



**CITY COUNCIL
WORK SESSION AGENDA
KANNAPOLIS CITY HALL
401 LAUREATE WAY, KANNAPOLIS NC
JANUARY 8, 2024 4:30 PM**

Please Turn off Cell Phones or Place on Silent Mode.

CALL TO ORDER AND WELCOME

MOMENT OF SILENT PRAYER AND PLEDGE OF ALLEGIANCE

PROCLAMATIONS

1. Dr. Martin Luther King, Jr. (Darrell Hinnant, Mayor)

ADOPTION OF AGENDA - Motion to Adopt Agenda or make revisions

CONSENT AGENDA - Motion to Adopt Consent Agenda or make revisions

1. **MEMORANDUM OF UNDERSTANDING** - Between the City of Kannapolis and PresPro, LLC (Richard Smith, Planning Director)
2. **BUDGET AMENDMENT** - Appropriating Cash Reserves for Administrative Correction of Irish Buffalo Creek Greenway (Kristin Jones, Assistant to the City Manager)
3. **BUDGET AMENDMENT** - Appropriating Home Program Income for Rehabilitation Expenses (Kristin Jones, Assistant to the City Manager)
4. **BID AWARD** - Award bid for the construction of the green room at Village Park and authorize the City Manager to execute the contract (Gary Mills, Parks & Recreation Director)

BUSINESS AGENDA

1. **PRESENTATION** - Fiscal Year Ending 2023 Audit (Brian Roberts, Finance Director, Kari Dunlap, Martin Starnes & Associates, CPAs, P.A)
2. **PRESENTATION** - NCRC Learning and Wellness Garden Project (Mike Legg, City Manager)
3. **PRESENTATION** - Debbie Street Stormwater Improvement Options (Michael Rattler, Director of Transportation & Environmental Services, Wilmer Melton, Assistant City Manager)

4. **PRESENTATION** - Firefighters Burned Childrens Group Annual Report (Lee Goodman, Residential Safety Coordinator)
5. **BUDGET AMENDMENT** - Funding for a proposed Parks and Recreation Department Reorganization (Gary Mills, Parks & Recreation Director)
6. **BUDGET AMENDMENT** - Establishing funding for the 2024 Summer Entertainment Series at Village Park in advance of the FY 25 budget process (Gary Mills, Parks & Recreation Director)

MOTION TO ADJOURN

ADA Notice and Hearing Impaired Provisions

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), anyone who requires auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service or activity of the City, contact Heather James, Human Resource Director at 704-920-4233 or email hjames@kannapolisnc.gov as soon as possible, but no later than forty-eight (48) hours before the scheduled event.



Kannapolis
Agenda Staff Report
January 8, 2024

To: Mayor and City Council
From: Darrell Hinnant, Mayor
Subject: Dr. Martin Luther King, Jr.

Action Requested by City Council

N/A

Required Votes to Pass Required Action

Background

Fiscal Implications

Policy Issues

Legal Issues

Recommendations and Alternate Courses of Action

Attachments

1. Martin Luther King Day 2024



Office of the Mayor

**KANNAPOLIS, NORTH CAROLINA
P R O C L A M A T I O N
“DR. MARTIN LUTHER KING, JR., DAY”**

WHEREAS, Dr. Martin Luther King, Jr. was an American Baptist minister, activist, political philosopher and as one of the most prominent leaders in the civil rights movement. Dr. King’s accomplishments as a clergyman, a Nobel Peace Prize Laureate, author, and advocate for securing the enactment of the 1964 Civil Rights Act, the 1965 Voting Rights Act, and the 1968 Fair Housing Act emphasize the principles of equality as a cornerstone of our democracy, and

WHEREAS, the annual King Holiday Observance is a time that we celebrate, commemorate, and honor the life, legacy and impact of Dr. Martin Luther King, Jr., and

WHEREAS, the theme for this year’s Dr. Martin Luther King, Jr. celebration is “*Unarmed Truth & Unconditional Love: That’s what DREAMS are made of!*” The theme reflects the strides made to advance diverse populations throughout the area, and

WHEREAS, this upcoming weekend Saturday, January 13, 2024, citizens can expect a weekend filled with reflection and education, as we come together as a community to celebrate the enduring impact of Dr. Martin Luther King, Jr.

NOW, THEREFORE, I, MILTON DARRELL HINNANT, Mayor of the City of Kannapolis, North Carolina by virtue of the authority vested in me as Mayor together with the Kannapolis City Council, do hereby proclaim Monday, January 15, 2024, as

“DR. MARTIN LUTHER KING, JR. DAY”

in the City of Kannapolis and urge all citizens to join us in celebrating the legacy of Dr. Martin Luther King, Jr. in a host of events beginning with a parade on Saturday, January 13 and activities continuing through Monday, January 15, 2024.



IN WITNESS WHEREOF I have set my hand and caused the Great Seal of the City of Kannapolis to be affixed this 8th day of January 2024.

Milton D. Hinnant



Kannapolis
Agenda Staff Report
January 8, 2024

To: Mayor and City Council
From: Richard Smith, Planning Director
Subject: **MEMORANDUM OF UNDERSTANDING** - Between the City of Kannapolis and PresPro, LLC

Action Requested by City Council

Authorize the City Manager to execute the Memorandum of Understanding (MOU) between the City of Kannapolis and PresPro, LLC., as written.

Required Votes to Pass Required Action

Majority Present at Meeting

Background

The City was made aware that the North Carolina Department of Environmental Quality (NCDEQ) has determined that the permanent Stormwater Control Measure (SCM) constructed by PresPro, LLC. ("PresPro") in the Monarch Meadows subdivision, is classified as a high-hazard dam, and as such, shall comply with all State regulations applying to high-hazard dams.

As a result, the City is requiring PresPro to coordinate an inspection with NCDEQ and take the steps necessary to ensure the high-hazard dam complies with all City and State regulations and codes. The actions necessary to ensure compliance include surveying and engineering to determine the status of the impoundment and all improvements necessary to meet the standard requirements of the NCDEQ Dam Safety Program. This includes the actual construction of the necessary improvements required by NCDEQ.

The MOU allows PresPro to post a remediation bond in the amount of one hundred fifty thousand dollars (\$150,000.00) and proceed with vertical construction of residential structures in the Monarch Meadows subdivision while the high-hazard dam investigation and potential remediation efforts are ongoing.

Fiscal Implications

None

Policy Issues

None

Legal Issues

None

Recommendations and Alternate Courses of Action

1. **Motion to authorize the City Manager to execute the Memorandum of Understanding (MOU) between the City of Kannapolis and PresPro, LLC., as written (Recommended).**
2. Take no action.
3. Table action to a future meeting.

Attachments

1. Monarch Meadows MOU - partial execution

November 30, 2023

**Monarch Meadows Project
Guinn Avenue, Moose Road, and 2219 Moose Road
(Tax Parcel 145 123)
Kannapolis, North Carolina 28083**

**MEMORANDUM OF
UNDERSTANDING BETWEEN THE
CITY OF KANNAPOLIS AND
PRESPRO, LLC**

The following Memorandum of Understanding is entered into this ____ day of November 2023, by and between the City of Kannapolis (the "City"), a municipal corporation of the State of North Carolina, and PresPro, LLC ("PresPro") regarding the development of the Monarch Meadows development located at Parcel 145 123 with addresses of Guinn Avenue, Moose Road, and 2219 Moose Road, Kannapolis, North Carolina 28083, respectively, which consists of both site work on raw land and the construction of fifty-four, single-family residential structures (collectively, the "Project").

In consideration of the premises contained herein the City and PresPro agree as follows:

1. The City and PresPro understand and support the development of the Project.
2. Prior to commencement of work on the Project, PresPro submitted and the City approved the sealed plans and specifications for PresPro's work on the Project.
3. As part of local, state, and federal requirements, the City required, and PresPro agreed to construct, a stormwater control measure (SCM) on the Project to detain stormwater runoff and treat water quality. The SCM is identified on the Project's sealed plans.
4. PresPro commenced work on the Project in January of 2020 (approximately). Thereafter, PresPro requested that the City conduct a final inspection of the sitework on the Project. The current impoundment is an erosion control sediment basin which PresPro intends to convert to an SCM; to date, the sediment basin has not been converted to an SCM. The as-built conditions of the SCM are ultimately certified by PresPro's professional engineer, not the City.
5. On August 17, 2023, the City conducted its inspection of the Project including the erosion control measures. During the inspection, and after review of the final plat, recommendation by the North Carolina Department of Environmental Quality ("NCDEQ"), and due to concern for the health and safety of downstream property owners, the City determined that the permanent SCM constructed by PresPro should be evaluated by NCDEQ for classification as a high-hazard dam, and as such, would need to comply with all State regulations applying to high-hazard dams.
6. The Parties acknowledge that the responsibility to meet all local, State, and Federal requirements for the Project lies with the developer and professional engineer. The Parties further acknowledge that City employee's identification of the high-hazard dam designation was recognized late in PresPro's construction process, and after PresPro had already commenced with its work pursuant to previously submitted and approved plans. Notwithstanding the foregoing, the Parties have identified a path forward through the Remediation Work (defined below) investigation and Remediation Bond (defined below) such that the Project may proceed.
7. Notwithstanding the foregoing and in the spirit of reaching an amicable resolution as between the Parties, PresPro has agreed to dedicate resources to reconstructing and/or enhancing the installed impoundment, which has been deemed a high-hazard dam structure including, but not

limited to: coordinating an inspection with the North Carolina Department of Environmental Quality and taking those steps necessary to ensure the high-hazard dam is in compliance with all City and State regulations and codes, surveying and engineering involved with determining the status of the impoundment and any improvements necessary to meet the standard requirements of the NCDEQ Dam Safety Program; and the actual construction of the necessary improvements (collectively, the "Remediation Work"). The Remediation Work and the Remediation Bond are separate from the required bond for and construction of the SCM.

8. In congruence with PresPro's dedication to completing the Remediation Work, the City supports PresPro's continued construction efforts on the Project including, but not limited to, the construction of residential units on the Project.
9. To that end, the City agrees to allow PresPro to commence construction of the residential units on the Project despite having not received an approved final inspection of the Project's site- work due to the ongoing Remediation Work. The City acknowledges that allowing PresPro to proceed with work on the residential structures of the Project while simultaneously remediating the high-hazard dam will allow the Project to meet critical schedule milestones.
10. The City agrees that PresPro shall henceforth be permitted to proceed with vertical construction of the residential structures on the Project notwithstanding the ongoing Remediation Work so long as PresPro provides a bond sufficient to secure its Remediation Work on the high-hazard dam (the "Remediation Bond").
11. The City and PresPro have agreed that a Remediation Bond in the amount of one hundred fifty thousand dollars (\$150,000) shall be sufficient to guarantee PresPro's performance of the Remediation Work on the high-hazard dam and allow PresPro to proceed with construction of the residential structures on the Project in the interim.
12. PresPro shall be responsible for obtaining a Remediation Bond and providing proof of the Remediation Bond to the City on or before November 3, 2023.

This Memorandum of Understanding is intended to set forth the general terms and conditions under which the City and PresPro are willing to authorize PresPro to proceed with work on the Project while also performing Remediation Work.

IN WITNESS WHEREOF, the parties have executed this Memorandum of Understanding effective on the date shown at the commencement hereof.

CITY OF KANNAPOLIS

PRESPRO, LLC

Michael B. Legg
City Manager



Project Manager

APPROVED AS TO FORM

City Attorney



Kannapolis
Agenda Staff Report
January 8, 2024

To: Mayor and City Council
From: Kristin Jones, Assistant to the City Manager
Subject: **BUDGET AMENDMENT** - Appropriating Cash Reserves for Administrative Correction of Irish Buffalo Creek Greenway

Action Requested by City Council

Approve Budget Amendment #24-25 Appropriating Cash Reserves for Administrative Correction of Irish Buffalo Creek Greenway.

Required Votes to Pass Required Action

Majority Present at Meeting

Background

The Irish Buffalo Creek Greenway capital project ordinance was originally set up to fund improvements to the greenway. The fund had a budget transfer of \$270,000 in FY 21, but the transfer was never completed and therefore resulted in the fund having a negative fund balance on the audit report. This budget amendment will make this fund whole and correct this issue.

Fiscal Implications

An appropriation of fund balance is needed to correct the capital project ordinance of the Irish Buffalo Creek Greenway capital project ordinance.

Policy Issues

None.

Legal Issues

None.

Recommendations and Alternate Courses of Action

1. **Motion to approve Budget Amendment #24-25 Appropriating Cash Reserves for Administrative Correction of Irish Buffalo Creek Greenway (Recommended).**
2. Do not approve budget amendment.
3. Table to a future meeting.

Attachments

1. Irish Buffalo Creek Greenway BA

**ORDINANCE AMENDING BUDGET FOR THE
CITY OF KANNAPOLIS, NORTH CAROLINA
FOR THE FISCAL YEAR BEGINNING JULY 1, 2023
AND ENDING JUNE 30, 2024
Amendment # 24-26**

BE IT ORDAINED by the City Council of the City of Kannapolis, North Carolina meeting in open session this 8th day of January 2024, that the following amendment to the Budget Ordinance for the City of Kannapolis, North Carolina for the Fiscal Year beginning July 1, 2023, and ending June 30, 2024, is hereby adopted:

Description: This budget amendment funds the administrative clean-up of the Irish Buffalo Creek Greenway capital project.

SECTION I– GENERAL FUND

Revenues:

Increase – Fund Balance Appropriated	
Revenue: 19900-39900	\$383,000

Expenditure:

Increase – Transfer to Capital Projects	
Expenditure: 19000-57200	\$383,000

This ordinance is approved and adopted this 8th day of January 2024.

Milton D. Hinnant, Mayor

ATTEST:

Bridgette Bell, MMC, NCCMC
City Clerk



Kannapolis
Agenda Staff Report
January 8, 2024

To: Mayor and City Council
From: Kristin Jones, Assistant to the City Manager
Subject: **BUDGET AMENDMENT** - Appropriating Home Program Income for Rehabilitation Expenses

Action Requested by City Council

Approve the budget ordinance that appropriates HOME program income for rehabilitation expenses.

Required Votes to Pass Required Action

Majority Present at Meeting

Background

The City received a loan payment in the amount of \$13,385.64 from the Villas at Forest Park project. This budget amendment budgets the revenue as program income and the corresponding expense of rehabilitation expenses.

Fiscal Implications

This budget amendment budgets the revenues as program income by HUD rules and must be spent before other funding.

Policy Issues

None.

Legal Issues

None.

Recommendations and Alternate Courses of Action

1. **Motion to approve the budget ordinance that appropriates HOME program income for rehabilitation expenses (Recommended).**
2. Do not approve the budget ordinance.
3. Table to a future meeting.

Attachments

1. HOM24 - Program Income

**CITY OF KANNAPOLIS, NORTH CAROLINA
HOME CONSORTIUM GRANT PROGRAM
PROJECT BUDGET ORDINANCE
FY 2023-2024**

BE IT ORDAINED by the City Council of the City of Kannapolis, North Carolina that, pursuant to Section 13.2 of Chapter 159 of the General Statutes of North Carolina, the following Grant Project Budget Ordinance is hereby adopted:

Section 1. The project authorized is the Cabarrus/Iredell/Rowan HOME Consortium Program and the U.S. Department of Housing and Urban Development (HUD). This project is more familiarly known as the 2023-2024 Consortium Home Program.

Section 2. The City Manager is hereby directed to proceed with the Project with the North Carolina General Statutes, the terms of the Grant document(s), the rules and regulations of HUD, and the budget contained herein.

Section 3. The following revenues are anticipated to be available to complete this project:

75000-33350-HOMX: HOME Program Income	\$13,386
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Total Revenues:	\$13,386
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Section 4. The following amount is appropriated for the project:

75000-51950-HOMX: Rehabilitation Expenses	\$13,386
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Total Expenditures:	\$13,386
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Section 5. The Finance Officer is hereby directed to maintain within the Grant Project sufficient specific detailed accounting records to provide for accounting to the City Council grantor agency required by the Grant Agreement(s) and federal and state regulations.

Section 6. The Finance Officer is directed to report quarterly on the financial status of each project element in Section 4 and on total grant revenues received or claimed.

Section 7. The Finance Officer is directed to include a detailed analysis of past and future costs and revenues on this project in every budget submission presented to City Council.

Section 8. The City Manager is hereby authorized to transfer funds from one line item to another line item without further approval by the City Council.

Section 9. Copies of this Grant Project Budget Ordinance shall be made available to the Finance Officer for direction in carrying out this project.

This Ordinance is approved and adopted this 8th day of January 2024.

Milton D. Hinnant, Mayor

ATTEST:

Bridgette Bell, MMC, NCCMC
City Clerk



Kannapolis
Agenda Staff Report
January 8, 2024

To: Mayor and City Council
From: Gary Mills, Parks & Recreation Director
Subject: **BID AWARD** - Award bid for the construction of the green room at Village Park and authorize the City Manager to execute the contract

Action Requested by City Council

Award bid to Ike's Construction for the construction of the green room at Village Park.

Required Votes to Pass Required Action

Majority Present at Meeting

Background

The project consists of constructing a green room at Village Park to better support the performers.

Currently, performers usually use a rented travel trailer/RV for this purpose, which is often not very practical. The building is around 1,000 square feet and includes mechanical, electrical, plumbing and structural work. The project consists of a changing room, kitchenette, restrooms and storage.

There were two alternates included with this bid package: Miscellaneous Structural Items of \$20,000 and Owners Contingency of \$30,000.

