



Annual Operating Budget FISCAL YEAR 2018-2019



**Town of Apex, North Carolina
FY 2018 – 2019 Annual Budget**

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The purpose of the *Budget Guide* is to introduce readers to the budget process and assist readers in understanding the information in the budget document. The budget serves as an operations guide, financial plan, communications device, policy document, and a resource for information about the Town of Apex. The *Budget Guide* will briefly describe the sections contained within the budget document while explaining how to read charts and graphs and interpret numbers.

The Budget Document

The Town of Apex's budget document consists of nine major sections: Budget Message and Ordinance, Community and Organizational Profile, Financial Summaries, General Fund, Electric Fund, Water & Sewer Fund, Other Funds, Supplemental Information, and Capital Improvement Plan.

Budget Message & Ordinance

The Budget Message is a letter from the Town Manager to Town Council that provides an overview of the upcoming fiscal year budget and how it fits with Town Council's priorities. The message includes issues facing the development of the budget, significant budgetary items and trends, and the budgetary effect on short and long-term plans. This section also contains the Budget Ordinance, which by statute sets the spending limits for the upcoming budget period (July 1 to June 30) when adopted by the Town Council and the approved Fee Schedule.

Community & Organizational Profile

This section of the document highlights general information about the Apex community including historical, geographical, demographic, and economic features. Within the organizational profile, the reader will find information about the town's governmental structure and the financial policies and management systems that guide the budget process.

Financial Summaries

The Financial Summaries provide a summary of revenues, expenditures, fund balance, and debt obligation for the Town's funds. Information provided in both numerical and narrative format easily helps the reader determine how much money each fund is generating and spending.

Funds & Line Items

The fund is an independent fiscal and accounting entity. Funds make it easier to keep track of accounts that operate similar types of activity and share the same set of accounting records. The Town of Apex operates three major funds, the General Fund, Electric Fund, and Water & Sewer Fund, and several non-major funds.

General Fund. The General Fund accounts for most town operations such as general government, public safety, and transportation. The reader will find information on each department including a description of the department's purpose, prior year accomplishments, coming year initiatives and projects, budget highlights, budget trends, and personnel counts.

Electric Fund. The Electric Fund is an enterprise fund, which means it operates like a business. Electric customers pay energy and demand charge fees to cover the cost of power delivery and use. This fund operates as a single department and information is similar to the department sections in the General Fund.

Water & Sewer Fund. The Water & Sewer Fund is an enterprise fund. Customers pay fees for water consumption and sewer usage to cover the cost of water treatment and distribution and wastewater collection and treatment. This fund includes five divisions containing information similar to the department sections in the General Fund.

Other Funds. The Town's other funds include the Cemetery Fund, Fire and Police grant and donation funds, the Eva Perry Library Fund, and capital reserve funds for fire, transportation, recreation, and water and sewer capital projects. Each fund accounts for revenues and expenditures associated with a special function or area.

The budget for each fund consists of individual line items that represent specific expenditures and revenues. Examples of line item expenditures include salaries, insurance, maintenance and repair, supplies, and capital outlay. Examples of line item revenues include property tax revenues, sales tax revenues, grants, and fees. Line items are the most detailed way to list budgeted expenditure and revenue information.

Supplemental Information

This section contains other financial information about the Town of Apex, the Pay and Classification Schedule and Personnel Listing, and a glossary of terms used throughout the document.

Capital Improvement Plan

The Apex Capital Improvement Plan (CIP) represents a multiyear forecast of the town's capital needs. The CIP not only identifies capital projects but also the financing required for the projects and their impact on the operating budget. The CIP includes project impact analysis and a description of each project.

How to Read the Budget Document

The budget document contains an abundance of diverse and valuable information. With all the information and numbers, wading through the document and deciphering what everything means can be difficult for any reader. This section is meant to assist the reader's understanding of presented data and show how the reader can connect the data with other supporting information.

Sections of the budget are identified in the top right corner of each page. These headings identify the subject, fund, department, or division being discussed and assist the reader in locating the information for which they are looking. Within each section, bold and underlined headings identify major topics related to that section. Under these headings, the reader may find written information as well as information presented in table or chart form. The document highlights other important terms and categories by identifying them in bold or italic.

Under the General Fund, Electric Fund, and Water & Sewer Fund, the reader will find the individual departments and divisions sections. This document places an emphasis on the Town's departments and

divisions because these sections represent the operational plans for those responsible for directly providing services to citizens.

Interpreting Tables & Charts

The budget document uses tables and charts to summarize information through numbers. The tables and charts allow readers to easily compare funds and departments as well as identify trends. Most sections contain tables and charts like the ones below. The diagrams identify the major characteristics of each table and chart and explain what information the reader can find.

Department Revenue & Expenditure Summary Tables

| General Fund Expenditures by Type | | | | | |
|-----------------------------------|----------------------|----------------------|----------------------|----------------------|----------------|
| Type | FY16-17 Actual | FY17-18 Budget | FY17-18 Estimate | FY18-19 Budget | Percent Change |
| Personnel | 26,266,801 | 30,359,069 | 28,647,746 | 33,331,600 | 9.77% |
| Operating | 11,988,918 | 13,231,653 | 11,425,997 | 14,423,800 | 8.67% |
| Capital | 6,308,953 | 7,806,759 | 6,671,108 | 7,171,700 | -8.13% |
| Debt Service | 3,915,078 | 3,408,442 | 3,425,477 | 4,624,100 | 35.67% |
| Total | \$ 48,479,750 | \$ 54,805,923 | \$ 50,170,328 | \$ 59,551,200 | 8.57% |

Prior year actual budget data from audit

Current year budget with amendments

This is what the Town expects it will actually spend

Proposed budget for the upcoming year

Change between current year & proposed budgets

Includes salaries, FICA costs, employee insurance, 401k, retirement costs, & workers comp costs

Includes all items not associated with personnel, benefits, or capital and debt service such as utilities, dues, phone, supplies, etc.

| General Fund Expenditures by Type | | | | | |
|-----------------------------------|----------------------|----------------------|----------------------|----------------------|----------------|
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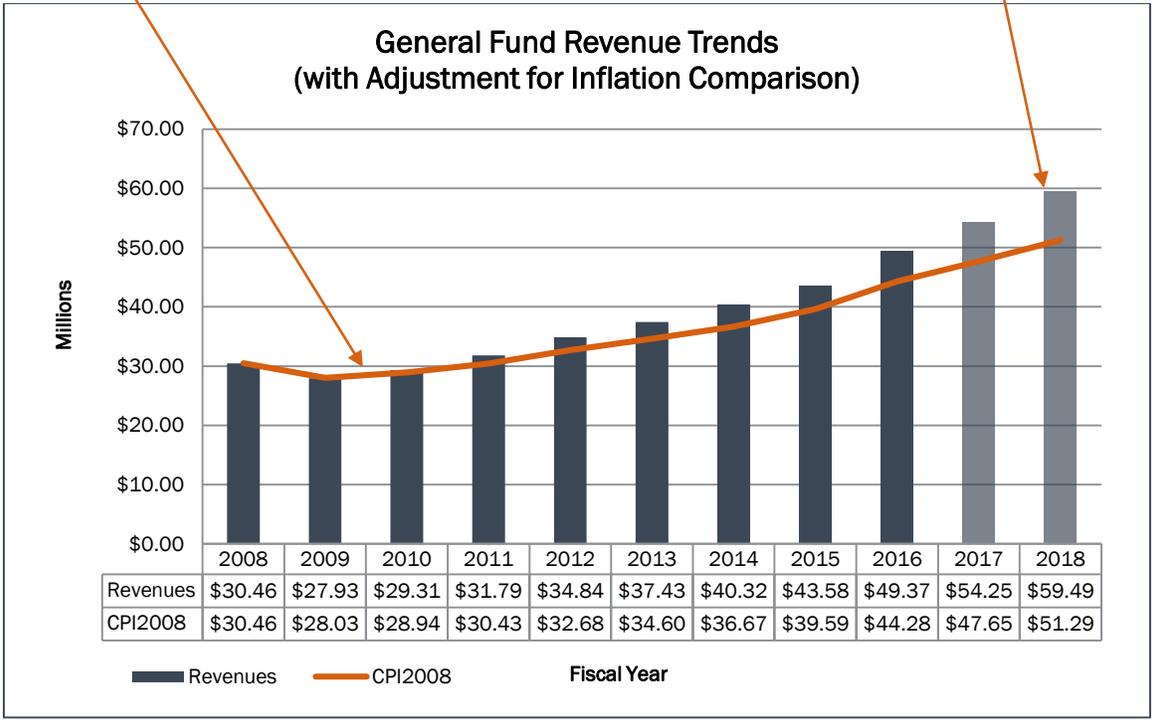
Includes capital items such as land, vehicles, equipment, etc.

Includes annual debt service payments of capital items

Fund Revenue & Expenditure Trend Charts

Data from past fiscal years to show historical trends

Dashed or faded lines/bars represent estimated or projected data



Town of Apex, North Carolina FY 2018 – 2019 Annual Budget

Budget Message

May 23, 2018

The Honorable Lance Olive, Mayor
Members of the Apex Town Council

Dear Mayor Olive and Apex Town Council:

In accordance with the Local Government Budget and Fiscal Control Act and NC General Statute 159-11, the proposed Annual Budget for Fiscal Year beginning July 1, 2018 and ending June 30, 2019 is balanced and hereby submitted for your consideration.

Multiple factors influence the annual budget process including the condition of the national, state, and local economies and the needs identified in our community by elected officials, staff, advisory boards, and citizens. Town Council and staff received results from our first citizen survey. The results were overwhelmingly positive and while we will continue to strive to provide outstanding services, there are opportunities for improvement. The Town also received confirmation of its AAA bond rating from Standard & Poor's and an upgrade to AAA from Moody's. Taking into account the external effects of the economy, the needs identified for our community, and the citizens' feedback from the survey, the proposed budget represents a significant amount of careful consideration and study in order for the Town to meet its obligations, fulfill its goals, and remain fiscally strong.

In preparing the Fiscal Year 2018-2019 (FY18-19) Budget, town staff has followed Town Council's direction to develop a proactive budget that will balance improving current town programs and services with development of new programs and projects that address Town Council's five strategic goals. Following Town Council's direction, the budget includes a two-cent tax increase above the 1.5-cent increase approved for the recreation bonds. The additional tax revenue primarily furthers Council's efforts to improve transportation infrastructure and enhance public safety. Town Council's strategic goals serve as the foundation for governmental activities for the upcoming fiscal year. The strategic goals are:

High Performing Government: We will remain fiscally stable, be transparent, and continue to provide high-quality and efficient public services through a highly trained and knowledgeable workforce, while actively collaborating with regional, state, and national partners.

Active, Engaged Citizens & Visitors: We will foster community engagement, by providing a system of high quality active and passive recreational facilities and cultural activities for citizens and visitors, and creating meaningful connections between citizen and government.

Sustainable Development & Infrastructure: We will maintain and encourage high quality, diverse, and vibrant neighborhoods supported by well-planned and maintained infrastructure.

Safe & Secure Community: We will continue to provide police and fire services that are professional and engaged with the community, and provide adequate and safe roadways and a safe and sustainable built environment.

Economic Vitality: We will work to create an opportunity for a larger number of employers to support our population, while supporting a vibrant downtown and all existing businesses.

Recommended Budget

The FY18-19 Recommended Budget totals \$132,261,100 for all town operations, capital improvements, and debt service requirements. This is \$4,449,771 (3.48 percent) more than the FY17-18 Amended Budget as of April 1, 2018. The budget is balanced with an increase in the town's tax rate of \$.035, a 2.15 percent increase in electric rates, a 4.3 percent increase in sewer rates, and use of reserves in the General Fund (\$2,357,400) and Electric Fund (\$250,000).

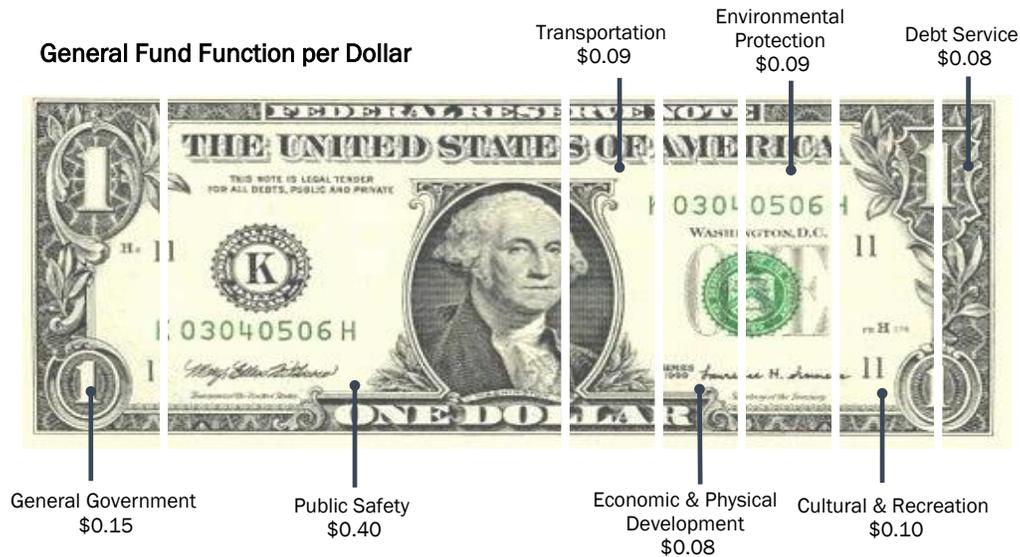
| FY18-19 Budget Highlights | |
|---------------------------------------|---|
| General Fund Expenditures | \$ 59,487,600 |
| Electric Fund Expenditures | \$ 40,164,500 |
| Water & Sewer Fund Expenditures | \$ 21,332,900 |
| Non-major & Capital Fund Expenditures | <u>\$ 11,276,100</u> |
| <i>Total Operating Budget</i> | \$132,261,100 |
| Property Tax Rate | \$0.415 per \$100 valuation <i>The property tax rate includes a \$.035 increase from FY17-18</i> |
| Electric Rates | Residential- \$14.81 base charge, \$.0977 – .1012 per kWh energy charge <i>Rates are 2.15% higher than FY17-18</i> |
| Water Rates | \$5.54 base charge, \$4.19 – 6.49 per 1000 gal. consumption (tiered) |
| Sewer Rates | \$9.09 base charge, \$6.50 per 1000 gal. consumption <i>Water rates are unchanged and sewer rates are 4.3% higher than FY17-18</i> |

General Fund

The General Fund accounts for resources not required legally or by sound financial management to be accounted for in another fund. Typically, the General Fund includes services that cannot be operated as a business enterprise and rely on tax dollars as their primary source of revenue. The FY18-19 Recommended Budget for the General Fund totals \$59,487,600, which is 8.54 percent more than the FY17-18 Amended Budget of \$54,805,923 as of April 1, 2018.

General Fund Expenditures

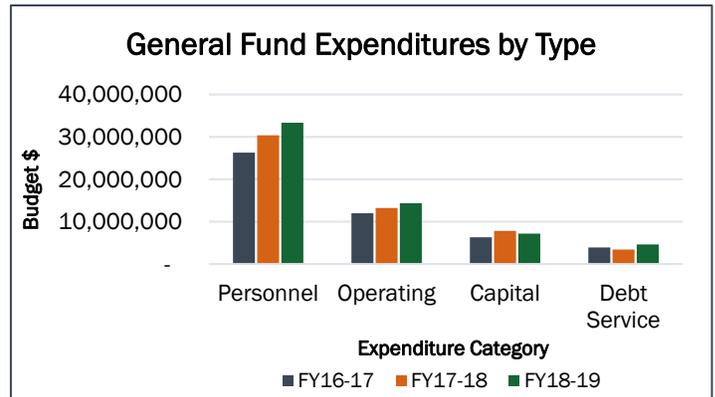
As the community grows, so does the demand on town services. The need to increase service levels and provide new services results in a growing budget as the Town adds the necessary resources to keep pace. These resources include personnel, supplies, equipment, and investment in facilities and infrastructure. The Town of Apex is dedicated to sound financial management and diligently evaluates all expenditures to maintain a responsible budget and demonstrate good stewardship of public funds. The Town's 20 General Fund departments and divisions can be grouped into six primary function areas plus debt service. Nearly half of every dollar spent in the General Fund goes toward public safety, which includes police, fire, and 911 communications.



The increase in the FY18-19 General Fund Budget is primarily due to increases in personnel costs, infrastructure and facility improvements, and debt service. Increases in personnel costs are due to increases in healthcare and retirement rates, an increase in funding for other post-employment benefits (OPEB), merit pay increases, and the addition of new employees. After experiencing no increase in health insurance rates the previous two years, the Town will experience an increase of 5.7 percent for FY18-19. In prior years, the Town has partially funded OPEB expenses on a pay-as-go basis to cover healthcare costs for qualifying retirees. The Governmental Accounting Standards Board (GASB) and the North Carolina State Treasurer's Office are more closely examining the potential cost liability of OPEB for local governments and encouraging an increase in funding to prevent long-term financial stress. Due to this increased emphasis and a desire to ensure sound financial practices, the Town will begin allocating additional funds for long-term OPEB costs. The FY18-19 General Fund Budget includes \$407,000 for OPEB expenditures, which includes a transfer of \$191,000 to reserves for future OPEB liabilities. The \$1.2 million (35.67 percent) increase in debt service corresponds with the sale of bonds for transportation projects (\$3 million) and recreation projects (\$20 million) occurring in April 2018.

| General Fund Expenditures by Type | | | | |
|-----------------------------------|----------------------|----------------------|----------------------|-------------------|
| Type | FY16-17 Actual | FY17-18 Budget | FY18-19 Budget | Percent Change |
| Personnel | 26,266,801 | 30,359,069 | 33,331,600 | 9.79% |
| Operating | 11,988,918 | 13,231,653 | 14,360,200 | 8.53% |
| Capital | 6,308,953 | 7,806,759 | 7,171,700 | -8.13% |
| Debt Service | 3,915,078 | 3,408,442 | 4,624,100 | 35.67% |
| Total | \$ 48,479,750 | \$ 54,805,923 | \$ 59,487,600 | 8.54% |

The structure of the General Fund budget for FY18-19 is largely the same as FY17-18 with some exceptions. In order to portray a more accurate picture of operational costs per department, expenditures that the budget previously consolidated in one department such as insurance premiums in Human Resources or computer software and hardware in Information Technology are now distributed accordingly throughout departmental budgets. The FY18-19 Budget also separates Emergency Communications expenditures from the Police Department. Operationally, Emergency Communications remains under the purview of the Apex Police Department but budgeting for associated costs separately allows for better evaluation of each function's true costs.



| General Fund Department/Division Budgets | | | | | |
|--|----------------------|----------------------|----------------------|-------------------|---------------------|
| Department/Division | FY16-17 Actual | FY17-18 Budget | FY18-19 Recommend | Percent Change | FY17-18 Variance |
| Town Council | 144,549 | 219,982 | 166,400 | -24.36% | (53,582) |
| Administration | 788,880 | 901,070 | 940,100 | 4.33% | 39,030 |
| Human Resources | 1,004,458 | 1,183,470 | 1,199,000 | 1.31% | 15,530 |
| Information Technology | 1,606,649 | 2,036,476 | 2,501,800 | 22.85% | 465,324 |
| Legal | 276,669 | 305,953 | 422,600 | 38.13% | 116,647 |
| Economic Development | 238,334 | 300,767 | 298,500 | -0.75% | (2,267) |
| Finance | 855,738 | 782,751 | 804,100 | 2.73% | 21,349 |
| Planning | 1,602,233 | 2,061,935 | 2,106,100 | 2.14% | 44,165 |
| Facilities | 1,560,722 | 1,598,893 | 1,974,300 | 23.48% | 375,407 |
| Police | 10,287,314 | 12,709,118 | 13,322,800 | 4.83% | 613,682 |
| 911 Communications | - | - | 1,086,600 | | 1,086,600 |
| Fire | 7,482,749 | 7,730,702 | 9,550,000 | 23.53% | 1,819,298 |
| EMS | 1,829,923 | 1,816,090 | - | -100.00% | (1,816,090) |
| Public Works- | | | | | |
| Transportation | 814,533 | 1,154,983 | 1,308,700 | 13.31% | 153,717 |
| Utility Engineering-Water | | | | | |
| Resources | 1,136,987 | 1,535,018 | 1,584,400 | 3.22% | 49,382 |
| Streets | 3,221,873 | 4,856,197 | 4,103,300 | -15.50% | (752,897) |
| Solid Waste | 3,433,366 | 4,014,417 | 4,004,700 | -0.24% | (9,717) |
| Fleet | 400,178 | 559,531 | 529,800 | -5.31% | (29,731) |
| Inspections & Permitting | 1,746,562 | 2,340,032 | 2,454,600 | 4.90% | 114,568 |
| Parks & Recreation | 4,038,468 | 4,089,839 | 4,870,300 | 19.08% | 780,461 |
| Cultural Arts Center | 462,769 | 606,623 | 670,700 | 10.56% | 64,077 |
| Cemetery | 24,941 | 37,260 | 30,300 | -18.68% | (6,960) |
| Special Allocations | 41,779 | 36,500 | 80,000 | 119.18% | 43,500 |
| Other Financing Uses | 1,565,000 | 300,000 | 754,400 | 151.47% | 454,400 |
| Debt Service | 3,915,078 | 3,408,442 | 4,624,100 | 35.67% | 1,215,658 |
| Contingency | - | 219,874 | 100,000 | -54.52% | (119,874) |
| Total | \$ 48,479,750 | \$ 54,805,923 | \$ 59,487,600 | 8.54% | \$ 4,681,677 |

General Fund Capital Highlights

In order to continue providing outstanding services to the community, the Town intends to continue investing in infrastructure and other capital needs during FY18-19. Capital projects over \$100,000 are part of the Capital Improvement Plan (CIP) and receive thorough evaluation to determine the effects on operating costs and financial and debt indicators. Prior to FY17-18, the Town budgeted capital projects within department budgets as part of the annual budget process. This inflated the operating budgets and created challenges in tracking projects and identifying trends to assist future fiscal planning. In FY17-18, the Town began budgeting larger projects through Capital Project Ordinances in their respective funds- Transportation Project Fund and Recreation Project Fund. The large projects below all are related to General Fund activities and may be included in the General Fund budget or a corresponding capital project fund.

Annual Pavement Management - Street Resurfacing (\$1,500,000)

The Town is responsible for maintaining 150 miles of municipal streets with the annual resurfacing contract providing for most of the pavement maintenance needs. Street mileage is growing annually with ongoing development. A recent survey of town streets revealed that the Town has deferred maintenance that needs to be addressed. This ongoing program addresses deficiencies in pavement condition throughout Apex to prevent issues such as potholes, alligator cracking, and rutting in order to provide a safe and reliable transportation system. The Powell Bill program provides an annual funding allocation from the state based on public centerline miles of road accepted and maintained by the Town, however, current and future resurfacing costs continue to exceed Powell Bill allocations.

Kelly Road Sidewalk & Apex Barbecue Road Path (\$1,100,000)

This project will extend sidewalk southward along Kelly Road from the Kelly Road Park to the intersection at Apex Barbecue Road and extend a 10-foot shared use path eastward along Apex Barbecue Road to Scotts Ridge Elementary School. The Town has applied for Locally Administered Projects Program (LAPP) funding for 70 percent of construction costs.

Middle Creek Greenway, Phase I (\$610,000)

Phase I of the project involves the construction of just under a half-mile of greenway and connects the Towns of Apex and Holly Springs, crossing the NC540 corridor. Connecting greenways and sidewalks to points of interest was the most important element identified by citizens in the Parks, Recreation, Greenways, and Open Space Master Plan.

Pleasant Park, Phase I (\$12,400,000)

This project is for the initial development of a 92-acre tract acquired in November 2014. The plans include a mixture of active and passive activities with priority given to athletic amenities that expand the town's current program offerings and could serve as a regional sports tournament venue. Phase I would include significant infrastructure to include roads, water, sewer and electric. Phase I also will include the splash pad, the maintenance area, and at least some of the revenue producing facilities such as the multi-purpose athletic fields.

Beaver Creek Greenway, Phase I (\$1,925,000)

The Beaver Creek Greenway connection from Downtown to the American Tobacco Trail project involves the construction of approximately one mile of greenway (a majority of which will be boardwalk) and will connect from Kelly Road Park to Chapel Valley Lane in the Kelly West subdivision. This connection completes the Beaver Creek Greenway from Jaycee

Park towards the Apex Nature Park and connects multiple neighborhoods, churches, schools, and parks.

Community Center Expansion / Senior Services Center (\$8,500,000)

This project was part of the 2017 Recreation Bonds referendum and it involves the expansion of the Apex Community Center. Participation and interest in Senior Programs and Services is at an all-time high and the current community center, while serving primarily as a senior center during daytime hours, is not able to accommodate any expanded programming or evening activities for seniors.

Ladder Truck, Public Safety Station 5 (\$1,200,000)

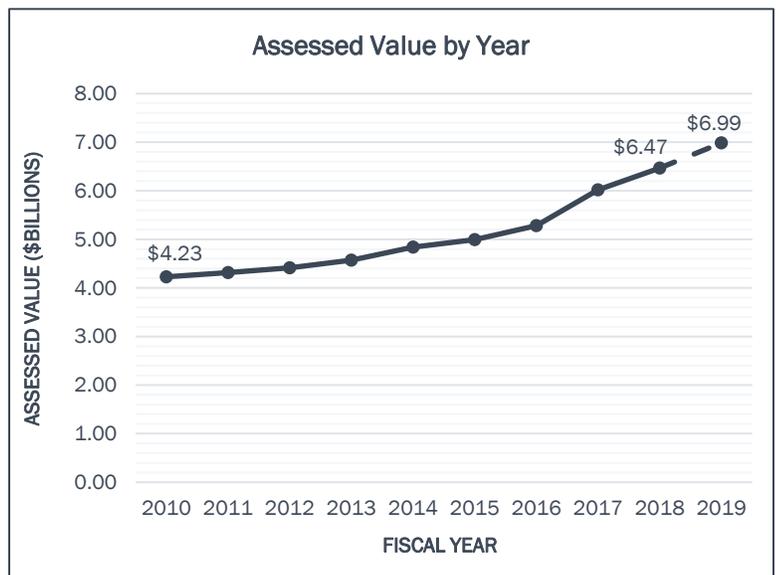
This is to add a ladder truck to Public Safety Station 5, located at the intersection of Apex Barbecue and Kelly Roads. This apparatus is projected to be a 105' aerial ladder, which in conjunction with Ladder 4, an aerial platform, will provide the greatest variety of capabilities. The Insurance Services Office (ISO) establishes the rating system used to determine insurance rates for property in the fire district. ISO requires a municipal department to have a ladder truck cover a 2.5-mile area. The ladder truck will also improve response times in the western side of town that includes five schools, part of the Beaver Creek Shopping Center and everything north of Highways 64 and 55.

Solar Photovoltaic Systems for Town-Owned Buildings (\$500,000)

This project will take advantage of the current tax credit structure available to the private sector by allowing the Town to contract with vendors to install solar photovoltaic systems on buildings owned by the Town. Based upon analysis done with a pilot project in FY17-18, the Town would see a payback period of just under nine years from savings realized in the cost of power purchases when using a lease-purchase option. This project will install up to an additional 500 kW of generation, helping reduce our power purchase costs and serve as a good example for our business and residential customers by highlighting the benefits of renewable energy.

General Fund Revenues

The Town of Apex continues to experience growth in its primary revenue sources - ad valorem taxes and sales tax. A growing population has naturally contributed to a growing tax base that helps Apex retain a modest tax rate while providing exceptional services. The total assessed value in Apex has increased by 65 percent in the past ten years including a re-valuation in 2017. Over the past year, the Apex tax base has grown by \$531,321,053 (8.21 percent) to \$6,999,421,053 and each penny on the tax rate is equivalent to \$697,604 in revenue.



Ad Valorem Tax

Property taxes represent 48.7 percent of General Fund revenues. For FY18-19, the ad valorem tax base is an estimated \$6,999,421,053, which will generate \$29 million in property tax revenue with a tax rate of **\$0.415 per \$100 valuation** at a 99.9 percent collection rate. This represents an increase in ad valorem revenue of \$4.48 million (18.3 percent). **The tax rate includes an increase of \$.035 from FY17-18.** One and a half cents of the tax rate increase corresponds with the increase in debt service related to the 2017 Parks Bond approval. In November 2017, Apex residents overwhelmingly approved \$48 million in general obligation bonds for parks and recreation facilities and amenities. In order to repay the debt service on the approved bonds, the Town intends to increase the tax rate by \$.045 with \$.015 increments in FY18-19, FY20-21, and FY21-22. The additional two cents primarily provide funding for construction and equipment related to road and sidewalk improvements and funding for additional officers, vehicles, and equipment for the Police Department.

Local Option Sales Tax

Sales tax represents the town's second largest revenue source in the General Fund at \$11 million (18.6 percent). The State of North Carolina collects the sales tax and distributes it to the local units. Sales tax revenues are distributed on a proportional population basis in Wake County. The population growth in Apex has allowed the town to increase its share of sales tax revenues. Sales tax revenues have increased the past several years with a strengthened economy, the natural growth in Wake County, and because of the State's expansion of sales tax to include some services. The FY18-19 Budget includes an estimated increase of 9.45 percent in sales tax revenues over FY17-18.

Utility Sales Tax

Beginning in FY14-15, the sale of electricity and piped natural gas became subject to the general sales tax rate. The State distributes a portion of the tax proceeds to cities and towns. This revenue, part of unrestricted intergovernmental revenues, will generate an estimated \$2.5 million for FY18-19.

Powell Bill Street Allocation

These funds represent appropriations by the State for restricted use in maintaining, repairing, constructing, reconstructing, or widening any public street or thoroughfare within the town limits. Bridges, drainage improvements, curb and gutter and other necessary appurtenances are approved uses of these funds. The State uses a formula whereby local street miles represent one quarter of the distribution and population, the remaining 75 percent. These funds represent \$1,216,000 in the FY18-19 Budget, a 3.1 percent increase. With an increasing population and new road miles added to the town's transportation network, Powell Bill funding should increase at a modest rate over the next few years.

Municipal Vehicle Tax

North Carolina General Statutes originally authorized a municipal vehicle tax of \$5 as a general-purpose tax. The General Assembly revised the law in 2016 to allow a tax up to \$30, but with restrictions. The initial \$5 remains general purpose, but the law assigns another \$5 to public transit and the remaining \$20 to street resurfacing, repairs, and maintenance. Without a public transit system, the town can only increase the tax to \$25. The Town has increased the tax by \$5 each of the past two years to its current rate of \$15. The Town retained revenue for the original \$5 in the General Fund and committed all revenue from the additional \$10 to the Transportation Capital Reserve Fund. The FY18-19 Recommended Budget **includes a \$5 increase in the tax to \$20** that would generate an additional \$180,000 for a total of \$675,000. **Beginning in FY18-19, staff recommends committing all revenues from the municipal vehicle tax to the Transportation Capital Reserve Fund for sidewalk and roadway improvements.**

Inspection & Permit Fees

The FY18-19 Recommended Budget includes \$2,725,700 in revenues associated with the Inspections and Permitting Department. General Statutes restrict some of these fees specifically for inspections and permitting related activities. The restricted amount in FY18-19 is \$2.6 million.

Solid Waste, Recycling, & Yard Waste Fees

The Town currently contracts with a private hauler for solid waste and recycling collections. The solid waste and recycling fees offset the Town's contract cost. Solid waste fees will generate \$1,787,000 in FY18-19 and recycling fees will generate \$677,000. The Town conducts its own yard waste collection and covers the cost with a monthly yard waste fee. The yard waste fee will generate \$1,479,870 in FY18-19. **All collection fees will increase in FY18-19.**

| Solid Waste, Recycling, & Yard Waste Monthly Charges | | |
|--|----------|----------|
| | FY17-18 | FY18-19 |
| Yard Waste Collection | \$6.86 | \$7.83 |
| Residential Roll-Out Cart | \$8.17 | \$8.29 |
| Commercial Roll-Out Cart | \$16.34 | \$16.59 |
| Recycling (per Bin or Cart) | \$3.39 | \$3.44 |
| 4-CY Dumpster Service | \$120.10 | \$121.90 |
| 6-CY Dumpster Service | \$142.09 | \$144.22 |
| 8-CY Dumpster Service | \$162.36 | \$164.80 |

Fund Transfers

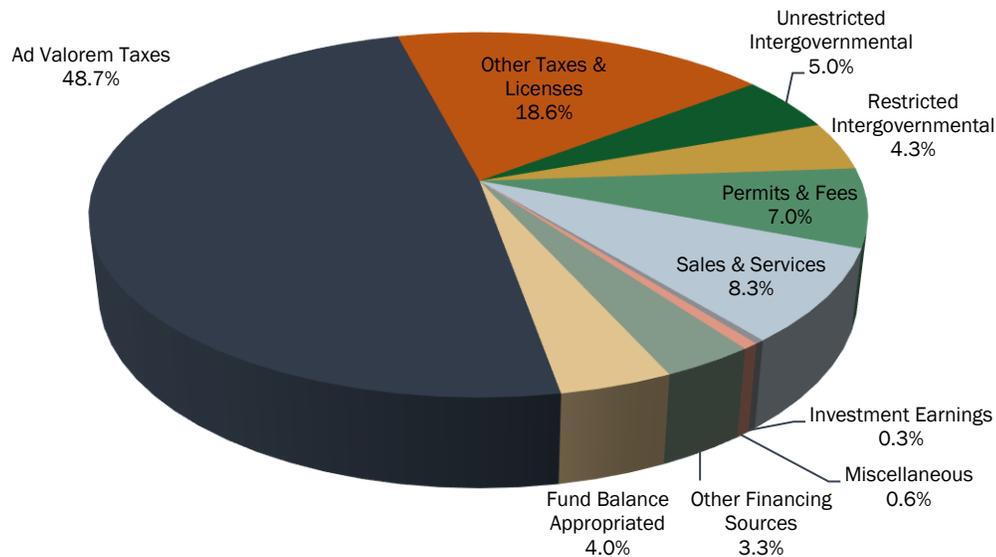
The FY18-19 Recommended Budget includes transfers of \$1,587,800 from the Recreation Capital Reserve Fund and \$300,000 from the Recreation Capital Project Fund. The transfers correspond to debt service in the General Fund associated with recreation capital projects other than the 2017 Parks Bond projects.

Fund Balance Appropriation

Fund Balance is, simply explained, the amount of assets in excess of liabilities in a given fund. These funds enable the Town to meet financial obligations without interruptions due to cash flow, generate investment income, eliminate the need for short-term borrowing, and provide a reserve of funds to respond to emergencies or opportunities. From time to time, the Town will use money from fund balance to cover one-time expenses such as specific capital items. The Town evaluates any decision to use fund balance carefully and often plans the use in advance to ensure adherence to the Town's fund balance policy. The FY18-19 Budget includes a fund balance allocation of \$2,357,400. This amount includes \$580,000 for repairs and a new roof at Eva Perry Library, \$1.2 million for a new ladder truck for Public Safety Station 5, \$500,000 for solar photovoltaic additions to Town facilities, and \$77,400 toward the Kelly Road Sidewalk & Apex Barbecue Road Path project.

| General Fund Revenues by Source | | | | |
|---------------------------------|----------------------|----------------------|----------------------|-------------------|
| Source | FY16-17 Actual | FY17-18 Budget | FY18-19 Budget | Percent Change |
| Ad Valorem Taxes | 22,995,117 | 24,510,934 | 28,988,700 | 18.27% |
| Other Taxes & Licenses | 9,671,899 | 10,310,000 | 11,075,000 | 7.42% |
| Unrestricted Intergovernmental | 2,970,814 | 2,966,200 | 2,946,800 | -0.65% |
| Restricted Intergovernmental | 3,741,966 | 4,151,931 | 2,574,100 | -38.00% |
| Permits & Fees | 4,959,537 | 3,444,200 | 4,158,200 | 20.73% |
| Sales & Services | 4,249,925 | 4,519,877 | 4,912,900 | 8.70% |
| Investment Earnings | 147,193 | 129,749 | 200,000 | 54.14% |
| Miscellaneous | 400,827 | 310,000 | 336,700 | 8.61% |
| Other Financing Sources | 1,702,414 | 1,674,997 | 1,937,800 | 15.69% |
| Fund Balance Appropriated | - | 2,788,035 | 2,357,400 | -15.45% |
| Total | \$ 50,839,692 | \$ 54,805,923 | \$ 59,487,600 | 8.54% |

General Fund Revenues by Source FY18-19



Enterprise Funds

The Town of Apex operates two major funds as enterprises - the Electric Fund and the Water and Sewer Fund. Enterprise funds operate similar to a business and are self-sustaining with user rates that generate all revenues and cover expenditures.

Electric Fund

The Electric Fund comprises all revenues and expenditures that result from the town's electric utility operations. Customer charges and fees generate enough revenue to support the fund completely. The FY18-19 Recommended Budget for the Electric Fund totals \$40,164,500, a 1.81 percent decrease from the FY17-18 Amended Budget of \$40,903,621 as of April 1, 2018.

Electric Fund Expenditures

The decrease in the FY18-19 Electric Fund Budget is primarily due to a decrease in capital expenses. This decrease reflects the phasing of several projects and is not indicative of the capital investment the Town continues to make to enhance its electric utility. The investments made in system maintenance and improvements allowed the Town to maintain an impressive 99.9 percent system availability for customers. As with the General Fund, the Electric Fund will experience an increase in costs due to increases in healthcare and retirement rates and for other post-employment benefits (OPEB). The FY18-19 Electric Fund Budget includes \$59,000 for OPEB expenditures, including a transfer of \$34,000 to reserves for future OPEB liabilities.

| Electric Fund Expenditures by Type | | | | |
|------------------------------------|----------------------|----------------------|----------------------|-------------------|
| Type | FY16-17 Actual | FY17-18 Budget | FY18-19 Budget | Percent Change |
| Personnel | 3,553,430 | 3,974,693 | 4,059,100 | 2.12% |
| Operating | 1,206,180 | 1,672,534 | 1,744,500 | 4.30% |
| Sales Tax | 2,283,729 | 2,350,000 | 2,445,300 | 4.06% |
| Purchase for Resale | 24,380,180 | 25,500,000 | 25,418,200 | -0.32% |
| Capital | 3,832,818 | 6,767,539 | 5,858,500 | -13.43% |
| Debt Service | 637,069 | 638,855 | 638,900 | 0.01% |
| Total | \$ 35,893,406 | \$ 40,903,621 | \$ 40,164,500 | -1.81% |

Electric Capital Highlights

Similar to the General Fund, the Town accounts for large capital projects associated with the electric utility system in a capital project fund. Unlike the General Fund, the Electric Fund budget accounts for the costs of these projects within its capital expenditures as a transfer to the capital project fund. The bulk of capital expenditures in the FY18-19 Electric Fund Budget represents the expansion of the system for new development. In response to feedback received from the 2017 Citizen Satisfaction Survey, the FY18-19 Recommended Budget includes \$250,000 dedicated to installing and improving streetlights throughout the town. FY18-19 will be the inaugural year of the streetlight program to be included in subsequent years' budgets. The sole transfer of \$1.2 million to the capital fund project in FY18-19 is for Phase II of the smart grid meters and load control project described below. Also included in the CIP for FY18-19 is the construction of a new Electric Department facility. The Town intends to finance this project so the budget does not account for the revenues and expenditures at this time. When the Town Council approves the debt, they will approve a budget amendment to adjust the FY18-19 Electric Fund Budget and subsequent budgets will include the corresponding debt service.

Smart Grid Meter & Load Control, Phase II (\$1,200,000)

This project provides an end-to-end solution for wireless smart grid and advanced metering. It will provide the ability to manage and monitor electrical service customers through high-speed, standards-based communications to access real-time data. In addition to advanced metering, this project will provide updated load control devices, thermostats, and street light control hardware. The software consolidates meter data, network, load control, streetlight, and outage and customer portal management under one platform.

Electric Facility Construction at Mt. Zion (\$7,500,000)

This project is for the construction of an administrative and operations facility to allow for the relocation of Electric Department personnel, vehicles, equipment, and supplies. The current inventory yard does not allow for storage of all needed electric inventory so some is stored in a less secure location. This project would allow for ample room for Electric Department inventory in one secure location and free up space for Public Works operations at the current site.

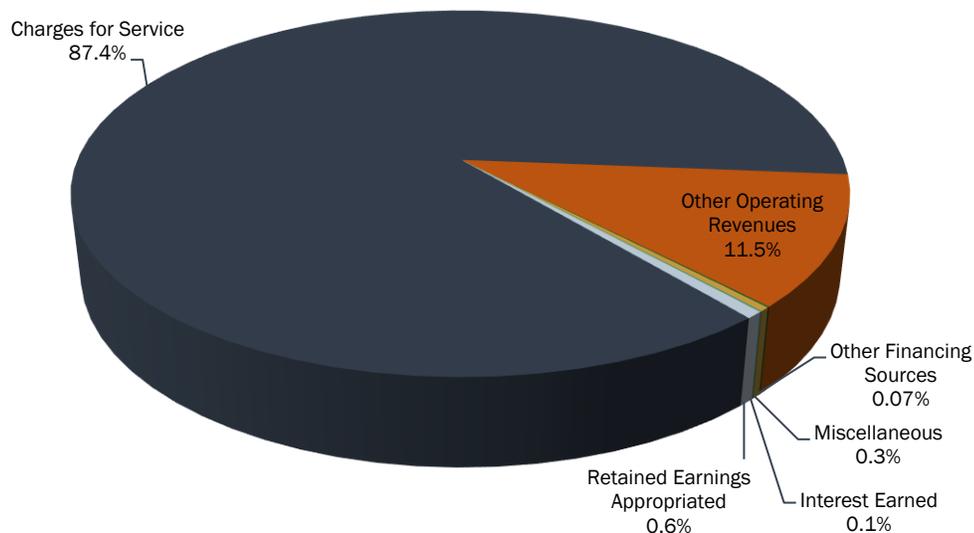
Electric Fund Revenues

Although Electric Fund revenues are 1.8 percent lower for FY18-19 compared to FY17-18, this is due to the significant difference in the reserve funds allocated. The Amended FY17-18 Budget included \$3.3 million in retained earning allocations that the town used for system expansion during the year. Excluding

reserve allocations, Electric Fund revenues are up 6.18 percent for FY18-19. Charges for services based on customer growth and increases in electric rates drive the increase in revenues. The Electric Fund generates charges for service through a base rate to cover fixed costs and an energy/demand rate to cover variable costs. The FY18-19 Recommended Budget includes \$35.1 million in revenue from charges for service with a **residential electric rate increase of \$.31 to the base charge (2.15 percent)**. Apex's electric utility customer base increased by 4,100 (27.3 percent) from January 2017 to January 2018. Electric sales follow the same trend. The necessity to purchase more power and a rate increase by the North Carolina Eastern Municipal Power Agency (NCEMPA) prompts the need for the Town's rate increase. Even with the rate increase, Apex electric rates are similar to and in most cases lower than other electric utilities. The average residential electric customer can expect an increase of \$2.54 per month on their electric bill.

| Electric Fund Revenues by Source | | | | |
|----------------------------------|----------------------|----------------------|----------------------|-------------------|
| Source | FY16-17 Actual | FY17-18 Budget | FY18-19 Budget | Percent Change |
| Charges for Service | 32,276,259 | 33,798,000 | 35,099,200 | 3.85% |
| Other Operating Revenues | 3,926,295 | 3,748,000 | 4,610,300 | 23.01% |
| Other Financing Sources | 23,343 | 10,000 | 30,000 | 200.00% |
| Miscellaneous | 21,726 | 10,000 | 140,000 | 1300.00% |
| Interest Earned | 34,921 | 25,000 | 35,000 | 40.00% |
| Retained Earnings Appropriated | - | 3,312,621 | 250,000 | -92.45% |
| Total | \$ 36,282,544 | \$ 40,903,621 | \$ 40,164,500 | -1.81% |

Electric Fund Revenues by Source FY18-19



Water & Sewer Fund

The Water and Sewer Fund comprises all revenues and expenditures that result from the town's water and sewer utility operations. Customer charges and fees generate enough revenue to support the fund completely. The FY18-19 Recommended Budget for the Water and Sewer Fund totals \$21,332,900, a 6.52 percent increase from the FY17-18 Amended Budget of \$20,026,231 as of April 1, 2018.

Water & Sewer Fund Expenditures

The FY18-19 Water & Sewer Fund Budget reflects an increase in all expenditure categories except debt service. As with the General Fund and Electric Fund, increases in personnel expenses are primarily a result of increases in healthcare and retirement rates and for other post-employment benefits (OPEB). The Water & Sewer Fund budget also includes four new positions that contribute to higher personnel costs. Of the three major funds, the Water & Sewer Fund has the least impact from the additional OPEB allocations. The FY18-19 Recommended Budget includes \$66,000 for OPEB expenses in the Water & Sewer Fund, including a transfer of \$25,000 to reserves for future OPEB liabilities.

| Water & Sewer Fund Expenditures by Type | | | | |
|---|----------------------|----------------------|----------------------|-------------------|
| Type | FY16-17 Actual | FY17-18 Budget | FY18-19 Budget | Percent Change |
| Personnel | 4,640,270 | 5,117,762 | 5,363,000 | 4.79% |
| Operating | 4,103,842 | 6,103,933 | 6,744,400 | 10.49% |
| Purchase for Resale | 1,585,963 | 2,012,100 | 2,223,000 | 10.48% |
| Capital | 3,296,903 | 2,747,132 | 3,048,500 | 10.97% |
| Debt Service | 3,947,084 | 4,045,304 | 3,954,000 | -2.26% |
| Total | \$ 17,574,062 | \$ 20,026,231 | \$ 21,332,900 | 6.52% |

Water-Sewer Administration was a new division in FY17-18. The FY18-19 Recommended Budget includes restructured and proper distribution of expenditures to the Water-Sewer Administration division, resulting in a large increase from the prior year. Decreases in other Water and Sewer Fund departments, largely in personnel and operating costs associated with contracts, supplies, and insurance, offset much of the division's increased budget. The increase in the Sewer Treatment Department is due to \$1.2 million in capital budgeted for refurbishment and replacement of sand filters (see below for project description). The Water & Sewer Fund budget includes approximately \$4 million for debt service payments resulting from improvements to the Cary/Apex Water Treatment Plant and Western Wake Regional Water Reclamation Facility. A transfer from the Water & Sewer Capital Reserve Fund covers half of the debt service.

| Water & Sewer Fund Department/Division Budgets | | | | | |
|--|----------------------|----------------------|----------------------|-------------------|---------------------|
| Department/Division | FY16-17 Actual | FY17-18 Budget | FY18-19 Recommend | Percent Change | FY17-18 Variance |
| Water-Sewer Admin. | - | 452,229 | 2,286,000 | 405.50% | 1,833,771 |
| Water Treatment | 2,336,325 | 2,955,950 | 3,032,100 | 2.58% | 76,150 |
| Water Maintenance | 4,422,134 | 3,948,439 | 3,570,700 | -9.57% | (377,739) |
| Sewer Treatment | 3,528,343 | 3,717,457 | 4,820,100 | 29.66% | 1,102,643 |
| Sewer Maintenance | 3,340,176 | 4,865,064 | 3,566,500 | -26.69% | (1,298,564) |
| Debt Service | 3,947,084 | 4,045,304 | 3,954,000 | -2.26% | (91,304) |
| Contingency | - | 41,788 | 103,500 | 147.68% | 61,712 |
| Total | \$ 17,574,062 | \$ 20,026,231 | \$ 21,332,900 | 6.52% | \$ 1,306,669 |

Water & Sewer Capital Highlights

Similar to the General Fund, the Town accounts for large capital projects associated with the water and sewer utility system in a capital project fund as well as within the operating fund itself. The Water & Sewer Capital Project fund will include \$1,000,000 in FY18-19 for continuation of the Western Pressure Zone

project (\$300,000) and multiple utility relocations related to NCDOT road projects (\$700,000). The Water & Sewer operating budget includes \$2,012,100 for capital projects including \$637,100 for the Cary-Apex Water Treatment Plant, \$1.2 million for sand filter refurbishment and replacement, and \$175,000 for a pump station upgrade.

Western Pressure Zone, Phase II (\$300,000)

This work is a continuation of the Western Pressure Zone project for water distribution. The work will consist of constructing a pressure reducing valve station (PRV) at the old Kelly Road pump station site and extending the existing 24-inch main north from the intersection of Apex Barbecue Road/Kelly Road to the previously noted PRV station. The primary purpose of this work is to provide adequate water flow to the developing western portions of Apex south of Olive Chapel Road as demand grows. This work will also ensure that adequate flow and proper velocities are maintained in the other areas of Apex as growing demand to the west pulls water in that direction.

Refurbish/Replace Sand Filters (\$1,200,000)

This project will replace the existing sand filters at the Middle Creek Wastewater Treatment Plant with two SuperDisc Filters that have the same operating capacity as the current four filters. The current filtration units were installed in 1988 and are at the end of their life cycle. With an aging system, there is a need to upgrade the treatment system to continue to meet the state standards. In addition to efficiency, the new filters require less energy and maintenance, further reducing operating costs.

Avalon Peaks Pump Station Upgrade (\$175,000)

This project will upgrade the current pump station for efficiency and safety. Currently, the pumping unit runs at approximately 40 percent efficiency for 70 cycles per day. The new pumping unit is estimated to be twice as efficient and reduce electrical cost by 50 percent per month. The mechanical maintenance cost of the current pumps is much higher, estimated at \$1,500 per month including afterhours emergency call outs, which average five per month.

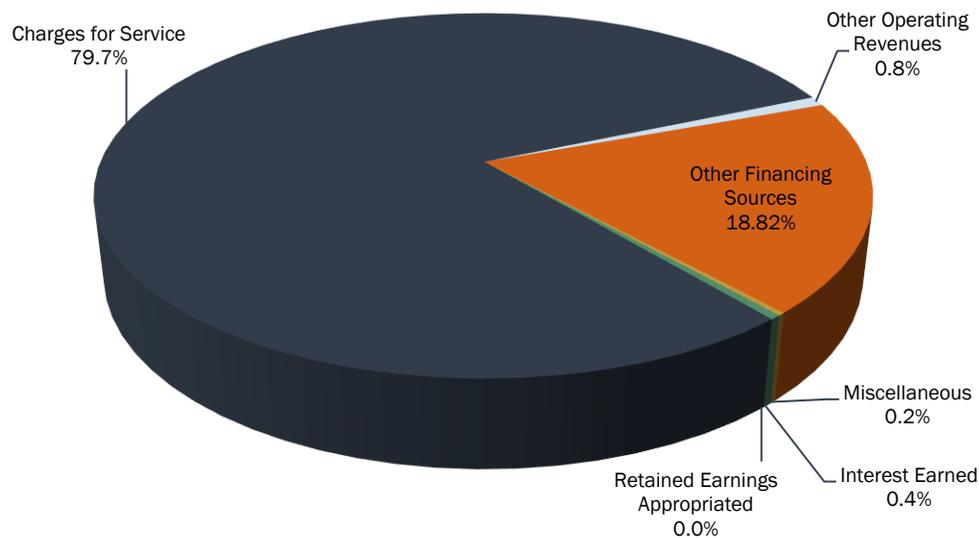
Water & Sewer Fund Revenues

The Town expects water and sewer charges to provide \$17,001,300 in revenues for FY18-19, an increase of 13.34 percent. Supported through customer and revenue growth, Water & Sewer Fund revenues are up 6.52 percent for FY18-19. The water and sewer customer base grew by 25 percent from January 2017 to January 2018. Almost the entirety of other financing source revenues comes from a transfer from the Water & Sewer Capital Reserve Fund, which receives revenues through capital reimbursement fees.

Water & Sewer Fund Revenues by Source

| Source | FY16-17 Actual | FY17-18 Budget | FY18-19 Budget | Percent Change |
|--------------------------------|----------------------|----------------------|----------------------|-------------------|
| Charges for Service | 14,170,659 | 15,000,808 | 17,001,300 | 13.34% |
| Other Operating Revenues | 172,421 | 190,000 | 180,000 | -5.26% |
| Other Financing Sources | 2,003,599 | 2,362,652 | 4,014,100 | 69.89% |
| Miscellaneous | 48,088 | 40,000 | 52,500 | 31.25% |
| Interest Earned | 66,380 | 60,000 | 85,000 | 41.67% |
| Retained Earnings Appropriated | - | 2,372,771 | - | -100.00% |
| Total | \$ 16,461,148 | \$ 20,026,231 | \$ 21,332,900 | 6.52% |

Water & Sewer Fund Revenues by Source FY18-19



The budget includes a recommendation to **keep water rates the same in FY18-19 and increase sewer rates by 4.3 percent**. The change would increase the sewer base charge from **\$8.72 to \$9.09** and volumetric rates would increase from **\$6.23 to \$6.50** per 1,000 gallons. Water and sewer rates are double for customers outside the town limits.

| Water & Sewer Monthly Rates | | | | | |
|---------------------------------|---------|---------|-------------------------|---------|---------|
| Water Rates | FY17-18 | FY18-19 | Sewer Rates | FY17-18 | FY18-19 |
| Residential Inside Base Charge | \$5.54 | \$5.54 | Inside Base Charge | \$8.72 | \$9.09 |
| Residential Outside Base Charge | \$11.08 | \$11.08 | Outside Base Charge | \$17.43 | \$18.18 |
| Commercial Inside Base Charge | \$4.19 | \$4.19 | Inside volumetric rate | \$6.23 | \$6.50 |
| Commercial Outside Base Charge | \$8.38 | \$8.38 | Outside volumetric rate | \$12.46 | \$13.00 |

It is important to note that the rate increases for sewer should have a minimal effect on the average user. For example, an average family of four or five that uses 5,000 gallons a month will see an increase of \$1.72 on their monthly water and sewer bill. Additionally, when comparing Apex to other utility systems in the area, the town's rates are consistently in the lowest quartile while still providing adequate cost recovery and providing for future capital needs. It is important for the town to continue to evaluate rates annually to ensure the financial sustainability of the water and sewer utilities.

In FY16-17, the Town performed a study on the existing rates and rates structure at that time. That study found that the sewer utility was generating a deficit while the water utility was generating a surplus. The consulting firm identified the rate adjustments that would be necessary to fund the delivery of these services, including system upgrades and expansion as described in the Town's Capital Improvement Plan through FY22-23. The Town implemented the new rate structure in FY17-18 and began to adjust rates accordingly. The study recommended annual review of water rates with no immediate change while recommending continued increases of 4.5 percent per year for sewer rates. Town staff thoroughly reviews rates annually and recommends adjustments that ensure the utilities remain self-sufficient while avoiding the need for a significant increase in any one year.

Organization Review

To perform at an even higher level and ensure Apex remains “the peak of good living,” town staff began reviewing and revising their departmental missions and goals in January 2018. This is the initial step in the development of an organization-wide strategic plan to help move the Town toward performance management. Once departments revise or develop new missions statements and goals, teams will work together to develop objectives with performance indicators and strategies for each department. The Town plans to have an initial draft of the strategic plan ready during FY18-19.

As of June 30, 2018, a significant change will occur in the Town’s organizational structure as the Town transfers the Apex EMS Department to Wake County Emergency Medical Services. Town administration made this decision in consultation with Wake County management after carefully considering the impacts on service delivery, Apex EMS employees, and the Town’s fiscal responsibilities. Apex EMS was the only municipal-based EMS service in the county. Wake County EMS currently develops the standards of practice and treatment guidelines for all EMS providers within the Wake County EMS System and dispatches all EMS units throughout the county. Therefore, Apex residents will continue to experience the same high level of care. Wake County EMS will provide work opportunities for all Apex EMS paramedics with no reduction in salary. There will be a cost savings of approximately \$275,000 due to the elimination of redundant administrative positions, as well as associated facility and supply costs.

Core Values

Our Peak Principles, which represent our core values, are our foundation for how we interact with one another and the public as we serve our community.

Peak Pledge: We will perform at the highest level by empowering our peers, remaining accountable to each other and those we serve, and continuing the pursuit of knowledge.

Performance: Being stewards of public resources and trust, we will maintain a culture that values exceptional customer service through efficiency and focus on our work.

Empowerment: Knowing that good ideas come from employees at all levels across all departments and divisions, we will maintain a culture that empowers everyone to express their thoughts and provides opportunities to become part of real solutions.

Accountability: Knowing that we are entrusted to be stewards of the public’s resources, we will maintain an atmosphere of openness and transparency to one another and to those we serve.

Knowledge: A workforce that pursues knowledge is one that will be better able to anticipate new challenges and respond to those presented.

Personnel

Employer Retirement Contribution: The North Carolina Local Government Retirement System has notified local governments that the Annual Contribution Rate (ACR) will increase in FY18-19. The employer contribution is 7.75 percent for regular employees and 8.5 percent for law enforcement officers. Local government employees currently contribute 6 percent of their salary. The Town’s retirement contributions represent \$2,330,050 in FY18-19.

Employee Performance Evaluation and Compensation: The Town's performance evaluation and compensation system is structured around the Town's Peak Principles and the establishment of clear performance goals and objectives for each employee. Compensation under the system relies on merit-based adjustments. The FY18-19 Recommended Budget contains merit pay increases at an average of 4 percent. Adjustments are based off the midpoint (job rate) of the employee's salary range, or actual salary, depending on which amount is higher. Employees do not receive other pay increases during the year unless they qualify for a pay adjustment for position reclassification or receive a promotion with greater responsibility. The Town awards merit pay in October following the annual employee performance reviews conducted between July 1 and August 31. The estimated cost for FY18-19 is \$567,600 in the General Fund, \$73,400 in the Electric Fund, and \$105,400 in the Water and Sewer Fund.

401(k) Contribution: The Town provides a 5 percent 401(k) contribution for all full-time employees. North Carolina General Statutes mandate 401(k) contributions for sworn law enforcement at 5 percent, a cost of \$331,500 in the FY18-19 Budget. Contributions for all other employees represent \$1,138,400 in FY18-19.

Health and Dental Insurance: Over the past two years, the Town was fortunate not to experience any rate increases in health insurance. This is not the case for FY18-19, which includes an increase of 5.7 percent for healthcare premiums. The rate increase alone accounts for \$307,000 in increased healthcare cost. The FY18-19 Recommended budget includes \$4,708,600 for healthcare premiums across all funds. The Town's self-funded dental plan remains appropriately funded, and the budget does not include any changes for the dental plan.

Retiree Medical Insurance: The Town offers qualifying retired employees a medical insurance benefit until they qualify for the Federal Medicare Insurance Program. The cost for the retiree insurance is classified as other post-employment benefits (OPEB). In addition to the annual retiree medical insurance cost, the FY18-19 Recommended Budget includes additional funds to begin creating a reserve for OPEB. Changes in the Governmental Accounting Standards Board (GASB) reporting and an emphasis on OPEB liability by the North Carolina State Treasurer's Office have brought the lack of long-term OPEB funding into the spotlight. To prevent long-term financial stress and follow sound financial practices, the Town will seek to allocate additional funds for long-term OPEB costs annually. The FY18-19 Recommended Budget includes \$250,000 for long-term OPEB expenditures - \$191,000 in General Fund, \$34,000 in the Electric Fund, and \$25,000 in the Water & Sewer Fund. The FY18-19 Budget includes a total of \$532,100 to cover pay-as-go Retiree Medical Insurance and long-term OPEB costs in all funds.

Police Special Separation Allowance: North Carolina General Statutes provide for special compensation to retired law enforcement officers meeting specified criteria. The statutes require the Town to compensate the officer until they reach age 62. The Special Separation Allowance budget in FY18-19 is \$140,000.

Additional Positions: The recommended FY18-19 General Fund budget includes 28 new full-time positions, the Water and Sewer Fund budget contains four new positions, and the Electric Fund includes two new positions. Town staff worked together to prioritize these positions from an initial request of 59 new positions, including 49 in the General Fund and 10 in the utility funds. The new positions will increase personnel costs by \$2,027,600 for FY18-19. With the transition of EMS staff to Wake County and the addition of 34 new positions, the Town's net increase in full-time positions will be 17. Apex's position to population ratio will remain below 9 per 1,000 residents at 8.58. This ratio is lower than many of the town's peers despite the additional services Apex provides that other municipalities do not. A breakdown of the recommended positions with costs is located in the Supplemental Section of the budget document.

Position Reclassifications: The Town contracts with an HR consulting group to study approximately one quarter of the Town positions each year to determine if the positions are correctly classified and if the salary ranges assigned to the positions are appropriate based on the area labor market. This year, the Town evaluated 28 positions, affecting 50 employees including positions in Administration and Finance, as well as the Town's administrative support positions. Twenty-one of the reviewed positions received a recommendation for an increase in salary grade. The total salary increase based on the classification study is \$29,285. The classification changes will be effective July 1, 2018.

Position Elimination(s): As of June 30, 2018, the Town will transfer the EMS department to Wake County, eliminating 17 positions. The Town expects a cost reduction of \$1,634,300 from the position eliminations. Wake County previously covered 90 percent of personnel cost. The Town will reclassify the EMS administrative support position to the Fire Department for logistics support with a total cost of \$75,000.

Fund Balance

The North Carolina Local Government Commission recommends that local governments maintain a minimum unassigned fund balance of no less than 8 percent of expenditures. The Town of Apex has adopted a formal fund balance policy establishing a goal of maintaining a fund balance for the General Fund of at least 25 percent of expenditures. The Town of Apex's estimated non-committed or non-restricted fund balance as of June 30, 2018, is \$19.5 million or 31.78 percent of FY18-19 expenditures. The recommended budget **does** include use of fund balance to cover some capital costs. The town does not use reserves for operating costs and carefully evaluates the use of fund balance for unanticipated opportunities and capital expenses. The use of \$2,357,400 in FY18-19 will still keep the available fund balance above 25 percent.

The North Carolina Local Government Commission does not have a specific recommendation regarding how much fund balance or retained earnings a local government enterprise operation should maintain. The Town of Apex does not have a defined goal for retained earnings for either enterprise fund. The Town seeks to ensure both funds are financially stable and contain healthy reserves. As in the General Fund, the town does not use reserves for operating costs. The Town of Apex's estimated retained earnings as of June 30, 2018 for the Electric Fund are \$8 million (19.92 percent of expenditures) and \$40 million (188 percent) for the Water & Sewer Fund. The FY18-19 Recommended Budget **does** include use of retained earnings in the Electric Fund (\$250,000) and **does not** include use of retained earnings in the Water & Sewer Fund.

In summary, the Recommended Budget is a balanced budget in accordance with state statutes, and it attempts to address the priorities set by Town Council for the 2018-2019 Fiscal Year. The budget is fiscally sound, and although it does not fund all the requests made by departments or external agencies, it does address the top priority needs of the town and will allow us to maintain a high level of service for Apex citizens. As stewards of public resources, we believe our role is to concentrate our budgeting efforts on maintenance of current services, Town-owned property, and infrastructure while attempting to keep rates and fees reasonable. This budget reflects our commitment to maintaining and improving our community and positioning Apex to be financially sound in the future.

Respectfully submitted,

Drew Havens
Town Manager

Town of Apex, North Carolina
FY 2018 – 2019 Annual Budget

Budget Ordinance

BE IT ORDAINED by the Town Council of the Town of Apex, North Carolina that the following anticipated fund revenues and departmental expenditures, together with certain fees and schedules, and with certain restrictions and authorizations, are hereby appropriated and approved for the operation of the Town government and its activities for the fiscal year beginning July 1, 2018 and ending June 30, 2019.

Section 1: General Fund

General Fund Revenues

| | |
|---|---------------------|
| Ad Valorem Taxes | \$28,988,700 |
| Other Taxes and Licenses | \$11,075,000 |
| Unrestricted Intergovernmental Revenues | \$2,946,800 |
| Restricted Intergovernmental Revenues | \$2,574,100 |
| Permits and Fees | \$4,158,200 |
| Sales and Services | \$4,912,900 |
| Investment Earnings | \$200,000 |
| Miscellaneous Revenues | \$336,700 |
| Other Financing Sources | \$4,295,200 |
| Total Revenues | \$59,487,600 |

General Fund Expenditures

| | |
|-------------------------------------|---------------------|
| Governing Body | \$166,400 |
| Administration | \$940,100 |
| Human Resources | \$1,199,000 |
| Information Systems | \$2,501,800 |
| Legal Services | \$422,600 |
| Economic Development | \$298,500 |
| Finance | \$804,100 |
| Planning & Community Development | \$2,106,100 |
| Facility Services | \$1,974,300 |
| Police | \$13,322,800 |
| Communications | \$1,086,600 |
| Fire Services | \$9,550,000 |
| Public Works & Transportation | \$1,308,700 |
| Utility Engineering-Water Resources | \$1,584,400 |
| Streets | \$4,103,300 |
| Solid Waste Services | \$4,004,700 |
| Fleet Services | \$529,800 |
| Building Inspections & Permitting | \$2,454,600 |
| Parks & Recreation | \$4,870,300 |
| Cultural Arts Center | \$670,700 |
| Cemetery | \$30,300 |
| Special Appropriations | \$80,000 |
| Debt Service | \$4,624,100 |
| Other Financing Uses | \$754,400 |
| Contingency | \$100,000 |
| Total Expenditures | \$59,487,600 |

As required by General Statutes Chapter 158-7.1(a), the appropriations made for the purpose of economic development in Section I of the Ordinance have been determined by the Town Council to increase employment opportunities and add value to the tax base for the Town of Apex through industry recruitment, retention, and other support activities.

Section 2: Electric Fund

| Electric Fund Revenues | |
|-------------------------------|---------------------|
| Investment Earnings | \$35,000 |
| Miscellaneous Revenues | \$140,000 |
| Charges for Service | \$35,099,200 |
| Other Operating Revenues | \$4,610,300 |
| Other Financing Sources | \$280,000 |
| Total Revenues | \$40,164,500 |

| Electric Fund Expenditures | |
|-----------------------------------|---------------------|
| Electric Operations | \$40,164,500 |
| Total Expenditures | \$40,164,500 |

Section 3: Water / Sewer Fund

| Water / Sewer Revenues | |
|-------------------------------|---------------------|
| Investment Earnings | \$85,000 |
| Miscellaneous Revenues | \$52,500 |
| Charges for Service | \$17,001,300 |
| Other Operating Revenues | \$180,000 |
| Transfer from W/S Reserve | \$3,989,100 |
| Fund Balance Appropriated | \$0 |
| Other Financing Sources | \$25,000 |
| Total Revenues | \$21,332,900 |

| Water / Sewer Expenditures | |
|-----------------------------------|---------------------|
| Water/Sewer Operations | \$21,332,900 |
| Total Expenditures | \$21,332,900 |

Section 4: Police State Funds

| Police - State Funds Revenues | |
|--------------------------------------|----------------|
| Investment Earnings | \$100 |
| Miscellaneous Revenues | \$2,000 |
| Total Revenues | \$2,100 |

| Police - State Funds Expenditures | |
|--|----------------|
| Police Operations | \$2,100 |
| Total Expenditures | \$2,100 |

Section 5: Police Federal Funds

| Police - Federal Funds Revenues | |
|--|--------------|
| Investment Earnings | \$100 |
| Miscellaneous Revenues | \$100 |
| Total Revenues | \$200 |

Police - Federal Funds Expenditures

| | |
|---------------------------|--------------|
| Police Operations | \$200 |
| Total Expenditures | \$200 |

Section 6: Police - Donations**Police - Donations Revenues**

| | |
|-----------------------|----------------|
| Investment Earnings | \$100 |
| Other Revenues | \$1,000 |
| Total Revenues | \$1,100 |

Police - Donations Expenditures

| | |
|---------------------------|----------------|
| Police Operations | \$1,100 |
| Total Expenditures | \$1,100 |

Section 7: Fire - Donations**Fire - Donations Revenues**

| | |
|------------------------|----------------|
| Investment Earnings | \$100 |
| Miscellaneous Revenues | \$1,000 |
| Total Revenues | \$1,100 |

Fire - Donations Expenditures

| | |
|---------------------------|----------------|
| Fire Operations | \$1,100 |
| Total Expenditures | \$1,100 |

Section 8: Health & Dental Fund₁**Health & Dental Fund Revenues**

| | |
|-------------------------|--------------------|
| Health Premiums | \$3,958,166 |
| Spouse/Dependent Health | \$939,965 |
| Dental Premiums | \$284,121 |
| Spouse/Dependent Dental | \$197,775 |
| Total Revenues | \$5,380,027 |

Health & Dental Fund Expenditures

| | |
|---------------------------|--------------------|
| Health Claims | \$3,652,643 |
| Dental Claims | \$332,731 |
| Admin Fees - Health | \$723,414 |
| Health Claims - Retirees | \$636,980 |
| Dental Claims - Retirees | \$3,375 |
| Admin Fees - Retirees | \$30,884 |
| Total Expenditures | \$5,380,027 |

1. In accordance with NCGS 159-13.1, the Town adopts the Financial Plan for Health and Dental Fund to provide health and dental coverage to employees and retirees. Payments to the fund are included the annual budget of the other funds.

Section 9: Cemetery Fund**Cemetery Fund Revenues**

| | |
|-----------------------|----------------|
| Investment Earnings | \$9,000 |
| Total Revenues | \$9,000 |

Cemetery Fund Expenditures

| | |
|----------------------------------|----------------|
| Reserved for Future Expenditures | \$9,000 |
| Total Expenditures | \$9,000 |

Section 10: Water / Sewer Capital Reserve Fund**Water / Sewer Capital Reserve Fund Revenues**

| | |
|--|--------------------|
| Investment Earnings | \$180,000 |
| Capital Reimbursement Fees - Residential | \$4,809,100 |
| Capital Reimbursement Fees - Commercial | \$0 |
| Fund Balance Appropriated | \$0 |
| Total Revenues | \$4,989,100 |

Water / Sewer Capital Reserve Fund Expenditures

| | |
|------------------------------|--------------------|
| Transfer to W/S Fund | \$3,989,100 |
| Transfer to W/S Project Fund | \$1,000,000 |
| Total Expenditures | \$4,989,100 |

Section 11: Perry Library Trust Fund**Perry Library Trust Fund Revenues**

| | |
|----------------------------|------------------|
| Investment Earnings | \$900 |
| Transfer from General Fund | \$580,000 |
| Total Revenues | \$580,900 |

Perry Library Trust Fund Expenditures

| | |
|----------------------------------|------------------|
| Reserved for Future Expenditures | \$900 |
| Capital Outlay Improvements | \$580,000 |
| Total Expenditures | \$580,900 |

Section 12: Recreation Capital Reserve Fund**Recreation Capital Reserve Revenues**

| | |
|-----------------------------|--------------------|
| Subdivision Recreation Fees | \$3,500,000 |
| Investment Earning | \$30,000 |
| Fund Balance Appropriated | \$1,308,800 |
| Total Revenues | \$4,838,800 |

Recreation Capital Reserve Expenditures

| | |
|--------------------------------|--------------------|
| Transfer to General Fund | \$1,587,800 |
| Transfer to Recreation Project | \$3,251,000 |
| Total Expenditures | \$4,838,800 |

Section 13: Transportation Capital Reserve Fund**Transportation Capital Reserve Fund Revenues**

| | |
|---------------------------|------------------|
| Motor Vehicle Licenses | \$675,000 |
| Investment Earnings | \$6,000 |
| Transportation Fees | \$0 |
| Fund Balance Appropriated | \$172,000 |
| Total Revenues | \$853,000 |

Transportation Capital Reserve Fund Expenditures

| | |
|----------------------------------|------------------|
| Transfer to General Fund | \$0 |
| Transfer to Street Project | \$853,000 |
| Reserved for Future Expenditures | \$0 |
| Total Expenditures | \$853,000 |

Section 14: Fire Capital Reserve Fund**Fire Capital Reserve Fund Revenues**

| | |
|-----------------------|--------------|
| Investment Earnings | \$800 |
| Total Revenues | \$800 |

Fire Capital Reserve Fund Expenditures

| | |
|---|--------------|
| Reserved for Future Expenditures | \$800 |
| Reserved for Future Expenditures | \$800 |

Section 15: Levy of Taxes

There is hereby levied a tax at the rate of forty-one and one half cents (\$0.415) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2018, for the purpose of raising the revenue listed Ad Valorem Taxes 2018-2019 in Section 1: General Fund of this ordinance. This rate is based on a valuation of property for purposes of taxation of \$ 6,999,421,053 and an estimated rate of collection of 99.88%.

Section 16: Fees & Charges

There is hereby established, for Fiscal Year 2018-2019, various fees and charges as contained in the Fee Schedule attached to this document. All mileage reimbursements for the use of personal vehicles shall be the same as the allowable IRS rate in effect on the date of travel. All daily and monthly subsistence schedules previously adopted shall remain in effect.

Section 17: Special Authorization of the Budget Officer

- a) The Budget Officer shall be authorized to reallocate fund appropriations among the various objects of expenditure as he deems necessary, provided such reallocations do not increase or decrease the total budget for any fund.
- b) The Budget Officer shall be authorized to amend this budget as necessary to fulfill all obligations evidenced by a purchase order outstanding on June 30, 2018.

Section 18: Use of the Budget and the Budget Ordinance

This Ordinance and the budget document shall be the basis for the financial plan of the Town of Apex for Fiscal Year 2018-2019. The Budget Officer shall administer the budget and the Finance Director shall establish records which are in agreement with the budget, this ordinance, and the appropriate statutes of the State of North Carolina.

Section 19. Distribution

Copies of this ordinance shall be furnished to the Budget Officer and the Finance Director of the Town of Apex so that they may keep this ordinance on file for their direction and disbursement of funds.

Adopted this the 5th day of June, 2018.

Attest:

Lance Olive, Mayor

Donna B. Hosch, Town Clerk

Approved as to form:

Laurie Hohe, Town Attorney



Town of Apex, North Carolina Fee Schedule - Effective 7/1/2018

Schedule subject to change upon approval by Town Council

| TAXES & FEES | | | |
|---|---------------------------------------|---|----------------|
| Tax Rate | \$0.415 / \$100 valuation of property | Vehicle Fee (pursuant to NCGS 20-97 (b1)) | \$20 / vehicle |
| DOCUMENT / COPY FEES | | | |
| Copying up to 11" x 17" (black and white) | \$0.10 / sheet | Document Recording / E-Recording | At cost |
| Copying and maps up to 11" x 17" (color) | \$0.40 / sheet | 3 ring or spiral bound documents/plans | \$35 |
| Copying larger than 11" x 17" (black and white) | \$5 / sheet | Unified Development Ordinance | \$40 |
| Copying larger than 11" x 17" (color) | \$20 / sheet | Design and Development Manual | \$15 |
| Printed 24" x 36" | \$20 / sheet | DVD Copy | \$0.50 / disc |
| Printed 36" x 48" maps | \$40 / sheet | | |

Development Fees

| PUBLIC RIGHT-OF-WAY CLOSURE | | | |
|---|-------------------------------------|--|---------------------|
| <i>Submit request and fees to Administration</i> | | | |
| Right-of-Way Closure Application Fee | \$100 | Right-of-Way Closure Processing Fee | \$600 |
| Due with request/application/non-refundable | | Due prior to Council considering request; refundable if request is withdrawn prior to advertising. | |
| DEVELOPMENT SUBMITTAL FEES | | | |
| <i>For Zoning/Subdivision/Site Activity - Calculated and collected by the Planning Department</i> | | | |
| Administrative Adjustment | \$150 | Sign, Master Plan | \$100 |
| Administrative Approval (Small Town Character Overlay) | No Charge | Sign, Permanent | \$75+\$5/add'l sign |
| Annexation Petition | \$200 | Sign, Temporary | \$25 |
| Appeal (Board of Adjustment) | Lesser of \$300 or 1/2 Original Fee | Site Inspections (Non-residential lot) | \$500 |
| Certificate of Zoning Compliance (CZC) | \$100 * | Site Inspections (Residential lot) | \$35 |
| Consultant Fees | As required | Site Plan, Major | \$1000+\$5/acre |
| Development Name Change | \$500 | Site Plan, Minor | \$800 |
| Exempt Site Plan – enlargement of a structure | \$200 | Special Use Permit | \$600 |
| Exempt Site Plan – all other exempt site plans | \$100 | Temporary Use Permits (Non –Event): | \$50 |
| Home Occupation | \$25 | Temporary Use Permits (Event): | |
| Land Use Map Amendment | \$700 | For Profit | \$50 |
| Late Fee – Site Plan/Subdivision Plan (and resubmittals) | \$300 | For Profit Express Review | \$75 |
| Master Subdivision Plans Residential & Non-Residential | \$700 + \$10/lot | Non-Profit | \$0 |
| Minor Subdivision Plan & Plat | \$800 | Non-Profit Express Review | \$25 |
| Minor Deviations | \$500 | Text Amendments (UDO) | \$600 |
| Planned Unit Development (PUD) | \$1500+\$10/acre | Transportation Impact Analysis Review | |
| PUD not requiring full TRC Review | \$500 | Sites & Subdivisions | \$500 |
| Plat, Easement & Exempt | \$100.00 | PUD | \$1000 |
| Plat, Major Subdivision | \$200 + \$10/lot | Tree Protection Fencing Inspection (Site Plan): | |
| Plat, Recombination | \$100 | - less than 2 acres: | \$50 |
| Plat, Site Plan | \$250 | - 2-15 acres: | \$75 |
| Pond Drainage Plan | \$100 | -15 up to 25 acres: | \$150 |
| Quasi-Judicial Hearing | \$300 | -25+ acre: | \$200 |
| Re-submittal Fees – | 1/2 Original Fee | Tree Protection Fencing Inspection (Subdivision Plan) | |
| Site Plans: 3 rd submittal; Subdivision Plans: 4 th submittal | | - up to 15 acres: | \$75 |
| Rezoning/Conditional Zoning | \$600/\$900 | - 15-50 acres: | \$150 |
| | | - 51+ acres: | \$300 |
| | | Tree Removal Permit | \$100 |
| | | Variance Application | \$350 |
| | | Zoning Letter | \$100 |

**No charge for the first tenant in a new building*

| RECREATION FEES ₁ | | | |
|---|--------------|------------------|--------------------|
| <i>For New Residential Developments Assessed after 1/1/2018- Collected by the Planning Department</i> | | | |
| Housing Type | Fee Per Unit | Acreage Per Unit | Decimal Multiplier |
| Single Family Detached | \$3,345.49 | 1/30 acre | 0.03329 |
| Single Family Attached | \$2,240.19 | 1/45 acre | 0.0223 |
| Multi-Family Attached | \$1,972.42 | 1/51 acre | 0.01964 |

Existing Town ordinances require either the dedication of open space for public recreation or the payment of a fee in lieu per unit. The requirement regarding land dedication or fee in lieu will be based, in large part, on the Town's adopted Parks, Recreation, Greenways, and Open Space Master Plan. Recommendations regarding the acceptance of land or fee in lieu are made to the Town Council by the Parks, Recreation, and Cultural Resources Advisory Commission. For more information, contact John M. Brown, @ 919-249-3344. 1. Annually on January 1, the fee amount shall be automatically adjusted in accordance with UDO §14.7.1(B).

VENDOR FEES

Obtain Permit from the Town of Apex Police Department

| | |
|---|--|
| Solicitor/Peddler/Park Concessioner* | Transient/Mobile Food Vendors |
| 30-day Permit \$ 50.00 | Annual Permit \$150.00 |
| 90-day Permit \$100.00 | * Anyone selling anything, including food, in a Town of Apex Park must obtain a Park Concessions Permit. |
| 180-day Permit (Park Concessions Only) \$175.00 | |

- **Solicitor** - Anyone going door-to-door to take orders for products, share information or seek donations.
- **Peddler** – Anyone transporting goods door-to-door for sale (i.e. ice cream truck).
- **Park Concessioner** – Anyone selling merchandise, food, and or beverages in a town park.
- **Transient Vendor** - Anyone selling goods or services from a temporary business location (i.e. parking or vacant lot).
- **Mobile Food Vendor** - Anyone selling food and/or beverages from a readily movable food unit

ENCROACHMENT AGREEMENT

Submit to Development Services

| | |
|--|----------|
| Encroachment agreement preparation and recording | \$250.00 |
|--|----------|

CONSTRUCTION FEES/BONDS

Calculated and collected by Development Services

| | | | |
|---|------------------------|--------------------------------------|-----------------------------|
| Bond Administration Fee: | - Cash/check: \$100 | - Surety Bond/Letter of Credit \$300 | - Reduction/Amendment \$100 |
| Construction Plan Submittal Fees (Subdivisions) | \$500.00 + \$10.00/Lot | | |
| Construction Plan Submittal Fees (Sites, Utility Extensions, etc.) | \$500 + \$15/Sheet | | |
| Re-submittal Fees – Construction Plans (3 rd submittal and every other subsequent submittal (3 rd , 5 th , 7 th , etc.) | ½ Original Fee | | |
| Late Fee – Construction Plan Submittal and Resubmittal | \$300.00 | | |
| Construction Plan Revisions (after initial approval) | \$50.00/sheet | | |
| Water Extension Permit Application | \$200.00 | | |
| Sewer Extension Permit Application | \$200.00 | | |
| Water and/or Sewer Extension Permit Amendment | \$100.00 / each | | |

Construction Inspection Fees:

| | | | |
|--|--|------------------------|------------------------|
| Water Lines | \$1.50 per linear foot | Fire Lanes | \$1.50 per linear foot |
| Sewer Lines | \$1.50 per linear foot | Sidewalks/Greenways | \$1.35 per linear foot |
| New Streets (public) | \$1.50 per linear foot per lane | Infill/Outparcel Lots | \$350.00 per lot |
| Curb & Gutter (All New/ replaced public) | \$0.50 per linear foot | Driveway, residential | \$100.00/lot |
| Storm Drains (public) | \$1.30 per linear foot | Driveway, not ready | \$150 |
| Pump Station Review and Inspection | \$2,500.00 each | Driveway, reinspection | \$75 |
| Warranty Bonds | 25% of cost of installed and approved Infrastructure | | |
| Performance Bonds | 125% of cost of uninstalled Improvements | | |

*Repairs to damages water/sewer lines caused by construction shall be billed to the responsible party and include the cost of materials + 10% and current equipment and labor rates.

STORMWATER PLAN REVIEW FEES/BONDS

Submit to Development Services

| | |
|--------------------------------|--|
| Project Size (disturbed acres) | Stormwater Plan Review Fee |
| < 1 acre | \$-0- |
| 1 - 5 acres | \$500.00 |
| 5 - 50 acres | \$500.00 + \$50.00 per additional disturbed acre |

\$500 base review fee for projects disturbing up to 5 acres. Add \$50 per additional disturbed acre beyond 5 acres. Development projects that disturb less than 1 acre of land are not subject to the stormwater plan review fees since they are exempt from stormwater controls. The stormwater plan review fee will be limited to a maximum of 50 acres.

| | |
|----------------------|--|
| BMP Maintenance Bond | 25% of cost of installed and approved Infrastructure |
| BMP Performance Bond | 125% of cost of uninstalled Improvements |

SOIL AND EROSION CONTROL FEES/GUARANTEES

Submit to Development Services

| | |
|-----------------------------------|--|
| Application for S&E Plan Approval | \$500.00 per disturbed acre |
| Future Lot Grading* | \$50.00 per acre of remaining building lot acreage |
| S&E Performance Guarantee** | \$2,500.00 per disturbed acre |

*The future lot grading fee provides coverage under an erosion control permit and ensures compliance with NPDES stormwater regulations. Only the additional land disturbance associated with future building lots needs to be included.

**Performance guarantee must be in the form of a certified check, cash, or irrevocable letter of credit approved by the Town. The performance guarantee is due prior to the Town issuing a Letter of S&E Plan Approval and may be fully refunded after the issuance of the certificate of completion.

COMMERCIAL BUILDING PERMIT FEES

Calculated and collected by Building Inspections and Permitting

NEW STRUCTURES, ADDITIONS AND ALTERATIONS (Base Fee) 1,2,3

| Total Gross Building Floor Area of Construction | Fee Computation | |
|---|--|---|
| 0 - 500 | Per Trade (see schedule below) | 1. Alterations to existing structures, with no footprint increase, are charged at a rate of .60 of the Permit Fee or the minimum per trade fee based upon the Single Trade Fee Schedule, whichever is greater. 2. Permits for "shell" buildings are charged at a rate of .60 of the Permit Fee, based upon a Business Occupancy, or the minimum per trade fee based upon the Single Trade Fee Schedule, whichever is greater. Area within the building shell, which is intended to be occupied, will have the permit fees for the occupied area computed per footnote #1 above. 3. Additional Miscellaneous Fees, listed below, will be added to the permit fees as applicable. |
| 501 - 5,000 | $A \times B = \text{Permit Fees}$ | |
| 5,001 - 10,000 | $(A \times B \times .80) + (1,000 \times B) = \text{Permit Fee}$ | |
| 10,001 - 15,000 | $(A \times B \times .70) + (3,000 \times B) = \text{Permit Fee}$ | |
| 15,001 - 20,000 | $(A \times B \times .60) + (4,500 \times B) = \text{Permit Fee}$ | |
| 20,001 - above | $(A \times B \times .50) + (6,500 \times B) = \text{Permit Fee}$ | |

A=Total Gross Building Floor Area B= Fee Per Square Foot Based Upon Occupancy

| Single Trade Fee Schedule | | Fee Per Square Foot of Floor Area Based on Occupancy | | | |
|---------------------------|----------|--|------|--------------------|------|
| | | Occupancy | Fee | Occupancy | Fee |
| Building | \$150 | Assembly | 0.55 | Factory/Industrial | 0.40 |
| Electrical | \$ 75.00 | Business | 0.60 | Hazardous | 0.50 |
| Mechanical | \$ 75.00 | Educational | 0.60 | Institutional | 0.60 |
| Plumbing | \$ 75.00 | | | Residential | 0.55 |
| Grading | \$ 75.00 | | | Storage/Utility | 0.30 |

MISCELLANEOUS FEES

| | |
|---|---|
| Change of General Contractor | \$ 50.00 |
| Conditional Electrical Power Inspection (Apex and Duke) | Optional Inspection |
| Conditional Mechanical Systems Inspection | Optional Inspection |
| Demolition (All Trades) | \$120.00 |
| Dumpster Enclosure | \$150.00 (Single Trade Building) |
| Elevator | \$ 50.00/per elevator |
| Fire Pumps, each | \$250.00 |
| Fire Sprinkler System | \$.03 per square feet |
| Fire Suppression | \$ 50.00 |
| Grease/Oil Interceptor | \$ 50.00 |
| Irrigation System | \$ 75.00 permit fee + Capital Reimbursement Fees (page 6) |
| Sales/Construction Trailer/Modular Classroom | Per Single Trade Fee Schedule |
| Sign – New | \$150.00 + \$75 if electrical needed |
| Sign – Replacement | \$50.00 |
| Solar PV System | No Fee |
| Spray Paint Booth, each | \$150.00 |
| Storage Tank, each | \$50.00 Plus Associated Single Trade Fees |
| Swimming Pool | \$50.00 Plus Associated Single Trade Fees |
| Temporary Power (Town of Apex) | \$125.00 |
| Water and Sewer Capital Reimbursement Fees and Water Meters | Refer to Capital Reimbursement Fee Schedule (page 6) |
| Work Without a Permit | Double Permit Fees |
| Stop Work Order | \$150.00 (May Require Extra Trip Fee) |

PLAN REVIEW FEES (Non-refundable)

| | |
|---|---|
| Per Trade- (Not applied toward cost of permit) | \$100.00 |
| Plan Modification (Not applied toward cost of permit) | ½ Review Fee or ½ per trade fee for single trade modifications |
| Re-review fee (Not applied toward cost of permit) | ½ Review Fee @ 3 rd , 5 th , 7 th , etc. |
| Re-stamp Plans, Per Trade | \$75.00 |

EXPRESS PLAN REVIEW (2 HOUR MINIMUM) - when service is available

| | | |
|--|------------|-------------------------------------|
| First Hour | \$1,000.00 | \$250.00 each additional 15 minutes |
| Cancellation Fee (3 days prior notice) | \$200.00 | |

ADMINISTRATIVE FEES

| | |
|---|-------------|
| Duplicate Building Record Card | \$10.00 |
| General Records Research, Archive Files | \$3.00/page |
| General Records Research, Current Files over 10 pages | \$.50/page |

INSPECTION FEES

| | |
|--|----------|
| Water Resources Certificate of Occupancy - Water/Sewer Final | \$100.00 |
| Standard re-inspection fee (Building, Water, and/or Sewer) | \$ 75.00 |
| Job not ready for inspection or installation of tap, meter, etc. | \$150.00 |
| Eight or more code violations, Per Trade | \$150.00 |

| ONE AND TWO FAMILY DWELLING PERMIT FEES | | | |
|---|-----------------|---|--|
| <i>Calculated and collected by Building Inspections and Permitting</i> | | | |
| NEW STRUCTURES (Single Family/Duplex/Townhomes) | | \$/SQ.FT | MIN/ \$/UNIT |
| 3,000 Gross SF and Less | | 0.35 | \$500.00 |
| >3,000 Gross SF: (3000SF x \$0.35/SF) + (Additional SF x \$0.35/SF x .75) = Permit Fee | | Per Formula | |
| ADDITIONS /ALTERATIONS 800 SQUARE FEET AND GREATER | | | ADDITIONS /ALTERATION LESS THAN 800 SQUARE FEET |
| | \$/SQ.FT | MIN/ \$/UNIT | MIN/ \$/UNIT |
| Building | \$0.13 | \$150.00 | Building \$100.00 |
| Electrical | \$0.04 | \$75.00 | Electrical \$50.00 |
| Plumbing | \$0.04 | \$75.00 | Plumbing \$50.00 |
| Mechanical | \$0.04 | \$75.00 | Mechanical \$50.00 |
| ACCESSORY STRUCTURES | | | SINGLE TRADE FEE SCHEDULE |
| Decks and Sheds, 400 sq. ft. or less | | \$60.00 | Building \$150.00 |
| Decks and Sheds, > 400 sq. ft. | 0.13 | \$90.00 | Electrical \$75.00 |
| Roof Addition | 0.13 | \$60.00 | Mechanical \$75.00 |
| Screened Decks | 0.13 | \$90.00 | Plumbing \$75.00 |
| Trellis (Attached to a structure) | 0.13 | \$40.00 | Fire (included w/ Plumbing) \$ 0.00 |
| | | | Grading \$75.00 |
| MISCELLANEOUS | | | |
| Change of General Contractor | | \$ 50.00 | |
| Change of Lot | | \$ 50.00 | |
| Construction Trailer | | Per Single Trade Fee Schedule | |
| Demolition (All Trades) | | \$150.00 | |
| Driveway | | \$100.00 | |
| House Moved | | \$375.00 | |
| Irrigation | | \$75.00 permit fee + capital reimbursement fee (page 6) | |
| Mobile Home (All Trades) | | \$150.00 | |
| Modular Home (All Trades) | | \$375.00 | |
| Solar PV System | | No Fee | |
| Stop Work Order | | \$150.00 (May Require Extra Trip Fee) | |
| Temporary Power (Town of Apex Only) | | \$125.00 | |
| Work Without Permit | | Double Permit Fees | |
| PLAN REVIEW FEES (Non-refundable) | | | |
| Initial Fee For New Single Family and Townhome Construction (Not applied to cost of permit) | | \$110.00 | |
| Initial Fee All Other Construction (Not applied toward cost of permit) | | \$100.00 | |
| Plan Modification Fee (Not applied toward cost of permit) | | ½ Review Fee of affected trades | |
| Re-review Fee (Not applied toward cost of permit) | | ½ Review Fee @ 3 rd , 5 th , 7 th , etc. | |
| Re-stamp Plans | | \$ 60.00 | |
| ADMINISTRATIVE FEES | | | |
| Duplicate Building Record Card | | \$10.00 | |
| General Records Research, Current Files Over 10 Pages | | \$0.50/page | |
| General Records Research, Archive Files | | \$3.00/page | |
| INSPECTION FEES | | | |
| Water Resources Certificate of Occupancy - Water/Sewer Final | | \$100.00 | |
| Standard re-inspection fee (Building, Water, and/or Sewer) | | \$75.00 | |
| Job not ready for inspection or installation of tap, meter, etc. | | \$150.00 | |
| Eight or more code violations | | \$150.00 | |
| EXPRESS PLAN REVIEW (2 HOUR MINIMUM) – When service is available | | | |
| First Hour | | \$600.00 + \$150.00 each additional 15 minutes | |
| Cancellation Fee without (3 days prior notice) | | \$200.00 | |

ELECTRICAL UNDERGROUND AND SERVICE LATERAL FEES

Calculated by the Electric Department

| | | | |
|--|----------------------------|--|--|
| Primary Facilities: Collected by Electric Department Based on cost difference of normal overhead facilities and the requested underground facilities. | | Service Laterals: Collected by Building Inspections Permitting Charges are for the first 100 feet of service length. An excess footage charge, if applicable, is billed separately by the Electric Utilities Division at \$3.00/foot over 100 feet. | |
| Single-Family | 467.00 / lot | Single-Family | \$497.00 / service lateral |
| Townhomes | 467.00 / unit | Townhomes | \$497.00 / service lateral |
| Apartments | 467.00 / point of delivery | Apartments | Apartments are typically served with multiple meter bases at approved locations; service laterals are usually installed in conjunction with the primary facilities and service lateral charges do not apply. |

WATER TAPS AND METER FEES

Submit Tap fees to Water Resources and Water Meter fees to Building Inspections and Permitting

Fees are based on 60 foot right-of-way roads and lateral lengths less than 100 feet. Special cases, wider rights-of-way, special or complex boring and items not shown shall be at cost.

| Size | Base Cost | Add Bore | Add Street Cut | Meter Only* |
|----------|-------------|-----------|----------------|-------------|
| ¾ inch | \$ 1,550.00 | \$ 550.00 | \$ 800.00 | \$ 215.00 |
| 1 inch | \$ 1,750.00 | \$ 550.00 | \$ 800.00 | \$ 325.00 |
| 1 ½ inch | N/A | N/A | N/A | \$ 650.00 |
| 2 inch | N/A | N/A | N/A | \$ 830.00 |
| 3 inch | N/A | N/A | N/A | \$ 3,255.00 |
| 4 inch | N/A | N/A | N/A | \$ 4,265.00 |

*If meter setter is not readily accessible or not functional when town staff arrives onsite, the meter will not be installed. Owner will be required to reschedule and pay fee as noted under "Inspection Fees" section (pages 3 and 4) of this document. The Town will reschedule work within 7 days of receipt of the "Inspection Fees".

SEWER TAPS

| Size | Base Cost | Add Bore | Add Street Cut |
|--------|-------------|---------------|----------------|
| 4 inch | \$ 1,450.00 | Not available | \$ 800.00 |

WATER BACTERIOLOGICAL SAMPLE FEE

| | |
|---|---------|
| Samples collected by Water Resources Department. Fees collected by Development Services | \$75.00 |
|---|---------|

SEWER AND STORMWATER RE-INSPECTION FEES

Submit to Water Resources Department

| | |
|---|---|
| Sewer and Storm drain re-inspection fee | \$325 remobilization fee plus \$0.25 per linear foot over 1000' |
|---|---|

IRRIGATION METERS

*Submit to Building Inspections & Permitting (Irrigation meter **required** for ALL irrigation systems)*

| | Single-Family Residential (Includes duplex and townhomes) | Multi-Family and Commercial |
|-----------------------------------|--|--|
| Permit Fee | \$75 | \$75 |
| Meter Fee | Based on meter size; see "Water Meter Fees" (page 6) | Based on meter size; see "Water Meter Fees," (page 6) |
| Meter Tap | \$800 (See condition 7 below) | See condition 6 below |
| Capital Reimbursement Fees | Based on meter size; see "Capital Reimbursement Fees" (page 6) | Based on meter size; see "Capital Reimbursement Fees" (page 6) |

Conditions:

- All irrigation meters will require payment of capital reimbursement fees.
- NCGS requires a second meter for in-ground irrigation systems and that systems be protected by an approved backflow preventer.
- A plumbing permit is required for installation of the system from the meter to the backflow preventer.
- All associated fees will be collected by the Building Inspections & Permitting Department prior to issuance of a permit.
- All other non-single family customers (subdivision entrances and commercial sites) require a second meter.
- The Water Resources – Water & Sewer Utility Operations Division will only install the tap for meters for existing single-family customers; all other taps must be installed by a private contractor and inspected by Water Resources Infrastructure Inspections Division.
- Single family Meter Tap Fee includes installing a split tap at an existing meter. If the split tap is already installed, see "Meter Only" fees under the "Water Taps & Meter Fees."

WATER AND SEWER CAPITAL REIMBURSEMENT FEES

Calculated and collected by Inspections and Permitting & Planning (Single-Family & Townhome Units)

The purpose of Capital Reimbursement Fees are one-time capital charges assessed against new development as a way to provide or cover a proportional share of the costs of capital facilities. These treatment facilities provide the system capacity that each new development will demand when connected to the water and sewer systems. Additional fee assessments shall be required of nonresidential customers who, after paying a Capital Reimbursement Fees fee, expand their service requirements. A 75% grant may be available in the Central Business District.

| Meter Size (inches) | Water Fee | Sewer Fee | Total Fees |
|---------------------|-----------|-----------|------------|
| 3/4 | \$1,783 | \$3,675 | \$5,458 |
| 1 | \$2,972 | \$6,124 | \$9,096 |
| 1.5 | \$5,943 | \$12,249 | \$18,192 |
| 2 | \$9,509 | \$19,598 | \$29,107 |
| 3 | \$19,019 | \$39,195 | \$58,214 |
| 4 | \$29,717 | \$61,243 | \$90,960 |
| 6 | \$59,433 | \$122,486 | \$181,919 |
| 8 | \$95,093 | \$195,977 | \$291,070 |
| 10 | \$249,620 | \$514,439 | \$764,059 |
| 12 | \$314,997 | \$649,173 | \$964,170 |

Utility Rates & Fees

CUSTOMER DEPOSITS

| | | | |
|------------------------------|-------|--------------------|--|
| Residential Electric Deposit | \$200 | Commercial Deposit | 2 times monthly average for service location or minimum of \$200.00* |
| Residential Water Deposit | \$50 | | |

**NCGS 160A-314 (a); North Carolina Utilities Commission Guidelines: R8-33*

FEES

| | | | |
|---|------------------------------------|---|-----------------|
| Application / Service Initiation Fee | \$15 | Pretreatment Program Charges | |
| Returned Check / Draft Fee | \$25 | - Permitted Flow (per 1,000 gallons) | \$0.33 |
| Non-Payment Service Fee | \$25 | Surcharge Rates (quarterly) | |
| After Hours Service Fee | \$75 | - BOD | \$0.278 per lb. |
| Late fee for charges unpaid by the due date | 1% of unpaid balance (\$5 minimum) | - COD | \$0.278 per lb. |
| Extension fee | \$0 | - TSS | \$0.051 per lb. |
| Reconnect Disconnected Meter | \$25 | Analytical Testing Charges | |
| Backflow Testing | At cost | - BOD | \$20.00 |
| Meter Tampering Fees | | - TSS | \$12.00 |
| - Electric - Reconnection of disconnected service / Altering of meter | \$100 | - Ammonia | \$12.00 |
| - Electric - Straight wiring / other un-inspected connection | \$250 | - Arsenic, Cadmium, Chromium, Copper, Lead, Mercury, Molybdenum, Nickel, Selenium, Silver, Zinc | \$13.00 each |
| - Cut Seal | \$25 | | |
| Meter Test Fee (one test per year at no cost; additional reads are charged only if the meter read is correct) | | - COD | \$20.00 |
| - Meter Test (under 2 inch meter) | \$ 50 | - Cyanide | \$25.00 |
| - Meter Test (2+ inch meter) | At cost + 10 % | - Oil & Grease | \$30.00 |
| Septic Tank Pump Fee * | At cost | - Total Phosphorus | \$16.00 |
| (*per 1991 annexation agreements; only available in certain locations) | | - Total Nitrogen | \$40.00 |

SOLID WASTE FEES

| | | | |
|-----------------------------|----------------|------------------------|------------------|
| Yard Waste Collection | \$7.83/ month | Dumpster Service | |
| Residential Roll-Out Cart | \$8.30/ month | - 4 CY Dumpster | \$122.02/ month |
| Commercial Roll-Out Cart | \$16.60/ month | - 6 CY Dumpster | \$144.36/ month |
| Recycling (Per Bin or Cart) | \$3.44/ month | - 8 CY Dumpster | \$164.96 / month |
| Bulk items | \$11.00 / each | Bulk Items - Half Load | \$ 22.00 |
| White Goods | \$18.00 / each | Bulk Items - Full Load | \$ 40.00 |

STREET SIGN FEES

| | | | |
|-------------------------------|----------|--|----------|
| Replacement sign costs | | | |
| - Street sign only (1 blade) | \$ 37.00 | - Street sign replacement + install | \$152.00 |
| - Street sign only (2 blades) | \$ 74.00 | - Stop sign replacement + install | \$105.75 |
| - Stop Sign only | \$ 28.00 | - Street / Stop sign combination + install | \$180.00 |

* Original installation of all safety, regulatory, and street signs is the responsibility of the developer prior to plat.

| WATER & SEWER RATES | | | |
|--|----------------------------|--|---|
| Water Rates | | Inside Town Limits | Outside Town Limits |
| Water Base Charge | | \$ 5.54 | \$ 11.08 |
| Water Volumetric Rates (per 1,000 gallons) | | | |
| Commercial | | \$ 4.19 | \$ 8.38 |
| Residential | Tier 1: 0 - 6,000 gal | \$ 4.19 | \$ 8.38 |
| | Tier 2: 6,001 - 12,000 gal | \$ 4.82 | \$ 9.64 |
| | Tier 3: > 12,000 gal | \$ 6.49 | \$ 12.98 |
| Wholesale Water Base Charge | \$4.00 | Wholesale Water Volumetric Rates (per 1,000 gallons) \$3.00 | |
| Sewer Rates | | Inside Town Limits | Outside Town Limits |
| Sewer Base Charge | | \$9.09 | \$18.18 |
| Sewer Volumetric Rates (per 1,000 gallons) | | | |
| Commercial & Residential | | \$6.50 | \$13.00 |
| Colvin Park* | | \$12.34 | N/A |
| <i>*Per the Alternative Sewer Agreement, "the Apex special published rate shall be based on the Cary published residential rate per thousand gallons plus an Apex charge of \$2 per thousand gallons."</i> | | | |
| Wholesale Sewer Base Charge | \$5.00 | Wholesale Sewer Volumetric Rates (per 1,000 gallons) \$3.30 | |
| Flat Rate Sewer | \$35.00 / month | | |
| Irrigation Rates | | Inside Town Limits | Outside Town Limits |
| Irrigation Base Charge | | \$5.54 | \$5.54 |
| Irrigation Volumetric Rates (per 1,000 gallons) | | \$6.49 | \$12.98 |
| Bulk Water | | | |
| Hook Up Fee (1-2 connections) | \$7.90 | Hydrant meter | |
| Hook Up Fee (3 + connections) | \$15 / day | - | Set up / relocate / Pickup \$40 / event |
| Volumetric Rates (per 1,000 gallons) | \$7.20 | - | Rental Fee \$10 / day |
| | | - | Hydrant Meter replacement and/or repair At cost + 10% |

ELECTRIC RATES

| Service | Base Charge | Energy Charge (per kWh) | | |
|--|------------------|---|----------------------------|-------------------|
| | | Nov.-June (0-800) | Nov.-June (Over 800) | July-Oct. (All) |
| Residential | \$14.81 | \$0.1012 | \$0.0977 | \$0.1012 |
| Service | Base Charge | Energy Charge (per kWh) ALL | | |
| Small General Service | \$21.71 | \$0.0969 | | |
| Service | Base Charge | Energy Charge (per kW) | | |
| | | On Peak | Off Peak | |
| Residential-Time of Use - TOU | \$15.32 | \$0.2656 | \$0.0626 | |
| Small General Service - TOU | \$21.71 | \$0.1507 | \$0.0613 | |
| Service | Base Charge | Energy Charge (per kWh) ALL | Demand Charge (per kW) ALL | |
| Medium General Service | \$74.06 | \$0.0757 | \$6.64 | |
| Medium General Service -TOU | \$74.06 | \$0.0715 | \$9.89 | |
| Large General Service | \$122.58 | \$0.0620 | \$9.19 | |
| Large General Service -TOU | \$122.58 | \$0.0610 | \$9.70 | |
| Service | Base Charge | Energy Charge (per kWh) ALL | Demand Charge (per kW) | |
| | | | All Coincident Demand | All Excess Demand |
| Large General Service -Coincident Peak | \$306.45 | \$0.0470 | \$19.85 | \$2.55 |
| Outdoor Lighting | | | | |
| Standard Lighting Service Basic Rate The basic rate does not include the monthly charges for additional facilities, outdoor lighting poles, underground service, or any contribution required under this Schedule. | | | | |
| Sodium Vapor Units | | Wattage | Monthly Charge | Monthly kWh |
| 5,800 lumen-semi | | 70 | \$6.84 / Fixture | 29 / Fixture |
| 9,500 lumen-semi | | 100 | \$9.23 / Fixture | 46 / Fixture |
| 9,500 lumen-enclosed/post/ flood | | 100 | \$11.32 / Fixture | 46 / Fixture |
| 27,500 lumen-enclosed | | 250 | \$14.83 / Fixture | 99 / Fixture |
| 27,500 lumen flood | | 250 | \$15.54 / Fixture | 109 / Fixture |
| 50,000 lumen-enclosed | | 400 | \$21.03 / Fixture | 152 / Fixture |
| 50,000 lumen flood | | 400 | \$23.62 / Fixture | 168 / Fixture |
| Metal Halide Units | | | | |
| 9,000 lumen-post | | 100 | \$14.04 / Fixture | 41 / Fixture |
| 20,000 lumen-shoebox | | 250 | \$19.40 / Fixture | 99 / Fixture |
| 40,000 lumen-shoebox/flood | | 400 | \$26.82 / Fixture | 160 / Fixture |
| 110,000 flood | | 1,000 | \$29.82 / Fixture | 370 / Fixture |
| Special Contract Lights | | | | |
| <i>(residential dedicated public streets outside corporate limits)</i> | | Monthly charge | Special Area Lighting Pole | Monthly Charge |
| 100 watt HPS enclosed luminaire on approved wood pole | | \$2.29 / customer | Wood | \$ 2.09 / pole |
| Fiberglass pole or post w/ approved 100 watt HPS luminaire | | \$2.93 / customer | Metal, fiberglass or post | \$ 4.96 / pole |
| | | | Decorative square metal | \$10.65 / pole |
| Non-standard Premium Lighting Service The following charges are in addition to Standard Lighting Service Basic Rate identified above. | | | | |
| Premium Lighting Fixtures | Monthly charge | Premium Posts / Brackets | Monthly charge | |
| Prismatic series classic or colony top | \$3.63 / Fixture | Decorative shroud w/ standard fiberglass post | \$11.74 / post | |
| Prismatic series classic or colony top w/ crown & rib | \$4.36 / Fixture | Fluted direct bury post | \$18.53 / post | |
| Vandermore series w/o spikes | \$2.42 / Fixture | Premium Twin mounting bracket | \$4. 84 / bracket | |
| Underground Service For Underground service, the monthly bill will be increased by \$3.50 per pole or, in lieu thereof, a one-time contribution of \$175.17 per pole. The monthly UG charge, if selected, may be terminated at any time upon payment by Customer of the one-time contribution. The UG charge will be waived if the lighting facilities are installed during the installation of the main electric facilities. The monthly pole charge defined below will also be applicable to underground service. | | | | |
| Additional Facilities | | | | |
| <ol style="list-style-type: none"> Multiple area lighting fixtures may be installed per pole subject to town review and approval. The monthly charge for each additional fixture will be the charge in accordance with the Monthly Rate for that fixture. For distribution transformer and/or primary conductor extension, 2% of the estimated installed cost of the excess circuit. For an underground circuit in excess of 250 feet for an area lighting pole, 2% of the estimated installed cost of the excess circuit. For a metal pole, 2% of the estimated cost of overhead or underground metal poles requiring special construction or features, which are in excess of the estimated, installed cost of standard underground metal poles. | | | | |

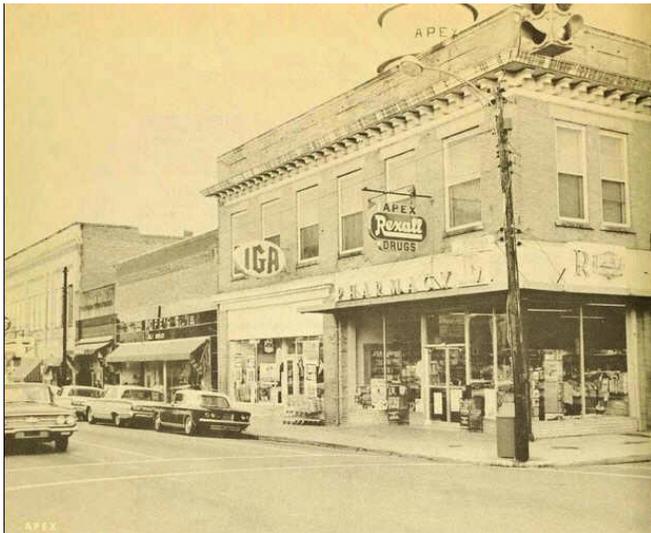
| PARKS & RECREATION | | | | | |
|---|------------------|---------------------|---|-----------------|----------------------------------|
| <i>Fees are paid to Parks & Recreation</i> | | | | | |
| Withdrawal₁ | | | | | |
| - 10 + days advance notice | | | | \$5.00 | |
| - Less than 10 days notice & participant can be replaced from a waiting list | | | | 70% of costs | |
| 1. No refunds are issued when the amount is less than \$6.00. No refunds are issued when non-refundable deposits, admission fees or costs are paid in advance by the Town. | | | | | |
| | Resident | Non Resident | | Resident | Non Resident |
| Fishing Licenses | | | Senior Exercise Pass (55+) | \$0 | \$10 / 20 visits |
| - 12 years & under | \$0 | \$10 / year | Open Gym / Pickle Ball | \$0 | \$5 / visit or \$20 / 100 visits |
| - 13-54 years old | \$0 | \$25 / year | Vessel Permits (Jan – Dec) | \$5 / year | \$40 / year |
| - 55 + | \$0 | \$6 / year | Dog Park Passes | | |
| - Guest Pass | \$0 | \$5 / visit | - Single Dog | \$30 / year | \$50 / year |
| | | | - Multiple Dogs | \$60 / year | \$100 / year |
| Facility Rentals | | | | | |
| <i>All reservations for 100 persons or more require Director approval and may require additional attendants, police and other requirements as deemed necessary by APRCR</i> | | | | | |
| | Resident | Non Resident | Halle Cultural Arts Center | Resident | Non Resident |
| Refundable Deposit (Facility) | \$200 | \$200 | | | |
| After Hours Rentals ₂ | \$40 / hour | \$40 / hour | - Auditorium | \$50 / hour | \$75 / hour |
| Community Center | | | - Stage & Dressing Rooms | \$50 / hour | \$75 / hour |
| - Summit Room | \$25 / hour | \$37.50 / hour | - Sound/Light Booth | \$50 / hour | \$75 / hour |
| - Pinnacle Room | \$25 / hour | \$37.50 / hour | - Overnight Storage | \$50 / night | \$75 / night |
| - Zenith Room | \$25 / hour | \$37.50 / hour | - Studio Gallery | \$35 / hour | \$52.50 / hour |
| - Catering Kitchen ₃ | \$15 / hour | \$22.50 / hour | - Studio A | \$20 / hour | \$30 / hour |
| - Arts & Crafts Room | \$15 / hour | \$22.50 / hour | - Piano (separate \$200 deposit required) | \$25 / hour | \$37.50 / hour |
| Shelter Rentals | | | - Attendant Fees (After hours) | \$20 / hour | \$20 / hour |
| - Refundable Deposit (Shelter) | \$100 | \$100 | 4 Hour Auditorium Package | \$600 | \$900 |
| - Apex Community Park – small | \$12.50 / hour | \$18.75 / hour | 4 Hour Gallery Package | \$400 | \$600 |
| - Apex Community Park – large | \$17.50 / hour | \$26.25 / hour | Field & Gym Rentals₄ | | |
| - Hunter Street Park – small | \$12.50 / hour | \$18.75 / hour | Athletic Field (no lights) | \$35 / hour | \$52.50 / hour |
| - Jaycee Park – small | \$12.50 / hour | \$18.75 / hour | Athletic Field (with lights) | \$45 / hour | \$67.50 / hour |
| - Kelly Road Park small | \$12.50 / hour | \$18.75 / hour | Hunter Street Park (Syn Turf)* | \$35 / hour | \$65 / hour |
| - Nature Park – small | \$12.50 / hour | \$18.75 / hour | Hunter Street Park (Syn Turf /lights)* | \$45 / hour | \$67.50 / hour |
| - Nature Park – large | \$12.50 / hour | \$18.75 / hour | | | |
| - Seagroves Farm Park - small | \$12.50 / hour | \$18.75 / hour | | | |
| Other Amenity Rentals | | | * Turf Fields require additional \$250 Damage Deposit | | |
| - Tennis Courts (2 min / 4 max) | \$10/hour/ court | \$15/hour/ court | Gym – Half Court | \$25 / hour | \$37.50 / hour |
| - Sand Volleyball Court | \$10/hour/ court | \$15/ hour/ court | Gym - Whole | \$50 / hour | \$75 / hour |
| - Disc Golf Course | \$35 / hour | \$52.50 / hour | | | |
| - Amphitheater (1/2 day) | \$100 | \$150 | | | |
| - Amphitheater (whole day) | \$200 | \$300 | | | |
| 2. Requires additional approval by Director; 3. attached to Zenith Room 4. All rentals require a 2 hour minimum. | | | | | |

| FIRE DEPARTMENT FEES | | | |
|---|---------|---------------------------------------|--------------|
| <i>Submit request and fees to Customer Service</i> | | | |
| Inspection Fees | \$0 | False Alarm Fines (per Calendar Year) | |
| Reinspection (charged for 2nd and all subsequent reinspections) | \$75 | 4 false alarms | \$150 |
| Fire Inspections Violation Fines: | | 5 false alarms | \$200 |
| Imminent hazard violation | \$250 | 6 + false alarms | \$250 / each |
| Hazardous Materials Consumable Items | At Cost | Fire Flows | \$75 |

| Miscellaneous | | | |
|---------------|---------|------------------|--------|
| Rain Barrel | \$85.00 | Cemetery Plots | |
| | | - Resident | \$600 |
| | | - Non - Resident | \$1200 |

History of Apex

Apex, a municipality within Wake County, was one of the first towns to develop around the state capital of Raleigh. The early history of Apex stems from a railroad station that was chartered in 1854, although the first train did not pass through town until 1869. The first settlers came to the area in the 1860's, and the town was officially incorporated in 1873. Originally named Log Pond, the town changed its name to Apex because it is situated at the highest point along a 30-mile section of the Chatham Railroad. Steam engines would stop at the top of this climb to replenish their water supply on the way to Raleigh. Another justification for the name Apex comes from the fact that water which falls on one side of Salem Street flows to the Neuse River, while water falling on the other side of the street flows to the Cape Fear River.



