,735	957,135	(84,600)	-8.1%
Capital	843,750	1,635,906	1,000,000	-	770,000	770,000	0.0%
Total	2,724,915	3,617,159	3,066,800	2,036,011	2,815,406	779,395	38.3%

Debt Service							
	2018 Actual	2019 Actual	2020 Original Budget	2020 Est Yr End	2021 Original Budget	2020 Est Yr End vs 21 Budget	Percent Difference
Debt Service	2,233,243	2,402,706	3,196,613	2,625,107	2,618,060	(7,047)	-0.3%
Total	2,233,243	2,402,706	3,196,613	2,625,107	2,618,060	(7,047)	-0.3%

TOWNWIDE TOTALS							
	2018 Actual	2019 Actual	2020 Original Budget	2020 Est Yr End	2021 Original Budget	2020 Est Yr End vs 21 Budget	Percent Difference
Personnel	8,182,073	8,398,882	9,716,784	9,367,933	10,089,853	721,920	7.7%
Operating	8,638,007	8,421,497	9,117,348	9,283,737	8,882,087	(401,650)	-4.3%
Contributions	353,039	317,578	297,264	297,264	304,840	7,576	2.5%
Transfer/Reserve	1,836,475	2,757,562	1,072,874	1,375,505	1,099,967	(275,538)	-20.0%
Capital	2,965,958	3,921,013	2,691,500	916,753	3,538,000	2,621,247	285.9%
Debt	2,233,243	2,402,706	3,196,613	2,625,107	2,618,060	(7,047)	-0.3%
Total	24,208,795	26,219,238	26,092,383	23,866,299	26,532,808	2,666,509	11.2%

Revenue Assumptions

Certain methods, techniques, and approaches have been used to aid the Town in estimating future revenues. By analyzing current trends and the forces that underlie them, the Town can make realistic projections of revenue.

The following are some assumptions concerning revenues which are forecasted in the Town of Cornelius FY 2021 Budget.

REVENUE TYPE

FORECAST RATIONALE

PROPERTY TAXES

Mecklenburg County performs all calculations of assessed property valuations. The total property tax is calculated based upon a compilation of projected assessed value from the Mecklenburg County Tax Assessor's Office and current year levy from the County Collector's office. The total property tax is impacted by prior years' collections. The property tax rate is set at twenty-two and two tenths cents (\$.222) per one hundred dollars (\$100) of assessed valuation of \$7,530,530,059. The total assessed value referenced above includes real, personal, vehicle, and public service company values. A collection rate of 97.25% is estimated based upon the Finance department estimate of FY 2021 collections, which is 1.75% less due to the global pandemic COVID-19. Mecklenburg County estimates that growth in the property tax base of approximately 1.5% will occur.

Automobile Tax and Fee

The Automobile Tax is actually comprised of two revenue accounts, both the ad valorem tax on vehicles and the \$10 auto fee. Automobile tax is calculated based on an average local fair market value as set by Mecklenburg County at the Board adopted property tax rate which is proposed at twenty-two and two tenths cents (\$.222) per one hundred dollars (\$100) of assessed valuation. Vehicle assessed valuations are estimated to be \$445,028,479.

Penalties & Interest

The revenue generated by penalties and interest is estimated with the use of trend analysis. This revenue source has experienced significant volatility since the revaluation and Cornelius' obligation to refund with interest tax associated with property value corrections. Penalties are assessed on current year tax payments made after January 5. For the period from January 6 to February 1, interest accrues at the rate of 2%. Thereafter, interest accrues at the rate of 3/4% per month until outstanding balances are paid in full. Interest and penalty revenue are estimated at \$51,131 for FY 2021.

OTHER TAXES AND LICENSES

Tourism Related Revenues

The Town levies Occupancy tax, Prepared Food and Beverage Tax, and U Drive It tax as discussed in the Tourism Related Revenues section on page 35. These revenues are generally restricted to be spent in support of tourism activities. These

Revenue Assumptions

revenues are particularly subject to fluctuations in consumer spending. The trend in these tourism driven revenues are expected to decrease dramatically based on the COVID-19 pandemic by an average of 27% with the most significant reductions occurring in the 1st quarter of FY21 followed by less of a decline in the 2nd and 3rd quarters and ending the year with 0% increase in the last quarter of the FY21.

UNRESTRICTED INTERGOVERNMENTAL REVENUES

Utility Franchise Tax	The State of NC operates as a collection agent on utility franchise taxes levied on the actual annual receipts from electric, local telephone (including cellular), and natural gas service within the Town limits. This revenue is highly sensitive to weather; cool summers and mild winters can dramatically affect these receipts. Franchise tax is expected to decrease by 10% due to weather and energy prices plus decrease for stay at home orders in FY 2021.
Beer and Wine Tax	Cities share tax on sales of beer and wine based upon municipal population levels. The State of NC typically distributes this revenue source late in May. FY 2021 budgeted revenue is anticipated to remain flat over FY 2020 levels.
Local Sales Tax	<p>The State collects and distributes the proceeds from locally levied tax on retail sales. This revenue source can vary widely due to difficulty in forecasting factors such as the reduction of new construction activity, consumer spending, and the State's delayed sales tax refunds to non-profit agencies.</p> <p>This revenue source is subject to further significant swings related to changes in the tax levy of other Mecklenburg County local governments. Any significant change (increase or decrease) in other governments assessed value or tax rates can result in significant swings to the Town's share of local sales tax distributions. Changes to the Town's own assessed value or tax rate also has an impact. Proposed legislation at the state level could also impact sales tax revenue in future fiscal years. Perhaps the most significant decrease in recent memory will be attributable to the COVID-19 global pandemic. Cornelius anticipates a 35% decrease for the 1st quarter of FY21 with a slow improvement to a 13% decrease for the 4th quarter of FY21. These estimates are more conservative than the NCLM revenue projections.</p>
ABC Revenues	The Town of Cornelius participates in revenue sharing in the profits from Mecklenburg County's Alcoholic Beverage Control Board. Distributions are expected in the \$110,000 - \$120,000 range, which is a decrease over the previous fiscal year.

Revenue Assumptions

RESTRICTED INTERGOVERNMENTAL REVENUES

Powell Bill The Town of Cornelius receives an annual distribution from the North Carolina Department of Transportation of prior year gas tax receipts. Municipal Powell Bill distributions are based upon population and number of municipal street miles maintained. State collections of gas tax receipts are down based on consumer fuel conservation measures following volatile fuel prices. This revenue source is subject to consumer reaction to spikes in fuel prices. The Town estimates this revenue source to stay flat in FY 2021 Powell Bill distributions.

Grants Routinely, the Town receives grant awards from the federal and state government to support specific initiatives, such as Arts and Science Council, PARTF, and Governor's Highway Safety Programs. Budget amendments typically account for this revenue source during the fiscal year when grant notifications are received.

PERMITS AND FEES

Dispatch Center Fee These fees are based upon a shared cost estimate of the FY 21 expenditures for the Communications Center with Davidson College. Minimal revenue is also budgeted for dispatch of ElectriCities employees for electrical outages in Huntersville and Cornelius service areas.

Stormwater Fee The Town receives monthly distributions of stormwater collection fees from Mecklenburg County collected by Charlotte Water based upon impervious area. These funds are required to be used to maintain drainage systems within the Town. The Mecklenburg County LUESA office estimates Stormwater fees will remain flat for FY 2021.

911 Fees Telephone users are assessed a monthly fee by the State of North Carolina for wireless or wired landline phones to support 911 services to telephone line users. These funds are required to be spent in support of delivery of 911 communication services to users of cellular communication devices. Such distributions now occur directly from the State of North Carolina. The State 911 Board determines distribution methods of 911 fees based upon current 911 fund balance levels and prior years' expenditures. Each December/January, the Town receives an estimate from the 911 Board of the next fiscal year's revenue; Cornelius has been notified to expect a significant decrease in this distribution in FY 2021 related to fewer capital expenditures.

Revenue Assumptions

TOURISM RELATED REVENUES

Occupancy Tax	The Town of Cornelius receives monthly distributions of hotel/motel tax receipts from Mecklenburg County based on receipts collected from Cornelius hoteliers. This revenue source is volatile, based upon consumer travel trends, and varies year to year and is expected to decline sharply based on the COVID-19 pandemic. By Statute, 28% of this revenue source must be paid to Visit Lake Norman.
Prepared Food Tax	The Town of Cornelius has received distributions from the City of Charlotte since FY 2002 based upon prepared food and beverage taxes collected from Cornelius prepared food retail outlets. An interlocal agreement between Mecklenburg County and its municipalities has resulted in a percentage of the prepared food and beverage tax generated within the municipality to be returned to the Town for its Tourism promoting use. This revenue source is expected to decrease by 20% due to COVID-19.
U Drive It Tax	The Town began receiving tax levied on the gross receipts of rental vehicles as a replacement for the property tax on rental vehicles in FY 2007. These proceeds have been used to support local arts initiatives. This revenue source is expected to decline to approximately \$140,000 also due to COVID-19.

DEPT FEES

Various departments, such as Police, Planning, and PARC charge various fees, such as building permit fees, sponsorship fees, and program participation fees. The Town has pet adoption related fees, false alarm fees, and reimbursements from CMS for resource officers. A fee schedule is updated annually near the timing of budget adoption for items such as changing electric charges for services.

OTHER EARNINGS

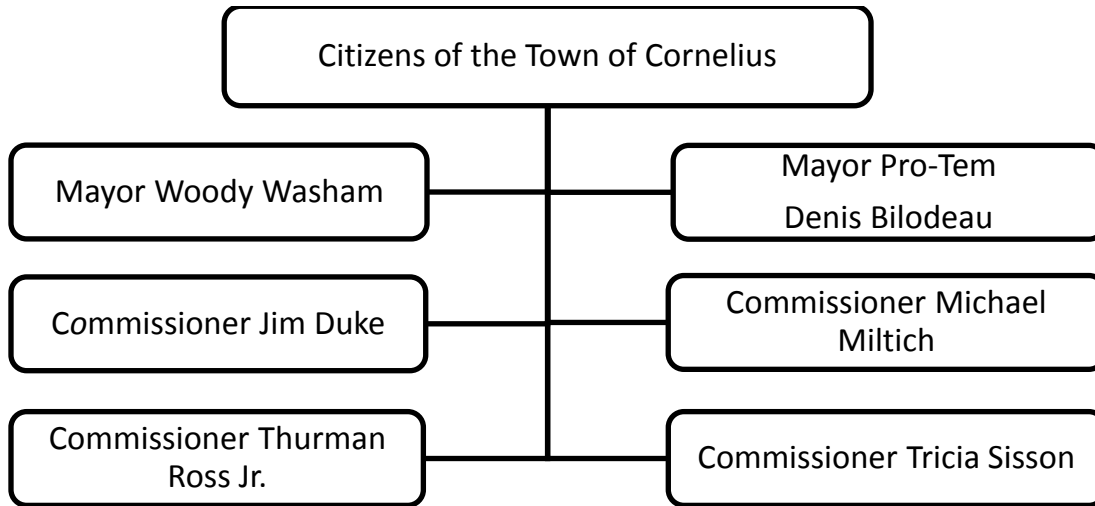
Investment Earnings	Interest earnings on idle funds is also expected to decrease drastically due to the economic downturn over the last few years largely due to COVID-19.
Miscellaneous	The Town has historically received minimal amounts of miscellaneous revenue budgeted at \$18,000. Examples of miscellaneous revenues include donations, town hall rental fees, insurance proceeds, and sale of used equipment.

Town of Cornelius
FY 2021 Budget
General Fund Revenue Line Item Detail

Org	Obj	Description	2018 Actual	2019 Actual	2020 Original Budget	2020 Est Yr End	2021 Original Budget	FY 20 Est Yr End vs 21 Budget	Percent Difference
10003100-7	3110	Prior Year Taxes	77,481	27,088	50,000	30,000	25,000	(5,000)	-16.7%
10003108	3110	Current year taxes	12,724,226	13,015,247	14,463,168	15,164,000	15,358,038	194,038	1.28%
10003110	3120	Motor Vehicle Tax	1,021,673	1,077,882	1,269,439	1,000,000	900,000	(100,000)	-10.00%
10003280	3280	Vehicle Fee	251,667	255,986	256,771	260,000	261,950	1,950	0.75%
10003170	3180	Interest & Penalties	54,385	50,210	50,750	50,750	51,131	381	0.75%
10003231-4	3220	Local Sales Tax	3,736,084	3,983,699	3,841,700	3,841,700	3,168,019	(673,681)	-17.5%
10003324	3220	Utility Franchise Tax	1,840,317	1,887,891	1,905,280	1,900,000	1,694,776	(205,224)	-10.80%
10213316	3300	Powell Bill Allocation	762,256	771,445	777,233	778,252	583,252	(195,000)	-25.1%
10003272	3120	Vehicle Rental Gross Recpts	64,876	71,025	69,532	70,000	48,302	(21,698)	-31.0%
10003272	3121	U Drive It Tax	199,337	210,550	202,000	203,000	139,937	(63,063)	-31.1%
10003265	3220	Prepared Food & Bev Tax	512,913	582,155	590,886	595,600	476,480	(119,120)	-20.0%
10003270	3220	Occupancy Tax	274,351	292,889	282,800	256,000	140,087	(115,913)	-45.3%
10003322	3220	Beer & Wine Tax	130,835	134,628	133,903	133,903	133,903	-	0.0%
10003837	3220	ABC Revenues	121,158	126,268	127,341	131,632	113,632	(18,000)	-13.7%
10213831	3300	Int Earnings Streets	7,185	14,403	10,500	10,500	8,000	(2,500)	-23.8%
10303473	3301	Stormwater Fees	422,220	426,050	417,240	424,000	428,240	4,240	1.0%
10303471	3410	Solid waste disposal tax	20,498	21,677	20,608	22,000	22,220	220	1.0%
10803330	3330	Arts & Science Grant	5,000	-	-	-	-	-	0.0%
10003318	3315	Electricities Grants	-	-	1,500	1,500	-	(1,500)	-100.0%
10103300	3315	Public Safety grants	87,107	224,959	-	62,439	-	(62,439)	-100.0%
10103300	3330	Local Grant/Asset Forfeiture	208,195	167,042	-	-	-	-	#DIV/0!
10403300	3722	Habitat/CDBG/State	115,000	140,000	-	-	-	-	#DIV/0!
10103431	3315	Police Revenue	503,399	754,510	698,000	698,000	713,000	15,000	2.1%
10103220	3151	False Alarm Registrations	40,826	54,835	46,460	50,000	50,000	-	0.0%
10103841	3410	Civil Penalties	164	178	1,800	2,000	2,000	-	0.0%
10403343	3410	Planning / Zoning Fees	118,302	86,723	80,000	40,000	10,000	(30,000)	-75.0%
10403330	3330	MUMPO Grant	-	-	-	-	-	-	0.0%
10803612	3411	PARC Program Fees	596,248	637,820	638,100	638,100	655,200	17,100	2.7%
10803619	3410	Art Center Revenues	158,509	161,227	150,000	150,000	150,000	-	0.0%
10003831	3491	Int Earnings (General)	160,263	333,217	220,000	220,000	75,600	(144,400)	-65.6%
10403831	3492	Int Earnings (Tourism)	13,595	28,145	20,000	20,000	10,000	(10,000)	-50.0%
10003834	3860	Town Hall Rental Fees	61,020	57,348	40,000	35,000	4,500	(30,500)	-87.1%
10003412	3890	Electricities Admin Fees	-	-	-	-	-	-	0.0%
10103216	3150	Animal Tag Fees	8,055	7,640	9,000	9,000	9,000	-	0.0%
10003836	3810	Sale of Property	18,392	-	-	273,000	-	(273,000)	0.0%
10003839	3894	Insurance Proceeds	51,410	19,343	-	-	-	-	0.0%
10003839	3890	Miscellaneous Revenues	32,166	159,085	17,500	137,000	18,000	(119,000)	-86.9%
10103439	3890	Dispatch Center Fees	60,000	60,000	60,000	60,000	60,000	-	0.0%
12103317	3890	Controlled Substance Tax	12,791	2,246	2,000	2,200	2,000	(200)	-9.1%
10003935	3910	IRS BABS Fed Int Rate	-	-	-	-	-	-	0.0%
		Transfer from other funds	-	-	-	-	-	-	0.0%
3833	3840	Donations	106,537	51,975	20,000	21,500	20,000	(1,500)	-7.0%
10203439	3890	Transportation Fee Towns Share	-	-	-	-	-	-	0.0%
10103920	3910	Debt Issued	911,179	1,150,332	1,000,000	-	1,470,000	1,470,000	0.0%
		Net use of Fund Balance	-	-	(1,381,129)	-	(269,459)	-	0.0%
		Totals	25,489,620	27,045,718	26,092,383	27,291,076	26,532,808	(488,809)	-1.8%

General Fund

Governing Board



Description

The Board of Commissioners serves as the board of directors for the Town of Cornelius and adopts ordinances, rules, and regulations as may be necessary or appropriate to protect the health, life, or property, or to preserve or promote the comfort, convenience, security, better government, or general welfare of the Town and its residents and merchants.

Governing Board Members

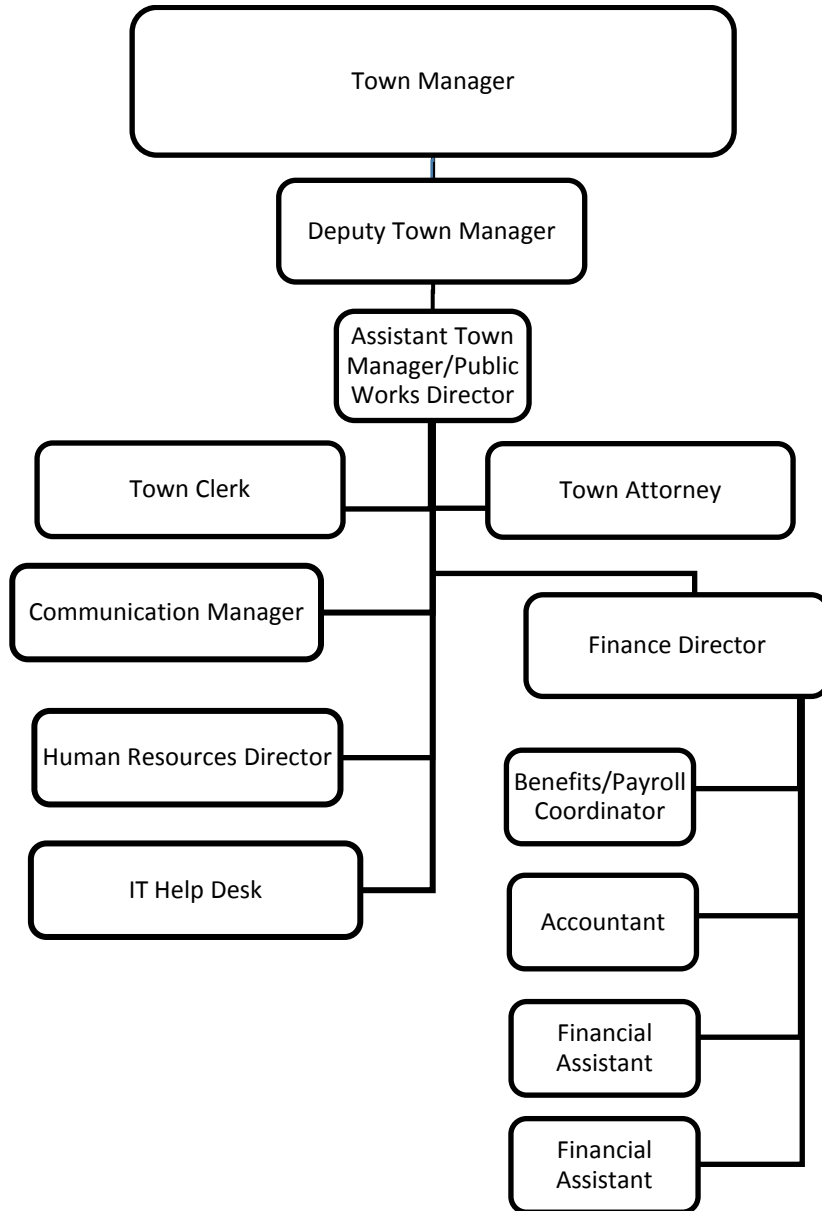
Position	FY 17	FY 18	FY 19	FY 20	FY 21
Mayor	1	1	1	1	1
Commissioner	5	5	5	5	5
Total Authorized Positions	6	6	6	6	6

**Governing Board
1004110**

Acct	Description	2018 Actual	2019 Actual	2020 Original Budget	2020 Est Yr End	2021 Original Budget	2020 Est Yr End vs 21 Budget	Percent Difference
4125	Elected Officials Fees	50,974	51,922	58,792	58,792	60,556	1,764	3.00%
4181	FICA	4,050	4,101	4,498	4,498	4,633	135	3.1%
4311	Travel & Training	2,606	2,363	7,000	6,000	7,000	1,000	13.2%
4454	Insurance & Bond	2,075	2,049	2,142	2,238	2,439	201	9.6%
4499	Misc. Expenses	12,641	10,118	5,500	7,000	7,500	500	6.7%
	Totals	72,346	70,553	77,931	78,528	82,128	3,600	4.6%

General Fund

General Government



General Fund

Description

The administrative operations of the Town of Cornelius are handled by the Town Manager who serves as the Chief Administrative Officer for the Town. The Town Manager directs the implementation of policy directives by the Board of Commissioners and oversees all other departments and functions. Administration functions include budgeting and finance, contract administration, project management, legal services, human resources, and customer service. The Town seeks to guarantee long-term financial stability while maintaining an organizational environment that fosters professionalism, efficiency, and a strong commitment to customer service.