The City went through the formal bidding process and received only 2 bids on the first round of advertising. According to the statute, since the project didn't receive 3 bids, this project had to be re-bid. In the second round, only 2 bids were received, which were then enough to award the bid.

- The apparent low bid is from Ike's Construction in the amount of \$752,000 which includes the \$50,000 in alternatives as described above.
- The second bid is from Hostetter and Son Construction the amount of \$917,500.

The City plans to use the lowest responsible bidder of Ike's Construction, which has also completed many projects in the City, like the amphitheater at Village Park. This project is set to be completed by Memorial Day.

Fiscal Implications

This project has already been funded as part of the larger Park improvement budget approved by City Council in 2023. \$650,000 was included in that larger budget for this project. A budget amendment may be necessary at a later time if some aspects of the project aren't able to be value engineered.

Policy Issues

None.

Legal Issues

None.

Recommendations and Alternate Courses of Action

1. **Motion to award bid to Ike's construction and authorize the City Manager to execute the contract (Recommended).**
2. Take no action
3. Table to a future meeting.

Attachments

1. Copy of 24-19 VP Green Room bid tabulation 12-28



CITY OF KANNAPOLIS

BID TABULATION 24-19

BIDS RECEIVED: THURSDAY, DECEMBER 28

11:00 a.m. at the Village Park Green Room

[illegible]



Kannapolis
Agenda Staff Report
January 8, 2024

To: Mayor and City Council
From: Brian Roberts, Finance Director, Kari Dunlap, Martin Starnes & Associates, CPAs, P.A
Subject: **PRESENTATION - Fiscal Year Ending 2023 Audit**

Action Requested by City Council

No action is requested. This is a presentation for information only.

Required Votes to Pass Required Action

Presentation Only. No Action Required

Background

The audit results are required to be presented to City Council within 45 days of the audit being submitted to the Local Government Commission (LGC). As in previous years, this audit is "clean" and thoroughly shows the City's strong financial position. Once the audit is approved by the LGC the Annual Comprehensive Financial Report (ACFR) for Fiscal Year Ending June 30, 2023 will be made available on the City's website. An audit of the City's finances is required every year.

Kari Dunlap with Martin Starnes & Associates, CPAs, P.A. will present the 2023 audited Financial Statements and answer any questions the Council may have.

Fiscal Implications

None.

Policy Issues

None.

Legal Issues

None.

Recommendations and Alternate Courses of Action

No action requested. Presentation for information only.