As development increased around the railroad station, dense forests were cleared for farmland. With its close proximity to Raleigh, Apex quickly became a trading and shopping center. Since the train station was located in the heart of a vast pine forest, Apex became a shipping point for such products as lumber, tar, and turpentine. By the turn of the 20th century, the little town of Apex boasted a population of 349.

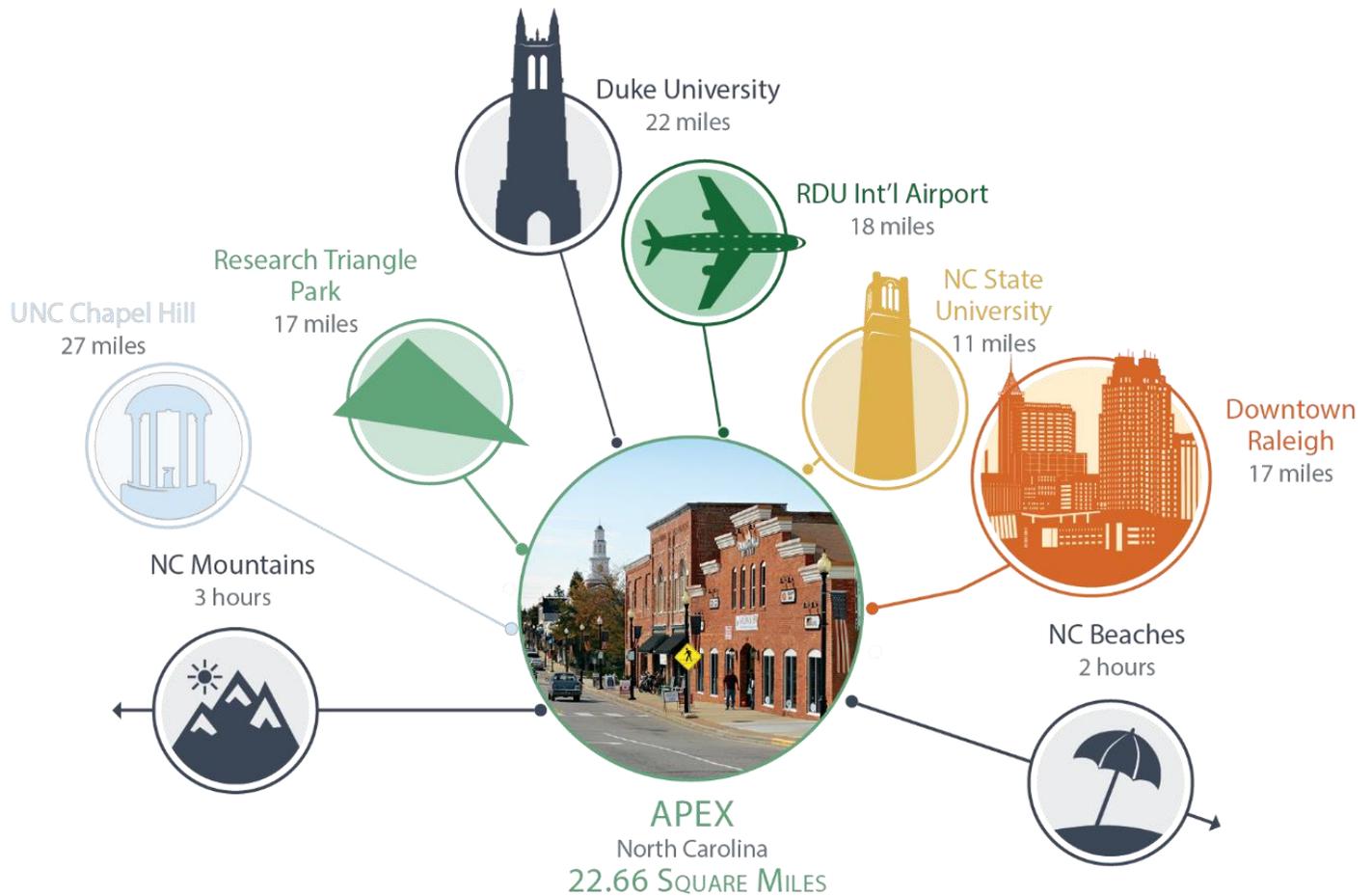
Tobacco farming became an important part of the local economy in the early 1900s when a plant disease forced many tobacco farmers in Person and Granville counties to relocate. Many of the farmers discovered that the land around Apex produced excellent tobacco crops and decided to move to the area. The first tobacco auction

market in Wake County was established in Apex in 1905. Sadly, like many small towns in the early 1900s, two disastrous fires shaped Apex's growth and development. In February 1905, a fire destroyed a number of frame commercial buildings in the town. A 2nd fire on June 12, 1911 destroyed much of the business district, including many of the old frame stores, the Merchants and Farmer's Bank, and the postmaster's house. The fires provided merchants with a strong incentive to replace the old frame structures with fireproof brick buildings. Many of the brick buildings are still in use today, like the 1912 Apex Town Hall that has housed many ventures throughout the years but currently serves as a home to the Halle Cultural Arts Center.

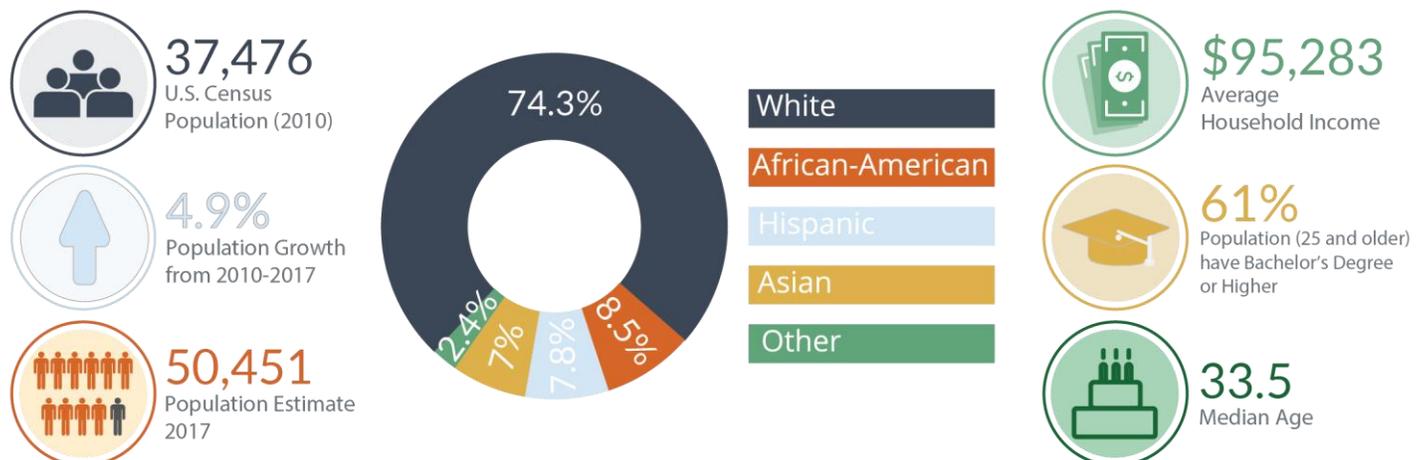
Apex remained a sleepy little town into the early 1960s when the nearby Research Triangle Park began to attract high-tech firms from throughout the world. Apex began to boom, along with the rest of the Triangle, and by 1990 the population reached 5,000. The town experienced unprecedented growth during the 1990s as technology-driven industry continued to move into the area. That growth continues into the 21st century.

Geography

Apex is located in Southwest Wake County in North Carolina's Research Triangle area. The town is approximately 22.66 square miles. Apex is 17 miles to downtown Raleigh, 18 miles to RDU International Airport, 17 miles to the prestigious Research Triangle Park and within 30 miles of 3 Tier 1 research universities. Apex is perfectly positioned between the Blue Ridge mountains and the beautiful NC coast.

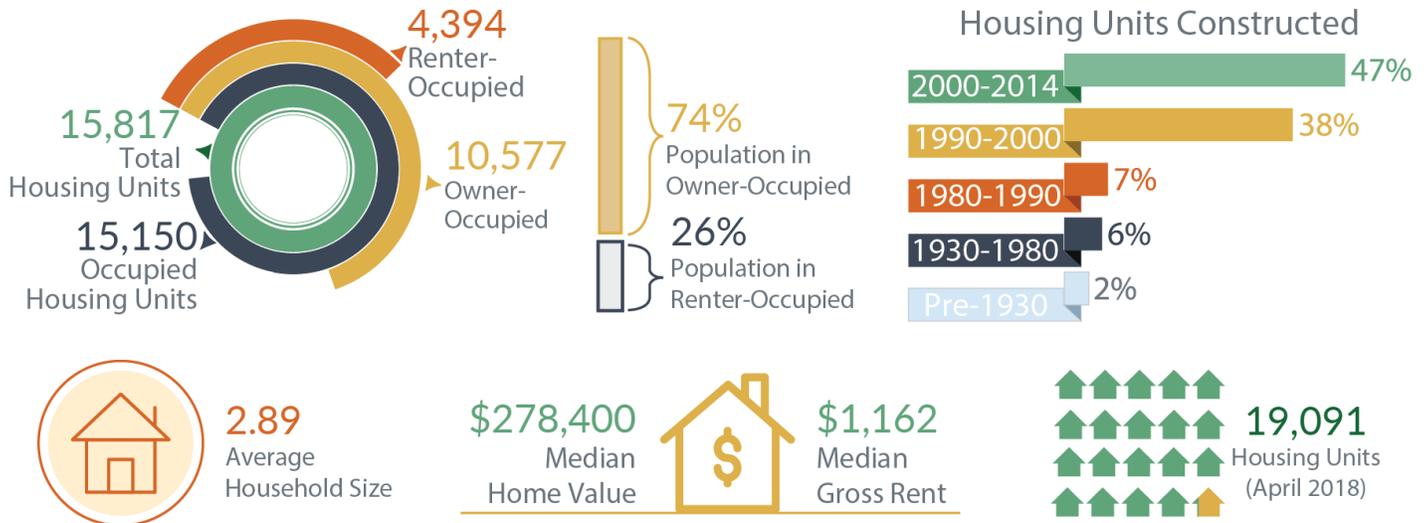


Demographics¹



1. US Census Bureau Quick Facts, www.census.gov/quickfacts/fact/table/US/PST045217

Housing²



2. US Census Bureau - 2012-2016 American Community Survey 5-Year Estimates www.factfinder.census.gov/faces/tableservices/jsf/

Local Economy

Apex is ideally located to serve a wide variety of needs for any industry. Industries located in Apex benefit from the availability of a highly skilled and educated work force, competitive tax rate, access to quality infrastructure, and close proximity to major hubs along the East Coast. Major industries that call Apex home include Apex Tool Group, ATI Industrial Automation, Dell Technologies, Madern USA, Potters Industries, and Tipper Tie.

The heart of Apex is situated ideally between US Highway 64 to the north and US Highway 1 to the south. NC 540 bisects the Town on the western side and NC Highway 55 (Williams Street) bisects centrally. This excellent network of roads allows the movement of goods and services to happen with ease. Additionally, Interstate 95 is less than 40 miles southeast and Interstate 40 is less than 8 miles northeast of Apex.

Apex has many strategic connections to amenities such as RDU International Airport, multiple entertainment venues and a plethora of greenspace. CSX provides rail service within the area and seaports at Wilmington and Morehead City are within 2 hours. Apex is well-positioned in the Research Triangle area, and industry clusters such as advanced manufacturing, cleantech, information technology, and life sciences are thriving and continue to look within the Triangle for business expansion and relocation opportunities.

Apex has also seen a large increase in entrepreneurial and small business start-up interest. To foster entrepreneurship in our local community, the Town of Apex is partnering with Coworking Station LLC to bring co-working to downtown Apex in late 2018. The space will allow start-up companies to work in a setting that will produce a collaborative synergy. The Town is also working with multiple partners to establish small business resources and programs.

Ten Largest Tax Payers by Assessed Valuation as of June 30, 2017

| Tax Payer | Assessed Value | Percent of Total Assessed Value |
|---|-------------------------|---------------------------------|
| CSP Community Owner LLC | \$98,409,381 | 1.64% |
| DDR 1 st Carolina | \$60,247,793 | 1.00% |
| CFK Apex Land Co LLC | \$49,352,614 | .82% |
| CRLP Creekside Hills Drive LLC | \$34,856,268 | .58% |
| Village at Broadstone Station LLC | \$34,817,967 | .58% |
| TRT DDR Beaver Creek | \$32,634,697 | .54% |
| EMC Corporation | \$30,902,779 | .51% |
| Enterprise Propane Terminals | \$29,315,453 | .49% |
| Lake Cameron LLC | \$23,755,976 | .39% |
| BELL HNW Exchange Apex LLC | \$21,694,373 | .36% |
| Total: | \$415,987,301 | 6.91% |
| <i>Total Assessed Value (July 2017)</i> | <i>\$ 6,018,731,843</i> | |

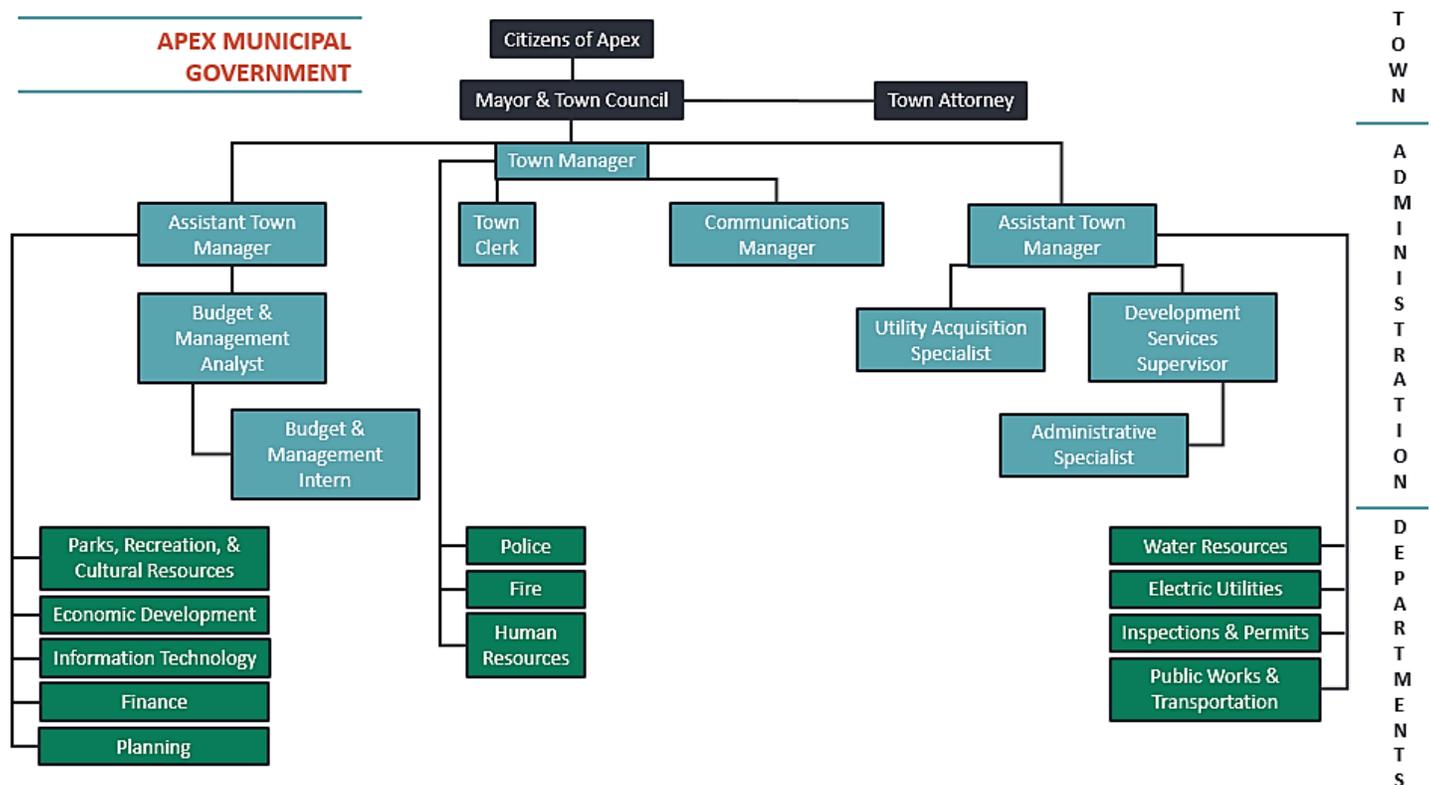
Ten Largest Employers for Apex as of 4th Quarter 2017

| Company Name | Industry | Employment Range |
|--|----------------------|------------------|
| Wake County Public Schools | Education | 1,000+ |
| Dell Technologies | Cloud Storage | 500 |
| Apex Tool Group | Manufacturing | 425 |
| Town of Apex | Government | 415 |
| Super Target | Consumer Products | 250 |
| ATI Industrial Automation | Manufacturing | 250 |
| Costco | Consumer Products | 239 |
| Bland Landscaping | Landscaping Services | 136 |
| Polyzen | Manufacturing | 125 |
| Tipper Tie | Manufacturing | 120 |
| <i>Source: Apex Economic Development Annual Report</i> | | |

Government

The Town operates under a council-manager form of government, whereby the Mayor and Town Council address the legislative needs of the town with five council members representing residents at-large. Citizens elect the mayor and councilmembers to staggered four-year terms. The mayor is the presiding officer of the Council. The Town Council selects a mayor pro tem from within the Council. The mayor pro tem serves as mayor in the absence or incapacitation of the mayor. Through this arrangement, the Town Council sets and directs policy regarding the operations of town government. Apex's elections are non-partisan and elections occur in odd numbered years. Town Council appoints a town manager to implement its policies and administer the overall town organization. Apex is a full service town and provides essential public services including fire and police protection, recreation, public works, electric utilities, and water and sewer.

Town of Apex Organizational Chart



Town Council Priorities

The Town Council annually reviews and defines strategic priorities for the town. The Council's decisions ultimately affect the resource allocations for town projects and services approved with the annual budget ordinance. Town Council reviews strategic priorities and financial conditions with town staff in workshops each year. The purpose of these workshops is to ensure a clear direction for the budget process.

In preparation for the FY18-19 budget, Town Council reviewed strategic goals to ensure alignment between priorities and the town's financial standing. The strategic goals drive the budget process. With the strategic focus areas and core values, town departments are able to ensure their missions, goals, and objectives serve a common purpose for the town.

Strategic Focus Areas & Goals

High Performing Government

We will remain fiscally stable, be transparent, and continue to provide high quality and efficient public services through a highly trained and knowledgeable workforce, while actively collaborating with regional, state, and national partners.

Active, Engaged Citizens & Visitors

We will foster community engagement, by providing a system of high quality active and passive recreational facilities and cultural activities for citizens and visitors, and creating meaningful connections between citizen and government.

Sustainable Development & Infrastructure

We will maintain and encourage high quality, diverse, and vibrant neighborhoods supported by well-planned and maintained infrastructure.

Safe & Secure Community

We will continue to provide police and fire services that are professional and engaged with the community, and provide adequate and safe roadways and a safe and sustainable built environment.

Economic Vitality

We will work to create an opportunity for a larger number of employers to support our population, while supporting a vibrant downtown and all existing businesses.



Core Values

Peak Pledge

“We will perform at the highest level by empowering our peers, remaining accountable to each other and those we serve, and continuing the pursuit of knowledge.”

Performance

Being stewards of public resources and trust, we will maintain a culture that values exceptional customer service through efficiency and focus on our work.

We will:

- Strive for excellence in the work we do
- Set goals that encourage high performance
- Seek improvements in processes to become more efficient in our work
- Leverage technology and other resources to enhance efficiency

Empowerment

Knowing that good ideas come from employees at all levels across all departments and divisions, we will maintain a culture that empowers everyone to express their thoughts and provides opportunities to become part of real solutions.

We will:

- Create an environment that values our co-workers and provides them with the resources to do their job
- Embrace new ideas, and encourage one another to find innovative solutions to challenges in our workplace and community
- Encourage leadership in all our co-workers to enable them to direct needed improvements
- Actively listen to one another, and make engaging participation in the workplace the norm

Accountability

Knowing that we are entrusted to be stewards of the public’s resources, we will maintain an atmosphere of openness and transparency to one another and to those we serve.

We will:

- Act with integrity at all times, and hold one another to the highest ethical standards
- Report the results of our work internally and externally, and hold one another accountable to meet our goals
- Be vigilant in our work to ensure we focus on the safety of ourselves, our co-workers, and those we serve
- Not tolerate the mistreatment of employees by supervisors, fellow employees, or those outside the organization

Knowledge

A workforce that pursues knowledge is one that will be better able to anticipate new challenges and respond to those presented.

We will:

- Value continued learning as a way to develop our workforce
- Provide opportunities for all to learn through internal and external training opportunities
- Recruit new employees that have a history of, and/or passion for, actively pursuing knowledge



Fiscal Policy Guidelines

This fiscal policy is a statement of the guidelines and goals that will influence and guide the financial management practice of the Town of Apex, North Carolina. A fiscal policy that is adopted, adhered to, and regularly reviewed is recognized as the cornerstone of sound financial management.

Effective fiscal policy:

- Contributes significantly to the Town's ability to insulate itself from fiscal crisis,
- Enhances short term and long term financial credit ability by helping to achieve the highest credit and bond ratings possible,
- Promotes long-term financial stability by establishing clear and consistent guidelines,
- Directs attention to the total financial picture of the Town rather than single issue areas,
- Promotes the view of linking long-run financial planning with day to day operations, and
- Provides the Town Council, citizens, and the Town's professional management a framework for measuring the fiscal impact of government services against established fiscal parameters and guidelines.

To these ends, the following fiscal policy statements are presented.

Capital Improvement Budget Policies

- The Town will prioritize all capital improvements in accordance with an adopted capital improvement program.
- The Town will develop a ten-year plan for capital improvements and review and update the plan annually.
- The Town will coordinate development of the capital improvement program with development of the operating budget.
- The Town will use intergovernmental assistance to finance only those capital improvements that are consistent with the capital improvement plan and Town priorities.
- The Town will maintain all its assets at a level adequate to protect the Town's capital investment and to minimize future maintenance and replacement costs.
- The Town will identify the estimated costs and potential funding sources for each capital project proposal before it is submitted for approval.
- The Town will attempt to determine the least costly and most flexible financing method for all new projects.

Debt Policies

General

- The Town will confine long-term borrowing to capital improvement or projects that cannot be financed from current revenues except where approved justification is provided.
- The Town will utilize a balanced approach to capital funding utilizing debt financing, draws on capital reserves and/or fund balances in excess of policy targets, and current-year (pay-as-you-go) appropriations.
- When the Town finances capital improvements or other projects by issuing bonds or entering into capital leases, it will repay the debt within a period not to exceed the expected useful life of the project. Target debt ratios will be annually calculated and included in the review of financial trends.
- Where feasible, the Town will explore the usage of special assessment, revenue, or other self-supporting bonds instead of general obligation bonds.
- The Town will retire tax anticipation debt, if any, annually and will retire bond anticipation debt within six months after completion of the project.

Tax Supported Debt

- Net debt as a percentage of total assessed value of taxable property should not exceed 2.5%. Net debt is defined as any and all debt that is tax-supported.
- The ratio of debt service expenditures as a percent of total governmental fund expenditures should not exceed 12% with an aggregate ten-year principal payout ratio target of 55% or better.

Reserve Policies

- Unassigned Fund Balances will mean funds that remain available for appropriation by the Town Council after all commitments for future expenditures, required reserves defined by State statutes, and previous Council designations have been calculated. The Town will define these remaining amounts as "available fund balances."
- Available fund balances at the close of each fiscal year should be at least 25% of the total Annual Operating Budget of the Town.
- The Town Council may, from time-to-time, appropriate fund balances that will reduce available fund balances below the 25% policy for the purposes of a declared fiscal emergency or other such global purpose as to protect the long-term fiscal security of the Town of Apex. In such circumstances, the Council will adopt a plan to restore the available fund balances to the policy level within 36 months from the date of the appropriation. If restoration cannot be accomplished within such time period without severe hardship to the Town, then the Council will establish a different but appropriate time period.

Budget Development Policies

- The Town will develop the Annual Budget in conjunction with a stated program of performance objectives and measures with which to gauge progress toward meeting those objectives.
- Water, sewer, and electric rates will be established at the appropriate level to enable the related funds to be self-supporting.
- One-time or other special revenues will not be used to finance continuing Town operations but instead will be used for funding special projects.
- The Town will pursue an aggressive policy seeking the collection of delinquent utility, license, permit, and other fees due to the Town.
- The Town Council will receive a financial report at the end of each quarter showing year-to-date revenues and expenditures and comparing each amount to the budget as amended.

Cash Management and Investment Policies

- It is the intent of the Town that public funds will be invested to the extent possible to reduce the need for property tax revenues. Funds will be invested with the chief objectives of safety of principal, liquidity, and yield, in that order. All deposits and investments of Town funds will be in accordance with **NC G.S 159**.
- The Town will use a Central Depository to maximize the availability and mobility of cash for all funds that can be legally and practically combined.
- Cash Flows will be forecasted and investments will be made to mature when funds are projected to be needed to meet cash flow requirements.
- *Liquidity*: No less than 20% of funds available for investment will be maintained in liquid investments at any point in time.
- *Maturity*: All investments will mature in no more than thirty-six (36) months from their purchase date.
- *Custody*: All investments will be purchased "payment-versus-delivery" and if certificated will be held by the Finance Officer in the name of the Town. All non-certificated investment will be held in book-entry form in the name of the Town with the Town's third party Custodian (Safekeeping Agent).
- *Authorized Investments*: The Town may deposit Town Funds into any Board approved Official Depository, if such funds are secured in accordance with **NC G.S 159(31)**. The Town may invest Town Funds in the North Carolina Capital Management Trust, US Treasury Securities, US Agency Securities specifically authorized in **NC G.S 159** and rated no lower than "AAA", and Commercial Paper meeting the requirements of **NC G.S 159** plus having a national bond rating.
- *Diversification*: No more than 5% of the Town's investment funds may be invested in a specific company's commercial paper and no more than 20% of the Town's investment funds may be invested

in commercial paper. No more than 25% of the Town's investments may be invested in any one US Agency's Securities.

- *Allocation:* Investment income will be allocated to each participating fund or account based on a fair and equitable formula determined by the Finance Director.
- *Reporting:* The Town Council will receive copies of the Town's "Report of Deposits and Investments" (LGC Form 203) filed semiannually with the Local Government Commission.

Reporting Entity

The Town of Apex is a municipal corporation that is governed by an elected mayor and a five-member council. As required by generally accepted accounting principles, financial statements present all funds and account groups that are controlled by or financially dependent upon the Town.

Basis of Presentation

The accounts of the Town are organized and operated on the basis of funds. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts comprised of assets, liabilities, fund equity, revenues, and expenditures or expenses as appropriate. Fund accounting segregates funds according to their intended purpose and it is used to aid management in demonstrating compliance with finance-related legal and contractual provisions.

Governmental Funds

Governmental funds account for the Town's governmental functions. The Town of Apex's governmental funds include:

General Fund. The General Fund is the largest and most important governmental fund and the only governmental fund considered a major fund. It is the primary operating fund of the town. Any transaction that cannot be accounted for in another fund is recorded in the General Fund. The primary revenue sources are ad valorem taxes, state-collected revenues, and various other taxes and licenses. The primary expenditures are for general government, public safety, and public works services.

Special Revenue Funds. Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than expendable trusts or major capital projects) that are legally restricted to expenditures for specified purposes. The Town's special revenue funds include the Police State Funds, Police Federal Funds, Police Donations, Fire Donations, and Eva Perry Library Fund.

Permanent Funds. Permanent funds are used to report resources that are restricted to the extent that only earnings, not principal, may be used for purposes that support the Town's programs. The Cemetery Fund is the Town's only permanent fund and it accounts for funds reserved for the perpetual care of the municipal cemetery.

Capital Project Funds. Various Capital Project funds are used to account for financial resources to be used for non-major acquisitions or construction. The Town maintains capital reserve funds for Fire, Recreation, and Transportation.

Proprietary Funds

Proprietary funds account for the Town's business-like activities. There are two types of proprietary funds—enterprise funds and internal service funds. Enterprise funds account for operations that are financed and operated in a manner similar to private business enterprises. Internal service funds are similar to enterprise funds except they account for services performed by one department for another. The Town has two enterprise funds and one internal service fund.

Electric Fund. This fund is used to account for the Town's electric operations. The major revenue source in this fund is electric user charges.

Water & Sewer Fund. This fund is used to account for the Town's water and sewer operations. The major revenue sources in this fund are water and sewer user charges. The Town also maintains a Water & Sewer Capital Reserve Fund that receives revenue from capital reimbursement fees.

Health & Dental Fund. The Town is self-insured for employee health and dental coverage and uses this fund to account for associated revenues and expenditures. This is the Town's internal service fund.

Fiduciary Funds

Fiduciary funds account for resources the Town holds in trust for individuals or other governments. The Town currently does not maintain any fiduciary funds but intends to establish one for other post-employment benefit (OPEB) costs beginning in FY18-19.

Basis of Accounting & Budgeting

In accordance with the North Carolina Budget and Fiscal Control Act, the budget is developed and adopted under the modified accrual basis of accounting, whereby revenues are recognized in the period they become available and measurable, and expenditures are recognized in the period the associated liability is incurred. During the fiscal year, budgets are maintained using the modified accrual basis. At fiscal year end, the Town's Audited Financial Statements are prepared using Generally Accepted Accounting Principles, or GAAP. All governmental funds are reported using the modified accrual basis of accounting. Although the annual financial statements report all proprietary funds using the full accrual basis of accounting, whereby revenues are recognized when earned and expenses recognized in the period incurred. To be consistent with NC General Statutes, the budget document reports all propriety funds' prior year actuals using the modified accrual method.

| Fund Type | Fund Category | Class | Basis of Accounting | Budgetary Accounting |
|----------------------|---------------|-----------|---------------------|----------------------|
| General Fund | Governmental | Major | Modified Accrual | Modified Accrual |
| Special Revenue Fund | Governmental | Non-major | Modified Accrual | Modified Accrual |
| Capital Projects | Governmental | Non-major | Modified Accrual | Modified Accrual |
| Enterprise Fund | Proprietary | Major | Full Accrual | Modified Accrual |
| Fiduciary | Fiduciary | Non-major | Modified Accrual | Modified Accrual |

The Town considers all revenues available if they are collected within 90 days after year-end, except for property taxes. Those revenues susceptible to accrual include investments, sales tax, and grants-in-aids earned. On a budgetary basis, revenues are recorded by source of revenue and expenditures are recorded by department, function, or project. Expenditures may not legally exceed appropriations at the departmental level for all annually budgeted funds and at the fund level for multi-year funds. Revenue sources include ad valorem taxes (property taxes), sales taxes, other taxes and licenses, restricted and unrestricted intergovernmental revenues, sales and services, investment earnings, other revenues, utility fees and charges, fund transfers, and fund balance appropriated. Expenditure functions are primarily budgeted at the departmental level but are grouped into eight primary categories- general government, cultural and recreation, economic and physical development, environmental protection, public safety, transportation, electric utility, and water and sewer utility.

| Department/Division | Fund Type | Function |
|-------------------------------------|----------------------|---------------------------------|
| Town Council | General Fund | General Government |
| Administration | General Fund | General Government |
| Human Resources | General Fund | General Government |
| Information Technology | General Fund | General Government |
| Legal | General Fund | General Government |
| Economic Development | General Fund | Economic & Physical Development |
| Finance | General Fund | General Government |
| Planning | General Fund | Economic & Physical Development |
| Facilities | General Fund | General Government |
| Police | General Fund | Public Safety |
| 911 Communications | General Fund | Public Safety |
| Fire | General Fund | Public Safety |
| Public Works-Transportation | General Fund | Transportation |
| Utility Engineering-Water Resources | General Fund | Environmental Protection |
| Streets | General Fund | Transportation |
| Solid Waste | General Fund | Environmental Protection |
| Fleet | General Fund | General Government |
| Inspections & Permitting | General Fund | Economic & Physical Development |
| Parks & Recreation | General Fund | Cultural & Recreation |
| Cultural Arts Center | General Fund | Cultural & Recreation |
| Electric | Enterprise Fund | Electric Utility |
| Water-Sewer Administration | Enterprise Fund | Water & Sewer Utility |
| Water Treatment | Enterprise Fund | Water & Sewer Utility |
| Water Maintenance | Enterprise Fund | Water & Sewer Utility |
| Sewer Treatment | Enterprise Fund | Water & Sewer Utility |
| Sewer Maintenance | Enterprise Fund | Water & Sewer Utility |
| Police State Funds | Special Revenue Fund | Public Safety |
| Police Federal Funds | Special Revenue Fund | Public Safety |
| Police Donations | Special Revenue Fund | Public Safety |
| Fire Donations | Special Revenue Fund | Public Safety |
| Cemetery Fund | Special Revenue Fund | General Government |
| Water & Sewer Capital Reserve | Special Revenue Fund | Water & Sewer Utility |
| Fire Capital Reserve | Special Revenue Fund | Public Safety |
| Perry Library | Special Revenue Fund | Cultural & Recreation |
| Recreation Capital Reserve | Special Revenue Fund | Cultural & Recreation |
| Transportation Capital Reserve | Special Revenue Fund | Transportation |

Budgetary Data

The Town Council adopts the budget as required by the North Carolina General Statutes. An annual budget is adopted for the General Fund, Electric Fund, Water & Sewer Fund, and Special Revenues Funds. All annual appropriations lapse at the fiscal year-end. Project ordinances are adopted for the Capital Project

Funds. Expenditures may not legally exceed appropriations at the department level for all annually budgeted funds. Upon Town Council's adoption of the budget ordinance, the Budget Officer has the authority to reallocate fund appropriations for expenditures as he or she deems necessary, provided such reallocations do not increase or decrease the total budget for any fund. Town Council must approve all amendments that increase or decrease the total budget for any fund. If necessary, Town Council must adopt an interim budget that covers the period from July 1 until the annual budget ordinance can be adopted.

Budget Calendar

North Carolina General Statutes 159-10 through 159-13 set forth requirements for a budget calendar to denote specific days on which certain steps of the budget process are to be performed. The Town's complete budget calendar can be viewed under the *Budget Calendar* section of the budget document.

N.C.G.S. prescribed dates:

N.C.G.S. 159-10

Before April 30 of each fiscal year (or an earlier date fixed by the budget officer), each department head shall transmit to the budget officer the budget requests and revenue estimates for his department for the budget year.

N.C.G.S. 159-11 (b)

The budget with a budget message shall be submitted to the governing board no later than June 1.

N.C.G.S. 159-1 (a)

Not earlier than 10 days after the day the budget is presented to the board and not later than July 1, the governing board shall adopt a budget ordinance making appropriations and levying taxes for the budget year in such sums as the board may consider sufficient and proper, whether greater or less than the sums recommended in the budget.

FY 2018-2019 CIP & Budget Schedule

| | | |
|---------------------|--------------------------|---|
| October | October 10, 2017 | Capital Improvement Plan requests completed & submitted by various Departments |
| | October 23, 2017 | Draft Capital Improvement Plan Completed; Review with Assistant Managers |
| | October 30, 2017 | Summary Completed, Begin Scoring/Evaluation of CIP Projects |
| November | November 6, 2017 | Scoring/Evaluation of CIP Projects |
| | November 15, 2017 | Evaluation of CIP projects completed with Town Manager; Optimization schedule prepared for Town Council ranking |
| December | December 15, 2017 | New Line item additions due, Chart of Accounts |
| | December 18, 2017 | New Position Requests to Human Resources/Budget (FT, PT, LSE) |
| | December 19, 2017 | Pre-budget Public Hearing |
| | December 29, 2017 | CIP Complete - Draft to Town Council |
| January | January 3, 2018 | Budget Kick-Off Meeting with Department Heads |
| | January 5, 2018 | Departmental Budget Request Forms/ Worksheets E-Mailed with midyear expenditures |
| | January 12, 2018 | Written justifications for new position requests due to HR (FT/PT/Regularly scheduled LSE positions); Requested changes to LSE/Overtime/On-call budgets |
| | January 19, 2018 | Internal Requests to other Departments due/ New FT,PT, LSE position report to support Departments |
| | Week of January 22, 2018 | Public input data gathered and analyzed: prepare findings for management & Council |
| February | February 9, 2018 | Town Council Annual Retreat / Review of CIP / Prioritization of Projects for FY18-19 |
| | February 12 & 13, 2018 | Personnel Committee – Review New Position Requests |
| | February 28, 2018 | Special Appropriations, Non Profit Applications Due |
| | February 28, 2018 | All rates & fees due, proposed changes highlighted |
| March | March 1, 2018 | Operating Budget requests by Departments Due |
| | March 2, 2018 | Preliminary Revenue Projections Completed |
| | March 2, 2018 | Finalize rate & fee revenue projections; Fee Schedule |
| | March 5, 2018 | Baseline Payroll Projections Completed |
| | Week of March 5, 2018 | Departmental Budget Conferences - Round 1 |
| | Week of March 12, 2018 | Departmental Budget Conferences - Round 2 |
| | Week of March 19, 2018 | Draft Budgets Presented to Department Heads/Staff Budget Presentation |
| | March 15, 2018 | Personnel Committee Meeting – Classification/Compensation/Benefits |
| March 22 & 29, 2018 | Finance Committee | |
| April | April 5, 2018 | Budget Distributed to Town Council |
| | April 12, 2018 | Town Council Budget Workshop |
| May | May 1, 2018 | Public Hearing on Proposed Budget |
| | Week of May 14, 2018 | Town Council Budget Workshop (if needed) |
| June | June 5, 2018 | Budget Ordinance & Fee Schedule Adopted |

The importance of the budget cannot be overstated. The budget document outlines policy direction, guides management decisions, and provides citizens with an understanding of how the Town uses public money, establishing accountability. The Town operates under an annual budget ordinance adopted by the Town Council in accordance with the provisions of N.C.G.S. 159, also known as the Local Government Budget and Fiscal Control Act (LGBFCA). The Town Council must adopt a balanced budget before the start of the fiscal year on July 1. Five phases shape the budget process: 1) goal setting and direction, 2) preparation and requests, 3) adoption, 4) implementation, and 5) summary of transactions.

Goal Setting & Direction

Because the budget is such an important tool, it is important that clear goals and direction be established before actual preparation begins. Receiving public input is a key component for Town Council and staff in setting goals. A public hearing at Town Council's first December meeting each year provides the first opportunity for citizen input regarding development of the annual budget. In February, Town Council takes part in a retreat with town staff to evaluate the Council's existing goals and directives and to discuss any needed changes to those goals. By establishing clear goals and directives, Town Council provides town staff with direction in setting priorities that help guide budget formulation. Assisting in providing direction during budget development are two Town Council committees- the Personnel Committee and the Finance Committee. Both of these committees meet with budget staff periodically between the February retreat and the initial budget submission in April. Additionally, Town Council and staff meet in another workshop setting in early April to discuss a draft of the proposed budget. The purpose of this meeting is to review the goals and directives and to address other priorities that may have arisen after department directors submitted their requests and staff developed a preliminary budget.

Preparation & Requests

Preparation for the Town budget begins in September with planning for the Capital Improvement Plan (CIP). Department directors meet with their staff to determine the capital needs within each division. Department directors are responsible for completing the appropriate CIP project forms and submitting their requests by the middle of October. Once CIP requests are made, budget staff and the Finance Department work to develop revenue and expenditure projections to estimate the CIP effects on the town's operating budget and financial condition. The budget team meets with the Finance Director and Town Manager to prioritize the projects and determine when and how to finance them within the CIP. In early January, town staff presents the CIP to Town Council to receive feedback and further direction in developing the final CIP.

At the beginning of February, budget staff provides each department with a budget packet containing their current operating budget and instructions. Department directors are responsible for estimating departmental expenditures and submitting their requests and proposed departmental budgets by March 1. The Finance Department develops revenue estimates and meets with the Town Manager and budget staff to begin determining department allocations. Allocations are based on Town Council priorities and maintaining core services. Once the Town Manager, in conjunction with the budget staff, develops a balanced budget in early April, he presents it to Town Council to discuss at a budget workshop to receive feedback and direction. After the workshop, the Town Manager makes the necessary revisions and submits the budget to Town Council for a public hearing the first week in May to receive citizen input. After receiving citizen feedback, Town Council may deem it necessary to conduct another workshop in mid-May.

After the public hearing and subsequent workshop, budget staff makes the final revisions and the Town Council approves the budget at the first council meeting in June.

Adoption

At their first June meeting, Town Council officially adopts the budget by approving a budget ordinance. The budget ordinance establishes the spending limits for each department in the upcoming fiscal year. The adopted budget document is a guide that provides Town Council and management staff with a mechanism for evaluating budgetary and organizational performance.

Implementation

Once the budget is adopted, departments have the ability to submit requisitions and obtain purchase orders from the Finance Department. The purchase orders represent the specific amount of money each department is spending for a specific item or service to perform town services. The implementation phase may also include budget transfers and budget amendments throughout the fiscal year. Changes in revenues and expenditures can occur that require the budget to be amended or funds to be transferred between accounts to adjust to the changes. Transfers and amendments allow Town Council and the management staff to be proactive in addressing changes in the economy or taking advantage of unforeseen opportunities. Budget transfers and amendments must adhere to the balanced budget requirements and impose no additional tax levy liability on citizens.

Budget Transfers & Amendments

A budget transfer occurs when allocated resources within the departmental budget are transferred from one line item revenue or expenditure to another line item. A department head may request a transfer or the Finance Director may notice the need for a transfer and make a recommendation to the Town Manager for the transfer.

A budget amendment typically involves larger sums of money being transferred between accounts or departments or is needed to address needs for increases in resources. The Budget Officer in conjunction with the Finance Director prepares budget amendments and submits them to Town Council for approval.

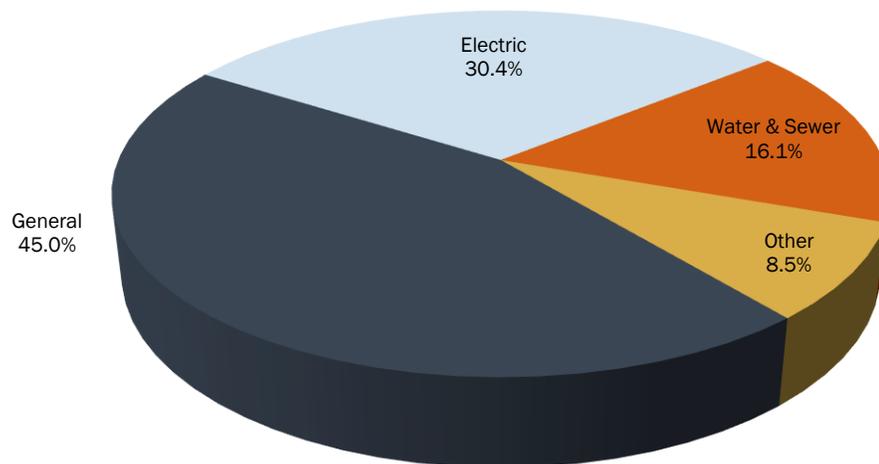
Summary of Transactions

The final phase of the budget process involves reporting on all financial transactions throughout the fiscal year and performing a financial audit. Budget staff and the Finance Director prepare monthly reports throughout the fiscal year so that Town Council and management can monitor the town's expenditures and revenues. At the end of the year, the Finance Director is responsible for generating an end-of-year report that details the town's expenditures and revenues for each fund. This is done with the help of an independent auditor who annually reviews the town's finances in order to certify that the final reports accurately represent the town's financial condition. The Annual Financial Information Report (AFIR) must be submitted to the NC Department of State Treasurer by November 1, of the following fiscal year. Current and past annual reports are available for citizen review at Town Hall or online through the NC Department of State Treasurer website.

Town Revenues

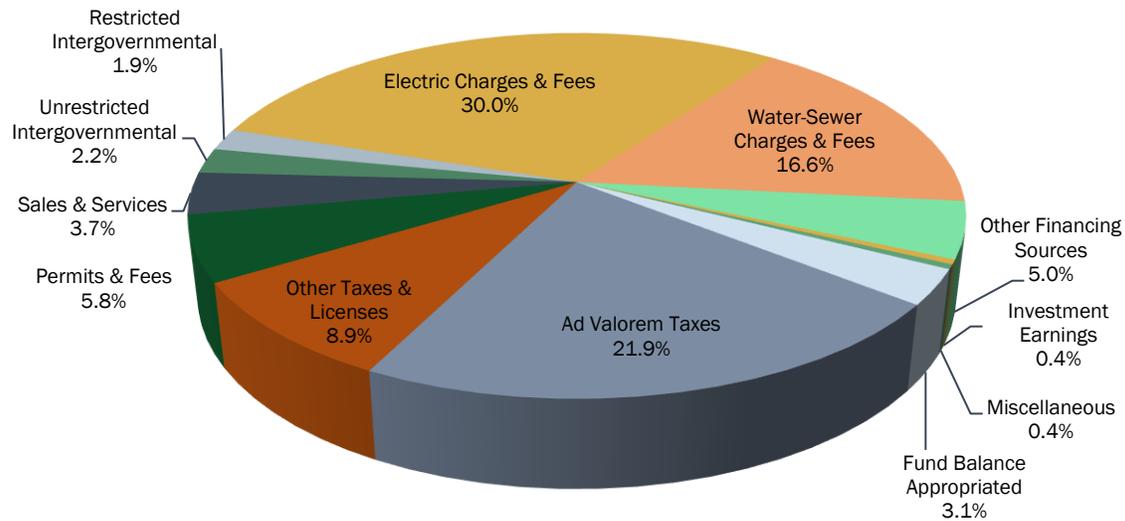
| Town Revenues by Fund | | | | | |
|-----------------------|----------------------|----------------------|----------------------|----------------------|----------------|
| Type | FY16-17 Actual | FY17-18 Budget | FY17-18 Estimate | FY18-19 Budget | Percent Change |
| General | 50,871,115 | 54,805,923 | 54,252,721 | 59,487,600 | 8.54% |
| Electric | 36,282,544 | 40,903,621 | 37,395,700 | 40,164,500 | -1.81% |
| Water & Sewer | 16,461,148 | 20,026,231 | 17,977,707 | 21,332,900 | 6.52% |
| Other (Minor) | 16,189,236 | 12,075,554 | - | 11,276,100 | -6.62% |
| Total | \$119,804,042 | \$127,811,329 | \$109,626,128 | \$132,261,100 | 3.48% |

Town Revenues by Fund FY18-19

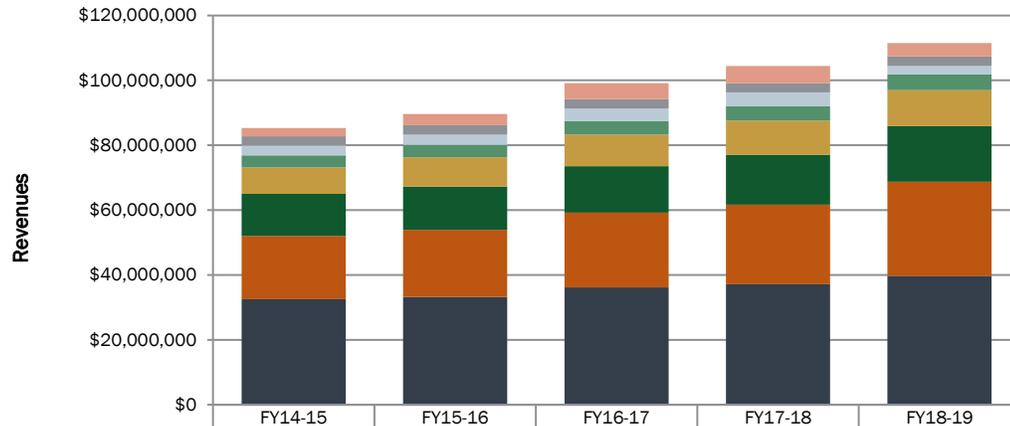


| Town Revenues by Source | | | | | |
|--------------------------------|----------------------|----------------------|----------------------|----------------------|----------------|
| Type | FY16-17 Actual | FY17-18 Budget | FY17-18 Estimate | FY18-19 Budget | Percent Change |
| Ad Valorem Taxes | 22,995,117 | 24,510,934 | 24,539,000 | 28,988,700 | 18.27% |
| Other Taxes & Licenses | 9,805,450 | 10,710,000 | 10,416,000 | 11,750,000 | 9.71% |
| Permits & Fees | 9,541,806 | 5,784,200 | 5,253,750 | 7,658,200 | 32.40% |
| Sales & Services | 4,246,925 | 4,519,877 | 4,560,178 | 4,912,900 | 8.70% |
| Unrestricted Intergovernmental | 2,970,814 | 2,966,200 | 2,886,728 | 2,946,800 | -0.65% |
| Restricted Intergovernmental | 3,773,389 | 4,151,931 | 4,198,027 | 2,574,100 | -38.00% |
| Electric Charges & Fees | 36,202,554 | 37,546,000 | 37,164,000 | 39,709,500 | 5.76% |
| Water & Sewer Charges & Fees | 25,609,506 | 19,490,808 | 15,430,000 | 21,990,400 | 12.82% |
| Other Financing Sources | 3,729,357 | 4,047,649 | 4,097,649 | 6,561,900 | 62.12% |
| Investment Earnings | 380,672 | 290,779 | 446,128 | 547,100 | 88.15% |
| Miscellaneous | 548,453 | 363,200 | 634,668 | 533,300 | 46.83% |
| Fund Balance Appropriated | - | 13,429,751 | - | 4,088,200 | -69.56% |
| Total | \$119,804,042 | \$127,811,329 | \$109,626,128 | \$132,261,100 | 3.48% |

Town Revenues by Sources FY18-19



Major Town Revenues by Source: Multiyear Comparison

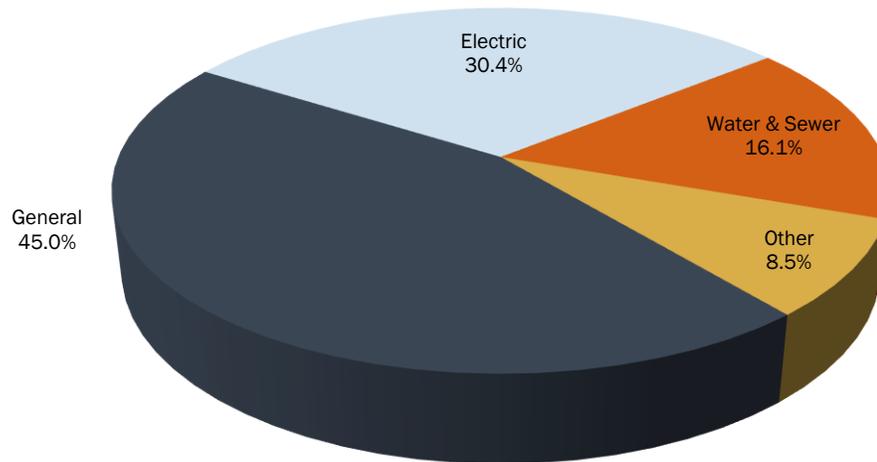


| | FY14-15 | FY15-16 | FY16-17 | FY17-18 | FY18-19 |
|--------------------------------|--------------|--------------|--------------|--------------|--------------|
| Permits & Fees | \$2,555,318 | \$3,498,404 | \$4,959,537 | \$5,253,750 | \$4,158,200 |
| Unrestricted Intergovernmental | \$2,858,748 | \$2,971,096 | \$2,970,814 | \$2,886,728 | \$2,946,800 |
| Restricted Intergovernmental | \$3,047,121 | \$3,073,275 | \$3,773,389 | \$4,198,027 | \$2,574,100 |
| Sales & Services | \$3,694,328 | \$3,875,316 | \$4,249,876 | \$4,560,178 | \$4,912,900 |
| Other Taxes & Licenses | \$8,186,416 | \$8,988,837 | \$9,671,899 | \$10,416,000 | \$11,075,000 |
| Water & Sewer Charges & Fees | \$12,903,673 | \$13,323,719 | \$14,343,080 | \$15,430,000 | \$17,181,300 |
| Ad Valorem Taxes | \$19,577,742 | \$20,708,708 | \$22,995,117 | \$24,539,000 | \$28,988,700 |
| Electric Charges & Fees | \$32,503,965 | \$33,247,280 | \$36,227,979 | \$37,164,000 | \$39,709,500 |

Town Expenditures

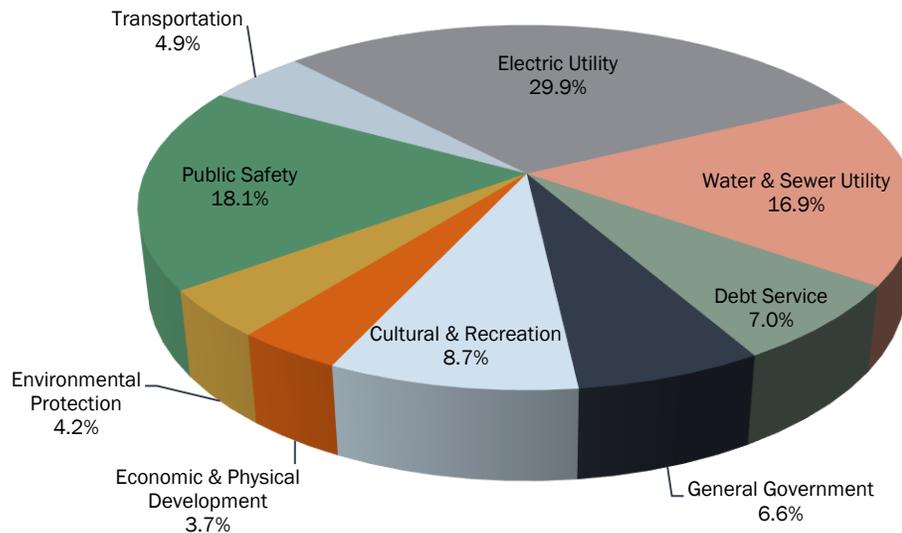
| Town Expenditures by Fund | | | | | |
|---------------------------|----------------------|----------------------|----------------------|----------------------|----------------|
| Fund | FY16-17 Actual | FY17-18 Budget | FY17-18 Estimate | FY18-19 Budget | Percent Change |
| General | 48,479,752 | 54,805,923 | 50,170,328 | 59,487,600 | 8.54% |
| Electric | 35,893,407 | 40,903,621 | 37,449,389 | 40,164,500 | -1.81% |
| Water & Sewer | 17,574,064 | 20,026,231 | 17,972,592 | 21,332,900 | 6.52% |
| Other | 10,062,861 | 12,075,554 | - | 11,276,100 | -6.62% |
| Total | \$112,010,085 | \$127,811,329 | \$105,592,309 | \$132,261,100 | 3.48% |

Town Expenditures by Fund FY18-19

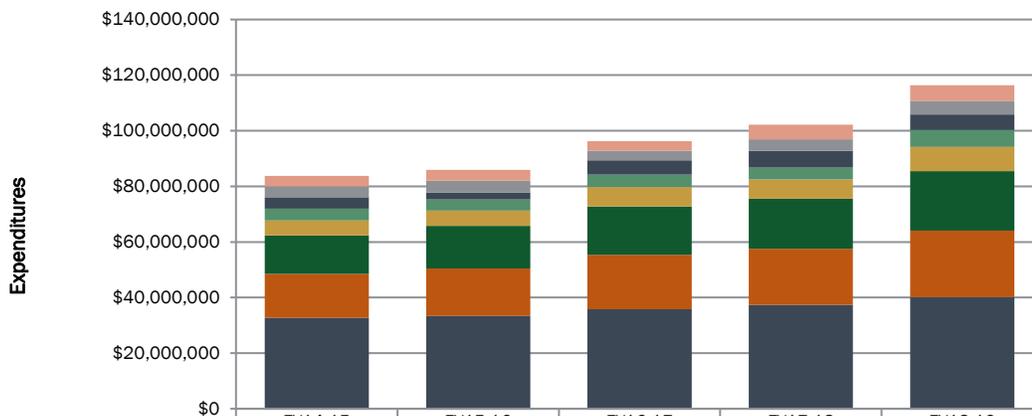


| Town Expenditures by Function | | | | | |
|---------------------------------|----------------------|----------------------|----------------------|----------------------|----------------|
| Type | FY16-17 Actual | FY17-18 Budget | FY17-18 Estimate | FY18-19 Budget | Percent Change |
| General Government | 6,662,783 | 7,848,260 | 6,930,484 | 8,677,400 | 10.56% |
| Cultural & Recreation | 6,561,986 | 10,247,364 | 4,291,307 | 11,540,700 | 12.62% |
| Economic & Physical Development | 3,628,907 | 4,739,234 | 4,188,122 | 4,939,200 | 4.22% |
| Environmental Protection | 4,570,355 | 5,549,435 | 5,236,725 | 5,589,100 | 0.71% |
| Public Safety | 19,602,322 | 22,259,510 | 20,108,574 | 23,964,700 | 7.66% |
| Transportation | 5,907,606 | 7,053,580 | 5,989,639 | 6,439,400 | -8.71% |
| Electric Utility | 35,256,338 | 40,264,766 | 36,810,534 | 39,525,600 | -1.84% |
| Water & Sewer Utility | 21,320,556 | 21,756,579 | 13,927,288 | 22,368,000 | 2.81% |
| Debt Service | 8,499,232 | 8,092,601 | 8,109,636 | 9,217,000 | 13.89% |
| Total | \$112,010,085 | \$127,811,329 | \$105,592,309 | \$132,261,100 | 3.48% |

Town Expenditures by Function FY18-19



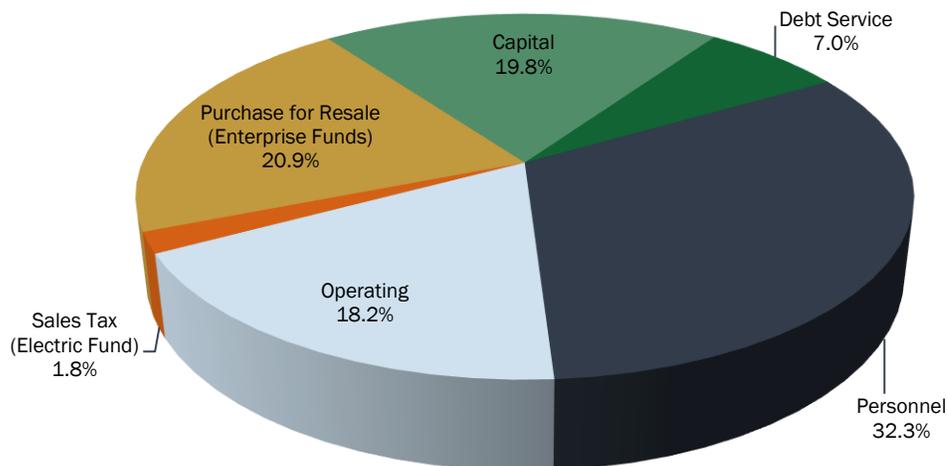
Town Expenditures by Function: Multiyear Comparison



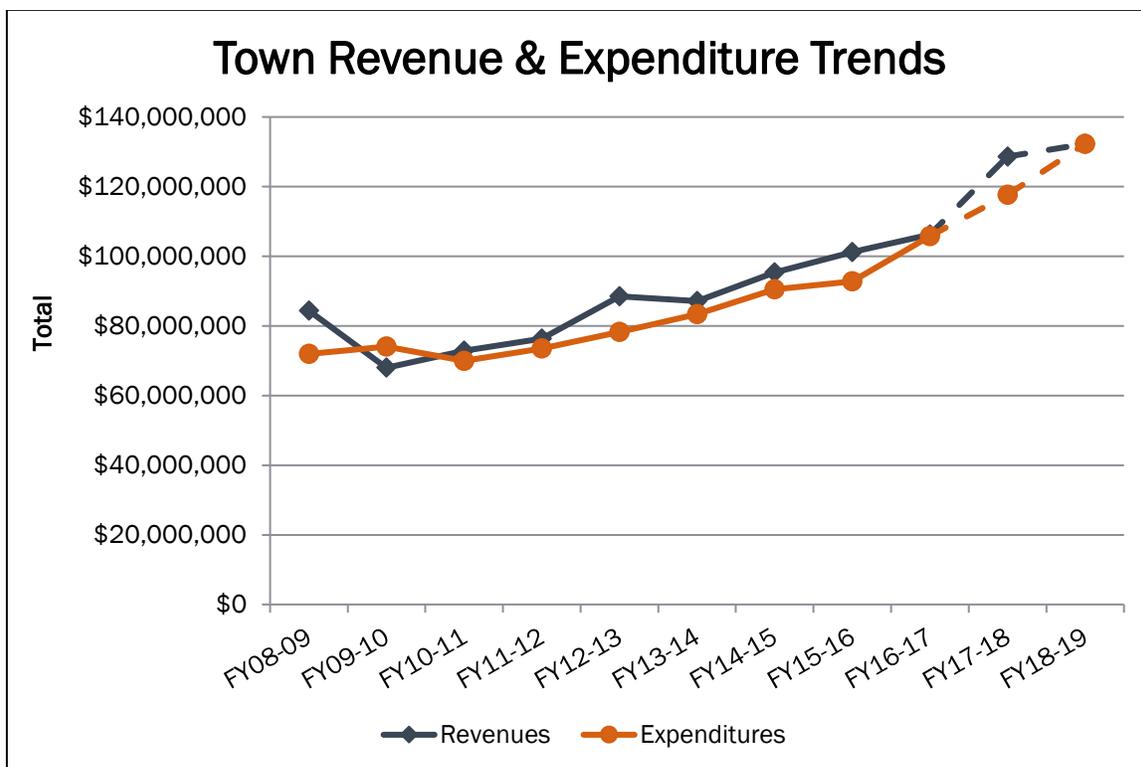
| | FY14-15 | FY15-16 | FY16-17 | FY17-18 | FY18-19 |
|---------------------------------|--------------|--------------|--------------|--------------|--------------|
| Environmental Protection | \$3,830,262 | \$3,940,235 | \$3,433,366 | \$5,236,725 | \$5,589,100 |
| Economic & Physical Development | \$3,882,801 | \$4,167,139 | \$3,371,138 | \$4,188,122 | \$4,939,200 |
| Transportation | \$4,022,636 | \$2,601,227 | \$5,176,652 | \$5,989,639 | \$5,586,400 |
| Cultural & Recreation | \$4,282,810 | \$3,941,551 | \$4,501,987 | \$4,291,307 | \$6,121,000 |
| General Government | \$5,339,507 | \$5,465,531 | \$6,935,038 | \$6,930,484 | \$8,668,400 |
| Water & Sewer Utilities | \$13,897,872 | \$15,435,687 | \$17,423,396 | \$17,972,592 | \$21,332,900 |
| Public Safety | \$15,836,868 | \$16,978,295 | \$19,509,265 | \$20,108,574 | \$23,959,400 |
| Electric Utilities | \$32,659,565 | \$33,416,888 | \$35,857,037 | \$37,449,389 | \$40,164,500 |

| Town Expenditures by Type | | | | | |
|--|----------------------|----------------------|----------------------|----------------------|----------------|
| Type | FY16-17 Actual | FY17-18 Budget | FY17-18 Estimate | FY18-19 Budget | Percent Change |
| Personnel | 34,460,505 | 39,451,524 | 36,736,822 | 42,753,700 | 8.37% |
| Operating | 18,548,648 | 22,928,335 | 19,438,803 | 24,062,600 | 4.95% |
| Sales Tax (Electric Fund) | 2,283,729 | 2,350,000 | 2,350,000 | 2,445,300 | 4.06% |
| Purchase for Resale (Enterprise Funds) | 25,966,143 | 27,512,100 | 27,500,000 | 27,641,200 | 0.47% |
| Capital | 22,251,828 | 27,476,769 | 11,457,048 | 26,141,300 | -4.86% |
| Debt Service | 8,499,232 | 8,092,601 | 8,109,636 | 9,217,000 | 13.89% |
| Total | \$112,010,085 | \$127,811,329 | \$105,592,309 | \$132,261,100 | 3.48% |

Town Expenditures by Type FY18-19



Revenues vs. Expenditures



Fund balance is the difference between the assets and liabilities in a fund. Fund balance acts as a reserve or “rainy day” fund for unanticipated incidents or opportunities. Revenues and expenditures in the budget are estimates for the current fiscal year. Often, revenues and expenditures do not exactly offset each other at the end of the fiscal year. If revenues exceed expenditures, the result is a surplus of money added to the fund balance. If expenditures exceed revenues, the result is a deficit and the Town withdraws money from the fund balance to balance the budget.

The North Carolina Local Government Commission (LGC) recommends units of government retain an amount of unreserved fund balance in the General Fund of at least eight (8) percent of appropriations of the fund. Apex Town Council has adopted a policy recommending the Town maintain a fund balance of 25 percent for the General Fund.

Purpose of Fund Balance

Fund Balance is available to help balance the Town’s budget in the event expenditures exceed revenues. A strong fund balance helps the Town achieve a solid bond rating but also helps the Town in other ways, including:

- paying for unexpected expenses or to make up for revenue shortfalls,
- balancing the budget without increasing taxes or rates,
- responding to emergencies,
- taking advantage of unexpected opportunities, and
- paying for capital projects or needs without needing to borrow money.

Issues Concerning Fund Balance

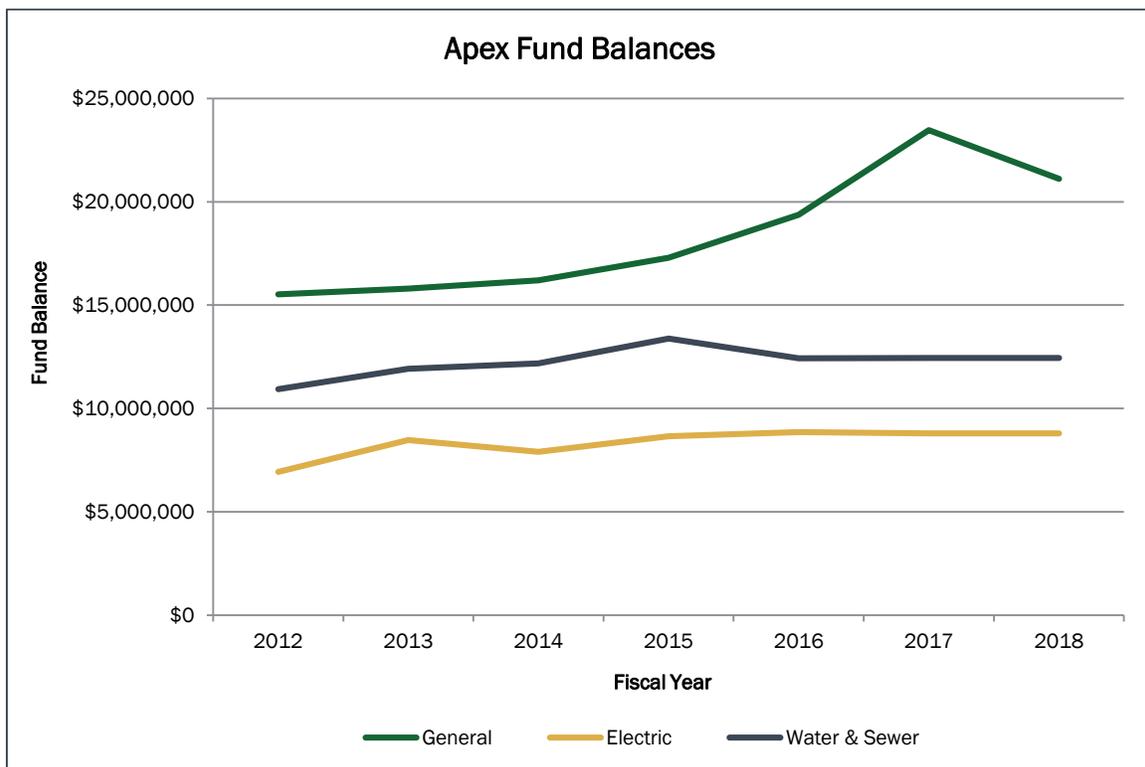
An inadequate fund balance can lead to cash flow problems, disruption of services, or the inability of the Town to respond in an emergency. Building a strong fund balance requires a substantial amount of time and often includes increases in taxes and fees and/or significant expenditure cuts. For these reasons fund balance should be managed effectively to ensure it is not regularly used to offset operating deficits. While a strong fund balance provides the Town with flexibility and financial security, excessive fund balance can be an indicator that taxes or fees are too high or that the Town may not be spending money adequately to respond to the needs of citizens or the organization.

Amount of Fund Balance

The LGC recommends a minimum fund balance of eight (8) percent but most local governments carry a higher percentage. Good benchmarks for the appropriate amount of fund balance include ensuring enough revenue to avoid cash flow problems, typically about four to six (4-6) months of operating expenses, and the average fund balance percentage within a peer group. The average fund balance for North Carolina municipalities in Apex’s population range that operate an electric system is 35.84 percent. The LGC designates this group as municipalities with electric systems and populations above 50,000 people. There are no general guidelines for fund balance levels in enterprise funds, such as the Electric Fund or Water and Sewer Fund. The chart below includes unassigned and assigned fund balance for the Town’s major funds.

The budget discusses the town's use of fund balance for FY18-19 in the revenues sections for each fund.

| Apex Fund Balance | | | | | | | |
|--------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Fund | 2012 | 2013 | 2014 | 2015 | 2016 | 2017 | 2018 |
| General | \$15,520,795 | \$15,799,432 | \$16,202,079 | \$17,293,502 | \$19,377,183 | \$23,459,576 | \$21,102,176 |
| <i>% Change</i> | | 1.80% | 2.55% | 6.74% | 12.05% | 21.07% | -10.05% |
| <i>Fund Balance %</i> | 47.22% | 44.58% | 40.45% | 42.62% | 41.37% | 46.76% | 35.47% |
| <i>Months Equiv.</i> | 5.67 | 5.35 | 4.85 | 5.11 | 4.96 | 5.61 | 4.26 |
| Electric | \$6,938,899 | \$8,474,669 | \$7,901,628 | \$8,649,074 | \$8,852,000 | \$8,798,311 | \$8,798,311 |
| <i>% Change</i> | | 22.13% | -6.76% | 9.46% | 2.35% | -0.61% | 0.00% |
| <i>Fund Balance %</i> | 20.73% | 28.21% | 24.19% | 25.88% | 24.69% | 23.49% | 21.91% |
| <i>Months Equiv.</i> | 2.49 | 3.39 | 2.90 | 3.11 | 2.96 | 2.82 | 2.63 |
| Water & Sewer | \$10,929,728 | \$11,926,283 | \$12,188,617 | \$13,389,378 | \$12,430,751 | \$12,435,866 | \$12,435,866 |
| <i>% Change</i> | | 9.12% | 2.20% | 9.85% | -7.16% | 0.04% | 0.00% |
| <i>Fund Balance %</i> | 78.39% | 103.05% | 87.70% | 86.74% | 71.35% | 69.19% | 58.29% |
| <i>Months Equiv.</i> | 9.41 | 12.37 | 10.52 | 10.41 | 8.56 | 8.30 | 7.00 |



The Town may choose to take on debt through financing to pay for major projects or large equipment. Issuing debt to pay for major projects and equipment allows the Town to reduce its immediate burden to pay for large capital projects. This allows the cost to be spread out over time and shares the financing burden among the taxpayers who receive the most benefit from the project. North Carolina General Statute 159-55 limits local government debt to a maximum of eight (8) percent of the unit's taxable assessed valuation, which is \$481,498,547 for Apex as of July 2017.

Types of Debt Financing

The following is a common list of financing options used by local governments in North Carolina to issue debt.

General Obligation Bonds

General Obligation (GO) bonds require voter approval because the debt is secured by the taxing power of the local government. When a local government issues GO bonds they promise to pay back the loan by using all revenue available at its disposal, including its ability to raise taxes. GO bonds in North Carolina require approval of the North Carolina Local Government Commission (LGC). GO bonds typically have the lowest interest rates and twenty-year terms.

Revenue Bonds

Revenue bonds are secured and repaid from specific revenues and can only be used to finance revenue-producing projects. Revenues earned from these projects repay the bond. These revenues are most often the net earnings from enterprise or self-supporting utilities. Revenue bonds are commonly used to finance water and sewer capital improvements. The LGC requires an independent, nationally recognized consulting firm to conduct a feasibility study and that revenues from the project be 20 percent greater than total debt service costs and operating expenses of the projects.

Installment Purchase Agreements

Installment purchase (IP) (or lease-purchase) financing can be either short-term or long-term. IP agreements allow local governments to borrow money at a lower rate than conventional loans because lenders do not have to pay taxes on the interest portion of the payments it receives. This type of financing is typically used for items such as large equipment and some facilities. For large IP agreements, the LGC must approve the debt.

Certificates of Participation

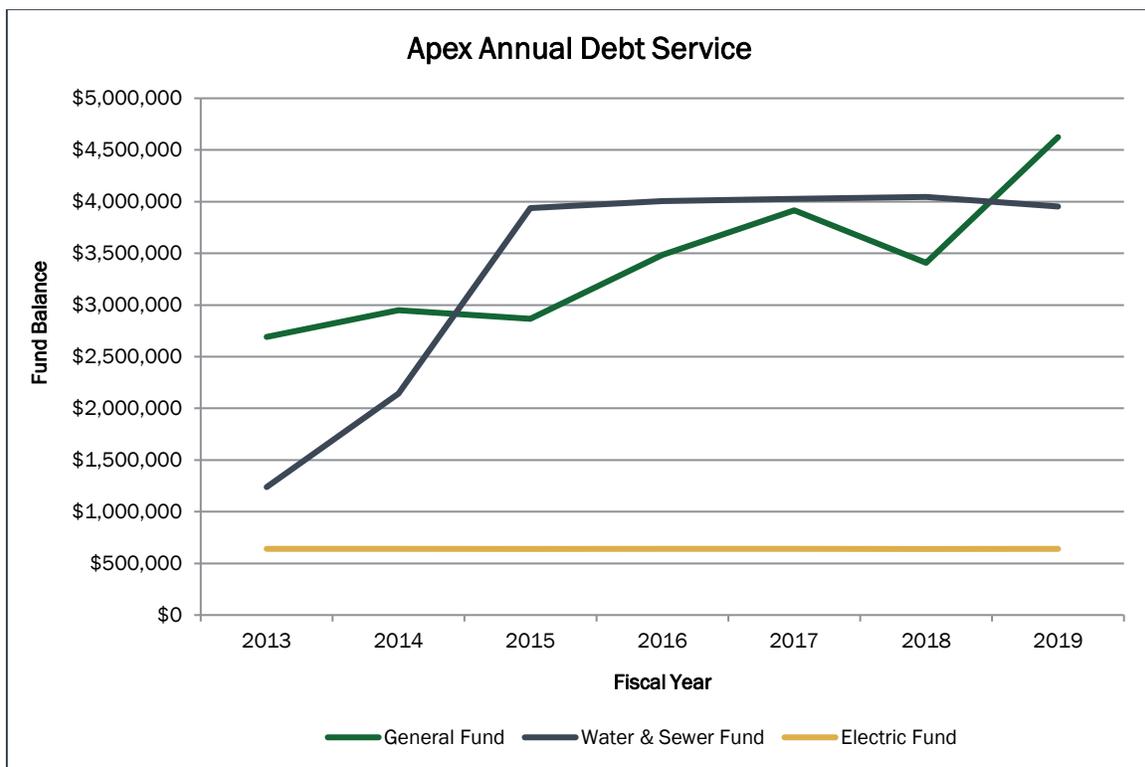
Certificates of Participation (COPs) operate similar to revenue bonds and typically have higher interest rates than GO bonds because the debt is secured by funds resulting from the project being financed and cannot be secured by the "full faith and credit" of the government. The local government uses revenue to pay off debt on a capital project. Unlike revenue bonds, however, local governments can use the revenue from the entire unit to pay off the debt and are not limited to using revenue only produced by the financed project. COPs are typically financed for ten- to twenty-year terms. This type of financing should be considered for a revenue-generating project.

Tax Increment Financing Bonds

Tax Increment Financing (TIF) bonds are high risk for investors because the debt is secured on anticipated increases in property value. A TIF project begins by designating an area as a TIF district and determining a base property value. The base valuation is set for a specific number of years, during which time public and private investments should improve the property. The increase in value over the base valuation is the increment. Local governments continue to accrue taxes levied on the base valuation for normal operations. Additional taxes levied on the increment are for the repayment of debt service or other qualifying needs associated with the TIF. At the end of the specified time, all debt associated with the TIF is amortized and all tax revenues can be used at the discretion of the local government. A successful TIF project is dependent upon an increase in the property value of the designated district. The inherent risk in TIF is the assumption that property values will increase enough to repay the associated debt. TIF bonds can be financed for up to thirty years.

Apex's Debt Obligation

As of June 30, 2018, the Town's debt obligation is \$88,168,384. Approximately \$26.9 million is in the General Fund, \$4.37 million in the Electric Fund, and \$56.9 million in the Water & Sewer Fund. The Town's General Fund debt consists of installment purchase agreements (42.3 percent) and general obligation bonds (57.7 percent). The Water & Sewer Fund debt is predominantly general obligation bonds (57.9 percent) and includes State revolving loans (28.1 percent) and installment purchase agreements (14 percent). Revenue bonds represent the entirety of the debt in the Electric Fund.



| General Fund Debt Obligation | | | | | | | |
|------------------------------|---|----------------------|---------------|------|-------------------|------------------|--------------------|
| Issue Year | Project | Finance Type | Amount Issued | Term | FY18-19 Principal | FY18-19 Interest | Total Debt Service |
| 2018 | Parks & Recreation Refunding | General Obligation | \$1,105,000 | 10 | \$100,000 | \$58,780 | \$158,780 |
| 2018 | Public Improvement (Parks Bond & Streets) | General Obligation | \$23,000,000 | 20 | \$620,000 | \$880,122 | \$1,500,122 |
| 2017 | BB&T Park Land | Installment Purchase | \$6,000,000 | 15 | \$413,793 | \$142,810 | \$556,603 |
| 2015 | BNC Public Service Station 5 | Installment Purchase | \$4,230,000 | 16 | \$150,000 | \$115,056 | \$265,056 |
| 2014 | Public Service Station 4 Refunding | Installment Purchase | \$6,424,000 | 14 | \$480,000 | \$119,178 | \$599,178 |
| 2013 | Parks & Recreation Refunding | General Obligation | \$6,000,000 | 20 | \$300,000 | \$126,000 | \$426,000 |
| 2013 | Parks & Recreation Refunding | General Obligation | \$4,670,000 | 12 | \$515,000 | \$90,200 | \$605,200 |
| 2009 | Peakway Bridge | General Obligation | \$6,500,000 | 20 | \$325,000 | \$133,981 | \$458,981 |
| Total | | | | | | | \$4,569,920 |

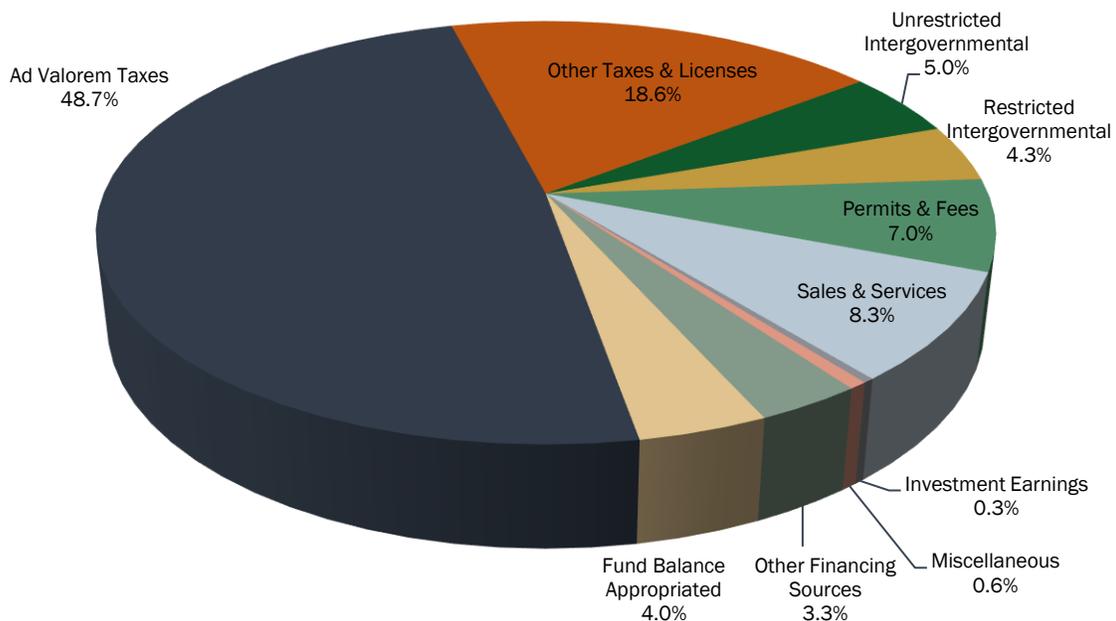
| Water & Sewer Fund Debt Obligation | | | | | | | |
|------------------------------------|-------------------------------------|----------------------|---------------|------|-------------------|------------------|--------------------|
| Issue Year | Project | Finance Type | Amount Issued | Term | FY18-19 Principal | FY18-19 Interest | Total Debt Service |
| 2014 | Regional Wastewater Treatment Plant | State Revolving Loan | \$17,500,000 | 20 | \$875,000 | \$310,800 | \$1,185,800 |
| 2014 | Water & Sewer Improvements | Installment Purchase | \$8,045,000 | 14 | \$534,000 | \$163,080 | \$697,080 |
| 2012 | Wastewater System | General Obligation | \$35,000,000 | 25 | \$855,000 | \$1,123,975 | \$1,978,975 |
| 2011 | Regional Wastewater Treatment Plant | Installment Purchase | \$355,059 | 20 | \$19,753 | \$5,089 | \$22,842 |
| 2007 | Regional Wastewater Treatment Plant | Installment Purchase | \$1,159,825 | 20 | \$57,702 | \$11,451 | \$69,153 |
| Total | | | | | | | \$3,953,850 |

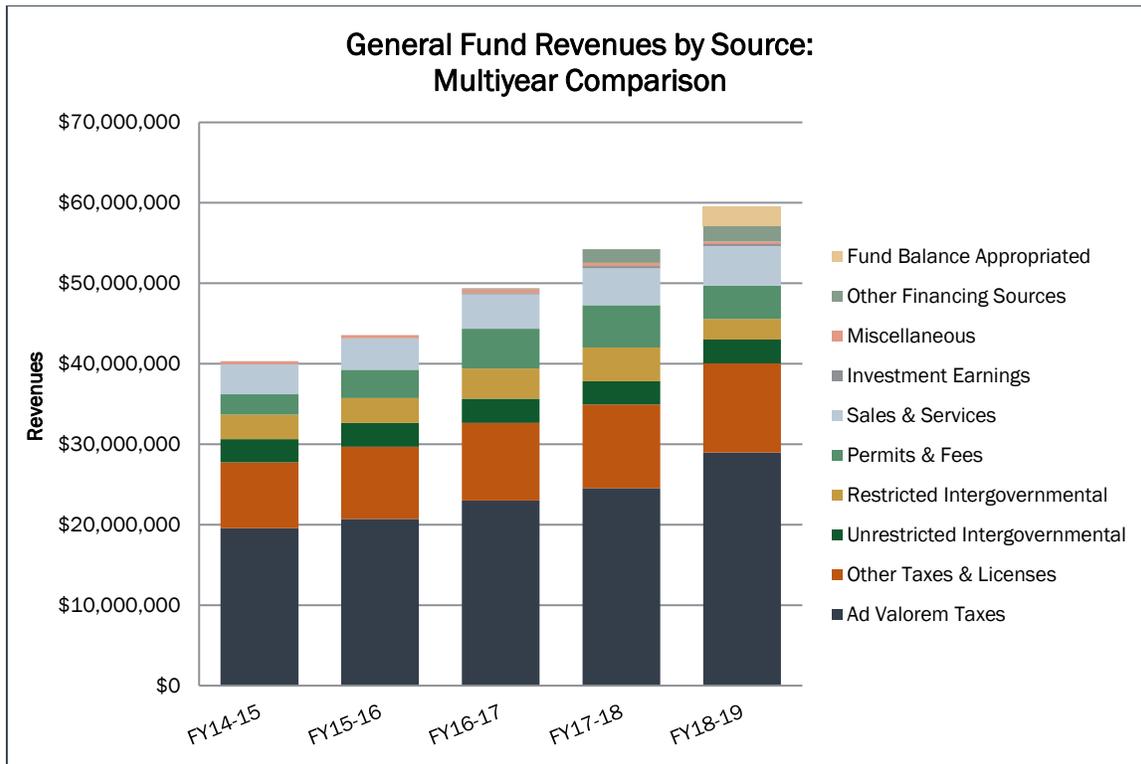
| Electric Fund Debt Obligation | | | | | | | |
|-------------------------------|--------------------------------|--------------|---------------|------|-------------------|------------------|--------------------|
| Issue Year | Project | Finance Type | Amount Issued | Term | FY18-19 Principal | FY18-19 Interest | Total Debt Service |
| 2009 | Electrical System Improvements | Revenue Bond | \$7,300,000 | 15 | \$516,000 | \$122,827 | \$638,827 |
| Total | | | | | | | \$638,827 |

Revenues by Source

| General Fund Revenues by Source | | | | | |
|---------------------------------|---------------------|---------------------|---------------------|---------------------|----------------|
| Source | FY16-17 Actual | FY17-18 Budget | FY17-18 Estimate | FY18-19 Budget | Percent Change |
| Ad Valorem Taxes | 22,995,117 | 24,510,934 | 24,539,000 | 28,988,700 | 18.27% |
| Other Taxes & Licenses | 9,671,899 | 10,310,000 | 10,416,000 | 11,075,000 | 7.42% |
| Unrestricted Intergovernmental | 2,970,814 | 2,966,200 | 2,886,728 | 2,946,800 | -0.65% |
| Restricted Intergovernmental | 3,773,389 | 4,151,931 | 4,198,027 | 2,574,100 | -38.00% |
| Permits & Fees | 4,959,537 | 3,444,200 | 5,253,750 | 4,158,200 | 20.73% |
| Sales & Services | 4,249,925 | 4,519,877 | 4,560,178 | 4,912,900 | 8.70% |
| Investment Earnings | 147,193 | 129,749 | 286,128 | 200,000 | 54.14% |
| Miscellaneous | 400,827 | 310,000 | 402,913 | 336,700 | 8.61% |
| Other Financing Sources | 1,702,414 | 1,674,997 | 1,709,997 | 1,937,800 | 15.69% |
| Fund Balance | - | 2,788,035 | - | 2,357,400 | -15.45% |
| Total | \$50,871,115 | \$54,805,923 | \$54,252,721 | \$59,487,600 | 8.54% |

General Fund Revenues by Source FY18-19





Source Descriptions

Ad Valorem Taxes

Ad valorem taxes are taxes paid on real and personal property located within the Apex town limits. Taxes for real and personal property are levied based upon the preceding January 1 valuations of the property and the tax rate established by Town Council. Wake County revalues real and personal property every four years, with the most recent occurring in 2016. The town contracts with the Wake County Tax Department to levy and collect ad valorem taxes. The town’s average collection is 99.5 percent. Ad valorem taxes typically comprise approximately one-half of all General Fund revenues with an estimated \$28.99 million in FY18-19 at a tax rate of \$.415 per \$100 valuation.

Sales Tax

The State of North Carolina collects local option sales tax on behalf of Wake County. The local option sales tax rate of \$0.025 consists of four separate taxes authorized by North Carolina General Statutes: Article 39 at \$0.01, Article 40 at \$0.005, Article 42 at \$0.005 and Article 44 at \$0.005. In October of 2008, the State eliminated the per capita portion of the Article 44 sales tax and replaced it with a “hold harmless” reimbursement. This local government sales and use tax is applied to sales made in the county and is allocated among the county and municipalities within the county on a per capita basis. Along with rental vehicle taxes, sales tax revenues makeup the “other taxes and licenses” category. In prior years, this category also included the municipal vehicle tax provided for in N.C.G.S. 20-97 (b1). As of FY18-19, all revenues generated through the municipal vehicle tax will go directly to the Transportation Capital Reserve. Sales tax revenues represent the General Fund’s second largest revenue source for FY18-19 at \$11 million.

Permits & Fees

Permits and fees predominantly consist of fees associated with development collected through the Planning Department and the Inspections and Permitting Department. Use of revenues generated by these fees is mostly restricted to Inspections and Permitting costs. The FY18-19 budget includes \$2.45 million in expected fees specifically for Inspection and Permitting. Overall, permits and fees revenues account for \$4.16 million in the FY18-19 budget.

Unrestricted Intergovernmental

The largest portion of unrestricted intergovernmental revenues consists of Utility Sales Taxes (CATV, electric, gas, and telecommunications), solid waste rebates from Wake County, and the Beer and Wine Tax. Utility sales taxes represent the largest amount of unrestricted intergovernmental revenues at \$2.5 million. The tax is based on gross receipts of the sales of utility companies within the town's corporate limits. The State levies a beer and wine tax on the sale of malt beverages, fortified wine, and unfortified wine. The State annually distributes a percentage of the tax on the sales of these beverages generated within the town's corporate limits. Beer and wine tax revenues are \$205,000 in the FY18-19 budget.

Restricted Governmental

Restricted intergovernmental revenues include Powell Bill funds and other federal, state, or local government funds or grants that are restricted for a specific purpose. Powell Bill revenue comes from an appropriation by the State as part of the biennium budget. The State calculates the annual Powell Bill distribution based on population and the number of road miles maintained by the town. Fire tax collections represent revenues collected from residents within the Apex Fire District who do not live within the town's corporate limits. Wake County sets the fire tax rate. The town receives annual revenues from the Wake County Public School System to cover partial costs associated with providing resource officers on school campuses. The town expects to receive \$2.57 million in restricted intergovernmental revenues in FY18-19.

Sales & Services

Sales and services fees primarily consist of revenues from solid waste, yard waste, and recycling collections and recreation participation and facility user fees. Refuse collection fee account for \$1.81 million in the FY18-19 budget and yard waste and recycling collection fees account for \$1.48 million and \$677,000 respectively. The monthly residential collections rates are \$8.29 for garbage, \$7.83 for yard waste, and \$3.44 for recycling for FY18-19. Recreation participation and facility user fees represent \$938,200 in the FY18-19 budget.

Other Financing Sources

Other financing sources represent revenues received from sale of capital assets and transfers in from capital reserves. These revenues account for \$1.94 million in the FY18-19 budget.

Miscellaneous Revenues

Other revenues represent miscellaneous revenues such as ABC revenues, court fees, parking fines, or revenues that do not easily fit into other categories. These revenues account for \$336,700 in the FY18-19 budget.

Investment Earnings

Investment earnings include the return earned on cash and investment balances. Interest is earned on the cash balances invested with the North Carolina Capital Management Trust (NCCMT) and other allowable investments in various CD's and money market accounts. Investment earnings are down significantly since the decline in the economy in 2008 but have experienced an uptick in recent years. Investment earnings account for \$200,000 in the FY18-19 budget.

Fund Balance Allocation

Allocations from fund balance represent use of reserve funds. The Town typically uses reserves for specific capital projects, onetime opportunities, or emergency operations. Fund balance appropriations of \$2,357,400 in the FY18-19 budget include \$580,000 for repairs and a new roof at Eva Perry Library, \$1.2 million for a new ladder truck for Public Safety Station 5, \$500,000 for solar photovoltaic additions to Town facilities, and \$77,400 toward the Kelly Road Sidewalk & Apex Barbecue Road Path project.

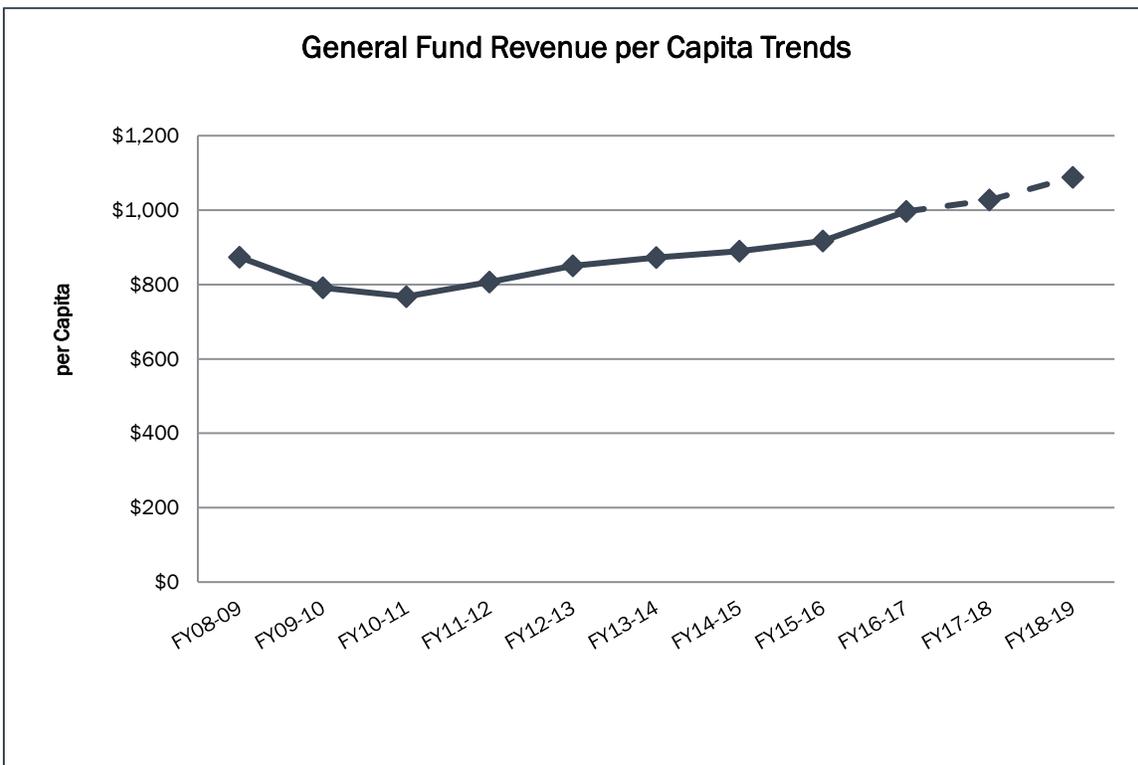
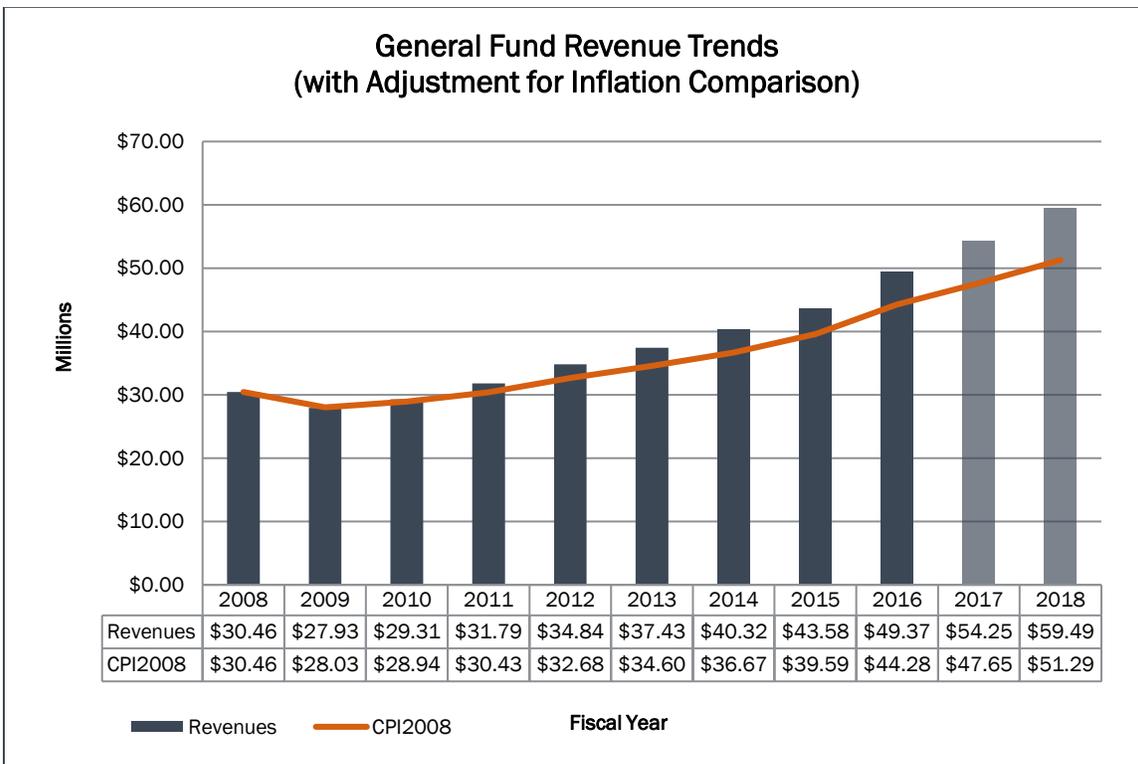
Revenues by Line Item

| General Fund Revenues | | | | | |
|--------------------------|-------------------|-------------------|---------------------|-------------------|-------------------|
| Line Item | FY16-17 Actual | FY17-18 Budget | FY17-18 Estimate | FY18-19 Budget | Percent Change |
| Current Year Taxes | 21,042,598 | 22,474,453 | 22,500,000 | 26,724,600 | 18.91% |
| Vehicle Taxes | 1,911,399 | 1,986,481 | 1,999,000 | 2,225,800 | 12.05% |
| Prior Years | 6,599 | 20,000 | 13,000 | 13,300 | -33.50% |
| Penalties and Interest | 34,520 | 30,000 | 27,000 | 25,000 | -16.67% |
| Sales Taxes | 9,406,835 | 10,050,000 | 10,143,000 | 11,000,000 | 9.45% |
| Motor Vehicle Licenses | 199,565 | 200,000 | 196,000 | - | -100.00% |
| Rental Vehicle Taxes | 65,499 | 60,000 | 77,000 | 75,000 | 25.00% |
| Utility Franchise | 2,529,054 | 2,550,000 | 2,480,000 | 2,500,000 | -1.96% |
| Beer and Wine | 202,522 | 200,000 | 200,000 | 205,000 | 2.50% |
| Solid Waste Rebates | 238,028 | 215,000 | 205,000 | 240,000 | 11.63% |
| Payment in Lieu of Taxes | 1,209 | 1,200 | 1,728 | 1,800 | 50.00% |
| Powell Bill | 1,141,653 | 1,180,000 | 1,203,921 | 1,216,000 | 3.05% |
| Police Grants | 105,849 | 40,050 | 102,322 | - | -100.00% |
| Wake County Grants | 38,582 | 23,200 | 117,006 | 96,600 | 316.38% |
| Electronics Recycling | 3,319 | - | - | - | 0.00% |
| Federal Grants | - | 199,000 | 50,000 | - | -100.00% |
| FEMA | 31,423 | - | 15,078 | - | 0.00% |
| Fire District - Wake Co. | 927,861 | 1,092,000 | 1,092,000 | 1,261,500 | 15.52% |
| Wake County EMS | 1,524,702 | 1,617,681 | 1,617,700 | - | -100.00% |
| Residential Permits | 2,311,511 | 1,300,000 | 2,300,000 | 1,850,600 | 42.35% |
| Homeowner Recovery Fee | 1,510 | 1,200 | 1,650 | 1,700 | 41.67% |
| Commercial Permits | 397,044 | 360,000 | 740,000 | 300,000 | -16.67% |
| Re-inspection Fees | 489,300 | 300,000 | 510,000 | 300,000 | 0.00% |

| General Fund Revenues (continued) | | | | | |
|-----------------------------------|-----------|-----------|-----------|-----------|----------|
| Fire Inspections | 9,774 | 10,000 | 34,000 | 4,000 | -60.00% |
| Driveway Inspection Fees | 98,625 | 80,000 | 135,000 | 120,000 | 50.00% |
| Subdivision Inspections | 1,011,694 | 750,000 | 860,000 | 1,000,000 | 33.33% |
| Erosion & Site Inspection | 293,852 | 350,000 | 230,000 | 230,000 | -34.29% |
| Subdivision Approval Fees | 176,926 | 175,000 | 280,000 | 220,000 | 25.71% |
| Rezoning Application Fees | 42,274 | 30,000 | 38,000 | 23,000 | -23.33% |
| Annexation App. Fees | 5,600 | 4,000 | 5,600 | 5,000 | 25.00% |
| Water & Sewer Ext. Fees | 13,400 | 13,000 | 10,500 | 12,000 | -7.69% |
| Variance Application Fees | 1,400 | 1,000 | 800 | 900 | -10.00% |
| Other Application Fees | 87,113 | 65,000 | 98,000 | 80,000 | 23.08% |
| Encroach. Agreement Fee | 1,050 | - | 2,200 | 1,000 | |
| Fines and Penalties | 12,755 | 2,000 | 1,000 | - | -100.00% |
| Refuse Collection Fees | 2,745,700 | 2,959,111 | 2,960,000 | 1,787,000 | -39.61% |
| Refuse Bulk Pick-Up Fees | 16,938 | 16,000 | 16,000 | 18,900 | 18.13% |
| Yard Waste Fees | - | - | - | 1,479,800 | |
| Recycling Collection Fees | 592,839 | 618,066 | 580,000 | 677,000 | 9.54% |
| Non-Athletic Programs | 258,992 | 275,000 | 250,000 | 220,000 | -20.00% |
| Fishing & Boating Licenses | 1,168 | 1,000 | 1,400 | 1,000 | 0.00% |
| Senior Programs | 43,999 | 42,000 | 46,000 | 48,000 | 14.29% |
| Senior Trips | 19,245 | 25,000 | 25,000 | 20,000 | -20.00% |
| Instructional Athletics | 23,545 | 25,000 | 22,000 | 23,000 | -8.00% |
| Youth Leagues | 168,471 | 175,000 | 175,000 | 180,000 | 2.86% |
| Adult Leagues | 98,493 | 110,000 | 100,000 | 110,000 | 0.00% |
| Active Net/Turkey Trot | 10,184 | 10,200 | 12,950 | 13,000 | 27.45% |
| Community Center | | | | | |
| Rentals | 60,843 | 60,000 | 120,000 | 90,000 | 50.00% |
| Miscellaneous POS | 3,639 | 2,000 | 2,540 | 3,000 | 50.00% |
| Planning Documents | 254 | 1,000 | 200 | 200 | -80.00% |
| CAC Rentals | 41,257 | 37,000 | 90,000 | 80,000 | 116.22% |
| E-Tickets | 36,396 | 30,000 | 32,000 | 35,000 | 16.67% |
| Grants | 1,000 | - | - | - | 0.00% |
| Art/Sales Commissions | 103 | - | 88 | - | 0.00% |
| CAC Programs | 56,708 | 60,000 | 65,000 | 65,000 | 8.33% |
| Sponsorships | 12,100 | 10,000 | 11,000 | 12,000 | 20.00% |
| Concessions | 7,498 | 7,000 | 8,000 | 7,000 | 0.00% |
| Art Center Miscellaneous | 1,941 | 1,500 | 900 | 1,000 | -33.33% |
| Dog Park Passes | 31,762 | 30,000 | 30,000 | 30,000 | 0.00% |
| Duke-Harris Plant (Fire) | 12,000 | 24,000 | 12,000 | 12,000 | -50.00% |
| EMS Special Events | 4,800 | 1,000 | - | - | -100.00% |
| CASE Fees | 50 | - | 100 | - | 0.00% |
| Interest Earned | 146,496 | 127,249 | 285,950 | 200,000 | 57.17% |
| Powell Bill Interest | 667 | 2,500 | 125 | - | -100.00% |

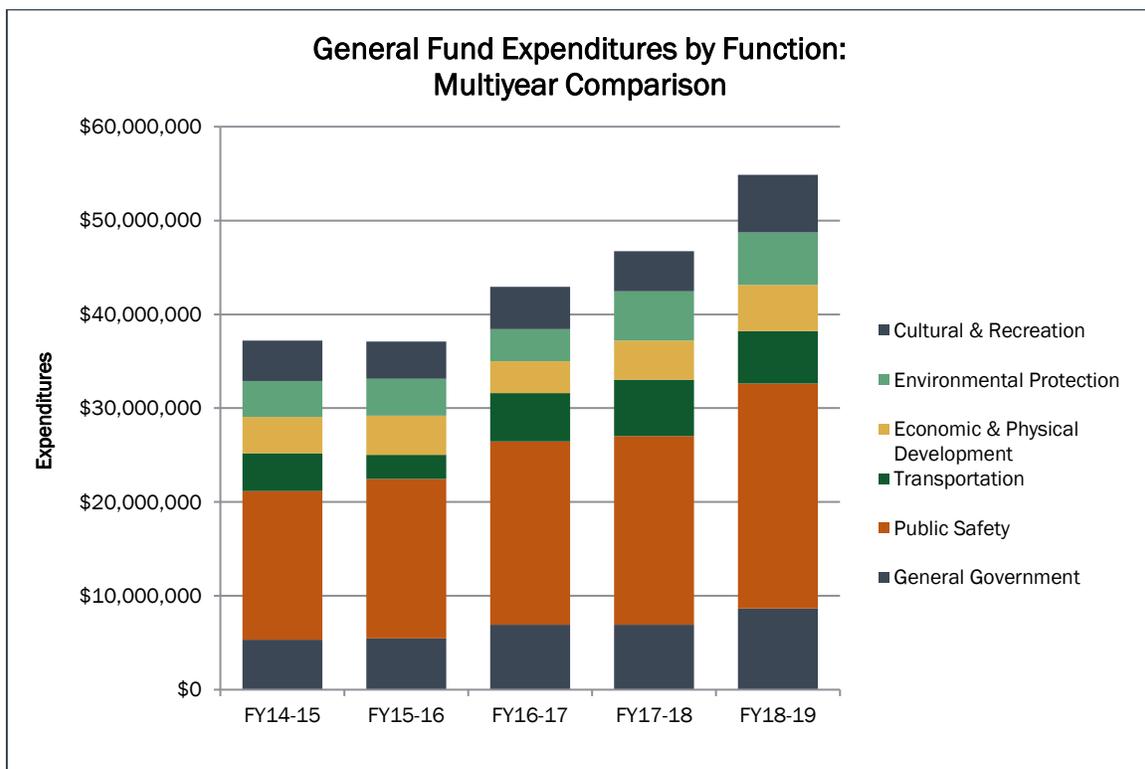
| General Fund Revenues (continued) | | | | | |
|--|---------------------|---------------------|---------------------|---------------------|--------------|
| Tri-centennial Interest | 30 | - | 53 | - | 0.00% |
| Miscellaneous Revenue | 88,741 | 104,065 | 70,000 | 60,000 | -42.34% |
| Cash Short and Over | (94) | - | 32 | - | 0.00% |
| ABC Revenues | 207,725 | 185,000 | 240,000 | 230,000 | 24.32% |
| Court Costs & Officer Fees | 13,995 | 10,000 | 19,000 | 10,000 | 0.00% |
| Parking Fines | (30) | - | - | - | 0.00% |
| Vendor Permits | 5,710 | 3,000 | 7,000 | 10,000 | 233.33% |
| Recreation Donations | 14,792 | 1,000 | 800 | 11,000 | 1000.00% |
| Fire Dept. Donations | - | - | 750 | - | 0.00% |
| Police Contributions | 5,000 | - | 100 | - | 0.00% |
| Donations- 9/11 Memorial | 777 | - | 400 | - | 0.00% |
| Public Building Donations | 1,200 | - | - | - | 0.00% |
| Insurance Refunds | 56,159 | - | 25,000 | 15,000 | |
| NCLM Wellness Grant | 750 | - | - | - | 0.00% |
| Mutual Aid Reimburse | 11,811 | - | 30,896 | - | 0.00% |
| Developer Reimburse | - | 9,935 | 9,935 | - | -100.00% |
| NCLM Safety Grant | - | - | 6,000 | 700 | |
| NCDOT Reimbursement | - | - | - | 10,000 | |
| Sale of Capital Assets | 64,365 | 30,000 | 65,000 | 50,000 | 66.67% |
| Transfer from Rec. Capital Project Fund | - | - | - | 300,000 | |
| Transfer from Rec. Capital Reserve Fund | 1,638,049 | 902,597 | 902,597 | 1,587,800 | 75.91% |
| Transfer from Trans. Reserve Fund | - | 742,400 | 742,400 | - | -100.00% |
| Fund Balance - Budget | - | - | - | 2,357,400 | |
| Fund Balance - Amend | - | 548,177 | - | - | -100.00% |
| Fund Bal - PO Carryover | - | 2,239,858 | - | - | -100.00% |
| Total | \$50,871,115 | \$54,805,923 | \$54,252,721 | \$59,487,600 | 8.54% |

Revenue Trends



Expenditures by Function

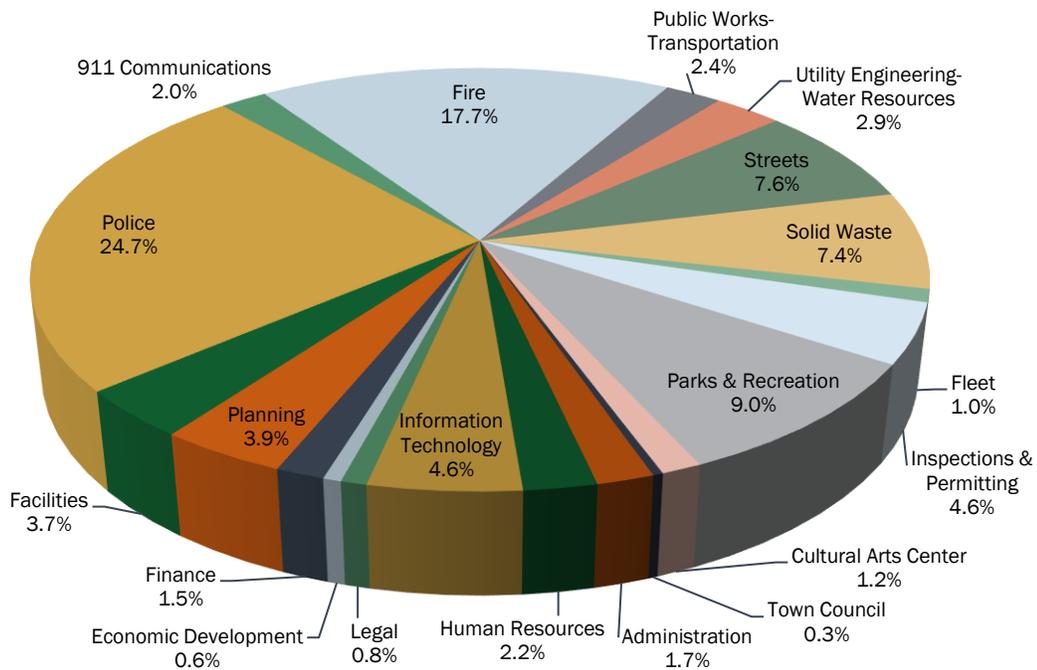
| General Fund Expenditures by Function | | | | | |
|---------------------------------------|---------------------|---------------------|---------------------|---------------------|----------------|
| Function | FY16-17 Actual | FY17-18 Budget | FY17-18 Estimate | FY18-19 Budget | Percent Change |
| General Government | 6,662,783 | 7,845,260 | 6,930,484 | 8,668,400 | 10.49% |
| Public Safety | 19,599,983 | 22,255,910 | 20,108,574 | 23,959,400 | 7.65% |
| Transportation | 5,601,406 | 6,311,180 | 5,989,639 | 5,586,400 | -11.48% |
| Economic & Physical Development | 3,628,907 | 4,739,234 | 4,188,122 | 4,939,200 | 4.22% |
| Environmental Protection | 4,570,355 | 5,549,435 | 5,236,725 | 5,589,100 | 0.71% |
| Cultural & Recreation | 4,501,240 | 4,696,462 | 4,291,307 | 6,121,000 | 30.33% |
| Debt Service | 3,915,078 | 3,408,442 | 3,425,477 | 4,624,100 | 35.67% |
| Total | \$48,479,752 | \$54,805,923 | \$50,170,328 | \$59,487,600 | 8.54% |



