

# Annual Operating Budget

## FISCAL YEAR 2020-2021



**Town of Apex, North Carolina  
FY 2020 – 2021 Annual Budget**

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**Town Officials**

**Mayor  
Jacques K. Gilbert**



**Mayor Pro-Tem  
Nicole Dozier**



**Council Member  
Brett Gantt**



**Council Member  
Audra Killingsworth**



**Council Member  
Cheryl Stallings**



**Council Member  
Terry Mahaffey**





GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**Town of Apex  
North Carolina**

For the Fiscal Year Beginning

**July 1, 2019**

*Christopher P. Morill*

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to the Town of Apex, North Carolina for its Annual Budget for the fiscal year beginning July 1, 2019. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as a financial plan, as an operations guide, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

# Town of Apex, North Carolina

## FY 2020 – 2021 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 Affordable Housing Fund, 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.

## **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.

## **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.

## **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 and 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

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

General Fund Expenditures by Type					
Type	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Budget	Percent Change
Personnel	29,714,279	37,286,000	34,401,110	39,023,600	4.66%
Operating	13,936,611	19,210,051	16,000,870	17,609,300	-8.33%
Capital	7,777,765	8,442,888	7,382,623	7,558,700	-10.47%
Debt Service	4,569,865	4,512,500	4,512,424	6,942,500	53.85%
<b>Total</b>	<b>\$55,998,521</b>	<b>\$69,451,439</b>	<b>\$62,297,027</b>	<b>\$71,134,100</b>	<b>2.42%</b>

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					
Type	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Budget	Percent Change
Personnel	29,714,279	37,286,000	34,401,110	39,023,600	4.66%
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Includes capital items such as land, vehicles, equipment, etc.

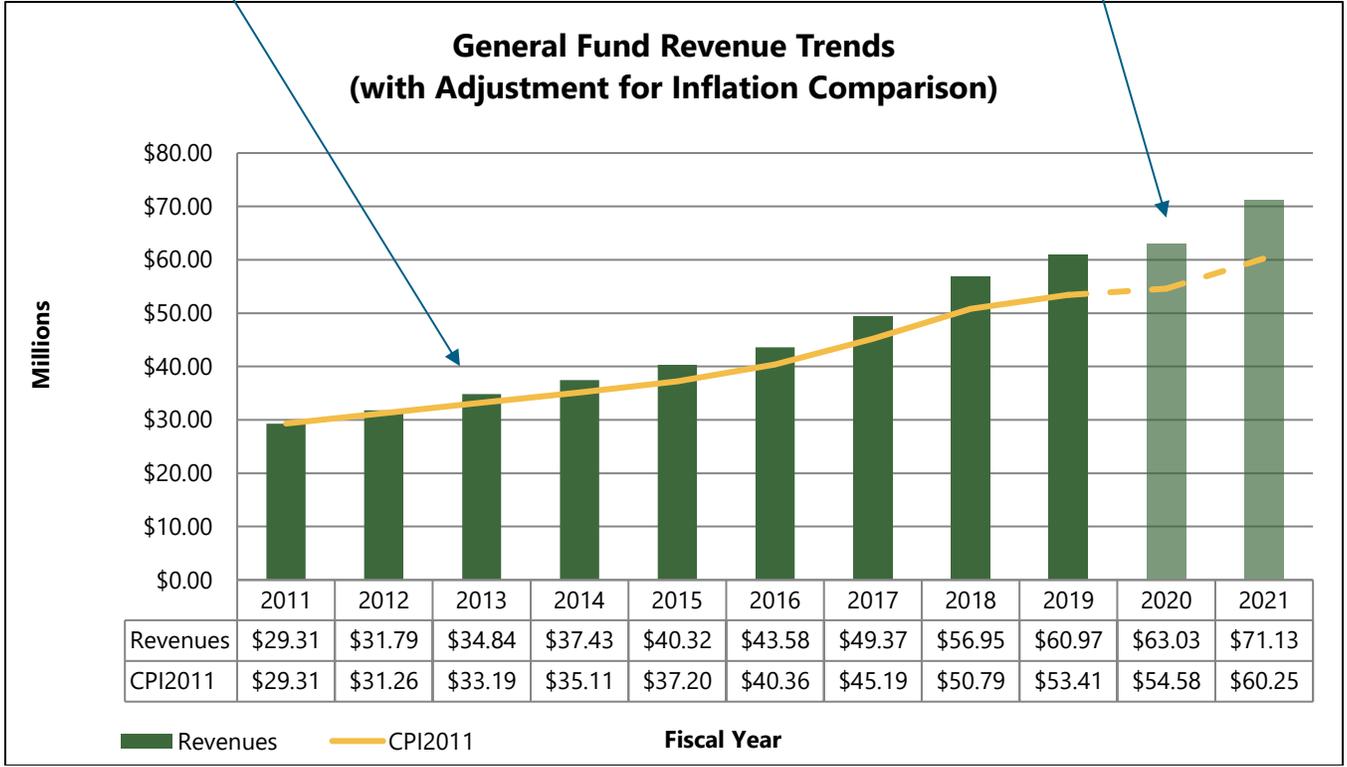
Includes annual debt service payments of capital items



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 2020 – 2021 Annual Budget

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### Budget Message

May 27, 2020

The Honorable Jacques K. Gilbert, Mayor  
Members of the Apex Town Council

Dear Mayor Gilbert 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, 2020 and ending June 30, 2021 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. While our most recent citizen survey results were overwhelmingly positive and the Town receives AAA bond ratings from Standard & Poor's and Moody's, there are opportunities for improvement and the Town will continue to strive to provide outstanding services. Taking into account the external effects of the economy, the needs identified for our community, and feedback from the citizens' 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 healthy.

In preparing the Fiscal Year 2020-2021 (FY20-21) Budget, town staff followed guidance from Town Council's newly developed mission and vision statements and revised strategic goals to develop a proactive budget that will balance improving current town programs and services with development of new programs and projects. The Council retreat in January was the setting for positive discussion and collaboration as the Town Council developed a mission and vision for the town. It is important to note these statements and goals because they serve as the foundation for governmental activities in the upcoming fiscal year. Additionally, Town Council identified specific initiatives aligned with the goals. These initiatives include affordable housing, diversity and inclusion, public transit, watershed protection, and stormwater management. The budget message expressly recognizes these initiatives in the appropriate sections.

Vision: A community unified in the stewardship of our small town charm, natural environment, and a future where all succeed.

Mission: Provide exceptional public service that cultivates opportunity for the individual and community to live, thrive, and reach their peak.

Strategic Goals:

*High Performing Government:* We will deliver exceptional, responsive, and effective services by attracting and empowering a knowledgeable and diverse workforce that values transparency, financial stewardship, and collaboration with community, regional, and state partners.

*Healthy & Engaged Community:* We will promote the overall well-being of our residents and visitors with welcoming public spaces and high quality recreational facilities and cultural activities, and forge meaningful connections that fulfill a range of our community's needs.



*Environmental Leadership & Responsible Development:* We will plan our built environment in a way that respects and preserves natural resources and the small town character of our community.

*Economic Vitality:* We will leverage partnerships to create a supportive environment for current businesses, and form relationships that foster new and continued economic opportunities in Apex.

*Safe Community & Reliable Infrastructure:* We will ensure safe neighborhoods through proactive, professional, and engaged public safety services, and maintain reliable transportation and utility infrastructure.

**A note on COVID-19 and the ensuing recession.** The full impact of the COVID-19 recession is unknown. Multiple forecasts exist for how long the pandemic and recession will last and each forecast offers a range of economic projections. It is clear that Apex will feel a negative effect on revenues because of the recession. The town began taking action to mitigate revenue shortfalls in FY19-20. The town has benefited from sales tax and new development fee revenues, both of which will suffer during a recession. In addition, sales tax collections lag by three months and data to assess the true impact of the recession may not be readily available. This message references where the pandemic-induced recession may affect the town’s operations. Further discussion about rationale for revenue projections and lists of affected projects can be found in the Revenue Assumptions and Supplemental sections of the full budget document.

## Recommended Budget

The FY20-21 Recommended Budget totals \$149,604,700 for all town operations, capital improvements, and debt service requirements. This is \$859,749 (-0.57 percent) less than the FY19-20 Amended Budget as of April 1, 2020. Following Town Council’s direction, the budget is balanced with a tax rate of \$.38, a decrease of \$.035 from the current tax rate and a \$.0307 increase over the revenue neutral rate of \$.3493. The budget includes no change in electric rates, no change in water rates, a 4.5 percent increase in sewer rates, and use of \$2,370,000 in fund balance from the General Fund.

<b>FY20-21 Budget Highlights</b>	
General Fund Expenditures	\$ 71,134,100
Electric Fund Expenditures	\$ 44,030,900
Water & Sewer Fund Expenditures	\$ 22,725,900
Non-major & Capital Fund Expenditures	<u>\$ 11,713,800</u>
<i>Total Budget</i>	<i>\$149,604,700</i>
Property Tax Rate	\$0.38 per \$100 valuation <i>Property tax rate is \$.035 less than FY19-20 and \$.0307 more than the revenue neutral rate of \$.3493</i>
Electric Rates	Residential- \$15.05 base charge, \$.0993 – .1029 per kWh energy charge <i>Rates are unchanged from FY19-20</i>
Water Rates	\$5.54 base charge, \$4.19 – 6.49 per 1000 gal. consumption (tiered)
Sewer Rates	\$9.89 base charge, \$7.06 per 1000 gal. consumption <i>Water rates are unchanged and sewer rates are 4.5% higher than FY19-20</i>

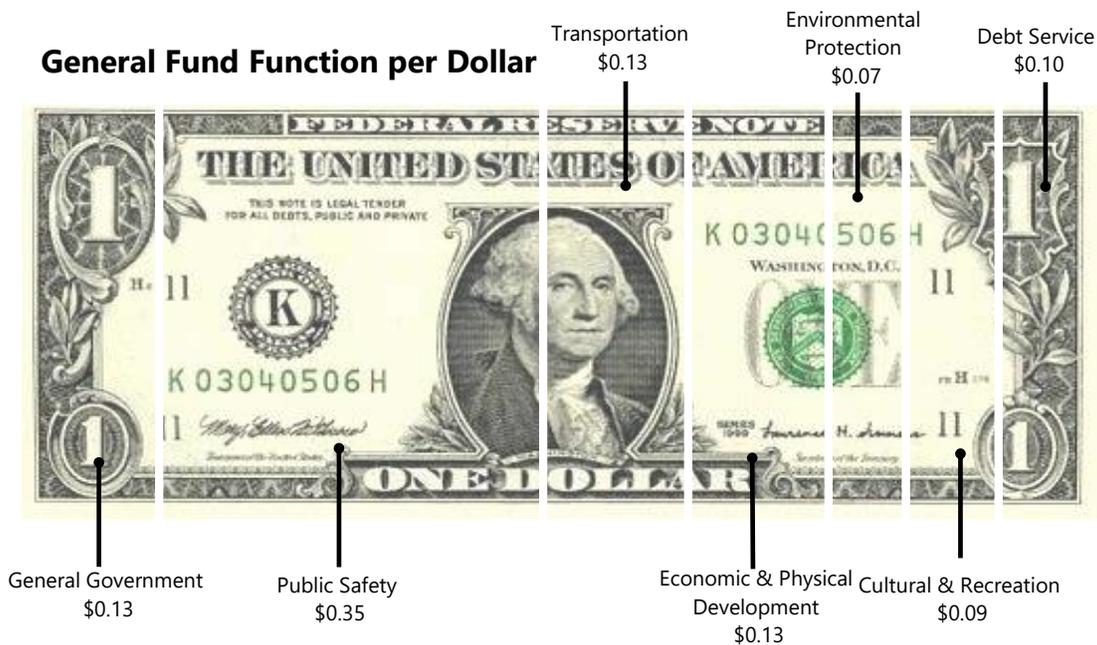


## General Fund

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 FY20-21 Recommended Budget for the General Fund totals \$71,134,100, which is 2.42 percent more than the FY19-20 Amended Budget of \$69,451,439 as of April 1, 2020.

### General Fund Expenditures

Apex continues to grow at a rapid pace, with a five-year average of 6.34 percent. The new growth brings about increasing demands on town services. To keep pace with this demand and provide new services, the Town must provide for necessary resources in the budget. 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 21 General Fund departments and divisions can be grouped into six primary function areas. Nearly \$.35 of every dollar spent in the General Fund goes toward public safety, which includes police, fire, and 911 communications.



The 2.42 percent increase in the FY20-21 General Fund Budget is modest compared to the 9.34 percent average increase over the past five years. If not for the increase in debt service for the 2017 Recreation Bonds, the General Fund budget would be 1.08 percent less than the FY19-20 Budget. Growth in the General Fund expenditures is tempered by the impending recession caused by the COVID-19 pandemic. Personnel costs and debt service are the primary drivers of the increase. Increases in personnel costs are due to classification and compensation adjustments to keep the Town competitive with its peers in the employment market and increases in retirement rates. Fortunately, a 10.9 percent decrease in healthcare premiums helps offset other personnel costs with a savings of \$544,400. The North Carolina Local Government Retirement System is increasing employer contribution rates from 9.70 to 10.90 percent for law enforcement officers (LEOs) and from 8.95 to 10.15 percent for all other employees. The retirement contributions represent a \$479,800 (21.20 percent) increase over FY19-20. The Town is also continuing its annual allocation to its Other Post-Employment Benefits (OPEB) trust for long-term OPEB liabilities. The FY20-21 Recommended Budget includes a transfer of \$266,000 to the trust fund. The \$2.43 million increase in debt service is the result of the sale of the remaining bonds from the 2017 Recreation Bond referendum. The General Fund budget includes more than \$2.10 million in personnel, operational, and capital expenditures for stormwater

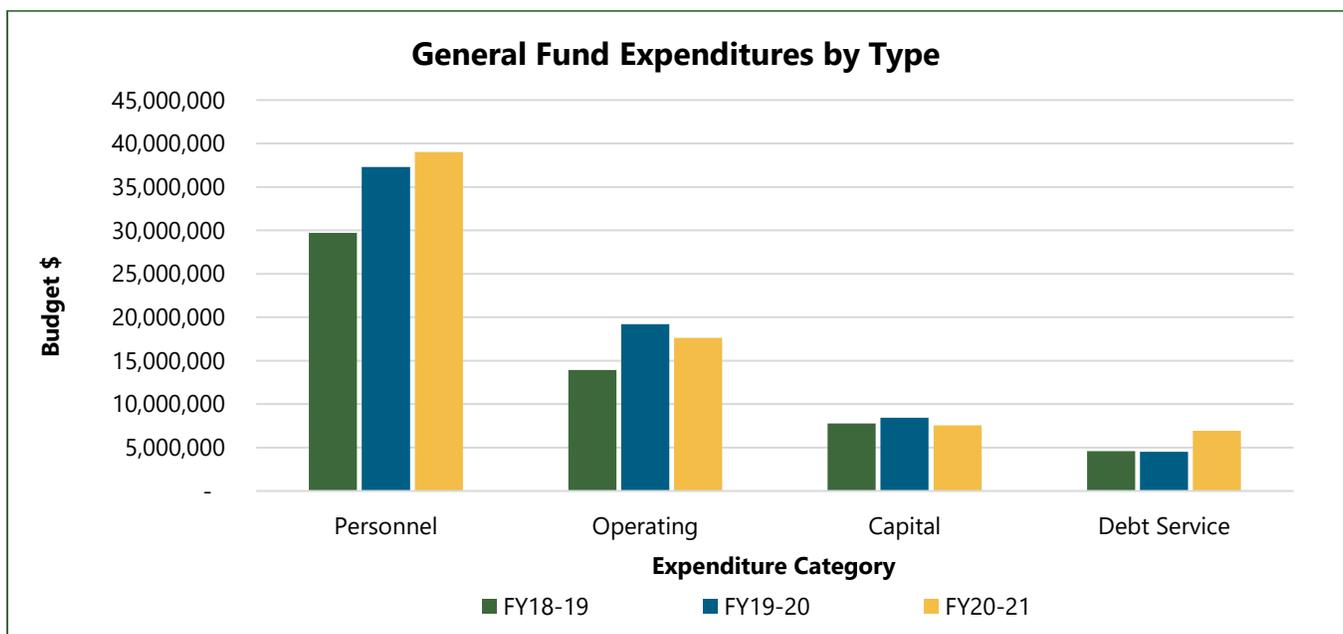


per Town Council’s direction to increase stormwater funding by at least \$500,000. Most of these funds are included in the Water Resources division budget. Also in accordance with Town Council goals, the Town began a diversity and inclusion program in FY19-20, and the FY20-21 Recommended Budget includes funding in the Human Resources Budget to continue diversity and inclusion efforts.

Reductions made to the budget because of the COVID-19 recession include several significant capital projects totaling \$1.51 million. The Station 3 Fire Engine replacement (\$740,000), Eva Perry Library repairs (\$438,000), replacement Chipper Truck and Chipper (\$165,000), and new Police Rescue Vehicle (\$165,000) have all been pushed to Year Two of the Capital Improvement Plan. These projects will be the first evaluated for reinsertion into the FY20-21 Budget as the economy improves. Other reductions in operating costs and small capital items are included in the supplemental section of the budget documents. Further reductions totaling between \$1.0 million and \$1.5 million may be necessary. The budget includes a list of capital projects and programs to be delayed or cut depending on revenue trends in FY20-21.

General Fund Expenditures by Type					
Type	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Budget	Percent Change
Personnel	29,714,279	37,286,000	34,401,110	39,023,600	4.66%
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<b>Total</b>	<b>\$55,998,521</b>	<b>\$69,451,439</b>	<b>\$62,297,027</b>	<b>\$71,134,100</b>	<b>2.42%</b>

The structure of the General Fund budget for FY20-21 includes two notable changes. First, the Office of the Town Clerk is now a separate department from Administration as Town Council has decided that the Town Clerk will report directly to the Mayor and Council. The FY20-21 Recommended Budget includes \$195,500 for the newly established department to cover personnel and other operating costs. Second, the Other Financing Uses section of the General Fund budget includes a line item for a transfer to the newly created Affordable Housing Fund. Town Council has established the fund to begin affordable housing initiatives in Apex. To fund the initiatives, Town Council has designated revenue equal to one-cent on the tax rate to the Affordable Housing Fund.



General Fund Department/Division Budgets					
Department/Division	FY18-19 Actual	FY19-20 Budget	FY20-21 Budget	Percent Change	FY19-20 Variance
Town Council	147,599	284,300	278,000	-2.22%	(6,300)
Town Clerk	-	-	195,500	-	195,500
Administration	1,090,693	1,285,674	1,224,800	-4.73%	(60,874)
Human Resources	992,436	1,438,999	1,530,300	6.34%	91,301
Information Technology	1,778,563	2,403,470	2,485,500	3.41%	82,030
Legal	376,633	435,872	475,700	9.14%	39,828
Economic Development	259,365	593,692	534,100	-10.04%	(59,592)
Finance	742,253	793,100	858,700	8.27%	65,600
Planning	2,045,377	2,299,102	2,399,700	4.38%	100,598
Facilities	1,450,244	2,433,780	1,405,500	-42.25%	(1,028,280)
Police	11,251,564	13,176,903	12,900,300	-2.10%	(276,603)
911 Communications	1,101,443	1,422,222	1,682,100	18.27%	259,878
Fire	9,025,733	10,376,023	10,631,600	2.46%	255,577
Public Works-Transportation	1,117,581	1,390,715	1,347,700	-3.09%	(43,015)
Utility Engineering-Water Resources	1,460,391	2,306,703	2,089,700	-9.41%	(217,003)
Streets	3,412,519	6,323,184	4,398,700	-30.44%	(1,924,484)
Solid Waste	4,085,268	5,001,887	5,102,600	2.01%	100,713
Fleet	444,160	504,059	460,900	-8.56%	(43,159)
Inspections & Permitting	2,223,479	3,146,470	2,977,100	-5.38%	(169,370)
Parks & Recreation	4,972,321	5,277,809	5,353,700	1.44%	75,891
Cultural Arts Center	541,376	695,775	731,900	5.19%	36,125
Cemetery	344	57,500	60,000	4.35%	2,500
Special Allocations	765,415	94,500	173,500	83.60%	79,000
Other Financing Uses	2,143,900	3,047,200	4,744,000	55.68%	1,696,800
Debt Service	4,569,865	4,512,500	6,942,500	53.85%	2,430,000
Contingency	-	150,000	150,000	0.00%	-
<b>Total</b>	<b>\$55,998,521</b>	<b>\$69,451,439</b>	<b>\$71,134,100</b>	<b>2.42%</b>	<b>\$1,682,661</b>

## 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 FY20-21, although the Town may delay some of these projects as staff evaluates the financial impact of the COVID-19 pandemic. 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 CIP 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 – General Capital Project Fund, Street Improvements Project Fund, and Recreation Capital Project Fund. The large projects below highlight some of the capital projects included in the FY20-21 Recommended Budget. They are all 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 (\$1,821,000)*

The Town is responsible for maintaining over 220 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. This annual 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. The \$1.82 million allocation for FY20-21 is an increase of \$221,000 from FY19-20.

*Apex Peakway Southwest Connector (\$25,000,000)*

This project completes a gap in the Apex Peakway by spanning South Salem Street and the CSX S-Line with a four-lane bridge to connect the existing sections of the Peakway. The existing intersection at South Salem Street will be relocated to a new a four-lane loop road connector. Sidewalk will connect along the Peakway on both sides of the bridge, both sides of the new loop road, and along the north side of South Salem Street. Final design and property acquisition will be complete in 2020. This project is heavily dependent on grant funding to move forward. The town has submitted an application to receive funding for 50 percent of the project from the Locally Administered Projects Program (LAPP). **If the town does not receive at least a substantial portion of this request, it will likely have to delay the project until other revenues are identified and secured.**

*Beaver Creek Commons at Zeno Road Improvements (\$500,000)*

This project includes extending a second eastbound lane along Beaver Creek Commons Drive from the bus lane to Zeno Road, adding a new right-in/right-out (RIRO) driveway at the bank outparcel, converting the RIRO driveway at the bank/Panda Express to an inbound only driveway, and installing a traffic signal coordinated with the signal at NC 55.

*GoApex Route 1 (\$630,000)*

Apex will begin its first transit route in the coming fiscal year when it initiates the GoApex Route 1. The town expects to receive \$427,000 in LAPP funding to install 40 new bus stops for the circulator route. Depending on the location of the bus stop, some will include benches, bicycle parking, and trash receptacles.

*Chatham Street Improvements (\$953,000)*

Work for this project will be in conjunction with replacement of a water line along Chatham Street. Leveraging the opportunity to complete the sidewalk with the water line replacement increases cost efficiency and limits the disturbance to area residents and property owners. This project will include sidewalk to complete the gap along West Chatham Street between Saunders Street and Hunter Street along with improving the pedestrian crossing at Hunter Street and NC 55. The town has received LAPP funding for 40 percent of the construction costs.

*Salem Street Downtown Streetscape & Resurfacing (\$300,000)*

Identified as a top priority in the Downtown Master Plan, this project includes resurfacing Salem Street from Hunter Street to NC 55 with the removal of on street parking between Saunders Street and Chatham Street in order to widen sidewalk and provide planting beds, landscaping, and pedestrian amenities. The total project estimate is \$2.8 million with \$300,000 estimated for design and engineering and \$2.5 million for construction.

*Beaver Creek Greenway (\$2,435,000)*

This phase of the Beaver Creek Greenway connection involves approximately .25 miles from Chapel Valley Lane, under the Apex Barbecue Road bridge, to the Nature Park. The majority of costs are due to addressing environmental issues associated with the floodplain and wetlands and for construction of boardwalk.



*Middle Creek Greenway (\$2,128,000)*

The Middle Creek Greenway will provide trail connection from Reunion Pointe's existing greenway at the southern property line of Miramonte northward to the boundary of Pemberly. The trail will be a mixture of asphalt, concrete, boardwalk and further completes the eventual connection between Apex and Holly Springs.

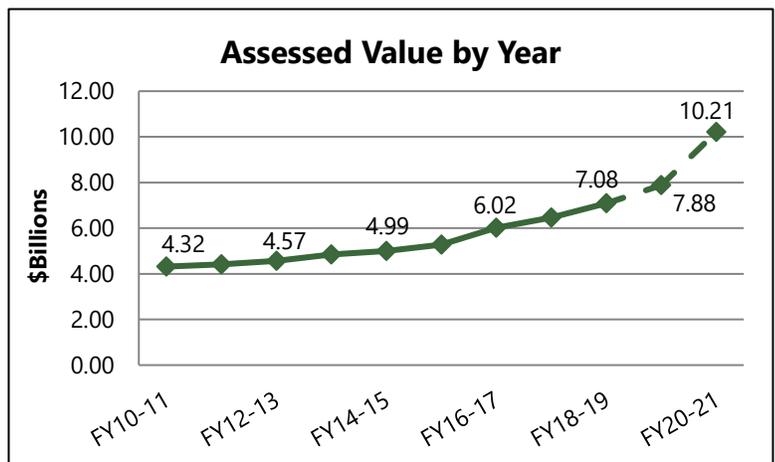
## General Fund Revenues

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 136.60 percent in the past ten years including a revaluation in 2020. With the revaluation, the Apex tax base grew by \$2,330,202,299 (29.57 percent) to \$10,209,900,000 and each penny on the tax rate is equivalent to \$1,019,867 in revenue. The growth in tax base, the stable nature of property taxes, and the fact that property tax revenues account for more than half of the town's revenues potentially lessen the overall impact of the COVID-19 recession but they will not offset the revenue shortfall. Excluding property tax revenues, all other General Fund revenues collectively represent a 12.60 percent decrease from the FY19-20 Amended Budget. Original revenue projections for the General Fund were \$3.39 million higher, not including fund balance allocation. Some economists have begun to forecast a longer recession rather than a rapid rebound. If this is true, revenues could drop further, especially for sales tax, development related charges and fees, sales and services such as recreation participation fees, and investment earnings. Throughout FY20-21, the Town will monitor all revenues more closely and be prepared to make necessary adjustments to ensure financial integrity without sacrificing core services.

### Ad Valorem Tax

Property taxes represent 54.56 percent of General Fund revenues. For FY20-21, the ad valorem tax base is an estimated \$10.21 billion, which will generate \$38.81 million in property tax revenue with a tax rate of **\$0.38 per \$100 valuation** at a 99.89 percent collection rate. This represents an increase in ad valorem revenue of \$6.34 million (19.53 percent). **The tax rate is \$0.035 less than the FY19-20 tax rate but represents a \$0.0307 increase over the revenue neutral rate of \$0.3493 from the 2020 Wake County revaluation.** 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 will increase the tax rate by \$0.045 in \$0.015 increments. The first increase was in FY18-19. The FY20-21 tax rate includes the second increment with the third and final increment planned for FY21-22.



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### Local Option Sales Tax

Sales tax represents the town's second largest revenue source in the General Fund at \$11.63 million (16.35 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 FY20-21 Budget includes an estimated decrease of 0.45 percent in sales tax revenues from FY19-20 despite current year sales tax revenues being more than 17 percent over FY18-19. The COVID-19 recession will have a significant impact on sales tax revenues as social



distancing practices have severely altered people’s ability to spend. The onset of the COVID-19 pandemic triggered a reduction in sales tax revenue projections by \$2.02 million (14.82 percent) from an original estimate of \$13.65 million. Some financial models indicate another reduction of \$500,000 to \$600,000 may be in order.

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 \$3.0 million for FY20-21. Potential impacts from the current recession could reduce these revenues by 10 percent.

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 \$1.42 million in the FY20-21 Budget, a 9.32 percent increase due to an increasing population and new road miles added to the town’s transportation network.

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. Beginning in FY18-19, the Town committed all municipal vehicle tax revenue to the Transportation Capital Reserve Fund. The town’s current rate is \$25. With the beginning of the town’s first transit route in FY20-21, the FY20-21 Recommended Budget **includes a \$5 increase in the tax to \$30**. The additional \$5 will generate \$150,000 in FY20-21 for the circulator route and the remaining \$25 will generate \$850,000 for other transportation capital projects.

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 \$2,346,700 in FY20-21 and recycling fees will generate \$1,228,700. The Town conducts its own yard waste collection and covers the cost with a monthly yard waste fee. The yard waste fee will generate \$1,914,700 in FY20-21. **Solid waste and recycling fees will increase in accordance with our service contract in FY20-21.** A lack of demand for recycling materials continues to make it difficult to maintain current rates. To offset increasing recycling costs, the fee includes an additional \$1.27 (an increase of \$.52 from FY19-20) beyond the standard adjustment for inflation of 2.50 percent. Revenue projections for waste collection fees include a reduced growth rate. Actual revenues could decline another \$150,000 if growth slows more.

Solid Waste, Recycling, & Yard Waste Monthly Charges		
	FY19-20	FY20-21
Yard Waste Collection	\$7.83	\$7.83
Residential Roll-Out Cart	\$8.51	\$8.72
Commercial Roll-Out Cart	\$17.44	\$17.88
Recycling (per Bin or Cart)	\$4.28	\$4.89
4-CY Dumpster Service	\$125.07	\$128.20
6-CY Dumpster Service	\$147.97	\$151.67
8-CY Dumpster Service	\$169.08	\$173.31



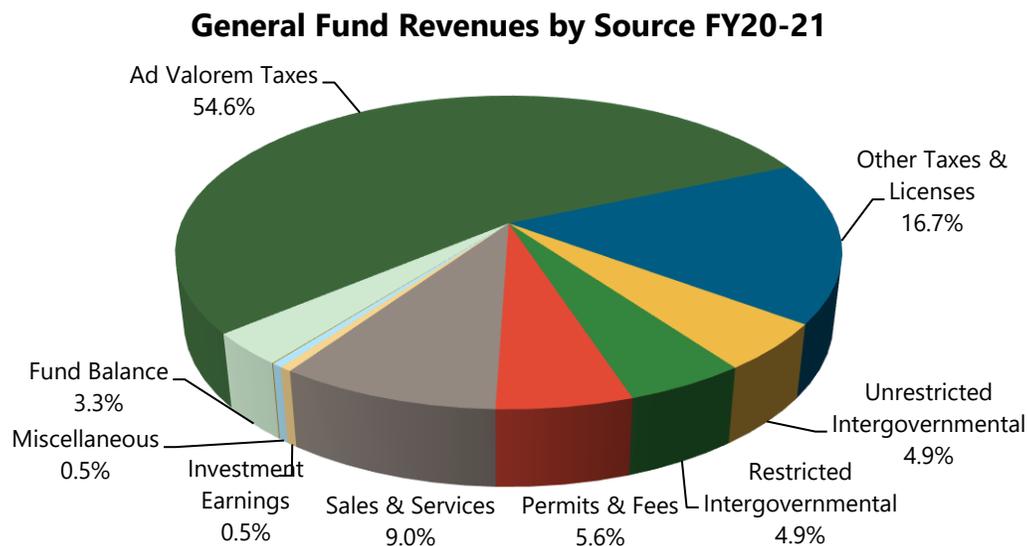
Inspection & Permit Fees

The FY20-21 Recommended Budget includes \$3,675,500 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 the FY20-21 Budget is \$3.02 million. With new development expected to slow in current recession, these fee revenues could decrease further.

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 FY20-21 Recommended Budget includes a fund balance allocation of \$2,370,000 including \$750,000 for property at the Cash Corporate economic development site, \$570,000 for wetland mitigation for the Richardson Road extension, \$500,000 for improvements to the Beaver Creek Commons-Zeno Road intersection, \$300,000 for the Salem Street streetscape design, and \$250,000 for the Downtown Alley Improvement project.

General Fund Revenues by Source					
Source	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Budget	Percent Change
Ad Valorem Taxes	29,525,234	32,470,000	32,554,000	38,813,000	19.53%
Other Taxes & Licenses	11,120,463	11,758,000	12,069,000	11,854,900	0.82%
Unrestricted Intergovernmental	3,260,784	3,312,300	3,357,335	3,485,000	5.21%
Restricted Intergovernmental	2,865,667	2,649,700	2,764,462	3,516,100	32.70%
Permits & Fees	5,080,025	4,151,300	4,121,127	3,957,900	-4.66%
Sales & Services	5,282,372	5,602,500	5,563,263	6,423,900	14.66%
Investment Earnings	796,746	750,200	640,860	355,300	-52.64%
Miscellaneous	458,023	323,000	436,476	323,000	0.00%
Other Financing Sources	2,580,240	1,758,300	1,519,961	35,000	-98.01%
Fund Balance	-	6,676,139	-	2,370,000	-64.50%
<b>Total</b>	<b>\$60,969,554</b>	<b>\$69,451,439</b>	<b>\$63,026,484</b>	<b>\$71,134,100</b>	<b>2.42%</b>



## Enterprise Funds

The Town of Apex operates two major funds as enterprises – the Electric Fund and the Water and Sewer Fund. Enterprise funds provide governmental services that can operate similar to a business and are self-sustaining with user rates that generate all revenues to 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 FY20-21 Recommended Budget for the Electric Fund totals \$44,030,900, a 1.47 percent decrease from the FY19-20 Amended Budget of \$44,687,614 as of April 1, 2020.

### Electric Fund Expenditures

The decrease in the FY20-21 Electric Fund Budget is primarily due to a reduction in capital costs associated with system expansion for new subdivisions. This reduction is due to the anticipated slowing of growth in response to the COVID-19 pandemic. Despite the decreased growth rate, the Town will continue to make investments to enhance its electric utility. The investments made in system maintenance and improvements will allow the Town to maintain an impressive 99.98 percent system availability for customers. The slight decrease in personnel costs is the result of savings in health insurance premiums and workers compensation insurance offsetting salary and retirement increases. The doubling of debt service represents the first installment payment due in FY20-21 for the new electric office building. With the true impact of the recession not yet known, the Electric Department has identified capital projects totaling \$770,450 to delay in FY20-21. If revenues do not recover during FY20-21, these projects may be pushed to FY21-22, and if further expenditure reductions are needed, the department may look to cut back on the street light expansion program or reduce system expansion, as subdivision growth will likely slow.

Electric Fund Expenditures by Type					
Type	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Budget	Percent Change
Personnel	4,199,570	4,999,600	4,522,999	4,888,200	-2.23%
Operating	1,531,829	1,898,886	1,354,858	2,044,200	7.65%
Sales Tax	2,572,686	2,749,000	2,817,273	2,856,500	3.91%
Purchase for Resale	25,984,245	27,858,400	27,611,035	28,861,700	3.60%
Capital	5,414,238	6,542,528	5,601,511	4,130,000	-36.87%
Debt Service	636,454	639,200	639,134	1,250,300	95.60%
<b>Total</b>	<b>\$40,339,021</b>	<b>\$44,687,614</b>	<b>\$42,546,810</b>	<b>\$44,030,900</b>	<b>-1.47%</b>

### 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. In response to feedback received from the 2017 Citizen Satisfaction Survey, the FY18-19 Budget included \$250,000 dedicated to installing new streetlights throughout the town. This program will continue in FY20-21 for the third consecutive year with a reduced amount of \$125,000 to begin replacing older streetlights with LED lights. The transfer of \$1.13 million to the capital fund project in FY20-21 is for upgrades to the Laura Duncan Substation and the final stages of the new electric office building.



*Laura Duncan Substation Upgrades (\$575,000)*

This project will replace existing regulator controls with modern units capable of being integrated into the SCADA system, and will perform preventative maintenance on existing regulators and upgrade them to accept new controls. The existing equipment is outdated, no longer supported by the manufacturers, and nearing the end of useful life. Upgrading this equipment will improve the reliability of the Town's system.

*Electric Office Facility (\$550,000)*

The final stages of the new Electric Office Facility include additional site work for sidewalks, streets, and landscaping. The street improvements provide an extension of Milano Avenue as a collector road to access the electric substation property and extend further west to connect to Richardson Road through Buckhorn Preserve. The extension will complete the remaining gap between Richardson Road and Evans Road.

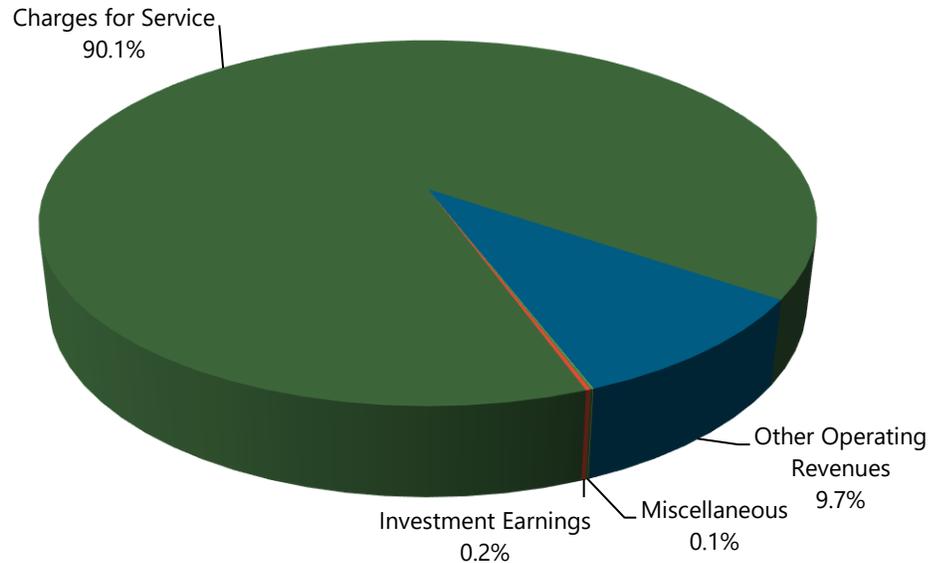
## Electric Fund Revenues

Electric Fund revenues for FY20-21 are down 1.47 percent from FY19-20. 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 FY20-21 Recommended Budget includes \$39.65 million in revenue from charges for service with **no increases to the electric base charge or energy charge**. Over the past two years, Apex's electric utility experienced an average of 7.80 percent growth, including 14.85 percent in FY19-20. Even with the recent high growth, initial revenue projections for FY20-21 used a customer growth rate of six percent and indicated a 2.85 percent increase in revenues. The onset of the COVID-19 pandemic and subsequent recession led to a reduction in revenue projections by \$1.83 million, primarily in projected commercial utility sales. For a revised residential sales revenue projection, the residential customer growth rate was cut in half to produce projections that are \$900,000 less than originally anticipated. Furthermore, the unknown impact of Executive Order 124 (EO124) complicates revenue projections for the Electric Fund. Issued by NC Governor Roy Cooper on March 31, 2020, EO124 prohibited utility cutoffs, late fees, and reconnection fees through May 31, 2020. Three weeks prior to EO124, Apex had already suspended cutoffs and late fees through June 5, 2020, and began offering payment arrangements. Town Council has since extended the suspension of cutoffs and late fees through August. The executive order outlines specific requirements for payment programs that utilities must offer. The Finance Department is currently tracking the effects of the executive order but the impact of delayed payments and uncollected fees is unknown. Due to the recession and the unknown impact of EO124, electric revenues could experience an additional reduction of at least \$400,000.

Electric Fund Revenues by Source					
Source	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Budget	Percent Change
Charges for Service	36,541,592	39,322,200	39,503,648	39,650,000	0.83%
Other Operating Revenues	4,196,415	4,368,300	4,393,581	4,260,900	-2.46%
Other Financing Sources	-	30,000	5,000	10,000	-66.67%
Miscellaneous	68,923	45,000	85,524	35,000	-22.22%
Investment Earnings	101,015	100,000	110,482	75,000	-25.00%
Fund Balance	-	822,114	-	-	-100.00%
<b>Total</b>	<b>\$40,907,945</b>	<b>\$44,687,614</b>	<b>\$44,098,235</b>	<b>\$44,030,900</b>	<b>-1.47%</b>



### Electric Fund Revenues by Source FY20-21



### 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 FY20-21 Recommended Budget for the Water and Sewer Fund totals \$22,725,900, a 5.04 percent decrease from the FY19-20 Amended Budget of \$23,932,546 as of April 1, 2020.

### Water & Sewer Fund Expenditures

The FY20-21 Water and Sewer Fund Budget reflects a decrease in all expenditure categories except personnel. Redistribution of personnel expenditures associated with outfall mowing and maintenance to the Water and Sewer Fund primarily account for the increases. The FY20-21 Recommended Budget includes \$54,600 for OPEB expenses in the Water and Sewer Fund, including a transfer of \$35,000 to reserves for future OPEB liabilities. Like the Electric Fund, most of the budget decreases are attributable to the effects of COVID-19 on the economy and the anticipated drop in customer growth rate. The Water and Sewer Fund divisions have identified capital projects to delay or remove from the budget in FY20-21 if revenues do not recover during the fiscal year. The FY20-21 Water and Sewer Fund expenditures may need to be reduced by an additional \$1.2 million depending on the recession's impact on residential and commercial growth.

Water & Sewer Fund Expenditures by Type					
Type	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Budget	Percent Change
Personnel	5,285,800	6,159,800	5,756,352	7,796,900	26.58%
Operating	19,915,137	8,527,956	6,895,047	7,075,500	-17.03%
Purchase for Resale	1,710,932	2,403,100	2,100,000	2,174,800	-9.50%
Capital	3,680,063	2,865,290	2,647,548	1,705,000	-40.49%
Debt Service	3,953,737	3,976,400	3,976,116	3,973,700	-0.07%
<b>Total</b>	<b>\$34,545,669</b>	<b>\$23,932,546</b>	<b>\$21,375,063</b>	<b>\$22,725,900</b>	<b>-5.04%</b>



The FY20-21 Recommended Budget includes \$134,000 as part of the town's commitment to watershed protection with Triangle Land Conservancy. This amount along with personnel increases account for the increase in the Water-Sewer Administration division budget. Changes in the other Water and Sewer Fund divisions primarily result from the personnel distribution mentioned above and differences in capital projects between FY19-20 and FY20-21. The Water and Sewer Fund budget includes \$3.97 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 and Sewer Capital Reserve Fund covers a portion of the debt service.

Water & Sewer Fund Department/Division Budgets					
Department/Division	FY18-19 Actual	FY19-20 Budget	FY20-21 Budget	Percent Change	FY19-20 Variance
Water-Sewer Admin.	2,434,577	3,134,229	3,436,300	9.64%	302,071
Water Treatment	2,184,867	3,857,384	2,321,300	-39.82%	(1,536,084)
Water Maintenance	2,437,811	3,999,826	5,272,300	31.81%	1,272,474
Sewer Treatment	4,211,274	4,293,017	3,887,600	-9.44%	(405,417)
Sewer Maintenance	2,350,079	4,548,690	3,134,700	-31.09%	(1,413,990)
Debt Service	3,953,737	3,976,400	3,973,700	-0.07%	(2,700)
Other Financing Uses	2,315,225	-	550,000	-	550,000
Special Appropriation	14,658,099	-	-	-	-
Contingency	-	123,000	150,000	21.95%	27,000
<b>Total</b>	<b>\$34,545,669</b>	<b>\$23,932,546</b>	<b>\$22,725,900</b>	<b>-5.04%</b>	<b>(\$1,206,646)</b>

## 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 and Sewer Capital Project fund will include \$4,428,000 in FY20-21 for design of a new 1.5 million gallon elevated water tank (\$850,000), the Sunset Hills Pump Station Renovation (\$1,065,000), continuation of the Western Transmission Main project (\$500,000), the water line relocation at the Peakway and Salem Street interchange (\$100,000), the Lawrence Crossing Sewer Rehab project (\$575,000), and the Cary-Apex water and sewer projects (\$1,338,000). The Water and Sewer operating budget includes \$1,705,000 for the Chatham Street waterline, the Salem Street waterline rehab, miscellaneous water meter installations and water main connections, and various vehicle and equipment replacements.

### *1.5 MG Elevated Water Storage Tank (\$850,000)*

Year one of this project includes \$850,000 for engineering and design of an estimated \$4.29 million project to construct a 1.5 million gallon elevated storage tank to ensure we meet the State's minimum requirement for elevated storage.

### *Sunset Hill Pump Station Renovation (\$1,065,000)*

Renovation of the existing Middle Creek - Sunset Hills Pump Station includes installing a new deeper well that will allow the pump station to serve the area to the northeast including the future school site. The renovation will increase capacity for the area and allow the future school to use gravity sewer into the Sunset Hills pump station.

### *Western Transmission Main (Phase II) - Kelly Road Park to Apex BBQ (\$500,000)*

Phase II of the Western Transmission Main Project includes the following sections: 1,000 feet of 24-inch waterline on Kelly Road from Olive Chapel Elementary School to Kelly Road Park, and 2,500 feet of 24-inch waterline from Kelly Road Park Pump station to Apex BBQ Road. The primary purpose of Phase II work is to



provide adequate water flow at a manageable pressures to the entire water system as western portions of Apex, south of Olive Chapel Road, develop and 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.

*Lawrence Crossing Sewer Rehab (\$575,000)*

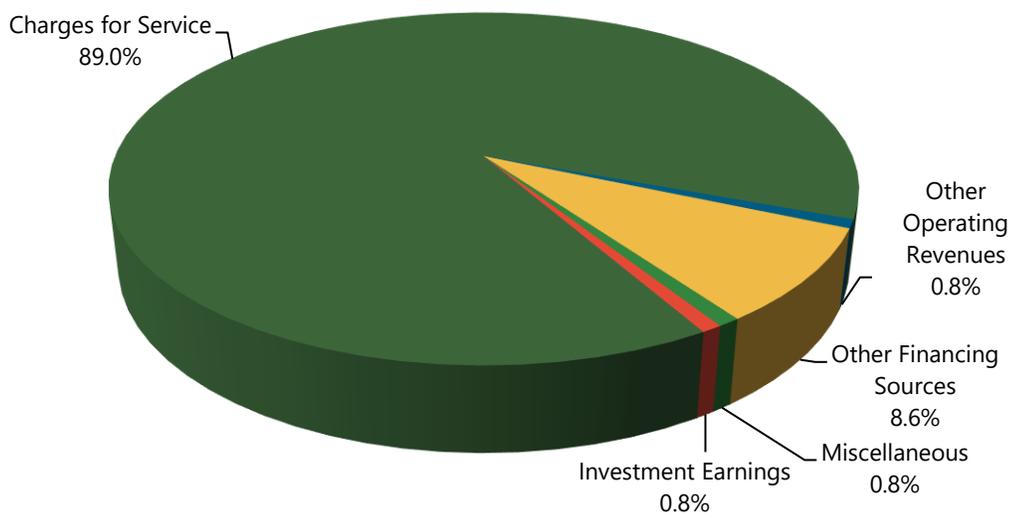
This project will replace an aging 24-inch gravity sewer outfall with a new 12-inch sewer line. The 24-inch line formerly conveyed over half of the town's sewer flow. The completion of the Western Wake Regional WRF in 2014 diverted most of this flow. It is more cost effective to replace and downsize to a 12-inch line than to install a liner in the 24-inch pipe.

Water & Sewer Fund Revenues

Projections for Water and Sewer Fund revenues rely on many of the same variables as the Electric Fund, thus the impact of COVID-19 and the recession is similar for the two funds. The FY20-21 Recommended Budget includes \$20,221,400 in revenues from water and sewer charges, a decrease of 3.83 percent. New customer growth has averaged nearly six percent the past few years, with an 11.58 percent growth for water customers and 11.65 percent growth for sewer customers in FY19-20. Before the COVID-19 pandemic, revenue projections included a 5.80 percent customer growth rate for water and sewer accounts. Adjustments due to the recession cut the growth rate in half and reduced revenue projections by \$579,000. If the growth rate slows further, revenues could potentially come in an additional \$1.2 million lower than originally projected. This does not include the potential effects of EO124 as discussed in the Electric Fund revenues section.

Water & Sewer Fund Revenues by Source					
Source	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Budget	Percent Change
Charges for Service	16,985,632	21,026,900	19,300,000	20,221,400	-3.83%
Other Operating Revenues	176,159	170,000	160,000	180,000	5.88%
Other Financing Sources	19,853,704	1,955,500	1,945,500	1,960,500	0.26%
Miscellaneous	245,618	171,000	255,667	189,000	10.53%
Investment Earnings	315,513	250,000	350,000	175,000	-30.00%
Fund Balance	-	359,146	-	-	-100.00%
<b>Total</b>	<b>\$37,576,626</b>	<b>\$23,932,546</b>	<b>\$22,011,167</b>	<b>\$22,725,900</b>	<b>-5.04%</b>

Water & Sewer Fund Revenues by Source FY20-21



## Water & Sewer Rates

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 FY24-25. 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. The Town intends to perform an update on the rate analysis during FY20-21.

The budget includes a recommendation to **keep water rates the same in FY20-21 and increase sewer rates by 4.5 percent**. The change would increase the sewer base charge from **\$9.46 to \$9.89** and volumetric rates would increase from **\$6.76 to \$7.06** per 1,000 gallons. Water and sewer rates are double for customers outside the town limits.

Water & Sewer Monthly Rates					
Water Rates	FY19-20	FY20-21	Sewer Rates	FY19-20	FY20-21
Residential Inside Base Charge	\$5.54	\$5.54	Inside Base Charge	\$9.46	\$9.89
Residential Outside Base Charge	\$11.08	\$11.08	Outside Base Charge	\$18.91	\$19.76
Commercial Inside Base Charge	\$4.19	\$4.19	Inside Volumetric	\$6.76	\$7.06
Commercial Outside Base	\$8.38	\$8.38	Outside Volumetric	\$13.52	\$14.13

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 \$1.95 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.

## Organization Review

To perform at an even higher level and ensure Apex remains "the peak of good living," the Town is continuing to develop its organization-wide strategic plan to help move toward performance management. Departments have developed their departmental missions and revised goals to ensure alignment with Town Council's mission, vision, and five strategic goals. Departments currently are working to revise objectives with performance indicators and strategies while identifying what data is available and what new data is needed.

### **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

*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 adjustments based off the midpoint (job rate) of the employee's salary range, or actual salary, depending on which amount is higher. For FY20-21, the Town plans to take a one-year hiatus from its standard merit-based practice to implement other compensation elements that will help the Town attract and retain employees and remain a great place to work. **The FY20-21 Recommended Budget includes the implementation of a \$15.00 living wage as a baseline for the Town's compensation plan.** To adjust for the baseline change, minimize salary compression, and bring the Town's compensation plan in line with peer communities, the budget includes a seven percent adjustment to the compensation plan's pay ranges and a one-time, seven-percent increase to all employees holding a fulltime or part-time, benefited position as of October 2020. 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 total estimated cost for FY20-21 is \$1.62 million across all funds.

*Employer Retirement Contribution:* The North Carolina Local Government Retirement System has notified local governments that the Annual Contribution Rate (ACR) will increase in FY20-21. The employer contribution is 10.15 percent for regular employees and 10.90 percent for law enforcement officers. Local government employees currently contribute six percent of their salary. The Town's retirement contributions represent \$3,650,000 in FY20-21, an increase of \$693,100 (23.44 percent).

*401(k) Contribution:* The Town provides a five percent 401(k) contribution for all full-time employees. North Carolina General Statutes mandate 401(k) contributions for sworn law enforcement at five percent, a cost of \$339,200 in the FY20-21 Budget. Contributions for all other employees represent \$2,102,500 in FY20-21.

*Health Insurance:* During the 2019-2020 fiscal year, the Town issued a request for proposals (RFP) for medical, pharmacy, and stop-loss insurance plans. After thorough analysis of network availability, services and resources available to employees, and capabilities in care management, behavioral health, and wellness, the Town chose to switch carriers to Cigna. In addition to receiving more resources for Town employees, the Town will benefit from a 10.9 percent decrease for healthcare premiums in FY20-21. After the addition of new positions, the Town expects a savings of \$548,700 from decreased healthcare cost. The FY20-21 Recommended Budget includes \$5,255,600 for healthcare premiums across all funds.

*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 FY20-21 Recommended Budget includes additional funds for an OPEB trust fund. To prevent long-term financial stress and follow sound financial practices, the Town allocates additional funds for long-term OPEB costs annually. The FY20-21 Recommended Budget includes \$350,000 for long-term OPEB expenditures - \$266,000 in General Fund, \$49,000 in the Electric Fund, and \$35,000 in the Water & Sewer Fund. The FY20-21 Budget includes a total of \$618,600 to cover pay-as-go Retiree Medical Insurance and long-term OPEB costs in all funds. **As of July 1, 2020, the Town will no longer offer the retiree medical insurance benefit to new employees. Current employees will remain eligible for the benefit under the existing program.** The purpose of eliminating this



benefit is to reduce the Town's long-term liability, which currently stands at \$35 million. While the long-term liability will continue to increase some over the next few years, it will eventually begin to decrease with contributions to the trust fund and no additional participants to the program.

*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 FY20-21 is \$150,000.

*Position Reclassifications:* The Town contracts with a consulting group to study approximately one third of the Town's 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 all labor and maintenance positions in the Electric, Public Works and Transportation, Water Resources, Water and Sewer, and Parks, Recreation, and Cultural Resources Departments. In addition, town staff is recommending grade changes to law enforcement officer and fire services positions to remain competitive in starting pay for these highly competitive positions. The study reviewed 96 positions and 320 employees.

*Additional Positions:* The recommended FY20-21 General Fund budget includes 11 new full-time positions. Town Council approved adding two of these positions, an IT support specialist, and the deputy town clerk, during the final quarter of FY19-20. Neither the Water and Sewer Fund nor Electric Fund budgets contain new positions. Town staff worked together to prioritize these positions from an initial request of 26 new positions, including 25 in the General Fund and one in the Electric Fund. Two of the new positions, the sustainability program coordinator and the sustainability project analyst, will be dedicated to managing the Town's energy and environmental goals. All new positions will bring the total approved full-time positions to 513 and increase personnel costs by \$786,300 for FY20-21. A breakdown of the recommended positions with costs is located in the Supplemental Section of the budget document.