Attachments

1. Kannapolis Audit Presentation FYE23



City of Kannapolis

2023 Audited Financial Statements

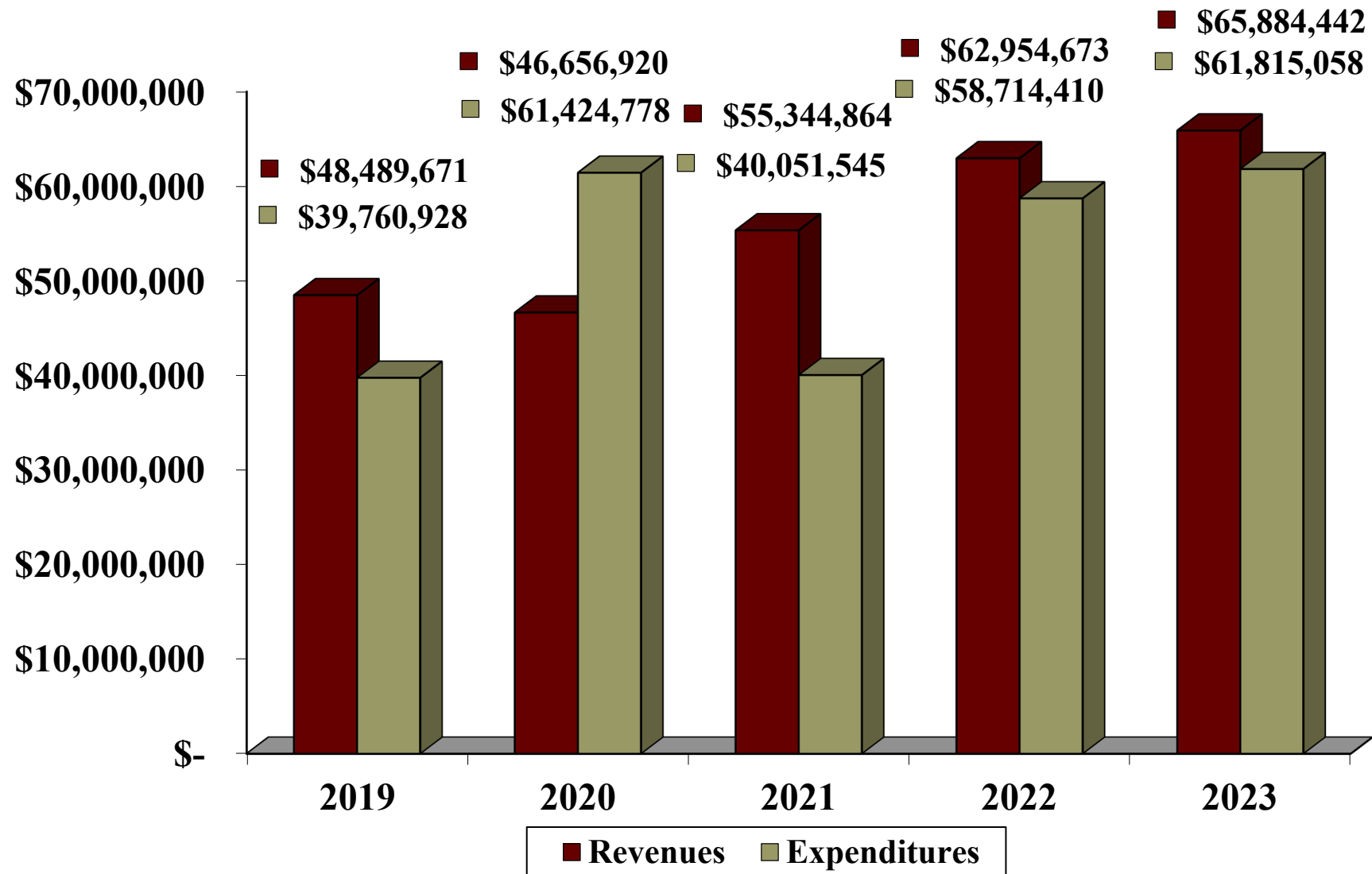


Audit Highlights

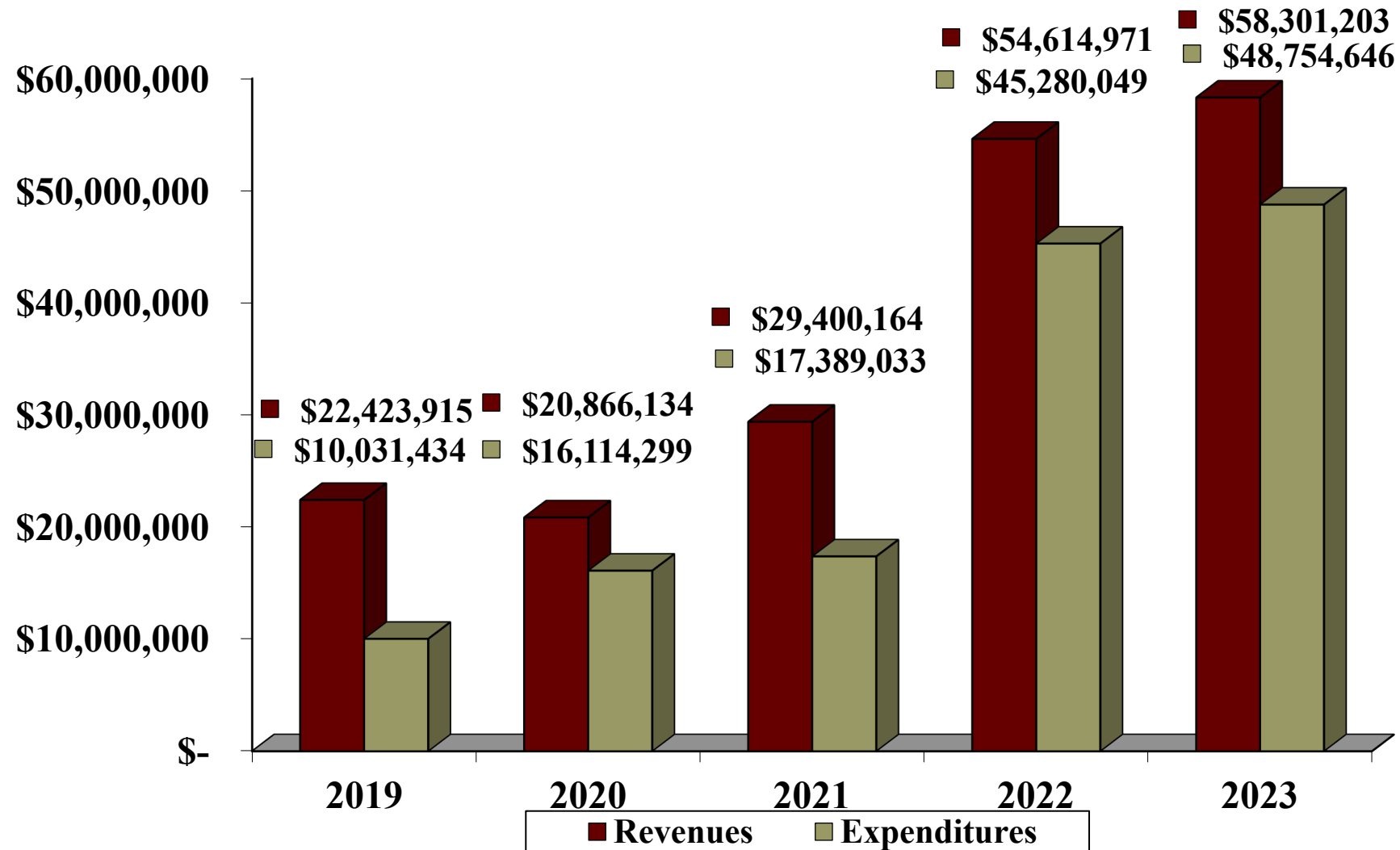
☐ **UNMODIFIED OPINION**

☐ **COOPERATIVE STAFF**

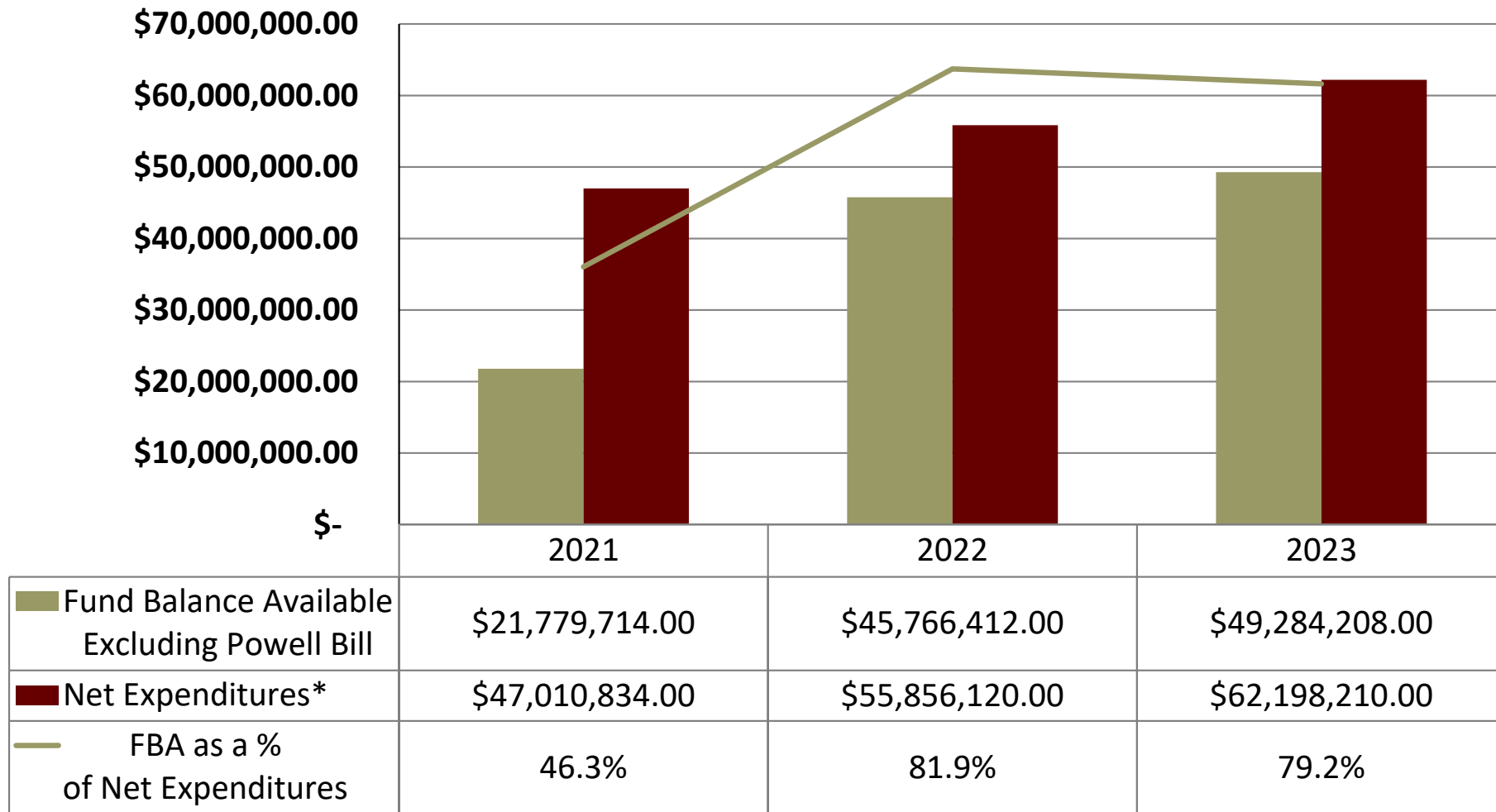
GENERAL FUND SUMMARY



GENERAL FUND: FUND BALANCE SUMMARY

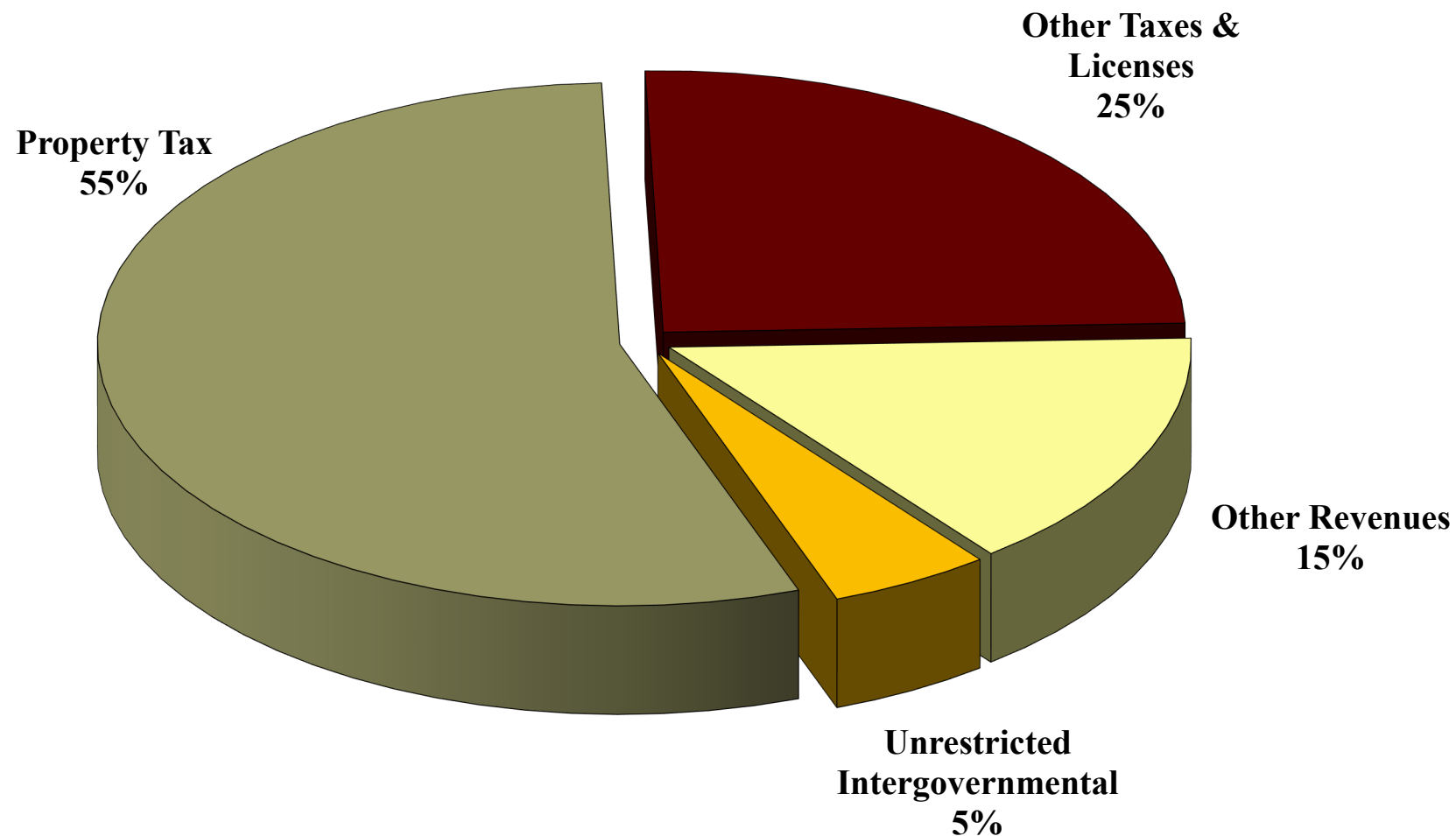


AVAILABLE FUND BALANCE – GENERAL FUND



*Net expenditures = Total expenditures + Transfers out – Debt proceeds

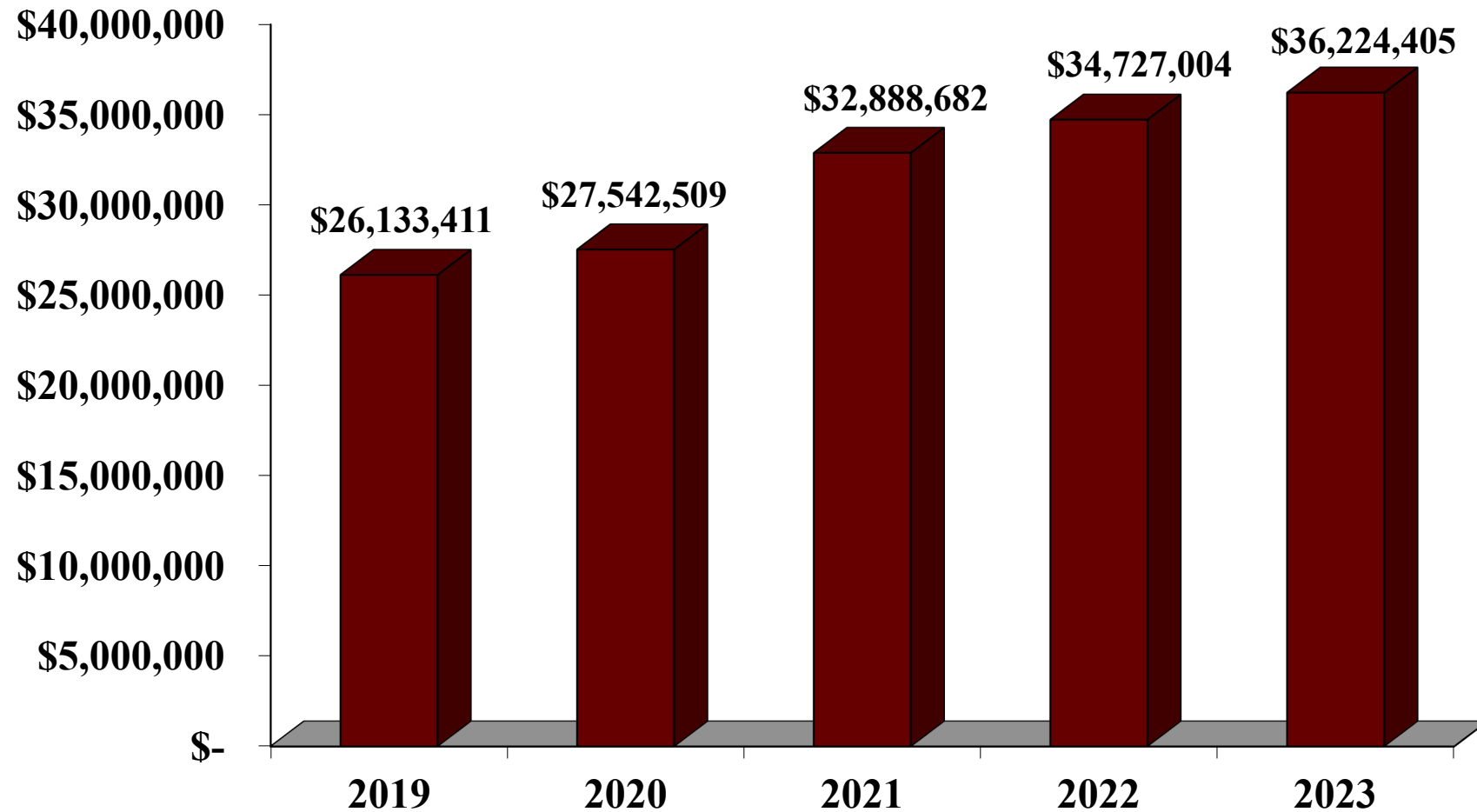
TOP 3 REVENUES: GENERAL FUND



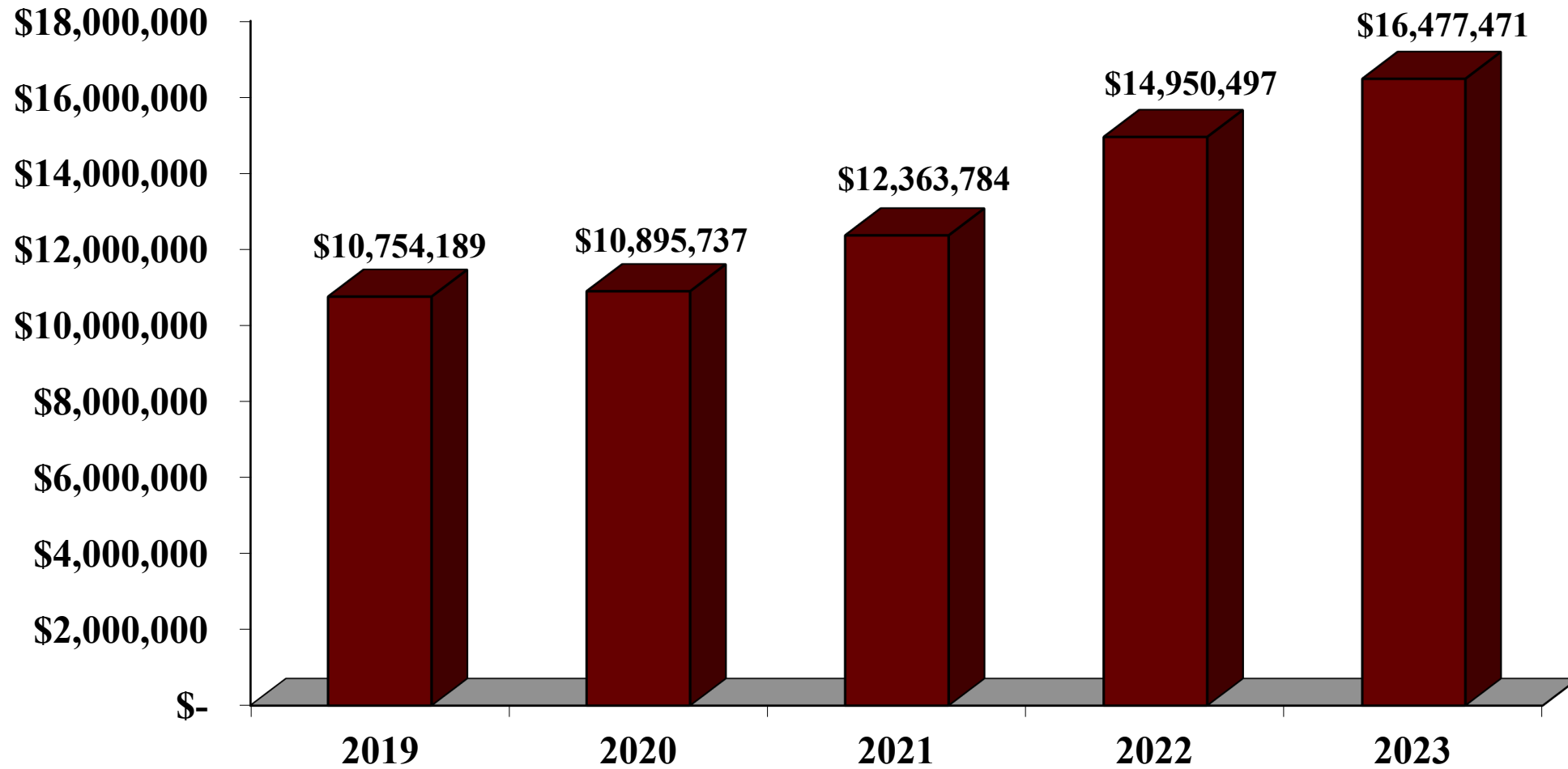
Other Revenues:
Restricted Intergovernmental
Sales and Services
Investment Earnings
Miscellaneous