General Fund Function per Dollar



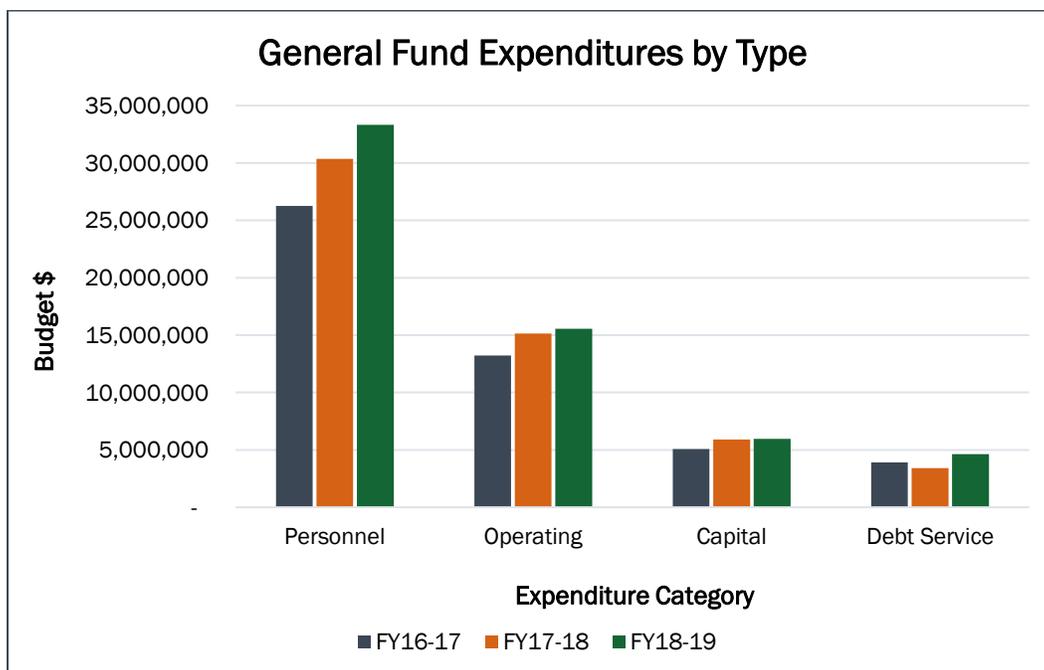
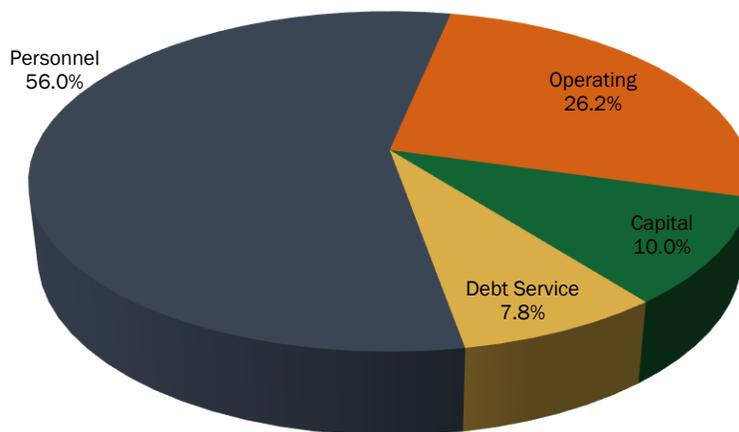
GF Expenditures by Department FY18-19



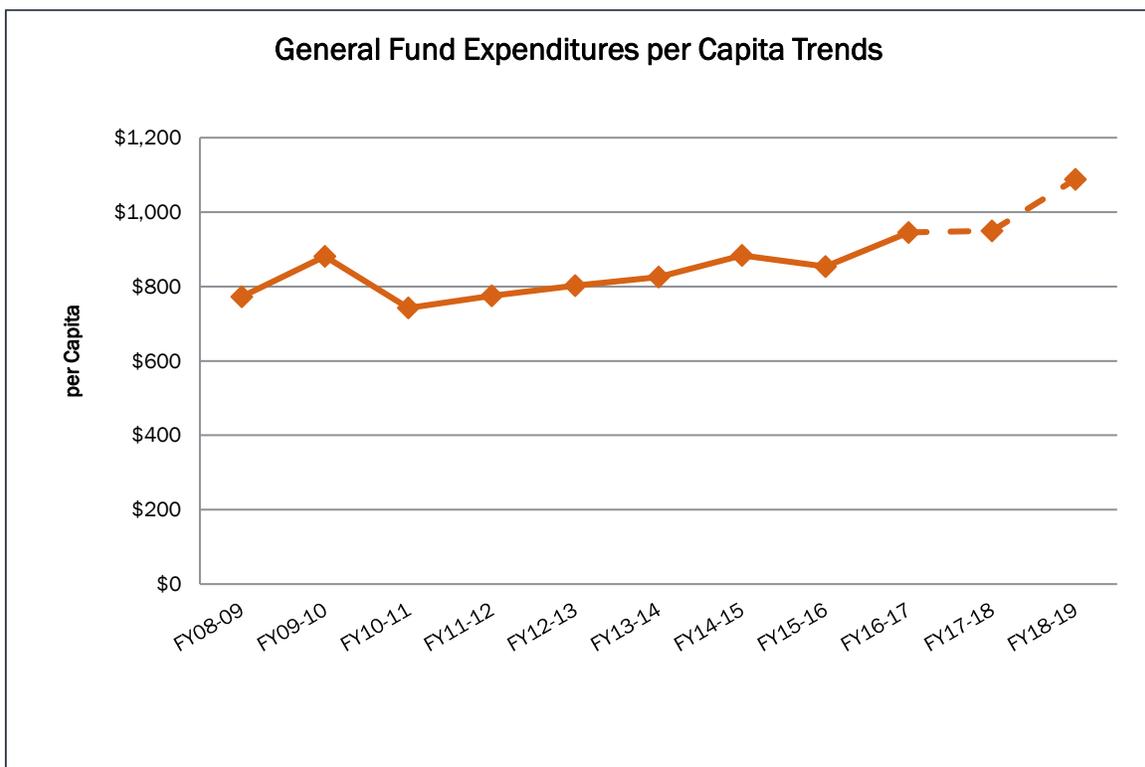
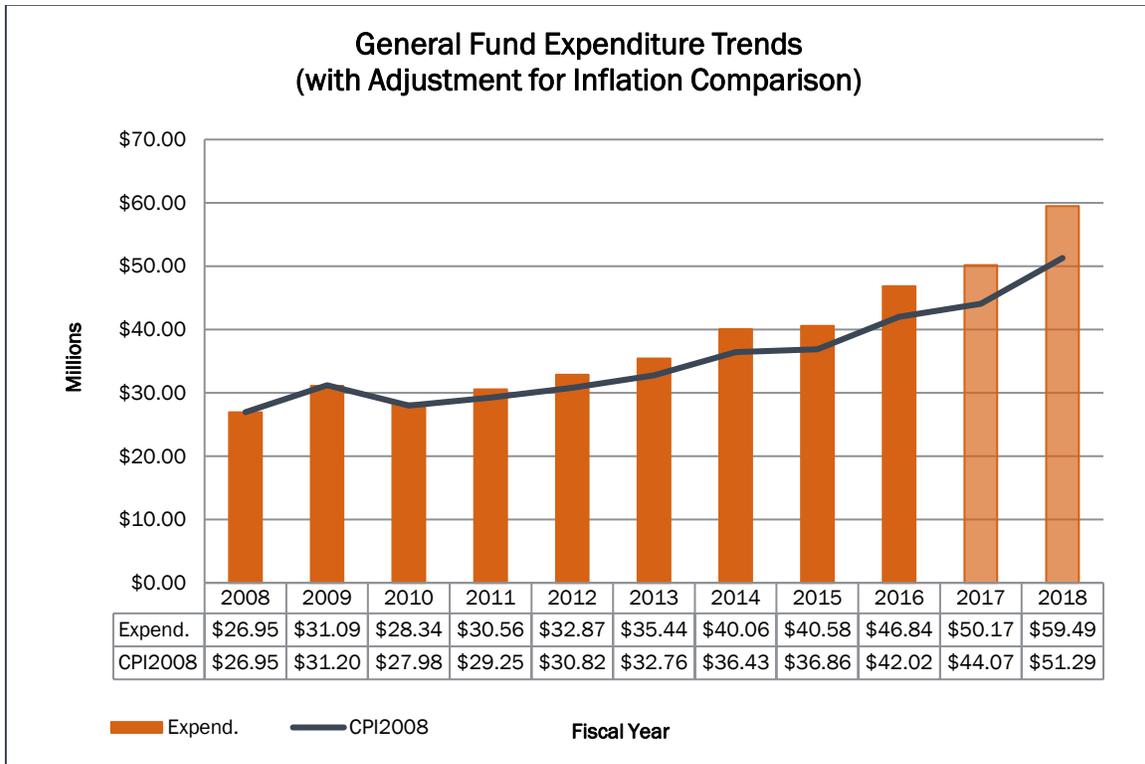
Expenditures by Type

| General Fund Expenditures by Type | | | | | |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|----------------|
| Type | FY16-17 Actual | FY17-18 Budget | FY17-18 Estimate | FY18-19 Budget | Percent Change |
| Personnel | 26,266,802 | 30,359,069 | 28,647,746 | 33,331,600 | 9.79% |
| Operating | 13,236,285 | 15,145,468 | 13,315,379 | 15,560,200 | 2.74% |
| Capital | 5,061,586 | 5,892,944 | 4,781,726 | 5,971,700 | 1.34% |
| Debt Service | 3,915,078 | 3,408,442 | 3,425,477 | 4,624,100 | 35.67% |
| Total | \$48,479,752 | \$54,805,923 | \$50,170,328 | \$59,487,600 | 8.54% |

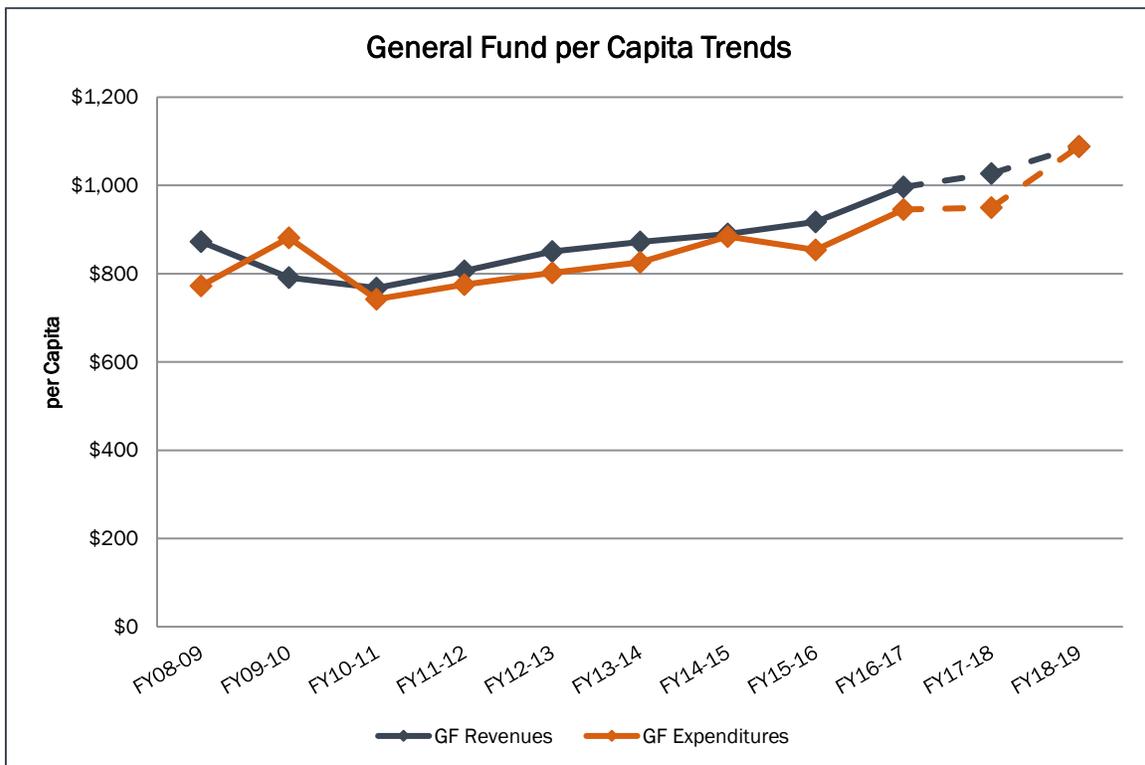
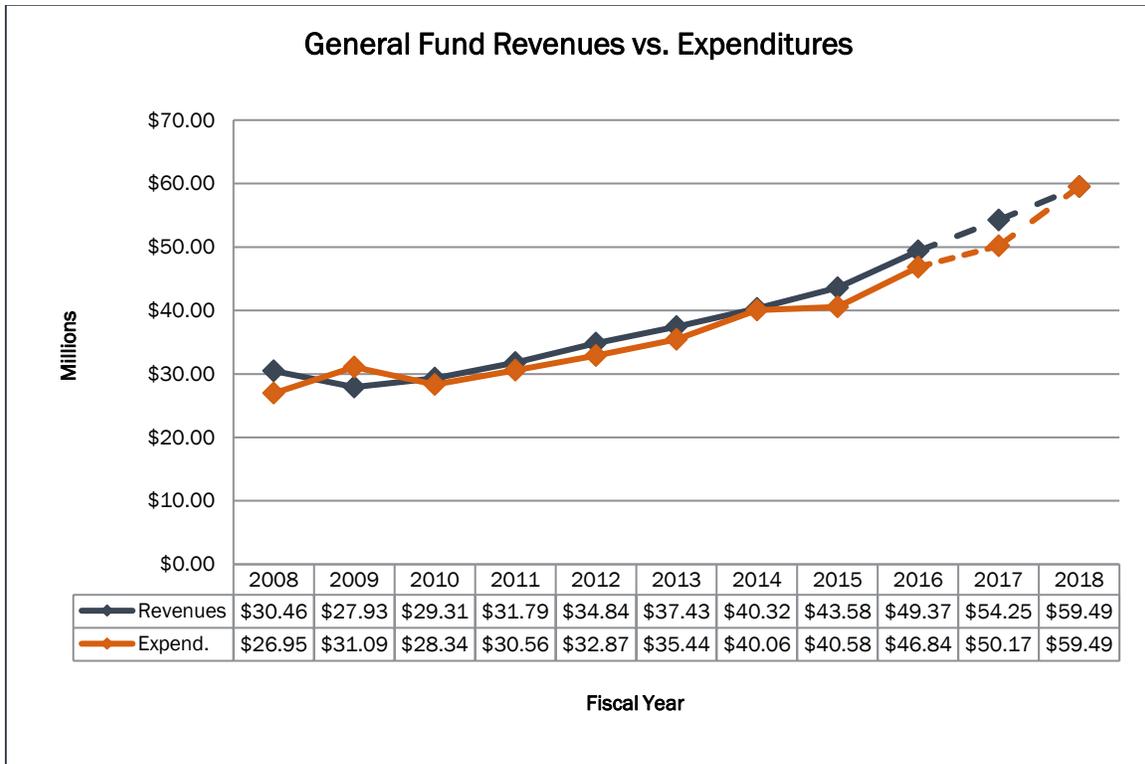
General Fund Expenditures by Type FY18-19



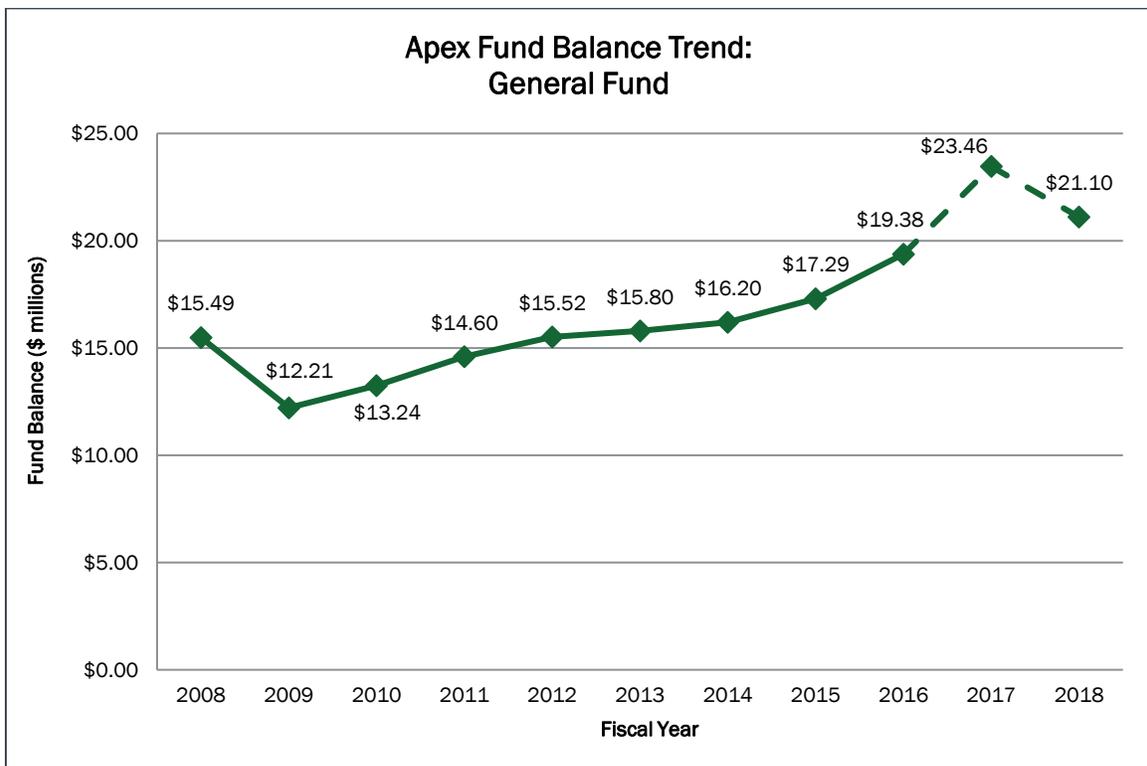
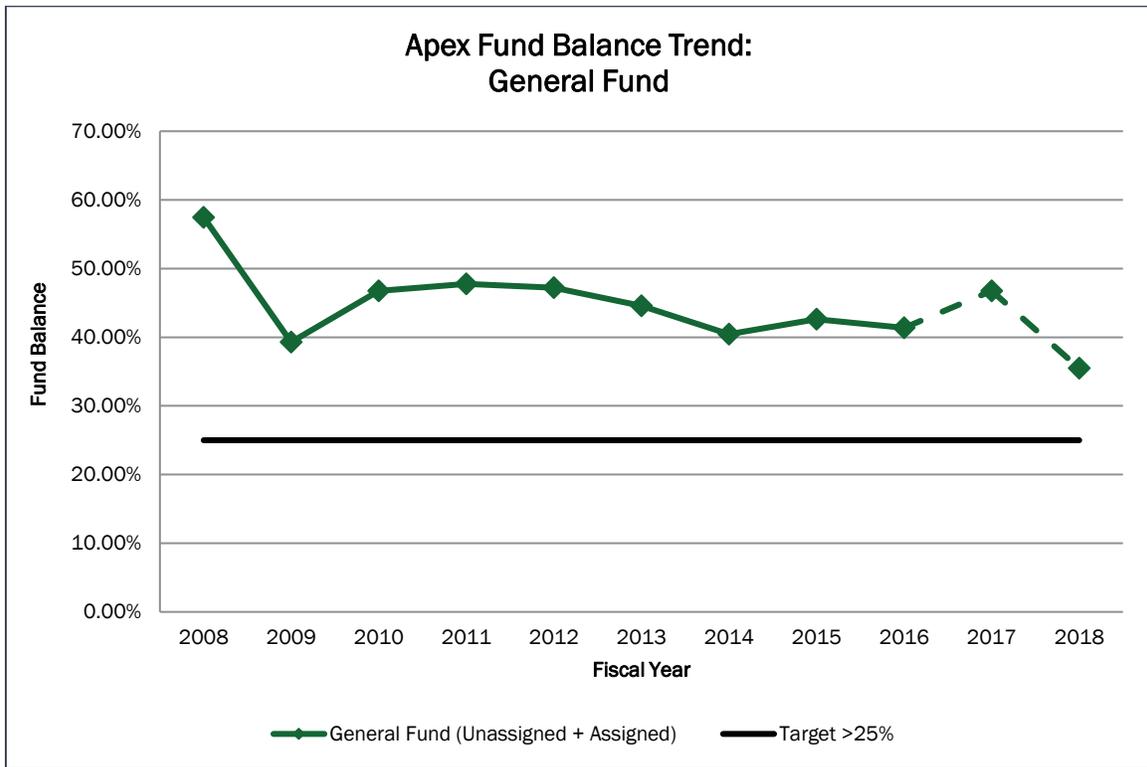
Expenditure Trends



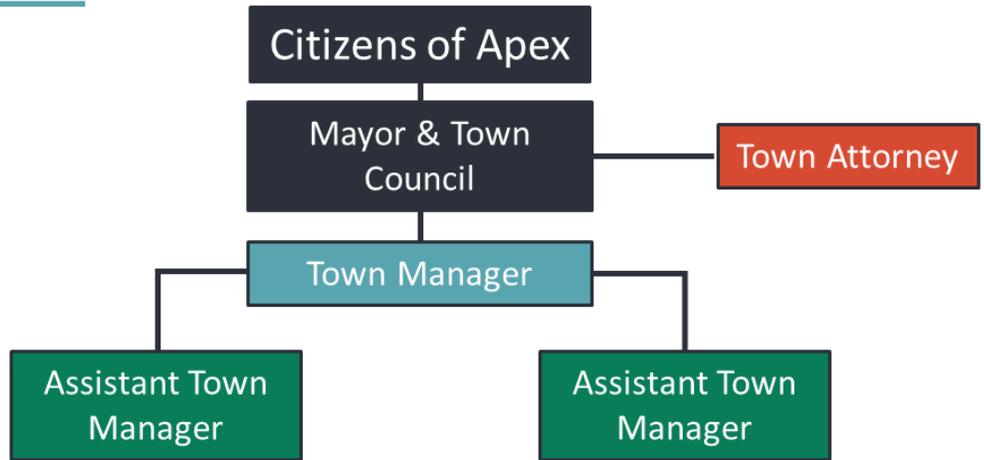
Revenues vs. Expenditures



Fund Balance



GOVERNING BODY



Description

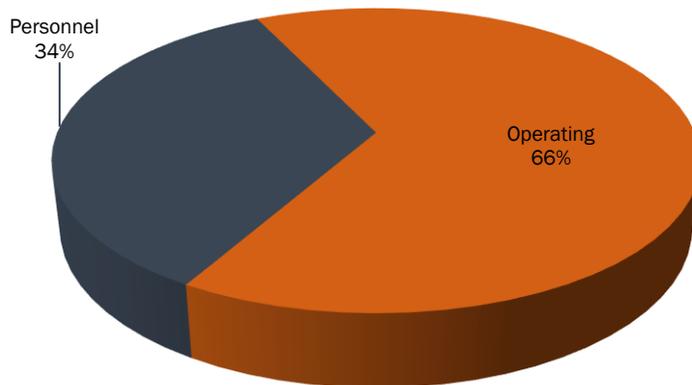
The Town Council is the legislative board of town government and includes a mayor and five council members. Citizens elect the Mayor to serve a four-year term and Town Council members each serve four-year terms. Apex elections are non-partisan and occur in odd numbered years.

The Mayor and Town Council are responsible for formulating policies, approving annual financial plans, setting property tax rates and user fees, adopting ordinances, resolutions, and regulations for the welfare of the town. It conducts public hearings and forums, issues proclamations, represents the town in regional cooperative efforts, determines land-use policies through zoning, and provides general direction of the organization.

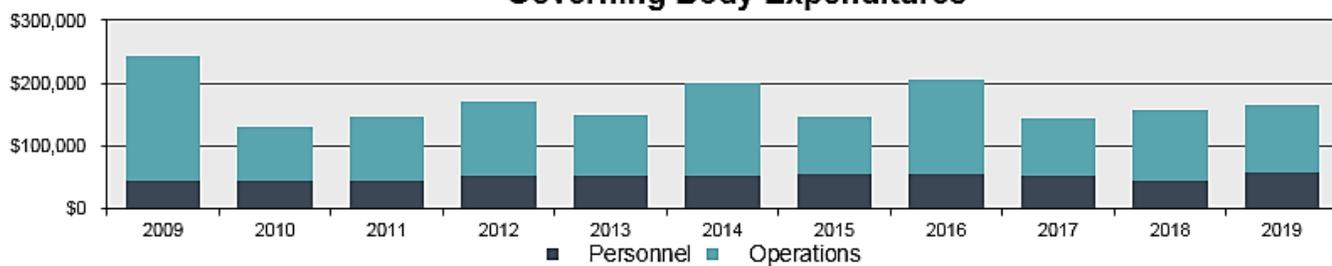
Budget Summary

| Expenditures by Type | | | | | |
|----------------------|------------------|------------------|------------------|------------------|----------------|
| Type | FY16-17 Actual | FY17-18 Budget | FY17-18 Estimate | FY18-19 Budget | Percent Change |
| Personnel | 54,304 | 57,517 | 57,534 | 57,400 | -0.20% |
| Operating | 90,245 | 162,465 | 134,491 | 109,000 | -32.91% |
| Capital | - | - | - | - | 0.00% |
| Total | \$144,549 | \$219,982 | \$192,025 | \$166,400 | -24.36% |

Town Council Expenditures by Type



Governing Body Expenditures



4100 - Governing Body

| Description | FY 16-17 Actual | FY 17-18 Budget | FY 17-18 Actual (as of 3/31/18) | FY 18-19 Requested | FY 18-19 Recommended |
|--|-----------------|-----------------|------------------------------------|--------------------|----------------------|
| PS - Personnel Services | | | | | |
| 40200 Salaries | 49,898 | 53,248 | 41,056 | 53,100 | 53,100 |
| 40500 FICA | 4,204 | 4,076 | 3,432 | 4,060 | 4,100 |
| 40801 Workers Comp | 202 | 193 | 165 | 200 | 200 |
| Subtotal: PS - Personnel Services | 54,305 | 57,517 | 44,653 | 57,360 | 57,400 |
| OP - Operations | | | | | |
| 41100 Telephone & Communication | - | 100 | - | 960 | 950 |
| 41200 Printing | - | 231 | 231 | 100 | 100 |
| 41400 Travel & Training | 8,326 | 10,500 | 2,684 | 13,500 | 9,750 |
| 41402 Subsistence | 6,360 | 6,360 | 4,770 | 6,500 | 6,500 |
| 43300 Supplies & Materials | 2,740 | 790 | 786 | 1,000 | 1,000 |
| 43310 Meeting & Event Provisions | - | 9,000 | 6,155 | 9,000 | 9,000 |
| 43311 Community Outreach Materials | - | 1,200 | - | 1,000 | 1,000 |
| 43400 Election Expense | - | 41,759 | 36,876 | - | - |
| 43600 Uniform | - | 500 | - | 500 | 500 |
| 44500 Contracted Services | 10,200 | 11,000 | - | 11,000 | 11,000 |
| 44509 Software License & Maintenance | - | 1,500 | 1,500 | 1,500 | 1,500 |
| 44600 Professional Services | 300 | 520 | 520 | - | - |
| 45300 Dues & Subscriptions | 62,319 | 66,805 | 62,668 | 67,700 | 67,700 |
| Subtotal: OP - Operations | 90,245 | 150,265 | 116,190 | 112,760 | 109,000 |
| Department Total: 4100 - Governing Body | 144,549 | 207,782 | 160,843 | 170,120 | 166,400 |

Budget Notes: Governing Body

Travel & Training

| | |
|--|-------|
| NCLM (\$250x6) | 1,500 |
| Apex Chamber Events | 800 |
| Metro Mayors | 1,000 |
| ElectriCities | 2,750 |
| School of Government Courses | 500 |
| Wake County Mayor's Association Events | 1,000 |
| Misc. Travel & Activities | 2,200 |
| | 9,750 |

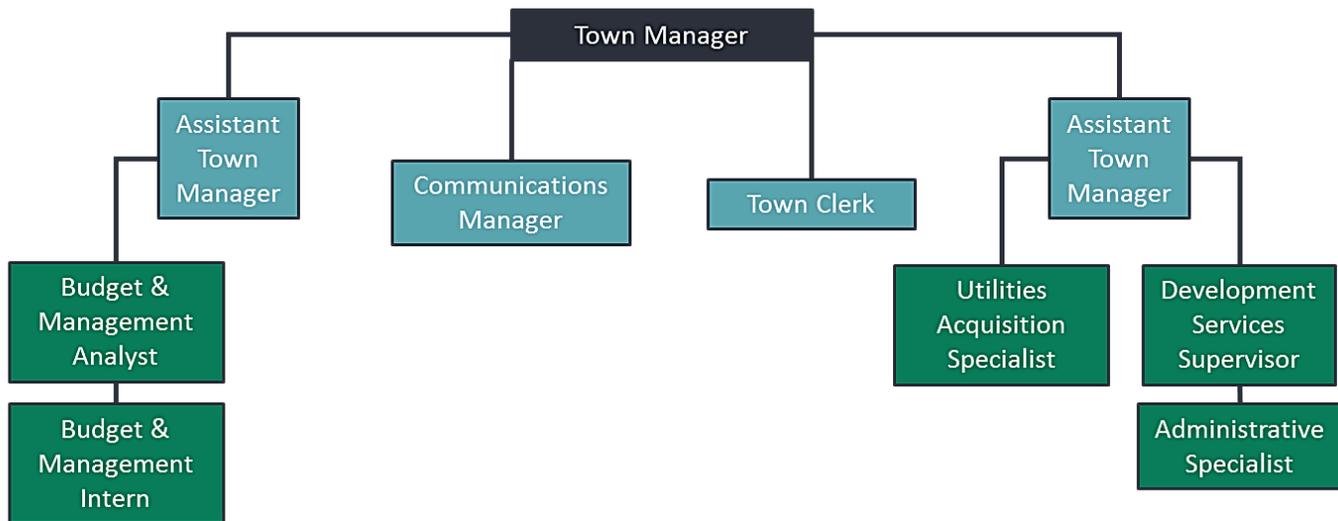
Contracted Services

| | |
|----------------------|--------|
| UNC SOG Benchmarking | 11,000 |
|----------------------|--------|

Dues & Subscriptions

| | |
|--------------------------------------|--------|
| Apex Chamber of Commerce | 1,500 |
| Wake County Mayors Association | 500 |
| NC Metropolitan Mayors Association | 8,100 |
| Triangle J Council of Government | 18,000 |
| School of Government Foundation Inc. | 5,550 |
| NC League of Municipalities | 32,500 |
| Misc. (NCBEO / Apex DBA) | 550 |
| Sister Cities | 1,000 |
| | 67,700 |

ADMINISTRATION



Mission

We will **perform** at the highest level by **empowering** our peers, remaining **accountable** to each other and those we serve, and continuing the pursuit of **knowledge**.

Description

The administrative offices of the Town of Apex consist of the Town Manager, two Assistant Managers, Town Clerk, Communications Manager, Budget & Management Analyst, Development Services, and support staff. The Town Council appoints the Town Manager as the chief executive officer of the town to oversee Town organization and operations. The Town Manager, with the assistance of the Assistant Managers, coordinates the work of department heads and other employees to help ensure efficient delivery of services.

The Administration Department is responsible for general administration, compilation and presentation of the annual budget in accordance with budgetary standards, policy implementation, capital improvement programs, and responding to citizen and council concerns. Administration provides information to the public; documents and maintains records of Town Council proceedings; develops and coordinates agendas, ordinances, resolutions, reports; and maintains directory of boards. The Communications and Marketing Division is responsible for growing a strategic communication plan that provides a framework for the organization to enhance two-way communication, improve internal and external relationships, and encourage public information and participation.

Recent Accomplishments

1. Conducted the first Apex Citizen Satisfaction Survey
2. Began Organizational Review process
3. Apex Peak Academy: Town's first citizen's academy

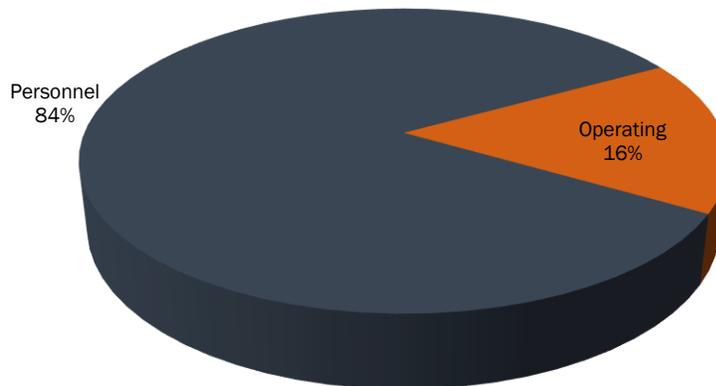
Upcoming Projects

1. Development of organization-wide Strategic Plan
2. Establishment of Performance Measures (objectives, indicators, & strategies)

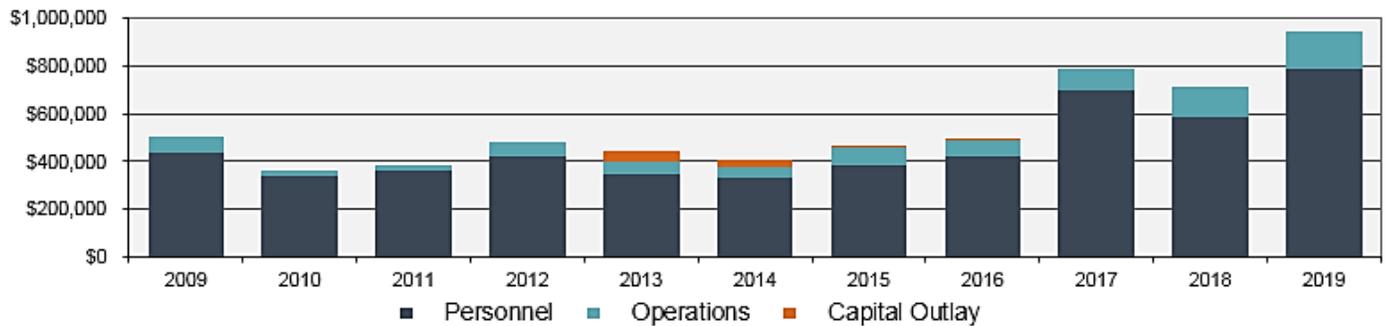
Budget Summary

| Expenditures by Type | | | | | |
|----------------------|-------------------|-------------------|---------------------|-------------------|-------------------|
| Type | FY16-17 Actual | FY17-18 Budget | FY17-18 Estimate | FY18-19 Budget | Percent Change |
| Personnel | 699,836 | 731,826 | 747,309 | 786,300 | 7.44% |
| Operating | 89,043 | 169,244 | 149,599 | 153,800 | -9.13% |
| Capital | - | - | - | - | 0.00% |
| Total | \$788,880 | \$901,070 | \$896,908 | \$940,100 | 4.33% |

Administration Expenditures by Type



Administration Expenditures



4200 - Administration

| Description | FY 16-17 Actual | FY 17-18 Budget | FY 17-18 Actual (as of 3/31/18) | FY 18-19 Requested | FY 18-19 Recommended |
|--|--------------------|--------------------|------------------------------------|-----------------------|-------------------------|
| PS - Personnel Services | | | | | |
| 40200 Salaries | 535,885 | 563,176 | 446,582 | 586,763 | 581,900 |
| 40300 Part-Time Salaries | 1,494 | 2,200 | 2,190 | 47,424 | 18,200 |
| 40500 FICA | 38,238 | 41,731 | 32,409 | 46,566 | 45,500 |
| 40600 Group Insurance | 54,165 | 54,684 | 44,921 | 62,505 | 60,000 |
| 40601 OPEB Expense | - | - | - | - | - |
| 40701 General Retirement | 41,042 | 41,394 | 33,698 | 45,478 | 47,000 |
| 40705 401K General | 26,794 | 28,164 | 22,317 | 29,342 | 30,200 |
| 40801 Workers Comp | 2,217 | 2,677 | 1,996 | 2,957 | 3,500 |
| 40803 Unemployment | - | - | - | - | - |
| Subtotal: PS - Personnel Services | 699,836 | 734,026 | 584,112 | 821,035 | 786,300 |
| OP - Operations | | | | | |
| 41100 Postage | - | - | - | 100 | 100 |
| 41101 Telephone & Communication | 7,245 | 7,560 | 1,691 | 10,000 | 10,000 |
| 41200 Printing | 1,532 | 26,610 | 20,388 | 15,000 | 15,000 |
| 41400 Travel & Training | 10,318 | 9,300 | 10,596 | 13,300 | 11,450 |
| 41500 Maintenance & Repair - Building | - | - | - | 500 | 500 |
| 41600 Maintenance & Repair - Equipment | 559 | 300 | - | 200 | 200 |
| 41700 Maintenance & Repair - Vehicle | - | - | - | 200 | 200 |
| 42600 Advertising | 3,280 | 4,000 | 1,577 | 2,500 | 2,500 |
| 43100 Automotive Supplies | - | - | - | 100 | 100 |
| 43101 Motor Fuel | - | - | - | 250 | 250 |
| 43200 Office Supplies | - | - | - | 10,000 | 8,200 |
| 43300 Departmental Supplies | 18,444 | 17,400 | 5,391 | 5,900 | 900 |
| 43301 Technology Hardware & Accessories | - | - | - | 13,200 | 10,200 |
| 43305 Medical Supplies | - | - | - | - | - |
| 43310 Meeting & Event Provisions | - | 4,000 | 555 | 3,500 | 3,500 |
| 43311 Community Outreach Materials/Activities | - | - | - | - | - |
| 43600 Uniforms | 11 | 800 | 54 | 450 | 450 |
| 44500 Contracted Services | 36,363 | 19,011 | 6,755 | - | - |
| 44509 Software Licenses & Maintenance | 379 | 51,013 | 51,836 | 68,080 | 63,100 |
| 44600 Professional Services | 5,387 | 20,000 | 22,040 | 18,550 | 18,550 |
| 45300 Dues & Subscriptions | 5,525 | 5,250 | 4,560 | 4,600 | 4,600 |
| 45400 Special Programs (Peak Academy) | - | 4,000 | 113 | 5,000 | 4,000 |
| Subtotal: OP - Operations | 89,043 | 169,244 | 125,528 | 171,430 | 153,800 |
| Department Total: 4200 - Administration | 788,880 | 903,270 | 709,667 | 992,465 | 940,100 |

Budget Notes: Administration**Travel & Training**

| | |
|-----------------------------------|---------------|
| Budget Certification Exams | 50 |
| UNC - SOG Courses | 1,565 |
| NCLGBA Conference | 700 |
| ICMA Conference | 1,850 |
| NCCCA Conference | 1,800 |
| Leadership Institute - Gettysburg | 500 |
| NC3C Conference | 850 |
| Chamber Events | 750 |
| AWWA Conference | 75 |
| Clerk's Summer Conference | 1,300 |
| Annual Clerk Academy | 955 |
| NCAMC Committee Meetings | 55 |
| Misc./ Other | 1,000 |
| | <u>11,450</u> |

Professional Services

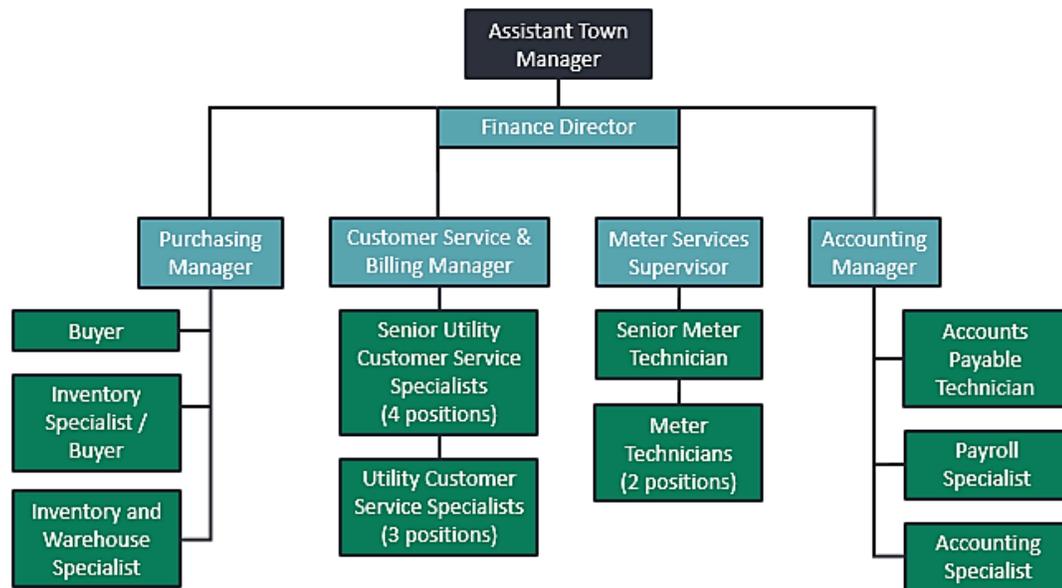
| | |
|------------------------------------|---------------|
| Codification of Code of Ordinances | 3,500 |
| Video Production | 15,000 |
| Microfiche Minutes (NCDRC) | 50 |
| | <u>18,550</u> |

Software License & Maint.

| | |
|--------------------------|--------------|
| Adobe Creative Cloud | 800 |
| Cognito Forms | 180 |
| SeamlessDocs | 5,000 |
| ReCollect | 5,150 |
| Constant Contact | 1,150 |
| Archive Social | 1,200 |
| Civic Plus | 6,900 |
| Public Input | 8,250 |
| Site Improve | 7,600 |
| SharePoint Customization | 3,000 |
| IDT | 18,000 |
| New World | 500 |
| Executime | 720 |
| ESRI Apps/users | 3,150 |
| Laserfiche | <u>1,500</u> |

63,100

FINANCE & CUSTOMER SERVICE



Description

The Finance Department is responsible for managing and communicating financial information to town management (Town Council, Town Manager, department heads) and to other users of town financial data (citizens, bondholders, oversight bodies, financial service providers, external agencies) to permit informed judgments and decisions concerning the provision of services to our citizens. Staff performs statutory duties surrounding comprehensive financial administration and planning.

1. Accounting

- Staff performs all accounting and financial reporting activities for the Town including cash disbursement, assisting with budget preparation and administration, treasury management and debt management.

2. Customer Service & Finance

- Customer Service and Finance is responsible for utility billing and collections, utility connection, disconnection, and transfers, customer credit and utility bad debt collection, and meter reading.

3. Purchasing

- Purchasing and Warehouse is responsible for centralized purchasing and warehousing, accounts payable, recovery of investment dollars, administration of the procurement program and fulfillment of goods and services essential to the overall efficient operation of the town.

4. Meter Services

- Staff is responsible for utility billing and collections, utility connection, disconnection, and transfers, customer credit and utility bad debt collection, and meter reading.

Recent Accomplishments

1. Completion of the FY 2016-17 Annual Audit & preparation of financial statements
2. Passage of Recreation General Obligation Bonds Referendum
3. Review of utility billing & meter reading to increase efficiency and improve customer service
4. Addressed changes in accounting standards for Post-Employment Benefits which impact financial reporting
5. Transitioned to paperless systems for bank draft reports, billing reports, and cutoff process

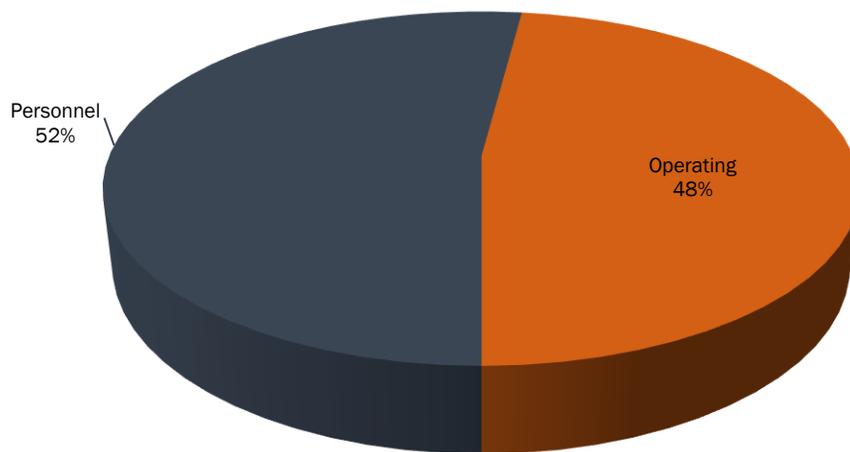
Upcoming Projects

1. New Personnel: Utility Accountant
2. Finalization of revised Utility Bill format – Addition of usage graph, update formatting
3. Roll out Laserfiche connect/disconnect forms to make opening/closing of utility accounts more efficient and paperless
4. Create a town-wide Revenue Collections Policy
5. Create Miscellaneous Billing Policy
6. Revise Customer Service Policy

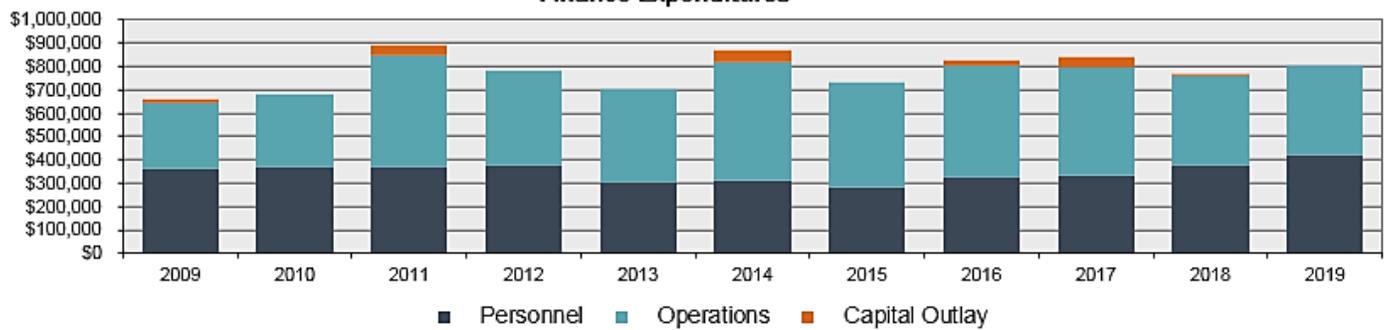
Budget Summary

| Expenditures by Type | | | | | |
|----------------------|------------------|------------------|------------------|------------------|----------------|
| Type | FY16-17 Actual | FY17-18 Budget | FY17-18 Estimate | FY18-19 Budget | Percent Change |
| Personnel | 341,756 | 376,244 | 385,930 | 418,500 | 11.23% |
| Operating | 471,132 | 397,302 | 347,320 | 385,600 | -2.95% |
| Capital | 42,851 | 9,205 | - | - | -100.00% |
| Total | \$855,738 | \$782,751 | \$733,250 | \$804,100 | 2.73% |

Finance Expenditures by Type



Finance Expenditures



4400 - Finance

| Description | FY 16-17 Actual | FY 17-18 Budget | FY 17-18 Actual (as of 3/31/18) | FY 18-19 Requested | FY 18-19 Recommended |
|---|--------------------|--------------------|------------------------------------|-----------------------|-------------------------|
| PS - Personnel Services | | | | | |
| 40200 Salaries | 241,859 | 251,433 | 186,837 | 277,732 | 277,800 |
| 40300 Part-Time Salaries | 857 | 17,623 | 35,221 | 15,314 | 15,350 |
| 40500 FICA | 17,177 | 20,602 | 14,322 | 22,436 | 22,450 |
| 40600 Group Insurance | 42,494 | 36,894 | 24,474 | 39,282 | 52,000 |
| 40701 General Retirement | 17,699 | 18,866 | 14,078 | 21,462 | 21,500 |
| 40705 401K General | 12,093 | 12,579 | 9,323 | 13,894 | 14,000 |
| 40801 Workers Comp | 971 | 1,452 | 902 | 1,535 | 1,550 |
| 40803 Unemployment | 8,606 | 16,795 | 16,794 | 13,815 | 13,850 |
| Subtotal: PS - Personnel Services | 341,756 | 376,244 | 301,952 | 405,470 | 418,500 |
| OP - Operations | | | | | |
| 41100 Postage | - | - | - | 10,000 | 2,000 |
| 41101 Telephone & Communication | 106,446 | 30,000 | 7,552 | 10,300 | 9,200 |
| 41200 Printing | 2,387 | 14,400 | 11,864 | 16,250 | 16,250 |
| 41300 Utilities | 5,543 | 6,000 | 3,827 | 6,000 | 6,000 |
| 41400 Travel & Training | 2,918 | 7,500 | 3,965 | 9,800 | 9,800 |
| 41500 Maintenance & Repair - Building | 2,710 | 5,000 | 538 | 5,000 | 5,000 |
| 41600 Maintenance & Repair - Equipment | 7,132 | 9,000 | 5,466 | 5,000 | 5,000 |
| 41700 Maintenance & Repair - Vehicle | 31 | 800 | 584 | 600 | 600 |
| 43100 Automotive Supplies | 1,606 | 1,500 | 1,769 | 500 | 500 |
| 43101 Motor Fuel | - | - | - | 2,000 | 2,000 |
| 43200 Office Supplies | - | - | - | - | - |
| 43300 Departmental Supplies | 21,491 | 19,822 | 5,799 | 6,100 | 6,100 |
| 43301 Technology Hardware & Accessories | - | - | - | 41,500 | 41,500 |
| 43310 Meeting & Event Provisions | - | 3,300 | 2,739 | 2,000 | 2,000 |
| 43600 Uniforms | - | - | 615 | 4,650 | 4,650 |
| 44500 Contracted Services | 242,644 | 103,602 | 88,659 | 125,000 | 125,000 |
| 44508 Transaction Fees Credit Card | - | 25,000 | 10,530 | 20,000 | 20,000 |
| 44509 Software Licenses & Maintenance | - | 17,053 | 16,175 | 57,700 | 46,700 |
| 44511 Contracted Services - Billing/Collections | - | 14,825 | 6,225 | 14,500 | 14,500 |
| 44600 Professional Services | 72,967 | 119,000 | 49,985 | - | - |
| 44601 Professional Services - Financial | - | - | - | 58,000 | 58,000 |
| 45300 Dues & Subscriptions | 5,258 | 4,500 | 1,701 | 2,000 | 2,000 |
| 45401 Insurance - Property & Liability | - | - | - | 8,800 | 8,800 |
| Subtotal: OP - Operations | 471,132 | 381,302 | 217,992 | 405,700 | 385,600 |
| CO - Capital Outlay | | | | | |
| 47400 Capital Outlay - Equipment | 42,851 | 9,205 | - | 12,000 | - |
| Subtotal: CO - Capital Outlay | 42,851 | 9,205 | - | 12,000 | - |
| Department Total: 4400 - Finance | 855,748 | 766,751 | 519,944 | 823,170 | 804,100 |

Budget Notes: Finance**Contracted Services - Billing/Collections**

| | |
|---|---------------|
| Professional Mail / Bill Printing & Postage | 6,500 |
| Online Info Services (Credit Checks) | 1,300 |
| BB&T Lockbox Services | 1,600 |
| Online Collections-Bad Debt Collections | 600 |
| DataVoice IVR | 3,500 |
| Itron | 400 |
| Other | 600 |
| | <u>14,500</u> |

Contracted Services

| | |
|----------------------------|----------------|
| Wake County Tax Collection | 50,000 |
| NC DMV Tax Collection | 75,000 |
| | <u>125,000</u> |

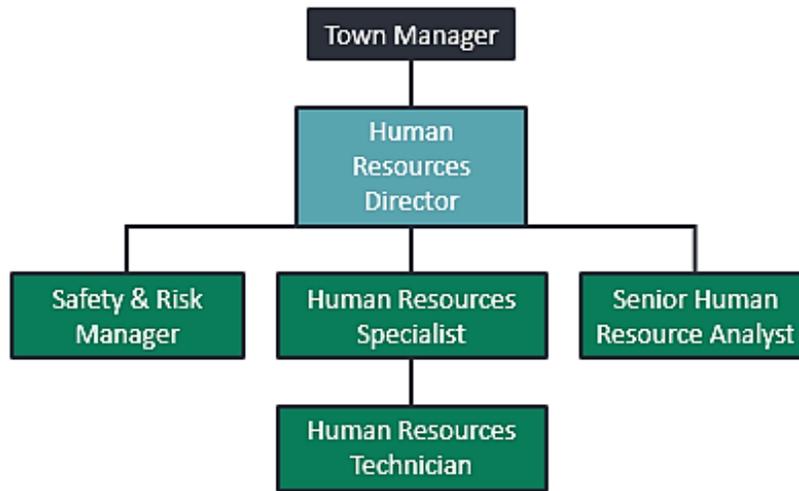
Software License & Maintenance

| | |
|----------------------------|---------------|
| Itron (Handhelds) | 1,200 |
| FCS | 2,000 |
| New World Maintenance | 7,000 |
| Advanced Utility Resources | 3,700 |
| Executime | 1,650 |
| New World Systems | 19,000 |
| ESRI Apps/Users | 1,350 |
| Bonfire Interactive | 10,800 |
| | <u>46,700</u> |

New Personnel

| | |
|-------------------------|---------------|
| Utility Accountant | 72,992 |
| New Employee Onboarding | 4,000 |
| | <u>76,992</u> |

HUMAN RESOURCES



Mission

To provide innovative HR programs and initiatives to create and sustain an organizational culture that supports employee empowerment and accountability and maximizes individual and organizational potential. The Human Resources Department will partner strategically and collaboratively with all departments to recruit, develop, and retain a high-performing and diverse workforce that fosters a healthy, safe, and productive work environment.

Description

Human Resources is responsible for providing a comprehensive centralized program designed to hire, train, motivate and retain employees to help the organization achieve its mission. This entails a variety of tasks including:

1. Management of the recruitment and selection process for the Town to select a well-qualified and diverse group of applicants to fill Town positions;
2. Administration of Town benefit plans, employee wellness program and leave programs, including a self-funded health and dental plan;
3. Administration of a competitive classification and compensation plan, and performance evaluation process;
4. Administration of Town human resource policies in a lawful, fair and consistent manner;
5. Maintenance of the Town's Risk Management programs including property and liability insurance, and workers compensation;
6. Provision of internal consultation to Town departments on a wide range of employment issues and works with departments on employee/organizational issues;

7. Coordination of supervisory and other employee training programs; and
8. Management of a variety of employee recognition programs

Recent Accomplishments

1. Implemented Paid Parental Leave & Bereavement Leave
2. Completion of the Annual Classification Study
3. Received a \$10,000 Safety Grant
4. Achieved a 81% completion rate for Town's wellness program
5. Reduced health insurance increase by 3.5% through minimal plan design changes
6. Negotiated a \$20,000 Wellness Fund with Health Vendor
7. Successfully negotiated a 35% decrease in Flexible Benefit Administration Fees
8. Recruited for over 90 positions
9. Received and processed over 6,500 applications
10. Processed 135 New Hires – 49 LSE's and 86 full-time employees

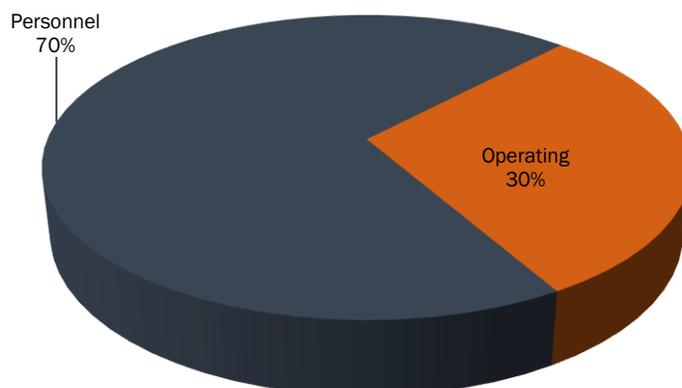
Upcoming Projects

1. Review and update the Town's Personnel Policies Manual
2. Conduct an audit of HR processes and procedures to ensure compliance with applicable employment & labor laws and implement best practices
3. Continue to seek quality and cost-effective solutions and resources to address the rising costs of providing comprehensive health insurance and other benefits to employees, while ensuring the quality, reliability, and affordability of our benefit plans

Budget Summary

| Expenditures by Type | | | | | |
|----------------------|--------------------|--------------------|---------------------|--------------------|-------------------|
| Type | FY16-17 Actual | FY17-18 Budget | FY17-18 Estimate | FY18-19 Budget | Percent Change |
| Personnel | 393,446 | 541,016 | 430,579 | 844,600 | 56.11% |
| Operating | 611,012 | 636,254 | 534,821 | 354,400 | -44.30% |
| Capital | - | 6,200 | 6,180 | - | -100.00% |
| Total | \$1,004,458 | \$1,183,470 | \$971,580 | \$1,199,000 | 1.31% |

Human Resources Expenditures by Type



Human Resources Expenditures



4210 - Human Resources

| Description | FY 16-17 Actual | FY 17-18 Budget | FY 17-18 Actual (as of 3/31/18) | FY 18-19 Requested | FY 18-19 Recommended |
|---|--------------------|--------------------|------------------------------------|-----------------------|-------------------------|
| PS - Personnel Services | | | | | |
| 40200 Salaries | 295,887 | 316,727 | 262,566 | 324,137 | 324,200 |
| 40300 Part-time Salaries | 2,239 | - | - | - | - |
| 40500 FICA | 21,680 | 24,236 | 18,969 | 24,803 | 24,850 |
| 40600 Group Insurance | 35,407 | 35,189 | 31,716 | 48,678 | 45,000 |
| 40601 Retiree Insurance / OPEB | - | 123,801 | 25,104 | 407,100 | 407,100 |
| 40701 General Retirement | 21,654 | 23,177 | 19,824 | 25,123 | 25,150 |
| 40705 401K General | 14,795 | 15,841 | 13,128 | 16,211 | 16,200 |
| 40801 Workers Comp | 1,785 | 2,045 | 1,545 | 2,104 | 2,100 |
| Subtotal: PS - Personnel Services | 393,446 | 541,016 | 372,854 | 848,156 | 844,600 |
| OP - Operations | | | | | |
| 41100 Postage | - | - | - | 100 | 100 |
| 41101 Telephone & Communication | 1,576 | 1,600 | 1,072 | 1,700 | 1,700 |
| 41200 Printing | 1,872 | 5,100 | 3,733 | 5,420 | 5,400 |
| 41400 Travel & Training | 21,208 | 30,110 | 3,482 | 34,710 | 34,700 |
| 42600 Advertising | 9,538 | 11,000 | 6,711 | 11,000 | 11,000 |
| 42601 Employee Recruitment | 3,812 | 3,500 | 673 | 3,500 | 3,500 |
| 43200 Office Supplies | - | - | - | 2,600 | 2,600 |
| 43300 Departmental Supplies | 5,359 | 4,000 | 2,317 | 1,000 | 1,000 |
| 43301 Technology Hardware & Accessories | - | - | - | 12,500 | 5,000 |
| 43302 Safety Supplies | 889 | 1,000 | - | 1,000 | 1,000 |
| 43303 Wellness Supplies | 2,322 | 3,500 | 682 | 2,790 | 2,800 |
| 43305 Medical Supplies | - | - | - | - | - |
| 43310 Meeting & Event Provisions | - | 200 | 366 | 1,000 | 1,000 |
| 43501 Wellness Incentives / Safety Awards | - | 1,660 | 1,685 | 1,560 | 1,600 |
| 43507 Employee Recognition | 17,976 | 44,608 | 17,717 | 37,340 | 37,350 |
| 43508 Tuition Reimbursement | 11,190 | 18,000 | 10,149 | 18,000 | 18,000 |
| 43600 Uniforms | - | - | - | 400 | 400 |
| 44500 Contracted Services | 64,110 | 67,121 | 33,858 | 44,850 | 44,850 |
| 44509 Software Licenses & Maintenance | - | 500 | 276 | 58,100 | 58,100 |
| 44600 Professional Services | 16,840 | 20,680 | 17,754 | 21,500 | 21,500 |
| 45300 Dues & Subscriptions | 530 | 675 | 950 | 2,150 | 2,150 |
| 45401 Insurance | 216,138 | 243,000 | 297,868 | 650 | 650 |
| 45402 Insurance Deductibles | 237,653 | 180,000 | 49,826 | 100,000 | 100,000 |
| Subtotal: OP - Operations | 611,012 | 636,254 | 449,118 | 361,870 | 354,400 |
| CO - Capital Outlay | | | | | |
| 47400 Capital Outlay - Equipment | - | 6,200 | 6,180 | - | - |
| Subtotal: CO - Capital Outlay | - | 6,200 | 6,180 | - | - |
| Department Total: 4210 - Human Resources | 1,004,458 | 1,183,470 | 828,152 | 1,210,026 | 1,199,000 |

Budget Notes: Human Resources**Contracted Services**

| | |
|--|---------------|
| Drug Testing/Criminal Back Checks | 7,000 |
| Hepatitis B Shots | 3,500 |
| Shred-It | 700 |
| Audiograms for employees in OSHA required program | 3,200 |
| Driving Record Checks | 150 |
| P&A Cobra & Flex Administration | 12,000 |
| Job Ready Services - Prehire physicals | 7,000 |
| Screenings (Full Lipid Panel, Glucose, Blood Pressures & Coaching) | 8,000 |
| Flu Shots | 3,300 |
| | 44,850 |

Software License & Maint.

| | |
|---|---------------|
| Adobe Creative Cloud License | 925 |
| MCCi | 275 |
| Cornerstone OnDemand (Recruitment/Learning/Performance) | 39,500 |
| New World | 9,000 |
| Executime | 400 |
| NeoGov | 8,000 |
| | 58,100 |

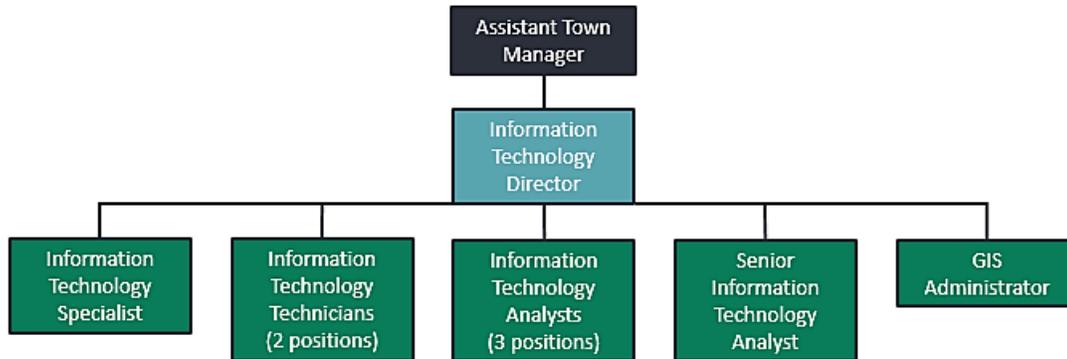
Employee Recognition Programs

| | |
|--|---------------|
| Service Awards & Retirement Gifts | 7,500 |
| Birthday Cards/Vouchers | 4,600 |
| Hot Dog Lunch/Ice Cream Social | 1,500 |
| Gotcha Awards/Peak Performer/Emp of Year | 670 |
| Workgroup Recognition | 10,580 |
| On the Spot Recognition | 11,500 |
| Peak Performer Tumblers | 1,000 |
| | 37,350 |

Professional Services

| | |
|-----------------------------|---------------|
| Employee Assistance Program | 11,500 |
| Annual Classification Study | 10,000 |
| | 21,500 |

**INFORMATION
TECHNOLOGY**



Mission

The Information Technology Services/Geographical Information Services Department strives to meet future needs by delivering solutions that will improve service and enhance our community. Technology should not be a goal, but a means to a goal. Our mission is to provide technology through a safe and secure environment, and provide technical improvements to securely connect, collaborate, and innovate. Through the use of technology, the Department will provide a responsive and supportive environment that is consistent with the mission, vision, policies, and goals of the Town of Apex.

Description

The Information Technology department provides a number of services primarily related to infrastructure development, design, operations, and governance:

1. Infrastructure

- Manage town-owned and architected fiber and network infrastructure to all buildings, substation utilities, and co-connections to other government offices
- Maintain redundant hyper-converged server hardware, wireless controllers, digital displays and A/V technologies
- Utilize cybersecurity devices and temperature control equipment to protect data integrity and ensure compliance with best practice requirements

2. Development/Design

- Investigate products, develop new processes and applications to improve performance and productivity for staff, citizens, vendors, and developers
- Increase access for staff and citizens via wireless, e-commerce, integrated voice response systems, smartphone applications, and technology training
- Provide GIS services for staff, citizen, and developer data collection, analytics, and mapping needs

3. Operations/Governance

- Provide implementation and support for all hardware, software, and collaboration, as well as remote and mobile access
- Coordinate with all departments for technology upgrades, integrations, migrations, and vendor or contractor needs
- Facilitate payment processing through IVR (voice), online portals, and smartphone applications for e-commerce

Recent Accomplishments

1. Fiber Expansion Project – Town-wide/local connections
2. Downtown Wireless – Phase I
3. Digitization and Organization – Central digital repositories, electronic forms
4. Outage Management System
5. Cityworks Application Expansion
6. GIS Standardization – Spatial database conversion
7. Holly Springs Multi-Agency Connection – Software for public safety
8. Training Rooms – Audio/Visual upgrades
9. Security Awareness Training for all employees
10. Installation of ExecuTime Software

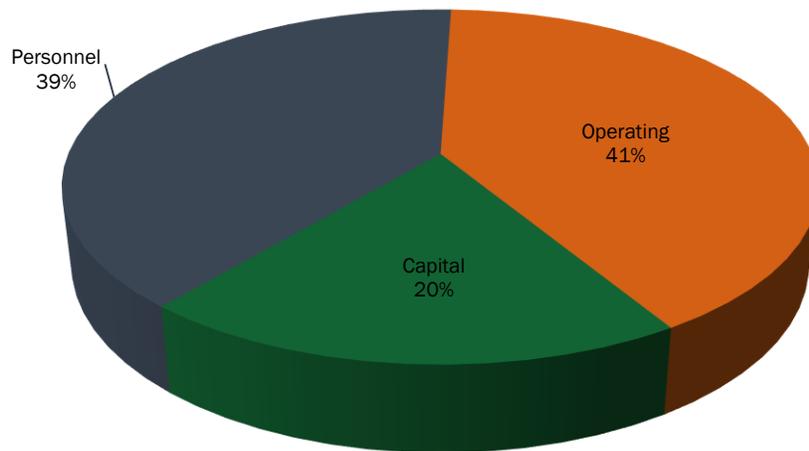
Upcoming Projects

1. Fiber as a Utility – Monitoring Expansion Buildouts Phase II & Regional/County Phase III
2. Downtown Wireless – Phase II
3. Electronic Timesheets – Town-wide
4. Spyglass Telecommunications Expense
5. Collaborative Training via Think Tank
6. Software Inventory – Town-wide
7. Security Platform Upgrade – Security awareness
8. Sharepoint Team Sites
9. Dashboard Reporting Development
10. GMIS Department Accreditation
11. Enterprise Application Integrations – CIS/GIS
12. Expand Virtualization Hardware – Increased file storage
13. New Position: Operations Manager

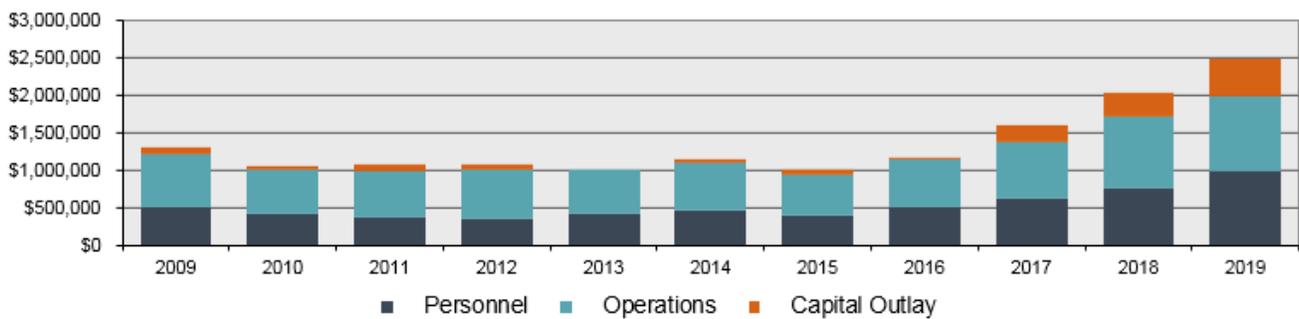
Budget Summary

| Expenditures by Type | | | | | |
|----------------------|--------------------|--------------------|--------------------|--------------------|----------------|
| Type | FY16-17 Actual | FY17-18 Budget | FY17-18 Estimate | FY18-19 Budget | Percent Change |
| Personnel | 639,160 | 761,666 | 724,133 | 986,200 | 29.48% |
| Operating | 657,538 | 962,978 | 890,644 | 1,019,600 | 5.88% |
| Capital | 309,952 | 311,832 | 311,832 | 496,000 | 59.06% |
| Total | \$1,606,649 | \$2,036,476 | \$1,926,609 | \$2,501,800 | 22.85% |

Information Technology Expenditures by Type



Information Services Expenditures



4220 - Information Technology

| Description | FY 16-17 Actual | FY 17-18 Budget | FY 17-18 Actual (as of 3/31/18) | FY 18-19 Requested | FY 18-19 Recommended |
|--|--------------------|--------------------|------------------------------------|-----------------------|-------------------------|
| PS - Personnel Services | | | | | |
| 40200 Salaries | 476,302 | 569,734 | 460,317 | 783,835 | 687,500 |
| 40300 Part-time Salaries | - | - | - | 71,136 | 71,200 |
| 40500 FICA | 34,304 | 43,598 | 33,737 | 54,768 | 54,800 |
| 40600 Group Insurance | 68,626 | 75,681 | 56,064 | 98,780 | 82,500 |
| 40701 General Retirement | 34,857 | 42,355 | 34,754 | 60,571 | 53,100 |
| 40705 401K General | 23,815 | 28,241 | 23,016 | 39,079 | 34,300 |
| 40801 Workers Comp | 1,256 | 2,057 | 1,372 | 3,077 | 2,800 |
| Subtotal: PS - Personnel Services | 639,160 | 761,666 | 609,260 | 1,111,246 | 986,200 |
| OP - Operations | | | | | |
| 41100 Postage | - | - | - | - | - |
| 41101 Telephone & Communication | 62,426 | 79,953 | 40,452 | 78,180 | 78,200 |
| 41200 Printing | - | 4,400 | 2,431 | 18,500 | 3,500 |
| 41400 Travel & Training | 18,149 | 19,750 | 3,357 | 19,000 | 17,150 |
| 41500 Maintenance & Repair - Building | - | - | - | - | - |
| 41600 Maintenance & Repair - Equipment | 9,065 | 93,593 | 33,170 | 254,000 | 152,500 |
| 41700 Maintenance & Repair - Vehicle | 29 | 200 | 28 | 500 | 200 |
| 41800 Maintenance & Repair - Utility System | - | 5,000 | 3,125 | 25,500 | 25,500 |
| 43100 Automotive Supplies | 324 | 200 | 489 | 200 | 350 |
| 43101 Motor Fuel | - | - | - | 650 | 600 |
| 43200 Office Supplies | - | - | - | 250 | 300 |
| 43300 Departmental Supplies | 25,253 | 19,700 | 8,660 | 9,000 | 9,500 |
| 43301 Technology Hardware & Accessories | 174,329 | 185,598 | 25,073 | 115,500 | 118,500 |
| 43305 Medical Supplies | - | - | - | - | - |
| 43310 Meeting & Event Provisions | - | - | 119 | 500 | 500 |
| 43600 Uniforms | - | - | - | 500 | 500 |
| 44500 Contracted Services | 70,214 | 173,197 | 60,762 | 262,750 | 245,000 |
| 44509 Software License & Maintenance | 266,665 | 342,997 | 238,385 | 295,215 | 295,250 |
| 44600 Professional Services | 31,084 | 37,640 | 30,552 | - | - |
| 45300 Dues & Subscriptions | - | 750 | 750 | 1,550 | 1,550 |
| 45401 Insurance - Property & Liability | - | - | - | 70,500 | 70,500 |
| Subtotal: OP - Operations | 657,538 | 962,978 | 447,353 | 1,152,295 | 1,019,600 |
| CO - Capital Outlay | | | | | |
| 47300 Capital Outlay - Improvements | - | 150,000 | 19,457 | 150,000 | 130,000 |
| 47400 Capital Outlay - Equipment | 309,952 | 161,832 | 113,018 | 366,000 | 366,000 |
| Subtotal: CO - Capital Outlay | 309,952 | 311,832 | 132,475 | 516,000 | 496,000 |
| Department Total: 4220 - Information Technology | 1,606,649 | 2,036,476 | 1,189,088 | 2,779,541 | 2,501,800 |

Budget Notes: Information Technology**Contracted Services**

| | |
|----------------------------|----------------|
| True North | 18,750 |
| Avaya Phone | 39,500 |
| NWN Monitor Firewall | 29,500 |
| CVSI Monitor Camera/AV | 29,500 |
| TRM Cable installs | 29,500 |
| Century Link Phone Program | 5,000 |
| Inced contract services | 74,000 |
| SharePoint Services | 19,250 |
| | <u>245,000</u> |

New Personnel

| | |
|--------------------|---------|
| Operations Manager | 110,173 |
|--------------------|---------|

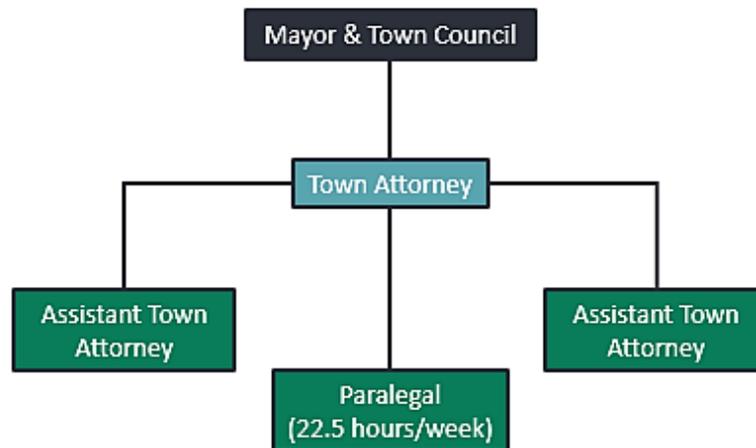
Capital Outlay Equipment

| | |
|----------------------------|----------------|
| Phone System Upgrade (CIP) | 350,000 |
| Public Wireless Phase 2 | 16,000 |
| | <u>366,000</u> |

Capital Outlay Improvements

| | |
|-------------------------------|---------|
| Fiber Expansion Project (CIP) | 130,000 |
|-------------------------------|---------|

LEGAL DEPARTMENT



Mission

The Town Attorney is appointed by and reports to the Town Council, and is responsible for providing legal advice to the Town Council and Town Staff on a broad range of issues. The Town Attorney is unable to provide legal advice or representation to citizens on any matter.

Description

The Apex Legal Services Department is responsible for providing a number of services, including:

1. Protecting the interests of the Town of Apex by providing legal advisory services to the Mayor and Town Council, the Town Manager, as well as the various Town boards, commissions, and staff
2. Representing and coordinating representation of the Town of Apex in all aspects of litigation and legal affairs, including prosecution and defense of suits for and against the Town
3. Preparing and assisting in preparing ordinances, resolutions, agreements, and other necessary legal documents
4. Advising the Mayor, Council, and Town staff in the development of regulations and execution of Town policies and operations
5. Assisting with land acquisition and permitting requirements
6. Advising and updating Town staff and leadership on legislative changes which impact Town operations
7. Assisting in preparation and review of all Town contracts, Interlocal agreements, mutual aid agreements and leases
8. Attending all meetings of the Apex Town Council

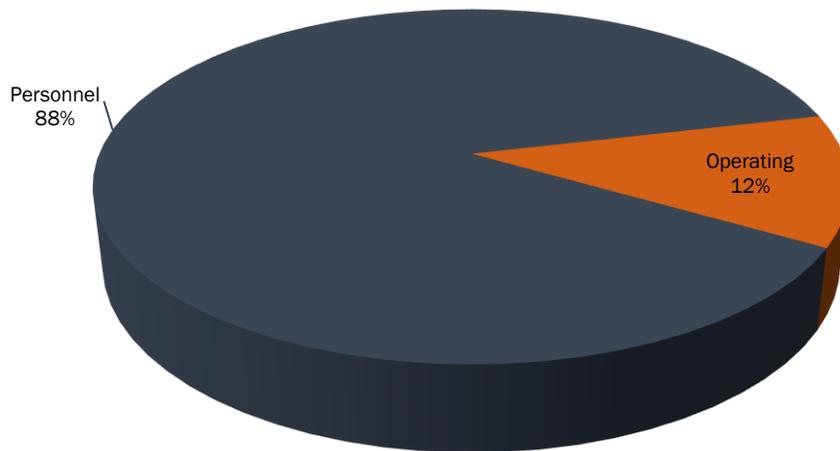
Upcoming Projects

1. New Personnel: Assistant Town Attorney
2. Work with ITS to automate the contract routing/review process

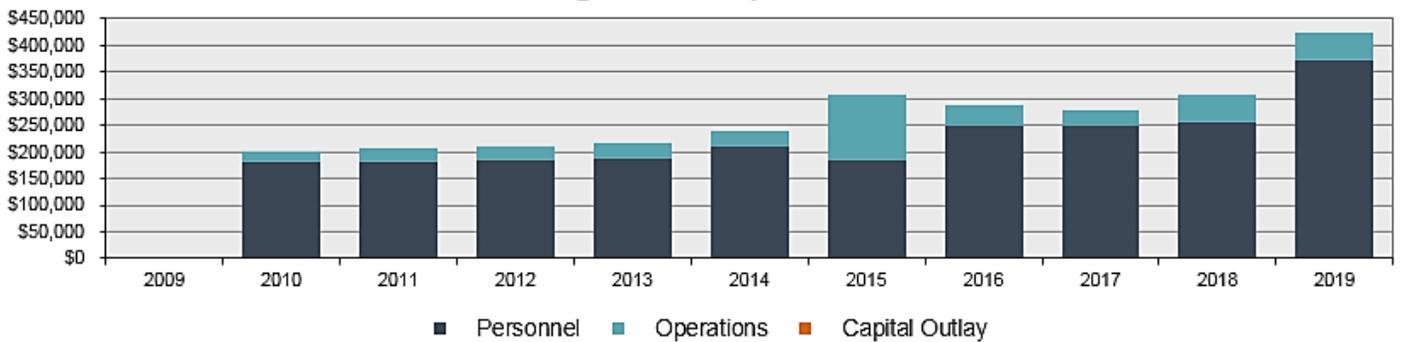
Budget Summary

| Expenditures by Type | | | | | |
|----------------------|------------------|------------------|------------------|------------------|----------------|
| Type | FY16-17 Actual | FY17-18 Budget | FY17-18 Estimate | FY18-19 Budget | Percent Change |
| Personnel | 247,590 | 255,240 | 264,771 | 371,900 | 45.71% |
| Operating | 29,079 | 50,713 | 27,394 | 50,700 | -0.03% |
| Capital | - | - | - | - | 0.00% |
| Total | \$276,669 | \$305,953 | \$292,165 | \$422,600 | 38.13% |

Legal Expenditures by Type



Legal Services Expenditures



4230 - Legal

| Description | FY 16-17 Actual | FY 17-18 Budget | FY 17-18 Actual (as of 3/31/18) | FY 18-19 Requested | FY 18-19 Recommended |
|--|--------------------|--------------------|------------------------------------|-----------------------|-------------------------|
| PS - Personnel Services | | | | | |
| 40200 Salaries | 195,341 | 201,459 | 161,163 | 296,073 | 296,100 |
| 40500 FICA | 14,070 | 15,418 | 11,803 | 16,453 | 16,500 |
| 40600 Group Insurance | 13,450 | 12,912 | 9,748 | 19,984 | 21,000 |
| 40701 General Retirement | 9,767 | 10,076 | 8,058 | 14,771 | 14,800 |
| 40705 401K General | 666 | 264 | 404 | 386 | 500 |
| 40801 Workers Comp | - | - | - | - | - |
| Subtotal: PS - Personnel Services | 247,590 | 255,240 | 203,344 | 370,560 | 371,900 |
| OP - Operations | | | | | |
| 41100 Postage | 7 | - | - | 100 | 100 |
| 41101 Telephone & Communication | - | 100 | 45 | 360 | 400 |
| 41200 Printing | - | 3,400 | 1,988 | 3,450 | 3,450 |
| 41400 Travel & Training | 1,785 | 4,500 | 577 | 4,500 | 4,500 |
| 42600 Advertising | - | - | - | - | - |
| 43200 Office Supplies | - | - | - | 3,000 | 3,000 |
| 43300 Departmental Supplies | 1,597 | 4,700 | (67) | 3,000 | 300 |
| 43301 Technology Hardware & Accessories | - | - | - | 8,850 | 5,700 |
| 43305 Medical Supplies | - | - | - | - | - |
| 43310 Meeting & Event Provisions | - | - | - | - | - |
| 43600 Uniforms | - | - | - | 300 | 300 |
| 44500 Contracted Services | 5,038 | - | - | - | - |
| 44509 Software License & Maintenance | - | 1,955 | 1,954 | 1,300 | 1,300 |
| 44600 Professional Services | - | - | - | 150 | 150 |
| 44605 Professional Services - Legal | 6,918 | 20,000 | 3,145 | 20,000 | 17,000 |
| 45300 Dues & Subscriptions | 13,734 | 16,058 | 9,554 | 14,460 | 14,500 |
| Subtotal: OP - Operations | 29,079 | 50,713 | 17,196 | 59,470 | 50,700 |
| CO - Capital Outlay | | | | | |
| 47500 Capital Outlay | - | - | - | - | - |
| Subtotal: CO - Capital Outlay | - | - | - | - | - |
| Department Total: 4220 - Information Technology | 276,669 | 305,953 | 220,541 | 430,030 | 422,600 |

Budget Notes: Legal Services**Dues & Subscriptions**

| | |
|--|---------------|
| Lexis/Nexis books/updates | 1,500 |
| Periodicals (Lawyers Weekly, N&O) | 400 |
| Westlaw | 9,000 |
| News & Observer digital | 100 |
| Dues (NC State Bar, NCBA, 10th Judicial) | 2,500 |
| | <u>13,500</u> |

Software License & Maintenance

| | |
|----------------------------|--------------|
| Laserfiche | 700 |
| Executime | 200 |
| New World Systems | 300 |
| Patterson Pope file system | 100 |
| | <u>1,300</u> |

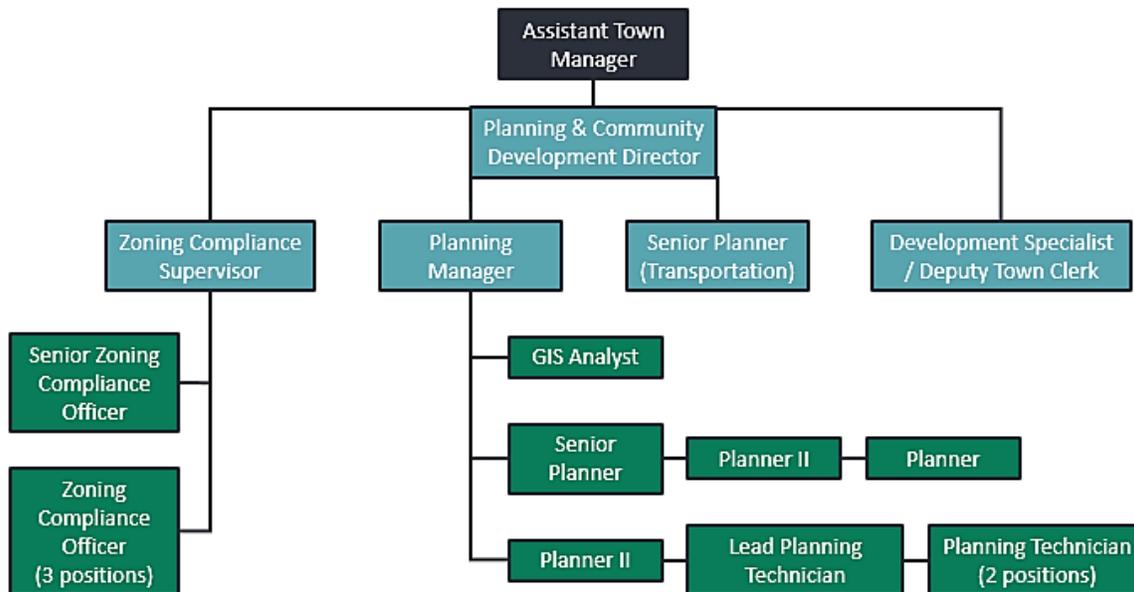
New Personnel

| | |
|-------------------------|--------------|
| Assistant Town Attorney | 115,023 |
| New Employee Furniture | 300 |
| Dues | <u>1,000</u> |
| | 116,323 |

Technology & Hardware

| | |
|---------------------------|--------------|
| New Employee Onboarding | 3,000 |
| Misc. Hardware | 200 |
| Replacement Computers (1) | <u>2,500</u> |
| | 5,700 |

PLANNING & COMMUNITY DEVELOPMENT



Mission

To provide coordinated guidance and regulation of growth and development in the Town of Apex, ensuring that development provides for adequate transportation networks, protects environmentally sensitive areas, promotes economic vitality, provides quality housing at affordable prices, and promotes a sense of community that is compatible with the small-town character of Apex.

Description

The department is currently organized into two primary sections, Planning and Zoning. The Planning section is responsible for:

1. Completion of Long-Range Plans
 - Includes Advance Apex: the 2045 Plan, Peak Plan 2030, the Apex Comprehensive Plan, the Apex Transportation Plan, 540/S. Salem Street Small Area Plan, and the Hazard Mitigation Plan
2. Interpretation of the Unified Development Ordinance (UDO) and amendments to the ordinance
3. Heading the Technical Review Committee, which consists of staff from Planning, Administration, Building Inspections, Water Resources, Public Works & Transportation, Electric Utilities, Fire, Police, and Parks, Recreation & Cultural Resources
4. Assisting development community through the review process
5. Reviewing annexation petitions, re-zonings, variances, appeals, special use permits, subdivision plans, and site plans for compliance with the Town UDO, long-range plans, and construction specifications and standard details
6. Presentation of projects to the Town Council, Planning Board, and Board of Adjustment
7. Regional planning efforts

- Capital Area Metropolitan Planning Organization, Triangle J Council of Governments, North Carolina chapter of the American Planning Association, Wake County Planners Group, Wake County Housing Consortium, etc.
- 8. Approval of Certificates of Zoning Compliance
 - Serves in lieu of a Business License
- 9. Approval of temporary and permanent sign permits, home occupation permits, temporary use permits, tree protection fencing permits, tree removal permits, and pond drainage permits
- 10. Approval of exempt and final plats for subdivisions
- 11. GIS mapping and analysis
- 12. Management of New World database and land parcels
- 13. Addressing, development name approval, and road name approval

The Zoning section is responsible for:

1. Processing zoning complaint forms
2. Investigation of development and land-use related complaints
 - Typical complaints include illegal home-based businesses, weeded lots, sign violations, fence violations, illegal removal of trees, violations of plan approvals, and illegal businesses
3. Reviewing plans for landscaping, tree preservation, grading, and lighting
4. Ensuring site and subdivision plans are built in compliance with Town approvals
 - Typical site elements that must meet ordinance requirements include architecture, landscaping, tree preservation, grading, parking lot standards, lighting, dumpster enclosures, retaining walls, and fencing
5. Posting public notice and development signs on properties under review
6. Education of landscape professionals regarding best practices

Recent Accomplishments

1. Successfully established partnerships and grant awards totaling over \$725,000 in non-local funding for bicycle and pedestrian infrastructure including
 - Kelly Road and Apex Barbecue Road Pedestrian Project
 - Scotts Ridge Elementary School Multi-Use Path
 - NCDOT Bicycle and Pedestrian Count Program
2. Formalization of the Inter-Local Agreement for the Swift Creek Land Management Plan with Wake County, City of Raleigh, Town of Cary, and Town of Garner
3. Handling of 235 current planning projects on Town Council agendas, inspections of 158 sites for zoning compliance, and 30 complaint-driven zoning violation cases in the last fiscal year
4. Preservation of six historic structures
 - 1501 N Salem Street (WA7849) – Moved to 1425 Apex Peakway
 - 1402 N Salem Street (WA7509 Booth Farm) – Relocated on-site
 - 2708 Olive Chapel Road (WA1043 Tom Olive House)
 - 2020 Laura Duncan Road (WA0739 Mills House)
 - 2525 Kelly Road (WA1052 G.A. Reams House)
 - 1920 Kelly Road (WA1048 W.B. Williams House)
5. Comprehensive Transportation Plan (CTP)
6. 2040 Land Use Plan (in conjunction with CTP)
7. Capital Area Preservation

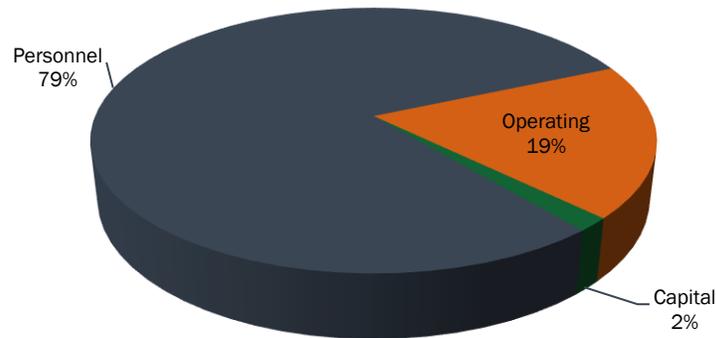
Upcoming Projects

1. New Personnel: Planner I (long range focus)
2. Advance Apex: The 2045 Plan
 - Ongoing long-range land use and transportation plan
3. Bike Apex
 - Ongoing long-range bicycle plan
4. Short Range Transit Plan
 - Turn-by-turn routing, vehicle type, stop locations, provider recommendations
5. Downtown Small Area Plan
 - Includes detailed land use analysis and parking study
6. Wayfinding Plan

Budget Summary

| Expenditures by Type | | | | | |
|----------------------|--------------------|--------------------|---------------------|--------------------|-------------------|
| Type | FY16-17 Actual | FY17-18 Budget | FY17-18 Estimate | FY18-19 Budget | Percent Change |
| Personnel | 1,437,236 | 1,568,569 | 1,524,251 | 1,676,300 | 6.87% |
| Operating | 110,334 | 493,366 | 424,411 | 394,800 | -19.98% |
| Capital | 54,663 | - | - | 35,000 | |
| Total | \$1,602,233 | \$2,061,935 | \$1,948,662 | \$2,106,100 | 2.14% |

Planning Expenditures by Type



Planning Expenditures



4900 - Planning

| Description | FY 16-17 Actual | FY 17-18 Budget | FY 17-18 Actual (as of 3/31/18) | FY 18-19 Requested | FY 18-19 Recommended |
|---|--------------------|--------------------|------------------------------------|-----------------------|-------------------------|
| PS - Personnel Services | | | | | |
| 40200 Salaries | 1,025,369 | 1,121,808 | 841,786 | 1,253,007 | 1,207,500 |
| 40300 Part-Time Salaries | 49,743 | 61,964 | 32,666 | 39,520 | 30,500 |
| 40500 FICA | 79,627 | 90,578 | 64,771 | 91,383 | 90,700 |
| 40600 Group Insurance | 149,256 | 146,032 | 115,756 | 194,172 | 180,000 |
| 40701 General Retirement | 75,043 | 84,144 | 63,411 | 96,760 | 93,300 |
| 40705 401K General | 51,269 | 56,100 | 41,994 | 62,431 | 60,200 |
| 40801 Workers Comp | 6,929 | 7,943 | 9,520 | 14,741 | 14,100 |
| Subtotal: PS - Personnel Services | 1,437,236 | 1,568,569 | 1,169,904 | 1,752,014 | 1,676,300 |
| OP - Operations | | | | | |
| 41101 Postage | - | - | - | 500 | 500 |
| 41101 Telephone & Communication | 3,975 | 4,050 | 2,556 | 4,590 | 8,300 |
| 41200 Printing | - | 26,096 | 17,966 | 17,000 | 15,500 |
| 41300 Utilities | - | - | - | - | - |
| 41400 Travel & Training | 9,678 | 12,550 | 6,868 | 15,630 | 15,000 |
| 41700 Vehicle Maintenance & Repair | 1,613 | 3,000 | 311 | 3,000 | 2,000 |
| 42600 Advertising | 295 | 500 | - | 900 | 900 |
| 43100 Automotive Supplies | 4,317 | 6,000 | 2,138 | 2,500 | 2,500 |
| 43101 Motor Fuel | - | - | - | 4,000 | 3,500 |
| 43200 Office Supplies | - | - | 95 | 5,500 | 5,000 |
| 43201 Janitorial Supplies | - | - | - | 385 | 400 |
| 43300 Departmental Supplies | 13,778 | 20,300 | 7,040 | 13,828 | 13,000 |
| 43301 Technology Hardware & Accessories | - | - | - | 39,500 | 39,500 |
| 43302 Safety Supplies | - | - | - | 200 | 200 |
| 43305 Medical Supplies | - | - | - | 215 | 200 |
| 43310 Meeting & Event Provisions | - | 1,400 | 1,013 | 980 | 950 |
| 43311 Community Outreach Materials/Activities | - | - | - | 1,000 | 1,000 |
| 43600 Uniforms | - | - | - | 1,425 | 1,450 |
| 44500 Contracted Services | 42,551 | 49,800 | 34,870 | 58,100 | 56,500 |
| 44503 Personal Protective Equipment | - | - | 150 | 1,000 | 1,000 |
| 44508 Transaction Fees / Credit Cards | - | 12,000 | 459 | 6,000 | 6,000 |
| 44509 Software License & Maintenance | 3,585 | 2,500 | 3,350 | 20,000 | 20,000 |
| 44600 Professional Services | - | 274,000 | 85,291 | 160,000 | 160,000 |
| 44604 Professional Services - Engineering/Surveying | - | - | - | 4,000 | 4,000 |
| 44900 Lease Payments | - | - | - | - | - |
| 45300 Dues & Subscriptions | 10,598 | 29,815 | 21,002 | 31,300 | 31,300 |
| 45401 Insurance - Property & Liability | - | - | - | 6,100 | 6,100 |
| 49300 Downtown Development | 19,944 | 51,355 | 19,635 | - | - |
| Subtotal: OP - Operations | 110,334 | 493,366 | 202,745 | 397,653 | 394,800 |
| CO - Capital Outlay | | | | | |
| 47400 Capital Outlay - Equipment | 54,663 | - | - | 35,000 | 35,000 |
| Subtotal: CO - Capital Outlay | 54,663 | - | - | 35,000 | 35,000 |
| Department Total: 4900 - Planning | 1,602,233 | 2,061,935 | 1,372,649 | 2,184,667 | 2,106,100 |

Budget Notes: Planning

Travel & Training

| | |
|---|--------|
| Green industry events | 1,000 |
| ZCO Professional development | 1,500 |
| NCAZO conference | 2,200 |
| NCAPA conference | 4,400 |
| School of Government classes | 2,500 |
| Planning Tech Training & professional development | 1,200 |
| NGGIS Conference | 1,300 |
| IIMC/UNC Classes | 900 |
| | 15,000 |

Contracted Services

| | |
|--|--------|
| Transplant courtyard trees; general repair | 19,000 |
| Arboreal services (tree care of mature Town trees) | 14,400 |
| Zoning compliance enforcement | 3,000 |

New Personnel

| | |
|------------------------------|--------|
| Planner I (Long Range focus) | 69,517 |
| Office Furniture | 8,000 |
| New Employee Onboarding | 6,500 |
| | 84,017 |

Professional Services

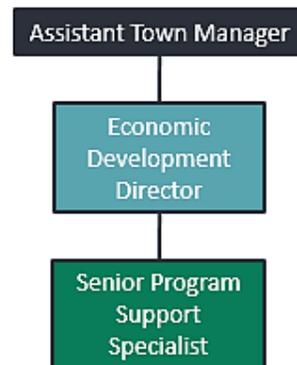
| | |
|---|---------|
| Short Range Transit Plan | 50,000 |
| Wayfinding Plan | 35,000 |
| Downtown Plan (includes land use & parking study) | 75,000 |
| | 160,000 |

Dues & Subscriptions

| | |
|------------------------|-------|
| NC Nursery Association | 200 |
| NCAZO | 315 |
| APA/NCAPA/AICP dues | 5,075 |



ECONOMIC DEVELOPMENT



Mission

To provide a competitive position for the Town of Apex, North Carolina in the recruitment of new business and industry and the retention/expansion of existing business and industry, thereby promoting job creation and capital investment within the local community.

Description

The Economic Development Department provides services related to retention, recruitment, and product development, with a primary focus on business-to-business relations:

1. Retention and expansion of existing business and industry
 - Regular contact with 60+ core companies through an ongoing outreach program
 - Coordination of solutions for any issues or impediments to success and growth

2. Recruitment of new business and industry
 - Coordinate responses to all RFP's and inquiries
 - Implementation of multiple marketing strategies
 - Cultivation and maintenance of relationships with regional and state economic developers, national site location consultants, utility allies, and local developers/brokers

3. Product development for the expansion or location of business and industry
 - Investigation and identification of potential buildings and sites
 - Coordination of site development ("certified site") if applicable
 - Maintaining an inventory of buildings and sites

Recent Accomplishments

1. Cash Corporate Center
 - 120-acre industrial site undergoing certification for recruiting new business and industry. The Town has partnered with the property owner through a development agreement which includes an option to purchase, and the site has already attracted attention from multiple prospects requiring 100+ acres.
2. Successful Recruitment of Pentair
 - Apex's newest industry, Pentair is a leading global water company focused on smart, sustainable water and fluid treatment solutions. The company plans to build a new 50,000 square foot state-of-the-art innovation center for research and development at Pinnacle Park. The project will create 51 high-paying jobs and represents an \$11.2 million investment.

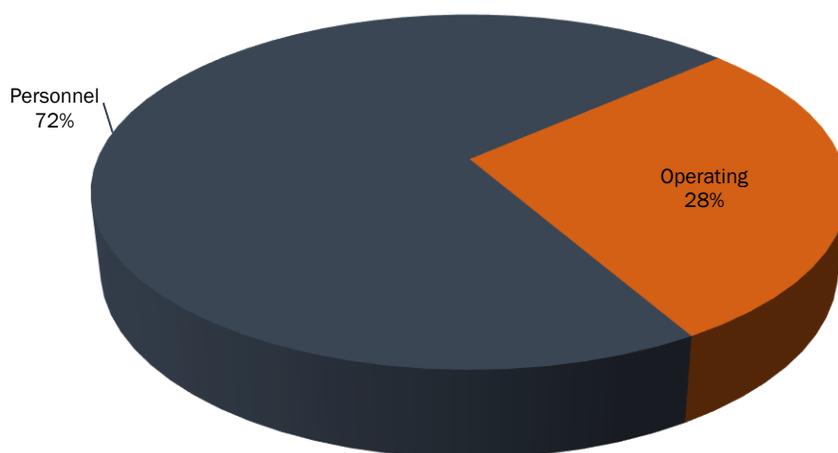
Upcoming Projects

1. Apex Co-Working Station
 - Renovations are underway on a 2,500 square foot space in downtown Apex to create a collaborative co-working environment for entrepreneurs and start-up businesses. Half of the available space has been pre-leased, with a grand opening projected for late summer 2018.
2. LaunchAPEX
 - Tailored after a national and statewide model, this program will help community leaders, organizations, and business owners to support entrepreneurs and small businesses located in the town of Apex with an annual household income of \$75,000 or less by providing access to business development services, mentoring, and networking opportunities.
3. CASE Program
 - The "Certified Apex Small Enterprise" program is the Town's official recognition of local businesses with 25 employees or less. Goal is to have 50 businesses engaged and identified.

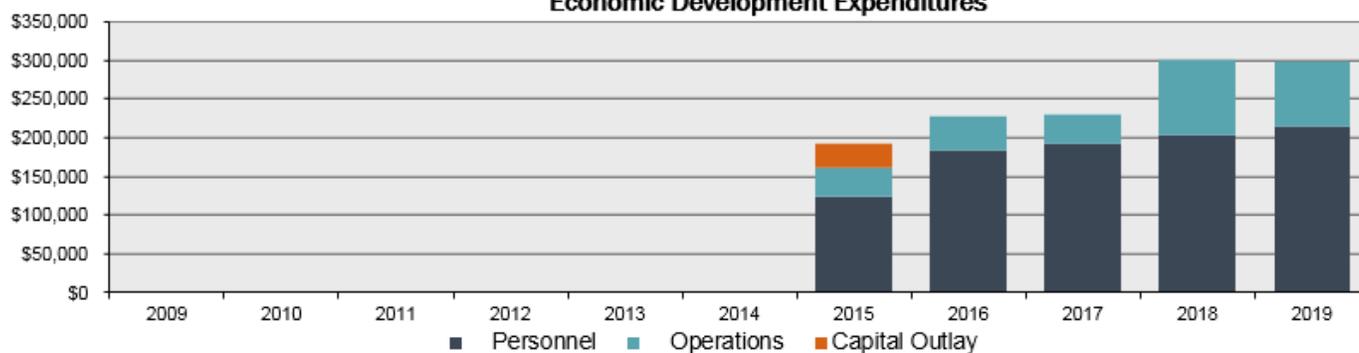
Budget Summary

| Expenditures by Type | | | | | |
|----------------------|------------------|------------------|------------------|------------------|----------------|
| Type | FY16-17 Actual | FY17-18 Budget | FY17-18 Estimate | FY18-19 Budget | Percent Change |
| Personnel | 193,499 | 203,927 | 203,972 | 214,400 | 5.14% |
| Operating | 44,837 | 96,840 | 90,038 | 84,100 | -13.16% |
| Capital | - | - | - | - | 0.00% |
| Total | \$238,336 | \$300,767 | \$294,010 | \$298,500 | -0.75% |

Economic Development Expenditures by Type



Economic Development Expenditures



4240 - Economic Development

| Description | FY 16-17 Actual | FY 17-18 Budget | FY 17-18 Actual (as of 3/31/18) | FY 18-19 Requested | FY 18-19 Recommended |
|--|--------------------|--------------------|------------------------------------|-----------------------|-------------------------|
| PS - Personnel Services | | | | | |
| 40200 Salaries | 145,890 | 154,574 | 118,497 | 161,066 | 161,100 |
| 40500 FICA | 10,999 | 11,829 | 8,993 | 12,324 | 12,400 |
| 40600 Group Insurance | 17,058 | 16,363 | 12,804 | 18,745 | 18,300 |
| 40601 OPEB Expense | - | - | - | - | - |
| 40701 General Retirement | 10,676 | 11,595 | 8,947 | 12,469 | 12,500 |
| 40705 401K General | 7,295 | 7,731 | 5,925 | 8,045 | 8,100 |
| 40801 Workers Comp | 1,581 | 1,835 | 1,425 | 1,911 | 2,000 |
| 40803 Unemployment | - | - | - | - | - |
| Subtotal: PS - Personnel Services | 193,499 | 203,927 | 156,591 | 214,560 | 214,400 |
| OP - Operations | | | | | |
| 41100 Postage | - | 400 | - | - | - |
| 41101 Telephone & Communication | - | - | - | 360 | 400 |
| 41200 Printing | 149 | 1,500 | 594 | 3,750 | 3,800 |
| 41300 Utilities | - | - | - | - | - |
| 41400 Travel & Training | 9,395 | 9,200 | 2,981 | 13,000 | 12,000 |
| 41600 Maintenance & Repair - Equipment | 45 | - | - | - | - |
| 42102 Rental - Vehicle | - | - | - | 1,000 | 1,000 |
| 42600 Advertising | 2,835 | 5,000 | 2,835 | 5,000 | 5,000 |
| 43200 Office Supplies | - | - | - | 5,600 | 5,000 |
| 43300 Departmental Supplies | 2,309 | 700 | 241 | 2,000 | 2,000 |
| 43301 Technology Hardware & Accessories | - | - | - | 2,500 | 2,500 |
| 43305 Medical Supplies | - | - | - | - | - |
| 43310 Meeting & Event Provisions | - | 1,100 | 762 | 2,250 | 2,000 |
| 43311 Community Outreach Materials/Activities | - | - | - | 1,000 | 1,000 |
| 43600 Uniforms | - | 200 | - | 150 | 150 |
| 44500 Contracted Services | 12,804 | - | - | - | - |
| 44509 Software Licenses & Maintenance | - | 4,800 | 4,152 | 7,165 | 3,100 |
| 44600 Professional Services | 1,945 | 44,000 | 32,028 | 6,000 | 5,000 |
| 44604 Professional Services - Engineering/Surveying | - | - | - | 11,000 | 11,000 |
| 44900 Lease Payments | 6,934 | 26,000 | - | 26,000 | 25,500 |
| 45300 Dues & Subscriptions | 7,860 | 1,840 | 985 | 2,150 | 2,150 |
| 49300 Think Apex (Downtown Development) | 561 | 2,100 | 1,020 | 3,000 | 2,500 |
| Subtotal: OP - Operations | 44,835 | 96,840 | 45,598 | 91,925 | 84,100 |
| Department Total: 4240 - Economic Development | 238,334 | 300,767 | 202,189 | 306,485 | 298,500 |

Budget Notes: Economic Development**Travel & Training**

| | |
|----------------------------|---------------|
| NCEDA conferences & events | 3,500 |
| Meetings, Seminars, Etc. | 1,500 |
| Client Meetings | 1,000 |
| Prospect/Consultant trips | 2,000 |
| Trade shows | 2,000 |
| Professional Development | 1,000 |
| Chamber events | 500 |
| GIS training | 500 |
| | <u>12,000</u> |

Lease Payments

| | |
|------------------|--------|
| Co-Working Space | 25,500 |
|------------------|--------|

Professional Services

| | |
|-------------------------|--------------|
| Nexsen Pruet LLC | 4,000 |
| Withers Ravenel (video) | 1,000 |
| | <u>5,000</u> |

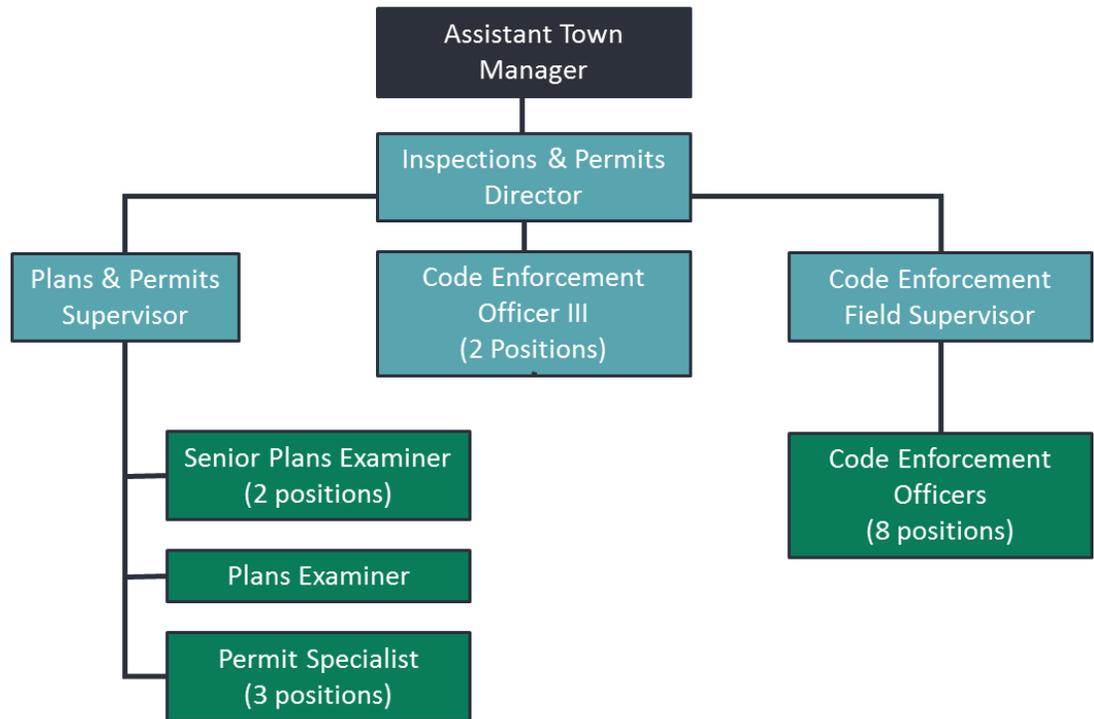
Software License & Maint.

| | |
|--------------------------|--------------|
| Adobe | 925 |
| Civic Plus (web hosting) | 750 |
| Executime | 175 |
| ESRI Apps /users | 900 |
| Think Apex website | 350 |
| | <u>3,100</u> |

Dues & Subscriptions

| | |
|---------------------------|--------------|
| Triangle Business Journal | 100 |
| Apex Rotary Club | 500 |
| NCEDA (2) | 800 |
| TCREW | 500 |
| News & Observer | 200 |
| NC3C | 50 |
| | <u>2,150</u> |

BUILDING INSPECTIONS & PERMITTING



Mission

We are committed to providing accurate, prompt, and courteous responses to those requiring our services. Our commitment extends to continually expanding our technical knowledge and to the development of our procedures to best serve the building community and the citizens of the Town of Apex.

Description

The primary responsibility of the Inspections & Permits Department is to enforce the North Carolina Building Codes as required by General Statute and adopted by the North Carolina Building Code Council. This includes reviewing and approving building plans, performing field inspections, and serving as a resource to the town and its citizens for any questions related to state and local codes and/or ordinances related to the building construction industry.