Authorized Positions (in Full Time Equivalents-FTE)

Position	FY 17	FY 18	FY 19	FY 20	FY 21
Town Manager	1	1	1	1	1
Deputy Town Manager	1	1	1	1	1
Assistant Town Manager/Public Works Director	0	1	1	1	1
Project Manager	1	0	0	0	0
Finance Director	1	1	1	1	1
Finance Assistant	3	2	2	2	2
Town Clerk	1	1	1	1	1
Benefits/Payroll Coordinator	1	1	1	1	1
Town Attorney	1	0	0	0	0
Human Resources Director	0	0	0	1	1
IT In-house Help Desk Support	0	0	1	1	1
Accountant	1	1	1	1	1
Total Authorized Positions	11	9	10	11	11

FY 2021 Goals and Objectives

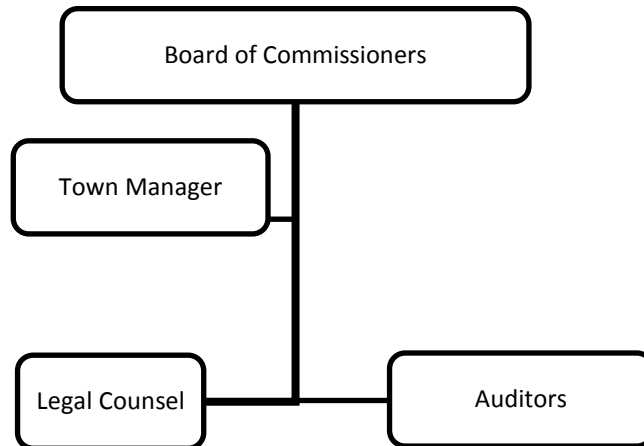
- ✓ HR Director (1/2 year \$53,500)
- ✓ 5% Probationary Increase (\$18,000)
- ✓ Fully Fund Recruitment/Retention/Compression Pool (\$16,000)
- ✓ Computer Replacement Program (removed from capital) (\$45,000)
- ✓ Servers/Office 365 Configuration/Workstation Upgrades (one-time \$20,000)
- ✓ Cyber Security: Detection and Monitoring Tool (one-time \$35,000)
- ✓ Cyber Security: Network Monitoring, Intrusion Detection and Employee Training (recurring \$15,000)

General Government
1004130

Acct	Description	2018 Actual	2019 Actual	2020 Original Budget	2020 Est Yr End	2021 Original Budget	2020 Est Yr End vs 21 Budget	Percent Difference
4121	Salaries	655,974	624,199	879,849	833,923	882,050	48,127	5.8%
4122	Overtime	-	-	500	500	500	-	0.0%
4126	Salaries Part-Time	19,742	42,590	23,520	24,000	24,000	-	0.0%
4134	Retirement 401K	33,033	33,249	44,017	41,721	39,628	(2,094)	-5.0%
4181	FICA	48,864	52,803	69,146	69,146	62,466	(6,680)	-9.7%
4182	Retirement	50,276	54,246	78,791	78,791	70,444	(8,347)	-10.6%
4183	Insurance Benefits	73,756	77,977	83,049	89,049	89,049	-	0.0%
4185	State Unemployment	186	90	90	90	90	-	0.0%
4189	Employee Recognition	11,636	12,330	12,000	12,000	12,000	-	0.0%
4190	Prof Serv: Payroll	14,579	17,815	20,500	20,500	21,100	600	2.9%
4197	Tax Collection Fees	65,208	69,718	70,158	70,158	72,263	2,105	3.0%
4199	Prof Serv: Misc.	23,501	104,113	94,000	94,000	30,000	(64,000)	-68.1%
4251	Motor Fuels	3,712	3,760	4,200	4,100	4,200	100	2.4%
4290	Departmental Supplies	15,351	54,511	12,000	12,000	57,000	45,000	375.0%
4311	Travel and Training	16,914	17,031	19,000	18,500	19,000	500	2.7%
4321	Telecommunication	17,057	15,594	23,000	23,000	23,000	-	0.0%
4325	Postage/Shipping	2,148	2,459	2,700	3,000	3,000	-	0.0%
4331	Utilities	32,756	31,707	35,000	35,000	35,500	500	1.4%
4334	Water	2,942	2,191	4,000	4,200	4,000	(200)	-4.8%
4335	Sewer	2,730	3,530	6,000	6,000	6,000	-	0.0%
4336	Stormwater	383	382	675	675	675	-	0.0%
4341	Printing	345	1,229	1,000	1,000	1,000	-	0.0%
4351	Building Maintenance	90,682	67,065	74,731	74,731	74,800	69	0.1%
4353	Vehicle Maintenance	1,282	2,216	2,000	2,000	2,000	-	0.0%
4391	Advertising	776	542	1,300	1,350	1,350	-	0.0%
4431	Copier Lease	5,285	5,470	6,500	6,500	6,500	-	0.0%
4432	Postage Lease	-	-	-	-	-	-	0.0%
4440	Contract Serv	-	250	-	-	-	-	0.0%
4441	Software Maintenance	58,183	55,637	65,000	65,000	65,000	-	0.0%
4442	Network Maintenance	76,300	13,302	28,500	98,475	98,500	25	0.0%
4444	Contract Serv/ Landscpg-TH	5,521	7,128	7,000	7,000	7,000	-	0.0%
4451	Insurance and Bonds	22,900	22,471	23,460	23,000	23,000	-	0.0%
4491	Dues and Subscriptions	56,612	51,831	57,000	58,000	58,000	-	0.0%
4498	Bank Account Expense	1,240	32	2,000	2,000	2,000	-	0.0%
4499	Miscellaneous Expense	8,293	11,841	8,500	9,000	9,000	-	0.0%
4540	Motor Vehicles	-	-	-	-	-	-	0.0%
4550	Other Equipment	-	46,476	45,000	246,425	-	(246,425)	0.0%
4580	Capital Outlay	-	-	-	-	-	-	0.0%
	Totals	1,418,167	1,505,785	1,804,186	2,034,834	1,804,114	(230,720)	-11.3%

General Fund

General Services



Description

The General Services operations of the Town of Cornelius include many of the Town's professional services provided by outside contractors (such as auditors) and related auxiliary services funded in whole or in part by the Town (Historic Preservation, Affordable Housing, miscellaneous legal fees and others). The Town auditor is appointed by the Town Board.

FY 2021 Goals and Objectives

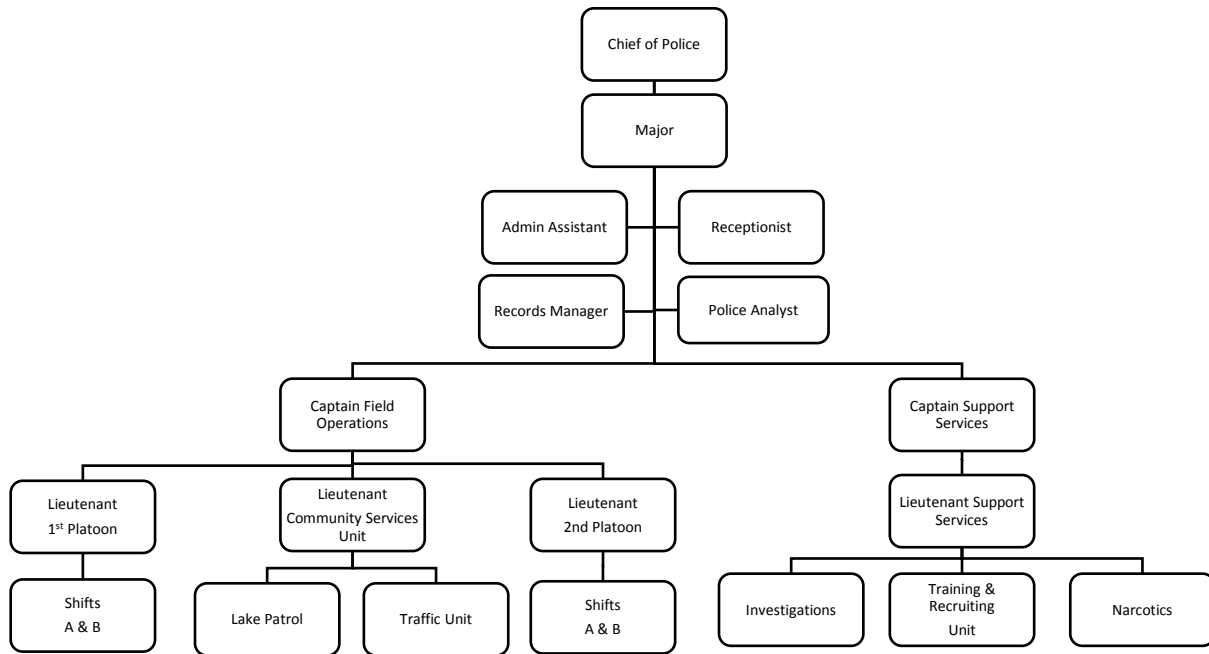
- ✓ Seek 11th year of GFOA award for excellence in financial reporting – CAFR
- ✓ Seek 4th year of GFOA award for excellence in financial reporting – PAFR

General Services
1004190

Acct	Description	2018 Actual	2019 Actual	2020 Original Budget	2020 Est Yr End	2021 Original Budget	2020 Est Yr End vs 21 Budget	Percent Difference
4191	Professional Svcs: Audit	23,681	23,100	28,226	28,226	28,226	-	0.0%
4192	Professional Svcs: Legal	155,610	123,987	160,780	160,780	160,780	-	0.0%
4199	Professional Svcs: Misc	114,214	128,195	430,000	250,000	110,000	(140,000)	-56.0%
4695	Contrib to Historical Comm	999	707	1,500	1,500	1,500	-	0.0%
4696	Contrib to Affordable Housing	15,000	15,000	-	-	-	-	0.0%
4696	Contrib to Ada Jenkins	15,000	15,000	15,000	15,000	15,000	-	0.0%
4697	Contrib to Crime Stoppers / Vic Advocate	15,000	15,000	15,000	15,000	15,000	-	0.0%
4698	Contr Gilead Fire/Ad	-	-	-	-	-	-	0.0%
4990	Transfer to Greenway CPO	-	-	-	-	-	-	0.0%
4992	Transfer to 911 Fund	-	142	-	-	-	-	0.0%
4993	Transfers to various Capital Proj Funds	1,836,475	2,751,240	1,072,874	1,375,505	1,099,967	(275,538)	-20.0%
4994	Transfer to Robbins	-	6,180	-	-	-	-	0.0%
4998	Transfer to DDI CPO	-	-	-	-	-	-	0.0%
	Totals	2,175,979	3,078,551	1,723,380	1,846,011	1,430,473	(415,538)	-22.5%

General Fund

Police Department



Mission Statement

The mission of the Cornelius Police department shall be to provide a safe environment in which residents and non-residents can live and work. This mission shall be accomplished by the prompt but fair enforcement of local and state laws. It is, therefore, the policy of the Cornelius Police Department to provide honest, fair and, efficient law enforcement to all people within its jurisdiction.

Core Values:

- ✓ Present a professional public image.
- ✓ Unbiased fair and honest behavior.
- ✓ Quality decisions that improve conditions.
- ✓ Ethical conduct beyond reproach.
- ✓ Customer service that is exemplary.
- ✓ Listen.

General Fund

Authorized Positions (in Full Time Equivalents-FTE)

Position	FY 17	FY 18	FY 19	FY 20	FY 21
Chief of Police	1	1	1	1	1
Major	1	1	1	1	1
Captain	2	2	2	2	2
Lieutenant	4	4	4	4	4
Sergeant	8	8	8	8	8
Investigator	6	6	6	6	6
Surveillance Technician	1	1	1	1	1
Patrol Officer	29	31	31	30	30
Lake Patrol	8*	8*	8*	8*	8*
Clerk/Receptionist	1	1	1	1	1
Administrative Assistant	2	2	2	2	2
School Resource Officer	2*	2*	2*	2*	2*
Police Analyst	1	1	1	1	1
Records Manager	1	1	1	2	2
Extraterritorial Jurisdiction Officers	0	0	0	2*	2*
Total Authorized Positions	67	69	69	71	71

* Partially funded by Mecklenburg County

FY 2021 Goals and Objectives

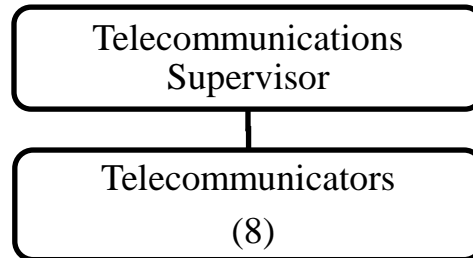
- ✓ Fully Fund Intermediate Law Enforcement Certificate (\$3,200)
- ✓ Residency Incentive (\$12,355)
- ✓ Body Cameras (12) and one year of cloud storage (\$17,000; \$9,620 one-time and \$7,380 recurring)
- ✓ Annual Maintenance Interplat for crashes and Spillman (\$7,500)
- ✓ Fiber line connection to radio tower (\$8,160 recurring)
- ✓ Camera System Maintenance and Improvements (removed from capital) (\$50,000 recurring)

**Police Department
1014310**

Acct	Description	2018 Actual	2019 Actual	2020 Original Budget	2020 Est Yr End	2021 Original Budget	2020 Est Yr End vs 21 Budget	Percent Difference
1212	Controlled Substance Exps	285,097	-	2,000	272,400	2,000	(270,400)	-99.3%
4121	Salaries	3,256,093	3,389,682	3,892,334	3,657,000	3,928,178	271,178	7.4%
4122	Overtime	39,927	56,805	41,000	44,600	47,000	2,400	5.4%
4126	Salaries Part-Time	76,165	47,735	62,180	62,180	54,680	(7,500)	-12.1%
4131	LEO SSA	83,532	83,098	83,532	83,532	68,532	(15,000)	-18.0%
4133	Retirement 401K	158,074	157,201	196,667	165,557	186,759	21,202	12.8%
4134	401K Non-Sworn	4,339	11,746	-	-	-	-	0.0%
4181	FICA	250,102	256,421	305,657	287,929	304,459	16,530	5.7%
4182	Retirement	270,926	289,558	381,533	359,055	417,056	58,001	16.2%
4183	Insurance Benefits	553,193	576,148	625,764	625,764	613,978	(11,786)	-1.9%
4185	State Unemployment	1,283	618	-	700	700	-	0.0%
4199	Professional Services	128,584	152,022	139,000	139,000	163,500	24,500	17.6%
4212	Uniforms	42,878	40,439	36,000	36,000	36,000	-	0.0%
4251	Motor Fuels	150,107	147,740	175,000	175,000	168,400	(6,600)	-3.8%
4260	Office Supplies	4,509	2,924	7,000	7,000	7,000	-	0.0%
4290	Departmental Supplies	82,624	111,713	96,840	96,840	96,840	-	0.0%
4311	Travel and Training	34,686	27,534	38,000	38,000	38,000	-	0.0%
4321	Telecommunications	52,840	52,918	55,000	55,000	56,824	1,824	3.3%
4325	Postage/Shipping	790	886	1,200	1,200	1,200	-	0.0%
4331	Electricity	45,322	41,745	42,000	42,000	44,100	2,100	5.0%
4334	Water	1,144	1,169	3,500	3,500	3,500	-	0.0%
4335	Sewer	1,371	1,351	1,350	1,450	1,450	-	0.0%
4336	Stormwater	151	608	750	750	750	-	0.0%
4351	Building Maintenance	34,654	57,676	37,500	37,500	31,300	(6,200)	-16.5%
4352	Equipment Maintenance	3,502	2,178	5,000	5,500	5,000	(500)	-9.1%
4353	Vehicle Maintenance	74,597	80,741	72,000	73,500	72,000	(1,500)	-2.0%
4354	Radio Trunking Fees	62,880	60,868	70,000	68,500	70,000	1,500	2.2%
4375	Crime Prevention	8,957	12,026	14,500	14,500	15,500	1,000	6.9%
4431	Copier Lease	21,970	23,424	27,000	27,000	27,000	-	0.0%
4440	Contract Services	29,915	36,946	28,000	28,000	38,000	10,000	35.7%
4442	Network Maint (Camera)	-	-	-	-	43,000	43,000	0.0%
4444	Landscaping	6,838	3,600	5,150	5,200	5,200	-	0.0%
4451	Insurance and Bonds	198,011	170,564	193,980	191,109	191,109	-	0.0%
4491	Dues and Subscriptions	8,820	9,556	10,000	10,000	10,000	-	0.0%
4498	Bank Charges	5,327	5,057	6,000	6,100	6,100	-	0.0%
4499	Miscellaneous Expense	5,896	9,308	14,500	14,500	9,500	(5,000)	-34.5%
4540	Capital Outlay	238,959	579,477	400,000	190,000	633,000	443,000	233.2%
4550	Other Equipment	47,824	46,659	50,000	50,000	90,000	40,000	80.0%
	Totals	6,271,887	6,548,141	7,119,937	6,875,866	7,487,615	611,749	8.9%

General Fund

Communications Department



Description

The mission of the Communications Center shall be to provide efficient, equitable, and professional emergency communications services to the residents and visitors of Cornelius and Davidson College. These services include public safety requests, animal control calls, and emergency calls for ElectriCities. This mission shall be accomplished by staffing the Center with well-trained, professional, customer service oriented employees.

Authorized Positions (in Full Time Equivalents-FTE)

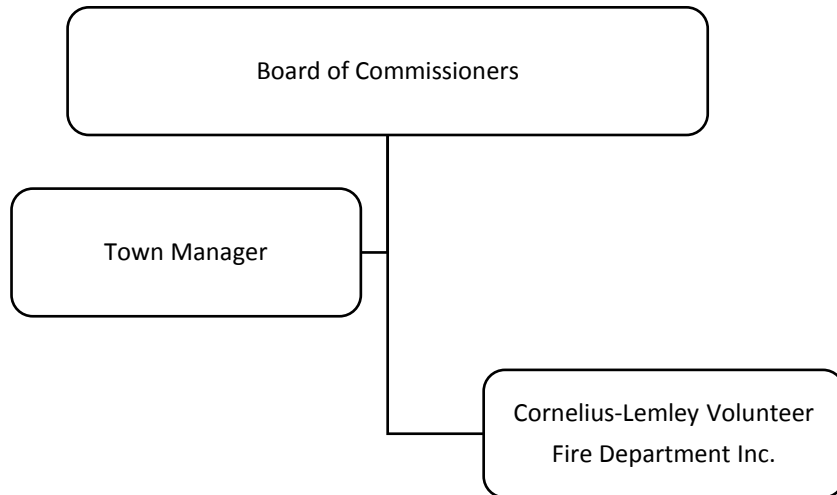
Position	FY 17	FY 18	FY 19	FY 20	FY 21
Telecommunications Supervisor	1	1	1	1	1
Telecommunicator	8	8	8	8	8
Information Technology Manager	1	1	1	1	1
Total Authorized Positions	10	10	10	10	10

Communications Department
1014325

Acct	Description	2018 Actual	2019 Actual	2020 Original Budget	2020 Est Yr End	2021 Original Budget	2020 Est Yr End vs 21 Budget	Percent Difference
4121	Salaries	297,230	302,063	368,400	403,479	420,333	16,854	4.2%
4122	Overtime	25,159	41,016	35,000	44,200	44,200	-	0.0%
4126	Salaries Part-Time	74,991	62,582	68,240	45,000	40,000	(5,000)	-11.1%
4134	Retirement 401K	19,662	18,968	20,170	22,384	23,227	843	3.8%
4181	FICA	34,475	32,413	36,080	37,690	38,597	907	2.4%
4182	Retirement	29,891	29,735	36,104	40,067	47,150	7,083	17.7%
4183	Insurance Benefits	72,635	71,251	77,000	77,000	77,000	-	0.0%
4185	State Unemployment	186	90	90	102	102	-	0.0%
4199	Professional Services	7,003	3,782	16,479	16,500	24,660	8,160	49.5%
4212	Uniforms	1,375	756	1,200	1,200	1,200	-	0.0%
4260	Office Supplies	2,073	1,549	3,500	3,500	2,500	(1,000)	-28.6%
4290	Department Supplies	3,577	3,779	3,500	3,500	3,500	-	0.0%
4311	Travel and Training	1,849	1,756	3,000	3,000	3,000	-	0.0%
4321	Telephone	10,276	9,438	10,500	10,500	10,500	-	0.0%
4332	Generator Fuel Oil	466	171	500	500	500	-	0.0%
4352	Equipment Maintenance	-	-	-	-	-	-	0.0%
4451	Insurance and Bonds	13,548	10,402	13,550	12,635	12,635	-	0.0%
4499	Miscellaneous	-	30	150	150	150	-	0.0%
4520	Capital Outlay	-	-	-	-	-	-	0.0%
	Totals	594,396	589,781	693,463	721,407	749,254	27,847	3.9%

General Fund

Fire Protection



Description

The Fire Protection operations of the Town of Cornelius accounts for the service contract the Town maintains with Cornelius-Lemley Volunteer Fire Department Inc (VFD). The Town supports the VFD with annual financial contributions in exchange for which the VFD provides fire protection, first responder, and fire prevention educational services.