## Fund Balance

The North Carolina Local Government Commission recommends that local governments maintain a minimum unassigned fund balance of no less than eight 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, 2020, is \$26.79 million or 37.66 percent of FY20-21 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 \$2,370,000 in FY20-21 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 does not have a defined goal for fund balance for either enterprise fund. The Town seeks to ensure both funds are financially stable and contain healthy reserves. The Town of Apex's estimated fund balance as of June 30, 2020 for the Water & Sewer Fund is \$17.16 million (75.49 percent). The estimated fund balance for the Electric Fund is \$11.21 million (25.46 percent of expenditures); however, most of this amount is restricted. The FY20-21 Recommended Budget **does not** include use of fund balance in the Electric Fund or 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 2020-2021 Fiscal Year. While it is typically difficult to fund all the requests made by departments or external agencies, preparation of this budget proved more challenging than in recent years. The FY20-21 Budget will require closer monitoring than usual as the true impacts of the COVID-19 recession become clearer. Despite the challenges in preparing the FY20-21 Budget, it is fiscally sound and addresses the top priority needs of the town. The Town's sound financial practices and conservative budgeting approach have positioned it to weather this recession without



sacrificing high-level services 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 2020 – 2021 Annual Budget**  


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**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, 2020 and ending June 30, 2021.

**Section 1: General Fund****General Fund Revenues**

Ad Valorem Taxes	\$38,813,000
Other Taxes and Licenses	\$11,854,900
Unrestricted Intergovernmental Revenues	\$3,485,000
Restricted Intergovernmental Revenues	\$3,516,100
Permits and Fees	\$3,957,900
Sales and Services	\$6,423,900
Investment Earnings	\$355,300
Miscellaneous Revenues	\$323,000
Other Financing Sources	\$35,000
Fund Balance Appropriation	\$2,370,000
<b>Total Revenues</b>	<b>\$71,134,100</b>

**General Fund Expenditures**

Governing Body	\$278,000
Town Clerk	\$195,500
Administration	\$1,224,800
Human Resources	\$1,530,300
Information Systems	\$2,485,500
Legal Services	\$475,700
Economic Development	\$534,100
Finance	\$858,700
Planning & Community Development	\$2,399,700
Facility Services	\$1,405,500
Police	\$12,900,300
Communications	\$1,682,100
Fire Services	\$10,631,600
Public Works & Transportation	\$1,347,700
Utility Engineering-Water Resources	\$2,089,700
Streets	\$4,398,700
Solid Waste Services	\$5,102,600
Fleet Services	\$460,900
Building Inspections & Permitting	\$2,977,100
Parks & Recreation	\$5,353,700
Cultural Arts Center	\$731,900
Cemetery	\$60,000
Special Appropriations	\$173,500
Other Financing Uses	\$4,744,000
Debt Service	\$6,942,500
Contingency	\$150,000
<b>Total Expenditures</b>	<b>\$71,134,100</b>



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**

<b>Electric Fund Revenues</b>	
Investment Earnings	\$75,000
Miscellaneous Revenues	\$35,000
Charges for Service	\$39,650,000
Other Operating Revenues	\$4,260,900
Other Financing Sources	\$10,000
<b>Total Revenues</b>	<b>\$44,030,900</b>

<b>Electric Fund Expenditures</b>	
Electric Operations	\$44,030,900
<b>Total Expenditures</b>	<b>\$44,030,900</b>

**Section 3: Water / Sewer Fund**

<b>Water / Sewer Revenues</b>	
Charges for Service	\$20,221,400
Investment Earnings	\$175,000
Miscellaneous Revenues	\$189,000
Other Operating Revenues	\$180,000
Fund Balance Appropriated	\$0
Other Financing Sources	\$1,960,500
<b>Total Revenues</b>	<b>\$22,725,900</b>

<b>Water / Sewer Expenditures</b>	
Water/Sewer Operations	\$22,725,900
<b>Total Expenditures</b>	<b>\$22,725,900</b>

**Section 4: Police State Funds**

<b>Police - State Funds Revenues</b>	
Investment Earnings	\$200
Miscellaneous Revenues	\$1,000
<b>Total Revenues</b>	<b>\$1,200</b>

<b>Police - State Funds Expenditures</b>	
Police Operations	\$1,200
<b>Total Expenditures</b>	<b>\$1,200</b>

**Section 5: Police Federal Funds**

<b>Police - Federal Funds Revenues</b>	
Investment Earnings	\$100
Police Revenues	\$4,000
Miscellaneous Revenues	\$0
<b>Total Revenues</b>	<b>\$4,100</b>

<b>Police - Federal Funds Expenditures</b>	
Police Operations	\$4,100
<b>Total Expenditures</b>	<b>\$4,100</b>



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

Investment Earnings	\$100
Police Contributions	\$7,500
Other Revenues	\$0
<b>Total Revenues</b>	<b>\$7,600</b>

**Police - Donations Expenditures**

Police Operations	\$7,600
<b>Total Expenditures</b>	<b>\$7,600</b>

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

Investment Earnings	\$100
Miscellaneous Revenues	\$1,000
<b>Total Revenues</b>	<b>\$1,100</b>

**Fire - Donations Expenditures**

Fire Operations	\$1,100
<b>Total Expenditures</b>	<b>\$1,100</b>

**Section 8: Affordable Housing Fund****Affordable Housing Fund Revenues**

Investment Earnings	\$0
Transfer from General Fund	\$1,020,000
Fund Balance Appropriated	\$0
<b>Total Revenues</b>	<b>\$1,020,000</b>

**Affordable Housing Fund Expenditures**

Capital Outlay - Improvements	\$0
Transfer to General Fund Projects	\$0
Reserved for Future Expenditures	\$1,020,000
<b>Total Expenditures</b>	<b>\$1,020,000</b>



**Section 9: Health & Dental Fund<sub>1</sub>****Health & Dental Fund Revenues**

Health Premiums	\$4,404,830
Spouse/Dependent Health	\$963,303
Retiree Contribution	\$37,856
Dental Premiums	\$296,534
Spouse/Dependent Dental	\$141,978
Vision Premiums	\$71,534
<b>Total Revenues</b>	<b>\$5,916,035</b>

**Health & Dental Fund Expenditures**

Health Claims	\$4,769,144
Dental Claims	\$418,168
Admin Fees - Health	\$300,585
Health Claims - Retirees	\$310,783
Dental Claims - Retirees	\$0
Admin Fees - Retirees	\$45,821
Vision	\$71,534
<b>Total Expenditures</b>	<b>\$5,916,035</b>

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 in the annual budget of the other funds.

**Section 10: Cemetery Fund****Cemetery Fund Revenues**

Sales & Services	\$6,000
Investment Earnings	\$4,000
Fund Balance Appropriated	\$0
<b>Total Revenues</b>	<b>\$10,000</b>

**Cemetery Fund Expenditures**

Transfer to General Capital Projects	\$0
Reserved for Future Expenditures	\$10,000
<b>Total Expenditures</b>	<b>\$10,000</b>

**Section 11: Water / Sewer Capital Reserve Fund (HB463)****Water / Sewer Capital Reserve Fund Revenues**

Capital Reimbursement Fees - Water	\$2,000,000
Capital Reimbursement Fees - Sewer	\$4,000,000
Investment Earnings	\$50,000
Fund Balance Appropriated	\$0
<b>Total Revenues</b>	<b>\$6,050,000</b>

**Water / Sewer Capital Reserve Fund Expenditures**

Transfer to W/S Fund	\$1,930,500
Transfer to W/S Project Fund	\$3,753,000
Reserved for Future Expenditures	\$366,500
<b>Total Expenditures</b>	<b>\$6,050,000</b>



**Section 12: Perry Library Trust Fund****Perry Library Trust Fund Revenues**

Investment Earnings	\$1,000
Transfer from General Fund	\$0
<b>Total Revenues</b>	<b>\$1,000</b>

**Perry Library Trust Fund Expenditures**

Capital Outlay Improvements	\$0
Reserved for Future Expenditures	\$1,000
<b>Total Expenditures</b>	<b>\$1,000</b>

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

Subdivision Recreation Fees	\$2,000,000
Investment Earning	\$65,000
Fund Balance Appropriated	\$1,703,300
<b>Total Revenues</b>	<b>\$3,768,300</b>

**Recreation Capital Reserve Expenditures**

Transfer to General Fund	\$0
Transfer to Recreation Project	\$3,768,300
Reserved for Future Expenditures	\$0
<b>Total Expenditures</b>	<b>\$3,768,300</b>

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

Motor Vehicle Licenses	\$835,000
Investment Earnings	\$15,000
Fund Balance Appropriated	\$0
<b>Total Revenues</b>	<b>\$850,000</b>

**Transportation Capital Reserve Fund Expenditures**

Transfer to General Fund	\$0
Transfer to Street Project	\$850,000
Reserved for Future Expenditures	\$0
<b>Total Expenditures</b>	<b>\$850,000</b>

**Section 15: Fire Capital Reserve Fund****Fire Capital Reserve Fund Revenues**

Investment Earnings	\$500
Miscellaneous Revenues	\$0
<b>Total Revenues</b>	<b>\$500</b>

**Fire Capital Reserve Fund Expenditures**

Transfer to General Capital Projects	\$0
Reserved for Future Expenditures	\$500
<b>Reserved for Future Expenditures</b>	<b>\$500</b>



**Section 16: Levy of Taxes**

There is hereby levied a tax at the rate of thirty-eight cents (\$0.38) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2020, for the purpose of raising the revenue listed Ad Valorem Taxes 2020-2021 in Section 1: General Fund of this ordinance. This rate is based on a valuation of property for purposes of taxation of \$10,209,900,000 and an estimated rate of collection of 99.89%.

**Section 17: Fees & Charges**

There is hereby established, for Fiscal Year 2020-2021, 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 18: 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, 2020.

**Section 19: 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 2020-2021. 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 20: 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 2nd day of June, 2020.

Attest:

\_\_\_\_\_  
Jacques K. Gilbert, Mayor

\_\_\_\_\_  
Donna B. Hosch, Town Clerk

Approved as to form:

\_\_\_\_\_  
Laurie Hohe, Town Attorney



## Town of Apex, North Carolina Fee Schedule - Effective 7/1/2020

Schedule subject to change upon approval by Town Council

TAXES & FEES			
Tax Rate	\$ 0.38/ \$100 valuation of property	Vehicle Fee (pursuant to NCGS 20-97 (b1)	\$30/ 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	\$150
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)	\$600	Site Inspections (Non-residential lot) <sub>2</sub>	\$500
		Site Inspections (Residential lot) <sub>3</sub>	\$35
Certificate of Zoning Compliance (CZC) <sub>1</sub>	\$100	Site Plan, Major	\$1000 + \$5/acre
Consultant Fees	As required	Site Plan, Minor	\$800
Development Name Change	\$500	Special Use Permit	\$600
Exempt Site Plan – enlargement of a structure	\$250	Temporary Use Permits (Non - Event):	\$100
Exempt Site Plan – all other exempt site plans	\$150	Temporary Use Permits (Event):	
Home Occupation	\$50	For Profit \$50	For Profit Express Review \$75
Land Use Map Amendment	\$700	Non-Profit \$0	Non-Profit Express Review \$25
Late Fee – Site Plan/Subdivision Plan (and resubmittals)	\$300	Text Amendments (UDO)	\$600
Master Subdivision Plans Residential & Non-Residential	\$700 + \$10/lot	Transportation Impact Analysis Review <sub>4</sub>	
Planned Unit Development (PUD)	\$1500 + \$10/acre	Sites & Subdivisions \$500	PUD \$1000
PUD not requiring full TRC Review	\$500	Revised Sites & Subdivisions \$250	PUD \$500
Plat, Easement & Exempt	\$200	Tree Protection Fencing Inspection (Site Plan):	
Plat, Master Subdivision Final	\$300 + \$10/lot	- less than 2 acres: \$50	- 2-15 acres: \$75
Plat, Recombination	\$200	-15 up to 25 acres: \$150	-25+ acre: \$200
Plat, Site Plan Final	\$300	Tree Protection Fencing Inspection (Master Subdivision Plan):	
Pond Drainage Plan	\$500	- up to 15 acres: \$75	- 15-50 acres: \$150
Quasi-Judicial Public Hearing- Town Council Only	\$500	- 51+ acres: \$300	
Re-submittal Fees –	½ Original Fee	Tree Removal Plan	\$500
Site Plans: 3 <sup>rd</sup> submittal; Master Subdivision Plans; 4 <sup>th</sup> submittal		Variance Permit	\$600
Rezoning/Conditional Zoning	\$600/\$900	Zoning Verification Letter	\$125

*1. No charge for the first tenant in a new building 2. Charged at Site Plan Final Plat 3. Charged at permit 4. Projects inactive for one year require new TIA and full submittal fee*

RECREATION FEES <sub>1</sub>			
<i>For New Residential Developments Assessed after 1/1/2019 - Collected by the Planning Department</i>			
Housing Type	Fee Per Unit	Acreage Per Unit	Decimal Multiplier
Single Family Detached	\$3,446.98	1/30 acre	0.0333
Single Family Attached	\$2,321.54	1/45 acre	0.0223
Multi-Family Attached	\$2,044.05	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).			

**ENCROACHMENT AGREEMENT**

*Submit to Development Services*

Encroachment agreement preparation and recording	\$250.00
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**CONSTRUCTION FEES/BONDS**

*Calculated and collected by Development Services*

Bond Administration Fee:	- Cash/check: \$100	- Surety Bond/Letter of Credit \$300	- Reduction/Amendment \$100
Fee in Lieu Administration Fee:	\$100		
Construction Plan Submittal Fees (Subdivisions)			\$600 + \$10.00/Lot
Construction Plan Submittal Fees (Sites, Utility Extensions, etc.)			\$600 + \$15/Sheet
Re-submittal Fees – Construction Plans (3rd submittal and every other subsequent submittal (3rd, 5th, 7th, etc.)			1/2 Original Fee
Late Fee – Construction Plan Submittal and Resubmittal			\$300.00
Construction Plan Revisions (after initial approval)			\$75/sheet
Water Extension Permit Application			\$200.00
Sewer Extension Permit Application			\$200.00
Water and/or Sewer Extension Permit Amendment			\$100.00 / each
Infrastructure Extension Record Drawing Review (1 <sup>st</sup> & 2 <sup>nd</sup> reviews)			\$200
Infrastructure Extension Record Drawing Review (3 <sup>rd</sup> , 5 <sup>th</sup> , 7 <sup>th</sup> , etc. reviews)			\$100
Infrastructure Extension Record Drawing Review (after initial approval/field changes)			\$100

**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	\$1.50 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	Per Building Permit Schedule
Storm Drains (public)	\$1.50 per linear foot	Driveway, not ready	Per Building Permit Schedule
Pump Station Review and Inspection	\$2,500.00 each	Driveway, reinspection	Per Building Permit Schedule
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.

SCM Maintenance Bond	25% of cost of installed and approved Infrastructure
SCM Performance Bond	125% of cost of uninstalled Improvements
SCM As-Built Review Fee:	\$200 per SCM

**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.

<b>COMMERCIAL BUILDING PERMIT FEES</b>							
<i>Calculated and collected by Building Inspections and Permitting</i>							
<b>NEW STRUCTURES, ADDITIONS AND ALTERATIONS (Base Fee) 1,2,3</b>							
<b>Total Gross Building Floor Area of Construction</b>	<b>Fee Computation</b>						
0 - 500	Per Trade (see schedule below)						
501 - 5,000	A x B = Permit Fees						
5,001 - 10,000	(A x B X .80) + (1,000 X B) = Permit Fee						
10,001 - 15,000	(A x B X .70) + (3,000 X B) = Permit Fee						
15,001 - 20,000	(A x B X .60) + (4,500 X B) = Permit Fee						
20,001 - above	(A x B X .50) + (6,500 X B) = Permit Fee						
<b>A=Total Gross Building Floor Area    B= Fee Per Square Foot Based Upon Occupancy</b>							
<b>Single Trade Fee Schedule</b>		<b>Fee Per Square Foot of Floor Area Based on Occupancy</b>					
Building	\$150	<b>Occupancy</b>	<b>Fee</b>	<b>Occupancy</b>	<b>Fee</b>	<b>Occupancy</b>	<b>Fee</b>
Electrical	\$75.00	Assembly	0.55	Factory/Industrial	0.40	Mercantile	0.50
Mechanical	\$75.00	Business	0.60	Hazardous	0.50	Residential	0.55
Plumbing	\$75.00	Educational	0.60	Institutional	0.60	Storage/Utility	0.30
Grading	\$75.00						
<b>MISCELLANEOUS FEES</b>							
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		\$0.03 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)					
Expired Permit		Cost of Original Permit Fee					
<b>PLAN REVIEW FEES (Non-refundable)</b>							
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 <sup>rd</sup> , 5 <sup>th</sup> , 7 <sup>th</sup> , etc.					
Re-stamp Plans, Per Trade		\$75.00					
<b>EXPRESS PLAN REVIEW (2 HOUR MINIMUM) - when service is available</b>							
First Hour	\$1,000.00	\$250.00 each additional 15 minutes					
Cancellation Fee (3 days prior notice)	\$200.00						
<b>ADMINISTRATIVE FEES</b>							
Duplicate Building Record Card		\$10.00					
General Records Research, Archive Files		\$3.00/ page					
General Records Research, Current Files over 10 pages		\$.50/ page					
<b>INSPECTION FEES</b>							
Water Resources Certificate of Occupancy - Water/Sewer Final		\$100.00	Job not ready for inspection or installation of tap, meter, etc.		\$150.00		
Standard re-inspection fee (Building, Electrical, Mechanical, Plumbing, Driveway, Water, and/or Sewer)		\$75.00	Cancelled Inspection fee (not cancelled by 8:00 am of scheduled day)		\$75.00		
Previous Building, Electrical, Mechanical, Plumbing violations not corrected		\$150.00					

<b>ONE AND TWO FAMILY DWELLING PERMIT FEES</b>		
<i>Calculated and collected by Building Inspections and Permitting</i>		
<b>NEW STRUCTURES (Single Family/Duplex/Townhomes)</b>	<b>\$/SQ.FT</b>	<b>MIN/ \$/UNIT</b>
3,000 Gross SF and Less	0.35	\$500.00
>3,000 Gross SF:(3000SFx \$0.35/SF)+(Additional SF x \$0.35/SF x.75) = Permit Fee	Per Formula	
<b>ADDITIONS /ALTERATIONS 800 SQUARE FEET AND GREATER</b>		<b>ADDITIONS /ALTERATION LESS THAN 800 SQUARE FEET</b>
	<b>\$/SQ.FT</b>	<b>MIN/ \$/UNIT</b>
Building	\$0.19	\$150.00
Electrical	\$0.09	\$75.00
Plumbing	\$0.09	\$75.00
Mechanical	\$0.09	\$75.00
<b>ACCESSORY STRUCTURES</b>		<b>MIN/ \$/UNIT</b>
Decks, Sheds, Roof Additions & Detached Garages, 400 sq. ft. or less	\$75	
Decks, Sheds, Roof Additions & Detached Garages > 400 sq. ft.	\$150	
Trellis (Attached to a structure)	\$40.00	
<b>SINGLE TRADE FEE SCHEDULE</b>		
Building	\$150.00	
Electrical	\$75.00	
Mechanical	\$75.00	
Plumbing	\$75.00	
Fire (included w/ Plumbing)	\$0.00	
Grading	\$75.00	
<b>MISCELLANEOUS</b>		
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 / lot	
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	
Expired Permit	Cost of Original Permit	
<b>PLAN REVIEW FEES (Non-refundable)</b>		
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 <sup>rd</sup> , 5 <sup>th</sup> , 7 <sup>th</sup> , etc.	
Re-stamp Plans	\$60.00	
<b>ADMINISTRATIVE FEES</b>		
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	
<b>INSPECTION FEES</b>		
Water Resources Certificate of Occupancy - Water/Sewer Final	\$100.00	
Standard re-inspection fee (Building, Electrical, Mechanical, Plumbing, Water, and/or Sewer)	\$75.00	
Job not ready for inspection or installation of tap, meter, etc.	\$150.00	
Previous Building, Electrical, Mechanical, Plumbing violations not corrected	\$150.00	
<b>EXPRESS PLAN REVIEW (2 HOUR MINIMUM) – When service is available</b>		
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*

<b>Primary Facilities:</b> <i>Collected by Electric Department</i> <b>Based on cost difference of normal overhead facilities and the requested underground facilities.</b>		<b>Service Laterals:</b> <i>Collected by Building Inspections Permitting</i> <b>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 \$4.25/foot over 100 feet.</b>	
Single-Family	\$490/ lot	Single-Family	\$521.85/ service lateral
Townhomes	\$490/ unit	Townhomes	\$521.85/ service lateral
Apartments	\$490 point of delivery	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

\*\* The Town of Apex does not install water or sewer taps for commercial development or new residential construction.

**WATER BACTERIOLOGICAL SAMPLE FEE**

Samples collected by Water Resources Department. Fees collected by Development Services	\$75.00
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**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'
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**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
<b>Permit Fee</b>	\$75	\$75
<b>Meter Fee</b>	Based on meter size; see "Water Meter Fees" (page 6)	Based on meter size; see "Water Meter Fees," (page 6)
<b>Meter Tap</b>	\$800 (See condition 7 below)	See condition 6 below
<b>Capital Reimbursement Fees</b>	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*

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	- 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	- COD	\$20.00
- Cut Seal	\$25	- Cyanide	\$25.00
- Meter Test Fee (one test per year at no cost; additional reads are charged only if the meter read is correct)	\$50	- Oil & Grease	\$30.00
- Meter Test (under 2 inch meter)	\$50	- Total Phosphorus	\$16.00
- Meter Test ( 2+ inch meter)	At cost + 10 %	- Total Nitrogen	\$40.00
Septic Tank Pump Fee (per 1991 annexation agreements; only available in certain locations)	At cost	- Arsenic, Cadmium, Chromium, Copper, Lead, Mercury, Molybdenum, Nickel, Selenium, Silver, Zinc	\$13.00 each
Damaged Water Meter*	\$ 53 + plus cost of meter	-	
Damaged ERT Holder Replacement Fee*	\$ 16.25	-	

*\* fees would only be applied to active building permits that require a replacement meter or ERT holder due to contractor damage*

**SOLID WASTE FEES**

Yard Waste Collection	\$7.83/ month	Dumpster Service	
Residential Roll-Out Cart	\$8.72/ month	- 4 CY Dumpster	\$128.20/ month
Commercial Roll-Out Cart	\$17.88/ month	- 6 CY Dumpster	\$151.67/ month
Recycling (Per Bin or Cart)	\$4.89/ month	- 8 CY Dumpster	\$173.31/ 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
<b>Water Base Charge</b>		\$5.54	\$11.08
<b>Water Volumetric Rates (per 1,000 gallons)</b>			
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
<b>Wholesale Water Base Charge</b>	\$5.00	<b>Wholesale Water Volumetric Rates (per 1,000 gallons)</b> \$3.75	
Sewer Rates		Inside Town Limits	Outside Town Limits
<b>Sewer Base Charge</b>		\$9.89	\$19.76
<b>Sewer Volumetric Rates (per 1,000 gallons)</b>			
Commercial & Residential		\$7.06	\$14.13
Colvin Park/White Oak*		\$12.55	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>			
<b>Wholesale Sewer Base Charge</b>	\$7.35	<b>Wholesale Sewer Volumetric Rates (per 1,000 gallons)</b> \$ 5.05	
<b>Flat Rate Sewer</b>	\$35.00/ month		
Irrigation Rates		Inside Town Limits	Outside Town Limits
<b>Irrigation Base Charge</b>		\$5.54	\$5.54
<b>Irrigation Volumetric Rates (per 1,000 gallons)</b>		\$6.49	\$12.98
Bulk Water			
Hook Up Fee (per connection)	\$12	Hydrant meter	
Volumetric Rates (per 1,000 gallons)	\$7.20	- Set up / Relocate / Pickup	\$50/ event
		- Rental Fee	\$12/ 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	\$15.05	\$0.1029	\$0.0993	\$0.1029
Service	Base Charge	Energy Charge (per kWh) ALL		
Small General Service	\$22.07	\$0.0985		
Service	Base Charge	Energy Charge (per kW)		
Residential-Time of Use-TOU	\$15.57	On Peak	Off Peak	
		\$0.2700	\$0.0636	
Small General Service-TOU	\$22.07	\$0.1532	\$0.0623	
Service	Base Charge	Energy Charge (per kWh) ALL	Demand Charge (per kW) ALL	
Medium General Service	\$75.28	\$0.0769	\$6.75	
Medium General Service-TOU	\$75.28	\$0.0727	\$10.05	
Large General Service	\$124.60	\$0.0630	\$9.34	
Large General Service-TOU	\$124.60	\$0.0620	\$9.86	
Service	Base Charge	Energy Charge (per kWh) ALL	Demand Charge (per kW)	
Large General Service-Coincident Peak	\$311.51	\$0.0478	All Coincident Demand	All Excess Demand
			\$20.18	\$2.59

ELECTRIC RATES			
Outdoor Lighting			
<b>Standard Lighting Service Basic Rate</b> 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	\$8.230/ Fixture	29/ Fixture
9,500 lumen-semi	100	\$9.15/ Fixture	46/ Fixture
9,500 lumen-enclosed/post/ flood	100	\$10.42/ Fixture	46/ Fixture
27,500 lumen-enclosed	250	\$18.67/ Fixture	99/ Fixture
27,500 lumen flood	250	\$19.86/ Fixture	109/ Fixture
50,000 lumen-enclosed	400	\$25.17/ Fixture	152/ Fixture
50,000 lumen flood	400	\$27.55/ Fixture	168/ Fixture
LED Units			
Acom Fixture	51	\$14.90/ Fixture	29/ Fixture
Shoebox – 1	61	\$11.53/ Fixture	29/ Fixture
Shoebox – 2	151	\$18.02/ Fixture	29/ Fixture
Area Light	51	\$8.15/ Fixture	29/ Fixture
Cobrahead – 1	51	\$9.88/ Fixture	29/ Fixture
Cobrahead – 2	151	\$17.40/ Fixture	29/ Fixture
Lantern – 1 w/ Lens	51	\$14.55/ Fixture	29/ Fixture
Lantern – 2 w/o Lens	51	\$14.43/ Fixture	29/ 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	\$ 2.51/ pole
Fiberglass pole or post w/ approved 100 watt HPS luminaire	\$2.93/ customer	Metal, fiberglass or post Decorative square metal	\$ 3.51/ pole \$13.01/ pole
<b>Non-standard Premium Lighting Service</b> 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
<b>Underground Service</b> 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.			
<b>Additional Facilities</b>			
<ol style="list-style-type: none"> <li>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.</li> <li>For distribution transformer and/or primary conductor extension, 2% of the estimated installed cost of the excess circuit.</li> <li>For an underground circuit in excess of 250 feet for an area lighting pole, 2% of the estimated installed cost of the excess circuit.</li> <li>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.</li> </ol>			

VENDOR FEES			
<i>Obtain Permit from the Town of Apex Police Department</i>			
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		
<ul style="list-style-type: none"> <li><b>Solicitor</b> - Anyone going door-to-door to take orders for products, share information or seek donations.</li> <li><b>Peddler</b> – Anyone transporting goods door-to-door for sale (i.e. ice cream truck).</li> <li><b>Park Concessioner</b> – Anyone selling merchandise, food, and or beverages in a town park.</li> <li><b>Transient Vendor</b> - Anyone selling goods or services from a temporary business location (i.e. parking or vacant lot).</li> <li><b>Mobile Food Vendor</b> - Anyone selling food and/or beverages from a readily movable food unit</li> </ul>			

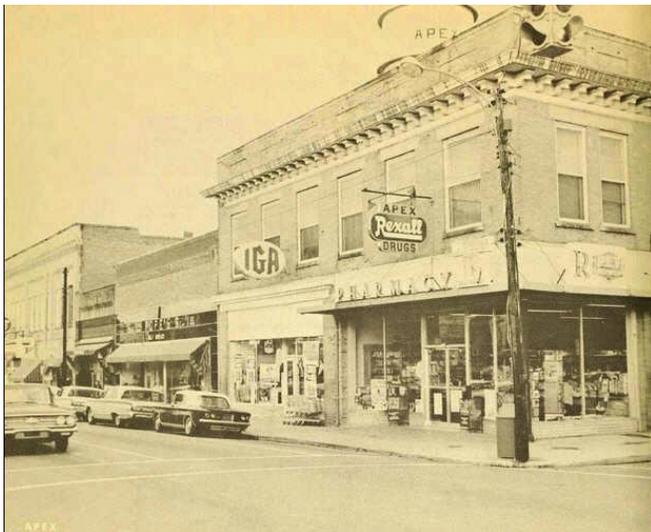
FIRE DEPARTMENT FEES			
<i>Submit request and fees to Customer Service</i>			
Inspection Fees	\$0	False Alarm Fines (per Calendar Year)	
Reinspection (charged for 2nd and all subsequent reinspections)	\$75	4 false alarms	\$150
Fire Inspections Violation Fines:		5 false alarms	\$200
Imminent hazard violation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

<b>PARKS &amp; RECREATION</b>					
<i>Fees are paid to Parks &amp; Recreation</i>					
<b>Withdrawal<sub>1</sub></b>					
- 10 + days advance notice				\$5.00	
- Less than 10 days' notice & participant can be replaced from a waiting list				70% of costs	
<i>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.</i>					
	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
<b>Facility Rentals</b>					
<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)	\$250	\$250			
After Hours Rentals <sub>2</sub>	\$40/ hour	\$40/ hour	- Auditorium	\$100/ hour	\$150/ hour
<b>Community Center</b>					
- Summit Room	\$35/ hour	\$52.50/ hour	- Sound/Light Booth	\$50/ hour	\$75/ hour
- Pinnacle Room	\$35/ hour	\$52.50/ hour	- Overnight Storage	\$50/ night	\$75/ night
- Zenith Room	\$35/ hour	\$52.50/ hour	- Studio Gallery	\$50 / hour	\$75/ hour
- Catering Kitchen <sub>3</sub>	\$21/ hour	\$31.50/ hour	- Studio A	\$35/ hour	\$52.50/ hour
- Arts & Crafts Room	\$21/ hour	\$31.50/ hour	- Piano (separate \$200 deposit required)	\$25/ hour	\$37.50/ hour
<b>Shelter Rentals</b>					
- Refundable Deposit (Shelter)	\$125	\$125	- Attendant Fees (after hours)	\$20/ hour	\$20/ hour
- Apex Community Park – small	\$17.50/ hour	\$26.25/ hour	4 Hour Auditorium Package	\$600	\$900
- Apex Community Park – large	\$22.50/ hour	\$33.75/ hour	4 Hour Gallery Package	\$400	\$600
- Hunter Street Park – small	\$17.50/ hour	\$26.25/ hour	<b>Field &amp; Gym Rentals<sub>4</sub></b>		
- Jaycee Park – small	\$17.50/ hour	\$26.25/ hour	Athletic Field – natural turf (no lights)	\$40/ hour	\$60/ hour
- Kelly Road Park small	\$17.50/ hour	\$26.25/ hour	Athletic Field – natural turf (w/ lights)	\$60/ hour	\$90/ hour
- Nature Park – small	\$17.50/ hour	\$26.25/ hour	Athletic Field – synthetic turf (no lights)*	\$70/ hour	\$105/ hour
- Nature Park – large	\$22.50/ hour	\$33.75/ hour	Athletic Field – synthetic turf (w/ lights)*	\$90/ hour	\$125/ hour
- Seagroves Farm Park - small	\$17.50/ hour	\$26.25/ hour	Gym - Whole	\$65/ hour	\$97.50/ hour
<b>Other Amenity Rentals</b>					
- Tennis Courts ( 2 min / 4 max)	\$15/hour/ court	\$22.50/hour/ court	<i>* Synthetic Turf Fields require additional \$250 Damage Deposit</i>		
- Sand Volleyball Court	\$15/hour/ court	\$22.50/hour/ court			
- Disc Golf Course	\$45/ hour	\$67.50/ hour			
- Amphitheater (1/2 day)	\$115	\$172.50			
- Amphitheater (whole day)	\$250	\$375			
<i>2. Requires additional approval by Director; 3. attached to Zenith Room 4. All rentals require a 2 hour minimum.</i>					

<b>MISCELLANEOUS</b>					
Rain Barrel	\$88.00	Cemetery	Resident	Non – Resident	Military Rate
		- Cemetery Plots	\$800	\$1200	\$640 (resident)
		- Columbarium Niches	\$600	\$600	\$960 (non-resident)
					\$480
					*20% cemetery discount applies to current and retired military personnel only

## 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 21<sup>st</sup> century.

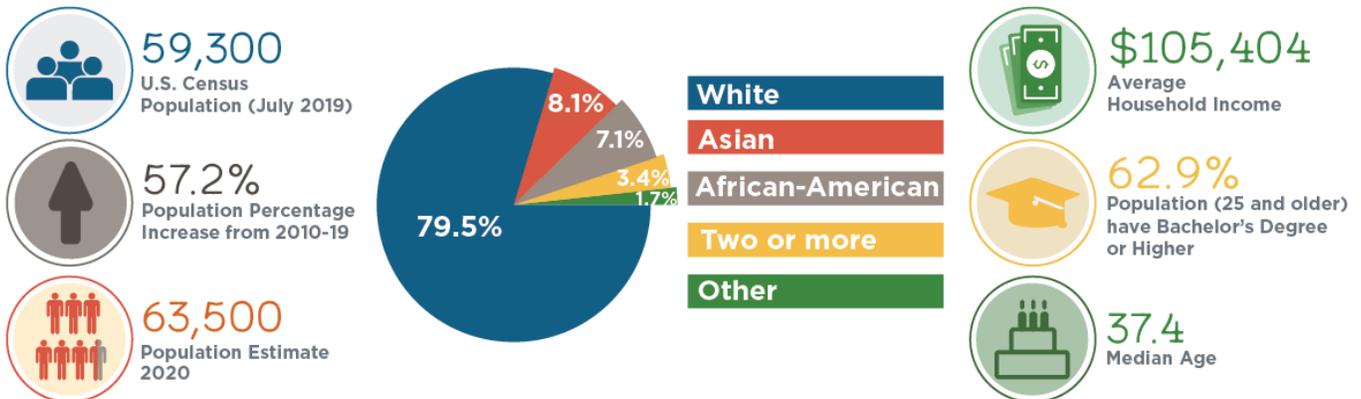


## Geography

Apex is located in Southwest Wake County in North Carolina's Research Triangle area. The town is approximately 23.9 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.



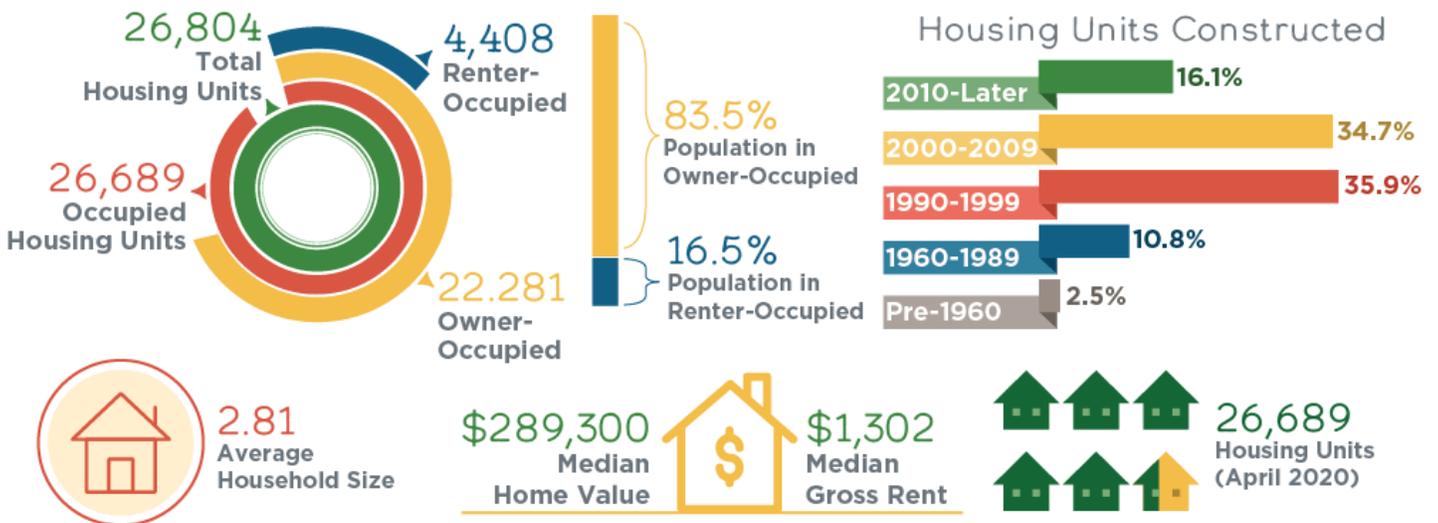
## Demographics<sup>1,2</sup>



1. <https://www.census.gov/quickfacts/fact/table/apextownnorthcarolina,US#qf-flag-X>  
 2. <https://data.census.gov/cedsci/profile?q=Apex%20town,%20North%20Carolina&g=1600000US3701520>



## Housing<sup>3</sup>



3. Apex Planning Department

## 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 partnered with Coworking Station LLC to bring co-working to downtown Apex in 2019. The space allows 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.

The recession caused by the COVID-19 pandemic will undoubtedly have an impact on the local economy in Apex, as it will elsewhere. Town Council took action in April 2020 to support small businesses during the recession by allocating \$1 million to a newly established small business loan program. Additionally, Town Council has provided funding to non-profit agencies and suspended or changed ordinances in order to support businesses and residents adversely affected by the recession. The high rate of recent growth will provide some buffer for the Town against the economic downturn. The Town is still



experiencing and anticipating residential growth even through the recession, albeit at a lower rate. Meanwhile, the Apex Economic Development Department continues to receive inquiries from potential commercial and industrial projects.

### Ten Largest Tax Payers by Assessed Valuation as of June 30, 2019

Tax Payer	Assessed Value	Percent of Total Assessed Value
CSP Community Owner LLC	\$94,209,277	1.33%
Beaver Creek Crossings Owner LLC	\$60,247,793	0.85%
CRLP Creekside Hills Drive LLC	\$34,856,268	0.49%
JHG VBS I LLC	\$34,560,754	0.49%
CFK Apex Land Co LLC	\$33,740,578	0.48%
G&I IX Lake Cameron LLC	\$30,025,246	0.42%
BELL HNW Exchange Apex LLC	\$29,981,710	0.42%
EMC Corporation	\$29,696,071	0.42%
Beaver Creek Crossing LLC	\$29,013,660	0.41%
HH Trinity Apex Investments LLC	\$26,967,080	0.38%
<b>Total:</b>	<b>\$403,298,437</b>	<b>5.69%</b>
<i>Total Assessed Value (July 2019)</i>	<i>\$7,082,297,591</i>	

### Ten Largest Employers for Apex as of 4th Quarter 2019

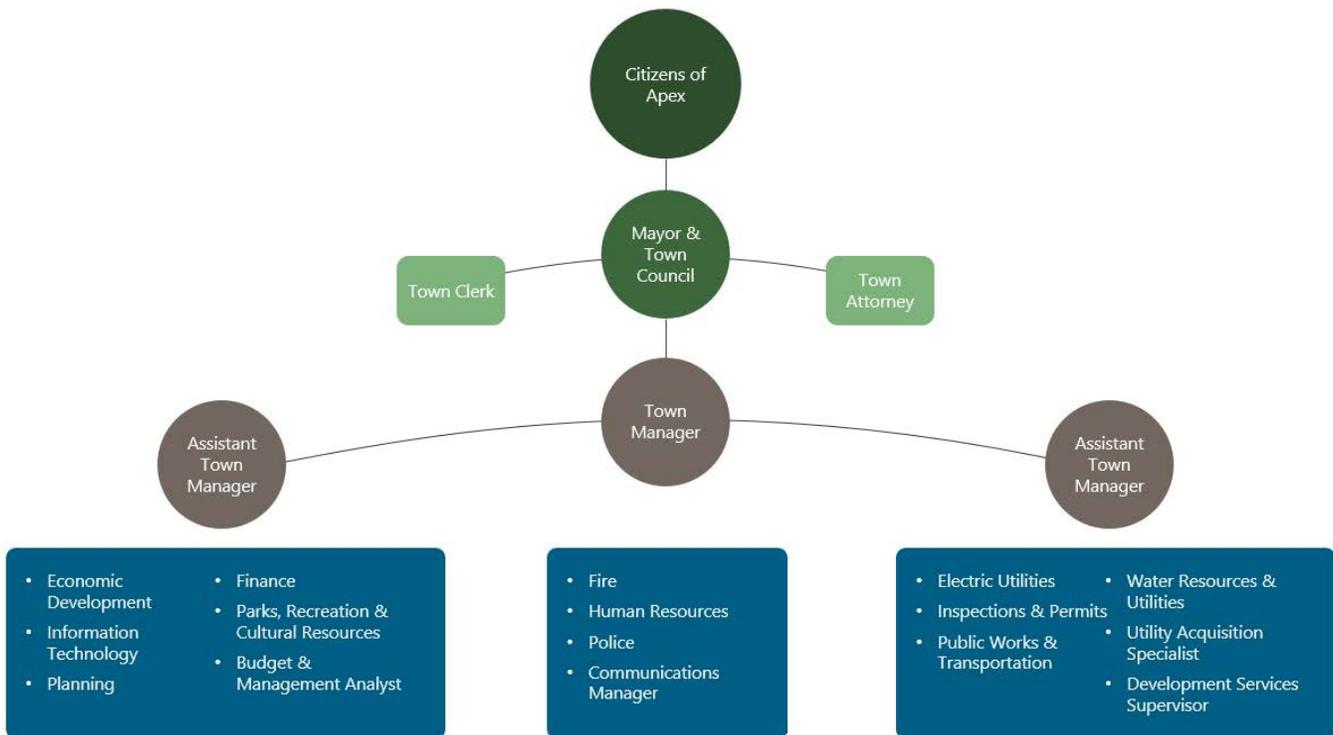
Company Name	Industry	Employment
Wake County Public Schools	Education	1,000+
Apex Tool Group	Manufacturing	526
Town of Apex	Government	504
Dell Technologies	Cloud Storage	500
ATI Industrial Automation	Manufacturing	355
Costco	Consumer Products	285
Super Target	Consumer Products	250
Bland Landscaping	Landscaping Services	138
Tipper Tie	Manufacturing	131
Polyzen	Manufacturing	125
<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 January 2020, Town Council took part in a retreat to create new vision and mission statements and redefine their strategic focus areas and goal statements. The vision, mission, and strategic focus areas are crucial to ensuring alignment between priorities and the town's financial standing. The strategic goals drive the budget process. With the vision, mission, strategic focus areas, and core values, town departments are able to ensure their departmental missions, goals, and objectives serve a common purpose for the town.



## Vision

A community unified in the stewardship of our small town charm, natural environment, and a future where all succeed.

## Mission

Provide exceptional public service that cultivates opportunity for the individual and community to live, thrive, and reach their peak.

## Strategic Focus Areas & Goals

### High Performing Government

We will deliver exceptional, responsive, and effective services by attracting and empowering a knowledgeable and diverse workforce that values transparency, financial stewardship, and collaboration with community, regional, and state partners.

### Healthy & Engaged Community

We will promote the overall well-being of our residents and visitors with welcoming public spaces and high quality recreational facilities and cultural activities, and forge meaningful connections that fulfill a range of our community's needs.

### Environmental Leadership & Responsible Development

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

### Economic Vitality

We will leverage partnerships to create a supportive environment for current businesses, and form relationships that foster new and continued economic opportunities in Apex.

### Safe Community & Reliable Infrastructure

We will ensure safe neighborhoods through proactive, professional, and engaged public safety services, and maintain reliable transportation and utility infrastructure.



## 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.

## **Balanced Budget**

- Pursuant to North Carolina General Statutes (N.C.G.S.) 159-11, the Town will adopt a balanced budget. The North Carolina Local Government Budget and Fiscal Control Act defines a balanced budget as the sum of estimated net revenues and appropriated fund balance in each fund is equal to appropriations in that fund.

## **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 N.C.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 percent 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 N.C.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 N.C.G.S. 159 and rated no lower than "AAA", and Commercial Paper meeting the requirements of N.C.G.S. 159 plus having a national bond rating.
- *Diversification*: No more than 5 percent of the Town's investment funds may be invested in a specific company's commercial paper and no more than 20 percent of the Town's investment funds may be invested in commercial paper. No more than 25 percent 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.

## 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 percent. 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 percent with an aggregate ten-year principal payout ratio target of 55 percent or better.

## **Purchasing Policy**

- The Town will create purchase orders for purchases of goods or services over \$2,500 prior to creating an obligation by contract or order placement.
- The Town's procurement and vendor cards will be used when the purchase does not exceed the transaction limits for a purchase order.
- The Town will follow the guidelines for all formal and informal bids for qualifying apparatus, supplies, materials and equipment and construction contracts.
- Purchases must be necessary to perform the scope of work and must avoid acquisition of unnecessary or duplicative items.



- Strategic sourcing is considered with other departments and/or agencies who have similar needs to consolidate procurements and services to obtain better pricing.
- Documentation will be maintained detailing the history of all procurements.

## **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.



## **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 Affordable Housing Fund, 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 maintains one fiduciary fund established in FY18-19 for other post-employment benefit (OPEB) costs.

## 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
Affordable Housing Fund	Special Revenue Fund	Economic & Physical Development
Police State Funds	Special Revenue Fund	Public Safety
Police Federal Funds	Special Revenue Fund	Public Safety
Police Donations Fund	Special Revenue Fund	Public Safety
Fire Donations Fund	Special Revenue Fund	Public Safety
Perry Library Fund	Special Revenue Fund	Cultural & Recreation
Fire Capital Reserve	Special Revenue Fund	Public Safety
Recreation Capital Reserve	Special Revenue Fund	Cultural & Recreation
Transportation Capital Reserve	Special Revenue Fund	Transportation
Water & Sewer Capital Reserve	Special Revenue Fund	Water & Sewer Utility
Cemetery Fund	Permanent Fund	General Government



## Budgetary Data

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 Revenue 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 2020-2021 CIP & Budget Schedule

<b>October 1, 2019</b>	Transportation Capital Projects Planning Workshop
<b>October 16, 2019</b>	Departments' Preliminary Capital Improvement Plan Requests Due
<b>October 24, 2019</b>	Draft Capital Improvement Plan Completed with Departments / Review with Assistant Manager
<b>Oct. 25 – Nov. 15, 2019</b>	Scoring/Evaluation of CIP Projects
<b>November 15, 2019</b>	Scoring/Evaluation Complete – Set meeting with Town Manager for Review
<b>November 20, 2019</b>	Evaluation of CIP Projects Completed with Town Manager
<b>December 13, 2019</b>	New Line-Item Additions Due, Chart of Accounts
<b>December 17, 2019</b>	Pre-Budget Public Hearing
<b>January 3, 2020</b>	Preliminary Budget Worksheets Distributed with Current YTD Expenditures
<b>January 10, 2020</b>	Town Council Strategic Planning Session
	New Position Requests to HR
<b>January 15, 2020</b>	Capital Improvement Plan to Council
<b>January 21, 2020</b>	Internal Requests to Other Departments Due (IT, Facilities, etc.)
<b>January 24, 2020</b>	Written Position Justifications Due to HR
<b>February 1, 2020</b>	Departmental Budget Request Forms / Worksheets Distributed
<b>February 14, 2020</b>	Annual Retreat / Council Review of CIP / Prioritization of Projects for FY20-21
<b>February 17-26, 2020</b>	Preliminary Department Budget Meetings with Budget Staff
<b>February 20, 2020</b>	Personnel Committee – Review New Position Requests
<b>February 28, 2020</b>	Preliminary Revenue Projections Completed
	Non-Profit Applications Due
	Proposed Rate & Fee Changes Due
	Baseline Payroll Projections Completed
<b>March 2, 2020</b>	Departmental Requests Completed & Returned
<b>March 9-13, 2020</b>	Departmental Budget Conferences (as needed)
<b>March 16-20, 2020</b>	Departmental Budget Conferences (as needed)
<b>March 19, 2020</b>	Personnel Committee Meeting – Classification / Compensation/Benefits
<b>March 24 &amp; 26, 2020</b>	Finance Committee Meeting
<b>April 15, 2020</b>	Budget Distributed to Town Council
<b>April 23, 2020</b>	Town Council Budget Workshop
<b>May 19, 2020</b>	Public Hearing on Proposed Budget
<b>May 26, 2020</b>	Town Council Budget Workshop
<b>June 2, 2020</b>	Budget Ordinance 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 in December each year provides the first opportunity for citizen input regarding development of the annual budget. Citizens also have the ability to submit feedback regarding the budget via email or online throughout the year. Town Council conducts a strategic planning retreat in January to review the Town's vision, mission, and strategic goals. In February, Town Council takes part in a retreat with town staff to evaluate Town Council's existing goals and directives and to discuss any needed changes to those goals. By establishing a clear vision, mission, 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 alignment of the budget with 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 January, budget staff provides each department with a budget packet containing their current operating budget, budget worksheets 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 in order 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 at a Town Council meeting 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 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 funds or departments or is needed to address needs for increases in resources. Budget staff, 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.



## Performance Measures

The Town of Apex is moving toward a performance-based management process while also working to develop a town-wide strategic plan. To aid in this process, town departments worked to revise their mission statements for FY19-20 and are continuing to work to develop goals and objectives that are in line with Town Council priorities. In January 2020, Town Council adopted new vision and mission statements and revised their strategic focus areas with new goals. Part of the strategic plan development includes establishing performance measures in each of Council's five focus areas that include:

*High Performing Government:* We will deliver exceptional, responsive, and effective services by attracting and empowering a knowledgeable and diverse workforce that values transparency, financial stewardship, and collaboration with community, regional, and state partners.

*Healthy & Engaged Community:* We will promote the overall well-being of our residents and visitors with welcoming public spaces and high quality recreational facilities and cultural activities, and forge meaningful connections that fulfill a range of our community's needs.

*Environmental Leadership & Responsible Development:* We will plan our built environment in a way that respects and preserves natural resources and the small town character of our community.

*Economic Vitality:* We will leverage partnerships to create a supportive environment for current businesses, and form relationships that foster new and continued economic opportunities in Apex.

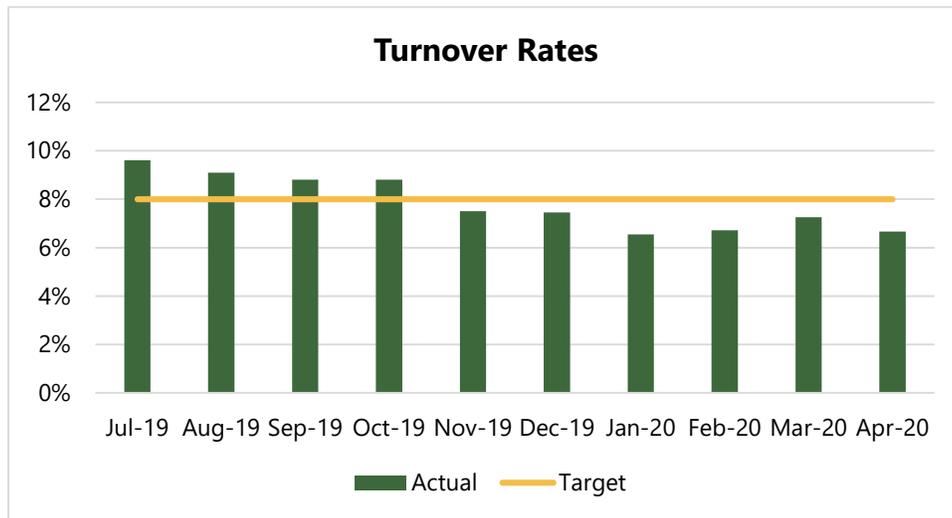
*Safe Community & Reliable Infrastructure:* We will ensure safe neighborhoods through proactive, professional, and engaged public safety services, and maintain reliable transportation and utility infrastructure.

These focus areas help guide the development of departmental action plans that help the Town achieve these strategic priorities. Developing new goals and objectives means some historical data may not be available or relevant and a trend will not be identifiable until three to five years of new data collection. The Town of Apex participates in the UNC School of Government benchmarking project and is able to report relevant data from that study for the prior year. The tables and charts below reflect the Town's use of the benchmark data to inform decisions that align with Town Council's priorities. The Town hopes the performance measure information will assist the reader in identifying performance trends related to Town Council's priorities.