Recent Accomplishments

1. Changed record retention process to keep files and house plans electronically, reducing amount of space required for storage
2. Scanned existing documents into electronic format, shredding after scanning to further reduce storage space
3. Began process for storing and reviewing plans without having paper copies
4. Increased staff to reach next-day inspection goal

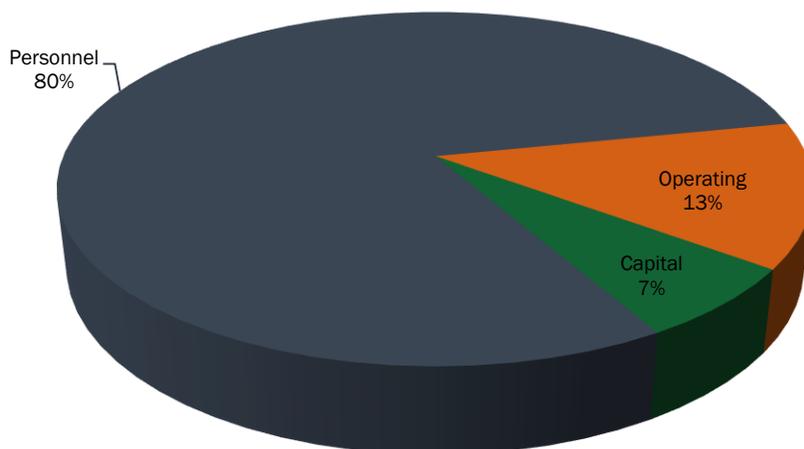
Upcoming Projects

1. New Personnel: Code Enforcement Officer – Level I (2)
2. Automated inspection requests
3. Fully electronic plan review system
4. Electronic system for field inspections (iPad system)
5. Change to single-trade inspections in order to do complete inspections

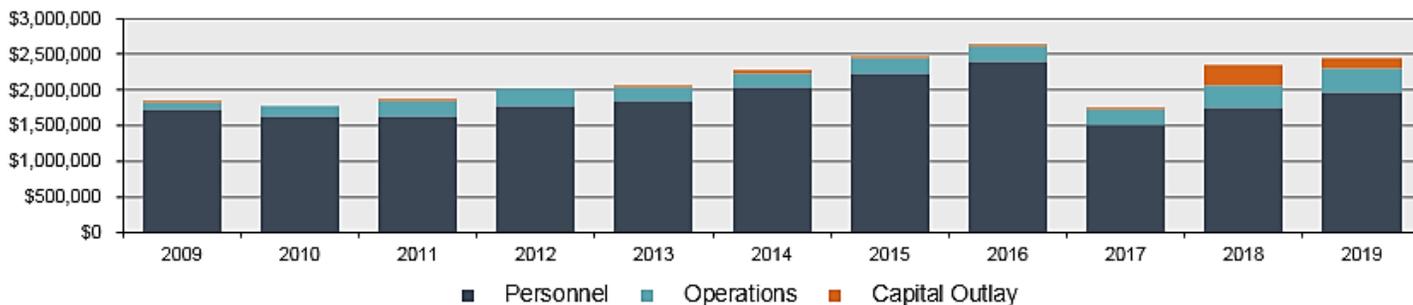
Budget Summary

| Expenditures by Type | | | | | |
|----------------------|--------------------|--------------------|---------------------|--------------------|-------------------|
| Type | FY16-17 Actual | FY17-18 Budget | FY17-18 Estimate | FY18-19 Budget | Percent Change |
| Personnel | 1,500,833 | 1,760,894 | 1,591,977 | 1,967,700 | 11.74% |
| Operating | 220,858 | 305,483 | 172,913 | 324,900 | 6.36% |
| Capital | 24,868 | 273,655 | 154,060 | 162,000 | -40.80% |
| Total | \$1,746,559 | \$2,340,032 | \$1,918,950 | \$2,454,600 | 4.90% |

Inspections & Permitting Expenditures by Type



Inspections & Permitting Expenditures



5900 - Inspections & Permitting

| Description | FY 16-17 Actual | FY 17-18 Budget | FY 17-18 Actual (as of 3/31/18) | FY 18-19 Requested | FY 18-19 Recommended |
|--|--------------------|--------------------|------------------------------------|-----------------------|-------------------------|
| PS - Personnel Services | | | | | |
| 40200 Salaries | 1,059,380 | 1,301,313 | 857,025 | 1,323,215 | 1,323,500 |
| 40300 Part-Time Salaries | 43,366 | 18,928 | 47,426 | 140,710 | 141,000 |
| 40500 FICA | 79,674 | 101,017 | 66,241 | 100,510 | 100,500 |
| 40600 Group Insurance | 176,810 | 170,871 | 125,080 | 218,035 | 218,100 |
| 40701 General Retirement | 77,519 | 91,654 | 64,674 | 102,040 | 102,100 |
| 40705 401K General | 52,969 | 61,107 | 42,830 | 65,835 | 66,000 |
| 40801 Workers Comp | 11,115 | 16,004 | 9,616 | 16,335 | 16,500 |
| Subtotal: PS - Personnel Services | 1,500,834 | 1,760,894 | 1,212,891 | 1,966,680 | 1,967,700 |
| OP - Operations | | | | | |
| 41100 Postage | - | - | - | 100 | 100 |
| 41101 Telephone & Communication | 3,748 | 7,500 | 3,685 | 11,700 | 11,700 |
| 41200 Printing | - | 6,611 | 6,387 | 8,340 | 8,350 |
| 41300 Utilities | - | - | - | - | - |
| 41400 Travel & Training | 11,905 | 43,275 | 15,066 | 46,170 | 46,200 |
| 41500 Maintenance & Repair - Building | - | - | - | - | - |
| 41600 Maintenance & Repair - Equipment | - | - | - | 600 | 600 |
| 41700 Maintenance & Repair - Vehicle | 4,209 | 6,600 | 1,252 | 5,200 | 5,200 |
| 42600 Advertising | - | - | - | - | - |
| 43100 Automotive Supplies | 11,605 | 16,500 | 7,853 | 4,500 | 4,500 |
| 43101 Motor Fuel | - | - | - | 13,500 | 13,500 |
| 43200 Office Supplies | - | - | - | 1,800 | 1,800 |
| 43300 Departmental Supplies | 13,132 | 9,150 | 5,151 | 2,325 | 2,325 |
| 43301 Technology Hardware & Accessories | - | 14,625 | 4,197 | 23,825 | 23,825 |
| 43302 Safety Supplies | - | - | - | 610 | 600 |
| 43305 Medical Supplies | - | - | - | 150 | 150 |
| 43310 Meeting & Event Provisions | - | 1,500 | 375 | 2,900 | 2,900 |
| 43600 Uniforms | 3,020 | 5,400 | 2,512 | 6,075 | 6,100 |
| 44500 Contracted Services | 100,735 | 1,749 | 255 | 26,000 | 26,000 |
| 44503 Personal Protective Equipment | - | - | - | 300 | 300 |
| 44508 Transaction Fees / Credit Cards | - | 150,000 | 25,386 | 100,000 | 100,000 |
| 44509 Software License & Maintenance | - | 41,633 | 23,510 | 49,500 | 49,500 |
| 44600 Professional Services | - | - | - | 4,000 | 4,000 |
| 45300 Dues & Subscriptions | 72,504 | 940 | 419 | 1,250 | 1,250 |
| 45401 Insurance - General Liability | - | - | - | 16,000 | 16,000 |
| Subtotal: OP - Operations | 220,860 | 305,483 | 96,047 | 324,845 | 324,900 |
| CO - Capital Outlay | | | | | |
| 47100 Capital Outlay - Improvements | - | 181,075 | - | - | - |
| 47400 Capital Outlay - Equipment | 24,868 | 92,580 | 86,004 | 162,000 | 162,000 |
| Subtotal: CO - Capital Outlay | 24,868 | 273,655 | 86,004 | 162,000 | 162,000 |
| Department Total: 5900 - Inspections & Permitting | 1,746,562 | 2,340,032 | 1,394,942 | 2,453,525 | 2,454,600 |

Budget Notes: Inspections & Permitting**Technology & Hardware**

| | |
|---|---------------|
| 3-27" Monitors for Plan Reviewers | 1,125 |
| 13 Apple iPads tablets for field inspectors | 5,200 |
| Computer Replacements (7) | 17,500 |
| | <u>23,825</u> |

Capital Outlay Equipment

| | |
|---|----------------|
| Replace Unit #273 (2001 Chevy Blazer, 40k miles) | 32,000 |
| Replace Unit # 17 (2006 Ford Explorer, 50k miles) | 34,000 |
| Replace Unit #50 (2005 Ford Explorer, 74k miles) | 34,000 |
| | <u>100,000</u> |

New Personnel

| | |
|--|----------------|
| Code Enforcement Officer - Level I (2) | 99,943 |
| 2 New Vehicles | 62,000 |
| | <u>161,943</u> |

Professional Services

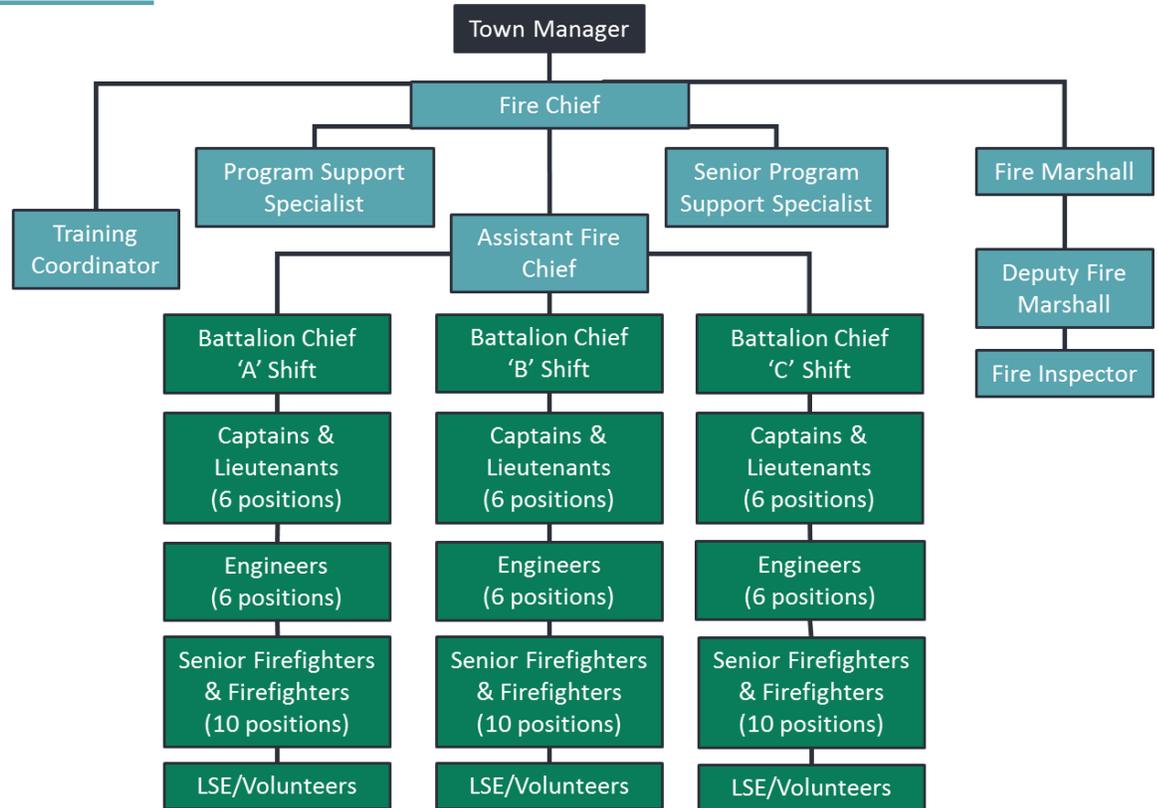
| | |
|----------------------------|-------|
| New World Training Support | 4,000 |
|----------------------------|-------|

Software License & Maintenance

| | |
|-----------------|--------------|
| IDT | 9,500 |
| Laserfiche | 5,000 |
| New World | 20,675 |
| E-Permitting | 10,000 |
| Executime | 1,495 |
| ESRI Apps/users | 1,800 |
| Other | <u>1,030</u> |

| | |
|--|---------------|
| | <u>49,500</u> |
|--|---------------|

FIRE DEPARTMENT



Mission

The Apex Fire Department enhances the **quality of life** in our community through **excellent service**.

Description

The Apex Fire Department (AFD) provides fire, emergency medical, rescue, domestic preparedness, hazardous materials mitigation, community risk reduction, public education, and fire investigation services to the residents, businesses, and visitors of the town of Apex. To accomplish its mission, AFD operates out of five stations strategically located throughout the town and unincorporated Wake County areas that fall under the responsibility of the department. AFD currently has 77 full-time employees among its four functional divisions.

1. Operations

- The largest division, operations is responsible for responding to and mitigating emergency incidents. The 69 full-time employees in this division work on one of three shifts, each led by a shift battalion chief.

2. Training

- While currently comprised of one individual, this division is responsible for ensuring that personnel are able to acquire needed certifications, maintaining employee certifications, and

coordination of AFD's training program. Additionally, this division works to ensure that all personnel are prepared to consistently respond to a wide variety of emergency incidents.

3. Fire Prevention

- Commonly referred to as the Fire Marshal's office, is currently staffed with three full-time personnel. This division is responsible for ensuring that new construction meets the adopted fire prevention code, while also ensuring that existing businesses are inspected on a regular basis. Ultimately, this division assesses fire code compliance of the built environment within the town of Apex.

4. Administration

- This division is comprised of the fire chief, assistant chief, staffing specialist, and an administrative assistant. This division is responsible for ensuring that personnel are provided with the physical and human resources necessary for them to carry out the department's mission.

Recent Accomplishments

1. Reduced department's average response time
2. Created and implemented a Structural Firefighting Tactical Guide, which ensures our actions during emergency events are known, coordinated, and practiced with our automatic and mutual aid partner agencies
3. In partnership with the Center for Public Safety Excellence, embarked on development of a five-year strategic plan for AFD
4. Upgraded personal protective equipment assigned to firefighters
5. Purchased new mobile radios on all AFD vehicles
 - Installs of this equipment will complete four-year long process of upgrading portable/mobile radio devices, as the current devices are obsolete.

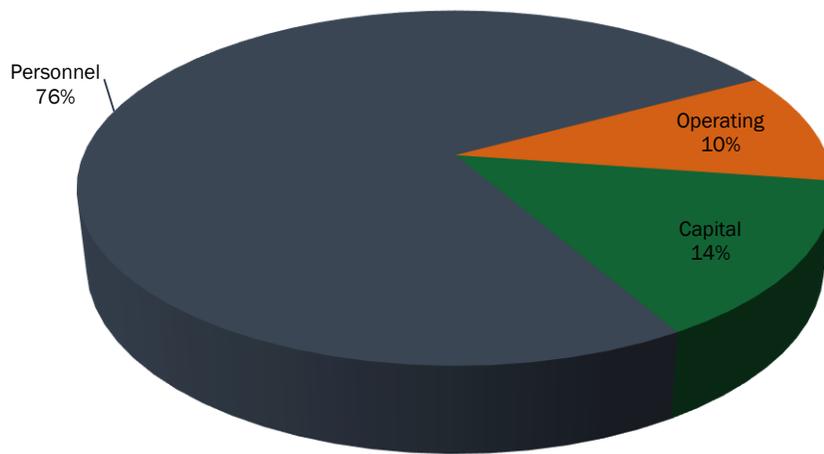
Upcoming Projects

1. Completion of AFD Strategic Plan
2. Completion of department's Community Risk Assessment and Standard of Cover document
 - This document will define performance expectations of the department, and provide quantitative information measuring actual performance against stated expectations.
3. Become a registered agency seeking accredited status through the Center for Public Safety Excellence
4. Complete design work for renovation of Fire Station 1 on N. Salem street
5. Move portions of AFD administrative staff to the former EMS building on W. Williams street

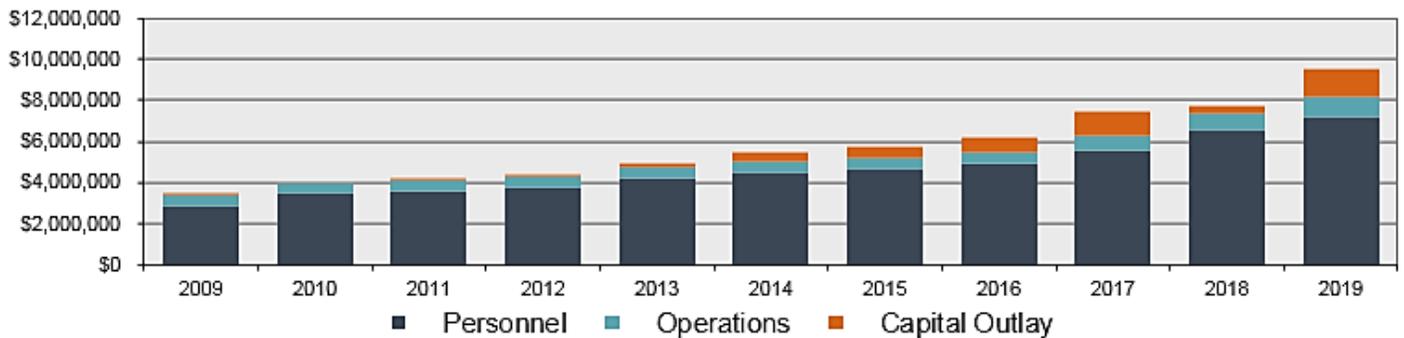
Budget Summary

| Expenditures by Type | | | | | |
|----------------------|--------------------|--------------------|--------------------|--------------------|----------------|
| Type | FY16-17 Actual | FY17-18 Budget | FY17-18 Estimate | FY18-19 Budget | Percent Change |
| Personnel | 5,577,586 | 6,555,383 | 6,343,449 | 7,201,100 | 9.85% |
| Operating | 699,169 | 807,704 | 752,524 | 978,900 | 21.20% |
| Capital | 1,205,994 | 367,615 | 360,806 | 1,370,000 | 272.67% |
| Total | \$7,482,749 | \$7,730,702 | \$7,456,779 | \$9,550,000 | 23.53% |

Fire Expenditures by Type



Fire Expenditures



5300 - Fire

| Description | FY 16-17 Actual | FY 17-18 Budget | FY 17-18 Actual (as of 3/31/18) | FY 18-19 Requested | FY 18-19 Recommended |
|---|--------------------|--------------------|------------------------------------|-----------------------|-------------------------|
| PS - Personnel Services | | | | | |
| 40200 Salaries | 3,872,560 | 4,597,457 | 3,420,578 | 5,306,035 | 4,994,050 |
| 40300 LSE / Stipend | 116,852 | 100,000 | 68,275 | 130,000 | 130,000 |
| 40500 FICA | 285,648 | 350,131 | 250,278 | 399,151 | 382,050 |
| 40600 Group Insurance | 673,247 | 738,979 | 569,037 | 930,542 | 860,200 |
| 40601 OPEB Expense | - | - | - | - | - |
| 40701 General Retirement | 280,725 | 345,240 | 256,499 | 399,333 | 387,100 |
| 40705 401K General | 191,788 | 230,179 | 169,867 | 257,648 | 249,700 |
| 40801 Workers Comp | 156,766 | 193,397 | 132,578 | 212,100 | 198,000 |
| Subtotal: PS - Personnel Services | 5,577,586 | 6,555,383 | 4,867,112 | 7,634,809 | 7,201,100 |
| OP - Operations | | | | | |
| 41100 Postage | - | - | - | 1,000 | 1,000 |
| 41101 Telephone & Communication | 14,577 | 15,750 | 14,330 | 34,090 | 34,100 |
| 41200 Printing | 570 | 5,300 | 3,886 | 11,350 | 11,350 |
| 41300 Utilities | 36,139 | 38,100 | 30,555 | 50,000 | 52,000 |
| 41400 Travel & Training | 27,322 | 36,001 | 20,123 | 47,710 | 44,200 |
| 41500 Maintenance & Repair - Building | 30,528 | 62,166 | 15,071 | 41,500 | 40,000 |
| 41600 Maintenance & Repair - Equipment | 53,095 | 29,000 | 9,119 | 36,500 | 35,500 |
| 41700 Maintenance & Repair - Vehicle | 53,245 | 70,000 | 50,447 | 101,500 | 104,000 |
| 43100 Automotive Supplies | 59,481 | 62,000 | 37,071 | 10,000 | 11,000 |
| 43101 Motor Fuel | - | - | - | 60,000 | 65,000 |
| 43200 Office Supplies | - | - | - | 7,000 | 7,000 |
| 43201 Janitorial Supplies | - | - | - | 12,000 | 12,000 |
| 43300 Departmental Supplies | 111,880 | 84,610 | 46,851 | 46,800 | 42,100 |
| 43301 Technology Hardware & Accessories | - | - | - | 69,350 | 56,350 |
| 43302 Safety Supplies | - | - | - | 4,500 | 4,500 |
| 43305 Medical Supplies | - | - | - | 20,000 | 20,000 |
| 43310 Meeting & Event Provisions | - | 2,200 | 922 | 3,075 | 6,300 |
| 43311 Community Outreach Materials/Activities | - | - | - | 12,300 | 12,300 |
| 43600 Uniforms | 51,703 | 61,650 | 23,668 | 62,300 | 59,800 |
| 44500 Contracted Services | 88,633 | 51,450 | 32,331 | 58,500 | 58,500 |
| 44503 Personal Protective Equipment | 69,283 | 95,322 | 58,377 | 79,500 | 79,500 |
| 44509 Software Licenses & Maintenance | 239 | 22,513 | 21,129 | 40,000 | 40,000 |
| 44600 Professional Services | 20,138 | 97,955 | 812 | 52,500 | 26,250 |
| 44705 Emergency Equipment (esq) | 55,443 | 54,500 | 6,381 | 80,200 | 79,600 |
| 45300 Dues & Subscriptions | 8,046 | 9,455 | 7,032 | 10,045 | 10,050 |
| 45401 Insurance - Property & Liability | - | - | - | 46,500 | 46,500 |
| 44707 Wake County Hazmat | 18,847 | 19,732 | 19,732 | 20,000 | 20,000 |
| Subtotal: OP - Operations | 699,168 | 817,704 | 397,838 | 1,018,220 | 978,900 |
| CO - Capital Outlay | | | | | |
| 47300 Capital Outlay - Improvements | - | - | 33 | 110,000 | 110,000 |
| 47400 Capital Outlay - Equipment | 1,205,994 | 367,615 | 260,487 | 1,260,000 | 1,260,000 |
| Subtotal: CO - Capital Outlay | 1,205,994 | 367,615 | 260,520 | 1,370,000 | 1,370,000 |
| Department Total: 5300 - Fire | 7,482,749 | 7,740,702 | 5,525,470 | 10,023,029 | 9,550,000 |

Budget Notes: Fire**Contracted Services**

| | |
|-----------------------------------|---------------|
| Air Gas - Medical Oxygen | 3,500 |
| Lawn Maintenance | 20,000 |
| Wake County 800mhz Radio Contract | 19,000 |
| Ladder Testing | 3,000 |
| Safe Air (quarterly tests) | 4,000 |
| Custodial Services | 9,000 |
| | <u>58,500</u> |

Technology & Hardware

| | |
|-------------------------------|---------------|
| CAD Screen Day room Station 3 | 1,250 |
| Multi Unit Radio Chargers | 3,750 |
| Replacement MDTs & Computers | 55,500 |
| Replacement VHF Pagers | 4,850 |
| | <u>65,350</u> |

New Personnel

| | |
|-----------------------------|----------------|
| Assistant Fire Chief | 97,364 |
| Firefighter (3) | 88,700 |
| Vehicle for Assistant Chief | 51,500 |
| New Employee Onboarding | 4,000 |
| | <u>241,564</u> |

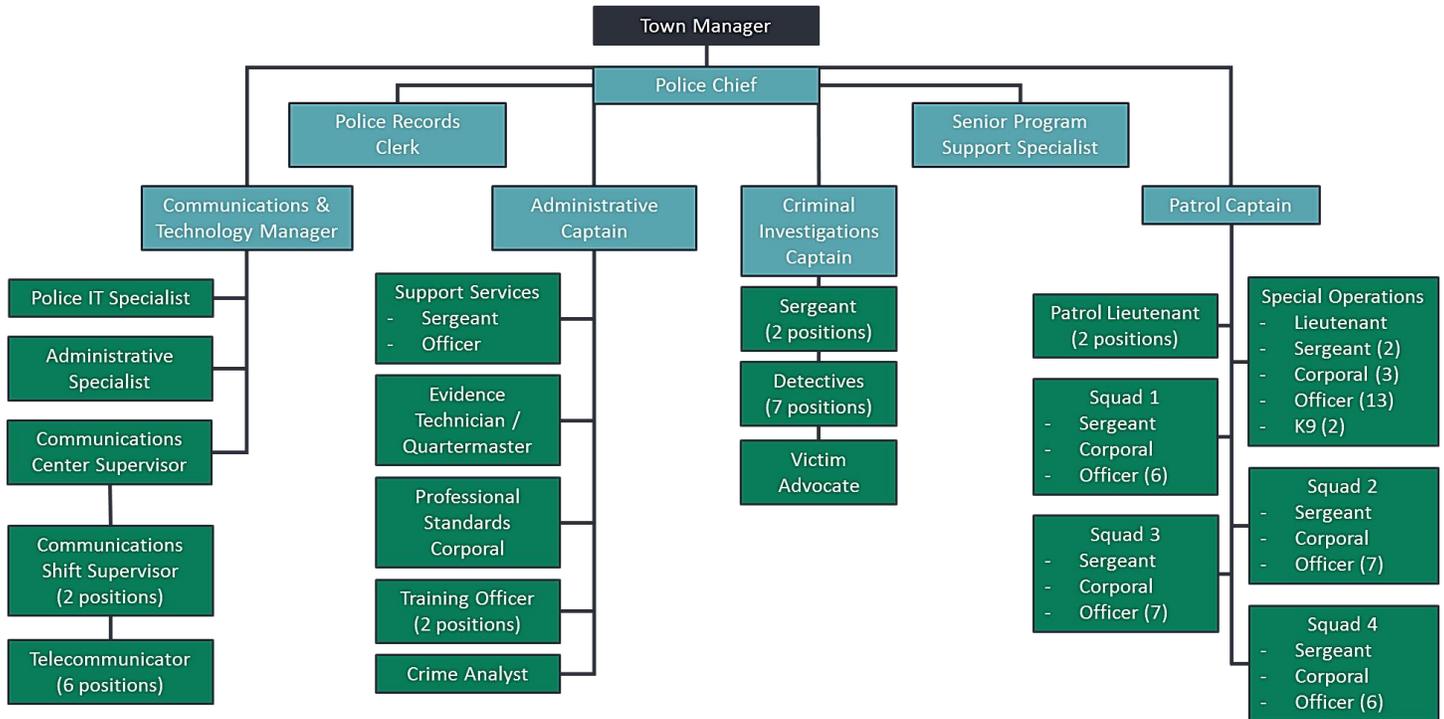
Capital Outlay Equipment

| | |
|-----------------------|------------------|
| Ladder 5 (CIP) | 1,200,000 |
| Yamaha 40 hp outboard | 8,500 |
| | <u>1,208,500</u> |

Capital Outlay Improvements

| | |
|---------------------------------|----------------|
| Remodel Station 3 Training Room | 50,000 |
| Remodel Day Room | 10,000 |
| Station Modifications | 50,000 |
| | <u>110,000</u> |

POLICE DEPARTMENT



Mission

Through our every action, we enhance the quality of life by providing exceptional public service while respecting the rights and dignity of all people.

Description

The Apex Police Department is a full-service law enforcement agency consisting of three divisions:

1. Administration

- Responsible for Professional Standards, Property and Evidence, Quartermaster, Crime Analysis, Training, Internship Program, CAPA, Explorer Post, Chaplain, Information Technology, Records, and Community Policing/Crime Prevention officers.

2. Criminal Investigations

- Responsible for providing investigative services, victim/witness assistance, juvenile & missing persons investigations, etc. This division consists of Property Crimes, Persons Crimes, and Drugs/Vice Crimes as well as an ICAC Task Force Officer, ISAAC Representative, and a Victims' Advocate.

3. Patrol

- Responsible for providing 24-hour uniformed patrol services. This division consists of four squads of sworn, uniformed personnel, a Traffic Safety Unit, a Directed Patrol Unit, and a School Resource Unit. The Special Response Team and Crisis Negotiation Team are collateral duties.

Recent Accomplishments

1. Commission on Accreditation for Law Enforcement Agencies – Advanced Re-Accreditation
 - Achievement which shows a commitment to be the best we can be through participation in a process which scrutinizes our practices using an outside, professional organization. It serves to show our community that we strive to serve in a manner which exceeds expectations while also focusing on problem solving and continuous improvement. This recognition has only been achieved by roughly 6% of law enforcement agencies in our state.
2. Enhanced outreach
 - The department has entered into agreements with two private school and the Apex Mosque to enhance public safety through traffic direction at their facilities. We have improved our community outreach through innovative programs aimed at building positive relationships with all aspects of our community
3. New Radar Units

Upcoming Projects

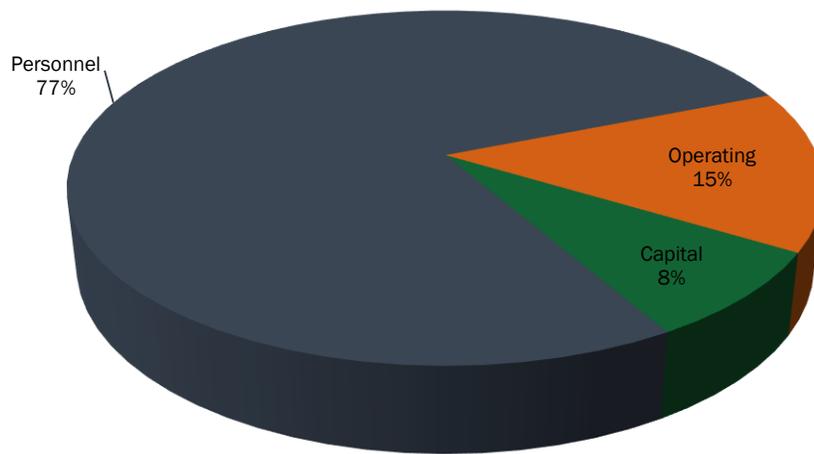
- New Personnel: Police Sergeant (1), Police Officer – Patrol (5), Police Officer – Criminal Investigation (3), Police Officer – School Resource (1)

During the upcoming fiscal year, the Department will be adding a School Resource Officer (SRO) to the new Apex Friendship Middle School, and another SRO to cover the five public elementary schools. The Department is also planning for the return of Apex High School to the Laura Duncan Road campus, and will add a second SRO for the following school year. There will be additional patrol officers assigned to each squad and increased minimum staffing for this function. Three detectives will be added to the Criminal Investigative Division to focus on Persons Crimes, specifically Human Trafficking, Property Crimes, and Drug/Vice Crimes. A Sergeant will be added to the Training unit to provide additional supervision and organizational management for this critical function.

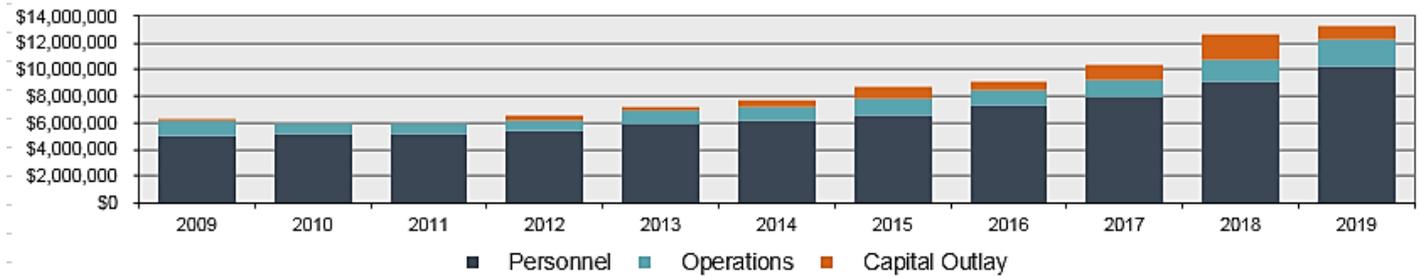
Budget Summary

| Expenditures by Type | | | | | |
|----------------------|---------------------|---------------------|---------------------|---------------------|----------------|
| Type | FY16-17 Actual | FY17-18 Budget | FY17-18 Estimate | FY18-19 Budget | Percent Change |
| Personnel | 7,889,836 | 9,121,727 | 8,377,540 | 10,293,500 | 12.85% |
| Operating | 1,291,849 | 1,644,827 | 1,280,824 | 1,958,100 | 19.05% |
| Capital | 1,105,626 | 1,942,564 | 1,185,364 | 1,071,200 | -44.86% |
| Total | \$10,287,311 | \$12,709,118 | \$10,843,728 | \$13,322,800 | 4.83% |

Police Expenditures by Type



Police Expenditures



5100 - Police

| Description | FY 16-17 Actual | FY 17-18 Budget | FY 17-18 Actual (as of 3/31/18) | FY 18-19 Requested | FY 18-19 Recommended |
|--|-------------------|-------------------|---------------------------------|--------------------|----------------------|
| PS - Personnel Services | | | | | |
| 40200 Salaries | 5,552,478 | 6,417,394 | 4,518,915 | 7,549,641 | 7,061,000 |
| 40300 Part-Time Salaries | 65,661 | 147,718 | 54,126 | 288,629 | 289,000 |
| 40500 FICA | 405,775 | 489,000 | 329,995 | 577,065 | 540,000 |
| 40600 Group Insurance | 847,758 | 896,028 | 665,839 | 1,049,399 | 1,050,000 |
| 40701 General Retirement | 67,380 | 74,637 | 52,173 | 61,881 | 40,500 |
| 40703 Police Retirement | 368,517 | 439,950 | 313,614 | 581,048 | 563,500 |
| 40705 401K General | 46,041 | 50,000 | 34,552 | 39,925 | 26,000 |
| 40707 401K Police | 230,076 | 266,700 | 190,070 | 341,810 | 331,500 |
| 40709 Separation Allowance | 130,000 | 135,000 | - | 140,000 | 140,000 |
| 40801 Workers Comp | 176,150 | 205,300 | 141,980 | 261,796 | 252,000 |
| Subtotal: PS - Personnel Services | 7,889,838 | 9,121,727 | 6,301,266 | 10,891,194 | 10,293,500 |
| OP - Operations | | | | | |
| 41100 Postage | - | - | - | 2,725 | 2,800 |
| 41101 Telephone & Communication | 105,106 | 142,725 | 72,284 | 97,690 | 97,300 |
| 41200 Printing | 4,015 | 17,300 | 14,175 | 26,925 | 26,950 |
| 41300 Utilities | 65,485 | 75,000 | 45,981 | 75,000 | 75,000 |
| 41400 Travel & Training | 68,848 | 112,277 | 49,064 | 108,500 | 103,500 |
| 41500 Maintenance & Repair - Building | 45,971 | 70,340 | 21,493 | 74,400 | 74,400 |
| 41600 Maintenance & Repair - Equipment | 21,315 | 21,650 | 9,279 | 23,300 | 23,300 |
| 41700 Maintenance & Repair - Vehicle | 47,411 | 62,563 | 36,939 | 65,000 | 65,000 |
| 42101 Equipment Rental | - | - | - | 1,000 | 1,000 |
| 42102 Rental-Vehicle | - | - | - | 2,500 | 2,500 |
| 42103 Rental-Facilities | - | - | - | 1,000 | 1,000 |
| 42104 PIN Terminal | 12,108 | 15,600 | 6,054 | 18,885 | 18,900 |
| 42600 Advertising | 108 | 750 | - | 500 | 500 |
| 43100 Automotive Supplies | 120,403 | 150,000 | 97,375 | 25,175 | 25,200 |
| 43101 Motor Fuel | - | - | - | 131,000 | 131,000 |
| 43200 Office Supplies | - | - | - | 7,500 | 7,500 |
| 43201 Janitorial Supplies | - | - | - | 4,500 | 4,500 |
| 43300 Departmental Supplies | 363,070 | 357,741 | 121,275 | 201,250 | 191,200 |
| 43301 Technology Hardware & Accessories | - | - | - | 318,400 | 250,200 |
| 43302 Safety Supplies | - | - | - | 5,000 | 4,300 |
| 43305 Medical Supplies | - | - | - | 8,900 | 8,900 |
| 43310 Meeting & Event Provisions | - | 7,000 | 5,602 | 10,000 | 10,000 |
| 43311 Community Outreach Materials | 19,870 | 20,000 | 7,295 | 20,000 | 20,000 |
| 43312 K-9 Program Expenses | - | 7,000 | 4,266 | 11,525 | 11,500 |
| 43507 Employee Recognition | - | - | - | 7,500 | 7,500 |
| 43600 Uniforms | 81,111 | 110,050 | 36,110 | 38,041 | 116,000 |
| 44500 Contracted Services | 292,239 | 233,935 | 75,409 | 111,425 | 186,400 |
| 44503 Personal Protective Equipment | - | - | - | 49,581 | 27,850 |
| 44509 Software Licenses & Maintenance | - | 147,002 | 93,833 | 55,359 | 174,700 |
| 44600 Professional Services | 33,168 | 78,394 | 21,196 | 49,500 | 36,600 |
| 45300 Dues & Subscriptions | 5,621 | 10,500 | 4,764 | 13,500 | 12,500 |
| 47502 Restricted Police Funds | 6,000 | 5,000 | - | 5,000 | 5,000 |
| 45401 Insurance - Property & Liability | - | - | - | 235,100 | 235,100 |
| Subtotal: OP - Operations | 1,291,850 | 1,644,827 | 722,396 | 1,805,681 | 1,958,100 |
| CO - Capital Outlay | | | | | |
| 47300 Capital Outlay - Improvements | - | 912,200 | (80) | 155,000 | - |
| 47400 Capital Outlay - Equipment | 1,105,626 | 1,030,364 | 798,489 | 1,278,200 | 1,071,200 |
| Subtotal: CO - Capital Outlay | 1,105,626 | 1,942,564 | 798,409 | 1,433,200 | 1,071,200 |
| Department Total: 5100 - Police | 10,287,314 | 12,709,118 | 7,822,071 | 14,130,075 | 13,322,800 |

Budget Notes: Police

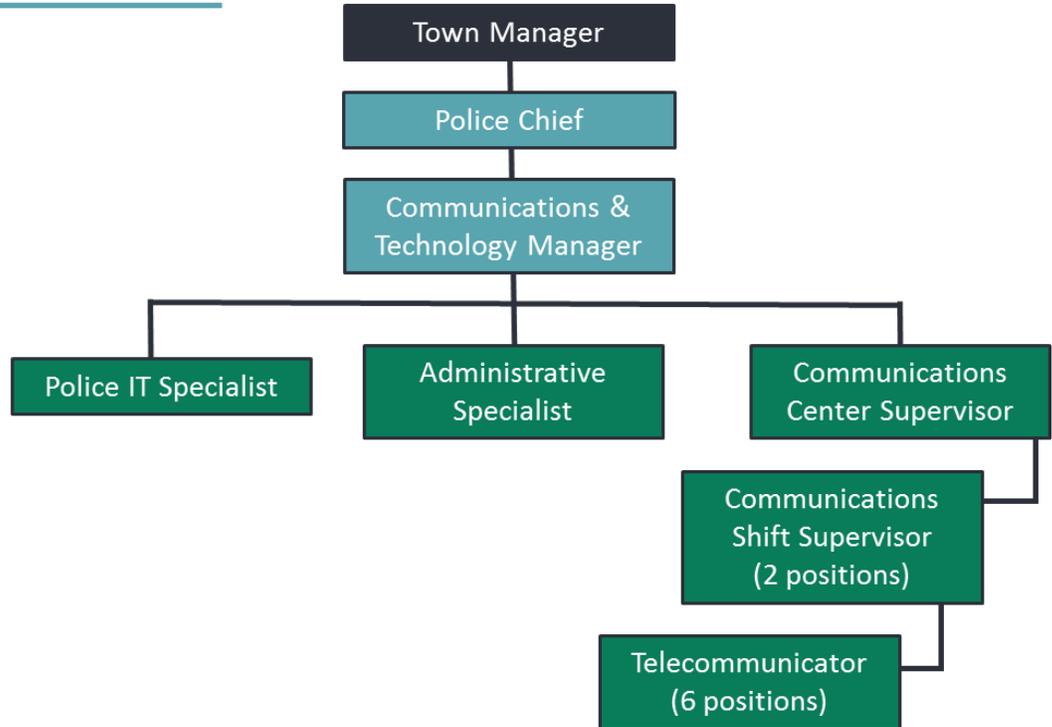
Contracted Services

| | |
|--|----------------|
| CALEA-Annual Renewal | 3,690 |
| Evidence Destruction | 1,000 |
| Town of Cary-Firearms Range Fee | 4,000 |
| Janitorial Services | 35,000 |
| Landscaping | 7,200 |
| Shred-It-Documents Shredding | 850 |
| Wake County Body Recovery-Deceased Removal Services Fees | 2,000 |
| Cable access for Mobile Users & CID data circuits (Spectrum) | 8,650 |
| In Car Video Maintenance for Patrol Cars / DCI Encryption | 26,800 |
| Maintenance on Building Security Systems (HQ & Substation) | 8,160 |
| CVSI Downtown Camera System Maintenance | 3,000 |
| Weather Station-Station & website maintenance | 1,450 |
| Entrust AA-Advanced Authentication for DCI | 6,500 |
| Wake County Communications-800/AVL/Data Circuit Fees | 35,100 |
| Communications America-Radio/Mobile Maintenance Contract | 43,000 |
| | <u>186,400</u> |

New Personnel

| | |
|---|------------------|
| Police Officers (3 CID, 4 Patrol, 2 SRO) | 477,905 |
| Police Sergeant | 81,371 |
| New Marked Vehicles (7) | 420,000 |
| Telephone & Communication set up | 10,540 |
| New Position Training | 10,000 |
| New Employee Furniture & Equipment | 44,440 |
| New Unmarked-CID Vehicles (3) | 66,000 |
| | <u>1,110,256</u> |
| Capital Outlay Equipment | |
| Replacement Marked Vehicle (5) | 261,000 |
| Replacement Unmarked Patrol Vehicle (2) | 85,000 |
| Replacement Unmarked CID Vehicle (2) | 66,000 |
| Replacement Unmarked Van (1) | 34,500 |
| Key Management Equipment & Software | 17,000 |
| Surveillance Camera | 8,000 |
| Canine addition | 10,000 |
| Mobile & Portable Radio Replacement (CIP) | 147,200 |
| | <u>585,200</u> |

EMERGENCY COMMUNICATIONS



Description

The Town of Apex Emergency Communications Center is a division of the Apex Police Department. Our trained and certified Telecommunicators provide the citizens of Apex with emergency and non-emergency access to police and public works, while also being the vital communications link for field personnel. The Communications Center is equipped with the following:

- Three (3) Enhanced 9-1-1 Trucks
- Six Administrative Lines
- Two Internal PBX Lines
- Integrated TDD/TTY
- Computer Aided Dispatch
- Records Management System
- Digital Mapping
- 800 MHz Radio System

Recent Accomplishments

In FY17-18, the Communications Center handled 62,172 telephone calls, 43,118 Computer Aided Dispatch entries for the Police Department, and an additional 506 entries for Public Works and Utilities.

In July 2017, the Center transitioned to the Eventide NexLog digital recording system. All telephone lines within the center, as well as all radio talk groups, are recorded on a 24/7 basis. Additionally, the recorder is integrated with the Quality Factor Suite, allowing supervisors to complete monthly quality assurance reviews of emergency and non-emergency calls.

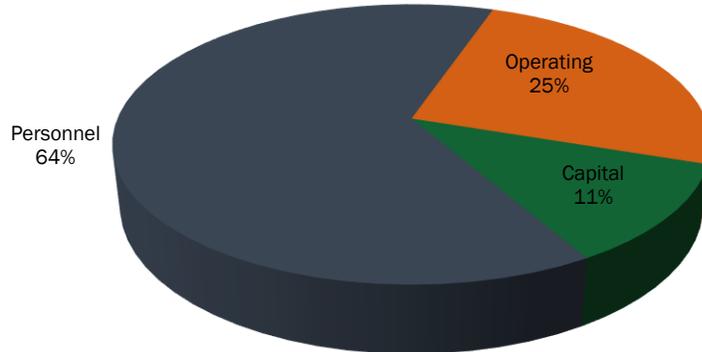
Upcoming Projects

1. We are in final contract negotiations with Motorola for the implementation of the MCC 7500 Radio Console System. This will replace the current MIP 500 system and allow us to integrate with the Town of Cary's 800 MHz system via a fiber connection, which will provide a completely digital P25 radio platform for first responders in Apex.
2. In May 2018, contracts were signed with Superior to transition to their One Solution CAD system. The project go-live will be in March 2019.
3. In FY18-19, we will be transition from the current legacy 9-1-1 network to the Next Gen 9-1-1 network with AT&T. This transition will enable the Center to receive data, text, and video from 9-1-1 callers.

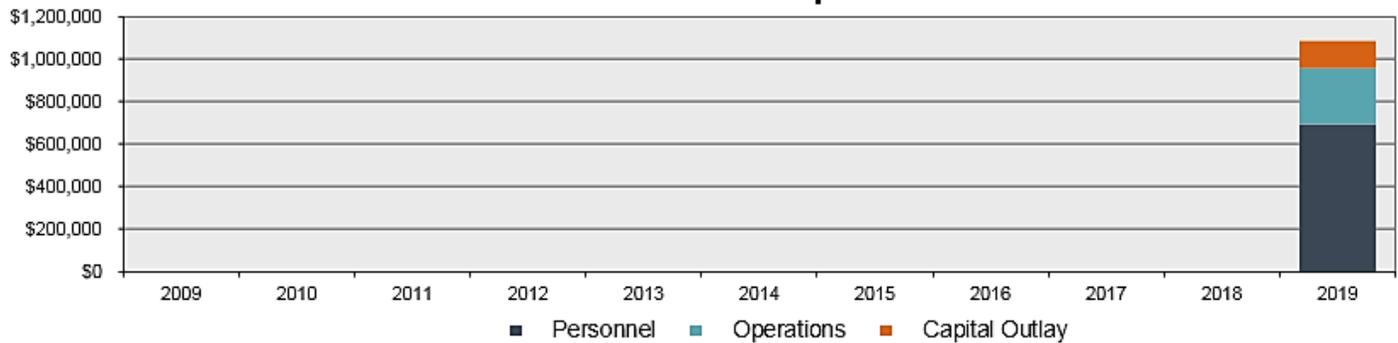
Budget Summary

| Type | Expenditures by Type | | | FY18-19 Budget | Percent Change |
|--------------|----------------------|----------------|------------------|--------------------|----------------|
| | FY16-17 Actual | FY17-18 Budget | FY17-18 Estimate | | |
| Personnel | - | - | - | 691,200 | |
| Operating | - | - | - | 270,200 | |
| Capital | - | - | - | 125,200 | |
| Total | \$0 | \$0 | \$0 | \$1,086,600 | |

Emergency Communications Expenditures by Type



Communications Expenditures



5110 - Emergency Communications

| Description | FY 16-17 Actual | FY 17-18 Budget | FY 17-18 Actual (as of 3/31/18) | FY 18-19 Requested | FY 18-19 Recommended |
|--|-----------------|-----------------|---------------------------------|--------------------|----------------------|
| PS - Personnel Services | | | | | |
| 40200 Salaries | - | - | - | 653,261 | 471,000 |
| 40300 Part-Time Salaries | - | - | - | 20,620 | 20,700 |
| 40500 FICA | - | - | - | 51,560 | 37,650 |
| 40600 Group Insurance | - | - | - | 119,519 | 100,000 |
| 40701 General Retirement | - | - | - | 50,632 | 36,500 |
| 40705 401K General | - | - | - | 32,668 | 23,550 |
| 40801 Workers Comp | - | - | - | 2,432 | 1,800 |
| Subtotal: PS - Personnel Services | - | - | - | 930,692 | 691,200 |
| OP - Operations | | | | | |
| 41100 Postage | - | - | - | 150 | 200 |
| 41101 Telephone & Communication | - | - | - | 114,780 | 114,800 |
| 41200 Printing | - | - | - | 700 | 700 |
| 41300 Utilities | - | - | - | 3,000 | 3,000 |
| 41400 Travel & Training | - | - | - | 11,600 | 8,100 |
| 41500 Maintenance & Repair - Building | - | - | - | 3,550 | 3,550 |
| 41600 Maintenance & Repair - Equipment | - | - | - | 3,250 | 3,250 |
| 41700 Maintenance & Repair - Vehicle | - | - | - | 2,250 | 2,250 |
| 42104 PIN Terminal | - | - | - | 1,800 | 1,800 |
| 42600 Advertising | - | - | - | - | - |
| 43100 Automotive Supplies | - | - | - | 825 | 850 |
| 43101 Motor Fuel | - | - | - | 1,300 | 1,300 |
| 43200 Office Supplies | - | - | - | 600 | 600 |
| 43201 Janitorial Supplies | - | - | - | 500 | 500 |
| 43300 Departmental Supplies | - | - | - | 4,500 | 4,500 |
| 43301 Technology Hardware & Accessories | - | - | - | 5,875 | 5,900 |
| 43302 Safety Supplies | - | - | - | 50 | 50 |
| 43305 Medical Supplies | - | - | - | 25 | 50 |
| 43310 Meeting & Event Provisions | - | - | - | 500 | 500 |
| 43311 Community Outreach Materials | - | - | - | 300 | 300 |
| 43507 Employee Recognition | - | - | - | 500 | 500 |
| 43600 Uniforms | - | - | - | 5,850 | 3,500 |
| 44500 Contracted Services | - | - | - | 91,275 | 91,300 |
| 44503 Personal Protective Equipment | - | - | - | - | - |
| 44509 Software Licenses & Maintenance | - | - | - | 10,280 | 10,300 |
| 44600 Professional Services | - | - | - | 11,000 | 10,600 |
| 45300 Dues & Subscriptions | - | - | - | 2,760 | 1,800 |
| Subtotal: OP - Operations | - | - | - | 277,220 | 270,200 |
| CO - Capital Outlay | | | | | |
| 47400 Capital Outlay - Equipment | - | - | - | 125,200 | 125,200 |
| Subtotal: CO - Capital Outlay | - | - | - | 125,200 | 125,200 |
| Department Total: 5110 - Communications | - | - | - | 1,333,112 | 1,086,600 |

Budget Notes: Communications**Telephone & Communication**

| | |
|---|----------------|
| Raleigh-Wake ECC (WECO) phone transfer for 911 calls | 54,000 |
| ATT ESI-911 Esinet-Monthly Subscription-Next Generation 911 | 45,000 |
| Interconnection Line-Links Apex to Wake County Communications | 6,000 |
| AT&T-Legacy 911 Phones | 6,800 |
| Verizon Cellular Phones/Communications | 1,320 |
| Employee Email Account Fees | 1,680 |
| | <u>114,800</u> |

Contract Services

| | |
|---|---------------|
| Janitorial Services Janitorial Services & Supplies | 1,400 |
| Landscaping | 300 |
| Carolina Recording Systems (Digital Recorder service) | 6,700 |
| Wake County Communications | 10,550 |
| Communications America | 70,880 |
| Misc. Other | 1,470 |
| | <u>91,300</u> |

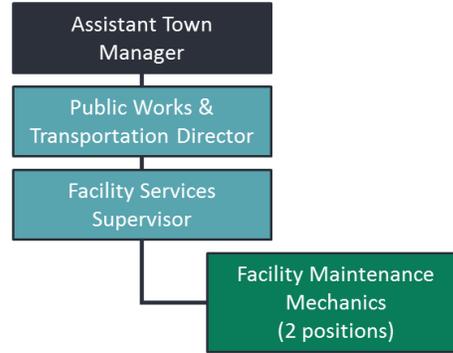
Professional Services

| | |
|---|---------------|
| Testing for Entry-Level Telecommunicator | 2,500 |
| Psychological/Polygraph/Medical Evaluations | 3,500 |
| Psychological/ Fitness for Duty Testing | 2,000 |
| CCBI-Background Investigation Fingerprints | 200 |
| Background Investigations (Insight) | 400 |
| Telephone Records/IP Address Records | 200 |
| New Employee Photographs | 200 |
| Employee Photos (All Staff) | 600 |
| Language Line | <u>1,000</u> |
| | <u>10,600</u> |

Capital Outlay

| | |
|--|----------------|
| Fiber Point to Point Connection for New Radio System | 7,700 |
| Airbus 911 Esinet Central Premise Equipment Adapter | 19,000 |
| FATPOT (911 CAD-to-CAD Interface) | 98,500 |
| | <u>125,200</u> |

PUBLIC WORKS - FACILITY SERVICES



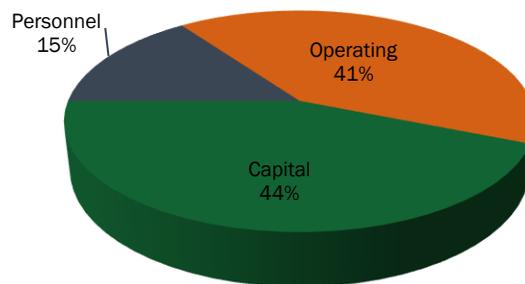
Description

The Facility Services division is responsible for maintaining approximately 249,970 square feet in 16 facilities, ensuring compliance with all necessary local, state, and federal building codes, and providing a safe, clean, and comfortable working environment.

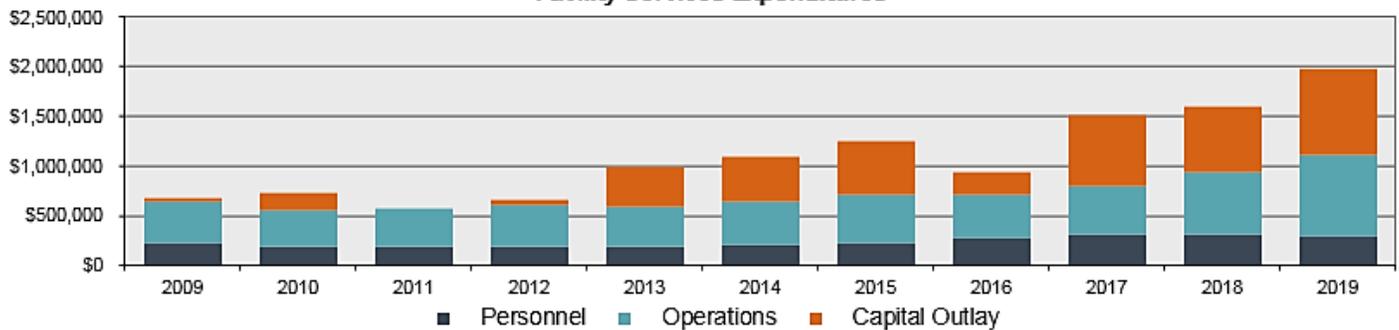
Budget Summary

| Expenditures by Type | | | | | |
|----------------------|--------------------|--------------------|--------------------|--------------------|----------------|
| Type | FY16-17 Actual | FY17-18 Budget | FY17-18 Estimate | FY18-19 Budget | Percent Change |
| Personnel | 313,356 | 310,935 | 296,594 | 296,700 | -4.58% |
| Operating | 486,457 | 618,675 | 589,043 | 810,500 | 31.01% |
| Capital | 760,909 | 669,283 | 506,315 | 867,100 | 29.56% |
| Total | \$1,560,722 | \$1,598,893 | \$1,391,952 | \$1,974,300 | 23.48% |

Facilities Expenditures by Type



Facility Services Expenditures



5000 - Facility Services

| Description | FY 16-17 Actual | FY 17-18 Budget | FY 17-18 Actual (as of 3/31/18) | FY 18-19 Requested | FY 18-19 Recommended |
|---|--------------------|--------------------|------------------------------------|-----------------------|-------------------------|
| PS - Personnel Services | | | | | |
| 40200 Salaries | 228,851 | 225,316 | 171,985 | 183,063 | 207,800 |
| 40300 Part-Time Salaries | 16,844 | 17,244 | 12,766 | 14,012 | 15,900 |
| 40500 FICA | 34,658 | 33,065 | 23,599 | 37,640 | 39,000 |
| 40600 Group Insurance | 15,458 | 16,900 | 12,917 | 14,121 | 16,500 |
| 40701 General Retirement | 10,562 | 11,269 | 8,554 | 9,112 | 10,500 |
| 40705 401K General | 6,984 | 7,141 | 5,405 | 7,385 | 7,000 |
| 40801 Workers Comp | - | - | - | - | - |
| Subtotal: PS - Personnel Services | 313,356 | 310,935 | 235,224 | 265,333 | 296,700 |
| OP - Operations | | | | | |
| 41100 Postage | - | - | - | 100 | 100 |
| 41101 Telephone & Communication | 2,405 | 2,500 | 1,360 | 5,880 | 5,900 |
| 41200 Printing | - | 2,800 | 1,884 | 3,700 | 3,700 |
| 41300 Utilities | 76,376 | 75,000 | 53,757 | 80,000 | 80,000 |
| 41400 Travel & Training | 577 | 3,000 | 797 | 5,000 | 4,000 |
| 41501 Maintenance & Repair - Depot | 5,184 | 15,000 | - | 15,500 | 15,500 |
| 41600 Maintenance & Repair - Equipment | 10,122 | 2,000 | 476 | 20,827 | 15,000 |
| 41700 Maintenance & Repair - Vehicle | 2,364 | 2,000 | 2,084 | 2,000 | 2,000 |
| 42101 Equipment Rental | - | 1,000 | - | 2,000 | 1,000 |
| 42600 Advertising | - | 500 | - | - | - |
| 43100 Automotive Supplies | 1,816 | 3,000 | 1,383 | 2,000 | 2,000 |
| 43101 Motor Fuel | - | - | - | 2,000 | 2,000 |
| 43200 Office Supplies | - | - | - | 500 | 500 |
| 43201 Janitorial Supplies | - | - | - | 500 | 250 |
| 43300 Departmental Supplies | 11,321 | 24,503 | 6,515 | 28,000 | 15,000 |
| 43301 Technology Hardware & Accessories | - | - | - | 10,500 | 7,000 |
| 43302 Safety Supplies | - | 500 | 96 | 500 | 500 |
| 43305 Medical Supplies | - | - | - | 100 | 100 |
| 43310 Meeting & Event Provisions | - | 3,370 | 2,798 | 3,000 | 3,000 |
| 43600 Uniforms | 2,315 | 3,000 | 1,694 | 5,500 | 4,100 |
| 44500 Contracted Services | 336,031 | 350,355 | 196,084 | 432,800 | 434,800 |
| 44503 Personal Protective Equipment | - | - | - | 1,400 | 1,400 |
| 44509 Software Licenses & Maintenance | - | 6,878 | 5,123 | 8,114 | 8,150 |
| 44600 Professional Services | 2,000 | 5,000 | - | 5,000 | 3,000 |
| 44701 Sanitation | - | - | - | 22,400 | 22,400 |
| 44900 Lease Payments | - | 1,000 | 1,066 | 1,300 | 1,300 |
| 45300 Dues & Subscriptions | 359 | 1,000 | 110 | 600 | 500 |
| 45401 Insurance - Property & Liability | - | - | - | 18,100 | 18,100 |
| Subtotal: OP - Operations | 486,457 | 618,675 | 354,730 | 933,921 | 810,500 |
| CO - Capital Outlay | | | | | |
| 47100 Capital Outlay - Land | 355,629 | 1,585 | 1,584 | - | - |
| 47300 Capital Outlay - Improvements | 399,660 | 517,833 | 209,969 | 1,870,975 | 867,100 |
| 47400 Capital Outlay - Equipment | 5,620 | 149,865 | 54,154 | 35,000 | - |
| Subtotal: CO - Capital Outlay | 760,909 | 669,283 | 265,707 | 1,905,975 | 867,100 |
| Department Total: 5000 - Facility Services | 1,560,722 | 1,598,893 | 855,661 | 3,105,229 | 1,974,300 |

Budget Notes: Facility Services

Contracted Services

| | |
|--|---------|
| Custodial Contract | 188,875 |
| Landscape Contract | 75,000 |
| Miscellaneous Equip Maint | 25,000 |
| Building Automation System | 18,840 |
| Pest Control Contract | 17,575 |
| Fire Sprinkler Contract | 4,375 |
| Generator Contract/Load Bank | 29,865 |
| PW Rugs & Shop Rags | 6,500 |
| Fire Alarm (Monitoring Testing & Inspection) | 20,550 |
| Fire Extinguisher Contract | 3,680 |
| Chiller Maintenance Contract | 7,875 |
| Overhead Door PM Contract | 8,970 |
| PD Boiler Maintenance Agreement | 4,000 |
| Elevator Maintenance & Inspections | 7,845 |
| Alarm Monitoring for Panic | 2,500 |
| Panic Button Annual Test | 1,550 |
| CAC Inverter Agreement | 900 |
| Boiler Safety Inspections | 500 |
| Secure Access Brivo Web | 9,600 |
| Operable Wall Maintenance | 800 |
| | <hr/> |
| | 434,800 |

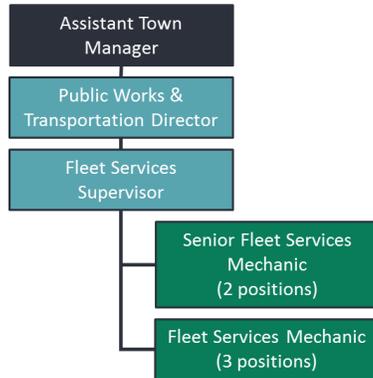
Maintenance & Repair - Building

| | |
|--------------------------------------|---------|
| Town Hall Maintenance | 62,000 |
| Secondary HW Reset for TH & ACC | 33,000 |
| Pump for Eye Wash Fleet Shop | 1,700 |
| Paint for Town Hall 1st Floor | 22,000 |
| PW Bathroom Fixtures (main) | 3,000 |
| Restoration of Tile (3 PW bathrooms) | 20,000 |
| PWA Concrete Restoration | 10,000 |
| PW Drink Fountains (5) | 7,500 |
| | <hr/> |
| | 159,200 |

Capital Outlay Improvements

| | |
|---|---------|
| Wash Bay Safety Switch | 8,000 |
| Siemens BAS Migration | 48,600 |
| Sheetrock & paint garage meeting room | 5,000 |
| Renovation of 3rd floor shell space | 40,000 |
| Replacement of R22A HVAC Units with | |
| R410 (Public Works-Ops & FS3) | 84,900 |
| Trench Drain Installation | 10,600 |
| Solar PV Systems (Town Facilities) (CIP) | 500,000 |
| Design - Renovation of Fire Station 1 (CIP) | 170,000 |
| | <hr/> |
| | 867,100 |

PUBLIC WORKS - FLEET SERVICES



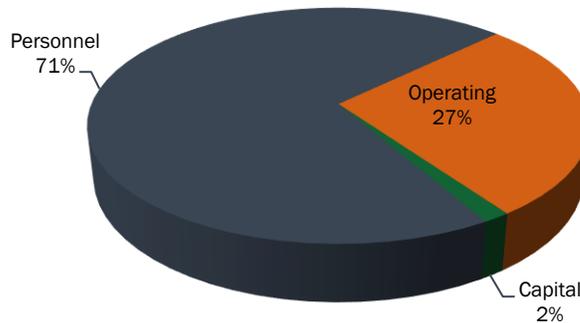
Description

The Fleet Services division is responsible for maintaining 277 vehicles and 183 pieces of equipment operated by Town employees, including fire and rescue, police cruisers, dump trucks, backhoes, vacuum trucks, and other miscellaneous operational vehicles.

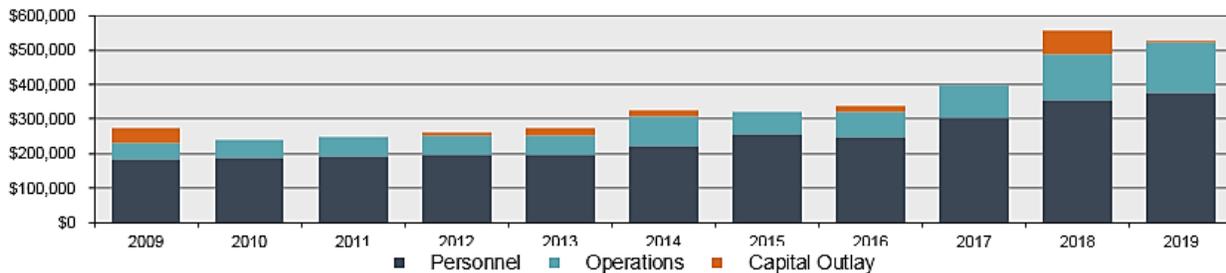
Budget Summary

| Expenditures by Type | | | | | |
|----------------------|------------------|------------------|------------------|------------------|----------------|
| Type | FY16-17 Actual | FY17-18 Budget | FY17-18 Estimate | FY18-19 Budget | Percent Change |
| Personnel | 305,765 | 356,013 | 335,903 | 377,000 | 5.90% |
| Operating | 94,413 | 131,938 | 96,768 | 144,900 | 9.82% |
| Capital | - | 71,580 | 58,164 | 7,900 | -88.96% |
| Total | \$400,178 | \$559,531 | \$490,835 | \$529,800 | -5.31% |

Fleet Expenditures by Type



Fleet Services Expenditures



5800 - Fleet Services

| Description | FY 16-17 Actual | FY 17-18 Budget | FY 17-18 Actual (as of 3/31/18) | FY 18-19 Requested | FY 18-19 Recommended |
|--|-----------------|-----------------|---------------------------------|--------------------|----------------------|
| PS - Personnel Services | | | | | |
| 40200 Salaries | 218,017 | 253,914 | 181,684 | 264,757 | 265,000 |
| 40500 FICA | 16,210 | 19,431 | 13,640 | 20,261 | 20,500 |
| 40600 Group Insurance | 35,744 | 41,758 | 31,860 | 50,213 | 48,200 |
| 40701 General Retirement | 15,955 | 19,045 | 13,717 | 20,454 | 20,500 |
| 40705 401K General | 10,901 | 12,701 | 9,084 | 13,200 | 13,200 |
| 40801 Workers Comp | 8,939 | 9,164 | 6,514 | 9,581 | 9,600 |
| Subtotal: PS - Personnel Services | 305,765 | 356,013 | 256,500 | 378,466 | 377,000 |
| OP - Operations | | | | | |
| 41100 Postage | - | - | - | - | - |
| 41101 Telephone & Communication | 3,980 | 3,000 | 2,089 | 5,365 | 5,350 |
| 41200 Printing | - | 1,250 | 1,409 | 1,600 | 1,600 |
| 41300 Utilities | - | - | - | - | - |
| 41400 Travel & Training | 1,479 | 4,000 | 1,820 | 4,800 | 4,800 |
| 41500 Maintenance & Repair - Building | - | - | - | 4,000 | 4,000 |
| 41600 Maintenance & Repair - Equipment | 2,317 | 6,000 | 600 | 3,000 | 3,000 |
| 41700 Maintenance & Repair - Vehicle | 1,865 | 3,000 | 2,298 | 3,000 | 3,000 |
| 42101 Rental - Equipment | - | - | - | - | - |
| 42600 Advertising | - | - | - | - | - |
| 43100 Automotive Supplies | 2,740 | 5,000 | 1,869 | 3,000 | 3,000 |
| 43101 Motor Fuel | - | - | - | 3,500 | 3,500 |
| 43200 Office Supplies | - | - | - | 1,000 | 1,000 |
| 43201 Janitorial Supplies | - | - | - | 200 | 200 |
| 43300 Departmental Supplies | 45,957 | 52,788 | 21,227 | 24,700 | 24,700 |
| 43301 Technology Hardware & Accessories | - | - | - | 17,400 | 11,400 |
| 43302 Safety Supplies | - | 500 | - | 1,100 | 1,100 |
| 43310 Meeting & Event Provisions | - | 400 | 295 | 400 | 400 |
| 43600 Uniforms | 4,199 | 5,500 | 3,416 | 5,500 | 5,500 |
| 44500 Contracted Services | 31,127 | 21,940 | 10,351 | 18,500 | 13,700 |
| 44503 Personal Protective Equipment | - | - | - | 2,449 | 2,500 |
| 44509 Software License & Maintenance | - | 27,060 | 25,023 | 31,150 | 31,150 |
| 44600 Professional Services | - | - | - | - | - |
| 45300 Dues & Subscriptions | 750 | 1,500 | 500 | 1,000 | 1,000 |
| 45401 Insurance - Property & Liability | - | - | - | 24,000 | 24,000 |
| Subtotal: OP - Operations | 94,413 | 131,938 | 70,898 | 155,664 | 144,900 |
| CO - Capital Outlay | | | | | |
| 47100 Capital Outlay - Improvements | - | 48,709 | 45,599 | - | - |
| 47400 Capital Outlay - Equipment | - | 22,871 | 12,565 | 17,900 | 7,900 |
| Subtotal: CO - Capital Outlay | - | 71,580 | 58,165 | 17,900 | 7,900 |
| Department Total: 5800 - Fleet Services | 400,178 | 559,531 | 385,563 | 552,030 | 529,800 |

Budget Notes: Fleet Services**Contracted Services**

| | |
|--|---------------|
| Oil Recycling Services | 6,000 |
| Welding Supplies & Service | 1,000 |
| Wireless Equipment & Service | 4,200 |
| Lift Inspections & Quarterly Maintenance | 2,500 |
| | <u>13,700</u> |

Technology & Hardware

| | |
|--|---------------|
| Replacement Laptops for IDS/jpro (4) | 10,000 |
| Cummins Inline 7 box (Diagnostic tool) | 1,400 |
| | <u>11,400</u> |
| | 24,700 |

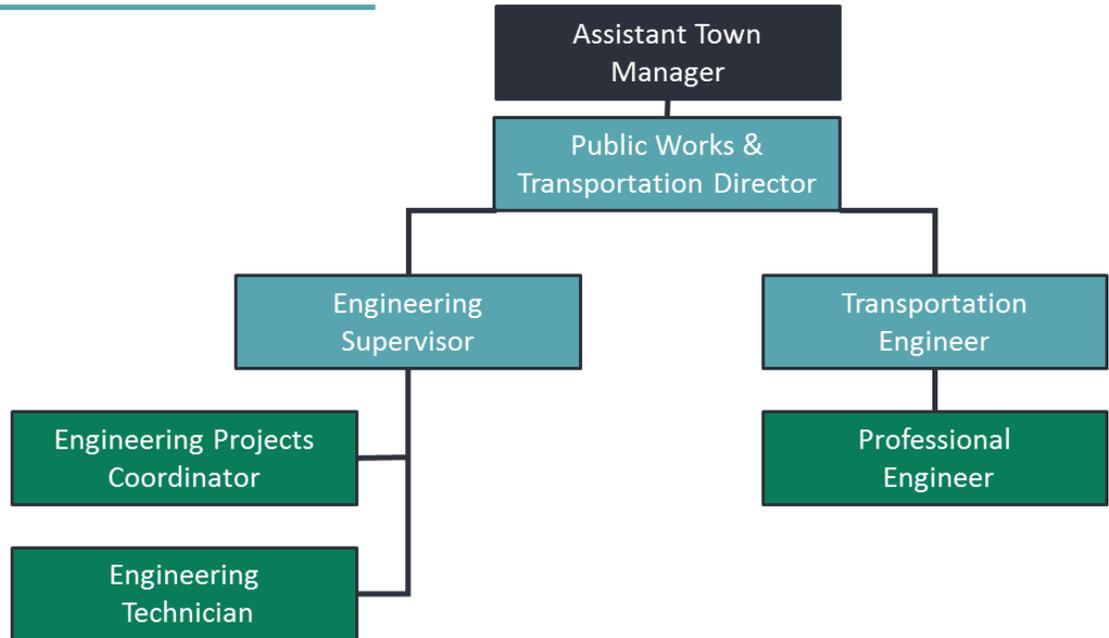
Capital Outlay Equipment

| | |
|--|-------|
| 12000 lb. Lift for back bay (fixed lift) | 7,900 |
|--|-------|

Software License & Maintenance

| | |
|------------------------------|---------------|
| FIMS - TMT ASP Annual Charge | 21,550 |
| Autel Software Update | 1,600 |
| ALLDATA | 1,900 |
| Ford IDS Update | 1,450 |
| Jpro Heavy Duty Truck Update | 2,800 |
| Cummins quickserve / insight | 1,850 |
| | <u>31,150</u> |

PUBLIC WORKS & TRANSPORTATION



Mission

To improve the quality of life for our citizens by maintaining and improving the infrastructure of the Town of Apex in the most efficient and cost-effective method possible.

Description

Engineering:

The engineering division is responsible for provision of technical expertise & guidance to Town staff, developers, and the general public as warranted; working with Development Services in establishing long-range plans for site plan development & approval; and continually updating and enhancing GIS mapping.

Transportation:

The transportation division is responsible for developing needs and securing funding for Transportation Capital Improvement Plan projects and municipal agreements; preparing and reviewing traffic ordinances & standards; and being proactive and responsive to citizen's inquiries and concerns regarding transportation projects and services.

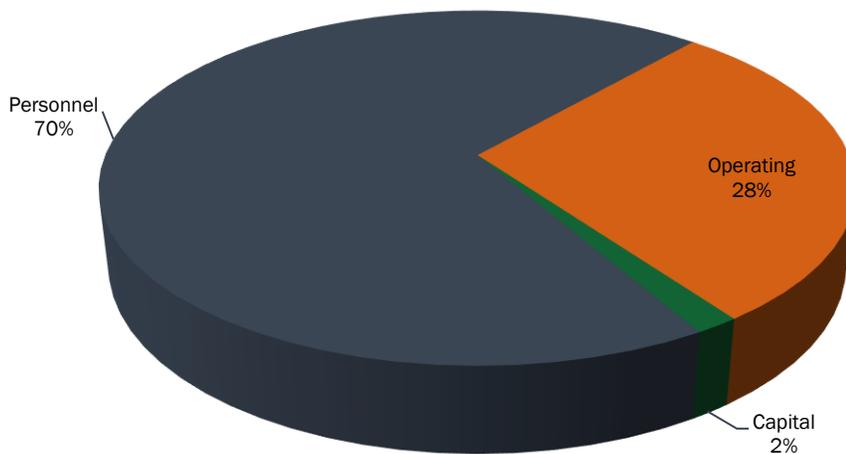
Upcoming Projects

- Peakway Southwest Connection
- \$1.5 million of pavement resurfacing
- \$100,000 of sidewalk improvements
- \$100,000 of stormwater improvements

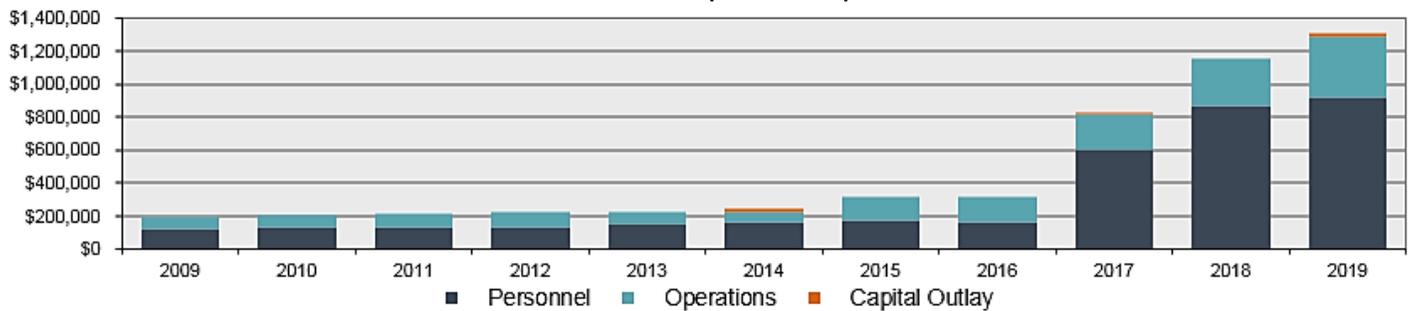
Budget Summary

| Expenditures by Type | | | | | |
|----------------------|------------------|--------------------|--------------------|--------------------|----------------|
| Type | FY16-17 Actual | FY17-18 Budget | FY17-18 Estimate | FY18-19 Budget | Percent Change |
| Personnel | 599,454 | 869,296 | 815,149 | 913,400 | 5.07% |
| Operating | 215,079 | 285,687 | 211,403 | 374,200 | 30.98% |
| Capital | - | - | 4,232 | 21,100 | |
| Total | \$814,533 | \$1,154,983 | \$1,030,784 | \$1,308,700 | 13.31% |

Public Works & Transportation Expenditures by Type



Public Works & Transportation Expenditures



5400 - Public Works & Transportation

| Description | FY 16-17 Actual | FY 17-18 Budget | FY 17-18 Actual (as of 3/31/18) | FY 18-19 Requested | FY 18-19 Recommended |
|---|--------------------|--------------------|------------------------------------|-----------------------|-------------------------|
| PS - Personnel Services | | | | | |
| 40200 Salaries | 450,972 | 653,301 | 470,192 | 678,587 | 678,600 |
| 40500 FICA | 32,746 | 50,174 | 33,883 | 51,923 | 52,000 |
| 40600 Group Insurance | 53,556 | 73,972 | 56,930 | 83,984 | 86,000 |
| 40701 General Retirement | 33,011 | 49,183 | 35,500 | 52,364 | 52,500 |
| 40705 401K General | 22,548 | 32,790 | 23,510 | 33,787 | 34,000 |
| 40801 Workers Comp | 6,621 | 9,876 | 6,567 | 10,225 | 10,300 |
| Subtotal: PS - Personnel Services | 599,454 | 869,296 | 626,581 | 910,870 | 913,400 |
| OP - Operations | | | | | |
| 41100 Postage | - | - | - | 100 | 100 |
| 41101 Telephone & Communication | 16,341 | 8,984 | 14,499 | 11,100 | 11,100 |
| 41200 Printing | - | 11,100 | 6,168 | 21,200 | 21,200 |
| 41300 Utilities | 68,642 | 70,000 | 48,654 | 70,000 | 70,000 |
| 41400 Travel & Training | 3,524 | 17,245 | 10,805 | 13,775 | 13,775 |
| 41500 Maintenance & Repair - Building | 22,811 | 33,700 | 17,823 | 12,000 | 12,000 |
| 41600 Maintenance & Repair - Equipment | 2,155 | 4,470 | - | 4,500 | 1,000 |
| 41700 Maintenance & Repair - Vehicle | 500 | 3,000 | 440 | 3,000 | 3,000 |
| 43100 Automotive Supplies | 1,606 | 3,000 | 385 | 1,000 | 1,000 |
| 43101 Motor Fuel | - | - | - | 1,000 | 1,000 |
| 43200 Office Supplies | - | - | - | 500 | 500 |
| 43300 Departmental Supplies | 23,827 | 15,145 | 4,323 | 22,900 | 12,050 |
| 43301 Technology Hardware & Accessories | - | - | - | 2,500 | 2,500 |
| 43302 Safety Supplies | - | - | - | 915 | 925 |
| 43305 Medical Supplies | - | - | - | - | - |
| 43310 Meeting & Event Provisions | - | 800 | 944 | 500 | 500 |
| 43600 Uniforms | 2,241 | 5,143 | 3,414 | 375 | 400 |
| 44500 Contracted Services | 28,146 | 53,700 | 42,909 | 71,000 | 70,000 |
| 44509 Software Licenses & Maintenance | 28,146 | 20,250 | 8,589 | 69,824 | 69,825 |
| 44600 Professional Services | 861 | 36,000 | 12,564 | 6,000 | 6,000 |
| 44604 Professional Services - Engineering/Surveying | - | - | - | 30,000 | 36,000 |
| 45300 Dues & Subscriptions | 16,279 | 3,150 | 1,300 | 2,315 | 2,325 |
| 45301 Operating Licenses & Permits | - | - | - | - | - |
| 45401 Insurance - Property & Liability | - | - | - | 39,000 | 39,000 |
| Subtotal: OP - Operations | 215,079 | 285,687 | 172,818 | 383,504 | 374,200 |
| CO - Capital Outlay | | | | | |
| 47400 Capital Outlay - Equipment | - | - | 4,232 | 51,100 | 21,100 |
| Subtotal: CO - Capital Outlay | - | - | 4,232 | 51,100 | 21,100 |
| Department Total: 5400 - Public Works & Transportation | 814,533 | 1,154,983 | 803,631 | 1,345,474 | 1,308,700 |

Budget Notes: Public Works & Transportation**Contracted Services**

| | |
|------------------------------------|---------------|
| Traffic Equipment On-call Contract | 30,000 |
| Custodial Services | 5,000 |
| Landscaping Contract | 35,000 |
| | <u>70,000</u> |

Travel & Training

| | |
|--------------------------------------|---------------|
| APWA Conference | 300 |
| 6 Road Scholar Courses | 900 |
| Floodplain Workshop | 50 |
| PMP Training | 1,500 |
| PE Review Course | 745 |
| FS Exam | 280 |
| Transportation Conference/Workshops | 3,200 |
| Cityworks Training | 5,000 |
| NCGIS & NC ArcUsers Group Conference | 1,100 |
| NC Surveyors Society Conference | 700 |
| | <u>13,775</u> |

Professional Services

| | |
|---|---------------|
| Surveys & Design for unplanned projects | 10,000 |
| Traffic Counts (26 locations @ \$1000) | 26,000 |
| Annual Bridge Inspection | 6,000 |
| | <u>42,000</u> |

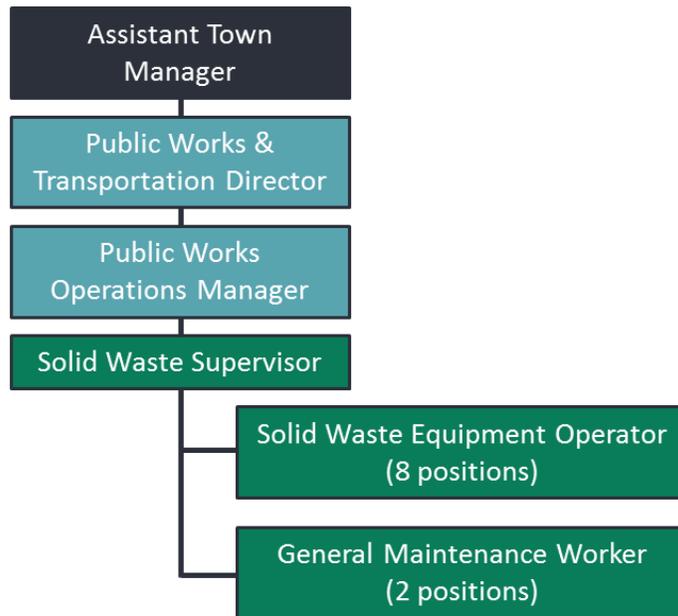
Software License & Maint.

| | |
|-------------------------------------|---------------|
| AEC Collection ELD Subscription (4) | 4,340 |
| AEC Collection Single-user - New | 2,465 |
| Traffic Highway Capacity Software | 500 |
| Executime / NWS | 1,220 |
| True North + Hosting | 18,750 |
| Cityworks/Integrations Support | 38,500 |
| ESRI Apps/users | 4,050 |
| | <u>69,825</u> |

Capital Outlay Equipment

| | |
|--|--------|
| Survey Instrument (Spectra Precision Pkge) | 21,100 |
|--|--------|

PUBLIC WORKS – SOLID WASTE



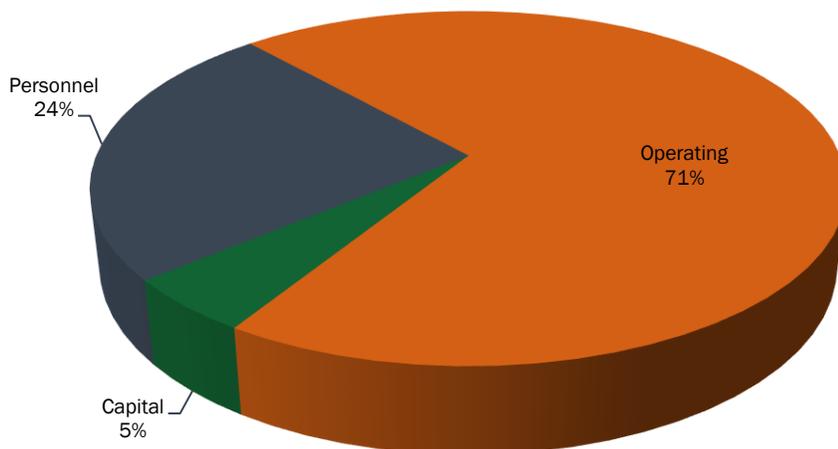
Description

The Solid Waste division is responsible for solid waste management, including household garbage, compost (yard waste), recycling, and bulk waste collection; special materials handling and disposal; cleaning the Central Business District, including main thoroughfares; annual leaf collection; conducting special clean-up projects, cleaning Town lots and property; dumpster maintenance; litter control and abatement activities.

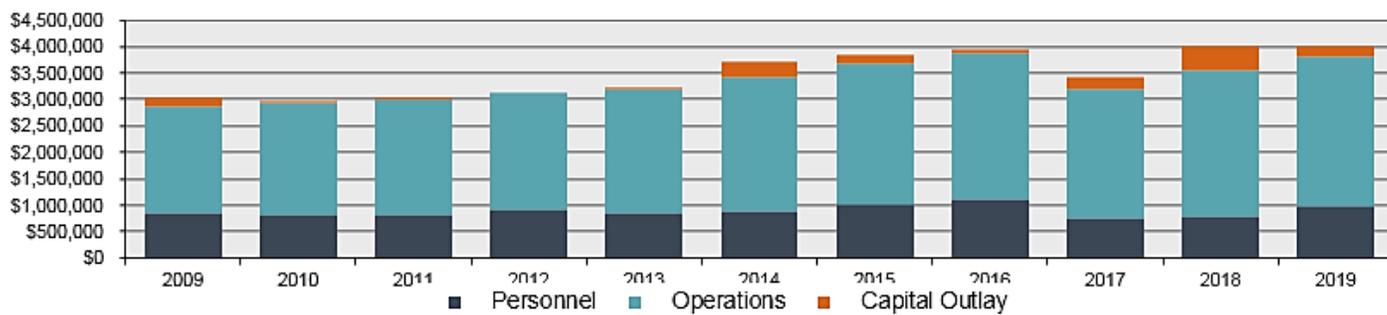
Budget Summary

| Expenditures by Type | | | | | |
|----------------------|--------------------|--------------------|---------------------|--------------------|-------------------|
| Type | FY16-17 Actual | FY17-18 Budget | FY17-18 Estimate | FY18-19 Budget | Percent Change |
| Personnel | 746,615 | 790,089 | 790,238 | 979,500 | 23.97% |
| Operating | 2,461,126 | 2,770,579 | 2,657,738 | 2,825,200 | 1.97% |
| Capital | 225,627 | 453,749 | 443,470 | 200,000 | -55.92% |
| Total | \$3,433,368 | \$4,014,417 | \$3,891,446 | \$4,004,700 | -0.24% |

Solid Waste Expenditures by Type



Solid Waste Services



5700 - Solid Waste Services

| Description | FY 16-17 Actual | FY 17-18 Budget | FY 17-18 Actual (as of 3/31/18) | FY 18-19 Requested | FY 18-19 Recommended |
|--|--------------------|--------------------|------------------------------------|-----------------------|-------------------------|
| PS - Personnel Services | | | | | |
| 40200 Salaries | 513,689 | 539,132 | 414,736 | 682,151 | 651,500 |
| 40500 FICA | 38,040 | 41,257 | 31,256 | 52,203 | 50,000 |
| 40600 Group Insurance | 103,442 | 111,080 | 82,737 | 150,673 | 158,000 |
| 40701 General Retirement | 37,584 | 40,435 | 31,313 | 52,641 | 50,500 |
| 40705 401K General | 25,685 | 26,963 | 20,737 | 33,965 | 32,500 |
| 40801 Workers Comp | 28,175 | 31,222 | 23,969 | 37,990 | 37,000 |
| Subtotal: PS - Personnel Services | 746,614 | 790,089 | 604,747 | 1,009,623 | 979,500 |
| OP - Operations | | | | | |
| 41100 Postage | - | - | - | - | - |
| 41101 Telephone & Communication | 8,174 | 11,360 | 4,758 | 6,000 | 6,000 |
| 41200 Printing | - | 950 | 123 | 500 | 500 |
| 41400 Travel & Training | 1,873 | 5,850 | 659 | 7,650 | 7,650 |
| 41500 Maintenance & Repair - Building | - | - | - | 12,000 | 12,000 |
| 41600 Maintenance & Repair - Equipment | 63,936 | 95,590 | 40,329 | 70,975 | 71,000 |
| 41700 Maintenance & Repair - Vehicle | 35,512 | 52,806 | 41,694 | 46,800 | 46,800 |
| 43100 Automotive Supplies | 78,782 | 119,650 | 52,359 | 24,000 | 24,000 |
| 43101 Motor Fuel | - | - | - | 95,000 | 95,000 |
| 43200 Office Supplies | - | - | - | 500 | 500 |
| 43201 Janitorial Supplies | - | - | - | 750 | 750 |
| 43300 Departmental Supplies | 18,107 | 20,700 | 5,092 | 5,000 | 5,000 |
| 43301 Technology Hardware & Accessories | - | - | - | 3,000 | 3,000 |
| 43302 Safety Supplies | - | - | - | - | - |
| 43305 Medical Supplies | - | - | - | - | - |
| 43310 Meeting & Event Provisions | - | 500 | 437 | 600 | 600 |
| 43311 Community Outreach Materials/Activities | - | - | - | - | - |
| 43600 Uniforms | 9,268 | 9,052 | 9,666 | 8,500 | 8,500 |
| 44500 Contracted Services | 17,866 | - | - | - | - |
| 44503 Personal Protective Equipment | - | - | - | 6,525 | 6,525 |
| 44509 Software License & Maintenance | 3,333 | - | - | 8,525 | 8,525 |
| 44600 Professional Services | 1,998 | - | - | - | - |
| 44701 Sanitation | 2,219,764 | 2,450,621 | 1,576,904 | 2,462,705 | 2,464,000 |
| 44702 Electronics Recycling | 2,388 | 3,500 | 1,179 | 3,500 | 3,500 |
| 44703 Landfill Tipping Fees | - | - | - | 6,000 | 6,000 |
| 45300 Dues & Subscriptions | 125 | - | - | 150 | 150 |
| 45301 Operating Licenses & Permits | - | - | - | - | - |
| 45401 Insurance - General Liability | - | - | - | 55,200 | 55,200 |
| Subtotal: OP - Operations | 2,461,125 | 2,770,579 | 1,733,199 | 2,823,880 | 2,825,200 |
| CO - Capital Outlay | | | | | |
| 47400 Capital Outlay - Equipment | 225,627 | 453,749 | 424,823 | 235,000 | 200,000 |
| Subtotal: CO - Capital Outlay | 225,627 | 453,749 | 424,823 | 235,000 | 200,000 |
| Department Total: 5700 - Solid Waste Services | 3,433,366 | 4,014,417 | 2,762,770 | 4,068,503 | 4,004,700 |

Budget Notes: Solid Waste Services**Technology & Hardware**

| | |
|------------------------|--------------|
| New Mobile Computer | 2,500 |
| New iPad & Accessories | 500 |
| | <u>3,000</u> |

Travel & Training

| | |
|---|-------|
| Road Scholars (\$150/course, 17 people) | 7,650 |
|---|-------|

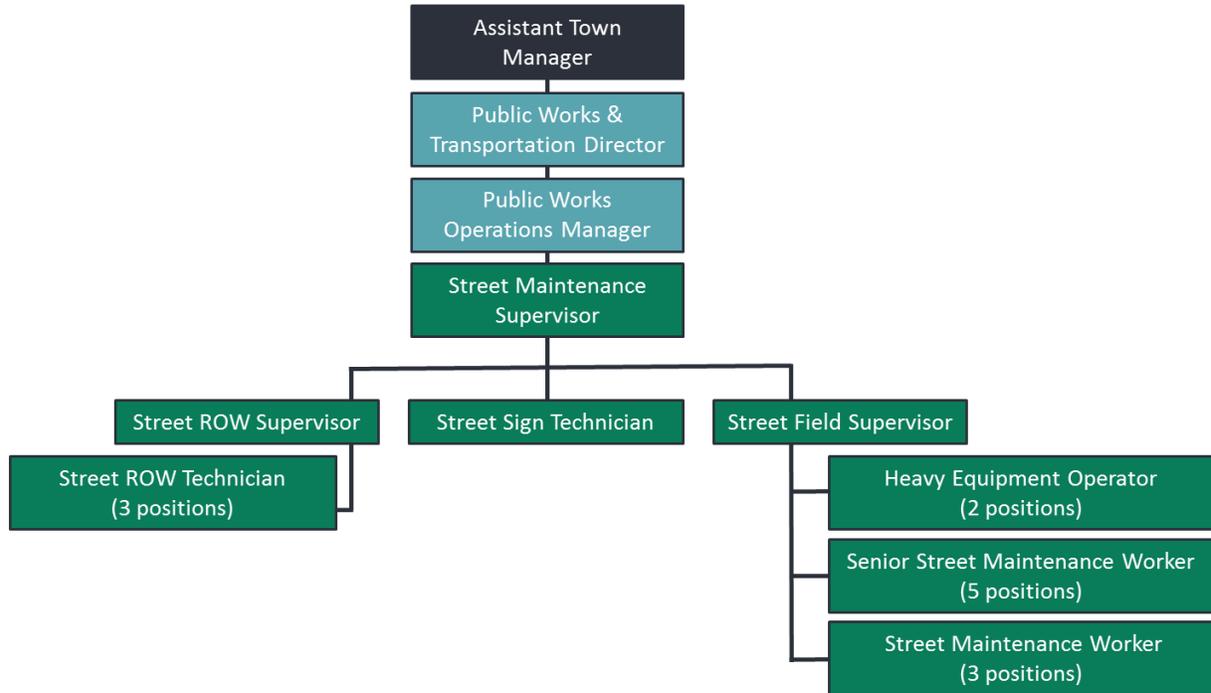
Capital Outlay Equipment

| | |
|---------------------------|---------|
| Leak Truck Addition (CIP) | 200,000 |
|---------------------------|---------|

New Personnel

| | |
|--------------------------------|---------------|
| General Maintenance Worker | 43,390 |
| Solid Waste Equipment Operator | <u>51,753</u> |
| | 95,143 |

PUBLIC WORKS - STREETS



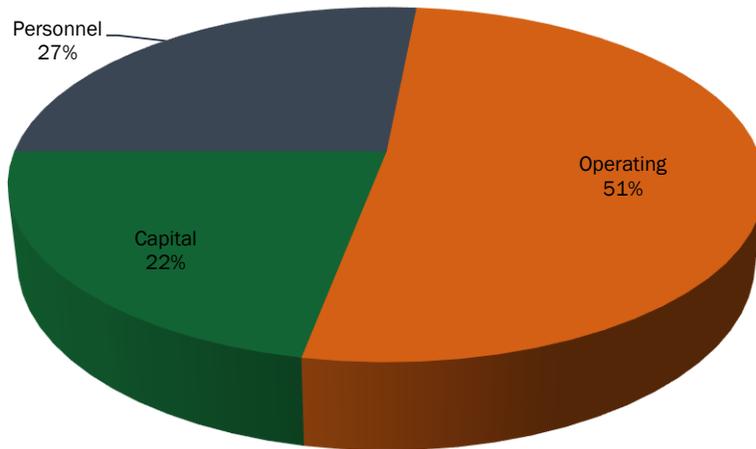
Description

The Streets division is responsible for maintaining streets and adjacent infrastructure; including patching, crack-sealing, and other surface repairs; curb and gutter construction and repair; sidewalk improvements; street sweeping and curb edging; mowing right-of-ways; inclement weather response and recovery; and providing support to other operations.

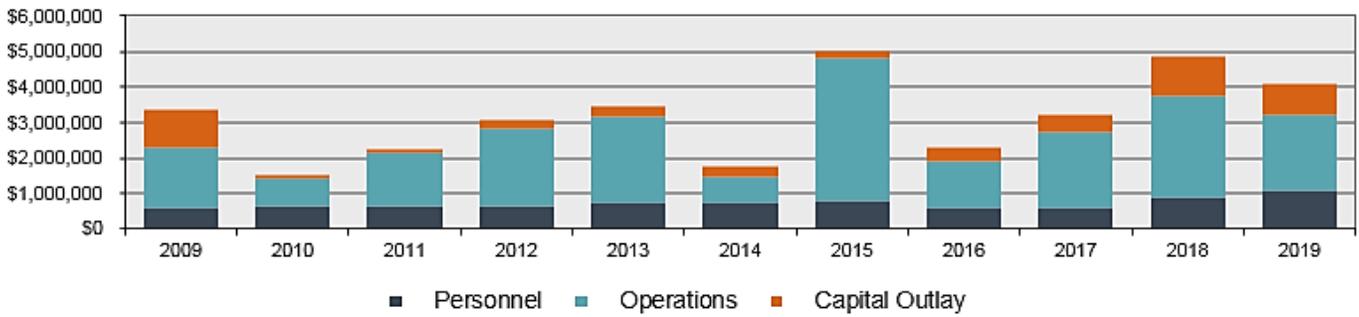
Budget Summary

| Expenditures by Type | | | | | |
|----------------------|--------------------|--------------------|---------------------|--------------------|-------------------|
| Type | FY16-17 Actual | FY17-18 Budget | FY17-18 Estimate | FY18-19 Budget | Percent Change |
| Personnel | 598,465 | 881,303 | 797,706 | 1,088,100 | 23.46% |
| Operating | 2,145,645 | 2,880,317 | 2,764,258 | 2,112,200 | -26.67% |
| Capital | 477,763 | 1,094,577 | 1,096,891 | 903,000 | -17.50% |
| Total | \$3,221,873 | \$4,856,197 | \$4,658,855 | \$4,103,300 | -15.50% |

Streets Expenditures by Type



Streets Expenditures



5600 - Streets

| Description | FY 16-17 Actual | FY 17-18 Budget | FY 17-18 Actual (as of 3/31/18) | FY 18-19 Requested | FY 18-19 Recommended |
|---|--------------------|--------------------|------------------------------------|-----------------------|-------------------------|
| PS - Personnel Services | | | | | |
| 40200 Salaries | 402,013 | 609,165 | 516,863 | 755,545 | 755,600 |
| 40300 Part-Time Salaries | 4,896 | - | - | - | - |
| 40500 FICA | 29,382 | 46,615 | 37,474 | 57,816 | 58,000 |
| 40600 Group Insurance | 89,255 | 115,089 | 94,016 | 180,812 | 138,000 |
| 40701 General Retirement | 29,371 | 45,694 | 39,023 | 58,377 | 58,500 |
| 40705 401K General | 20,060 | 30,456 | 25,834 | 37,652 | 37,700 |
| 40801 Workers Comp | 23,487 | 34,284 | 23,583 | 40,226 | 40,300 |
| Subtotal: PS - Personnel Services | 598,465 | 881,303 | 736,794 | 1,130,428 | 1,088,100 |
| OP - Operations | | | | | |
| 41100 Postage | - | - | - | 100 | 100 |
| 41101 Telephone & Communication | 10,045 | 11,000 | 6,263 | 14,280 | 14,300 |
| 41200 Printing | - | 600 | 130 | 500 | 500 |
| 41300 Utilities | 154,387 | 150,000 | 104,259 | 115,000 | 115,000 |
| 41301 Utilities-Street Lights | - | - | - | 30,000 | 30,000 |
| 41400 Travel & Training | 6,238 | 7,100 | 4,436 | 9,000 | 9,000 |
| 41500 Maintenance & Repair - Building | - | - | - | 12,000 | 12,000 |
| 41600 Maintenance & Repair - Equipment | 27,910 | 42,024 | 24,589 | 24,700 | 24,700 |
| 41700 Maintenance & Repair - Vehicle | 19,535 | 24,700 | 11,944 | 32,200 | 32,200 |
| 42600 Advertising | - | - | - | 500 | 500 |
| 43100 Automotive Supplies | 26,226 | 47,274 | 17,827 | 25,000 | 25,000 |
| 43101 Motor Fuel | - | - | - | 26,000 | 26,000 |
| 43200 Office Supplies | - | - | - | 500 | 500 |
| 43201 Janitorial Supplies | - | - | - | 1,000 | 1,000 |
| 43300 Departmental Supplies | 142,422 | 183,472 | 100,220 | 8,900 | 9,950 |
| 43301 Technology Hardware & Accessories | - | - | - | 5,000 | 5,000 |
| 43302 Safety Supplies | - | - | - | 15,250 | 3,250 |
| 43305 Medical Supplies | - | - | - | - | - |
| 43309 Road Treatment - Salt | 100,035 | 25,000 | 83,249 | 75,000 | 50,000 |
| 43310 Meeting & Event Provisions | - | 1,400 | 927 | 1,200 | 1,200 |
| 43311 Community Outreach Materials/Activities | - | - | - | 500 | 500 |
| 43313 Supplies & Materials - Sign Shop | - | 40,200 | 32,255 | 34,000 | 34,000 |
| 43600 Uniforms | 10,191 | 10,805 | 11,653 | 10,000 | 10,000 |
| 44300 Railroad Crossing Maintenance | 8,388 | 7,500 | 459 | 7,500 | 7,500 |
| 44500 Contracted Services | 371,559 | 461,197 | 311,251 | 418,000 | 418,000 |
| 44503 Personal Protective Equipment | - | - | - | 7,600 | 7,600 |
| 44507 Contracted Services - (PB) Powell Bill | 1,227,422 | 1,862,460 | 1,176,107 | 1,200,000 | 1,200,000 |
| 44509 Software License & Maintenance | 5,028 | - | - | 8,285 | 8,300 |
| 44600 Professional Services | 36,031 | 5,000 | - | - | - |
| 45300 Dues & Subscriptions | 230 | 585 | 435 | 360 | 400 |
| 45401 Insurance - Property & Liability | - | - | - | 65,700 | 65,700 |
| Subtotal: OP - Operations | 2,145,645 | 2,880,317 | 1,886,005 | 2,148,075 | 2,112,200 |
| CO - Capital Outlay | | | | | |
| 47100 Capital Outlay - Improvements | 412,516 | 959,836 | 549,261 | 2,850,000 | 600,000 |
| 47400 Capital Outlay - Equipment | 65,247 | 134,741 | 83,909 | 413,000 | 303,000 |
| Subtotal: CO - Capital Outlay | 477,763 | 1,094,577 | 633,170 | 3,263,000 | 903,000 |
| Department Total: 5600 - Streets | 3,221,873 | 4,856,197 | 3,255,969 | 6,541,503 | 4,103,300 |

Budget Notes: Streets**Contracted Services**

| | |
|-------------------------------|----------------|
| Roadside Mowing | 261,000 |
| Radios (Maintenance Contract) | 4,000 |
| Line Painting | 33,000 |
| Street Sweeping | 120,000 |
| | <u>418,000</u> |

Software License & Maintenance

| | |
|-------------------------------|--------------|
| Executime / New World Systems | 2,450 |
| ESRI Apps/Users | 5,850 |
| | <u>8,300</u> |

New Personnel

| | |
|---------------------------------------|--------|
| Street Maintenance Worker (Sign Shop) | 58,269 |
|---------------------------------------|--------|

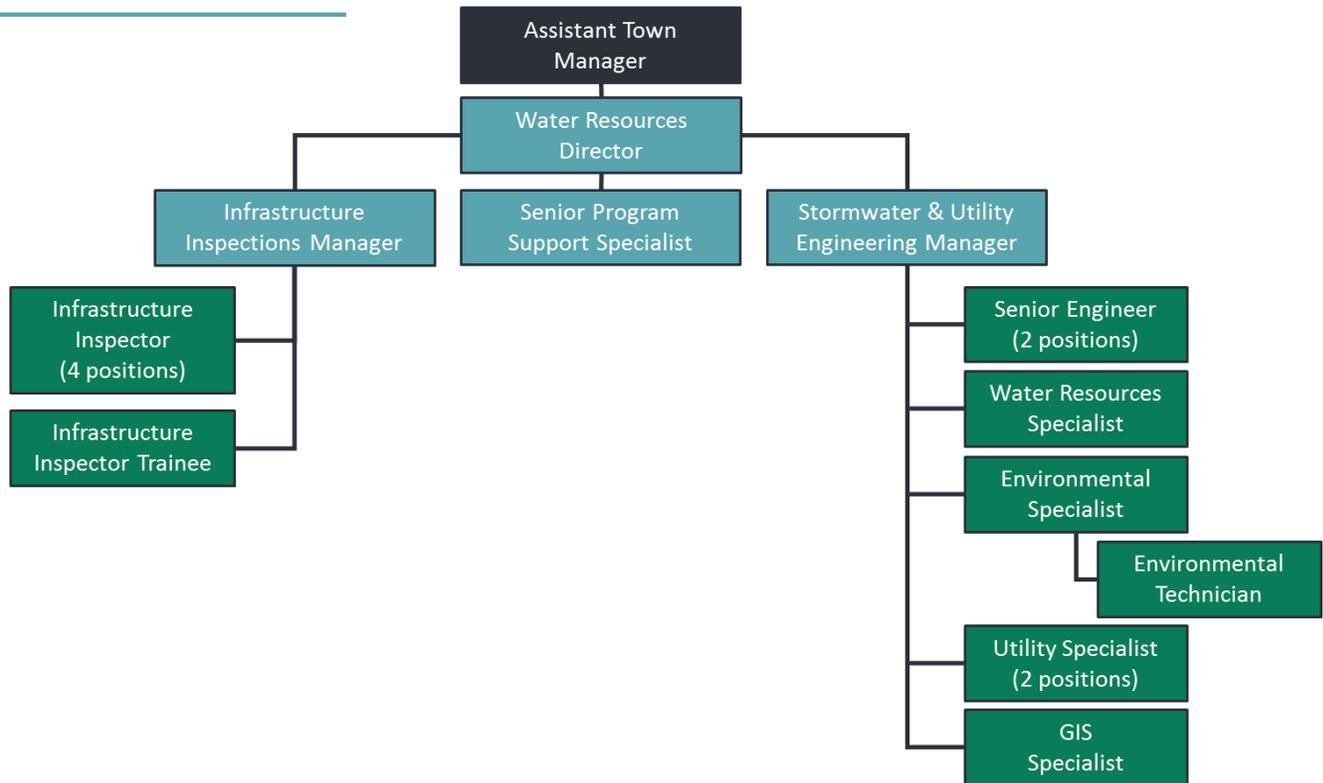
Capital Outlay Equipment

| | |
|--|----------------|
| (2) 10' by 36" Snow Plow | 16,000 |
| Landscaping Trailer | 25,000 |
| Excavator & Trailer (CIP) | 225,000 |
| Replace Unit #122 (2003 Ford F250, 107k miles) | 37,000 |
| | <u>303,000</u> |

Capital Outlay - Improvements (CIP)

| | |
|---|------------------|
| Annual Pavement Management | 1,500,000 |
| Annual Misc. Road & Sidewalk Improvements | 200,000 |
| Annual Misc. Drainage Improvements | 100,000 |
| | <u>1,800,000</u> |

WATER RESOURCES & UTILITY ENGINEERING



Mission

To provide high-quality drinking water to our customers while protecting the environment and enforcing sustainable development.

Description

Departmental Responsibilities:

- Ensure that the design and construction of our water and sewer infrastructure meets Town Standards
- Enforce stormwater ordinances, watershed protection programs, buffer rules, and sediment & erosion control program to ensure environmentally sound development for our community

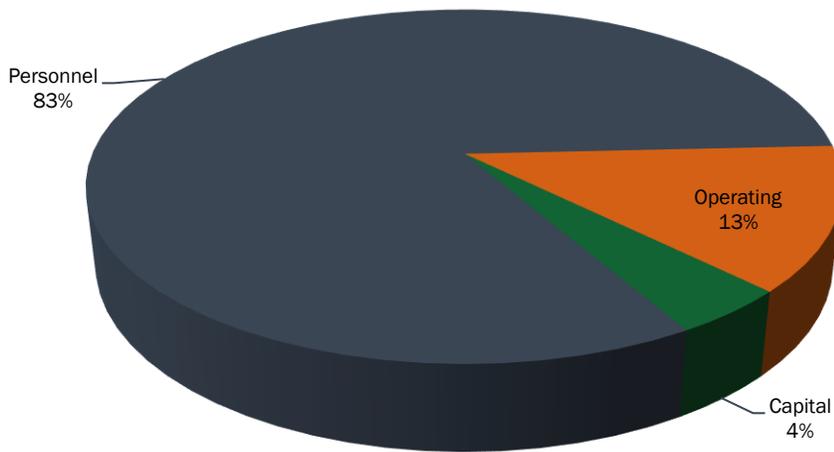
Services Provided:

- Stormwater and Utilities Engineering
 - o Water and Sewer Utilities
 - o Stormwater Quantity and Quality
 - o Sedimentation and Erosion Control
- Infrastructure Inspections

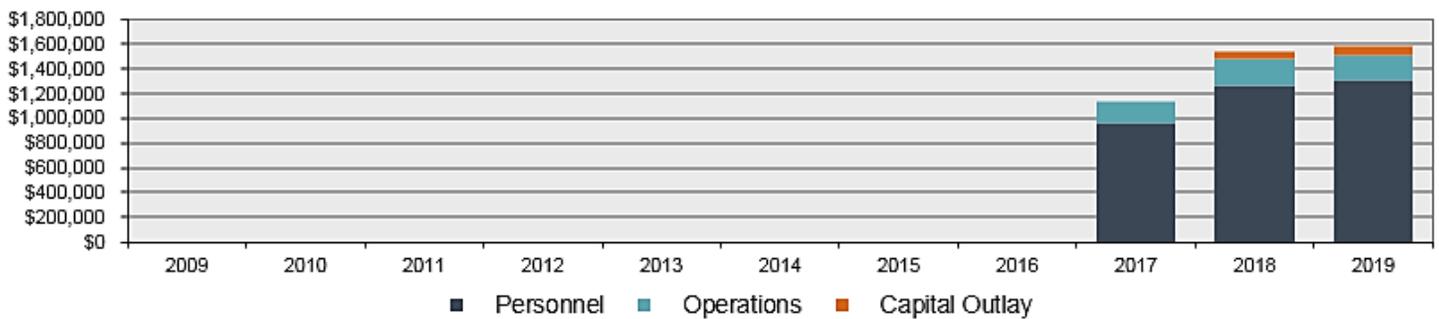
Budget Summary

| Expenditures by Type | | | | | |
|----------------------|--------------------|--------------------|--------------------|--------------------|----------------|
| Type | FY16-17 Actual | FY17-18 Budget | FY17-18 Estimate | FY18-19 Budget | Percent Change |
| Personnel | 958,876 | 1,259,570 | 1,100,210 | 1,308,500 | 3.88% |
| Operating | 178,111 | 215,448 | 185,069 | 207,900 | -3.50% |
| Capital | - | 60,000 | 60,000 | 68,000 | 13.33% |
| Total | \$1,136,987 | \$1,535,018 | \$1,345,279 | \$1,584,400 | 3.22% |

Water Resources & Utility Engineering Expenditures by Type



Utility Engineering-Water Resources Expenditures



5410 - Water Resources

| Description | FY 16-17 Actual | FY 17-18 Budget | FY 17-18 Actual (as of 3/31/18) | FY 18-19 Requested | FY 18-19 Recommended |
|---|--------------------|--------------------|------------------------------------|-----------------------|-------------------------|
| PS - Personnel Services | | | | | |
| 40200 Salaries | 705,780 | 921,332 | 548,692 | 999,500 | 949,500 |
| 40300 Part-Time Salaries | - | - | - | 40,693 | 28,500 |
| 40500 FICA | 49,486 | 70,497 | 39,267 | 79,592 | 75,000 |
| 40600 Group Insurance | 105,226 | 139,232 | 77,157 | 158,746 | 120,000 |
| 40701 General Retirement | 51,654 | 68,508 | 41,426 | 77,265 | 73,500 |
| 40705 401K General | 35,289 | 46,077 | 27,435 | 49,854 | 47,500 |
| 40801 Workers Comp | 11,441 | 13,924 | 8,266 | 15,622 | 14,500 |
| Subtotal: PS - Personnel Services | 958,876 | 1,259,570 | 742,243 | 1,421,272 | 1,308,500 |
| OP - Operations | | | | | |
| 41100 Postage | - | - | - | 700 | 700 |
| 41101 Telephone & Communication | 10,414 | 17,100 | 8,396 | 19,400 | 17,400 |
| 41200 Printing | - | 2,500 | 3,526 | 15,400 | 15,400 |
| 41300 Utilities | - | - | - | - | - |
| 41400 Travel & Training | 4,467 | 16,500 | 6,498 | 15,600 | 15,000 |
| 41500 Maintenance & Repair - Building | 71 | 1,300 | - | 2,500 | 2,500 |
| 41600 Maintenance & Repair - Equipment | 119 | 5,000 | (1,960) | 1,500 | 1,500 |
| 41700 Maintenance & Repair - Vehicle | 12,803 | 8,800 | 6,011 | 8,500 | 8,300 |
| 43100 Automotive Supplies | 9,374 | 20,750 | 6,465 | 7,200 | 6,900 |
| 43101 Motor Fuel | - | - | - | 21,000 | 18,500 |
| 43200 Office Supplies | - | - | - | 5,200 | 5,200 |
| 43300 Departmental Supplies | 14,087 | 19,500 | 9,292 | 10,300 | 10,300 |
| 43301 Technology Hardware & Accessories | - | - | - | 24,000 | 16,000 |
| 43302 Safety Supplies | - | - | - | 500 | 500 |
| 43305 Medical Supplies | - | 2,600 | 1,885 | 6,500 | 6,500 |
| 43310 Meeting & Event Provisions | - | - | - | 4,100 | 4,100 |
| 43600 Uniforms | 2,406 | 8,440 | 5,790 | 7,400 | 6,750 |
| 44500 Contracted Services | 116,506 | 76,641 | 20,143 | 46,600 | 39,000 |
| 44509 Software Licenses & Maintenance | - | - | - | 3,600 | 3,200 |
| 44600 Professional Services | 1,434 | 6,657 | 9,436 | 9,375 | 8,950 |
| 44604 Professional Services - Engineering/Surveying | 285 | 20,000 | 2,500 | - | - |
| 45300 Dues & Subscriptions | - | - | - | 15,000 | 12,500 |
| 45301 Operating Licenses & Permits | 6,145 | 9,660 | 2,998 | 7,500 | 7,500 |
| 45401 Insurance - Property & Liability | - | - | - | 1,200 | 1,200 |
| Subtotal: OP - Operations | 178,112 | 215,448 | 80,980 | 233,075 | 207,900 |
| CO - Capital Outlay | | | | | |
| 47100 Capital Outlay - Improvements | - | - | - | 80,000 | - |
| 47400 Capital Outlay - Equipment | - | 60,000 | 56,993 | 102,000 | 68,000 |
| Subtotal: CO - Capital Outlay | - | 60,000 | 56,993 | 182,000 | 68,000 |
| Department Total: 5410 - Water Resources | 1,136,987 | 1,535,018 | 880,215 | 1,836,347 | 1,584,400 |

Budget Notes: Water ResourcesContracted Services

| | |
|-------------------------------------|---------------|
| Town-Owned SCM Maintenance Contract | 35,000 |
| Miscellaneous | 4,000 |
| | <u>39,000</u> |

Departmental Supplies

| | |
|------------------------|--------------|
| IDDE Program Equipment | 500 |
| Digital Level | 250 |
| Rain Barrels | 5,000 |
| Warehouse materials | 1,250 |
| | <u>7,000</u> |

Capital Outlay Equipment

| | |
|--|---------------|
| Replace Unit #81 (2007 Ford Ranger, 73K) | 34,000 |
| Replace Unit #82 (2008 Ford Ranger, 73K) | 34,000 |
| | <u>68,000</u> |

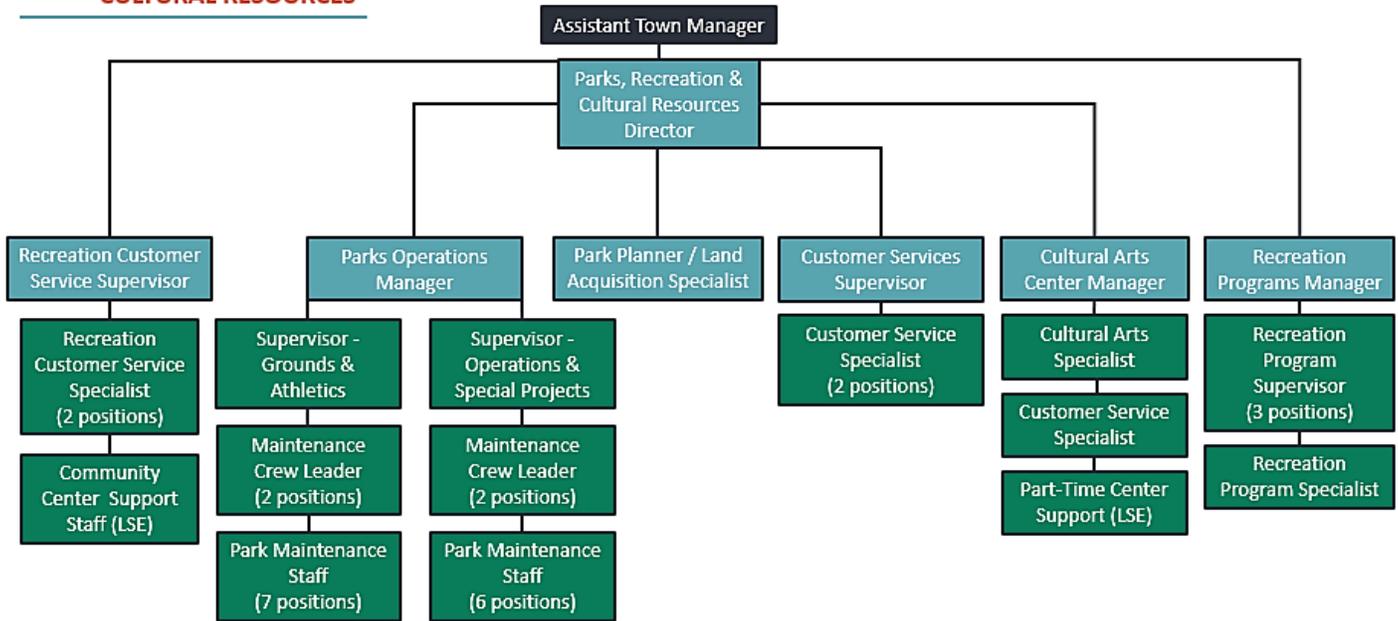
Technology Hardware & Accessories

| | |
|--------------------------|---------------|
| Computer Replacement (7) | 15,500 |
| Monitor Display | 500 |
| | <u>16,000</u> |

Software License & Maintenance

| | |
|-----------|-------|
| Executime | 1,350 |
| NWS | 1,175 |

PARKS, RECREATION, & CULTURAL RESOURCES



Mission

To provide recreational and cultural programs, services, and facilities to the citizens of the Town of Apex that are responsive to the changing needs of the town’s growing population and reflective of the age, sex, and cultural diversity of that population.