FY 2021 Goals and Objectives

- ✓ Full-time Firefighters 2 positions = 6 FTEs (1/2 year \$186,930)
- ✓ Overtime to Maintain minimum of 8 Firefighters on duty daily (\$10,000)
- ✓ Create 12-hour shift to cover staffing gaps due to ten-hour shifts (\$23,600)

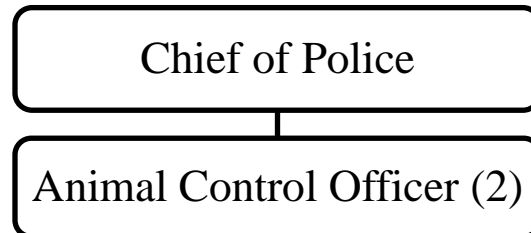
Position	FY 17	FY 18	FY 19	FY 20	FY 21
Full-Time Firefighters	0	0	0	0	6
Total Authorized Positions	0	0	0	0	6

Fire
1014340

Acct	Description	2018 Actual	2019 Actual	2020 Original Budget	2020 Est Yr End	2021 Original Budget	2020 Est Yr End vs 21 Budget	Percent Difference
4121	Salaries	-	-	-	-	131,865	-	0%
4134	401K Non-Sworn	-	-	-	-	6,593	-	0%
4181	FICA	-	-	-	-	10,088	-	0%
4182	Retirement	-	-	-	-	13,384	-	0%
4183	Insurance Benefits	-	-	-	-	25,000	-	0%
4199	Professional Services	-	20	-	-	-	-	0%
4251	Motor Fuels	23,766	27,488	30,000	30,000	30,000	-	0%
4290	Departmental Supplies	22,485	7,387	9,700	9,700	9,700	-	0%
4321	Telecommunications	2,587	1,925	3,000	3,000	3,000	-	0%
4336	Fire Utilities	31,926	32,418	32,400	32,400	33,550	1,150	4%
4351	Building Maintenance	47,541	47,954	48,000	48,000	50,000	2,000	4%
4353	Vehicle Maintenance		-	-	-	-	-	0%
4444	Fire Stations landscaping	5,495	9,100	7,300	7,300	7,300	-	0%
4451	Insurance and Bonds	5,482	5,091	6,000	6,166	15,166	9,000	146%
4540	Fire Motor Vehicle Capital	678,817	438,647	95,000	-	845,000	845,000	0%
4590	Other Capital Improvements	-	-	-	-	40,000	40,000	0%
4699	Contribution to Fire Dept	1,414,886	1,478,939	1,527,841	1,527,841	1,561,449	33,608	2%
	Total	2,232,985	2,048,969	1,719,541	1,624,707	2,782,095	930,758	57%

General Fund

Animal Control



Description

The mission of the Cornelius Police Department Animal Control is to provide the highest quality of animal control services to all people in the Town of Cornelius. Officers will be compassionate toward the needs of all animals and provide fair and efficient enforcement of animal control laws within our jurisdiction.

Authorized Positions (in Full Time Equivalents-FTE)

Position	FY 17	FY 18	FY 19	FY 20	FY 21
Animal Control Officer	2	2	2	2	2
Total Authorized Positions	2	2	2	2	2

FY 2021 Goals and Objectives

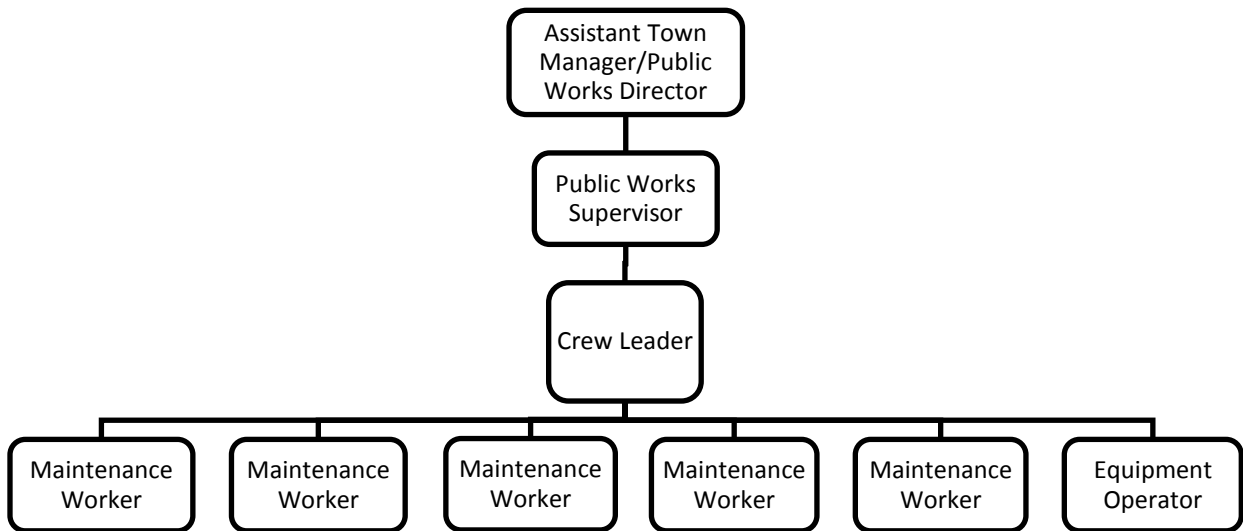
- ✓ Part-time Animal Shelter position (\$17,000, net cost \$11,200)

Animal Control
1014380

Acct	Description	2018 Actual	2019 Actual	2020 Original Budget	2020 Est Yr End	2021 Original Budget	2020 Est Yr End vs 21 Budget	Percent Difference
4121	Salaries	82,026	80,251	89,191	93,000	95,790	2,790	3%
4126	Part-Time Salaries	-	-	-	-	17,000	17,000	0%
4122	Overtime	12,547	10,726	11,000	13,000	11,000	(2,000)	-15%
4134	Retirement (401K)	4,668	4,486	5,010	5,300	5,340	40	1%
4181	FICA	6,580	7,080	7,665	8,109	8,170	61	1%
4182	Retirement	7,102	7,051	8,967	9,487	10,840	1,353	14%
4183	Insurance Benefits	19,205	20,591	20,481	20,481	20,481	-	0%
4185	State Unemployment	37	18	18	20	20	-	0%
4199	Prof Svcs	15,078	8,859	18,300	18,000	12,500	(5,500)	-31%
4212	Uniforms	-	-	200	200	1,000	800	400%
4251	Motor Fuels	3,359	2,562	3,200	3,200	3,200	-	0%
4290	Department Supplies	1,845	3,540	3,500	3,500	3,500	-	0%
4311	Travel and Training	-	-	200	200	200	-	0%
4321	Telecommunications	1,443	1,124	1,505	1,505	1,750	245	16%
4331	Electricity	6,661	7,399	7,800	7,800	7,800	-	0%
4334	Water	553	527	650	650	650	-	0%
4335	Sewer	1,105	1,082	1,100	1,100	1,100	-	0%
4336	Stormwater	195	193	240	240	240	-	0%
4351	Building Maintenance	7,431	7,357	8,500	8,500	8,500	-	0%
4353	Vehicle Maintenance	-	18	1,300	1,300	1,300	-	0%
4440	Contract svcs	657	125	800	800	800	-	0%
4451	Insurance and Bonds	5,428	4,597	5,000	5,000	5,000	-	0%
4540	Capital outlay	-	-	-	-	-	-	0%
	Totals	175,920	167,586	194,627	201,392	216,180	14,788	7%

General Fund

Public Works



Description

The mission of the Cornelius Public Works Department is to maintain the public property of the Town, including street rights-of-way, public easements, and other public property in a manner that is aesthetically pleasing and functional for all of our citizens.

General Fund

Authorized Positions (in Full Time Equivalents-FTE)

Position	FY 17	FY 18	FY 19	FY 20	FY 21
Public Works Supervisor	1	1	1	1	1
Crew Leader	2	2	2	1	1
Equipment Operator	0	0	0	1	1
Maintenance Worker	5	5	5	5	5
Total Authorized Positions	8	8	8	8	8

FY 2021 Goals and Objectives

- ✓ Continue to Work on Bond Projects
- ✓ Implement New Solid Waste Contract
- ✓ Town Hall/ Public Safety/ Public Works Building Maintenance Reserve Fund (1/2 year \$10,000)

**Public Works
1024510**

Acct	Description	2018 Actual	2019 Actual	2020 Original Budget	2020 Est Yr End	2021 Original Budget	2020 Est Yr End vs 21 Budget	Percent Difference
4121	Salaries	296,433	305,599	322,042	325,505	335,270	9,765	3.0%
4122	Overtime	16,559	17,413	19,570	18,000	19,570	1,570	8.7%
4126	Salaries - PT	8,634	1,313	10,000	9,800	10,000	200	2.0%
4134	Retirement 401K	15,546	16,136	17,081	17,175	17,742	567	3.3%
4181	FICA	22,721	23,837	26,898	27,028	27,910	882	3.3%
4182	Retirement	23,631	25,295	30,574	30,744	36,016	5,273	17.2%
4183	Insurance Benefits	62,445	65,386	63,723	64,000	64,000	-	0.0%
4185	State Unemployment	149	72	72	81	81	-	0.0%
4194	Design fees	16,089	-	25,000	25,000	25,000	-	0.0%
4199	Professional services	58,504	13,660	20,200	22,000	20,200	(1,800)	-8.2%
4212	Uniforms	10,816	10,311	7,200	7,200	7,200	-	0.0%
4241	Small Tools/ Equipment	4,495	2,532	2,400	2,400	2,400	-	0.0%
4251	Motor Fuels	16,980	17,344	20,000	21,400	18,000	(3,400)	-15.9%
4290	Departmental Supplies	21,308	22,440	16,500	16,500	16,500	-	0.0%
4311	Travel and Training	11	1,630	1,000	1,000	1,000	-	0.0%
4321	Telecommunications	4,060	2,039	4,000	4,500	4,000	(500)	-11.1%
4331	Utilities	8,240	15,134	14,600	14,600	14,000	(600)	-4.1%
4337	Street Lights	311,188	295,142	330,000	330,000	330,000	-	0.0%
4351	Building Maintenance	5,692	7,160	7,000	7,000	7,000	-	0.0%
4352	Equipment Maintenance	22,182	22,184	27,000	27,000	27,000	-	0.0%
4353	Vehicle Maintenance	9,160	3,451	16,000	16,500	16,000	(500)	-3.0%
4440	Contract Services	29,253	24,925	35,000	35,000	35,000	-	0.0%
4444	Contract Serv/ Landscaping	88,891	69,081	85,000	85,000	85,000	-	0.0%
4449	Landfill Fees	561	984	500	500	500	-	0.0%
4451	Insurance and Bonds	21,695	21,174	25,000	25,139	25,139	-	0.0%
4491	Dues and Subscriptions	680	700	725	720	740	20	2.8%
4499	Miscellaneous	21,933	1,015	1,000	1,000	1,000	-	0.0%
4540	Motor Vehicles	72,873	20,000	-	19,328	60,000	40,672	210.4%
4590	Oth cap improv	(10,609)	387,613	-	100,000	-	(100,000)	0.0%
4591	Capital Roads	854,843	-	230,000	30,000	-	(30,000)	-100.0%
	Totals	2,014,963	1,393,570	1,358,085	1,284,120	1,206,269	(77,851)	-6.1%

Powell Bill Fund

Street Improvements

Description

Street improvements for the Town of Cornelius are funded primarily through a state-shared gasoline tax known as “Powell Bill” funds. The Town utilizes these funds to maintain our ~100 miles of streets, repair ~131 miles of existing sidewalks, and improve existing streets with bike paths and sidewalks (\$200,000).

FY 2021 Goals and Objectives

- ✓ Continue street/sidewalk repair and maintenance program as on file with the Town Public Works Supervisor and Assistant Town Manager/Public Works Director.

**Powell Bill
1024515**

Acct	Description	2018 Actual	2019 Actual	2020 Original Budget	2020 Est Yr End	2021 Original Budget	2020 Est Yr End vs 21 Budget	Percent Difference
4199	Professional Services	6,265	5,400	10,000	24,174	10,000	(14,174)	-58.6%
4290	Departmental supplies	5,457	5,918	8,000	8,000	8,000	-	0.0%
4440	Contract services	165,755	143,078	181,000	200,000	200,000	-	0.0%
4590	Capital - Sidewalks	197,450	11,081	200,000	181,000	-	(181,000)	-100.0%
4591	Capital - Street Improv	-	628,234	571,500	-	800,000	800,000	0.0%
	Totals	374,927	793,711	970,500	413,174	1,018,000	604,826	146.4%

General Fund

Solid Waste/Recycling

Description

Garbage, yard waste, and recycling collection for Cornelius residents are administered via contract with outside waste collectors. The Town has contracted with Waste Pro for collection beginning FY21. Dumpster accounts for individual condominium complexes are contracted separately.

The Town provides curbside collection of residential and small business solid waste, recycling, and yard debris at approximately 10,000 collection points.

FY 2021 Goals and Objectives

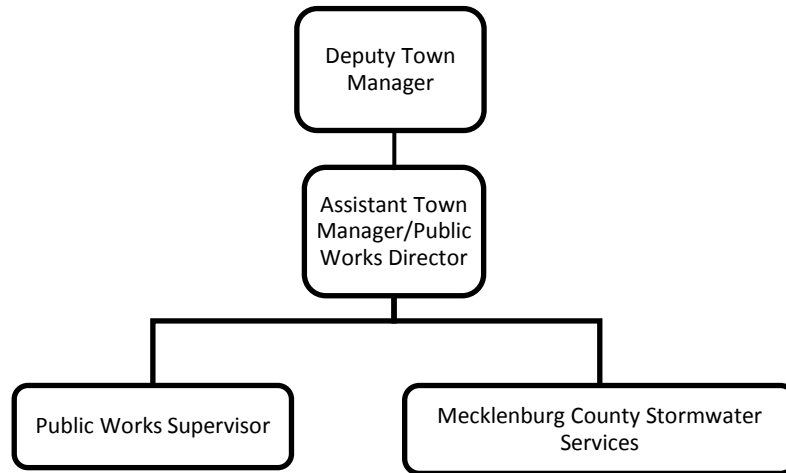
- ✓ Maintain current residential service levels for the community, including once a week curbside garbage pickup and biweekly curbside recycling pickup.

Solid Waste / Recycling
1034710

Acct	Description	2018 Actual	2019 Actual	2020 Original Budget	2020 Est Yr End	2021 Original Budget	2020 Est Yr End vs 21 Budget	Percent Difference
4439	Dumpsters	99,692	96,411	118,918	118,918	118,918	-	0.0%
4445	Hauling (Residential)	878,364	903,492	955,776	955,776	955,776	-	0.0%
4446	Yard Debris	511,507	516,146	580,989	580,989	580,989	-	0.0%
4448	Recycling	387,898	368,104	443,707	443,707	443,707	-	0.0%
	Totals	1,877,461	1,884,153	2,099,390	2,099,390	2,099,390	-	0.0%

Stormwater Fund

Stormwater Management



Description

The mission of the Stormwater Management Fund of the Cornelius Public Works Department is to maintain the stormwater drainage system for the Town to prevent flooding, property damage, or other safety hazards in a knowledgeable and professional manner as expediently as practical.

FY 2021 Goals and Objectives

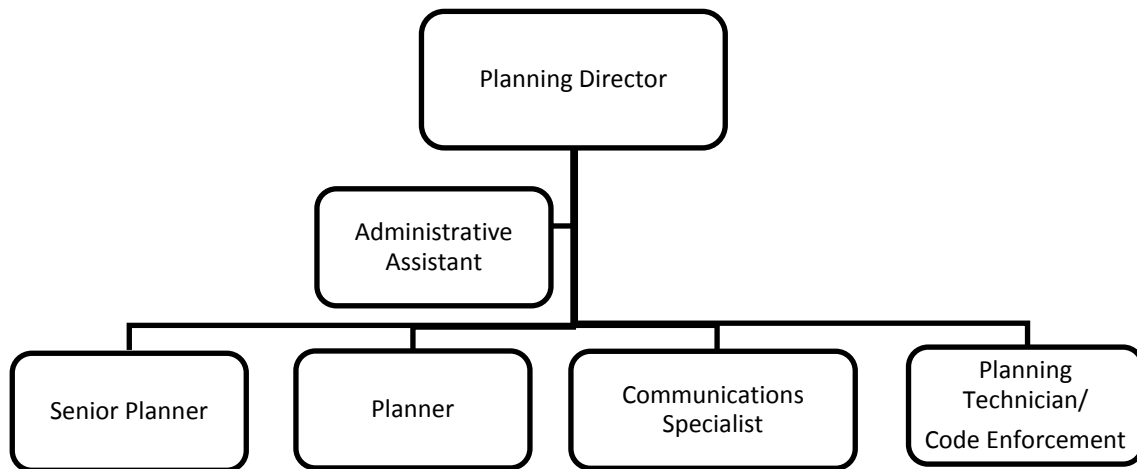
- ✓ Continue Stormwater System maintenance and capital projects as on file with the Town Assistant Town Manager/Public Works Director.

**Stormwater
1034730**

Acct	Description	2018 Actual	2019 Actual	2020 Original Budget	2020 Est Yr End	2021 Original Budget	2020 Est Yr End vs 21 Budget	Percent Difference
4199	Professional Services	1,690	15,290	10,000	10,000	10,000	-	0%
4290	Departmental Supplies	180	-	5,000	5,000	5,000	-	0%
4430	Equipment Rental	-	-	-	-	-	-	0%
4440	Contract Services	164,140	191,348	221,000	221,000	225,000	4,000	2%
4580	Capital - Other Improvs	-	126,920	100,000	100,000	300,000	200,000	200%
	Totals	166,010	333,558	336,000	336,000	540,000	204,000	61%

General Fund

Planning and Land Development Department



Mission Statement

Utilize state of the art planning techniques for effectively communicating with peers, citizens, developers, and the general public thereby making Cornelius a great place to live, work, and play.

General Fund

Authorized Positions (in Full Time Equivalents-FTE)

Position	FY 17	FY 18	FY 19	FY 20	FY 21
Planning Director	1	1	1	1	1
Senior Planner	1	1	1	1	1
Planner	1	1	1	1	1
Communications Specialist	1	1	1	1	1
Planning Technician/Code Enforcement	1	1	1	1	1
Administrative Assistant	1	1	1	1	1
Total Authorized Positions	6	6	6	6	6

Planning and Land Development Services

Development Plan Review and Processing
Geographic Information Systems
Land Development Code Maintenance

Planning Board Support Staff
Special Planning Projects

FY 2021 Goals and Objectives

- ✓ North Corridor Transit Oriented Development Grant – Town Match (\$6,000, one-time)
- ✓ Land Use: Evaluate Targeted Land Use Plan Updates

Planning / Land Development
1044910

Acct	Description	2018 Actual	2019 Actual	2020 Original Budget	2020 Est Yr End	2021 Original Budget	2020 Est Yr End vs 21 Budget	Percent Difference
4121	Salaries	328,719	278,588	346,521	333,134	343,128	9,994	3.0%
4122	Overtime	-	-	500	500	500	-	0.0%
4126	Salaries Part-Time	2,820	2,400	10,000	10,000	10,000	-	0.0%
4134	Retirement 401K	16,351	13,894	17,351	16,682	17,181	500	3.0%
4181	FICA	24,297	21,073	27,312	26,288	27,053	765	2.9%
4182	Retirement	24,833	21,368	31,058	29,860	34,878	5,018	16.8%
4183	Insurance Benefits	49,910	46,991	56,663	56,663	52,663	(4,000)	-7.1%
4185	State Unemployment	112	54	54	61	65	4	6.6%
4194	Prof Serv: Design fees	31,511	12,292	15,000	15,000	15,000	-	0.0%
4195	Prof Serv: GIS / Mapping	1,300	1,300	1,700	1,700	1,700	-	0.0%
4199	Prof Serv: Misc	137,969	99,931	61,500	75,000	67,500	(7,500)	-10.0%
4251	Motor Fuels	562	1,054	1,200	1,200	1,200	-	0.0%
4290	Departmental Supplies	11,080	8,427	13,500	13,500	13,500	-	0.0%
4311	Travel and Training	8,451	7,486	6,700	6,700	6,700	-	0.0%
4321	Telecommunications	1,316	1,196	1,800	1,800	1,800	-	0.0%
4325	Postage	5,347	3,136	6,000	6,000	6,500	500	8.3%
4341	Printing		-	-	-	-	-	0.0%
4353	Vehicle Maintenance	282	-	1,000	1,000	1,000	-	0.0%
4391	Legal Advertising	841	2,332	2,500	2,500	2,500	-	0.0%
4431	Copier Lease	10,947	11,930	11,300	11,300	12,317	1,017	9.0%
4440	Contract Services	5,000	11,448	3,000	3,000	3,000	-	0.0%
4451	Insurance and Bonds	7,944	6,476	8,000	7,000	7,000	-	0.0%
4491	Dues and Subscriptions	2,551	2,060	2,500	2,500	2,500	-	0.0%
4498	Bank Charges	1,030	571	1,000	1,000	1,000	-	0.0%
4499	Miscellaneous Expense	138	44	1,500	1,500	1,500	-	0.0%
4550	Capital Outlay	30,158	-	-	-	-	-	0.0%
	Totals	703,469	554,051	627,660	623,888	630,185	6,297	1.0%

Tourism Fund

Tourism and Community Promotion

Description

Tourism and Community Promotion are funded exclusively from proceeds generated by the Mecklenburg County Hotel/Motel Occupancy Tax, the Prepared Food and Beverage Tax, and special event revenues are funded from these revenue sources. Occupancy Tax funds have been accounted for in this fund since inception in 1992; Prepared Food and Beverage Tax has been accounted for in this fund since receipt by the town in FY 2003.

Significant portions of annual proceeds from this fund are distributed to the North Mecklenburg Visitor's Center and Lake Norman Convention and Visitor's Bureau. Additional initiatives funded from these tourism funds include the funding to the Economic Development Commission, the North Mecklenburg Regional Industrial Park (Commerce Station), and sailing center contribution. The remaining proceeds fund various community enhancement and promotion projects including annual festivals and special events such as the annual symphony and holiday celebrations.