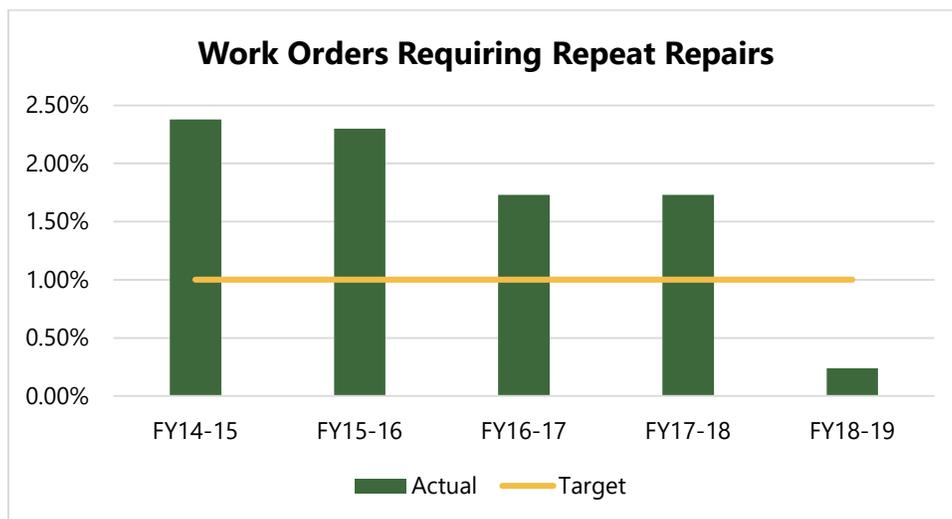


## High Performing Government

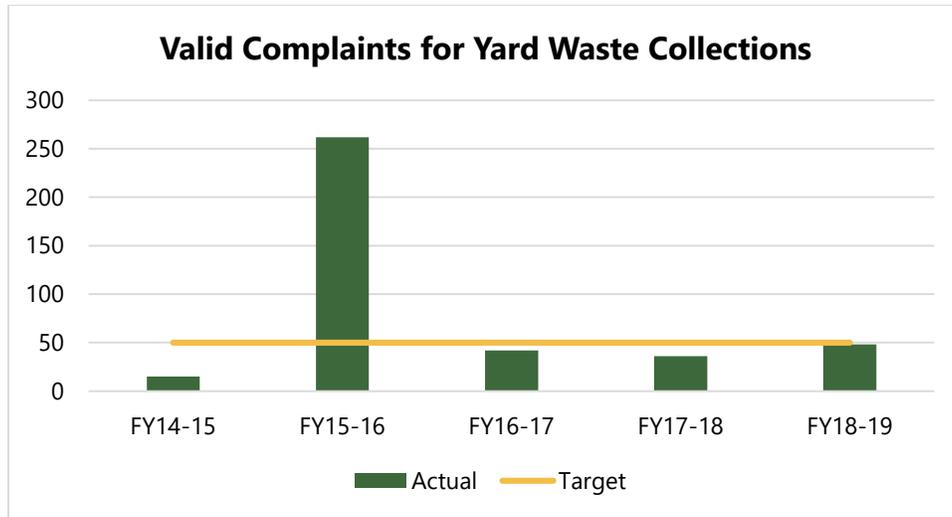
Human Resources	
<b>Performance Measure</b>	Voluntary turnover rate among municipal employees
<b>Target</b>	8 percent or less
<b>Current Status</b>	6.66 percent in April 2020
<b>Supplemental Budget for FY20-21</b>	Tru Access rap sessions will allow employees to voice concerns with HR before latent problems lead to voluntary departures. Adding a floating holiday and established living wage of \$15/hr.
<b>Estimated Timeframe for Achieving Goal</b>	Already achieved; employee voice should lead to further gains



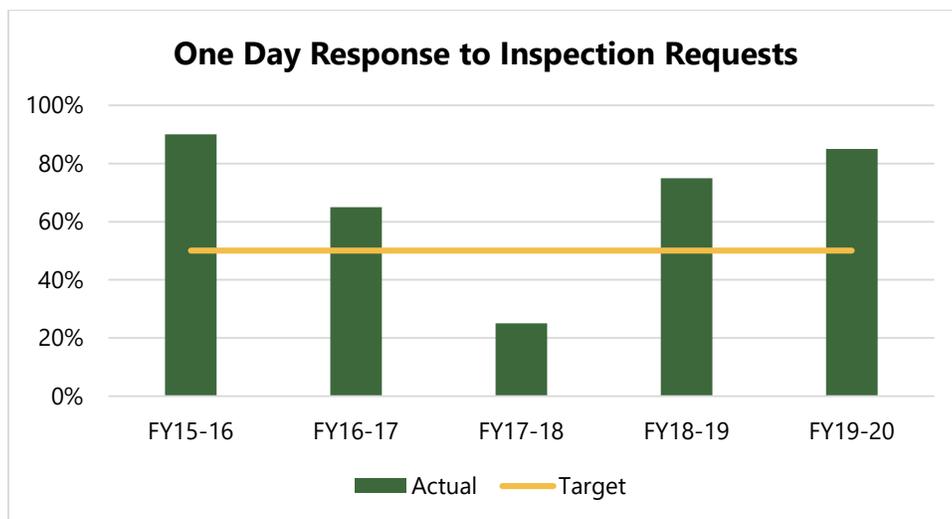
Fleet	
<b>Performance Measure</b>	Percentage of work orders requiring repeat repair within 30 days
<b>Target</b>	1 percent or less
<b>Current Status</b>	0.24 percent in FY18-19
<b>Supplemental Budget for FY20-21</b>	Implementing new Fleetio software
<b>Estimated Timeframe for Achieving Goal</b>	Already achieved; continuing training should maintain achievement for FY20-21



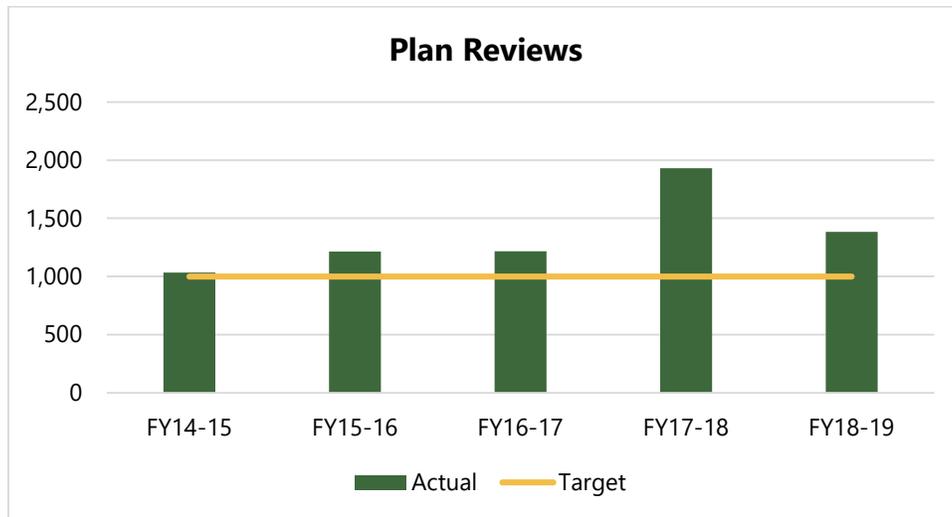
Solid Waste	
<b>Performance Measure</b>	Number of complaints per 10,000 yard waste collection points
<b>Target</b>	50 or less
<b>Current Status</b>	48 in FY18-19
<b>Supplemental Budget for FY20-21</b>	Appropriated funds for replacing leaf truck in FY20-21
<b>Estimated Timeframe for Achieving Goal</b>	Achieved



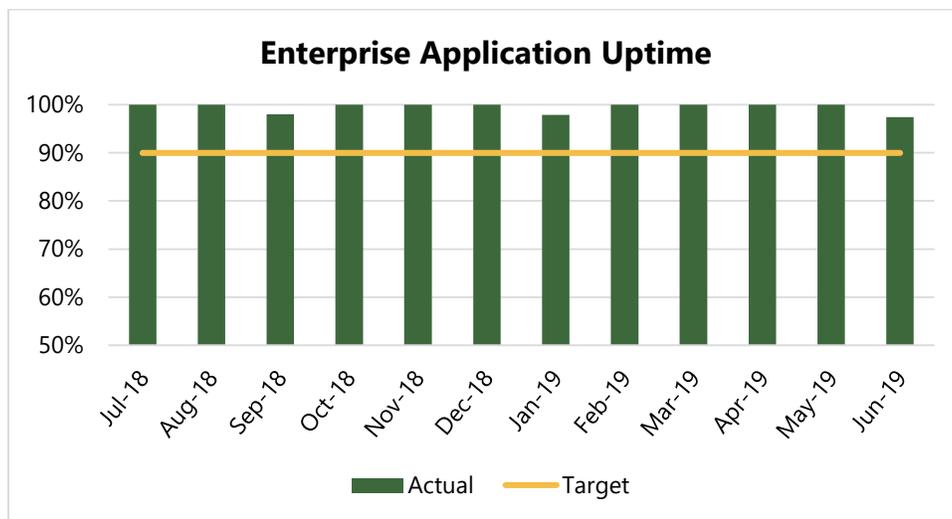
Inspections & Permitting	
<b>Performance Measure</b>	Percentage of inspection requests receiving a response within one business day
<b>Target</b>	At least 50 percent
<b>Current Status</b>	85 percent in FY19-20
<b>Supplemental Budget for FY20-21</b>	Appropriated funds for training for field inspectors
<b>Estimated Timeframe for Achieving Goal</b>	Achieved



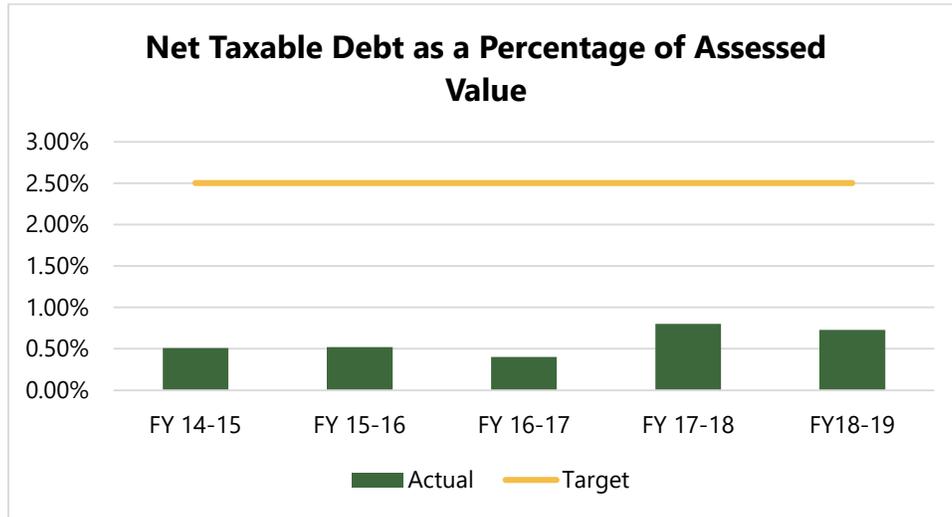
Inspections & Permitting	
<b>Performance Measure</b>	Number of plan reviews performed per year per Reviewer FTE
<b>Target</b>	At least 1,000
<b>Current Status</b>	1,383 in FY18-19
<b>Supplemental Budget for FY20-21</b>	Appropriated funds for computer replacements for reviewers
<b>Estimated Timeframe for Achieving Goal</b>	Achieved



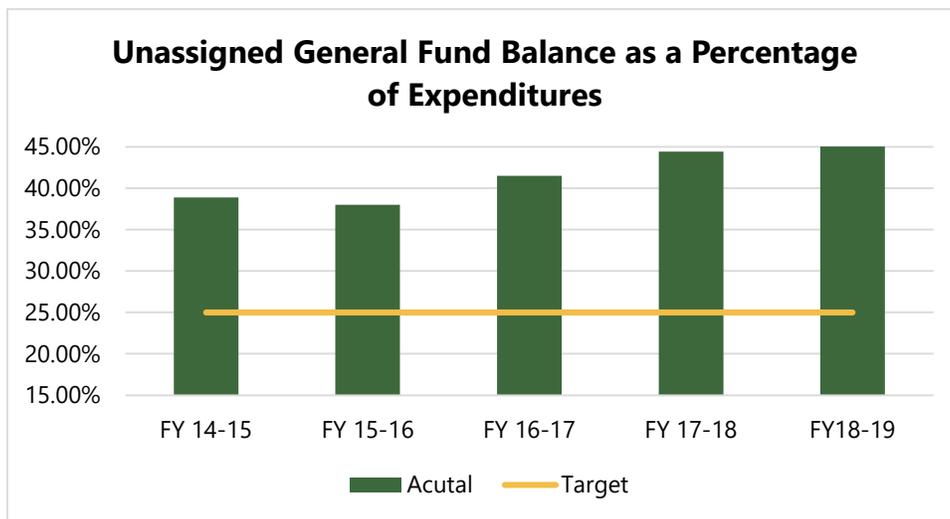
Information Technology	
<b>Performance Measure</b>	Percentage of Enterprise Application uptime
<b>Target</b>	At least 90 percent
<b>Current Status</b>	97 percent or higher in FY 19-20
<b>Supplemental Budget for FY20-21</b>	Planning for system maintenance, scheduled upgrades and replacements to ensure availability uptime.
<b>Estimated Timeframe for Achieving Goal</b>	Achieved



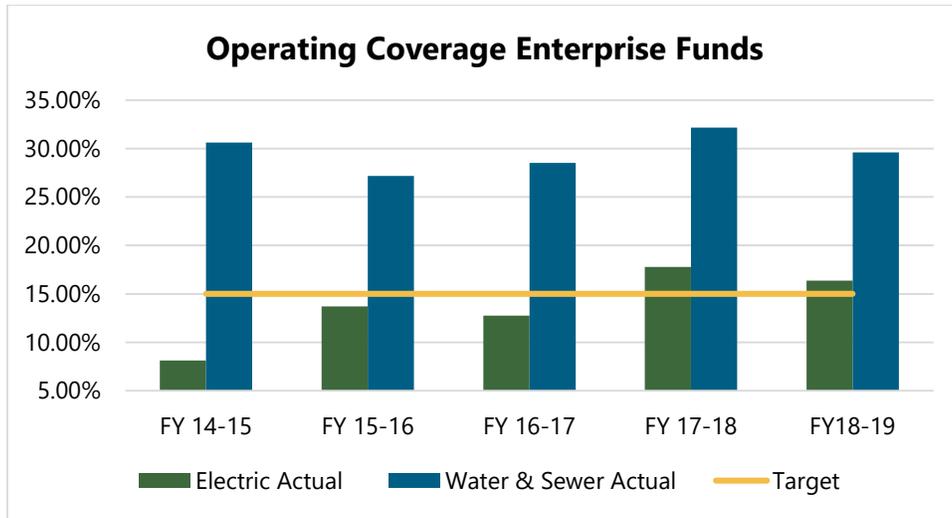
Finance	
<b>Performance Measure</b>	The net taxable debt as a percentage of assessed value
<b>Target</b>	Below 2.50 percent
<b>Current Status</b>	0.73 percent in FY 18-19
<b>Supplemental Budget for FY20-21</b>	Continue conservative debt practices to ensure citizens are not burdened and the Town remains below its target
<b>Estimated Timeframe for Achieving Goal</b>	Achieved



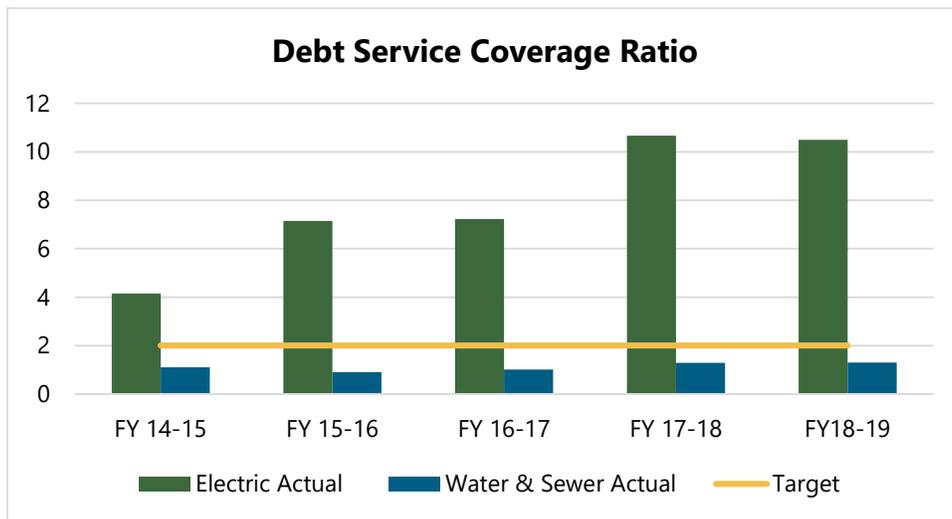
Finance	
<b>Performance Measure</b>	Unassigned General Fund fund balance as a percentage of expenditures
<b>Target</b>	At least 25 percent of expenditures
<b>Current Status</b>	46.5 percent in FY18-19
<b>Supplemental Budget for FY20-21</b>	Continue conservative budget practices to be certain to remain at or above this target
<b>Estimated Timeframe for Achieving Goal</b>	Achieved



Finance	
<b>Performance Measure</b>	Operating coverage in enterprise funds
<b>Target</b>	15 percent or higher
<b>Current Status</b>	16.36 percent in Electric and 29.61 percent in Water Sewer Fund
<b>Supplemental Budget for FY20-21</b>	Continue to monitor cash flows and rates to ensure funds can meet cash requirements of operations
<b>Estimated Timeframe for Achieving Goal</b>	Achieved

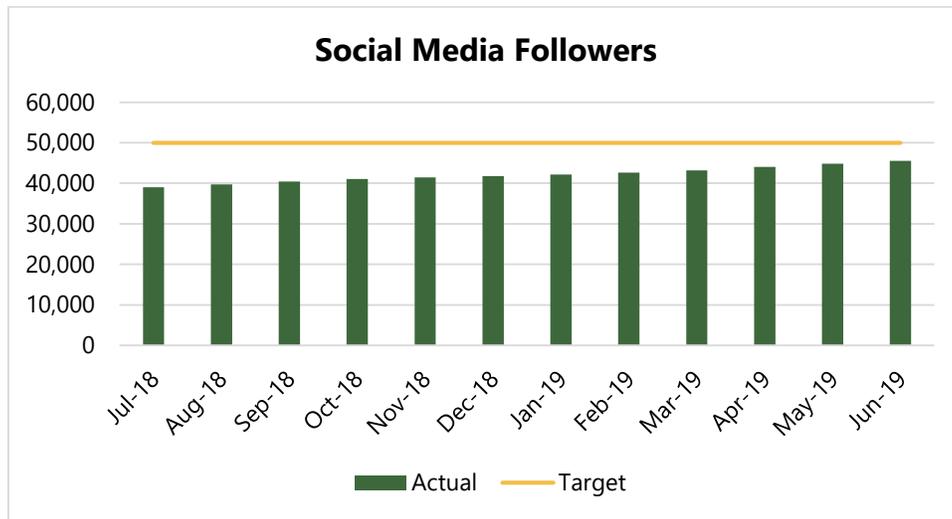


Finance	
<b>Performance Measure</b>	Maintain the debt service coverage ratio in enterprise funds
<b>Target</b>	At least 2 times coverage
<b>Current Status</b>	Electric is accomplished and Water and Sewer will be achieved in the near future
<b>Supplemental Budget for FY20-21</b>	Utilize the previously conducted a water sewer rate study and increase sewer rates as the Town has been for the past several years. Budgeted for new rate study in FY20-21.
<b>Estimated Timeframe for Achieving Goal</b>	FY 21-22

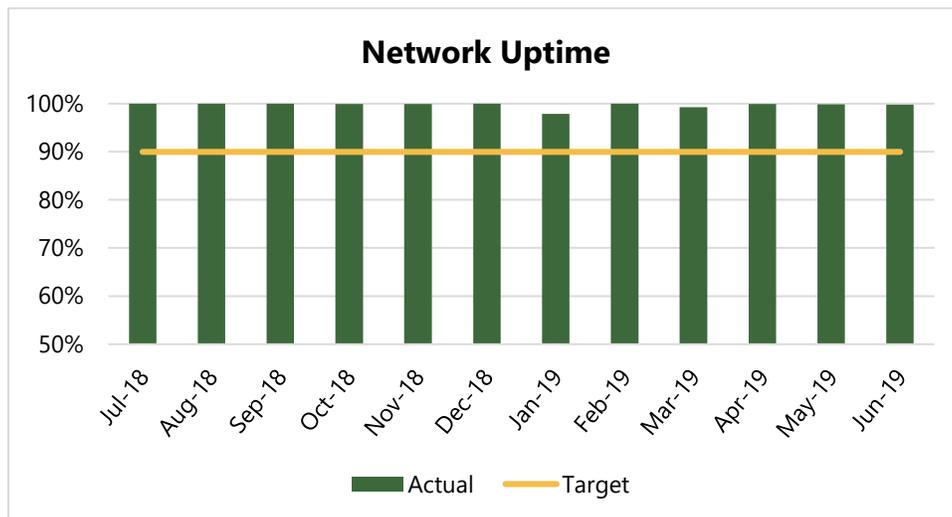


## Healthy & Engaged Community

Communications	
<b>Performance Measure</b>	Amount of social media followers across Facebook, Twitter, Instagram, and Nextdoor
<b>Target</b>	At least 50,000 social media followers
<b>Current Status</b>	45,554 as of June 2019
<b>Supplemental Budget for FY20-21</b>	Implementing Town rebranding and improving meeting streaming capability with new software in FY20-21
<b>Estimated Timeframe for Achieving Goal</b>	End of FY20-21

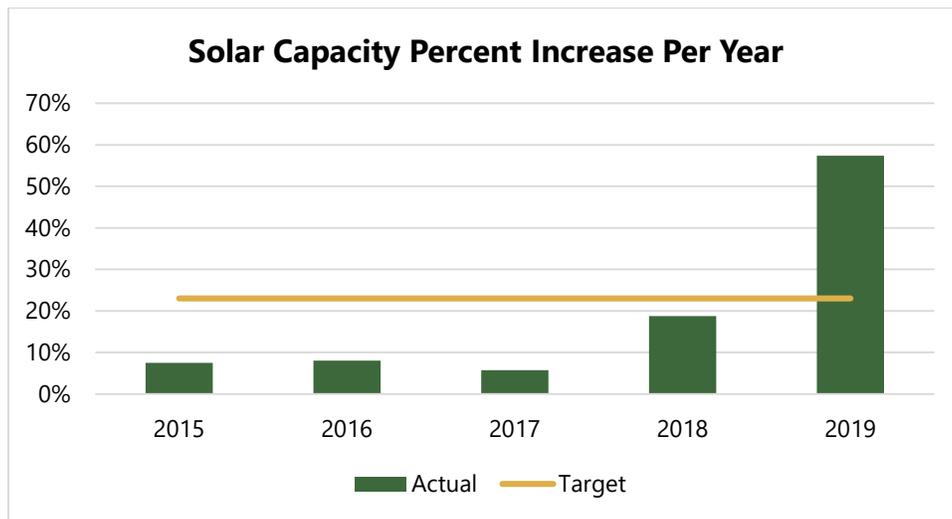


Information Technology	
<b>Performance Measure</b>	Percentage of Town network uptime
<b>Target</b>	90 percent or higher
<b>Current Status</b>	98 percent or higher in FY18-19
<b>Supplemental Budget for FY20-21</b>	Planning for system maintenance, scheduled upgrades and replacements to ensure availability uptime.
<b>Estimated Timeframe for Achieving Goal</b>	Achieved

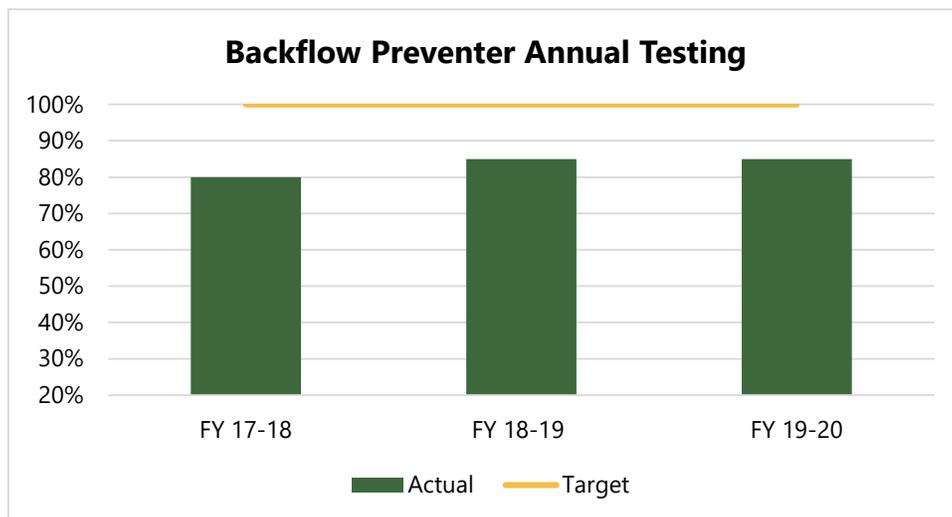


## Environmental Leadership

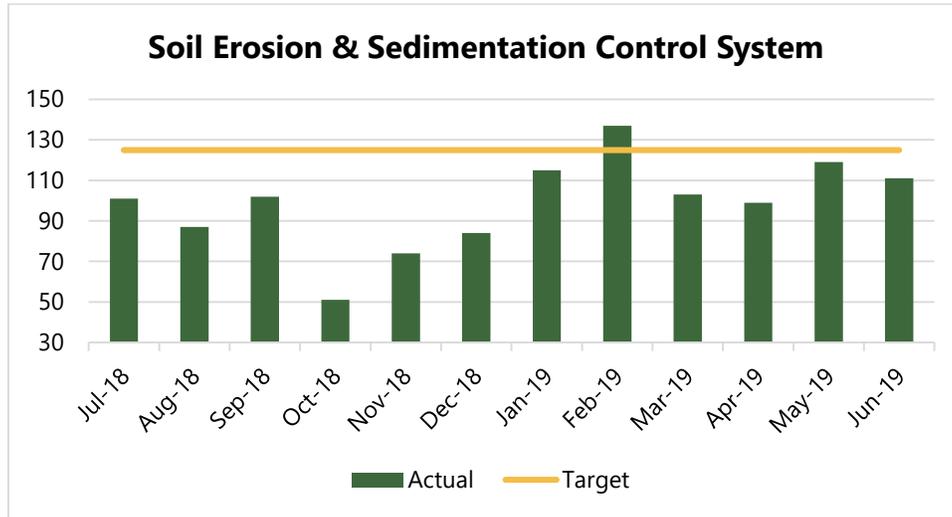
Electric	
<b>Performance Measure</b>	Percentage of increased accumulated solar capacity
<b>Target</b>	23% increase or higher
<b>Current Status</b>	57% increase in 2019
<b>Supplemental Budget for FY20-21</b>	Continuing to develop the solar power program in Apex in FY20-21
<b>Estimated Timeframe for Achieving Goal</b>	Achieved



Water Resources	
<b>Performance Measure</b>	Maintain backflow preventer annual testing
<b>Target</b>	100 percent compliance
<b>Current Status</b>	Not achieved but working towards accomplishing goal this year
<b>Supplemental Budget for FY20-21</b>	Water Resources staff has partnered with AquaResource (backflow test tracking software). AquaResource will assist staff with tracking backflow preventer testing compliance and issuing NOV letters.
<b>Estimated Timeframe for Achieving Goal</b>	Within the next 12 months

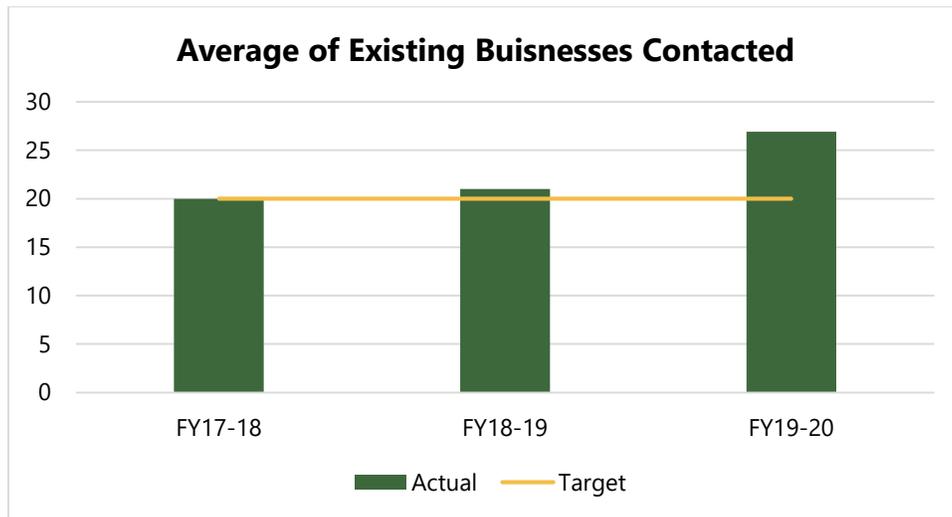


Water Resources	
<b>Performance Measure</b>	Number of soil erosion and sedimentation control inspections throughout the Town
<b>Target</b>	125 inspections per month
<b>Current Status</b>	Not achieved, but working towards accomplishing goal this year
<b>Supplemental Budget for FY20-21</b>	Identify need for additional staff or look at opportunities to utilize new sustainability staff. Also, fully utilize new mobile inspection software to improve efficiency.
<b>Estimated Timeframe for Achieving Goal</b>	Within the next 12 months

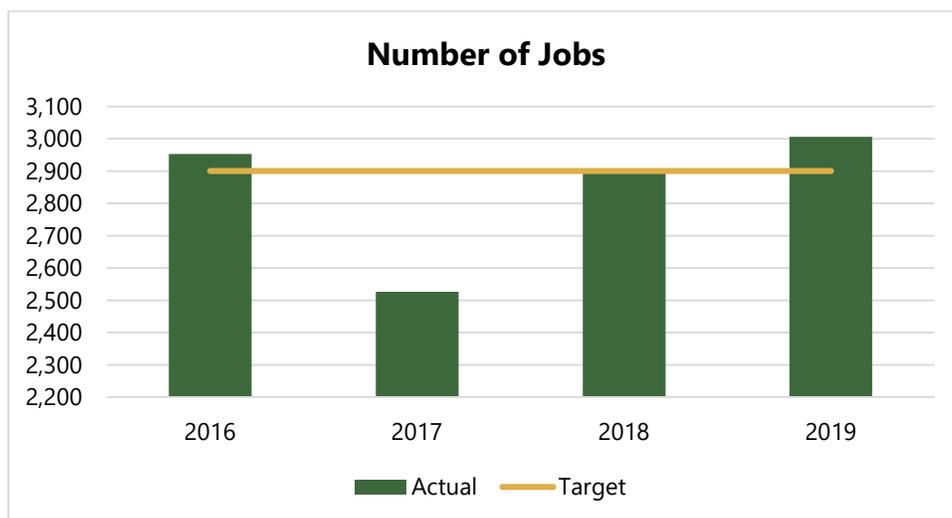


## Economic Vitality

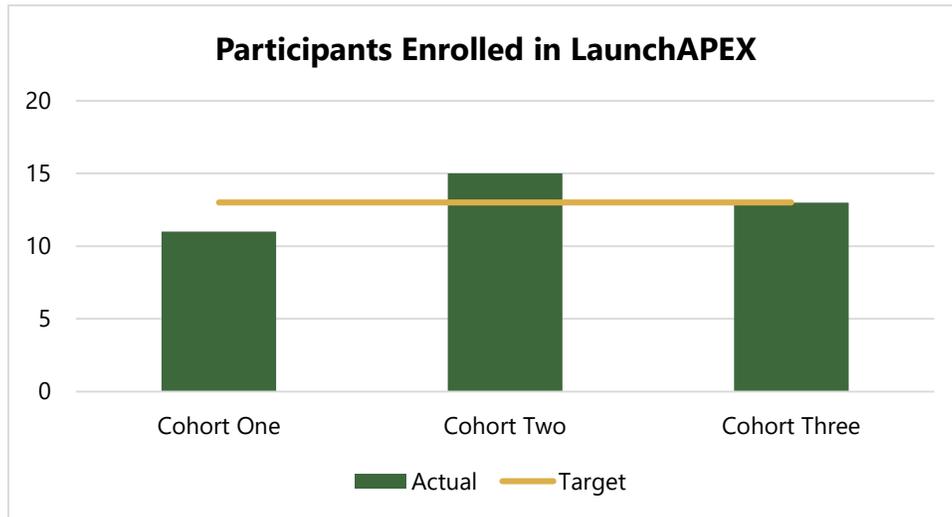
Economic Development	
<b>Performance Measure</b>	Amount of existing businesses contacted per month
<b>Target</b>	20 existing businesses
<b>Current Status</b>	26.1 business contacts per month in FY19-20
<b>Supplemental Budget for FY20-21</b>	Continue fostering a thriving environment to attract business to Apex
<b>Estimated Timeframe for Achieving Goal</b>	Achieved



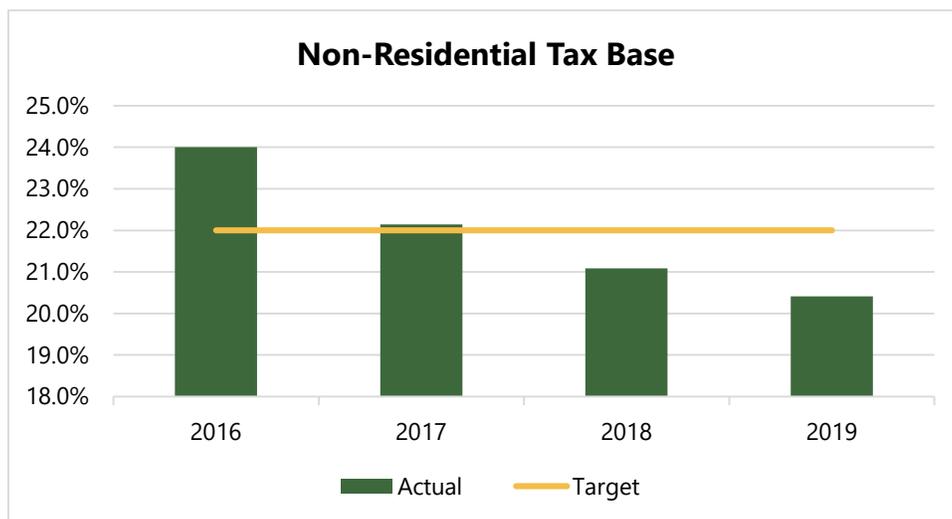
Economic Development	
<b>Performance Measure</b>	Number of jobs in existing Town industry
<b>Target</b>	2,900+ jobs per year
<b>Current Status</b>	3,006 jobs in 2019
<b>Supplemental Budget for FY20-21</b>	Continue to prepare the community for the opportunity to locate or expand a business or industry
<b>Estimated Timeframe for Achieving Goal</b>	Achieved



Economic Development	
<b>Performance Measure</b>	Number of participants in LaunchAPEX cohorts
<b>Target</b>	Thirteen participants per cohort
<b>Current Status</b>	13 participants enrolled in 2019
<b>Supplemental Budget for FY20-21</b>	Continue to foster and build a thriving environment for small business and entrepreneurship.
<b>Estimated Timeframe for Achieving Goal</b>	Achieved

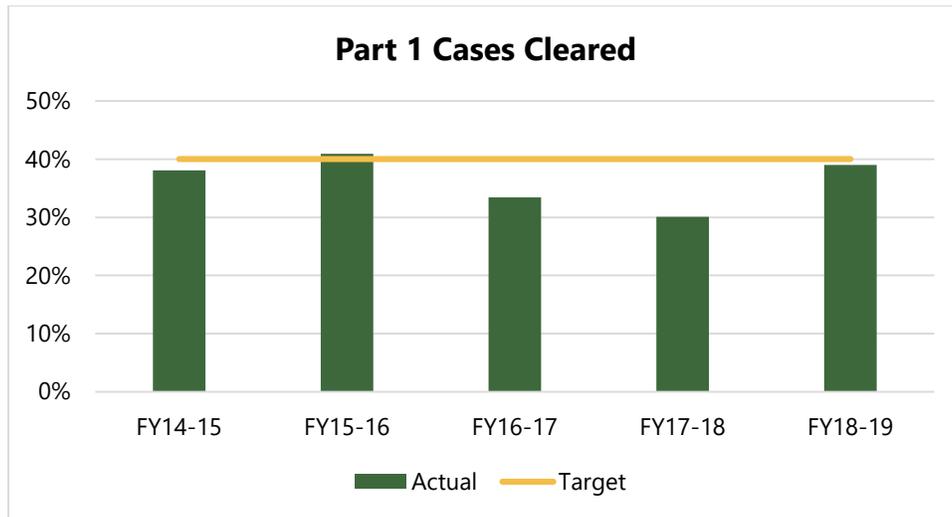


Economic Development	
<b>Performance Measure</b>	Percentage of non-residential property tax value
<b>Target</b>	At least 22% of total assessed value as non-residential
<b>Current Status</b>	20.4% of total assessed value
<b>Supplemental Budget for FY20-21</b>	Appropriated funds for continued development of Cash Corporate Center site
<b>Estimated Timeframe for Achieving Goal</b>	FY22-23

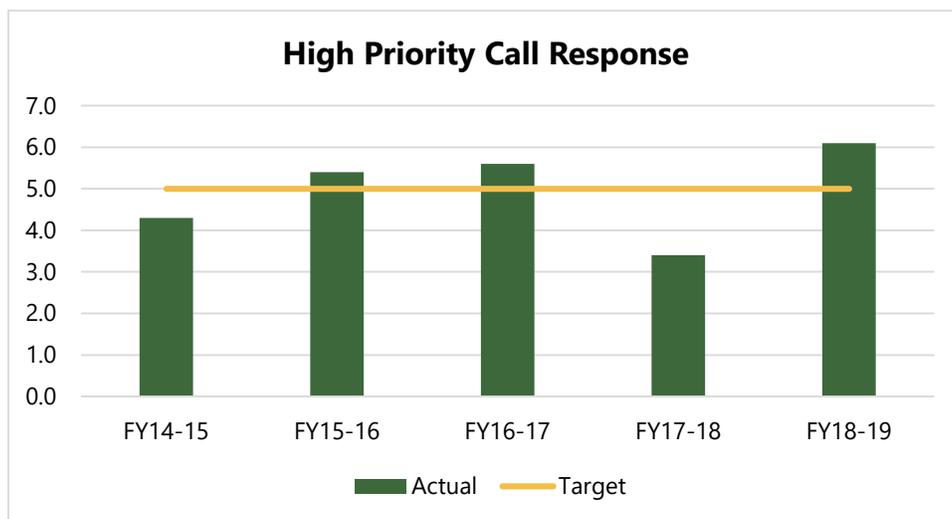


## Safe Community & Reliable Infrastructure

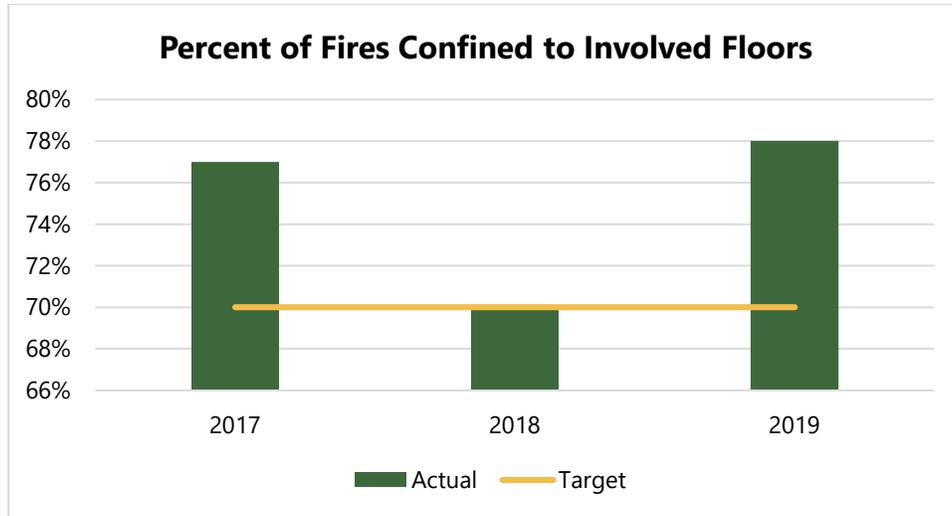
Police	
<b>Performance Measure</b>	Percentage of reported Part I cases cleared
<b>Target</b>	At least 40 percent
<b>Current Status</b>	39.0 percent in FY18-19
<b>Supplemental Budget for FY20-21</b>	Appropriated funds for body worn cameras and equipment
<b>Estimated Timeframe for Achieving Goal</b>	Improvement in FY18-19, achievement expected soon



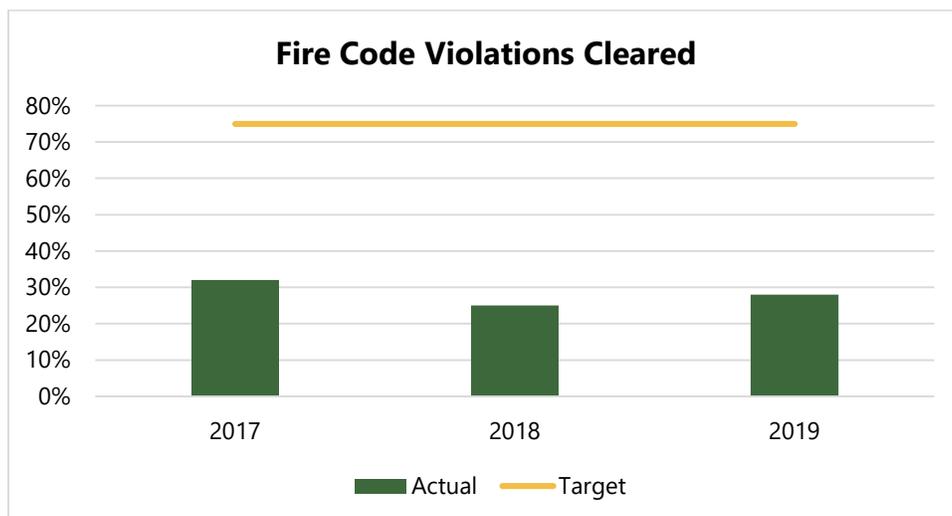
Police	
<b>Performance Measure</b>	Response time for high priority calls
<b>Target</b>	5 minutes or less
<b>Current Status</b>	6.1 in FY18-19
<b>Supplemental Budget for FY20-21</b>	Authorized new telecommunicator supervisor positions for FY20-21
<b>Estimated Timeframe for Achieving Goal</b>	Achieved



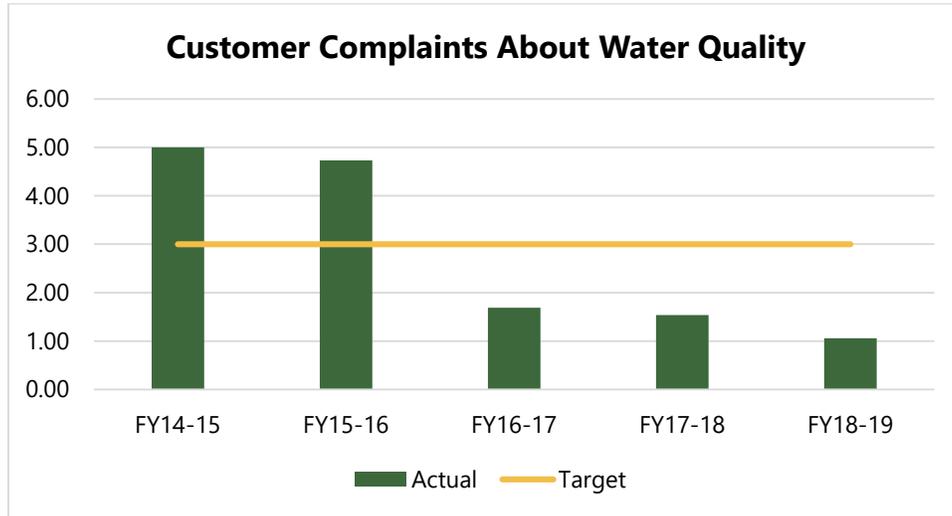
Fire	
<b>Performance Measure</b>	Percentage of structure fires confined to the floor of origin
<b>Target</b>	70 percent or more
<b>Current Status</b>	78 percent in 2019
<b>Supplemental Budget for FY20-21</b>	Appropriated funds for Fire Works software for better training
<b>Estimated Timeframe for Achieving Goal</b>	Achieved



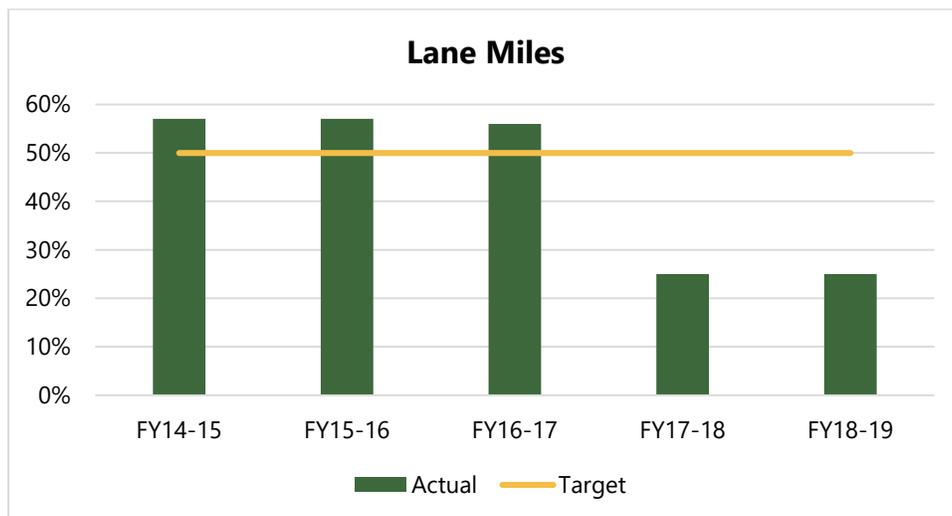
Fire	
<b>Performance Measure</b>	Percentage of fire code violations cleared within 30 days of initial inspection
<b>Target</b>	75 percent or more
<b>Current Status</b>	28 percent in 2019
<b>Supplemental Budget for FY20-21</b>	Appropriated funds for Fire Works software for better training
<b>Estimated Timeframe for Achieving Goal</b>	Achieved



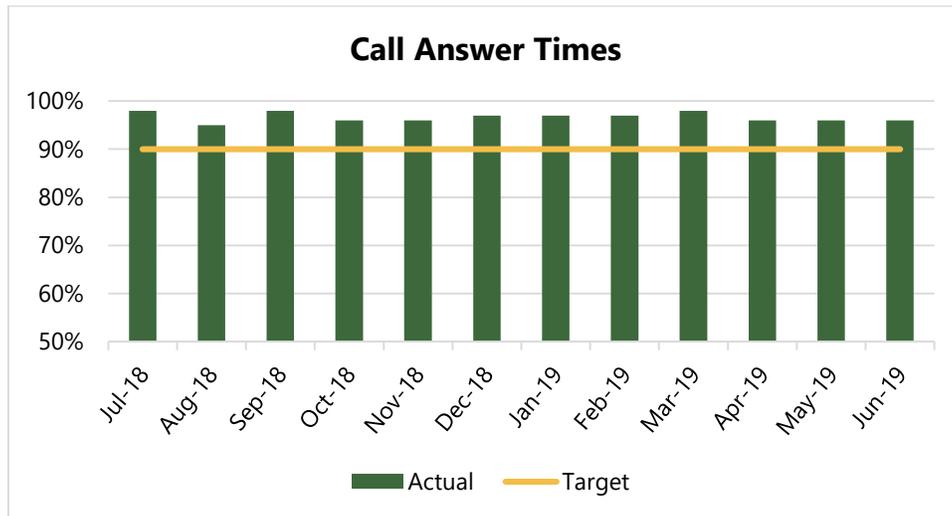
Water Resources	
<b>Performance Measure</b>	Number of customer complaints about water quality per 1,000 meters of main line pipe
<b>Target</b>	3 or less
<b>Current Status</b>	1.06 in FY18-19
<b>Supplemental Budget for FY20-21</b>	Added drone training for Infrastructure Inspections to identify needed repairs
<b>Estimated Timeframe for Achieving Goal</b>	Achieved



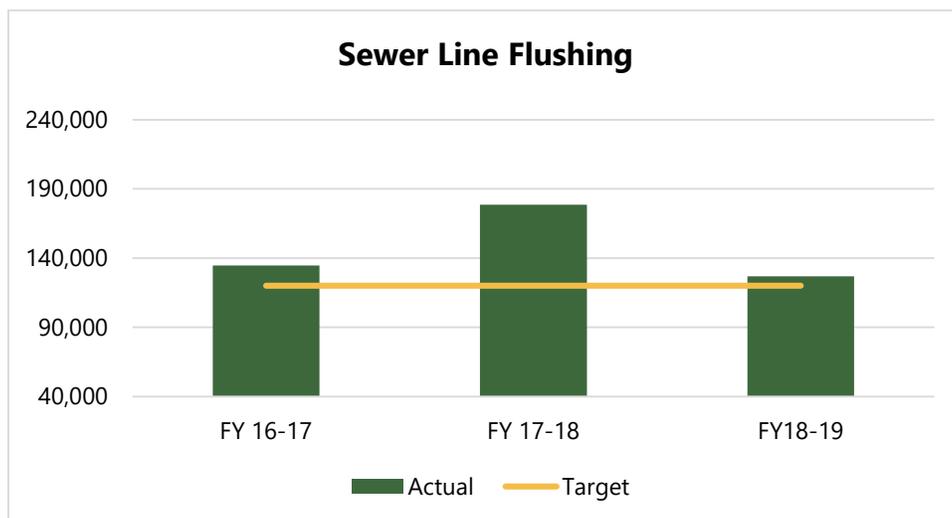
Streets	
<b>Performance Measure</b>	Percentage of lane miles rated 85 or better
<b>Target</b>	At least 50 percent
<b>Current Status</b>	25 percent in FY18-19
<b>Supplemental Budget for FY20-21</b>	Appropriated funds for the 2020 Pavement Condition Survey
<b>Estimated Timeframe for Achieving Goal</b>	One year after the 2020 Pavement Condition Survey is completed



Police	
<b>Performance Measure</b>	Percentage of calls answered within 10 seconds
<b>Target</b>	90 percent or higher
<b>Current Status</b>	96 percent or higher
<b>Supplemental Budget for FY20-21</b>	Appropriated funds for continued education for the communications center
<b>Estimated Timeframe for Achieving Goal</b>	Achieved



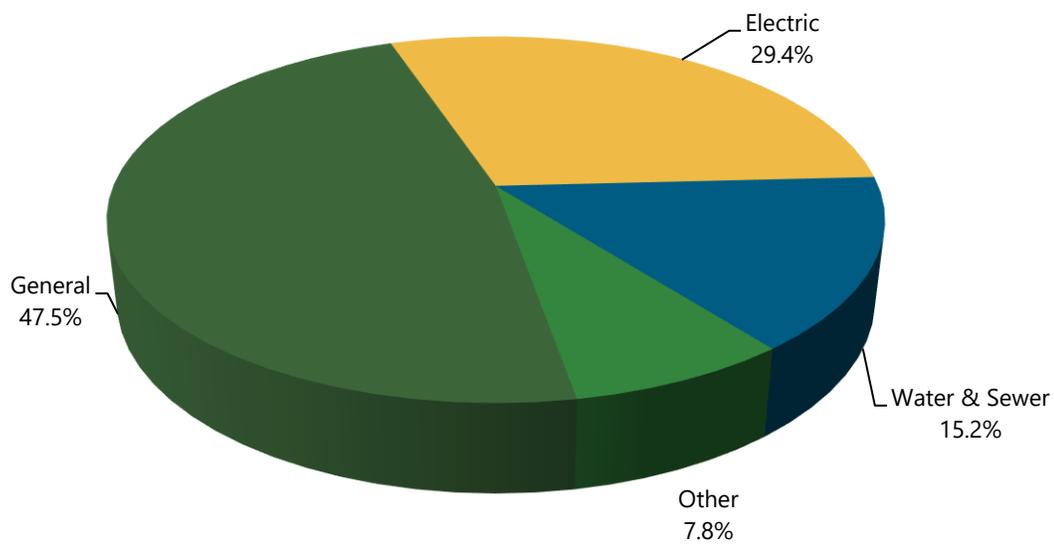
Water Resources	
<b>Performance Measure</b>	Sewer Line Flushing
<b>Target</b>	At least 120,000 feet per fiscal year
<b>Current Status</b>	126,752 feet
<b>Supplemental Budget for FY20-21</b>	Utilizing Cityworks and GIS to track maintenance. Assessing staffing and equipment needs to improve efficiency.
<b>Estimated Timeframe for Achieving Goal</b>	Achieved



## Town Revenues

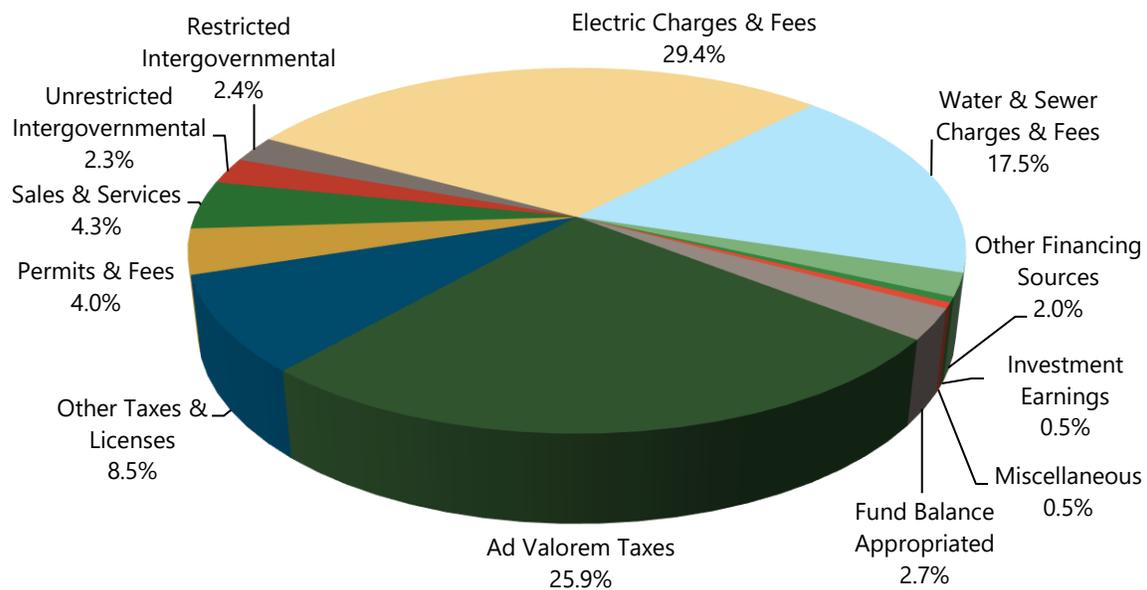
Town Revenues by Fund					
Fund	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Budget	Percent Change
General	60,969,554	69,451,439	63,026,484	71,134,100	2.42%
Electric	40,907,945	44,687,614	44,098,235	44,030,900	-1.47%
Water & Sewer	37,576,626	23,932,546	22,011,167	22,725,900	-5.04%
Other	18,176,746	12,392,850	11,368,152	11,713,800	-5.48%
<b>Total</b>	<b>\$157,630,871</b>	<b>\$150,464,449</b>	<b>\$140,504,038</b>	<b>\$149,604,700</b>	<b>-0.57%</b>