Description

The Parks, Recreation, and Cultural Resources department includes 32 approved full-time positions and engages with over 100 contractors, part-time staff, and volunteers. The department is responsible for maintaining and overseeing approximately 407 acres of active park land as well as 151 acres of undeveloped park land, the Cultural Arts Center, the Community Center, the Skate Plaza, two Dog Parks, and approximately 11 miles of developed public greenways.

In addition to the day-to-day operation of parks and programs, the department interacts with a variety of groups including area civic clubs, the Chamber of Commerce, Apex Downtown Business Association, Wake County Public School System, and others in the development community. The Parks, Recreation, and Cultural Resources Advisory Commission, appointed by the Mayor and Town Council, serves in an advisory capacity to the department.

Recent Accomplishments

1. Seymour Athletic Fields – Conversion to synthetic turf
2. Kelly Road Park – Accessible playground equipment installed
3. Hunter Street Park – Toddler swings
4. Parks Bond – Successful passage
 - To include Pleasant Park, expansion of Apex Community Center/Senior Center, Beaver Creek greenway expansion, and Middle Creek greenway.
5. Acquired future park lands in the southwest and northwest quadrants of Apex
6. Began design of Beaver Creek greenway connection between Kelly Road Park and Phase I/II of the Middle Creek greenway project which will connect Apex and Holly Springs
7. Salem Pond Park – Completed Phase II
 - Applied for and received a \$150,000 Land Water Conservation Fund grant for Phase II of Salem Pond Park
 - Applied for a \$55,000 AARP Grant for senior exercise equipment at Salem Pond Park
8. Salem Middle School Park – Installed permanent restroom facility
9. Completed greenway connection between Charleston Village and Sutton Place
10. Adopted the town's first Public Art Plan

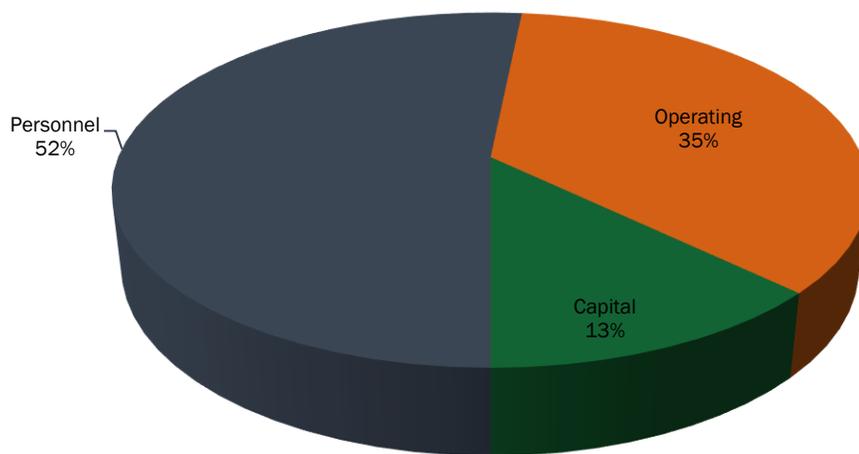
Upcoming Projects

1. New Personnel: Program Support Specialist (1), Parks Maintenance Worker (2), Park Attendants (2)
2. Complete construction documents and begin construction on Phase I of Pleasant Park / Develop Operational Plan for the facility
3. Complete construction documents and begin construction on the Community Center Expansion / Senior Center
4. Complete Donation/Gift/Sponsorship Program for Pleasant Park and Community Center Expansion
5. Complete Policy & Procedures Review / Fees and Charges Review
6. Complete safety training for staff to include active shooter, basic first aid, and BBP
7. Complete development of emergency response plan with APD
8. Begin construction on Phase I of Beaver Creek greenway connection between Kelly Road Park and Nature Park
9. Begin construction on Phase I of the Middle Creek Greenway
10. Complete renovation of existing Community Center to add office space
11. Complete Phase II of the Cultural Arts Center internal brick repairs
12. Implement T-Ball and Coach Pitch programs
13. If program support specialist goes to full-time, begin on-line registration for youth athletic programs beginning with Youth Basketball in fall 2018
14. Increase Senior Program offerings and participation

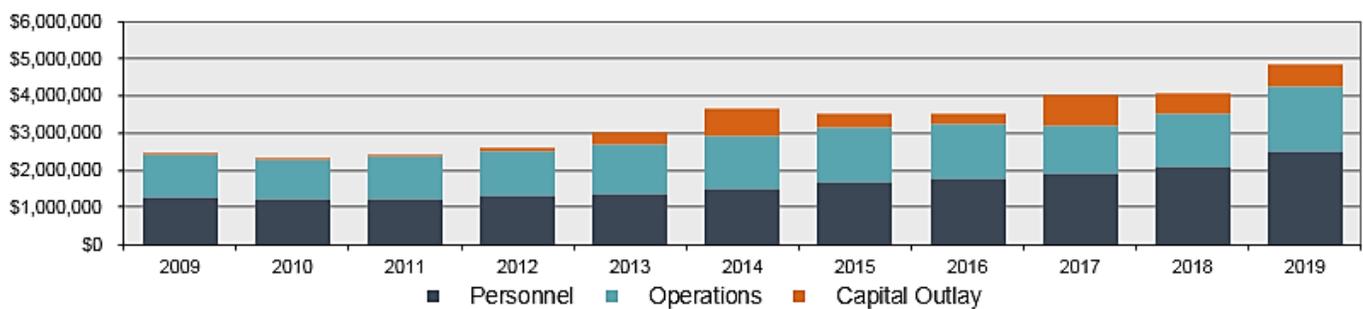
Budget Summary

| Expenditures by Type | | | | | |
|----------------------|--------------------|--------------------|--------------------|--------------------|----------------|
| Type | FY16-17 Actual | FY17-18 Budget | FY17-18 Estimate | FY18-19 Budget | Percent Change |
| Personnel | 1,917,661 | 2,101,458 | 1,991,333 | 2,512,500 | 19.56% |
| Operating | 1,302,170 | 1,394,935 | 1,201,721 | 1,732,600 | 24.21% |
| Capital | 818,639 | 593,446 | 555,588 | 625,200 | 5.35% |
| Total | \$4,038,470 | \$4,089,839 | \$3,748,642 | \$4,870,300 | 19.08% |

Parks & Recreation Expenditures by Type



Parks & Recreation Expenditures



6200 - Parks & Recreation

| Description | FY 16-17 Actual | FY 17-18 Budget | FY 17-18 Actual (as of 3/31/18) | FY 18-19 Requested | FY 18-19 Recommended |
|--|--------------------|--------------------|---------------------------------------|-----------------------|-------------------------|
| PS - Personnel Services | | | | | |
| 40200 Salaries | 1,176,598 | 1,246,690 | 957,895 | 1,669,614 | 1,570,500 |
| 40300 Part-Time Salaries | 244,677 | 330,030 | 198,954 | 340,900 | 265,000 |
| 40500 FICA | 104,297 | 110,329 | 84,758 | 140,144 | 132,000 |
| 40600 Group Insurance | 213,090 | 220,432 | 160,395 | 329,672 | 303,500 |
| 40701 General Retirement | 86,098 | 94,323 | 72,321 | 128,885 | 121,500 |
| 40705 401K General | 58,822 | 62,894 | 47,895 | 81,672 | 77,000 |
| 40801 Workers Comp | 34,079 | 36,760 | 25,927 | 46,864 | 43,000 |
| Subtotal: PS - Personnel Services | 1,917,660 | 2,101,458 | 1,548,144 | 2,737,751 | 2,512,500 |
| OP - Operations | | | | | |
| 41100 Postage | - | - | - | 6,187 | 6,200 |
| 41101 Telephone & Communication | 16,319 | 16,344 | 12,121 | 19,500 | 19,500 |
| 41200 Printing | - | 24,559 | 22,518 | 20,420 | 30,450 |
| 41300 Utilities | 146,231 | 106,500 | 100,497 | 147,945 | 147,950 |
| 41400 Travel & Training | 9,599 | 18,750 | 11,145 | 31,475 | 26,100 |
| 41500 Maintenance & Repair - Building | 68,085 | 46,500 | 11,484 | 74,134 | 69,700 |
| 41600 Maintenance & Repair - Equipment | 15,949 | 25,000 | 20,374 | 15,000 | 15,000 |
| 41700 Maintenance & Repair - Vehicle | 6,908 | 10,000 | 3,576 | 10,000 | 10,000 |
| 42101 Rental - Equipment | 14,255 | 14,500 | 7,453 | 14,500 | 14,500 |
| 42102 Rental - Vehicle | - | 200 | - | - | - |
| 42103 Rental - Facilities | 22,520 | 32,000 | 22,624 | 32,000 | 32,000 |
| 42600 Advertising | 15,692 | 19,400 | 7,192 | 10,000 | 10,000 |
| 43100 Automotive Supplies | 28,301 | 37,400 | 17,840 | 13,400 | 13,400 |
| 43101 Motor Fuel | - | - | - | 24,000 | 24,000 |
| 43200 Office Supplies | - | - | - | 20,900 | 20,900 |
| 43201 Janitorial Supplies | - | - | - | 50,000 | 50,000 |
| 43300 Departmental Supplies | 313,671 | 385,460 | 237,417 | 236,971 | 232,300 |
| 43301 Technology Hardware & Accessories | - | - | - | 44,100 | 37,000 |
| 43302 Safety Supplies | - | - | - | - | - |
| 43305 Medical Supplies | - | - | - | 4,500 | 4,500 |
| 43307 Athletic Supplies | - | - | - | 97,071 | 95,100 |
| 43308 Senior Activities | 16,939 | 38,360 | 16,291 | 123,324 | 123,375 |
| 43310 Meeting & Event Provisions | - | 1,350 | 1,451 | 8,769 | 8,775 |
| 43311 Community Outreach Materials/Activities | - | - | - | - | - |
| 43600 Uniforms | - | 7,540 | 3,501 | 8,632 | 7,100 |
| 44500 Contracted Services | 613,950 | 584,180 | 355,460 | 193,180 | 168,250 |
| 44503 Personal Protective Equipment | - | - | - | 6,486 | 5,750 |
| 44508 Bank / Transaction Fees | - | - | - | - | - |
| 44509 Software License & Maintenance | 239 | 2,941 | 2,940 | 10,450 | 10,450 |
| 44512 Contracted Services - Instructors/Programs | - | - | - | 414,542 | 414,600 |
| 44600 Professional Services | 9,207 | 20,800 | 7,780 | 20,764 | 20,800 |
| 44604 Professional Services - Engineering/Surveying | - | - | - | 151,000 | 51,000 |
| 44703 Landfill Tipping Fees | - | - | - | 2,000 | 2,000 |
| 44900 Lease Payments | - | - | - | - | - |
| 45300 Dues & Subscriptions | 4,305 | 3,151 | 1,931 | 3,000 | 3,000 |
| 45301 Operating Licenses & Permits | - | - | - | 600 | 600 |
| 45401 Insurance - Property & Liability | - | - | - | 58,300 | 58,300 |
| Subtotal: OP - Operations | 1,302,168 | 1,394,935 | 863,596 | 1,873,150 | 1,732,600 |
| CO - Capital Outlay | | | | | |
| 47100 Capital Outlay - Land | 2,000 | 164,266 | 700 | - | - |
| 47101 Capital Outlay - Easements | - | - | - | 5,000 | 5,000 |
| 47100 Capital Outlay - Improvements | 583,519 | 369,407 | 190,127 | 584,700 | 523,700 |
| 47400 Capital Outlay - Equipment | 233,120 | 59,773 | 59,773 | 191,500 | 96,500 |
| Subtotal: CO - Capital Outlay | 818,639 | 593,446 | 250,600 | 781,200 | 625,200 |
| Department Total: 6200 - Parks & Recreation | 4,038,468 | 4,089,839 | 2,662,341 | 5,392,101 | 4,870,300 |

Budget Notes: Parks & Recreation**Contracted Services**

| | |
|--|----------------|
| Grounds Maintenance -L4 /School Projects | 62,050 |
| Sod Replacement | 15,000 |
| Peak Fest Band | 5,000 |
| Carolina Water Systems | 700 |
| DEHNR Pond Treatment | 1,000 |
| Greenway Signage | 21,000 |
| Shred It | 1,200 |
| Projector / Screen in back meeting Rooms | 7,000 |
| Radio Maintenance(13) | 3,750 |
| Porta John Rental | 5,000 |
| Fence Repair/Replace | 10,000 |
| Tree Removal | 15,000 |
| Tree Planting / Arbor Day | 6,500 |
| Educational Video (Parks & Greenways) | 5,000 |
| TAG Work (Community Center) | 10,050 |
| | <u>168,250</u> |

Capital Outlay Improvements

| | |
|---|----------------|
| Beaver Creek Greenway Repairs | 26,500 |
| Playground Surfacing KRP | 45,100 |
| Storage Room at ACP; Building / Restrooms | 95,000 |
| Reconfigure Community Center | 50,000 |
| Complete Control Link at Athletic Fields | 75,600 |
| Greenway Repair & Resurface - ACP (CIP) | 231,500 |
| | <u>523,700</u> |

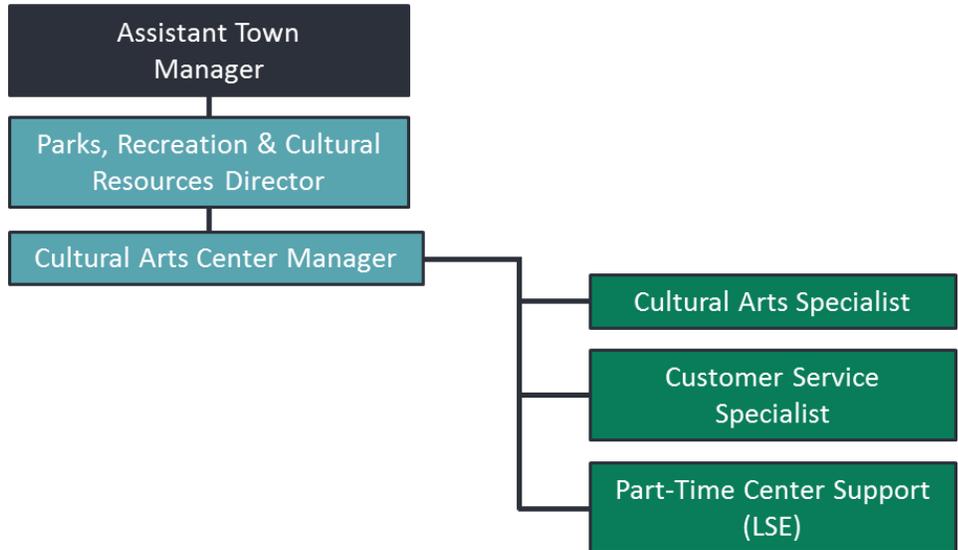
New Personnel

| | |
|--|----------------|
| Program Support Specialist | 55,359 |
| Parks Maintenance Worker (2) | 98,013 |
| Park Attendants (2) | 94,218 |
| New Employee Onboarding | 18,500 |
| 60" Z-Mower | 9,500 |
| 5500 Crew Cab Landscape | 58,000 |
| 4X4 Crew Cab Nissan Frontier (new staff) | 29,000 |
| | <u>362,590</u> |

Professional Services Engineering

| | |
|----------------------------------|--------|
| Price Property to ATT Connection | 51,000 |
|----------------------------------|--------|

CULTURAL ARTS CENTER



Mission

To provide recreational and cultural programs, services, and facilities to the citizens of the Town of Apex that are responsive to the changing needs of the town's growing population and reflective of the age, sex, and cultural diversity of that population.

Description

The Cultural Arts Division and the Halle Cultural Arts Center are responsible for planning, organizing, administering, and evaluating all cultural arts programs and some special events for the Town of Apex. This includes customer service, staff training, sponsorship solicitation, coordination of volunteers, grant writing, contract administration, and application of Town ordinances, policies, and procedures. Additionally, the Halle center oversees the Tree City Program, seasonal concert and movie series, and various other events/programs.

Recent Accomplishments

1. Facilitated completion of the Public Arts Policy and Action Plan
2. Implemented Tree City Requirements and successfully reapplied for 2nd year of Tree City USA
3. Coordinated 18 month grant with Green Infrastructures, working with multiple departments to study stormwater effects and Town tree canopy coverages
4. Updated Special Event application process and guidelines
5. Enhanced sound and lighting experience in theater using upgraded equipment
6. Produced and co-sponsored special events, including Latino Festival, Goblins Groove, Peak Fest, and Russian Festival
7. Hosted 12 gallery art shows featuring over 100 different artists
8. Averaged 3,819 visitors per month for programs and events

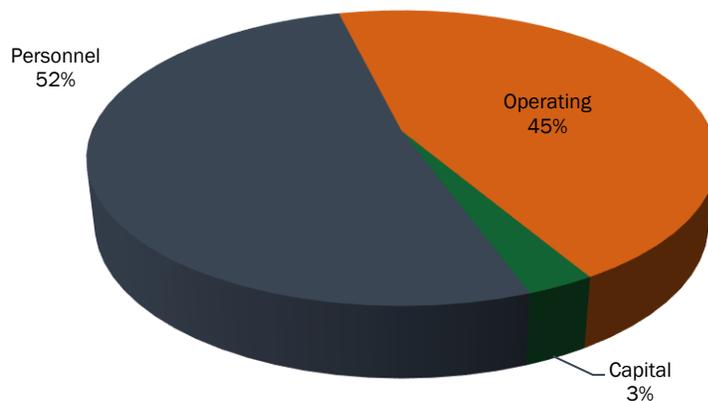
Upcoming Projects

1. Enhance gallery, programs, and rental experiences by upgrading downstairs carpet
2. Develop a robust internship program with one or more of the NC universities that provide degrees/programs in arts administration to work specifically with the Halle Cultural Arts Center
3. Coordinate with Town GIS, Public Works, and NC State Division of Forestry to conduct a survey of significant trees located on Town-owned properties and right-of-ways
4. Enhance visitor movie experience by replacing 10 year-old projector with high-quality HD projector
5. Complete Phase II Brick Repair
6. Complete Policy and Procedures Review

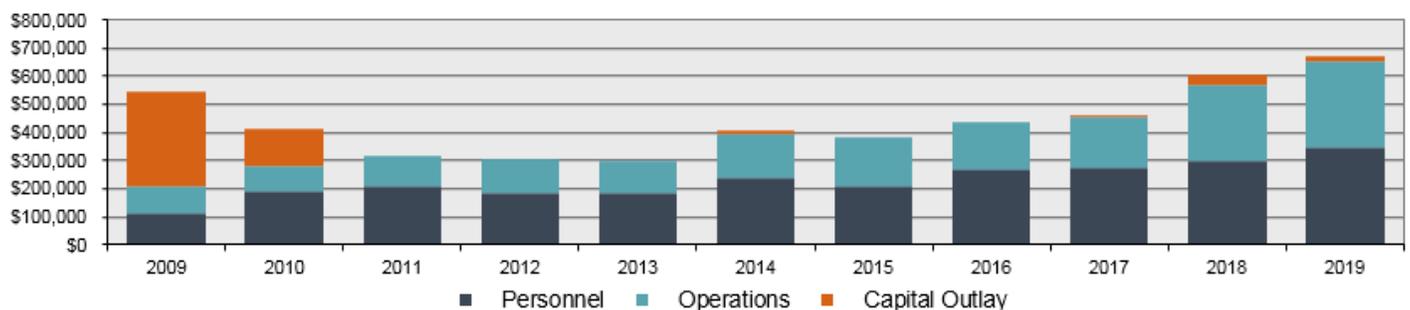
Budget Summary

| Expenditures by Type | | | | | |
|----------------------|------------------|------------------|------------------|------------------|----------------|
| Type | FY16-17 Actual | FY17-18 Budget | FY17-18 Estimate | FY18-19 Budget | Percent Change |
| Personnel | 275,149 | 300,801 | 295,238 | 346,800 | 15.29% |
| Operating | 177,912 | 266,584 | 208,603 | 303,900 | 14.00% |
| Capital | 9,709 | 39,238 | 38,824 | 20,000 | -49.03% |
| Total | \$462,770 | \$606,623 | \$542,665 | \$670,700 | 10.56% |

Halle Cultural Resource Center Expenditures by Type



Cultural Arts Center Expenditures



6210 - Cultural Arts Center

| Description | FY 16-17 Actual | FY 17-18 Budget | FY 17-18 Actual (as of 3/31/18) | FY 18-19 Requested | FY 18-19 Recommended |
|--|--------------------|--------------------|------------------------------------|-----------------------|-------------------------|
| PS - Personnel Services | | | | | |
| 40200 Salaries | 172,611 | 181,261 | 115,885 | 223,571 | 223,600 |
| 40300 Part-Time Salaries | 35,866 | 50,847 | 36,398 | 42,475 | 42,500 |
| 40500 FICA | 15,570 | 17,763 | 11,523 | 20,358 | 20,500 |
| 40600 Group Insurance | 25,475 | 24,452 | 17,344 | 37,317 | 28,000 |
| 40701 General Retirement | 12,632 | 13,596 | 8,746 | 17,243 | 17,300 |
| 40705 401K General | 8,631 | 9,066 | 5,792 | 11,125 | 11,200 |
| 40801 Workers Comp | 4,364 | 3,816 | 2,714 | 3,613 | 3,700 |
| Subtotal: PS - Personnel Services | 275,147 | 300,801 | 198,401 | 355,702 | 346,800 |
| OP - Operations | | | | | |
| 41100 Postage | - | - | - | 1,250 | 1,250 |
| 41101 Telephone & Communication | 1,398 | 2,472 | 830 | 1,108 | 1,125 |
| 41200 Printing | 1,133 | 5,820 | 3,433 | 5,701 | 5,700 |
| 41300 Utilities | 17,028 | 25,000 | 12,811 | 24,000 | 22,000 |
| 41400 Travel & Training | 160 | 1,035 | 203 | 1,135 | 1,150 |
| 41500 Maintenance & Repair - Building | 11,658 | 44,457 | 24,813 | 55,475 | 55,475 |
| 41600 Maintenance & Repair - Equipment | 965 | 2,500 | 311 | 2,500 | 2,500 |
| 42600 Advertising | 18,497 | 24,575 | 7,171 | 27,575 | 23,975 |
| 43200 Office Supplies | - | - | - | 1,615 | 1,650 |
| 43201 Janitorial Supplies | - | - | - | 667 | 700 |
| 43300 Departmental Supplies | 37,640 | 30,404 | 12,065 | 8,075 | 8,100 |
| 43301 Technology Hardware & Accessories | - | - | - | 13,000 | 13,000 |
| 43305 Medical Supplies | - | - | - | 100 | 100 |
| 43310 Meeting & Event Provisions | - | 1,000 | 801 | 5,954 | 5,750 |
| 43311 Community Outreach Materials/Activities | - | - | - | - | - |
| 43600 Uniforms | - | 300 | - | 525 | 525 |
| 44500 Contracted Services | 85,258 | 126,583 | 69,009 | 5,248 | 5,250 |
| 44509 Software License & Maintenance | - | - | 2,081 | 2,385 | 2,400 |
| 44512 Contracted Services - Instructors/Programs | - | - | - | 116,200 | 116,200 |
| 44600 Professional Services | - | - | - | 2,500 | 2,500 |
| 45300 Dues & Subscriptions | 4,175 | 2,438 | 1,072 | 790 | 800 |
| 45301 Operating Licenses & Permits | - | - | - | 2,690 | 2,750 |
| 45400 Special Programs | - | - | - | 10,000 | 31,000 |
| Subtotal: OP - Operations | 177,913 | 266,584 | 134,601 | 288,493 | 303,900 |
| CO - Capital Outlay | | | | | |
| 47100 Capital Outlay - Improvements | 9,709 | 39,238 | 37,027 | - | - |
| 47400 Capital Outlay - Equipment | - | - | - | 20,000 | 20,000 |
| Subtotal: CO - Capital Outlay | 9,709 | 39,238 | 37,027 | 20,000 | 20,000 |
| Department Total: 6210 - Cultural Arts Center | 462,769 | 606,623 | 370,029 | 664,195 | 670,700 |

Budget Notes: Cultural Arts CenterContracted Services Instructors

| | |
|--------------------------------|----------------|
| Classes, Camps, & Performances | 101,500 |
| Juried Art Fees | 200 |
| Indoor / Outdoor Concerts | 12,000 |
| Halle 10th Anniversary | 2,500 |
| | <u>116,200</u> |

Capital Outlay Equipment

| | |
|-------------------|--------|
| Replace Projector | 20,000 |
|-------------------|--------|

Technology & Hardware

| | |
|-----------------------------------|-------|
| Tablet / laptop set up for intern | 3,000 |
|-----------------------------------|-------|

Operating Licenses & Permits

| | |
|-----------------------|--------------|
| ASCAP | 350 |
| BMI | 350 |
| MPAA (Halle & CC) | 1,200 |
| CVSI Door Counter | 400 |
| Halle Website Hosting | 200 |
| Gallery Music | 125 |
| Netflix | 125 |
| | <u>2,750</u> |

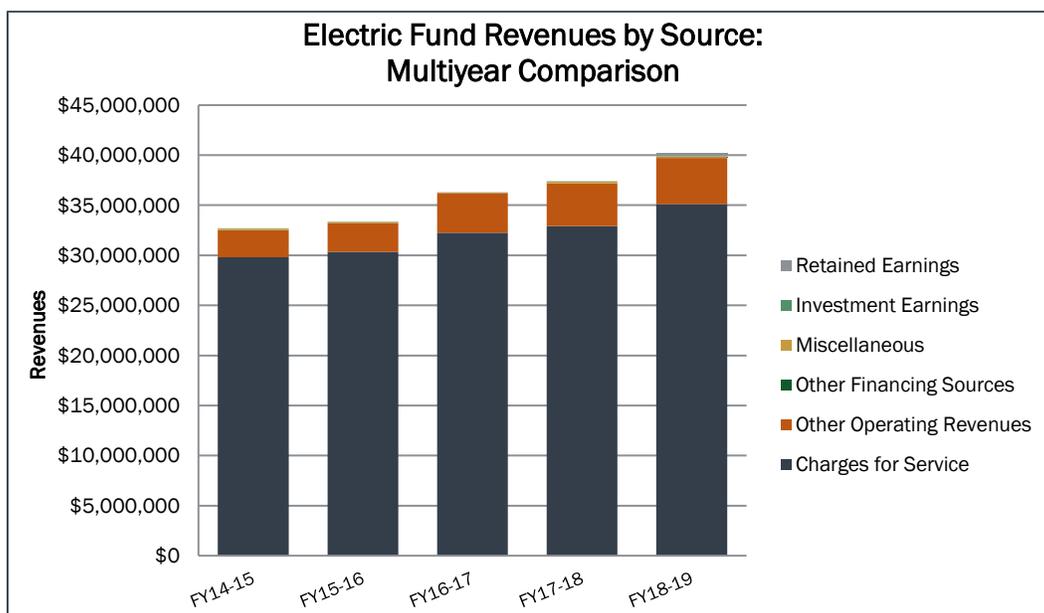
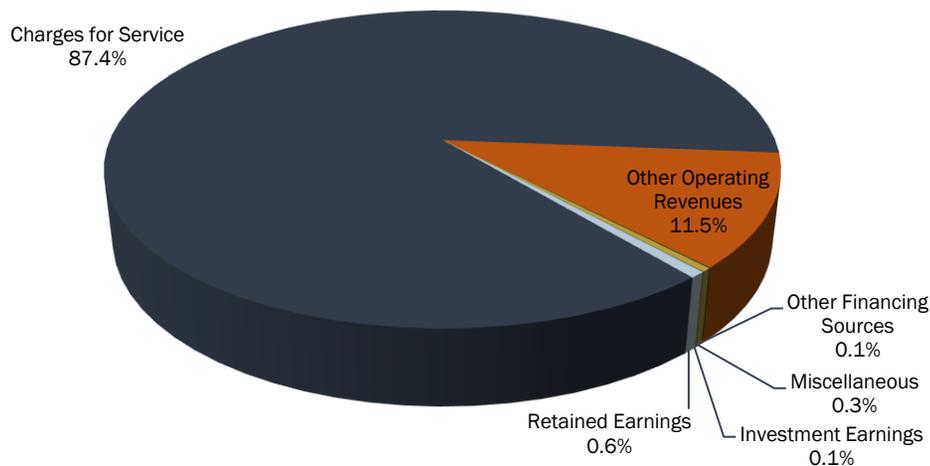
Non - Departmental Accounts

| Description | FY 16-17 Actual | FY 17-18 Budget | FY 17-18 Actual (as of 3/31/18) | FY 18-19 Requested | FY 18-19 Recommended |
|---|--------------------|--------------------|------------------------------------|-----------------------|-------------------------|
| 6400 - Cemetery | | | | | |
| 43300 Supplies & Materials | | | | | |
| 44500 Contracted Services | 24,725 | 22,660 | 15,107 | 25,000 | 25,000 |
| 44600 Professional Services | - | 14,600 | 5,958 | 5,000 | 5,000 |
| Total: 6400 - Cemetery | 24,941 | 37,260 | 21,064 | 30,250 | 30,300 |
| 9010 - Special Appropriations | | | | | |
| 49100 Apex Farmer's Market | 5,020 | 5,000 | 5,000 | 10,000 | 10,000 |
| 49102 Transitions Life Care / Wake County Hospice | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 |
| 49104 TRACS | 10,000 | 10,000 | - | 15,000 | - |
| 49107 Apex Downtown Business Association | 10,000 | 10,000 | 10,000 | 20,000 | 10,000 |
| 49109 Apex Historical Society | 5,000 | - | - | - | - |
| 49110 SAFEchild | - | - | - | 8,000 | 8,000 |
| 49111 Western Wake Crisis Ministries | - | - | - | 10,000 | 10,000 |
| 49200 Chamber of Commerce (utilities) | 1,759 | 1,500 | 1,392 | 2,000 | 2,000 |
| 49300 Downtown Development | - | - | - | 30,000 | 30,000 |
| 49301 Downtown Advertising (Ambassador) | 5,000 | 5,000 | 3,750 | 5,000 | 5,000 |
| Total: 9010 - Special Appropriations | 41,779 | 36,500 | 25,142 | 105,000 | 80,000 |
| 9020 - Debt Service | | | | | |
| 48100 Principal | 3,028,562 | 2,619,855 | 1,597,855 | 2,308,793 | 2,923,800 |
| 48200 Interest | 858,100 | 778,587 | 611,389 | 777,632 | 1,700,300 |
| 48300 Bond Issuance Costs | 28,416 | 26,000 | 3,988 | - | - |
| Total: 9020 - Debt Service | 3,915,078 | 3,424,442 | 2,213,232 | 3,086,425 | 4,624,100 |
| 9030 - Other Financing Uses | | | | | |
| 49661 Transfer to General Capital Projects | 317,500 | 50,000 | 50,000 | - | - |
| 49663 Transfer to Streets Project | 1,247,500 | 250,000 | 250,000 | - | 174,400 |
| 49664 Transfer to Perry Library Fund | - | - | - | 580,000 | 580,000 |
| Total: 9030 - Other Financing Uses | 1,565,000 | 300,000 | 300,000 | 580,000 | 754,400 |
| 9040 - Contingency | | | | | |
| 49900 Contingency | - | 219,874 | - | - | 100,000 |
| Total: 9040 - Contingency | - | 219,874 | - | - | 100,000 |

Revenues by Source

| Electric Fund Revenues by Source | | | | | |
|----------------------------------|---------------------|---------------------|---------------------|---------------------|----------------|
| Source | FY16-17 Actual | FY17-18 Budget | FY17-18 Estimate | FY18-19 Budget | Percent Change |
| Charges for Service | 32,276,259 | 33,798,000 | 32,916,000 | 35,099,200 | 3.85% |
| Other Operating Revenue | 3,926,295 | 3,748,000 | 4,248,000 | 4,610,300 | 23.01% |
| Other Financing Sources | 23,343 | 10,000 | - | 30,000 | 200.00% |
| Miscellaneous | 21,726 | 10,000 | 191,700 | 140,000 | 1300.00% |
| Investment Earnings | 34,921 | 25,000 | 40,000 | 35,000 | 40.00% |
| Retained Earnings | - | 3,312,621 | - | 250,000 | -92.45% |
| Total | \$36,282,544 | \$40,903,621 | \$37,395,700 | \$40,164,500 | -1.81% |

Electric Fund Revenues by Source FY18-19



Source Descriptions

Charges for Service

Electric charges account for 87.4 percent of Electric Fund revenues. Electric consumption by citizens and other customers generates these revenues. The town has a residential base charge of \$14.81 and a per kWh energy charge of \$.0977 for November through June and \$.1012 for July through October. Electric charges, along with penalties and reconnection fees account for \$35.1 million in the FY18-19 Electric Fund budget.

Other Operating Revenues

The town collects sales tax on utility charges and collects fees to offset the cost of system expansion and installing new meters. These revenues account for \$4.61 million in the FY18-19 Electric Fund budget.

Other Financing Sources

Other financing sources represent revenues received from sale of capital assets and transfers in from capital reserves. These revenues account for \$30,000 in the FY18-19 Electric Fund budget.

Investment Earnings

Investment earnings include the return earned on cash and investment balances. Interest is earned on the cash balances invested with the North Carolina Capital Management Trust (NCCMT) and other allowable investments in various CD's and money market accounts. Investment earnings account for \$35,000 in the FY18-19 Electric Fund budget.

Miscellaneous

Miscellaneous revenues in the Electric Fund include revenues that do not easily fit into other categories. Miscellaneous revenues account for \$140,000 in FY18-19.

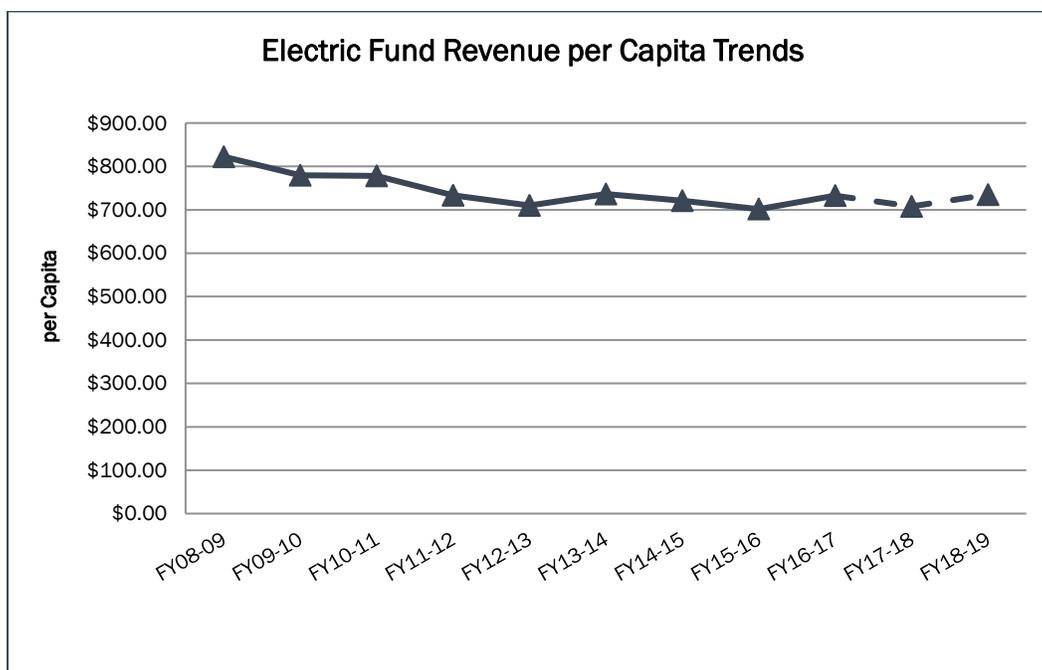
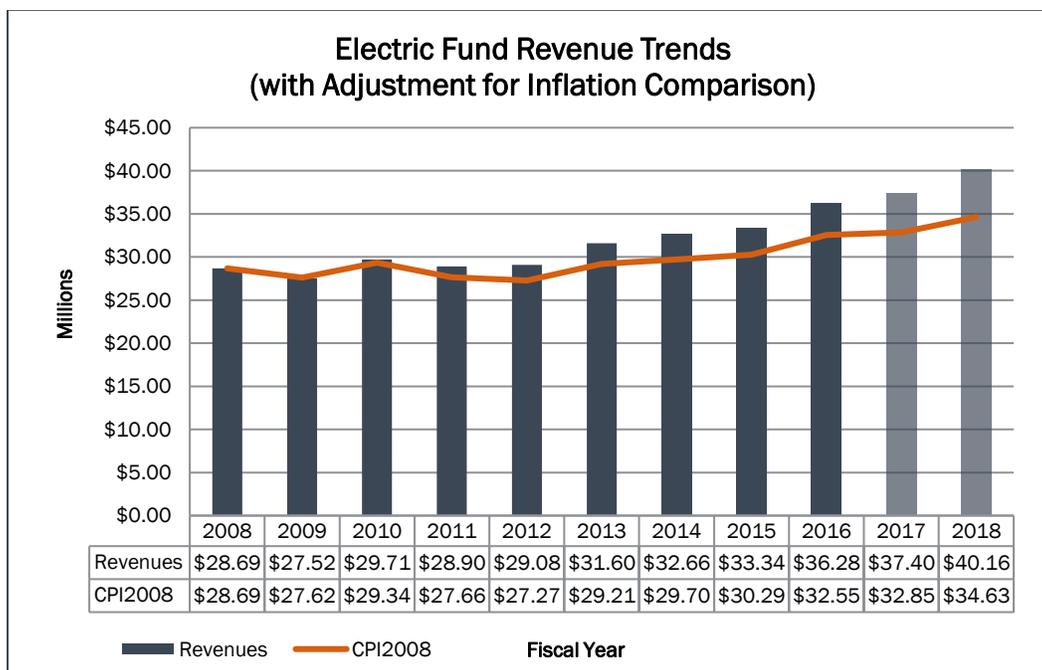
Retained Earnings Appropriated

Allocations from retained earnings represent use of reserve funds. The Town typically uses reserves for specific capital projects, onetime opportunities, or emergency operations. Retained earnings appropriations of \$250,000 in the FY18-19 budget are for a replacement electric line truck.

Revenues by Line Item

| Electric Fund Revenues | | | | | |
|--------------------------|---------------------|---------------------|---------------------|---------------------|-------------------|
| Line Item | FY16-17 Actual | FY17-18 Budget | FY17-18 Estimate | FY18-19 Budget | Percent Change |
| Interest Earned | 34,921 | 25,000 | 40,000 | 35,000 | 40.00% |
| Miscellaneous Revenue | 21,726 | 10,000 | 101,000 | 140,000 | 1300.00% |
| Mutual Aid | - | - | 90,700 | - | |
| Sales - Residential | 21,263,520 | 22,300,000 | 21,900,000 | 23,415,600 | 5.00% |
| Sales - Demand | 1,666,789 | 1,600,000 | 1,850,000 | 1,931,600 | 20.73% |
| Sales - Commercial | 9,215,262 | 9,800,000 | 9,050,000 | 9,629,500 | -1.74% |
| Pole Relocation | 29,424 | - | - | - | |
| Reconnection Fees | 30,930 | 28,000 | 45,000 | 47,500 | 69.64% |
| Penalties | 70,335 | 70,000 | 71,000 | 75,000 | 7.14% |
| Sales Tax | 2,243,917 | 2,350,000 | 2,300,000 | 2,445,300 | 4.06% |
| Underground Primary | 962,159 | 875,000 | 1,100,000 | 1,235,000 | 41.14% |
| Underground Secondary | 557,975 | 400,000 | 660,000 | 740,000 | 85.00% |
| Electric Meters | 152,044 | 110,000 | 175,000 | 180,000 | 63.64% |
| Pole Rent - BellSouth | 10,200 | 10,000 | 10,000 | 10,000 | 0.00% |
| Pole Rent - TWC | - | 3,000 | 3,000 | - | -100.00% |
| Sale of Capital Assets | 23,343 | 10,000 | - | 30,000 | 200.00% |
| Fund Balance - Budget | - | - | - | 250,000 | |
| Fund Balance - Amend | - | 2,900,000 | - | - | -100.00% |
| Fund Bal. - PO Carryover | - | 412,621 | - | - | -100.00% |
| Total | \$36,282,544 | \$40,903,621 | \$37,395,700 | \$40,164,500 | -1.81% |

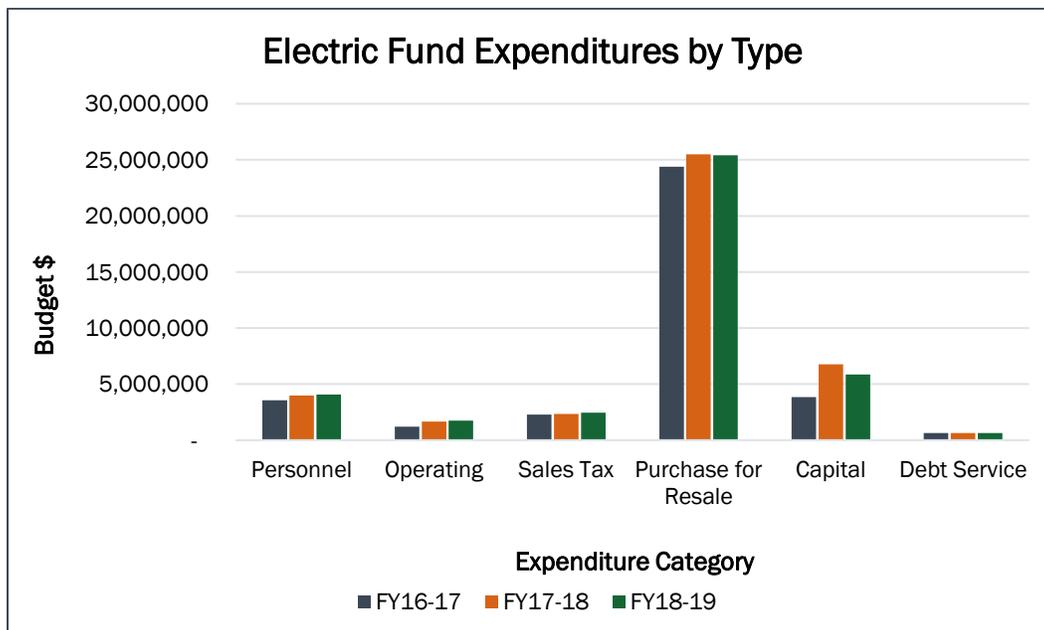
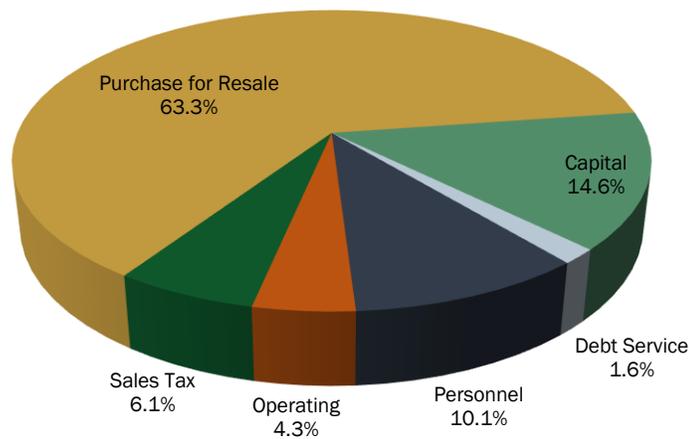
Revenue Trends



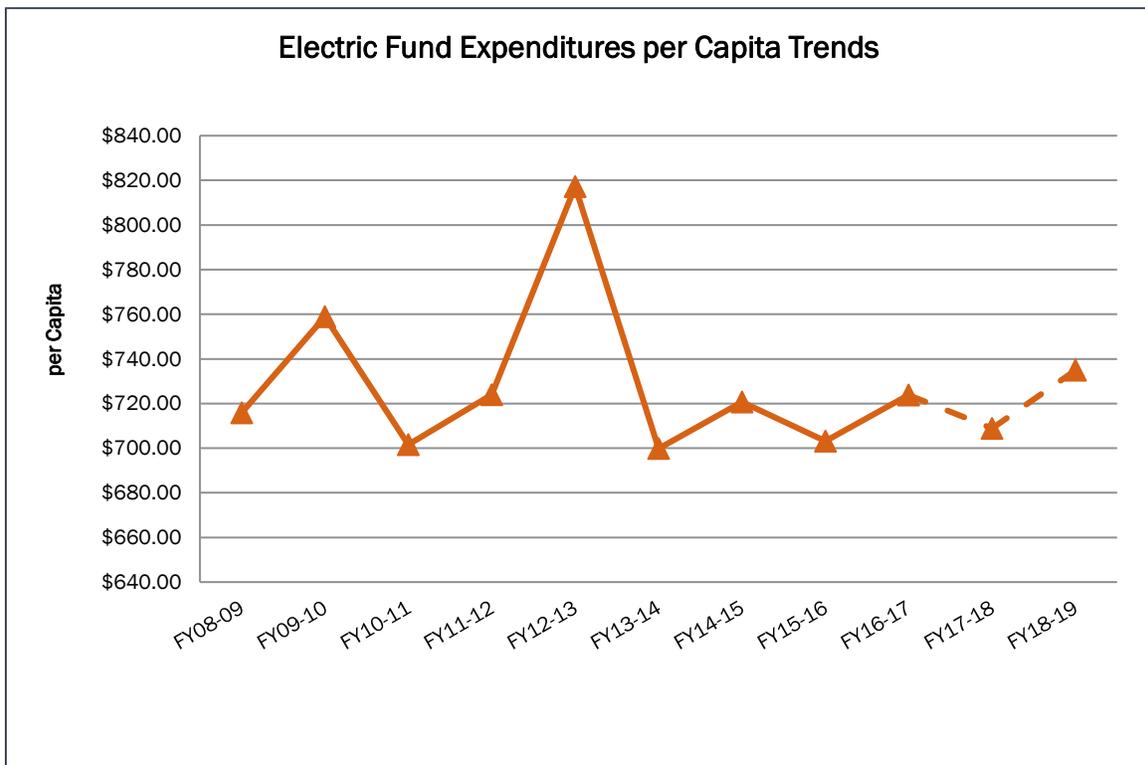
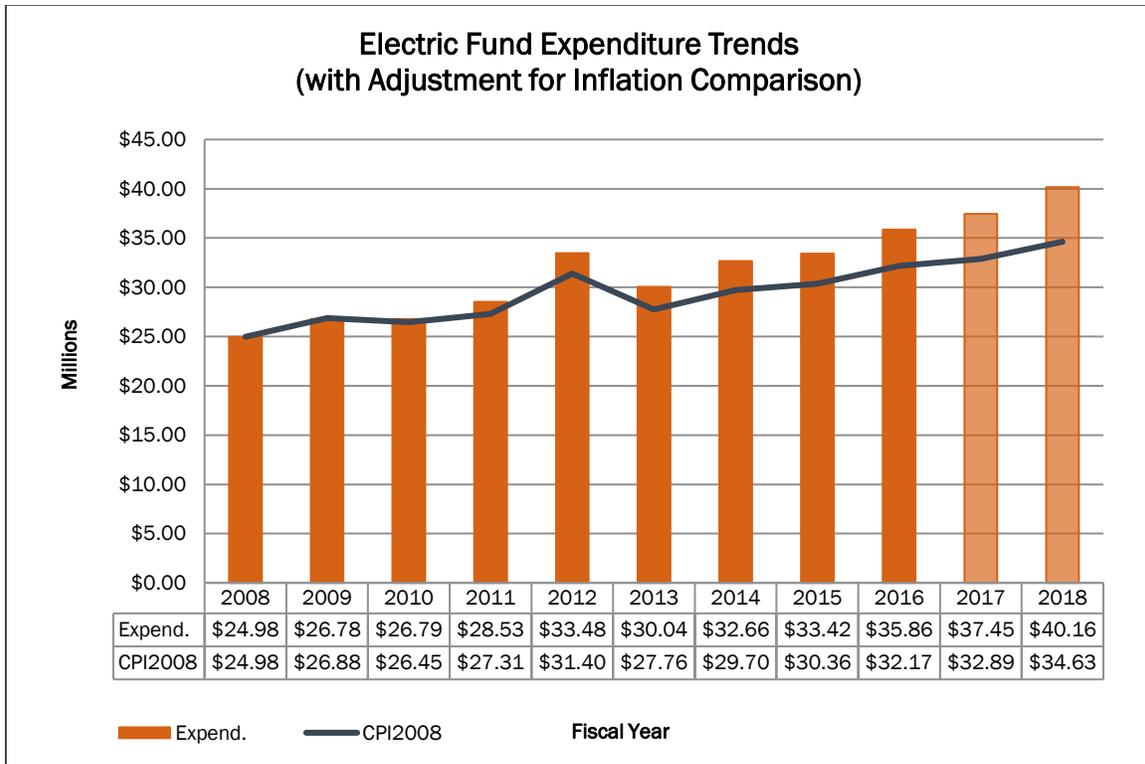
Expenditures by Type

| Electric Fund Expenditures by Type | | | | | |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|-------------------|
| Type | FY16-17 Actual | FY17-18 Budget | FY17-18 Estimate | FY18-19 Budget | Percent Change |
| Personnel | 3,553,431 | 3,974,693 | 3,456,125 | 4,059,100 | 2.12% |
| Operating | 1,206,180 | 1,672,534 | 1,401,767 | 1,744,500 | 4.30% |
| Sales Tax | 2,283,729 | 2,350,000 | 2,350,000 | 2,445,300 | 4.06% |
| Purchase for Resale | 24,380,180 | 25,500,000 | 25,500,000 | 25,418,200 | -0.32% |
| Capital | 3,832,818 | 6,767,539 | 4,102,642 | 5,858,500 | -13.43% |
| Debt Service | 637,069 | 638,855 | 638,855 | 638,900 | 0.01% |
| Total | \$35,893,407 | \$40,903,621 | \$37,449,389 | \$40,164,500 | -1.81% |

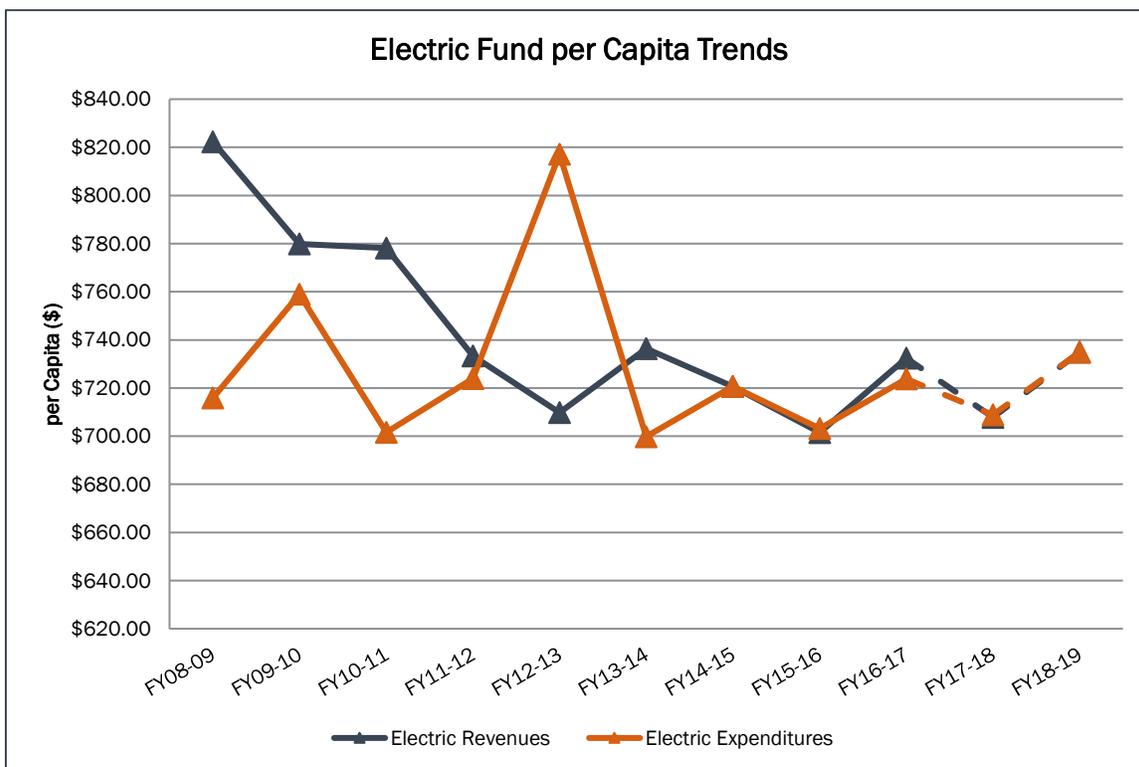
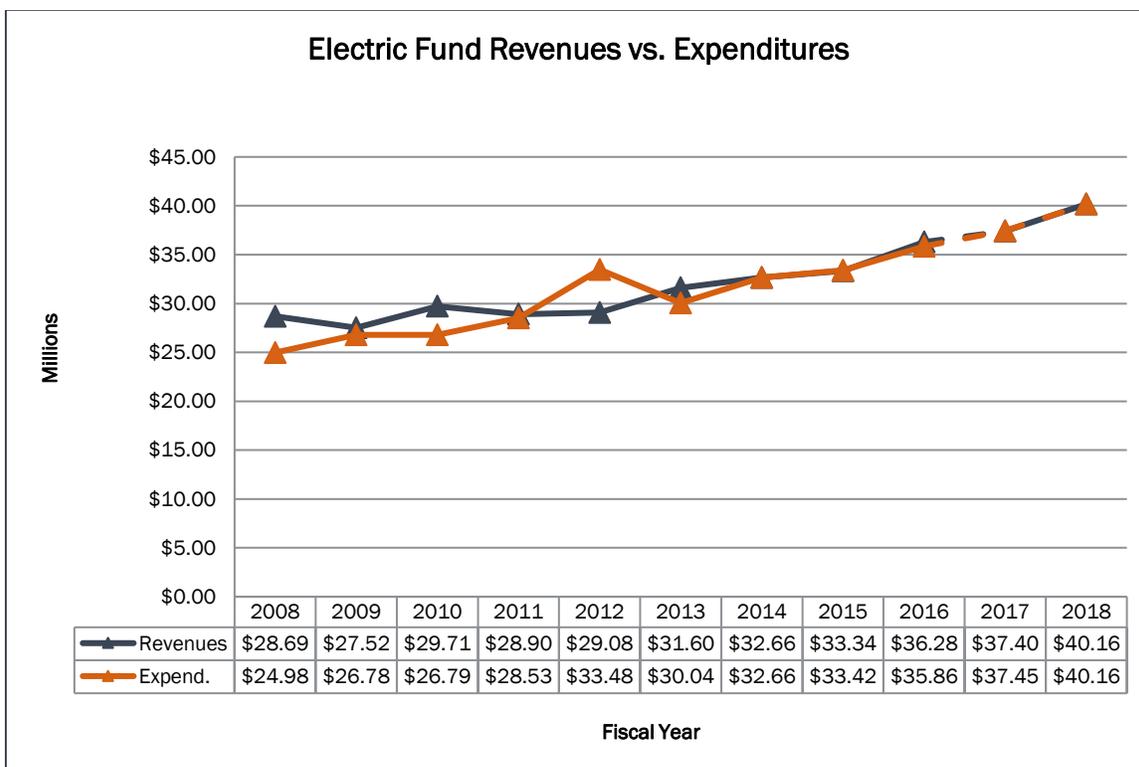
Electric Fund Expenditures by Type FY18-19



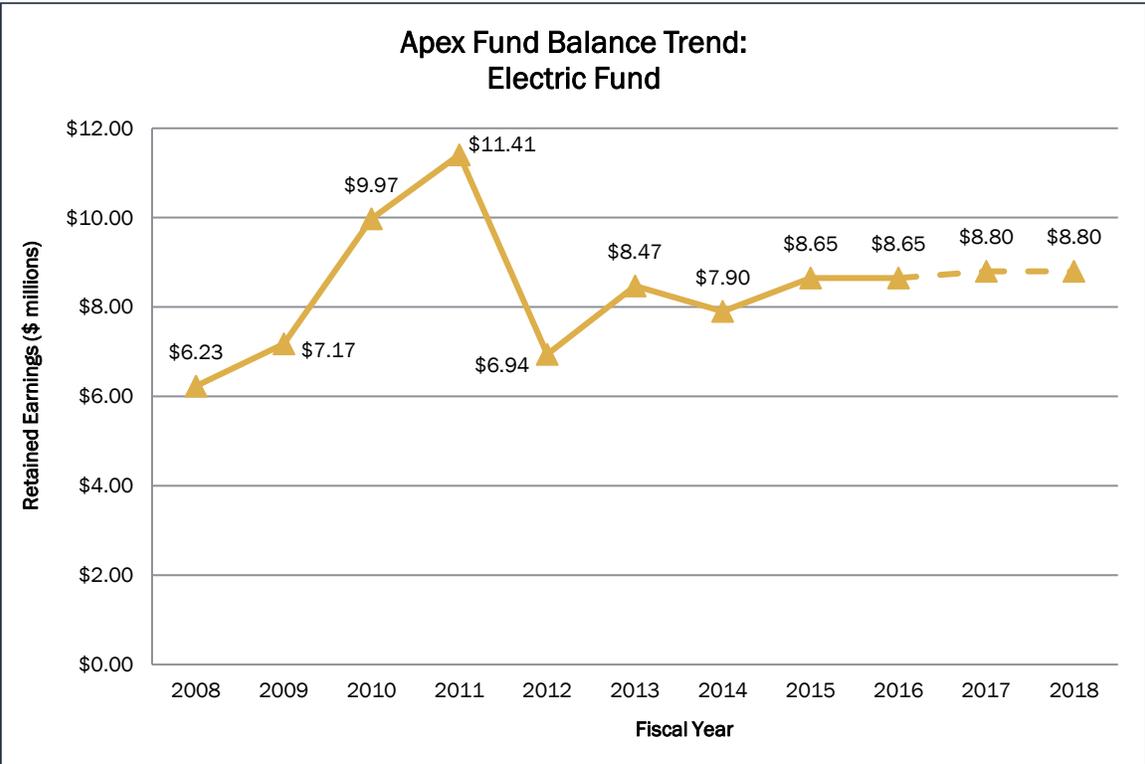
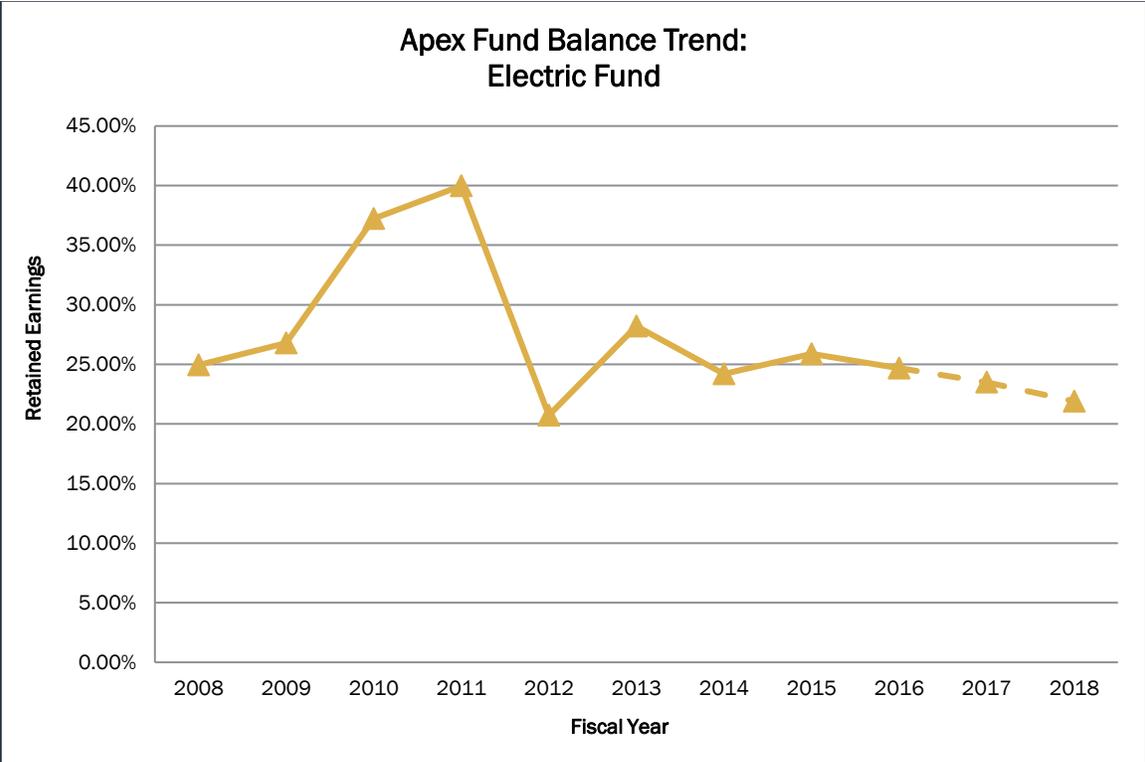
Expenditure Trends



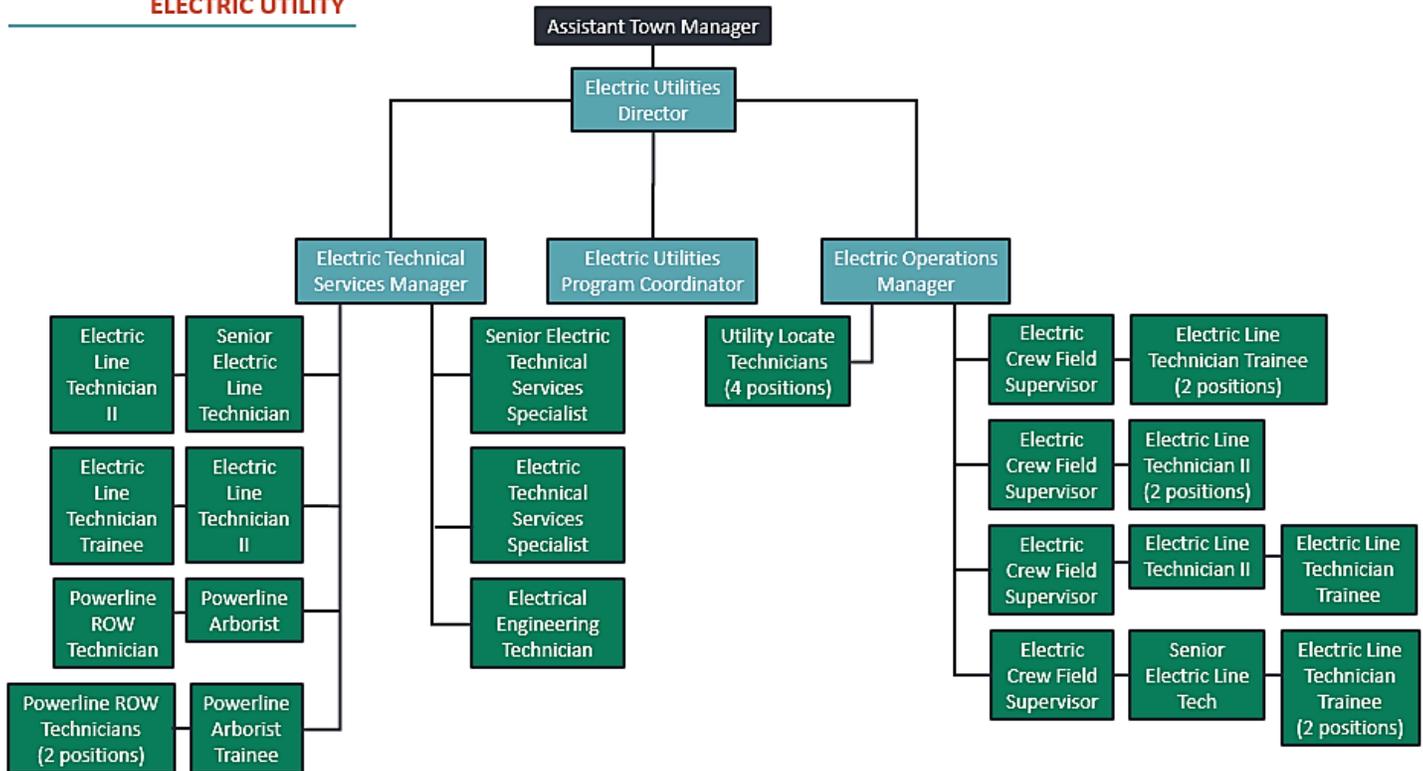
Revenues vs. Expenditures



Fund Balance



ELECTRIC UTILITY



Description

The town of Apex owns and operates an electric distribution system that supplies power to over 16,000 residential and commercial customers. The Electric Utility Department focuses on the following main activities:

- Engineering Design
- Discuss electrical needs with new/existing customers
- Produce design and construction documents for system upgrades and additions
- Construction scheduling and coordination of material purchase/delivery
- Construction
- Department personnel construct and modify both overhead and underground electric distribution facilities
- Respond to underground utility location requests prior to excavation
- Operations/Maintenance
- Electric system maintenance and upgrades to increase reliability of the distribution system
- Substation monitoring and testing
- Outage restoration
- Vegetation Management
- Department has two dedicated tree crews for right-of-way clearing and maintenance

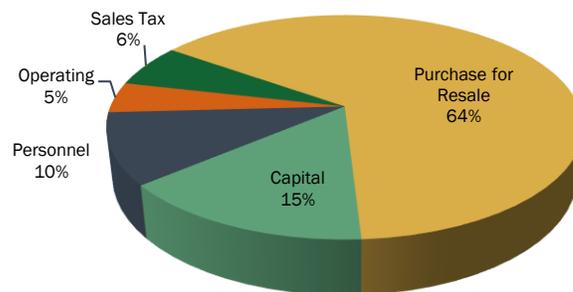
Upcoming Projects

1. New Personnel – Electric Line Technician (2)
2. Goals for upcoming FY:
 - Install new AMI system for electric meters
 - Integrate CITYWorks work management system into the electric department
 - Perform upgrades to East Williams substation
 - Initial planning stages for substation #4 on west side of town (Hwy 64)
 - New Electric Department Facility: Mount Zion substation
 - Streetlight Program: Install & improve lights throughout the town
 - Smart Grid Meter & Load Control: Phase II

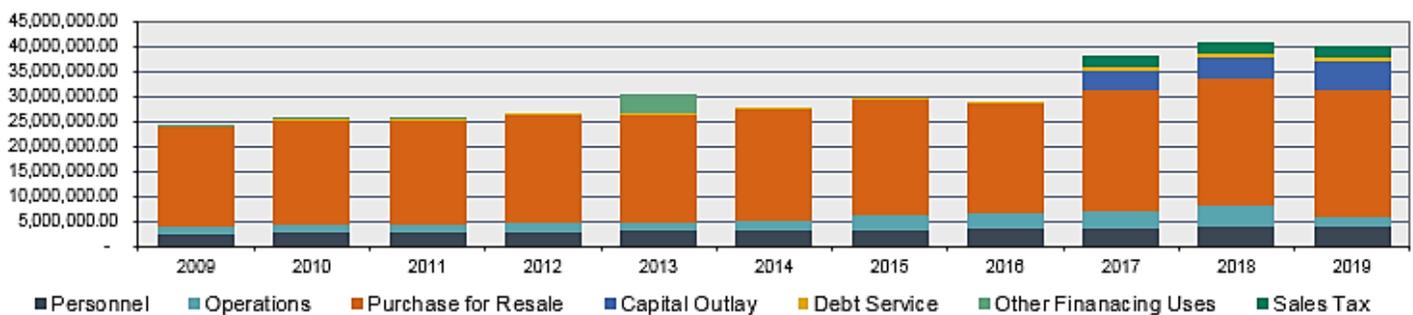
Budget Summary

| Expenditures by Type | | | | | | |
|----------------------|---------------------|---------------------|---------------------|---------------------|-------------------|--|
| Type | FY16-17 Actual | FY17-18 Budget | FY17-18 Estimate | FY18-19 Budget | Percent Change | |
| Personnel | 3,553,431 | 3,974,693 | 3,456,125 | 4,059,100 | 2.12% | |
| Operating | 1,206,180 | 1,672,534 | 1,401,767 | 1,744,500 | 4.30% | |
| Sales Tax | 2,283,729 | 2,350,000 | 2,350,000 | 2,445,300 | 4.06% | |
| Purchase for Resale | 24,380,180 | 25,500,000 | 25,500,000 | 25,418,200 | -0.32% | |
| Capital | 3,832,818 | 6,767,539 | 4,102,642 | 5,858,500 | -13.43% | |
| Debt Service | 637,069 | 638,855 | 638,855 | 638,900 | 0.01% | |
| Total | \$35,893,407 | \$40,903,621 | \$37,449,389 | \$40,164,500 | -1.81% | |

Electric Expenditures by Type



Electric Fund Expenditures



8300 - Electric Utility Operations

| Description | FY 16-17 Actual | FY 17-18 Budget | FY 17-18 Actual (as of 3/31/18) | FY 18-19 Requested | FY 18-19 Recommended |
|---|-------------------|-------------------|---------------------------------|--------------------|----------------------|
| PS - Personnel Services | | | | | |
| 40200 Salaries | 2,539,811 | 2,870,084 | 1,899,849 | 2,912,170 | 2,835,400 |
| 40300 Part-time Salaries | 10,004 | 6,490 | 6,970 | 13,585 | 31,600 |
| 40500 FICA | 184,141 | 219,590 | 138,109 | 222,338 | 221,500 |
| 40600 Group Insurance | 389,454 | 418,470 | 277,792 | 469,644 | 463,200 |
| 40601 Retiree Insurance / OPEB | - | 21,476 | 1,316 | 25,000 | 59,000 |
| 40701 General Retirement | 230,773 | 214,444 | 142,799 | 221,768 | 223,300 |
| 40705 401K General | 127,266 | 143,144 | 94,569 | 143,098 | 144,100 |
| 40801 Workers Comp | 71,982 | 80,995 | 53,474 | 80,724 | 81,000 |
| Subtotal: PS - Personnel Services | 3,553,430 | 3,974,693 | 2,614,878 | 4,088,327 | 4,059,100 |
| OP - Operations | | | | | |
| 41100 Postage | - | - | - | 250 | 250 |
| 41101 Telephone & Communication | 13,311 | 14,000 | 9,874 | 18,912 | 18,900 |
| 41200 Printing | - | 600 | 548 | 2,500 | 2,500 |
| 41300 Utilities | - | - | - | - | - |
| 41400 Travel & Training | 22,608 | 25,500 | 6,675 | 26,500 | 26,500 |
| 41500 Maintenance & Repair - Building | - | 5,413 | 4,928 | - | - |
| 41600 Maintenance & Repair - Equipment | 30,239 | 44,787 | 12,778 | 54,700 | 54,700 |
| 41700 Maintenance & Repair - Vehicle | 57,989 | 60,000 | 49,867 | 62,520 | 62,500 |
| 41800 Maintenance & Repair - Utility System | 219,049 | 195,000 | 106,246 | 201,000 | 201,000 |
| 42600 Advertising | - | - | - | 1,000 | 1,000 |
| 43100 Automotive Supplies | 63,208 | 65,000 | 57,609 | 20,000 | 20,000 |
| 43101 Motor Fuel | - | - | - | 75,000 | 75,000 |
| 43200 Office Supplies | - | - | - | 5,000 | 5,000 |
| 43201 Janitorial Supplies | - | - | - | 5,000 | 5,000 |
| 43300 Departmental Supplies | 122,491 | 157,032 | 88,861 | 140,000 | 136,000 |
| 43301 Technology Hardware & Accessories | - | - | - | 29,000 | 29,000 |
| 43302 Safety Supplies | - | - | - | 5,000 | 5,000 |
| 43305 Medical Supplies | - | - | - | 5,000 | 5,000 |
| 43306 Supplies-Unused Inventory Chargeoff | 14,784 | - | - | - | - |
| 43310 Meeting & Event Provisions | - | 3,500 | 3,093 | 3,600 | 3,600 |
| 43311 Community Outreach Materials/Activities | - | - | - | 2,500 | 2,500 |
| 43600 Uniforms | 31,378 | 35,000 | 32,138 | 39,000 | 39,000 |
| 43700 Sales Tax | 2,283,729 | 2,350,000 | 1,854,089 | 2,445,300 | 2,445,300 |
| 44400 Customer Rebates | 600 | 10,000 | - | 10,000 | 10,000 |
| 44500 Contracted Services | 260,941 | 217,601 | 59,969 | 137,750 | 127,750 |
| 44503 Personal Protective Equipment | - | - | - | 12,750 | 12,800 |
| 44508 Transaction / Credit Card Fees | - | 125,000 | 158,198 | 130,000 | 130,000 |
| 44509 Software Licenses & Maintenance | 43,794 | 140,849 | 28,308 | 179,502 | 179,500 |
| 44511 Contracted Services - Billing/Collections | - | 222,625 | 94,444 | 205,445 | 183,500 |
| 44600 Professional Services | 176,252 | 164,000 | 49,162 | 150,000 | 150,000 |
| 44602 Professional Services - Engineering/Surveying | - | - | - | - | - |
| 45300 Dues & Subscriptions | 59,016 | 35,000 | 40,096 | 43,500 | 43,500 |
| 45401 Insurance | 82,274 | 100,000 | 85,863 | 95,000 | 95,000 |
| 45402 Insurance Deductibles | 8,246 | 35,000 | 4,164 | 35,000 | 35,000 |
| Subtotal: OP - Operations | 3,489,909 | 4,005,907 | 2,746,908 | 4,140,729 | 4,104,800 |
| PUR - Purchases for Resale | | | | | |
| 44800 Purchases for Resale | 24,380,180 | 25,500,000 | 15,992,356 | 24,895,336 | 25,418,200 |
| Subtotal: PUR - Purchases for Resale | 24,380,180 | 25,500,000 | 15,992,356 | 24,895,336 | 25,418,200 |
| CO - Capital Outlay | | | | | |
| 47100 Capital Outlay - Easements | 81,382 | 250,000 | 112,647 | 250,000 | 250,000 |
| 47101 Capital Outlay - Land | 16,836 | - | 103 | - | - |
| 47300 Capital Outlay - Improvements | 3,362,343 | 3,877,539 | 2,984,758 | 3,750,000 | 3,750,000 |
| 47400 Capital Outlay - Equipment | 372,257 | 340,000 | 191,503 | 806,500 | 658,500 |
| Subtotal: CO - Capital Outlay | 3,832,818 | 4,467,539 | 3,289,011 | 4,806,500 | 4,658,500 |
| DS - Debt Service | | | | | |
| 48100 Capital Outlay - Principal | 481,000 | 498,000 | - | 516,000 | 516,000 |
| 48200 Capital Outlay - Interest | 156,069 | 140,855 | 70,424 | 122,827 | 122,900 |
| Subtotal: DS - Debt Service | 637,069 | 638,855 | 70,424 | 638,827 | 638,900 |
| Department Total: 8300 - Electric Utility Operations | 35,893,406 | 38,586,994 | 24,713,577 | 38,569,719 | 38,879,500 |

Non - Departmental

| Description | FY 16-17 Actual | FY 17-18 Budget | FY 17-18 Actual (as of 3/31/18) | FY 18-19 Requested | FY 18-19 Recommended |
|---|-------------------|-------------------|---------------------------------|--------------------|----------------------|
| 9040 - Contingency | | | | | |
| 49665 Transfer to W/S Project Fund | - | - | - | - | - |
| 49666 Transfer to Electric Project Fund | - | 2,900,000 | 2,394,419 | 1,200,000 | 1,200,000 |
| 49900 Contingency | - | 16,627 | - | - | 85,000 |
| Total: 9040 - Contingency | - | 2,916,627 | 2,394,419 | 1,200,000 | 1,285,000 |
| Total Electric Fund Expenditures | 35,893,406 | 41,503,621 | 27,107,996 | 39,769,719 | 40,164,500 |

Budget Notes: Electric Utility Operations**Capital Outlay Equipment**

| | |
|--|----------------|
| Replace Unit #125 (2003 Dodge Durango, 92 k miles) | 35,000 |
| Replace Unit #112 (2006 Electric Line Truck, 7,500 hrs) | 250,000 |
| Replace Unit #201 (2012 Bucket Truck, 85 k miles/7931 hrs) | 175,000 |
| Replace Unit #58 (1999 Ford F350 DRW 96 k miles) | 47,500 |
| Replace Unit #533 (1998 Ditch Witch 3700 2,896 hrs) | 33,000 |
| Replace Unit #595 (2006 Case Backhoe, 4,906 hrs) | 40,000 |
| Replace Unit #591 (2005 Bandit Chipper, 1,974 hrs) | 78,000 |
| | <u>658,500</u> |

Capital Outlay Improvements

| | |
|-------------------------------|------------------|
| Electric System Expansion | 3,500,000 |
| Street Light System Expansion | 250,000 |
| | <u>3,750,000</u> |

New Personnel

| | |
|------------------------------|----------------|
| Electric Line Technician (2) | 122,404 |
| On Boarding (2) | 4,000 |
| | <u>126,404</u> |

Dues & Subscriptions

| | |
|----------------|---------------|
| CDL's | 3,000 |
| ISA Membership | 2,000 |
| NCEMPA | 37,500 |
| Misc. | 1,000 |
| | <u>43,500</u> |

Contracted Services

| | |
|---------------------------------------|----------------|
| TRUS | 5,000 |
| Safe Truck Dielectric | 7,500 |
| CVSI - Carolina Video Security | 2,500 |
| Southeastern Transformer | 45,000 |
| Blackwood Solutions | 10,000 |
| Sharp Business Systems | 1,250 |
| Accurate Calibration Services | 1,000 |
| Bitting Electric | 7,500 |
| Wathour Engineering Company | 2,000 |
| Bittronics | 1,000 |
| Spinlab Utility Instrumentation, Inc. | 1,000 |
| Tattletale Monitoring | 4,000 |
| Misc. Contracted Services | 40,000 |
| | <u>127,750</u> |

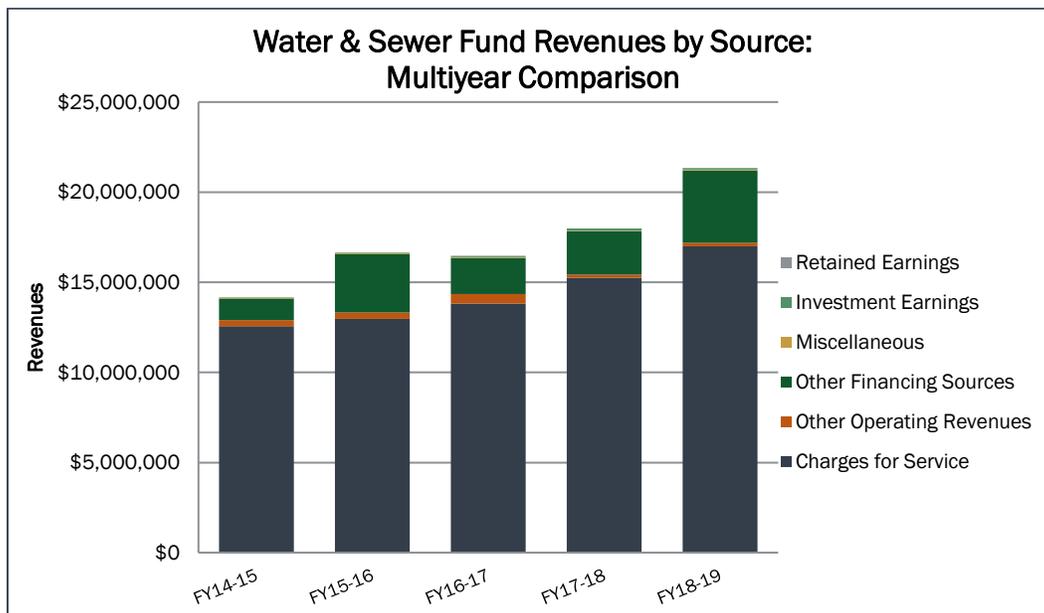
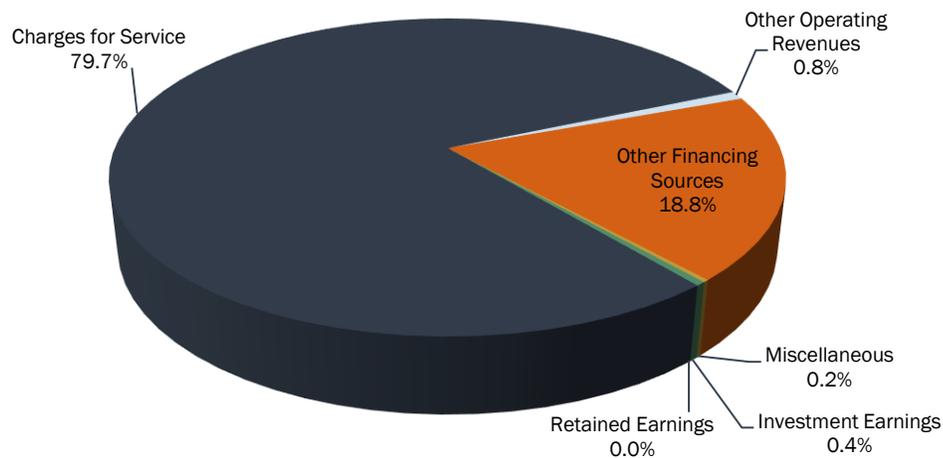
Contracted Services-Billing/Collections

| | |
|---------------------------|----------------|
| Loomis | 6,275 |
| BB&T | 22,600 |
| Data Voice | 30,000 |
| MailFinance | 2,205 |
| PMSI | 91,275 |
| OIS | 15,610 |
| Authorize.net / Heartland | 15,535 |
| | <u>183,500</u> |

Revenues by Source

| Water & Sewer Fund Revenues by Source | | | | | |
|---------------------------------------|---------------------|---------------------|---------------------|---------------------|-------------------|
| Source | FY16-17 Actual | FY17-18 Budget | FY17-18 Estimate | FY18-19 Budget | Percent Change |
| Charges for Service | 14,170,659 | 15,000,808 | 15,240,000 | 17,001,300 | 13.34% |
| Other Operating Revenue | 172,421 | 190,000 | 190,000 | 180,000 | -5.26% |
| Other Financing Sources | 2,003,599 | 2,362,652 | 2,387,652 | 4,014,100 | 69.90% |
| Miscellaneous | 48,088 | 40,000 | 40,055 | 52,500 | 31.25% |
| Investment Earnings | 66,380 | 60,000 | 120,000 | 85,000 | 41.67% |
| Retained Earnings | - | 2,372,771 | - | - | -100.00% |
| Total | \$16,461,148 | \$20,026,231 | \$17,977,707 | \$21,332,900 | 6.52% |

Water & Sewer Fund Revenues by Source FY18-19



Source Descriptions

Charges for Service

Water and sewer charges account for 79.7 percent of Water & Sewer Fund revenues. Water consumption and sewer usage by citizens and other customers generate these revenues. The town has a tiered water rate structure with volumetric charges per 1,000 gallons. Tier 1 is \$4.19 for 0-6,000 gallons of consumption, tier 2 is \$4.82 for 6,001-12,000 gallons, and tier 3 is \$6.49 for consumption above 12,000 gallons. Sewer charges are also volumetric per 1,000 gallons but at a single rate of \$6.50. Rates are double for customers not within the town limits. Water and sewer charges, including bulk water sales and tap fees account for \$17 million in the FY18-19 Water & Sewer Fund budget.

Other Operating Revenues

Other operating revenues accounts for rental fees collected by the town for use of water tanks by external agencies such as mobile phone companies. These revenues account for \$180,000 in the FY18-19 Water & Sewer Fund budget.

Other Financing Sources

Other financing sources represent revenues received from sale of capital assets and transfers in from capital reserves. These revenues account for \$4.01 million in the FY18-19 Water & Sewer Fund budget.

Investment Earnings

Investment earnings include the return earned on cash and investment balances. Interest is earned on the cash balances invested with the North Carolina Capital Management Trust (NCCMT) and other allowable investments in various CD's and money market accounts. Investment earnings account for \$85,000 in the FY18-19 Water & Sewer Fund budget.

Miscellaneous

Miscellaneous revenues in the Water & Sewer Fund include revenues from water quality testing, re-inspection fees, and other sources. Miscellaneous revenues account for \$52,500 in FY18-19.

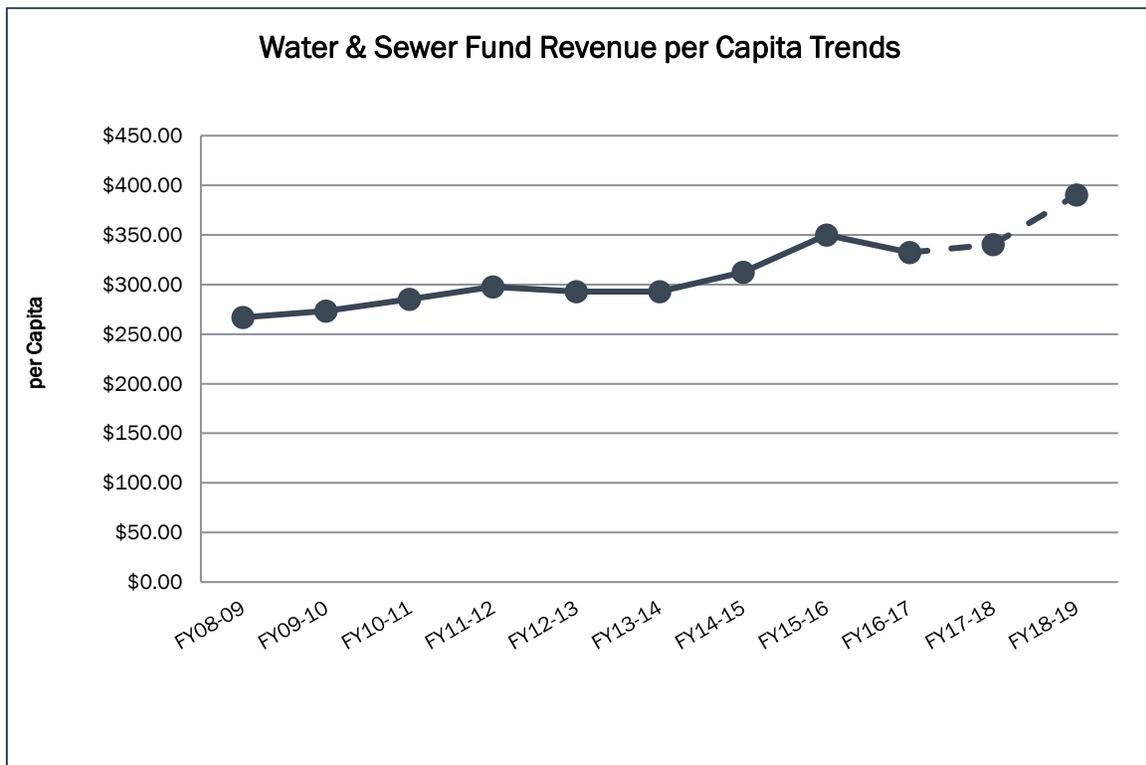
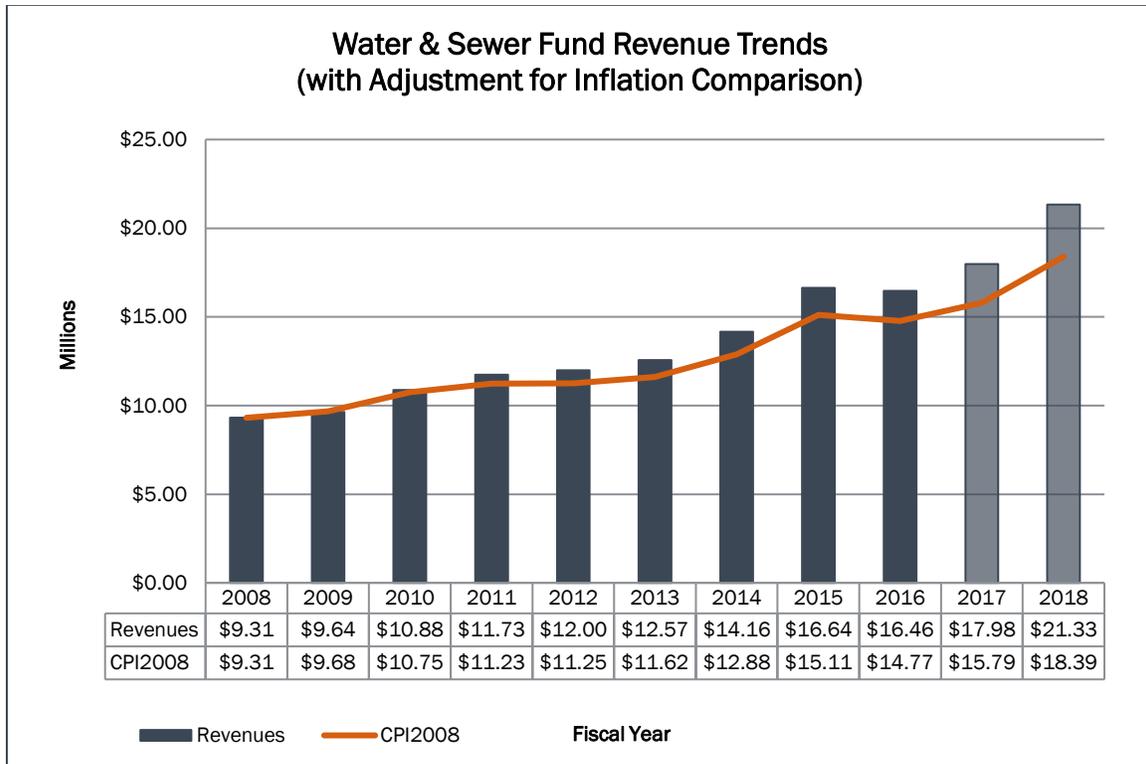
Retained Earnings Appropriated

Allocations from retained earnings represent use of reserve funds. The town typically uses reserves for specific capital projects, onetime opportunities, or emergency operations. There are no retained earnings appropriations for the FY18-19 Water & Sewer Fund budget.

Revenues by Line Item

| Water & Sewer Fund Revenues | | | | | |
|-----------------------------|---------------------|---------------------|---------------------|---------------------|-------------------|
| Line Item | FY16-17 Actual | FY17-18 Budget | FY17-18 Estimate | FY18-19 Budget | Percent Change |
| Interest Earned | 66,380 | 60,000 | 120,000 | 85,000 | 41.67% |
| Water Sales | 5,991,993 | 6,373,027 | 6,300,000 | 7,000,000 | 9.84% |
| Sales of Bulk Water | 149,682 | 110,000 | 175,000 | 180,000 | 63.64% |
| Sewer Charges | 7,676,859 | 8,217,781 | 8,350,000 | 9,491,300 | 15.50% |
| Water Taps | 352,125 | 300,000 | 415,000 | 330,000 | 10.00% |
| Rentals - Water Tanks | 172,421 | 190,000 | 190,000 | 180,000 | -5.26% |
| Re-inspection Fees | 10,200 | 12,000 | 5,300 | 7,500 | -37.50% |
| Water Quality Testing | - | - | 10,000 | 10,000 | |
| Miscellaneous Revenue | 37,888 | 28,000 | 24,755 | 35,000 | 25.00% |
| Sale of Capital Assets | 6,683 | 15,000 | 40,000 | 25,000 | 66.67% |
| Transfer from W/S Reserve | 1,996,916 | 2,347,652 | 2,347,652 | 3,989,100 | 69.92% |
| Fund Balance - Budget | - | 1,406,850 | - | - | -100.00% |
| Fund Bal. - PO Carryover | - | 965,921 | - | - | -100.00% |
| Total | \$16,461,148 | \$20,026,231 | \$17,977,707 | \$21,332,900 | 6.52% |

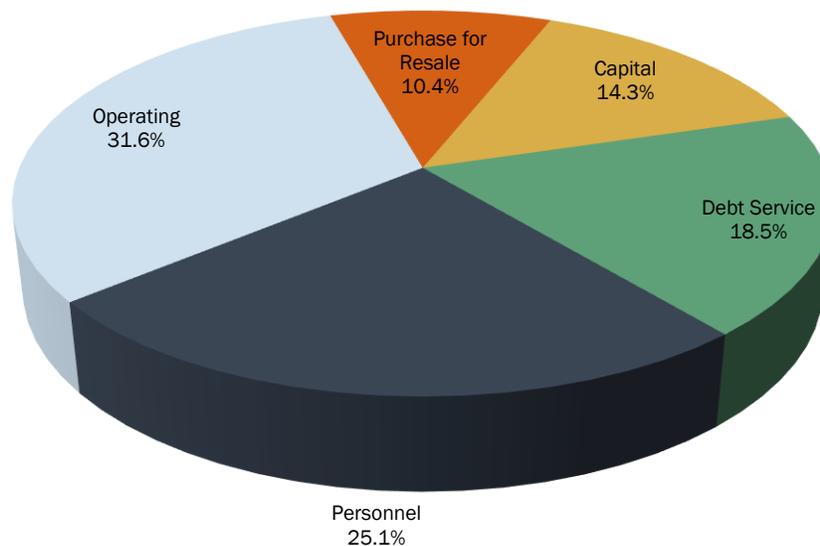
Revenue Trends

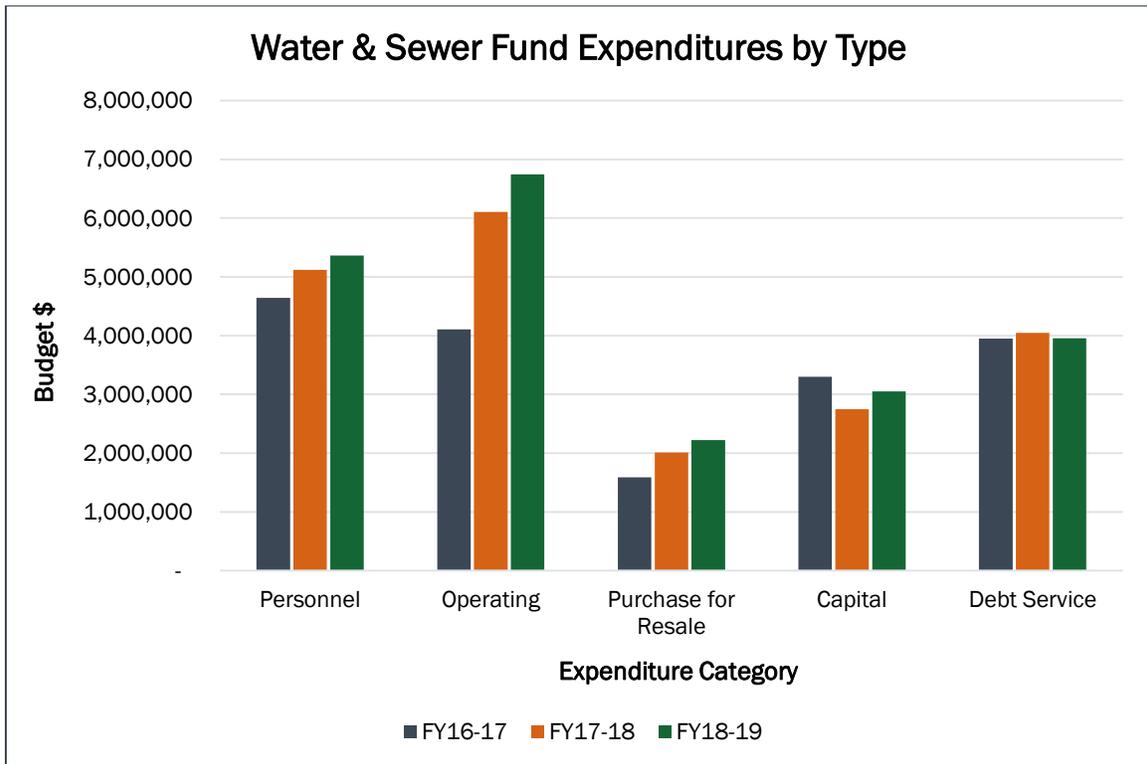


Expenditures by Type

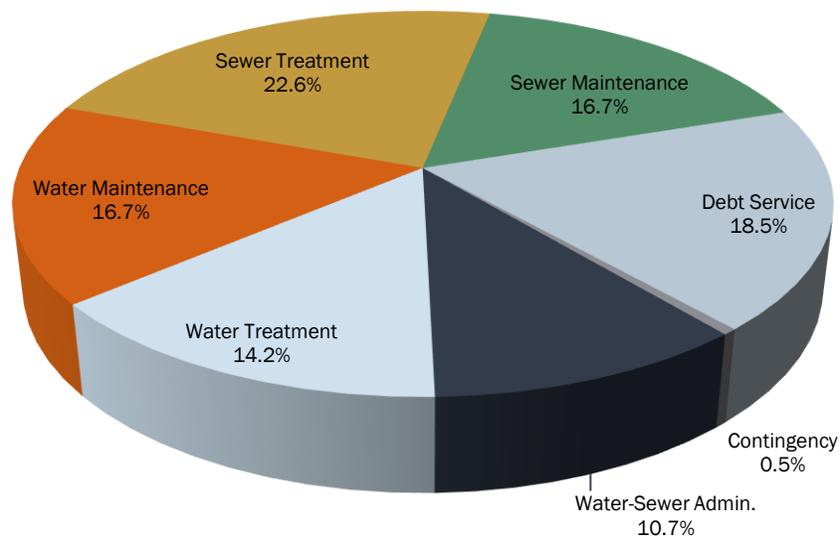
| Water & Sewer Fund Expenditures by Type | | | | | |
|---|---------------------|---------------------|---------------------|---------------------|-------------------|
| Type | FY16-17 Actual | FY17-18 Budget | FY17-18 Estimate | FY18-19 Budget | Percent Change |
| Personnel | 4,640,272 | 5,117,762 | 4,632,951 | 5,363,000 | 4.79% |
| Operating | 4,103,843 | 6,103,933 | 4,721,657 | 6,744,400 | 10.49% |
| Purchase for Resale | 1,585,963 | 2,012,100 | 2,000,000 | 2,223,000 | 10.48% |
| Capital | 3,296,902 | 2,747,132 | 2,572,680 | 3,048,500 | 10.97% |
| Debt Service | 3,947,084 | 4,045,304 | 4,045,304 | 3,954,000 | -2.26% |
| Total | \$17,574,064 | \$20,026,231 | \$17,972,592 | \$21,332,900 | 6.52% |

**Water & Sewer Fund Expenditures by Type
FY18-19**

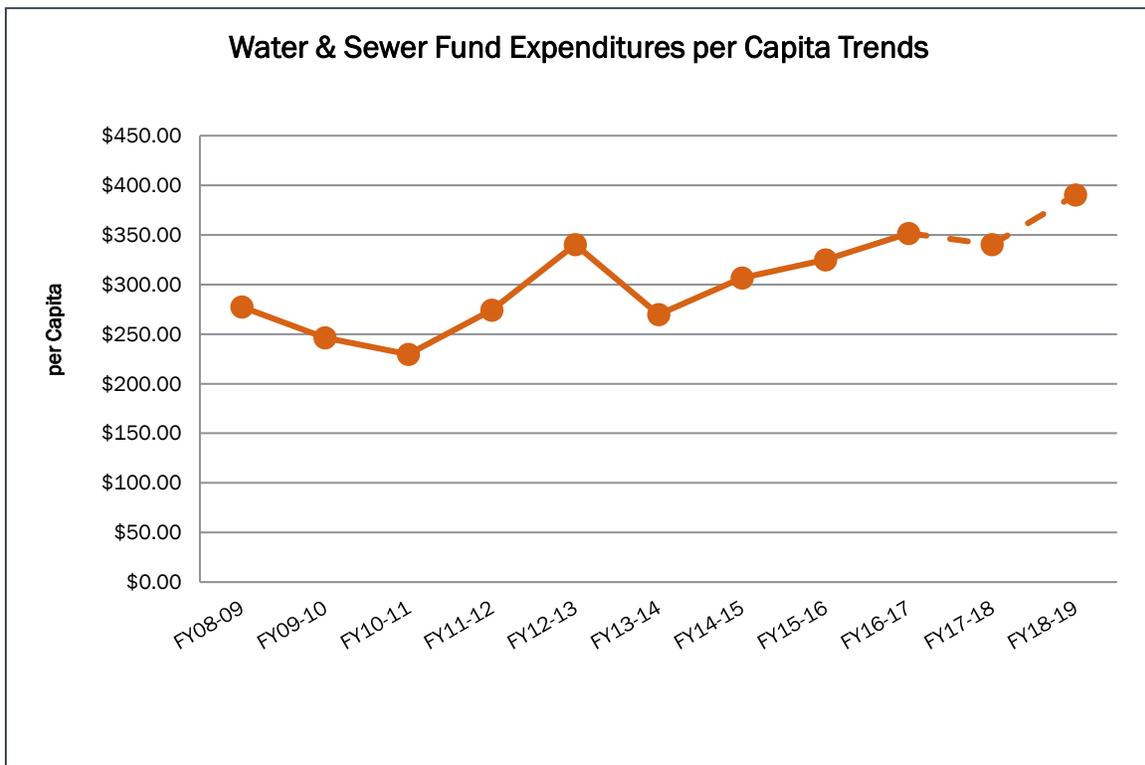
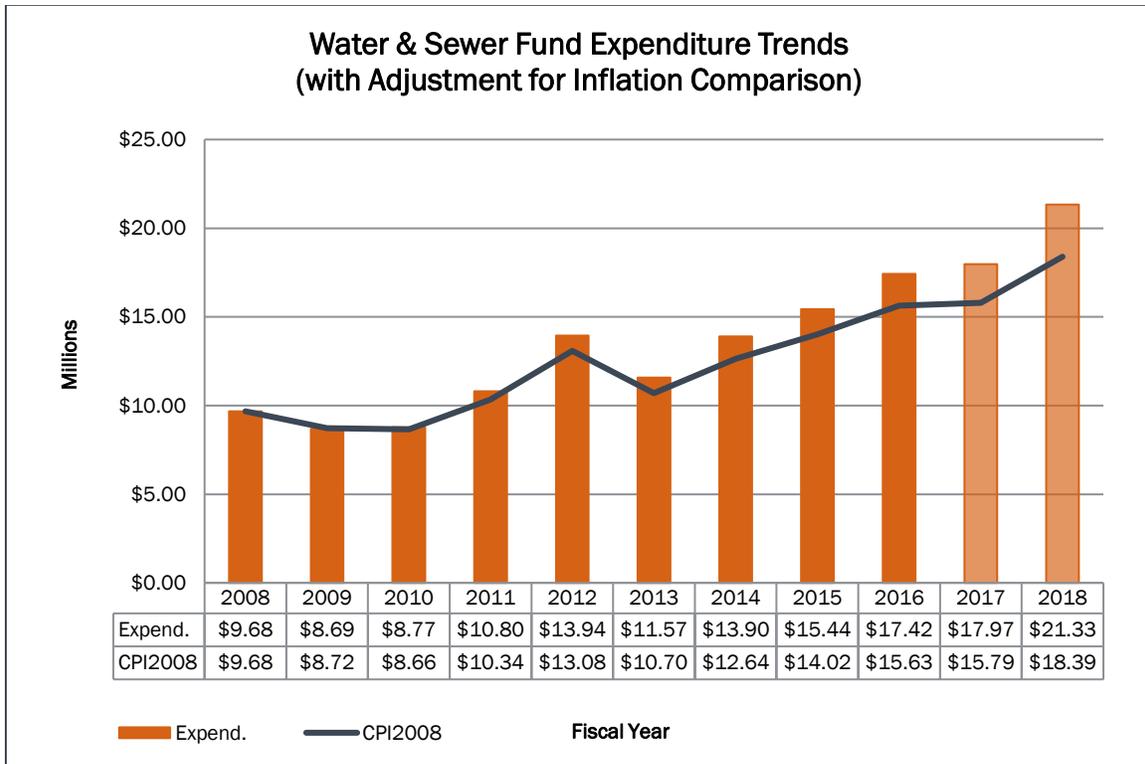




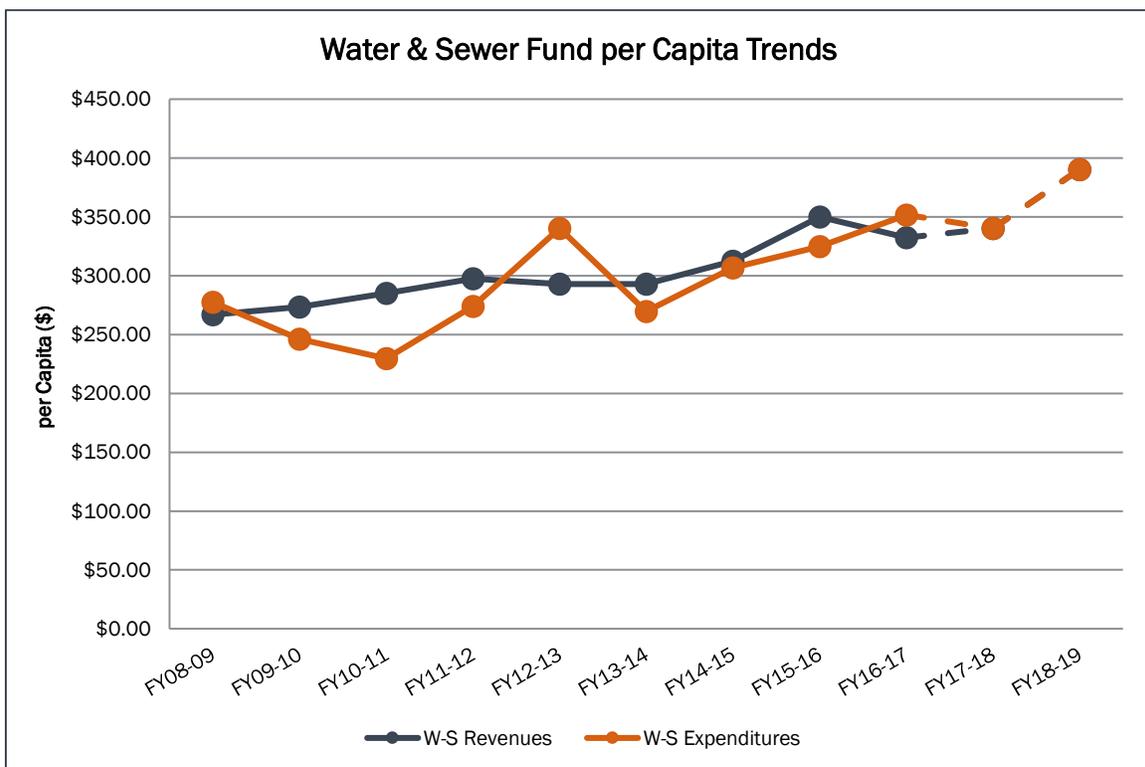
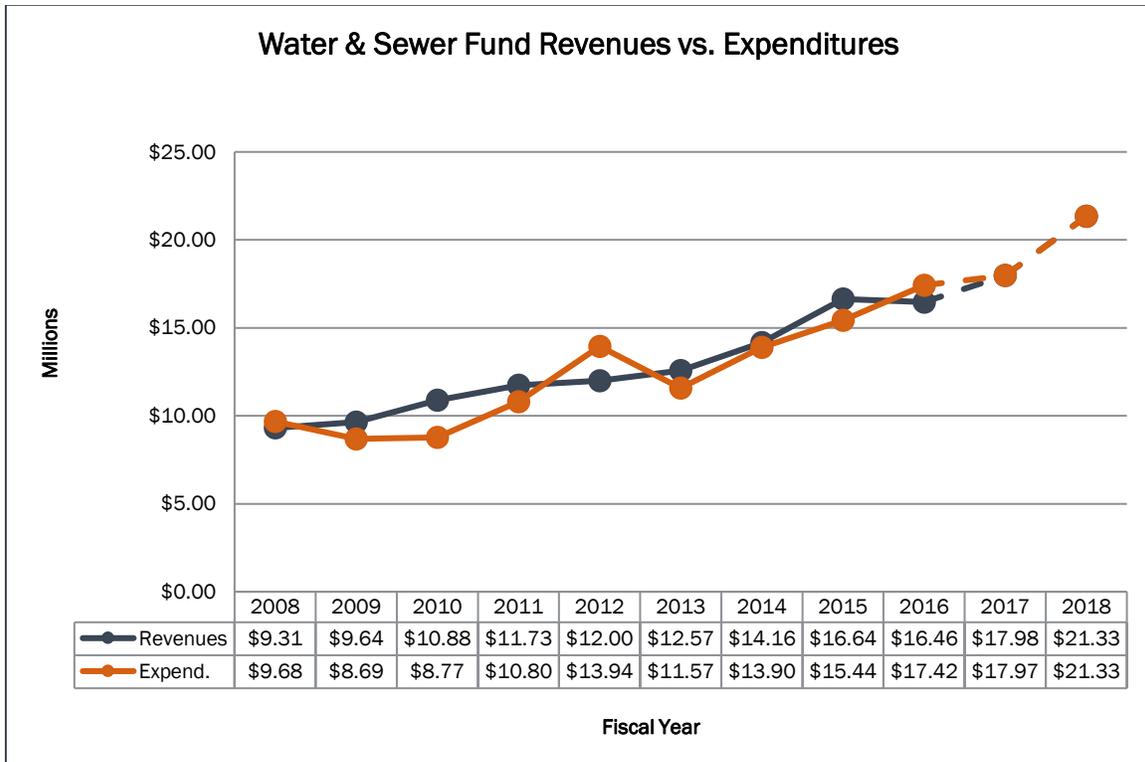
Water & Sewer Fund Expenditures by Division FY18-19



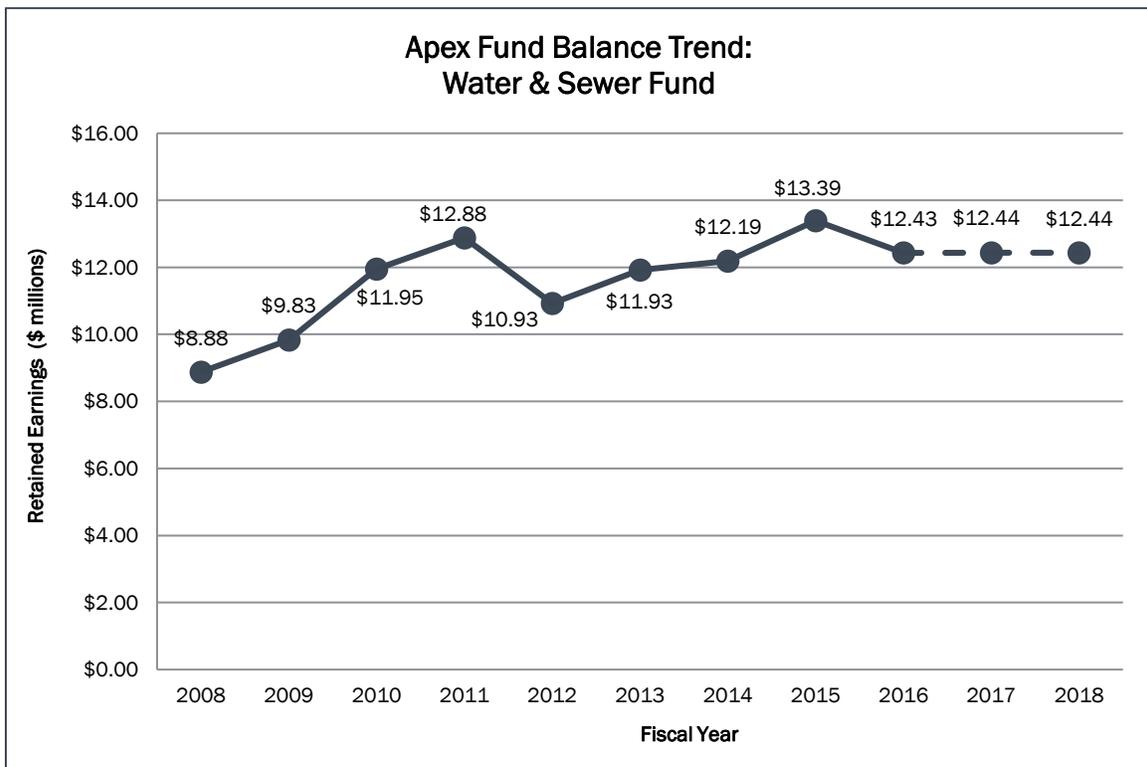
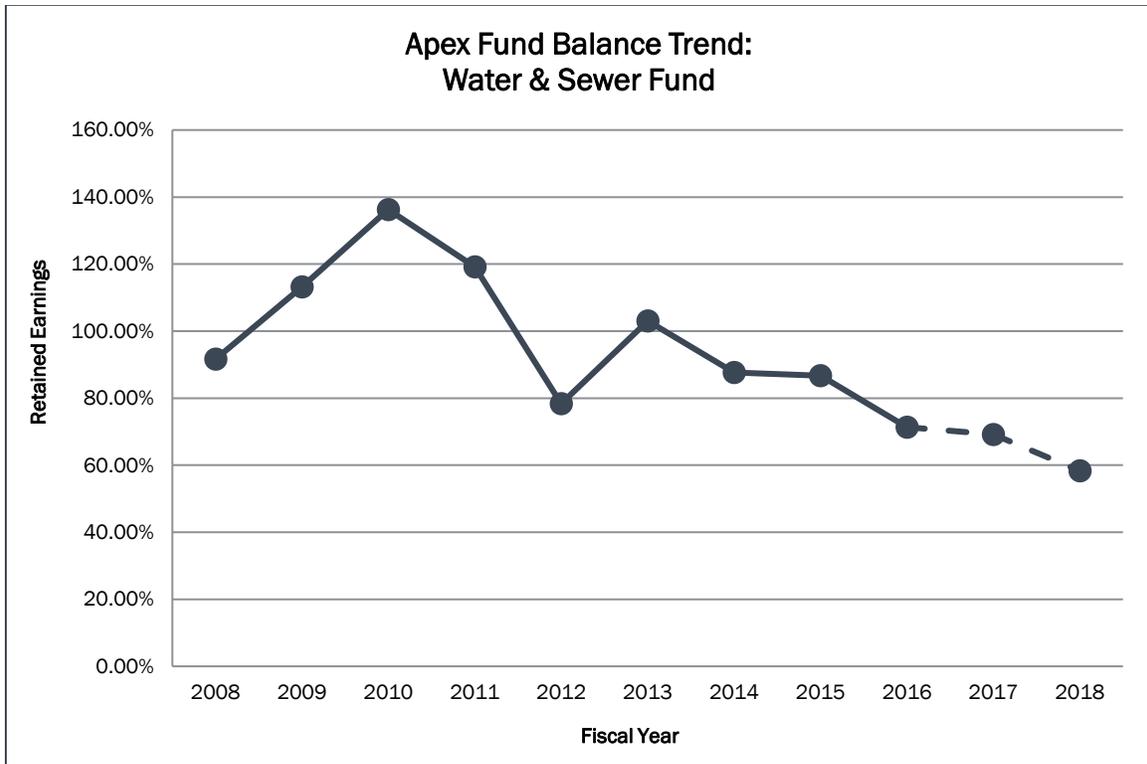
Expenditure Trends



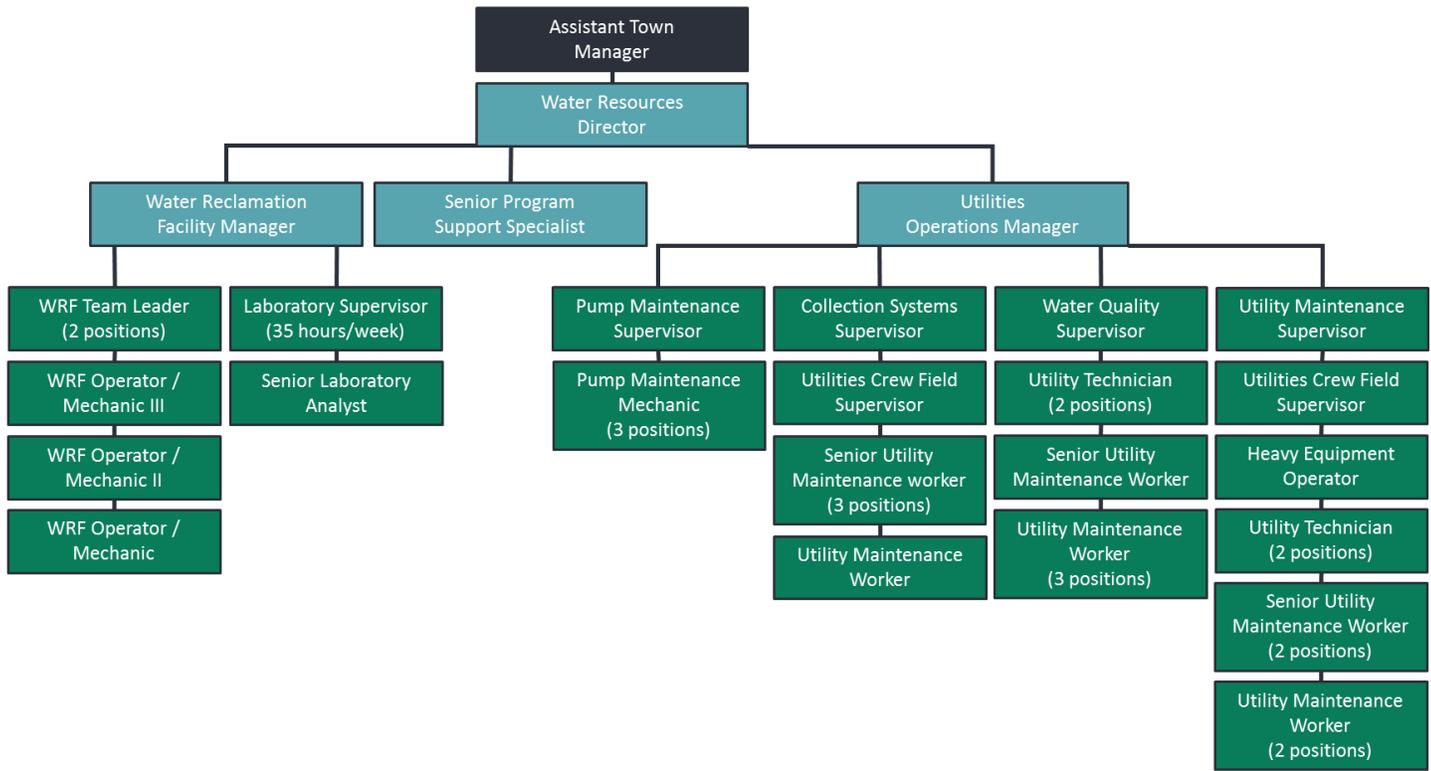
Revenues vs. Expenditures



Fund Balance



WATER & SEWER UTILITY OPERATIONS



Mission

To provide high-quality drinking water to our customers while protecting the environment and enforcing sustainable development.