FY 2021 Goals and Objectives

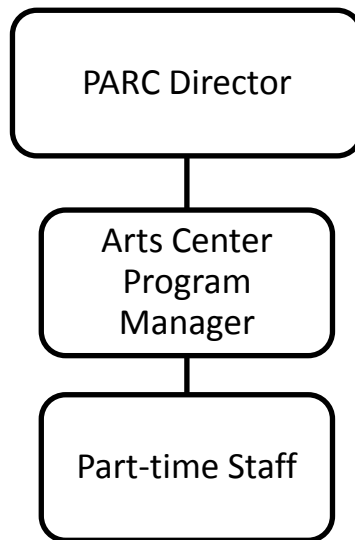
- ✓ Continue existing affiliated organizations funding and agreements, adhering to interlocal funding agreements and/or new directives as approved by the Town of Cornelius Board of Commissioners.

Tourism
1044920

Acct	Description	2018 Actual	2019 Actual	2020 Original Budget	2020 Est Yr End	2021 Original Budget	2020 Est Yr End vs 21 Budget	Percent Difference
4199	Prof svcs	-	-	-	-	-	-	0.0%
4290	Departmental Supplies		-	10,000	10,000	10,000	-	0%
4311	Travel/Training	-	-	-	-	-	-	0%
4376	Promotions	119,332	132,760	128,800	128,800	132,800	4,000	3%
4440	Contract Service	8,000	8,000	8,000	8,000	13,000	5,000	63%
4550	Capital Outlay	-	-	-	-	-	-	0%
4690	Commerce Station pmt to H'ville	83,000	36,300	-	-	-	-	0%
4691	VLN	79,990	75,905	80,430	80,430	77,664	(2,766)	-3%
4692	VLN	110,099	125,423	136,884	136,884	147,227	10,343	8%
4694	Economic Development	79,950	79,950	79,950	79,950	79,950	-	0%
	Totals	480,371	458,338	444,064	444,064	460,640	16,576	4%

General Fund

Cornelius Arts Center



Description

The Cornelius Arts Center division of the Parks, Art, Recreation and Culture Department is a newly created division that facilitates the Town's ongoing endeavor in the arts. The Cornelius Arts Center lease was extended through April, 2020. The Cornelius Arts Center is funded through the use of U Drive It tax that is restricted to be spent in support of local arts or other restricted purposes.

FY 2021 Goals and Objectives

- ✓ Improve program offerings

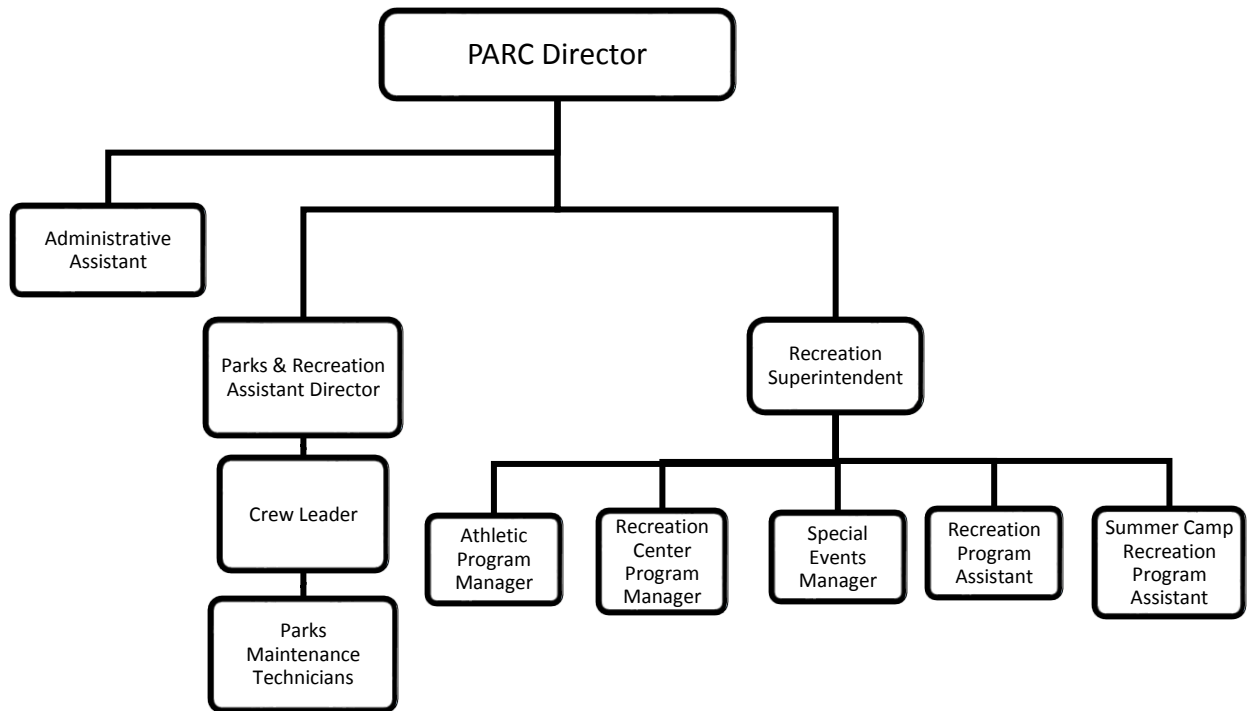
Position	FY 17	FY 18	FY 19	FY 20	FY 21
Arts Center Program Manager	1	1	1	1	1
Total Authorized Positions	1	1	1	1	1

**Art Center
10406123**

Acct	Description	2018 Actual	2019 Actual	2020 Original Budget	2020 Est Yr End	2021 Original Budget	2020 Est Yr End vs 21 Budget	Percent Difference
4121	Salaries Full-time	49,686	51,490	52,336	53,163	54,758	1,595	3.0%
4126	Salaries Part-Time	27,859	29,176	28,500	28,500	28,500	-	0.0%
4134	Retirement 401k	2,447	2,534	2,617	2,658	2,738	80	3.0%
4181	FICA	5,690	6,159	6,184	6,247	6,369	122	2.0%
4182	Retirement	3,731	3,987	4,684	4,758	5,558	800	16.8%
4183	Insurance Benefits	6,262	6,653	6,365	6,653	6,653	-	0.0%
4185	State Unemployment	19	9	9	10	12	2	20%
4199	Professional Services	166,000	124,999	-	-	-	-	0%
4231	Program Supplies	18,370	21,160	19,500	19,500	19,500	-	0%
4321	Telephones	1,105	1,128	1,200	1,200	1,200	-	0%
4331	Utilities	9,690	10,020	11,000	11,000	11,000	-	0%
4351	Building Maintenance	6,596	8,742	8,000	8,000	8,000	-	0%
4375	Promotions/ Publicity	1,587	2,207	7,000	7,000	7,000	-	0%
4376	CACC	245,000	365,000	323,000	323,000	289,600	(33,400)	-10%
4433	Building Rent	55,320	63,478	65,110	65,110	67,110	2,000	3%
4440	Contract Services	80,501	75,884	85,000	85,000	85,000	-	0%
4580	Capital other improv	11,893	-	-	-	-	-	0%
	Totals	691,756	772,626	620,505	621,799	592,998	(28,802)	-5%

General Fund

Parks, Arts, Recreation and Culture Department



Description

The Parks and Recreation department mission is to provide great parks, natural areas, and recreational experiences.

General Fund

Authorized Positions (in Full Time Equivalents-FTE)

Position	FY 17	FY 18	FY 19	FY 20	FY 21
PARC Director	1	1	1	1	1
Parks & Recreation Assistant Director	1	1	1	1	1
Superintendent	0	0	0	0	0
Administrative Assistant	1	1	1	1	1
Special Event Manager	1	1	1	1	1
Athletic Programs Manager	1	1	1	1	1
Parks Maintenance Technician	2	3	3	3	3
Crew Leader	1	1	1	1	1
Recreation Center Program Manager	1	1	1	1	1
Recreation Superintendent	1	1	1	1	1
Recreation Program Assistant	0	0	1	1	1
Summer Camp Recreation Program Assistant	0	0	1	1	1
Total Authorized Positions	10	11	13	13	13

FY 2021 Goals and Objectives

- ✓ PARC Maintenance Technician (\$2,000 one-time start up, \$17,200 ½ year recurring)
- ✓ Electric and Water utility increases based on anticipated rate and more water consumption to maintain park fields (\$7,400)

Parks, Arts, Recreation and Culture
1086121

Acct	Description	2018 Actual	2019 Actual	2020 Original Budget	2020 Est Yr End	2021 Original Budget	2020 Est Yr End vs 21 Budget	Percent Difference
4121	Salaries	563,993	611,285	653,916	629,413	694,073	64,660	10%
4126	Salaries Part-Time	95,998	111,284	110,400	112,000	112,400	400	0%
4134	Retirement 401K	27,959	30,309	32,696	31,471	34,704	3,233	10%
4181	FICA	50,043	54,237	58,470	56,718	61,695	4,977	9%
4182	Retirement	43,687	48,692	58,526	56,332	70,448	14,116	25%
4183	Insurance Benefits	94,451	105,013	108,200	108,200	114,800	6,600	6%
4185	State Unemployment	205	125	126	142	150	8	6%
4199	Professional Services	4,031	3,695	3,500	3,500	3,500	-	0%
4212	Uniforms	2,092	3,217	5,000	5,000	7,000	2,000	40%
4231	Program Supplies	124,741	143,157	128,000	128,000	128,000	-	0%
4240	Building Supplies	13,247	7,868	6,600	6,600	6,600	-	0%
4251	Motor Fuels	7,441	7,475	6,825	6,825	6,825	-	0%
4290	Departmental Supplies	25,926	4,957	5,977	5,977	5,977	-	0%
4311	Travel and Training	3,298	3,692	4,000	4,000	5,000	1,000	25%
4321	Telecommunications	8,967	7,291	7,400	7,400	7,400	-	0%
4325	Postage	159	517	250	250	250	-	0%
4331	Utilities	126,268	118,794	132,000	132,000	139,400	7,400	6%
4351	Building Maintenance	137,960	150,744	175,000	175,000	100,000	(75,000)	-43%
4352	Equipment Maintenance	1,495	2,056	3,000	3,000	3,000	-	0%
4353	Vehicle Maintenance	3,919	1,653	3,000	3,000	3,000	-	0%
4375	Promotions / Publicity	1,000	559	700	700	700	-	0%
4379	Teen Council	1,783	2,259	2,800	2,800	2,800	-	0%
4431	Copier Lease	2,888	3,169	3,500	3,500	3,500	-	0%
4440	Contract Services	325,899	335,418	286,000	286,000	286,000	-	0%
4444	Landscaping	161,166	155,892	202,614	202,614	182,614	(20,000)	-10%
4451	Insurance and Bonds	46,325	62,780	64,000	61,269	61,269	-	0%
4491	Dues and Subscriptions	1,283	1,146	1,500	1,500	1,500	-	0%
4498	Bank Charges	2,086	2,029	800	800	800	-	0%
4499	Miscellaneous Expense	2,855	1,940	2,000	2,000	2,000	-	0%
4570	Capital Outlay	843,750	1,635,906	1,000,000	-	770,000	770,000	0%
	Totals	2,724,915	3,617,159	3,066,800	2,036,011	2,815,406	779,395	38%

General Fund

Debt Service

Description

Debt Service expenditures serve to make payments on the principal and interest on various financing instruments the Town utilizes to purchase capital assets including land and equipment, and construct capital improvements such as new buildings or facilities.

Long-Term Debt Payment Summary

- ✓ Payments 13 & 14 of 14 for Synthetic turf fields (\$1,000,000, 2.02% fixed, 7 year, semi-annual payments)
- ✓ Payments 24 & 25 of 30 for Robbins Park Phase #1 improvements (\$1,300,000, 2.79% fixed, 15 year semi-annual payments)
- ✓ Payments 13 & 14 of 20 for Robbins Park (\$700,000, 2.6% fixed, 10 year semi-annual payments)
- ✓ Payments 6 & 7 of 14 for Public Works Building (\$2,000,000, 2.03% fixed, 7 year semi-annual payments)
- ✓ Payments 4 & 5 of 14 for BMS Synthetic turf fields (\$950,000, 3.23% fixed, 7 year, semi-annual payments)
- ✓ Payments 3 & 4 of 14 for Park Lark (\$657,000, 2.97% fixed, 7 year semi-annual payments)
- ✓ Additional issues are outstanding for various rolling stock and leases on Police, Fire, Public Works, Parks and Administrative vehicles
- ✓ Principal payment 6 of 17 for Series 2015 general obligation bonds \$9,685,000 (annual payments beginning at \$495,000) plus interest between 2- 3%
- ✓ Principal payment 2 of 20 for Series 2018 general obligations bonds \$6,715,000 (annual payments beginning at \$350,000) plus all in true interest cost of 2.9%
- ✓ New Debt Service:

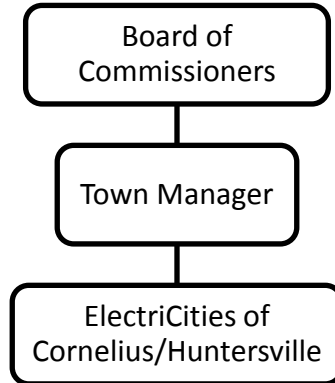
	<u>Principal</u>	<u>Interest</u>
Fire Engine (half year)	\$ 62,500	\$ 11,250
Bailey Road Park Lighting (half year)	\$ 60,000	\$ 10,800

Debt Service

Org	Object	Description	2018 Actual	2019 Actual	2020 Original Budget	2020 Est Yr End	2021 Original Budget	2020 Est Yr End vs 21 Budget	Percent Difference
10009109	4700	Car lease	4,411	5,928	5,000	5,000	5,000	-	0%
10109106	4700	Lease Police Cars	186,045	178,322	151,101	151,000	80,868	(70,132)	-46%
10109106	4701	Interest on Police Patrol Cars	5,891	4,191	6,150	6,120	3,300	(2,820)	-46%
10109107	4700	Police Facility	-	-	-	-	-	-	0%
10109107	4701	Interest on Police Facility	-	-	-	-	-	-	0%
10209113	4710	Street bonds principal	285,000	333,450	284,949	339,759	314,881	(24,878)	-7%
10209113	4720	Street bonds interest	128,175	119,625	630,950	630,950	630,950	-	0%
10109114	4700	Fire Equipment	211,222	299,656	229,579	188,672	191,000	2,328	1%
10109114	4701	Interest on Fire Equipment	23,450	26,257	22,190	22,000	18,500	(3,500)	-16%
10109115	4700	Fire Station #1	-	-	-	-	-	-	0%
10109115	4701	Interest on Fire Station #1	-	-	-	-	-	-	0%
10209108	4700	Street Improvements	313,334	156,657	-	-	-	-	0%
10209108	4701	Interest on Street Improvmnts	11,397	2,279	-	-	-	-	0%
10209103	4700	St Sweeper/Truck	43,088	46,953	35,673	35,673	12,050	(23,623)	-66%
10209103	4701	Interest on St Sweeper/Truck	1,522	1,396	614	614	105	(509)	-83%
10209119	4700	Public Works Building	142,857	285,714	285,715	285,715	285,715	-	0%
10209119	4701	Interest on Public Works Bldg	20,300	36,250	30,450	30,450	24,650	(5,800)	-19%
10409120	4700	Planning Truck	4,777	9,680	9,900	9,850	5,000	(4,850)	-49%
10409120	4701	Interest on Planning Truck	255	385	220	220	45	(175)	-80%
10809104	4710	Park Bonds	390,000	251,550	304,050	304,050	304,050	-	0%
10809104	4720	Interest on Park Bonds	103,694	214,466	81,962	123,310	113,500	(9,810)	-8%
10809105	4700	Parks Truck	20,137	20,456	15,350	10,350	-	(10,350)	-100%
10809105	4701	Interest on Parks Truck	726	406	300	82	-	(82)	-100%
10809112	4700	All Park Projects	141,798	209,442	273,614	272,625	280,000	7,375	3%
10809112	4701	Interest on Park Projects	11,099	19,816	33,283	33,000	26,000	(7,000)	-21%
10809116	4700	WAC Robbins Park	156,667	156,667	156,667	156,667	156,667	-	0%
10809116	4701	Interest on WAC Robbins Park	27,398	23,160	19,000	19,000	14,800	(4,200)	-22%
		CIP	-	-	619,895	-	150,979	150,979	0%
		Totals	2,233,243	2,402,706	3,196,613	2,625,107	2,618,060	(7,047)	0%

Electric Fund

Electric Fund



Description

Beginning in July 1997, the management and operations of the Cornelius and Huntersville Electric Systems has been under contract to ElectriCities. This landmark effort by the two towns created a true regional power utility which will be better able to compete in the marketplace in the coming years.

There are no retail rate increases proposed in the FY 2021 budget. By NC Statute, there are minimal (less than one dollar per year) REPS rider residential rate changes that will apply and be adopted in the Town's fee schedule.

FY 2021 Goals and Objectives

- ✓ Maintenance Program- Additional Personnel and Benefit Costs, market study increases, apprenticeship program (\$184,533)
- ✓ Substation Maintenance- Voltage Regulators (\$46,700)
- ✓ ElectriCities Overhead Allocation (HR/Safety Training) (\$37,000)

Electric Fund

Revenues	2018 Actual	2019 Actual	2020 Original Budget	2020 Est Year End	2021 Original Budget	2020 Est Yr End vs 21 Budget	Percent Difference
Charges for Electric	6,178,508	6,309,106	6,367,359	6,367,359	6,337,380	(29,979)	0%
Renewable Energy Charge	45,809	50,740	40,000	40,000	54,000	14,000	35%
Street Lights	246,710	254,883	185,000	185,000	185,000	-	0%
Reconnect Fees	28,860	27,300	20,000	20,000	24,000	4,000	20%
Fees for New Services	48,125	38,750	28,000	28,000	28,000	-	0%
Late Payment Charges	62,142	66,286	52,000	52,000	52,000	-	0%
Interest Earned	7,967	14,626	-	9,083	-	(9,083)	-100%
Rents	-	-	-	-	-	-	0%
Sales - capital reimb & fix assets	1,605	337	-	-	-	-	0%
Miscellaneous	26,921	76,326	10,000	10,000	10,000	-	0%
ElectriCities Working Capital Refund				742,000	1,107,000	365,000	49%
Insurance Proceeds	8,074	5,990	-	-	-	-	0%
Fund Balance Appropriated	-	-	-	-	(231,590)	(231,590)	0%
Totals	6,654,721	6,844,344	6,702,359	7,453,442	7,565,790	112,348	2%

Expenses	2018 Actual	2019 Actual	2020 Original Budget	2020 Est Year End	2021 Original Budget	2020 Est Yr End vs 21 Budget	Percent Difference
Admin Fee	74,250	98,331	71,400	71,400	71,400	-	0%
Other Expenses	1,204,721	1,237,998	1,532,780	1,506,352	1,763,783	257,431	17%
Purchase for Resale	4,624,630	4,524,182	4,635,626	4,635,626	4,625,962	(9,664)	0%
Capital Outlay	39,000	84,241	-	-	-	-	0%
Capital Expansion	335,408	384,902	414,408	300,000	1,041,500	741,500	247%
Building Payment	-	-	21,717	21,717	21,717	-	0%
Debt Service	27,230	26,829	26,428	26,428	41,428	15,000	57%
Reserve for future exps	-	-	-	-	-	-	0%
Totals	6,305,239	6,356,483	6,702,359	6,561,523	7,565,790	1,004,267	15%

Emergency Telephone System

Communication Center

Description

This fund is used to account for 911 fees distributed by the State of North Carolina for wired and wireless telecommunications. The expenditures budgeted in this fund must adhere to a specific list of eligible expenditures as controlled by the State 911 Board. These funds are used to provide the necessary equipment for the receipt and handling of 911 calls for service in Cornelius and the campus of Davidson College.

FY 2021 Goals and Objectives

- ✓ Manage communications of 911 calls and public safety radio traffic as well as monitor the camera networking system.