Town Revenues by Fund FY20-21

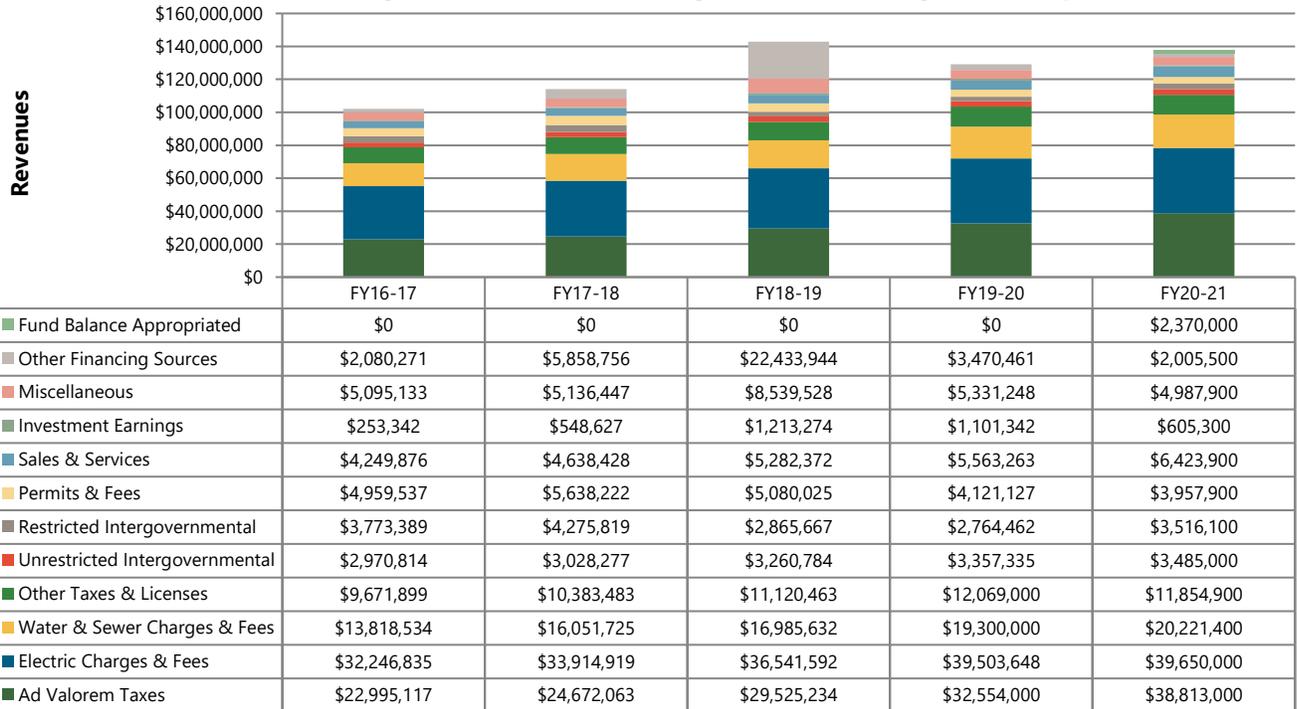


Town Revenues by Source					
Type	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Budget	Percent Change
Ad Valorem Taxes	29,525,234	32,470,000	32,554,000	38,813,000	19.53%
Other Taxes & Licenses	11,911,346	12,508,000	13,016,409	12,689,900	1.45%
Permits & Fees	8,546,474	6,951,300	6,675,127	5,957,900	-14.29%
Sales & Services	5,279,822	5,602,500	5,561,063	6,429,900	14.77%
Unrestricted Intergovernmental	3,260,784	3,312,300	3,357,335	3,485,000	5.21%
Restricted Intergovernmental	2,865,667	2,649,700	2,764,462	3,516,100	32.70%
Electric Charges & Fees	40,738,007	43,690,500	43,897,229	43,910,900	0.50%
Water & Sewer Charges & Fees	27,822,444	27,026,900	25,500,000	26,221,400	-2.98%
Other Financing Sources	22,433,944	3,743,800	3,470,461	3,025,500	-19.19%
Investment Earnings	2,128,823	1,324,100	1,296,285	741,300	-44.01%
Miscellaneous	968,135	722,500	951,167	740,500	2.49%
Fund Balance Appropriated	2,150,191	10,462,849	1,460,500	4,073,300	-61.07%
<b>Total</b>	<b>157,630,871</b>	<b>\$150,464,449</b>	<b>\$140,504,038</b>	<b>\$149,604,700</b>	<b>-0.57%</b>

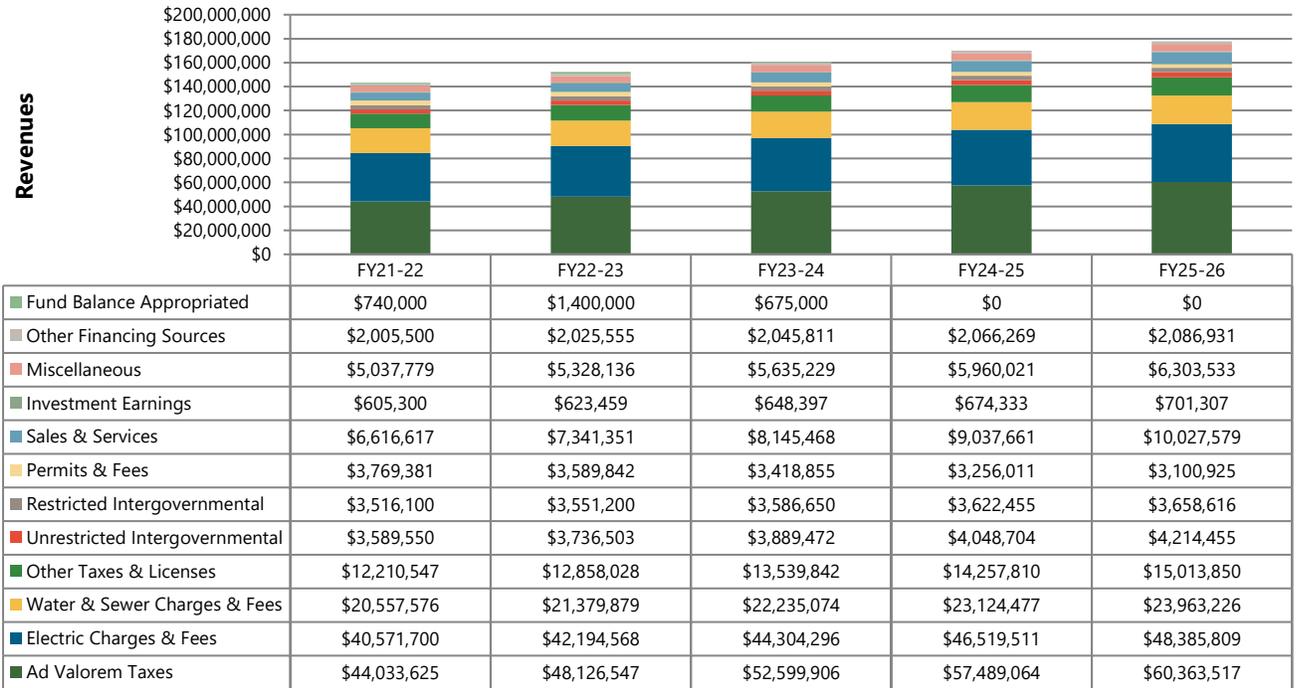
Town Revenues by Sources FY20-21



### Major Town Revenues by Source: Multiyear Comparison



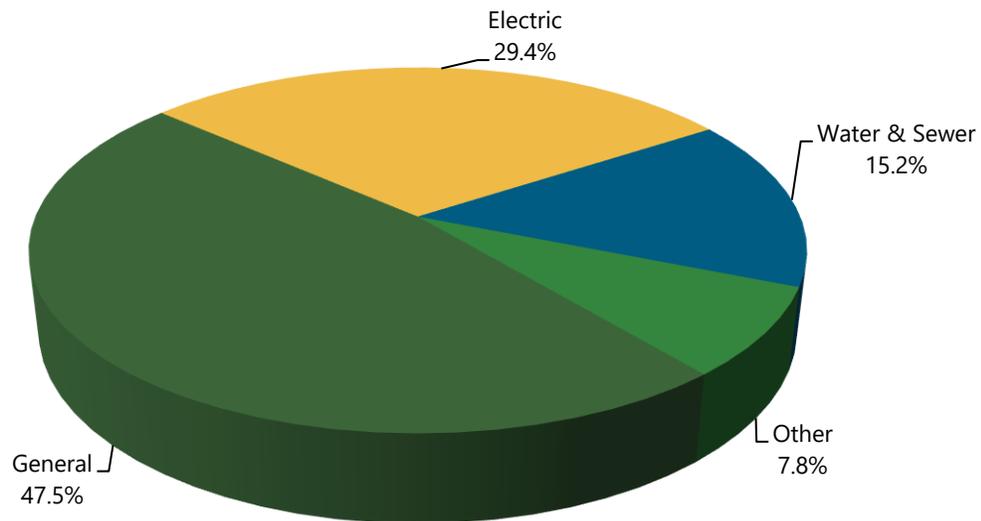
### Major Town Revenues by Source Projections



## Town Expenditures

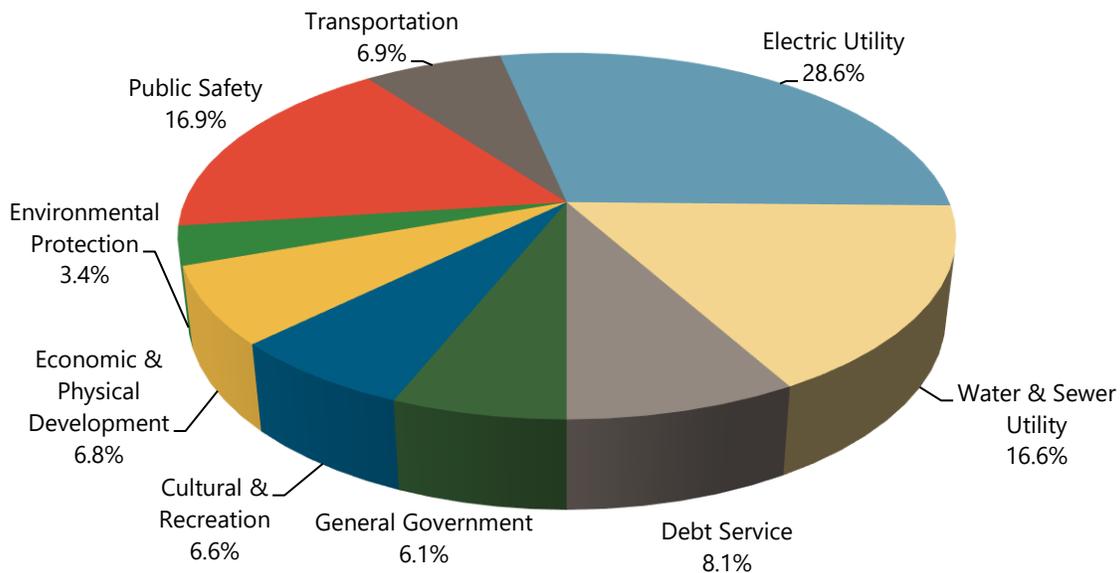
Town Expenditures by Fund					
Fund	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Budget	Percent Change
General	55,998,521	69,451,439	62,297,027	71,134,100	2.42%
Electric	40,339,021	44,687,614	42,546,810	44,030,900	-1.47%
Water & Sewer	34,545,669	23,932,546	21,375,063	22,725,900	-5.04%
Other	27,088,097	12,392,850	12,148,027	11,713,800	-5.48%
<b>Total</b>	<b>\$157,971,309</b>	<b>\$150,464,449</b>	<b>\$138,366,927</b>	<b>\$149,604,700</b>	<b>-0.57%</b>

Town Expenditures by Fund FY20-21

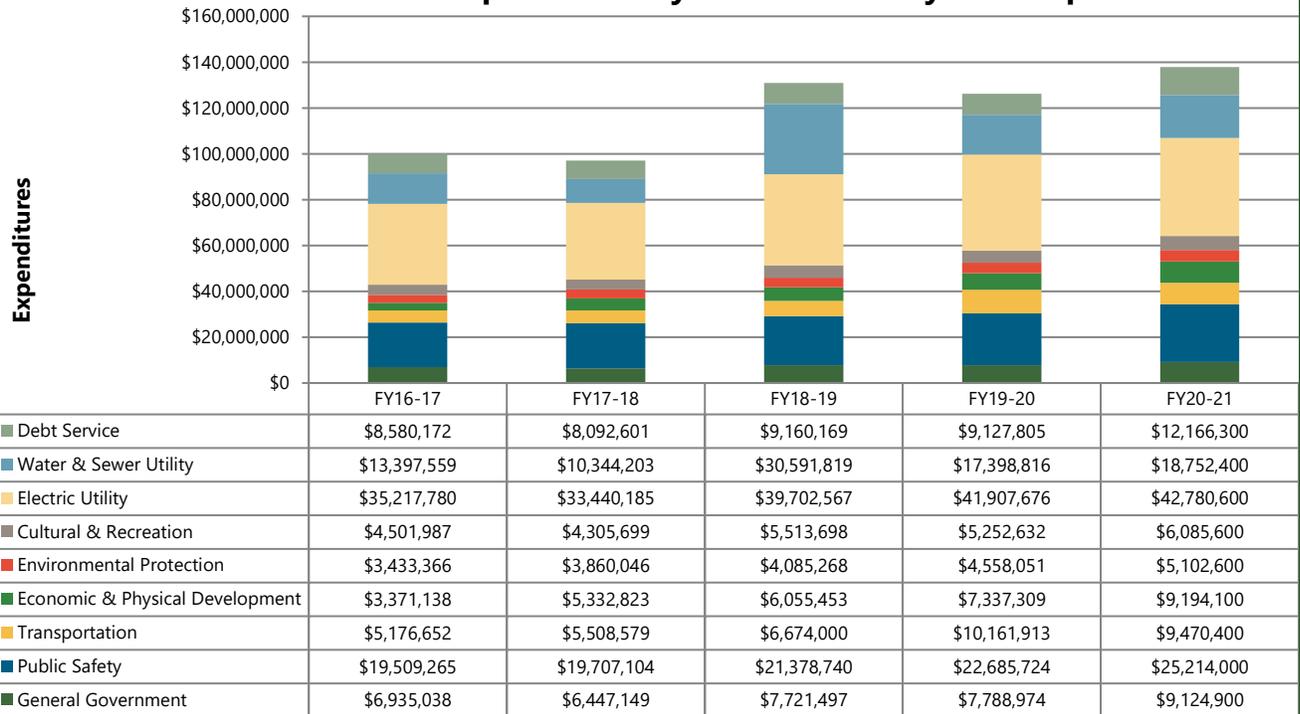


Town Expenditures by Function					
Type	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Budget	Percent Change
General Government	7,721,499	10,386,754	8,386,974	9,134,900	-12.05%
Cultural & Recreation	10,637,106	9,325,584	8,219,268	9,854,900	5.68%
Economic & Physical Development	6,055,453	8,440,467	7,337,309	10,214,100	21.01%
Environmental Protection	4,085,268	5,001,887	4,558,051	5,102,600	2.01%
Public Safety	21,384,660	24,990,548	22,702,206	25,228,500	0.95%
Transportation	7,523,096	11,651,049	11,193,322	10,320,400	-11.42%
Electric Utility	39,702,567	44,048,414	41,907,676	42,780,600	-2.88%
Water & Sewer Utility	51,701,605	27,491,646	24,934,447	24,802,200	-9.78%
Debt Service	9,160,056	9,128,100	9,127,674	12,166,500	33.29%
<b>Total</b>	<b>\$157,971,309</b>	<b>\$150,464,449</b>	<b>\$138,366,927</b>	<b>\$149,604,700</b>	<b>-0.57%</b>

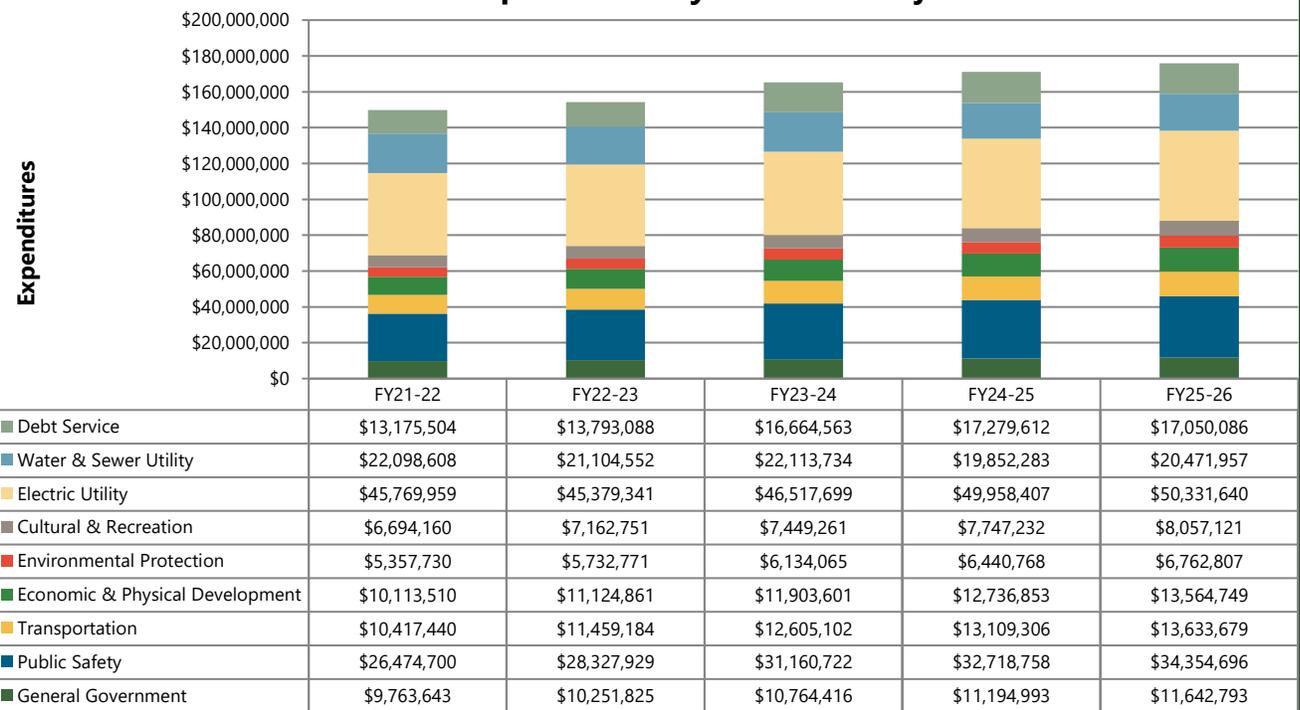
Town Expenditures by Function FY20-21



### Town Expenditures by Function: Multiyear Comparison

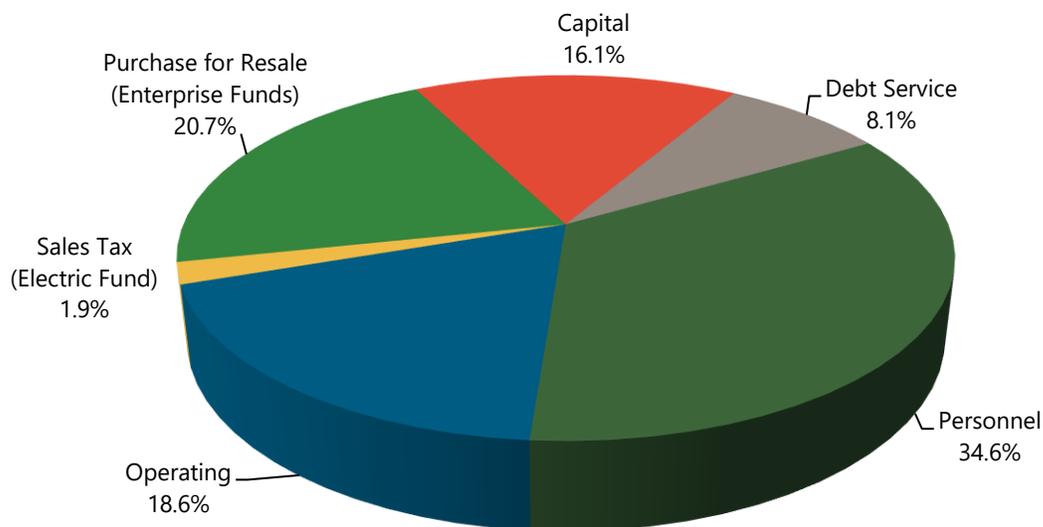


### Town Expenditures by Function: Projections

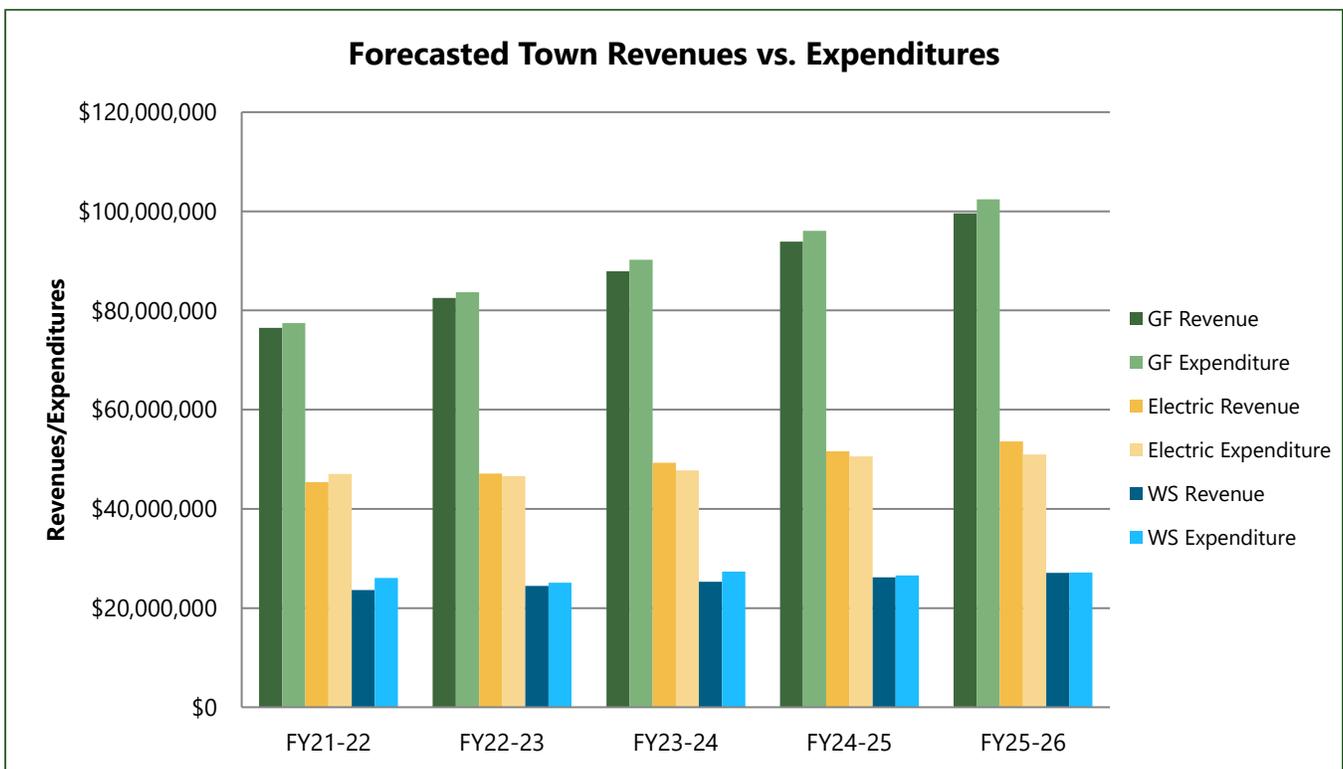
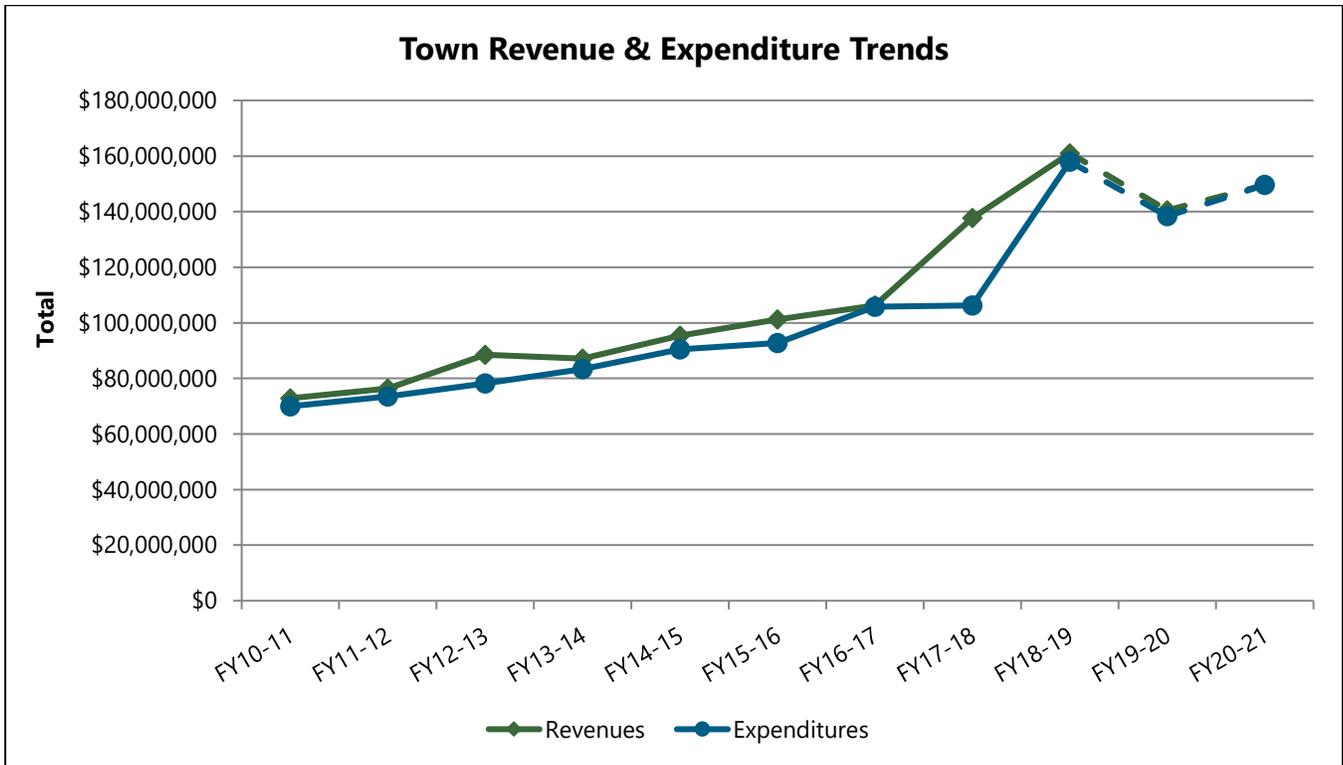


Town Expenditures by Type					
Type	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Budget	Percent Change
Personnel	39,199,649	48,445,400	44,680,461	51,708,700	6.74%
Operating	35,389,497	30,251,293	24,863,776	27,773,000	-8.19%
Sales Tax (Electric Fund)	2,572,686	2,749,000	2,817,273	2,856,500	3.91%
Purchase for Resale (Enterprise Funds)	27,695,177	30,261,500	29,711,035	31,036,500	2.56%
Capital	43,954,243	29,629,156	27,166,708	24,063,500	-18.78%
Debt Service	9,160,056	9,128,100	9,127,674	12,166,500	33.29%
<b>Total</b>	<b>\$157,971,309</b>	<b>\$150,464,449</b>	<b>\$138,366,927</b>	<b>\$149,604,700</b>	<b>-0.57%</b>

Town Expenditures by Type FY20-21



## Revenues vs. Expenditures



## COVID-19 & Recession

The COVID-19 pandemic and the ensuing recession has created uncertainty in how government and businesses will operate and what the national and world economy will look like over the next year. Recently, Moody's Investors Service downgraded its outlook for US local governments from stable to negative. Their change in outlook is a result of the ever-evolving impact of COVID-19 on the economy. Moody's projections include a 5.7 percent contraction in the US economy for 2020 with an optimistic return to pre-COVID levels by the third quarter of 2021. Apex has benefited from strong revenue growth over the past several years, including increases in sales tax and new development fee revenues, both of which will suffer during a recession. Attempting to gauge the impact of the recession is difficult as varying and competing economic models exist. Additionally, sales tax collections lag by three months and data to assess the true impact of the recession is not readily available. In developing revenue projections for FY20-21, town staff referenced various models and sources and compared past trends from the 2008 recession with current revenue trends. Despite the research and conservative approach to projecting revenues, uncertainty and a margin of error exist. The following assumptions explain how revenue projections were determined for the FY20-21 Budget and include potential revenue reductions that town staff will closely monitor. In response to the additional reductions, the supplemental section of the budget document includes a list of identified projects and programs that can be delayed or removed from the budget if revenues are less than projected.

## Ad Valorem Taxes

Ad valorem taxes are based on a \$0.38 tax rate per \$100 of assessed valuation (estimated at \$38.81 million with a 99.89 percent collection rate in the General Fund). Wake County conducts revaluations every four years with the most recent revaluation in 2020. The resulting revenue neutral tax rate from the revaluation is \$.3493. With the revaluation, the Apex tax base grew by \$2,330,202,299 (29.57 percent) to \$10,209,900,000. Each penny on the tax rate is equivalent to \$1,019,867 in revenue. Like most of Wake County, Apex has experienced high growth over the past decade. Apex has experienced a five-year average increase of 6.34 percent in population and a three-year average increase of 9.29 percent in assessed value excluding the most recent revaluation. Property tax revenues should remain stable despite the COVID-19 recession based on previous recession trends, including the Town's ability to maintain a 99.1 percent collection rate during the 2008 recession. Applying the reduced collection rate would result in ad valorem revenues of \$38.45 million, **a reduction of \$360,000.**

## Other Taxes & Licenses

Local sales tax represents 98.19 percent of the taxes and licenses revenues. The impact of the COVID-19 recession will be heaviest on sales tax revenues. The North Carolina League of Municipalities (NCLM) reported that before the pandemic, sales tax trends indicated statewide growth of about 5.6 percent for the rest of FY19-20. At the same point in time, Apex had already experienced more than 15 percent in year-over-year sales tax revenue growth. Over the past ten years, the state has experienced an average growth in sales tax of 3.79 percent while Apex has experienced a growth rate of 8.20 percent. The NCLM produced three models for sales tax revenue estimates in FY20-21. Each model represents a different degree of severity in the impact of the recession. At the worst, NCLM projections indicate a statewide decrease of 9.0 percent for the first quarter of FY20-21, followed by a 3.0 percent decrease in quarter two, and no growth in the last half of FY20-21. This model would result in projected sales tax revenues of \$11.05 million for Apex in FY20-21. The middle or moderate model bases projections on a 10.0 percent decrease to closeout FY19-20 followed by a 9.0 percent decrease in quarter one of FY20-21 and no growth for the rest of FY20-21. This model would result in projected sales tax revenues of \$11.45 million for Apex in FY20-21. The final model represents a lesser impact from the recession and projects a 5.0 percent decline for the remainder of FY19-20 with no growth through the first two quarters of FY20-21 and 3.0 percent growth the second half of the fiscal year. This model would result in projected sales tax revenues of \$12.04 million for Apex in FY20-21. Based on the strong sales tax growth through the first three quarters of FY19-20, the Town estimates a year-end total of \$12.00 million for sales tax revenues. Using this as a baseline and applying the NCLM moderate model, the Town would receive \$11.63 million in sales tax revenues in FY20-21, a reduction of \$2.02 million from original sales tax estimates for FY20-21. Sales tax revenues



included in the FY20-21 Budget indicate a 0.45 percent decrease from the FY19-20 Budget and a 14.82 percent decrease from the expected sales tax revenues before the COVID-19 recession.

## Unrestricted Intergovernmental

Apex receives utility sales taxes, video programming revenues, beer and wine taxes, and solid waste taxes from the State as well as solid waste rebates from Wake County. The State applies the general sales tax rate to the sale of electricity and natural gas and returns a percentage of the proceeds to the cities and towns. The utility sales taxes include proceeds from state taxes on electric, gas, and telephone companies. Reports from the NCLM indicate that revenues from the electric sales tax will increase while telecommunications tax and piped gas tax revenues will decrease. Revenues from electric sales tax make up 72.12 percent of the Town's utility sales tax revenues. Apex received an increase in utility sales tax revenues of 4.45 percent in FY18-19. Before COVID-19, collections estimates for FY19-20 indicated an increase of 6.89 percent. Collectively, the FY20-21 Budget includes revenue estimates for utility sales taxes to increase by 1.48 percent from the FY19-20 revenue estimates due to the Town's original growth surpassing the state average. Applying the expected decreases presented by the NCLM for the state average would result in utility sales tax and video programming revenues of \$2.80 million, a **reduction of \$200,000**.

The Beer and Wine Tax includes an excise tax on beer and wine that is distributed based on a per capita basis. Distributions for FY19-20 are expected to be equivalent to FY18-19. The FY20-21 Budget reflects a 2.38 percent increase based on a four-year average.

The State levies a \$2 per-ton tax on municipal solid waste and construction and demolition debris deposited in a landfill in the state, or transferred at a transfer station for disposal outside the state. Municipalities receive 18.75 percent of the tax on a per capita basis. The five-year trend for this distribution reflects a peak and valley trend with relatively flat growth one year followed by five percent growth the next year. FY19-20 represented a valley in the current distribution trend. The FY20-21 Budget includes a modest increase for the solid waste tax revenues. Similar to State collected solid waste taxes, rebates from Wake County for landfill fees have been up and down and reflect an 8.48 percent average growth over five years. The FY20-21 Budget includes \$230,000 for the solid waste rebate revenues, which is 5.65 percent less than the FY19-20 Budget estimate.

## Restricted Governmental

As of 2016, The General Assembly began appropriating dollars for Powell Bill funds instead of relying on the previous distribution method based on gas tax revenues. The State maintained a total appropriation of \$147.5 million in FY17-18, FY18-19, and FY19-20. The NC General Assembly voted to increase the Powell Bill allocation by 7.37 million for FY20-21. Seventy-five percent of the Powell Bill distribution is calculated based on municipal populations. The projected per capita allocation for the FY20-21 Powell Bill distribution is \$19.11. The remaining 25 percent of the distribution is allocated based on the number of municipally maintained street system miles. The projected value of the mileage-based allocation for the FY20-21 Powell Bill distribution is \$1,580.13 per street mile. Using these values, the Town estimates its FY20-21 Powell Bill allocation to be \$1,421,000. Population growth and an increase in town-maintained road miles represent the reason for a 9.32 percent increase over FY19-20.

Contributions from other agencies, including Wake County Public Schools and Wake County are determined by established contracts or agreements. Revenues from Wake County Public Schools partially offset costs for resource officers at high school and middle school campuses. Wake County collects a fire district tax of \$.096 per \$100 of valuation on property not within municipal corporate limits. The County distributes revenues from the fire district tax based on a weighted formula that includes service demand, population, property value, heated square footage, and land area. Apex receives a portion of the fire tax revenues for the delivery of fire protection services to residents within the Apex Fire District who do not live within the Town's corporate limits. The Town will receive \$1,130,100 from Wake County for extraterritorial fire



protection services in FY20-21. This is a 9.02 percent decrease compared to FY19-20. The decrease is the result of a combination of voluntary annexations reducing the amount of land area and number of residents in non-incorporated areas and the impact of COVID-19.

The overall increase in restricted governmental revenues for FY20-21 is primarily the result of \$722,000 in grant funds that the Town expects to receive to implement its first transit route in April 2021.

## Permits & Fees

Permit and fee revenues are predominantly associated with development related services such as planning applications and building inspections. Although population growth in Apex has continued at a rate of over 6.0 percent per year, the number of new subdivisions has slowed and is expected to slow further with the economic recession. This accounts for a decrease of \$706,600 in fees associated with new subdivision reviews, inspections, and approvals as compared to FY19-20 estimates. Construction for already approved subdivisions continues to support revenues for related inspections and permitting and minimizes the impact of slower growth for now. As of April 1, 2020, the Town has issued permits for 5,744 of 10,419 approved residential units. Of the total \$3.96 million permit and fee revenues in the FY20-21 Budget, \$3.03 million is restricted by General Statutes specifically for building inspections and permitting related activities.

## Sales & Services

Sales and services revenues primarily consist of revenues from solid waste services and recreation fees. Solid waste, yard waste, and recycling collections comprise \$5.51 million in FY20-21, a 14.38 percent increase over year-end estimates for FY19-20. Customer counts for solid waste collection increased by 11.49 percent between January 2019 and January 2020. Collection fees for solid waste and recycling will increase in FY20-21 by 2.5 percent and 14.25 percent, respectively. The significant increase in the recycling fee includes \$1.27 beyond the standard inflationary adjustment (2.5 percent) to account for a declining global demand for recycling materials and increases in processing costs. Despite the high customer growth from 2019 to 2020 and the three-year average customer growth of 8.08 percent, FY20-21 estimates rely on a conservative growth rate of 3.0 percent in response to the COVID-19 recession.

The FY20-21 Budget includes \$899,800 in revenues from recreation and cultural activity fees and facility rentals, which represents a 27.28 percent decrease from the pre-COVID FY19-20 year-end estimates. The pandemic's impact on recreation activities is difficult to gauge and the FY20-21 Budget includes 25 percent decreases for all programs. It is possible that program participation and facility rentals could decline further, and a 50 percent decline would result in **further revenue reductions of \$342,000**.

## Other Financing Sources

Other financing sources represents revenues generated from sales of capital assets, bond sales, and transfers in from other funds. Total fund transfers in FY20-21 consist of \$1,930,500 from the Water and Sewer Capital Reserve to the Water and Sewer Fund.

## Investment Earnings

Investment earnings had been steadily rising until the COVID-19 recession. Estimates for FY20-21 are half of the current year revenues to account for rate reductions. The FY20-21 Recommended Budget includes \$355,300 in the General Fund, \$75,000 in the Electric Fund, and \$175,000 in the Water and Sewer Fund. Collectively, FY20-21 investment earnings estimates are \$665,000 less than FY19-20.



## Electric Charges

The FY20-21 Budget includes \$39.65 million in revenue from electric charges for service. This amount represents a 0.83 percent increase from FY19-20. The budget does not include an electric rate to the base charge and energy charge. Apex's electric utility customer base increased by 2,592 (12.17 percent) from January 2019 to January 2020. As a result of the COVID-19 pandemic and subsequent recession, the FY20-21 Budget uses a customer growth projection of 3.0 percent, which is substantially lower than the Town's recent average of 10.77 percent. On March 31, 2020, NC Governor Roy Cooper issued Executive Order 124 (EO124), which prohibited utility cutoffs, late fees, and reconnection fees through May 31, 2020. Three weeks prior to EO124, Apex had already suspended cutoffs and late fees through June 5, 2020, and began offering payment arrangements. A slower growth rate due to the recession and the unknown impact of EO124 could **reduce electric charge revenues an additional \$400,000**.

## Other Operating Revenue

Other operating revenues are associated with the enterprise funds and represent sales tax, underground and service lateral fees, electric meters in the Electric Fund (\$4.26 million), and water tank rentals in the Water and Sewer Fund (\$180,000). Sales tax on electricity sales makes up 64.56 percent of other operating revenues for the Electric Fund at \$2.75 million. This amount is less than a one percent increase over FY19-20 due to expected reductions in energy consumption by households and businesses during the recession.

## Water & Sewer Charges

The Town estimates revenues of approximately \$20.22 million from water and sewer charges in FY20-21, a 3.83 percent decrease from budgeted revenues for FY19-20. An overestimate of revenues from water charges in FY19-20 is the primary reason for the decrease in water and sewer revenues. Additionally, the expected impact of the COVID-19 recession on growth lessens revenues estimates for FY20-21. New customer growth has averaged nearly six percent the past few years, with an 11.58 percent growth for water customers and 11.65 percent growth for sewer customers in FY19-20. Adjustments due to the recession cut the growth rate in half to 3.0 percent. A further reduction in growth rate coupled with the potential effects of EO124 could **reduce water and sewer charge revenues an additional \$1.20 million**.

## Fund Balances

The Town plans to appropriate \$2,370,000 from the General Fund fund balance for FY20-21. The FY20-21 Budget does not include appropriations of reserves for the Electric Fund or Water and Sewer Fund.



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 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**

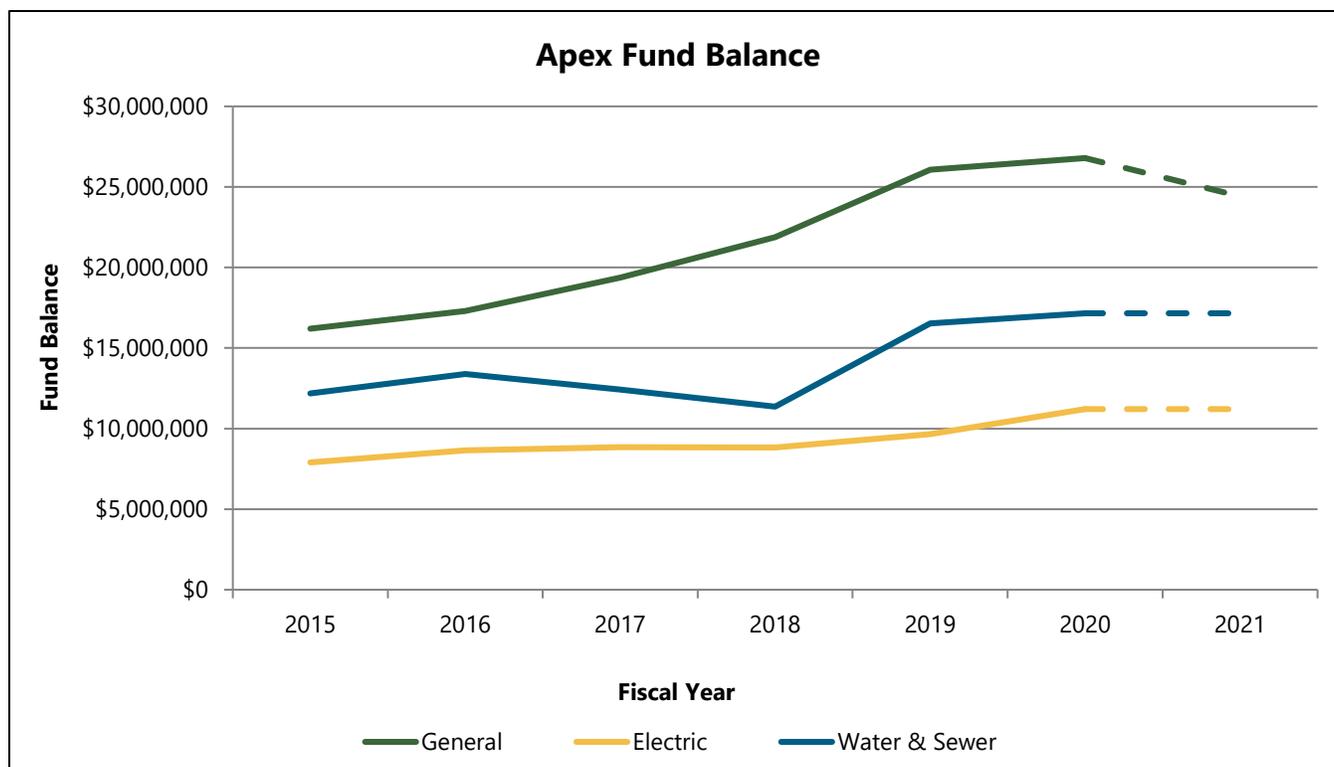
An inadequate fund balance can lead to cash flow problems, disruption of services, or the inability of the Town to respond in an emergency. Building a strong fund balance requires a substantial amount of time and often includes increases in taxes and fees and/or significant expenditure cuts. For these 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 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 40.22 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 FY20-21 in the revenues sections for each fund.



Apex Fund Balance							
Fund	2015	2016	2017	2018	2019	2020	2021
<b>General</b>	\$16,202,079	\$17,293,502	\$19,377,183	\$21,882,913	\$26,062,318	\$26,791,775	\$24,421,775
% Change		6.74%	12.05%	12.93%	19.10%	2.80%	-8.85%
Fund Balance %	40.45%	42.62%	41.37%	43.73%	46.54%	43.01%	34.33%
Months Equiv.	4.85	5.11	4.96	5.25	5.58	5.16	4.12
<b>Electric</b>	\$7,901,628	\$8,649,074	\$8,852,000	\$8,822,953	\$9,658,339	\$11,209,764	\$11,209,764
% Change		9.46%	2.35%	-0.33%	9.47%	16.06%	0.00%
Fund Balance %	24.19%	25.88%	24.69%	25.89%	23.94%	26.35%	25.46%
Months Equiv.	2.90	3.11	2.96	3.11	2.87	3.16	3.06
<b>Water &amp; Sewer</b>	\$12,188,617	\$13,389,378	\$12,430,751	\$11,362,881	\$16,520,078	\$17,156,182	\$17,156,182
% Change		9.85%	-7.16%	-8.59%	45.39%	3.85%	0.00%
Fund Balance %	87.70%	86.74%	71.35%	78.97%	47.82%	80.26%	75.49%
Months Equiv.	10.52	10.41	8.56	9.48	5.74	9.63	9.06



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 8 percent of the unit's taxable assessed valuation, which is \$566,583,807 for Apex as of July 1, 2019.

## **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 electric or 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. This type of obligation is privately placed with a financial institution or vendor. The security for the obligation is the asset being purchased or constructed. Bank qualified IP agreements, when less than \$10 million borrowed in the calendar year, 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 an IP except that the debt is publically traded rather than privately placed. COPs typically have higher interest rates than GO bonds because the debt is secured by a pledge of the asset being purchased or constructed and 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, 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.

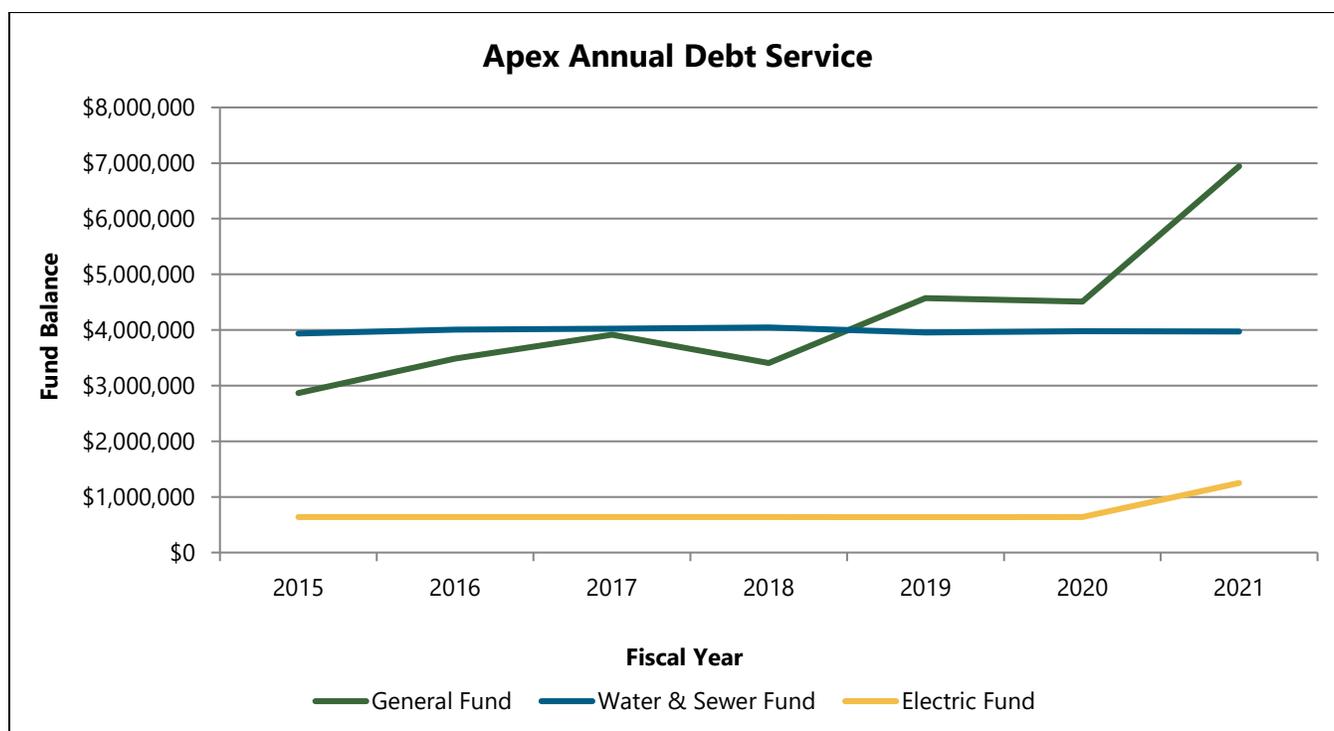


## Tax Increment Financing Bonds

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, 2020, the Town's debt obligation is \$124,502,741. Approximately \$74.1 million is in the General Fund, \$2.9 million in the Electric Fund, and \$47.5 million in the Water & Sewer Fund. The Town's General Fund debt consists of installment purchase agreements (16.7 percent) and general obligation bonds (83.3 percent). The Water & Sewer Fund debt is predominantly general obligation bonds (62.5 percent) and includes State revolving loans (27.6 percent) and installment purchase agreements (9.9 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	FY20-21 Principal	FY20-21 Interest	Total Debt Service
2020	Parks & Recreation	General Obligation	\$28,000,000	20	\$590,000	\$1,009,703	\$1,599,703
2020	Parks & Recreation 2/3	General Obligation	\$1,800,000	20	\$900,000	\$89,500	\$989,500
2020	Bonds Streets & Sidewalks Refunding (2009)	General Obligation	\$3,250,000	9	\$260,000	\$121,231	\$381,231
2018	Parks & Recreation Refunding	General Obligation	\$1,105,000	10	\$110,000	\$44,750	\$154,750
2018	Public Improvement (Parks Bond & Streets)	General Obligation	\$23,000,000	20	\$540,000	\$769,769	\$1,309,769
2017	Park Land	Installment Purchase	\$6,000,000	15	\$413,793	\$122,038	\$535,831
2015	Public Safety Station 5	Installment Purchase	\$4,230,000	16	\$340,000	\$101,728	\$441,728
2014	Public Safety Station 4 Refunding	Installment Purchase	\$6,424,000	14	\$464,000	\$93,474	\$557,474
2013	Parks & Recreation	General Obligation	\$6,000,000	20	\$300,000	\$108,000	\$408,000
2013	Parks & Recreation Refunding	General Obligation	\$4,670,000	12	\$505,000	\$59,450	\$564,450
<b>Total</b>							<b>\$6,942,436</b>

Water & Sewer Fund Debt Obligation							
Issue Year	Project	Finance Type	Amount Issued	Term	FY20-21 Principal	FY20-21 Interest	Total Debt Service
2015	Regional Wastewater Treatment Plant	State Revolving Loan	\$17,500,000	20	\$875,000	\$271,950	\$1,146,950
2014	Water & Sewer Improvements	Installment Purchase	\$8,045,000	14	\$563,000	\$133,839	\$696,839
2012	Wastewater System	General Obligation	\$35,000,000	25	\$980,000	\$1,061,125	\$2,041,125
2011	Regional Wastewater Treatment Plant	Installment Purchase	\$355,059	20	\$17,753	\$4,306	\$22,059
2007	Regional Wastewater Treatment Plant	Installment Purchase	\$1,159,825	20	\$57,706	\$8,906	\$66,612
<b>Total</b>							<b>\$3,973,585</b>

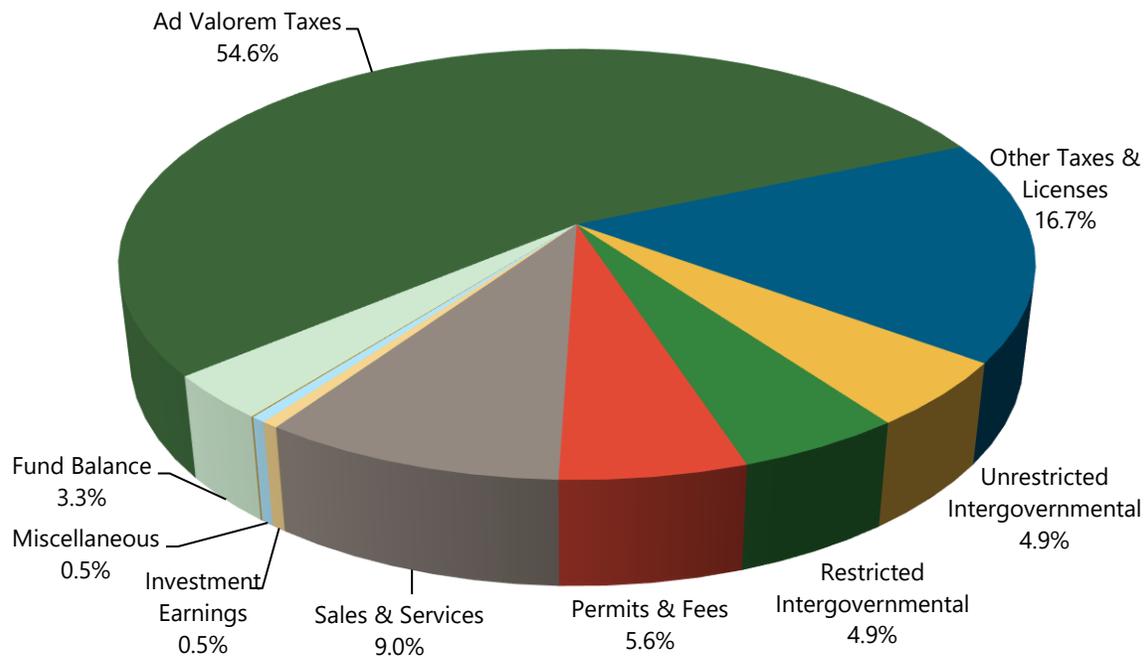
Electric Fund Debt Obligation							
Issue Year	Project	Finance Type	Amount Issued	Term	FY20-21 Principal	FY20-21 Interest	Total Debt Service
2019	Electric Office Building	Revenue Bond	\$10,000,000	20	\$436,000	\$174,445	\$610,445
2009	Electrical System Improvements	Revenue Bond	\$7,300,000	15	\$555,000	\$84,780	\$639,780
<b>Total</b>							<b>\$1,250,225</b>

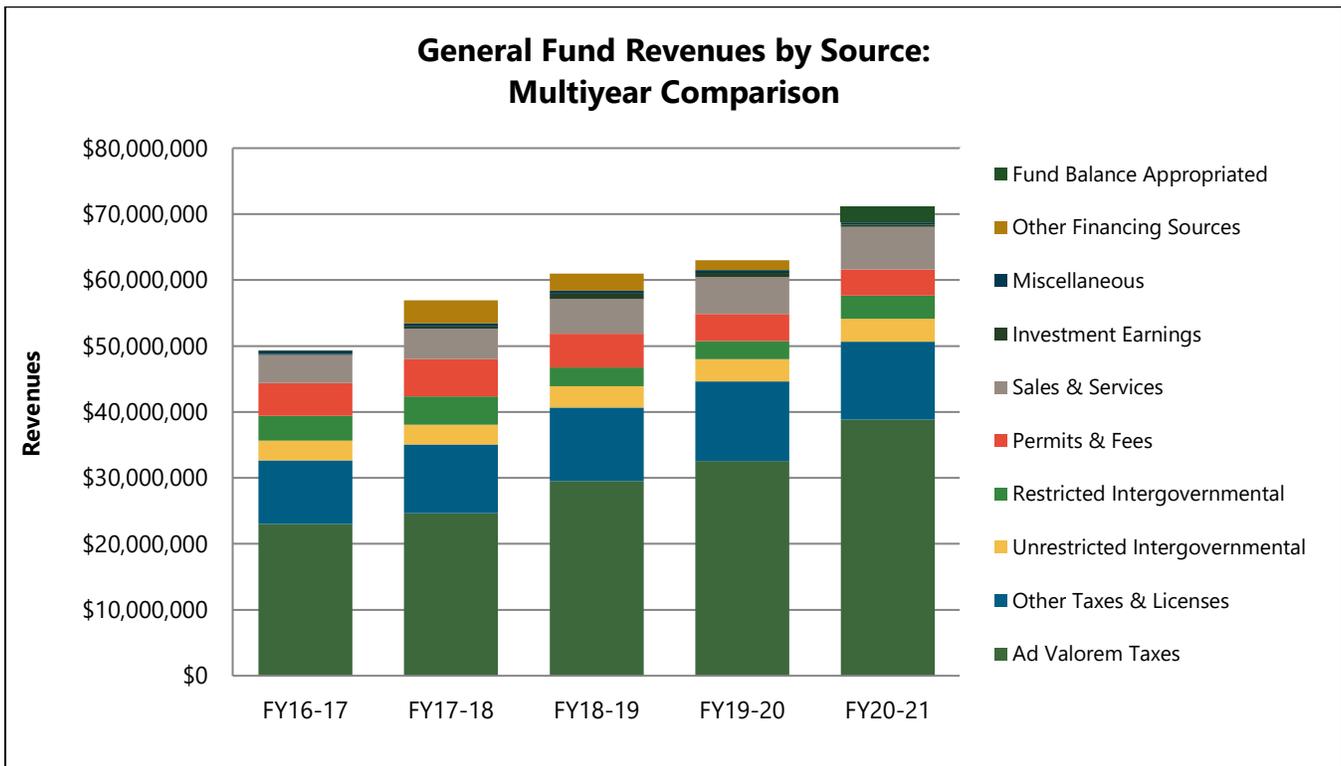


**Revenues by Source**

General Fund Revenues by Source					
Source	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Budget	Percent Change
Ad Valorem Taxes	29,525,234	32,470,000	32,554,000	38,813,000	19.53%
Other Taxes & Licenses	11,120,463	11,758,000	12,069,000	11,854,900	0.82%
Unrestricted Intergovernmental	3,260,784	3,312,300	3,357,335	3,485,000	5.21%
Restricted Intergovernmental	2,865,667	2,649,700	2,764,462	3,516,100	32.70%
Permits & Fees	5,080,025	4,151,300	4,121,127	3,957,900	-4.66%
Sales & Services	5,282,372	5,602,500	5,563,263	6,423,900	14.66%
Investment Earnings	796,746	750,200	640,860	355,300	-52.64%
Miscellaneous	458,023	323,000	436,476	323,000	0.00%
Other Financing Sources	2,580,240	1,758,300	1,519,961	35,000	-98.01%
Fund Balance	-	6,676,139	-	2,370,000	-64.50%
<b>Total</b>	<b>\$60,969,554</b>	<b>\$69,451,439</b>	<b>\$63,026,484</b>	<b>\$71,134,100</b>	<b>2.42%</b>

**General Fund Revenues by Source FY20-21**





## 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 2020. The Town contracts with the Wake County Tax Department to levy and collect ad valorem taxes. The Town’s average collection is 99.89 percent. Ad valorem taxes typically comprise approximately one-half of all General Fund revenues with an estimated \$38.81 million in FY20-21 at a tax rate of \$.38 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 and one-sixth of the municipal vehicle tax, sales tax revenues makeup the “other taxes and licenses” category. In prior years, this category included all of the municipal vehicle tax provided for in N.C.G.S. 20-97 (b1). As of FY18-19, revenues generated through the municipal vehicle tax that are not dedicated to transit go directly to the Transportation Capital Reserve. Sales tax revenues represent the General Fund’s second largest revenue source for FY20-21 at \$11.85 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 FY20-21 budget includes \$3.68 million in expected fees specifically for Inspections and Permitting. Overall, permits and fees revenues account for \$3.96 million in the FY20-21 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 \$3.00 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 \$215,000 in the FY20-21 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 \$3.52 million in restricted intergovernmental revenues in FY20-21.