Top 3 Comprise \$56,147,233 (85%) of Revenues

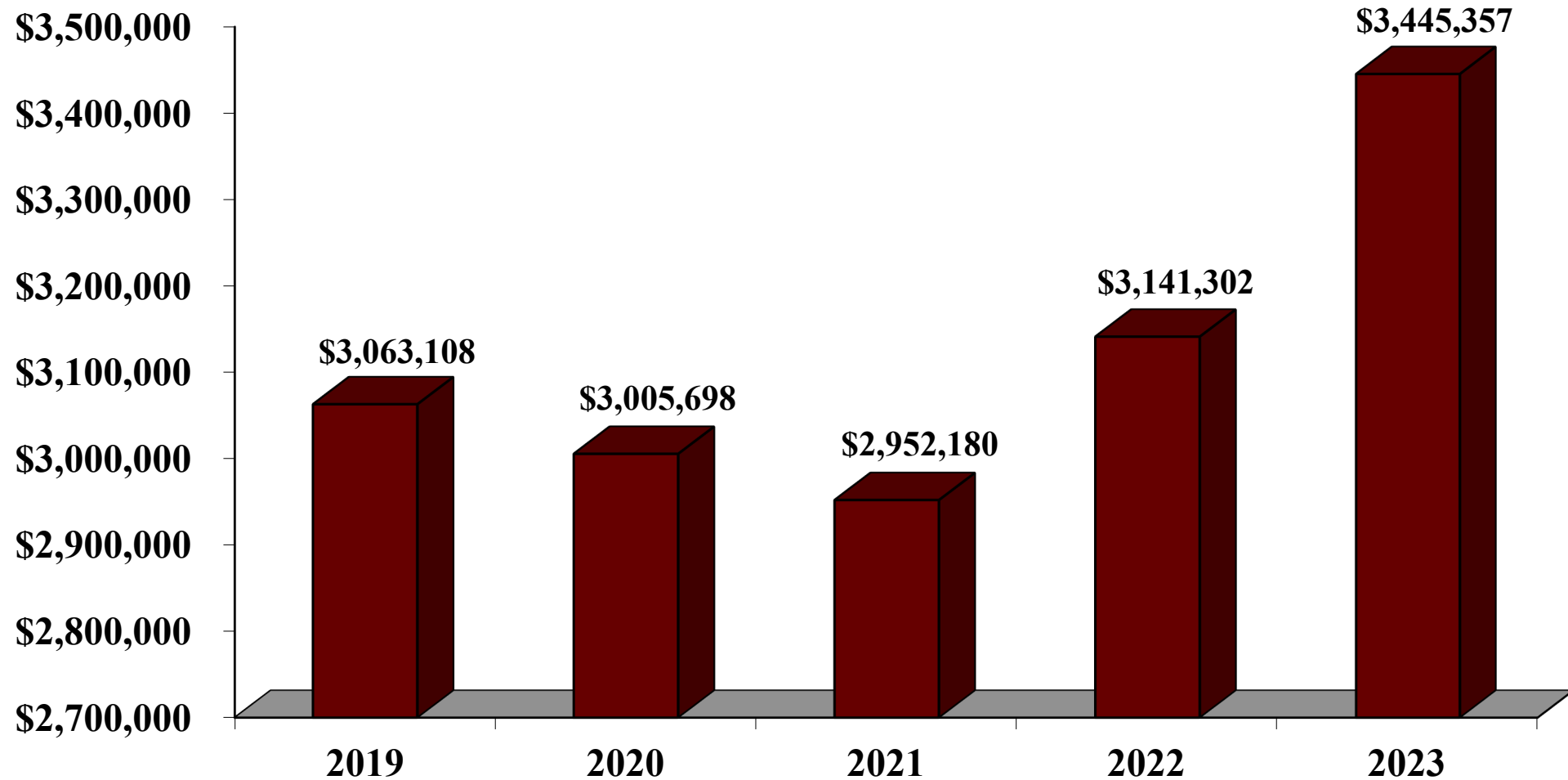
PROPERTY TAX



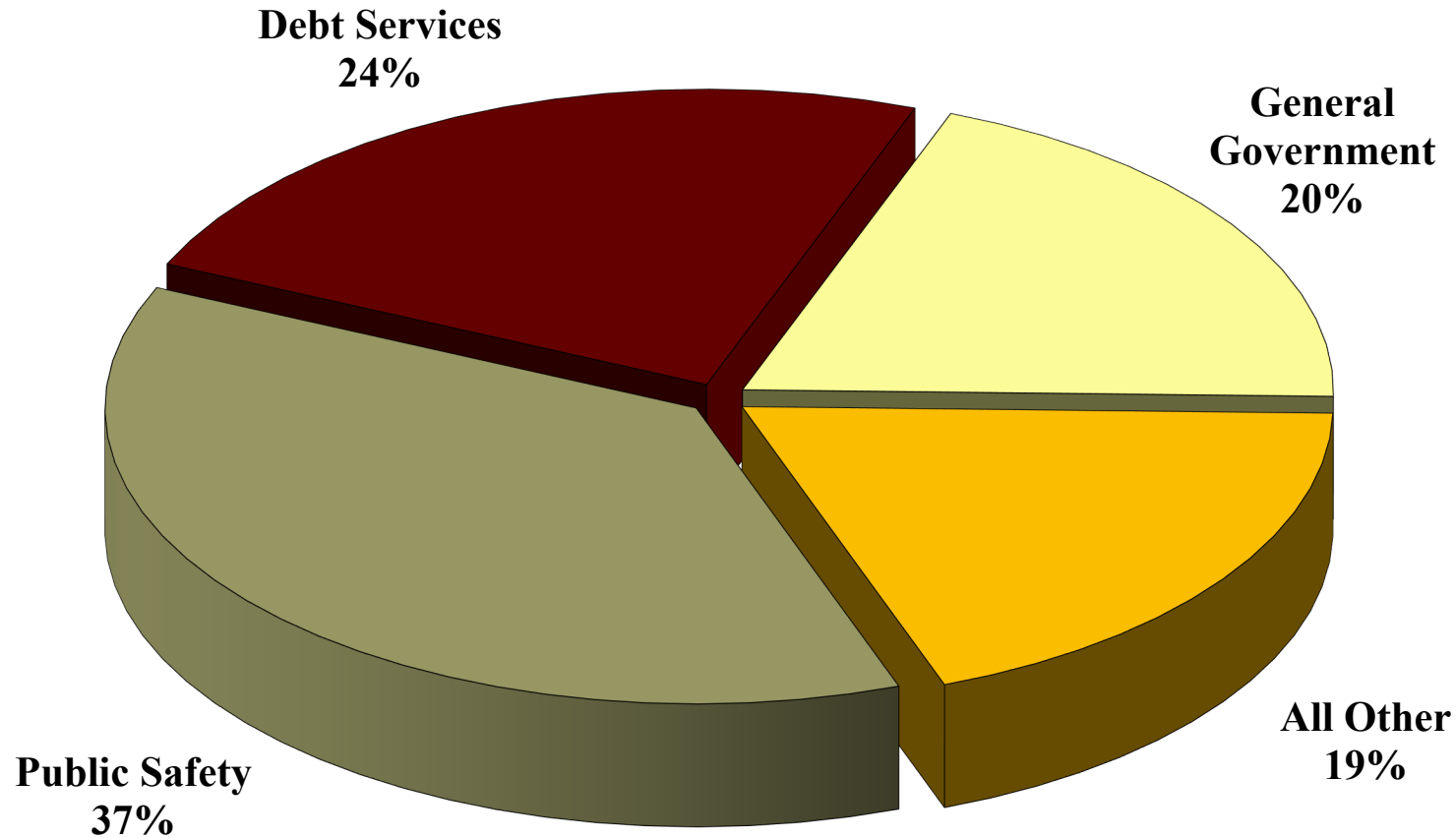
OTHER TAXES & LICENSES



UNRESTRICTED INTERGOVERNMENTAL



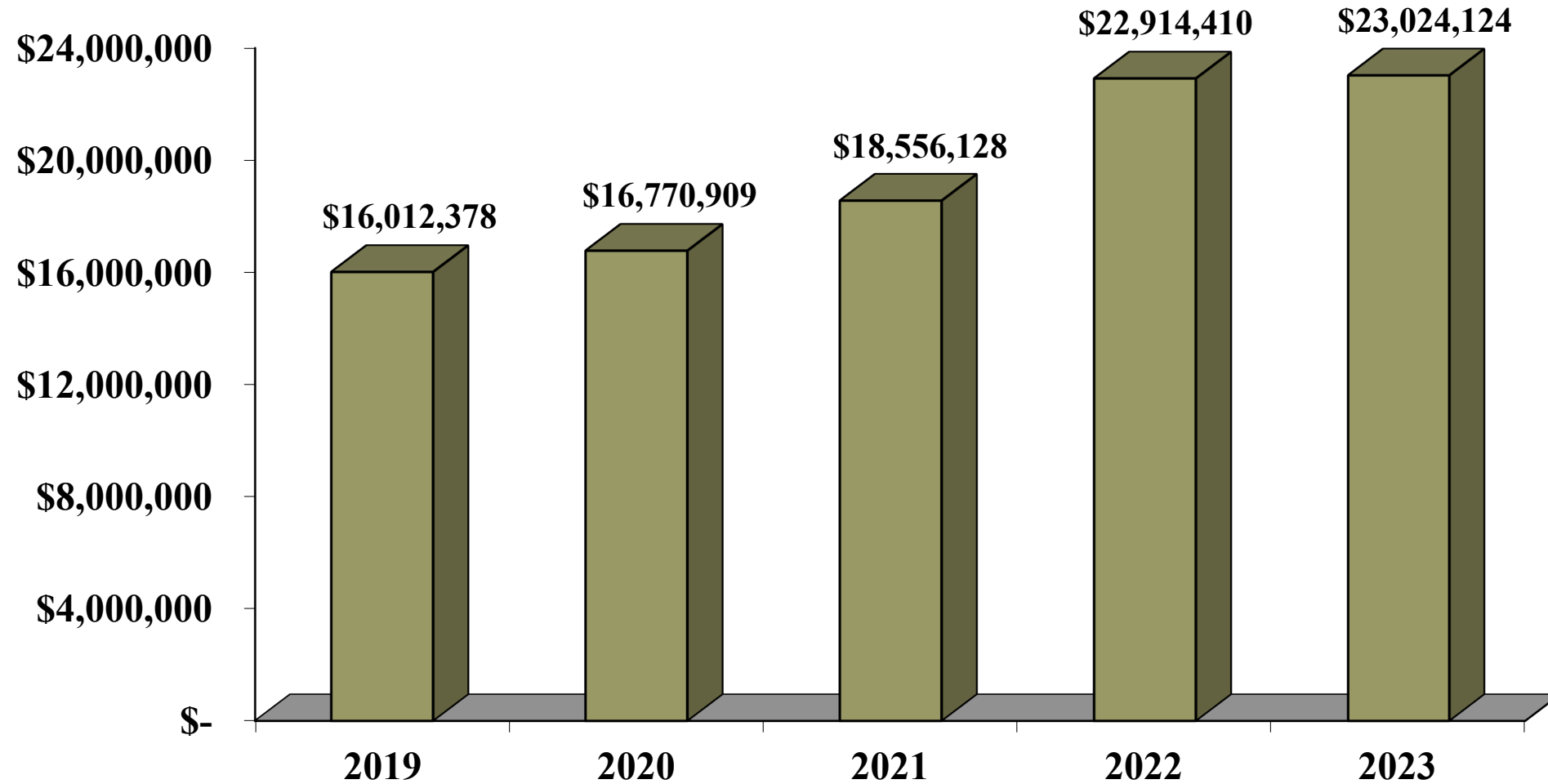
TOP 3 EXPENDITURES: GENERAL FUND



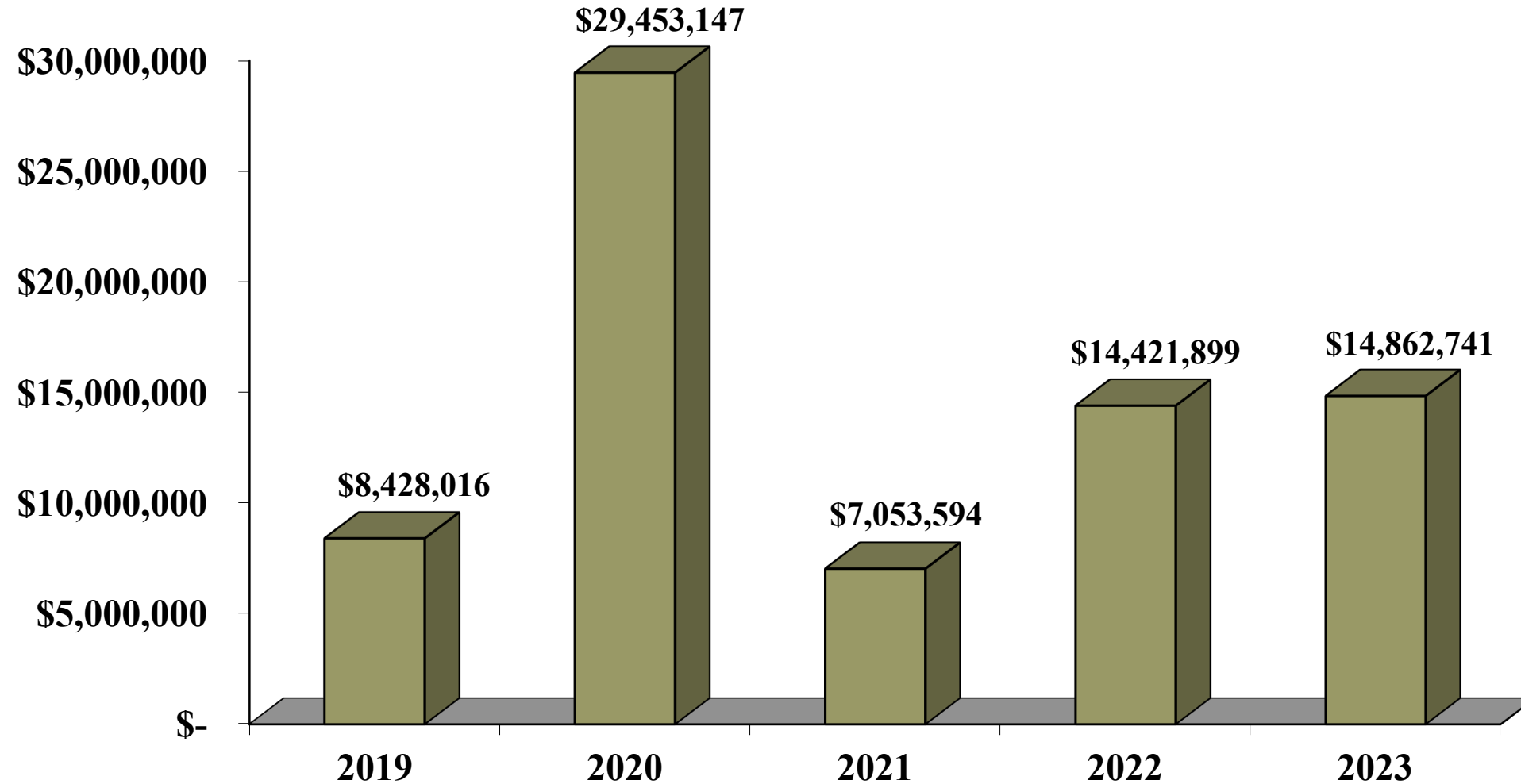
Other Expenditures:
Public Works
Community Development
Parks and Recreation