Description

Departmental Responsibilities:

- Delivering reliable, high-quality drinking water to our customers in a cost-effective manner
 - o Manage regulatory requirements
 - o Oversee inter-local agreements
 - o Enforce water conservation program
 - o Participate in local & regional partnerships to manage resources
- Minimizing impacts to the environment from water returned through our sewer collections and wastewater treatment programs

Services Provided:

- Water & Sewer Utility Operations
 - o Sewer Collections System
 - o Water Maintenance
 - o Pump Station Maintenance
 - o Water and Sewer Infrastructure Maintenance
- Water Reclamation

Recent Accomplishments

1. In-House:
 - Utility Easement Clearing in Walden Creek
 - Water Meter Upgrades - smart meters
 - Headworks (Influent) Control Center Rehab at the Water Reclamation Facility
2. With Consultant:
 - Water Line Extension – Across US-1
3. With Cary as Partner:
 - Water Treatment Plant Expansion – 56 MGD
 - 48” Raw Water Line - Ongoing

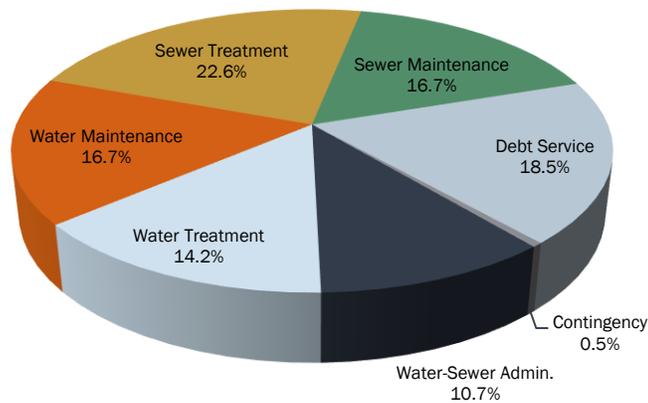
Upcoming Projects

1. Chatham Street Water Line Improvements – currently under design
2. Water Reclamation Facility – Refurbish/Replace Sand Filters
3. Western Pressure Zone Project
4. Beaver Creek Outfall Improvements
5. Pump Station Upgrades (Avalon Peaks / Sunset Hills / Perry Farms)
6. Advanced Metering Infrastructure (AMI)
7. Inflow/Infiltration Rehabilitation - ongoing

Budget Summary

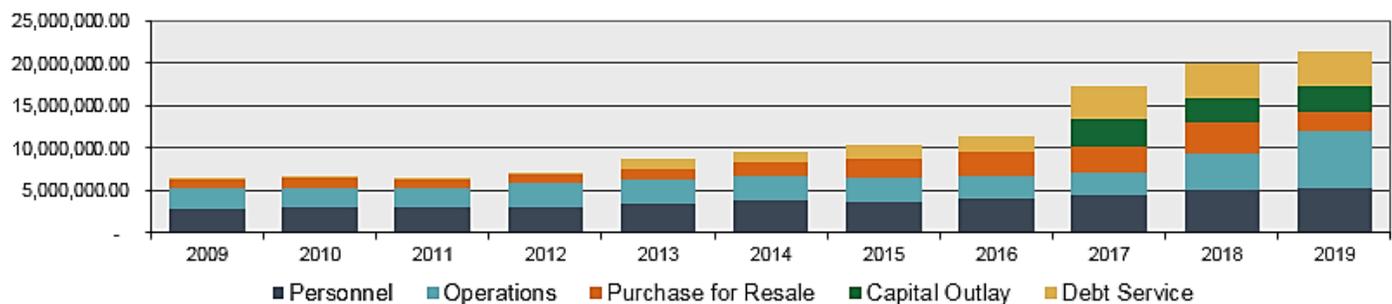
| Water & Sewer Fund Department/Division Budgets | | | | | |
|--|---------------------|---------------------|-------------------|---------------------|----------------|
| Department/Division | FY16-17 Actual | FY17-18 Budget | FY17-18 Estimate | FY18-19 Budget | Percent Change |
| Water-Sewer Admin. | - | 452,229 | 390,778 | 2,286,000 | 405.50% |
| Water Treatment | 2,336,325 | 2,955,950 | 2,887,690 | 3,032,100 | 2.58% |
| Water Maintenance | 4,422,134 | 3,948,439 | 3,677,048 | 3,570,700 | -9.57% |
| Sewer Treatment | 3,528,342 | 3,717,457 | 3,486,755 | 4,820,100 | 29.66% |
| Sewer Maintenance | 3,340,179 | 4,865,064 | 3,485,017 | 3,566,500 | -26.69% |
| Debt Service | 3,947,084 | 4,045,304 | 4,045,304 | 3,954,000 | -2.26% |
| Contingency | - | 41,788 | - | 103,500 | 147.68% |
| Total | \$17,574,064 | \$20,026,231 | 17,972,592 | \$21,332,900 | 6.52% |

Water & Sewer Fund Expenditures by Division FY18-19



| Water & Sewer Fund Expenditures by Type | | | | | |
|---|---------------------|---------------------|---------------------|---------------------|----------------|
| Type | FY16-17 Actual | FY17-18 Budget | FY17-18 Estimate | FY18-19 Budget | Percent Change |
| Personnel | 4,640,272 | 5,117,762 | 4,632,951 | 5,363,000 | 4.79% |
| Operating | 4,103,843 | 6,103,933 | 4,721,657 | 6,744,400 | 10.49% |
| Purchase for Resale | 1,585,963 | 2,012,100 | 2,000,000 | 2,223,000 | 10.48% |
| Capital | 3,296,902 | 2,747,132 | 2,572,680 | 3,048,500 | 10.97% |
| Debt Service | 3,947,084 | 4,045,304 | 4,045,304 | 3,954,000 | -2.26% |
| Total | \$17,574,064 | \$20,026,231 | \$17,972,592 | \$21,332,900 | 6.52% |

Water & Sewer Fund Expenditures



8010 - Water & Sewer Administration

| Description | FY 16-17 Actual | FY 17-18 Budget | FY 17-18 Actual (as of 3/31/18) | FY 18-19 Requested | FY 18-19 Recommended |
|--|-----------------|-----------------|------------------------------------|--------------------|----------------------|
| PS - Personnel Services | | | | | |
| 40200 Salaries | - | 102,829 | 70,710 | 1,165,800 | 1,212,700 |
| 40300 Part-time Salaries | - | - | - | 15,100 | 15,100 |
| 40500 FICA | - | 7,868 | 5,383 | 88,800 | 93,700 |
| 40600 Group Insurance | - | 17,012 | 8,870 | 172,200 | 180,100 |
| 40601 Retiree Insurance / OPEB | - | - | - | 66,000 | 66,000 |
| 40701 General Retirement | - | 7,713 | 5,339 | 90,000 | 93,700 |
| 40705 401K General | - | 5,143 | 3,536 | 58,000 | 60,500 |
| 40801 Workers Comp | - | 1,144 | 751 | 18,000 | 18,600 |
| Subtotal: PS - Personnel Services | - | 141,709 | 94,588 | 1,673,900 | 1,740,400 |
| OP - Operations | | | | | |
| 41100 Postage | - | - | - | - | - |
| 41101 Telephone & Communication | - | 15,700 | 3,782 | 4,500 | 4,500 |
| 41200 Printing | - | 900 | - | 5,000 | 5,000 |
| 41300 Utilities | - | - | - | - | - |
| 41400 Travel & Training | - | 1,000 | 390 | 6,000 | 6,000 |
| 41500 Maintenance & Repair - Building | - | - | - | - | - |
| 41600 Maintenance & Repair - Equipment | - | - | - | - | - |
| 41700 Maintenance & Repair - Vehicle | - | 200 | 77 | 1,500 | 1,500 |
| 42600 Advertising | - | - | - | 500 | 500 |
| 43100 Automotive Supplies | - | 250 | - | 1,600 | 1,600 |
| 43101 Motor Fuel | - | - | - | 2,000 | 2,000 |
| 43200 Office Supplies | - | - | - | 5,600 | 5,600 |
| 43201 Janitorial Supplies | - | - | - | 1,500 | 1,500 |
| 43300 Departmental Supplies | - | 1,900 | 729 | 2,200 | 2,200 |
| 43301 Technology Hardware & Accessories | - | - | - | 23,500 | 20,000 |
| 43302 Safety Supplies | - | - | - | - | - |
| 43305 Medical Supplies | - | - | - | 100 | 100 |
| 43310 Meeting & Event Provisions | - | - | - | 9,000 | 9,000 |
| 43311 Community Outreach Materials/Activities | - | - | - | 4,000 | 4,000 |
| 43600 Uniforms | - | 200 | 161 | 1,900 | 1,900 |
| 44500 Contracted Services | - | 3,457 | 4,289 | - | - |
| 44503 Personal Protective Equipment | - | - | - | 1,000 | 1,000 |
| 44508 Bank / Transaction Fees | - | 110,000 | 51,573 | 95,000 | 95,000 |
| 44509 Software License & Maintenance | - | 73,543 | 41,582 | 102,750 | 99,800 |
| 44511 Contracted Services - Billing/Collections | - | 72,570 | 29,963 | 83,000 | 83,000 |
| 44600 Professional Services | - | - | - | - | - |
| 44601 Professional Services - Financial | - | - | - | - | - |
| 44602 Professional Services - Engineering/Surveying | - | - | - | - | - |
| 44603 Professional Services - Legal | - | - | - | - | - |
| 44701 Sanitation | - | - | - | 7,000 | 7,000 |
| 45300 Dues & Subscriptions | - | 2,800 | - | 60,200 | 59,400 |
| 45401 Insurance - General Liability | - | - | - | 85,000 | 85,000 |
| 45402 Insurance Deductibles | - | - | - | 50,000 | 50,000 |
| Subtotal: OP - Operations | - | 282,520 | 132,546 | 552,850 | 545,600 |
| CO - Capital Outlay | | | | | |
| 47400 Capital Outlay - Equipment | - | 28,000 | - | - | - |
| Subtotal: CO - Capital Outlay | - | 28,000 | - | - | - |
| Department Total: 8010 - Water & Sewer Administration | - | 452,229 | 227,134 | 2,226,750 | 2,286,000 |

Budget Notes: Water & Sewer Administration**Software Licenses & Maintenance**

| | |
|----------------------------------|---------------|
| ACAD (main. & training- 3 seats) | 3,800 |
| WaterGEMS (upgrade/maintenance.) | 10,000 |
| 811 Locate Services Fee | 10,000 |
| GIS Trimble Support | 2,000 |
| Executime | 3,000 |
| New Worlds Systems | 8,200 |
| True North Support + Hosting | 18,750 |
| Cityworks Integrations & Support | 38,250 |
| ESRI Apps/users | 5,000 |
| Bluebeam | 800 |
| | <u>99,800</u> |

Dues & Subscriptions

| | |
|-----------------------------------|---------------|
| PE Renewals (\$75/ea) | 150 |
| AWWA (\$230/ea) | 690 |
| ASCE (\$265/ea) | 530 |
| Other Memberships | 1,030 |
| TAWSMP (water monitoring) | 35,000 |
| Triangle Water Supply Partnership | <u>22,000</u> |
| | 59,400 |

8120 - Water Treatment

| Description | FY 16-17 Actual | FY 17-18 Budget | FY 17-18 Actual (as of 3/31/18) | FY 18-19 Requested | FY 18-19 Recommended |
|---|--------------------|--------------------|------------------------------------|-----------------------|-------------------------|
| OP - Operations | | | | | |
| 41101 Telephone & Communication | 3,688 | 5,000 | 2,388 | - | - |
| 41200 Printing | - | 2,600 | 30 | 3,000 | 3,000 |
| 41300 Utilities | 486 | 1,000 | 331 | - | - |
| 41500 Maintenance & Repair - Building | - | - | - | - | - |
| 41600 Maintenance & Repair - Equipment | 11 | 1,000 | - | 1,000 | 1,000 |
| 41700 Maintenance & Repair - Vehicle | - | - | - | - | - |
| 41800 Maintenance & Repair - Utility System | 27 | - | 1,269 | - | - |
| 43100 Automotive Supplies | - | 37,000 | - | - | - |
| 43101 Motor Fuel | - | - | - | - | - |
| 43200 Office Supplies | - | - | - | - | - |
| 43300 Departmental Supplies | 41,043 | 36,400 | 27,794 | 24,000 | 24,000 |
| 43301 Technology Hardware & Accessories | - | - | - | 3,000 | 3,000 |
| 43302 Safety Supplies | - | - | - | - | - |
| 43310 Meeting & Event Provisions | - | - | - | - | - |
| 44500 Contracted Services | 20,354 | 50,000 | 9,915 | - | - |
| 44509 Software License & Maintenance | - | - | - | - | - |
| 44604 Professional Services - Engineering / Surveying | 9,472 | 95,000 | 20,000 | 89,000 | 89,000 |
| 44606 Professional Services - Lab Testing | - | - | - | 48,000 | 48,000 |
| 45300 Dues & Subscriptions | - | 4,000 | 3,887 | 4,000 | 4,000 |
| 45401 Insurance | 82,426 | 125,000 | 111,311 | - | - |
| 45402 Insurance Deductibles | 16,636 | 50,000 | 30,533 | - | - |
| 44508 Transaction / Credit Card Fees | 107,465 | - | - | - | - |
| Subtotal: OP - Operations | 281,607 | 407,000 | 207,457 | 172,000 | 172,000 |
| PUR - Purchases for Resale | | | | | |
| 44800 Purchases for Resale | 1,585,963 | 2,012,100 | 786,865 | 2,000,000 | 2,223,000 |
| Subtotal: PUR - Purchases for Resale | 1,585,963 | 2,012,100 | 786,865 | 2,000,000 | 2,223,000 |
| CO - Capital Outlay | | | | | |
| 47300 Capital Outlay - Improvements | 404,769 | 531,850 | 25,179 | 1,758,350 | 637,100 |
| 47400 Capital Outlay - Equipment | 63,985 | 5,000 | 4,277 | - | - |
| Subtotal: CO - Capital Outlay | 468,754 | 536,850 | 29,456 | 1,758,350 | 637,100 |
| Department Total: 8120 - Water Treatment | 2,336,324 | 2,955,950 | 1,023,778 | 3,930,350 | 3,032,100 |

Budget Notes: Water Treatment**Professional Services - Engineering / Surveying**

| | |
|-------------------------------------|---------------|
| CDM Monitoring Plan DBP | 14,000 |
| CDM Corrosion Control Study | 65,500 |
| Contingency | 9,500 |
| | <u>89,000</u> |
| Professional Services - Lab Testing | |
| Bac T samples (New Construction) | 17,500 |
| DBP Sampling | 17,500 |
| Lead & Copper | 13,000 |
| | <u>48,000</u> |

Departmental Supplies

| | |
|---------------------------|---------------|
| Chemical Monitoring | 20,000 |
| S can Entry point Monitor | 4,000 |
| | <u>24,000</u> |

Capital Outlay Improvements

| | |
|----------------|---------|
| CAWTP Estimate | 637,100 |
|----------------|---------|

8130 - Water Maintenance

| Description | FY 16-17 Actual | FY 17-18 Budget | FY 17-18 Actual (as of 3/31/18) | FY 18-19 Requested | FY 18-19 Recommended |
|---|--------------------|--------------------|------------------------------------|-----------------------|-------------------------|
| PS - Personnel Services | | | | | |
| 40200 Salaries | 1,238,838 | 1,405,955 | 1,084,604 | 1,170,783 | 1,079,700 |
| 40300 Part-time Salaries | 2,208 | 4,056 | 3,892 | 16,328 | 16,300 |
| 40500 FICA | 89,854 | 107,673 | 79,683 | 85,972 | 83,850 |
| 40600 Group Insurance | 194,783 | 210,414 | 170,798 | 194,897 | 202,750 |
| 40701 General Retirement | 145,410 | 105,059 | 81,888 | 85,490 | 83,700 |
| 40705 401K General | 61,465 | 70,131 | 54,231 | 55,161 | 54,000 |
| 40801 Workers Comp | 30,874 | 36,413 | 29,431 | 36,252 | 38,100 |
| Subtotal: PS - Personnel Services | 1,763,432 | 1,939,701 | 1,504,527 | 1,644,883 | 1,558,400 |
| OP - Operations | | | | | |
| 41100 Postage | - | - | - | 6,000 | 6,000 |
| 41101 Telephone & Communication | 9,803 | 14,000 | 5,635 | 24,400 | 23,300 |
| 41200 Printing | - | 600 | 491 | 1,400 | 1,400 |
| 41400 Travel & Training | 6,307 | 9,000 | 5,591 | 11,000 | 10,500 |
| 41600 Maintenance & Repair - Equipment | 18,765 | 30,000 | 4,791 | 40,000 | 40,000 |
| 41700 Maintenance & Repair - Vehicle | 4,079 | 24,000 | 7,522 | 34,200 | 33,600 |
| 41800 Maintenance & Repair - Utility System | 98,704 | 195,725 | 58,221 | 520,000 | 520,000 |
| 42101 Rental - Equipment | - | - | - | 18,500 | 5,000 |
| 42600 Advertising | - | 1,000 | 500 | - | - |
| 43100 Automotive Supplies | 30,920 | 50,000 | 29,323 | 22,000 | 22,000 |
| 43101 Motor Fuel | - | - | - | 48,500 | 46,500 |
| 43200 Office Supplies | - | - | - | 4,200 | 4,200 |
| 43300 Departmental Supplies | 124,943 | 154,843 | 71,043 | 160,000 | 159,000 |
| 43301 Technology Hardware & Accessories | - | - | - | 19,300 | 13,300 |
| 43302 Safety Supplies | - | - | - | 2,500 | 2,500 |
| 43305 Medical Supplies | - | - | - | 1,500 | 1,500 |
| 43310 Meeting & Event Provisions | - | 750 | 496 | - | - |
| 43311 Community Outreach Materials / Activities | - | - | - | - | - |
| 43600 Uniforms | 7,642 | 13,703 | 8,424 | 14,600 | 14,600 |
| 44500 Contracted Services | 489,803 | 485,920 | 398,160 | 400,000 | 400,000 |
| 44503 Personal Protective Equipment | - | - | - | 10,200 | 10,200 |
| 44509 Software License & Maintenance | 9,999 | - | - | - | - |
| 44604 Professional Services Engineering/Surveying | 17,625 | 55,675 | 14,560 | 30,000 | 30,000 |
| 45300 Dues & Subscriptions | 3,765 | 4,500 | 920 | 1,700 | 1,700 |
| 45301 Operating Licenses & Permits | - | - | - | 3,000 | 3,000 |
| Subtotal: OP - Operations | 822,355 | 1,039,716 | 605,677 | 1,373,000 | 1,348,300 |
| CO - Capital Outlay | | | | | |
| 47100 Capital Outlay - Land | 2,905 | - | - | - | - |
| 47300 Capital Outlay - Improvements | 1,746,428 | 736,526 | 659,240 | 345,000 | 345,000 |
| 47400 Capital Outlay - Equipment | 87,014 | 232,496 | 187,164 | 535,000 | 319,000 |
| Subtotal: CO - Capital Outlay | 1,836,347 | 969,022 | 846,404 | 880,000 | 664,000 |
| Department Total: 8130 - Water Maintenance | 4,422,134 | 3,948,439 | 2,956,608 | 3,897,883 | 3,570,700 |

Budget Notes: Water Maintenance**Travel & Training**

| | |
|----------------------------------|--------------|
| State Certifications / Exam Fees | 4,500 |
| Safety / Continued Ed Training | 3,000 |
| Backflow Certification | 500 |
| | <u>8,000</u> |

Contracted Services

| | |
|-------------------------------|----------------|
| Water Tank Maint/Repair | 337,000 |
| Water Tank Ground Maintenance | 8,000 |
| Altitude Valve Maintenance | 5,000 |
| Misc. Contracted Services | 50,000 |
| | <u>400,000</u> |

Professional Services - Engineering/Surveying

| | |
|---------------------------------|--------|
| Emergency Professional Services | 30,000 |
|---------------------------------|--------|

Maintenance & Repair Vehicle

| | |
|-----------------------------------|---------------|
| Vehicle Maint/Repair | 23,160 |
| GPS Monitor Units | 2,160 |
| GPS Service Plan | 6,480 |
| ORC Cross Connection | 600 |
| Utility Worker- Cross Connection | 600 |
| Utility Workers- FH & Valve Main. | 600 |
| | <u>33,600</u> |

New Personnel

| | |
|---|----------------|
| Cross Connection Coordinator/Supervisor | 73,588 |
| Utility Maintenance Worker (2) | 102,850 |
| Travel & Training | 2,500 |
| Telephone & Communication | 3,800 |
| Motor Fuel | 6,000 |
| Departmental Supplies | 3,000 |
| Technology & Hardware | 9,000 |
| Uniforms | 3,500 |
| ORC Cross Connection - F250 | 35,000 |
| UW- Cross Connection - F350 | 45,000 |
| UW- Hydrant & Valve Maintenance - F350 | 45,000 |
| | <u>329,238</u> |

Capital Outlay Equipment

| | |
|---------------------------------------|----------------|
| Replace Unit 37 (2006 F350, 111K) | 45,000 |
| Replace Unit 146 (2006 F350, 107K) | 45,000 |
| Lease Buyout - CAT 924 k Wheel Loader | 89,000 |
| Elster HH AMI Programmers | 15,000 |
| | <u>194,000</u> |

Capital Outlay Improvement

| | |
|-------------------------|---------|
| New Water Meter Install | 345,000 |
|-------------------------|---------|

8220 - Sewer Treatment

| Description | FY 16-17 Actual | FY 17-18 Budget | FY 17-18 Actual (as of 3/31/18) | FY 18-19 Requested | FY 18-19 Recommended |
|---|--------------------|--------------------|------------------------------------|-----------------------|-------------------------|
| PS - Personnel Services | | | | | |
| 40200 Salaries | 590,205 | 641,179 | 487,171 | 633,732 | 628,750 |
| 40500 FICA | 43,488 | 47,532 | 35,673 | 48,490 | 48,100 |
| 40600 Group Insurance | 90,206 | 82,519 | 61,356 | 87,317 | 87,300 |
| 40701 General Retirement | 43,664 | 48,094 | 36,782 | 48,877 | 48,700 |
| 40705 401K General | 29,832 | 32,066 | 24,359 | 31,536 | 31,450 |
| 40801 Workers Comp | 19,716 | 20,968 | 15,309 | 19,829 | 19,800 |
| Subtotal: PS - Personnel Services | 817,111 | 872,358 | 660,649 | 869,781 | 864,100 |
| OP - Operations | | | | | |
| 41101 Telephone & Communication | 28,320 | 30,000 | 20,151 | 29,000 | 29,000 |
| 41200 Printing | 2,201 | 8,300 | 3,727 | 11,000 | 11,000 |
| 41300 Utilities | 327,810 | 360,000 | 208,391 | 350,000 | 350,000 |
| 41400 Travel & Training | 2,671 | 4,500 | 586 | 2,400 | 2,400 |
| 41500 Maintenance & Repair - Building | 5,740 | 24,000 | 20,385 | 23,000 | 23,000 |
| 41600 Maintenance & Repair - Equipment | 229,286 | 258,166 | 73,024 | - | - |
| 41700 Maintenance & Repair - Vehicle | 7,038 | 8,000 | 3,489 | 7,000 | 7,000 |
| 41800 Maintenance & Repair - Utility System | - | - | - | 205,000 | 205,000 |
| 42101 Rental - Equipment | - | - | - | 10,000 | 10,000 |
| 43100 Automotive Supplies | 8,301 | 10,000 | 6,544 | 2,800 | 2,800 |
| 43101 Motor Fuel | - | - | - | 15,000 | 15,000 |
| 43200 Office Supplies | - | - | - | 1,000 | 1,000 |
| 43201 Janitorial Supplies | - | - | - | 1,000 | 1,000 |
| 43300 Departmental Supplies | 78,420 | 143,200 | 85,161 | 145,000 | 145,000 |
| 43301 Technology Hardware & Accessories | - | - | - | 10,500 | 10,500 |
| 43302 Safety Supplies | - | - | - | 3,000 | 3,000 |
| 43305 Medical Supplies | - | - | - | 250 | 250 |
| 43310 Meeting & Event Provisions | - | 2,500 | 1,865 | 3,000 | 3,000 |
| 43600 Uniforms | 4,575 | 6,500 | 4,319 | 5,000 | 5,000 |
| 44500 Contracted Services | 43,874 | 94,840 | 56,290 | 17,500 | 17,500 |
| 44503 Personal Protective Equipment | - | - | - | 7,200 | 7,200 |
| 44509 Software License & Maintenance | - | - | - | - | - |
| 44604 Professional Services-Engineering/Surveying | - | 15,000 | - | 10,000 | 10,000 |
| 44606 Professional Services - Lab Testing | - | - | - | 20,000 | 20,000 |
| 44802 Colvin Park Sewer | 43,727 | 45,000 | 41,496 | 65,000 | 65,000 |
| 45300 Dues & Subscriptions | 47,572 | 65,000 | 44,881 | 10,000 | 10,000 |
| 45301 Operating Licenses & Permits | - | - | - | 11,350 | 11,350 |
| Subtotal: OP - Operations | 829,536 | 1,075,006 | 570,308 | 965,000 | 965,000 |
| PUR - Purchases for Resale | | | | | |
| 44800 Purchases for Resale | 1,492,976 | 1,572,318 | 806,379 | 1,730,000 | 1,730,000 |
| Subtotal: PUR - Purchases for Resale | 1,492,976 | 1,572,318 | 806,379 | 1,730,000 | 1,730,000 |
| CO - Capital Outlay | | | | | |
| 47300 Capital Outlay - Improvements | 388,720 | 152,775 | 97,811 | 1,216,000 | 1,216,000 |
| 47400 Capital Outlay - Equipment | - | 45,000 | 38,700 | 45,000 | 45,000 |
| Subtotal: CO - Capital Outlay | 388,720 | 197,775 | 136,511 | 1,261,000 | 1,261,000 |
| Department Total: 8220 - Sewer Treatment | 3,528,343 | 3,717,457 | 2,173,847 | 4,825,781 | 4,820,100 |

Budget Notes: Sewer Treatment**Contracted Services**

| | |
|--|---------------|
| Grounds Contract | 12,000 |
| Biosolids Program Samples/Reports | 5,000 |
| Crane/pump rentals; Emergency repairs; Misc. | 500 |
| | <u>17,500</u> |

Capital Outlay Improvement

| | |
|---|------------------|
| Filter Upgrade (CIP) | 1,200,000 |
| WWRWRF CIP(Beaver Creek PS Bar Screen) | 16,000 |
| | <u>1,216,000</u> |

Capital Outlay Equipment

| | |
|---|---------------|
| Skid Steer Loader(for use at the headworks) | 40,000 |
| Skid Steer Attachments | 5,000 |
| | <u>45,000</u> |

Dues & Subscriptions

| | |
|-------------------|--------------|
| NCWWOA / AWWA | 1,250 |
| Pretreatment dues | 100 |
| LNBA/NRCA | 6,000 |
| NCRWA | 1,000 |
| Misc. | <u>1,650</u> |
| | 10,000 |

Operating Licenses & Permits

| | |
|--------------------------------------|------------|
| NPDES / Land App. permit | 7,000 |
| Water Reuse Permit | 1,500 |
| Ground water/Storm water permit | 250 |
| Laboratory Certification | 2,000 |
| WWTP Operator certification renewals | <u>600</u> |
| | 11,350 |

8230 - Sewer Maintenance

| Description | FY 16-17 Actual | FY 17-18 Budget | FY 17-18 Actual (as of 3/31/18) | FY 18-19 Requested | FY 18-19 Recommended |
|---|--------------------|--------------------|------------------------------------|-----------------------|-------------------------|
| PS - Personnel Services | | | | | |
| 40200 Salaries | 1,352,452 | 1,550,421 | 878,375 | 939,675 | 833,300 |
| 40300 Part-Time Salaries | 2,208 | 4,056 | 3,892 | - | - |
| 40500 FICA | 97,493 | 118,721 | 63,090 | 69,325 | 63,750 |
| 40600 Group Insurance | 227,450 | 238,407 | 148,811 | 172,000 | 167,450 |
| 40601 OPEB Expense | 177,141 | - | - | - | - |
| 40601 Group Insurance - Retirees | - | 16,576 | 3,958 | - | - |
| 40701 General Retirement | 99,062 | 115,901 | 66,316 | 68,200 | 64,600 |
| 40705 401K General | 67,706 | 77,368 | 43,927 | 44,025 | 41,700 |
| 40801 Workers Comp | 36,217 | 42,544 | 22,536 | 31,500 | 29,300 |
| Subtotal: PS - Personnel Services | 2,059,727 | 2,163,994 | 1,230,905 | 1,324,725 | 1,200,100 |
| OP - Operations | | | | | |
| 41100 Postage | - | - | - | 500 | 500 |
| 41101 Telephone & Communication | 15,122 | 24,000 | 5,133 | 19,300 | 18,400 |
| 41200 Printing | - | 600 | 381 | 1,400 | 1,400 |
| 41300 Utilities | 62,222 | 100,000 | 40,621 | 65,000 | 65,000 |
| 41400 Travel & Training | 6,739 | 9,000 | 2,897 | 9,000 | 8,500 |
| 41600 Maintenance & Repair - Equipment | 112,759 | 175,000 | 61,257 | 65,000 | 65,000 |
| 41700 Maintenance & Repair - Vehicle | 16,164 | 45,000 | 9,271 | 38,000 | 600 |
| 41800 Maintenance & Repair - Utility System | 113,088 | 283,000 | 51,902 | 525,000 | 525,000 |
| 41801 Maintenance & Repair - Pump Stations | - | 27,000 | 5,543 | 150,000 | 150,000 |
| 42101 Rental - Equipment | - | - | - | 19,500 | 6,000 |
| 42600 Advertising | - | 1,000 | 362 | - | - |
| 43100 Automotive Supplies | 33,870 | 75,000 | 28,879 | 20,000 | 20,000 |
| 43101 Motor Fuel | - | - | - | 47,500 | 45,500 |
| 43200 Office Supplies | - | - | - | 3,100 | 3,100 |
| 43300 Departmental Supplies | 142,754 | 385,260 | 97,257 | 150,000 | 150,000 |
| 43301 Technology Hardware & Accessories | - | - | - | 13,000 | 10,000 |
| 43302 Safety Supplies | - | - | - | 10,500 | 10,500 |
| 43305 Medical Supplies | - | - | - | 1,500 | 1,500 |
| 43310 Meeting & Event Provisions | - | 620 | 481 | - | - |
| 43600 Uniforms | 6,653 | 14,500 | 7,656 | 11,100 | 11,100 |
| 44500 Contracted Services | 155,675 | 422,605 | 278,336 | 718,000 | 718,000 |
| 44503 Personal Protective Equipment | - | - | - | 7,700 | 7,700 |
| 44509 Software License & Maintenance | 9,999 | - | - | 3,000 | 2,700 |
| 44604 Professional Services - Engineering/Surveying | - | 120,000 | 3,000 | 55,000 | 55,000 |
| 45300 Dues & Subscriptions | 2,324 | 3,000 | 1,157 | 1,500 | 1,500 |
| 45301 Operating Licenses & Permits | - | - | - | 3,000 | 3,000 |
| Subtotal: OP - Operations | 677,368 | 1,685,585 | 594,132 | 1,937,600 | 1,880,000 |
| CO - Capital Outlay | | | | | |
| 47300 Capital Outlay - Improvements | 463,084 | 329,985 | 29,734 | 274,900 | 274,900 |
| 47400 Capital Outlay - Equipment | 139,997 | 685,500 | 480,645 | 211,500 | 211,500 |
| Subtotal: CO - Capital Outlay | 603,081 | 1,015,485 | 510,379 | 486,400 | 486,400 |
| Department Total: 8230 - Sewer Maintenance | 3,340,176 | 4,865,064 | 2,335,415 | 3,748,725 | 3,566,500 |

Budget Notes: Sewer Maintenance**Maintenance & Repair - Vehicle**

| | |
|----------------------------------|---------------|
| Vehicle Maint/Repair | 29,720 |
| GPS Monitor Units / Service Plan | 7,680 |
| | <u>37,400</u> |

Maintenance & Repair - Utility System

| | |
|---------------------------------------|----------------|
| I&I Repairs (Various Locations) (CIP) | 400,000 |
| System Maintenance | 125,000 |
| | <u>525,000</u> |

Contracted Services

| | |
|--|----------------|
| Evoqua (ongoing PS service) | 135,000 |
| State Chemical (degreaser) | 20,000 |
| Antx (Scada) | 11,000 |
| Easement Tree Removal & Vegetation Control | 512,000 |
| Misc. / Emergency | 25,000 |
| Generator Load Bank Testing | 15,000 |
| | <u>718,000</u> |

Professional Services - Engineering/Surveying

| | |
|------------------------------|---------------|
| Misc. Professional Services | 30,000 |
| Sewer Study- Beaver Creek PS | 25,000 |
| | <u>55,000</u> |

Capital Outlay Improvement

| | |
|-----------------------------------|----------------|
| Rosemount Radar Level Transmitter | 99,900 |
| Avalon PS Upgrade | 175,000 |
| | <u>274,900</u> |

Capital Outlay Equipment

| | |
|--|----------------|
| Replace Unit 177 (2009 F350, 119K) | 45,000 |
| Replace Unit 49 (2005 F250, 122K) | 35,000 |
| Rigid reel rm200 lateral line inspection cam | 11,500 |
| Backup Pump for Summit Lakes | 10,000 |
| PSTA Fall Protection Imp. | 60,000 |
| CCI JPIII Degreaser System (98) | 5,000 |
| | <u>166,500</u> |

Non - Departmental Accounts

| Description | FY 16-17 Actual | FY 17-18 Budget | FY 17-18 Actual (as of 3/31/18) | FY 18-19 Requested | FY 18-19 Recommended |
|--|-------------------|--------------------|------------------------------------|-----------------------|-------------------------|
| 9020 - Debt Service | | | | | |
| 48100 Principal | 620,425 | 634,425 | - | 534,000 | 534,000 |
| 48200 Interest | 190,778 | 177,120 | 88,558 | 163,080 | 163,100 |
| 48101 Principal - Sewer | 1,690,444 | 1,745,455 | | 1,805,454 | 1,805,500 |
| 48201 Interest - Sewer | 1,445,437 | 1,488,304 | 744,151 | 1,451,315 | 1,451,400 |
| Total: 9020 - Debt Service | 3,947,084 | 4,045,304 | 832,709 | 3,953,849 | 3,954,000 |
| 9040 - Contingency | | | | | |
| 49900 Contingency | - | 41,788 | - | 102,500 | 103,500 |
| Total: 9040 - Contingency | - | 41,788 | - | 102,500 | 103,500 |
| Total Water & Sewer Fund Expenditures | 17,574,062 | 20,026,231 | 9,549,491 | 22,685,838 | 21,332,900 |

Capital Reserve Funds

The Town of Apex maintains five (5) Capital Reserve Accounts- Water & Sewer, Fire & EMS, Perry Library, Recreation, and Transportation Capital Reserve. A capital reserve is a type of account used to account for financial resources used for the acquisition or construction of major facilities, long-term capital projects, or other large and anticipated expenses that will be incurred in the future.

Water & Sewer Capital Reserve: The Water & Sewer Capital Reserve receives the bulk of revenues from developer payments of Capital Reimbursement Fees. The purpose of Capital Reimbursement Fees is a one-time capital charge assessed against new development as a way to provide for or cover a proportional share of the costs of capital facilities. These treatment facilities provide the system capacity that each new development will demand when connected to the water and sewer systems.

Fire & EMS Capital Reserve: The Fire & EMS Capital Reserve has been in place since the merger of the local non-profit EMS service into the Town of Apex in 2011. Primary funding in the past has come from donations. This reserve will transition to support EMS as the service transitions to Wake County.

Eva Perry Library Fund: The Eva Perry Library Fund is a special revenue fund used to account for resources set aside for future maintenance and projects at Eva Perry Library. This fund's sources of revenue include interest earned and transfers from the General Fund. The Town currently owns the Eva Perry Memorial Library located at 2100 Shepherds Vineyard Drive in Apex and by interlocal agreement with Wake County, is responsible for all major repairs and renovations to the facility. Wake County is responsible for routine maintenance, upkeep, and operation of the facility.

Recreation Capital Reserve: The Recreation Capital Reserve accounts for development fees restricted for construction and improvements of parks and recreation facilities. The primary source of revenue for this fund is Recreation Subdivision Fees. Existing Town ordinances require either the dedication of open space for public recreation or the payment of a fee in lieu per unit. The requirement regarding land dedication or fee in lieu is based on the Town's adopted Parks, Recreation, Greenways, and Open Space Master Plan.

Transportation Capital Reserve: The Transportation Capital Reserve revenues include development fees restricted for construction and improvement of streets and sidewalks and the motor vehicle tax authorized by NC General Statutes. General Statutes cap the motor vehicle tax at \$30. Municipalities can use the first \$5.00 for any general purpose, with any subsequent \$5.00 increments restricted to street resurfacing, repairs, and maintenance up to \$20. If a municipality chooses to implement the full \$30, it must use the final \$5.00 increment for public transit. Beginning in FY2018-2019, Town Council has chosen to allocate 100 percent of Apex's \$20 tax to go to transportation improvement projects. As of 2018, the Town no longer collects transportation fees.

Revenues

| Capital Reserve Funds Revenues | | | | | |
|--|-----------------------|-----------------------|-------------------------|-----------------------|-----------------------|
| Water & Sewer Capital Reserve | FY16-17 Actual | FY17-18 Budget | FY17-18 Estimate | FY18-19 Budget | Percent Change |
| Interest Earned | 105,115 | 60,000 | 129,000 | 180,000 | 200.00% |
| Acreage Fees | 2,364,315 | - | 143,399 | - | 0.00% |
| Capital Reimburse Fees | 7,525,758 | 4,300,000 | 12,400,000 | 4,809,100 | 20.23% |
| Prior Funds | 1,376,354 | - | - | - | 0.00% |
| Miscellaneous Revenue | 65,614 | - | - | - | 0.00% |
| Fund Balance | - | 1,415,652 | - | - | -100.00% |
| Total | \$11,455,223 | \$5,775,652 | \$12,672,399 | \$4,989,100 | -13.62% |
| Fire Capital Reserve | FY16-17 Actual | FY17-18 Budget | FY17-18 Estimate | FY18-19 Budget | Percent Change |
| Interest Earned | 550 | 200 | 1,016 | 800 | 300.00% |
| Total | \$550 | \$200 | \$1,016 | \$800 | 300.00% |
| Eva Perry Library Fund | FY16-17 Actual | FY17-18 Budget | FY17-18 Estimate | FY18-19 Budget | Percent Change |
| Interest Earned | 607 | 230 | 1,125 | 900 | 291.30% |
| From General Fund | - | - | - | 580,000 | |
| Total | \$607 | \$230 | \$1,125 | \$580,900 | 252,465% |
| Recreation Capital Reserve | FY16-17 Actual | FY17-18 Budget | FY17-18 Estimate | FY18-19 Budget | Percent Change |
| Subdivision Rec. Fees | 4,014,222 | 2,000,000 | 4,000,000 | 3,500,000 | 75.00% |
| Interest Earned | 16,986 | 10,000 | 22,000 | 30,000 | 200.00% |
| Fund Balance | - | 3,540,672 | 1,528,672 | 1,308,800 | -63.04% |
| Total | \$4,031,207 | \$5,550,672 | \$5,550,672 | \$4,838,800 | -12.82% |
| Transportation Capital Reserve | FY16-17 Actual | FY17-18 Budget | FY17-18 Estimate | FY18-19 Budget | Percent Change |
| Motor Vehicle Licenses | 133,551 | 400,000 | 308,370 | 675,000 | 68.75% |
| Transportation Fees | 568,047 | 340,000 | 475,950 | - | -100.00% |
| Interest Earned | 2,814 | 2,400 | 8,380 | 6,000 | 150.00% |
| Fund Balance | - | - | - | 172,000 | |
| Total | \$704,412 | \$742,400 | \$792,700 | \$853,000 | 14.90% |

Expenditures

| Capital Reserve Funds Expenditures | | | | | |
|--|-----------------------|-----------------------|-------------------------|-----------------------|-----------------------|
| Water & Sewer Capital Reserve | FY16-17 Actual | FY17-18 Budget | FY17-18 Estimate | FY18-19 Budget | Percent Change |
| Transfer to W/S Fund | 1,996,916 | 2,347,652 | 2,347,652 | 3,989,100 | 69.92% |
| Transfer to Western Wake WRF Project | - | 2,988,000 | 2,988,000 | - | -100.00% |
| Transfer to W/S Project Fund | 5,696,660 | 440,000 | 440,000 | 1,000,000 | 127.27% |
| Reserve for Future Expenditure | - | - | - | - | 0.00% |
| Total | \$7,693,576 | \$5,775,652 | \$5,775,652 | \$4,989,100 | -13.62% |
| Fire Capital Reserve | FY16-17 Actual | FY17-18 Budget | FY17-18 Estimate | FY18-19 Budget | Percent Change |
| Transfer to General Fund | - | - | 500 | - | 0.00% |
| Reserve for Future Expenditure | - | 200 | - | 800 | 300.00% |
| Total | \$0 | \$200 | \$500 | 800 | 300.00% |
| Eva Perry Library Fund | FY16-17 Actual | FY17-18 Budget | FY17-18 Estimate | FY18-19 Budget | Percent Change |
| Building Maintenance & Repair | - | - | - | - | 0.00% |
| Transfer to General Fund | - | - | - | - | 0.00% |
| Reserve for Future Expenditure | - | 230 | 600 | 900 | 291.30% |
| Roof Replacement | - | - | - | 347,000 | |
| Mech. System Replacement | - | - | - | 233,000 | |
| Total | \$0 | \$230 | \$1,125 | \$580,900 | 252,465% |
| Recreation Capital Reserve | FY16-17 Actual | FY17-18 Budget | FY17-18 Estimate | FY18-19 Budget | Percent Change |
| Transfer to General Fund | 1,638,049 | 902,597 | 902,597 | 1,587,800 | 75.91% |
| Transfer to Recreation Project | 422,697 | 4,648,075 | 4,648,075 | 3,251,000 | -30.06% |
| Reserve for Future Expenditure | - | - | - | - | 0.00% |
| Total | \$2,060,746 | \$5,550,672 | \$5,550,672 | \$4,838,800 | -12.82% |
| Transportation Capital Reserve | FY16-17 Actual | FY17-18 Budget | FY17-18 Estimate | FY18-19 Budget | Percent Change |
| Transfer to General Fund | - | 469,649 | 469,649 | - | -100.00% |
| Transfer to Street Project | 306,200 | - | - | 853,000 | |
| Reserve for Future Expenditure | - | 272,751 | 272,751 | - | -100.00% |
| Total | \$306,200 | \$742,400 | \$742,400 | \$853,000 | 14.90% |

Other Funds

The Town of Apex maintains five (5) "Other" or miscellaneous funds that include State & Federal Police Funds, Police & Fire Donations, and the Cemetery Fund.

State & Federal Police Funds: These two funds account for minor amounts of monies received through State and Federal funding opportunities and the expenditure of such. These revenues typically include grants for specific supplies, materials, or equipment.

Police & Fire Donations Funds: These two funds account for donations given to the town for the express purpose of funding a specific initiative and operation of the respective public safety department.

Cemetery Fund: The purpose of the Cemetery Fund is to account for funds related to the sale and maintenance of the town owned cemetery. The sale of cemetery lots and earned interest on investments account for the revenues received in the fund. The cemetery account receives any excess revenues over expenditures for future purchase of land for cemetery development and perpetual care of the property.

Revenues

| Other Fund Revenues | | | | | |
|------------------------|----------------|----------------|-----------------|----------------|----------------|
| | FY16-17 | FY17-18 | FY17-18 | FY18-19 | Percent |
| Police State Funds | Actual | Budget | Estimate | Budget | Change |
| Interest Earned | 79 | 50 | 230 | 100 | 100.00% |
| Police Revenues | 3,863 | 1,200 | 18,275 | 2,000 | 66.67% |
| Total | \$3,942 | \$1,250 | \$18,505 | \$2,100 | 68.00% |
| | FY16-17 | FY17-18 | FY17-18 | FY18-19 | Percent |
| Police Federal Funds | Actual | Budget | Estimate | Budget | Change |
| Interest Earned | 85 | 50 | 165 | 100 | 100.00% |
| Police Revenues | - | 500 | - | 100 | -80.00% |
| Total | \$85 | \$550 | \$165 | \$200 | -63.64% |
| | FY16-17 | FY17-18 | FY17-18 | FY18-19 | Percent |
| Police Donation Funds | Actual | Budget | Estimate | Budget | Change |
| Interest Earned | 113 | 50 | 240 | 100 | 100.00% |
| Misc. Revenue | 545 | - | 4,395 | - | 0.00% |
| Police Contributions | 5,640 | 500 | 3,780 | 1,000 | 100.00% |
| Total | \$6,298 | \$550 | \$8,415 | \$1,100 | 100.00% |
| | FY16-17 | FY17-18 | FY17-18 | FY18-19 | Percent |
| Fire Donation Funds | Actual | Budget | Estimate | Budget | Change |
| Interest Earned | 67 | 50 | 135 | 100 | 100.00% |
| Fire Donations | 2,149 | 1,000 | 205 | 1,000 | 0.00% |
| Total | \$2,215 | \$1,050 | \$165 | \$1,100 | 4.76% |
| | FY16-17 | FY17-18 | FY17-18 | FY18-19 | Percent |
| Cemetery Funds | Actual | Budget | Estimate | Budget | Change |
| Interest Earned | 5,764 | 3,000 | 10,565 | 9,000 | 200.00% |
| Sale of Cemetery Plots | -3,000 | - | -8,850 | - | 0.00% |
| Total | \$2,764 | \$3,000 | \$1,715 | \$9,000 | 200.00% |

Expenditures

| Other Fund Expenditures | | | | | |
|----------------------------------|----------------|----------------|-----------------|----------------|----------------|
| Police State Funds | FY16-17 | FY17-18 | FY17-18 | FY18-19 | Percent |
| | Actual | Budget | Estimate | Budget | Change |
| Supplies and Materials | - | 1,250 | 1,250 | 1,250 | 0.00% |
| Reserved for future Expenditures | - | - | - | 850 | |
| Total | \$0 | \$1,250 | \$1,250 | \$2,100 | 68.00% |
| Police Federal Funds | FY16-17 | FY17-18 | FY17-18 | FY18-19 | Percent |
| | Actual | Budget | Estimate | Budget | Change |
| Supplies and Materials | - | 550 | - | 200 | -63.64% |
| Capital Outlay - Equipment | - | - | - | - | 0.00% |
| Total | \$0 | \$550 | \$0 | \$200 | -63.64% |
| Police Donation Funds | FY16-17 | FY17-18 | FY17-18 | FY18-19 | Percent |
| | Actual | Budget | Estimate | Budget | Change |
| Supplies and Materials | 2,339 | 550 | 563 | 1,100 | 100.00% |
| Total | \$2,339 | \$550 | \$563 | \$1,100 | 100.00% |
| Fire Donation Funds | FY16-17 | FY17-18 | FY17-18 | FY18-19 | Percent |
| | Actual | Budget | Estimate | Budget | Change |
| Supplies and Materials | - | 1,050 | 1,000 | 1,100 | 4.76% |
| Capital Outlay - Equipment | - | - | - | - | 0.00% |
| Total | \$0 | \$1,050 | \$1,000 | \$1,100 | 4.76% |
| Cemetery Funds | FY16-17 | FY17-18 | FY17-18 | FY18-19 | Percent |
| | Actual | Budget | Estimate | Budget | Change |
| Reserved for Future Expenditures | - | 3,000 | 9,000 | 9,000 | 200.00% |
| Total | \$0 | \$3,000 | \$9,000 | \$9,000 | 200.00% |

Health & Dental Fund

The Town of Apex self-insures routine health and dental claims and uses this fund to centralize costs and allocate them to various departments and funds based on the number of employees. The Health and Dental Fund operates as an Internal Services Fund to account for providing services to other funds and departments of the town. This allows the Town to centralize certain services and allocate them on a full cost reimbursement basis. In accordance with N.C.G.S. 159-13.1, the Town adopts a financial plan with the budget ordinance for the Health and Dental Fund to provide health and dental coverage to employees and certain retirees. Payments to the fund are included in the annual budgets of the other funds. Settlements have not exceeded coverages for the past three fiscal years.

Revenues

| Health & Dental Fund Revenues | | | | | |
|-------------------------------|--------------------|--------------------|---------------------|--------------------|-------------------|
| Source | FY16-17 Actual | FY17-18 Budget | FY17-18 Estimate | FY18-19 Budget | Percent Change |
| Health Premiums | 3,526,610 | 3,444,073 | 3,341,325 | 3,958,166 | 14.93% |
| Spouse/Dependent Health | 837,482 | 1,007,956 | 840,200 | 939,965 | -6.75% |
| Dental Premiums | 253,144 | 228,178 | 256,550 | 284,121 | 24.52% |
| Spouse/Dependent Dental | 176,212 | 188,628 | 197,775 | 197,775 | 4.85% |
| Total | \$4,793,448 | \$4,868,835 | \$4,635,850 | \$5,380,027 | 10.50% |

Expenditures

| Health & Dental Fund Expenditures | | | | | |
|-----------------------------------|--------------------|--------------------|---------------------|--------------------|-------------------|
| Source | FY16-17 Actual | FY17-18 Budget | FY17-18 Estimate | FY18-19 Budget | Percent Change |
| Health Claims | 3,304,620 | 2,891,312 | 2,900,000 | 3,652,643 | 26.33% |
| Dental Claims | 359,012 | 363,256 | 365,000 | 332,731 | -8.40% |
| Admin Fees - Health | 857,457 | 879,996 | 875,000 | 723,414 | -17.79% |
| Health Claims - Retirees | 258,525 | 720,220 | 480,150 | 636,980 | -11.56% |
| Dental Claims - Retirees | 958 | 1,020 | 2,700 | 3,375 | 230.88% |
| Admin Fees - Retirees | 13,406 | 13,031 | 13,000 | 30,884 | 92.92% |
| Total | \$4,793,978 | \$4,868,835 | \$4,635,850 | \$5,380,027 | 10.50% |

Town of Apex, North Carolina
FY 2018 - 2019 Annual Budget

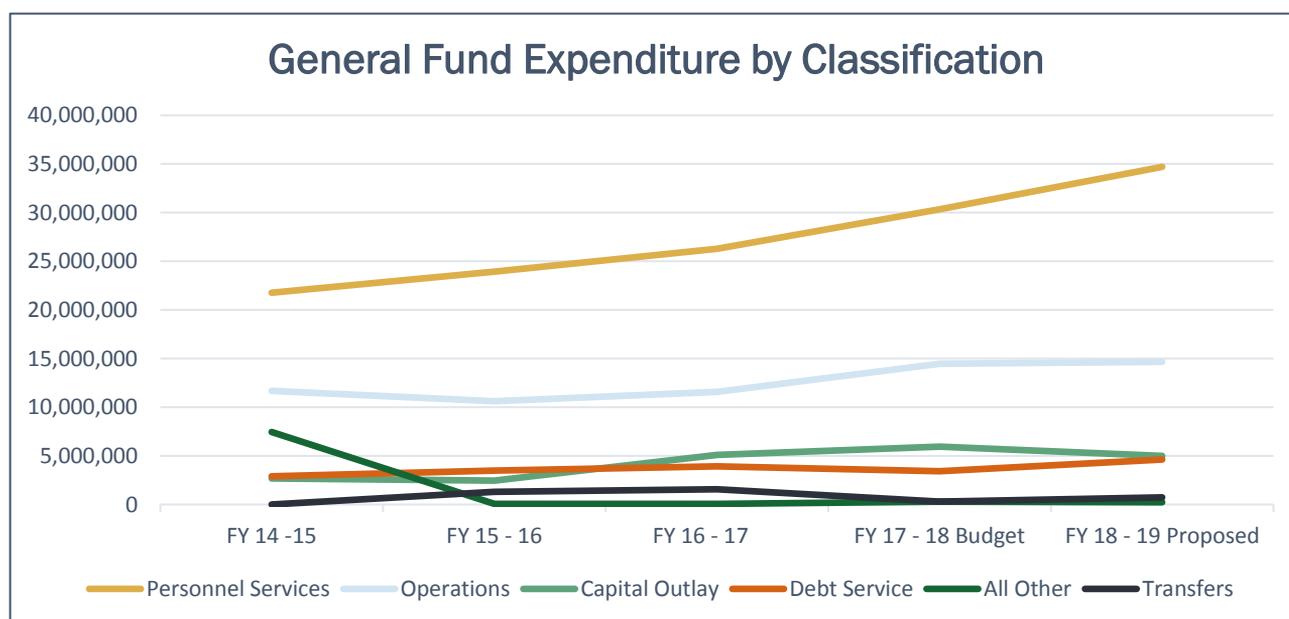
General Fund Departments - Expenditure By Classification

| | | FY 14 - 15 | FY 15 - 16 | FY 16 - 17 | FY 17 - 18 | FY 18 - 19 | Change |
|-------------------------------|--------------------|------------|------------|------------|------------|------------|---------|
| | | Actual | Actual | Actual | Budget | Proposed | 1 year |
| Governing Body | | | | | | | |
| | Personnel Services | 54,888 | 55,223 | 54,305 | 57,517 | 65,917 | 14.6% |
| | Operations | 93,040 | 151,536 | 90,245 | 150,265 | 109,010 | -27.5% |
| | Capital Outlay | 0 | 0 | 0 | 0 | 0 | |
| | | 147,928 | 206,759 | 144,549 | 207,782 | 174,927 | -15.8% |
| Administration | | | | | | | |
| | Personnel Services | 382,540 | 418,475 | 699,836 | 734,026 | 789,240 | 7.5% |
| | Operations | 77,724 | 69,920 | 89,043 | 169,244 | 150,800 | -10.9% |
| | Capital Outlay | 713 | 55 | 0 | 0 | 0 | |
| | | 460,977 | 488,450 | 788,880 | 903,270 | 940,040 | 4.1% |
| Human Resources | | | | | | | |
| | Personnel Services | 329,759 | 350,833 | 393,446 | 541,016 | 848,156 | 56.8% |
| | Operations | 530,503 | 460,283 | 611,012 | 636,254 | 354,350 | -44.3% |
| | Capital Outlay | 0 | 0 | 0 | 6,200 | 0 | |
| | | 860,262 | 811,116 | 1,004,458 | 1,183,470 | 1,202,506 | 1.6% |
| Information Technology | | | | | | | |
| | Personnel Services | 402,789 | 518,135 | 639,160 | 761,666 | 988,220 | 29.7% |
| | Operations | 555,277 | 626,082 | 657,538 | 962,978 | 980,980 | 1.9% |
| | Capital Outlay | 49,227 | 42,953 | 309,952 | 311,832 | 471,000 | 51.0% |
| | | 1,007,293 | 1,187,170 | 1,606,649 | 2,036,476 | 2,440,200 | 19.8% |
| Legal Services | | | | | | | |
| | Personnel Services | 184,264 | 249,978 | 247,590 | 255,240 | 370,560 | 45.2% |
| | Operations | 122,400 | 36,124 | 29,079 | 50,713 | 50,620 | -0.2% |
| | Capital Outlay | 0 | 0 | 0 | 0 | 0 | |
| | | 306,664 | 286,102 | 276,669 | 305,953 | 421,180 | 37.7% |
| Economic Development | | | | | | | |
| | Personnel Services | 122,950 | 182,997 | 193,499 | 203,927 | 214,560 | 5.2% |
| | Operations | 38,737 | 44,715 | 44,274 | 94,740 | 77,940 | -17.7% |
| | Capital Outlay | 31,080 | 782 | 561 | 2,100 | 2,500 | 19.0% |
| | | 192,767 | 228,494 | 238,334 | 300,767 | 295,000 | -1.9% |
| Finance | | | | | | | |
| | Personnel Services | 284,759 | 325,229 | 341,756 | 376,244 | 405,470 | 7.8% |
| | Operations | 446,656 | 480,540 | 471,142 | 381,302 | 378,100 | -0.8% |
| | Capital Outlay | 0 | 19,090 | 42,851 | 9,205 | 0 | -100.0% |
| | | 731,415 | 824,859 | 855,748 | 766,751 | 783,570 | 2.2% |
| Planning | | | | | | | |
| | Personnel Services | 1,280,166 | 1,360,131 | 1,437,236 | 1,568,569 | 1,680,766 | 7.2% |
| | Operations | 112,646 | 135,796 | 90,390 | 442,011 | 394,765 | -10.7% |
| | Capital Outlay | 12,587 | 28,874 | 74,607 | 51,355 | 35,000 | -31.8% |
| | | 1,405,399 | 1,524,801 | 1,602,233 | 2,061,935 | 2,110,531 | 2.4% |

| | FY 14 -15 Actual | FY 15 - 16 Actual | FY 16 - 17 Actual | FY 17 - 18 Budget | FY 18 - 19 Proposed | Change 1 year |
|--|---------------------|----------------------|----------------------|----------------------|------------------------|------------------|
| Facility Services | | | | | | |
| Personnel Services | 223,011 | 279,588 | 313,356 | 310,935 | 212,956 | -31.5% |
| Operations | 484,095 | 439,110 | 486,457 | 618,675 | 743,944 | 20.2% |
| Capital Outlay | 544,678 | 210,189 | 760,909 | 669,283 | 867,075 | 29.6% |
| | 1,251,784 | 928,887 | 1,560,722 | 1,598,893 | 1,823,975 | 14.1% |
| Police (Incl Communications) | | | | | | |
| Personnel Services | 6,547,445 | 7,256,143 | 7,889,838 | 9,121,727 | 10,809,600 | 18.5% |
| Operations | 1,311,957 | 1,176,463 | 1,291,850 | 1,644,827 | 2,165,515 | 31.7% |
| Capital Outlay | 824,382 | 704,093 | 1,105,626 | 1,942,564 | 1,059,900 | -45.4% |
| | 8,683,784 | 9,136,699 | 10,287,314 | 12,709,118 | 14,035,015 | 10.4% |
| Fire | | | | | | |
| Personnel Services | 4,643,067 | 4,895,548 | 5,577,586 | 6,555,383 | 7,131,660 | 8.8% |
| Operations | 578,151 | 576,734 | 699,168 | 817,704 | 962,920 | 17.8% |
| Capital Outlay | 474,979 | 719,768 | 1,205,994 | 367,615 | 1,360,000 | 270.0% |
| | 5,696,197 | 6,192,050 | 7,482,749 | 7,740,702 | 9,454,580 | 22.1% |
| EMS | | | | | | |
| Personnel Services | 1,217,681 | 1,497,954 | 1,576,381 | 1,555,595 | 1,723,077 | 10.8% |
| Operations | 176,220 | 208,800 | 228,557 | 260,495 | 298,140 | 14.5% |
| Capital Outlay | 44,967 | 20,745 | 24,985 | 0 | 0 | #DIV/0! |
| | 1,438,868 | 1,727,499 | 1,829,923 | 1,816,090 | 2,021,217 | 11.3% |
| Public Works & Transportation | | | | | | |
| Personnel Services | 456,246 | 166,380 | 599,454 | 869,296 | 910,870 | 4.8% |
| Operations | 144,285 | 154,315 | 215,079 | 285,687 | 364,854 | 27.7% |
| Capital Outlay | 0 | 0 | 0 | 0 | 0 | #DIV/0! |
| | 600,531 | 320,695 | 814,533 | 1,154,983 | 1,275,724 | 10.5% |
| Water Resources | | | | | | |
| Personnel Services | | | 958,876 | 1,259,570 | 1,337,090 | 6.2% |
| Operations | | | 178,112 | 215,448 | 207,910 | -3.5% |
| Capital Outlay | | | 0 | 60,000 | 68,000 | 13.3% |
| | 0 | 0 | 1,136,987 | 1,535,018 | 1,613,000 | 5.1% |
| Streets | | | | | | |
| Personnel Services | 835,359 | 578,176 | 598,465 | 881,303 | 1,130,428 | 28.3% |
| Operations | 2,376,110 | 1,349,215 | 2,145,645 | 2,880,317 | 2,112,069 | -26.7% |
| Capital Outlay | 190,238 | 353,143 | 477,763 | 1,094,577 | 253,000 | -76.9% |
| | 3,401,707 | 2,280,534 | 3,221,873 | 4,856,197 | 3,495,497 | -28.0% |
| Solid Waste Services | | | | | | |
| Personnel Services | 728,407 | 1,125,862 | 746,614 | 790,089 | 922,849 | 16.8% |
| Operations | 2,668,229 | 2,761,567 | 2,461,125 | 2,770,579 | 2,825,175 | 2.0% |
| Capital Outlay | 150,118 | 52,807 | 225,627 | 453,749 | 200,000 | -55.9% |
| | 3,546,754 | 3,940,236 | 3,433,366 | 4,014,417 | 3,948,024 | -1.7% |

| | FY 14 -15 Actual | FY 15 - 16 Actual | FY 16 - 17 Actual | FY 17 - 18 Budget | FY 18 - 19 Proposed | Change 1 year |
|--------------------------------|---------------------|----------------------|----------------------|----------------------|------------------------|------------------|
| Fleet Services | | | | | | |
| Personnel Services | 255,117 | 248,931 | 305,765 | 356,013 | 378,466 | 6.3% |
| Operations | 65,453 | 73,830 | 94,413 | 131,938 | 144,915 | 9.8% |
| Capital Outlay | 0 | 17,149 | 0 | 71,580 | 7,900 | -89.0% |
| | 320,570 | 339,910 | 400,178 | 559,531 | 531,281 | -5.0% |
| Permits and Inspections | | | | | | |
| Personnel Services | 1,937,238 | 2,395,565 | 1,500,834 | 1,760,894 | 1,966,680 | 11.7% |
| Operations | 212,997 | 223,399 | 220,860 | 305,483 | 324,845 | 6.3% |
| Capital Outlay | 26,220 | 23,374 | 24,868 | 273,655 | 162,000 | -40.8% |
| | 2,176,455 | 2,642,338 | 1,746,562 | 2,340,032 | 2,453,525 | 4.9% |
| Parks and Recreation | | | | | | |
| Personnel Services | 1,672,540 | 1,766,363 | 1,917,660 | 2,101,458 | 2,462,030 | 17.2% |
| Operations | 1,496,389 | 1,480,809 | 1,302,168 | 1,394,935 | 1,715,304 | 23.0% |
| Capital Outlay | 327,984 | 259,812 | 818,639 | 593,446 | 499,600 | -15.8% |
| | 3,496,913 | 3,506,984 | 4,038,468 | 4,089,839 | 4,676,934 | 14.4% |
| Cultural Arts Center | | | | | | |
| Personnel Services | 208,115 | 267,538 | 275,147 | 300,801 | 355,702 | 18.3% |
| Operations | 177,782 | 167,029 | 177,913 | 266,584 | 303,693 | 13.9% |
| Capital Outlay | 0 | 0 | 9,709 | 39,238 | 20,000 | -49.0% |
| | 385,897 | 434,567 | 462,769 | 606,623 | 679,395 | 12.0% |

| | FY 14 -15 | FY 15 - 16 | FY 16 - 17 | FY 17 - 18 Budget | FY 18 - 19 Proposed | % Inc from 17 to 18 |
|--------------------|-------------------|-------------------|-------------------|----------------------|------------------------|------------------------|
| Personnel Services | 21,766,341 | 23,939,049 | 26,266,802 | 30,361,269 | 34,704,297 | 14.3% |
| Operations | 11,668,651 | 10,616,267 | 11,584,069 | 14,480,179 | 14,665,849 | 1.3% |
| Capital Outlay | 2,677,173 | 2,452,834 | 5,082,091 | 5,946,399 | 5,005,975 | -15.8% |
| Debt Service | 2,898,836 | 3,484,628 | 3,915,078 | 3,424,442 | 4,624,056 | 35.0% |
| Transfers | 0 | 1,297,422 | 1,565,000 | 300,000 | 730,475 | 143.5% |
| All Other | 7,453,926 | 63,855 | 66,720 | 293,634 | 230,946 | -21.3% |
| TOTAL | 46,464,927 | 41,854,055 | 48,479,760 | 54,805,923 | 59,961,598 | 9.4% |



Town of Apex, North Carolina
FY 2018 - 2019 Annual Budget

General Fund - Capital Outlay & Significant Purchases

| Department | Item | Requested | Manager Rec. | Reduction |
|----------------------|---|-----------|--------------|-----------|
| Governing Body | Holiday Lunch | 9,000 | 9,000 | 0 |
| Governing Body | Travel and Training | 13,500 | 9,750 | 3,750 |
| Governing Body | Benchmarking | 11,000 | 11,000 | 0 |
| Governing Body | Dues and Subscriptions | 67,700 | 67,700 | 0 |
| Administration | Communications Software/Tools | 68,080 | 63,100 | 4,980 |
| Administration | Travel and Training | 13,300 | 11,450 | 1,850 |
| Administration | Professional Services (Video Production) | 15,000 | 15,000 | 0 |
| Administration | Technology - Hardware & Accessories | 13,200 | 10,200 | 3,000 |
| Administration | Dues and Subscriptions | 4,600 | 4,600 | 0 |
| Human Resources | Travel and Training | 34,710 | 34,704 | 6 |
| Human Resources | Employee Recognition | 37,340 | 37,340 | 0 |
| Human Resources | Technology - Hardware & Accessories | 12,500 | 5,000 | 7,500 |
| Human Resources | Software - Cornerstone | 39,500 | 39,500 | 0 |
| Human Resources | Annual Classification Study | 10,000 | 10,000 | 0 |
| Information Services | Travel and Training | 19,000 | 17,160 | 1,840 |
| Information Services | Firewall, Server, Switch, Camera (upgrade and repair) | 164,000 | 164,000 | 0 |
| Information Services | Replacement Equipment | 118,500 | 118,500 | 0 |
| Information Services | Contracted Service (includes contract personnel) | 262,750 | 262,750 | 0 |
| Information Services | Software Maintenance/License | 295,215 | 295,215 | 0 |
| Information Services | Fiber Expansion Project | 150,000 | 130,000 | 20,000 |
| Information Services | Downtown Wireless Phase 2 | 16,000 | 16,000 | 0 |
| Information Services | Phone System Upgrade (CIP) | 350,000 | 350,000 | 0 |
| Legal Services | Travel and Training | 4,500 | 4,500 | 0 |
| Legal Services | Technology - Hardware & Accessories | 8,850 | 5,700 | 3,150 |
| Legal Services | Professional Services | 20,000 | 17,000 | 3,000 |
| Economic Development | Travel and Training | 13,000 | 12,000 | 1,000 |
| Economic Development | Think Apex | 3,000 | 2,500 | 500 |
| Economic Development | Professional Services (Engineering and Legal) | 16,000 | 11,000 | 5,000 |
| Economic Development | Software | 7,165 | 3,090 | 4,075 |
| Economic Development | Technology - Hardware & Accessories | 2,500 | 2,500 | 0 |
| Economic Development | Advertising | 5,000 | 5,000 | 0 |
| Economic Development | Co-working Space | 25,500 | 25,500 | 0 |
| Finance | Travel and Training | 9,800 | 9,800 | 0 |
| Finance | Software - Annual charges | 57,700 | 46,700 | 11,000 |
| Finance | Technology - Hardware & Accessories | 41,500 | 41,500 | 0 |
| Finance | Club Car Carryall 700 Electric | 12,000 | 0 | 12,000 |
| Planning | Travel and Training | 15,630 | 15,000 | 630 |
| Planning | Technology - Hardware & Accessories | 39,500 | 39,500 | 0 |
| Planning | Capital Area Preservation | 20,100 | 20,100 | 0 |
| Planning | Short Range Transit Plan | 50,000 | 50,000 | 0 |
| Planning | Wayfinding Plan | 35,000 | 35,000 | 0 |
| Planning | Downtown Plan (includes land use and parking study) | 75,000 | 75,000 | 0 |
| Planning | F150 Truck (replace 2007 F-150 #19, 102k miles) | 35,000 | 35,000 | 0 |
| Facilities Services | Travel and Training | 5,000 | 4,000 | 1,000 |
| Facilities Services | Technology - Hardware & Accessories | 10,500 | 7,000 | 3,500 |
| Facilities Services | Building Maint and Repair - Town Hall | 94,500 | 72,000 | 22,500 |
| Facilities Services | Secondary HW Reset for TH and ACC | 33,000 | 33,000 | 0 |
| Facilities Services | Fire Station 3 R-22 Unit Replacement (CIP) | 13,900 | 13,900 | 0 |
| Facilities Services | Public Works Operations R-22 Unit Replacement (CIP) | 71,000 | 71,000 | 0 |
| Facilities Services | Public Works Admin. Concrete Restoration | 10,000 | 10,000 | 0 |
| Facilities Services | Tile restoration - Public Works Operations | 20,000 | 20,000 | 0 |
| Facilities Services | Plumbing Fixtures - Public Works Operations | 10,500 | 10,500 | 0 |
| Facilities Services | Siemens BAS Migration | 48,575 | 48,575 | 0 |
| Facilities Services | Sheetrock/Paint Fleet Meeting Room | 5,000 | 5,000 | 0 |
| Facilities Services | Trench Drain Installation | 10,600 | 10,600 | 0 |
| Facilities Services | F-150 Pick-up for New Personnel | 35,000 | 0 | 35,000 |
| Facilities Services | Replacement Chairs for Town Hall Conference Room | 11,000 | 0 | 11,000 |

| Department | Item | Requested | Manager Rec. | Reduction |
|-----------------------|---|-----------|--------------|-----------|
| Facilities Services | Renovation of 3rd floor shell space outside Eng | 43,000 | 40,000 | 3,000 |
| Facilities Services | Solar Photovoltaic Systems (Town owned buildings) (CIP) | 500,000 | 500,000 | 0 |
| Facilities Services | Design - Renovation of Fire Station 1 (CIP) | 170,000 | 170,000 | 0 |
| Police | Travel and Training | 108,500 | 101,000 | 7,500 |
| Police | Building Maintenance and Repair | 74,400 | 74,400 | 0 |
| Police | Technology - Hardware & Accessories | 318,400 | 228,000 | 90,400 |
| Police | Canine | 10,000 | 10,000 | 0 |
| Police | Replacement Marked Vehicle (\$43,500) | 217,500 | 217,500 | 0 |
| Police | Replacement Unmarked Patrol Vehicle (\$42,500) | 85,000 | 85,000 | 0 |
| Police | Replacement Unmarked CID Vehicle | 66,000 | 66,000 | 0 |
| Police | Replacement Unmarked Van | 34,500 | 34,500 | 0 |
| Police | Truck to Tow Trailers/Utility | 40,000 | 0 | 40,000 |
| Police | KeyPer Key Management Equipment & Software | 17,000 | 17,000 | 0 |
| Police | Surveillance Camera | 8,000 | 8,000 | 0 |
| Police | Seatbelt Convincer | 21,500 | 0 | 21,500 |
| Police | ATV (Replacement) | 26,500 | 0 | 26,500 |
| Police | Mobile & Portable Radio Replacement (CIP) | 147,200 | 147,200 | 0 |
| Police | New Marked Vehicles (\$60,000) | 420,000 | 360,000 | 60,000 |
| Police | New Unmarked-Patrol Vehicles(\$42,500) | 42,500 | 0 | 42,500 |
| Police | New Unmarked-CID Vehicles (\$33,000) | 132,000 | 66,000 | 66,000 |
| Communications | Travel and Training | 11,600 | 8,100 | 3,500 |
| Communications | Technology - Hardware & Accessories | 5,875 | 5,875 | 0 |
| Communications | Fiber Point to Point Connection for New Radio System | 7,700 | 7,700 | 0 |
| Communications | Airbus 911 Esninet Central Premise Equipment Adapter (Phone System) | 19,000 | 19,000 | 0 |
| Communications | FATPOT (911 CAD-to-CAD Interface) | 98,500 | 98,500 | 0 |
| Fire | Travel and Training | 47,710 | 43,210 | 4,500 |
| Fire | Technology - Hardware & Accessories | 69,350 | 69,350 | 0 |
| Fire | Building Maintenance and Repair | 41,500 | 40,000 | 1,500 |
| Fire | Vehicle Maintenance and Repair | 101,500 | 101,500 | 0 |
| Fire | Additional Ladder Truck (CIP) | 1,200,000 | 1,200,000 | 0 |
| Fire | Yamaha 40 hp outboard | 8,500 | 8,500 | 0 |
| Fire | Remodel St. 3 Training Room | 50,000 | 50,000 | 0 |
| Fire | Remodel Day Room | 10,000 | 10,000 | 0 |
| Fire | Station Modifications | 50,000 | 50,000 | 0 |
| Fire | Vehicle for New Personnel | 51,500 | 51,500 | 0 |
| Public Works & Trans. | Travel and Training | 14,475 | 14,475 | 0 |
| Public Works & Trans. | Technology - Hardware & Accessories | 2,500 | 2,500 | 0 |
| Public Works & Trans. | Building Maintenance and Repair | 12,000 | 12,000 | 0 |
| Public Works & Trans. | Professional Services (traffic counts, survey/design) | 26,000 | 26,000 | 0 |
| Public Works & Trans. | Survey Instrument (Spectra Precision Robotic Package) | 21,100 | 21,100 | 0 |
| Public Works & Trans. | F-150 Truck (#95, 2001 Chevy Blazer, 29,000 mi) | 30,000 | 0 | 30,000 |
| Water Resources | Travel and Training | 15,400 | 15,400 | 0 |
| Water Resources | Technology - Hardware & Accessories | 24,000 | 16,000 | 8,000 |
| Water Resources | Town-owned SCM Maintenance Contract | 35,000 | 35,000 | 0 |
| Water Resources | Professional Services (flood studies, Phase I ESA, etc.) | 15,000 | 12,500 | 2,500 |
| Water Resources | Add 6 offices on 1st Floor (Public Works Admin) | 80,000 | 0 | 80,000 |
| Water Resources | Replace Unit #81 (2007 Ford Ranger, 73K) | 34,000 | 34,000 | 0 |
| Water Resources | Replace Unit #82 (2008 Ford Ranger, 73K) | 34,000 | 34,000 | 0 |
| Water Resources | New 2WD SUV (Environmental Technician) | 34,000 | 0 | 34,000 |
| Streets | Travel and Training | 9,000 | 9,000 | 0 |
| Streets | Building Maintenance and Repair | 12,000 | 12,000 | 0 |
| Streets | Technology - Hardware & Accessories | 5,000 | 5,000 | 0 |
| Streets | Road Salt | 75,000 | 50,000 | 25,000 |
| Streets | Sign Shop Materials | 34,000 | 34,000 | 0 |
| Streets | Roadside Mowing | 261,000 | 261,000 | 0 |
| Streets | Line Painting | 33,000 | 33,000 | 0 |
| Streets | Street Sweeping | 120,000 | 120,000 | 0 |
| Streets | (2) 10' Snow Plow | 16,000 | 16,000 | 0 |
| Streets | Landscaping Trailer | 25,000 | 25,000 | 0 |
| Streets | Replace Unit #122 (2003 Ford F-250 SD, 107k miles) | 37,000 | 37,000 | 0 |
| Streets | Excavator & Trailer (CIP) | 225,000 | 225,000 | 0 |

| Department | Item | Requested | Manager Rec. | Reduction |
|-----------------------|--|-------------------|-------------------|------------------|
| Streets | Annual Pavement Management (CIP) | 1,500,000 | 1,500,000 | 0 |
| Streets | Annual Misc Road & Sidewalk Improvements | 100,000 | 100,000 | 0 |
| Streets | Annual Misc Drainage Improvements | 100,000 | 100,000 | 0 |
| Streets | GPS Emergency Vehicle Preemption | 150,000 | 0 | 150,000 |
| Streets | Kelly Rd Sidewalk & Apex BBQ Rd Path - Park to school | 1,100,000 | 1,100,000 | 0 |
| Streets | Richardson Rd South Plans & Permits | 1,000,000 | 0 | 1,000,000 |
| Streets | NC 55 Sidewalk Connector Cost Share | 100,000 | 100,000 | 0 |
| Solid Waste Services | Travel and Training | 7,650 | 7,650 | 0 |
| Solid Waste Services | Technology - Hardware & Accessories | 3,000 | 3,000 | 0 |
| Solid Waste Services | Leak Truck Addition (CIP) | 200,000 | 200,000 | 0 |
| Solid Waste Services | Fleet Addition (F250 Super cab) | 35,000 | 0 | 35,000 |
| Fleet Services | Travel and Training | 4,800 | 4,800 | 0 |
| Fleet Services | Technology - Hardware & Accessories | 17,400 | 11,400 | 6,000 |
| Fleet Services | Cummins Inline 7 box (Diagnostic tool for Cummins) | 1,400 | 1,400 | 0 |
| Fleet Services | GPS Systems for vehicle (\$100 * 30) | 3,000 | 0 | 3,000 |
| Fleet Services | GPS Harnesses for vehicle (\$25 * 20 vehicles) | 500 | 0 | 500 |
| Fleet Services | GPS-Vehicle (\$25/month/vehicle x 30 vehicles) | 9,000 | 0 | 9,000 |
| Fleet Services | 12000 lb Lift for back bay (fixed lift) | 7,900 | 7,900 | 0 |
| Permits & Inspections | Travel and Training | 46,170 | 46,170 | 0 |
| Permits & Inspections | 3-27" Monitors for Plan Reviewers | 1,125 | 1,125 | 0 |
| Permits & Inspections | 13 Apple iPads tablets for field inspectors | 5,200 | 5,200 | 0 |
| Permits & Inspections | Computer Replacements (7) | 17,500 | 17,500 | 0 |
| Permits & Inspections | New Vehicles (2 new positions) | 62,000 | 62,000 | 0 |
| Permits & Inspections | Replacement Vehicles (Unit 273, Unit 17, and Unit 50) | 100,000 | 100,000 | 0 |
| Parks & Recreation | Travel and Training (includes staff and coaches) | 31,475 | 26,100 | 5,375 |
| Parks & Recreation | Technology - Hardware & Accessories | 44,100 | 37,000 | 7,100 |
| Parks & Recreation | Building Maintenance and Repair | 74,134 | 69,700 | 4,434 |
| Parks & Recreation | Remove Structures- Lewter & Mills Property | 25,000 | 0 | 25,000 |
| Parks & Recreation | Price Property to ATT Connection (design) | 51,000 | 51,000 | 0 |
| Parks & Recreation | Reconfigure Community Center | 94,000 | 50,000 | 44,000 |
| Parks & Recreation | Beaver Creek Greenway Repairs | 26,500 | 26,500 | 0 |
| Parks & Recreation | Playground Surfacing KRP | 45,100 | 45,100 | 0 |
| Parks & Recreation | Complete Control Link at Athletic Fields | 75,600 | 75,600 | 0 |
| Parks & Recreation | Storage Room at ACP; Camp Building / Restrooms | 95,000 | 95,000 | 0 |
| Parks & Recreation | Greenway Repair and Resurface - ACP (CIP) | 231,500 | 231,500 | 0 |
| Parks & Recreation | Climbing Net-Kidstown Playground | 17,000 | 0 | 17,000 |
| Parks & Recreation | Used Forklift | 15,000 | 0 | 15,000 |
| Parks & Recreation | Replace Unit #113 (2006 Ford F-350, 95k miles) | 40,000 | 0 | 40,000 |
| Parks & Recreation | 60" Z-Mower | 9,500 | 9,500 | 0 |
| Parks & Recreation | 5500 Crew Cab Landscape | 58,000 | 58,000 | 0 |
| Parks & Recreation | 4X4 Crew Cab Nissan Frontier (new staff) | 29,000 | 29,000 | 0 |
| Parks & Recreation | F-250 Crew Cab Utility Body (new staff) | 40,000 | 0 | 40,000 |
| Parks & Recreation | Greenway Signage (White Oak Creek, Stillwater, Greenmoor, Buckhorn Preserve) | 21,000 | 21,000 | 0 |
| Parks & Recreation | Educational Video (Parks & Greenways) | 5,000 | 5,000 | 0 |
| Parks & Recreation | Projector / Screen in back meeting Rooms | 7,000 | 7,000 | 0 |
| Cultural Resources | Travel and Training | 1,135 | 1,135 | 0 |
| Cultural Resources | Technology - Hardware & Accessories | 13,000 | 13,000 | 0 |
| Cultural Resources | Replace Projector | 20,000 | 20,000 | 0 |
| Cultural Resources | Public Art | 76,000 | 31,000 | 45,000 |
| Cultural Resources | Computer Replacements (4) | 10,000 | 10,000 | 0 |
| Cultural Resources | Halle 10th Anniversary | 2,500 | 2,500 | 0 |
| Special Appropriation | Apex Farmer's Market | 10,000 | 10,000 | 0 |
| Special Appropriation | Transitions Life Care / Wake County Hospice | 5,000 | 5,000 | 0 |
| Special Appropriation | TRACS | 15,000 | 0 | 15,000 |
| Special Appropriation | Apex Downtown Business Association | 20,000 | 10,000 | 10,000 |
| Special Appropriation | SAFE Child | 8,000 | 8,000 | 0 |
| Special Appropriation | Western Wake Crisis Ministries | 10,000 | 10,000 | 0 |
| Other | Downtown Improvements (Façade Grants, Hanging Baskets, etc.) | 30,000 | 30,000 | 0 |
| | TOTAL | 13,911,614 | 11,737,524 | 2,174,090 |

Town of Apex, North Carolina
FY 2018 - 2019 Annual Budget

Enterprise Funds - Capital Outlay & Significant Purchases

| Department | Item | Requested | Manager Rec | Reduction |
|------------|---|-------------------|-------------------|-----------------|
| Electric | Residential System Expansion | 3,500,000 | 3,500,000 | 0 |
| Electric | Streetlight Expansion | 0 | 250,000 | -250,000 |
| Electric | Replace Unit #125 (2003 Dodge Durango, 92,042 miles) | 35,000 | 35,000 | 0 |
| Electric | Replace Unit #112 (2006 Line Truck, 54,861 miles) (CIP) | 250,000 | 250,000 | 0 |
| Electric | Replace Unit #201 (2012 Bucket Truck, 84,187 miles) (CIP) | 175,000 | 175,000 | 0 |
| Electric | Replace Unit #48 (2006 Ford F350, 74,747 miles) | 40,000 | 0 | 40,000 |
| Electric | Replace Unit #58 (1999 Ford F350, 94,1490 miles) | 47,500 | 47,500 | 0 |
| Electric | Replace Unit #533 (1998 Ditch Witch 3700 2,896 hrs) | 33,000 | 33,000 | 0 |
| Electric | Replace Unit #595 (2006 Case Backhoe, 4,906 hrs) | 40,000 | 40,000 | 0 |
| Electric | Replace Unit #591 (2005 Bandit Chipper, 1,974 hrs) | 78,000 | 78,000 | 0 |
| Electric | Caterpillar 299D2 Skid Steer | 98,000 | 0 | 98,000 |
| Electric | Equipment Trailer | 10,000 | 0 | 10,000 |
| Electric | Electric Office/Warehouse Facility (CIP) | 5,304,500 | 5,304,500 | 0 |
| Electric | Smart Meters (AMI) Deployment (CIP) | 1,200,000 | 1,200,000 | 0 |
| | TOTAL ELECTRIC | 10,811,000 | 10,913,000 | -102,000 |
| Department | Item | Requested | Manager Rec | Reduction |
| Water | CDM Monitoring Plan DBP | 14,000 | 14,000 | 0 |
| Water | CDM Corrosion Control Study | 65,500 | 65,500 | 0 |
| Water | Water Tank Maintenance and Repair Contract | 337,000 | 337,000 | 0 |
| Water | F250 - New Position - Cross Connection Supervisor | 35,000 | 35,000 | 0 |
| Water | F350 - New Position - Utility Maint. Worker (Cross Con.) | 45,000 | 45,000 | 0 |
| Water | F350 - New Position - Utility Maint. Worker (Hydrant/Valve) | 45,000 | 45,000 | 0 |
| Water | F350 - New Position - AMI Specialist | 45,000 | 0 | 45,000 |
| Water | Replace Unit #37 (2006 F350, 108,865 miles) | 45,000 | 45,000 | 0 |
| Water | Replace Unit #146 (2006 F350, 109,584 miles) | 45,000 | 45,000 | 0 |
| Water | Replace Unit #107 (2002 International, 54,861 miles) | 165,000 | 0 | 165,000 |
| Water | Elster Handheld AMI Programmers | 15,000 | 15,000 | 0 |
| Water | New Water Meter Install | 345,000 | 345,000 | 0 |
| Water | Western Pressure Zone (CIP) | 518,000 | 518,000 | 0 |
| | TOTAL WATER | 1,719,500 | 1,509,500 | 210,000 |
| Department | Item | Requested | Manager Rec | Savings |
| Sewer | Filter Upgrade (CIP) | 1,200,000 | 1,200,000 | 0 |
| Sewer | Beaver Creek Pump Station Bar Screen - WWRWRF (CIP) | 16,000 | 16,000 | 0 |
| Sewer | Inflow & Infiltration Repairs (Various Locations) (CIP) | 475,000 | 400,000 | 75,000 |
| Sewer | Radar Level Transmitter | 99,900 | 99,900 | 0 |
| Sewer | Avalon Pump Station Upgrade (CIP) | 175,000 | 175,000 | 0 |
| Sewer | Replace Unit #177 (2009 F350, 120,831 miles) | 45,000 | 45,000 | 0 |
| Sewer | Replace Unit #49 (2005 F250, 124,433 miles) | 35,000 | 35,000 | 0 |
| Sewer | Lateral line inspection camera | 11,500 | 11,500 | 0 |
| Sewer | Backup Pump for Summit Lakes | 10,000 | 10,000 | 0 |
| Sewer | PSTA Fall Protection Imp. | 60,000 | 60,000 | 0 |
| Sewer | Degreaser System | 5,000 | 5,000 | 0 |
| Sewer | Easement Tree Removal | 500,000 | 500,000 | 0 |
| | TOTAL SEWER | 2,632,400 | 2,557,400 | 75,000 |
| | TOTAL WATER & SEWER | 4,351,900 | 4,066,900 | 285,000 |

| General Government | Salary Grade | FY 2014-2015 | | | FY 2015-2016 | | | FY 2016-2017 | | | FY 2017-2018 | | |
|--|--------------|--------------|----------|---------------|--------------|------------|---------------|--------------|------------|---------------|--------------|------------|---------------|
| | | FT | PT | FTE | FT | PT | FTE | FT | PT | FTE | FT | PT | FTE |
| Administration | | | | | | | | | | | | | |
| Town Manager | N/A | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Assistant Town Manager | 37 | 1 | - | 1 | 1 | - | 1 | 2 | - | 2 | 2 | - | 2 |
| Budget and Management Analyst | 24 | - | - | - | - | - | - | 1 | - | 1 | 1 | - | 1 |
| Communications Manager | 26 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Town Clerk | 23 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Development Services Supervisor ₁ | 25 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Administrative Specialist ₁ | 15 | - | - | - | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Utilities Acquisition Specialist ₁ | 24 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Construction Project Manager | 25 | - | - | - | - | - | - | - | - | - | - | - | - |
| Total | | 6 | 0 | 6 | 7 | 0 | 7 | 9 | 0 | 9 | 9 | 0 | 9 |
| Legal | | | | | | | | | | | | | |
| Town Attorney | N/A | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Assistant Town Attorney | 30 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Paralegal | 18 | - | 1 | 0.5625 | - | 1 | 0.5625 | - | 1 | 0.5625 | - | 1 | 0.5625 |
| Total | | 2 | 1 | 2.5625 | 2 | 1 | 2.5625 | 2 | 1 | 2.5625 | 2 | 1 | 2.5625 |
| Human Resources | | | | | | | | | | | | | |
| Human Resources Director | 34 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Human Resources Analyst | 24 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Human Resources Specialist ₁₀ | 19 | - | - | - | - | - | - | - | - | - | - | - | - |
| Human Resources Technician | 17 | - | 1 | 0.75 | - | 1 | 0.75 | 2 | - | 2 | 2 | - | 2 |
| Safety and Risk Manager | 27 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Total | | 3 | 1 | 3.75 | 3 | 1 | 3.75 | 5 | 0 | 5 | 5 | 0 | 5 |
| Information Technology | | | | | | | | | | | | | |
| Information Technology Director | 34 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Information Technology Supervisor/Team Lead | 29 | - | - | - | - | - | - | - | - | - | - | - | - |
| Senior Computer Systems Analyst | 27 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| GIS Administrator ₁ | 25 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Information Technology Analyst | 25 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | 2 | - | 2 |
| Information Technology Specialist | 23 | 2 | - | 2 | 2 | - | 2 | 2 | - | 2 | 2 | - | 2 |
| Information Technology Technician | 21 | - | - | - | 2 | - | 2 | 2 | - | 2 | 2 | - | 2 |
| Total | | 6 | | 6 | 8 | 0 | 8 | 8 | 0 | 8 | 9 | 0 | 9 |
| Finance | | | | | | | | | | | | | |
| Finance Director | 35 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Purchasing Manager | 24 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Customer Service and Billing Manager | 25 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Meter Services Supervisor | 19 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Payroll Specialist | 18 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Utility Customer Service Specialist | 15 | 3 | - | 3 | 3 | - | 3 | 3 | - | 3 | 3 | - | 3 |
| Senior Utility Customer Service Specialist | 17 | 4 | - | 4 | 4 | - | 4 | 4 | - | 4 | 4 | - | 4 |
| Accounting Manager ₂ | 25 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Accounting Specialist | 18 | - | - | - | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Accounts Payable Technician | 15 | 2 | - | 2 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Utility Accountant | 22 | - | - | - | - | - | - | - | - | - | - | - | - |
| Buyer | 18 | - | - | - | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Inventory Specialist / Buyer | 16 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Inventory & Warehouse Specialist | 14 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Senior Meter Technician | 15 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Meter Technician | 14 | 4 | - | 4 | 3 | - | 3 | 2 | - | 2 | 2 | - | 2 |
| Total | | 22 | 0 | 22 | 22 | 0 | 22 | 21 | 0 | 21 | 21 | 0 | 21 |
| Parks, Recreation, & Cultural Resources | | | | | | | | | | | | | |
| Parks, Recreation and Cultural Resources Director | 34 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Parks and Greenways Planner | 24 | 0 | - | 0 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Recreation Program Manager | 26 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Recreation Program Supervisor | 22 | 2 | - | 2 | 2 | - | 2 | 2 | - | 2 | 2 | - | 2 |
| Recreation Program Specialist | 20 | 2 | - | 2 | 2 | - | 2 | 1 | - | 1 | 2 | - | 2 |
| Cultural Arts Center Manager | 25 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Cultural Arts Specialist | 21 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Parks Maintenance Manager | 25 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Parks Maintenance Supervisor | 21 | 1 | - | 1 | 1 | - | 1 | 2 | - | 2 | 2 | - | 2 |
| Parks Maintenance Crew Leader | 17 | 3 | - | 3 | 3 | - | 3 | 4 | - | 4 | 4 | - | 4 |
| Parks Maintenance Worker/Specialist/Sr. Specialist | 12/14/15 | 7 | - | 7 | 8 | - | 8 | 8 | - | 8 | 8 | - | 8 |
| Facility Maintenance Mechanic | 17 | 1 | - | 1 | 1 | - | 1 | - | - | - | - | - | - |
| Recreation Customer Service Supervisor | 20 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Customer Service Representative (Senior) | 15 | 3 | - | 3 | 3 | - | 3 | 3 | - | 3 | 3 | - | 3 |
| Park Attendant | 11 | - | - | - | - | - | - | - | - | - | - | - | - |
| Total | | 25 | 0 | 25 | 27 | 0 | 27 | 27 | 0 | 27 | 28 | 0 | 28 |
| Total General Government | | 64 | 2 | 65.3 | 69 | 2.0 | 70.3 | 72 | 1.0 | 72.6 | 74 | 1.0 | 74.6 |

Planning, Economic & Development Services

| | | | | | | | | | | |
|--|----------|-----------|----------|-----------|-----------|----------|-----------|-----------|----------|-----------|
| Economic Development | | | | | | | | | | |
| Economic Development Director | 32 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Marketing and Communications Specialist | 18 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Total | | 2 | 0 | 2 | 2 | 0 | 2 | 2 | 0 | 2 |
| Planning | | | | | | | | | | |
| Planning Director | 34 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Planner Manager | 29 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Senior Planner | 26 | 2 | - | 2 | 2 | - | 2 | 3 | - | 3 |
| Planner/Planner II | 22/23 | 3 | - | 3 | 3 | - | 3 | 2 | - | 2 |
| Zoning Compliance & Landscape Supervisor | 27 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Senior Zoning Compliance Officer | 23 | - | - | - | - | - | - | 3 | - | 3 |
| Zoning Compliance Officer | 21 | 3 | - | 3 | 3 | - | 3 | 1 | - | 1 |
| GIS Analyst | 23 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Planning Technician (Lead) | 21 | 0 | - | 0 | 0 | - | 0 | 0 | - | 0 |
| Planning Technician | 20 | 2 | - | 2 | 2 | - | 2 | 3 | - | 3 |
| Deputy Town Clerk/Development Specialist | 22 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Administrative Specialist | 15 | 1 | - | 1 | 1 | - | 1 | 0 | - | 0 |
| Total | | 16 | 0 | 16 | 16 | 0 | 16 | 17 | 0 | 17 |
| Water Resources | | | | | | | | | | |
| Water Resources Director | 35 | - | - | - | - | - | - | 1 | - | 1 |
| Assistant Public Works/Utilities Director | - | 1 | - | 1 | 1 | - | 1 | 0 | - | 0 |
| Stormwater and Utility Engineering Managers | 31 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Professional Engineer/Senior Engineer | 27/28 | 2 | - | 2 | 2 | - | 2 | 2 | - | 2 |
| Environmental Specialist (I, Lead) | 23/24 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Utilities Specialist ^a | 25 | 2 | - | 2 | 2 | - | 2 | 2 | - | 2 |
| Environmental Technician | 21 | 0 | - | 0 | 0 | - | 0 | 0 | - | 0 |
| Water Resources Specialist ^b | 25 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Infrastructure Inspections Supervisor | 27 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Senior Infrastructure Inspector | 24 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Infrastructure Inspector | 23 | 3 | - | 3 | 3 | - | 3 | 3 | - | 3 |
| Senior Program Support Specialist | 17 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| GIS Specialist | 19 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Utility Locate Technician | 15 | 2 | - | 2 | 0 | - | 0 | 0 | - | 0 |
| Total | | 17 | 0 | 17 | 15 | 0 | 15 | 15 | 0 | 15 |
| Inspections and Permits | | | | | | | | | | |
| Inspections and Permits Director | 32 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Code Enforcement Supervisor | 27 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Code Enforcement Officer I, II, III | 21/23/25 | 5 | - | 5 | 7 | - | 7 | 10 | - | 10 |
| Plans and Permits Supervisor | 27 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Senior Plans Examiner | 25 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Plans Examiner | 19/20 | 1 | - | 1 | 1 | - | 1 | 2 | - | 2 |
| Permit Specialist | 17 | 3 | - | 3 | 3 | - | 3 | 3 | - | 3 |
| Total | | 13 | 0 | 13 | 15 | 0 | 15 | 19 | 0 | 19 |
| Total Planning, Economic & Development Services | | | | | | | | | | |
| | | 48 | 0 | 48 | 48 | 0 | 48 | 53 | 0 | 53 |
| | | | | | | | | 55 | 0 | 55 |

Public Safety

| | | | | | | | | | | |
|---|----------|-----------|----------|---------------|-----------|----------|---------------|-----------|----------|---------------|
| Fire | | | | | | | | | | |
| Fire Chief | 35 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Assistant Fire Chief | 29 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Fire Marshal | 25 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Deputy Fire Marshal | 23 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Fire Inspector | 19 | - | - | - | - | - | - | 1 | - | 1 |
| Fire Battalion Chief | 27 | 3 | - | 3 | 3 | - | 3 | 3 | - | 3 |
| Fire Training Coordinator | 24 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Fire Captain | 24 | 3 | - | 3 | 3 | - | 3 | 3 | - | 3 |
| Fire Lieutenant | 23 | 9 | - | 9 | 9 | - | 9 | 12 | - | 12 |
| Fire Engineer | 21 | 11 | - | 11 | 11 | - | 11 | 14 | - | 14 |
| Firefighter, Senior Firefighter | 17/18 | 25 | - | 25 | 25 | - | 25 | 34 | - | 34 |
| Senior Program Support Specialist | 17 | - | 1 | 0.875 | - | 1 | 0.875 | - | 1 | 0.875 |
| Program Support Specialist | 15 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Administrative Logistics Coordinator ^c | 18 | - | - | - | - | - | - | - | - | - |
| Total | | 57 | 1 | 57.875 | 57 | 1 | 57.875 | 73 | 1 | 76.875 |
| EMS^a | | | | | | | | | | |
| EMS Chief | 31 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Paramedic Shift Supervisor | 21 | 3 | - | 3 | 3 | - | 3 | 3 | - | 3 |
| EMT (Basic, Intermediate, Paramedic) | 15/17/19 | 9 | - | 9 | 11 | - | 11 | 11 | - | 11 |
| Paramedic - FTO | 20 | - | - | - | 2 | - | 2 | 2 | - | 2 |
| Staffing and Logistics Specialist | 17 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Total | | 14 | 0 | 14 | 18 | 0 | 18 | 18 | 0 | 18 |
| Police | | | | | | | | | | |
| Police Chief | 35 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Police Captain | 29 | 3 | - | 3 | 3 | - | 3 | 3 | - | 3 |

| Police (cont.) | | | | | | | | | | | | | |
|---|-------------|------------|----------|--------------|------------|------------|--------------|------------|------------|--------------|------------|------------|--------------|
| Police Lieutenant | 27 | 2 | - | 2 | 2 | - | 2 | 3 | - | 3 | 3 | - | 3 |
| Police Sergeant | 25 | 8 | - | 8 | 8 | - | 8 | 10 | - | 10 | 12 | - | 12 |
| Communications and Technology Manager | 29 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Communications Center Supervisor | 24 | - | - | - | - | - | - | 1 | - | 1 | 1 | - | 1 |
| Communications Shift Supervisor | 19 | 1 | - | 1 | 1 | - | 1 | 2 | - | 2 | 2 | - | 2 |
| Police Corporal | 23 | 8 | - | 8 | 8 | - | 8 | 8 | - | 8 | 7 | - | 7 |
| Police Officers (PO I, PO II, Senior, Master Officer) | 19/20/21/22 | 45 | - | 45 | 49 | - | 49 | 51 | - | 51 | 56 | - | 56 |
| Telecommunicator (I, II, Senior) | 16/17/18 | 9 | - | 9 | 10 | - | 10 | 8 | - | 8 | 8 | - | 8 |
| Crime Analyst | 20 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Information Technology Specialist | 23 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Victim Advocate | 21 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Evidence Technician/Quartermaster | 15 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Senior Program Support Specialist | 17 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Police Records Technician | 16 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Total | | 84 | 0 | 84 | 89 | 0 | 89 | 94 | 0 | 94 | 100 | 0 | 100 |
| Total Public Safety | | 155 | 1 | 155.9 | 164 | 1.0 | 164.9 | 185 | 1.0 | 185.9 | 194 | 1.0 | 194.9 |

Public Works

| Facility & Fleet Services | | | | | | | | | | | | | |
|---|-------|-----------|----------|-----------|-----------|----------|-----------|-----------|----------|-----------|-----------|----------|-----------|
| Facility & Fleet Services Director | 32 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Fleet Services Supervisor | 22 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Facility Maintenance Supervisor | 23 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Fleet Services Mechanic/ Sr. Mechanic | 17/18 | 4 | - | 4 | 4 | - | 4 | 5 | - | 5 | 5 | - | 5 |
| Facility Maintenance Mechanic/ Sr. Mechanic | 17 | 1 | - | 1 | 2 | - | 2 | 2 | - | 2 | 2 | - | 2 |
| Administrative Specialist | 15 | - | - | - | - | - | - | - | - | - | 1 | - | 1 |
| Total | | 8 | 0 | 8 | 9 | 0 | 9 | 10 | 0 | 10 | 11 | 0 | 11 |
| Public Works & Transportation | | | | | | | | | | | | | |
| Public Works and Transportation Director ₁ | 34 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Engineering Supervisor | 29 | - | - | - | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Senior Engineer - Transportation | 28 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Engineer (Transportation) | 27 | - | - | - | - | - | - | 1 | - | 1 | 1 | - | 1 |
| Engineering Projects Coordinator | 24 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Engineering/GIS Technician | 22 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Cityworks/GIS Specialist | 21 | - | - | - | - | - | - | - | - | - | 1 | - | 1 |
| Senior Administrative Specialist | 15 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Total | | 5 | 0 | 5 | 6 | 0 | 6 | 7 | 0 | 7 | 8 | 0 | 8 |
| Streets | | | | | | | | | | | | | |
| Public Works Operations Manager | 29 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Street Maintenance Worker (all Levels) | 13/15 | 6 | - | 6 | 7 | - | 7 | 7 | - | 7 | 9 | - | 9 |
| Street Maintenance Supervisor | 23 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Heavy Equipment Operator | 17 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | 2 | - | 2 |
| Street Crew Leader | 19 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Street Right of Way Technician | 13 | - | - | - | - | - | - | 2 | - | 2 | 2 | - | 2 |
| Total | | 10 | 0 | 10 | 11 | 0 | 11 | 13 | 0 | 13 | 16 | 0 | 16 |
| Solid Waste Services | | | | | | | | | | | | | |
| Solid Waste Supervisor | 22 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Solid Waste Equipment Operator (I, Senior) | 15/16 | 7 | - | 7 | 8 | - | 8 | 8 | - | 8 | 10 | - | 10 |
| General Maintenance Worker (I,II) | 11/12 | 2 | - | 2 | 2 | - | 2 | 2 | - | 2 | 3 | - | 3 |
| Total | | 10 | 0 | 10 | 11 | 0 | 11 | 11 | 0 | 11 | 14 | 0 | 14 |
| Total Public Works | | 33 | 0 | 33 | 37 | 0 | 37 | 41 | 0 | 41 | 49 | 0 | 49 |

Public Utilities

| Electric | | | | | | | | | | | | | |
|---|--------------|-----------|----------------|--------------|-----------|----------------|--------------|-----------|----------------|--------------|-----------|----------------|-----------|
| Electric Utilities Director | 34 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Senior Electrical Projects Manager | 30 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | - | - | - |
| Electric Operations Manager | 27 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Electric Technical Services Manager | 27 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Electric Crew Field Supervisor | 24 | 4 | - | 4 | 4 | - | 4 | 4 | - | 4 | 4 | - | 4 |
| Electric Line Technician (I,II or Senior) | 17/19/21 | 12 | - | 12 | 11 | - | 11 | 11 | - | 11 | 13 | - | 13 |
| Electric Technical Services Specialist | 20 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Senior Electrical Services Specialist | 22 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Electric Engineering Technician | 21 | - | - | - | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Powerline Arborist | 22 | 2 | - | 2 | 2 | - | 2 | 2 | - | 2 | 2 | - | 2 |
| Powerline Right-of-way Technician | 16 | 3 | - | 3 | 4 | - | 4 | 4 | - | 4 | 4 | - | 4 |
| Utility Locate Technician | 15 | - | - | - | 2 | - | 2 | 3 | - | 3 | 4 | - | 4 |
| Electric Utilities Program Coordinator | 18 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Total Electric Fund | Total | 28 | 0 | 28 | 31 | 0 | 31 | 32 | 0 | 32 | 34 | 0 | 34 |
| Water & Sewer | | | | | | | | | | | | | |
| Water & Sewer Administration (Water Resources) | | | | | | | | | | | | | |
| Utilities Operations Manager | 29 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Engineer (Utility) | 27 | - | - | - | - | - | - | - | - | - | 1 | - | 1 |
| Senior Program Support Specialist | 17 | - | - | - | - | - | - | - | - | - | 1 | - | 1 |
| Total | Total | 1 | 0 | 1 | 1 | 0 | 1 | 1 | 0 | 1 | 3 | 0 | 3 |
| Water Maintenance | | | | | | | | | | | | | |
| Utility Maintenance Supervisor | 21 | - | - | - | - | - | - | 1 | - | 1 | 1 | - | 1 |
| Water Quality Supervisor | 24 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Utility Crew Leader | 19 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Heavy Equipment Operator | 17 | 1 | - | 1 | 1 | - | 1 | 2 | - | 2 | 2 | - | 2 |
| Cross Connection Supervisor | 24 | - | - | - | - | - | - | - | - | - | - | - | - |
| Utility Maintenance Worker/Technician (all Levels) | 13/15/16 | 8 | - | 8 | 7 | - | 7 | 7 | - | 7 | 9 | - | 9 |
| Total | Total | 11 | 0 | 11 | 10 | 0 | 10 | 12 | 0 | 12 | 14 | 0 | 14 |
| Sewer Treatment | | | | | | | | | | | | | |
| Water Reclamation Facility Manager | 29 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Laboratory Supervisor | 22 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| WRF - Team Leader | 21 | 2 | - | 2 | 2 | - | 2 | 2 | - | 2 | 2 | - | 2 |
| WRF Operator III - Electrical Specialist | 21 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| WRF Operator / Mechanic I,II, II | 18/19/20 | 2 | - | 2 | 2 | - | 2 | 2 | - | 2 | 2 | - | 2 |
| Laboratory Analyst (I, Senior) | 17/18 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Total | Total | 8 | 0 | 8 | 8 | 0 | 8 | 8 | 0 | 8 | 8 | 0 | 8 |
| Sewer Maintenance | | | | | | | | | | | | | |
| Collections Systems Supervisor | 24 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Pump Maintenance Supervisor | 23 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Pump Maintenance Mechanic | 18 | 2 | - | 2 | 2 | - | 2 | 3 | - | 3 | 3 | - | 3 |
| Utility Crew Leader | 19 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Utility Maintenance Worker/Technician (all Levels) | 13/15/16 | 7 | - | 7 | 9 | - | 9 | 6 | - | 6 | 7 | - | 7 |
| Heavy Equipment Operator | 17 | 1 | - | 1 | 1 | - | 1 | - | - | - | - | - | - |
| Total | Total | 13 | 0 | 13 | 15 | 0 | 15 | 12 | 0 | 12 | 13 | 0 | 13 |
| Total Water & Sewer Fund | | 33 | 0 | 33 | 34 | 0 | 34 | 33 | 0 | 33 | 38 | 0 | 38 |
| Total Public Utilities | | 61 | 0 | 61 | 65 | 0 | 65 | 65 | 0 | 65 | 72 | 0 | 72 |
| Total Funds | | | | | | | | | | | | | |
| | FY 2014-2015 | | | FY 2015-2016 | | | FY 2016-2017 | | | FY 2017-2018 | | | |
| | FT | PT | FTE | |
| Total General Fund | 300 | 3 | 302.188 | 318 | 3 | 320.188 | 351 | 2 | 352.438 | 372 | 2 | 373.438 | |
| Total Electric Fund | 28 | 0 | 28 | 31 | 0 | 31 | 32 | 0 | 32 | 34 | 0 | 34 | |
| Total Water & Sewer Fund | 33 | 0 | 33 | 34 | 0 | 34 | 33 | 0 | 33 | 38 | 0 | 38 | |
| Total All Funds | 361 | 3 | 363.188 | 383 | 3 | 385.188 | 416 | 2 | 417.438 | 444 | 2 | 445.438 | |

Position Notes:

- Positions were previously housed under Construction Management department; Positions moved as a result of an organizational restructure in August 2016.
- Position title change from Accounting Technician to Accounting Manager in FY 2014-2015 was a result of reclassification and not creation of a new position.
- Position title change from Environmental Programs Manager to Stormwater and Utility Engineering Manager occurred in FY 2016-2017
- The Utilities Project Coordinator was retitled in FY 2016-2017. An existing Environmental Specialist position was reclassified to Utilities Specialist in FY 2017-2018.
- Pretreatment Coordinator (previously under Sewer Treatment) was retitled Water Resources Specialist in FY 2016-2017
- Change in FY 2017-2018 is the result of reclassifying one corporal position and adding a new sergeant position.
- Change in FY 2016-2017 position count was the result of a reclassification to add the Shift Supervisor positions. There was no change in FTE.