## 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 fees account for \$2.35 million in the FY20-21 budget and yard waste and recycling collection fees account for \$1.91 million and \$1.23 million respectively. The monthly residential collections rates are \$8.72 for garbage, \$7.83 for yard waste, and \$4.89 for recycling for FY20-21. Recreation participation and facility user fees represent \$899,800 in the FY20-21 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 \$35,000 in the FY20-21 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 \$323,000 in the FY20-21 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 \$355,300 in the FY20-21 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 \$2,370,000 in the FY20-21 budget include \$750,000 for property at the Cash Corporate Center site, \$570,000 for wetland mitigation for the Richardson Road extension, \$500,000 for intersections improvements at Beaver Creek Commons and Zeno Road, \$300,000 for the Salem Street streetscape design, and \$250,000 for the Downtown Alley Improvement Project.

## Revenues by Line Item

General Fund Revenues					
Line Item	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Recommend	Percent Change
Current Year Taxes	27,020,296	29,820,000	29,900,000	36,099,000	21.06%
Vehicle Taxes	2,445,189	2,600,000	2,600,000	2,656,000	2.15%
Prior Years	24,554	20,000	20,000	18,000	-10.00%
Penalties and Interest	35,195	30,000	34,000	40,000	33.33%
Sales Taxes	11,038,256	11,680,000	12,000,000	11,626,900	-0.45%
Motor Vehicle Licenses	-	-	-	150,000	-
Rental Vehicle Taxes	82,207	78,000	69,000	78,000	0.00%
Utility Franchise	2,765,367	2,890,000	2,850,000	3,000,000	3.81%
Beer and Wine	209,435	210,000	210,000	215,000	2.38%
Solid Waste Rebates - Wake Co	283,669	210,000	243,785	270,000	28.57%
Payment in Lieu of Taxes	2,313	2,300	53,550	-	-100.00%
Powell Bill	1,257,391	1,299,800	1,353,791	1,421,000	9.32%
Police Grants	27,632	104,200	165,348	159,500	53.07%
Wake County Grants	142,156	-	-	375,000	-
State Grants	-	-	-	-	-
Electronics Recycling Funds	3,027	3,500	3,123	3,500	0.00%
Federal Grants	26,586	-	-	427,000	-
FEMA	131,994	-	-	-	-
Fire District - Wake County	1,276,536	1,242,200	1,242,200	1,130,100	-9.02%
Residential Permits	2,921,044	2,400,000	2,431,224	2,372,000	-1.17%
Homeowner Recovery Fees	2,283	1,800	643	1,800	0.00%
Commercial Permits	496,341	500,000	300,000	321,000	-35.80%
Re-inspection Fees	495,297	360,000	300,000	300,000	-16.67%
Fire Inspections	32,605	40,000	13,000	25,700	-35.75%



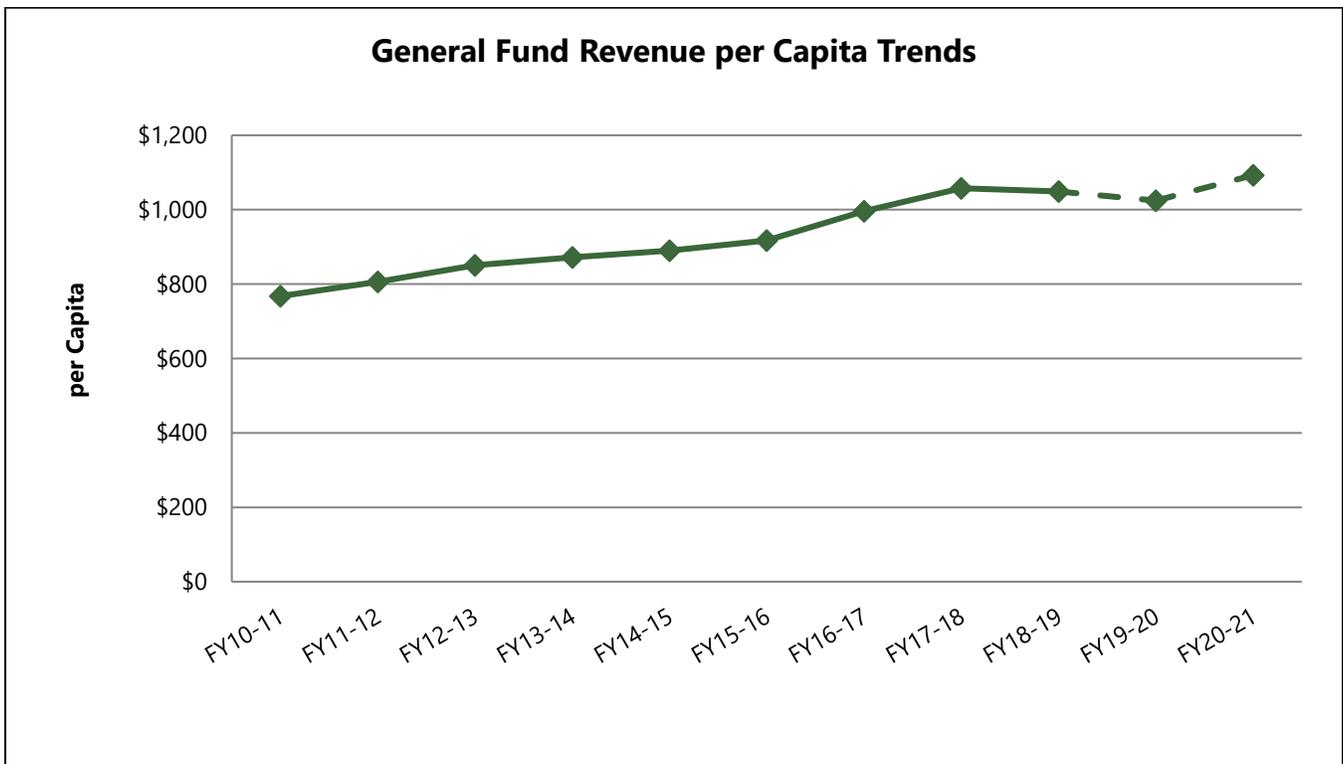
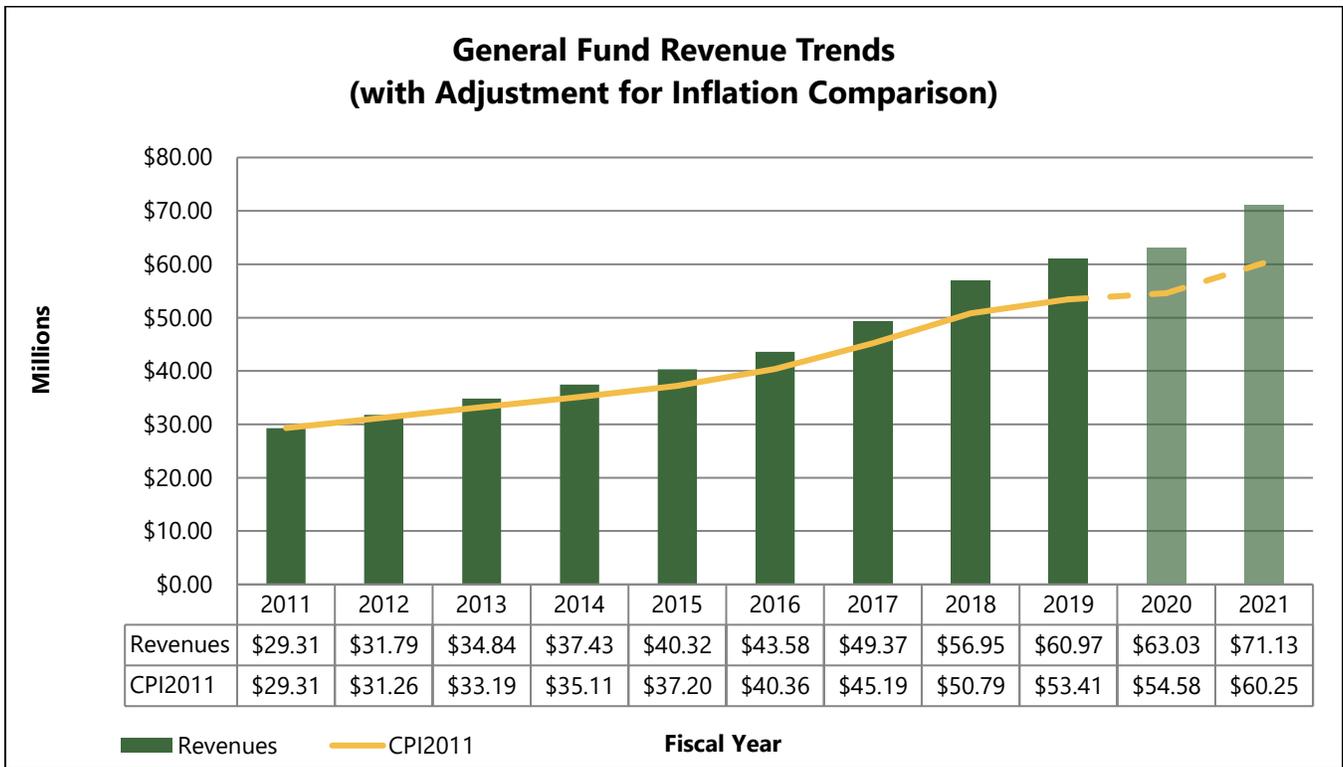
General Fund Revenues Continued					
Driveway Inspection Fees	170,155	140,000	145,000	140,000	0.00%
Driveway Re-inspection Fee	7,750	2,000	47,070	25,000	1150.00%
Subdivision Inspections	313,433	200,000	430,000	350,000	75.00%
Erosion and Site Inspection	196,832	140,000	121,686	140,000	0.00%
Subdivision Approval Fees	237,665	200,000	131,419	100,000	-50.00%
Rezoning Application Fees	25,031	25,000	27,000	21,900	-12.40%
Annexation Application Fees	5,000	5,000	3,500	5,000	0.00%
Water & Sewer Extension Fees	9,010	7,000	7,788	9,000	28.57%
Variance Application Fees	700	1,000	900	500	-50.00%
Other Application Fees	106,754	85,000	101,000	85,000	0.00%
Encroachment Agreement Fee	8,150	2,000	1,764	6,000	200.00%
Bond Administration Fee	40,100	30,000	35,000	40,000	33.33%
As-Built Drawing Review	-	-	14,000	5,000	-
Fines and Penalties	-	-	2,800	-	-
Refuse Collection Fees	1,903,313	2,107,900	2,100,602	2,346,700	11.33%
Refuse Bulk Pick-Up Fees	23,143	20,000	17,359	22,000	10.00%
Yard Waste Fees	1,547,112	1,644,000	1,741,890	1,914,700	16.47%
Recycling Collection Fees	719,476	900,000	959,134	1,228,700	36.52%
Non-Athletic Programs	217,275	180,000	87,700	180,000	0.00%
Fishing & Boating Licenses	1,132	1,000	645	1,000	0.00%
Senior Programs	50,472	45,000	37,800	45,000	0.00%
Senior Trips	22,046	23,000	15,445	21,300	-7.39%
Instructional Athletics	21,973	18,000	15,300	18,000	0.00%
Youth Leagues	192,789	150,000	125,000	175,000	16.67%
Adult Leagues	97,638	110,000	80,000	110,000	0.00%
Active Net/Turkey Trot	10,530	11,000	12,000	11,000	0.00%
Community Center Rentals	216,132	60,000	84,800	75,000	25.00%
Miscellaneous POS	4,356	5,000	875	2,000	-60.00%
Planning Documents	160	100	60	100	0.00%
Turf Field Rentals	-	75,000	117,910	100,000	33.33%
CAC Rentals	92,025	98,000	65,400	33,000	-66.33%
E-Tickets	35,727	43,500	22,860	30,000	-31.03%
Grants	-	10,000	-	-	-100.00%
Art/Sales Commissions	394	200	78	200	0.00%
CAC Programs	81,895	60,000	34,170	60,000	0.00%
Sponsorships	8,900	8,000	13,150	6,000	-25.00%
Concessions	2,546	3,000	550	3,000	0.00%
Art Center Miscellaneous	2,971	800	1,400	1,200	50.00%
Dog Park Passes	30,367	27,000	17,135	28,000	3.70%
Duke-Harris Plant (Fire)	-	12,000	12,000	12,000	0.00%
CASE Fees	-	-	-	-	-
Interest Earned	786,299	750,000	640,000	355,000	-52.67%
Powell Bill Interest	10,337	200	800	200	0.00%



General Fund Revenues Continued					
Tri-centennial Interest	110	-	60	100	-
Miscellaneous Revenue	49,114	60,000	120,000	50,000	-16.67%
Cash Short and Over	(15)	-	(94)	-	-
ABC Revenues	276,611	240,000	280,000	250,000	4.17%
Court Costs and Officer Fees	16,854	13,000	11,600	13,000	0.00%
Vendor Permits	11,875	12,500	7,333	10,000	-20.00%
Police Revenues	345	-	-	-	-
Recreation Donations	-	-	-	-	-
Fire Department Donations	-	-	-	-	-
Police Contributions	2,500	-	-	-	-
Donations - 9/11 Memorial	-	-	200	-	-
Promotional Activities/Items	1,474	-	19,270	10,000	-
Insurance Refunds	103,998	-	2,500	-	-
Mutual Aid Reimbursement	6,787	-	3,000	-	-
Developer Reimbursement	700	-	-	-	-
NCLM Safety Grant	-	-	-	-	-
Sale of Capital Assets	114,258	50,000	11,661	35,000	-30.00%
Bond Proceeds	-	-	-	-	-
Bond Premium	-	-	-	-	-
Transfer from Street Project Fund	-	-	-	-	-
Transfer from Recreation Cap. Project Fund	300,000	200,000	-	-	-100.00%
Transfer from Recreation Cap. Reserve Fund	1,872,408	1,508,300	1,508,300	-	-100.00%
Transfer from Transportation Reserve Fund	293,574	-	-	-	-
Fund Balance Appropriated - Budget	-	2,327,200	-	2,370,000	1.84%
Fund Balance Appropriated - Amend	-	740,553	-	-	-100.00%
Fund Bal App - PO Carryover	-	3,608,386	-	-	-100.00%
<b>Total</b>	<b>\$60,969,554</b>	<b>\$69,451,439</b>	<b>\$63,026,484</b>	<b>\$71,134,100</b>	<b>2.42%</b>

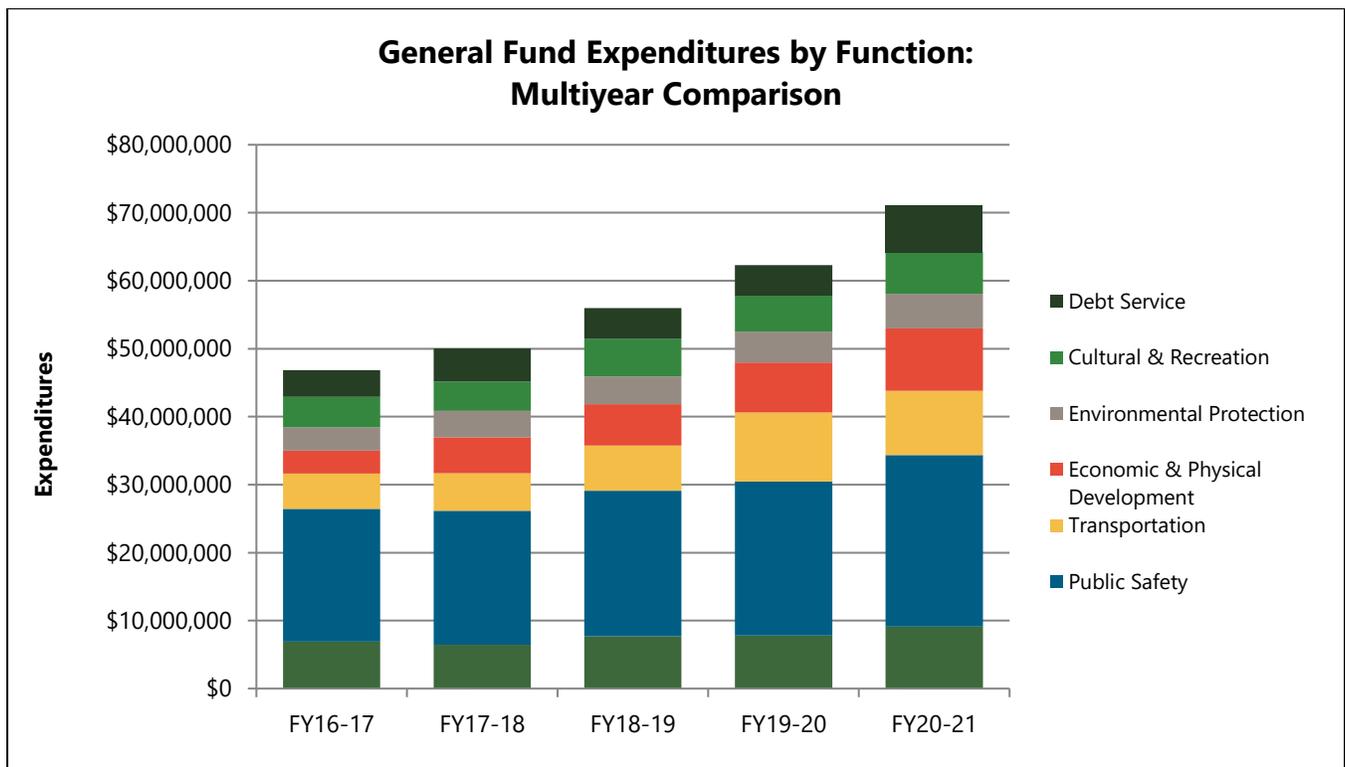


**Revenue Trends**

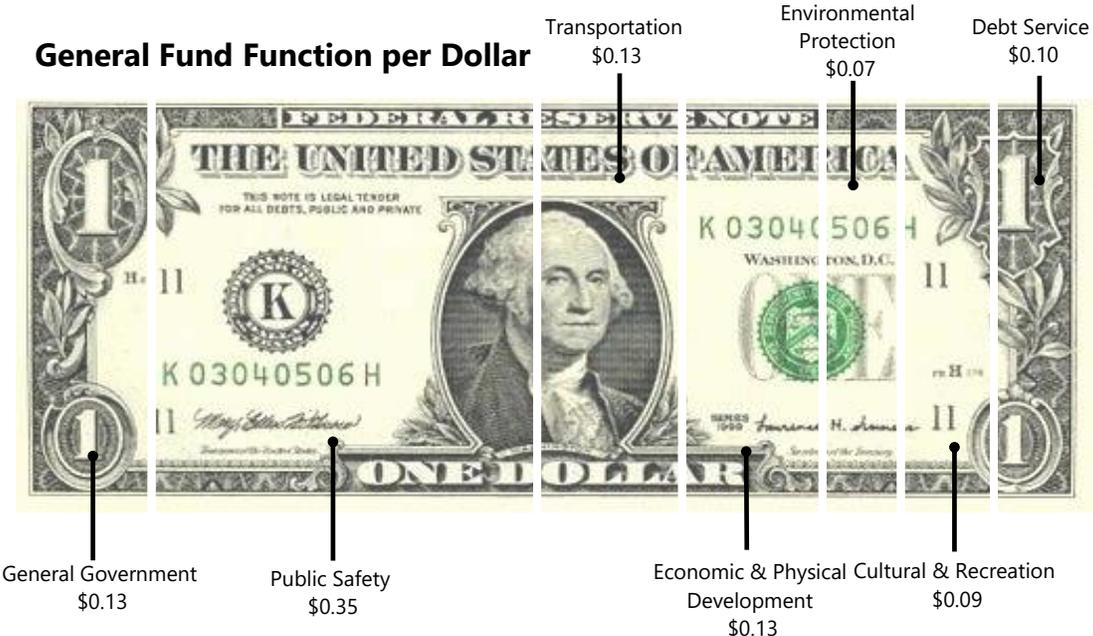


**Expenditures by Function**

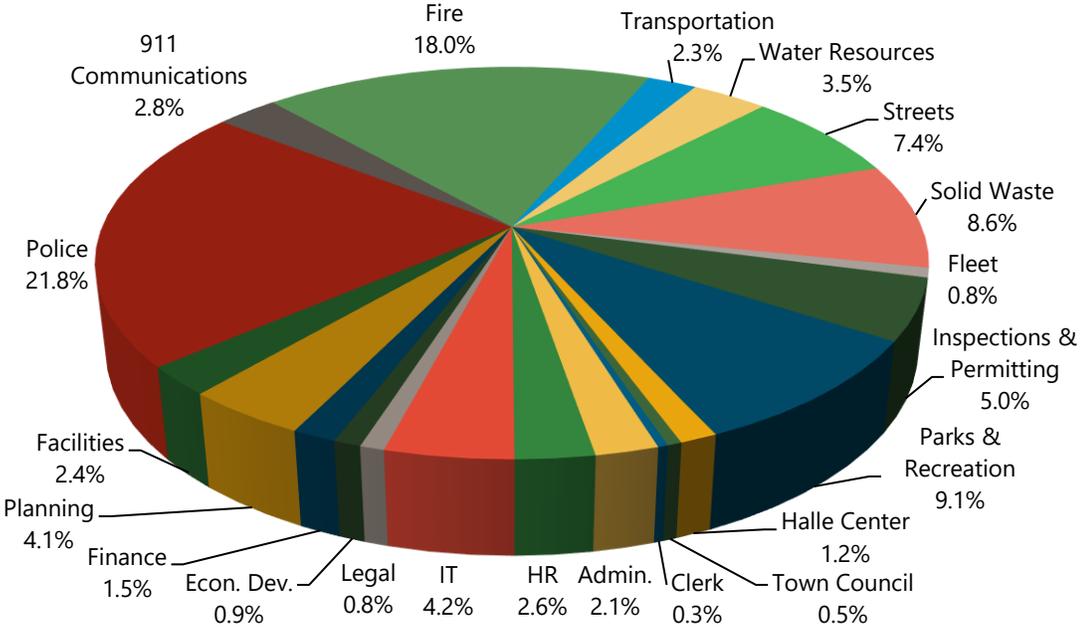
General Fund Expenditures by Function					
Function	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Budget	Percent Change
General Government	7,721,499	9,786,754	7,788,974	9,124,900	-6.76%
Public Safety	21,378,740	24,975,148	22,685,724	25,214,000	0.96%
Transportation	6,674,000	10,761,099	10,161,913	9,470,400	-11.99%
Economic & Physical Development	6,055,453	8,440,467	7,337,309	9,194,100	8.93%
Environmental Protection	4,085,268	5,001,887	4,558,051	5,102,600	2.01%
Cultural & Recreation	5,513,698	5,973,584	5,252,632	6,085,600	1.88%
Debt Service	4,569,865	4,512,500	4,512,424	6,942,500	53.85%
<b>Total</b>	<b>\$55,998,521</b>	<b>\$69,451,439</b>	<b>\$62,297,027</b>	<b>\$71,134,100</b>	<b>2.42%</b>



**General Fund Function per Dollar**



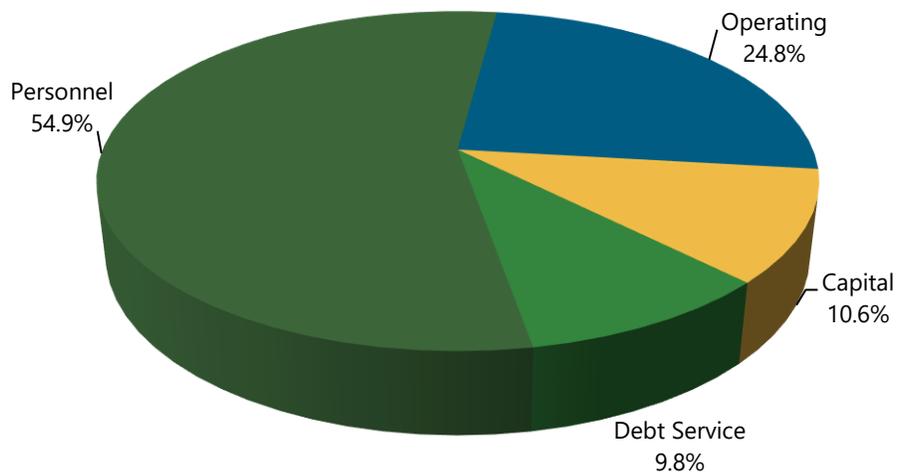
**GF Expenditures by Department FY20-21**



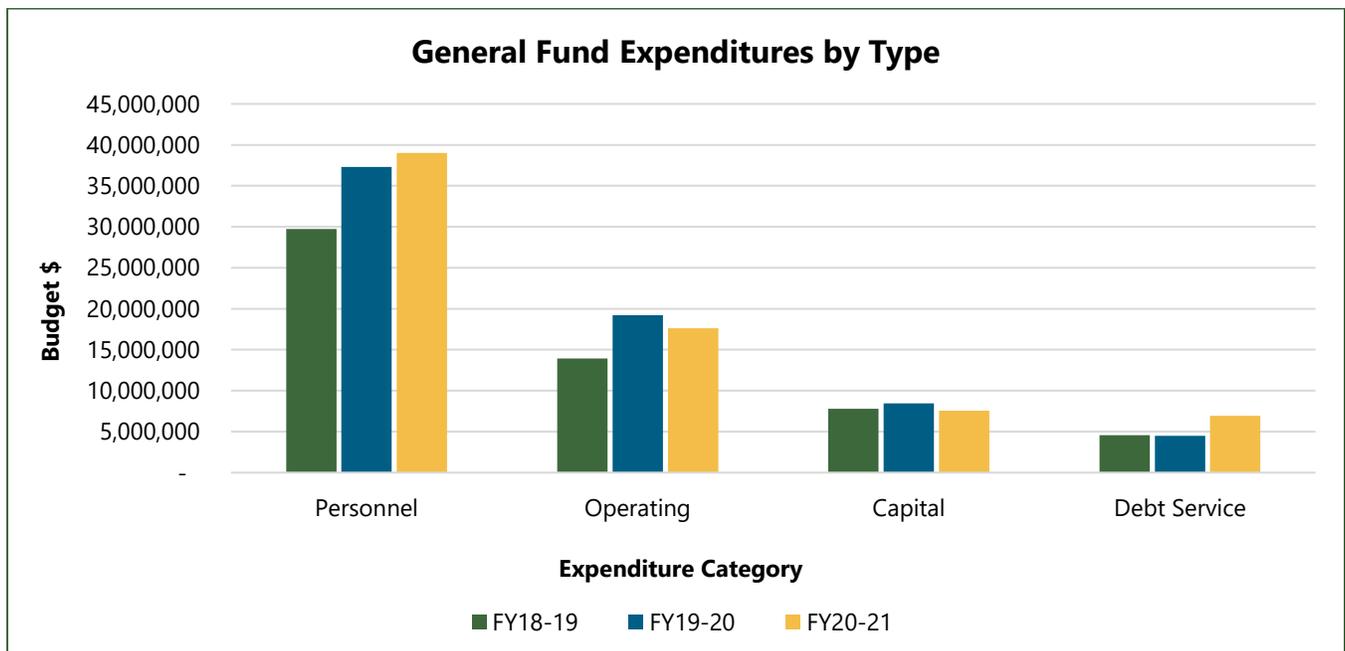
**Expenditures by Type**

General Fund Expenditures by Type					
Type	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Budget	Percent Change
Personnel	29,714,279	37,286,000	34,401,110	39,023,600	4.66%
Operating	13,936,611	19,210,051	16,000,870	17,609,300	-8.33%
Capital	7,777,765	8,442,888	7,382,623	7,558,700	-10.47%
Debt Service	4,569,865	4,512,500	4,512,424	6,942,500	53.85%
<b>Total</b>	<b>\$55,998,521</b>	<b>\$69,451,439</b>	<b>\$62,297,027</b>	<b>\$71,134,100</b>	<b>2.42%</b>

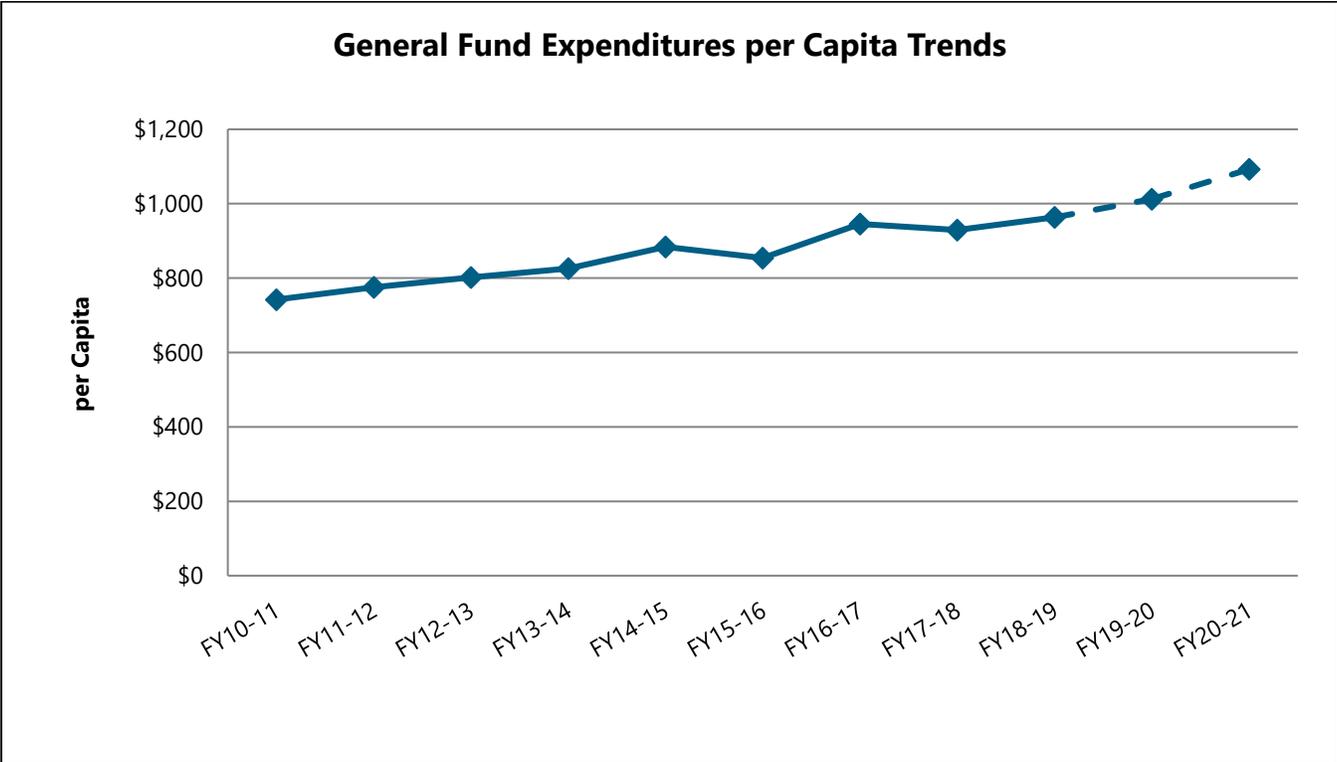
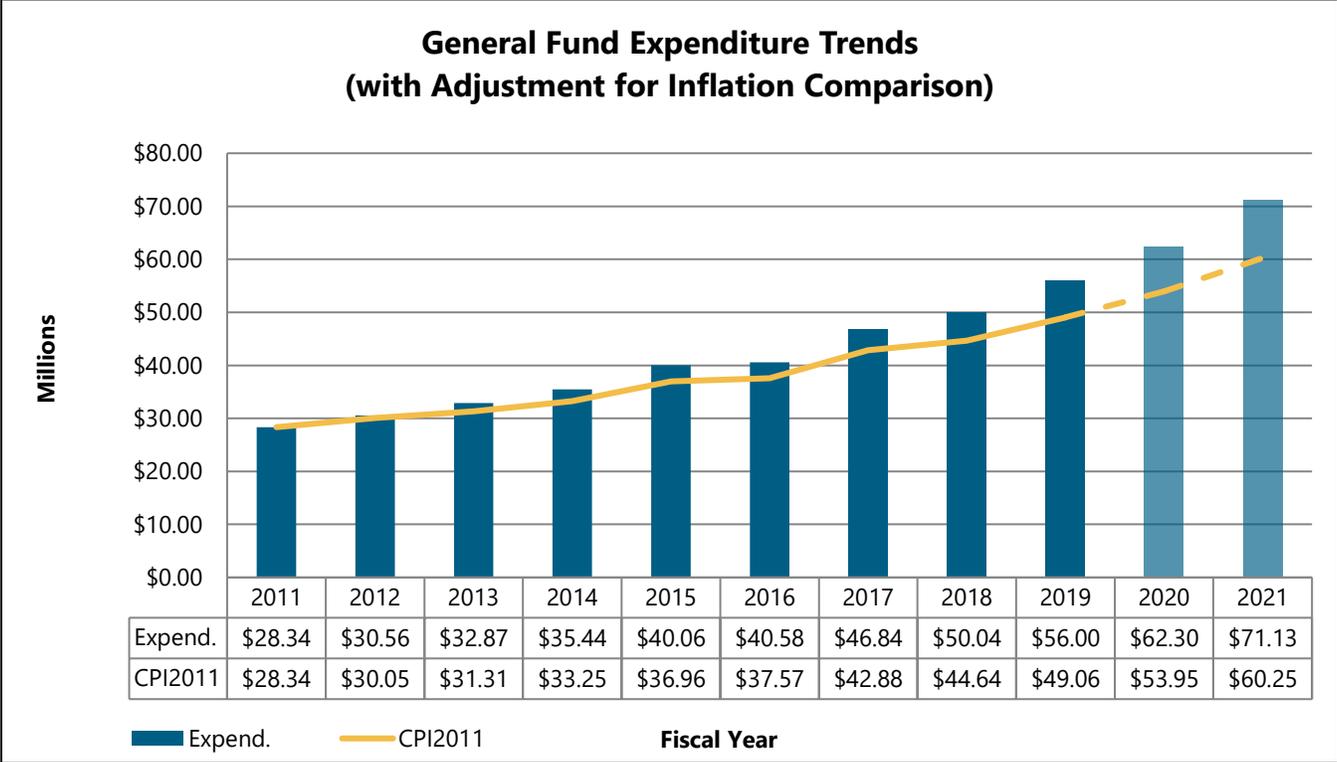
**General Fund Expenditures by Type FY20-21**



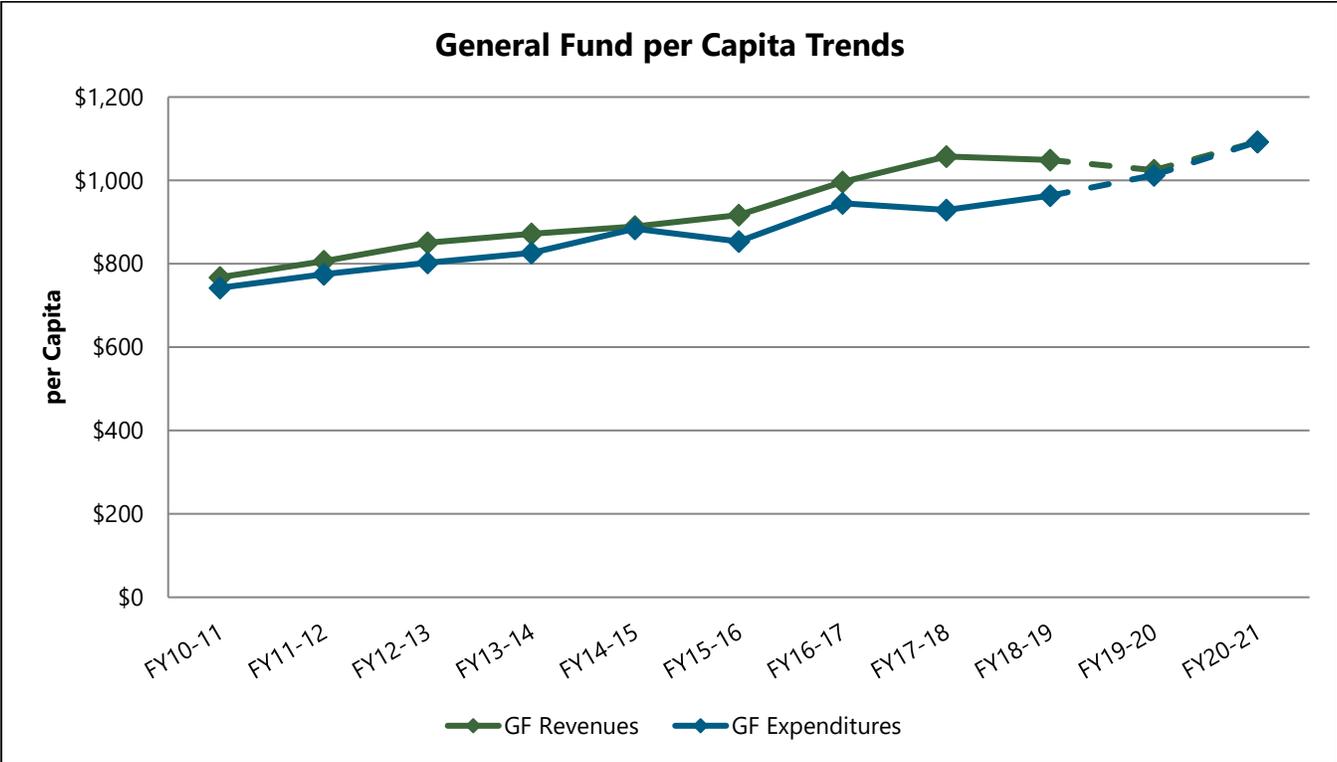
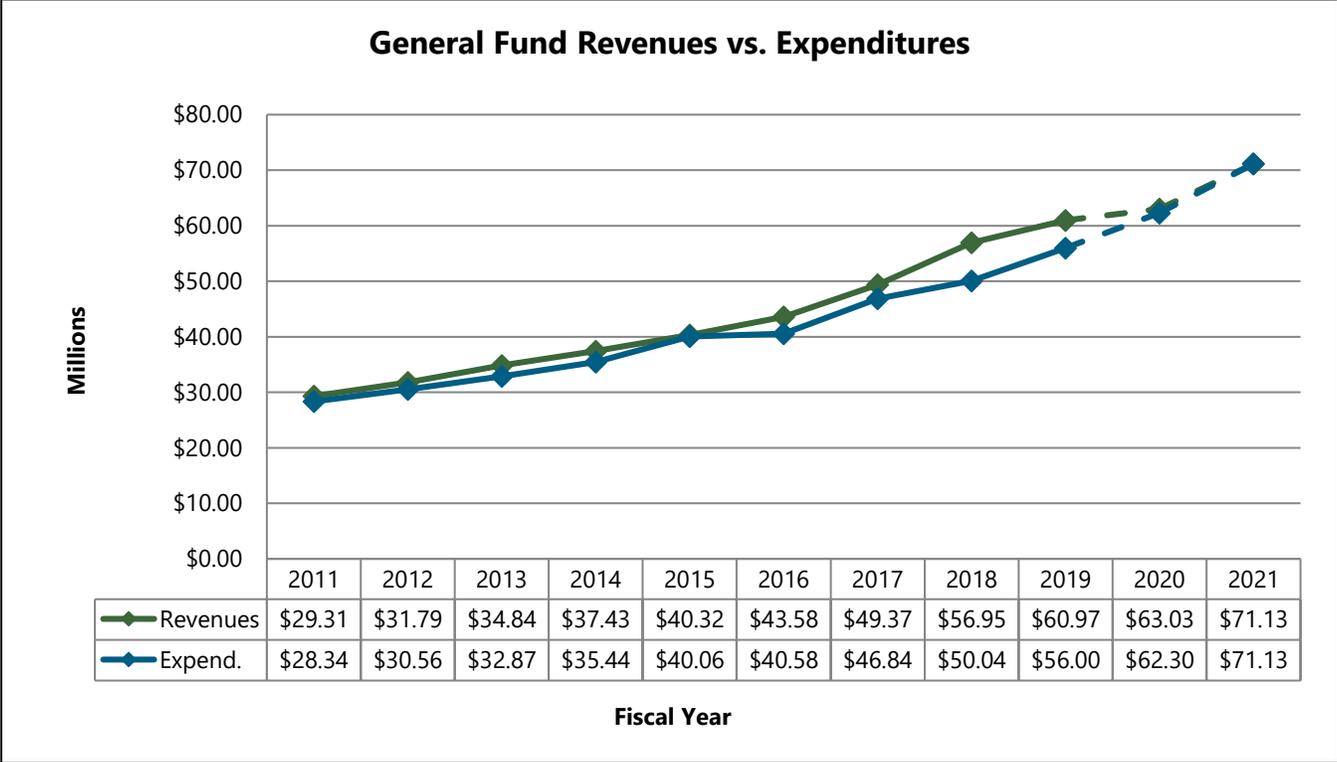
**General Fund Expenditures by Type**



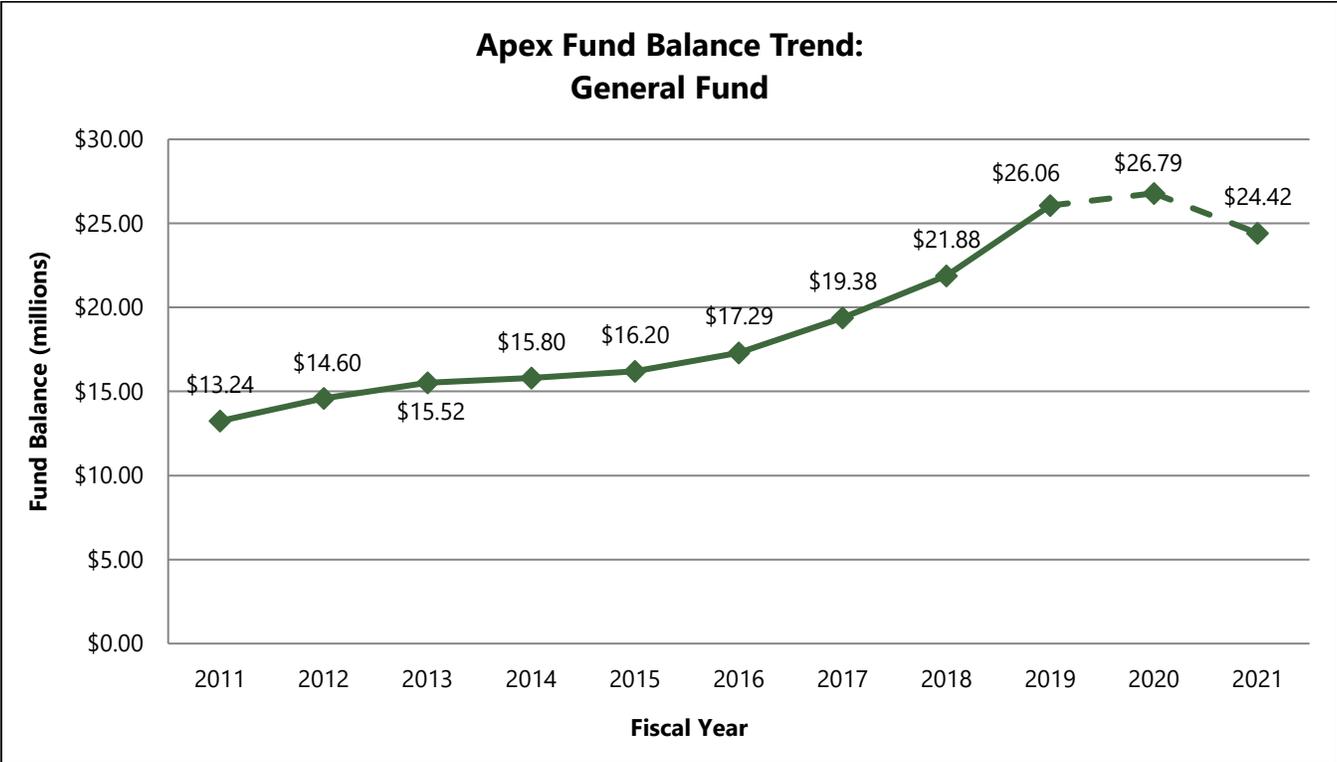
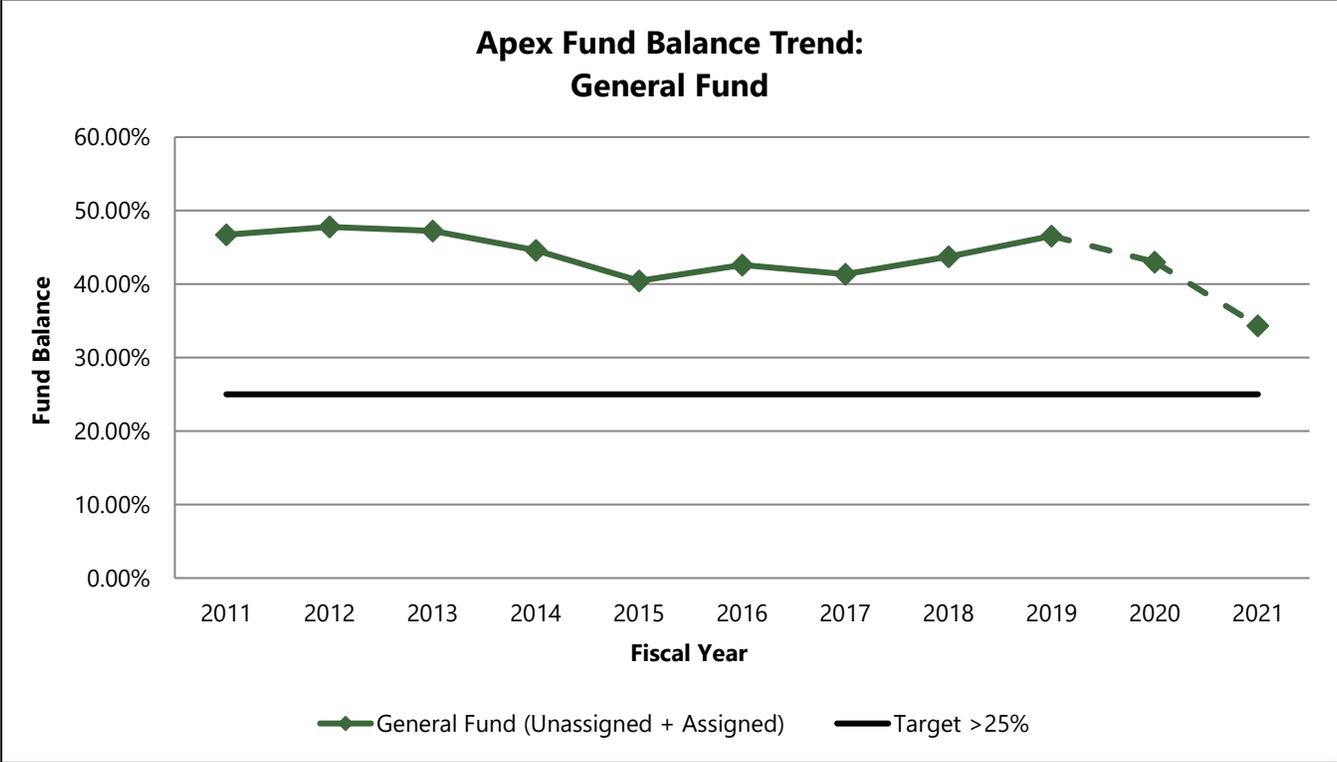
**Expenditure Trends**



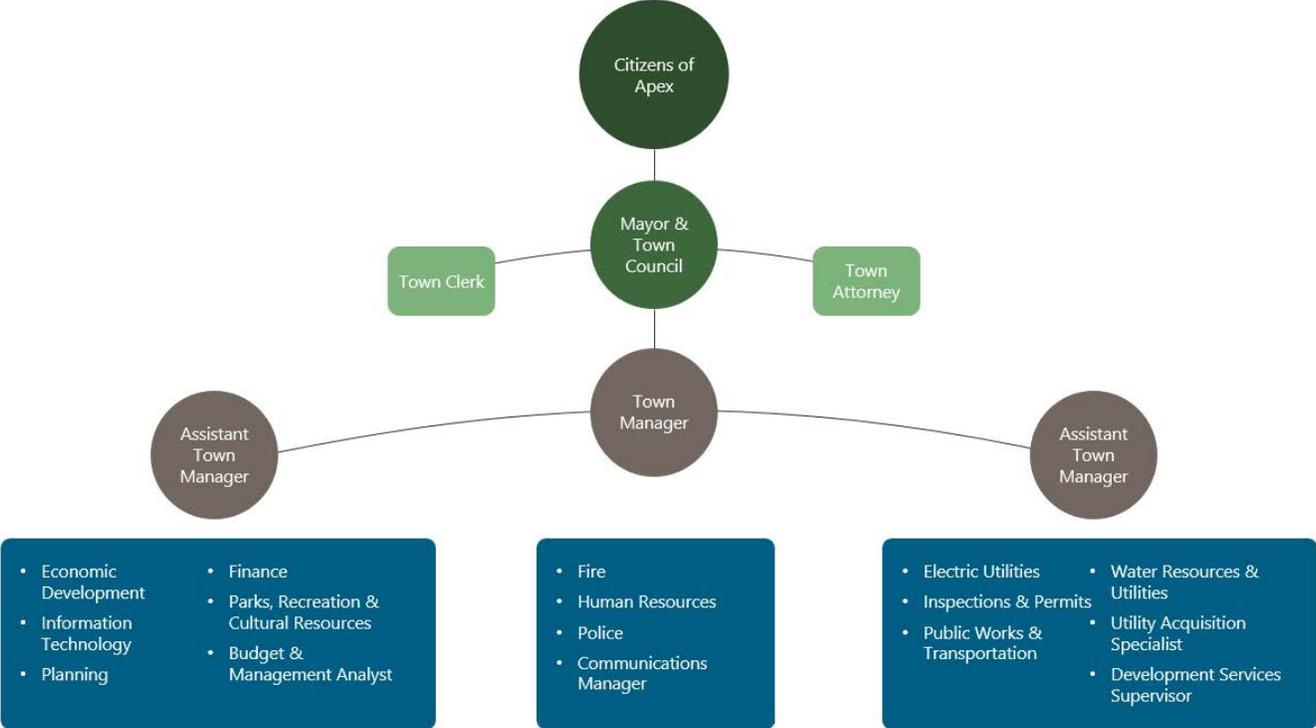
**Revenues vs. Expenditures**



**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. Town Council 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.