Top 3 Comprise \$50,013,437 (81%) of Expenditures

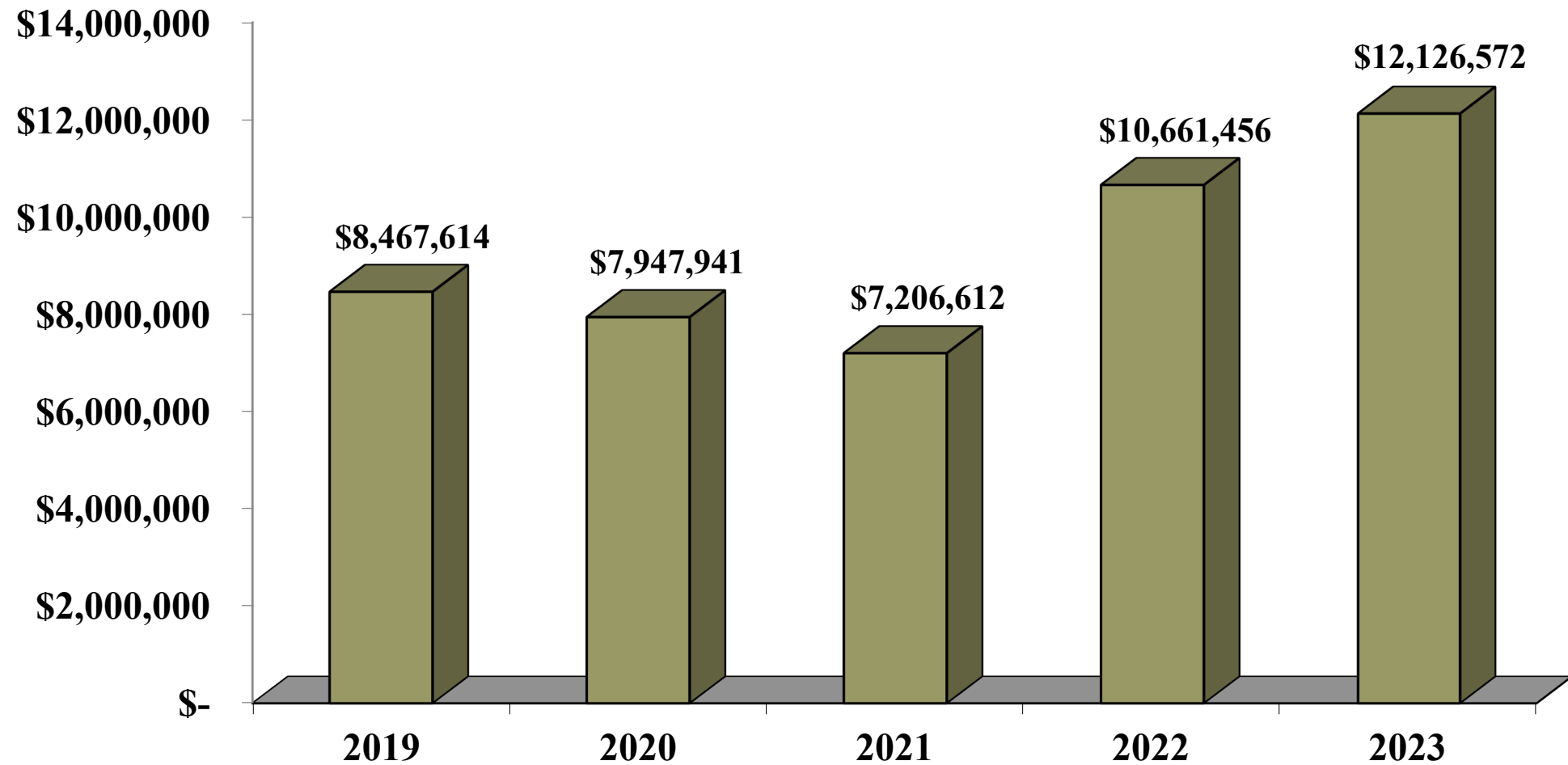
PUBLIC SAFETY



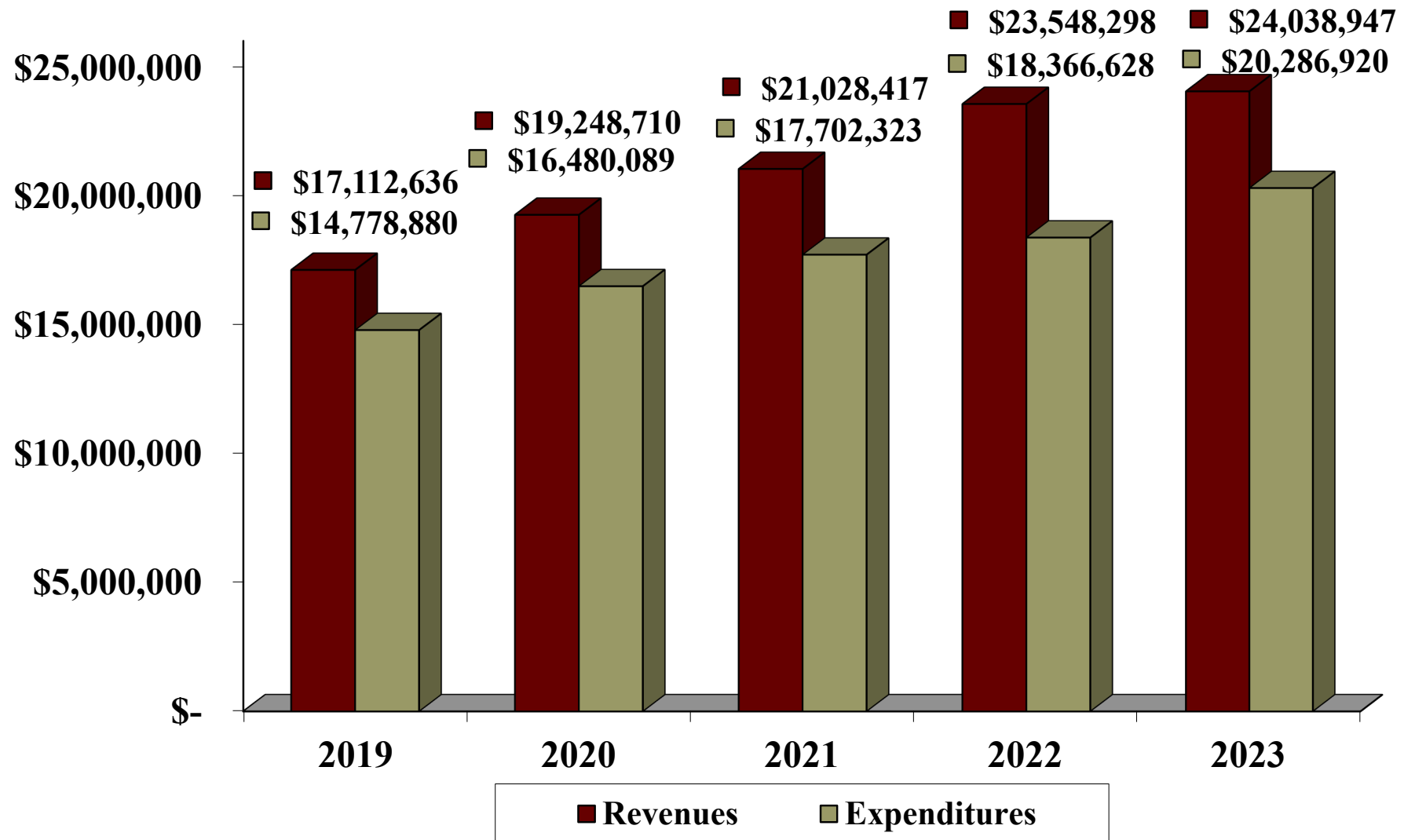
DEBT SERVICE



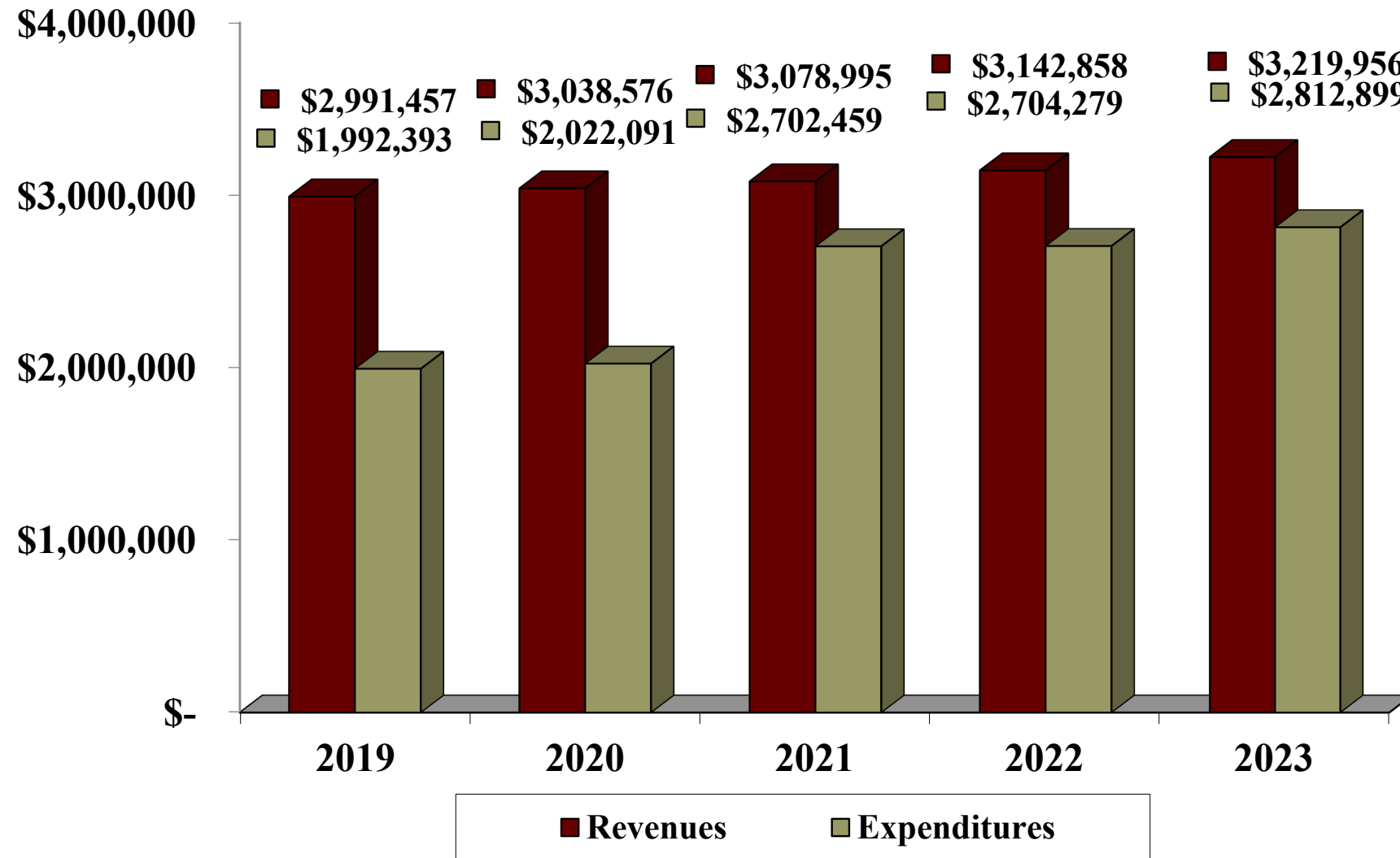
GENERAL GOVERNMENT



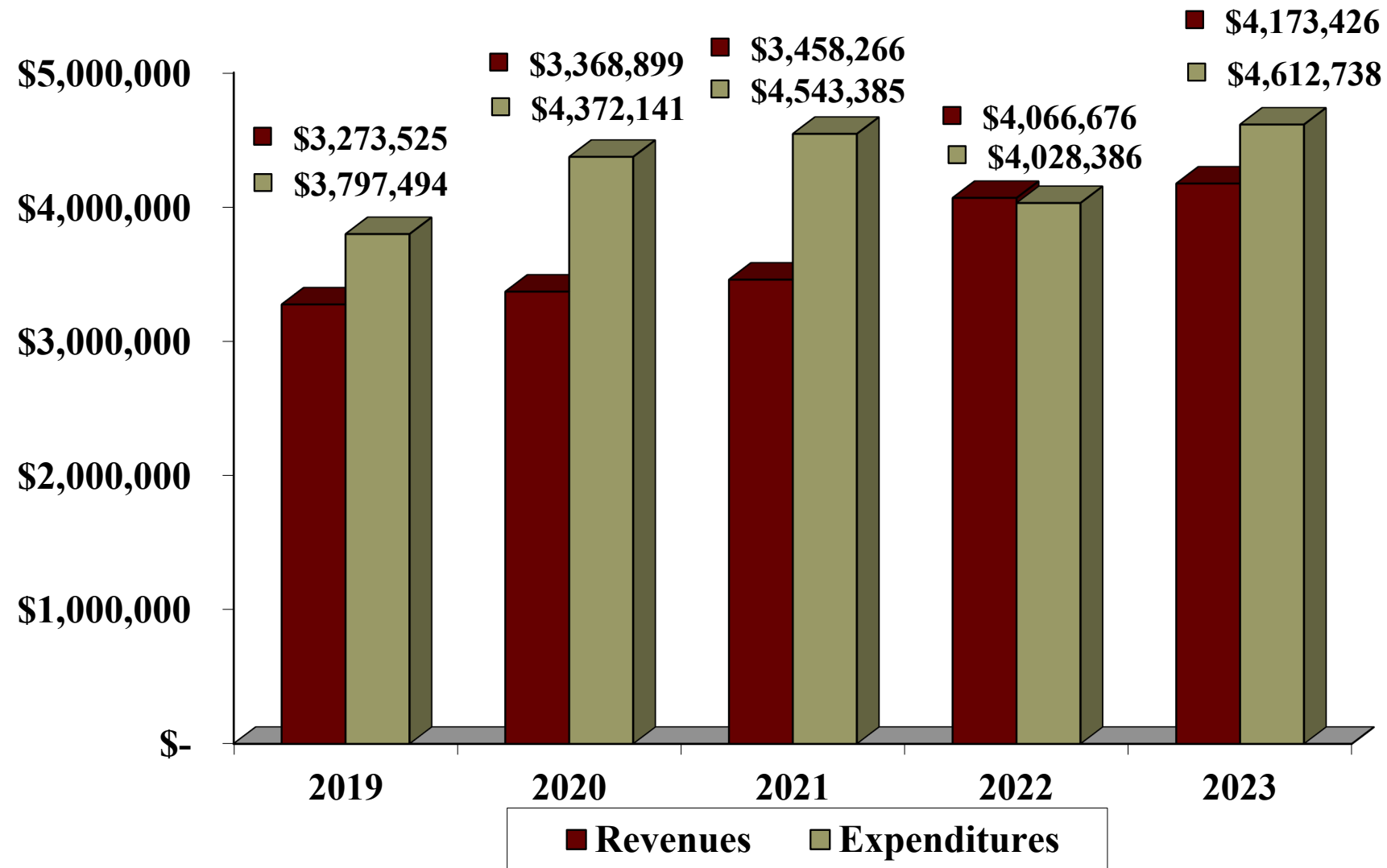
WATER & SEWER FUND SUMMARY



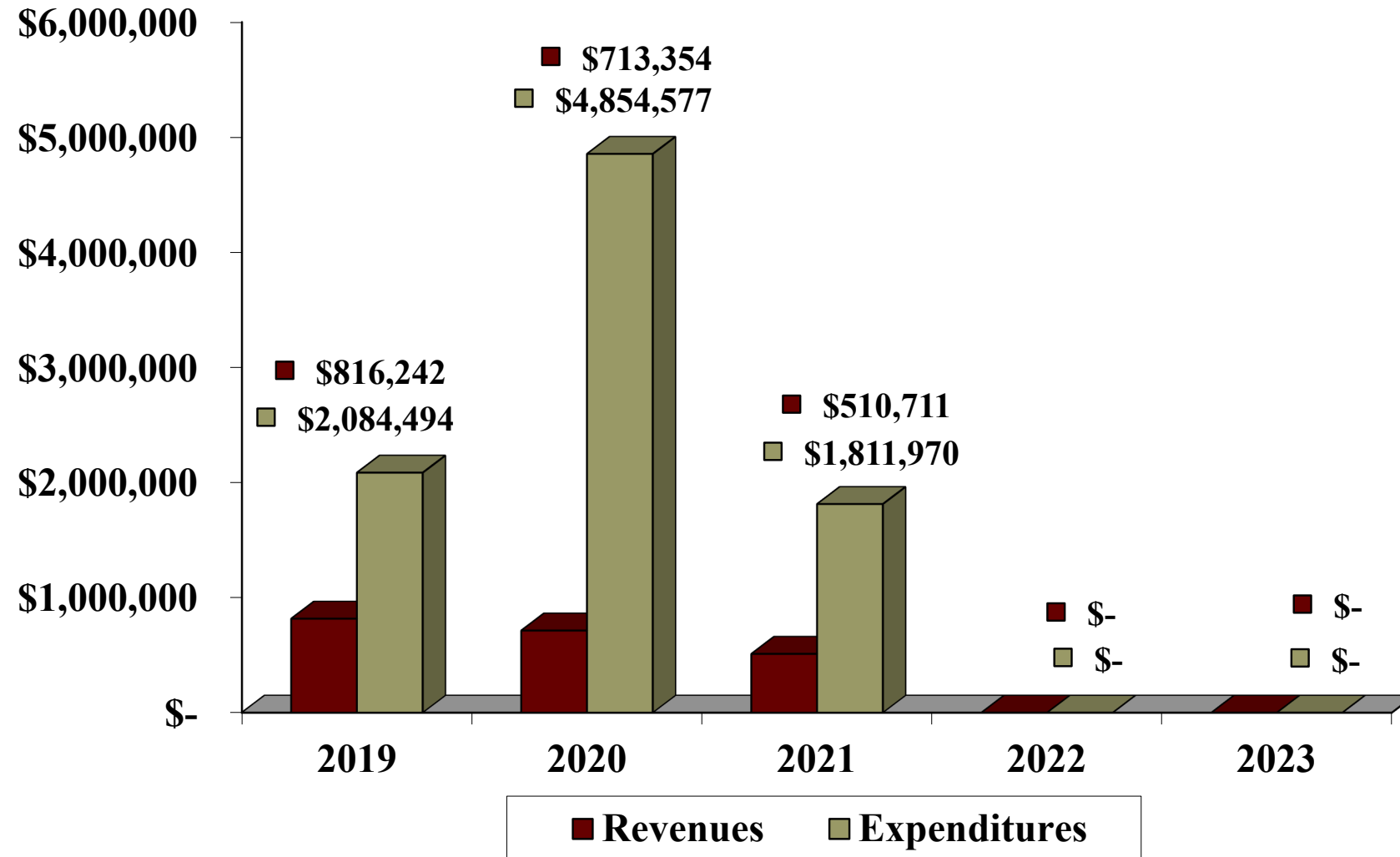
STORMWATER FUND SUMMARY



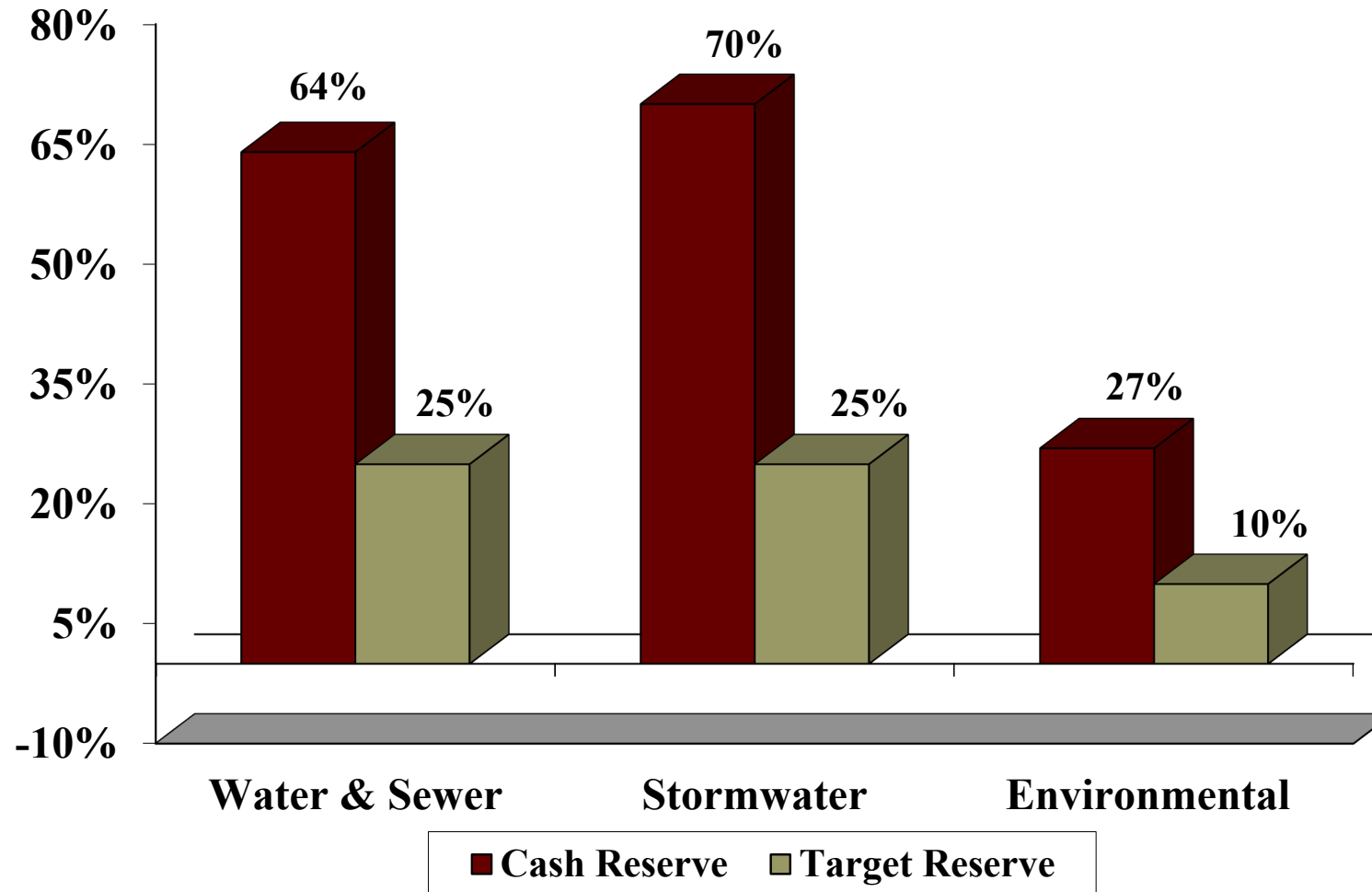
ENVIRONMENTAL SERVICES FUND SUMMARY



DOWNTOWN FUND SUMMARY

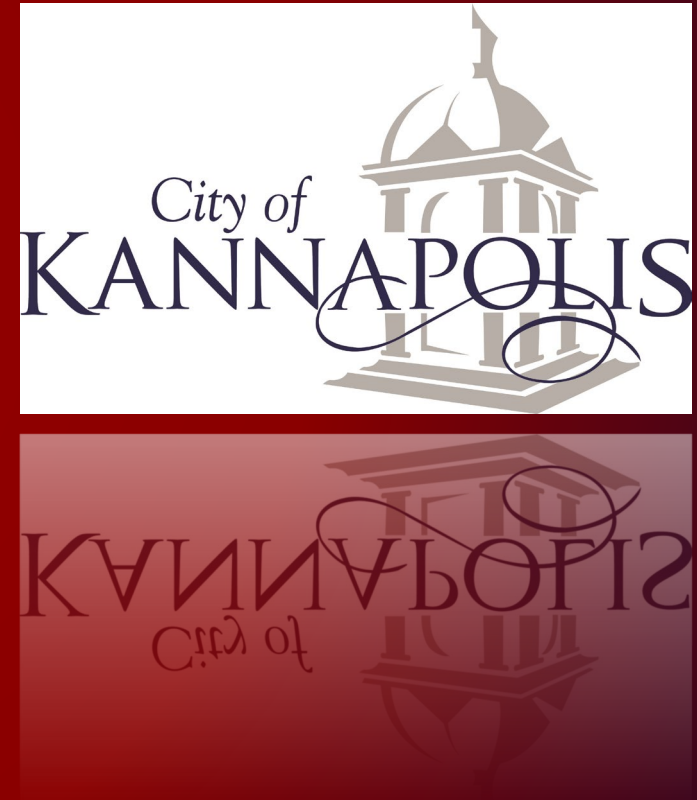


ENTERPRISE FUND – UNRESTRICTED CASH AS A PERCENTAGE OF TOTAL EXPENSES (EXCLUDING DEPRECIATION, INCLUDING DEBT SERVICE)



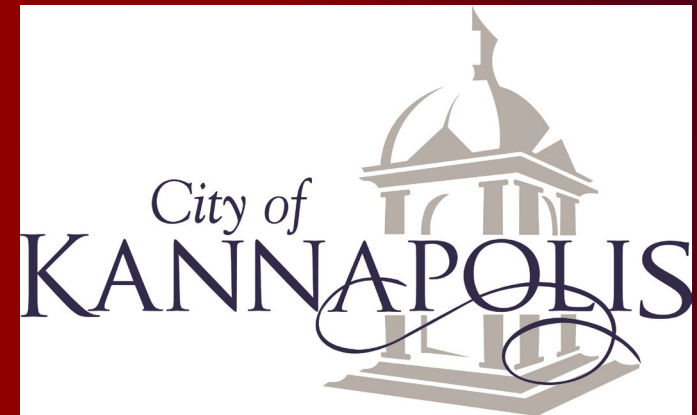
GENERAL PERFORMANCE INDICATORS

- ❖ Positive performance indicators
 - GF available fund balance %
 - Enterprise Fund quick ratios
 - Stable property tax valuation & collection %



GENERAL PERFORMANCE INDICATORS

- ❖ Audit Findings
 - 2023-001: Significant Deficiency – Corrected





Questions?

Kari Dunlap



828-327-2727



KDunlap@msa.cpa)



www.msa.cpa





Kannapolis
Agenda Staff Report
January 8, 2024

To: Mayor and City Council
From: Mike Legg, City Manager
Subject: **PRESENTATION** - NCRC Learning and Wellness Garden Project

Action Requested by City Council

None. Presentation only.

Required Votes to Pass Required Action

Presentation Only. No Action Required

Background

A small group of NCRC campus partners have been working on a proposed "Learning and Wellness Garden" on the NCRC campus to creatively and effectively connect what is happening in the research labs on campus with the larger community. The intent is to connect university and city partners to promote healthy eating, wellness, and disease prevention while educating the community. The garden will provide a place for diverse learning from STEM education for a K-12 audience to nutrition education for medical providers to help improve health outcomes.

The group that will present this concept includes:

Amy Bowman, MS - Extension Associate STEM Education, NC State University
Cheri Granillo, DNP, FNP-BC - Translational Nutrition Program Manager, NC State University
Doug Vernon - Extension Assistant, NC State University
Leah Allen, Partner/Director of Community Engagement, Coddle Creek Capital

There is no specific request at this time. This working group wants to gauge City Council's general support for the concept before moving forward more diligently.

Fiscal Implications

There is currently no funding in the City's draft Imagine Kannapolis Strategic Plan for this project, but that could change if it quickly emerges as a project of some preference.

Policy Issues

None.

Legal Issues

None.

Recommendations and Alternate Courses of Action

Attachments

None



Kannapolis

Agenda Staff Report
January 8, 2024

To: Mayor and City Council

From: Michael Rattler, Director of Transportation & Environmental Services, Wilmer Melton, Assistant City Manager

Subject: **PRESENTATION** - Debbie Street Stormwater Improvement Options

Action Requested by City Council

None. Presentation only.

Required Votes to Pass Required Action

Presentation Only. No Action Required

Background

At the October 2023 City Council work session, staff provided a presentation regarding the City's current stormwater program which focuses on the maintenance of publicly dedicated infrastructure, and the growing request from residents to assist with privately maintained drainage infrastructure. To date, we have 317 private requests for public assistance with drainage systems or flooding issues. Current City policy does not allow for maintenance of private infrastructure outside of public right-of-way. Following this meeting, Debbie Street residents made a request to City Council to repair their private drainage systems as a public project. An evaluation of the existing site conditions has been conducted, and the following recommendations have been provided:

Option 1 – Replace the existing drainage system downstream of Debbie Street with the same size pipes. Other than a connection to the existing public storm drainage system, all construction would be located on private property. Estimated Project Budget \$110,000.00. This option only repairs the failed private culvert system and does not improve the overall drainage system and may open us up to liability.