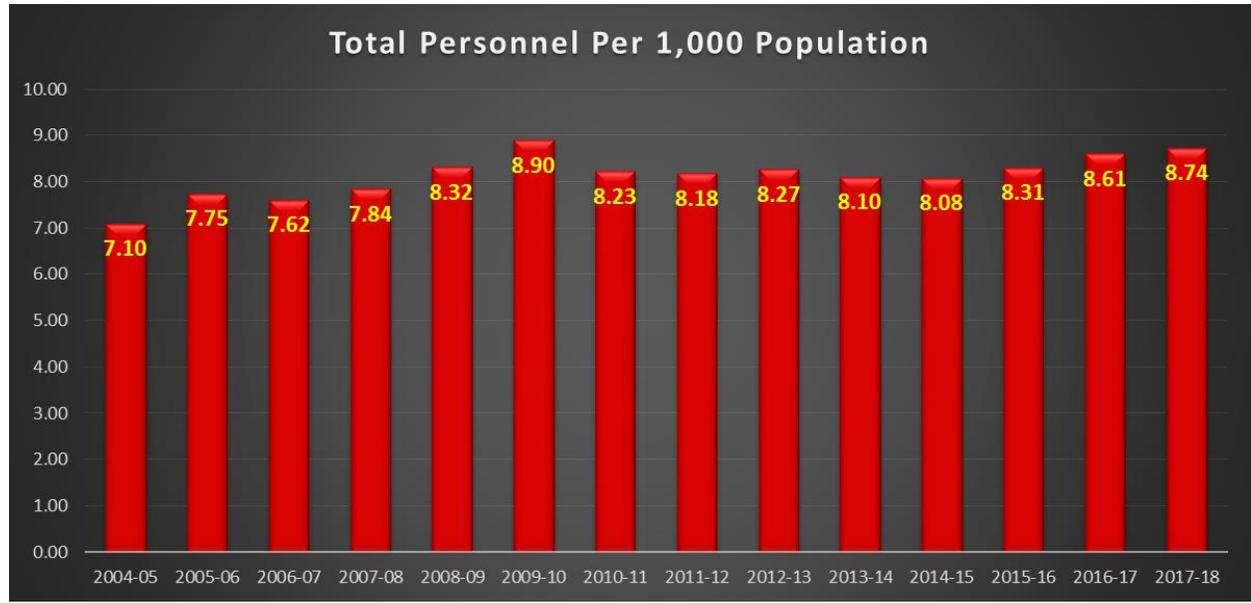
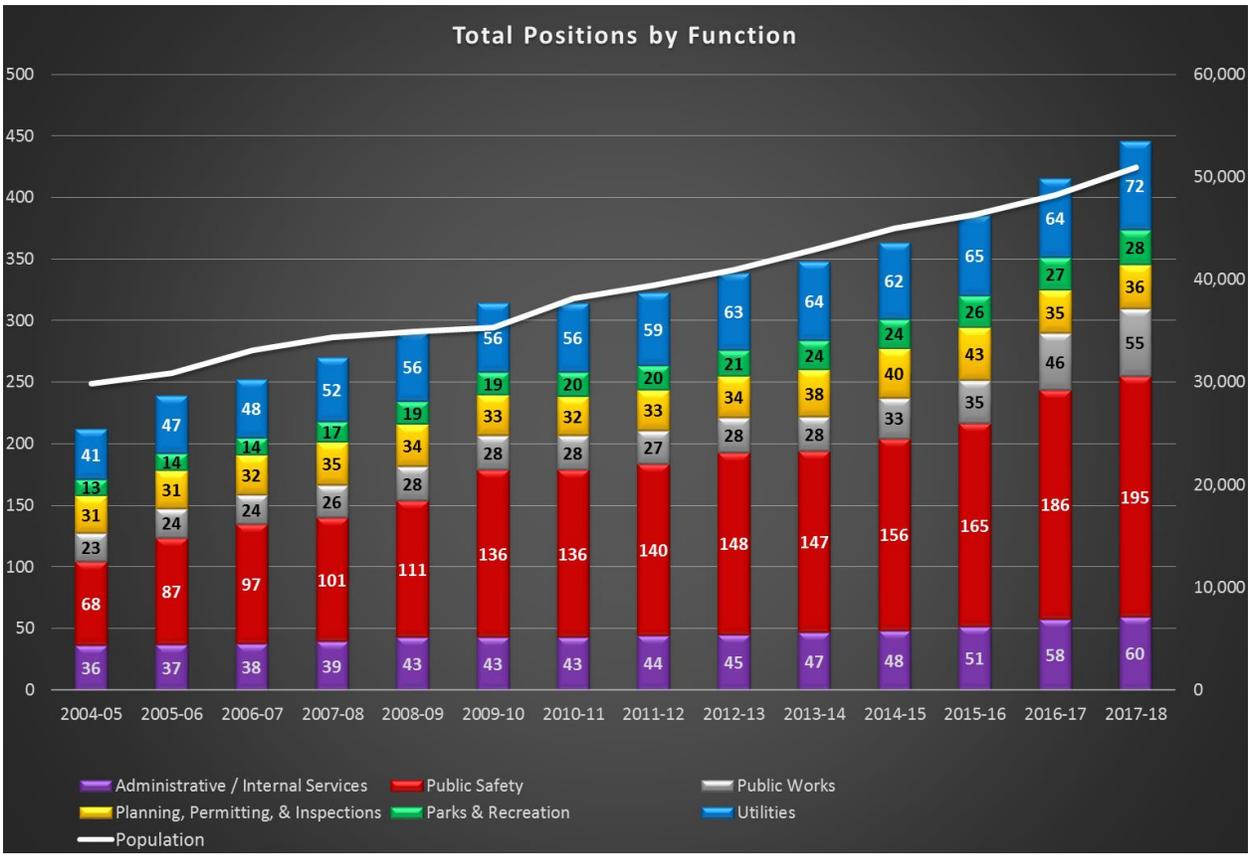


Town of Apex, North Carolina FY 2018 - 2019 Annual Budget

New Position Requests

| Department | Position | No. | Annual Cost | Mgr. Rcmd. | FY 18-19 Cost | Annualized Cost | Notes | |
|-------------------------------------|---|-----------|------------------|------------|------------------|------------------|---------|-------------------|
| General Fund | | | | | | | | |
| Facility Services | Facility Maintenance Mechanic | 1 | 52,452 | 52,452 | 0 | 0 | | |
| Finance | Utility Accountant | 1 | 72,992 | 72,992 | 1 | 72,992 | 72,992 | |
| Fire | Administrative Logistics Coordinator | 1 | 59,897 | 59,897 | 0 | 0 | 0 | |
| | Assistant Fire Chief | 1 | 91,693 | 91,693 | 1 | 91,693 | 91,693 | |
| | Firefighter | 6 | 53,304 | 319,824 | 3 | 79,956 | 159,912 | Hire 1/1/19 |
| | Training Officer | 1 | 77,112 | 77,112 | 0 | 0 | 0 | |
| Information Tech | GIS Development Technician | 1 | 66,045 | 66,045 | 0 | 0 | 0 | |
| | IT Supervisor/Team Lead | 1 | 110,173 | 110,173 | 1 | 55,087 | 110,173 | Hire 1/1/19 |
| Legal | Assistant Town Attorney | 1 | 115,023 | 115,023 | 1 | 115,023 | 115,023 | |
| Parks & Rec | Program Support Specialist | 1 | 52,942 | 52,942 | 1 | 52,942 | 52,942 | Converts LSE |
| | Park Attendant | 4 | 44,755 | 179,020 | 2 | 89,510 | 89,510 | |
| | Parks Maintenance Worker - Grounds Team | 1 | 46,534 | 46,534 | 1 | 46,534 | 46,534 | |
| | Parks Maintenance Worker | 2 | 46,534 | 93,068 | 1 | 46,534 | 46,534 | |
| | Parks Maintenance Crew Leader | 1 | 56,913 | 56,913 | 0 | 0 | 0 | |
| Permits & Inspect. | Code Enforcement Officer | 2 | 66,629 | 133,258 | 2 | 99,944 | 133,258 | Hire 6/1 & 1/1/19 |
| Planning | GIS Technician | 1 | 61,420 | 61,420 | 0 | 0 | 0 | |
| | Planner - Long Range | 1 | 69,517 | 69,517 | 1 | 69,517 | 69,517 | |
| Police | Deputy Chief | 1 | 138,113 | 138,113 | 0 | 0 | 0 | |
| | Detective - Criminal Investigations | 4 | 63,490 | 253,960 | 3 | 116,398 | 190,470 | Hire 8/1 |
| | Accreditation Manager (civilian) | 1 | 76,058 | 76,058 | 0 | 0 | 0 | |
| | Communications Shift Supervisor (civilian) | 2 | 64,355 | 128,710 | 0 | 0 | 0 | |
| | Records Clerk (civilian) | 1 | 56,738 | 56,738 | 0 | 0 | 0 | |
| | Sergeant - Training and Recruitment | 1 | 81,371 | 81,371 | 1 | 81,371 | 81,371 | |
| | Evidence Clerk/Quartermaster (civilian) | 1 | 52,301 | 52,301 | 0 | 0 | 0 | |
| | Police Officer - Patrol | 5 | 63,490 | 317,450 | 4 | 232,797 | 253,960 | Hire 8/1 |
| | Police Officer - SRO | 1 | 63,490 | 63,490 | 2 | 31,745 | 126,980 | Hire 1/1/19 |
| Streets | Street Maintenance Worker - Sign Shop | 1 | 58,269 | 58,269 | 1 | 58,269 | 58,269 | |
| Solid Waste | Solid Waste Equipment Operator | 1 | 51,753 | 51,753 | 1 | 51,753 | 51,753 | |
| | General Maintenance Worker - Yard Waste | 2 | 43,387 | 86,774 | 1 | 43,387 | 43,387 | |
| Water Resources | Environmental Technician (Stormwater) | 1 | 70,448 | 70,448 | 0 | 0 | 0 | |
| General Fund Total | | 49 | 3,093,318 | 28 | 1,435,451 | 1,794,278 | | |
| Water & Sewer Fund | | | | | | | | |
| | Utility Maintenance Worker - Collections | 1 | 51,441 | 51,441 | 0 | 0 | 0 | |
| | Utility Maintenance Worker - Cross Connection | 1 | 51,425 | 51,425 | 1 | 51,425 | 51,425 | |
| | Cross Connection Coordinator/Supervisor | 1 | 73,588 | 73,588 | 1 | 73,588 | 73,588 | |
| | Utility Maintenance Worker - Water Quality | 2 | 51,425 | 102,850 | 1 | 51,425 | 51,425 | |
| | AMI Meter Specialist | 1 | 63,713 | 63,713 | 0 | 0 | 0 | |
| | Utility Engineer | 1 | 91,253 | 91,253 | 1 | 91,253 | 91,253 | |
| Water & Sewer Fund Total | | 7 | 434,270 | 4 | 267,691 | 267,691 | | |
| Electric Fund | | | | | | | | |
| | GPS/GIS Technician | 1 | 69,850 | 69,850 | 0 | 0 | 0 | |
| | Electric Line Technician | 2 | 61,202 | 122,404 | 2 | 122,404 | 122,404 | |
| Electric Fund Total | | 3 | 192,254 | 2 | 122,404 | 122,404 | | |
| TOTAL ALL FUNDS | | 59 | 3,719,842 | 34 | 1,825,546 | 2,184,373 | | |

Current Staffing



| Department | Position | # of Positions |
|---|---|----------------|
| Electric Utility | GPS/GIS Technician | 1 |
| | Electric Line Technician | 2 |
| Facility & Fleet Services | Facility Maintenance Mechanic | 1 |
| Finance | Utility Accountant | 1 |
| Fire | Administrative Logistics Coordinator | 1 |
| | Assistant Fire Chief | 1 |
| | Firefighter | 6 |
| | Training Officer | 1 |
| Information Technology | GIS Development Technician | 1 |
| | IT Supervisor/Team Lead | 1 |
| Legal | Assistant Town Attorney | 1 |
| Parks, Recreation, & Cultural Resources | Administrative Assistant | 1 |
| | Park Attendant | 4 |
| | Parks Maintenance Worker - Grounds Team | 1 |
| | Parks Maintenance Worker | 2 |
| | Parks Maintenance Crew Leader | 1 |
| Permitting & Inspections | Code Enforcement Officer | 2 |
| Planning | GIS Technician | 1 |
| | Planner - Long Range | 1 |
| Police | Deputy Chief | 1 |
| | Detective - Criminal Investigations | 4 |
| | Accreditation Manager (civilian) | 1 |
| | Communications Shift Supervisor (civilian) | 2 |
| | Records Clerk (civilian) | 1 |
| | Sergeant - Training and Recruitment | 1 |
| | Evidence Clerk/Quartermaster (civilian) | 1 |
| | Police Officer - Patrol | 5 |
| | Police Officer - SRO | 1 |
| Public Works & Transportation | Right of Way Maintenance Supervisor | 1 |
| | Right of Way Maintenance Technician | 5 |
| | Street Maintenance Worker - Sign Shop | 1 |
| | Solid Waste Equipment Operator | 1 |
| | General Maintenance Worker - Yard Waste | 2 |
| Water and Sewer Utility | Utility Maintenance Worker - Collections Inspection | 1 |
| | Utility Maintenance Worker - Cross Connection | 1 |
| | Cross Connection Coordinator/Supervisor | 1 |
| | Utility Maintenance Worker - Water Quality | 2 |
| | AMI Meter Specialist | 1 |
| | Utility Engineer | 1 |
| Water Resources (GF) | Environmental Technician (Stormwater) | 1 |
| TOTAL | | 65 |

Position Request

Department Assignment: Electric Utilities
Division Assignment: Administration
Position Title: **GPS/GIS Technician**

Position Justification

The Electric Department has always contracted GPS/GIS services for the data collection of its facilities. Over the past three fiscal years we have averaged spending \$55,409 a year and are on track for the same this year. With the Town growth rate as is we are consistently 6 to 8 months behind on entering the GIS data. Now that we have an Outage Management System and Cityworks it is important that we shorten that time frame to have the most up to date information for these databases to operate properly. The hope for this position would be able to have our subdivision and commercial electric layouts completed in AutoCAD and converted to GIS when the work is complete. This would reduce the amount of field work having to be done, making us more efficient.

Position Support

This position would require a Town furnished vehicle, computer, cell phone, and GPS equipment.

Position Request

Department Assignment: Electric Utilities
 Division Assignment: Operations
 Position Title: **Electric Line Technician**

Position Justification

The two requested positions will be used to form an additional underground installation crew. They will be responsible for installing underground electric services to houses and townhomes as well as the repair of electric underground secondary facilities. From fiscal year 12/13 to 15/16 underground installations increased 36 percent. We were able to keep up in house by crews working overtime. From fiscal year 16/17 to the end of 17/18 we are projecting an increase of 95 percent in underground installations. Over the past several years we have had to pull other underground installation crews away from their primary duties to help to catch up. In April 2017 we started using a contract crew to help keep up with the work load. The last three months of fiscal year 16/17 we spent \$67,668.55 and so far this fiscal year we spent \$131,876.50. With the amount of underground utilities being installed in the Town, we have also had an increase in repair work due to damage to Town facilities. This crew could also assist with those repairs.

Position Support

These two positions will be field personnel assigned to an existing underground service truck with a trailer and a mini excavator installing underground electric services and maintaining underground electric facilities.

There is an existing service truck that will be in this year's budget for replacement. We have a trailer and mini excavator that are only several years old. The Town will have to provide them with hand tools, personal protective equipment, and uniforms. Training will take place in house with Town personnel.

Position Request

Department Assignment: Facility and Fleet Services
Division Assignment: Facility Services
Position Title: **Facility Maintenance Mechanic**

Position Justification

The total square footage of all Town facilities has grown to 247,678 square feet. Building automation systems, lighting control systems, HVAC systems and extensive technologies associated with all of that have necessitated the request for an additional Facility Maintenance Mechanic for troubleshooting and diagnosing the myriad of problems that occur almost daily. Routine preventative maintenance such as belt replacements and lubrication along with filter changes require time for work to be completed. The current organization consists of one Facility Services Supervisor and two Facility Maintenance Mechanics with one of these being added in September of 2015. The number of work orders fiscal year to date is 2,654. The total number of work orders for all of fiscal year 2017 was 3,249. The request for one additional position is necessitated by the increase in work orders and the combined complexities with building systems as they age.

Position Support

Accommodations for this new position would have to be managed in the upcoming year through modifications to existing office space. This has been accomplished in the past and should not present a problem for this new position.

Position Request

Department Assignment: Finance
 Division Assignment: Utility Billing
 Position Title: **Utility Accountant**

Position Justification

An additional professional level Utility Account position in the Accounting Section is needed to assist both the Accounting Section and the Customer Service Section handle increased workloads due to the growth of the Town. The last position added to the Customer Service Section was a Customer Service Specialist in the budget for the 2011-12 fiscal year. Since the addition of that position the number of water customers has grown 40% and the number of electric customers has grown 39%. The budget of the Town's utility funds have grown by 66%. The last position added to the Accounting Section was an Accounting Technician in the budget for the 2008-09 fiscal year. Since the addition of that position the number of full time employees of the Town has increased by 52% and the budget for the Town's operating funds (General Fund and utility funds) has increased 96%. The staff of these sections have become more efficient through the increased use of technology, however the work load has now reached a critical point in both sections. The supervisors of those sections typically work extra hours each night and most weekends.

This position will assume critical accounting tasks related to utility operations such as the reconciliation of utility receivables and collections. These reconciliations are currently performed by the Customer Service Supervisor. These accounting tasks take away from time needed to address customer service issues. An accountant will be more efficient in performing tasks of this nature. Internal controls and segregation of duties will be strengthened by these task being performed by an employee outside the Customer Service Section. The position will also assume responsibility for preparation of financial reports to the NC Utilities Commission and utility sales tax reports to the NC Department of Revenue, both currently prepared by the Customer Service Supervisor.

An increased work load for the Accounting Section prevents the current staff from assuming the tasks which will be assigned to the Utility Accountant. The position will also assist the Accounting Section in areas which are related to the utility funds such as invoices and payments, accounting, preparation for the annual audit and financial reporting.

The addition of this position will enable the Customer Service Section to devote more time to customer service issues and will improve service to the Town's customers. The position will increase efficiency and safe guards over assets by performing accounting task currently assigned to customer service staff. The Accounting Section will become more efficient and improve its service levels to the Town, employees, vendors and citizens with the addition of a professional level position

Position Support

There are cubicle spaces available both in the Accounting Section and the Customer Service/Billing areas for the new position.

Position Request

Department Assignment: Fire
 Division Assignment: Administration
 Position Title: **Administrative Logistics Coordinator**

Position Justification

This position is being requested in an effort to meet two pressing needs within the fire department, which include a logistics officer and additional administrative duties.

Logistics Needs Justification:

Currently, the department relies on the efforts of shift personnel to acquire goods and services needed for the effective operation of the department. Below is a list of those with significant responsibilities associated with addressing logistic needs:

| | | |
|-----------------------------------|---|---|
| Apparatus maintenance | AC Maynard | (40 hour employee) <i>coord. w/ Fleet and vendors</i> |
| Building maintenance | AC Maynard | (40 hour employee) <i>coordinates with Facilities</i> |
| In-House IT | FM Huegerich | (40 hour employee) <i>multiple disciplines</i> |
| Communications (radios) | Lt. H. Miles | (Shift employee) |
| Work uniforms | Capt. A. Stuart | (Shift employee) |
| Dress uniforms | Not Currently Assigned but needs to be. | |
| EMS Supplies and Equipment | Lt. R. Arnett | (Shift employee) |
| Station supplies | Lt. D. Dague | (Shift employee) |
| Extrication equipment maintenance | FE J. Nesbit | (Shift employee) |
| Personal Protective Equipment | Lt. T. Leerkes | (Shift employee) |

While the department continues to be able to operate under the current system, it is becoming increasingly more difficult. Shift personnel all work the department's three-four schedule which results in these employees working ten 24 hour shifts most months. This work schedule results in delays in obtaining items needed, or it requires someone with a purchasing card to obtain the needed item, independent of the person responsible. At times, this has created situations which have led to confusion. The department is attempting to use our records management system as an asset management system with Lt. Strom leading this effort. However, we are far from achieving success with this due to it being a collateral duty.

With the approval of an Administrative Logistics Coordinator, the department's purchasing of goods and services can be streamlined and placed under the responsibility of a single employee. This will have positive effects on the operations of the fire department in the following ways:

1. There will be a central source for the department obtaining goods and services.
2. This individual will become more effective in the acquisition of required contracts.
3. This individual will become intimately familiar with the Town of Apex purchasing requirements and therefore we will decrease the likelihood of purchasing errors.
4. Goods and services can be acquired without unnecessary delays caused by the responsible employee's shift schedule.

5. The assistant chief can become more active in leading the operations division instead of spending a large portion of his time scheduling apparatus and equipment repairs and shuttling apparatus for maintenance.
6. This individual will be able to establish relationships with primary vendors which will enhance the research of future goods to meet identified needs.
7. This person will become credentialed as a Logistics Section Chief in the National Incident Management System, which will enhance the department's efforts during major disasters.
8. Personnel that are currently carrying out these additional duties will be able to focus more energy towards their actual duties and developing themselves for future promotional opportunities and those that are in supervisory positions will be able to focus more effort towards the success of their assigned personnel.
9. Create a more effective and accurate recordkeeping system to better account for equipment.
10. Enhance the department's abilities associated with collecting, analyzing and reporting outcomes.
11. Support the department's pursuit of becoming accredited through the Center for Public Safety Excellence.

Additional administrative duties:

The department is also in need of someone to provide additional administrative expertise in areas of data management and reporting. As the department continues to embrace concepts associated with the fire service accreditation, several areas of need have been identified. In the coming months, the department hopes to acquire a consultant to assist with the development of a Strategic Plan and Standard of Cover, and having access to data will be extremely important. This process will require in-depth research into our current operations, industry best practice, and developing plans for the organization to follow to achieve our goal of becoming accredited. Unfortunately, we have been unable to make tremendous headway in these areas due to the lack of available staffing. Ultimately, as we progress, we will better understand the need for effective database management and reporting, which will support the department efforts to adequately justify our budget requests and expenditures.

Position Support

This position would require a suitable office from which to organize the department's logistic efforts. In the short term, this position could utilize a space that could be created at Public Safety Station 5 (temporarily convert a bedroom into an office). For the short term, costs associated with creating a workspace would be minimal, but long term office space would have to be included in a fire department facility yet to be constructed or renovated.

Position Request

Department Assignment: Fire
 Division Assignment: Administration
 Position Title: **Assistant Fire Chief**

Position Justification

This assistant fire chief position is needed to allow for a more effective distribution of workload within the administrative division of the fire department. Currently, the Chief spends a significant portion of each day performing duties that fall onto support staff in other fire departments. With the addition of a second assistant chief, the fire department can be formally divided into separate divisions that fall under one of the assistant chiefs. This would clarify the duties of each assistant chief including assigning direct reports. Once the department is formally organized in this manner, the fire chief will be able to focus more consistent efforts on the strategic pursuit of overall department goals, budget administration, planning, and generally allowing more time to interact with the members of the organization. By adding this additional skilled assistant chief, the department will be in a position to pursue more efforts such as grants, strategic planning, standard of cover, development of performance measures, evaluating the performance of each program area, strengthening our efforts to maximize our score in the North Carolina Response Rating which can affect property insurance rates, completing station location projections, increasing our use of GIS for quantitative measurement of response times, and many more things. Naturally a prioritization of needs will have to take place, but without adding staff, the fire department will continue to make small incremental improvements with an unsustainable amount of work falling on the fire chief and assistant chief.

Position Support

This position will need an office space that is currently unavailable within the current configuration of any fire department facility. However, we have asked about the possibility of creating office space in the underutilized police space at Public Safety Station 4. If necessary, we can utilize a space in Public Safety Station 5 as temporary office space until a permanent solution can be completed.

Position Request

Department Assignment: Fire
 Division Assignment: Operations
 Position Title: **Firefighter – 6 positions**

Position Justification

Four person staffed apparatus greatly increases the abilities of a fire crew upon their initial arrival at an incident. Through research, the National Institute of Standards and Technology (NIST) has proven that that four person crews are significantly more effective than the three person crews that are currently utilized on three apparatus within the department. One example of this, which is taken directly from NIST's Report on Residential Fireground Field Experiments report is that "four-person crews completed the same number of fireground tasks (on average) 5.1 minutes faster than the three-person crew." NIST also released research comparing time to flashover in modern construction versus "legacy" construction which pointed out that a structure built with modern lightweight construction and has modern contents will reach the point where everything in the involved room will burst into flames (flashover) in approximately four minutes. In a legacy building, which is older construction with older contents utilizing more natural materials versus synthetics, the time to flashover as approximately 30 minutes. Given the proven findings, it is imperative that fires are attacked quickly with tactics that recognize the dangers of the modern built environment. An increase to four personnel on all apparatus will greatly enhance the efficiency of fire department operations which would increase the safety of personnel and citizens.

It is important to point out that increasing the number of firefighters will also assist the department with completing additional non-emergency tasks that the department is responsible for. These tasks would include, preplanning occupancies, hose testing, facility maintenance, etc.

The department was allowed to increase the staffing on an engine from three to four during FY18. This was another significant step forward in achieving meeting the goal of four person staffing across all department engines. In an effort to continue to move towards our goal, the department is requesting six additional positions during FY2018-19. By requesting six, it makes the hiring and training process more effective than hiring a smaller number. However, due to the shift schedule worked by firefighters, any hiring needs to be in groups of at least three.

Position Support

The current plan is to use these six firefighters to bring Engine 4 and Ladder 3 up to the desired staffing level. Station 3 will have to have a small amount of facility work to create a small single-bed bedroom out of part of the day room to prevent two people having to sleep in the same small bedroom at the same time. Initially, Station 4 will have to have two people sleeping in the same room but if it becomes possible to move the fire marshal's office, their current office can become a bedroom.

Position Request

Department Assignment: Fire
 Division Assignment: Training
 Position Title: **Training Officer**

Position Justification

Over the past two years, the department has cancelled five training classes due to low student turnout. North Carolina requires all certification classes be taught through an organization with “delivery agency” status. Currently, we utilize Wake Tech as our delivery agency. This is effective because Wake Tech pays for the instruction, but it come with the challenge of requiring 8 students in class for financial reasons. The five classes were cancelled because we couldn’t get the minimum number of students in the class, despite them being advertised throughout the county. It is imperative that we find a more predicable way for certification classes to be taught in Apex because all promotions are tied to at least one additional certification and sometimes more than one.

Additionally, having a training officer would allow the department to achieve more training consistently across the three shifts. One of the comments received from our newest firefighters is that we don’t yet have an “Apex Way”. What that means is, we have multiple ways to do things, which is good, but we need to standardize many of our operations. We have recently placed significant focus on our structure fire operational policy, and because I served as the element of consistency, we now have three shifts approaching a typical structure fire through a standard approach, which includes a Standard Operating Guideline (SOG).

Position Support

This person would perform many of their duties in “the field” delivering training. However, we will need to create a suitable workspace that allows for class development and research. One option is to place this person in the same office as Captain White, but that isn’t optimal due to the small size. The simple fact is that this position is needed, but we don’t have anywhere to put this person. However, we can be creative and work through this.

Position Request

Department Assignment: Information Technology
Division Assignment: GIS
Position Title: **GIS Development Technician**

Position Justification

The Town is in need of a GIS Development/Applications position to focus on development of geospatial application solutions Town wide. Various Town departments are requesting mobile interactive applications along with specialized maps and there is no existing staff member in any department with the qualifications to fulfil those tasks. A request has been made to combine GIS requests from Public Safety, Public Works, and Economic Development along with supporting the technology it is used and lives on. This person would be responsible for the creation and integration of GIS data along with maintaining accuracy and upkeep of the data within the Apps and application software we utilize now and in the future.

Position Support

The position will remain in the IT department and utilize one of the current desks and equipment. The position will have access to our peripheral equipment already in place to include sharing of the vehicle and on-call phone when required.

Position Request

Department Assignment: Information Technology
 Division Assignment: Operations
 Position Title: **IT Supervisor / Team Lead**

Position Justification

The IT Department requires a team lead to take on tasks such as supervision and distribution of the help desk tickets, day to day operational activities, and inventory of equipment. This person would be the team lead and go to person for the operational staff to include all Information Technology Specialists and Technicians (currently 4 positions) and free up the Director to focus on larger internal and regional projects. The position would help distribute workloads and assignments for help desk tickets and troubleshooting customer service related issues. The position would supervise and monitor performance and have a direct reporting relationship to modify customer service satisfaction and seek ways to continuously improve citizen and customer relations by keeping track of SLAs (Service Level Agreements) for projects and tickets handled by IT. The position of a supervisor and team lead would help the divisions of operations and applications become more focused and balanced. The applications team will require a great deal of time for business process analysis and solution development.

Position Support

The position will remain in the IT department and utilize one of the current desks and equipment. The position will have access to our peripheral equipment already in place to include sharing of the vehicle and on-call phone when required.

Position Request

Department Assignment: Legal
 Division Assignment: N/A
 Position Title: **Assistant Town Attorney**

Position Justification

The day to day customer of the legal department is the town staff. Since June, 30 2014, the Town has added 101.5 full time employee positions, an almost 30 percent increase. Further, after numerous requests related to contract issues where no valid contract existed, the legal department recognized a need for better contract management and review. To protect the Town from this continuing risk, the legal department working with town management has established a contract review procedure which has resulted in an approximately 400 percent increase in the number of contracts being reviewed by the legal department.

This position is essential to:

- Improve our customer service to town staff, Town Council, and developers and their attorneys.
- Review contracts and other documents in a timely matter. Timing for initial legal review of contracts has increased from less than 30 days to as much as 60 days in some instances. This new staff position will enable the legal department to meet customer expectations.
- Review of title searches, deeds, easements, and encroachment agreements in a timely manner. As the Town continues to expand and improve its infrastructure, legal review of documents for easement acquisitions for Town projects has increased. In addition to the typical projects in the queue, several large projects are on the horizon which will require significant legal time, including the Apex Peakway connection at South Salem and NCDOT's road widening along Hwy 55.
- Provide review of public records requests and responses for compliance with North Carolina law. Public records requests, many of which are large and burdensome, have steadily increased. This new position will provide support to town staff so the Town is able to comply with the Public Records Act as promptly as possible.
- Enable the legal department continue to limit outside legal expenses even where outside counsel has been retained. For example, the legal department devotes an average of 7-8 hours per week managing issues where outside counsel has been retained. Such efforts have resulted in a savings of more than \$112,000 in the past year.
- Provide services in-house, which are currently being contracted to outside counsel. For example, the Town's current use of outside counsel for condemnation work could be substantially reduced.

Position Support

This position would need to be located in the legal suite which would require the zoning enforcement officer be moved from the legal suite.

Position Request

Department Assignment: Parks, Recreation and Cultural Resources
Division Assignment: Recreation Programs
Position Title: **Administrative Assistant**

Position Justification

This position was originally approved in 2004 as a 20 hour per week LSE position so the need was recognized as far back as 14 years ago. Obviously programs, parks, all other areas of the operation have grown significantly since then culminating in the recent approval of a \$48,000,000 parks bond and an additional \$6,000,000 being spent to acquire additional park land.

Position Support

Position will occupy the same workspace (office next to Department Head) that it occupies now as an LSE.

No additional vehicles, IT related items, furnishings, professional dues or subscriptions are required. However, \$500 will be requested for miscellaneous training if needed.

Position Request

Department Assignment: Parks, Recreation and Cultural Resources
 Division Assignment: Park Operations
 Position Title: **Park Attendant – 4 positions**

Position Justification

Currently we have 2 fulltime park attendants that are responsible for setups/ break downs at the HCAC (Halle Cultural Arts Center), Community Center, cleaning of the HCAC (Halle Cultural Arts Center), emptying trash at all parks/greenways, filling doggy waste bags, cleaning ten sets of restrooms, picking up litter, opening /closing park gates and restrooms, checking in shelter rentals, checking fishing permits, completing building checks, and enforcing park rules and regulations.

We also have limited service employees assisting with these duties. The LSE's cover all of the night and weekend duties in place of fulltime employees. There has been a continuous problem with recruiting and retaining limited services employees for these shifts. Currently the entire division has been covering the night and weekend shifts that have been left vacant due to an inability to secure dependable LSE's. The additional shifts have created hardships on our full time staff. Covering the shifts has created issues with maintenance during the regular work week and has increased overtime wages for our full-time employees.

With the addition of the 4 park attendants that we are requesting we will be able to have a fulltime presence in the parks at all times. This will not only increase dependability but it will also enable us to cover 160 hours of the estimated 177.75 hours of weekly duties that we are not currently able to cover each week. Maintaining a full-time presence at nights, on weekends, and holidays is critical to the operation of park and greenway facilities due to safety and security concerns as well as providing continual maintenance, rental setup and monitoring etc. Some of the facilities are not getting the attention they need. There are some restroom facilities that are not able to be cleaned every day. Other restrooms that are cleaned everyday need to be cleaned twice daily but are only receiving one cleaning. It is estimated using traffic counters that 5 of our restrooms are used by 500 people a day on average and are only cleaned and stocked once a day. The additional attendants would enable time to properly clean the facilities and would substantially decrease citizen concerns. Currently the park attendants are changing trash when it is totally full or over flowing. With the addition of the 4 park attendants we would be able to change the trash before the cans are totally full which would reduce the amount of calls from citizens concerning trashcans that need to be changed.

Facilities Added with no additional staffing for operations:

Skate Plaza – Hunter St. Park (8/1/15)
Lake Pine Restroom – Apex Community Park (3/1/16)
Salem Middle Restroom – Salem Middle School (3/1/17)
Elevate Course – Apex Community Park (7/1/17)

Additional facilities/amenities projected to open in fiscal year 2018-2019

Salem Pond Park Playground – Salem Pond
Greenways – Estimated 7 miles of additional greenways

Please see below the current hours the facilities crew has available for assigned duties.

| Current Staffing Hours Available For Facility Crew | 3-FT Staff@ 40 hrs. per wk. | PT Staff@ 20 hrs. per wk. | Total Hours |
|--|-----------------------------|---------------------------|-------------|
| | 120 | 200 | 320 |

Please see below the estimated workload hours for the current needs in our parks/greenways for the facilities crew.

- Restrooms
Total 178.5 hours per week (w/travel time)
- Checking/Changing Trash/Recycle cans, Restocking Dog Bag Stations, Picking up Litter.
Total hours per week = 111.75 (w/travel time)
- Centers (Set-ups, Breakdowns, and General/Minor Maintenance)
Total hours per week = 75 hours
- Operations
Total hours per week = 77 hours
- Shelters
Total hours per week = 15 hours
- Playground Inspections / Repair
Total hours per week = 30 hours
- Inventory
Total hours per week = 5 hours
- LSE Staffing logistics
Total hours per week = 5 hours

Total estimated work hours currently needed per week = 497.75

Position Support

The park attendant position requested will occupy existing work space. No costs will be associated with creating a space for this position.

This position will require an email address, access to Facility Dude to complete work orders, access to Active to search rentals, and login information for computers. The training budget would be \$500 per year to cover training/certifications pertaining to park facilities/operations.

Position Request

Department Assignment: Parks, Recreation and Cultural Resources
 Division Assignment: Park Operations
 Position Title: **Park Maintenance Worker – Grounds Team**

Position Justification

We are requesting the addition of a Park Maintenance Worker position for the Grounds Team. This position is necessary due to the continued expansion and growth within the town's parks/greenway system. This coming fiscal year (2018-2019) we anticipate that we will acquire an additional 7 miles of greenway that will require grounds maintenance. The additional greenway maintenance equates to roughly 25 acres. We have also just acquired Olive Farm which encompasses approximately 21 acres of ground maintenance. In the fiscal year of (2015-2016) the average contracted price per acre for greenways was roughly \$975 per acre or \$3,500 per mile. The total contracted price for the additional 7 miles at \$3,500 per mile = \$24,500 per year. The Olive Farm property is comparable to the Salem pond property in terms of maintained area. The last year the Salem Pond property was contracted was the fiscal year (2012-2013). The contract price for the park at that time was \$19,950 per year.

The workload for our Grounds Team is currently maxed out. Please see below the current hours the grounds crew has available for their assigned duties.

| Current Staffing Hours Available For Facility Crew | 4-FT Staff@ 40 hrs. per wk. | PT Staff@ 20 hrs. per wk. | Total Hours |
|--|-----------------------------|---------------------------|-------------|
| | 160 | 0 | 160 |

Please see the below information notating the work hours currently needed for grounds maintenance.

Grounds Crew

- ACP Mowing and Grounds Maintenance
 - 4 staff X 7.5 hours per week =30 hours per week (36-38 times per year)
- Nature Park/ Seymour Fields Mowing and Grounds Maintenance
 - 4 staff X 7 hours per week= 28 hours per week (36-38 times per year)
- Kelly Rd Mowing and Grounds Maintenance
 - 4 staff X 2.5 hours per week = 10 hours per week (36-38 times per year)
- Jaycee Mowing and Grounds Maintenance
 - 4 staff X 2.5 hours per week = 10 hours per week (36-38 times per year)
- Hunter Mowing and Grounds Maintenance
 - 4 staff X 2 hours per week = 8 hours per week (36-38 times per year)
- Seagroves Mowing and Grounds Maintenance
 - 4 staff X2.5 hours per week = 10 hours per week (36-38 times per year)
- Salem Pond Mowing and Grounds Maintenance
 - 4 staff X 3 hours per week = 12 hours per week (36-38 times per year)
- Clairemont Mowing and Grounds Maintenance
 - 2 staff X 1 hour per week = 2 hours per week (36-38 times per year)

- West street Mowing and Grounds Maintenance
 - 2 staff X 1 hour per week = 2 hours per week (36-38 times per year)
- Sue Helton Mowing and Grounds Maintenance
 - 2 staff X .5 hour per week = 1 hour per week (36-38 times per year)
- Kelly Glen Mowing and Grounds Maintenance
 - 2 staff X .5 hour per week = 1 hour per week (36-38 times per year)
- Beaver Creek Greenway Mowing and Grounds Maintenance
 - 4 staff X 6 hours per week = 24 hours per week (18-19 times per year)
- Haddon Hall Greenway Mowing and Grounds Maintenance
 - 4 staff X 1.5 hours per week = 6 hours per week (18-19 times per year)
- Becketts Crossing Greenway Mowing and Grounds Maintenance
 - 4 staff X 1.5 hours per week = 6 hours per week (18-19 times per year)
- Sutton Place Greenway Mowing and Grounds Maintenance
 - 4 staff X 1 hours per week = 4 hours per week (18-19 times per year)
- Charleston Village Greenway Mowing and Grounds Maintenance
 - 4 staff X 1 hours per week = 4 hours per week (18-19 times per year)

Total Hours Mowing and Grounds Maintenance per week / 38 wks. a year = 136 hrs. per week (w/ travel time)

- Equipment Maintenance and Repair
 - 8 hours per week X 52 times per year = 416 hours per year
- Mulching
 - 4 staff - 928 hours X twice per year = 1856 hours per year
- Leaf removal
 - 4 staff - 160 hours X 6 times per year = 960 hours per year
- Pruning of Greenways
 - 4 staff - 500 hours X 1 per year = 500 hours per year

Total Hours Average Per Week for Specialized Maintenance = 71.76 hrs. per week (w/travel time)

Total Hours per week grounds maintenance (99.38 hrs. + 71.76) = 171.1 hours average per week

Currently there is a difference of about 10 hrs. per week additionally needed for grounds maintenance. We have supplemented the additional hours needed with help from the LSE's in athletics, volunteers and community service workers when possible.

Position Support

This position would share common office space that the Grounds team currently uses. No additional workspace will be needed as the grounds crew is a mobile unit and primarily operates out of their assigned vehicles.

This position would need a town email address and access to Facility Dude for work orders. The training budget would be \$500 per year to cover pesticide training/certifications and grounds maintenance based training opportunities.

Position Request

Department Assignment: Parks, Recreation and Cultural Resources
 Division Assignment: Park Operations
 Position Title: **Park Maintenance Worker – 2 positions**

Position Justification

The addition of park maintenance workers would be used to create a new team that would be responsible for the operations and upkeep primarily of Apex Community Park with additional duties at Hunter St., Seagroves, Clairmont, Salem Pond, Haddon Hall Greenway and Charleston Village/Sutton Place Greenways. Currently we have one team of three people who are responsible for the operations, repairs, and projects in all the parks and greenways in the town. The team handles one problem at a time with a backlog of repairs and projects that need to be completed. With current staffing, we are unable to take a proactive approach to maintaining the parks and are unable to meet proper preventive maintenance needs. Park staff has been limited to only being able to address concerns as they are brought to our attention.

Our primary area of concern is Apex Community Park. Over the past year Apex Community Park has produced the largest percentage of patron concerns/complaints. Apex Community Park has the highest visitation of the parks in our park system; it has 1.75 miles of natural surface trails, 2 miles of paved greenway, 2 playgrounds, 3 restrooms, 1 camp building, 3 baseball fields, 6 tennis courts, 3 basketball courts, 2 rentable shelters, 3 volleyball courts, 1 elevate course, 1 soccer field, and a 50 acre lake for fishing and boating. Using data collected from our car counters at the entrance gates we estimate on average 1,748 cars enter Apex Community Park daily, 53,184 monthly and 638,205 yearly; these numbers do not account for multiple passengers and people walking into the park from neighboring communities.

The addition of this team will not only allow us to improve our operations at Apex Community Park it will also improve the preventative needs in each of the smaller park areas and the notated greenways. Adding the additional crew will enable the division to have teams dedicated to the eastern and western sides of Highway 55. Ultimately having a defined area of coverage is beneficial to the work group and the citizens. Employees will have more ownership and accountability with the smaller foot print. The employees will also have a consistent presence in these areas creating a substantially better product for the citizens of Apex.

Please see the below table displaying data collected from park counters from September - November that show the number of cars entering through each of our larger park entrances. The Hunter Street counters do not take into account the use of the skate plaza as they use the parking lots closer to the Dog Park and Hunter St.

| Year | Site | Sep | Oct | Nov | Average Daily Total | Average Yearly Total |
|------|---------------------|--------|--------|--------|---------------------|----------------------|
| 2017 | Community Park | 30,602 | 27,848 | 25,705 | 922.25 | 336,619 |
| | Hunter Gate 1 | 14,743 | 15,203 | 11,792 | 457.40 | 166,951 |
| | Hunter Gate 2 | 5,472 | 5,344 | 3,813 | 160.32 | 58,515 |
| | Jaycee | 8,996 | 8,330 | 4,870 | 243.24 | 88,784 |
| | Kelly Rd | 13,688 | 11,203 | 8,752 | 368.69 | 134,572 |
| | Lake Pine | 27,241 | 25,973 | 22,183 | 826.27 | 301,587 |
| | Nature Park | 7,758 | 7,757 | 6,713 | 243.59 | 88,912 |
| | Nature Park Phase 2 | 17,046 | 16,139 | 10,932 | 483.47 | 176,468 |

Position Support

This position will occupy an existing work space at Apex Community Park. No costs will be associated with creating a space for the two worker positions.

This position will require an email address, access to Facility Dude to complete work orders, access to Active to search rentals, and login information for computers. The training budget would be \$500 per year to cover training/certifications related to park operations.

Position Request

Department Assignment: Parks, Recreation and Cultural Resources
 Division Assignment: Park Operations
 Position Title: **Park Maintenance Crew Leader**

Position Justification

The requested Team leader would lead a crew consisting of 2 parks maintenance workers that are also being requested. The addition of the team leader position would be used to create a new team that would be responsible for the operations and upkeep primarily of Apex Community Park with additional duties at Hunter St., Seagroves, Clairmont, Salem Pond, Haddon Hall Greenway and Charleston Village/Sutton Place Greenways. Currently we have one team of three people who are responsible for the operations, repairs, and projects in all the parks and greenways in the town. The team handles one problem at a time with a backlog of repairs and projects that need to be completed. With current staffing, we are unable to take a proactive approach to maintaining the parks and are unable to meet proper preventive maintenance needs. Park staff has been limited to only being able to address concerns as they are brought to our attention.

Our primary area of concern is Apex Community Park. Over the past year Apex Community Park has produced the largest percentage of patron concerns/complaints. Apex Community Park has the highest visitation of the parks in our park system; it has 1.75 miles of natural surface trails, 2 miles of paved greenway, 2 playgrounds, 3 restrooms, 1 camp building, 3 baseball fields, 6 tennis courts, 3 basketball courts, 2 rentable shelters, 3 volleyball courts, 1 elevate course, 1 soccer field, and a 50 acre lake for fishing and boating. Using data collected from our car counters at the entrance gates we estimate on average 1,748 cars enter Apex Community Park daily, 53,183 monthly and 638,205 yearly; these numbers do not account for multiple passengers and people walking into the park from neighboring communities.

The addition of this team will not only allow us to improve our operations at Apex Community Park it will also improve the preventative needs in each of the smaller park areas and the notated greenways. Adding the additional crew will enable the division to have teams dedicated to the eastern and western sides of Highway 55. Ultimately having a defined area of coverage is beneficial to the work group and the citizens. Employees will have more ownership and accountability with the smaller foot print. The employees will also have a consistent presence in these areas creating a substantially better product for the citizens of Apex.

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| | Hunter Gate 2 | 5,472 | 5,344 | 3,813 | 160.32 | 58,515 |
| | Jaycee | 8,996 | 8,330 | 4,870 | 243.24 | 88,784 |
| | Kelly Rd | 13,688 | 11,203 | 8,752 | 368.69 | 134,572 |
| | Lake Pine | 27,241 | 25,973 | 22,183 | 826.27 | 301,587 |
| | Nature Park | 7,758 | 7,757 | 6,713 | 243.59 | 88,912 |
| | Nature Park Phase 2 | 17,046 | 16,139 | 10,932 | 483.47 | 176,468 |

Position Support

This position will occupy an existing work space at Apex Community Park. No costs will be associated with creating a space for this team leader.

This position, and the two worker positions, that will be assigned to Apex Community Park will require a crew cab F250 truck. This position will require an email address, access to facility dude to complete work orders, access to active to search rentals, and login information for computers. The training budget would be \$500 per year to cover training/certifications related to park operations.

Position Request

Department Assignment: Permits and Inspections
 Division Assignment: Inspections
 Position Title: **Code Enforcement Officer I – 2 positions**

Position Justification

This position is essential to add to the department to provide the building community customer service that will allow next day inspections when contractors schedule inspections. It has been the goal of the Inspections Department to provide the next day inspection service to contractors whenever possible, in keeping with the requirement of General Statute 160A-255 to perform inspections in a “timely manner”. Based on current trends, it is clear that current staffing will not allow us to attain that goal.

There were a total of 2,535 permits issued during the 2014-2015 fiscal year and a total of 28,880 inspections completed. The department had 6 inspectors during this period with each inspector averaging 18 inspections per day. One percent (1%) of all scheduled inspections were rolled.

There were a total of 2,967 permits issued during the 2015-2016 fiscal year and a total of 31,341 inspections completed. The department had 6 inspectors during this period with each inspector averaging 20 inspections per day. Just over one percent (1.3%) of all scheduled inspections were rolled.

There were a total of 3,659 permits issued during the 2016-2017 fiscal year and a total of 47,829 inspections completed. There were 16,672 inspections rolled at least one day. The department had 7 inspectors during this period with each inspector averaging 28 inspections per day. Just under thirty four percent (34%) of all scheduled inspections were rolled.

During the first half of the 2017-2018 fiscal year a total of 32,363 inspections have been completed. There have been 15,631 inspections rolled at least one day the first half of the current fiscal year. We have had 9 inspectors averaging 29 inspections per day and still we are rolling just over forty eight percent (48%) of all scheduled inspections.

As evidenced by the dramatic increase in the number of rolled inspections, staff is currently working at or above maximum efficiency. This pace precludes providing top-notch customer service to citizens/builders and cannot be sustained for the long-term without jeopardizing either the quality of inspections or the well-being of staff – and perhaps both. It is interesting to note that the bench mark study report completed by the UNC School of Government for FY 2014 - 2015 for Apex and surrounding jurisdictions showed surrounding jurisdictions completing 12.9 inspections per day per inspector. Our current rate of 29 inspections puts the Town of Apex Inspections performance at 125% more efficient than surrounding areas based on the UNC School of Government bench mark study.

The Department of Insurance released survey results January 9, 2017 from 36 jurisdictions (including Apex) they visited over the past six months. The results showed the statewide average inspections for an inspector per day at 12-15 inspections while we are currently averaging 29 inspections per inspector per day.

The survey indicated that most jurisdictions are providing next day inspections on scheduled inspections while we are currently averaging 1-2 days out on scheduled inspections.

Position Support

There is currently one free cubicle within the Inspections area to seat this new staff member. If two positions are approved renovation of the inspections area will need to be done. However, the area is already slated for renovation within the current budget year. Any cost associated with adding a cubicle space will be included in that project.

Position Request

Department Assignment: Planning
 Division Assignment: N/A
 Position Title: **GIS Technician**

Position Justification

- **Continue to provide and improve our exceptional customer service to developers, engineers, design professionals, the public, and Town staff.**
 - A GIS position that can perform administrative tasks or queries at a moment's notice and correspond with the public, County, and applicants in a timely manner without delaying Planning-related GIS work and analysis is necessary. The current part-time LSE GIS Technician does not have the capacity to assume all of the administrative-type tasks due to the volume of address-related and map creation assignments. Addressing requires time for communication with Wake County and developers. Both duties necessitate uninterrupted blocks of time to reduce the potential for mistakes.
 - Some requests from outside of the Department have been delayed due to daily Planning requests and priority mapping requests from outside the Department delay all Planning-related GIS work. The increased workload has resulted in some GIS projects and tasks remaining incomplete. The GIS Analyst oversees the distribution and updating of Planning-related data for the Town's new web mapping services, but has had little time to generate new maps or keep all of the map files up-to-date. Web mapping makes a large amount of geographic data available to the public instantaneously, but the Analyst is unable to keep files updated and quality-controlled on a daily basis to meet the demand for accurate, up-to-date data accessible on the Web.
- **Support the Town's increased interest in economic development.**
 - Increased development has resulted in a large volume of plats, and the accelerated speed of real estate business has increased the demands for near-instantaneous turnaround on plat review time. These plats are not limited to approved and existing developments, but also include plats prepared for the sale of land to developers, the establishment of easements prior to construction, and the annexation of properties still within County jurisdiction or ETJ. Projects cannot be approved unless they are located within Apex's jurisdiction, and the Construction Drawings cannot be signed unless the development receiving Town service is within the corporate limits.
 - The near-instantaneous turnaround on plats also applies after plats are recorded. Developers sometimes submit building permit applications the same day plats are recorded, but both the developer and Town permit specialist have to wait for newly recorded addresses to be entered into New World's database. This puts pressure on the GIS Analyst or the Development Specialist to put aside anything they are working on to enter in all addresses shown on that plat into New World immediately.
 - Developers often request specialized maps showing specific data within a certain distance of potential development sites (i.e. number of residential units near potential retail development).

- Census 2020 preparations have already begun but will be ramping up even more over the next few years. Ensuring a complete count means that the Town will get all the population-based revenues it deserves and businesses will be attracted to locate here due to the higher population numbers, education levels, median incomes, and median housing values reported.
- **Allow specialized staff to work in their area of expertise.** Despite the addition of the part-time LSE GIS Technician over two years ago, the GIS Analyst often still works extra hours, coming in early or staying late, in order to keep up with the increased workload.
 - The following tasks, currently being handled by the GIS Analyst, would be transitioned to the full-time GIS Technician. This will allow the GIS Analyst more time to provide better quality control over address and street name assignments, create additional opportunities for self-initiated GIS analysis and data collection that will benefit the Department and the Town, keep up with monthly reporting, and accumulate less comp time.
 - Reviews and approves Development Name applications and populates that information in New World
 - Maintains the currency of printed maps (sale and display) and online PDF maps
 - Distributes maps to other Town departments on a quarterly basis
 - The following tasks, currently being handled by the GIS Analyst and the Development Specialist would be transitioned to the full-time GIS Technician:
 - Entering addresses into New World which is currently being done by both the GIS Analyst and the Development Specialist. The number of addresses to be entered into the database per day or week is not predictable as it is based on the number of recorded lots and the number of new addresses requested for permit related items. This often makes it difficult for the GIS Analyst and the Development Specialist to set priorities for other job related duties.
 - Entering all new and updated data for the Interactive Development Map (the part-time position currently assists with this task). Data is updated throughout the review, approval, and construction process. Updates to this data are often currently delayed due to the current workload of the three people currently splitting this time-intensive duty.

The GIS Technician position:

1. Creates maps and analyses based on daily requests from Department Staff.
2. Creates maps for Planners' staff reports and places map slides in the appropriate Agenda Item folder prior to the agenda being set by the Town Manager. Maps are created the first week of every month for first submittals and include vicinity maps for posting signs by the Zoning Compliance Officers (Development, Rezoning, Annexation, and other Public Hearings) and PowerPoint maps for PB, BOA, and TC meetings (Aerial, current and proposed Zoning, current and proposed 2030 Land Use, Jurisdiction). These maps are also used for public notices, staff reports, annexation notification letters, and staff reference purposes.
3. Verifies the property notifications lists (300' buffer of entire property) for Major Site Plans, Rezonings, Variances, and Special Use Permits.
4. Updates Planning-related GIS shapefiles the day following Town Council approvals and distributes the data to affected parties.
5. Maintains the currency of printed maps (sale and display) and online PDF maps.

6. Distributes maps to other Town departments on a quarterly basis.
7. Updates the Interactive Development Map after every new submittal (first business day of the month), after every Town Council vote (first and third Tuesday of each month), and intermittently as construction begins.
8. Notifies Wake County Planning GIS and Wake County Tax Assessor of zoning changes.
9. Regularly performs maintenance on shapefiles to ensure accuracy. These shapefiles include residential and non-residential developments, home occupations, special use permits, approved variances, family care homes, recorded Resource Conservation Areas, greenways, and public art locations.
10. Assigns addresses to all new developments and re-assigns addresses as needed for existing development.
11. Assists drop-in customers requesting addresses for utilities such as AT&T and TWC/Spectrum, retaining walls, cellular poles, etc. These addresses are required for 9-1-1 recognition and/or to pull permits.
12. Approves names for new streets and changes existing street names as needed.
13. Enters newly assigned addresses into New World; adds addresses as soon as plats are recorded and populates the Street Dictionary.
14. Communicates with Wake County Addressing/E911 on addressing/street name issues.
15. Notifies all Town departments, local utility providers, the USPS, Wake County Public School System, and Wake County Board of Elections of all address changes.
16. Reviews and approves development name applications as well as populates Subdivision Validation Set in New World.
17. Provide comments as part of the Technical Review Committee for development submittals and related plats.
18. Conducts preliminary review of annexation and exempt plats (recombinations, exempt subdivisions, easements, and right-of-way dedications).
19. Assists Planning staff and staff from other Departments with large-format printing, scanning, and copying.
20. Reviews legal descriptions for all rezoning applications.
21. Performs all tasks necessary as a Census LUCA Reviewer.
22. Maintains Apex Master Address Repository (MAR) and coordinates updates to the Wake County MAR.

Position Support

The current part-time LSE GIS Technician works from home and comes into the office on an as-needed basis to meet with other staff, pick up work, print work-related documents, etc. If the position is approved to be full-time, the employee will need a complete workspace within Town Hall. Planning's proposal is to move the three ZCOs to the 3rd floor (to be upfit as an office suite for the four ZCOs) as was planned last year. This would open up an office for Legal, an office for the Planner – Long Range position, and an office for the GIS Technician.

Position Request

Department Assignment: Planning
 Division Assignment: N/A
 Position Title: **Planner – Long Range**

Position Justification

- Long range planning ensures the Town Council's vision for the future is implemented and assesses whether what we have been doing works. Long range planning allows the Town to be proactive rather than reactive. Long range planning is currently only possible through consultant support, intern support, and reassignment of responsibilities previously completed by the Senior Transportation Planner to another Senior Planner. Due to the lack of bandwidth to properly think about long term issues and implement action items within long range plans, Planning is often reactive rather than proactive. Establishing this position is a step in creating a small team of staff who are able to concentrate on this fundamental role of the Planning Department.
- Dozens of piecemeal amendments to the Transportation Plan and 2030 Land Use Map each year frustrate the public, Town Council, and the development community. A planner dedicated to looking at long range issues proactively will continue to improve our customer service and is essential to maintaining the quality of life expected by Apex citizens.
- This position will help to ensure long range planning activities are coordinated across Town departments. While often developed and maintained by different departments, water and sewer infrastructure plans; the long range water resources plan; the Comprehensive Transportation Plan; economic development plans; Parks, Recreation, and Greenways Master Plan; the Hazard Mitigation Plan and the future land use map are related and should inform and complement each other. Priorities and action plans associated with each of these plans must be guided by the same overall vision.
- Plans currently underway including Advance Apex: The 2045 Plan, the Comprehensive Bicycle Plan, the Urban Tree Canopy project, as well as other long range planning efforts, will include action plans and priorities. Over the next year, substantial resources will be allocated to these projects and extensive public input will inform the recommendations and priorities. It is critical to have staff ready to move forward the action plans to demonstrate responsiveness to the public and ensure these plans have value.

The Planner-Long Range position would:

- Support maintenance and regular updates to the Town's Comprehensive Plan, Transportation Plan, and future land use map.
- Complete special projects that address critical issues and citizen concerns or provide a vision for anticipated development such as small area plans, corridor plans, parking studies, and affordable housing initiatives. Examples of possible plans:
 - Downtown small area plan
 - Local transit circulator
 - Wayfinding study
 - Town signage master plan
 - Pleasant Park area plan
 - Midtown 55 plan

- New Hill small area plan
- 2020 Census
- Recommend changes to the Unified Development Ordinance to support goals and objectives identified through long range planning.
- Coordinate with current planners to ensure current planning decisions are informed by long range planning goals and objectives and vice versa.
- Provide support for regional planning activities including coordination with the Capital Area Metropolitan Planning Organization, Wake Transit Planning Advisory Committee, Triangle J Council of Governments, and The Wake County Housing and Transportation Consortium.
- Collaborate across departments on long range planning efforts such as the Long Range Water Resources Plan, Swift Creek Watershed Plan, and the Hazard Mitigation Plan.
- Coordinate Land Use and Transportation plans with water and sewer infrastructure plans.
- Coordinate Land Use and Transportation plans with economic development target areas.
- Support and present information to committees such as the Apex Transit Committee and the Town Council Planning Committee.
- Support public engagement efforts critical to all long range planning activities.
- Provide information and opportunities for citizen education about adopted plans and planning processes.
- Pursue grant funding through the Locally Administered Projects Program, upcoming Community Funding Areas program for transit, and Urban and Community Forestry Grant Program.
- Develop, enhance, and maintain tools and processes to inform long range planning such as the sidewalk prioritization tool in ongoing development.

Position Support

Planning's proposal is to move the three ZCOs to the 3rd floor (to be upfit as an office suite for the four ZCOs) as was planned last year. This would open up an office for Legal, an office for the Planner – Long Range position, and an office for the GIS Technician.

Position Request

Department Assignment: Police
 Division Assignment: N/A
 Position Title: **Deputy Police Chief**

Position Justification

This request is to create the new sworn position of Deputy Chief of Police within the Police Department. With a growing community and challenges facing the law enforcement profession, significant administrative work is required to recruit, hire, train, and manage personnel of an agency our size. The Deputy Police Chief will be primarily responsible for personnel, including internal affairs, preparing, overseeing, and managing the budget, and policy development to ensure we are in compliance with regulations, accreditation standards, and best practices in law enforcement.

The Deputy Chief will be the Acting Chief of Police in the absence of the Chief, achieving more consistent operations, and establishing a clearer line of command and a leadership succession plan. This position may also act as the Incident Commander during major field operations and will supervise the three Division Captains.

With the reorganization of the Communications/IT/Records Division, the Administrative Captain has taken on additional responsibility, which will help achieve a more efficient level of operations. The Deputy Chief will be responsible for functions that are more appropriate for a senior executive level. Significant education and training will be required for any person in this position, as well as inclusion in professional organizations, boards, and/or committees.

Position Support

The office space exists, however furniture for an additional position is necessary. A new unmarked vehicle, computer, aircard, phone, standard office supplies and uniform/weapon/equipment will be needed. Training, dues and subscriptions will also be necessary for this position.

Position Request

Department Assignment: Police
 Division Assignment: Criminal Investigations
 Position Title: **Detective – 4 positions**

Position Justification

The request is to add four (4) Detectives to the Police Department Criminal Investigations Division to handle an increased investigative workload and elevate the quality of service we provide the community.

As our population increases, so do the number of calls for service handled by the department. Additional personnel will allow us to manage the cases requiring further investigation, to initiate proactive investigations in the community, be more involved with local taskforces and liaison with state and federal agencies. Increased caseload is inevitable due to the significant growth of the Town, which can negatively impact our service delivery and crime rate if not investigated efficiently and effectively. The new positions will allow for more efficient background investigations and allow us to have a larger pool of investigators to assist with major crimes, which require additional personnel when they occur.

Most investigators have a number of different responsibilities. The increase in investigative caseload takes time away from working on these additional assignments; especially proactive investigations like child pornography, drugs, property crimes, human trafficking and other special investigations.

The four additional Detectives would be assigned as follows: one (1) Property Crimes, one (1) Persons Crimes, one (1) Drugs & Vice and one (1) Task Force Ops with a focus on Human Trafficking investigations.

In 2017, Criminal Investigations Division personnel were assigned a total of 1,152 cases. In 2016 and 2015, Detectives were assigned 1,029 and 951 cases, respectively. This is a 21% increase over three years. Property crimes continue to be the highest reported crime for the department and several detectives are experiencing significant monthly caseload increases, as high as 500% from the previous year. Case complexity, such as in homicide, drug and vice, persons crimes and human trafficking investigations, require Detectives to spend a significant amount of time investigating. On average, a Persons Crimes Detective will spend over 100 hours on a case.

The nature of drug investigations is dissimilar to general investigative activities. This additional position would allow more time to actively educate the public and take enforcement action regarding opioid and other controlled substance criminal activities, which continue to tragically claim the lives of our youth and neighbors. This additional Detective will allow for an increase in proactivity without sacrificing the level of investigative services we currently provide. These cases are time consuming, entail a great deal of work and often require travel outside of our jurisdiction.

Our agency has been able to enhance our investigations and information sharing, build partnerships, and enhance the service to our community by being part of several taskforce programs. An additional Detective assigned to the Human Trafficking Task Force would allow more time to investigate crimes associated with human trafficking, while leveraging our local, state and federal law enforcement partnerships. North Carolina is among the top ten states that receive the largest number of tips to a national human trafficking hotline, which includes labor trafficking, forced commercial sex exploitation,

and other forms of human trafficking. Human trafficking is the second largest and fastest growing financial crime in the world (\$9.5 billion in US and \$32 billion globally).

We have increased proactive investigations that resulted in charges and arrests of individuals involved with prostitution. Further investigation revealed a direct link to the criminal enterprise of human trafficking. These crimes have increased significantly and have a direct impact on our community. Our focus will also be directed toward victim services for individuals affected by these crimes. This detective will work closely with statewide, joint law enforcement efforts with the North Carolina State Bureau of Investigation (SBI), NC ISSAC, Office of Homeland Security, and other local law enforcement agencies to stop human trafficking. Additionally, the Detective will work in concert with organizations focused on human trafficking prevention, policy, and restoration support.

Position Support

The office space(s) exists. For each position, a new unmarked vehicle, desktop computer, aircard, phone, standard office supplies, uniform/weapon/equipment and Detective clothing allowance (~\$800) will be needed. Training, dues and subscriptions will also be necessary for each position.

Position Request

Department Assignment: Police
 Division Assignment: Administration
 Position Title: **Accreditation Manager - Civilian**

Position Justification

This request is to add a civilian Accreditation Manager position within the police department. Currently, accreditation duties are being managed by a Police Sergeant, in addition to his/her many other responsibilities. The use of a sworn officer in an administrative assignment does not maximize the capacity of that role and splits his/her time among other, more supervisory responsibilities. It is more organizationally and operationally efficient to use a civilian in this role and transition the sworn supervisor to take on greater responsibilities within the Professional Standards Unit.

The Accreditation Manager will be tasked with managing the entire accreditation process for the agency, including a new risk management process we are preparing to embark upon in partnership with the North Carolina League of Municipalities.

Duties include collecting proofs of compliance, documenting adherence to established standards, assisting with staff inspections, advising on standards updates, and all other duties as assigned by the Administrative Division Commander and/or the Chief of Police. This position will allow the department to be better organized and more efficient in providing specialized services as the needs of the department continue to evolve, while providing flexibility for the Administrative Division Commander and the Chief of Police in managing the overall mission and functions of the agency.

The Accreditation Manager will be supervised by the Professional Standards Supervisor and work in conjunction with the Professional Standards Unit staff.

Position Support

The office space exists, however furniture would be necessary. This position will require a desktop computer and standard office supplies. Standard civilian uniforms will be issued. This employee will need initial training and related annual professional dues and subscriptions necessary for this position.

Position Request

Department Assignment: Police
 Division Assignment: Communications
 Position Title: **Communications Shift Supervisor – Civilian – 2 positions**

Position Justification

The addition of two (2) Communications Shift Supervisors will allow each shift to have three personnel, while also providing better supervision on a 24/7 basis.

In FY 16/17, 579 hours of Comp/OT were paid to cover shifts, and 316.50 hours were paid to LSE for shift coverage. The addition of the extra personnel will decrease the need for overtime to cover sick, vacation and training requests, and provide a more regular supervisory coverage, which is currently lacking.

Many shifts are working with just one (1) Telecommunicator after midnight to avoid additional overtime. With the increase in call volume and severity, as well as, administrative requests, etc., minimum staffing in the Communications Center should be two (2) Telecommunicators.

Position Support

Communications Shift Supervisors will use existing console positions for their workplace, along with conference rooms as needed for meetings with staff. Standard civilian uniforms will be issued. This employee will need initial training.

Position Request

Department Assignment: Police
 Division Assignment: Records
 Position Title: **Records Clerk – Civilian**

Position Justification

This request is to upgrade an existing LSE Administrative Specialist to a full time Records Clerk to address significantly increased workload and meet the goal of providing continuous coverage and availability to our community.

Historically, the Department has never had more than one full-time staff member for the Records Unit. Our continued growth has shown the current staffing does not meet these growing demands for services and community needs.

The workload of Records staff is managed by one full-time employee and one LSE employee. In the last several years, the Department has added additional full-time sworn officers to meet our growing community needs, and this equates to an increase in workload for the Records Unit. Each officer individually increases the number of incident and wreck reports, citations, traffic stops, subpoenas, court copy cases and many other documents that are submitted to Records for processing. Each individual document must be checked for accuracy and these reports must be entered into our Records Management System database. Each patrol officer has the capacity to submit multiple digital documents during his/her tour of duty for the day, and each requires administrative review by Records staff.

The time investment for many of our modern workflow requests has also increased. For example, one request for Discovery materials and data from the District Attorney can take as much as two hours to prepare and process. A subpoena request can take 30 minutes per request, expungements can take 4-6 hours to ensure we meet court requirements. Records staff also works directly with citizens who walk in or call, and provide support for other incoming calls and emails. On average, Records handles 228 walk-in customers, 280 customer emails, and 320 phone calls all in a month. Customer contacts may take as little as 3 minutes to as long as 15 minutes depending on the customer's issue. Records is currently understaffed to process all of the documents we receive, handle all the citizen requests in an efficient and timely manner, and prevent documents from being piled up to be processed at a later date or customers from having to wait for assistance.

Position Support

Because this is currently an LSE position there is already a current workspace and we would incur no additional equipment, etc. costs.

Position Request

Department Assignment: Police
 Division Assignment: Administration
 Position Title: **Training and Recruitment Sergeant**

Position Justification

This request is to establish the position of Police Training and Recruiting Sergeant. Currently, one sworn officer is responsible for the training and recruitment needs for all full time and LSE employees of the Apex Police Department. The growth of the Department and the significantly reduced number of interested law enforcement applicants within hiring pools has combined to increase the Training Officer's workload to unsustainable levels.

Many of the training needs and job duties for the Training Officer require a substantial time investment. These duties include ensuring compliance with North Carolina Criminal Justice Education and Training Commission and North Carolina Sheriff's Education and Training Commission regulations, administrative data entry, adherence to multiple time sensitive state deadlines, administrative oversight to ensure federal, state and CALEA requirements are met, and preparation and management of state audit reports.

The Training and Recruitment Sergeant would assume responsibility for providing direct oversight and task management ensuring the agency and all personnel are in compliance with administrative requirements. The Training and Recruitment Sergeant will also be responsible for managing training programs and the administration of the Training Unit, to include Basic Law Enforcement Program (Academy) liaison, onboarding Department Administrative Academy, and Field Training. This will greatly enhance and support our ability to recruit, train, and manage staff to provide quality service for our citizens while developing leadership succession for Apex Police Department.

The Training Officer's duties require him/her to supervise newly hired personnel, training officers, and trainees. These duties are best suited for a supervisory officer at the sergeant level to establish the authority required to make decisions, enforce policy, and hold personnel accountable. Currently the workload for the training officer position is unsustainable for a single officer to handle. This has caused a consistent backlog of work, which critically impacts our department's efficiency, contributes to employee burnout, and allows for missed training opportunities. Lack of appropriate personnel has also resulted in more frequent quality of work issues, including errors, within the scope of the overall role.

Addition of a Training and Recruiting Sergeant enhances our Training Unit and is a strategic investment in preparing our public safety providers with access to more quality training experiences with the added benefit of further preparing for recruitment by making us more competitive in the market pool. This will also ensure the support staff attached to the Training Unit have enough time to thoroughly research and stay current with national trends, identify problem areas, and develop vetted and specific training opportunities maximizing the town's overall investment associated with the screening, hiring, and training processes for police officers. The community significantly benefits from the positive support provided from the enhanced aspects of hiring and training. Apex will continue to receive the highest quality of service and support from employees with the best knowledge, skills, and abilities possible. Ultimately, this continues to support our overall commitment to being the police department used as a benchmark by our peers and partners in other law enforcement agencies throughout the country.

Position Support

The office space and furniture already exists. A new marked vehicle, computer, aircard, standard supplies and uniform/weapon/equipment will be needed. Training will also be necessary for this position.

Position Request

Department Assignment: Police
 Division Assignment: Evidence
 Position Title: **Evidence Clerk/Quartermaster – Civilian**

Position Justification

This request is to upgrade an existing LSE Evidence Clerk/Quartermaster position to a full-time position for the following reasons:

Increased workload: With the growth of the town and the department, the workload in evidence has increased. In 2016 the Evidence Unit processed 1,558 pieces of property. This increased by 16% in 2016 and 25% in 2017. Growth and turnover creates an increase in all Quartermaster duties to include: initial orders, processing current staff uniform and equipment requests, and processing grants for ballistic vests for all new and current employees.

Since hiring the LSE Evidence Clerk in 2016, 2,634 pieces of property have been purged. Evidence destruction is an intensely time consuming and high liability process requiring attention to detail to ensure property and evidence is disposed of per Federal and State law and department policy. We have also observed a significant increase in the amount of time and total number of pieces of evidence requiring processing over the last three years. We processed 1,030 articles in 2015, 1,200 in 2016, and 1,558 in 2017. Transitioning the current LSE position to full-time status will increase the amount of evidence purged to meet governing laws, CALEA standards, and departmental policy. It will also ensure we can maintain adequate storage space in our facility. Prior to the LSE position we were destroying on average 400 pieces a year. While we are destroying considerably more, it isn't enough to address other listed concerns.

The Property/Evidence Unit requests disposition from officers throughout the year. This takes each officer off the road and away from their duties approximately 10 hours each year. This also adds to Communications Center's workload as they run DCI reports for the officers who are not certified in that particular DCI module. With additional personnel we will be able to take those duties away from the Communications Center and reduce the officer's time off the road by an anticipated six hours.

Increased efficiency: There are more efficient ways to perform the duties within the Evidence room however, due to work load we are unable to enhance the operation by fully utilizing the capabilities of our Records Management System.

Better Coverage: 175 pieces of property were returned to owners in 2017. Additional personnel will provide better coverage to meet the needs of the citizens of Apex. It will also provide assistance to the officers and ensure someone is here to release property for court additional hours of the day (beyond normal business hours).

Position Support

Because this is currently an LSE position there is already a current workspace and we would incur no additional equipment, etc. costs.

Position Request

Department Assignment: Police
 Division Assignment: Patrol
 Position Title: **Police Officer – 5 positions**

Position Justification

The request is to add five (5) Patrol Officers to the Patrol Division. This will increase the staffing of each of the four Patrol Squads by one officer and add an additional officer to the Traffic Safety Unit.

In 2017 the Apex Police Department updated our district and zone map based on a call for service analysis including volume of calls and desired response time. As a result, our two-district configuration remained, but increased the number of zones from four to six. With the significant increase in geography and population during the past 14 years, officers must expend more time to travel and answer calls for service. This becomes a greater issue when it's an emergency.

Our current minimum staffing level is five (four officers and one supervisor). To provide the proper coverage to maintain our proactive crime prevention and community outreach focus, and to address increasing response time concerns, minimum staffing should be increased to seven (six officers and one supervisor). Doing so would allow us 24/7 coverage in all six zones, while still allowing officers the ability to attend training, court, take time off and use sick time when needed. These newly designed zones also allow for a faster response time to critical calls for service; failing to staff each zone on a 24/7 basis will not allow us the appropriate response time and proactive approach to crime prevention that our community expects.

Officers responded to more than 44,668 calls for service in 2017. There were 2,968 incident reports taken, for an average of 247 incident reports each month and an additional 1,413 accident reports were taken in 2017. Both reflect increases from 2016. With the expected population growth of 4% to 5% per year, and our departmental personnel growth rate of just over 2% per year over the last 15 years, we are not keeping up with the growth.

Currently there are nine officers assigned to a patrol shift. This includes one Sergeant, one Corporal and seven patrol officers. In 2002, the department had six officers assigned to a shift, comprised of one Sergeant, one Corporal and four patrol officers. We have only added three (3) officers per squad in the last 14 years. The growth rates are depicted below.

| Year | Total officers per squad | Town Square Miles | Town Population | Dispatched Calls for Service |
|------|--------------------------|-------------------|-----------------|------------------------------|
| 2002 | 6 | 10.98 | 26,919 | 8,643 |
| 2007 | 6 | 19.5 | 33,780 | 11,059 |
| 2016 | 8 | 21.29 | 48,061 | 14,218 |
| 2017 | 9 | 22.56 | 50,671 | 14,095 |

The following occurred during the timeframe of 2002 to 2017:

- Total Square Miles has increased by 105%
- Total Population has increased by 88.2%
- Dispatched calls for service has increased by 63%
- Personnel assigned to Patrol has increased by 50%

Due to two different reporting systems in use and variations in the way calls were captured dating back to 2002, we are not able to provide an accurate number of self-initiated calls for service from 2002-2016, However, we are able to capture the data from 2012-2016 as depicted in the table below.

| Year | Dispatched Calls for Service | Self-Initiated Calls for Service | Total | Percentage Increase (since 2012) |
|------|------------------------------|----------------------------------|--------|----------------------------------|
| 2012 | 11,799 | 19,281 | 31,080 | N/A |
| 2013 | 11,786 | 25,112 | 36,898 | 18.7% |
| 2014 | 12,288 | 22,845 | 35,133 | -4.7% |
| 2015 | 13,480 | 24,576 | 38,056 | 8.3% |
| 2016 | 14,218 | 27,712 | 41,930 | 10.1% |
| 2017 | 14,095 | 30,573 | 44,668 | 43.7% |

Over the most recent five-year period:

- Dispatched Calls for Service Increased 19.4%
- Self-Initiated Calls for Service Increased 58.5%
- Total Calls for Service Increased 43.7%

A workload analysis conducted in 2013 indicated a need for 12 officers. As a result, a plan was presented to add four (4) officers per year over a three year period (2014 to 2017) to achieve the staffing levels indicated by the analysis. The 2017/2018 budget is the third year of this plan and, to date, we have been allocated 4 of the 12 officers indicated as needed in the analysis.

These additional positions will allow for better coverage throughout Apex, reduce response times, and allow a more strategic allocation of patrol resources to prevent, uncover, and investigate crime.

Our recent update of the workload analysis continues to show that our Patrol Division is significantly understaffed. We are proposing another “phase in” plan beginning with the addition of five (5) officers in fiscal year 18/19. Doing so will allow us to increase our staffing levels closer to what is needed and in a reasonable manner. Failing to do so will just transfer the problem to future years, while having the potential of degrading public safety services. With the continued growth experienced in Apex, the need will likely increase, making another request for larger numbers of additional personnel more likely.

Position Support

There is not a need for office space or furniture. A new marked vehicle, computer, aircard, standard supplies and uniform/weapon/equipment will be needed. Training will also be necessary for this position.

Position Request

Department Assignment: Police
 Division Assignment: Patrol – Special Operations
 Position Title: **School Resource Officer**

Position Justification

The request is to add one (1) School Resource Officer (SRO) position to the Police Department Patrol Division effective 1/1/2019. This SRO will be assigned to Apex High School beginning August 2019 when the new school is completed and the school community returns to Apex from their temporary location in Cary.

The standard for SRO assignment, according to the North Carolina Justice Academy, is one (1) SRO per 1,000 students. AHS has an estimated school population of approximately 2,400 students, with an additional 300 staff members. Most high schools in Wake County have two SROs assigned and we have seen the benefit of this staffing model at both Apex High School and Apex Friendship High School.

When the school moved to Cary in 2017 due to renovation of the Laura Duncan Road campus, the Cary Police Department provided the second SRO. Since the construction is expected to be complete and the school will re-open in August, 2019, the Apex Police Department should return a second SRO to AHS.

Assignment of SROs will continue to enhance the relationships we have built with students and staff at all our schools, and will provide the necessary second officer that is needed. A second officer in the school allows for optimal coverage and engagement with the students and staff.

Apex High School is a small community within a community and the additional SRO allows us to handle multiple incidents at one time, to provide more educational classes, more engagement with the students and staff and provide greater coverage of the school property.

Position Support

There is not a need for office space or furniture. A new marked vehicle, computer, aircard, phone, standard office supplies and uniform/weapon/equipment will be needed. Training will also be necessary for this position.

Position Request

Department Assignment: Public Works & Transportation
 Division Assignment: Streets
 Position Title: **Grounds Crew Supervisor** (Right-of-Way Maintenance Supervisor)

Position Justification

This position is required to supervise the five +/- Grounds Crew Workers (could be double this amount depending on the amount taken over from Jack Jones) if the grass-cutting duties are brought in-house. Currently, there are multiple contracts with Jack Jones Landscaping. If we take over a portion of the contracts, these workers are required to accomplish the work. Please note that we are meeting with Jack Jones to go over the current contracts and to add the additional grass cutting that the Street Crews currently do in order to get a firm price on what these contracts would cost next fiscal year. Depending on how the Town wants to take over the contracts (whether it's all 5, none or a combination) this request may increase or decrease. These 5 people cannot handle all of the current contracts.

Position Support

A new desk that will be located in a cubicle in the Operations building. This position would require a truck, a town-owned smart-phone, work station, and email.

Position Request

Department Assignment: Public Works & Transportation
Division Assignment: Streets
Position Title: **Grounds Technician** (Street Right-of-Way Technician) – **5 positions**

Position Justification

This is for five technicians. Currently, there are multiple contracts with Jack Jones Landscaping. If we take over a portion of the contracts, these workers are required to accomplish the work. Please note that we are meeting with Jack Jones to go over the current contracts and to add the additional grass cutting that the Street Crew's currently do in order to get a firm price on what these contracts would cost next fiscal year. Depending on how the Town wants to take over the contracts (whether it's all 5, none or a combination) this request may increase or decrease. These 5 people cannot handle all of the current contracts.

Position Support

Will need field vehicles (not grass cutting equipment but trucks and trailers to haul them).
This position would require the field truck, a town-owned smart-phone, and email.

Position Request

Department Assignment: Public Works & Transportation
Division Assignment: Streets
Position Title: **Sign Shop Technician** (Street Maintenance Worker)

Position Justification

The sign shop is currently shown as a one person operation. This is fine for the creation of signs but due to safety and efficiency, for any work in the field a worker from the Street crew is put in the sign shop which reduces efficiency of the street crew. To operate in a safe and efficient manner, the sign shop needs a permanent second person.

Position Support

This position will need standard uniforms and a town-owned smartphone.

Position Request

Department Assignment: Public Works & Transportation
Division Assignment: Solid Waste
Position Title: **Yard Waste Operator** (Solid Waste Equipment Operator)

Position Justification

This position corresponds to the new vacuum truck (leaf truck) that was requested in the CIP in order to meet the increasing demand as the Town continues to grow. If we get the new truck, we will need a person to operate it.

Position Support

This position would require the leaf truck, a town-owned smart-phone, and email.

Position Request

Department Assignment: Public Works & Transportation
Division Assignment: Solid Waste
Position Title: **Yard Waste Technician** (General Maintenance Worker) – **2 positions**

Position Justification

These two (2) positions will be ride-along helpers for the Boom Trucks that we use to pick up large debris that the chipper and vacuum trucks cannot handle. This Boom Truck is a crane on wheels and the current operation has the driver set down the supporting legs, control traffic, pick up any limbs/trunks (assuring not to damage anything or hit any overhead wires) and then clean up any leftover yard debris. The helpers will assist the operator by flagging traffic, being a spotter for the crane, and cleaning up any leftover debris. The “use” of these positions is new, but the position classification would be the same as the ride-along workers that are with the chipper trucks.

Position Support

This position would require a town-owned smart-phone and email.

Position Request

Department Assignment: Water Resources
Division Assignment: Utility Operations
Position Title: **Utility Maintenance Worker – Collections Inspection**

Position Justification

Currently we perform the Certificate of Occupancy (CO) inspections for water and sewer twice a week. In 2016 we performed 834 CO inspections. In 2017 we performed 1,528 CO inspections, an increase of 694 (83%). We have been dedicating two staff twice a week to these inspections to keep up with demand and as a result our Collection Division's core mission has been compromised. Given the increase in the number of CO requests we propose to provide these inspections daily to meet demand from the development community and improve customer service. This will require a dedicated full-time position to perform these daily inspections. Additionally, this position may also assist with easement inspection and compliance as available.

Position Support

The work space will be located at Public Works and Utilities Operations building, however the majority of the time will be spent in the field. This proposed position will require annual training, a standard F350 service truck, a tablet or laptop, and a mobile phone.

Position Request

Department Assignment: Water Resources
 Division Assignment: Utility Operations
 Position Title: **Utility Maintenance Worker – Cross Connection**

Position Justification

The Town of Apex Water Distribution System must be protected. Both Federal and State Legislation require an effective Cross Connection Program. Backflow devices and systems must be reviewed and approved by certified personnel prior to construction. They also must be tested and documented on a yearly basis. Finance records show we have added 1,741 backflow devices over the last three years. This number is representative of the significant growth the Town is experiencing. With a total device inventory in excess of 4,000, backflow prevention, administration and enforcement has now become a full-time job.

This position will assist the Cross Connection Field Supervisor by performing the following duties:

- Inspection and approval of new BFP devices for commercial and irrigation
- Inspection of existing devices for compliance with the Cross Connection Program
- Testing and repair of Town owned BFP assemblies
- Hydrant meter service requests and maintenance
- Bulk water hook-up service requests
- Assist with GIS BFP collection
- Generate and complete work orders in Cityworks
- Other related work as required

Position Support

The work space will be located at Public Works and Utilities Operations building. It is expected a great deal of time will be spent in the field. This proposed position will require training, a standard F250 pickup truck, laptop computer, and a mobile phone.

Position Request

Department Assignment: Water Resources
 Division Assignment: Utility Operations
 Position Title: **Cross Connection ORC Supervisor**

Position Justification

The Town of Apex Water Distribution System must be protected. Both Federal and State Legislation require an effective Cross Connection Program. Backflow devices and systems must be reviewed and approved by certified personnel prior to construction. They also must be tested and documented on a yearly basis. This position would assume day to day responsibility of our water utility's Cross Connection Program and be registered with the State as Operator In Responsible Charge. Finance records show we have added 1,741 backflow devices over the last three years. This number is representative of the significant growth the Town is experiencing. With a total device inventory in excess of 4,000, backflow prevention, administration and enforcement has now become a full time job. A position of this nature could possibly be partially paid for by implementing a fee for first time testing of all new residential irrigation devices. The fee can be charged at time of permit and testing performed at time of meter install thereby assuring compliance. The projected revenue may exceed \$40,000 per year. A cost savings may also be realized by assuming the testing responsibilities of all Town owned devices which currently is a cost to the Town of \$8,500 per year. This position is expected to be responsible for one subordinate.

The primary duty of this position is to oversee and enforce the Cross Connection Program. Other duties include:

- Supervise subordinate engaged in cross-connection control inspection of water system users; issue approval and assign follow-up inspections to insure backflow prevention devices are properly installed.
- Provides consultation to establishments, facilities or other users in developing their own cross-connection control programs.
- Develops and implements work orders for backflow prevention devices (current CityWorks software).
- Coordinates work with Town water and sewer engineering, plumbing inspection, public health sanitarians, contractors, and the general public and regulatory agencies.
- Cooperates and coordinates with State and other municipal officials to develop and update suitable state-wide cross-connection control codes.
- Performs site investigations and participates in meetings, workshops, and conferences.
- Assist in GIS collection of BFPs
- Maintain records in GIS and the online backflow system.
- Prepare maps/drawings of irrigations systems/mapping as needed.
- Prepares and reviews technical and administrative reports.
- Tests and repairs backflow devices.
- Follow-up with non-compliant backflow recipients using all methods of communication.
- Provide onsite / field inspections for backflow preventers installed on the Town's water system. Provide feedback to the Town inspectors on when to release customer certificate of occupancy (CO's). Sign for the Town's WR-SUE division for customer CO release.
- Confirm accounts in New World financial system to verify ownership.

- Performs related work as required.
- Oversee bulk water sales distribution/operations
- Hold a State Certification in backflow prevention testing and program administration as required by State regulations

Position Support

The work space will be located at Public Works and Utilities Operations building. It is expected a great deal of time will be spent in the field. This proposed position will require training, a standard F250 pickup truck, laptop computer, and a mobile and office phone.

Position Request

Department Assignment: Water Resources
 Division Assignment: Utility Operations
 Position Title: **Utility Maintenance Worker – Water Quality – 2 positions**

Position Justification

Current and projected growth of the Town's population and service area has increased the number of work orders and requests for service. In addition, the number of valves and hydrants has increased to the point where we are unable to sustain the required maintenance to achieve desired ISO Rating and AWWA standards. Two additional staff are requested to inspect, exercise, and maintain/repair valves and hydrants in our water system.

Under the ISO Rating Schedule which is utilized by the North Carolina Rating Response system, in order to achieve full credit for hydrant inspections, fire hydrants must be "touched" (inspection and maintenance) one time per year. This yearly maintenance and inspection should also include flushing the hydrant and conducting a pressure test because each of these adds an additional 10 points within the rating schedule.

During an analysis of current capability given the number of hydrants is approaching 4,000 we determined that one two man team is able to effectively maintain and inspect approximately 1,700 hydrants per year. This is based on an assumption of 260 working days subtracting holidays, vacations, and weather related days where it is too cold to perform this function.

Hydrant maintenance should be regarded as equating to revenue growth because insurance ratings are a key component to commercial growth. Approving these requests should position the water utility very well for today's needs and those of the foreseeable future.

Position Support

The work space will be located at Public Works and Utilities building, however the majority of the time will be spent in the field. The proposed positions will require training and mobile phones for both, one standard F350 service truck, and one standard tablet or laptop.

Position Request

Department Assignment: Water Resources
 Division Assignment: Utility Operations
 Position Title: **AMI Meter Specialist**

Position Justification

This position will be instrumental in assisting with the annual meter replacement program and deployment of the AMI system and serve as the lead worker for the Meter Utility Technicians. The primary duties include addressing customer consumption issues, addressing AMI system equipment maintenance, data collection and mapping meter assets in GIS, performing new and replacement meter connections to the AMI system, and water meter related purchases and inventory management.

In 2016 we averaged 71 new meter installs plus 104 water meter related service requests for a total of 175 work orders per month. In 2017 those numbers increased significantly to an average of 120 new meter installs plus 160 water meter related service requests for a total of 280 work orders per month. As our Town grows and our system ages, we expect the number of new installs and service requests to continue to increase. We currently experience an approximate 3 to 4 day backlog for new installs and response to requests for service are sometimes longer depending on priority. This position is needed to maintain the exceptional level of customer service that the Citizens of Apex expect and deserve.

Position Support

The work space will be located at Public Works and Utilities Operations building, however, the majority of the time is expected to be spent in the field. This proposed position will require training, a standard F250 service truck, a laptop, and mobile phone.

Position Request

Department Assignment: Water Resources
 Division Assignment: Stormwater and Utility Engineering
 Position Title: **Utility Engineer**

Position Justification

The proposed utility engineer position will support existing TRC staff with water and sewer permitting, preparing engineering estimates, CIP justification reports, as well as manage various water and sewer construction projects including design, budgeting, bidding, construction administration, inspection and invoicing. It will allow the current utility engineer (water & sewer) to focus more on Long Range Planning activities as well as asset management, which is vital to ensure continued excellence in delivery of water and sewer services. The utility engineer position will also take current workload off of the current water resources specialist to free up time to complete the requirements of the Town's oil & grease program.

This position would be charged with updating and maintaining Town Standards Specifications and Standard Details as they relate to water and sewer infrastructure including pump stations as well as stormwater and erosion control minimum specifications. These standards are important to ensure the water, sewer and storm drainage infrastructure installed by private development will serve the Town's citizens well into the future.

Additionally, this position would help rebuild the current water model and assist the Town's Fire Department by creating a new hydraulic model at the fire hydrant level that would support ISO ratings.

Position Support

The workspace will be located in the 1st or 2nd floor of the Administration Building. This proposed position will require a truck or SUV, computer, standard software, modeling software, office furnishings and attend required classes for engineering PDH credits.

Position Request

Department Assignment: Water Resources
 Division Assignment: Stormwater and Utility Engineering
 Position Title: **Environmental Technician**

Position Justification

The number of privately owned Stormwater Control Measures (SCMs) in Apex continues to grow with approximately 350 constructed and approved. These SCMs require annual inspection and routine maintenance in accordance with the Town UDO, Water Supply Watershed Protection regulations, and NPDES Phase II permit mandates. Town staff currently administers a program that proactively manages, tracks and enforces the annual inspection requirements for those 350 SCMs. However, the routine operation and maintenance is reactive at best and generally investigated only in response to complaints. Due to all the new development it is projected that within two years the number of privately owned SCMs will eclipse 625. This proposed environmental technician position will allow the Town to continue its current level of service with respect to annual inspection requirements as well as implement a proactive program to ensure those 625 SCMs are being properly maintained throughout the year.

As the Town continues to grow so does its need to repair or upgrade existing infrastructure. These types of projects need design and project management that in the past have generally been completed by consultants. The proposed Environmental Technician position would free up time for existing engineering staff to perform more in-house project design and/or project management.

Position Support

The workspace will be located in the 1st floor of the Administration Building. This position will require a truck or SUV, computer, standard Microsoft Office software, and attend required classes for professional development credits.

Accrual Basis of Accounting (or Full Accrual): Accounting method for proprietary funds that recognizes revenues in the accounting period in which they are earned and become measurable. Expenses are recognized in the period incurred, if measurable.

Ad Valorem Tax: A tax levied in proportion to the value of property.

Amortization: Paying the principal amount of a debt issue through periodic payments. Amortization payments include interest and any payment on principal.

Appropriation: Authorization granted by Town Council to obligate and expend resources for purposes specified in the budget document.

Assessed Valuation: The value of real estate or personal property as determined by tax assessors and used as a basis for levying taxes.

Assigned Fund Balance: Monies over the year that remain unspent after all budgeted expenditures have been made, but which are intended to be used by the Town for specific purposes but do not meet the criteria to be classified as restricted or committed.

Authorized Bond: Bonds that have been legally approved but may or may not have been sold.

Audit: An independent evaluation of the accuracy of the Town's financial statements, financial practices, and internal controls designed to ensure compliance with generally accepted accounting principles. Audits are conducted annually in accordance with state law.

Balanced Budget: Budget in which planned expenditures equal anticipated revenues. North Carolina state law requires municipalities to adopt a balanced operating budget.

Base Budget: Those resources necessary to meet an established and existing service level.

Basis of Accounting: Accounting method that determines when revenues, expenditures, expenses, and transfers (and the related assets and liabilities) are recognized in accounts and reported in financial statements. The two bases of governmental accounting include accrual (or full accrual) and modified accrual.

Benchmarking: The process of identifying best practices of "best in class" performers that can be adopted or adapted to improve performance.

Bond: A written promise to pay a specific amount of money with interest within a specific time, usually long-term. An obligation issued by the Town as a method of borrowing large amounts of resources for capital projects; bonds are issued for fixed terms and have fixed interest rates.

Bonds Authorized and Unissued: Bonds that have been legally authorized but not issued, which can be issued and sold by the Town Council following public meetings and approval from the Local Government Commission.

Bonded Debt: The portion of indebtedness represented by outstanding bonds.

Bond Rating: A grade indicating a governmental unit's investment qualities. Generally, the higher the bond rating, the less risk investors assume resulting in a more favorable interest rate and lower cost of financing capital projects for the governmental unit.

Budget: A plan for the coordination of resources and expenditures. The budget document outlines the Town's financial plan for a fiscal year indicating how the Town intends to allocate resources to support goals, objectives, and desired service levels.

Budget Amendment: A legal procedure used by Town staff and Town Council to revise a budget appropriation.

Budget Calendar: The schedule of key dates that Town departments follow in the preparation, adoption, and administration of the budget.

Budget Message: A written overview of the proposed budget from the Town Manager to the Mayor and Town Council and the public that discusses the major budget items, changes from the current and previous fiscal years, and the Town's financial condition.

Budget Ordinance: The official enactment by Town Council to establish legal authority for Town officials to obligate and expend resources.

Budgetary Control: The control or management of a governmental unit in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.

Capital Assets: Tangible property that is not easily converted into cash and is usually held for a long period, such as property, machinery, vehicles, equipment, etc.

Capital Improvement Plan (CIP): A multi-year plan for the construction or acquisition of major capital items. The plan usually outlines spending needs, the financing source or sources expected, and the impact of the CIP on future annual operating budgets.

Capital Outlay: Expenditure expected to have a useful life greater than one year or a total value of \$5,000 or more resulting in the acquisition of or addition to a fixed asset.

Capital Project: A capital improvement that usually requires a major initial investment, and a significant and continuing financial commitment in the form of operating costs.

Capital Project Fund: A fund used to account for the acquisition and construction of major capital facilities, infrastructure, or improvements.

Capital Reserve: An account used to indicate that a portion of a fund's balance is restricted for a specific capital purpose and is not available for general appropriation.

Cash Accounting: An accounting method where receipts are recorded during the period they are received, and the expenses in the period in which they are actually paid.

Cash Management: The management of cash necessary to pay for governmental services while investing temporary cash excesses in order to earn interest revenue. Cash management refers to the activities of forecasting the inflows and outflows of cash, mobilizing cash to improve its availability for investment, and establishing and maintaining banking relationships.

Committed Fund Balance: Monies over the year that remain unspent after all budgeted expenditures have been made, but which can be used only for the specific purposes determined by a formal action of the Mayor and Town Council.

Comprehensive Annual Financial Report (CAFR): A complete set of financial statements presented in conformity with generally accepted accounting principles (GAAP) and audited in accordance with generally accepted auditing standards by a firm of licensed certified public accountants.

Contingency: A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

Debt Limit: The maximum amount of outstanding gross or net debt permitted by law.

Debt Service: The portion of the budget pertaining to payment of principal and interest requirements on outstanding debts.

Deficit: The amount by which expenditures exceed revenues during an accounting period.

Department: An organizational unit of the Town responsible for overall management of a major governmental function.

Depreciation: The process of estimating and recording the lost usefulness, expired useful life, or diminution of service from a fixed asset that cannot or will not be restored by repair and must be replaced. The cost of the fixed asset's lost usefulness is the depreciation or the cost to the reserve to replace the item at the end of its useful life.

Disbursement: Payment for goods and services in cash or by check.

Effectiveness Measure: A performance measure identifying outcome quality.

Efficiency Measure: A performance measure identifying inputs used per unit of output, or unit costs.

Encumbrance: A financial commitment of appropriated funds for services, contracts, or goods that have not yet been delivered by a specified time, usually the end of the fiscal year.

Enterprise Fund: A fund that accounts for a governmental activity supported primarily with user fees or charges and operated using business principles. Apex has two Enterprise Funds- Electric and Water and Sewer.

Estimated Revenue: The amount of projected revenue to be collected during the fiscal year.

Expenditures: The measurement focus of governmental fund accounting identifying financial resources expended.

Expenses: The measurement focus of proprietary fund accounting identifying costs expired. Expenses reflect the cost of goods or services used.

FICA: Social Security Tax paid by the Town for each permanent and temporary employee.

Fiduciary Funds: Funds used to separate, control, and track financial resources in which the government oversees as a third party, or on behalf of, another public entity. The four fiduciary fund types include: 1) Agency Fund, 2) Pension Trust, 3) Expendable Trust, and 4) Non-Expendable Trust.

Fiscal Policy: The financial plan embracing the general goals and acceptable procedures for managing the Town's financial resources.

Fiscal Year (FY): The time designating the beginning and the ending period for recording financial transactions. In North Carolina, a municipal government fiscal year begins July 1 and ends June 30.

Fixed Asset: A long-term tangible piece of property that is not expected to be consumed or converted into cash any sooner than at least one year's time.

Fringe Benefits: A collection of various benefits provided by an employer, which are exempt from taxation as long as certain conditions are met.

Full Cost Accounting: Type of accounting concerned with accumulating both direct and indirect costs for financial reporting and decision-making purposes.

Full-time Equivalent (FTE): An FTE converts the hours worked by a position into a percentage of a full year's number of hours. Generally, one FTE equals 2080 hours per year per permanent position.

Full-time Employee: A Town employee hired to work forty (40) hours per week on a continuing basis who is eligible to participate in the Town's health, dental and life insurance, and retirement programs.

Function: A group of related programs crossing organizational (departmental) boundaries and aimed at accomplishing a similar broad goal or major service such as public safety, environmental protection, cultural activities, etc.

Fund: A fiscal and accounting entity that has a self-balancing set of accounts recording cash and other financial resources, as well as related liabilities and residual equity. These are segregated to carry on specific activities or objectives in accordance with special regulations, restrictions, or limitations as established by State and Federal governments.

Fund Balance: The amount of assets in excess of the liabilities or appropriations for expenditures also known as surplus funds. North Carolina General Statutes require general fund balance reserves of at least 8% of General Fund expenditures at the end of the fiscal year. The Town Council has adopted a policy to set this at 25%.

Fund Balance, Unassigned: That portion of the fund balance that is not legally segregated for a specific future use; available for appropriation at any time by the Town Council in the event of a natural or financial emergency.

GASB 34: The acronym used for Governmental Accounting Standards Board Statement #34: “Basic Financial Statements- Management’s Discussion and Analysis – For State and Local Governments.”

Generally Accepted Accounting Principles (GAAP): Uniform minimum standards and guidelines for financial accounting and reporting. GAAP encompasses the conventions, rules, and procedures necessary to define accepted accounting practices.

General Fund: A governmental fund used to account for financial resources of the Town, except those required to be accounted for in another fund. Revenues to support the General Fund are derived from sources such as property tax, sales tax, franchise fees, and service fees. This fund usually includes most of the basic operation services, such as fire and police protection, finance, public works, general administration, planning, and recreation.

General Ledger: A file that contains a listing of the various accounts necessary to reflect the financial position of the government.

General Obligation Bonds (GO Bonds): Bonds issued by a government that are backed by the full faith and credit of its taxing authority.

GFOA: The acronym used for Government Finance Officers Association of the United States and Canada.

Goal: A statement of broad direction, purpose, or intent based on the needs of the community. A goal is general and timeless.

Governmental Funds: Funds used to separate, control, and track financial resources of general government operations. The four governmental fund types include 1) General Fund, 2) Special Revenue Funds, 3) Capital Projects Funds, and 4) Debt Service Funds.

Grant: A contribution by a government or other organization to support a particular function.

Inter-fund Transfers: Amounts transferred from one fund to another.

Intergovernmental Revenues: Revenues from other governments (State, Federal or local) that can be in the form of grants, shared revenues, or entitlements.

Internal Service Fund: This fund is used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the governmental unit, on a cost reimbursement, or cost allocation, basis.

Inventory: A detailed listing of property currently held by the government.

Investment Earnings: Revenue earned on investments with a third party.

Lease/Installment-Purchase Financing: A method of purchasing equipment in which payments are spread over time. The purchased equipment serves as collateral.

Line Item: A budgetary account representing a specific object of expenditure.

Local Government Budget and Fiscal Control Act (LGBFCA): This act governs all financial activities of local governments within the State of North Carolina.

Local Government Commission (LGC): A division of the North Carolina Department of State Treasurer, the LGC is responsible for the approval, sale, and delivery of substantially all North Carolina local government bonds and notes as well as monitoring certain fiscal and accounting standards prescribed for units of local government by the Local Government Budget and Fiscal Control Act.

Long Term Debt: Debt with a maturity of more than one year after the date of issuance.

Maturities: The dates on which the principal or stated values of investments or debt obligations become due and/or may be reclaimed.

Mission: A broad statement outlining a department's purpose for existing.

Modified Accrual Basis of Accounting: Accounting method for governmental funds that recognizes revenues in the accounting period in which they become available and measurable. Expenditures are recognized in the period the fund liability is incurred, if measurable, except for unmatured interest on (and principal of) general long-term debt, which should be recognized when due.

North Carolina General Assembly (NCGA): The legislative body of the State's government.

North Carolina General Statutes (NCGS): Laws governing the State of North Carolina.

Objective: A simply stated, readily measurable statement of aim or expected accomplishment within the fiscal year. An objective should imply a specific standard of performance for a given program.

Occupational Safety and Health Act (OSHA): Regulations passed by the US Department of Occupational Safety and Health Administration to assure safe and healthful working conditions for working men and women by authorizing enforcement of the standards developed under the Act.

Operating Budget: A financial plan for the provision of direct services and support functions.

Operating Expenses: The portion of the budget pertaining to the daily operations that provide basic governmental services. The operating budget contains appropriations for such expenditures as supplies, utilities, and materials.

Part-time Employee: For budget purposes, a Town employee hired to work for less than forty (40) hours per week for an indefinite period; part-time employees may be eligible to participate in the Town's health, dental and life insurance and retirement programs, depending on the number of hours worked.

Pay-As-You-Go (or Pay-Go): Financial policy of a government unit that finances capital outlays from current revenues rather than from borrowing.

Peer Group: Other municipalities with similar characteristics, such as population, services provided, and tax base used for comparison of financial condition and performance.

Performance-based Budget: A budget wherein expenditures, planning, and management decisions are based primarily upon measurable performance of activities.

Performance Indicator: A performance indicator is a measurement designed to determine whether a service objective has been met. It measures the effectiveness of achieving an objective.

Performance Measurement: The regular collection of quantifiable information regarding the results of service delivery.

Personal Property: Movable property classified within two categories- tangible and intangible. “Tangible” or touchable property includes items of visible and movable property not permanently affixed to real property. “Intangible” or non-touchable property includes stocks, bonds, notes, cash, bank deposits, accounts receivable, patents, trademarks, copyrights, and similar assets.

Personnel Services: Salaries and wages paid to employees for fulltime, part-time, and temporary work including overtime and similar compensation.

Policy: A definite course or method of action in light of given conditions to guide and determine present and future decisions.

Powell Bill Funds: Funding from state-shared gasoline taxes that are restricted for use on maintenance of local streets and roads.

Productivity Measure: A performance measure combining efficiency and effectiveness measures into a single factor.

Program: An organized set of related work activities that are directed toward accomplishing a common goal.

Property Taxes: Taxes levied on both real and personal property according to the property’s valuation and tax rate.

Proprietary Funds: Funds used to separate, control, and track financial resources of business-type activities carried out by a government. The two proprietary fund types include: 1) Enterprise Funds and 2) Internal Service Fund.

Real Property: Land, buildings, and items permanently affixed to land or buildings.

Reclassification: Change in a position title and/or the associated pay range based on changes in the job skills required for a given position.

Reserve: An account designated for a portion of the fund balance that is to be used for a specific purpose.

Resources: Assets that can be used to fund expenditures such as property taxes, user fees, beginning fund balance, or working capital.

Restricted Fund Balance: Monies over the year that remain unspent after all budgeted expenditures have been made, but which can be spent only for the specific purposes stipulated by statutes, external resource providers, or through enabling legislation.

Restricted Intergovernmental Revenues: Grants, entitlements, and shared revenues that are recorded in the appropriate fund and classified by both source and function for which the revenues are to be spent.

Retained Earnings: Amounts shown as retained earnings represent accumulated earnings of proprietary funds after all budgeted business expenses have been made.

Revaluation: The process of revaluing a jurisdiction's real property in order to adjust the tax value to the market value. By North Carolina law, a revaluation must be conducted at a minimum of every eight years.

Revenue: Funds the Town receives as income including tax payments, fees from specific services, receipts from other governments, fines, grants, shared revenues, and interest income.

Revenue Bonds: Bonds issued by a government that are backed by a specific revenue source such as water and sewer fees.

Revenue-Neutral Rate: The tax rate that would generate the same amount of ad valorem revenues as before a revaluation while considering growth.

Sales and Use Tax: Taxes based on the consumption of goods and services that the state collects for local governments and distributes based upon set formulas.

Special Assessment: A compulsory levy made against certain properties to defray part of the cost of a specific improvement or service, which are deemed primarily to benefit those properties.

Special Revenue Fund: A fund used to account for the revenues from specific sources that are to be used for legally specified expenditures.

Surplus: The amount by which revenues exceed expenditures.

Tax Base: The assessed valuation of all taxable real and personal property within the Town's corporate limits.

Tax Levy: The resultant product when the tax rate per one-hundred dollars valuation is multiplied by the total taxable valuation, or tax base.

Taxes: Compulsory charges levied by a government for financing services performed for the common benefit of the people. This term does not include specific charges made against particular persons or property for current or permanent benefit, such as special assessments or to user charges for enterprise type services.

Transfer: Movement of cash or other resources between funds.

Unassigned Fund Balance/Retained Earnings: The portion of a fund's unspent monies, or reserves that are not restricted for a specific purpose and are available for general appropriation.

Unencumbered Balance: The amount of an appropriation that is neither expended nor encumbered. It is essentially the amount of money still available for expenditures.

User Fee/Charge: The payment for direct receipt of a service by the party benefiting from the service. These charges may or may not be designed to recover the full cost associated with providing the service or facility.

Workload Measure/ Indicators: A performance measure identifying how much or how many products or services were produced.

Common Budget Acronyms

| | | | |
|-----------------|--|--------------|---|
| APA | American Planning Association | LSE | Limited Service Employee |
| CAFR | Comprehensive Annual Financial Report | N/A | Not Applicable |
| CALEA | Commission on Accreditation for Law Enforcement Agencies | NC | North Carolina |
| CDBG | Community Development Block Grant | NCCMA | North Carolina City/County Management Association |
| CIP | Capital Improvement Program | NCDEQ | North Carolina Department of Environment Quality |
| CO | Certificate of Occupancy | NCDOT | North Carolina Department of Transportation |
| EEO | Equal Employment Opportunity | NCDMV | North Carolina Division of Motor Vehicles |
| EMS | Emergency Management Services | NCDWQ | North Carolina Division of Water Quality |
| EPA | Environmental Protection Agency | NCLM | North Carolina League of Municipalities |
| ETJ | Extra Territorial Jurisdiction | NFPA | National Fire Protection Agency |
| FEMA | Federal Emergency Management Administration | NPDES | National Pollutant Discharge Elimination System |
| FT | Full-time | OPEB | Other Post Employment Benefits |
| FTE | Full-time Equivalent | OSHA | Occupational Safety and Health Act |
| FY | Fiscal Year | PIL | Payment in Lieu |
| GAAP | Generally Accepted Accounting Principles | PIO | Public Information Officer |
| GASB | Government Accounting Standards Board | PO | Purchase Order |
| GFOA | Government Finance Officers Association | PT | Part-time |
| GO Bonds | General Obligation Bonds | TIA | Traffic Impact Analysis |
| GIS | Geographic Information Systems | TIP | Transportation Improvement Program |
| GS / | General Statutes / North Carolina | TP | Transportation Plan |
| NCGS | General Statutes | | |
| ICMA | International City/County Management Association | UDO | Unified Development Ordinance |
| LGC | Local Government Commission | | |



Capital Improvement Plan FISCAL YEAR 2019-2023



Town of Apex Capital Improvement Plan

FY18-19 to FY22-23

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Section 1: Overview of the Capital Improvement Plan

The Capital Improvement Plan (CIP) is the planning mechanism by which the Town Council allocates limited financial resources to implement long-term goals as defined in the Town's Strategic Plan, Peak Plan 2030, the 2011 Transportation Plan (as updated), the Parks and Recreation Master Plan, and other similar planning documents. The purpose of the CIP is to forecast and match projected revenues and major capital needs over a five-year period. Capital planning is an important management tool that strengthens the linkage between community infrastructure needs and the financial capacity of the Town.

The CIP is a multi-year plan for major capital expenditures such as the acquisition of land, construction or significant renovation of public facilities (i.e. buildings/parks), construction of new transportation infrastructure (i.e. roads, sidewalks, multi-use paths), expansion or significant renovation of water, wastewater, electric, or stormwater infrastructure, capital equipment to support operations, or any combination of the above. Projects eligible for inclusion in the CIP are those with an asset value of greater than \$100,000 and a useful life of greater than three years.

When identifying new projects, staff looks to the long-term priorities and direction set by Town Council and submits formal requests through the CIP process. A formal request includes description of the project, an explanation of how the project implements an established goal, the estimated cost of the project, and an estimate of the recurring costs associated with a completed project (i.e. additional staff, additional utilities, etc.). The formal request also includes an analysis of alternative solutions, if any, and a statement as to the effect on services and/or programs if the project is not funded.

Once adopted by the Town Council, the CIP becomes a statement of town policy regarding the need, priority, timing, and funding of future capital projects. The Capital Improvement Plan is simply that – a *plan*. As such, projects and funding mechanisms are subject to change based on new or shifting service needs, special financing opportunities, emergency needs, or other directives or priorities established by the Town Council. Future needs and financial constraints may result in changes in priority over the five-year period; and because priorities can change, projects included in outward planning years are not guaranteed for funding. The CIP represents the best judgment of Town Administration and Town Council at the time the Plan is adopted. Priorities established in the CIP guide subsequent decisions made by Town Administration and the various boards and commissions appointed by Town Council.