## Recent Accomplishments

- Developed guiding vision and mission statements and revised strategic focus areas and goals.
- Instituted citizen Environmental Advisory Board.
- Established Bee City Committee.
- Implemented Emergency Small Business Loan Program.

## FY 2020-2021 Budget Highlights

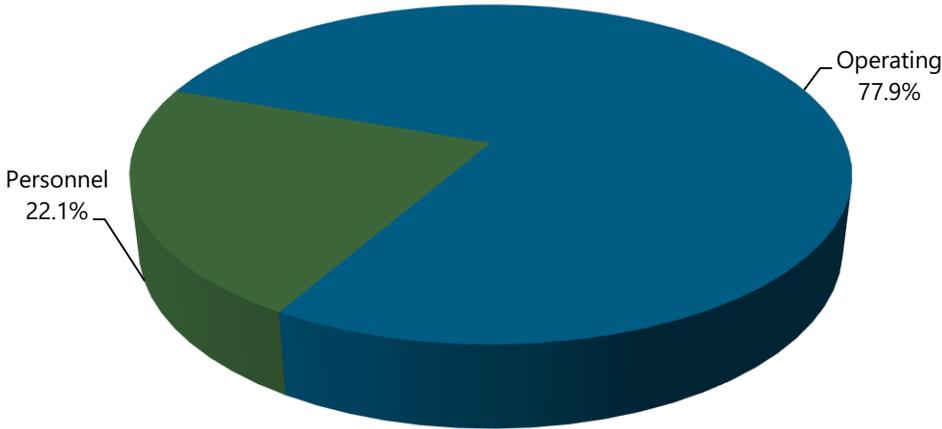
- The Governing Body budget decreased 2.22 percent in FY20-21 primarily due to the off year for municipal elections.
- The Governing Body budget accounts for 0.39 percent of the General Fund budget and is equivalent to \$0.003 on the tax rate.
- The Town plans to spend \$4.27 per capita for the Governing Body in FY20-21.
- Major budget changes include a Streaming and Broadcasting solution with costs of \$49,000 in Capital Outlay and \$13,200 in Contracted Services.



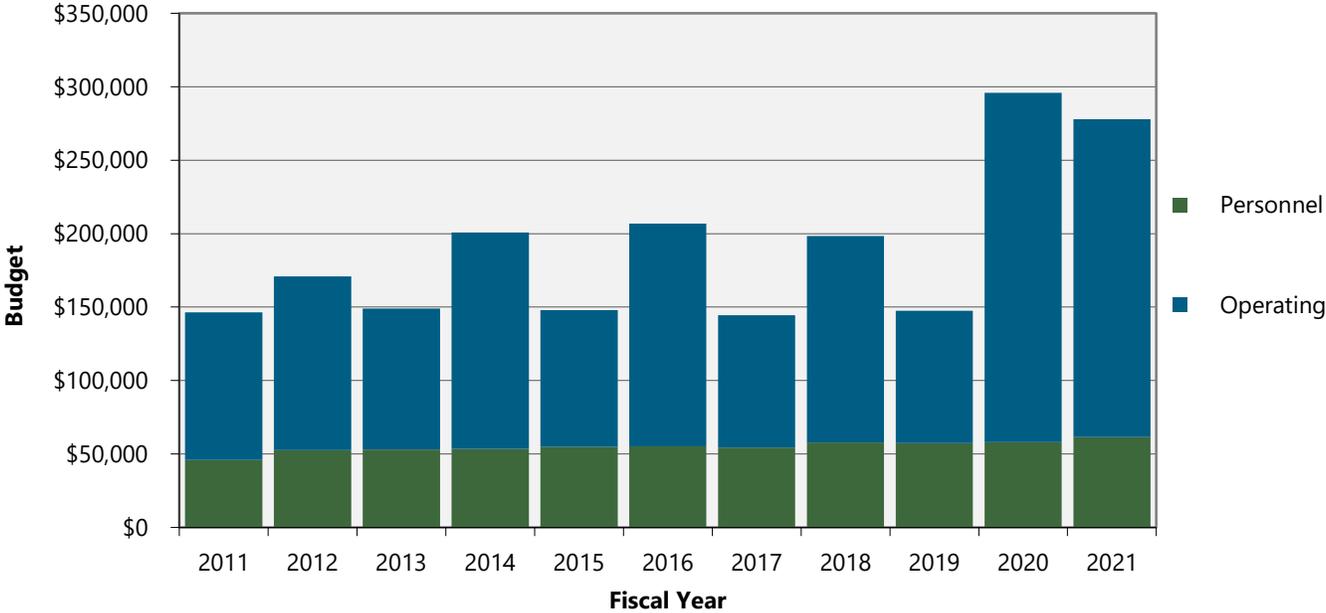
**Budget Summary**

Expenditures by Type					
Type	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Budget	Percent Change
Personnel	57,501	59,600	58,072	61,500	3.19%
Operating	90,098	224,700	237,741	216,500	-3.65%
Capital	-	-	-	-	-
<b>Total</b>	<b>\$147,599</b>	<b>\$284,300</b>	<b>\$295,813</b>	<b>\$278,000</b>	<b>-2.22%</b>

**Governing Body Expenditures by Type**



**Governing Body Expenditure History**



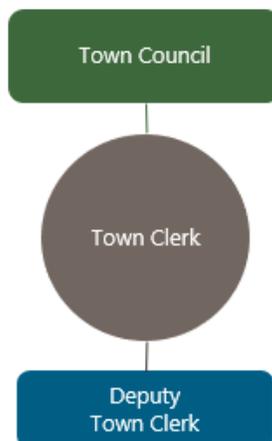
**Line Item Expenditures**

<b>Town Council Expenditures</b>					
<b>Line Item</b>	<b>FY18-19 Actual</b>	<b>FY19-20 Budget</b>	<b>FY19-20 Estimate</b>	<b>FY20-21 Budget</b>	<b>Percent Change</b>
Salaries	52,912	55,200	53,746	56,800	2.90%
FICA	4,434	4,200	4,112	4,400	4.76%
Workers Comp	154	200	215	300	50.00%
Postage	-	100	-	100	0.00%
Telephone & Communication	-	-	2,230	2,500	-
Printing	-	100	425	500	400.00%
Travel and Training	4,793	13,300	3,500	15,700	18.05%
Stipend	6,360	6,500	6,360	21,500	230.77%
Departmental Supplies	744	1,200	2,775	1,000	-16.67%
Meeting & Event Provisions	1,819	15,500	21,221	22,000	41.94%
Community Outreach	-	1,000	-	1,500	50.00%
Election Expense	-	106,000	116,580	-	-100.00%
Uniforms	37	500	-	500	0.00%
Contracted Services	10,094	11,000	16,250	23,200	110.91%
Professional Services	-	500	400	3,000	500.00%
Dues and Subscriptions	66,252	69,000	68,000	76,000	10.14%
Capital Outlay - Equipment	-	-	-	49,000	-
<b>Total</b>	<b>\$ 147,599</b>	<b>\$ 284,300</b>	<b>\$ 295,813</b>	<b>\$ 278,000</b>	<b>-2.22%</b>



## **TOWN CLERK'S OFFICE**

*Reports to Town Council*



### **Mission**

Pursuing the vision of Council and our citizens while ensuring public trust through organizational empowerment, high performance, and accountability.

### **Description**

The Town Clerk's Office ensures accessible and responsive government by preparing and keeping minutes and permanent records, providing administrative support to the Mayor and Town Council, and coordinating the Town's boards and committees. The Office also maintains the Charter, Code, and Unified Development Ordinance and oversees the accurate and timely accumulation, preservation, and accessibility of public records. The position of Town Clerk is appointed by and reports directly to the Town Council (effective 2020). A full-time Deputy Town Clerk supports the Office.

### **Recent Accomplishments**

- Implemented first Black History Month exhibit and performances.
- Coordinated and administered second Peak Academy.
- Implemented new agenda software package.

### **Upcoming Projects**

- Onboarding of one new position, Deputy Town Clerk.
- Continue improvement and evaluation of Peak Academy (initial implementation in 2018).

### **FY 2020-2021 Budget Highlights**

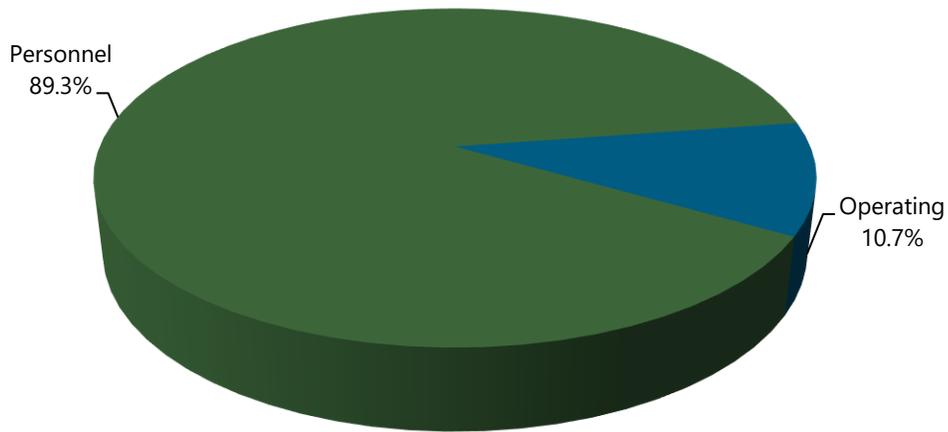
- The Town Clerk's Office budget was separated from the Administration Department budget beginning in FY20-21.
- The Town Clerk budget accounts for 0.27 percent of the General Fund budget and is equivalent to \$0.002 on the tax rate.
- The Town plans to spend \$18.81 per capita for the Town Clerk's Office in FY20-21.
- Major budget changes include the addition a Deputy Town Clerk and the associated onboarding costs.



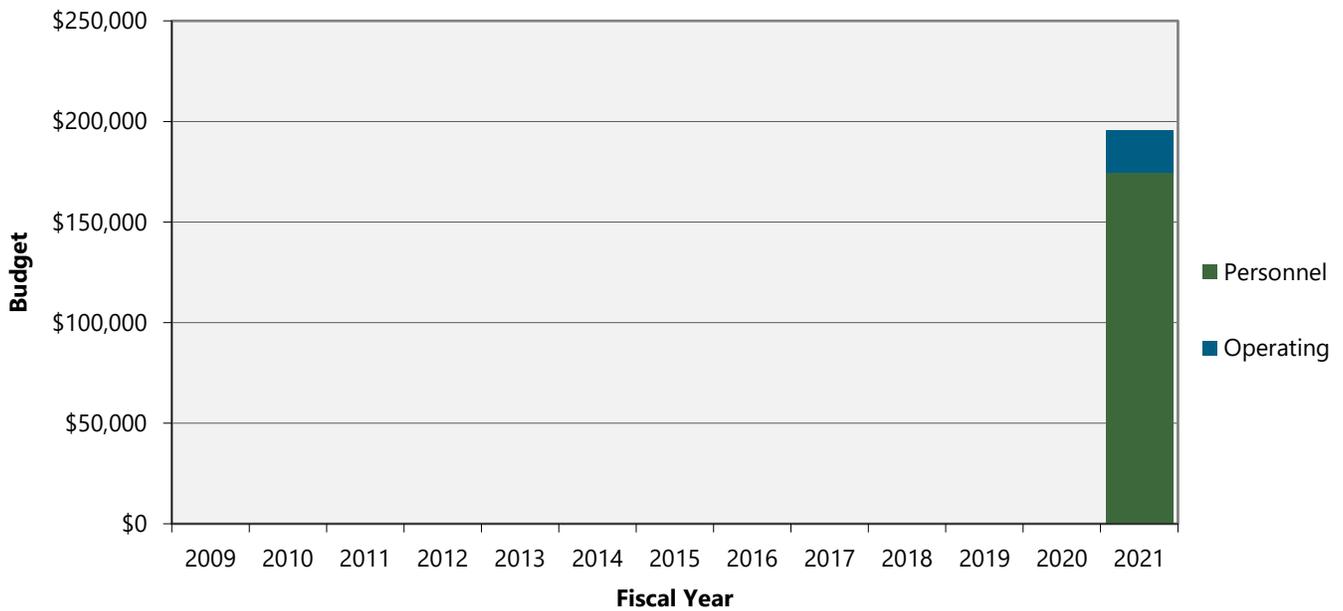
## Budget Summary

Expenditures by Type					
Type	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Budget	Percent Change
Personnel	-	-	-	174,600	-
Operating	-	-	-	20,900	-
Capital	-	-	-	-	-
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$195,500</b>	<b>-</b>

### Town Clerk Expenditures by Type



### Town Clerk Expenditure History

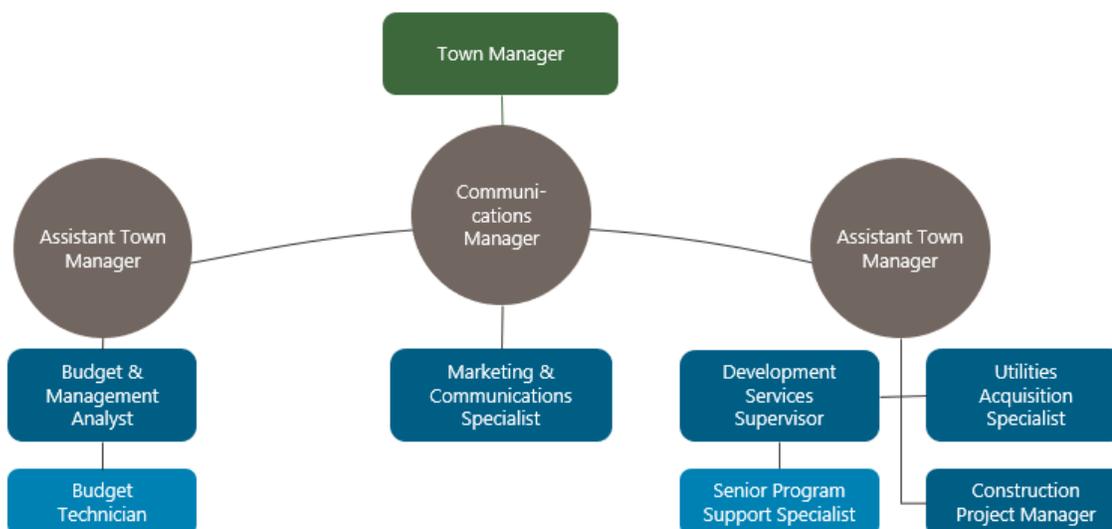


**Line Item Expenditures**

Town Clerk Expenditures					
Line Item	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Budget	Percent Change
Salaries	-	-	-	122,800	-
FICA	-	-	-	9,400	-
Group Insurance	-	-	-	22,200	-
General Retirement	-	-	-	12,500	-
401K General	-	-	-	6,200	-
Workers Comp	-	-	-	1,500	-
Postage	-	-	-	100	-
Telephone & Communication	-	-	-	-	-
Printing	-	-	-	1,000	-
Travel and Training	-	-	-	3,200	-
Advertising	-	-	-	-	-
Office Supplies	-	-	-	1,000	-
Departmental Supplies	-	-	-	500	-
Technology Hardware & Accessories	-	-	-	3,000	-
Meeting & Event Provisions	-	-	-	800	-
Uniforms	-	-	-	200	-
Software License & Maintenance	-	-	-	6,000	-
Professional Services	-	-	-	-	-
Dues and Subscriptions	-	-	-	600	-
Special Programs	-	-	-	4,500	-
Capital Outlay - Equipment	-	-	-	-	-
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 195,500</b>	<b>-</b>



## ADMINISTRATION



### Mission

Pursuing the vision of Council and our citizens while ensuring public trust through organizational empowerment, high performance, and accountability.

### Description

The Administration Department is responsible for general administration of Town operations, policy implementation, compilation and presentation of the annual budget in accordance with budgetary standards, capital improvement programs, and responding to citizen and Town 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 the directory of town 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

- Completed Community & Organization Branding Study.
- Received GFOA Distinguished Budget Presentation Award.
- Received SolSmart Gold designation for the Town.
- Implemented paperless review and electronic signing for all construction plans.

### Upcoming Projects

- Tri-annual citizen satisfaction survey.
- Implementation of new community brand.
- Development of organization-wide strategic plan.



## **FY 2020-2021 Budget Highlights**

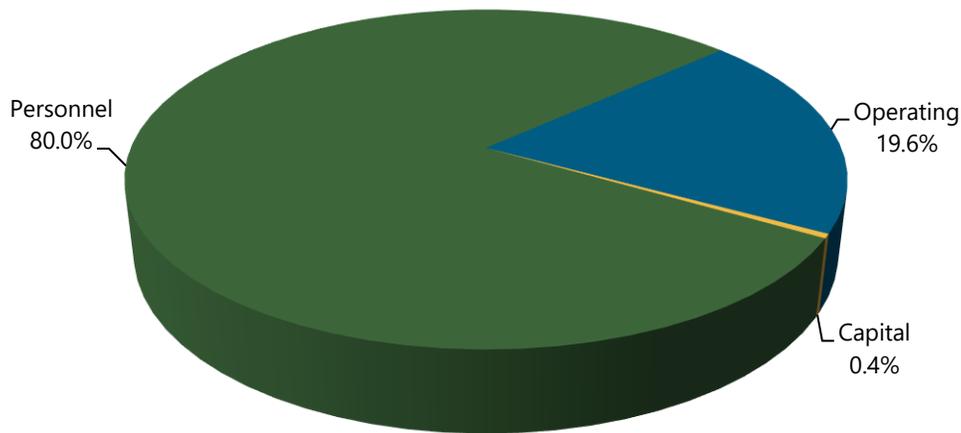
- The Administration Department budget decreased 4.73 percent in FY20-21.
- The Administration budget accounts for 1.72 percent of the General Fund budget and is equivalent to \$0.012 on the tax rate.
- The Town plans to spend \$23.51 per capita for Administration in FY20-21.
- Major budget changes include the separation of the Town Clerk's Office budget out of Administration to create a new department.
- The budget also includes \$30,000 for video production and \$20,000 for a citizen satisfaction survey.



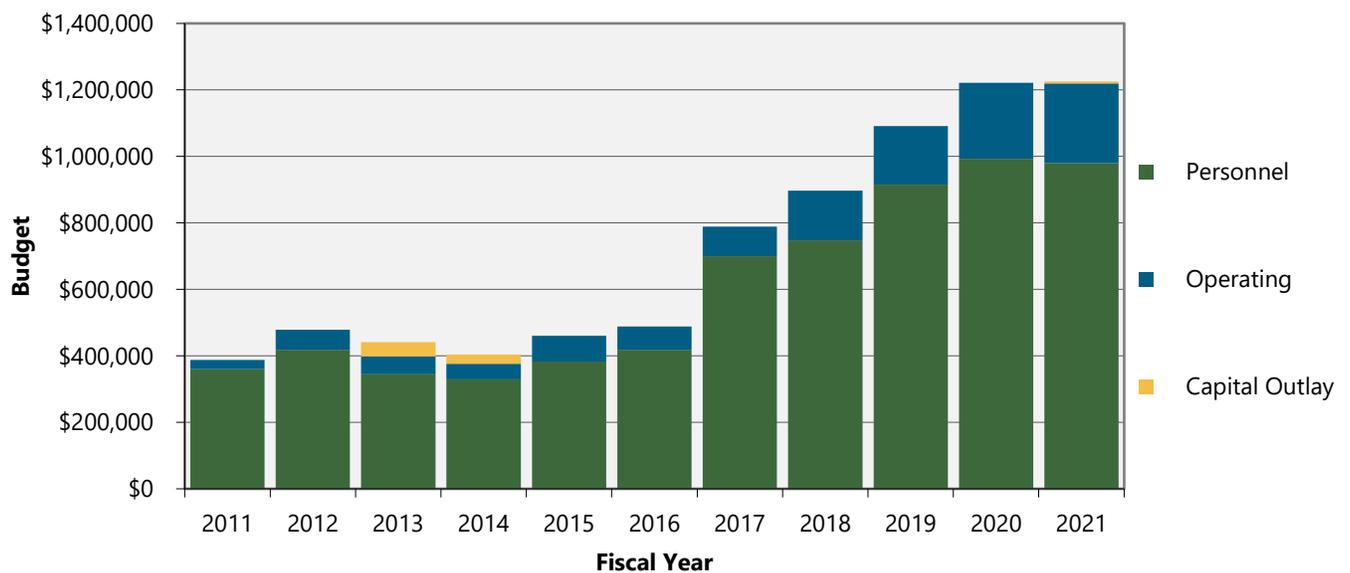
## Budget Summary

Expenditures by Type					
Type	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Budget	Percent Change
Personnel	915,149	1,009,600	992,445	979,900	-2.94%
Operating	175,544	276,074	228,795	239,900	-13.10%
Capital	-	-	-	5,000	-
<b>Total</b>	<b>\$1,090,693</b>	<b>\$1,285,674</b>	<b>\$1,221,240</b>	<b>\$1,224,800</b>	<b>-4.73%</b>

### Administration Expenditures by Type



### Administration Expenditure History



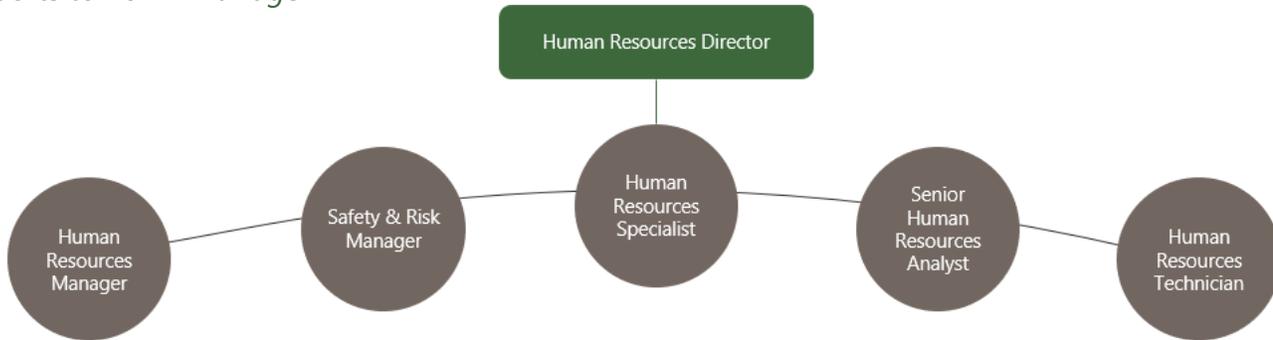
**Line Item Expenditures**

<b>Administration Expenditures</b>					
<b>Line Item</b>	<b>FY18-19 Actual</b>	<b>FY19-20 Budget</b>	<b>FY19-20 Estimate</b>	<b>FY20-21 Budget</b>	<b>Percent Change</b>
Salaries	681,680	722,300	717,267	705,500	-2.33%
Part-Time Salaries	21,385	35,000	32,000	40,000	14.29%
FICA	50,590	57,200	57,319	54,000	-5.59%
Group Insurance	72,561	90,300	81,800	70,500	-21.93%
General Retirement	52,960	64,700	64,195	71,600	10.66%
401K General	33,746	36,100	35,863	35,300	-2.22%
Workers Comp	2,227	4,000	4,000	3,000	-25.00%
Postage	133	100	20	-	-100.00%
Telephone & Communication	2,644	10,600	3,750	11,100	4.72%
Printing	9,842	15,700	15,100	17,100	8.92%
Travel and Training	16,438	19,900	19,875	40,800	105.03%
Maintenance & Repair - Building	133	500	-	500	0.00%
Maintenance & Repair - Equipment	-	200	-	-	-100.00%
Maintenance & Repair - Vehicle	-	200	-	-	-100.00%
Advertising	11,510	3,000	100	1,000	-66.67%
Automotive Supplies	-	100	-	-	-100.00%
Motor Fuel	-	200	-	-	-100.00%
Office Supplies	1,659	10,500	2,000	7,700	-26.67%
Departmental Supplies	8,238	21,500	12,600	13,600	-36.74%
Technology Hardware & Accessories	9,550	20,500	13,000	7,500	-63.41%
Trademark / Miscellaneous Purchases	6,009	-	-	5,000	-
Meeting & Event Provisions	1,343	3,500	1,500	3,200	-8.57%
Uniforms	242	700	150	1,300	85.71%
Software License & Maintenance	58,681	71,649	66,000	71,600	-0.07%
Professional Services	41,894	86,625	85,000	50,500	-41.70%
Dues and Subscriptions	4,165	6,600	6,100	7,500	13.64%
Special Programs	3,065	4,000	3,600	1,500	-62.50%
Capital Outlay - Equipment	-	-	-	5,000	-
<b>Total</b>	<b>\$ 1,090,693</b>	<b>\$ 1,285,674</b>	<b>\$ 1,221,240</b>	<b>\$1,224,800</b>	<b>-4.73%</b>



## HUMAN RESOURCES

Reports to Town Manager



### Mission

Creating a culture of empowerment and accountability that maximizes individual and organizational potential.

### Description

Human Resources is responsible for providing a comprehensive, centralized program to assist in hiring, training, motivating, and retaining employees to help the Town achieve its mission. This entails a variety of tasks, including: management of the recruitment and selections process, administration of Town benefit plans, administration of Town human resource policies and other programs, such as training and risk management, in a lawful, fair and consistent manner, and maintaining a workplace environment that is safe, efficient, and effective for all Town employees.

### Recent Accomplishments

- Implemented enhanced benefits with a 15.6 percent decrease to health insurance budget while successfully negotiating a \$30,000 Wellness Fund with health carrier.
- Completed the Electronic Employee Files Project, the Annual Classification Study, the Town's first Diversity, Inclusion, and Belonging Survey, and achieved a 94 percent completion rate for the Town's Wellness Program.
- Recruited over 50 positions and processed over 3,800 applications and 113 new hires, which included 27 limited service employees and 86 fulltime employees.

### Upcoming Projects

- Automate the Town's Performance Management Process.
- Increase training availability to employees through a Learning Management System and provide Mental Health Training and Diversity & Inclusion Training for all supervisors and employees.
- Begin implementing Tru Access rap sessions to discuss concerns with employees.

### FY 2020-2021 Budget Highlights

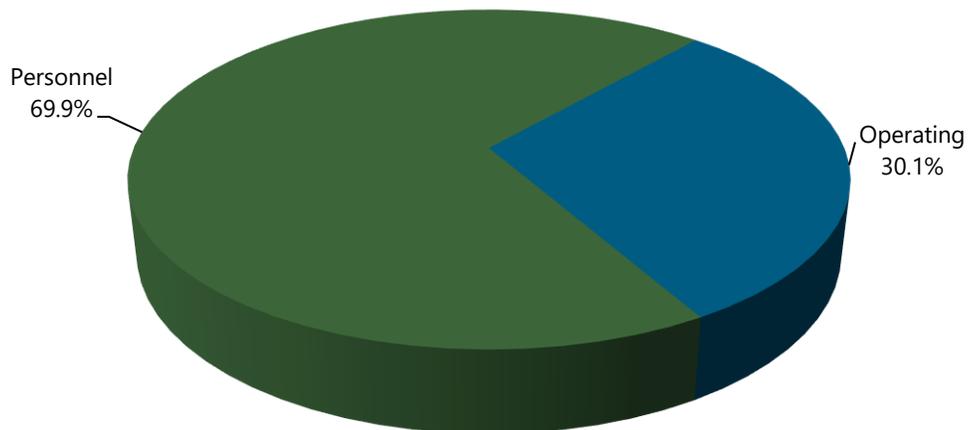
- The Human Resources Department budget increased 6.34 percent in FY20-21.
- The Human Resources budget accounts for 2.15 percent of the General Fund budget and is equivalent to \$0.015 on the tax rate.
- The Town plans to spend \$23.51 per capita for Human Resources in FY20-21.
- Major budget changes include the addition of Tru Access rap sessions and a 25 percent increase to the Employee Tuition Reimbursement program.



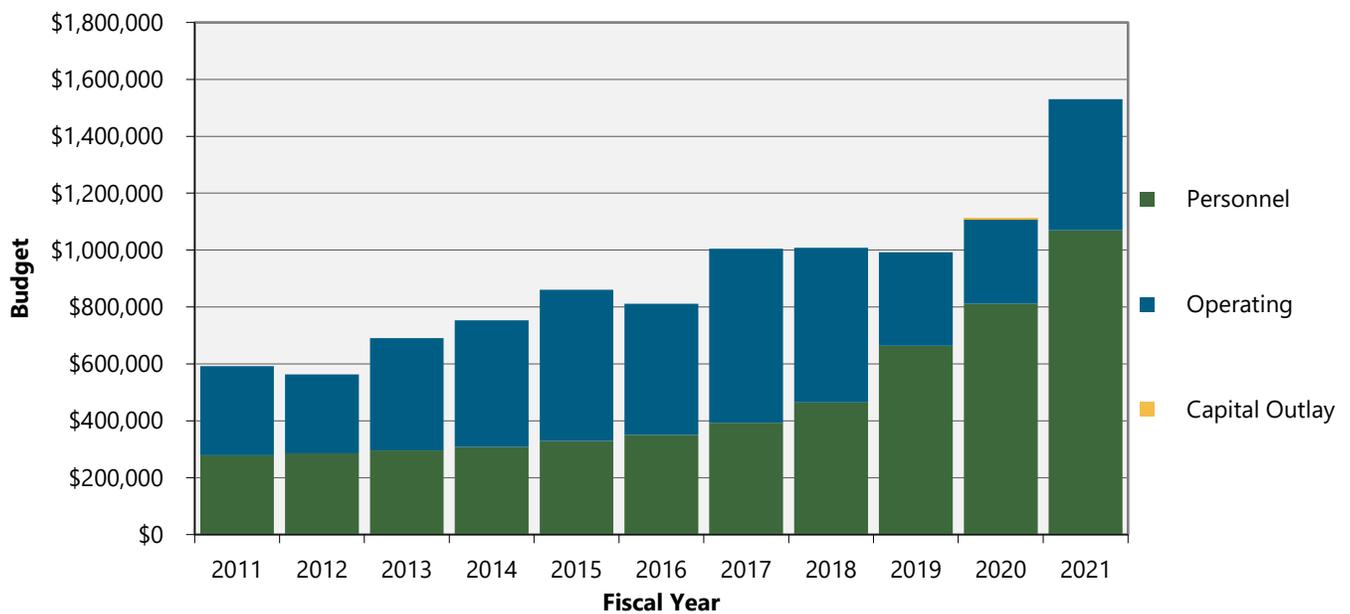
## Budget Summary

Expenditures by Type					
Type	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Budget	Percent Change
Personnel	663,139	1,041,300	811,423	1,069,300	2.69%
Operating	329,297	391,281	296,251	461,000	17.82%
Capital	-	6,418	6,420	-	-100.00%
<b>Total</b>	<b>\$992,436</b>	<b>\$1,438,999</b>	<b>1,114,094</b>	<b>\$1,530,300</b>	<b>6.34%</b>

### Human Resources Expenditures by Type



### Human Resources Expenditure History



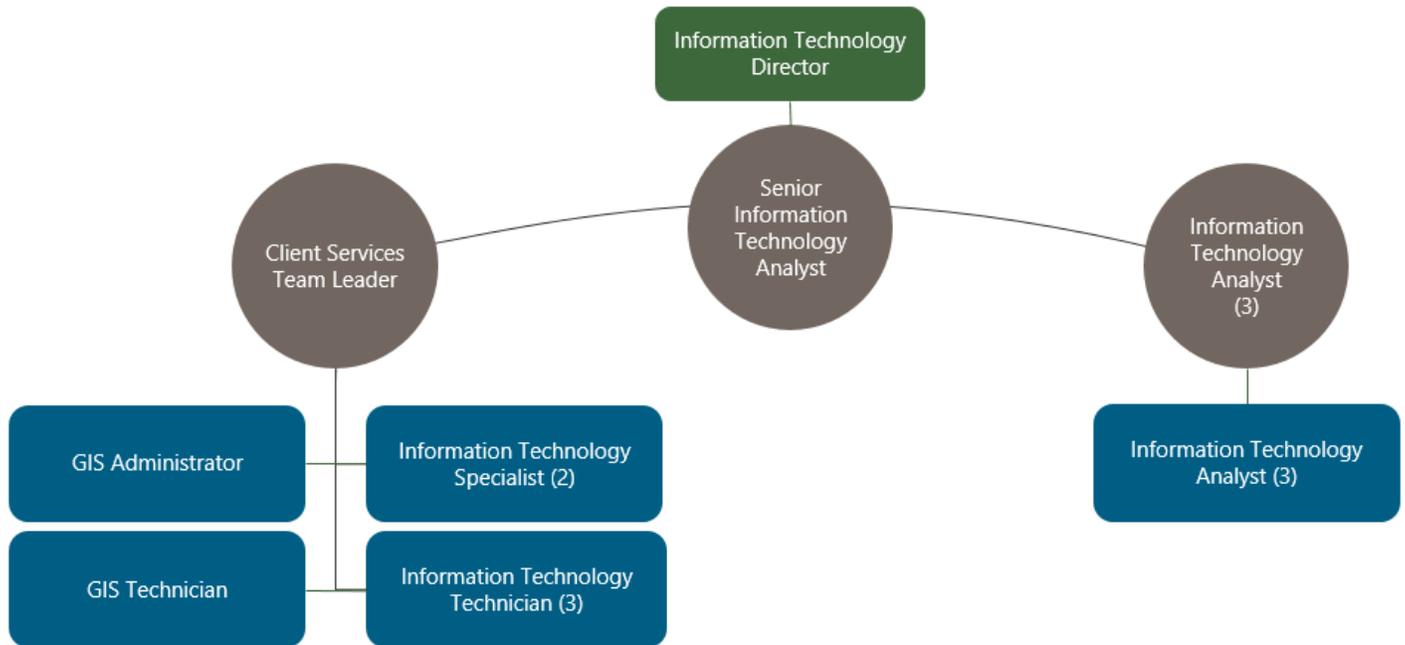
**Line Item Expenditures**

<b>Human Resources Expenditures</b>					
<b>Line Item</b>	<b>FY18-19 Actual</b>	<b>FY19-20 Budget</b>	<b>FY19-20 Estimate</b>	<b>FY20-21 Budget</b>	<b>Percent Change</b>
Salaries	317,521	387,300	355,693	421,500	8.83%
FICA	23,116	29,600	27,211	32,300	9.12%
Group Insurance	43,136	57,000	50,000	55,000	-3.51%
OPEB Expense	191,000	266,000	266,000	266,000	0.00%
Group Insurance - Retirees	46,096	245,000	60,000	227,500	-7.14%
General Retirement	24,912	34,700	31,835	42,800	23.34%
401K General	15,876	19,400	17,785	21,100	8.76%
Workers Comp	1,482	2,300	2,900	3,100	34.78%
Postage	7	100	50	100	0.00%
Telephone & Communication	1,415	1,700	1,801	2,200	29.41%
Printing	5,973	6,600	6,000	6,600	0.00%
Travel and Training	25,105	34,000	15,000	37,900	11.47%
Advertising	23,279	7,000	5,500	7,000	0.00%
Employee Recruitment	2,327	3,000	2,200	3,000	0.00%
Office Supplies	943	1,500	1,500	1,500	0.00%
Departmental Supplies	588	1,000	2,500	1,000	0.00%
Technology Hardware & Accessories	11,378	5,000	3,000	2,400	-52.00%
Safety Supplies	322	1,000	700	1,500	50.00%
Wellness Supplies	4,459	30,200	15,500	32,400	7.28%
Meeting & Event Provisions	838	1,000	1,000	1,000	0.00%
Wellness Incentives / Safety Awards	-	1,700	-	1,800	5.88%
Employee Recognition	30,084	46,400	17,000	46,600	0.43%
Tuition Reimbursement	6,309	18,000	6,000	22,500	25.00%
Uniforms	177	400	-	400	0.00%
Contracted Services	54,867	35,600	50,000	66,700	87.36%
Software License & Maintenance	34,257	66,621	67,000	76,500	14.83%
Professional Services	14,801	27,560	20,000	22,000	-20.17%
Dues and Subscriptions	1,757	2,500	1,500	2,400	-4.00%
Insurance - General Liability	331	400	15,000	5,500	1275.00%
Insurance - Deductible	110,079	100,000	65,000	120,000	20.00%
Capital Outlay - Equipment	-	6,418	6,420	-	-100.00%
<b>Total</b>	<b>\$ 992,436</b>	<b>\$ 1,438,999</b>	<b>\$ 1,114,094</b>	<b>\$1,530,300</b>	<b>6.34%</b>



# INFORMATION TECHNOLOGY

Reports to Assistant Town Manager



## Mission

We deliver innovative services through collaborative technology integrated seamlessly into business processes for our staff and citizens.

## Description

The Information Technology Department provides a number of services related to infrastructure development, design, operations, and governance. Its work in infrastructure includes managing Town-owned and architected fiber and networks to all Town buildings, utilities, and government offices while utilizing cyber security devices and temperature control equipment to protect data integrity and ensure compliance with best practice requirements. The department works to investigate products and develop new processes and applications to improve performance and productivity for staff, citizens, vendors, and developers. Additionally, it provides implementation and support services for all hardware, software, and collaboration tools, including remote and mobile access.

## Recent Accomplishments

- Completed the Fiber Expansion Project – Town-wide/local connections (New Hill and Water Tanks) and Phase I of the Downtown Wireless Plan.
- Conducted Outage Management System integrations and App upgrades, City Works application expansion, and GIS Standardization – Spatial database conversion.
- Upgraded audio and visual tools in Town offices and meeting rooms and conducted Security Awareness Training for all employees.



## **Upcoming Projects**

- Upgrade Town Hall conference rooms.
- Install hardware for Pleasant Park and Community Center signage.
- Investigate new ERP systems for future use that will meet all departments' needs.

## **FY 2020-2021 Budget Highlights**

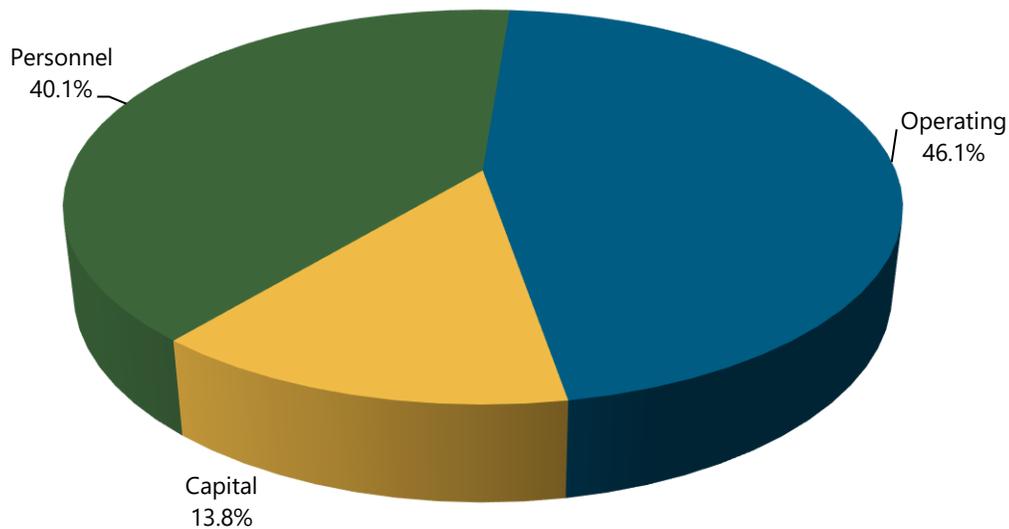
- The Information Technology Department budget increased by 3.41 percent in FY20-21.
- The Information Technology budget accounts for 3.49 percent of the General Fund budget and is equivalent to \$0.024 on the tax rate.
- The Town plans to spend \$38.18 per capita for Information Technology in FY20-21.
- Major budget changes include \$15,000 for conference room updating at Town Hall and \$130,000 for Fiber Optic Expansion.



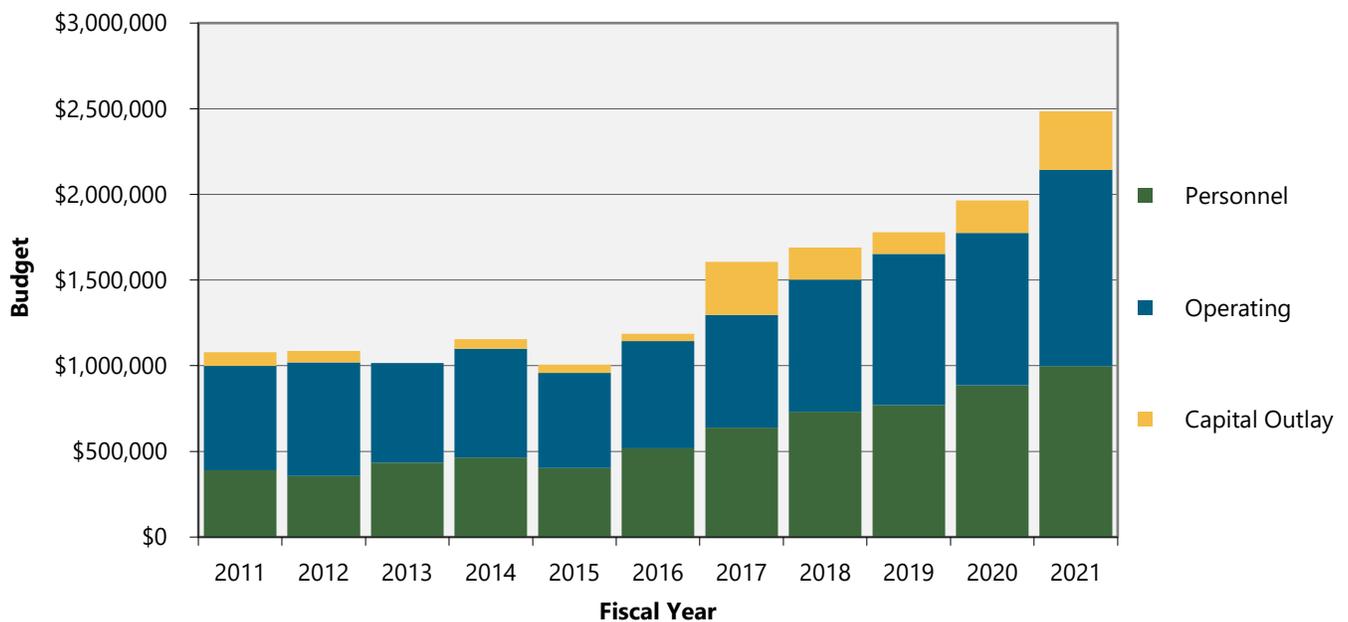
## Budget Summary

Expenditures by Type					
Type	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Budget	Percent Change
Personnel	769,893	910,500	885,529	997,300	9.53%
Operating	882,743	1,207,905	889,276	1,144,700	-5.23%
Capital	125,927	285,065	189,500	343,500	20.50%
<b>Total</b>	<b>\$1,778,563</b>	<b>\$2,403,470</b>	<b>\$1,964,305</b>	<b>\$2,485,500</b>	<b>3.41%</b>

### Information Technology Expenditures by Type



### Information Technology Expenditure History



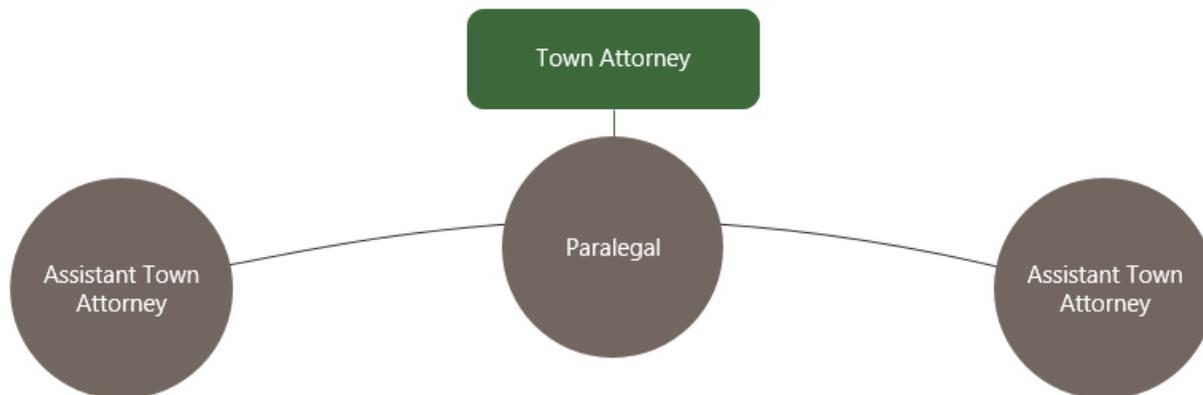
**Line Item Expenditures**

<b>Information Technology Expenditures</b>					
<b>Line Item</b>	<b>FY18-19 Actual</b>	<b>FY19-20 Budget</b>	<b>FY19-20 Estimate</b>	<b>FY20-21 Budget</b>	<b>Percent Change</b>
Salaries	572,231	622,100	618,439	693,300	11.45%
Part-Time Salaries	7,665	47,400	28,640	50,000	5.49%
FICA	42,380	51,200	49,502	56,900	11.13%
Group Insurance	73,743	99,600	100,357	89,500	-10.14%
General Retirement	44,358	56,300	55,350	70,400	25.04%
401K General	28,269	31,400	30,922	34,700	10.51%
Workers Comp	1,247	2,500	2,319	2,500	0.00%
Postage	3,112	-	-	-	-
Telephone & Communication	45,983	97,000	55,453	97,800	0.82%
Printing	4,445	3,500	2,500	4,600	31.43%
Travel and Training	8,698	23,888	9,000	18,000	-24.65%
Maintenance & Repair - Equipment	104,692	196,500	190,000	240,700	22.49%
Maintenance & Repair - Vehicle	38	250	225	500	100.00%
Maintenance and Repair - Fiber	18,305	36,695	36,300	40,000	9.01%
Automotive Supplies	92	750	150	200	-73.33%
Motor Fuel	378	500	400	500	0.00%
Office Supplies	77	750	350	500	-33.33%
Departmental Supplies	5,395	2,200	1,100	4,000	81.82%
Technology Hardware & Accessories	137,484	215,973	172,000	80,000	-62.96%
Meeting & Event Provisions	132	500	300	1,400	180.00%
Uniforms	176	500	-	900	80.00%
Contracted Services	249,555	241,333	184,000	295,000	22.24%
Software License & Maintenance	253,669	341,166	196,498	316,100	-7.35%
Professional Services	3,191	3,000	-	-	-100.00%
Dues and Subscriptions	200	1,500	1,000	2,000	33.33%
Insurance - General Liability	47,120	41,900	40,000	42,500	1.43%
Capital Outlay - Improvements	5,370	240,000	155,000	130,000	-45.83%
Capital Outlay - Equipment	120,557	45,065	34,500	213,500	373.76%
<b>Total</b>	<b>\$ 1,778,563</b>	<b>\$ 2,403,470</b>	<b>\$ 1,964,305</b>	<b>\$2,485,500</b>	<b>3.41%</b>



## LEGAL SERVICES

Reports to Town Council



### Mission

The Legal Department zealously represents the interests of the Town with integrity, competency, diligence, and efficiency to preserve the Town’s rights and uphold its responsibilities.

### Description

The Town Attorney is appointed by and reports to Town Council and is responsible for providing legal advice to Town Council and Town staff. The Legal Department exclusively serves the Town of Apex and is unable to provide legal advice or representation to citizens on any matter. The department provides a number of services, including drafting and reviewing ordinances, resolutions, contracts, deeds and easements, policies, and other legal documents; representing and advising Town Council and staff at public meetings such as Town Council meetings, public hearings, quasi-judicial hearings, and board of adjustment hearings; and representing the Town in claims and litigation in cooperation with outside counsel.

### FY 2020-2021 Budget Highlights

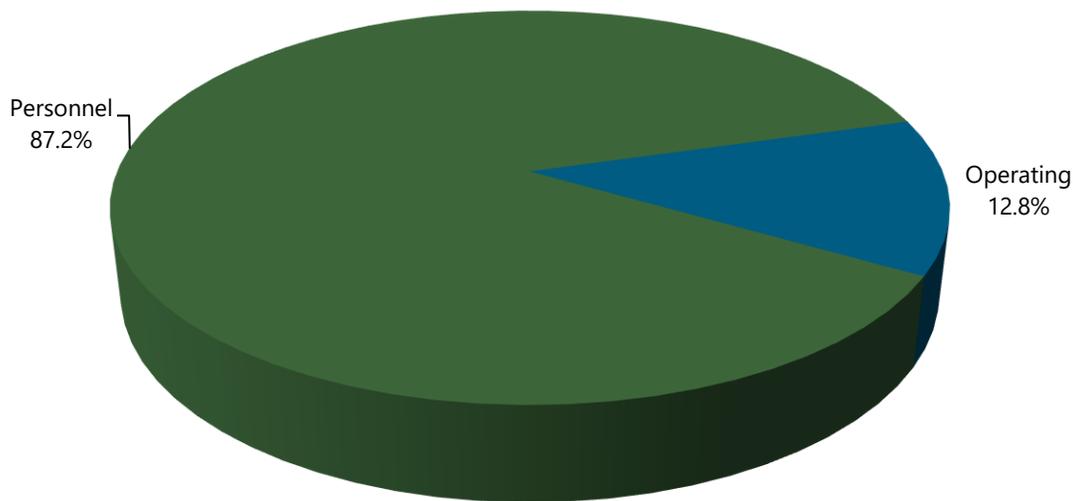
- The Legal Department budget increased 9.14 percent in FY20-21.
- The Legal Department budget accounts for 0.67% percent of the General Fund budget and is equivalent to \$0.005 on the tax rate.
- The Town plans to spend \$7.31 per capita for Legal services in FY20-21.
- There were no major budget changes from prior year.
- The budget includes \$30,000 for outside counsel consulting fees.