Option 2 – Upgrade the existing storm drainage system to support the 25-year storm event. Construction activities would be located within the public right of way as well as private property with the use of easements. Estimated Project Budget \$760,000.00

While the City was awarded a local federal storm water assistance grant that will evaluate and provide recommendations for four sites within the City, it is our recommendation that a comprehensive stormwater master plan be completed. This will help to identify projects and establish criteria for public investment if City Council desires to change current policy and offer assistance with private drainage systems. This shift would also need to evaluate funding options that could include modifying the existing stormwater fee, property owner assessments, establishing a participation program, or a tax increase specifically for stormwater improvements.

Specifically regarding the Debbie Street request, it is the staff recommendation at this time that the system remain private and the responsibility of the existing property owners.

Fiscal Implications

None

Policy Issues

None

Legal Issues

None

Recommendations and Alternate Courses of Action

None. Presentation only.

Attachments

1. 23501 Debbie Street Drainage Report 10-12-23 r1



October 13, 2023

Mr. Wilmer Melton
Assistant City Manager
City of Kannapolis
401 Laureate Way
Kannapolis, NC 28081
wmelton@kannapolisnc.gov

Subject: Debbie Street Drainage Investigation
Kannapolis, NC

Mr. Melton,

As requested, Alley, Williams, Carmen & King, Inc. (AWCK) evaluated a drainage complaint on residential properties located on the south side of Debbie Street in Kannapolis NC. From our understanding, the investigation was requested as a result of complaints about the failing storm drainage system from the property owner at this location. The location of the storm drainage system in Debbie Street is not visible due to the use of blind junction boxes (structures that are buried and do not have a surface opening) and bends in the pipe constructed without catch basins or junction boxes. A survey of the storm drainage system and property lines was not available for review, but based on the location of the houses and fences, it appears that the drainage system is located on the following properties:

1204 Debbie Street
1202 Debbie Street
1009 Heather Drive

Observations

Most of the storm drainage system south of Debbie Street appears to be constructed within the City's sanitary sewer easement that also runs between the structures along Debbie Street. The sewer line was installed as part of the water and sewer lines improvement constructed for the Kannapolis Sanitary District in the late 1960's before Kannapolis was incorporated. The following history of the development is based on construction drawings, recorded plats, Cabarrus County records and aerial photos in the area:

- June 5, 1958 Debbie Street was created by the plat recordation for the R. M. Efir Division Subdivision (Plat 2, Section No. 1). The subdivision is recorded in Map Book 11 Page 3. The plat shows a 60' right of way for Debbie Street. But does not show any storm drainage easements on the lots.
- 1962 Debbie Street is shown as a NCDOT maintained street on the NCDOT's Cabarrus County maintenance maps.
- 1964 A structure is shown at 1204 Debbie Street on the 1964 Cabarrus County Aerial photos
- Nov. 1967 Sewer Easements for the sewer lines serving the subdivision are signed

- by the property owners. The sewer line is constructed as part of the Kannapolis Sanitary District plans for Contract II.
- 1968 A structure is shown at 1202 Debbie Street on the 1968 Cabarrus County Aerial Photos.
- 1984 The City of Kannapolis was incorporated.
- 1989 The City accepted street maintenance of most NCDOT streets within the City limits and the storm drainage systems within the public right of way for roads.
- May 2019 The City of Kannapolis performed repairs on part of the storm drainage system in this area using a Grant of Temporary Easement that notifies the landowner that they are responsible for any future maintenance of the system. The repair work included portions of the public system for Debbie Street and the private system between the lots
- August 2023 The City of Kannapolis is requested to repair the private storm drainage system located between 1202 and 1204 Debbie Street by a landowner.

During the site visit to review the site conditions on the south side of Debbie Street, a visual inspection of the drainage system along Debbie Street and the area upstream was also reviewed. In addition, documentation provided for the drainage complaint and the City's video of the pipe system were reviewed. The following items were noted:

- Construction drawings are not available for the private storm drainage systems or for the Debbie Street construction.
- The storm drainage system discharges into a stream that may be regulated by the Corp of Engineers. Any construction at the storm drainage outlet would likely require a permit from the Corp of Engineers.
- The private drainage system located on the south side of Debbie Street is constructed with 18" concrete pipes and appears to cross several property owners. A sink hole is present in the yard on the south side of Debbie Street and the outlet of the pipe system has been undermined by erosion, which includes erosion of the fill slope above the pipe.
- Some of the pipe in the private system may be unreinforced concrete pipe. One of the pictures inside the system shows a void in the pipe wall and does not show any rebar or wire exposed.
- The upper end of the system is a blind junction box and appears to be located within the street right of way. The previous repair photos show the location of this structure.
- Pipe videos of the private system downstream of Debbie Street show several issues with the existing private pipe system:
 - There are numerous cracks in the top and sides of the pipe.
 - There are pipe alignment and gap issues with the existing joint.
 - There are holes punched into the pipe. One of the openings has a terra cotta pipe sticking through the roof of the pipe.
 - A pipe bend appears to have been made using a mitered section of pipe rather than a catch basin.
- The outlet of the system appears to be located on the rear of a tract that fronts Heather Drive. The outlet pipe has been undercut and sections have fallen into the eroded channel. This is likely due to the lack of a headwall and energy dissipater, improper pipe construction and higher velocities in the pipe system created by the pipe slope.

- Private fences appear to be constructed on the sewer easement.
- There is a culvert under Debbie Street that connects the private storm drainage systems upstream and downstream of Debbie Street. The connections are made using blind junction boxes on both sides of the road. Due to inaccessibility, the pipe size has not been confirmed, but it is assumed to be an 18" concrete pipe.
- In this area, Debbie Street only has curb and gutter along the frontage of 5 houses near the culvert crossing and the length varies on each side of the road. The rest of the street draining to this area has open channels along the edge of the ribbon pavement. These channels flow directly into the curb line. Due to the age of the development, the channels need to be regraded and vegetated or replaced with curb and gutter to provide ensure adequate drainage. This conditions also exists for the rest of Debbie Steet. There is a mix of curb and open channels along the pavement edge. The location of curbs appear to follow lot lines on each side of the road and do not appear to be based on drainage areas.
- The north side of Debbie Street has a private drainage system that runs between the lots and then turns towards North Little Texas Road, where the inlet collects runoff from Ruth Avenue and North Little Texas Road. Based on GIS data, the pipes in this system also appear to be 18" concrete pipes. The drainage basin for the system extends to an area north of Lane Street and is approximately 26.6 acres. (See Exhibit #1)
- There is an 18" concrete culvert under North Little Texas Road near Ruth Avenue. This culvert is undersized for the drainage area but will be removed by NCDOT during proposed roadway construction improvements on North Little Texas Road and Ruth Avenue.
- Based on current design standards, an 18" concrete pipe is not large enough to carry the runoff generated by the upstream drainage area for the 25 years storm event. This applies to the whole system between North Little Texas Road and the discharge point south of Debbie Street.
- The catch basins and culvert located in the sag of Debbie Street are likely undersized. A 12" culvert with two catch basins is used to collect the runoff from the residential yards and the Debbie Street pavement. Based on the drainage area and current design standards, there should be additional curb inlets and a larger cross pipe to collect the runoff.
- There are other drainage issues with culverts, ditches, and drainage collection structures In the watershed and downstream of the Debbie Street drainage system. These issues were outside of the scope of the report and were not documented.

It should be noted that in areas with undersized pipes and ditches, runoff continues to flow downstream using overland paths when the culvert systems and ditches do not have the capacity to carry the runoff from large storm events. This typically creates flooding in residential yards and ponding in roadways. Depending on the lot drainage and method of house construction, this can also contribute to potential flooding of structures. Construction of upsized drainage systems will reduce flooding frequency, but will not prevent flooding in all areas. It is not practical or economically viable to construct a system that will carry the runoff from every storm event. NCDOT's policy is to construct roadway cross drainage storm drainage systems that will carry the 25 year storm event. The City of Kannapolis's policy follows NCDOT's.

Downstream landowners are responsible for accepting the runoff from upstream areas and passing the runoff to the next downstream landowner.

Summary

Our evaluation indicates that the private drainage system on 1202 and 1204 Debbie Street and on 1009 Heather Drive is undersized, damaged, and failing. In addition, the storm drainage system is connected to a public drainage system in Debbie Street and a private storm drainage system upstream of Debbie Street that also use culverts that undersized for the drainage area being collected. The drainage basin for this area is approximately 27 acres. The system downstream of Debbie Street is failing and the upstream systems are likely causing flooding on lots and on North Little Texas Road during major storm events.

Two options were considered for the repair of the storm drainage system.

Option 1 – Replace the existing drainage system downstream of Debbie Street with the same size pipes. Other than a connection to the existing public storm drainage system, all construction would be located on private property. See Exhibits #2 and #3

Estimated Project Budget \$ 110,000.00

This option would replace the existing pipes and add a new junction box, a headwall and an outlet protection system along with relocation of the existing fences. This option repairs the existing damaged area and only replaces the existing system with a new undersized system. The amount of runoff received by the system is restricted by the existing pipes flowing to the system, so the same size pipe would not make the existing conditions worse, but any existing flooding issues would remain after construction. This option would also create issues if the City decides in the future to upgrade the drainage system in Debbie Street. The City would be connecting a larger pipe to a smaller downstream pipe, which would restrict the capacity of the larger pipe. **This option is only viable if the repairs are to be completed by the landowner without consideration of the total drainage area and the area continues to be a private drainage system.** The budget costs would likely reduced if the landowners pay for all of the work, since most private landowners would not bid the project, pay for project management and construction observation, or prepare as-builts and easement maps. Project design and permitting would still need to occur.

Option 2 – Upgrade the existing storm drainage system to carry the 25 year storm event. Construction activities would be located within the public right of way and on private property with the use of easements. See Exhibit #4 and 5.

Estimated Project Budget \$ 760,000.00

This option would replace the existing storm drainage system with larger pipes designed to carry the runoff from the upstream drainage basin and include the construction of new junction boxes, a headwall and an outlet protection system along with relocation of the existing fences. The construction would cover the area between North Little Texas Road and continue to the outlet of the existing storm drainage system downstream of Debbie Street. This option will improve the drainage conditions along Debbie Street in the area of 1202 Debbie Street and

reduce frequency of flooding in the immediate project area but does not improve the drainage system for the rest of the street or other areas in the drainage basin.

Excluded Options

There are additional options that were not evaluated due to the scope of the project or the impacts associated with the construction: These options include:

- Letting the existing private system continue to fail. Failure of the existing storm sewer system could ultimately damage the existing sewer line and restrict maintenance access along the sewer line, in addition to creating a safety hazard in areas where the drainage system has failed.
- Construction of a channel as a replacement for the existing private storm drainage system. This option is technically feasible but the construction of a channel will require extensive lot grading to provide a stable channel and ensure that the existing sewer line will be accessible and not damaged by the construction.
- Only upgrading the private drainage system downstream of Debbie Street. This option would only be viable if the system upgrades were to proceed in phases and this was the first phase of the project. Upsizing this portion of the system would not resolve the undersized pipe system upstream and the new pipe would be limited to the flow from the existing 18" and 12" culvert in Debbie Street. In addition, a phased project would increase the overall project costs due to the multiple charges for mobilization, design drawings, bid document preparation, and higher costs for dealing with smaller quantities of materials.
- Only replace the undersized public drainage system. This option is not practical. Limiting the replacement of the storm drainage to the system within the Debbie Street right of way would not resolve the downstream pipe issues and the capacity of the drainage system would be restricted by the undersized culverts in the upstream and downstream systems.
- Upgrading the drainage systems for the full length of Debbie Street. This option includes areas outside of the drainage issue being evaluated and construction of curb in portions of the area evaluated. Upgrading the street to a consistent cross-section would follow the current design standards for new construction but would not create significant reductions in flooding to the area. The majority of the homes in the subdivision are graded to drainage away from the structure or have drainage systems (channels or curb) to prevent roadway runoff from impacting the structures.
- Evaluating and upgrading culverts systems in the whole watershed upstream and downstream of the Debbie Street subdivision system. Evaluation of the systems that were not connected to Debbie Street drainage was outside of the project evaluation scope. Any undersized culverts upstream or downstream of the area may be creating slight detention where flooding is observed, but it is not significant enough to provide a major reduction in the flow rates seen downstream. Runoff that cannot enter a storm drainage system will flood low areas and then travel overland or overtop roadways and continue to flow to the downstream areas.

Report Recommendations

If public funds are going to be used for culvert repairs, the second option of upsizing the whole drainage system should be selected. This option will reduce the flooding on North Little Texas Street and Debbie Street during large storm events in addition to improving lot drainage in the adjacent subdivisions.

Option 1 was provided to comply with the original request for an evaluation of the drainage system replacement. **This option is not recommended for construction due to the size of the drainage area upstream of the pipe network.** Replacing the pipes with the same size pipe would not make the drainage collection and associated flooding worse, but once the City accepts a private drainage system they have to comply with a higher standard of responsibility for the results of constructing and maintaining a drainage system and also the responsibility for damages that have occurred. A property owner has the right to allow portions of his property to flood while moving stormwater from the upstream property owner to the downstream property owner. A municipality is typically responsible for damages when creating additional flooding on adjacent properties.

Report Exclusions

The data used in the review of the storm drainage systems and drainage areas is primarily based on GIS data. This data is used to represent general conditions and may include inaccurate data. The project budgets were prepared without the benefit of physical surveys or verification of utility locations.

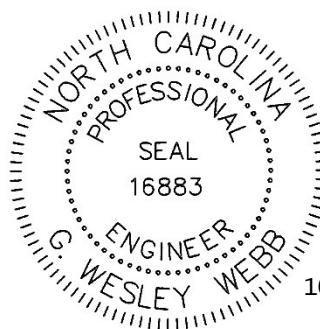
The project budgets can be seen on the attached exhibits. The actual construction costs may be higher. The project budget numbers should be used as a working number for obtaining funds and not as a guarantee of construction costs. The unit costs are based on the cost of construction of similar jobs in the area and increases in costs of materials or labor could affect the cost of construction. No design has been completed for this project and the quantities are for budgeting purposes only.

If you have any questions or need additional information, please do not hesitate to contact us.

Sincerely,

DocuSigned by:
G. Wesley Webb
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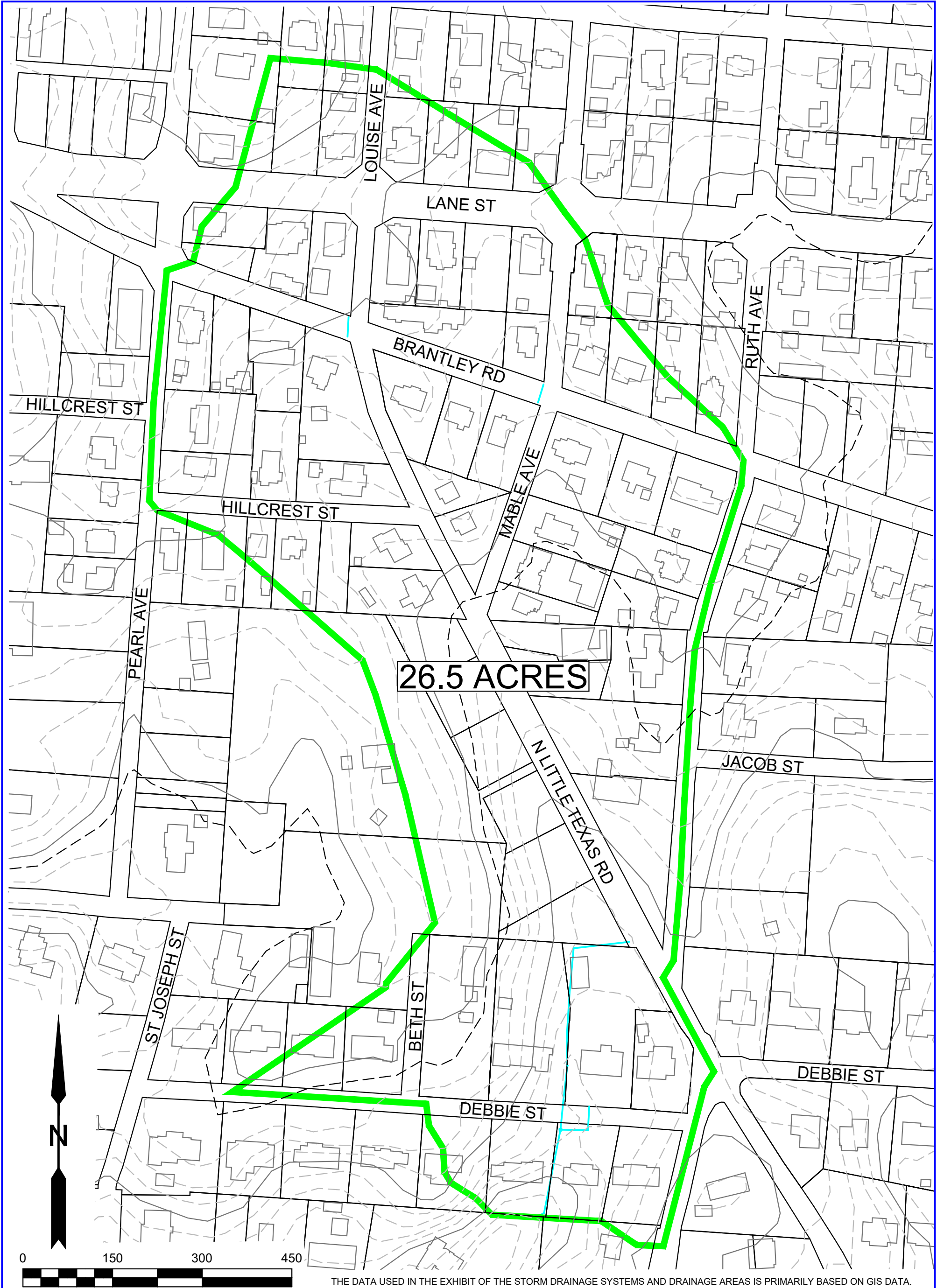
G. Wesley Webb, PE
Alley, Williams, Carmen & King, Inc.