Emergency Telephone System Fund

Revenues	2018 Actual	2019 Actual	2020 Original Budget	2020 Est Year End	2021 Original Budget	2020 Est Yr End vs 21 Budget	Percent Difference
Restricted Intergovernmental- Revs	196,479	184,876	115,182	115,182	135,042	19,860	17.2%
Investment Earnings	5,641	11,457	1,650	9,750	1,790	(7,960)	-81.6%
Transfer from General	-	142	-	-	-	-	0.0%
Appropriated Fund Balance	-	-	-	-	-	-	0.0%
Totals	202,120	196,475	116,832	124,932	136,832	11,900	9.5%

Expenses	2018 Actual	2019 Actual	2020 Original Budget	2020 Est Year End	2021 Original Budget	2019 Est Yr End vs 20 Budget	Percent Difference
Implemental Functions	32,048	33,020	34,093	34,093	34,093	-	0.00%
Software and Service Repairs	18,735	37,822	32,739	32,739	32,739	-	0.00%
Furniture and Hardware	36,316	21,766	25,000	500	20,000	19,500	3900%
Communications- Phone	13,618	13,783	25,000	50,000	50,000	-	0.00%
Capital outlay	-	-	-	-	-	-	0.00%
Reserve for future exps	-	-	-	-	-	-	0.00%
Totals	100,717	106,391	116,832	117,332	136,832	19,500	16.62%

**Town of Cornelius
Reconciling Items
For Various Fiscal Years**

	2018 Actual	2019 Actual	2020 Orig Bud	2020 EYE	2021 Orig Bud
Expenditures					
Personnel					
Electric reimbursements					
Art Center / PARC revenue offset		40,000	65,000	65,000	110,000
PD DNC/lake patrol	367,000	500,000	460,000	460,000	460,000
CMS reimb for DARE & grant officers	105,000	105,000	105,000	105,000	120,000
Operating					
LN Trans Reimbursements	-	-	-	-	-
Augustalee consultants			206,000	206,000	-
Drug expenditures					
False alarm fees	35,242	32,500	34,000	34,000	35,000
Franchise tax consultant					
transfer to habitat					
Capital					
Police Cars	144,000	333,000	-	-	-
Fire trucks & equip	667,369	34,000	-	-	750,000
Fire truck repairs					
Turf & Park Land		1,607,000	1,000,000	-	1,720,000
Public Works / PARC Truck/Plann	99,810	-	-	-	-
CDBG sidewalks					
Donation for capital	100,000	868,600	-	-	-
Total Expenditure Adjustments	1,518,421	3,520,100	1,870,000	870,000	3,195,000
Revenues					
Other Financing Sources					
Debt Issued	911,179	1,974,000	1,000,000	-	2,470,000
Other Revenues:					
Animal Control Donations					
Vet Monument donations					
Co lake patrol	367,000	500,000	460,000	460,000	460,000
Reimbursements from Electric					
Parc/art center revenue offset	100,000	908,600	65,000	65,000	110,000
Donated capital					
CDBG sidewalks					
Grant PD cars/ officers					
False alarm revenue	35,242	32,500	34,000	34,000	35,000
Drug grant revenue					
CMS DARE officer	105,000	105,000	105,000	105,000	120,000
DNC reimbursements					
Insurance reimburse fire truck					
Fire boat contribution					
sale of wayfinding sign ads					
Augustalee consultants			206,000	206,000	
Franchise tax consultant					
ULI reimbursements					
LN Trans Reimbursements					
Total Revenue Adjustments	1,518,421	3,520,100	1,870,000	870,000	3,195,000
Net Adjustments	-	-	-	-	-

Town of Cornelius
Net Actual, Budget and Projected Expenditures and Revenues
For Various Fiscal Years

		2018	2019	2020	2020	2021
		Actual	Actual	Budget	Est Yr End	Budget
Expenditures						
Personnel		7,710,073	7,753,882	9,086,784	8,737,933	9,403,102
Operating		8,602,765	8,388,997	8,877,348	9,043,737	8,847,088
Contributions Tourism		353,039	317,578	297,264	297,264	304,840
Other transfers		1,060,000	1,229,722	-	-	-
Capital		1,954,779	1,078,413	2,764,374	1,989,627	3,167,967
Debt		2,233,243	2,402,706	3,196,613	2,625,107	2,618,060
Total expenditures		21,913,899	21,171,298	24,222,383	22,693,668	24,341,057
Debt % of total expenditures		10.19%	11.35%	13.20%	11.57%	10.76%
Revenues						
Ad valorem taxes		13,745,899	14,093,129	15,732,607	16,164,000	16,258,038
Other revenue		10,225,300	9,432,489	9,870,904	10,257,076	8,352,478
Total revenue		23,971,199	23,525,618	25,603,511	26,421,076	24,610,516
Reconciling items		-	-	-	-	-
Contrib/(Use) of fund balance *		2,057,300	2,354,320	1,381,128	3,727,408	269,459
General Fund balance		17,048,657	19,402,977	18,668,797	23,130,385	23,399,844
Capital Reserve		2,224,519	2,296,132	2,284,519	2,326,132	2,356,132
Total available funds		19,273,176	21,699,109	20,953,316	25,456,517	25,755,976

General Fund	993,341
Tourism	(297,134)
Powell Bill	(426,748)

Town of Cornelius
2021-2025 Capital Improvement Plan Summary
March 22, 2020

DEPT	DESCRIPTION	Funds Source	2021	2022	2023	2024	2025	Future	Total
PW	Old Canal Stabilization and South St. Bridge Erosion Control (Powell Bill Funds)	FB Powell	800,000	-	-	-	-	-	800,000
Fire	Replace Engine 3, 4, and 5	Debt	750,000	-	750,000	-	-	-	1,500,000
PARC	Bailey Road Park Athletic Facility Lighting Replacement	Debt	720,000	810,000	-	-	-	-	1,620,000
PD	Police Vehicles	Fund Bal	633,000	550,000	500,000	505,000	510,000	-	2,698,000
PW	Stream Restoration- Willow Pond + Upstream & Downstream	Fund Bal	300,000	200,000	-	-	-	-	500,000
Fire	Fireboat Repair	Fund Bal	95,000	-	-	-	-	-	95,000
PD	Police air handling units *	Fund Bal*	90,000	-	-	-	-	-	90,000
PW	Public Works Equipment	Fund Bal	60,000	65,000	-	-	-	-	125,000
PARC	Legion Park Major Renovations	Fund Bal	50,000	475,000	-	200,000	-	-	725,000
Fire	Fire Station #2 Window Replacement*	Fund Bal*	40,000	-	-	-	-	-	40,000
PW	2013 Road Bond Project Estimated Cost Increases	Bonds	-	5,500,000	-	-	-	-	5,500,000
PARC	Community Art Center	Bonds	-	4,000,000	-	-	-	-	4,000,000
PW	Jetton Extension	Debt	-	2,100,000	-	-	-	-	2,100,000
PW	Westmoreland Interchange- Town Contribution	Bonds	-	2,000,000	-	-	-	-	2,000,000
PW	Hwy 115- Hickory St. Intersection Improvements	Bonds	-	1,040,782	-	-	-	-	1,040,782
PARC	Smithville JV Washam Elementary Linear Park	Debt	-	1,000,000	1,000,000	500,000	-	3,200,000	5,700,000
PARC	Bailey Road Park Tennis & Pickleball Complex	Debt	-	1,000,000	-	-	-	-	1,000,000
PW	Gem Street Extension Surface Parking Cost	Fund Bal	-	400,000	-	-	-	-	400,000
PARC	Torrence Chapel Park Major Renovations	Fund Bal	-	350,000	-	-	-	550,000	900,000
PARC	Bailey Road Park Major Renovations	Fund Bal	-	250,000	-	250,000	710,000	900,000	2,110,000
PW	Sidewalk (Powell Bill Funds)	FB Powell	-	200,000	-	200,000	-	-	400,000
PW	DDI Landscaping	Fund Bal	-	200,000	-	-	-	-	200,000
PARC	Field Maintenance Equipment	Fund Bal	-	159,700	-	-	-	-	159,700
PW	West Catawba Phase II- STI- Local Funding Contribution	Bonds	-	-	1,200,000	-	-	-	1,200,000
PW	Street Resurfacing (Powell Bill Funds)	FB Powell	-	-	800,000	-	800,000	-	1,600,000
Fire	Training Center Land	Fund Bal	-	-	500,000	-	-	-	500,000
PARC	Robbins Park Development	Debt	-	-	200,000	-	2,450,000	2,300,000	4,950,000
PW	Town Hall cooling tower replacement*	Fund Bal*	-	-	150,000	-	-	-	150,000
PD	Police Roof*	Fund Bal*	-	-	125,000	-	-	-	125,000
PW	Festival Street- Catawba Avenue	Debt	-	-	-	2,750,000	-	-	2,750,000
PARC	Smithville Multi-Purpose Synthetic Turf Field	Debt	-	-	-	900,000	-	-	900,000
PARC	Smithville Park Major Renovations	Fund Bal	-	-	-	190,000	-	-	190,000
PARC	Jetton Park Major Renovations	Fund Bal	-	-	-	-	650,000	-	650,000
PARC	Caldwell Station Creek South Greenway Phase II	Debt	-	-	-	-	315,000	1,900,000	2,215,000
PARC	Mini Park	Debt	-	-	-	-	315,000	1,305,000	1,620,000
Fire	Fire Station #2 Roof*	Fund Bal*	-	-	-	-	195,000	-	195,000
PARC	Plum Creek- South Bailey Rady Greenway Construction Phase II	Fund Bal	-	-	-	-	140,000	-	140,000
PW	West Catawba Phase II- Bike-Ped Accommodations, Street Lights and Mast Arms	Bonds	-	-	-	-	-	5,833,800	5,833,800
PARC	Southeast Cornelius Neighborhood Park	Debt	-	-	-	-	-	5,050,000	5,050,000
PARC	Bailey Road North Neighborhood Park	Debt	-	-	-	-	-	4,475,000	4,475,000
Fire	Fire Station #3	Debt	-	-	-	-	-	4,000,000	4,000,000
PARC	Village Center Neighborhood Park	Debt	-	-	-	-	-	3,200,000	3,200,000
PARC	Westmoreland McDowell Creek Park	Debt	-	-	-	-	-	3,200,000	3,200,000
PW	Hwy 115- North Corridor (Washam Potts to Potts St) Bike-Ped Accommodations, Aesthetics	Debt	-	-	-	-	-	3,150,000	3,150,000
PARC	North Bailey Road Greenway	Debt	-	-	-	-	-	2,730,000	2,730,000
PARC	Plum Creek- South Bailey Rady Greenway Construction Phase III	Debt	-	-	-	-	-	2,700,000	2,700,000
PARC	Waterfront Park	Debt	-	-	-	-	-	2,620,000	2,620,000
PARC	Victoria Bay Greenway	Debt	-	-	-	-	-	2,520,000	2,520,000
PARC	Downtown Cornelius to Statesville Road Greenway	Debt	-	-	-	-	-	2,270,000	2,270,000
PW	Hwy 21 Widening (A)	Bonds	-	-	-	-	-	1,700,000	1,700,000
PARC	Washam-Eco Park	Debt	-	-	-	-	-	1,500,000	1,500,000
PARC	Westmoreland Park Greenway	Debt	-	-	-	-	-	1,350,000	1,350,000
PARC	North Bailey Road to Bailey Road Greenway	Debt	-	-	-	-	-	1,100,000	1,100,000
PW	Hwy 73 West- Bike-Ped Accommodations	Fund Bal	-	-	-	-	-	1,100,000	1,100,000
PW	I-77 Service Road to Westmoreland	Debt	-	-	-	-	-	1,088,062	1,088,062
PW	Caldwell Station to Bailey Extension	Debt	-	-	-	-	-	1,000,000	1,000,000
Fire	Replace Ladder Truck 4	Debt	-	-	-	-	-	1,000,000	1,000,000
PARC	Stratford Forest Greenway	Fund Bal	-	-	-	-	-	760,000	760,000
PARC	Glen Oak Green Park Greenway	Fund Bal	-	-	-	-	-	600,000	600,000
PARC	Nantz Rd Connector Greenway	Fund Bal	-	-	-	-	-	575,000	575,000
PARC	Spray Park	Fund Bal	-	-	-	-	-	525,000	525,000
PW	Westmoreland Road Widening	Fund Bal	-	-	-	-	-	525,000	525,000
PW	Stream Restoration- Upper McDowell Creek	Fund Bal	-	-	-	-	-	300,000	300,000
PD	Police Substation	Fund Bal	-	-	-	-	-	300,000	300,000
PW	Hwy 21 Dual Roundabouts- Local Match and Betterments (BA)	Bonds	-	-	-	-	-	-	-
PW	Hwy 115-Potts St.-Davidson St. Intersection Improvement Project and Betterments (BA)	Bonds	-	-	-	-	-	-	-
PW	Northcross Dr. Extension-Local Match and Roundabout and Betterments (BA)	Bonds	-	-	-	-	-	-	-
PW	Torrence Chapel Rd. West Cat. Ave. Intersection Impv- Local Match and Betterments (BA)	Bonds	-	-	-	-	-	-	-
			3,538,000	20,300,482	5,225,000	5,495,000	6,175,000	65,326,862	106,060,344

Town Center Redevelopment Bonds

Transportation Bonds

*Town Hall/Public Safety/Public Works/Building Maint. Reserve Fund

TOWN OF CORNELIUS, NORTH CAROLINA
GENERAL FUND LONG-TERM FINANCIAL PLAN
AS OF JUNE, 2021

	<u>FY 2019 Actual</u>	<u>FY 2020</u>	<u>FY 2020 EYE</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>
Beginning Fund Balance	19,273,176	19,542,188	21,699,109	25,456,517	25,755,976	26,001,592	25,132,736	23,768,880
Revenues:	3,744,677	17,389						
Property tax	14,093,129	15,732,608	16,164,000	16,258,038	17,072,328	17,324,311	17,323,082	17,578,826
Sales tax	3,983,699	3,841,700	3,841,700	3,168,019	3,263,060	3,360,951	3,461,780	3,565,633
Franchise tax	1,887,891	1,905,280	1,900,000	1,694,776	1,742,230	1,791,012	1,841,161	1,892,713
Powell Bill allocation	771,445	777,231	778,252	583,252	583,252	583,252	583,252	583,252
All others	2,789,454	3,346,693	3,737,124	2,906,431	2,950,027	2,994,278	3,039,192	3,084,780
Total Revenues	23,525,618	25,603,512	26,421,076	24,610,516	25,610,897	26,053,804	26,248,466	26,705,204
Expenditures:								
Personnel	7,753,882	9,086,784	8,737,933	9,403,102	10,120,273	10,676,888	11,210,732	11,771,269
Operating	8,341,575	8,851,612	9,018,001	8,821,928	9,174,805	9,541,797	9,923,469	10,320,408
TH/PS/PW/Bldg Maint. Rsv Fund	-	-	-	30,000	-	-	-	-
Cain Center (land, operating)	365,000	323,000	323,000	300,000	309,000	318,270	327,818	337,653
Existing Debt service	2,402,706	3,052,063	2,625,107	2,473,510	2,317,543	2,206,409	2,113,581	1,764,691
Powell Bill/Stormwater Capital	766,235	871,500	281,000	1,050,000	400,000	800,000	200,000	800,000
Other Capital	312,178	1,892,874	1,708,627	2,117,967	2,249,700	1,275,000	1,145,000	2,205,000
New debt svc	-	-	-	144,550	793,960	2,104,296	2,691,722	3,044,355
Transfers	1,229,722	-	-	-	-	-	-	-
Use of Cap Reserve	(71,613)	(30,000)	(30,000)	(30,000)	-	-	-	-
Total Expenditures	21,099,685	24,047,833	22,663,668	24,311,057	25,365,280	26,922,660	27,612,322	30,243,375
Net	2,425,933	1,555,679	3,757,408	299,459	245,616	(868,856)	(1,363,856)	(3,538,171)
Ending Fund Bal	21,699,109	21,097,867	25,456,517	25,755,976	26,001,592	25,132,736	23,768,880	20,230,710
Capital Reserve	-	-	-	-	-	-	-	-
Total Fund Balance	21,699,109	21,097,867	25,456,517	25,755,976	26,001,592	25,132,736	23,768,880	20,230,710
Available Fund Balance	19,808,064	19,097,867	22,762,693	23,062,152	23,307,768	22,438,912	21,075,056	17,536,886
End Bal as % of Exps Total	103%	88%	112%	106%	103%	93%	86%	67%
End Bal as % of Exps Available	94%	79%	100%	95%	92%	83%	76%	58%

TOWN OF CORNELIUS, NORTH CAROLINA
GENERAL FUND LONG-TERM FINANCIAL PLAN
AS OF JUNE, 2021

	<u>FY 2019 Actual</u>	<u>FY 2020</u>	<u>FY 2020 EYE</u>	<u>FY 2021</u>	<u>FY 2022</u>	<u>FY 2023</u>	<u>FY 2024</u>	<u>FY 2025</u>
Tax Assumptions:								
Value	5,499,814,530	5,552,131,900	5,552,131,900	7,353,051,835	7,530,530,059	7,643,488,010	7,758,140,330	8,689,117,170
% increase growth	0.951%	0.00%	2.74%	2.41%	1.5%	1.5%	0.0%	1.5%
% Change reval	0%	28.9%	28.9%	0%	0%	0%	12%	0%
New Value	5,552,131,900	7,156,768,213	7,353,051,835	7,530,530,059	7,643,488,010	7,758,140,330	8,689,117,170	8,819,453,927
Collection rate	99.0%	99.0%	99.0%	97.25%	99.0%	99.0%	99.0%	99.0%
Rate	0.255	0.2220	0.2220	0.2220	0.2220	0.2220	0.1982	0.1982
Tax produced	14,016,357	15,732,608	16,164,000	16,258,038	16,798,858	17,050,841	17,049,612	17,305,356
Revenue assumptions:								
Sales tax					3.0%	3.0%	3.0%	3.0%
Franchise tax					2.8%	2.8%	2.8%	2.8%
Powell Bill					0.0%	0.0%	0.0%	0.0%
Other					1.5%	1.5%	1.5%	1.5%
Expense assumptions:								
Personnel					5.50%	5.50%	5.00%	5.00%
Operating					4.00%	4.00%	4.00%	4.00%
Debt issuance variable:								
Beginning Debt Outstanding	11,439,504	11,360,602	11,302,036	9,137,202	8,541,848	23,137,008	24,493,894	26,887,660
Principal retired	(1,944,800)	(2,112,280)	(2,164,834)	(2,065,354)	(1,855,622)	(1,793,114)	(1,756,234)	(1,455,361)
Principal issued	1,807,332	23,308,292	-	1,470,000	16,450,782	3,150,000	4,150,000	3,170,000
Ending Debt Outstanding	11,302,036	32,556,614	9,137,202	8,541,848	23,137,008	24,493,894	26,887,660	28,602,299

There will usually be differences between the forecasted and actual results, because events and circumstances frequently do not occur as expected,

REQUEST FOR BOARD ACTION

 [Print](#)

Date of Meeting: June 15, 2020

To: Mayor and Board of Commissioners

From: Andrew Grant, Town Manager

Action Requested:

Reconvene the public hearing and receive public comments.

Public comments regarding the FY2021 Budget may be submitted either in-person at the meeting being held at Cornelius Town Hall, 21445 Catawba Ave. or by email at TownofCornelius@cornelius.org until close of business (5:00PM), June 17th. The Board will also allow public comments during their Special Meeting on June 18th at 7:00PM.

Manager's Recommendation:

Receive public comments and close the public hearing.

ATTACHMENTS:

Name:	Description:	Type:
No Attachments Available		

REQUEST FOR BOARD ACTION

 **Print**

Date of Meeting: June 15, 2020

To: Mayor and Board of Commissioners

From: Andrew Grant, Town Manager



Action Requested:

The Town's contract with Cornelius-Lemley Fire Rescue will expire at the end of June 30, 2020. A contract renewal is proposed that carries a term of four years and contains similar conditions as the existing contract, including the provision of fire suppression & protection and rescue & emergency response for the Town of Cornelius. The contract establishes operational parameters including those regarding response coverage of 24/7/365, personnel training, equipment and apparatus maintenance, fire hydrant flow testing, and insurance levels. Also proposed is a four year lease agreement for the use (lease) of certain Town assets, including fire stations, apparatuses, vehicles, and major equipment. Assets are listed in Exhibits A and B.

Manager's Recommendation:

Approve the Cornelius-Lemley Fire Rescue contract and lease agreement and authorize to the Town Manager and Town Attorney to finalize the terms and conditions of contract and agreement.

ATTACHMENTS:

Name:	Description:	Type:
 CVFD_Contract_FY.2020.final.pdf	CLFR Contract	Backup Material
 Lease.CLFR.TOC.final.pdf	CLFR Lease Agreement	Backup Material

**CONTRACT FOR FIRE PROTECTION AND EMERGENCY RESPONSE SERVICES
BETWEEN THE TOWN OF CORNELIUS AND CORNELIUS-LEMLEY FIRE
RESCUE, INC.**

THIS CONTRACT, made and entered into this the ____ day of _____, 2020, by and between the Town of Cornelius, a North Carolina municipal corporation, hereinafter referred to as "Town", and the Cornelius-Lemley Fire Rescue, Inc., a North Carolina non-profit corporation, hereinafter referred to as "CLFR";

WITNESSETH:

For valuable consideration enumerated and acknowledged herein, and, pursuant to authority granted by North Carolina General Statute 160A-11, North Carolina General Statute 160A-17 and North Carolina General Statute 160A-20.1, the Town and CLFR do hereby contract and agree as follows:

1. The purpose of this contract is to provide the terms and conditions under which CLFR will provide fire suppression, education, and protection services, and emergency response services, including, but not limited to, rescue and emergency medical responses, to all real and personal property lying within the boundaries of the Town, both as the boundaries exist now and in the future, and in response to all dispatched Cornelius calls/alarms, except as provided by other fire departments in certain areas of Town along the municipal boundary that can provide faster response times due to their proximity to the area.
2. CLFR agrees to provide continuous, twenty-four hour per day, three hundred and sixty five/six days per year, fire suppression, education, and protection services, and emergency response services, to all real and personal property lying within the boundaries of the Town, both as the boundaries exist now and in the future, and in response to all dispatched Cornelius calls/alarms. CLFR shall respond, with best efforts, to all fires/emergency responses within the Town limits with necessary equipment and personnel according to CLFR procedures, policies and response expertise, and to use its best efforts at all times, on circumstances within its reasonable control, to maintain a level of fire service at ISO class 4 or better for the duration of this contract. Such responses by CLFR shall be in the most immediate and professional manner possible. To the extent necessary, CLFR may engage the resources of other local and state agencies to assist on calls beyond their resources or expertise.
3. CLFR, with best efforts, will provide and maintain in good operating condition at all times, all apparatus, fire hose, equipment, materials, tools, and other supplies to be used to respond to fire/emergency/medical alarms pursuant to this contract, or used in events or programs related to the performance of their primary fire/emergency/medical services, whether titled in the name of Town or CLFR, or whether purchased with Town or CLFR

funds. CLFR will during the term of this contract enter into an appropriate lease for the use of new and existing Town owned vehicles and apparatus. Any new vehicle or apparatus purchased with funds provided to CLFR by the Town will require Town Board approval, except to the extent the Town Manager can approve a purchase requiring expedited action, and will be bid, financed and owned by the Town, with an appropriate lease being entered into with CLFR at that time. Funds from the sale of any Town-owned apparatus, equipment or vehicles shall be the property of the Town.