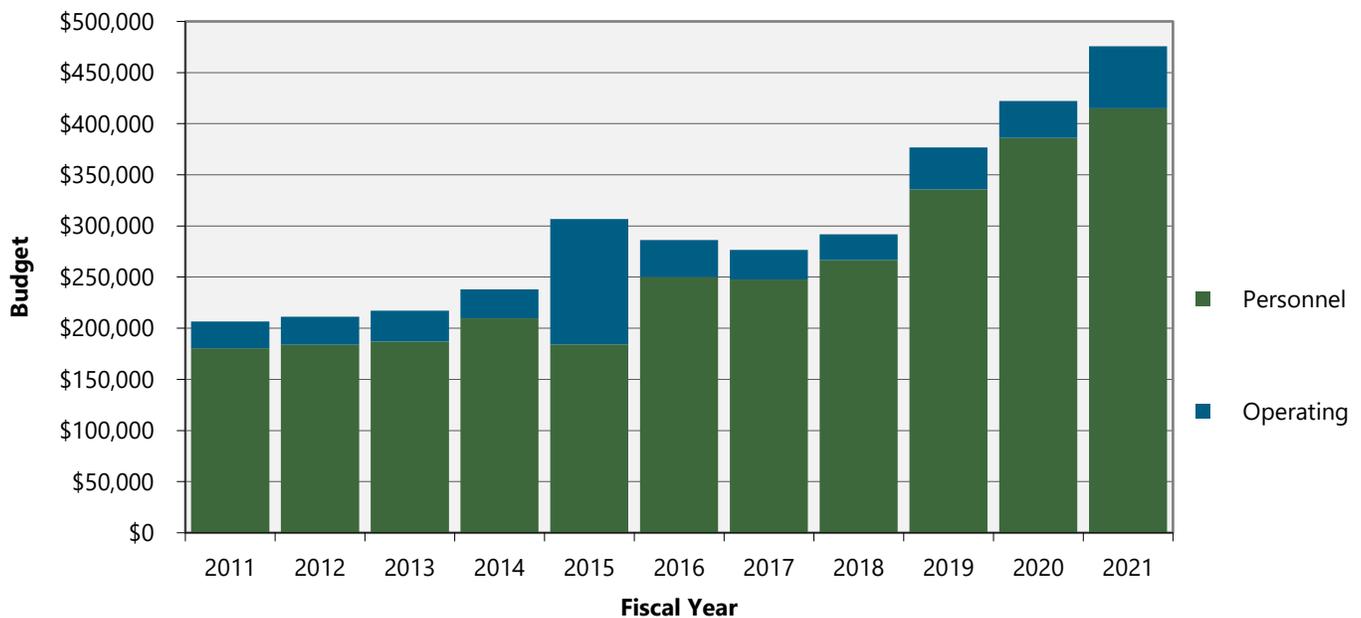
## Budget Summary

Expenditures by Type					
Type	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Budget	Percent Change
Personnel	335,569	375,800	386,149	415,000	10.43%
Operating	41,064	60,072	35,950	60,700	1.05%
Capital	-	-	-	-	-
<b>Total</b>	<b>\$376,633</b>	<b>\$435,872</b>	<b>\$422,099</b>	<b>\$475,700</b>	<b>9.14%</b>

### Legal Expenditures by Type



### Legal Expenditure History



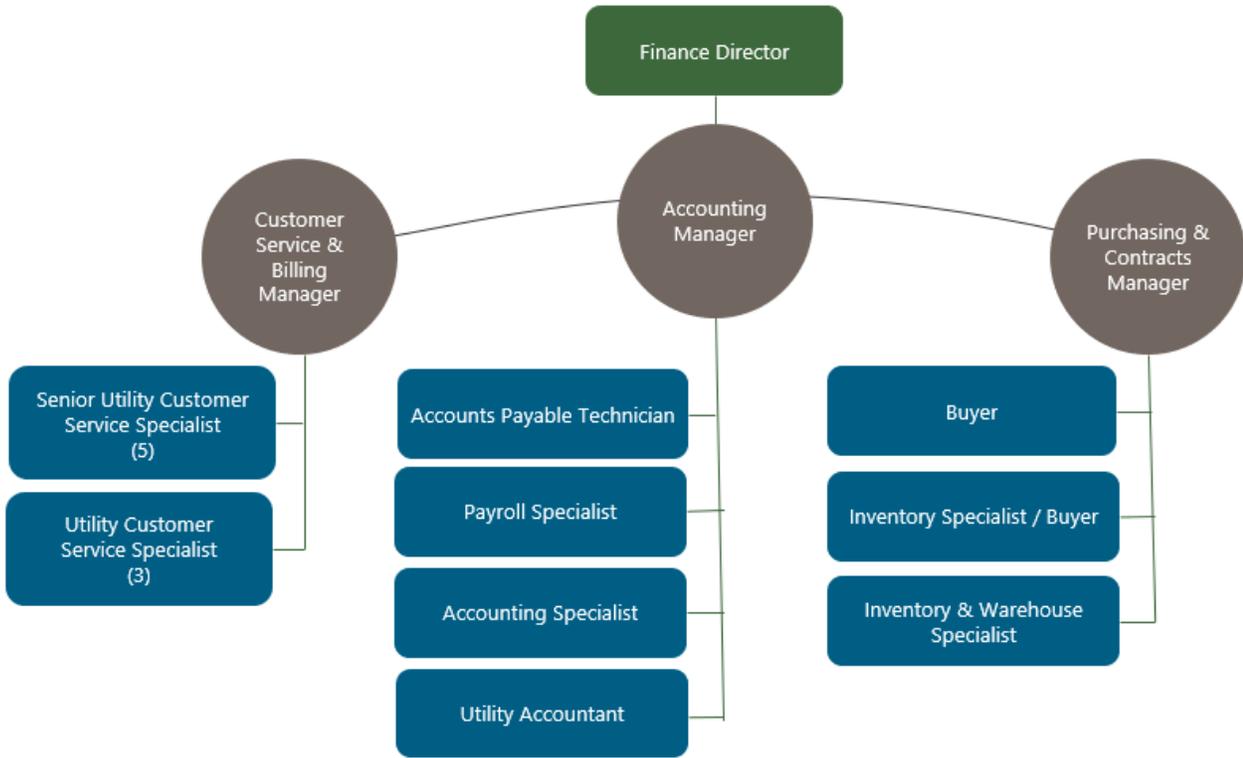
**Line Item Expenditures**

<b>Legal Services Expenditures</b>					
<b>Line Item</b>	<b>FY18-19 Actual</b>	<b>FY19-20 Budget</b>	<b>FY19-20 Estimate</b>	<b>FY20-21 Budget</b>	<b>Percent Change</b>
Salaries	263,934	289,800	300,136	296,500	2.31%
Part-Time Salaries	-	-	-	28,700	-
FICA	19,350	22,200	22,960	24,900	12.16%
Group Insurance	18,181	22,800	20,784	15,200	-33.33%
General Retirement	20,715	26,000	26,862	33,000	26.92%
401K General	13,197	14,500	15,007	16,200	11.72%
Workers Comp	191	500	400	500	0.00%
Postage	-	100	-	100	0.00%
Telephone & Communication	-	500	-	200	-60.00%
Printing	2,681	3,000	3,000	3,000	0.00%
Travel and Training	3,296	4,500	3,500	5,000	11.11%
Office Supplies	1,428	2,500	650	2,500	0.00%
Departmental Supplies	3,643	500	100	300	-40.00%
Technology Hardware & Accessories	5,464	-	-	-	-
Uniforms	26	300	-	300	0.00%
Software License & Maintenance	1,422	1,572	3,500	2,200	39.95%
Professional Services	8	200	-	200	0.00%
Professional Services - Legal	8,491	30,000	10,500	30,000	0.00%
Dues and Subscriptions	14,605	16,900	14,700	16,900	0.00%
<b>Total</b>	<b>\$ 376,633</b>	<b>\$ 435,872</b>	<b>\$ 422,099</b>	<b>\$ 475,700</b>	<b>9.14%</b>



# FINANCE DEPARTMENT

Reports to Assistant Town Manager



## Mission

We enhance the financial health of the Town, ensure responsible stewardship, and deliver outstanding support and service.

## Description

The Finance Department is responsible for managing and communicating financial information to Town management (Town Council, Town Manager, department heads) and other users of Town financial data (citizens, bondholders, oversight bodies, financial service providers, external agencies) to foster informed judgments and decisions concerning the provision of services to citizens. Finance Department staff performs statutory duties surrounding comprehensive financial administration and planning. The department manages the Town’s accounting, customer service, and purchasing and contract management services.

## Recent Accomplishments

- Implemented Executime, an electronic time and leave reporting system for payroll.
- Added Round-up Contribution option to utility bills.
- Completed Fiscal Year 19-20 Comprehensive Annual Financial Report and received GFOA award for the 2019 Fiscal Year.



## **Upcoming Projects**

- Open a second inventory warehouse at the new Electric Office Facility.
- Identify and implement a solution to add and improve online payment acceptance for other departments of the Town.
- Conduct physical inventory of all Town Capital Assets.

## **FY 2020-2021 Budget Highlights**

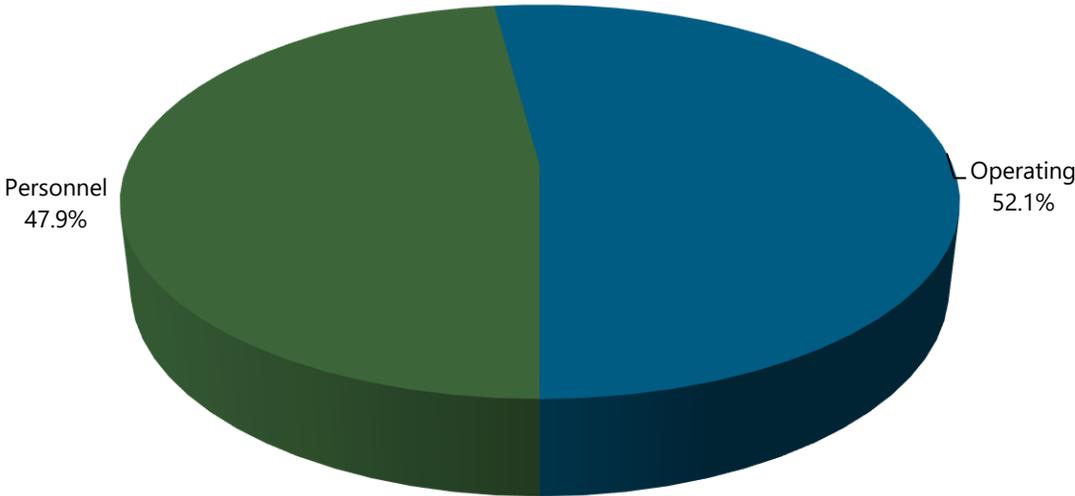
- The Finance and Customer Service Department budget increased 8.27 percent in FY20-21.
- The Finance budget accounts for 1.21 percent of the General Fund budget and is equivalent to \$0.008 on the tax rate.
- The Town plans to spend \$13.19 per capita for Finance in FY20-21.
- Major budget changes include the addition of a Customer Service & Billing Supervisor and the associated onboarding costs.
- The budget also includes travel and training for New World Systems and continuing education for maintaining certifications and accounting updates.



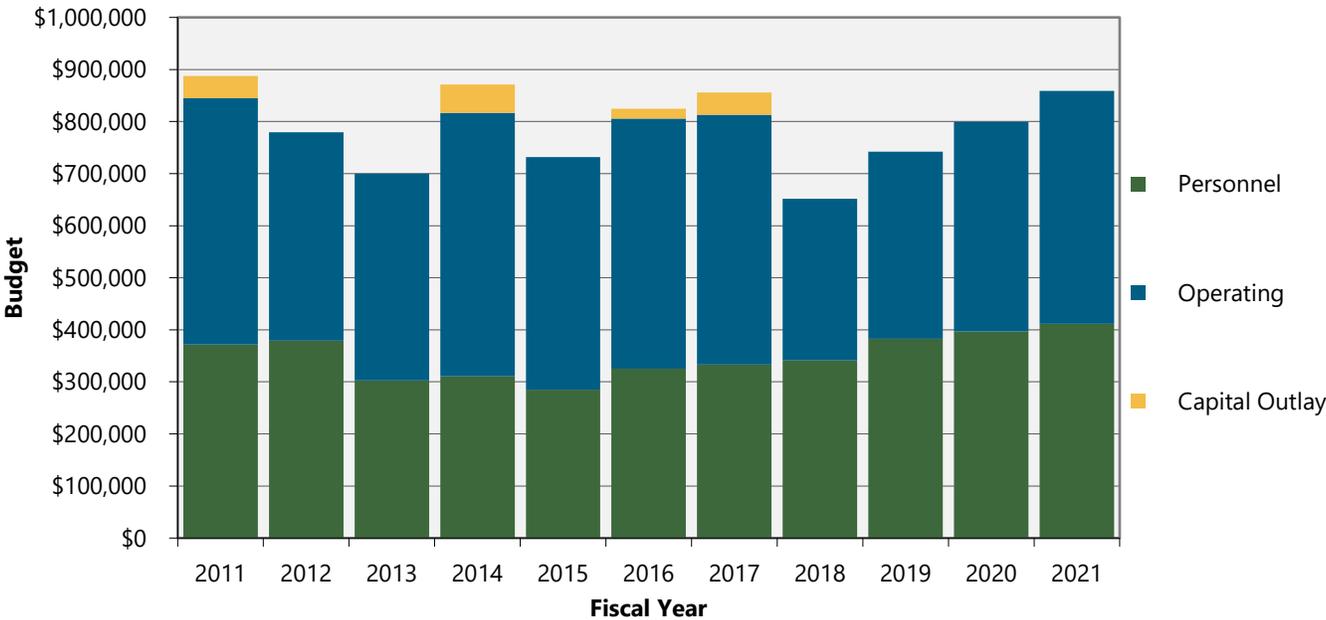
**Budget Summary**

Expenditures by Type					
Type	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Budget	Percent Change
Personnel	382,766	337,300	397,050	411,500	22.00%
Operating	359,487	452,300	402,200	447,200	-1.13%
Capital	-	3,500	-	-	-100.00%
<b>Total</b>	<b>\$742,253</b>	<b>\$793,100</b>	<b>\$799,250</b>	<b>\$858,700</b>	<b>8.27%</b>

**Finance Expenditures by Type**



**Finance Expenditure History**



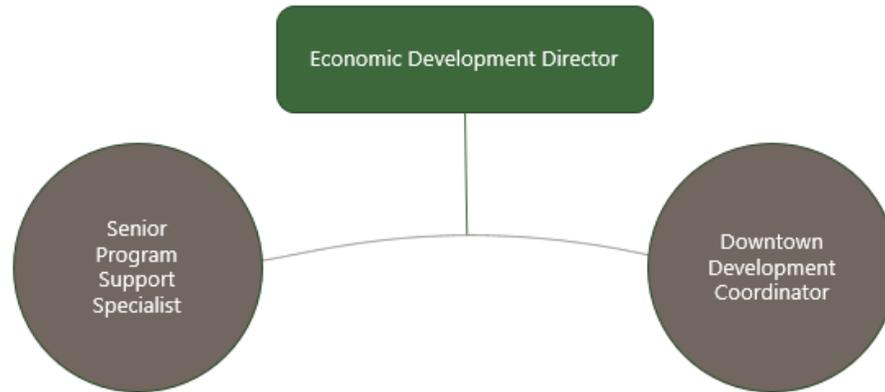
## Line Item Expenditures

Finance Expenditures					
Line Item	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Budget	Percent Change
Salaries	263,358	209,100	278,784	290,000	38.69%
Part-Time Salaries	14,136	30,000	4,000	3,000	-90.00%
FICA	20,316	18,300	21,633	22,400	22.40%
Group Insurance	37,839	35,700	40,243	37,200	4.20%
General Retirement	20,671	18,700	24,951	29,400	57.22%
401K General	13,168	10,500	13,939	14,500	38.10%
Workers Comp	1,052	1,500	1,500	1,500	0.00%
Unemployment	12,227	13,500	12,000	13,500	0.00%
Postage	7,102	3,600	9,000	9,000	150.00%
Telephone & Communication	7,181	7,000	5,000	8,200	17.14%
Printing	14,669	13,800	12,500	13,800	0.00%
Utilities	6,157	6,200	5,800	6,200	0.00%
Travel and Training	9,195	22,100	11,500	15,900	-28.05%
Maintenance & Repair - Building	1,044	7,000	5,000	6,500	-7.14%
Maintenance & Repair - Equipment	2,734	4,000	4,000	4,000	0.00%
Maintenance & Repair - Vehicle	307	600	400	500	-16.67%
Automotive Supplies	200	500	500	600	20.00%
Motor Fuel	1,860	1,800	1,500	1,800	0.00%
Office Supplies	1,610	1,600	2,300	1,500	-6.25%
Departmental Supplies	4,153	7,000	4,000	3,500	-50.00%
Technology Hardware & Accessories	19,494	40,000	21,000	19,300	-51.75%
Meeting & Event Provisions	3,152	3,400	3,100	4,400	29.41%
Uniforms	2,022	2,400	900	3,400	41.67%
Contracted Services	145,269	151,720	150,000	173,200	14.16%
Bank / Transaction Fees	17,410	28,000	26,000	25,000	-10.71%
Software License & Maintenance	42,517	44,580	42,000	65,500	46.93%
Contracted Services - Billing/Collections	10,345	14,400	10,000	15,300	6.25%
Professional Services	40,603	28,600	24,000	2,000	-93.01%
Professional Services - Financial	16,292	57,200	57,200	60,000	4.90%
Dues and Subscriptions	1,694	2,100	2,000	2,600	23.81%
Insurance - General Liability	4,475	4,700	4,500	5,000	6.38%
Capital Outlay - Equipment	-	3,500	-	-	-100.00%
<b>Total</b>	<b>\$ 742,253</b>	<b>\$ 793,100</b>	<b>\$ 799,250</b>	<b>\$ 858,700</b>	<b>8.27%</b>



## ECONOMIC DEVELOPMENT

Reports to Assistant Town Manager



### Mission

Positioning Apex for economic opportunity and prosperity through business and industry growth and entrepreneurship.

### Description

The Economic Development department coordinates efforts to retain and recruit business and industry in the Town. Some of its key responsibilities include managing an ongoing outreach program to maintain contact with over 60 core companies based in the Town, implementing marketing strategies to attract new business and industry, coordinating responses to request for proposals (RFPs) and inquiries, and identifying potential buildings and sites to house new or relocating business and industry.

### Recent Accomplishments

- Continued development at the Cash Corporate Center, a 121-acre industrial site designated as both an NC Certified Site and ElectriCities Smart Site, to recruit new business and industry. The Town has partnered with the property owner through a development agreement which includes an option to purchase. The site continues to attract attention from multiple prospects and site location consultants, some requiring 100+ acres.
- Initiated the LaunchApex program, which offers business training, mentoring, networking, and micro-loan access for small businesses, start-ups, and entrepreneurs. LaunchAPEX has graduated three cohorts, which represent 31 businesses, and will continue to offer the program in the fall of each year.
- Completed Coworking Station Downtown Apex, which had its grand opening in late 2019 with full capacity and features 2,500 square feet of coworking space. The Coworking Station offers a comfortable, collaborative, and innovative working environment for entrepreneurs and start-up businesses, in addition to professional programming.

### Upcoming Projects

- Continue development at the Cash site, including initiatives for the Non-Residential Master Subdivision Plan and possibly purchase of initial 12 acres.
- Develop new promotional activities and initiatives for downtown businesses.
- Investigate the possibility of producing a revolving loan fund created from the collection of the payments from the Small Business Emergency Loan Program.



## **FY 2020-2021 Budget Highlights**

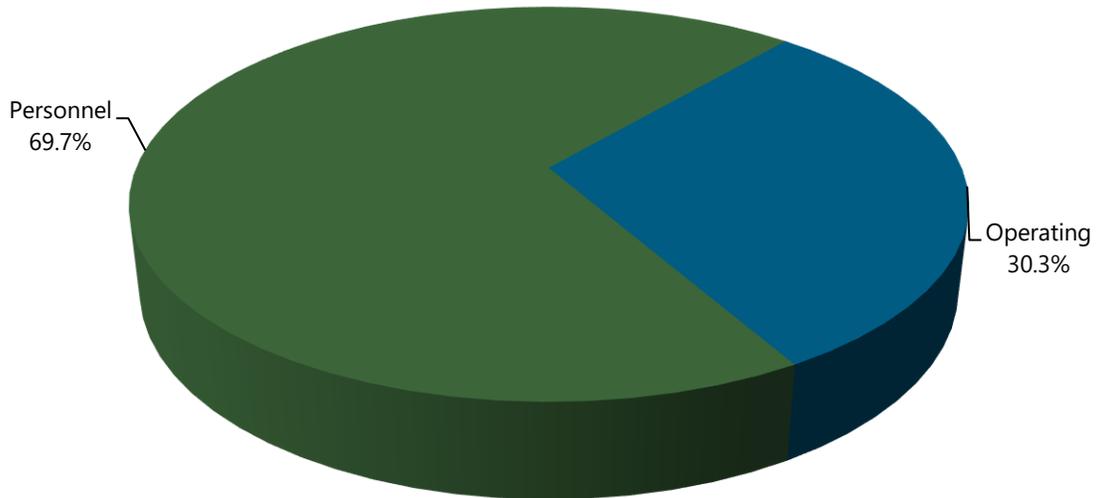
- The Economic Development Department budget decreased by 10.04 percent in FY20-21 and accounts for 0.75 percent of the General Fund budget. It is equivalent to \$0.005 on the tax rate.
- The Town plans to spend \$8.20 per capita for Economic Development services in FY20-21.
- Major budget changes include a decrease in contracted services following the completion of the Coworking Space the prior fiscal year.



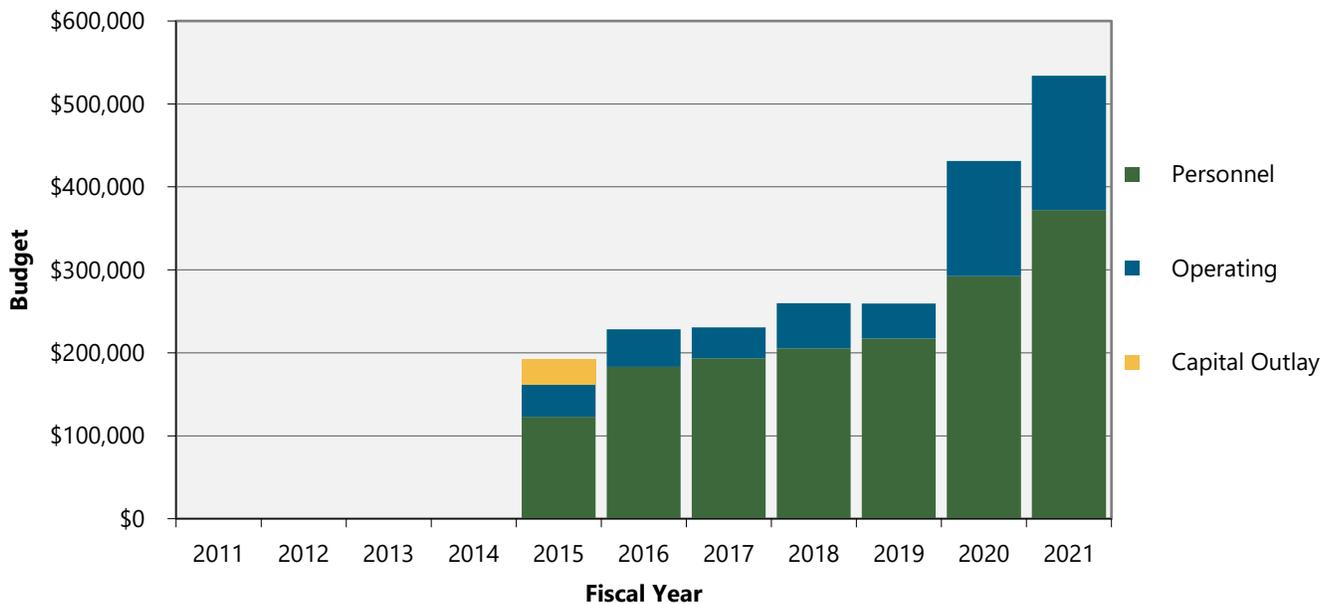
## Budget Summary

Expenditures by Type					
Type	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Budget	Percent Change
Personnel	217,067	332,700	292,470	372,200	11.87%
Operating	42,298	260,992	138,600	161,900	-37.97%
Capital	-	-	-	-	-
<b>Total</b>	<b>\$259,365</b>	<b>\$593,692</b>	<b>\$431,070</b>	<b>\$534,100</b>	<b>-10.04%</b>

### Economic Development Expenditures by Type



### Economic Development Expenditure History



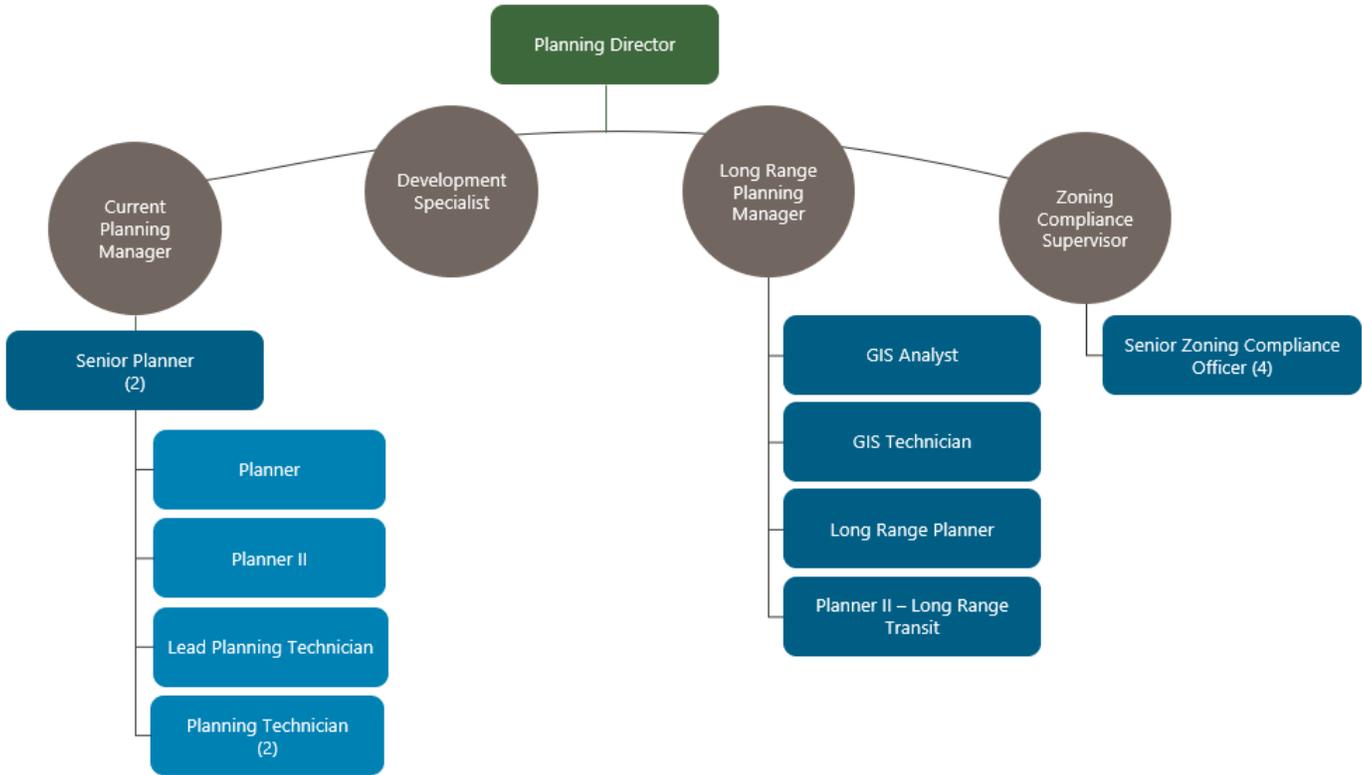
**Line Item Expenditures**

<b>Economic Development Expenditures</b>					
<b>Line Item</b>	<b>FY18-19 Actual</b>	<b>FY19-20 Budget</b>	<b>FY19-20 Estimate</b>	<b>FY20-21 Budget</b>	<b>Percent Change</b>
Salaries	161,769	215,000	203,667	246,200	14.51%
Part-Time Salaries	-	30,000	9,790	32,000	6.67%
FICA	11,993	18,800	16,329	21,300	13.30%
Group Insurance	21,168	36,800	32,022	33,200	-9.78%
General Retirement	12,692	19,300	18,228	25,000	29.53%
401K General	8,088	10,800	10,183	12,300	13.89%
Workers Comp	1,357	2,000	2,250	2,200	10.00%
Postage	-	-	650	-	-
Telephone & Communication	-	2,000	-	600	-70.00%
Printing	674	3,700	1,000	7,900	113.51%
Travel and Training	7,183	15,400	4,000	16,800	9.09%
Advertising	1,657	7,100	2,600	5,000	-29.58%
Office Supplies	703	5,000	2,000	5,000	0.00%
Departmental Supplies	(13)	8,500	2,000	11,900	40.00%
Technology Hardware & Accessories	3,967	2,500	5,300	4,200	68.00%
Meeting & Event Provisions	903	2,000	1,400	2,000	0.00%
Community Outreach	882	1,300	800	12,200	838.46%
Uniforms	89	400	-	300	-25.00%
Contracted Services	-	115,000	70,000	4,000	-96.52%
Software License & Maintenance	2,876	5,056	3,500	4,900	-3.09%
Professional Services	7,695	3,500	600	3,500	0.00%
Professional Services - Engineer/Survey	13,175	42,100	7,500	35,000	-16.86%
Lease Payments	98	25,500	15,500	25,800	1.18%
Dues and Subscriptions	1,503	2,100	2,100	2,900	38.10%
Special Programs	-	-	150	-	-
Downtown	906	2,500	2,000	2,500	0.00%
Economic Incentives	-	17,336	17,500	17,400	0.37%
<b>Total</b>	<b>\$ 259,365</b>	<b>\$ 593,692</b>	<b>\$ 431,070</b>	<b>\$ 534,100</b>	<b>-10.04%</b>



# PLANNING DEPARTMENT

Reports to Assistant Town Manager



## Mission

We use collaboration and vision to preserve small town character, promote a sense of community, and ensure quality development.

## Description

The Planning Department is currently organized into three sections: Current Planning, Long Range Planning, and Zoning Compliance. The Current Planning division oversees the plan review process and coordinates the Technical Review Committee. Its responsibilities include advising property owners and developers throughout the application submittal process, approving permits and certificates of zoning compliance, and reviewing re-zonings, subdivision plans, special use permits, and appeals. The Long Range Planning division is responsible for tasks such as creating and maintaining spatial data in a GIS database, developing maps to convey information about existing conditions and development, and utilizing this data to help chart the path for the Town’s future. The division develops and maintains long-range plans such as Advance Apex: The 2045 Comprehensive Transportation Plan, Advance Apex: The 2045 Land Use Plan Update, Bike Apex, and Peak Plan 2030: The Apex Comprehensive Plan. In addition, it produces plans addressing critical needs within the community, such as the Hazard Mitigation Plan and the Affordable Housing Plan. The Zoning Compliance division is responsible for ensuring that all development and land use within the Town is in compliance with Town ordinances. The division processes and addresses zoning complaints, reviews plans for landscaping, tree preservation, grading, and lighting, and ensures all site and subdivision plans meet the appropriate ordinance requirements. Additionally, the division provides liaisons to the Tree Citizen Advisory Panel and Bee City Committee.



## **Recent Accomplishments**

- Led the Town of Apex Downtown Master Plan and Parking Study to identify possible enhancements for the downtown area, along with creating the Historic Marker Program, which will provide grants for the installation of historic markers throughout the Town.
- Led a short-range transit study and secured a recommendation for Wake Transit funding to implement the first local bus route in Apex. Additionally, secured LAPP funding for GoApex Route 1 Bus Stop Improvements and West Chatham Street pedestrian improvements.
- Worked with regional organizations and across Town departments on an initiative to share important information about the 2020 Census.

## **Upcoming Projects**

- Develop Town of Apex Affordable Housing Plan to examine housing affordability and identify strategies to bring more affordable housing to Apex.
- Continue Wayfinding Program to identify additional wayfinding signage locations, messages, design, and recommendations for phased fabrication and installation.
- Proceed with the ongoing implementation of major transportation projects, Downtown Plan recommendations, and transit in Apex.

## **FY 2020-2021 Budget Highlights**

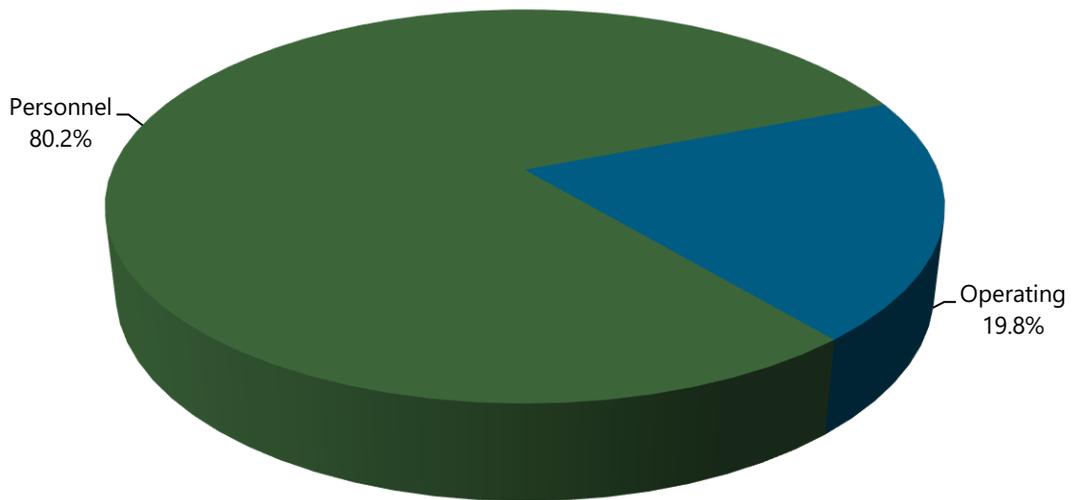
- The Planning Department budget increased by 4.38 percent in FY20-21.
- The Planning budget accounts for 3.37 percent of the General Fund budget and is equivalent to \$0.024 on the tax rate.
- The Town plans to spend \$8.20 per capita for Planning in FY20-21.
- Major budget changes include the addition of one new staff member, a Long Range Planner II, and the associated onboarding costs.
- The budget also includes \$75,000 for the Wayfinding plan and additional funds have been budgeted for community outreach for the implementation of GoApex Route 1.



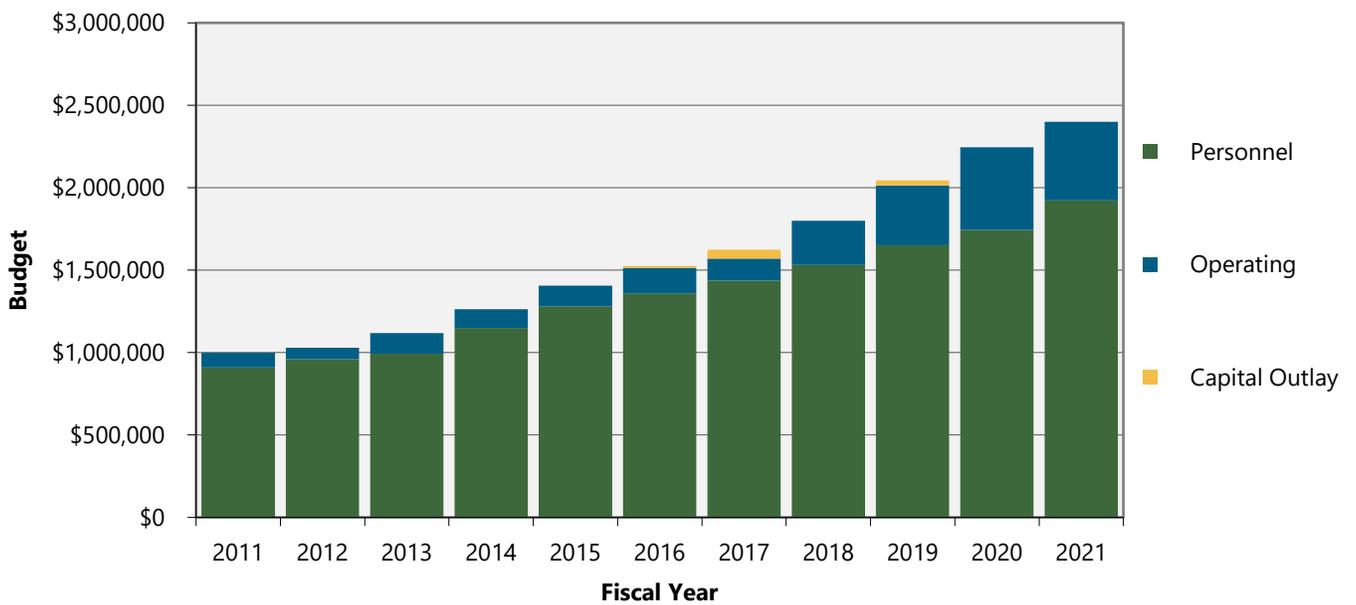
## Budget Summary

Expenditures by Type					
Type	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Budget	Percent Change
Personnel	1,651,398	1,758,500	1,744,402	1,923,500	9.38%
Operating	362,439	540,602	501,400	476,200	-11.91%
Capital	31,540	-	-	-	-
<b>Total</b>	<b>\$2,045,377</b>	<b>\$2,299,102</b>	<b>\$2,245,802</b>	<b>\$2,399,700</b>	<b>4.38%</b>

Planning Expenditures by Type



Planning Expenditure History



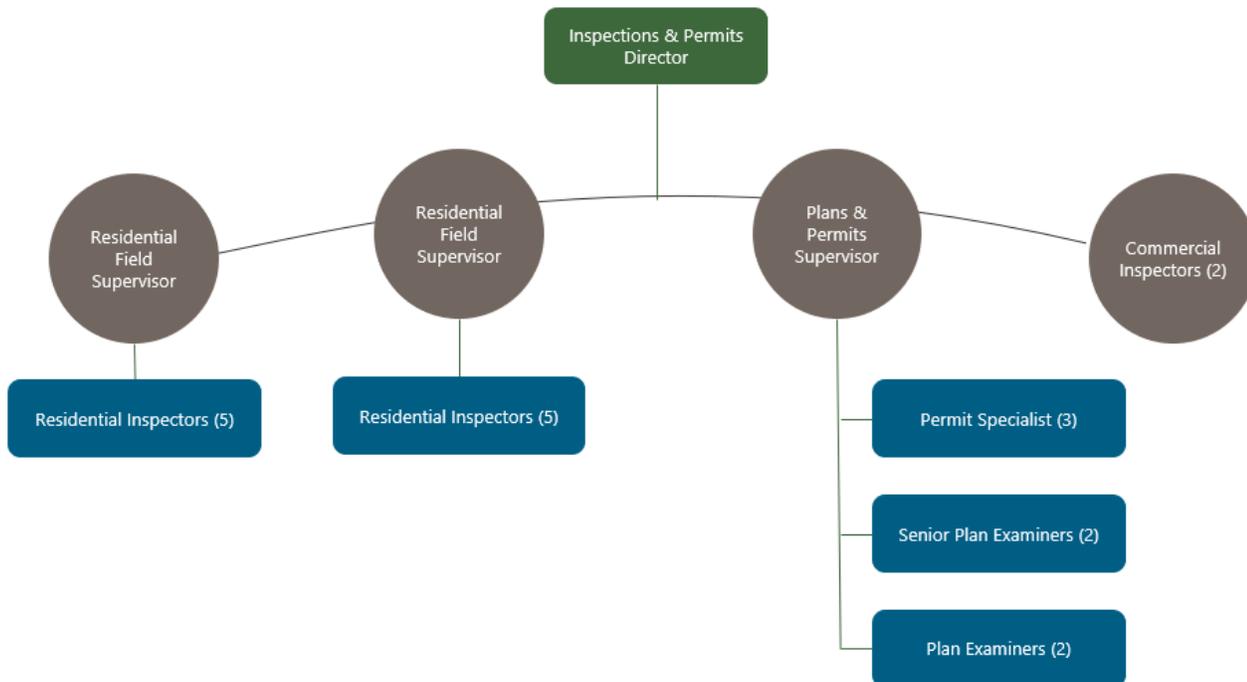
## Line Item Expenditures

Planning Expenditures					
Line Item	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Budget	Percent Change
Salaries	1,178,211	1,264,500	1,260,590	1,401,300	10.82%
Part-Time Salaries	42,253	-	1,315	-	-
FICA	89,433	96,700	96,536	107,200	10.86%
Group Insurance	181,058	206,400	197,909	190,100	-7.90%
General Retirement	91,886	113,200	112,823	142,300	25.71%
401K General	58,744	63,200	63,030	70,100	10.92%
Workers Comp	9,814	14,500	12,200	12,500	-13.79%
Postage	96	500	100	500	0.00%
Telephone & Communication	5,357	6,400	6,500	7,700	20.31%
Printing	9,517	13,403	13,400	12,800	-4.50%
Travel and Training	8,292	15,800	10,000	13,600	-13.92%
Maintenance & Repair - Equipment	-	500	-	500	0.00%
Maintenance & Repair - Vehicle	968	2,600	1,500	3,000	15.38%
Advertising	-	1,100	-	1,300	18.18%
Automotive Supplies	1,314	2,600	800	2,500	-3.85%
Motor Fuel	3,437	3,800	2,600	4,600	21.05%
Office Supplies	5,236	5,000	2,500	5,000	0.00%
Janitorial Supplies	171	400	400	400	0.00%
Departmental Supplies	3,840	13,235	7,000	7,700	-41.82%
Technology Hardware & Accessories	12,082	27,500	15,000	3,000	-89.09%
Meeting & Event Provisions	1,714	1,200	700	1,400	16.67%
Community Outreach	749	6,000	21,000	30,000	400.00%
Uniforms	696	1,500	-	1,500	0.00%
Contracted Services	47,194	53,809	41,000	229,500	326.51%
Personal Protective Equipment	92	1,300	1,300	1,100	-15.38%
Bank / Transaction Fees	4,682	3,000	2,900	3,000	0.00%
Software License & Maintenance	19,769	27,870	29,500	23,400	-16.04%
Prof. Services	210,399	312,785	312,000	76,500	-75.54%
Prof. Services - Engineer/Survey	-	4,000	-	4,000	0.00%
Dues and Subscriptions	23,553	32,800	30,000	39,700	21.04%
Insurance - General Liability	3,282	3,500	3,200	3,500	0.00%
Capital Outlay - Equipment	31,540	-	-	-	-
<b>Total</b>	<b>\$ 2,045,377</b>	<b>\$ 2,299,102</b>	<b>\$ 2,245,802</b>	<b>\$2,399,700</b>	<b>4.38%</b>



# BUILDING INSPECTIONS & PERMITTING

Reports to Assistant Town Manager



## Mission

We instill confidence in the safety and durability of construction in Apex through fair, consistent, and timely enforcement of ordinances and the NC Building Code.

## Description

The primary responsibility of the Building Inspections & Permits Department is to enforce the North Carolina Building Codes as required by North Carolina General Statutes 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

- Changed to single-trade inspections and implemented new iPad inspection system.
- Streamlined solar projects by combining application and approval process with Electric Utilities.
- Added a new Code Enforcement Officer Supervisor position.

## Upcoming Projects

- Implement a fully electronic plan review system.
- Restructure personnel positions to accommodate software testing and liaisons to IT and Development Services.



## **FY 2020-2021 Budget Highlights**

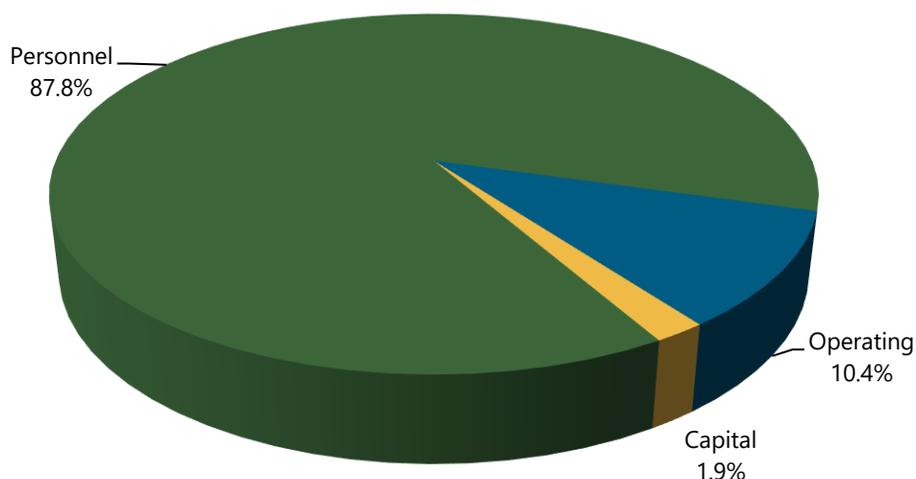
- The Building Inspections & Permitting Department budget decreased 5.38 percent in FY20-21.
- The Building Inspections & Permitting budget accounts for 4.19 percent of the General Fund budget and is equivalent to \$0.029 on the tax rate.
- The Town plans to spend \$45.73 per capita for Inspections & Permitting in FY20-21.
- There were no major budget changes from prior year.
- The budget includes \$56,000 in capital equipment for one replacement vehicle and one new departmental vehicle.



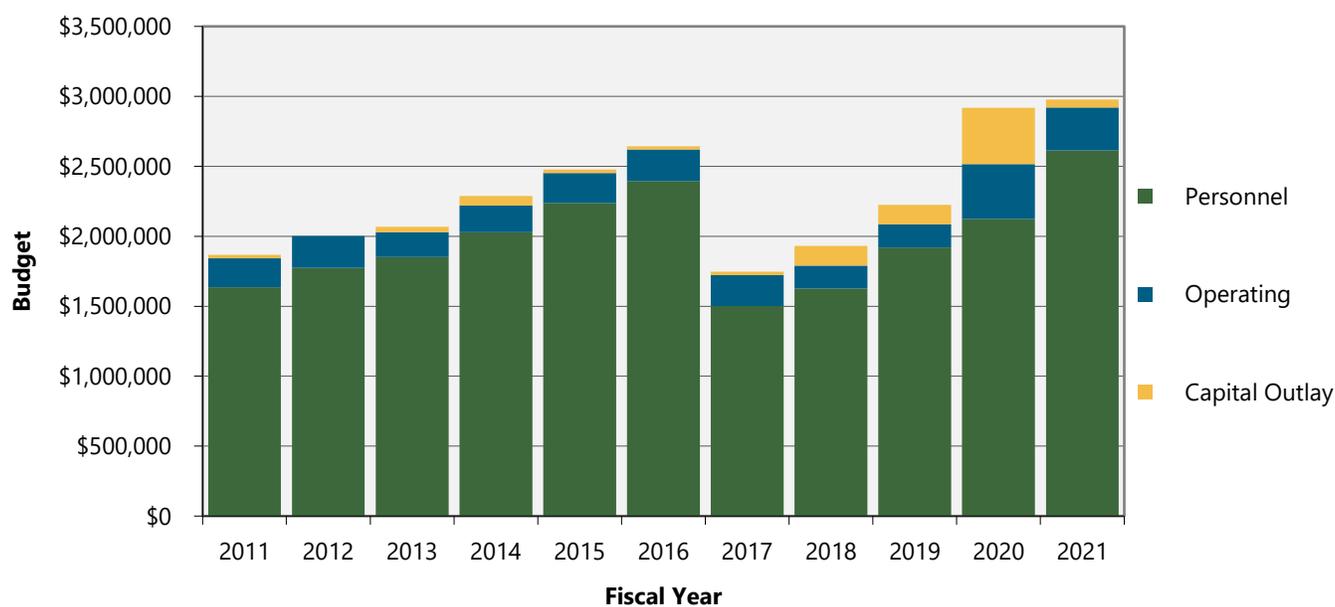
## Budget Summary

Expenditures by Type					
Type	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Budget	Percent Change
Personnel	1,919,886	2,315,700	2,124,508	2,612,800	12.83%
Operating	165,457	421,770	390,546	308,300	-26.90%
Capital	138,136	409,000	402,249	56,000	-86.31%
<b>Total</b>	<b>\$2,223,479</b>	<b>\$3,146,470</b>	<b>\$2,917,303</b>	<b>\$2,977,100</b>	<b>-5.38%</b>

**Building Inspections & Permitting Expenditures by Type**



**Building Inspections & Permitting Expenditure History**



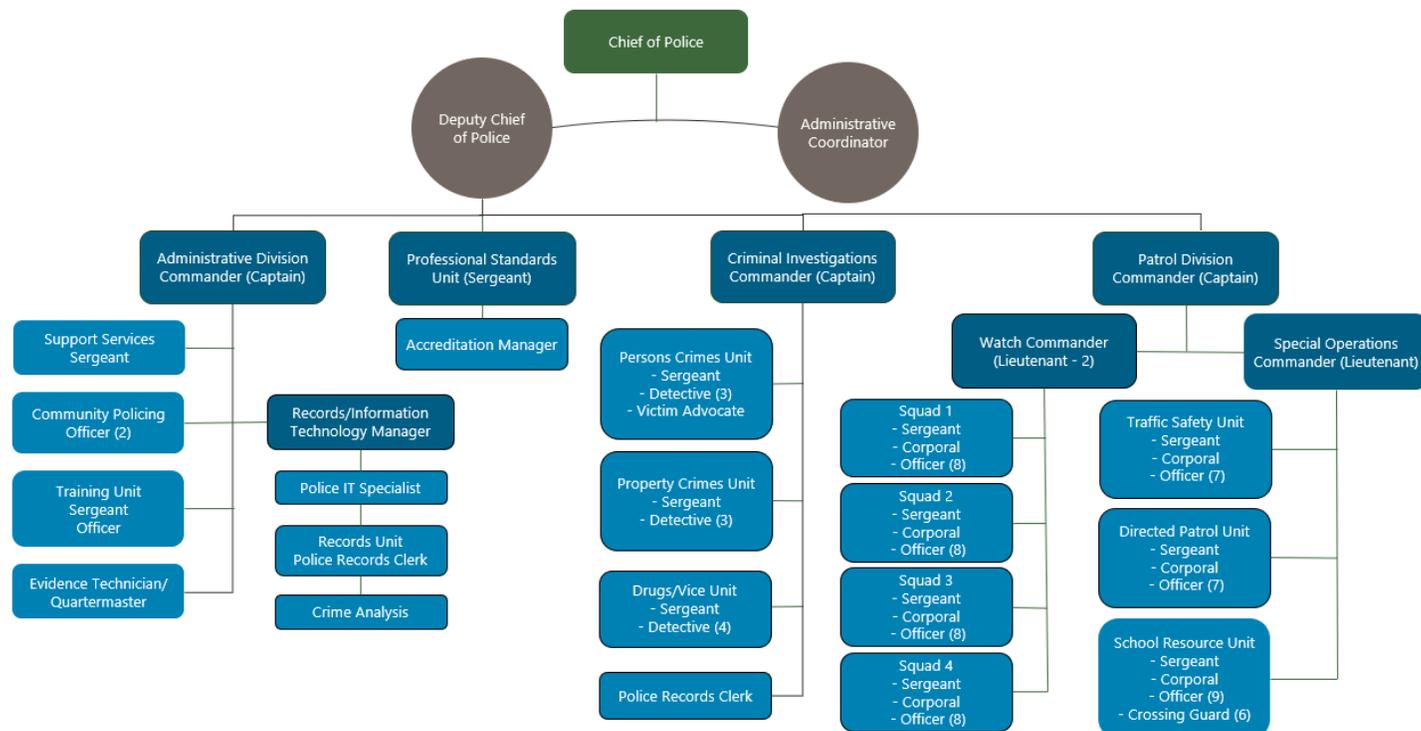
**Line Item Expenditures**

<b>Inspections &amp; Permitting Expenditures</b>					
<b>Line Item</b>	<b>FY18-19 Actual</b>	<b>FY19-20 Budget</b>	<b>FY19-20 Estimate</b>	<b>FY20-21 Budget</b>	<b>Percent Change</b>
Salaries	1,342,788	1,533,100	1,490,960	1,772,200	15.60%
Part-Time Salaries	88,044	157,800	55,227	157,800	0.00%
FICA	104,873	129,400	118,283	147,700	14.14%
Group Insurance	200,466	264,000	236,686	251,200	-4.85%
General Retirement	105,397	137,200	133,441	179,900	31.12%
401K General	67,139	76,700	74,548	88,600	15.51%
Workers Comp	11,178	17,500	15,363	15,400	-12.00%
Postage	508	100	250	500	400.00%
Telephone & Communication	9,721	14,300	20,924	28,400	98.60%
Printing	16,410	8,400	16,000	18,600	121.43%
Travel and Training	34,884	43,940	32,000	59,200	34.73%
Maintenance & Repair - Vehicle	1,456	4,200	1,100	4,500	7.14%
Automotive Supplies	3,560	4,800	3,200	9,500	97.92%
Motor Fuel	13,404	12,000	11,800	14,000	16.67%
Office Supplies	2,396	2,400	3,500	5,000	108.33%
Departmental Supplies	1,855	2,000	2,500	4,300	115.00%
Technology Hardware & Accessories	16,409	47,550	31,000	22,100	-53.52%
Safety Supplies	-	900	200	1,000	11.11%
Meeting & Event Provisions	1,478	6,400	4,100	5,500	-14.06%
Uniforms	5,156	7,700	4,500	9,100	18.18%
Contracted Services	560	1,500	700	-	-100.00%
Personal Protective Equipment	600	1,200	1,200	1,500	25.00%
Bank / Transaction Fees	17,403	50,000	16,000	50,000	0.00%
Software License & Maintenance	30,227	47,580	38,000	57,700	21.27%
Professional Services	-	155,000	193,000	5,000	-96.77%
Dues and Subscriptions	419	1,300	1,000	1,700	30.77%
Insurance - General Liability	9,011	10,500	9,572	10,700	1.90%
Capital Outlay - Land	-	356,000	355,974	-	-100.00%
Capital Outlay - Improvements	34,877	-	-	-	-
Capital Outlay - Equipment	103,260	53,000	46,275	56,000	5.66%
<b>Total</b>	<b>\$2,223,479</b>	<b>\$3,146,470</b>	<b>\$2,917,303</b>	<b>\$2,977,100</b>	<b>-5.38%</b>



# POLICE DEPARTMENT

Reports to Town Manager



## 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: administration, criminal investigations, and patrol. The Police Department is responsible for Property and Evidence, Quartermaster, Crime Analysis, Training, Internship Program, CAPA, Explorer Post, Chaplain, Information Technology, Records, and Community Policing/Crime Prevention officers. The department strives to provide 24-hour uniformed-patrol and investigative services, in addition to victim and witness assistance, juvenile & missing persons investigations and other crucial public safety services.

## Recent Accomplishments

- Completed racial diversity and implicit bias training (COHORT) for all sworn staff, as well as, making significant progress toward training all officers and telecommunicators in Crisis Intervention Training and achieving all aspects of IACP One Mind Campaign commitment.
- Worked with the Salvation Army's Project FIGHT to bring human trafficking awareness training to all Town employees.
- Partnered with Special Olympics of North Carolina, was recognized as the 3<sup>rd</sup> highest agency in the state to raise funds and awareness through the Law Enforcement Torch Run, and received a Directors Award.
- Received Underaged Alcohol Prevention Award from the Mothers Against Drunk Drivers, North Carolina Division.



- Received a \$134,985 grant from the North Carolina Governor’s Highway Safety Program to purchase a vehicle with equipment and pay the salary of an officer to focus on impaired driving enforcement.
- Completed certification for department’s third K-9, “Jordi,” who is now fully operational.
- Implemented technological improvements, including adding an Automatic Vehicle Locator to the Computer Aided Dispatch (CAD) system to enhance “closest car response” to emergencies, implementing software allowing CAD, RMS, and CJIS information to be accessed on mobile devices, and implemented software to allow community members to access police reports online (P-2-C).
- Purchased the first Hybrid police vehicle for test and evaluation with a goal of reducing fuel consumption.

## **Upcoming Projects**

- Implement Tellus CAD2CAD integration to allow the department to share CAD data with the Town of Cary, Raleigh/Wake Emergency Communications, Wake County Sheriff’s Office, and Holly Springs Police Department.
- Begin preparing materials for department’s application to the North Carolina Justice Academy Accreditation Program.
- Begin process of Risk Management Review by the North Carolina League of Municipalities, which will confirm that department’s operations conform to recommended best practices.