10/13/2023

Attachments:

Drainage Area Exhibit
Proposed Construction Exhibits
Proposed Budget Exhibits



THE DATA USED IN THE EXHIBIT OF THE STORM DRAINAGE SYSTEMS AND DRAINAGE AREAS IS PRIMARILY BASED ON GIS DATA. THIS DATA IS USED TO REPRESENT GENERAL CONDITIONS AND MAY INCLUDE INACCURATE DATA.



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120 S. MAIN STREET
PO BOX 1248
KANNAPOLIS, NC 28081

DATE: 10-12-23	SCALE: 1" = 150'	JOB No.: 23501	DWG No.:
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**DEBBIE STREET DRAINAGE AREA
KANNAPOLIS, NORTH CAROLINA
EXHIBIT 1**

PROJECT: 23501
DEBBIE STREET DRAINAGE REPAIR - OPTION 1
 EXHIBIT #3
 OWNER: CITY OF KANNAPOLIS
 DATE 10/12/2023



alley, williams, carmen, & king, inc.
 CONSULTING ENGINEERS
 FIRM LICENSE No. F-0203
 120 SOUTH MAIN STREET
 P.O. BOX 1248
 KANNAPOLIS, NC 28082
 704/938-1515

DESCRIPTION:

Project budget for the replacement of a private storm drainage system located south of Debbie Street using some portion of Public Funds. The existing storm drainage system is constructed between two structures adjacent to an existing sewer line and appears to be located on three properties. This option would replace the existing damaged pipe downstream of Debbie Street with new concrete pipe and add a headwall and junction box to the system. The current area is residential side and rear lots, but there are fences located near the storm and sewer lines. Permanent Drainage and Temporary Construction easements would need to be donated by the landowners. The construction corridor is approximately 200 linear feet. **Even though the budget includes items associated with the use of public funds, this Option is not recommended if Local Government funds are used.**

DESIGN				
DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENSION
SURVEYING & EASEMENT MAPS	1	LS	LUMP SUM	\$ 7,000.00
STREAM/ENDANGERED SPECIES EVALUATION	1	LS	LUMP SUM	\$ 3,500.00
SITE PLANS & DESIGN	1	LS	LUMP SUM	\$ 6,000.00
DESIGN SUBTOTAL				\$ 16,500.00

PERMITTING				
DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENSION
R/W AND CONSTRUCTION EASEMENTS & LEGAL (SEE NOTE 1)	1	LS	LUMP SUM	\$ 2,000.00
NCDEQ SEDIMENT AND EROSION CONTROL PERMIT	1	LS	LUMP SUM	\$ 0.00
USACE/NCDEQ STREAM IMPACT PERMIT SUBMITTAL	1	LS	LUMP SUM	\$ 1,000.00
PERMITTING SUBTOTAL				\$ 3,000.00

CONSTRUCTION				
DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENSION
MOBILIZATION	1	LS	LUMP SUM	\$ 3,500.00
CONSTRUCTION SURVEYING/AS-BUILTS	1	LS	LUMP SUM	\$ 2,500.00
COMPREHENSIVE GRADING	1	LS	LUMP SUM	\$ 3,500.00
CLEARING AND DEBRIS REMOVAL	1	LS	LUMP SUM	\$ 2,000.00
CATCH BASIN	1	LS	LUMP SUM	\$ 5,000.00
18" RCP	145	LF	\$ 70.00	\$ 10,150.00
30" RCP	20	LF	\$ 150.00	\$ 3,000.00
30" HEADWALL	1	LS	LUMP SUM	\$ 6,500.00
RIPRAP OUTLET PROTECTION	1	LS	LUMP SUM	\$ 3,000.00
TEMPORARY SILT FENCE	200	LF	\$ 5.00	\$ 1,000.00
CONSTRUCTION ENTRANCE	1	LS	LUMP SUM	\$ 1,500.00
INLET PROTECTION	1	EA	\$ 1,500.00	\$ 1,500.00
SEEDING AND MULCHING	1	LS	LUMP SUM	\$ 3,000.00
FENCE REPLACEMENT	180	LF	\$ 25.00	\$ 4,500.00
15% CONTINGENCY	1	LS	LUMP SUM	\$ 6,922.50
CONSTRUCTION SUBTOTAL				\$ 57,572.50

CITY OF KANNAPOLIS
BAKER BRANCH SEWER REPAIR BUDGET

CONSTRUCTION CEI SERVICES				
DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENSION
BIDDING AND PROJECT AWARD	1	LS	LUMP SUM	\$ 7,500.00
CONSTRUCTION ADMIN & OBSERVATION	1	LS	LUMP SUM	\$ 12,000.00

CONSTRUCTION CEI SERVICES SUBTOTAL \$ 19,500.00

DESIGN SUBTOTAL \$ 16,500.00

PERMITTING SUBTOTAL \$ 3,000.00

CONSTRUCTION SUBTOTAL \$ 57,572.50

CONSTRUCTION CEI SERVICES SUBTOTAL \$ 19,500.00

2023 PROJECT TOTAL \$ 96,572.50

2025 CONSTRUCTION BUDGET \$ 106,471.18

PROPOSED PROJECT BUDGET \$ 110,000.00

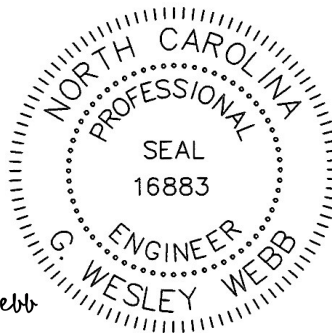
NOTE 1. IT IS ASSUMED THAT THE LANDOWNERS WILL DONATE TEMPORARY AND PERMANENT STORWATER EASEMENTS

BUDGET ASSUMPTIONS:

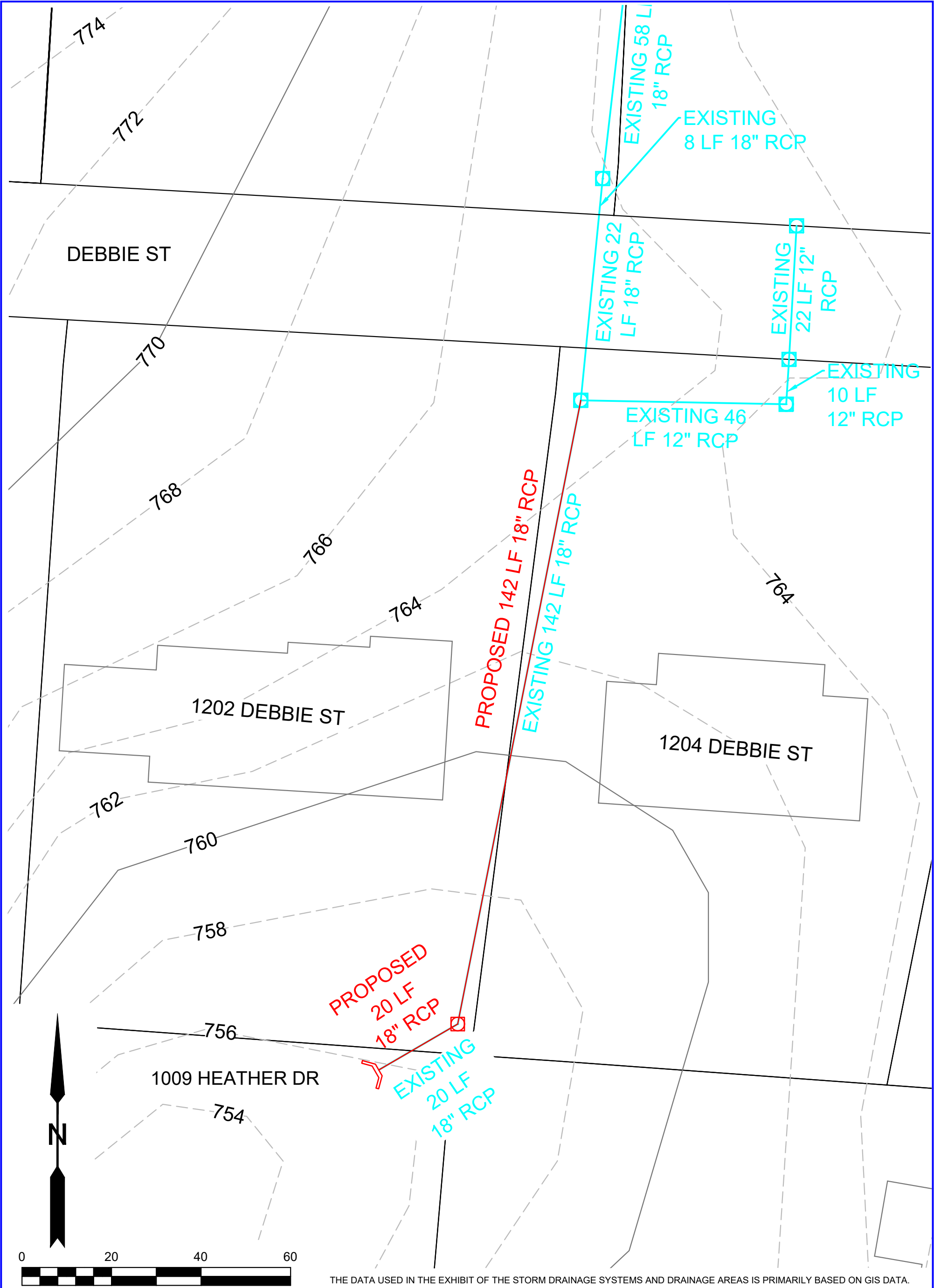
- 1 Compensatory mitigation should not be required for stream and wetland impacts
- 2 The construction budget is based on site conditions without benefit of a field survey. Construction costs are based on NCDOT projects and local projects with adjustments for small quantity line items.
- 3 The construction budget is based on a 5% construction costs increase per year and 2 years for the project to be completed
- 4 The increase in the line size for the outlet pipe is due to Corp of Engineer requirements that culverts in stream be buried 12" to provide aquatic habitat.

The repair budget is an opinion of probable costs based on limited data and without benefit of design drawings. This opinion of costs should be used as a working number for obtaining funds and not as a guarantee of construction costs. The unit costs are based on the cost of construction of similar jobs in the area and increases in costs of materials or labor could affect the cost of construction. No design has been completed for this project and the quantities are for budgeting purposes only.

DocuSigned by:
G. Wesley Webb
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10-12-23



THE DATA USED IN THE EXHIBIT OF THE STORM DRAINAGE SYSTEMS AND DRAINAGE AREAS IS PRIMARILY BASED ON GIS DATA. THIS DATA IS USED TO REPRESENT GENERAL CONDITIONS AND MAY INCLUDE INACCURATE DATA.



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KANNAPOLIS, NC 28081

DATE: 10-12-23	SCALE: 1" = 20'	JOB No.: 23501	DWG No.:
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DEBBIE STREET DRAINAGE-OPTION 1

KANNAPOLIS, NORTH CAROLINA

EXHIBIT 2

PROJECT: 23501
DEBBIE STREET DRAINAGE REPAIR - OPTION 2
EXHIBIT #5
OWNER: CITY OF KANNAPOLIS
DATE 10/11/2023



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CONSULTING ENGINEERS
FIRM LICENSE No. F-0203
120 SOUTH MAIN STREET
P.O. BOX 1248
KANNAPOLIS, NC 28082
704/938-1515

DESCRIPTION:

Project budget for the replacement of private and public undersized storm drainage systems located downstream of Little Texas Road and continuing to the system outlet downstream of Debbie Street using some portion of Public Funds. The existing storm drainage system is constructed along property lines between lots and adjacent to an existing sewer line south of Debbie Street and appears to be located on six properties. This option would replace the existing undersized storm drainage with new concrete pipes, new junction boxes, improve the Debbie Street drainage collection system at the road crossing, and add a headwall system. The current area is residential side and rear lots, but there are fences located near the storm and sewer lines. Permanent Drainage and Temporary Construction would need to be obtained and it is assumed that all property owners may not be willing to donated easements. The construction corridor is approximately 600 linear feet.

DESIGN				
DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENSION
SURVEYING	1	LS	LUMP SUM	\$ 13,000.00
STREAM/ENDANGERED SPECIES EVALUATION	1	LS	LUMP SUM	\$ 3,500.00
SITE PLANS & DESIGN	1	LS	LUMP SUM	\$ 30,000.00
DESIGN SUBTOTAL				\$ 46,500.00

PERMITTING				
DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENSION
RIGHT OF WAY, CONSTRUCTION EASEMENT & LEGAL	1	LS	LUMP SUM	\$ 50,000.00
NCDEQ SEDIMENT AND EROSION CONTROL PERMIT	1	LS	LUMP SUM	\$ 1,500.00
USACE/NCDEQ STREAM IMPACT PERMIT SUBMITTAL	1	LS	LUMP SUM	\$ 1,000.00
PERMITTING SUBTOTAL				\$ 52,500.00

CONSTRUCTION				
DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENSION
MOBILIZATION	1	LS	LUMP SUM	\$ 40,000.00
CONSTRUCTION SURVEYING/AS-BUILTS	1	LS	LUMP SUM	\$ 7,000.00
COMPREHENSIVE GRADING	1	LS	LUMP SUM	\$ 20,000.00
CLEARING AND DEBRIS REMOVAL	1	LS	LUMP SUM	\$ 10,000.00
CATCH BASINS/YARD INLETS	12	EA	\$ 6,000.00	\$ 72,000.00
42" RCP	100	LF	\$ 255.00	\$ 25,500.00
48" RCP	450	LF	\$ 330.00	\$ 148,500.00
54" RCP	20	LF	\$ 400.00	\$ 8,000.00
54" HEADWALL	1	LS	LUMP SUM	\$ 15,000.00
RIPRAP INLET PROTECTION	1	LS	LUMP SUM	\$ 5,000.00
RIPRAP OUTLET PROTECTION	1	LS	LUMP SUM	\$ 5,000.00
COMPACTED ABC	90	TONS	\$ 65.00	\$ 5,850.00
PAVEMENT	30	TONS	\$ 150.00	\$ 4,500.00
CURB & GUTTER	150	LF	\$ 35.00	\$ 5,250.00
TEMPORARY SILT FENCE	1000	LF	\$ 5.00	\$ 5,000.00
CONSTRUCTION ENTRANCE	3	EA	\$ 1,800.00	\$ 5,400.00
INLET PROTECTION	12	EA	\$ 1,500.00	\$ 18,000.00
SEEDING AND MULCHING	1	LS	LUMP SUM	\$ 7,000.00
FENCE REPLACEMENT	500	LF	\$ 25.00	\$ 12,500.00
15% CONTINGENCY	1	LS	LUMP SUM	\$ 61,050.00
CONSTRUCTION SUBTOTAL				\$ 480,550.00

CITY OF KANNAPOLIS
BAKER BRANCH SEWER REPAIR BUDGET

CONSTRUCTION CEI SERVICES				
DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENSION
BIDDING AND PROJECT AWARD	1	LS	LUMP SUM	\$ 7,500.00
CONSTRUCTION ADMIN & OBSERVATION	1	LS	LUMP SUM	\$ 96,000.00

CONSTRUCTION CEI SERVICES SUBTOTAL \$ 103,500.00

DESIGN SUBTOTAL \$ 46,500.00

PERMITTING SUBTOTAL \$ 52,500.00

CONSTRUCTION SUBTOTAL \$ 480,550.00

CONSTRUCTION CEI SERVICES SUBTOTAL \$ 103,500.00

2023 PROJECT TOTAL \$ 683,050.00

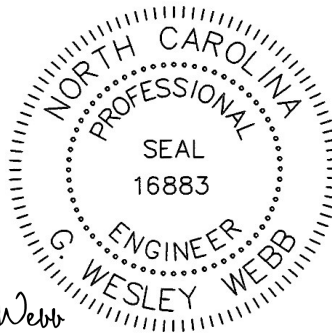
2025 CONSTRUCTION BUDGET \$ 753,062.63

PROPOSED PROJECT BUDGET \$ 760,000.00

BUDGET ASSUMPTIONS:

- 1 Compensatory mitigation should not be required for stream and wetland impacts
- 2 The construction budget is based on site conditions without benefit of a field survey. Construction costs are based on NCDOT projects and local projects with adjustments for small quantity line items.
- 3 The construction budget is based on a 5% construction costs increase per year and 2 years for the project to be completed
- 4 The increase in the line size for the outlet pipe is due to Corp of Engineer requirements that culverts in stream be buried 12" to provide aquatic habitat.

The repair budget is an opinion of probable costs based on limited data and without benefit of design drawings. This opinion of costs should be used as a working number for obtaining funds and not as a guarantee of construction costs. The unit costs are based on the cost of construction of similar jobs in the area and increases in costs of materials or labor could affect the cost of construction. No design has been completed for this project and the quantities are for budgeting purposes only.