4. CLFR will maintain such staff, by volunteers and/or employees, and such equipped fire station in the Town owned buildings, necessary to provide fire service meeting the general service standards in paragraph 2 above. During the term of this contract CLFR will enter into an appropriate lease for the two existing fire station buildings owned by the Town. CLFR shall provide to the Town Manager a copy of the roster report submitted to the State on a calendar year basis every January 1st. The Town Manager will be updated at his request in the interim.
5. CLFR will appoint a Fire Chief that will communicate directly with the Town Manager on the performance of this Contract. The Fire Chief will be responsible for the day to day operations, including, but not limited to, the personnel matters, of the CLFR in performing the services specified herein for the Town, and shall consult with the Town Manager on any operational or performance issues that may arise in performance of the services specified herein. CLFR shall promulgate standard operating procedures/guidelines and workplace conduct standards in consultation with and with input from the Town, and in accordance with industry best practices. CLFR shall provide training to its members on the operating guidelines and conduct standards. The Fire Chief will present the Town Manager with a proposed annual budget including projected revenue and expenses for operations, capital and debt service as part of the Town budget process within the general limits in paragraph 16 below. The Fire Chief shall work with the Town Manager to develop a projected schedule of the priorities and needs for the next five years and the sources and availability of funding for those priorities and needs (the "Five Year Plan"). CLFR shall submit its annual audit to the Town on or before December 31st of each calendar year.
6. CLFR will provide training to its employees and volunteers in order to respond to alarms pursuant to this contract. The minimum training standard shall be that required by the State of North Carolina, or any other applicable government unit, the general service standards in paragraph 2 above, and the CLFR procedures and policies, whichever provisions are greater, in whole or in part. CLFR shall provide annual training information on the copy of the annual State roster report provided to the Town Manager. CLFR shall make its best faith efforts to train all employees and volunteers to respond at a NC OSFM state certified firefighter level.
7. CLFR will inspect fire hydrants owned by Charlotte Water and located within the CLFR fire jurisdiction annually in coordination with Charlotte Water. CLFR will maintain its inspection information for ISO records. CLFR will flow test all fire hydrants on a five-year cycle.

8. CLFR agrees to provide the Town Manager with a calendar year summary on or by January 31st of the following year of all calls (including mutual aid received, fire and medical) responded to by CLFR within the Town limits. CLFR administrative records may be reviewed and evaluated by the Town as requested by the Town Manager.
9. CLFR agrees to maintain adequate mutual aid agreements and response cards with all neighboring fire departments so that the Town can receive all needed mutual assistance. CLFR will monitor and evaluate the equity and balance of mutual aid given by and to each neighboring fire department on a reciprocal basis and notify the Town Manager of any disparities. CLFR shall provide annual reporting to the Town Manager on aid received and provided during each fiscal year.
10. CLFR will produce an annual schedule of asset/apparatus retirement and acquisition delivered to the Town Manager by January 31st of the following year. The CLFR shall also prepare an inventory detailing expected retirement of all necessary operational assets taking into account performance ability, condition and age, and replacement costs. The Fire Chief will proactively communicate asset replacement needs and expectations with the Town Manager, including alternative means/vehicles/operations to reduce wear on firefighting apparatus. Asset replacement needs shall be integrated in the Five-Year Plan.
11. The Town Manager may attend CLFR Board meetings periodically.
12. The Town may establish a Fire Rescue Committee with representatives from the Town, CLFR and general public at the Town Board's discretion. The Fire Rescue Committee may assist with strategic, operational and fiscal planning.
13. CLFR agrees to provide the following minimum insurance coverage:
 - Workers Compensation: Coverage to apply to all employees and volunteers for statutory limits in compliance with the applicable state and federal laws.
 - Comprehensive General Liability: Bodily injury and property damage liability limits of at least \$1,000,000 for each occurrence/aggregate. Such insurance must include contractual liability, personal injury hazards A, B, and C, broad form property damage, employment practices liability, and products/completed operations.
 - Business Auto Policy: Minimum limit of \$1,000,000 per occurrence combined single limit for bodily injury liability and property damage liability.
 - Emergency Vehicle Coverage: Minimum limit of \$1,000,000 per occurrence combined single limit for bodily injury liability and property damage liability.
 - Medical Professional Liability: Minimum of \$1,000,000 each occurrence/aggregate.
 - Professional Errors and Omissions Liability: Minimum of \$1,000,000 each occurrence/aggregate.

CLFR shall provide the Town with certificates of insurance evidencing continuous coverage of the levels of insurance described above for the duration of this contract and naming the Town as an additional insured. Such certificates of insurance shall be forwarded to the Town Finance Director at the beginning of each policy year for each year of this contract. The Town shall be notified immediately of any claims relating to Town

owned real or personal property and the Town Manager shall make the decisions on the handling of such claims.

14. CLFR agrees to act as an independent contractor, and shall indemnify and hold harmless the Town and its officers, officials, agents, and employees from and against all claims, judgments, costs, expenses, including reasonable attorney's fees, which arise in any manner from or out of this contract or as a result of acts or omissions of any person, firm, or corporation in performance of the services and duties specified in this contract.
15. CLFR agrees to only expend its monies received from the Town on goods or services, directly or indirectly, related to providing fire suppression, protection, education, and prevention services and emergency response/medical services within Town and pursuant to mutual aid, and shall annually account for its expenditures from Town funds. If annual expenditures from Town Funds are less than the revenues received from this contract, written notification shall be provided to the Town prior to any expenditure of the surplus. CLFR shall establish fiscal control and accounting procedures in accordance with generally accepted accounting principles and shall provide an annual independent audit to the Town Finance Director within six months of the end of fiscal year being audited.
16. The Town agrees to pay the CLFR for services rendered under this contract as follows:

The Town agrees to pay to the CLFR a budgeted amount approved by the Town Board in the annual budget for each fiscal year of this Contract to be paid in equal quarterly installments on July 1, October 1, January 1, and April 1. Year over year operating increases (excluding capital) for the remaining two years of the Contract shall not exceed three (3%) percent per annum, except for significant cost increases out of their reasonable control and ability to mitigate or as otherwise modified by the Town Board in their sound discretion. CLFR agrees to evaluate, implement, and report to the Town Manager operational efficiencies and cost savings in providing its services during the term of this Contract.
17. This contract shall be in full force and effect from and after July 1, 2020 and shall continue until June 30, 2024. The parties may renew this contract at the end of the term by mutual written agreement.
18. This contract may be terminated at any time:
 - a) Should the CLFR fail or refuse at any time to provide fire or emergency response services as specified herein, with any costs of alternative services coverage being borne by CLFR;
 - b) On the dissolution, insolvency or bankruptcy of CLFR;
 - c) On written notice of breach of any term herein that remains uncured after 15 business days;
 - d) On 180-day written notice that the Town intends to establish a municipal fire department;
 - e) On receipt of notice of an immediate termination (not d. above) services shall immediately discontinue, no further orders shall be placed for supplies and

equipment, any retained, unspent Town funds shall be refunded to the Town, and assets shall be distributed in accord with Paragraph 19 below;

- f) During the wind down period of termination d. above, CLFR shall not take any action to dispose of or otherwise reduce the value of or encumber any assets to be distributed in accord with Paragraph 19 below. Furthermore, CLFR agrees to cooperate and assist the Town to ensure there is no lapse of or reduction in services to Cornelius citizens.
19. In the event of the expiration of the contract term without renewal or early termination of the contract as provided in Paragraph 18 above, all real property, apparatus, equipment and other assets in the possession of the CLFR during the term of this contract shall be distributed as follows:
 - All trucks, boats, tools, equipment, buildings, real property, or any other personal property or fixtures, including real and personal property leased from the Town, except for restricted financial funds or accounts not comprised of Town funds, in the possession of CLFR owned by or titled to the Town or purchased in CLFR name and funded during any time services have been provided to the Town by loans, budget allocations, grant matches, or any other funding means, in whole or part by or from the Town, shall be immediately returned or conveyed to the Town, with any necessary documents to effectuate this distribution. CLFR's charter, by-laws and other organizational documents shall reflect this distribution obligation.
 20. CLFR agrees to have the Fire Chief request and receive approval from the Town Board before CLFR submits any grant applications that would require the Town to provide matching funds, financial guarantees, or other financial or administrative support. CLFR also agrees to provide the Town Manager and Finance Director an annual schedule of all potential CLFR grant opportunities it is considering in the upcoming year and the financial requirements for the Town for such grants.

IN WITNESS WHEREOF, the Town of Cornelius has caused this contract to be signed in its name by its Mayor, and attested to by its Town Clerk, all by the authority of its duly elected Town Board and the Cornelius-Lemley Fire Rescue, Inc. has caused this contract to be signed in its name by its President and attested by its Secretary, all by the authority of its duly elected Board of Directors.

This the _____ day of _____, 2020.

Town of Cornelius

Cornelius-Lemley Fire Rescue, Inc.

Mayor

President

ATTEST:

ATTEST:

Town Clerk

Corporate Secretary

SEAL

SEAL

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

Town Finance Director

NORTH CAROLINA

LEASE AGREEMENT

MECKLENBURG COUNTY

THIS LEASE AGREEMENT entered into this ____ day of _____, 2020, by and between Lessor, the Town of Cornelius, a municipal corporation organized and existing under the laws of the State of North Carolina, hereinafter referred to as “Cornelius” and Lessee, the Cornelius Lemley Fire Rescue, Inc., a North Carolina not for profit corporation organized and existing under the laws of the State of North Carolina, hereinafter to as “CLRF”;

WITNESSETH:

WHEREAS, CLFR and Cornelius have entered into an Contract for Fire Protection and Emergency Response Services, which said Agreement is dated the ____ day of _____, 2020, having been duly executed by the authorized representatives of the parties hereto (the “Agreement”); and

WHEREAS, the above-referenced Agreement contains a provision under which Cornelius agrees to lease to CLFR certain real property located at 19230 Charles Town Lane (“Fire Station No. 1”) and 19729 South Main Street Drive (“Fire Station No. 2”) in Cornelius for use as fire stations during the term of the Agreement, together with any renewal terms, which real properties are described on Exhibit "A" (collectively the “Fire Stations” or “Premises”) attached hereto; and

WHEREAS, the above referenced Agreement further contains a provision under which Cornelius agrees to lease to CLFR certain personal property including fire fighting vehicles and equipment for use by CLFR during the term of the Agreement, together with any renewal terms, which properties are described on Exhibit “B” attached hereto (collectively the “Equipment”). Exhibit B may be amended from time to time by written agreement of the parties; and

WHEREAS, the parties have agreed to the terms of said Lease and wish to confirm those terms by executing this Lease Agreement.

NOW, THEREFORE, for and in consideration of the covenants and conditions set forth herein, the parties agree as follows:

1. **Term**. The initial term of this Lease shall be for a period of three (3) years beginning on the 1st day of July 2020 and continuing until Midnight on the 30th day of June 2024. It is understood and agreed that this Lease Agreement shall be for a term that is equivalent to the term of the above-referenced Agreement for fire services. In the event of the termination of the Agreement before the end of the three (3) year term as set forth in the Agreement, this Lease Agreement shall also terminate concurrently with the termination of said Agreement. Additionally, in the event the Agreement shall be extended for additional years, this Lease Agreement shall be extended for the same extension period as the Agreement.
2. **Rental**. The rental for the Fire Stations and the Equipment shall be in the sum of \$1.00 (One Dollar and no/100) per year, which said amount shall be payable for the first year upon execution of this Lease Agreement and each and every year thereafter on or before the anniversary of the initial payment.

3. Use of Premises. It is understood and agreed that the Fire Stations shall be used by CLFR as fire stations and for uses reasonably related to the operation of a fire station, but for no other purpose or purposes without the written consent of Cornelius.
4. Utilities. Town shall be responsible for the payment of all utilities during the term of this Lease, including, but not limited to, water, sewer, electric, gas, telephone and trash disposal.
5. Condition of Premises. The Fire Stations described above are being leased in an "as is/where is" condition. Cornelius makes no warranties regarding the condition of the Fire Stations, including, but not limited to, the utility lines located upon said premises and the heating and air conditioning, plumbing and electrical apparatus. CLFR has fully inspected the buildings and is familiar with their current condition and accepts the same in their current condition. CLFR covenants that it will surrender the Fire Stations at the end of the term and any renewal option thereof in as good condition as the same now exists, save and except for the natural wear incident to the use and occupancy of the premises as a fire station.
6. Maintenance, Repairs, Improvements and Alterations. CLFR agrees to maintain the Fire Stations in good repair and in a clean and neat condition, including the parking lot and driveway areas, provided, however, that CLFR's obligation for maintenance and repairs shall not exceed \$100.00 per occurrence or need and the aggregate liability for maintenance shall not exceed \$1,000.00 each fiscal year. Building maintenance and repairs exceeding \$100.00 shall not be undertaken without first securing the written approval of Cornelius. The premises shall not be structurally altered or changed without the written consent of Cornelius.
7. Use of Equipment. It is understood and agreed that the Equipment shall be used by CLFR for the provision of fire protection and emergency response services and for uses reasonably related to the operation of a fire department, but for no other purpose or purposes without the written consent of Cornelius.
8. Condition of Equipment: The Equipment is being leased in an "as is/where is" condition. Cornelius makes no warranties regarding the condition of the Equipment. CLFR has fully inspected the Equipment and is familiar with its current condition and accepts the same in its current condition. CLFR covenants that it will surrender the Equipment at the end of the term and any renewal option thereof in as good condition as the same now exists, save and except for the natural wear incident to the use of the Equipment for fire protection and emergency services.
9. Maintenance, Repair, Improvements, and Alterations to Equipment. CLFR agrees to maintain the Equipment in good repair and in a clean and neat condition. CLFR shall be responsible for the cost of all repairs and maintenance as required and recommended by the Equipment manufacturers.
10. Insurance. During the term of this Lease Agreement:
 - CLFR shall, at its sole cost and expense, maintain public liability insurance insuring itself and naming as an insured Cornelius against any and all liability for injury or damage to persons or property in connection with the use of the Fire Stations arising out of or in any way related to the occupancy of the Fire Stations by CLFR. Liability insurance coverage shall be in the sum of no less than \$1,000,000.00 (One Million Dollars) for personal injury or death for each occurrence. CLFR shall also maintain contents and personal property insurance for all equipment, furniture, fixtures and other personal property located on the Leased Premises and belonging to CLFR.

- CLFR shall, at its sole cost and expense, maintain emergency vehicle property and liability coverage against any and all liability for injury or damage to persons or property in connection with the use of the Equipment. Liability insurance coverage shall be in the sum of no less than \$1,000,000.00 (One Million Dollars) for personal injury or death for each occurrence. CLFR shall immediately pay to Cornelius all insurance proceeds derived from loss or damage to the Equipment.
- CLFR shall provide Cornelius with certificates of insurance evidencing continuous coverage of the levels of insurance described above for the duration of this lease agreement. Such certificates of insurance shall be forwarded to the Town Finance Director at the beginning of each policy year for each year of this contract. The Town shall be notified immediately of any claims relating to Town owned real or personal property and the Town Manager shall make the decisions on the handling of such claims.

Cornelius shall, at its sole cost and expense, carry and maintain fire and extended insurance coverage covering the Fire Stations leased to CLFR for loss or damage by fire and wind damage together with other coverage for risks commonly included in "extended coverage policies."

11. Indemnity. CLFR hereby agrees to indemnify and save harmless Cornelius from and against all claims, judgments, costs, expenses, including reasonable attorney fees, which arise in any manner from or out of this Lease Agreement as a result of the acts or omissions of CLFR in its occupancy and use of the demised premises and/or possession and use of the Equipment.
12. Remedies Upon Default. In the event either party shall fail or neglect to perform or observe any of the conditions and covenants contained herein and, in the further event that said party in default has been notified of such default in writing by the other party, and such default has not been cured with fifteen (15) days after such written notice, the non-defaulting party may immediately, at its election, terminate this Lease and may, in any manner as it sees fit, re-enter upon the Premises, take possession of the Premises and Equipment and cancel this Lease Agreement.
13. Assignment. CLFR shall not sign or sublet any part of the Fire Stations and/or the Equipment without the written consent of Cornelius.
14. Construction. This Lease Agreement shall be governed by and construed under the laws of the State of North Carolina.
15. Amendments and Modifications. Any amendment or modification of this Lease Agreement must be in writing and signed by both parties.
16. Binding Effect. Subject to the terms and conditions of this Lease Agreement, this Lease shall inure to the benefit of and be binding upon the parties hereto, their successors and assigns. This Agreement constitutes the entire agreement of the parties with respect to the subject matter contained herein and supersedes all prior agreements, whether written or oral, and no modification shall be binding upon the parties unless evidenced by a writing signed by the parties hereto. Both parties acknowledge and stipulate that this Agreement is the product of mutual negotiation and bargaining and it has been drafted by counsel for both CLFR and Cornelius. As such, the Doctrine of Construction against the drafter shall have no application to this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Lease Agreement to be executed as of the day and year first above written.

LESSOR:

Town of Cornelius

By: _____

ATTEST:

Town Clerk

APPROVED AS TO FORM:

Town Attorney

LESSEE:

Cornelius-Lemley Fire Rescue, Inc.

By: _____

ATTEST:

Corporate Secretary

Exhibit A

Firestations:

Firestation # 1

19729 South Main Street
Cornelius, NC 28031
Tax ID: 00515120
704-892-1544

Firestation # 2

19320 Charlestown Ln.
Cornelius, NC 28031
Tax ID: 00110133
704-892-8307

Exhibit B
Equipment:

DESCRIPTION	Manufacturer	Model	SERIAL	MODEL YEAR	Date Acquired	Location
2005 GPM MARAUDER PUMPER FIRE TRUCK	SEAGRAVE FIRE APPARATUS	FIRE ENGINE	1F9ED28T35CST2055	2005	09/07/05	FIRE STATION #1
FIRE RESCUE TRUCK	PIERCE MANUFACTURING	RESCUE TRUCK	4P1CD01H76A006619	2006	10/30/06	FIRE STATION #1
NATURAL GAS GENERATOR	KOHLER	150RZGB	2191078		03/11/08	FIRE STATION 1
NATURAL GAS GENERATOR	OLYMPIAN	G30F1	F0364A/001			FIRE STATION 2
DAYROOM & BEDROOM FURNITURE	MISC	COUCHES, TABLES, MATTTRESS SET			04/29/08	FIRE STATIONS 1 & 2
OFFICE FURNITURE - DESKS, CHAIRS, ROUTERS, L	MISC	MISC OFFICE SUPPLIES			05/27/08	FIRE STATIONS 1 & 2
FIRE BOAT	METALCRAFT	METALCRAFT	QME00515M10J	2010	06/30/10	PENINSULA YACHT CLUB
EXERCISE EQUIPMENT	ALL FITNESS EQUIPMENT-MISC				02/02/10	FIRE STATIONS 1 & 2
PC AND TELEPHONES	DELL & CORNERSTONE	MISC OFFICE SUPPLIES			09/29/09	FIRE STATIONS 1 & 2
SEAGRAVE MARAUDER PUMPER	SEAGRAVE FIRE APPARATUS	FIRE ENGINE	1F9E528TXBCST2031	2011	12/28/11	FIRE STATION #2
FIRE OPERATIONS TRUCK	CHEVY	UTILTY PICKUP	1GB2KVC7CZ332949	2012	10/01/13	FIRE STATION #2
VFD AIR PACKS	SCOTT 5.5	TC-13F0721CBRN	misc		07/02/14	FIRE STATIONS 1 & 2
COMPRESSOR FOR AIR PACKS	SCOTT	ACO403364111	09P-2155		08/06/15	FIRE STATION # 1
SEAGRAVE AERIAL LADDER TRUCK	SEAGRAVE FIRE APPARATUS	AERIAL LADDER	1F9FM38T6FCST2045	2016	05/03/16	FIRE STATION #1
FIRE HOSES AND NOZZLES	MISC			2018	06/30/18	FIRE STATIONS 1 & 2
SPREADER/CUTTER/HYDRAULIC TOOLS	HURST	E-DRAULIC	MISC		06/30/18	FIRE STATIONS 1 & 2
MOTOROLA RADIOS VFD	MOTOROLA	APX6000E & APX4500		2017	11/07/17	FIRE STATIONS 1 & 2
SEAGRAVE FIRE TRUCK	SEAGRAVE FIRE APPARATUS	FIRE ENGINE	1F9EM28T1JCST2033	2018	06/28/18	FIRE STATION #1
2017 FIRE CHIEF'S CHEVY PICKUP 1500	CHEVY	1500 PICKUP	3GUKSEC2HG360470	2017	06/26/19	FIRE STATION #1

REQUEST FOR BOARD ACTION

 [Print](#)

Date of Meeting: June 15, 2020

To: Mayor and Board of Commissioners

From: Andrew Grant, Town Manager


Action Requested:

Upon review of the Town's Code of Ordinances, Town staff determined there are gaps relative to the use of Town-owned facilities and Town-owned vacant land. The recommended ordinance establishes rules and regulations, such as authorizing rentals, prohibiting alcohol & firearms, restricting loitering, and compliance with posted signage.

Manager's Recommendation:

Approve an Ordinance to amend the Code of Ordinance, Title III as presented.