The Town of Apex CIP achieves five major objectives as a component of the Town's budget and financial planning process:

1. Helps the Town rationally and intelligently plan for the repair, replacement, and acquisition of capital items that are necessary in providing high quality services to the citizens of Apex.
2. Assists in fiscal planning by forecasting capital demands together with future revenues and expenditures.
3. Ensures better coordination, evaluation, and planning of projects to serve the community and its needs.
4. Serves, together with the annual budget and other financial plans, as a guide to decision-making for the Town Council, Town Manager, and staff.
5. Serves as a systematic and comprehensive analysis of capital needs, increasing the probability of making rational budgetary judgments since improvements are identified, prioritized, and matched to the projected fiscal resources of the Town.

Relationship to the Annual Operating Budget

Some CIP projects are funded through annual operating funds, such as the General Fund, Electric Fund, and the Water/Sewer Fund. In these cases, the CIP and the Annual Operating Budget are directly linked as CIP projects become authorized through the adoption of the Annual Operating Budget. Projects funded through debt financing also impact the operating budget through ongoing debt service expense. Finally, some completed CIP projects will directly impact the operating budget in that they will require ongoing expenses for staff and other operating costs.

CIP Structure

The CIP is organized into seven functional categories, called “elements,” in order to group projects with similar items.

1. **Transportation Element:** funds the construction of new or improved roadways, sidewalks, and multi-use paths. Implementation of the 2011 Transportation Plan (as amended) is funded in this element.
2. **Parks, Recreation and Cultural Resources Element:** funds the acquisition of land for new park and greenway facilities, the construction of park and recreation amenities, and major maintenance of current facilities. Implementation of the Parks and Recreation Master Plan is funded in this element.
3. **Public Safety Element:** funds the acquisition of capital equipment to support the operations of the three public safety departments in the Town (Fire, Police, and EMS). Public safety facilities are considered in the public facilities element.
4. **Public Facilities Element:** funds construction and major maintenance of general government and public safety facilities and infrastructure. This element also funds improvements to communications and technology infrastructure.
5. **Public Works and Environmental Services Element:** funds projects designed to manage and mitigate the effects of stormwater runoff, manage the collection and disposal of solid waste and maintain streets. These projects include structural improvements, BMP construction, and major maintenance of this infrastructure. They also include equipment needed to manage solid waste collection and maintain Town streets.
6. **Electric Utility Element:** funds the construction and improvement of electric distribution infrastructure. These projects include substation additions and upgrades, distribution line extensions and major maintenance of infrastructure. They also include equipment necessary to maintain the system.
7. **Water and Sewer Utility Element:** funds the construction and improvement of water and sewer infrastructure. These projects include main additions and replacements, water/wastewater treatment plant renovations/expansions, filter rehabilitation, pump station additions and major maintenance of infrastructure. They also include equipment necessary to maintain the system.

Capital Improvement Funding

The sources of funding used to execute the Plan are as important as the capital projects contained in the Plan. Capital Improvements for the Town of Apex are funded using a variety of sources that are broadly categorized as cash or debt financing.

Cash, or pay-as-you-go (paygo), funds come from sources such as tax revenue, development related fees (recreation, transportation, and capacity fees), program fees, State revenue, and interest earnings. Some of these sources, such as State revenue from the Powell Bill, Town recreation fees, and certain others, may only be spent to meet certain needs. Other revenue sources come with no restriction on the needs they may be used to address. Major funding sources for the CIP are described below:

General Fund: General Fund revenue such as ad valorem taxes, sales taxes, utility taxes and other similar revenue are used to fund Town operations and may be used to fund capital projects such as facility improvements, transportation system improvements, stormwater infrastructure improvements, and other similar projects. Compared to other sources, general fund resources are a flexible revenue source without restrictions on their use.

Enterprise Funds: Enterprise funds, such as the water/sewer fund and the electric fund, collect user fees as part of their operations, and then invest a portion of that revenue into capital projects. The Town uses these funds only for corresponding enterprise projects. For instance, the electric fund only pays for projects related to the electric system, and not for projects related to the water/sewer fund, or any general fund related project.

Water/Sewer Capital Reimbursement Fees: These fees are charged, based upon a Town Council-approved Development Fee Schedule, to developers of land within the Town of Apex to pay for the capital facility burden created by new development. Revenue from these fees is restricted to be used for capital improvements to the water/sewer system or to fund payment of debt service for improvements to these systems.

Debt Financing: For debt financing, the Town uses several types of debt mechanisms, including general obligation bonds, revenue bonds, and traditional lease-purchase or installment financing. The mechanism selected varies depending on the level of funding needed, the term of the need, and current debt market conditions. General obligation bonds are approved by voters and are backed by the Town's taxing authority to repay the bonds. Revenue bonds pledge the revenue generated by specific enterprise (water, sewer, electric) charges.

Transportation Development Fees: These fees are charged, based upon a Town Council approved Development Fee Schedule, to developers of land within the Town of Apex and its Extraterritorial Jurisdiction (ETJ) to pay for improvements to the Town's transportation infrastructure to respond to the additional burden placed upon it by new development. Revenue from these fees is restricted to be used for capital transportation system improvements or to fund payment of debt service for improvements to this system.

Recreation Subdivision Fee-in-Lieu of Dedication: These fees are charged, based upon a Town Council-approved Development Fee Schedule, to developers of land within the Town of Apex and its Extraterritorial Jurisdiction (ETJ). Revenue from these fees is restricted to be used for park and recreation system expansion or improvements or to fund payment of related debt service.

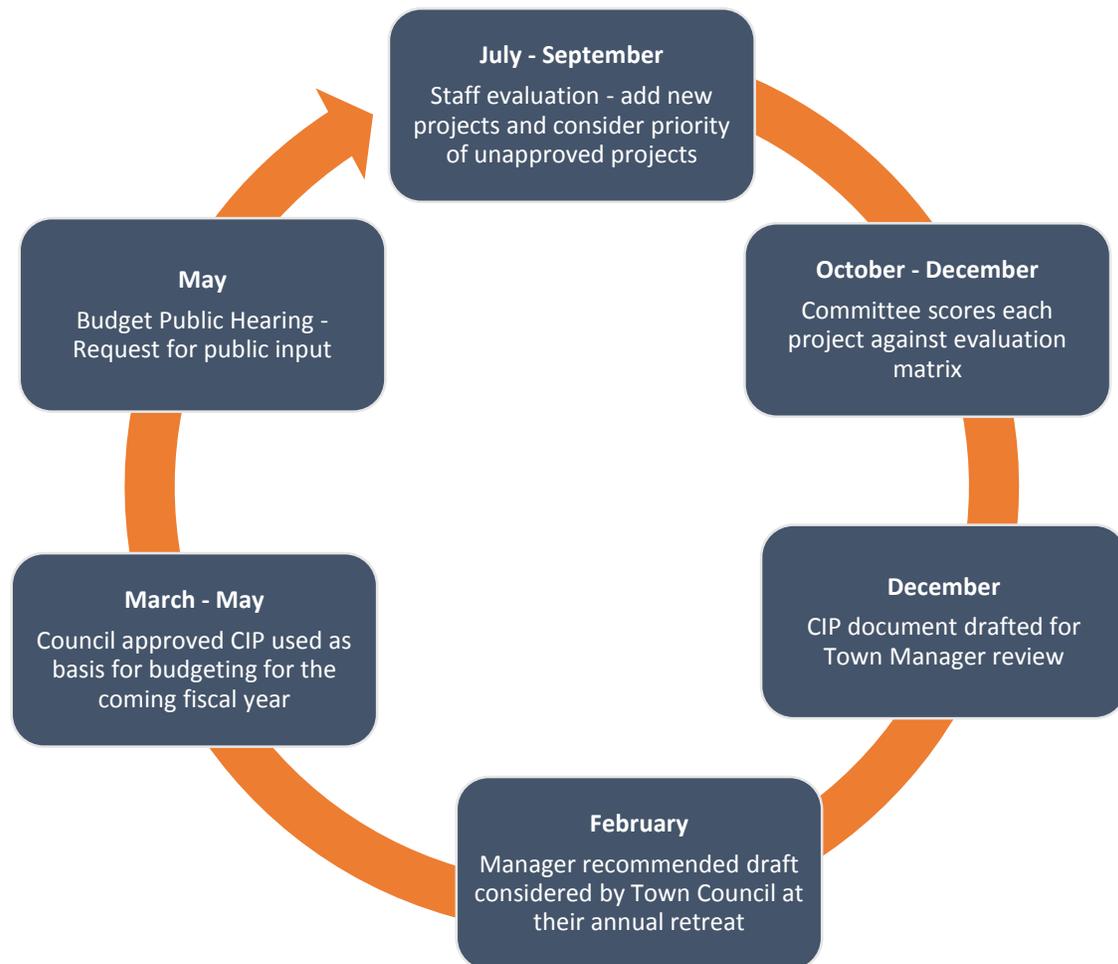
Reserve from Prior Years: As capital projects are completed, any unspent budgeted amounts accumulate into capital reserves, which are available to fund future projects. Capital reserves can also build up when the Town collects revenue in excess of the amount budgeted for development fees described above.

The CIP Process

The process for developing the CIP, as illustrated below, begins shortly after the beginning of a new fiscal year (July 1) as staff considers unmet capital needs in the recently adopted budget and other emerging needs. During the first three months of the fiscal year, staff evaluates the need to include additional projects in the coming CIP and considers the relative priority of unapproved projects. For each project, staff in the requesting department completes a CIP project request form and compiles supporting

documentation. All CIP project requests are due by October 15 of each year. A committee comprised of the Assistant Town Managers and several Department Directors then begins the process of scoring each project against an evaluation matrix to help determine the relative priority the committee will assign to each project.

Once all submitted projects are ranked, a draft Capital Improvement Plan covering the next five fiscal years is developed by the CIP workgroup. This draft plan is then submitted to the Town Manager by mid- for consideration by the Town Council at their Annual Retreat in the first quarter of the new December year for review and consideration. Following the Manager’s review, staff prepares the CIP document calendar year. Once Council input and approval is accomplished, the CIP is used as a basis for budgeting in the coming fiscal year and in formulating financial forecasts prepared as part of the budget process. Public input is solicited through two public hearings held during the budget process.



In preparation for the Town Council Annual Retreat in February, the Mayor and Council Members were asked to rank a selection of 48 General Fund projects against each other in order of importance. The ranking excluded projects that were considered necessary for operations, such as replacement leaf trucks and radio replacements for public safety.

Using the average score in one axis and a measure of dispersion (standard deviation) as a second axis, the results of the ranking were then analyzed into quartiles based on average ranking and agreement. This helped show projects that are ranked (high or low) where the council is in agreement and was used for the basis of further discussion on projects which seem to have higher than average support (but disagreement).

Quartile 1, the green block, contains projects with above average rankings and general agreement. These projects are considered the highest relative priority by the Town Council. Quartile 4, the red block, represents projects with below average rankings and general agreement. Quartile 2 and 3, the yellow and orange blocks represent the middle ground where there is more disagreement. The Town Council focused discussion on many of these projects in the 2nd and 3rd quartiles resulting in amending the positions of five projects. The chart below reflects the project distribution.

| 1st Quartile - Above Average Ranking, Above Average Agreement | 2nd Quartile - Above Average Ranking, Below Average Agreement |
|---|--|
| Community Center Expansion / Senior Services Center Fire Engine (Quint) Replacement for Station 3 Kelly Road Sidewalk & Apex Barbecue Road Path Ladder Truck for PSS 5 NC 55 Sidewalk and Enhancement (U-2901) NC 55 Sidewalk Connector Olive Chapel Road Sidewalk Gaps Richardson Road South Plans & Permits Salem Pond Park (Phase III) Town Fiber Expansion US 64 Sidewalk and Enhancement (U-5301) Safe Routes to School (Multiple Projects) | Apex Barbecue Road Sidewalk (Olive Chapel to Kelly Road) Apex Parking Deck Apex Peakway Southeast Connector Beaver Creek Greenway Construction (Phase I & II) GPS Emergency Vehicle Preemption Ladder 4 Replacement Middle Creek Greenway (Phase I, II & III) Pleasant Park (Phase I, II & III) Public Safety Station 6 Renovation of Fire Station 1 Green Level Church & Jenks Road Roundabout Solar Photovoltaic Systems (Town-Owned Buildings) |
| 3rd Quartile - Below Average Ranking, Below Average Agreement | 4th Quartile - Below Average Ranking, Above Average Agreement |
| Environmental Education Center - Apex Nature Park Expand Parking - Apex Community Park Fire Engine for Station 6 Greenway Repair and Resurface - Apex Community Park Jessie Drive Connection Laura Duncan & Old Raleigh Road Roundabout Lufkin Road to Pristine Water Drive Connector Pristine Water Drive (Lufkin Road Connector to NC 55) Relocation of Apex EMS Station Tunstall House Restoration US 1 at NC 55 Interchange Upgrade | Armored Rescue Vehicle Center Street Railroad Crossing Improvements & Sidewalks /Quiet Zone Phase 1 Chatham Street Railroad Crossing Improvements & Sidewalks /Quiet Zone Phase 2 Davis Drive at Salem Church Road Realignment Dredge Lake - Apex Community Park Expand Parking Lot - Apex Nature Park / Seymour Athletic Fields Fire Department Administrative Building Jaycee Park Expansion Milano Avenue Gap Completion Police Department Addition / Renovation Ten Ten Road/Center Street Sidewalk & Enhancement (U-5825) West Williams Street Sidewalk (US 64 E Ramp to Vision Drive) |

CIP Practices

Long-range cost estimates: Using the upcoming fiscal year as the base, staff will apply cost escalators to better estimate future construction costs. Staff applies the escalator to new construction and significant building rehabilitations. In some elements, such as public utilities and transportation, staff applies other escalators developed for those specific service areas.

Closing Projects: Projects are closed when the approved scope of work is complete. Staff reviews project statuses periodically to identify projects that are finished and can be closed. If the budget for a completed project is not fully expended, generally, the budget is closed and the remaining balance accumulates in fund balance. The accumulated fund balance is available to pay for future projects.

Horizon Issues: The proposed CIP funds the Town’s highly prioritized needs. Staff reviews and analyzes the business cases supporting these projects and considers them ready to move forward. In many situations, however, the Town has identified a future need, but has not yet completed a detailed analysis, considered options, or designed a specific facility. These projects include facilities, capital maintenance, and business systems that will be needed in the future, often beyond the CIP’s five-year timeframe.

Planning By Fund

What follows is a description of the projects submitted, by element (as described on Page 4), for the five year planning timeframe under consideration. The element begins with a brief description of what types of projects are funded and it includes a tabular summary of all projects considered and the proposed revenue source to fund the projects in each year. At the end of each section there is a summary table showing the total cost of the projects in each year and the total of each revenue source. More details regarding the cost of borrowing is provided in each summary section. The reference to “Local Revenue” in the revenue portion of the tables is indicative of the need for current year funding for some projects/purchases in each year. This could include appropriation of reserve funds in the three major funds: General, Water and Sewer, and Electric.

Section 2: General Fund

A majority of projects included in the CIP are housed in the General Fund. This revenue is generated in a large part by ad valorem taxes, along with sales taxes, utility taxes and other similar revenue.

The types of capital projects that qualify for this fund include facility improvements, transportation system improvements, stormwater infrastructure improvements, and other similar projects.

Compared to other sources, general fund resources are a flexible revenue source without restrictions on their use.

The icons below signify each element within the general fund. They are located on the top right corner of the pages that are associated with their projects.



Transportation



*Parks, Recreation
and Cultural
Resources*



Public Safety



*Public Works and
Environmental
Services*



Public Facilities



Transportation Element Projects

Projects Funded: Construction of new roadways, improvements to existing roadways, sidewalks, and multi-use paths.

Peak Plan 2030 Recommendation: Implementation of the 2011 Transportation Plan (as amended) is funded in this element.

Transportation infrastructure, like the Peakway shown to the right, has a long lasting effect on the quality of life in Apex giving easier access to all areas of town and helping ease commuter traffic congestion as residents travel to and from employment centers.



The table below shows each of the projects submitted for consideration in this year's CIP process, the estimated cost of the project, and a summary of the proposed source of funding in each fiscal year in the plan. Section 5 of this document contains detailed information regarding the proposed funding source for each individual project.

| Transportation | | | | | | | | |
|--|---------|---------|------------------|------------------|-------------------|-------------------|-------------------|-------------------|
| Project Cost | ID # | Funding | 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | Future |
| Annual Pavement Management | PW&T 1 | CG/LR | 1,200,000 | 1,600,000 | 1,700,000 | 1,800,000 | 1,900,000 | - |
| Annual Miscellaneous Road and Sidewalk Improvements | PW&T 2 | LR | 100,000 | 105,000 | 110,000 | 115,000 | 120,000 | - |
| Annual Miscellaneous Drainage Improvements | PW&T 3 | LR | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | - |
| Kelly Road Sidewalk & Apex Barbecue Road Path ₁ | PW&T 6 | CR/PG | 1,100,000 | - | - | - | - | - |
| NC 55 Sidewalk Connector ₃ | PW&T 8 | LR | 100,000 | - | - | - | - | - |
| Jessie Drive ₁ | PW&T 5 | PG/DS | 200,000 | 1,000,000 | 6,000,000 | - | - | - |
| GPS Emergency Vehicle Preemption | PW&T 4 | TBD | - | 150,000 | 150,000 | 150,000 | 150,000 | - |
| Richardson Road South Plans & Permits | PW&T 7 | CR/PP | - | 1,000,000 | - | - | - | - |
| Milano Avenue Gap Completion | PW&T 10 | TBD | - | 600,000 | - | - | - | - |
| Safe Routes to School (Multiple Projects) ₁ | PW&T 11 | TBD/PG | - | 1,000,000 | - | - | - | - |
| Olive Chapel Road Sidewalk Gaps | PW&T 12 | TBD | - | 600,000 | - | - | - | - |
| Annual Community Funding Area Local Transit Match | PW&T 9 | LR/PG | - | - | 500,000 | 250,000 | 200,000 | 200,000 |
| NC 55 Sidewalk and Enhancement (U-2901) ₂ | PW&T 13 | TBD | - | - | 1,000,000 | - | - | - |
| Lufkin Road to Pristine Water Drive Connector | PW&T 14 | TBD | - | - | 2,000,000 | - | - | - |
| Apex Parking Deck | PW&T 15 | TBD | - | - | - | 6,000,000 | - | - |
| US 64 Sidewalk and Enhancement (U-5301) ₃ | PW&T 16 | TBD | - | - | - | 1,000,000 | - | - |
| Davis Drive at Salem Church Road Realignment ₁ | PW&T 17 | PG/TBD | - | - | - | 500,000 | 4,500,000 | - |
| Center Street Railroad Crossing Improvements & Sidewalks / Quiet Zone Phase 1 | PW&T 18 | PG/TBD | - | - | - | 800,000 | - | - |
| Pristine Water Drive (Lufkin Road Connector to NC 55) | PW&T 21 | TBD | - | - | - | 1,500,000 | - | - |
| Chatham Street Railroad Crossing Improvements & Sidewalks / Quiet Zone Phase 2 | PW&T 19 | PG/TBD | - | - | - | - | 800,000 | - |
| Ten Ten Road/Center Street Sidewalk & Enhancement (U-5825) ₃ | PW&T 22 | TBD | - | - | - | - | 2,000,000 | - |
| West Williams Street Sidewalk (US 64 E Ramp to Vision Dr) ₂ | PW&T 23 | TBD/PG | - | - | - | - | 395,000 | - |
| Apex Peakway Southeast Connector | PW&T 24 | TBD | - | - | - | - | 800,000 | 8,000,000 |
| Apex Peakway Traffic Signals - various | PW&T 20 | TBD | - | - | - | - | - | 500,000 |
| Green Level Church & Jenks Road Roundabout | Future | TBD | - | - | - | - | - | 4,000,000 |
| Laura Duncan & Old Raleigh Road Roundabout | Future | TBD | - | - | - | - | - | 2,000,000 |
| US 1 at NC 55 Interchange Upgrade ₃ | Future | TBD | - | - | - | - | - | 500,000 |
| Centralized Traffic Signal System ₃ | Future | TBD | - | - | - | - | - | 5,000,000 |
| Apex Barbecue Road Sidewalk (Olive Chapel to Kelly Road) | Future | TBD | - | - | - | - | - | 2,000,000 |
| Total | | | 2,800,000 | 6,155,000 | 11,560,000 | 12,215,000 | 10,965,000 | 22,000,000 |
| <i>1. Federal LAPP funds included; 2. SPOT funds included; 3. Cost share project</i> | | | | | | | | |
| Revenue Sources: | | | 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | |
| Local Revenue | | LR | 300,000 | 715,000 | 783,000 | 849,000 | 915,000 | - |
| Grant Funding - Committed | | CG | 1,200,000 | 1,240,000 | 1,277,000 | 1,316,000 | 1,355,000 | - |
| Grant Funding - Potential | | PG | 644,000 | 475,000 | 3,250,000 | 1,265,000 | 3,306,000 | - |
| Public - Private Partnership | | PP | - | 200,000 | - | - | - | - |
| Transfer from Capital Reserve | | CR | 456,000 | - | - | 160,000 | 239,000 | - |
| To Be Determined | | TBD | - | 3,725,000 | 6,250,000 | 8,625,000 | 5,150,000 | 22,000,000 |
| Total | | | 2,600,000 | 6,355,000 | 11,560,000 | 12,215,000 | 10,965,000 | 22,000,000 |



Continuous Projects

| | |
|--|---------------------|
| Annual Pavement Management - Street Resurfacing | \$1,200,000+ |
| (Projected increase of \$100,000 each fiscal year) | Annually |

The Town is responsible for maintaining 150 miles of municipal streets with the annual resurfacing contract providing for most of the pavement maintenance needs. Street mileage is growing annually with ongoing development. A recent survey of our streets reveals that we have deferred maintenance that needs to be addressed. This ongoing program addresses deficiencies in pavement condition throughout Apex to address and prevent issues such as potholes, alligator cracking, and rutting in order to provide a safe and reliable transportation system. The Powell Bill program provides an annual funding allocation from the state based on public centerline miles of road accepted and maintained by the Town, however, current and future resurfacing costs continue to exceed Powell Bill allocations requiring additional General Fund revenues to be allocated.

| | |
|--|-------------------|
| Annual Miscellaneous Road & Sidewalk Improvements | \$100,000+ |
| (Projected increase of \$5,000 each fiscal year) | Annually |

This ongoing program addresses various deficiencies throughout Apex on the municipal street system with accessible ramps and crosswalks, sidewalk maintenance and completion of short gaps in sidewalks, traffic control and warning device upgrades, and other related requests to provide a safe and accessible transportation system for all users. Without this program, we delay and bundle small projects while seeking a funding source, in some cases for a year or more.

| | |
|---|------------------|
| Annual Miscellaneous Drainage Improvements | \$100,000 |
| | Annually |

This ongoing program addresses various deficiencies throughout Apex within the municipal drainage system concerning the safe and efficient management of stormwater. The program would address complaints generated by customers for various small drainage projects and avoid or minimize risk to private property. Without this program, we delay and bundle small projects while seeking a funding source, in some cases for a year or more. Delaying response can in some cases adversely impact private property.

FY 2018-19

| | |
|---|--------------------|
| Jessie Drive Connection | \$7,200,000 |
| (Design @ \$200,000 in FY 2018-2019, \$1,000,000 in FY 2019-2020 / Construction @ \$6,000,000 in FY 2020-2021) | Three-Year Total |

This project would connect Jessie Drive to NC 55, providing a major thoroughfare between Ten Ten Road and NC 55 south of US 1. The road would serve development of adjacent land, including industrial and commercial areas, and relieve some of the congestion along Ten Ten Road near the US 1 interchange. In the event of major closures or delays on NC 55 or Ten Ten Road, it would provide an east-west detour. Without it, adjacent development would be responsible for building sections of Jessie Drive, but it is unlikely that the entire route from NC 55 to Ten Ten Road would be completed. In the interim, development will burden existing connections which are either already congested or offer less capacity.

| | |
|--|--------------------|
| Kelly Road Sidewalk & Apex Barbecue Road Path | \$1,100,000 |
|--|--------------------|

This project will extend sidewalk southward along Kelly Road from the Kelly Road Park to the intersection at Apex Barbecue Road and extend a 10-foot shared use path eastward along Apex Barbecue Road to Scotts Ridge Elementary School. Without the project, there will be gaps in the sidewalk network along



both roadways and there will be safety concerns with people walking along the shoulder of the road or riding bicycles on road when they might otherwise prefer off road path or sidewalk.

NC 55 Sidewalk Connector \$100,000

The project will provide a protected pedestrian connection for neighborhoods along East Williams Street east of the NC 55 Bypass to connect with the sidewalk north of the NC 55 Bypass intersection. Pedestrian trips east of the NC 55 Bypass are currently not served by a sidewalk route to the north. The total project cost provided is only the Town of Apex cost share. As a cost share, the Town's allocation is \$100,000 of the \$500,000 total project cost.

FY 2019-20

GPS Emergency Vehicle Preemption \$600,000

Four-Year Total

This project includes upgrading current infrared preemption at 4 traffic signals to GPS and outfitting all fire (12) and EMS (5) vehicles with GPS based emitters in year 1. This project provides the benefit of increased public safety response times and reliability, provides real-time vehicle tracking and reporting, and includes a mobile app for the public warning of approaching vehicles. Future years would include adding GPS preemption at signals along major corridors including NC 55, Salem Street, Center Street, Ten Ten Road, Apex Peakway, and various signals adjacent to those major corridors. Without this system, timesaving benefits of having preemption for multiple directions of traffic flow along major routes would not be realized. Existing infrared preemption is only available for certain directions at 4 signals town wide and currently offers no benefit for EMS.

Richardson Road South Plans & Permits \$1,000,000

The project would fund evaluation of alternatives, engineering design, and environmental permitting for extending Richardson Road from Humie Olive Road to Old US 1. Without the project, the Town will be unable to determine the allowable route of Richardson Road due to a conservation easement and an agency directive that the road be designed and permitted in one project. Without this road, a major north-south thoroughfare route would not be constructed according to the Transportation Plan and traffic would divert to Humie Olive Road east and west. Evaluation, design, and permitting of this route are required to move toward completion of this major thoroughfare in the Transportation Plan.

Milano Avenue Gap Connector \$600,000

The project consists of extending Milano Avenue across the frontage of the Mt. Zion Church Road electric substation property between the existing stub in Parkside at Bella Casa and the planned stub from Buckhorn Preserve. The project will provide an extension of the collector road with multi-use path to access the electric substation property and further west connect with the portion of Milano Avenue to Richardson Road through Buckhorn Preserve. This would complete the only remaining gap linking Richardson Road to Evans Road, providing convenient access to the Apex Nature Park and electric substation.

Safe Routes to School Multiple Projects \$1,000,000

The project will improve and add to existing Town infrastructure related to pedestrian and bicycle traffic to/from school. Multiple school zones would be grouped together into one large project to increase the effectiveness of the project and competitiveness for federal funding. Without the project there will

continue to be gaps in the sidewalk network and other deficiencies in the transportation system that make walking and biking to school difficult. Walking and biking to school is an important focus of many schools already. Including this funding in the early years of the CIP will support implementation of Advance Apex and responsiveness to citizens.

Olive Chapel Road Sidewalk Gaps

\$600,000

The project consists of extending sidewalk west of Piney Woods Lane along Olive Chapel Road to provide a contiguous pedestrian route along Olive Chapel Road from NC 55 to the American Tobacco Trail. Without it, there will be a gap in the pedestrian route west of Piney Woods Lane and pedestrians along Olive Chapel Road will not have direct access to the American Tobacco Trail.

FY 2020-21

Annual Community Funding Area Local Transit Match

\$1,150,000

(\$500,000 in FY 2020-2021 / \$250,000 in FY 2021-2022 / \$200,000 annually thereafter)

Four-Year Total

This ongoing program would provide funding toward transit system expansion into the Apex area. Funding for this program allows Apex to take advantage Wake Transit Tax funds that will help expand and enhance transit services.

NC 55 Sidewalk and Enhancement Cost Share (U-2901)

\$1,000,000

The project will provide funding for enhancements the Town requests as part of the NC 55 widening project. Enhancements may include protected pedestrian facilities (sidewalk and/or multi-use path), median enhancement, and landscaping. This project leverages the planned NCDOT roadway-widening project by providing pedestrian facilities where none exists currently, in accordance with the adopted Bicycle, Pedestrian, and Equestrian Plan. In addition, this project fulfills an objective of Peak Plan 2030, which envisions a streetscape improvement program for this section of NC 55.

Lufkin Road to Pristine Water Drive Connector

\$2,000,000

The project would extend Lufkin Road south to parallel NC 55 and connect with Pristine Water Drive, continuing along Pristine Water Drive to the Apex water treatment plant for a distance of 1,400 feet. Without it, there is a lack of public connectivity from the treatment plant and other uses along Pristine Water Drive to Lufkin Road since the existing road is private with a gate. The only other access is along Pristine Water Drive to NC 55, a gravel driveway with an access easement through a concrete facility. The Town has an access easement to NC 55 but not to Lufkin Road.

FY 2021-22

Apex Parking Deck

\$6,000,000

The project consists of constructing a parking deck with 200-250 spaces. There will continue to be parking overflow onto the side streets around downtown during the large annual events generating complaints from residents as well as restricting the flow of emergency vehicles. Without the parking deck, the downtown area will struggle to meet the parking demands of visitors and the impact of parking overflow will increase. During peak times when events are not occurring, the lack of additional off street spaces may restrict the growth and success of downtown businesses. This project will provide convenient parking in the downtown area that will encourage commercial land use growth as well as accommodate parking for more than a half-dozen major events in downtown Apex annually. Useful life of the structure will be



approximately 30 years prior to requiring rehabilitation. The project may require some property acquisition.

NC 64 Sidewalk and Enhancement Cost Share (U-5301) \$1,000,000

The project will convert the intersection of US 64 and Lake Pine Drive to an interchange, convert the intersection of US 64 and Laura Duncan Road to an interchange, and convert US 64 from Laura Duncan Road to US 1 to a superstreet. Construction is planned to begin in 2022. This project will provide funding for enhancements the Town requests as part of the widening project. Enhancements are likely to include protected pedestrian facilities (sidewalk, multi-use path, and crossings). NCDOT will replace existing pedestrian facilities but not complete gaps where there are no existing facilities without the Town sharing a portion of the costs.

Davis Drive at Salem Church Road Realignment \$5,000,000

(Design @ \$500,000 in FY 2021-2022 / Construction @ \$4,500,000 in FY 2022-2023)

Two-Year Total

The project would realign Davis Drive to improve the horizontal curvature as well as add turn lanes and extend Salem Church Road. The intersection would be shifted west, away from the CSX RR freight line, allowing for vehicle stacking beyond the tracks and allow for installation of a traffic signal and gate arms. Without this project, it is possible that Salem Church Road will eventually be converted to right-in-right-out and/or safety concerns will continue for the various issues- no left turn on Davis Drive backs up traffic southbound, no space for a traffic signal or gate arms to warn of an approaching train, and limited visibility around the curve on Davis Drive.

Center Street Railroad Crossing and Sidewalk /Quiet Zone Phase 1 \$800,000

The project includes improvement of the road-crossing surface with the addition of concrete panels and addition of sidewalk across CSX railroad tracks as well as four quadrant gates and associated railroad equipment upgrades. Current review of statewide prioritization shows this may score well enough to allow for 80% state funding. Without it, sidewalk will continue to stop short of the tracks on each side forcing pedestrians onto the roadway, the crossing surface will continue to compromise ride comfort, and the quiet zone project will not be able to move forward.

Pristine Water Drive from Lufkin Road Connector to NC 55 \$1,500,000

This project would be a second phase to providing improved connectivity to Pristine Water Drive. The project would convert 800 feet of existing Pristine Water Drive from a gravel driveway with access easements to a paved public street from the Lufkin Road Connector to NC 55 and install turn lanes and a traffic signal on NC 55 if warranted. Without it, there is a lack of paved public connectivity to NC 55 and traffic would remain largely dependent on the connection to Lufkin Road. Planned access restrictions to Lufkin Road at NC 55 as part of the US 1 interchange project would increase dependence on this alternate route.

2022-23

Chatham Street Railroad Crossing and Sidewalk /Quiet Zone Phase 2 \$800,000

The project includes improvement of the road crossing surfaces and addition of sidewalk across CSX railroad with installation of four quadrant gates and associated railroad equipment upgrades. The project completes gaps in the sidewalk network across the railroad and improves the quality of the vehicular crossing surfaces for improved ride comfort. In addition, four quadrant gates will provide a higher level of safety measures. Without it, the quiet zone project will not be able to be completed.



Ten Ten Road Sidewalk and Enhancement Cost Share (U-5825B) \$2,000,000

Current plans include widening Ten Ten Road from Apex Peakway in the Town of Apex to Kildaire Farm Road in the Town of Cary with construction of Reliance Avenue to Kildaire Farm Road beginning in 2022 and construction of Reliance Avenue to Apex Peakway beginning in 2025. This project will provide funding for enhancements the Town requests as part of the widening project. Enhancements may include protected pedestrian facilities (sidewalk and/or multi-use path), median enhancement, and landscaping. The town's plans include a side path on the north side of Ten Ten Road between Apex Peakway and US 1, wide outside lanes for bicycle use between US 1 and Kildaire Farm Road, and sidewalks on the opposite (south side) of Ten Ten Road for the entire length of the project. This project leverages the planned NCDOT roadway widening project by providing sidewalk and multi-use path where there are currently no pedestrian facilities, in accordance with the adopted Bicycle, Pedestrian, and Equestrian Plan. NCDOT will require the Town share a portion of the costs to complete gaps where there are no existing facilities.

West Williams Street Sidewalk (US 64 Ramp to Vision Drive) \$395,000

The project would complete gaps in sidewalk connecting from the sidewalk in front of Beaver Creek Commons shopping center, crossing the US 64 eastbound off ramp, connecting across the bridge over US 64, and extending to the intersection at Vision Drive. Current review of statewide prioritization shows this may score well enough to allow for 80% state funding. Signalized crosswalks would be installed at the existing traffic signals on both ends of the project. Without it, pedestrian trips will continue along the shoulder of the road and lack accessible ramps and crosswalks at both ends of the project.

Apex Peakway Southeast Connector \$8,800,000

(Design @ \$800,000 in FY 2022-2023 / Construction @ \$8,000,000 in the future)

Two-Year Total

This project would complete the final gap in the Apex Peakway east of East Williams Street to Lufkin Road, requiring relocation of approximately a dozen mobile homes and realignment of multiple public streets. It would also upgrade existing Schieffelin Road to the new Apex Peakway accessing Center Street. Without it, traffic will continue to rely on James Street, Marco Drive, and other local streets for connectivity to NC 55 and the Peakway traffic from the west will continue to turn at NC 55. Staff has not prioritized this project higher until the feasibility study has been completed, additional information on cost and impact is available, and any opportunities for a public-private partnership or other funding options are explored.

Horizon

Apex Peakway Traffic Signals \$500,000

The project consists of designing and installing traffic signals on the Apex Peakway where warranted. The project will provide traffic signals for up to three locations along Apex Peakway. Annual maintenance and non-routine repairs will be the responsibility of the Town for locations not on the state system and for any emergency vehicle preemption equipment. If signals are not installed, traffic growth along the Apex Peakway may cause excessive delays on some of the higher volume crossing roadways and may result in safety issues that could otherwise be mitigated with traffic signals.

Roundabout – Green Level Church Road & Jenks Road \$4,000,000

This project would construct a roundabout for the intersection of Green Level Church Road at Jenks Road. The intersection is currently an all-way stop with single lane approaches. Town staff conducted a review of intersections across Apex with cooperation from NCDOT at the direction of the Planning Committee to determine which major intersections would be good candidates for the installation of roundabouts. This



location was selected as a potential roundabout site and a developer-funded feasibility level design and cost estimate was prepared. The roundabout would serve increasing traffic volumes more efficiently than a signal with single lane approaches, and it would offer improved safety and operational benefits compared to a typical traffic signal, and would be expandable to multi-lane for longer-term growth.

Roundabout – Laura Duncan Road & Old Raleigh Road \$2,000,000

This project would construct a roundabout for the intersection of Laura Duncan Road at Old Raleigh Road. The intersection is currently signalized. Town staff conducted a review of intersections across Apex with cooperation from NCDOT at the direction of the Planning Committee to determine which major intersections would be good candidates for the installation of roundabouts. This location was selected as a potential roundabout site. The roundabout is expected to offer safety and operational benefits compared to a typical traffic signal and provide a gateway feature adjacent to Town Campus.

US 1 at US 55 Interchange Upgrade \$500,000

This is a contribution toward an NCDOT project to upgrade and expand the US 1 interchange at NC 55. NCDOT is seeking cost-sharing partners in order to promote it in the STIP and complete this project. The project will add capacity at the interchange, reducing traffic congestion currently blocking movements along NC 55 and causing long queue backups on the US 1 southbound off-ramp.

Centralized Traffic Signal System \$5,000,000

This project would provide funds toward establishing a centralized signal system in Apex. NCDOT currently operates three closed-loop systems in Apex: Downtown, NC 55, and Ten Ten Road. Consolidating these systems with a central control center linked by communication fiber would improve communication, expand the network, provide cameras, and provide improved operation with routine monitoring and direct control. The system may be part of a larger regional or sub-regional system subject to study by the Capital Area MPO and NCDOT. The amount of funds shown is more likely to be a cost contribution matched with state and/or federal funds as part of a larger project.

Apex Barbeque Road Sidewalk – Olive Chapel to Kelly Road \$2,000,000

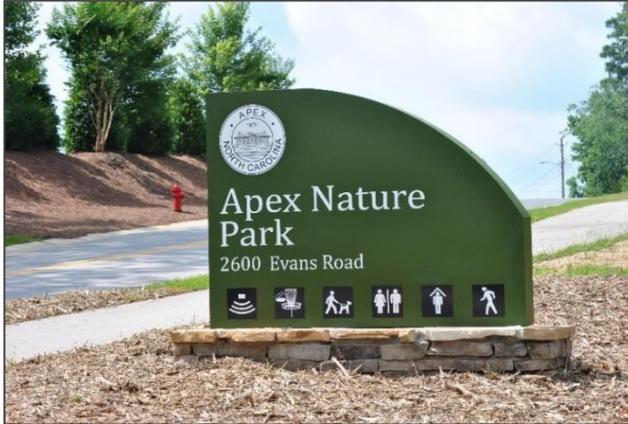
This project would complete sidewalk gaps along Apex Barbecue Road linking neighborhoods, schools, and parklands. Replacement of the Apex Barbecue Road Bridge by NCDOT with Town participation will include a greenway crossing underneath and sidewalk across that will be linked to the path along Apex Barbecue Road to Evans Road. Path and sidewalk has already been constructed along the entire length of Evans Road. This area would still be isolated from Olive Chapel Road and from Kelly Road until the gaps are completed.



Parks, Recreation and Cultural Resources Element Projects

Projects Funded: Acquisition of land for new park and greenway facilities, the construction of park and recreation amenities, and major maintenance of current facilities.

Peak Plan 2030 Recommendation: That the Town “Implement recommendations of the recently updated Parks, Recreation, Greenways, and Open Space Master Plan.” Projects shown in this element address needs reflected in this plan.



The recently opened Apex Nature Park expanded our ability to serve the growing population of Apex with a variety of active and passive recreational opportunities. Our high quality park facilities, greenway network, and the programs we offer contribute greatly to the high quality of life people in Apex enjoy. This element suggests funding several other quality projects in response to our Parks Plan and the expressed needs of those we serve.

The table below shows each of the projects submitted for consideration in this year’s CIP process, the estimated cost of the project, and a summary of the proposed source of funding in each fiscal year in the plan. The “Fees” shown in the revenue section reflect the expenditure of Recreation Subdivision Fees. Section 5 of this document contains detailed information regarding the proposed funding source for each individual project.

| Parks, Recreation & Cultural Resources | | | | | | | | |
|---|-------|------------|-------------------|------------------|-------------------|-------------------|----------------|-------------------|
| Project | ID # | Funding | 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | Future |
| Middle Creek Greenway (Phase I, II & III) | PR 1 | RSF/GO | 610,000 | - | 1,500,000 | 1,000,000 | - | - |
| Pleasant Park (Phase I, II & III) | PR 2 | GO/CG | 12,400,000 | - | 12,500,000 | 13,000,000 | - | - |
| Beaver Creek Greenway Construction (Phase I & II) | PR 3 | O/PG/CG/RS | 1,925,000 | 2,150,000 | 1,500,000 | - | - | - |
| Community Center Expansion / Senior Services Center | PR 4 | GO | 8,500,000 | - | - | - | - | - |
| Greenway Repair and Resurface - Apex Community Park | PR 8 | RSF | 231,500 | - | - | - | - | - |
| Expand Parking Lot - Apex Nature Park | PR 6 | RSF | - | 440,000 | - | - | - | - |
| Salem Pond Park (Phase III) | PR 7 | RSF | - | 250,000 | - | - | - | - |
| Expand Parking - Apex Community Park | PR 5 | RSF | - | - | 220,000 | - | - | - |
| Environmental Education Center - Apex Nature Park | PR 10 | RSF | - | - | - | 1,100,000 | - | - |
| Jaycee Park Expansion | PR 9 | RSF | - | - | - | - | 907,500 | - |
| Dredge Lake - Apex Community Park | PR 11 | LR | - | - | - | - | - | 3,300,000 |
| Olive Farm Park Design and Construction | PR 12 | TBD | - | - | - | - | - | 5,500,000 |
| Northwest Park Design and Construction | PR 13 | TBD | - | - | - | - | - | 5,500,000 |
| Total | | | 23,666,500 | 2,840,000 | 15,720,000 | 15,100,000 | 907,500 | 14,300,000 |
| Revenue Sources: | | | | | | | | |
| Local Revenue | | LR | - | - | - | - | - | - |
| Developer Fees | | RSF | 2,501,000 | 2,640,000 | 1,720,000 | 1,100,000 | 907,500 | 3,300,000 |
| Grant Funding - Committed | | CG | 1,165,500 | - | - | - | - | - |
| Grant Funding - Potential | | PG | - | 200,000 | - | - | - | - |
| Debt - General Obligation Bond | | GO | 20,000,000 | - | 14,000,000 | 14,000,000 | - | - |
| To Be Determined | | TBD | - | - | - | - | - | 11,000,000 |
| Total | | | 23,666,500 | 2,840,000 | 15,720,000 | 15,100,000 | 907,500 | 14,300,000 |



FY 2018-19
Middle Creek Greenway - Phase I Construction **\$610,000**

Phase I of the project involves the construction of just under 1/2 mile of greenway and connects the Towns of Apex and Holly Springs, crossing the NC 540 corridor. This project is significant and time sensitive because having the trail designed and constructed prior to NCDOT's final construction plans for NC540 will increase the ability to maintain a pedestrian access under or over NC 540. Connecting greenways and sidewalks to points of interest was the number one issue / interest expressed by citizens in the Parks, Recreation, Greenways, and Open Space Master Plan.

Pleasant Park – Phase I **\$12,400,000**

This project is for the initial development of a 92-acre tract acquired in November of 2014. The plans include a mixture of active and passive activities with priority given to athletic amenities that expand the town's current program offerings and could serve as a regional sports tournament venue. Phase I would include significant infrastructure to include roads, water, sewer and electric. It is also envisioned that Phase I would include the splash pad and the maintenance area and at least some of the revenue producing facilities such as the multi-purpose athletic fields.

Beaver Creek Greenway – Phase I Construction **\$1,925,000**

The Beaver Creek Greenway connection from Downtown to the American Tobacco Trail Phase I project involves the construction of approximately 1 mile of greenway (a majority of which will be boardwalk) and will connect from Kelly Road Park to Chapel Valley Lane in the Kelly West subdivision. This connection completes the Beaver Creek Greenway from Jaycee Park towards the Apex Nature Park and connects multiple neighborhoods, churches, schools, and parks. The majority of the cost is attributable to the construction of boardwalk and environmental issues associated with the floodplain and wetlands.

Community Center Expansion / Senior Services Center **\$8,500,000**

This project was part of the 2017 Bond Package and it involves the expansion of the current Community Center by 33,000 square feet, which includes a multi-purpose auditorium. Participation and interest in Senior Programs and Services is at an all-time high and the current community center, while serving primarily as a senior center during daytime hours, is not able to accommodate any expanded programming or evening activities for seniors.

Apex Community Park Greenway Repair and Resurface **\$231,500**

The project would involve the pulverization of the existing asphalt trail around the Community Park Lake followed by the fine grading, compacting, and preparation for repaving to a smooth finish. This trail has significant bumps, cracks, and erosion issues and is over 20 years old.

FY 2019-20
Expand Parking - Apex Nature Park / Seymour Athletic Fields **\$440,000**

With the conversion of the Seymour Athletic Fields to synthetic turf and the current volume of use, there is a need for expanded parking to keep patrons from parking on Evans Road. This proposal would add approximately 50 parking spaces to Town-owned property on the other side of Evans Road and install an at grade pedestrian crossing into the Nature Park.



Salem Pond Park – Phase III

\$250,000

Phase III completes the Master Plan for Salem Pond Park. Plans include the installation of a pre-fabricated restroom and the associated water, sewer and electrical. A restroom facility is a critical need for an active park facility. The pre-fabricated restroom is to be similar to that installed at Apex Community Park and comes completely ADA compliant as a standalone unit.

Beaver Creek Greenway – Phase II Construction

\$3,650,000

Two-Year Total

Phase II of the Beaver Creek Greenway connection involves approximately .25 miles and continues from Chapel Valley Lane (Kelly West and stopping point of Phase I) under the Apex Barbecue Road bridge to the Nature Park. This phase is tied to the design, construction, and timeline of the NCDOT Apex Barbecue Road Bridge replacement. Staff has worked with NCDOT staff and their consultants to determine the best location for the greenway trail to be positioned to pass under the proposed bridge and the bridge was elevated to accommodate the greenway trail. The majority of costs are due to addressing environmental issues associated with the floodplain and wetlands and for construction of boardwalk.

FY 2020-21

Middle Creek Greenway – Phase II Construction/Phase III Design

\$1,500,000

This project includes \$935,550 for construction of Phase II of the Middle Creek Greenway. The project adds .81 miles (boardwalk, concrete, asphalt) covering the section of the Middle Creek Greenway from Pemberley through Miramonte. This section links the Towns of Apex and Holly Springs, crosses the NC 540 corridor, and provides a regional non-motorized connection to schools, parks, commercial, office and industrial employment centers. Connecting greenways and sidewalks to points of interest was the number one issue / interest expressed by citizens in the Parks, Recreation, Greenways, and Open Space Master Plan. This total also reflects \$250,800 for the design work for Phase III of the greenway. Identifying the location for Middle Creek Phase III and evaluating the environmental conditions will be a critical component of the design of this phase. Design estimates are based on current mileage cost estimates, tying to segments completed by development and takes into consideration environmental issues associated with the floodplain, floodway, and wetlands.

Pleasant Park – Phase II

\$12,500,000

Following the construction of Phase II, Phase II development would include, but not be limited to the following items: infrastructure, lighted turf playing fields for soccer and lacrosse, lighted playing fields for baseball/softball, tennis courts, shelters, comfort stations, trails, dog park, and other amenities identified as priorities by the Town Council.

Expand Parking - Apex Community Park

\$220,000

This project would expand the parking area near the Elevate Fitness Course at by approximately 30 spaces.

FY 2021-22

Middle Creek Greenway – Phase III Construction

\$1,000,000

Phase III completes the Middle Creek corridor from Pemberley, north through Pinnacle Industrial Park, past Lufkin Road Middle School, terminating at Ten Ten Road. This project creates a regional connection



between the downtowns of Apex and Holly Springs across NC540, as well as to the Town of Cary. Phase III of the project involves the construction of an additional 2.81 miles of greenway and multi-use path bringing the completed length of the greenway to just over 4 miles. Construction estimates are based on current mileage cost estimates and environmental issues associated with the floodplain, floodway and wetlands. It is also anticipated that segments of the project will be completed as part of development projects.

Pleasant Park – Phase III \$13,000,000

Following the construction of Phase II, Phase III development would include but not be limited to additional infrastructure, additional lighted athletic fields, athletic courts, running course, etc. Included amenities would be at the Town Council's direction. The construction of Pleasant Park would support existing and future Town sponsored and co-sponsored programs. The Town can use park and recreational facilities to help enhance economic development similar to surrounding municipalities by attracting regional tournaments and other special events. Apex will become a destination for such events.

Environmental Education Center – Nature Park \$1,100,000

The Nature and Environmental Education facility was part of the initial Master Plan for the Nature Park site that was part of a 2004 bond package. The intent was to utilize the facility as a headquarters for the operation of the park and to provide someone on-site to program and oversee the park. In addition, it is viewed as a place where environmental and nature exhibits can be seen as part of the town's effort to educate and support environmental initiatives such as conservation and good stewardship. It was envisioned that a large portion of the potential programming for this facility would be achieved through Town initiatives and by developing collaborative relationships with area schools and universities.

FY 2022-23

Jaycee Park Expansion \$907,500

The expansion of Jaycee Park adjacent to Apex Peakway adds new amenities that include an open play field, shelter, playground, and additional parking serving multiple neighborhoods within walking distance of the park. This will also connect to the Beaver Creek Greenway and existing Jaycee Park amenities.

Horizon

Dredge Lake Apex Community Park \$3,300,000

This project would dredge Apex Community Park Lake allowing boats using the lake for recreational purposes to have access to more of the lake with fewer obstructions and less restriction of movement. Dredging also improves water quality, which improves the lives of fish and fishing opportunities and assists in restoring habitats. The estimate involves removing 90,000 cubic yards of silt and disposing it off-site.

Olive Farm Park Design and Construction \$5,500,000

The Town acquired approximately 22 acres for a future park in Southwest Apex in August of 2017. The acquisition of property in this area was identified as one of two priority areas in 2013 Parks, Recreation, Greenways and Open Space Master Plan. This project would begin development of the site and provide significant public parkland in a rapidly growing area of Apex.



Northwest Park Design and Construction

\$5,500,000

In September of 2017, the Town purchased approximately 30 acres with the intention of developing a regional park in the northwest quadrant of Apex. The acquisition of property in this area was a priority outlined in the 2013 Parks, Recreation Greenways, and Open Space Master Plan. This project would begin development of the site and amenities.



Public Safety Element Projects

Projects Funded: Acquisition of capital equipment to support the operations of the three public safety departments in the town. (Note: Public safety *facilities* are considered in the *public facilities* element.)

Peak Plan 2030 Recommendation: That the Town “provide adequate fire, police, and emergency services in all areas.” This element considers the projects necessary to maintain adequate and responsive services to our citizens.



The table below shows each of the projects submitted for consideration in this year’s CIP process, the estimated cost of the project, and a summary of the proposed source of funding in each fiscal year in the plan. Section 5 of this document contains detailed information regarding the proposed funding source for each individual project.

| Public Safety | | | | | | | | | |
|--|------|---------|------------------|----------------|------------------|----------------|------------------|--------|----------------|
| Project | ID # | Funding | 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | Future | |
| Police Radio Replacement (Portable & Mobile Units) | PD 1 | LR | 147,200 | 147,200 | 154,000 | - | - | - | - |
| Ladder Truck for PSS 5* | FD 1 | FB | 1,200,000 | - | - | - | - | - | - |
| Fire Engine (Quint) Replacement for Station 3* | FD 3 | CR | - | - | 960,000 | - | - | - | - |
| Engine for Station 6* | FD 2 | CR | - | - | - | 600,000 | - | - | - |
| Ladder 4 Replacement | FD 4 | CR | - | - | - | - | 1,250,000 | - | - |
| Armored Rescue Vehicle | PD 2 | LR | - | - | - | - | - | - | 150,000 |
| *includes outfitting & equipment | | | | | | | | | |
| Total | | | 1,347,200 | 147,200 | 1,114,000 | 600,000 | 1,250,000 | | 150,000 |
| Revenue Sources: | | | | | | | | | |
| Local Revenue | | LR | 1,347,200 | 147,200 | 1,114,000 | 600,000 | 1,250,000 | | 150,000 |
| Appropriated Fund Balance | | FB | | | | | | - | - |
| Transfer from Capital Reserve | | CR | | | | | | - | - |
| Total | | | 1,347,200 | 147,200 | 1,114,000 | 600,000 | 1,250,000 | | 150,000 |



FY 2018-19

Public Safety Radio Replacement

Police / Communications

\$448,400

Three year total

The town's radio system operates as part of the Wake County 800 Mhz interoperable system. The current system has exceeded its life expectancy. Motorola no longer supports the current equipment and announced that it will no longer provide service or parts as of 2018. To effectively replace all existing radios with compliant units for interoperability, and to phase obsolescence for future replacement, this project will purchase portable and mobile radios over the next three years that will complete the phased replacement program begun in FY 2016-2017.

Ladder Truck – Station 5

\$1,200,000

This request is to add a ladder truck to Public Safety Station 5, located at the intersection of Apex Barbecue and Kelly Roads. This apparatus is projected to be a 105' aerial ladder, which in conjunction with Ladder 4, an aerial platform, will provide the greatest variety of capabilities. This area of Apex is rapidly growing and ISO requires a municipal department to have a ladder truck cover a 2.5-mile area. Purchasing the ladder truck will also improve response times in the western side of town that includes five schools, part of the Beaver Creek Shopping Center and everything north of Highways 64 and 55.

FY 2020-21

Fire Engine Replacement (Quint) - Station 3

\$960,000

This is a request to replace the 2004 E-One Ladder apparatus at Station 3 with a new 75' aerial ladder apparatus. This type of fire apparatus is typically called a "quint" because it provides the ability to operate as both an engine and an aerial ladder. The Ladder 3 apparatus will be 15 years old at the requested replacement date and has begun to experience higher maintenance/repair costs due to age and mileage. This replacement will also support the 3 aerial apparatus that are needed for the public protection classification (ISO rating). The current Ladder 3 would remain as the Town's only reserve aerial.

FY 2021-22

Fire Engine – Station 6

\$600,000

As Public Safety Station 6 (as described later in this document) is constructed, a new fire engine will be required to operate from this location in the Green Level/White Oak Basin section of our community. This area will experience rapid growth in the coming years due to planned development. The Engine would meet all current NFPA standards for a Class A pumper with a minimum of a 1,500-gallon per minute pump and a 750-gallon water tank. All equipment such as fire hose, breathing air packs, medical bags, and firefighting tools would need to be purchased since this is an addition to the fleet.

FY 2022-23

Ladder 4 Replacement

\$1,250,000

Ladder 4 Replacement This request is for an aerial platform apparatus to replace Ladder 4, which is a 2006 model. At this point, Ladder 4 will have reached its expected 15-year service life. The intent is to use this apparatus in reserve, replacing the quint reserve from Station 3, which will aid our Public Protection Classification. Not funding this request will require department to continue to run an aerial apparatus that will have approximately 90K miles when this replacement is requested. Aerial apparatus are expensive apparatus to operate and the maintenance cost associated with this truck will increase over time.

Horizon

Armored Rescue Vehicle - Police

\$150,000

This vehicle has a "normal" van exterior appearance and it will not attract undue attention while still providing protection to occupants in critical incidents. This vehicle provides the department with the capability to rescue persons in the event of active gunfire and provide officers ballistic protection in critical incidents involving gunfire and/or some explosives. This addition will dramatically increase officer and citizen safety.



Public Facilities Element Projects

Projects Funded: Construction and major maintenance of general government and public safety facilities and infrastructure.

Peak Plan 2030 Recommendations: The Peak Plan recommends: 1) Provide adequate fire, police and emergency services in all areas. 2) Continue to assess public facility needs to meet demand generated by existing, as well as future, growth and development.

Shown is the recently completed Public Works Administration building which was part of a project that included a new Purchasing and Inventory Building, storage yard, and upgrades to other facilities in the public works complex. This element suggests funding several other quality projects such as this to address current and future facility needs.



The table below shows each of the projects approved for consideration in this year's CIP process, the estimated cost of the project, and a summary of the proposed source of funding in each fiscal year in the plan. Section 5 of this document contains detailed information regarding the proposed funding source for each individual project.

| Public Facilities | | | | | | | | |
|---|-------|---------|------------------|------------------|------------------|------------------|------------------|---------------|
| Project | ID # | Funding | 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | Future |
| Solar Photovoltaic Systems (Town-Owned Buildings) | FS 1 | CR | 500,000 | - | - | - | - | 50,000 |
| Renovation of Fire Station 1 (Design FY 18-19 / Construction FY 19-20) | FS 2 | FB | 170,000 | 1,425,000 | - | - | - | - |
| Eva Perry Library Roof Replacement | FS 4 | LR | 347,000 | 102,500 | - | - | - | - |
| Eva Perry Library Mechanical System Replacement | FS 5 | LR | 233,000 | - | - | - | - | - |
| Mechanical Upgrades to Town Facilities | FS 6 | LR | 84,900 | 158,400 | 112,800 | - | - | - |
| Town Fiber Expansion | IT 1 | LR | 150,000 | 150,000 | 100,000 | - | - | - |
| Phone System Upgrade | IT 2 | FB | 350,000 | 150,000 | 100,000 | - | - | - |
| Vehicle Storage Shed & Brine Building | FS 3 | LR | - | 237,300 | - | - | - | - |
| Public Safety Station 6 (Design FY 19-20 / Construction FY 20-21) | FS 8 | FB/IP | - | 500,000 | 4,000,000 | - | - | - |
| Tunstall House Restoration | FS 7 | LR | - | - | - | 100,000 | 815,000 | - |
| Fire Department Administrative Building | FS 10 | CR | - | - | - | 2,000,000 | - | - |
| Police Department Addition / Renovation | FS 9 | I/P | - | - | - | - | 6,696,000 | - |
| Total | | | 1,834,900 | 2,723,200 | 4,312,800 | 2,100,000 | 7,511,000 | 50,000 |
| Revenue Sources: | | | | | | | | |
| Local Revenue | | LR | 1,834,900 | 2,723,200 | 312,800 | 2,100,000 | 815,000 | 50,000 |
| Appropriated Fund Balance | | FB | - | - | - | - | - | - |
| Transfer from Capital Reserve | | CR | - | - | - | - | - | - |
| Debt - Installment Purchase | | I/P | - | - | 4,000,000 | - | 6,696,000 | - |
| Total | | | 1,834,900 | 2,723,200 | 4,312,800 | 2,100,000 | 7,511,000 | 50,000 |

**FY 2018-19**

Solar Photovoltaic Systems for Town-Owned Buildings **\$500,000**

This project will take advantage of the current tax credit structure available to the private sector by allowing the Town to contract with vendors to install solar photovoltaic systems on buildings owned by the Town. Based upon analysis done with a pilot project in FY 2017-2018, the town would see a payback period of just under nine years from savings realized in the cost of power purchases when using a lease-purchase option. This project will install up to an additional 500 kW of generation, helping reduce our power purchase costs and serve as a good example for our business and residential customers by highlighting the benefits of renewable energy.

Fire Station 1 - Renovation **\$1,595,000**

(Design @ \$170,000 in FY 2018-2019 / Construction @ \$1,425,000 in FY 2019-2020)

This project includes needed renovation to the existing Fire Station 1 in order to maintain the historic significance of the facility while updating the available space to accommodate current and future fire department operations. It is important for the fire department to maintain its presence on Salem Street due to the frequent and effective interaction with the citizens. This station was initially constructed in the 1930's and has several issues that are in need of attention including roof leaks, direct access to the apparatus bay from the living quarters, additional sleeping space, office space for the company officer, new apparatus bay doors and general facility updates.

Eva Perry Library Roof Replacement **\$449,465**
Two-year total

This project is to replace the metal roof at the library. The original roof was installed in 1993 and is nearing the end of its life (25 years). The county and the Town through the current interlocal agreement (expiring in 2018) have agreed to the replacement of capital items by the Town for the duration of the interlocal agreement.

Eva Perry Library Mechanical System Replacement **\$233,000**

This project is to replace the HVAC components at the library installed in 1995 and is nearing the end of its life. The county and the Town through the current interlocal agreement (expiring in 2018) have agreed to the replacement of capital items by the Town for the duration of the interlocal agreement.

Mechanical Upgrades to Town Facilities **\$351,200**
Three-year total

This project would replace the town's current R22A HVAC Units with R410 units. R22 refrigerant has been phased out with limited or no replacements available. Where replacement refrigerant can be found, it is extremely expensive. This project will phase the transition over 3 years beginning in FY 2018-2019 with the Public Works Operations facility and Fire Station 3.

Town Fiber Optic Expansion **\$400,000**
Three-year total

The proposed fiber project will provide funding for expansion of the existing Town fiber network to greater support operational efficiencies, create redundancy, and expand the fiber optic backbone and fiber optic connections to key locations and facilities throughout the Town. The Town's current fiber network supports a variety of operational areas. This project will help fund additional fiber strands, equipment, and installation as incremental costs to other planned projects. This request includes the final three



phases of this project. Phase III is scheduled for FY 2018-2019 at a cost of \$150,000, Phase IV scheduled for FY 2019-2020 at a cost of \$150,000 and Phase V scheduled in FY 2020-2021 at a cost of \$100,000.

Phone System Upgrade

(\$325,000 in FY 2018-2019 / \$150,000 in FY 2019-2020 / \$100,000 in FY 2020-2021)

\$575,000

Three-year total

The phone system upgrade would replace the main communications manager switch and be compatible with our current telephone headsets and integrated devices for applications such as the implemented IVR (Interactive Voice Response). The vendor discontinued maintenance for the current system in November 2017. The upgrade does not require complete replacement of the telephone units and integrated devices resulting in cost savings and less disruption than replacing the system with a new vendor. If the expansion is not funded, we will see a lack of continuity within our applications, cessation of technology advancements due to the limitations of capabilities. If we choose to lease or host, our costs will be much greater over the long term and increase in cost along with limiting security and performance.

FY 2019-20

Vehicle Storage Shed & Brine Building

\$237,215

This project is for the construction of a vehicle storage shed & brine building at the Public Works Operation Yard. The storage shed and brine building will provide shelter for vehicles and equipment that are not currently protected from inclement weather. Not funding the request will result in premature deterioration of vehicles and equipment as they are exposed to the elements.

Public Safety Station 6

(Design @ \$500,000 in FY 2019-2020 / Construction @ \$4,000,000 in FY 2020-2021)

\$4,500,000

Station 6 will provide fire and emergency services to the White Oak Basin and Green Level areas of Apex. It is forecasted that there will be upwards of 2,100 new homes along with related services in this area within the next few years. This coupled with the existing 540 corridor will continue to generate pressure on existing fire services and require an additional station in order to provide adequate service. Response from the existing Station 3 will result in long response times due to the distance. Although not projected for construction until FY 2020-2021, the station would be located on land currently owned by the Town of Apex and design work is scheduled for FY 2019-2020. This station will be a new design to more effectively meet the needs of both fire and police departments. Station 6 will house a new Engine and 12 personnel.

Tunstall House Restoration

\$915,000

Two-year total

Restoration of the existing Tunstall House would be not only a prescriptive plan to save the current structure, but also provide long term use as well as mediating deterioration to the existing structure. This project contemplates the historic restoration of the house and contributing outbuildings. The house is suffering from deferred maintenance and currently serves no purpose. In the past, the house has been looked at for public purpose, but the restoration/renovation costs have been prohibitive. The first phase would include testing for lead and asbestos and preventive steps to stop further deterioration with a renovation planned for the following year.

FY 2020-21

| | |
|---|-------------|
| Fire Department Administrative Building | \$2,000,000 |
|---|-------------|

As the Fire Department grows, the need for additional administrative office and conference room space is growing exponentially. This project includes design and construction of a multi-use building behind Station 3. This building will provide space for storing reserve apparatus, administrative offices, conference space, secure storage for loose equipment, and possibly additional space for other Public Safety needs.

FY 2022-23

| | |
|---|-------------|
| Police Department Addition / Renovation | \$6,696,000 |
|---|-------------|

With the growth of the community and police department, the town is experiencing space limitations at the main police facility. As a result, operations and efficiency have been impacted with closets and work space being converted into other needed uses. With the growth expected to continue, there is a need to renovate the facility to add space for operations, administrative functions and the Communications Center. The concept being planned will add two stories of office space above the current administrative parking lot (east side); the parking lot would remain for secured police parking. The first level above that would align with the existing second story of the building and would be finished into office space for administrative functions. The second level would be unfinished or shell space and allow for future growth. The existing administrative offices space would be renovated to allow for a doubling in size of the existing Communications Center and the addition of related office and workspace.



Public Works and Environmental Services Element Projects

Projects Funded: Projects designed to manage and mitigate the effects of stormwater runoff, manage the collection and disposal of solid waste and maintain streets. These projects include structural improvements, BMP construction, and major maintenance of this infrastructure. They also include equipment needed to manage solid waste collection and maintain Town streets.

Peak Plan 2030 Recommendation: There are no direct recommendations in the plan regarding Public Works and Environmental Services



Focus on maintaining and improving the conveyance of stormwater protects property, infrastructure, and the environment. A well-managed yard waste collection program assists in this effort by keeping roadside gutters and drains clear.

The table below shows each of the projects submitted for consideration in this year's CIP process, the estimated cost of the project, and a summary of the proposed source of funding in each fiscal year in the plan. Section 5 of this document contains detailed information regarding the proposed funding source for each individual project.

| Public Works and Environmental Services | | | | | | | | |
|---|-------|---------|---------|---------|---------|---------|---------|--------|
| Project | ID # | Funding | 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | Future |
| Leaf Truck (Fleet Addition) | SS 4 | LR | 200,000 | - | - | - | - | - |
| New Excavator 316 or 320 | SS 1 | LR | 225,000 | - | - | - | - | - |
| CCTV Camera Inspection System | SS 2 | LR | - | 100,000 | - | - | - | - |
| Grapple Truck (Replacement) | SS 3 | LR | - | 195,000 | - | - | - | - |
| Leaf Truck (Replacement) | SS 5 | LR | - | 206,000 | - | - | - | - |
| Pothole Patcher/Asphalt Truck (Replacement) | SS 6 | LR | - | - | 275,000 | - | - | - |
| Chipper & Chipper Truck (Replacement) | SS 8 | LR | - | - | 202,000 | - | - | - |
| Dump Truck (Fleet Addition) | SS 9 | LR | - | - | 170,000 | - | - | - |
| Street Sweeper (Replacement) | SS 7 | LR | - | - | - | 275,000 | - | - |
| Leaf Truck (Fleet Addition) | SS 10 | LR | - | - | - | 219,000 | - | - |
| Chipper & Chipper Truck (Fleet Addition) | SS 11 | LR | - | - | - | - | 215,000 | - |
| Total | | | 425,000 | 501,000 | 647,000 | 494,000 | 215,000 | - |
| Revenue Sources: | | | | | | | | |
| Local Revenue | | LR | 425,000 | 501,000 | 647,000 | 494,000 | 215,000 | - |
| Total | | | 425,000 | 501,000 | 647,000 | 494,000 | 215,000 | - |


FY 2018-19

Leaf Truck - Fleet Addition \$200,000

The addition of another leaf truck is necessary to meet the expanding service area resulting from residential growth in the New Hill and White Oak areas. An additional employee will need to be added to operate the equipment to continue to provide weekly service.

Excavator Upgrade & Trailer \$225,000

The current excavator in use is at full capacity. An additional larger excavator will allow for larger repairs on the storm drain system, cleaning ditch lines, tree removal, and digging out asphalt cuts. This will also allow the two heavy equipment operators to be working at the same time for peak efficiency. This purchase also includes \$25,000 for a trailer to haul the equipment.

FY 2019-20

CCTV Camera Inspection System \$130,000

The CCTV camera system will be used to inspect existing storm drainpipe issues. This tool will assist in identifying problems to formulate a better plan of action for repairs. The Town currently has a camera system that is utilized by the Sanitary Sewer Division on a daily basis to meet state-mandated inspection requirements, making it unavailable for use by other departments. Without this piece of equipment, investigations and completion of follow-up work will need to be scheduled around the availability of the Sanitary Sewer divisions CCTV camera system, negatively affecting the efficiency and production of the Streets Division.

Grapple Truck - Replacement \$195,000

There are currently two grapple trucks in the fleet to support the town's yard waste program by providing large limb and tree stump removal service. Only one of the grapple trucks is used on a daily basis with a second truck serving as a backup. This second truck is also used to support the bulk item pickup program; collecting oversized items that cannot be lifted by hand. This project will replace a truck that will be over 13 years old with over 100,000 miles.

Leaf Truck - Replacement \$206,000

This project will replace a leaf truck in the Town's current fleet that will be over 12 years old with over 115,000 miles at the time of replacement.

FY 2020-21

Asphalt Truck \$275,000

This project will replace a truck that will be over 12 years old at the time of replacement. There is currently one asphalt truck in the Streets Division fleet. The purpose of this vehicle is to transport asphalt mixture from the asphalt plant keeping it hot so there is no loss of material during the delivery process. This truck will be used for 95% of the asphalt patches throughout town.



Chipper Truck - Replacement \$190,000

By FY 2020-2021, the department plans to have three chipper trucks in the yard waste fleet to support the town's yard waste program by providing curbside limb chipping service. This project will replace a truck that will be over 17 years old with over 120,000 miles.

Dump Truck – Fleet Addition \$170,000

There are currently four dump trucks available to public works. The oldest is a 1996 single axle dump truck and the newest vehicle is a 2006 two-ton dump truck. This project will add an additional dump truck to the fleet to account for the future growth and additional responsibilities of the department.

FY 2021-22

Street Sweeper \$275,000

There is currently one 15-year-old street sweeper in the street department fleet used to clean streets for special events. This truck will be used to clean Town streets after spills, provide routine maintenance, and to clean up after all parades and festivals.

Leaf Truck - Fleet Addition \$219,000

The addition of another leaf truck will be necessary to meet the expanding service area resulting from residential growth. An additional employee will be necessary to operate the equipment to continue to provide weekly service.

FY 2022-23

Chipper Truck - Fleet Addition \$215,000

The addition of another chipper and chipper truck will be necessary to meet the expanding service area resulting from residential growth. An additional employee will be necessary to operate the equipment to continue to provide weekly service.

General Fund Summary

The table below shows the total of the capital needs in each of the CIP elements supported by the General Fund and the revenue sources proposed to support these needs. The grant and fee revenues are explained in the applicable sections above. Local revenue is indicative of the need for current year revenue supported funding for some projects/purchases in each year. Section 5 of this document contains detailed information regarding the proposed funding source for each individual project.

The level of capital need reflected in this document necessitates the issuance of additional debt to meet these needs. In the table below, new debt service is shown as a total amount proposed in each fiscal year. Installment purchase is used primarily for debt issues that are shorter in term and/or for relatively small projects. Bond debt is issued for longer term, high cost projects. Some bond issues cover multiple projects. For the purpose of the estimates shown, we have used an interest rate of 4% for installment and bond debt issues. While bond debt will carry a lower interest rate, we opted to keep this illustration simpler by using a common interest rate.

For items such as fire apparatus purchases, replacement vehicles and minor renovations, we use “pay go” financing to avoid interest costs and use accumulated fund balance for these one-time purchases. For all other issues in the General Fund, we use a twenty-year term for the purpose of this illustration. Increasing the length of the term for these issues would result in a lower annual payment, but a higher over-all interest cost over the life of the borrowing.

| General Fund Totals | 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | Future |
|---------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Transportation | 2,600,000 | 6,355,000 | 11,560,000 | 12,215,000 | 10,965,000 | 22,000,000 |
| Parks & Recreation | 23,666,500 | 2,840,000 | 15,720,000 | 15,100,000 | 907,500 | 14,300,000 |
| Public Safety | 1,347,200 | 147,200 | 1,114,000 | 600,000 | 1,250,000 | 150,000 |
| Public Works & Environmental Services | 200,000 | 726,000 | 647,000 | 494,000 | 215,000 | - |
| Public Facilities | 1,834,900 | 2,723,200 | 4,312,800 | 2,100,000 | 7,511,000 | 50,000 |
| Total Elements | 29,648,600 | 12,791,400 | 33,353,800 | 30,509,000 | 20,848,500 | 36,500,000 |
| Revenues | | | | | | |
| Local Revenue | 3,682,100 | 4,311,400 | 2,856,800 | 4,043,000 | 3,195,000 | 200,000 |
| Developer Fees | 2,501,000 | 2,640,000 | 1,720,000 | 1,100,000 | 907,500 | 3,300,000 |
| Grant Funding - Committed | 2,365,500 | 1,240,000 | 1,277,000 | 1,316,000 | 1,355,000 | - |
| Grant Funding - Potential | 644,000 | 675,000 | 3,250,000 | 1,265,000 | 3,306,000 | - |
| Public - Private Partnership | 200,000 | - | - | - | - | - |
| Transfer from Capital Reserve | 456,000 | - | - | 160,000 | 239,000 | - |
| Appropriated Fund Balance | - | - | - | - | - | - |
| Debt - General Obligation Bond | 20,000,000 | - | 14,000,000 | 14,000,000 | - | - |
| Debt - Installment Purchase | - | - | 4,000,000 | - | 6,696,000 | - |
| To Be Determined | - | 3,725,000 | 6,250,000 | 8,625,000 | 5,150,000 | 33,000,000 |
| Grand Total - General Fund | 29,848,600 | 12,591,400 | 33,353,800 | 30,509,000 | 20,848,500 | 36,500,000 |

Section 3: Electric Utility

The projects funded through the Electric Utility element pull from the Electric Enterprise Fund. This fund pays only for projects related to the electric system, and not for projects related to the water/sewer fund, or any general fund related project.

The types of capital projects that qualify for this fund include construction, maintenance, and improvement of electric distribution infrastructure. These projects include substation additions and upgrades, distribution line extensions, and major maintenance of infrastructure. They also include equipment necessary to maintain the system.

The icon below signifies the electric utility element, and is located on the top right corner of the pages that are associated with these projects.





Electric Utility Element Projects

Projects Funded: Construction, maintenance, and improvement of electric distribution infrastructure. These projects include substation additions and upgrades, distribution line extensions, major maintenance of infrastructure and equipment necessary to maintain the system.

Peak Plan 2030 Recommendation: Continuing to assess, plan, and fund infrastructure needs through a capital improvement program and manage growth through utility investments.



From our newest substation, Mt. Zion (shown to the left), and throughout our system, we work to improve the reliability of our electric system.

Well-trained and well-equipped technicians are required to maintain a first rate utility.



The table below shows each of the projects submitted for consideration in this year’s CIP process, the estimated cost of the project, and a summary of the proposed source of funding in each fiscal year in the plan. This element has one horizon issue that is described later in this section but not shown on the table below. Section 5 of this document contains detailed information regarding the proposed funding source for each individual project.

| Electric Fund | | | | | | | |
|---------------------------------------|------|------------------|------------------|------------------|----------|------------------|------------------|
| Project | ID # | 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | Future |
| Electric Office/Warehouse Facility | EL 1 | 5,304,500 | - | - | - | - | - |
| Electric Service Truck (Replacement) | EL 4 | 175,000 | - | - | - | - | - |
| Bucket Truck (Replacement) | EL 5 | 250,000 | - | - | - | - | - |
| Smart Meters (AMI) Deployment | EL 3 | 1,200,000 | 2,060,000 | - | - | - | - |
| Electric Line Truck (Replacement) | EL 6 | - | 220,000 | - | - | - | - |
| Green Level Substation (Phase I & II) | EL 2 | - | 1,500,000 | 4,125,000 | - | - | 1,798,500 |
| Bucket Truck (Replacement) | EL 8 | - | - | 250,000 | - | - | - |
| East Williams Substation | EL 7 | - | - | - | - | 3,575,000 | 1,500,000 |
| Electric Fund Total | | 6,929,500 | 3,780,000 | 4,375,000 | - | 3,575,000 | 3,298,500 |
| Revenue Sources: | | | | | | | |
| Local Revenues | LR | 1,929,500 | 2,280,000 | 375,000 | - | 575,000 | 298,500 |
| Retained Earnings | FB | | | | | | - |
| Debt - Installment Purchase | I/P | 5,000,000 | 1,500,000 | 4,000,000 | - | 3,000,000 | 3,000,000 |
| | | 6,929,500 | 3,780,000 | 4,375,000 | - | 3,575,000 | 3,298,500 |



FY 2018-19

| | |
|--|--------------------|
| Electric Utility Office / Warehouse Facility Construction | \$5,304,500 |
|--|--------------------|

This project is for the construction of an administrative and operations facility to allow for the relocation of Electric Division personnel, vehicles, equipment, and supplies. Relocation of the Electric Division would free up additional space for personnel, vehicles, equipment, and supplies at the current Public Works campus allowing existing staff the room to grow into the foreseeable future with no new facilities needed for 10-15 years. The current inventory yard does not allow for storage of all needed electric inventory so some is stored in a less secure location. This project would allow for ample room for Electric Division inventory in a single secure location and free up space for Public Works operations in the current secure yard for inventory specific to those operations.

| | |
|---|------------------|
| Electric Service Truck Replacement | \$175,000 |
|---|------------------|

This request is to replace one Electric Service truck, a critical vehicle used daily for Electric Utilities Department activities. At time of replacement, the truck will have over 150,000 miles.

| | |
|---------------------------------|------------------|
| Bucket Truck Replacement | \$250,000 |
|---------------------------------|------------------|

This request is to replace one bucket truck. The bucket truck is a specialized vehicle required for the installation of overhead electrical equipment and performance of maintenance activities. At time of replacement, the truck will be 10 years old.

| | |
|---|--------------------|
| Smart Grid Meters and Load Control | \$4,460,000 |
|---|--------------------|

Two-year total

This project provides an end-to-end solution for wireless smart grid and advanced metering. It will provide the ability to manage and monitor our electrical service customers by utilizing high speed, standards-based communications to access real-time data. In addition to advanced metering, this project will also provide updated load control devices, thermostats, and street light control hardware. The software provides meter data, network, load control, streetlight, and outage and customer portal management all in one easy to use platform.

FY 2019-20

| | |
|--|------------------|
| Electric Line Truck Replacement | \$220,000 |
|--|------------------|

This request is to replace one Electric Line truck. The Digger Derrick is a specialized vehicle required for the installation of both overhead and underground electrical equipment. This project will replace a 12 year old truck that will have over 75,000 miles at the time of replacement.

| | |
|-------------------------------|--------------------|
| Green Level Substation | \$7,423,500 |
|-------------------------------|--------------------|

Two-year total

The Green Level area is expected to add more than 2,100 new homes and associated services in the next few years. To support this scale of development, initially we will need to build a new 80 MVA substation with one 40 MVA Power Transformer installed. Having the electrical capacity ready in the form of a new substation (and distribution lines) will help ensure that we can provide reliable electrical service to this area. This project will be completed in three phases. Phase II, in FY 2018-2019, will design and build the substation with one 40 MVA transformer, and Phase III, in FY 2020-2021, will add the second 40 MVA transformer.



FY 2022-23

Bucket Truck Replacement

\$250,000

This request is to replace one bucket truck. The bucket truck is a specialized vehicle required for the installation of overhead electrical equipment and performance of maintenance activities. At time of replacement, the truck will be 10 years old.

East Williams Street Substation

\$5,075,000

Two-year total

As Veridea begins to develop along East Williams Street, near the East Williams Substation, we will need to improve our ability to serve this area. This project consists of approved development of 2.2 million square feet of mixed-used commercial development, 500,000 square feet of office development, and 4,000 residential units located on approximately 1,000 acres. To support this scale of development, the Town would need to add two 40 MVA Power Transformers to the East Williams Substation to provide the additional capacity and reduce delivery point charges from Duke Energy. This project contains two phases. The first phase, in FY 2022-2023 will install one 40 MVA transformer, and Phase II, in FY 2023-2024, will add the second 40 MVA transformer.



Electric Fund Summary

The table below shows the total of the capital needs for the Electric Fund element and the revenue sources proposed to support these needs. Local revenue is indicative of the need for current year revenue supported funding for some projects/purchases in each year.

The level of capital need reflected in this document necessitates the issuance of additional debt to meet these needs. In the table below, new debt service is shown as a total amount proposed in each fiscal year. Installment purchase is used primarily for debt issues that are shorter in term and/or for relatively small projects. Bond debt is issued for longer term, high cost projects. Some bond issues cover multiple projects. For the purpose of the estimates shown, we have used an interest rate of 4% for installment and bond debt issues. While bond debt will carry a lower interest rate, we opted to keep this illustration simpler by using a common interest rate.

For debt issues in this fund we use a twenty-year term for bond issues for the purpose of this illustration. Increasing the length of the term for these issues would result in a lower annual payment, but a higher over-all interest cost over the life of the borrowing.



| Electric Utility Fund | 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | Future |
|------------------------------------|------------------|------------------|------------------|----------------|------------------|------------------|
| Electric Fund Total | 6,929,500 | 3,780,000 | 4,375,000 | - | 3,575,000 | 3,298,500 |
| Revenue Sources: | | | | | | |
| Local Revenues | 1,929,500 | 2,280,000 | 375,000 | - | 575,000 | 298,500 |
| Retained Earnings | - | - | - | - | - | - |
| Debt - Installment Purchase | 5,000,000 | 1,500,000 | 4,000,000 | - | 3,000,000 | 3,000,000 |
| Total Electric Utility Fund | 6,929,500 | 3,780,000 | 4,375,000 | - | 3,575,000 | 3,298,500 |

Section 4: Water and Sewer Utility

Projects assigned to the Water and Sewer Utility element are funded through the Water and Sewer Enterprise Fund. This fund pays only for projects related to the water and sewer system, and not for projects related to the electric fund, or any general fund related project.

The types of capital projects that qualify for this fund include main additions and replacements, water/wastewater treatment plant renovations/expansions, filter rehabilitation, pump station additions, and major maintenance of infrastructure. They also include equipment necessary to maintain the system.

The icon below signifies the water and sewer utility element, and is located on the top right corner of the pages that are associated with these projects.





Water and Sewer Element Projects

Projects Funded: Construction and improvement of water and sewer infrastructure. These projects include main additions and replacements, water/wastewater treatment plant renovations/expansions, filter rehabilitation, pump station additions, and major maintenance of this infrastructure.

Peak Plan 2030 Recommendation: Continue to assess, plan, and fund infrastructure needs through a capital improvement program and manage growth through utility investments.

Our water and sewer utilities face increasing demands for maintenance and improvements in order to serve current and future needs. Our wastewater treatment plant treats a portion of the wastewater generated in Apex, with the remainder going to the new regional plant in New Hill.



The table below shows each of the projects submitted for consideration in this year's CIP process, the estimated cost of the project, and a summary of the proposed source of funding in each fiscal year in the plan. Section 5 of this document contains detailed information regarding the proposed funding source for each individual project.

| Water & Sewer Fund | | | | | | | |
|--|-------|------------------|------------------|------------------|------------------|------------------|-------------------|
| Project | ID # | 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | Future |
| Inflow and Infiltration Sewer Rehab Project | WS 1 | 475,000 | 500,000 | 500,000 | 500,000 | 500,000 | - |
| Western Pressure Zone (Phase I, II & III) | WS 3 | 300,000 | 950,000 | 1,000,000 | 2,500,000 | 2,500,000 | - |
| Avalon Peaks PS Upgrade | WS 4 | 175,000 | - | - | - | - | - |
| Refurbish/Replace existing Sand Filters | WS 5 | 1,200,000 | - | - | - | - | - |
| Utility Relocations/Improvements - Apex Peakway & Old US 1* | WS 14 | 400,000 | 1,100,000 | - | - | - | - |
| Utility Relocations - Hwy 55 Widening Project* | WS 13 | 250,000 | 250,000 | 1,150,000 | - | - | - |
| Utility Relocations - I-540 Project* | WS 15 | 50,000 | 925,000 | 925,000 | - | - | - |
| Water Meter / Ert Upgrade for AMI | WS 2 | - | - | 515,000 | 530,000 | 545,000 | 560,000 |
| Utility Relocations - Ten Ten Road Project* | WS 16 | - | - | 100,000 | 1,200,000 | 1,200,000 | - |
| Stream Restoration to Protect Sewer Outfalls | WS 12 | - | - | 1,050,000 | 800,000 | - | - |
| Barscreen Replacement | WS 10 | - | - | - | 265,000 | - | - |
| 1 MG Elevated Water Storage Tank | WS 8 | - | - | - | - | 800,000 | 2,800,000 |
| 12" Water Main Extension on Beaver Creek Commons Drive | WS 6 | - | - | - | - | - | 300,000 |
| Laura Duncan Rd & US 64 - Water line tie in | WS 7 | - | - | - | - | - | 750,000 |
| Old Raleigh Rd - Water Line Replacement | WS 9 | - | - | - | - | - | 3,600,000 |
| Beaver Creek Commons Gravity Sewer Extension | WS 11 | - | - | - | - | - | 725,000 |
| Sub-Total | | 2,850,000 | 3,725,000 | 5,240,000 | 5,795,000 | 5,545,000 | 8,735,000 |
| Town of Cary Cost Share Project Summary | | 355,350 | 1,150,000 | 322,000 | 232,960 | 231,490 | 24,284,575 |
| <i>*Indicates an association to NCDOT project; projects follow DOT schedule and cannot be rescheduled.</i> | | | | | | | |
| Water & Sewer Fund Total | | 3,205,350 | 4,875,000 | 5,562,000 | 6,027,960 | 5,776,490 | 33,019,575 |
| Revenue Sources: | | | | | | | |
| Capital Reserve | | 3,205,350 | 4,875,000 | 5,562,000 | 6,027,960 | 5,776,490 | 33,019,575 |
| Total | | 3,205,350 | 4,875,000 | 5,562,000 | 6,027,960 | 5,776,490 | 33,019,575 |



FY 2018-2019

Inflow and Infiltration Sewer Rehab Project

\$2,475,000

Five year total

Infiltration is groundwater that enters sanitary sewer systems through cracks and/or leaks in the sanitary sewer pipes. Cracks or leaks in sanitary sewer pipes or manholes may be caused by age related deterioration, loose joints, poor design, installation or maintenance errors, damage or root infiltration. Apex has approximately 18,000 LF of Clay pipe left in the system that has not been relined, 123 manholes in need of some form of rehabilitation, and 600 sewer services to replace or rehab. Infiltration/Inflow (I/I) causes dilution in sanitary sewers. Dilution of sewage decreases the efficiency of treatment, and may cause sewage volumes to exceed design capacity.

Western Pressure Zone – Phase II

\$1,250,000

Two year total

This work is a continuation of the Western Pressure Zone project for water distribution. The work will consist of constructing a pressure reducing valve station (PRV) at the old Kelly Road pump station site and extending the existing 24-inch main north from the intersection of Apex Barbecue Road/Kelly Road to the previously noted PRV station. The primary purpose of this work is to provide adequate water flow to the developing western portions of Apex south of Olive Chapel Road as demand grows. This work will also ensure that adequate flow and proper velocities are maintained in the other areas of Apex as growing demand to the west pulls water in that direction.

Avalon Peaks Pump Station Upgrade

\$175,000

This project will upgrade the current pump station for efficiency and safety. Currently, the pumping unit is running at approximately 40% efficiency for 70 cycles per day. The new pumping unit is estimated to be twice as efficient and reduce electrical cost by 50% per month. The mechanical maintenance cost of the current pumps is much higher, estimated at \$1,500 per month including afterhours emergency call outs, which average 5 per month. With the reduction in operating expense, this upgrade should pay for itself in 5 years or less.

Refurbish/Replace Sand Filters

\$1,200,000

This project will replace the existing sand filters at the Middle Creek Wastewater Treatment Plant with two SuperDisc Filters that have the same operating capacity as the current four filters. The filters will be installed within the existing structures and maintain the same footprint. The SuperDisc is compact and has a low head filtration. The design will allow for high rate filtration. The current filtration units were installed in 1988 and are at the end of their life cycle. With an aging system, there is a need to upgrade the treatment system to continue to meet the state standards. In addition to efficiency, the new filters require less energy and maintenance, further reducing operating costs.

Utility Relocations/Improvements - Apex Peakway & Old US 1

\$1,500,000

Apex Peakway-Salem Street Interchange Water Lines

Two year total

This project includes the relocation of 12-inch DIP water line on Apex Peakway north of Salem Street, new 16-inch water line on Apex Peakway south of Salem Street, and new 20-inch water line on Salem Street. The 12-inch line is an existing line that will require relocation to accommodate the new interchange, and the new 16- and 20-inch lines are critical components of the master water system plan that should be constructed concurrent to the interchange project. If this project is not funded, key loops in the water



system will not be completed per the master plan and it will cost more money in the future to make the necessary water line improvements. This line will improve the performance of the system.

Utility Relocations - Hwy 55 Widening Project

\$1,650,000

Three year total

The project includes utility relocations to accommodate NCDOT's widening of NC 55. Existing town utilities within NCDOT's right-of-way that will be impacted include 12-inch and 6-inch water lines, fire hydrants, valves, 8-inch gravity sewer lines, manholes, and water and sewer service laterals. Utilities in conflict have to be relocated to prevent disruption of utility service to customers within the construction corridor. Relocation, modification, or replacement of these utilities is the town's responsibility.

Utility Relocations - I-540 Project

\$1,900,000

Three year total

This project includes utility relocations to accommodate I-540. Existing town utilities crossing the corridor include a 16" water line, 24" and 8" gravity sewer, and 6" force main. Service will be disrupted if the utilities in conflict with NCDOT are not relocated.

FY 2020-21

Water Meter / ERT Upgrades for AMI

\$3,250,000

Three year total

This project will deploy AMI interfaces for all water meters in 5 phases. The first phase will replace all meters 10 years old or older as well as any outdated ERTS with 100W ERTS in order to provide the same level of service to all customers in regards to available usage data. Phases 2 – 5 include funds to transition from AMR to AMI and to continue replacement of meters more than 10 years old. AMI will provide the ability to manage and monitor our water service customers by utilizing high speed, standards-based communications to access real-time data. Tied with our proposed electric meter replacement, this project will allow us to deploy an advanced outage management system to improve service to our customers. Upgrading to AMI technology will allow staff to take meter readings from a fixed location and have the readings enter directly into billing software. It will also allow staff to detect excessive water use that could be a sign of a leak and communicate with customers so leaks can be fixed before thus avoiding higher than necessary water bills.

Western Pressure Zone – Phase III

\$6,000,000

Three year total

Phase III of the WPZ includes constructing larger diameter waterlines to complete the delineation of the two pressure zones, and entails the following: 2,000 feet of 12 inch waterline on Kelly Road from Apex Barbecue Road to Holland Road; 4,100 feet of 24 inch waterline on Kelly Road from Holland Road to Old US1; 6,900 feet of 24 inch waterline on Old US 1 from Kelly Road to Apex Barbecue Road; 900 feet of 18 inch waterline on Salem Street from Apex Barbecue Road to the Peakway; 5,000 feet of 24 inch waterline on Old US 1 from Kelly Road to Holland Road PRV station. The larger diameter lines are required as the western portions of Apex develop and water demand increases. Larger lines are required to provide adequate flows and fire protection to these areas.

Utility Relocation – Ten Ten Road (SR1010) Widening

\$2,500,000

This project includes utility relocations to accommodate NCDOT's widening of Ten Ten Road/Center Street. Existing town utilities within NCDOT's right-of-way that will be impacted include 12-inch and 16-inch water lines, fire hydrants, valves, water service lines, 6- and 8-inch force mains. NCDOT is widening



SR1010 (Center St/Ten Ten Road) from Apex Peakway to Kildaire Farm Road. The town has existing water and sewer utilities within the right-of-way that will be in conflict with NCDOT's proposed road widening. Relocation, modification, or replacement of these utilities is the town's responsibility.

Stream Rehabilitation/Erosion Repair at Outfalls

\$1,850,000

Three year total

This project will repair, mitigate, and stabilize stream bank erosion in and or very near sewer/water utility easements. Not funding this request exposes the Town to liability from loss of service, sanitary sewer spills, damage to private property, expensive emergency repairs, and State fines for violation of permit requirements. Erosion is negatively affecting utility operations ability to access and maintain the sewer utility in these areas as required by State permit.

FY 2021-22

Barscreen Replacement

\$265,000

This project will replace one existing bar screen at the WR facility's headworks. The existing bar screen is 30 years old and approaching the end of life cycle. Better technology is available that will provide more efficient removal of debris from the wastewater that will result in increased capacity and help reduce maintenance cost.

FY 2022-23

1 MG Elevated Water Storage Tank

\$3,600,000

Two-year total

This project will construct an elevated tank in the western pressure zone to support the operation of the system including improving capacity to meet maximum hour demands and fire flows in a Low Pressure Zone (Intersection of Hwy 64 and Jenks Road Area). If not constructed, the Town will not be able to provide the same level of fire service in the low pressure zone as in the high pressure zone and will fall short of the state's recommended elevated storage. Additional stress will be placed on the town's existing tanks in the high-pressure zone.

Horizon

12" Water Main Extension on Beaver Creek Commons Drive

\$300,000

This project will loop a 12-inch water main along Beaver Creek Commons Drive from Beaver Creek to Kelly Road. This will improve water quality by eliminating a dead-end line on Beaver Creek Commons and allow for better connectivity to the town's elevated tanks. If not constructed, redundancy and improved transmission to town's elevated tanks will not be realized.

Laura Duncan Road and Highway 64 Water Tie-In

\$750,000

This project will extend a 12-inch water line down Laura Duncan Road and to the north side of US 64, install a bore casing, and tie in to the existing line that runs parallel to US 64. Our water model indicates that this will improve flow and pressure on that line. It will also help with water conservation, fire flows, and water quality by eliminating a dead end line.

Old Raleigh Road – Water Line Replacement

\$3,600,000

The 10-inch water main in Old Raleigh Road was installed in the early 1960s and is now surpassing the designed 50-year life expectancy. Of additional concern are the improvements to Old Raleigh Road that

have taken place over the years, subjecting this pipe to increasing vibration and stress from vehicle traffic. Research shows that expansive clay soil (which we have in Apex) contributes to pipe failure, particularly in the smaller diameters like the existing 10-inch line. While we do have redundancy, a pipe failure along this line would require an inordinate number of other valves and loops to be closed.

Beaver Creek Crossings Pump Station Abandonment

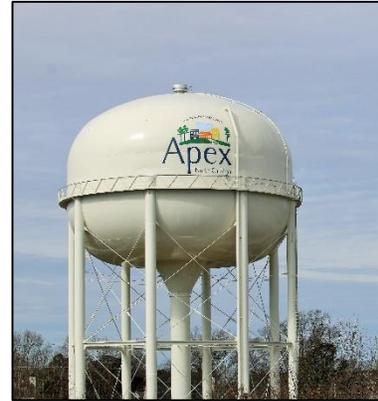
\$725,000

Recent development projects near Kelly Road have upgraded and extended gravity sewer from the Abbington Subdivision to I-540. Currently, there is a gap between I-540 and the Beaver Creek Crossings Pump Station. The land between is part of a large lot subdivision (Chapel Ridge) with little potential for redevelopment. Therefore, to complete the system in accordance with the Master Plan the Town will be responsible for construction. This CIP project would involve decommissioning the Beaver Creek Crossings Pump Station and constructing approximately 2,100 feet of 12-inch gravity sewer line and manholes to complete the system. Not funding this project will require continued maintenance of the pump station.

Water and Sewer Fund Summary

The table below shows the total of the capital needs for the Water and Sewer Fund element and the revenue sources proposed to support these needs. Local revenue is indicative of the need for current year revenue supported funding for some projects/purchases in each year.

At this time, no issuance of additional debt is projected to be needed to meet the capital needs described above.



| Water & Sewer Fund | | | | | | | |
|---|------|------------------|------------------|------------------|------------------|------------------|-------------------|
| Project | ID # | 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | Future |
| Town of Apex Water & Sewer Fund | | 2,850,000 | 3,725,000 | 5,240,000 | 5,795,000 | 5,545,000 | 8,735,000 |
| Town of Cary Cost Share Project Summary | | 355,350 | 1,150,000 | 322,000 | 232,960 | 231,490 | 24,284,575 |
| Water & Sewer Fund Total | | 3,205,350 | 4,875,000 | 5,562,000 | 6,027,960 | 5,776,490 | 33,019,575 |
| Revenue Sources: | | | | | | | |
| Capital Reserve | | 3,205,350 | 4,875,000 | 5,562,000 | 6,027,960 | 5,776,490 | 33,019,575 |
| Total | | 3,205,350 | 4,875,000 | 5,562,000 | 6,027,960 | 5,776,490 | 33,019,575 |

Section 5: Project Funding Detail

The following pages contain project funding details.

| Transportation | | | | | | | | |
|----------------|--|------------------|------------------|------------------|------------------|------------------|------------------|-------------------|
| ID # | Project Cost | 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | Future | Total |
| PW&T 1 | Annual Pavement Management | 1,200,000 | 1,600,000 | 1,700,000 | 1,800,000 | 1,900,000 | 2,000,000 | 10,200,000 |
| | - Grant Funding (Powell Bill Revenues) | 1,200,000 | 1,240,000 | 1,277,000 | 1,316,000 | 1,355,000 | 1,396,000 | 7,784,000 |
| | - Local Revenues | - | 360,000 | 423,000 | 484,000 | 545,000 | 604,000 | 2,416,000 |
| PW&T 2 | Annual Misc. Road & Sidewalk Improvements | 100,000 | 105,000 | 110,000 | 115,000 | 120,000 | 125,000 | 675,000 |
| | - Local Revenues | 100,000 | 105,000 | 110,000 | 115,000 | 120,000 | 125,000 | 675,000 |
| PW&T 3 | Annual Misc. Drainage Improvements | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 600,000 |
| | - Local Revenues | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 600,000 |
| PW&T 6 | Kelly Road Sidewalk & Apex Barbecue Rd Path | 1,100,000 | - | - | - | - | - | 1,100,000 |
| | - Grant Funding (potential) | 644,000 | - | - | - | - | - | 644,000 |
| | - Capital Reserve | 456,000 | - | - | - | - | - | 456,000 |
| PW&T 8 | NC 55 Sidewalk Connector₃ | 100,000 | - | - | - | - | - | 100,000 |
| | - Local Revenues | 100,000 | - | - | - | - | - | 100,000 |
| PW&T 4 | GPS Emergency Vehicle Preemption | - | 150,000 | 150,000 | 150,000 | 150,000 | - | 600,000 |
| | - Local Revenues | - | 150,000 | 150,000 | 150,000 | 150,000 | - | 600,000 |
| PW&T 5 | Jessie Drive | 200,000 | 1,000,000 | 6,000,000 | - | - | - | 7,200,000 |
| | - Local Revenues | 200,000 | - | - | - | - | - | 200,000 |
| | - Grant Funding (potential) | - | - | 3,000,000 | - | - | - | 3,000,000 |
| | - To be Determined | - | 1,000,000 | 3,000,000 | - | - | - | 4,000,000 |
| PW&T 7 | Richardson Road South Plans & Permits | - | 1,000,000 | - | - | - | - | 1,000,000 |
| | - Public Private Partnership | - | 200,000 | - | - | - | - | 200,000 |
| | - To be Determined | - | 800,000 | - | - | - | - | 800,000 |
| PW&T 10 | Milano Avenue Gap Completion | - | 600,000 | - | - | - | - | 600,000 |
| | - To be Determined | - | 600,000 | - | - | - | - | 600,000 |
| PW&T 11 | Safe Routes to School (Multiple Projects)₁ | - | 1,000,000 | - | - | - | - | 1,000,000 |
| | - Grant Funding (potential) | - | 475,000 | - | - | - | - | 475,000 |
| | - To be Determined | - | 525,000 | - | - | - | - | 525,000 |
| PW&T 12 | Olive Chapel Road Sidewalk Gaps | - | 600,000 | - | - | - | - | 600,000 |
| | - To be Determined | - | 600,000 | - | - | - | - | 600,000 |
| PW&T 9 | Annual Community Funding Area Local Transit Match | - | - | 500,000 | 250,000 | 200,000 | 200,000 | 1,150,000 |
| | - Grant Funding (potential) | - | - | 250,000 | 125,000 | 100,000 | 100,000 | 575,000 |
| | - To be Determined | - | - | 250,000 | 125,000 | 100,000 | 100,000 | 575,000 |
| PW&T 13 | NC 55 Sidewalk and Enhancement (U-2901) | - | - | 1,000,000 | - | - | - | 1,000,000 |
| | - To be Determined | - | - | 1,000,000 | - | - | - | 1,000,000 |
| PW&T 14 | Lufkin Road to Pristine Water Drive Connector | - | - | 2,000,000 | - | - | - | 2,000,000 |
| | - To be Determined | - | - | 2,000,000 | - | - | - | 2,000,000 |
| PW&T 15 | Apex Parking Deck | - | - | - | 6,000,000 | - | - | 6,000,000 |
| | - To be Determined | - | - | - | 6,000,000 | - | - | 6,000,000 |
| PW&T 16 | US 64 Sidewalk and Enhancement (U-5301) | - | - | - | 1,000,000 | - | - | 1,000,000 |
| | - To be Determined | - | - | - | 1,000,000 | - | - | 1,000,000 |

| Transportation (cont.) | | | | | | | | |
|------------------------|---|---------|---------|---------|-----------|-----------|-----------|-----------|
| ID # | Project Cost | 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | Future | Total |
| PW&T 17 | Davis Drive at Salem Church Road Realignment | - | - | - | 500,000 | 4,500,000 | - | 5,000,000 |
| | - Grant Funding (potential) | - | - | - | 500,000 | 2,250,000 | - | 2,750,000 |
| | - To be Determined | - | - | - | - | 2,250,000 | - | 2,250,000 |
| PW&T 18 | Center Street Railroad Crossing Improvements & Sidewalks / Quiet Zone Phase 1 | - | - | - | 800,000 | - | - | 800,000 |
| | - Grant Funding (potential) | - | - | - | 640,000 | - | - | 640,000 |
| | - Capital Reserve | - | - | - | 160,000 | - | - | 160,000 |
| PW&T 21 | Pristine Water Drive (Lufkin Road Connector to NC 55) | - | - | - | 1,500,000 | - | - | 1,500,000 |
| | - To be Determined | - | - | - | 1,500,000 | - | - | 1,500,000 |
| PW&T 19 | Chatham Street Railroad Crossing Improvements & Sidewalks / Quiet Zone Phase 2 | - | - | - | - | 800,000 | - | 800,000 |
| | - Grant Funding (potential) | - | - | - | - | 640,000 | - | 640,000 |
| | - Capital Reserve | - | - | - | - | 160,000 | - | 160,000 |
| PW&T 22 | Ten Ten Road/Center Street Sidewalk & Enhancement (U-5825)₃ | - | - | - | - | 2,000,000 | - | 2,000,000 |
| | - To be Determined | - | - | - | - | 2,000,000 | - | 2,000,000 |
| PW&T 23 | West Williams Street Sidewalk (US 64 E Ramp to Vision Drive)₂ | - | - | - | - | 395,000 | - | 395,000 |
| | - Grant Funding (potential) | - | - | - | - | 316,000 | - | 316,000 |
| | - Capital Reserve | - | - | - | - | 79,000 | - | 79,000 |
| PW&T 24 | Apex Peakway Southeast Connector | - | - | - | - | 800,000 | 8,000,000 | 8,800,000 |
| | - To be Determined | - | - | - | - | 800,000 | 8,000,000 | 8,800,000 |
| PW&T 20 | Apex Peakway Traffic Signals - various | - | - | - | - | - | 500,000 | 500,000 |
| | - To be Determined | - | - | - | - | - | 500,000 | 500,000 |
| Future | Green Level Church & Jenks Road Roundabout | - | - | - | - | - | 4,000,000 | 4,000,000 |
| | - To be Determined | - | - | - | - | - | 4,000,000 | 4,000,000 |
| Future | Laura Duncan & Old Raleigh Road Roundabout | - | - | - | - | - | 2,000,000 | 2,000,000 |
| | - To be Determined | - | - | - | - | - | 2,000,000 | 2,000,000 |
| Future | US 1 at NC 55 Interchange Upgrade | - | - | - | - | - | 500,000 | 500,000 |
| | - To be Determined | - | - | - | - | - | 500,000 | 500,000 |
| Future | Centralized Traffic Signal System | - | - | - | - | - | 5,000,000 | 5,000,000 |
| | - Local Revenues | - | - | - | - | - | 5,000,000 | 5,000,000 |
| Future | Apex Barbecue Rd Sidewalk (Olive Chapel to Kelly Rd) | - | - | - | - | - | 2,000,000 | 2,000,000 |
| | - To be Determined | - | - | - | - | - | 2,000,000 | 2,000,000 |

Parks, Recreation & Cultural Resources

| ID # | Project Cost | 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | Future | Total |
|-------|--|------------|-----------|------------|------------|---------|-----------|------------|
| PR 1 | Middle Creek Greenway (Phase I, II & III) | 610,000 | - | 1,500,000 | 1,000,000 | - | - | 3,110,000 |
| | - Developer Fees | 610,000 | | 1,500,000 | | | | 2,110,000 |
| | - Debt - General Obligation Bond | | | | 1,000,000 | | | 1,000,000 |
| PR 2 | Pleasant Park (Phase I, II & III) | 12,400,000 | - | 12,500,000 | 13,000,000 | | - | 37,900,000 |
| | - Developer Fees | | | | 1,000,000 | | | 1,000,000 |
| | - Grant Funding (committed/potential) | 1,165,500 | | | | | | 1,165,500 |
| | - Debt - General Obligation Bond | 11,234,500 | | 12,500,000 | 12,000,000 | | | 35,734,500 |
| PR 3 | Beaver Creek Greenway Construction (Phase I & II) | 1,925,000 | 2,150,000 | 1,500,000 | - | - | - | 5,575,000 |
| | - Developer Fees | 1,659,500 | 1,950,000 | | | | | 3,609,500 |
| | - Grant Funding (committed/potential) | | 200,000 | | | | | 200,000 |
| | - Debt - General Obligation Bond | 265,500 | | 1,500,000 | | | | 1,765,500 |
| PR 4 | Community Center Expansion / Senior Services Center | 8,500,000 | - | - | - | - | - | 8,500,000 |
| | - Debt - General Obligation Bond | 8,500,000 | | | | | | 8,500,000 |
| PR 8 | Greenway Repair and Resurface - Apex Community Park | 231,500 | | - | - | - | - | 231,500 |
| | - Local Revenues | 231,500 | | | | | | 231,500 |
| PR 6 | Expand Parking Lot - Apex Nature Park | | 440,000 | - | - | - | - | 440,000 |
| | - Developer Fees | | 440,000 | | | | | 440,000 |
| PR 7 | Salem Pond Park (Phase III) | - | 250,000 | - | - | - | - | 250,000 |
| | - Developer Fees | | 250,000 | | | | | 250,000 |
| PR 5 | Expand Parking - Apex Community Park | - | | 220,000 | - | - | - | 220,000 |
| | - Developer Fees | | | | | | | - |
| PR 10 | Environmental Education Center - Apex Nature Park | - | - | - | 1,100,000 | - | - | 1,100,000 |
| | - Developer Fees | | | | | | | - |
| PR 9 | Jaycee Park Expansion | - | - | | - | 907,500 | - | 907,500 |
| | - Developer Fees | | | | | 907,500 | | 907,500 |
| PR 11 | Dredge Lake - Apex Community Park | - | - | - | | - | 3,300,000 | 3,300,000 |
| | - Developer Fees | | | | | | 3,300,000 | 3,300,000 |
| PR 12 | Olive Farm Park Design and Construction | - | - | - | - | - | 5,500,000 | 5,500,000 |
| | - To be Determined | | | | | | 5,500,000 | 5,500,000 |
| PR 13 | Northwest Park Design and Construction | - | - | - | - | - | 5,500,000 | 5,500,000 |
| | - To be Determined | | | | | | 5,500,000 | 5,500,000 |

| Public Safety | | | | | | | | |
|-------------------|---|-----------|-----------|-----------|-----------|-----------|---------|-----------|
| ID # | Project Cost | 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | Future | Total |
| PD 1 | Police Radio Replacement (Portable & Mobile Units) | 147,200 | 147,200 | 154,000 | - | - | - | 448,400 |
| | - Local Revenues | 147,200 | 147,200 | 154,000 | | | | 448,400 |
| FD 1 | Ladder Truck for PSS 5* | 1,200,000 | - | - | - | - | - | 1,200,000 |
| | - Local Revenues | 1,200,000 | | | | | | 1,200,000 |
| FD 3 | Fire Engine (Quint) Replacement for Station 3* | - | - | 960,000 | - | - | - | 960,000 |
| | - Local Revenues | | | 960,000 | | | | 960,000 |
| FD 2 | Engine for Station 6* | - | - | - | 600,000 | - | - | 600,000 |
| | - Local Revenues | | | | 600,000 | | | 600,000 |
| FD 4 | Ladder 4 Replacement | - | - | - | - | 1,250,000 | - | 1,250,000 |
| | - Local Revenues | | | | | 1,250,000 | | 1,250,000 |
| PD 2 | Armored Rescue Vehicle | - | - | - | - | - | 150,000 | 150,000 |
| | - Local Revenues | | | | | | 150,000 | 150,000 |
| Public Facilities | | | | | | | | |
| ID # | Project Cost | 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | Future | Total |
| FS 1 | Solar Photovoltaic Systems (Town-Owned Buildings) | 500,000 | - | - | - | - | 50,000 | 550,000 |
| | - Local Revenues | 500,000 | - | - | - | - | - | 500,000 |
| FS 2 | Renovation of Fire Station 1 | 170,000 | 1,425,000 | - | - | - | - | 1,595,000 |
| | - Local Revenues | 170,000 | 1,425,000 | | | | | 1,595,000 |
| FS 4 | Eva Perry Library Roof Replacement | 347,000 | 102,500 | - | - | - | - | 449,500 |
| | - Local Revenues | 347,000 | 102,500 | | | | | 449,500 |
| FS 5 | Eva Perry Library Mechanical System Replacement | 233,000 | - | - | - | - | - | 233,000 |
| | - Local Revenues | 233,000 | | | | | | 233,000 |
| FS 6 | Mechanical Upgrades to Town Facilities | 84,900 | 158,400 | 112,800 | - | - | - | 356,100 |
| | - Local Revenues | 84,900 | 158,400 | 112,800 | - | - | - | 356,100 |
| IT 1 | Town Fiber Expansion | 150,000 | 150,000 | 100,000 | - | - | - | 400,000 |
| | - Local Revenues | 150,000 | 150,000 | 100,000 | - | - | - | 400,000 |
| IT 2 | Phone System Upgrade | 350,000 | 150,000 | 100,000 | - | - | - | 600,000 |
| | - Local Revenues | 350,000 | 150,000 | 100,000 | - | - | - | 600,000 |
| FS 3 | Vehicle Storage Shed & Brine Building | - | 237,300 | - | - | - | - | 237,300 |
| | - Local Revenues | | 237,300 | | | | | 237,300 |
| FS 8 | Public Safety Station 6 | - | 500,000 | 4,000,000 | - | - | - | 4,500,000 |
| | - Local Revenues | | 500,000 | | | | | 500,000 |
| | - Debt - Installment Purchase | | | 4,000,000 | | | | 4,000,000 |
| FS 7 | Tunstall House Restoration | - | - | - | 100,000 | 815,000 | - | 915,000 |
| | - Local Revenues | | | | 100,000 | 815,000 | | 915,000 |
| FS 10 | Fire Department Administrative Building | - | - | - | 2,000,000 | - | - | 2,000,000 |
| | - Local Revenues | | | | 2,000,000 | | | 2,000,000 |
| FS 9 | Police Department Addition / Renovation | - | - | - | - | 6,696,000 | - | 6,696,000 |
| | - Debt - Installment Purchase | | | | | 6,696,000 | | 6,696,000 |

| Public Works and Environmental Services | | | | | | | | |
|--|--|----------------|----------------|----------------|----------------|----------------|---------------|----------------|
| ID # | Project Cost | 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | Future | Total |
| SS 4/5/10 | Leaf Truck (Replacements & Additions) | 200,000 | 206,000 | - | 219,000 | - | - | 625,000 |
| | - Local Revenues | 200,000 | 206,000 | - | 219,000 | - | - | 625,000 |
| SS 1 | New Excavator & Trailer | 225,000 | - | - | - | - | - | 225,000 |
| | - Local Revenues | 225,000 | - | - | - | - | - | 225,000 |
| SS 2 | CCTV Camera Inspection System | - | 100,000 | - | - | - | - | 100,000 |
| | - Local Revenues | - | 100,000 | - | - | - | - | 100,000 |
| SS 3 | Grapple Truck (Replacement) | - | 195,000 | - | - | - | - | 195,000 |
| | - Local Revenues | - | 195,000 | - | - | - | - | 195,000 |
| SS 6 | Pothole Patcher/Asphalt Truck (Replacement) | - | - | 275,000 | - | - | - | 275,000 |
| | - Local Revenues | - | - | 275,000 | - | - | - | 275,000 |
| SS 8/11 | Chipper & Chipper Truck (Replacement & Addition) | - | - | 202,000 | - | 215,000 | - | 417,000 |
| | - Local Revenues | - | - | 202,000 | - | 215,000 | - | 417,000 |
| SS 9 | Dump Truck (Fleet Addition) | - | - | 170,000 | - | - | - | 170,000 |
| | - Local Revenues | - | - | 170,000 | - | - | - | 170,000 |
| SS 7 | Street Sweeper (Replacement) | - | - | - | 275,000 | - | - | 275,000 |
| | - Local Revenues | - | - | - | 275,000 | - | - | 275,000 |