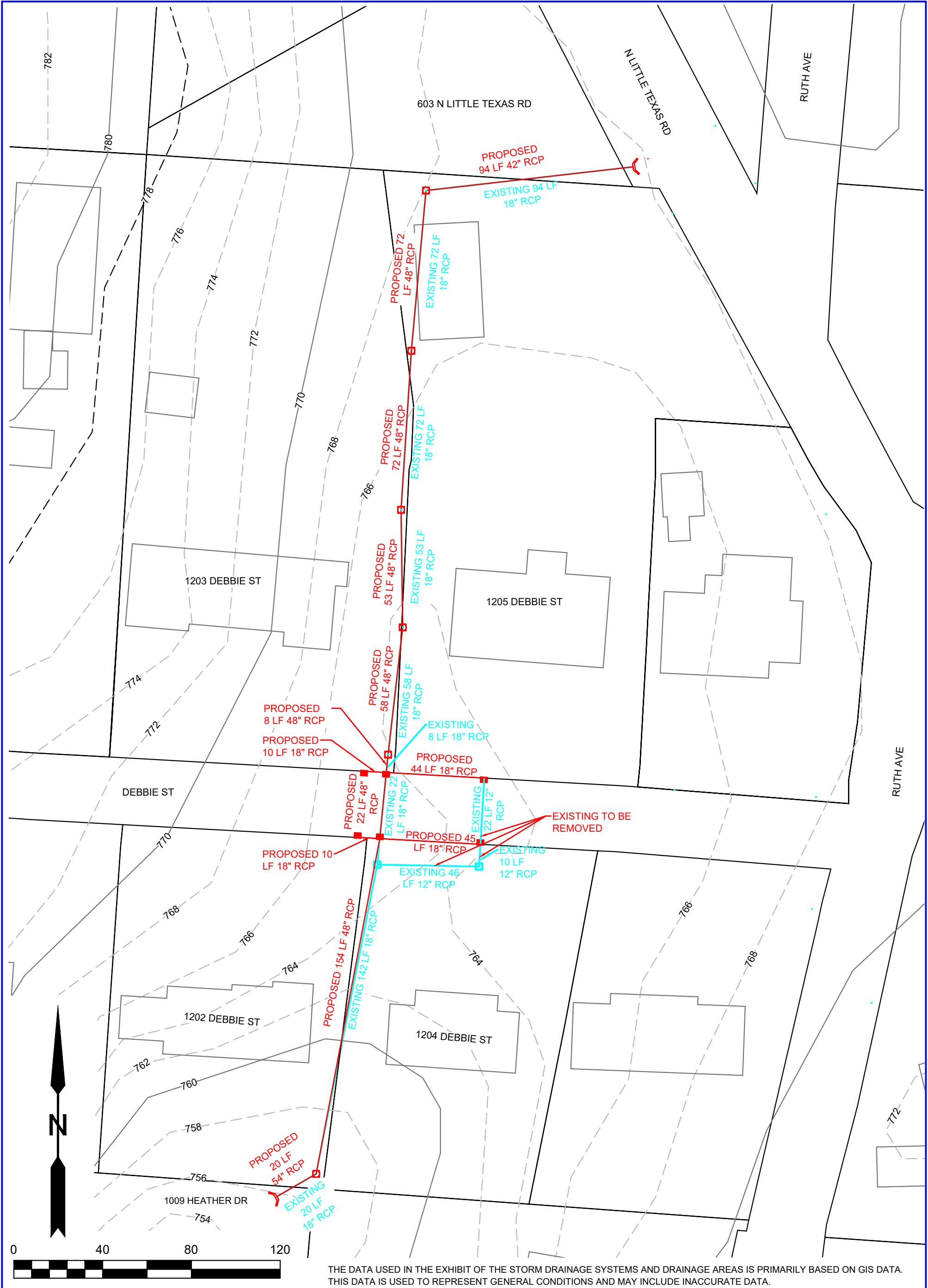


DocuSigned by:

W. Wesley Webb

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10-12-23



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alley, willams, carmen & king, inc.

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DATE: 10-12-23	SCALE: 1" = 40'	JOB No.: 23501	DWG No.:
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DEBBIE STREET DRAINAGE-OPTION 2

KANNAPOLIS, NORTH CAROLINA

EXHIBIT 4



Kannapolis
Agenda Staff Report
January 8, 2024

To: Mayor and City Council
From: Lee Goodman, Residential Safety Coordinator
Subject: **PRESENTATION** - Firefighters Burned Childrens Group Annual Report

Action Requested by City Council

Presentation Only. No Action Required

Required Votes to Pass Required Action

Presentation Only. No Action Required

Background

Lee Goodman, Residential Safety Coordinator with the Kannapolis Fire Department, will give an update on the accomplishments and programs of the Firefighters Burned Childrens Group.

Fiscal Implications

N/A

Policy Issues

N/A

Legal Issues

N/A

Recommendations and Alternate Courses of Action

Presentation Only

Attachments

None



Kannapolis

Agenda Staff Report
January 8, 2024

To: Mayor and City Council
From: Gary Mills, Parks & Recreation Director
Subject: **BUDGET AMENDMENT** - Funding for a proposed Parks and Recreation Department Reorganization

Action Requested by City Council

Motion to approve the budget amendment to fund the creation of 3 full-time Parks and Recreation Department positions.

Required Votes to Pass Required Action

Majority Present at Meeting

Background

This budget amendment funds the creation of three (3) Recreation Program Assistants (PA) in the Parks and Recreation Department. These new positions would be primarily assigned to three functions: Swanee Theatre operations, Gem Theater operations and assistance with a new Cultural Arts/Historic Preservation initiative. The source of the funding for these new positions is twofold: 1) a fund balance appropriation of \$280,000 (\$100,000 in salaries and \$180,000 in operational supplies related to the Cultural Arts Program), which is further explained below, and 2) a reduction in the part-time Swanee Theatre salaries line item. The funding for these positions is prorated for the remainder of the current fiscal year (approximately five months) with a hire date of late January/early February for two of the positions and an April start date for the third to correspond to the Gem Theatre reopening (after renovations are completed).

Essentially, the funding that was earmarked in the Imagine Kannapolis Strategic Plan for a Cultural Arts Program Coordinator will be replaced with the addition of the three Recreation Program Assistants. These program assistants, in conjunction with the vacant Recreation Coordinator position, will oversee the cultural arts/historic preservation programming in addition to programming/operations at the Gem and Swanee.

This \$280,000 was slated on the Imagine Kannapolis 6-Year Financial plan as funding towards a Cultural Arts Program Coordinator (\$100,000) and operational costs (\$180,000) for this position. Per the Strategic Plan, the initial Cultural Arts tasks will include: establishing a Grass Roots movement to build community support for these new initiatives, establishment of historical milestones to celebrate, developing an interactive digital map, installation of historical markers, transferring historical assets to the City, facilitating a new cultural arts advisory board, reprinting of the history book, creation of a walking tour, facilitating an oral and written history program. It should be noted that these initiatives may be adjusted based on a number of internal and external factors.

There will be some overlap in functions while contracted operators for both the Gem Theater and the Swanee Theater remain with the addition of these positions. There is a need for cross-training of both theatre operations until they are fully operated by City staff. For cost comparison, the City pays the

contracted operator at the Gem Theater (\$6,250 per month = \$75,000/year) through December 31, 2024, and the City pays the contracted operator at the Swanee Theater (\$12,500 per month = \$150,000/year) through June 30, 2024.

Staff is projecting around 60 hours a week is needed to maintain full-time operations at the Swanee (in addition to part-time employees). It is anticipated that these 60 hours would be generally split among two of the new Program Assistant positions (20 hours each) and their supervisor, the Recreation Coordinator (20 hours). These 60 hours split among the three employees are projected to total approximately \$105,000 in annual salary and benefits dedicated to the Swanee operations.

With approval of the budget amendment, this would increase the full-time positions allotted to the City from 436 to 439 full-time positions.

Fiscal Implications

An appropriation of fund balance is needed in addition to a reduction in the Swanee part-time line item. The fund balance appropriation is factored into the 6-year financial plan related to the Imagine Kannapolis Strategic Plan. The budget amendment includes operating funds that will likely carry over into the FY 25 budget.

Policy Issues

Since these jobs classes already exist on the Job Classification schedule, an amendment to the overall policy/schedule isn't necessary.

Legal Issues

None.

Recommendations and Alternate Courses of Action

1. **Motion to Approve the budget amendment to fund the creation of 3 full-time Parks and Recreation Department positions (Recommended).**
2. Take no action.
3. Table to a future meeting.

Attachments

1. BA 24-27 - Parks and Recreation Reorganization

**ORDINANCE AMENDING BUDGET FOR THE
CITY OF KANNAPOLIS, NORTH CAROLINA
FOR THE FISCAL YEAR BEGINNING JULY 1, 2023
AND ENDING JUNE 30, 2024
Amendment # 24-27**

BE IT ORDAINED by the City Council of the City of Kannapolis, North Carolina meeting in open session this 8th day of January 2024, that the following amendment to the Budget Ordinance for the City of Kannapolis, North Carolina for the Fiscal Year beginning July 1, 2023, and ending June 30, 2024, is hereby adopted:

Description: This budget amendment funds the creation of (3) Recreation Program Assistants in the Parks Department. These (3) positions would be primarily assigned to (2) at the Swanee and (1) at the Gem Theatre once the renovations are completed. The funding for these positions is coming from 2 sources: the first a fund balance appropriation of \$280,000 (\$100,000 in salaries and \$180,000 in operational supplies related to the Cultural Arts Program) which is further explained below and a reduction in the part-time Swanee salaries line item.

This \$280,000 was slated on the Imagine Kannapolis 6 Year Financial plan as funding towards a Cultural Arts Program Coordinator (\$100,000) and operational costs (\$180,000) for this position to include: Grass Roots movement, historical milestones and markers, interactive digital map, transfer historic markers, transfer historic assets to the City, historic/cultural advisory board, reprint history book, walking tour, oral and written history.

Parks is proposing that the Cultural Arts Program Coordinator position referred on the Strategic Plan will be filled as an existing vacant Recreation Coordinator position, but to oversee the increased responsibilities of cultural arts, including the Gem Theatre and the Swanee Theater- an additional 3 Recreation Program Assistant positions are needed. These (3) Recreation Program Assistants will report to the existing vacant Recreation Coordinator position once filled and will fulfill the duties and responsibilities associated with the Cultural Arts Program Initiative.

With approval of the budget amendment, this would increase the full-time positions allotted to the City from 436 to 439 full time positions.

SECTION I– GENERAL FUND

Revenue:	Increase: Fund Balance Appropriation Revenue: 19900-39900	\$280,000
Expenditure:	Decrease: Part-time Salaries Expenditure: 15010-41100-SWANEE	\$42,600
Expenditure:	Increase – Salaries and Wages Expenditure: 15010-41000	\$90,000
Expenditure:	Increase – FICA Expenditure: 15010-42000	\$4,800
Expenditure:	Increase – Medical Insurance Expenditure: 15010-42300	\$33,120
Expenditure:	Increase – Dental Insurance Expenditure: 15010-42500	\$1,080

Expenditure:	Increase – Life Insurance Expenditure: 15010-42400	\$100
Expenditure:	Increase – 401K Expenditure: 15010-42210	\$2,400
Expenditure:	Increase – State Retirement Expenditure: 15010-42200	\$10,500
Expenditure:	Increase – Workers Comp Insurance Expenditure: 15010-42100	\$600
Expenditure:	Increase – Contracted Services Expenditure: 15010-41000	\$180,000

This ordinance is approved and adopted this 8th day of January 2024.

Milton D. Hinnant, Mayor

ATTEST:

Bridgette Bell, MMC, NCCMC
City Clerk



Kannapolis

Agenda Staff Report
January 8, 2024

To: Mayor and City Council

From: Gary Mills, Parks & Recreation Director

Subject: **BUDGET AMENDMENT** - Establishing funding for the 2024 Summer Entertainment Series at Village Park in advance of the FY 25 budget process

Action Requested by City Council

Motion to establish FY 2025 funding ahead of the budget process for the summer event series.

Required Votes to Pass Required Action

Majority Present at Meeting

Background

The summer concert series in Kannapolis has developed into a major regional entertainment draw with large crowds for each event at Village Park. Each year, inquiries to the City regarding the scheduled lineup begin as early as six months prior to the first concert. The concert series attracts well over 50,000 visitors annually and certainly has a positive impact on different aspects of our local economy.

Several members of City Council have inquired about the possibility of: 1) adding one or more additional concert, and 2) increasing the number of nationally recognized performers. In response, staff has created a potential schedule for the 2024 Summer Concert Series that meets both of those objectives. However, with adding more shows and bigger names comes additional expenses. With the proposed 2024 lineup, staff will add a show in July and will add bigger names to the lineup - while still creating a diverse lineup across multiple genres. Entertainment and production expenses have also risen dramatically over the last three years, which in turn, impacts the number of shows and the quality of shows we can deliver.

Accordingly, two proposed budget amendments are presented for City Council's consideration:

Option 1 (\$575,000) would result in one additional show - as compared to the 2023 lineup - and all shows (except for the Charlotte Symphony) would be well-known nationally recognized performers.

Option 2 (\$340,000) is essentially a status quo budget and the lineup would be similar to the 2023 lineup. With this option, there would be one (or two) lower cost, regional performers mixed in with the nationally known acts and the Charlotte Symphony.

Either option chosen by City Council would provide for a stable funding line that covers the entire summer which will allow staff to better plan the series without having to account for crossing fiscal years and trying to plan for one month at the end of the next fiscal year. This will enable staff to book performers earlier in the year and get contracts signed, allowing us to promote the lineup earlier. The unspent funds on June 30, 2024, would be encumbered (carried over) into the FY 24-25 budget. This approach of budgeting across two fiscal years is the recommended process going forward -

regardless of the amount that is allocated for the concerts from June through August or each year. In essence, this process would "advance" funds for the upcoming 3-month summer concert series.

Fiscal Implications

An appropriation of fund balance is needed for either budget amendment approved (Option 1 or Option 2). Going forward, funds in the upcoming FY 25 budget (adopted June 2024) would be included for the entire 2025 concert series - with part of those funds being encumbered to cover concert costs for July and August 2025. This process will repeat itself going forward each budget year. City Council will also have the ability to increase or decrease the amount of funding for each summer series going forward.

Policy Issues

None.

Legal Issues

None.

Recommendations and Alternate Courses of Action

1. Motion to adopt Budget Amendment 24-28 in the amount of \$575,000 ("Option 1").
NOTE: this would be an increased budget amount and would also advance funds to allow staff to more effectively schedule concerts spanning two fiscal years.
2. Motion to adopt Budget Amendment 24-29 in the amount of \$340,000 ("Option 2").
NOTE: this would be a status quo budget amount but would advance funds to allow staff to more effectively schedule concerts spanning two fiscal years.
3. Take no action.
4. Table to a future meeting.

Attachments

1. BA 24-29 Summer concert series funding - Option 1 (\$575,000)
2. BA 24-30 Summer concert series funding - Option 2 (\$340,000)

**ORDINANCE AMENDING BUDGET FOR THE
CITY OF KANNAPOLIS, NORTH CAROLINA
FOR THE FISCAL YEAR BEGINNING JULY 1, 2023
AND ENDING JUNE 30, 2024
Amendment # 24-29**

BE IT ORDAINED by the City Council of the City of Kannapolis, North Carolina meeting in open session this 8th day of January 2024, that the following amendment to the Budget Ordinance for the City of Kannapolis, North Carolina for the Fiscal Year beginning July 1, 2023, and ending June 30, 2024, is hereby adopted:

Description: For FY 25, there are projected costs of around \$575,000, which will cover the increase in costs for the lineup and additional shows added. By funding this budget ahead of the annual budget process, it will allow for staff to enter into contracts to secure the entertainment for the FY 25 summer concert series lineup.

SECTION I– GENERAL FUND

Revenue:	Increase: Fund Balance Appropriation Revenue: 19900-39900	\$575,000
Expenditure:	Increase: Summer Event Series Expenditure: 15010-51441	\$575,000

This ordinance is approved and adopted this 8th day of January 2024.

Milton D. Hinnant, Mayor

ATTEST:

Bridgette Bell, MMC, NCCMC
City Clerk

**ORDINANCE AMENDING BUDGET FOR THE
CITY OF KANNAPOLIS, NORTH CAROLINA
FOR THE FISCAL YEAR BEGINNING JULY 1, 2023
AND ENDING JUNE 30, 2024
Amendment # 24-30**

BE IT ORDAINED by the City Council of the City of Kannapolis, North Carolina meeting in open session this 8th day of January 2024, that the following amendment to the Budget Ordinance for the City of Kannapolis, North Carolina for the Fiscal Year beginning July 1, 2023, and ending June 30, 2024, is hereby adopted:

Description: This budget amendment essentially establishes the summer concert series budget at the status quo budget amount of \$340,000 (adopted budget for FY 24) for FY 25 ahead of the budget process. Staff will know the total amount of the budget to begin entering into contracts ahead of the summer concert lineup for FY 25.

SECTION I– GENERAL FUND

Revenue:	Increase: Fund Balance Appropriation Revenue: 19900-39900	\$340,000
Expenditure:	Increase: Summer Event Series Expenditure: 15010-51441	\$340,000

This ordinance is approved and adopted this 8th day of January 2024.

Milton D. Hinnant, Mayor

ATTEST:

Bridgette Bell, MMC, NCCMC
City Clerk