ATTACHMENTS:

Name:	Description:	Type:
 ORD-Code of Ordinances Title III Chapter 35 Town Business Facilities and Vacant Land .final.doc	Code of Ordinance Amendment	Resolution Letter

**AN ORDINANCE TO AMEND
THE TOWN OF CORNELIUS CODE OF ORDINANCES**

WHEREAS, it has become necessary for the Town to update specific Titles within the Town's Code of Ordinances; and

WHEREAS, this change represents a revised Code provision.

NOW THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Town of Cornelius that the Code of Ordinances, Title 3 Administration is hereby amended to add Chapter 35, Town Business Facilities and Vacant Land attached hereto as *(Exhibit A)*:

Adopted this 15th day of June, 2020.

Woody T. Washam, Jr. Mayor

ATTEST:

APPROVED AS TO FORM:

Lori A. Harrell, Town Clerk

Town Attorney

TITLE III: ADMINISTRATION
CHAPTER 35: TOWN BUSINESS FACILITIES AND VACANT LAND

Sec. 35.01. – Cornelius Town Hall, Delegation of Authority to Establish Rules and Regulations; Applicability of Chapter.

The Board of Commissioners of Cornelius hereby delegates to the Town Manager the authority to establish rules and regulations concerning the conduct and operation of the Town of Cornelius Business Facilities and Town-owned vacant land provided such rules and regulations are consistent with the scope of this Chapter and laws and policies of the Town of Cornelius, the State of North Carolina and the law of the United States.

Sec. 35.02. – Definitions.

- a) For purposes of this chapter, the term *Town Business Facilities* shall mean those buildings, surrounding parking lots and open green spaces adjacent thereto at which the business of the Town of Cornelius is conducted. These Town Business Facilities include but are not limited to Town Hall, Public Works Facilities, Police Department, Fire Departments, and art and community centers.
- b) For purposes of this chapter, the term *Town Owned Vacant Properties* shall mean those properties owned by the Town of Cornelius that are not officially designated as a Town Business Facility, public park, greenway, or right of way.

Sec. 35.03. – Rental Contracts Authorized; Waiver.

- a) The Town Manager or his duly authorized agent is hereby authorized to make contracts on behalf of the Town for the rental and use of Town Business Facilities and Town Owned Vacant Properties, (which shall include buildings, surrounding parking lots and other areas within and without the buildings) in accordance with the terms and provisions of this Chapter. It shall be unlawful to use any part of Town Business Facilities or Town Owned Vacant Properties for any purpose (other than Town business) without a valid contract for the rental thereof or written permission from the Town Manager or his agent.
- b) The Town Manager or his duly authorized agent, is authorized to waive any requirements relating to formal contracts and the payment of fees pursuant to this chapter. All waivers by the Town Manager shall be extended to all other similarly situated lessees according to uniform procedures.
- c) The Town manager or his duly authorized agent is authorized to waive the requirements herein related to formal contracts and the payment of fees with respect to Town committees, commissions and boards desiring to use Town Business Facilities and Town Owned Vacant Properties for the purpose of holding meetings or public hearings.

Sec. 35.04. – Agreement to be in Writing.

No agreement purporting to rent or lease Town Business Facilities or Town Owned Vacant Properties shall be valid or effective until and unless it shall be in written or printed form, signed by an authorized official or employee of the Town and by the lessee or his authorized agent.

Sec. 32.05. – Who May Execute Agreement for Town; Tentative Reservation.

The Town Manager or his duly authorized agent may enter into a written contract renting the facilities to any person complying with the conditions prescribed by this chapter and, pursuant to uniform procedures, may permit any person to make a tentative reservation, for any date which has not been previously rented and which is not being held under tentative reservation.

Sec. 35.06. – Cash Deposit Condition Precedent to Contract.

At the time of executing a written contract for the rental, the person desiring to rent the facility shall, as a condition precedent to a valid rental contract, make a deposit with the Town as prescribed by uniform procedures. No contract for the rental of a facility shall be made or signed on behalf of the city unless and until the deposit shall have been received by the Town.

Sec. 35.07. – Repeated Use; Waiver of Deposits.

Lessees contracting to use a Town facility repeatedly during any annual period may be classified and treated according to uniform procedures with regard to waiver of deposits and any other terms as appears in the uniform procedures.

Sec. 35.08. – Schedule of Charges.

Subject to the provisions of this code, charges for use of Town Facilities shall be made in accordance with a uniform fee schedule recommended by Town staff and approved by the Board.

Sec. 35.09. – Incompatible Uses Resolution.

The Town manager or his duly authorized agent may, in his discretion, by refusal to rent, reservation, competitive bidding, or by other means, resolve any actual or potential incompatibility of any actual or proposed uses of Town Facilities.

Sec. 35.10. – Lessee's Liability.

The lessee of a Town Business Facility or Town Owned Vacant Property or any part thereof shall be responsible and liable for any and all injuries and damages to buildings, fixtures, furnishings, or the land on which the building is located during the period of their use under rental contract. The lessee shall agree as a part of the rental contract to be so responsible and liable and reimburse the Town for any and all such damages and injuries. The lessee shall agree as a part of the consideration for the rental contract covering the use of the complex or any part thereof to save harmless the Town for any and all accounts, bills, damages, suits and claims in any way arising out of the use of the complex by the lessee pursuant to the written contract. The Town Manager or his duly authorized agent may require the person renting the complex to furnish the Town a bond or procure a public liability insurance policy from a satisfactory insurance company licensed and authorized to do business in the State (in such amounts as considered advisable by the Town Manager) to insure the Town and the lessee from any and all damages, claims and suits on account of injuries and/or damages sustained by third persons, firms or corporations arising or resulting from the use of Town Hall during the period for which rented.

Sec. 35.11. – Sponsor to Post Bond, Provide for Maintenance of Order.

- a) When required by the town manager or his duly authorized agent, the sponsor of any activity shall post a bond or certified check in an amount to be determined by the Manager or his duly authorized agent to guarantee the payment of all damages to the building, fixtures or premises as a result of its use by lessee.
- b) The sponsor shall likewise provide the number of police officers required to maintain order as may be determined by the Cornelius Police Department and the Town Manager.

Sec. 35.12. – Weapons Prohibited; Exception.

It shall be unlawful for any person to carry or have on or about his person, on Town Owned Vacant Property or in a Town Business Facility and grounds, any firearms or other weapons or articles, including but not being limited to: blackjacks; nightsticks; or flashlights, which, by their use, might constitute deadly weapons. This section shall not apply to peace officers assigned to duty, drill teams, honor guards.

Sec. 35.13. – Alcoholic Beverages Prohibited.

It shall be unlawful for any person to have in his possession or to consume any beer, wine or other intoxicating beverage at any time or event at a Town Business Facility or Town Owned Vacant Property except in connection with an event, dinner or banquet or any other activity at which food is served and then only with the consent and approval of the Town Manager and pursuant to rules and regulations promulgated by the Town Manager.

Sec. 35.14. – Hours Open.

- a) Hours of operation and charges for overtime use of Town Business Facilities shall be governed by the Town Hall rules and regulations.
- b) Town Owned Vacant Properties are not open to the public at any time and it shall be unlawful to enter and remain on Town Owned Vacant Properties without complying with the conditions of this Chapter.

Sec. 35.15. – Loitering Prohibited on Premises.

It shall be unlawful for any person to loiter within a Town Business Facility or on the grounds adjacent thereto. A loiterer is defined as a person who has no connection with a meeting or an event in progress or who does not plan to attend a meeting or an event, or who does not have legitimate business with Town Hall staff or management.

Sec. 35.16. – Preservation of Property.

Improper disposal of rubbish, willful destruction or damage to property, theft of property, creation of a hazard to persons or things; throwing of articles of any kind from or at the building, climbing upon statutes, fountains or any part of a building is prohibited.

Sec. 35.17. – Conformity with Signs and Directions.

Persons in and on property shall at all times comply with official signs of a prohibitory, regulatory or directory nature and with lawful direction of Town Management, law enforcement or other authorized individuals.

Sec. 35.18. – Disturbances.

Any disorderly conduct or other conduct on property which creates loud or unusual noise or nuisance; which unreasonably obstructs the usual use of the entrances, foyers, lobbies, corridors, offices, elevators, stairways, or parking lots; which otherwise impedes or disrupts the performance of official duties by town employees or which prevents the general public from obtaining the administrative services provided on the property in a timely manner is prohibited.

Sec. 35.99. – Penalties.

See Sec. 10.99

REQUEST FOR BOARD ACTION

 [Print](#)

Date of Meeting: June 15, 2020

To: Mayor and Board of Commissioners

From: Aaron Tucker, Planning Director

Action Requested:

On behalf of Chairman Eicher, Staff would like to offer the following candidates to be considered for reappointment to the Planning Board:


- Seat #4: Joseph Dean - Mr. Dean has served on the Planning Board since 2016 and is eligible to be reappointed one additional full term as a regular member. Chairman Eicher is recommending he be reappointed for his second full term on the Planning Board to expire in 2023.
- Seat #5: Susan Johnson - Mrs. Johnson has also served on the Planning Board since 2016 and is completing her first full term. She is eligible to be reappointed for one more full term as a regular member. Chairman Eicher is recommending Mrs. Johnson be reappointed for a term to expire in 2023.
- Seat #8: Dr. Cameron Bearder - Dr. Bearder is completing his first unexpired term as an alternate. Dr. Bearder is eligible to be reappointed to serve his first full term as an alternate. Chairman Eicher is recommending Dr. Bearder be reappointed for a term to expire in 2023.
- Seat #10: Phil Bechtold - Mr. Bechtold is completing his first unexpired term as an alternate and is eligible to be reappointed to serve his first full term as an alternate. Chairman Eicher is recommending Mr. Bechtold be reappointed for a term to expire in 2023.

Planning Board Members are limited to two full terms of service and then must rotate off to allow other citizens an opportunity to serve. Each of these members have recently completed Planning Board/Board of Adjustment training and the Chairman is recommending the Town Board reappoint each of these members for continued service at this time.

Manager's Recommendation:

Reappoint Joseph Dean to Seat #4, Susan Johnson to Seat #5, Cameron Bearder to Seat #8 and Phil Bechtold to Seat #10 on the Planning Board.

ATTACHMENTS:

Name:	Description:	Type:
 Planning Board Members.6.2.20 (2).pdf	Roster	Backup Material



SEAT	NAME	ORIG APT DATE	TERM	TOWN/ ETJ	ADDRESS	BUS.NO.	HOME NO.	CELL NO.	E-MAIL
1	Danielle Miller	App 7/17(Alt)	07/19 - 07/22(1)	Town	19515 Deer Valley Drive			704-559-9005	miss.danielle.miller@gmail.com
2	Lee Peterson Vice Chairman	App 07/13(Alt)	07/19 - 07/22(2)	Town	17605 Springwinds Drive			704-289-7726	lee52p@yahoo.com
3	Keith Eicher Chairman	App 7/14 (Alt)	07/19 - 07/22(2)	Town	18116 Coulter Parkway	704-439-3858		910-274-2203	eicherk@bellsouth.net
4	Joseph Dean	App 08/16 (Alt)	07/20 - 07/23(2)	Town	20301 Church Street		704-892-7551	704-451-2767	joejuggler@att.net
5	Susan Johnson	App 08/16(Alt)	07/20 - 07/23(2)	Town	20306 Northport Drive	704-439-5350		704-651-9023	susan@homecarolinas.com
6	Michael Osborne	App 8/16 (Alt)	07/18 - 07/21(1)	Town	19425 Mary Ardrey Circle			704-281-6884	mike@shiptransportal.com
7	Hardy McConnell	App 07/09	07/18 - 07/21	ETJ	13118 Mayes Road		704-655-0085	704-609-9505	hmccConnell@bellsouth.net
8	Cameron Bearder, Alt	App 7/18(Alt)	07/20 - 07/23(1)	Town	18805 Bluff Point Rd., Unit A			704-962-2156	drbearder@gmail.com
9	Edward Marxen, Alternate	App 7/18(Alt)	07/19 - 07/22(1)	Town	18830 Peninsula Cove Lane			704-651-9375	edmarxen@aol.com
10	Phil Bechtold, Alternate	App 7/18(Alt)	07/20-07/23(1)	Town	22102 Market Street			216-577-1366	Philbechtold20@yahoo.com

REQUEST FOR BOARD ACTION

 [Print](#)

Date of Meeting: June 15, 2020

To: Mayor and Board of Commissioners

From: Andrew Grant, Town Manager


Action Requested:

Approve a Resolution to cancel the first regular meeting in July in observance of Independence Day (July 4th) holiday week and amend the regular meetings calendar to reflect the cancellation.

Manager's Recommendation:

Approve a Resolution amending the 2020 Town Board meeting calendar.

ATTACHMENTS:

Name:	Description:	Type:
 RES-Cancel_2020-07-06_BOC_Meeting.pdf	July 6th Meeting Cancellation	Resolution Letter

**RESOLUTION TO CANCEL
THE BOARD OF COMMISSIONER'S
FIRST MEETING DATE IN JULY AND
AMEND THE REGULAR MEETING CALENDAR**

WHEREAS, General Statute 160A-71 requires a Board to fix a time and place for regular meetings; and

WHEREAS, General Statute 143-318.12(a) requires the Board of Commissioners' schedule of regular meetings to be kept on file with the Town Clerk; and

WHEREAS, July 4th is a nationally recognized holiday in the United States celebrating our country's freedom; and

WHEREAS, it has been customary by the Town Board of Commissioners to observe this holiday week; and

WHEREAS, The Town Board of Commissions is desirous of cancelling the first Board of Commissioner's meeting in July because of the holiday week.

NOW, THEREFORE, LET IT BE RESOLVED that the Board of Commissioners of the Town of Cornelius hereby revises its schedule of regular meetings for 2020 in cancelling their first regular meeting in July as shown on *Exhibit A* attached hereto.

Adopted this the 15th day of June 2020.

SEAL

Woody Washam, Jr., Mayor

ATTEST:

Lori A. Harrell, Town Clerk

Town Board Calendar of Meetings 2020

Exhibit A

January						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

October						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

May						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

March						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

September						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

 Town Board Meetings
 Holidays

 Cancel Meeting

Adopted 12/2/19
Amended 6/15/20

REQUEST FOR BOARD ACTION

 [Print](#)

Date of Meeting: June 15, 2020

To: Mayor and Board of Commissioners

From: Julie Niswonger, Finance Director

Action Requested:

There is one item on this budget amendment. Recognize the receipt of a \$13,532 grant from the State of North Carolina Department of Public Safety for USIQ grant for handheld thermal optic trackers.

Manager's Recommendation:

Approve an Ordinance to amend the FY20 operating budget.

ATTACHMENTS:

Name:	Description:	Type:
 Amend_FY20_#7.pdf	FY20 Operating Budget Amendment	Cover Memo

TOWN OF CORNELIUS
AN ORDINANCE AMENDING
THE OPERATING BUDGET FOR
FISCAL YEAR 2019-2020

**NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF
COMMISSIONERS OF THE TOWN OF CORNELIUS:**

SECTION 1. The following amounts are hereby authorized for all appropriations, expenditures and inter-fund transfers necessary for the administration and operation of the Town of Cornelius for the fiscal year beginning July 1, 2019 and ending June 30, 2020 in accordance with the following schedule of accounts heretofore established for this Town:

SCHEDULE A: GENERAL FUND

	Original Budget	Previous Amendment 5/4/2020	This Amendment 6/15/2020	Change
General Fund Revenues				
Ad Valorem Taxes	\$ 16,090,128	\$ 16,090,128	\$ 16,090,128	
Local Option Sales Tax	3,841,700	\$ 3,841,700	\$ 3,841,700	
Utility Franchise Tax	1,905,280	\$ 1,905,280	\$ 1,905,280	
Powell Bill Allocation	777,233	\$ 777,233	\$ 777,233	
Other Taxes and Licenses	554,333	\$ 554,333	\$ 554,333	
Unrestricted Intergovernmental	1,269,370	\$ 1,269,370	\$ 1,269,370	
Restricted Intergovernmental	731,108	\$ 781,108	\$ 781,108	
Permits and Fees	828,100	\$ 828,100	\$ 828,100	
Sales and Services	186,460	\$ 186,460	\$ 186,460	
Investment earnings	250,500	\$ 250,500	\$ 250,500	
Donations	20,000	\$ 20,000	\$ 20,000	
Micellaneous	19,300	\$ 92,790	\$ 106,322	\$ 13,532
Debt Issued	1,000,000	\$ 1,000,000	\$ 1,000,000	
Appropriated Fund Balance	(1,381,129)	\$ (207,050)	\$ (207,050)	
Total General Fund Revenues	\$26,092,383	\$27,389,952	\$27,403,484	\$13,532
General Fund Expenditures				
Governing Board	\$ 77,931	\$ 77,931	\$ 77,931	
General Government	1,804,186	\$ 2,075,586	\$ 2,075,586	
General Services	650,506	\$ 962,426	\$ 962,426	
Police	7,119,938	\$ 7,447,268	\$ 7,460,800	\$ 13,532
Communications	693,463	\$ 693,463	\$ 693,463	
Fire Operations	1,759,241	\$ 1,759,241	\$ 1,759,241	
Animal Control	194,627	\$ 194,627	\$ 194,627	
Public Works	1,358,085	\$ 1,476,645	\$ 1,476,645	
Powell Bill	970,500	\$ 1,188,859	\$ 1,188,859	
Solid Waste/Recycling	2,099,390	\$ 2,099,390	\$ 2,099,390	
Stormwater	336,000	\$ 386,000	\$ 386,000	
Planning / Land Development	627,660	\$ 627,660	\$ 627,660	
Tourism	444,064	\$ 444,064	\$ 444,064	
Art Center	620,505	\$ 620,505	\$ 620,505	
Parks, Arts, Recreation, and Culture	3,066,800	\$ 3,066,800	\$ 3,066,800	
Transfer to Capital Project Funds/ 911 Fund	1,072,874	\$ 1,072,874	\$ 1,072,874	
Debt Service	3,196,613	\$ 3,196,613	\$ 3,196,613	
Total General Fund Expenditures	\$26,092,383	\$27,389,952	\$27,403,484	\$13,532

SCHEDULE B: ELECTRIC FUND

Electric Fund Revenues

	Original Budget	Previous Amendment 5/4/2020	This Amendment 6/15/2020	Change
Sales and Services	\$ 6,692,359	\$ 6,692,359	\$ 6,692,359	
Fund Balance	-	\$ -	\$ -	
Miscellaneous	10,000	\$ 15,055	\$ 15,055	
Total Electric Fund Revenues	\$ 6,702,359	\$ 6,707,414	\$ 6,707,414	\$ -

Electric Fund Expenditures

Electric Department	\$6,702,359	\$6,707,414	\$6,707,414	
Total Electric Fund Expenditures	\$ 6,702,359	\$ 6,707,414	\$ 6,707,414	\$ -

SCHEDULE C: 911 FUND

911 Fund Revenues:

911 Fee Revenue	\$115,182	\$115,182	\$115,182	
Fund Interest Earnings	\$1,650	\$1,650	\$1,650	
911 Appropriated Fund Balance	\$0	\$0	\$0	
Total 911 Fund Revenues	\$ 116,832	\$ 116,832	\$ 116,832	\$ -

911 Fund Expenditures:

911 Department	\$116,832	\$116,832	\$116,832	
Total 911 Fund Expenditures	\$ 116,832	\$ 116,832	\$ 116,832	\$ -

SECTION 2. An ad valorem tax rate of \$.222 per \$100 of assessed valuation is hereby established as the official tax rate for the Town of Cornelius for the fiscal year 2019-20. This rate is based on an estimated valuation of \$7,156,768,213 and an estimated 98.5% percent collection rate, which is at least the collection rate expected during the 2018-19 fiscal year.

SECTION 3. In accordance with G.S. §159-9 and G.S. §159-15, the Town Manager shall serve as the budget officer and is hereby authorized to reallocate appropriations among the objects of expenditure under the following conditions:

- a. The Town Manager may transfer amounts between line-item expenditures even among departments as believed to be necessary and prudent.
- b. He may not transfer any amounts between funds, except as approved by the Board of Commissioners in the Budget Ordinance as amended.

Adopted this the 15th day of June, 2020.

Woody T. Washam Jr., Mayor

SEAL

ATTEST:

APPROVED AS TO FORM:

Lori A. Harrell, Town Clerk

Karen Wolter, Town Attorney

REQUEST FOR BOARD ACTION

 [Print](#)

Date of Meeting: June 15, 2020

To: Mayor and Board of Commissioners

From: Lori Harrell, Town Clerk

Action Requested:

Review the minutes from June 1st - Regular Meeting.

Manager's Recommendation:

Approve minutes.

ATTACHMENTS:

Name:	Description:	Type:
 06-01-20_Regular_Meeting_draft.pdf	Regular Minutes	Backup Material



BOARD OF COMMISSIONERS

June 1, 2020
MINUTES

REGULAR MEETING – 7:00PM

1. CALL TO ORDER

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

2. DETERMINATION OF QUORUM

All commissioners verbally acknowledged their presence via roll call and participated electronically using Zoom (simultaneous communication).

3. APPROVAL OF AGENDA

Commissioner Sisson made a motion to approve the agenda as presented. Commissioner Miltich seconded the motion and it passed unanimously, 5-0.

4. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

Mayor Washam, Manager Grant and Chief Black read a letter to the community regarding the death of George Floyd by a Minneapolis police officer and extended condolences to the Floyd family (*Attachment 1*).

Mayor Washam led the pledge after a moment of silence was observed.

5. MAYOR/COMMISSIONERS/MANAGER REPORTS

Commissioner Duke reported on the following:

- PARC summer camps will start up in a few weeks.

Commissioner Bilodeau reported on the following:

- Echoed comments by Mayor Washam and thanked the Cornelius Police Department for always keeping the residents safe.
- Attended Zoom meetings for ASC and CRTPO. Both organizations discussed the economy and its impact on their organizations.

Commissioner Miltich reported on the following:

- Appreciation and thanks given to Mayor Washam, Manager Grant and Chief Black for their letter to the community regarding George Floyd's death.
- Attended the CRTPO meeting on May 20th where updates from NCDOT were received. Their financial situation which was marginal at best prior to the COVID pandemic but with gasoline, automobile sales and DMV fees diminishing, they have dropped below their \$300M spending floor. Therefore, no new contracts will be written (ROW acquisitions, engineering, new construction) unless the projects are funded by bonds. As part of cost savings, they are going to suspend wildflower seedings along the roadways, cancel the engineering training program, cancel the Hatteras Ferry for this summer, make minimal sign repairs, reduce

roadside mowing, and starting with the upper staff, implement rolling reduced hours and encourage taking vacation days. The I-77 toll project's northern portion will be ready for final acceptance in June and the southern portion in September. Work to shoulders, ramps, landscaping, noise walls and lighting still need to be addressed on the southern portion. There has been a 16% increase in speed for travel in the general-purpose lanes during the afternoon rush hour traffic and a 12% increase in speed during the morning commute. NCDOT is working on Amendment 9 (came from the Local Advisory Group) to allow for longer cab pickup trucks and trucks with trailers to utilize the express lanes (currently vehicles 20 feet or shorter are permitted to use the express lanes). The extended vehicles will pay a multiplier of the standard toll fee (details TBD) as a pilot project for 3 years at no expense to the state. They are also including in the amendment more toll transparency by publishing minimum/maximum and typical bills by time of day to help people plan their transit through the corridor. A rebate program might be considered for frequent toll users if there is ever a money savings.

- Participated in the virtual Advisory Committee meeting on May 22nd to discuss the purpose, goals and vision of the Connect Beyond project. It's an ambitious unified transit system of 12 counties, 2 states and 4 MPOs that extend from Statesville to upper York County.
- Participated in the virtual Cornelius Memorial Day service on May 25th
- Participated in the virtual Central Carolina Council of Government and Charlotte Regional Business Alliance symposium on May 28th featuring "Moving post COVID-19" – what transit will look like post COVID.
- Participated in the virtual Coffee Chat this morning.

Commissioner Sisson reported on the following:

- Echoed the sentiments in support of the Cornelius Police Department and supporting the statement released by Mayor Washam, Manager Grant and Chief Black.
- Chamber resources available at www.lakenormanchamber.org – a newly added resource for restaurant owners is called Phase 2 NC RE-Opening Plan, NCDHHS Interim guidance for restaurants.
- Chamber events – Business Works will hold two webinars that will be recorded and housed on the Chamber website. The first will feature local businesses and how they kept their business going through the Stay at Home order. The second webinar will be on rehiring employees, human resources issues, and sanitation procedures and techniques; CoCo Couture Chamber Appreciation outdoor drop-in event will be held on June 3rd (5:00PM – 7:30PM); Centralina Workforce Job Fair will be held virtually on June 4th and 5th – registration is required and can be found on the Chamber's website; and the Business Mixer at James Funeral Home has been moved to Aug. 20th.
- Chamber Scam Alert – the Chamber would like to remind local businesses and residents there are people who are preying on unsuspecting victims through SCAMS. The Chamber itself received a scam call by someone purporting to be a utility company representative threatening to cut off the power if payment was not

made. DO NOT fall for these scams. Before giving financial information via a payment, call the company in question if you have a concern.

- Blood donation shortage – www.oneblood.org is a website that provides locations of local blood drives in addition to COVID-19 antibody screening.

Manager Grant reported on the following:

- COVID-19 updates & reminders – Mecklenburg County is reporting 3,962 confirmed cases and 93 related deaths as of May 31st; Gov. Cooper’s “Stay at Home” order, Phase II began on Friday, May 22nd; Town facilities are beginning to reopen based on the State’s best practices. Town staff is being phased back in with social and physical distancing measures implemented. Town facilities will open to the public during Phase III with social and physical distancing measures in place.
- FY21 budget update – June 1st (virtual meeting) public hearing comments may be emailed to TownofCornelius@cornelius.org; June 15th (in-person with livestream) will allow physical distancing at the dais, no media or general public in the audience, in-person public comments (one speaker at a time), and public comments via email to TownofCornelius@cornelius.org; June 18th (7:00PM) a special meeting will held to adopt the FY21 budget and set the tax rate. This (in-person with livestream) meeting will follow the same protocol as the June 15th meeting.
- 2020 Census – the census deadline has been extended to Oct. 31st; as of May 9th, Mecklenburg County census completion was 57.8% and Cornelius was 66%. The Census helps towns and counties receive federal funding for education, transportation and healthcare for the next 10 years. Visit www.MeckCounts2020.com for more information.

Mayor Washam reported on the following:

- Sean Herndon is the Cornelius 2020 Census representative and is working hard to get the community to complete their census questionnaire.
- Social media updates to the community continue. June 12th will be the next update.
- Memorial Day program was pre-recorded and aired on Facebook on May 25th
- Connecting Cornelius coffee chat was held virtually featuring Gibbie Harris with a COVID-19 update and the Cain Center for the Arts design reveal.
- Met briefly with the US Secretary of Labor, Eugene Scalia while he was in town for a meeting at Lowes Corporate.
- Charlotte Home Design featured “Charming Cornelius – the small Lake Norman town that lives big”.

6. CITIZEN CONCERNS/COMMENTS

Mayor Washam stated that the Board would hear public comment by email to TownofCornelius@cornelius.org. Please include your name and address and your comment will be read into the record upon receipt.

Town Clerk Lori Harrell stated that there were no public comments at the moment.

7. PRESENTATIONS

A. Waste Pro

Waste Pro Divisional Vice President Chip Gingles and Director of Government Relations Jennifer Herring gave a presentation on their services. Mr. Gingles gave an overview of the privately-owned company. Ms. Herring outlined the company's footprint and their customer service program called Trac-EZ that will be accessible to town residents to report issues. Mr. Gingles stated that Cornelius will have its own designated line and team members that collectively have over 100 years of experience. Ms. Herring gave an overview of the transition timeline.

Commissioner Duke stated that one of the biggest problems with the current vendor is truck maintenance and fluid leaks. Mr. Gingles stated that Waste Pro will do their best to maintain their fleet by being proactive and responsive.

Commissioner Bilodeau asked if the contact information could be shared with community leaders/HOAs. Mr. Gingles stated absolutely. Manager Grant stated that staff is working on getting the information pushed out.

B. Manager's Recommended FY2021 Budget

Before beginning with his FY21 recommended budget, Manager Grant displayed the 80/20 sheet and informed the Board that a \$5K line item for ASC has been added to the operating one-time list.

Manager Grant presented highlights of the Manager's Recommended FY21 budget (approx. \$24.3M) with a tax rate of 22.2 cents per \$100 of assessed value and fund balance contribution of \$299,459. Additional details are available online at www.cornelius.org. The public hearing for the FY21 Operating Budget will immediately follow the presentation. The highlights in personnel, operating and capital expenditures are as follows:

The personnel expenditures include:

- Reduced personnel expenditures to offset COVID-19 revenue loss (\$88K);
- No increase for health insurance (18 months);
- 3% merit pool average (\$213K);
- Full-time firefighters ½ year – 2 positions, 6 FTEs (\$187K);
- HR Director ½ year (\$53K);
- PARC PMT ½ year (~net zero cost);
- Part-time Animal Control Officer (\$17K);
- State Retirement System increase (\$139K);
- Police Officer Residency Incentive (\$12K) year 1 of 4; and
- Delaying implementation of some personnel items until revenues are evaluated (\$303K)

The operating expenditures include:

- Reduced operating expenditures to offset COVID-19 revenue loss (\$301K);
- No increase for garbage services;
- No increase for Property & Liability insurance and Workers Comp. insurance;

- PD 12 body cameras and cloud storage (\$17K);
- PD crash software, CAD maintenance and fiber line connection (\$15,660);
- CLFR overtime and staffing gaps (\$33,600);
- Utility increases/water PARC ball fields (\$10,650);
- Town Hall/Public Safety/Public Works Building Maintenance Reserve Fund (\$10K);
- Camera/computer legacy programs moved from capital to operating (\$88K);
- Streetlights (\$4K);
- North Corridor TOD match (\$6K one-time); and
- Delaying implementation and purchase of some operational expenditures until revenues are evaluated (\$80K)

The capital (fund balance funded) in FY21 include:

- Reduced capital expenditures to offset COVID-19 revenue loss (\$797K);
- Police vehicles (\$633K FY21 plus carry forward for FY20);
- Fire boat repair (\$95K carry forward for FY20);
- Old Canal Street (\$800K of Powell Bill funds);
- Willow Pond Stream Restoration (\$300K);
- Public Works leaf machine (\$60K);
- Legion Park design for drainage project (\$50K);
- Fire Station #2 window replacement (\$40K from TH/PS/PW Building Reserve funds);
- Police air handling units (\$90K from TH/PS/PW Building Reserve funds);
- Transportation Capital Reserve Fund (\$1.1M); and
- Delaying implementation and purchase of some operational expenditures until revenues are evaluated (\$50K)

The Capital (debt funded) includes:

- Fire engine (\$750K);
- Bailey Road Park ballfield lighting (\$720K); and
- Delaying implementation of these items until revenues can be evaluated (\$145K)

Debt overview:

- Town has sold \$16.4M of \$20.4M 2013 Transportation/Parks/Town Center Redevelopment Bonds (approximately \$1.4M annual bonded debt service);
- In FY 22, Town plans to sell \$10.6M of \$24M 2018 Transportation Bonds (approximate annual bonded debt service roughly \$1M);
- In FY 22, Town plans to sell \$4M Town Center Redevelopment Bonds (approximate annual bonded debt service of \$333K);
- Town's average annual non-bonded debt financed is \$1.4M;
- In FY 23, the Debt Service to Annual Expenditure Ratio could reach 16% due to the issuance of \$32M in Bonds plus non-bonded principal;
- NCDOT Road project delays and additional funding achieved by Town staff have improved our short-term financial condition;
- Oncoming debt still is the dominant factor of Town's finances; and

- Additional Revenue will be needed before FY24 to maintain AAA-rating and before FY29 to prevent a violation of our Fund Balance Policy.

Budget reductions of \$1.2M to help offset COVID revenue impacts include but are not limited to:

- Merit (reduced from 4 to 3%);
- Police vehicles (purchasing/equipping fewer vehicles);
- Non-critical Park maintenance and landscaping;
- Beverly Greenway paving;
- BRP Tennis Complex/ Land Banking;
- DDI Landscaping;
- Town-maintained roads resurfacing;
- Will reassess some reductions if revenues are better than anticipated.

Items budgeted, but delayed (\$595K) include but are not limited to:

- BRP Lighting System (December 1)
- 6 Firefighters (February 1)
- 2 Police Officer vacancies- Hiring Freeze (February 1)
- Computer Replacement (February 1)
- Fire Engine (February 1)
- Legion Park stormwater repair design (February 1)

Manager Grant stated that he believes the FY21 recommended budget is planned appropriately with conservative revenue projections, budget reductions, and delayed expenditures. The budget reductions will have a minor impact to services in the short term but will be more costly in the future if not put back into the budget. Significant impacts to services will occur if the delayed expenditures are not implemented.

Manager Grant gave an overview of the Electric Fund as follows:

- 2019 System Study identified major capital and maintenance needs to provide reliable service to current and future customers.
 - Infrastructure maintenance- pole replacements, substation maintenance, system evaluation and repairs
 - Construct new substation- redundancy, reliability, growth
- 2020 Cost of Service Study recommended appropriate rate and charges structure
 - Beginning in FY22 (July 1, 2021), phase in approx. 4.4% rate increase each year for 5 years.
- FY21
 - Land purchase for new substation
 - Maintenance items
- Cornelius electric customers will not have a rate increase in FY21 (NC Statute will require a residential 5 cent per month increase to the REPS rider for renewable energy)

- Cornelius Electric Fund will receive an ElectriCites statewide system working capital refund of \$1,107,000 to increase the Electric General Fund to \$3.8M

8. PUBLIC HEARING

A. FY2021 Operating Budget and Tax Rate

Mayor Washam called for a motion to open the public hearing on the FY21 operating budget and tax rate. *The public notice is attached hereto.*

Commissioner Miltich made a motion to open the public hearing. Commissioner Ross seconded the motion and it passed unanimously, 5-0.

Mayor Washam asked Town Clerk Lori Harrell to read the public comments that were received.

Mrs. Harrell read the following emails into the record:

- J. Johnson – received on May 30th @ 6:58PM (*Attachment 2*)
- Bob Bruton – received on June 1st @ 2:21PM (*Attachment 3*)
- Scott Higgins – received on June 1st @ 5:52PM (*Attachment 4*)

Mayor Washam asked Board if they had any comments they wished to express.

Commissioner Miltich stated that the work ethic put into this year's budget has been phenomenal and he echoed the sentiments of the Compensation Committee but believes that the proposed 3% merit increase should be added to the delayed items and implemented on February 1.

Commissioner Bilodeau commended staff for all of their hard work during this budget season and through the pandemic. He stated that the Town is strong, the community is resourceful, he agrees with the recommendations made by the Compensation Committee and supports the budget as presented.

Commissioner Duke echoed the comments made by Commissioner Bilodeau and supports what Manager Grant is recommending for the FY21 budget.

Commissioner Sisson stated that staff has done an amazing job on the proposed budget in determining what could be delayed, what is necessary and what can be reduced. She would like to see a compromise be made on the merit increase.

Commissioner Bilodeau pointed out the differences that go beyond the proposed merit under personnel costs and the importance of having a "rainy day" fund that should be used when necessary. So, if the projections are off maybe it makes more sense to give merit increases at \$213K instead of making a \$299K contribution to the general fund.

Commissioner Ross commended staff on their hard work on the proposed budget.

Commissioner Miltich added that he was not supportive of eliminating the merit increase, he just wants to put it off.

Manager Grant reminded everyone that the full Manager's recommended FY21 will be available on the Town's website and tonight's meeting can be viewed as well.

There being no further comments from the Board, Commissioner Sisson made a motion to continue the public hearing until June 15th. Commissioner Miltich seconded the motion and it passed unanimously, 5-0.

9. CONSIDERATION OF APPROVAL

A. Schedule of Fees Amendment

Finance Director Julie Niswonger explained that the only recommended change to the Schedule of Fees is to recognize the Reps Rider rate changes for residential .72 to .77; commercial 3.93 to 4.19; and industrial 40.51 to 43.15.

Commissioner Miltich made a motion to approve an amendment to the Schedule of Fees as presented. Commissioner Ross seconded the motion and it passed unanimously, 5-0.

10. CONSENT AGENDA

A. Approve Minutes – Regular Meeting May 18th (Approved 5-0)

Commissioner Miltich made a motion to approve the Consent Agenda as presented. Commissioner Sisson seconded the motion and it passed unanimously, 5-0.

11. COMMISSIONER CONCERNS

No concerns were expressed.

12. ADJOURNMENT

There being no further business to discuss, Commissioner Sisson made a motion to adjourn at 9:03PM. Commissioner Miltich seconded the motion and it passed unanimously, 5-0.



Office of the Mayor

MAYOR

May 30, 2020

WOODY WASHAM, JR.

COMMISSIONERS

DENIS BILODEAU
JIM DUKE
MICHAEL F. MILTICH
THURMAN ROSS, JR.
TRICIA SISSON

TOWN MANAGER

ANDREW GRANT

To our Cornelius community,

This week our nation witnessed the tragic loss of the life of Mr. George Floyd in Minneapolis, MN. The circumstances surrounding his death are very disturbing to police officers across our great nation. The actions of those responsible and the lack of action from those officers who witnessed the incident are not conducive to moral, ethical, and professional standards police officers are responsible for upholding.

We commend the actions of Chief Medaria Arradondo of the Minneapolis Police Department and support its decision to terminate the officers involved in this case. We trust the Federal Bureau of Investigations and the Minnesota Bureau of Criminal Apprehension will work cooperatively to conduct a complete investigation and bring justice for the family of Mr. Floyd.

The Cornelius Police Department is a community policing driven department that works very hard to foster and maintain relationships in all the communities we serve. It is unfortunate that the actions of a few, can deteriorate what so many have worked hard to achieve. We stand committed and will continue to work together with our community leaders as we navigate through this difficult time.

Law enforcement officers take an oath to protect and serve all members of the community. In order to adhere to these guidelines, we must treat people with kindness, compassion and understanding. When officers stray from this oath we must hold them accountable for their actions.

We extend our sympathy to the Floyd Family for their loss and we pray for comfort during this difficult time.

Sincerely,

Woody Washam,
Mayor

Andrew Grant,
Town Manager

Kevin Black
Police Chief

Lori Harrell

From: j johnson <jjohnson1000461@yahoo.com>
Sent: Saturday, May 30, 2020 6:58 PM
To: Town of Cornelius; Lori Harrell
Subject: Public Comment Information Request

Follow Up Flag: Follow up
Flag Status: Flagged

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Name: J. Johnson
Address: 20109 Henderson Rd, Cornelius

Dear Mayor and Commissioners,

I am writing to respectfully request that you make information regarding the planned arts center more transparent.

How did we get from \$4 million in 2013 to \$25 million today?
How much money has already been spent from the operating budget on this project?
Have the programs that have been operated by covered costs?
What are the plans for operating costs once the arts center is open?
With a potential recession coming, is this really the time to be contemplating such an amenity?

I am more concerned about making sure we maintain existing services.

Thank you for your consideration.

Lori Harrell

From: Bob Bruton <bobbruton@hotmail.com>
Sent: Monday, June 1, 2020 2:21 PM
To: Town of Cornelius; Lori Harrell; Woody T. Washam; Andrew Grant
Cc: charmainenephew@gmail.com; Peterson, David K (david.peterson8@usbank.com)
Subject: Letter to the Town Board for the Meeting June 1st 2020
Attachments: comp letter revised.docx

Follow Up Flag: Follow up
Flag Status: Flagged

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Lori
We would like the attached memo to be read at tonight's meeting.
Thank you

To the Town Board of Cornelius

As members of the Citizens Compensation and Benefits Committee, we would like to express our thoughts on the proposed budget for the town for fiscal 2021.

Committee members have continued to follow the budget process. In our collective opinion the budget prepared by the town management has been developed in a highly proficient, cautious and prudent manner, even in these times of Covid19 uncertainty. The budget approach has resulted in essential items being included, while many needed items have been deferred. Our understanding, and we know there could have been changes since we last heard the figures, is that the budget includes a 3% increase for the employees of the Town.

The Committee began our work with Town Management and an outside consultant in 2016. We have been involved in two extensive studies. The goal of the committee in the last study in 2018, was to develop a comprehensive compensation and benefits plan that met the "Cornelius Way" criteria and preserved the "Cornelius Way" culture. The study compared salaries and benefit [monetary and non-monetary], turnover, recruitment, retention, job classifications and job descriptions with the organizations that we compete with for employees. As you will remember the results of the last study identified many opportunities to improve the Town's approach to Salary and Compensation Administration. In our opinion, the Town has made enormous strides in the last couple years to address the opportunities identified by that study.

The committee applauds the inclusion of the 3% increase for the Town employees. Strategically, we think, in these uncertain times, the first step in employee retention and productivity is to secure the support of the workforce and retain the employees that have been trained and are part of the culture. We do not think it would be prudent to eliminate the increase and potentially put the town back into the position that it was in when the 2018 study was conducted. Please recall, we had many unfilled positions and high turnover. These cost taxpayer's money and effected citizen's safety and quality of life. In our opinion, if the budget puts the Town into the position again, having to replace employees, adequately train them, immerse them into the culture and get them to a highly product level when funds might be shorter in the future would be a waste of taxpayer's money.

In the future the Town revenues, as well as the revenues of the organizations that we compete with for employees, may take a larger hit than is currently projected. It may be necessary to have layoffs at all levels. However, if that does occur the best trained, productive staff will be there to support the citizens of Cornelius.

Lori Harrell

From: Scott Higgins, Ed.D <scott.higgins.sh@gmail.com>
Sent: Monday, June 1, 2020 5:52 PM
To: Town of Cornelius
Cc: Aaron Tucker; Tyler Beardsley; Sgt. Jonathan Sarver
Subject: Public Comment for Transportation Advisory Board for June 2 Meeting

Follow Up Flag: Follow up
Flag Status: Flagged

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Folks,

Aaron, Tyler, et.al.,

What is the status of installing more visible bike safety signage on strategic locations on Jetton Road and Bethel Church (discussed with Aaron pre-COVID 19) and other Town roads without bike lanes (or improved bike lanes), roads where the speed limit is above 25 mph, or roads/intersections identified by CPD as hazardous for bicycle and pedestrian traffic?

As you have observed, there is a 60-70 percent increase in new riders/families or re-emerging riders in the past two months. Many expect this trend to continue as our work lifestyle and commuting, and family recreation trends are sustained.

Thanks for your earnest consideration and reply.

Scott

Scott Higgins, Ed.D

REQUEST FOR BOARD ACTION

 [Print](#)

Date of Meeting: June 15, 2020

To: Mayor and Board of Commissioners

From: Andrew Grant, Town Manager

Action Requested:

Hold a Closed Session pursuant to State Statute 143-318.11.3 to discuss a litigation matter under attorney-client privilege.

Manager's Recommendation:

Hold a Closed Session.

ATTACHMENTS:

Name:	Description:	Type:
No Attachments Available		