## **FY 2020-2021 Budget Highlights**

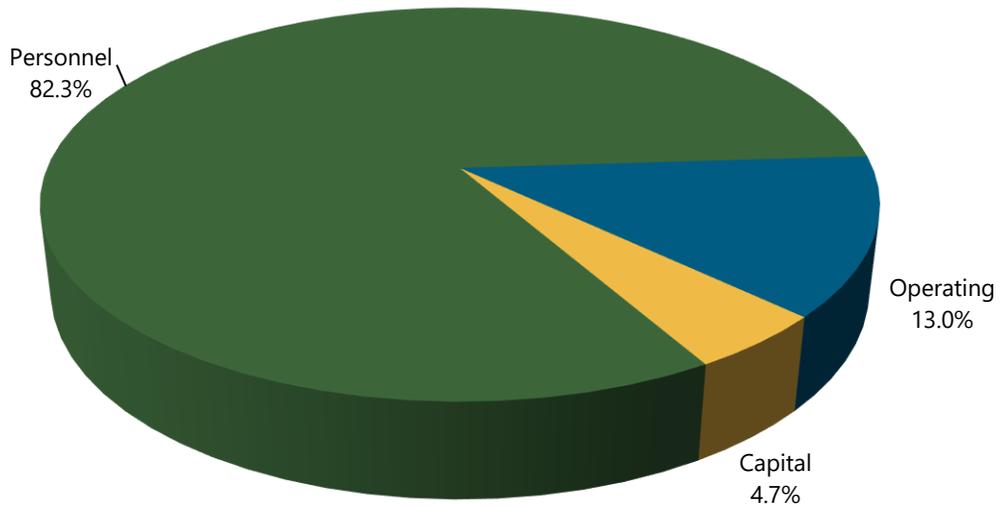
- The Police Department budget decreased 2.10 percent in FY20-21.
- The Police budget accounts for 18.14 percent of the General Fund budget and is equivalent to \$0.126 on the tax rate.
- The Town plans to spend \$198.16 per capita for Police in FY20-21.
- Major budget changes include \$6,500 for participation in the Triangle J Council of Government Recruitment Campaign Records Clerk and \$175,000 to upgrade the server room.
- The budget includes \$425,800 for capital equipment including six vehicle replacements, vehicle surveillance upgrades, SRT shield replacement, and body worn cameras.



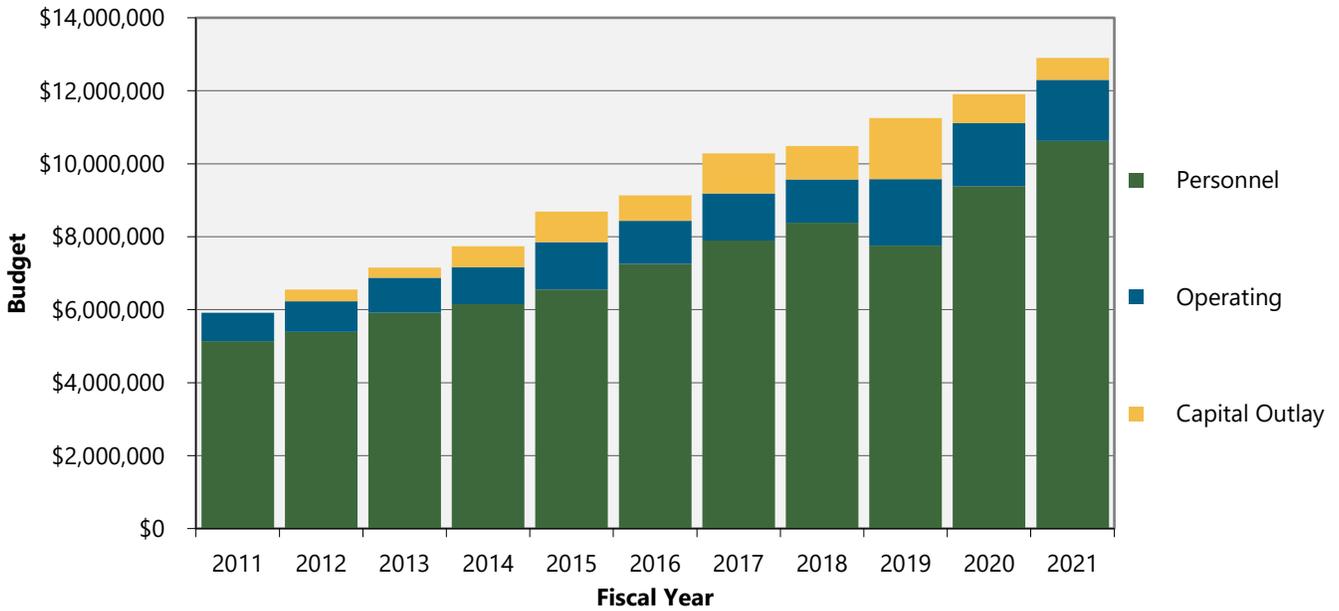
## Budget Summary

Expenditures by Type					
Type	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Budget	Percent Change
Personnel	7,756,069	10,361,800	9,381,558	10,621,300	2.50%
Operating	1,817,620	2,013,536	1,726,618	1,678,200	-16.65%
Capital	1,677,874	801,567	800,000	600,800	-25.05%
<b>Total</b>	<b>\$11,251,564</b>	<b>\$13,176,903</b>	<b>\$11,908,176</b>	<b>\$12,900,300</b>	<b>-2.10%</b>

### Police Expenditures by Type



### Police Expenditure History



## Line Item Expenditures

Police Expenditures					
Line Item	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Budget	Percent Change
Salaries	5,411,658	6,925,200	6,367,197	7,210,500	4.12%
Part-Time Salaries	114,024	300,000	125,782	274,200	-8.60%
FICA	400,775	560,700	496,713	572,600	2.12%
Group Insurance	849,068	1,180,700	1,065,591	1,021,900	-13.45%
General Retirement	28,846	46,400	42,516	58,600	26.29%
Police Retirement	429,816	630,400	575,102	739,400	17.29%
401K General	18,540	28,400	22,972	28,900	1.76%
401K Police	251,660	325,000	318,360	339,200	4.37%
Separation Allowance	140,000	150,000	150,000	150,000	0.00%
Workers Comp	111,682	215,000	217,325	226,000	5.12%
Postage	3,538	5,000	2,000	5,000	0.00%
Telephone & Communication	98,872	131,200	98,032	150,500	14.71%
Printing	16,798	28,952	5,136	31,900	10.18%
Utilities	69,517	75,000	58,000	75,000	0.00%
Travel and Training	62,442	100,500	60,000	105,000	4.48%
Maintenance & Repair - Building	24,625	93,210	82,500	108,600	16.51%
Maintenance & Repair - Equipment	77,796	7,500	21,000	38,000	38.18%
Maintenance & Repair - Vehicle	46,636	0,600	62,000	76,000	-5.71%
Rental - Equipment	-	1,000	500	1,500	50.00%
Rental - Vehicle	-	2,500	-	1,000	-60.00%
Rental - Facilities	410	1,000	-	1,000	0.00%
PIN Terminal	6,054	18,900	21,550	16,000	-15.34%
Advertising	590	600	100	7,100	1083.33%
Automotive Supplies	24,116	30,300	27,000	30,300	0.00%
Motor Fuel	147,429	155,500	148,000	160,000	2.89%
Office Supplies	2,573	6,400	4,500	6,400	0.00%
Janitorial Supplies	722	2,500	1,100	2,000	-20.00%
Departmental Supplies	600,671	244,918	200,000	161,700	-33.98%
Technology Hardware & Accessories	154,834	203,546	198,000	40,000	-80.35%
Safety Supplies	3,348	5,800	5,000	8,000	37.93%
Medical Supplies	1,158	8,400	1,200	11,100	32.14%
Meeting & Event Provisions	4,590	8,900	8,500	10,000	12.36%
Community Outreach	10,318	20,000	19,300	22,500	12.50%
K-9 Program Expenses	4,218	7,600	6,600	9,200	21.05%
Employee Recognition	561	7,500	2,500	6,000	-20.00%
Uniforms	97,543	109,749	90,000	80,700	-26.47%
Contracted Services	46,594	148,400	140,000	116,300	-21.63%
Personal Protective Equipment	1,692	21,200	12,000	31,700	49.53%
Software License & Maintenance	162,060	267,361	247,000	193,300	-27.70%
Professional Services	23,716	50,500	48,000	25,000	-50.50%
Dues and Subscriptions	2,391	9,500	9,100	7,400	-22.11%
Insurance - General Liability	121,806	136,500	125,000	140,000	2.56%
Capital Outlay - Improvements	53,718	-	-	175,000	-
Capital Outlay - Equipment	1,624,156	801,567	800,000	425,800	-46.88%
Restricted Police Funds	-	3,000	3,000	-	-100.00%
<b>Total</b>	<b>\$ 11,251,564</b>	<b>\$13,176,903</b>	<b>\$11,908,176</b>	<b>\$12,900,300</b>	<b>-2.10%</b>



# EMERGENCY COMMUNICATIONS

## Reports to Town Manager



## 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 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, and serve as a vital communications link for field personnel. The Communications Center is equipped with the proper technology and equipment to help the citizens of the Town of Apex during any situation that may arise.

## Recent Accomplishments

- Transitioned to the AT&T FirstNet network, which is a nationwide public safety communications platform for first responders that provides better service at a lower cost.
- Began implementation process for ESInet network backup for the Communications Center.

## Upcoming Projects

- Transition to the Next Gen 9-1-1 network with AT&T, which will enable the Center to receive data, text, and video from 9-1-1 callers.
- Transition to APCO IntelliComm to allow telecommunicators to use online guide cards to ensure every call is processed in a consistent manner and will assist the department with its call-taking quality assurance (QA) program.
- Integrate to Tellus CAD2CAD, which will allow the department to share CAD data with the Town of Cary, Raleigh Wake, Wake County Sheriff's Office, and Holly Springs Police Department.



## **FY 2020-2021 Budget Highlights**

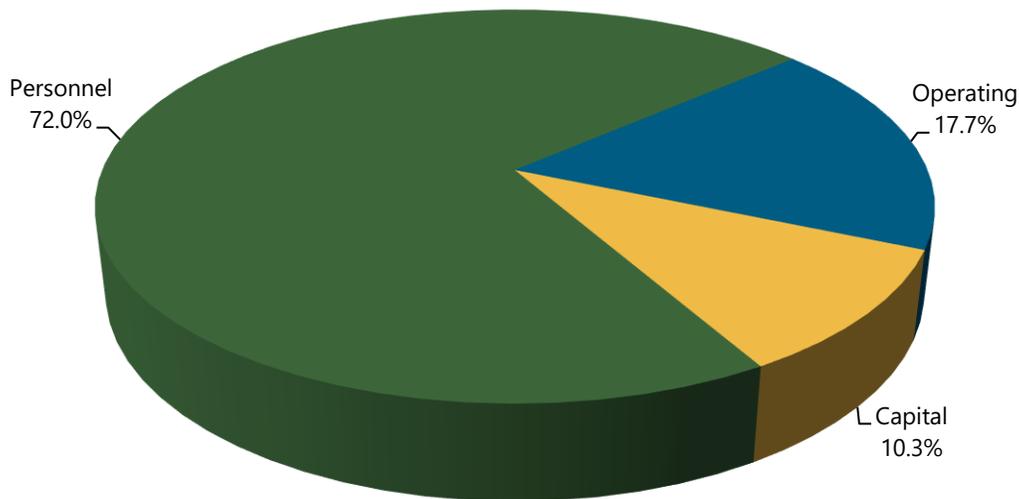
- The 911 Communications Department budget increased 18.27 percent in FY20-21.
- The 911 Communications budget accounts for 2.36 percent of the General Fund budget and is equivalent to \$0.016 on the tax rate and \$25.84 per capita cost in FY20-21.
- Major budget changes include the addition of two Communications Shift Supervisors and the associated onboarding costs.
- The budget includes \$173,000 for capital equipment to aid in the department's CAD and IntelliCom initiatives.



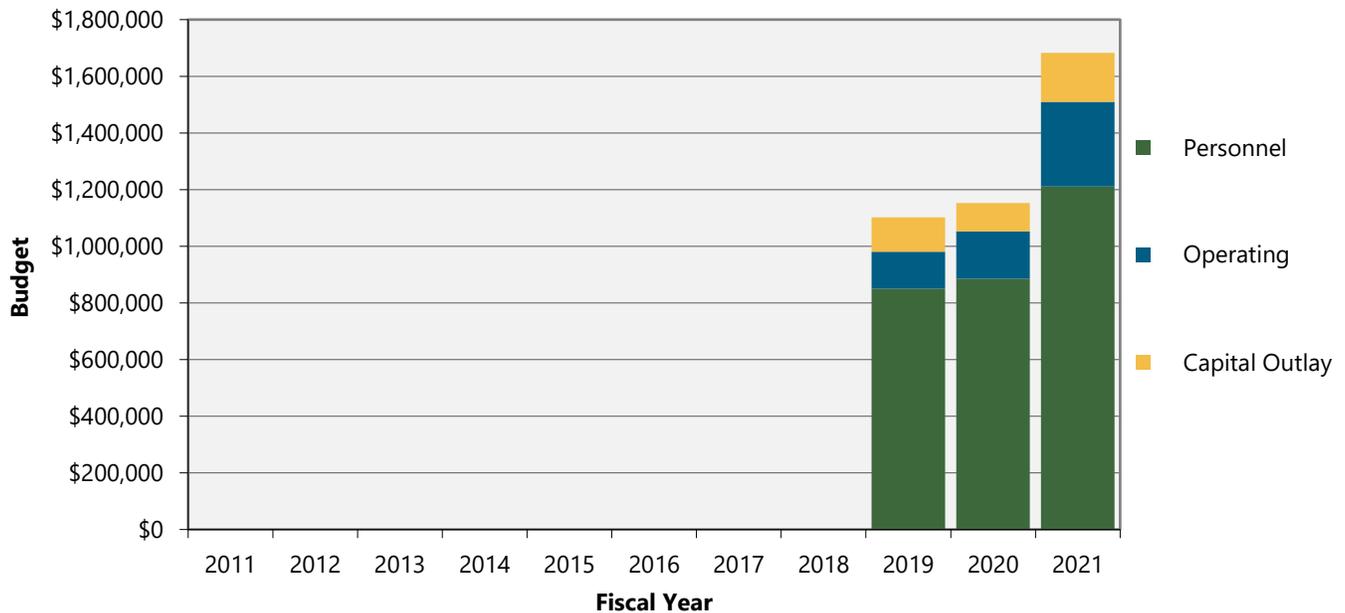
## Budget Summary

Expenditures by Type					
Type	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Budget	Percent Change
Personnel	850,244	1,000,400	884,999	1,210,600	21.01%
Operating	130,314	304,300	166,975	298,500	-1.91%
Capital	120,885	117,522	100,000	173,000	47.21%
<b>Total</b>	<b>\$1,101,443</b>	<b>\$1,422,222</b>	<b>\$1,151,974</b>	<b>\$1,682,100</b>	<b>18.27%</b>

### Emergency Communications Expenditures by Type



### Communications Expenditure History



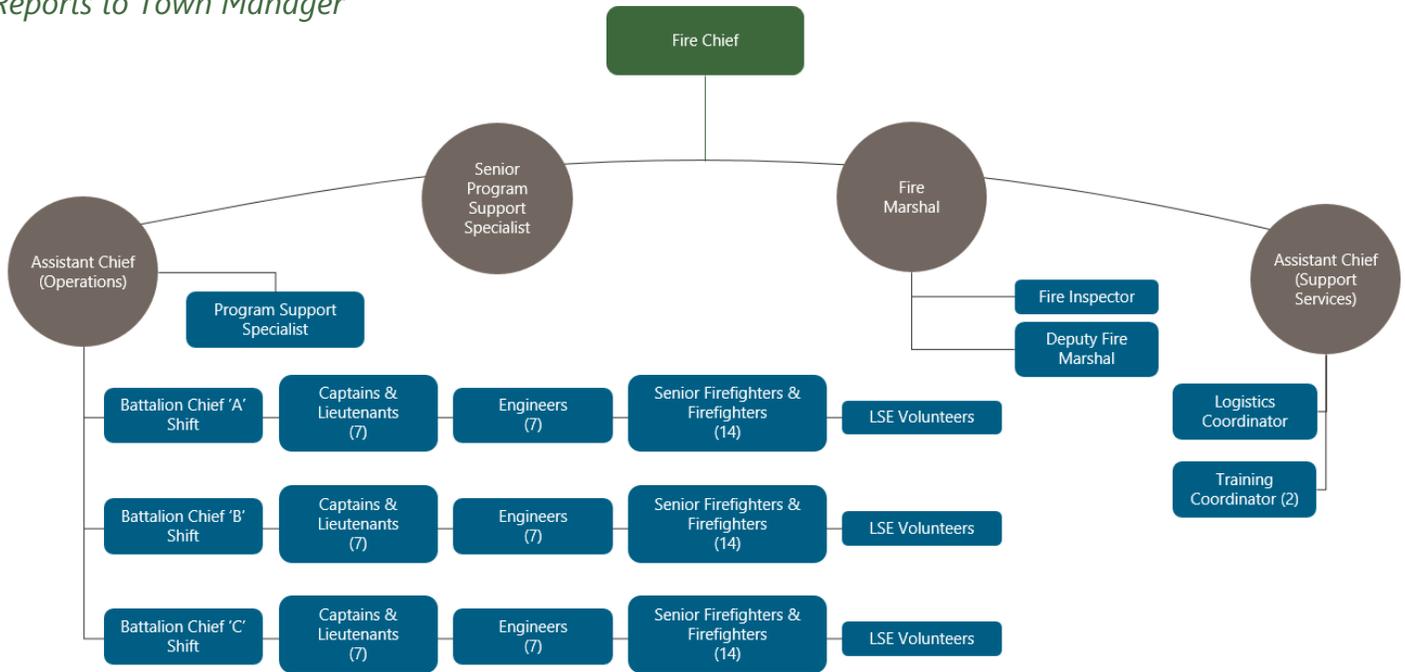
**Line Item Expenditures**

<b>911 Communications Expenditures</b>					
<b>Line Item</b>	<b>FY18-19 Actual</b>	<b>FY19-20 Budget</b>	<b>FY19-20 Estimate</b>	<b>FY20-21 Budget</b>	<b>Percent Change</b>
Salaries	616,023	694,900	622,713	843,000	21.31%
Part-Time Salaries	6,537	23,400	9,866	23,400	0.00%
FICA	45,650	55,000	48,392	66,300	20.55%
Group Insurance	101,305	124,200	114,936	147,700	18.92%
General Retirement	48,344	64,300	55,733	85,600	33.13%
401K General	30,761	36,000	31,136	42,200	17.22%
Workers Comp	1,623	2,600	2,223	2,400	-7.69%
Postage	70	100	100	200	100.00%
Telephone & Communication	69,965	67,400	19,000	55,700	-17.36%
Printing	291	700	1,300	600	-14.29%
Utilities	-	3,000	-	3,000	0.00%
Travel and Training	5,499	12,400	7,200	8,900	-28.23%
Maintenance & Repair - Building	97	3,600	1,000	3,600	0.00%
Maintenance & Repair - Equipment	1,023	3,500	2,500	3,500	0.00%
PIN Terminal	-	1,800	2,100	2,700	50.00%
Motor Fuel	1	1,300	-	600	-53.85%
Office Supplies	145	500	350	500	0.00%
Janitorial Supplies	186	500	250	500	0.00%
Departmental Supplies	4,173	4,600	4,500	2,600	-43.48%
Technology Hardware & Accessories	4,876	5,800	2,500	5,500	-5.17%
Meeting & Event Provisions	87	500	275	500	0.00%
Community Outreach	-	300	-	300	0.00%
Employee Recognition	106	1,000	500	1,000	0.00%
Uniforms	434	3,500	1,100	2,500	-28.57%
Contracted Services	40,789	135,400	80,000	100,200	-26.00%
Software License & Maintenance	805	46,900	40,000	93,200	98.72%
Professional Services	1,290	10,300	3,500	11,400	10.68%
Dues and Subscriptions	478	1,200	800	1,500	25.00%
Capital Outlay - Equipment	120,885	117,522	100,000	173,000	47.21%
<b>Total</b>	<b>\$1,101,443</b>	<b>\$1,422,222</b>	<b>\$1,151,974</b>	<b>\$1,682,100</b>	<b>18.27%</b>



# FIRE DEPARTMENT

Reports to Town Manager



## Mission

The Apex Fire Department enhances the quality of life in our community through risk reduction, response readiness, and a genuine commitment to excellence in all that we do.

## Description

The Apex Fire Department 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, Apex Fire Department operates out of five stations strategically located throughout the Town and unincorporated Wake County areas that fall under the responsibility of the department. The department currently has four functional divisions, including operations, support services, fire prevention, and administration, which houses 82 full-time employees.

## Recent Accomplishments

- Created a facility needs plan based on quantitative data that includes constructing the Wimberly Road Station, rebuilding Station 1, converting Station 3 to Fire Admin, and planning for a future station north of Station 2.
- Hired 16 firefighter cadets who received training through a partnership with Wake County Fire Services. The department’s new fire training coordinator was instrumental in this 7-month academy and all 16 cadets graduated and area currently serving as firefighters with Apex.
- Increased call volume capacity 9.4 percent from previous fiscal year, responding to over 3,500 calls.



## **Upcoming Projects**

- Complete the department's Community Risk Assessment and Standard of Cover document, which will clearly define performance expectations of the department and provide quantitative data measuring actual performance against stated expectations.
- Continue to plan out the department's future facility needs to prepare for the current Fire Admin building being razed due to an NCDOT road widening project.
- Complete a plan to better standardize and equip departmental apparatus with fire hose and nozzles.

## **FY 2020-2021 Budget Highlights**

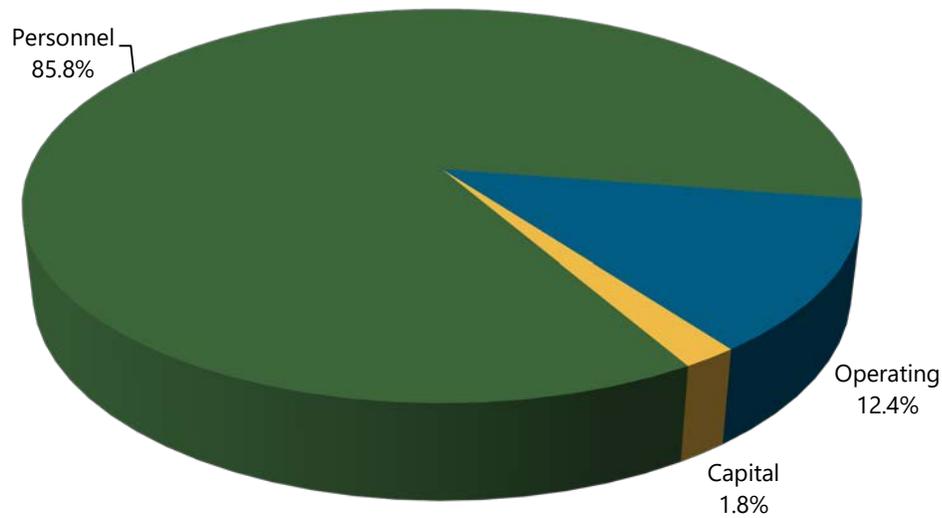
- The Fire Department budget increased 2.46 percent in FY20-21.
- The Fire budget accounts for 14.95 percent of the General Fund budget and is equivalent to \$0.104 on the tax rate.
- The Town plans to spend \$163.31 per capita for Fire in FY20-21.
- Major budget changes include increases in capital outlay and capital improvements, which includes two vehicle replacements a lifting and stabilization kit, security boxes, a departmental pressure washer, repaving of the parking lot at Station 2, and station alerting upgrades.



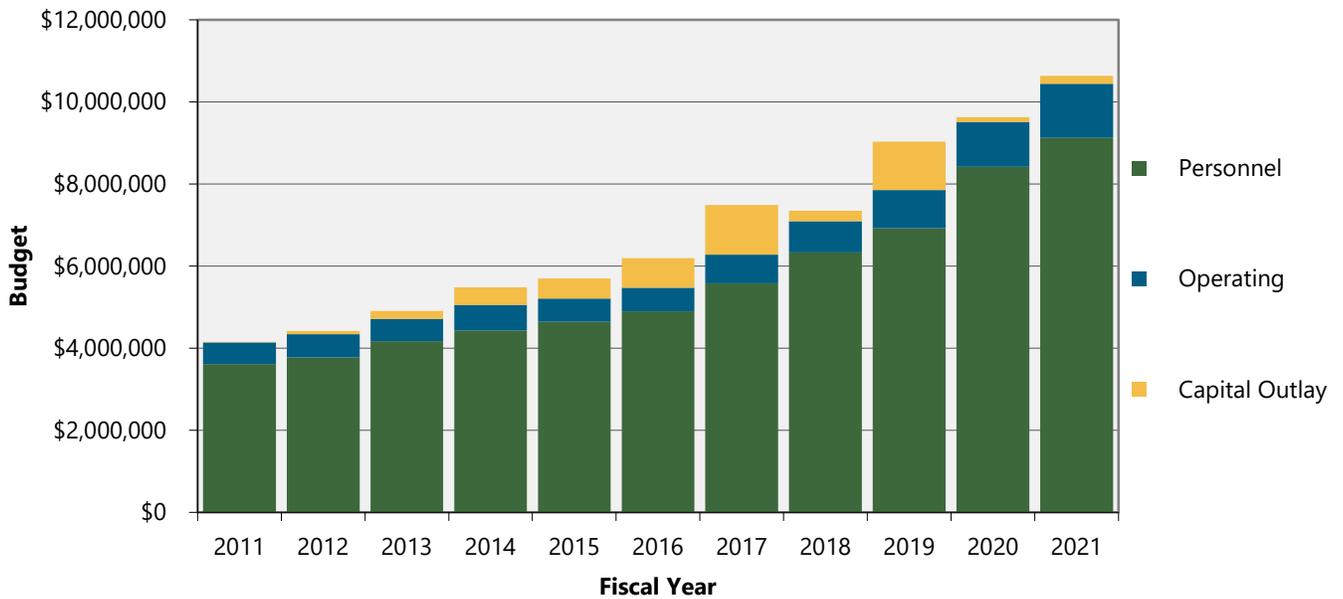
## Budget Summary

Expenditures by Type					
Type	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Budget	Percent Change
Personnel	6,918,989	8,966,000	8,413,382	9,118,500	1.70%
Operating	934,781	1,260,067	1,097,193	1,319,600	4.72%
Capital	1,171,962	149,956	115,000	193,500	29.04%
<b>Total</b>	<b>\$9,025,733</b>	<b>\$10,376,023</b>	<b>\$9,625,575</b>	<b>\$10,631,600</b>	<b>2.46%</b>

### Fire Expenditures by Type



### Fire Expenditure History



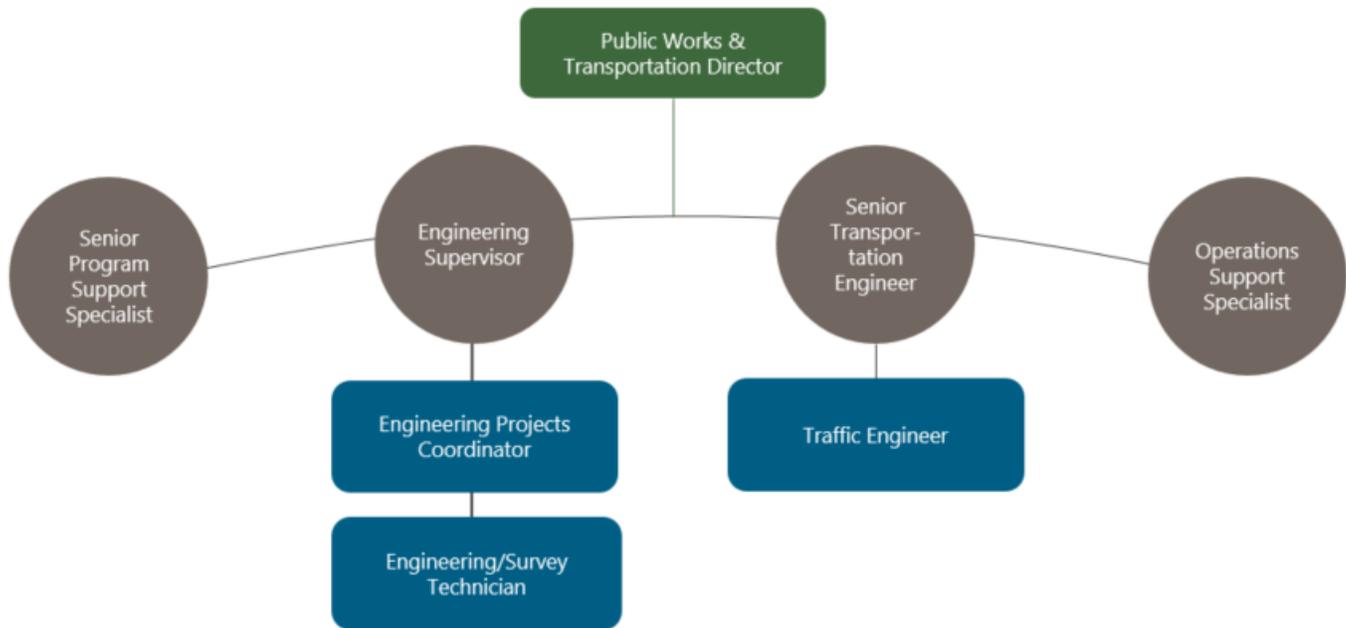
## Line Item Expenditures

Fire Expenditures					
Line Item	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Budget	Percent Change
Salaries	4,910,947	6,141,000	5,848,524	6,257,000	1.89%
Part-Time Salaries	69,176	130,000	45,000	190,000	46.15%
FICA	359,195	481,900	450,855	493,200	2.34%
Group Insurance	825,235	1,158,200	1,038,410	980,300	-15.36%
General Retirement	384,622	531,400	523,443	635,100	19.51%
401K General	245,092	308,500	292,426	312,900	1.43%
Workers Comp	124,722	215,000	214,724	250,000	16.28%
Postage	880	1,000	300	1,000	0.00%
Telephone & Communication	32,636	38,600	30,893	42,800	10.88%
Printing	13,135	10,000	10,000	10,000	0.00%
Utilities	61,533	64,000	55,000	80,000	25.00%
Travel and Training	35,535	50,000	40,000	52,400	4.80%
Maintenance & Repair - Building	37,077	57,500	42,000	53,500	-6.96%
Maintenance & Repair - Equipment	38,137	49,000	34,000	24,000	-51.02%
Maintenance & Repair - Vehicle	98,758	86,500	80,000	81,300	-6.01%
Automotive Supplies	13,558	12,000	20,000	40,000	233.33%
Motor Fuel	52,427	60,000	46,500	60,000	0.00%
Office Supplies	1,161	3,000	4,000	3,500	16.67%
Janitorial Supplies	8,578	11,000	11,000	10,000	-9.09%
Departmental Supplies	66,148	23,300	18,000	62,000	166.09%
Tech. Hardware & Accessories	40,829	48,390	26,000	49,700	2.71%
Safety Supplies	1,523	3,000	3,200	1,500	-50.00%
Medical Supplies	13,517	16,000	9,000	12,000	-25.00%
Meeting & Event Provisions	9,303	9,900	5,500	10,900	10.10%
Community Outreach Materials	7,332	14,900	9,000	15,900	6.71%
Uniforms	66,822	88,089	77,000	68,300	-22.46%
Contracted Services	29,622	171,500	145,000	186,500	8.75%
Personal Protective Equipment	58,396	204,566	200,000	171,000	-16.41%
Software License & Maintenance	61,533	62,625	62,000	79,500	26.95%
Professional Services	45,456	76,563	72,000	40,000	-47.76%
Emergency Equipment	79,213	27,034	27,500	58,000	114.54%
Wake County Hazmat	-	-	-	28,100	-
Dues and Subscriptions	7,406	11,700	11,000	13,500	15.38%
Insurance - General Liability	54,266	59,900	58,300	64,200	7.18%
Capital Outlay - Improvements	47,153	21,100	-	35,000	65.88%
Capital Outlay - Equipment	1,124,810	128,856	115,000	158,500	23.01%
<b>Total</b>	<b>\$ 9,025,733</b>	<b>\$10,376,023</b>	<b>\$ 9,625,575</b>	<b>\$ 10,631,600</b>	<b>2.46%</b>



## **PUBLIC WORKS & TRANSPORTATION**

Reports to Assistant Town Manager



### **Mission**

Improving quality of life by enhancing the accessibility and safety of the Town's street, bike, and pedestrian systems through responsible design, construction, and management.

### **Description**

The Public Works & Transportation department is comprised of two divisions: Engineering and Transportation. The Engineering Division is responsible for designing, managing, and completing capital improvement projects, overseeing pavement and floodplain management, working with Development Services for site plan development and approval, and providing technical expertise and guidance to Town staff, developers, and the general public. The Transportation Division is responsible for conducting traffic impact analysis, developing traffic ordinances and traffic safety recommendations, managing the operation of school time-of-day beacon warning systems and crosswalk warning devices, reviewing transportation infrastructure plans, plats, and record drawings, planning transportation capital projects, conducting traffic signal administrative duties, and collecting traffic data.

### **Recent Accomplishments**

- Completed 2020 Pavement Condition Survey to identify and plan for needed road improvements in the Town.
- Completed Laura Duncan multi-use path construction and started James to Downtown pedestrian improvements construction.
- Completed final designs for pedestrian improvements on Kelly Rd. to Apex Barbecue Rd. and Laurel Park Elementary School to Apex Community Park. Additionally, began preliminary designs for NC55 Sidewalk Connector, South Salem Street-Tingen Road-Lynch Street improvements, and Beaver Creek Commons Drive at Zeno Road improvements.



## **Upcoming Projects**

- Continue progress on Apex Peakway Southwest Connector, Lake Pine Drive improvements at Apex Community Park, and Safe Routes to School projects. Additionally, begin road widening on Highway 55, Highway 64, and Ten Ten Road.
- Add traffic signals at South Salem Street and Tingen Road, Beaver Creek Commons Drive and Zeno Road, and Old US 1 and New Hill Olive Chapel Road.
- Oversee pavement resurfacing efforts and stormwater improvements throughout the Town.

## **FY 2020-2021 Budget Highlights**

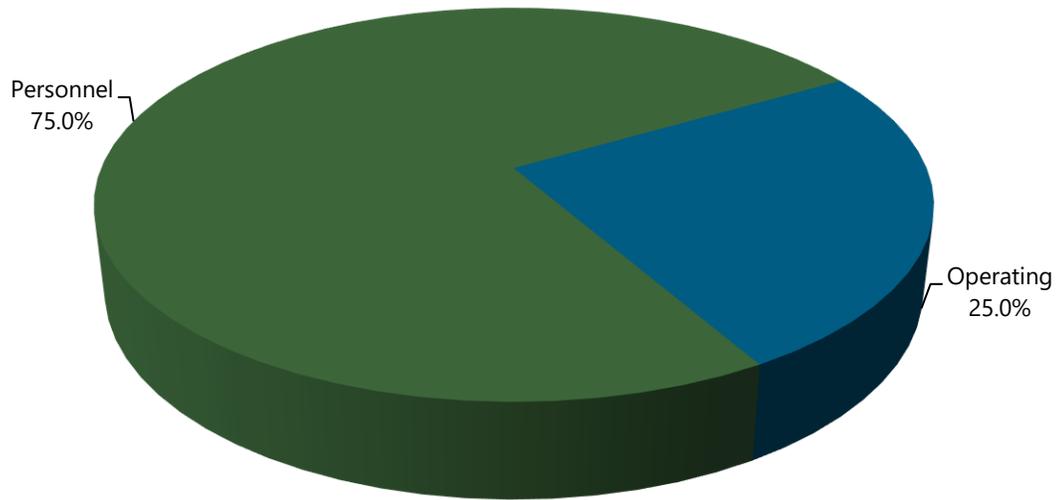
- The Public Works & Transportation Department budget decreased by 3.09 percent in FY20-21.
- The Public Works & Transportation budget accounts for 1.89 percent of the General Fund budget and is equivalent to \$0.013 on the tax rate.
- The Town plans to spend \$20.70 per capita for Public Works & Transportation in FY20-21.
- There were no major budget changes from prior year.
- The budget includes \$10,000 for a biannual bridge inspection and \$22,000 for surveying and design of transportation projects.



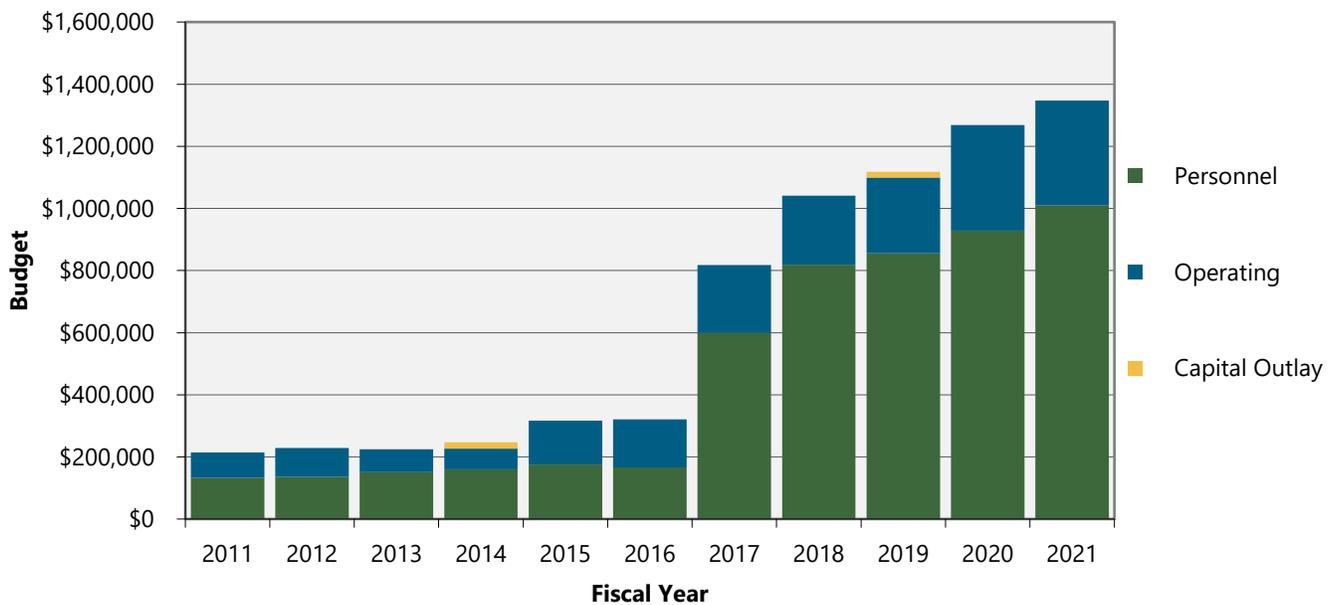
## Budget Summary

Expenditures by Type					
Type	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Budget	Percent Change
Personnel	855,278	971,800	928,661	1,010,400	3.97%
Operating	244,102	413,415	339,949	337,300	-18.41%
Capital	18,201	5,500	-	-	-100.00%
<b>Total</b>	<b>\$1,117,581</b>	<b>\$1,390,715</b>	<b>\$1,268,610</b>	<b>\$1,347,700</b>	<b>-3.09%</b>

Public Works & Transportation Expenditures by Type



Public Works & Transportation Expenditure History



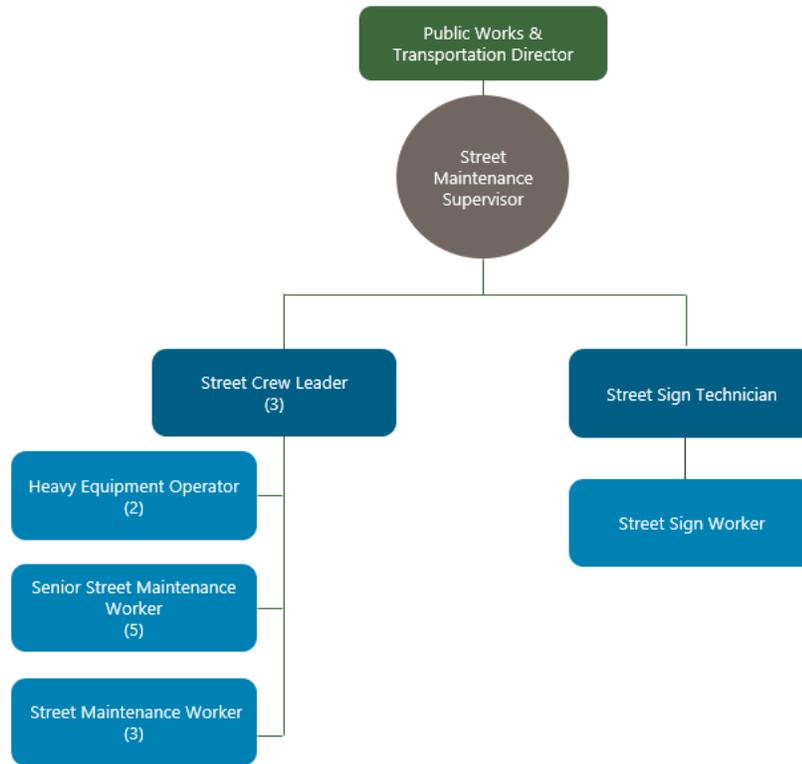
**Line Item Expenditures**

<b>Public Works &amp; Transportation Expenditures</b>					
<b>Line Item</b>	<b>FY18-19 Actual</b>	<b>FY19-20 Budget</b>	<b>FY19-20 Estimate</b>	<b>FY20-21 Budget</b>	<b>Percent Change</b>
Salaries	638,089	699,100	678,811	741,800	6.11%
FICA	45,536	53,500	51,929	56,800	6.17%
Group Insurance	84,511	104,400	93,645	89,600	-14.18%
General Retirement	49,631	62,600	60,754	75,300	20.29%
401K General	31,624	35,000	33,941	37,100	6.00%
Workers Comp	5,886	17,200	9,582	9,800	-43.02%
Postage	7	100	-	100	0.00%
Telephone & Communication	11,567	3,900	8,489	3,500	-10.26%
Printing	4,349	16,400	1,200	18,400	12.20%
Utilities	72,619	75,000	50,000	75,000	0.00%
Travel and Training	18,577	25,200	17,000	17,200	-31.75%
Maintenance & Repair - Building	12,388	12,000	10,000	12,000	0.00%
Maintenance & Repair - Equipment	56	4,500	250	4,500	0.00%
Maintenance & Repair - Vehicle	612	3,000	500	3,000	0.00%
Advertising	-	2,000	-	8,000	300.00%
Automotive Supplies	139	1,000	250	1,000	0.00%
Motor Fuel	1,098	1,000	600	1,000	0.00%
Office Supplies	672	700	700	1,200	71.43%
Departmental Supplies	6,546	42,085	30,000	23,600	-43.92%
Technology Hardware & Accessories	4,393	16,630	10,000	15,000	-9.80%
Meeting & Event Provisions	1,299	3,000	1,800	4,000	33.33%
Uniforms	1,170	700	510	700	0.00%
Contracted Services	45,835	67,730	55,000	31,600	-53.34%
Personal Protective Equipment	367	1,500	750	2,400	60.00%
Software License & Maintenance	33,330	20,847	28,000	55,900	168.14%
Professional Services	2,780	20,000	10,000	1,000	-95.00%
Professional Services - Engineer/Survey	4,598	72,223	73,000	35,000	-51.54%
Dues and Subscriptions	1,869	3,100	1,800	2,200	-29.03%
Insurance - General Liability	19,832	20,800	19,000	21,000	0.96%
Capital Outlay - Equipment	18,201	5,500	-	-	-100.00%
<b>Total</b>	<b>\$ 1,117,581</b>	<b>\$ 1,390,715</b>	<b>\$ 1,247,510</b>	<b>\$1,347,700</b>	<b>-3.09%</b>



# STREETS DEPARTMENT

Reports to Assistant Town Manager



## Mission Statement

Enhancing quality of life, public health, and safety through innovative and efficient maintenance of public assets while ensuring resiliency in the community.

## Description

The Streets division is tasked with maintaining streets and adjacent infrastructure in the Town. Its responsibilities include repairing potholes and utility cuts, managing curb, gutter, and sidewalk construction and maintenance, overseeing and carrying out inclement weather response and recovery efforts, and providing support to other Public Works operations.

## Recent Accomplishments

- Responded to one major snowstorm, ensuring Town roads were accessible to emergency vehicles and personnel.
- Established an annual Winter Weather Training & Preparation Week, guaranteeing that personnel are fully trained and vehicles and equipment are ready for winter weather each year before it arrives.
- Responded to 214 service requests and completed 880 work orders.

## Upcoming Projects

- Implement newly developed, more cost effective in-house training program for all street maintenance personnel.
- Complete American Public Works Association Self-Assessment in preparation for accreditation review.
- Increase stormwater utility fund to aid in eliminating 500+ work order backlog.



## **FY 2020-2021 Budget Highlights**

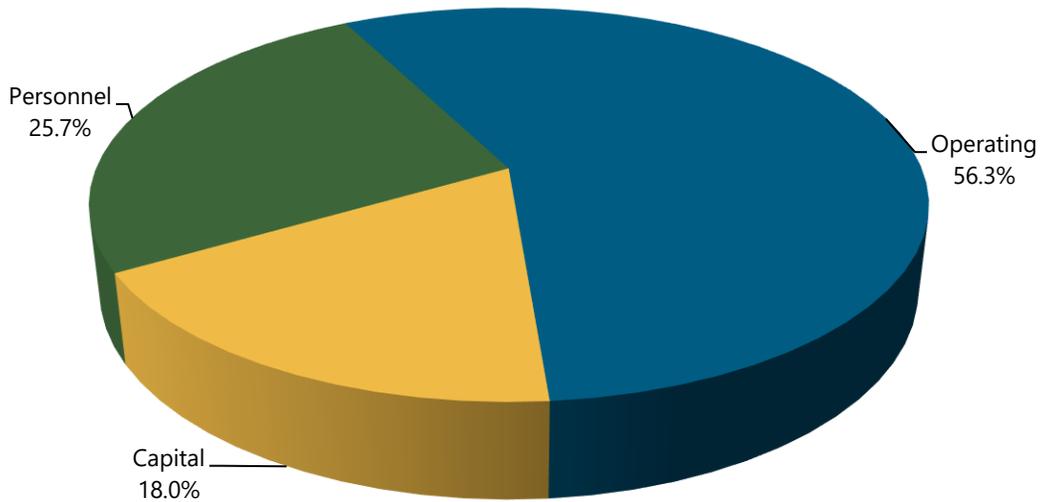
- The Streets Department budget decreased 30.44 percent in FY20-21 primarily due to a reduction in capital outlay that was inflated from the carryover of repaving purchase orders from FY18-19.
- The Streets budget accounts for 6.18 percent of the General Fund budget and is equivalent to \$0.043 on the tax rate.
- The Town plans to spend \$67.57 per capita for Streets in FY20-21.
- Major budget changes include the restructuring of Public Works divisions and transitioning right-of-way crews, previously in the Streets Department, to grounds maintenance crews and managing them under Facility Services.
- The budget includes \$1.8 million for annual pavement management, \$300,000 for miscellaneous annual road, sidewalk and drainage projects and \$90,000 for capital equipment including one vehicle replacement and a flatbed tilt trailer.



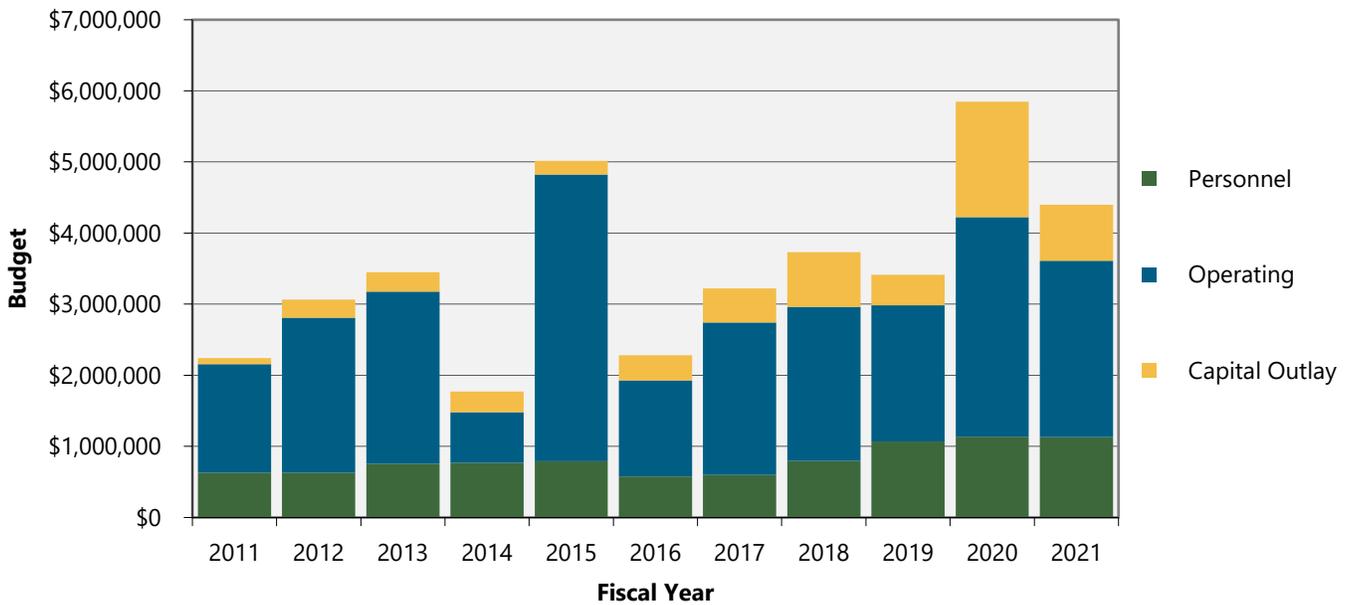
## Budget Summary

Expenditures by Type					
Type	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Budget	Percent Change
Personnel	1,067,681	1,348,900	1,134,786	1,130,800	-16.17%
Operating	1,915,458	3,346,131	3,086,484	2,477,900	-25.95%
Capital	429,379	1,628,153	1,624,833	790,000	-51.48%
<b>Total</b>	<b>\$3,412,519</b>	<b>\$6,323,184</b>	<b>\$5,846,103</b>	<b>4,398,700</b>	<b>-30.44%</b>

### Streets Expenditures by Type



### Streets Expenditure History



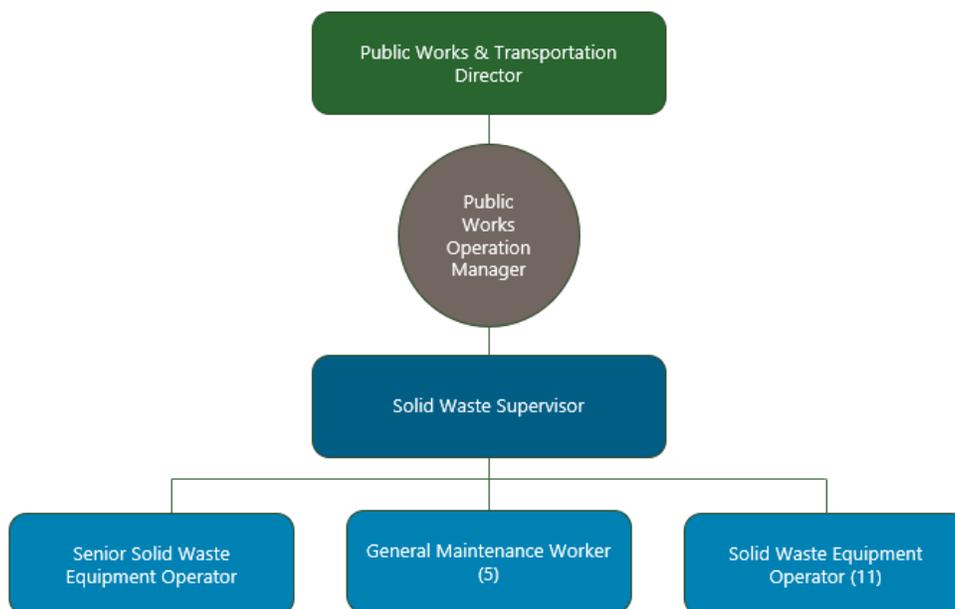
## Line Item Expenditures

Streets Expenditures					
Line Item	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Budget	Percent Change
Salaries	750,207	897,000	753,732	774,700	-13.63%
FICA	55,314	68,700	57,660	60,200	-12.37%
Group Insurance	139,909	213,000	169,998	129,800	-39.06%
General Retirement	58,886	80,300	67,459	78,700	-1.99%
401K General	37,507	44,900	37,687	38,800	-13.59%
Workers Comp	25,858	45,000	48,250	48,600	8.00%
Postage	-	500	-	500	0.00%
Telephone & Communication	20,754	20,100	17,176	13,400	-33.33%
Printing	509	500	-	500	0.00%
Utilities	16	-	100	100	-
Utilities-Street Lights	185,142	172,000	170,000	205,000	19.19%
Travel and Training	10,094	16,500	14,000	16,200	-1.82%
Maintenance & Repair - Building	11,292	12,000	-	12,000	0.00%
Maintenance & Repair - Equipment	25,065	24,700	18,000	24,700	0.00%
Maintenance & Repair - Vehicle	25,213	48,500	19,000	50,000	3.09%
Rental - Equipment	-	5,000	-	5,000	0.00%
Advertising	1,000	500	400	2,000	300.00%
Automotive Supplies	9,193	20,000	5,000	20,000	0.00%
Motor Fuel	28,033	27,500	24,600	26,000	-5.45%
Office Supplies	920	1,000	1,000	1,000	0.00%
Janitorial Supplies	351	-	250	-	-
Departmental Supplies	142,710	163,600	132,000	167,900	2.63%
Technology Hardware & Accessories	4,662	5,000	2,500	5,000	0.00%
Safety Supplies	812	7,500	5,000	2,600	-65.33%
Road Treatment - Salt	47,222	35,000	33,650	35,000	0.00%
Meeting & Event Provisions	1,708	2,600	2,100	2,700	3.85%
Sign Shop Supplies	31,743	74,900	40,000	77,000	2.80%
Uniforms	9,733	10,000	10,000	8,000	-20.00%
Railroad Crossing Maintenance	6,894	7,500	-	10,000	33.33%
Contracted Services	320,106	446,565	360,000	281,500	-36.96%
Personal Protective Equipment	6,100	11,500	6,300	11,400	-0.87%
Contracted Services (PB)	982,061	2,171,608	2,171,608	1,421,000	-34.56%
Software License & Maintenance	8,827	21,258	18,000	40,800	91.93%
Professional Services	1,500	2,000	-	-	-100.00%
Dues and Subscriptions	513	800	800	600	-25.00%
Insurance - General Liability	33,287	37,500	35,000	38,000	1.33%
Capital Outlay - Improvements	18,456	1,219,833	1,219,833	700,000	-42.62%
Capital Outlay - Equipment	410,924	408,320	405,000	90,000	-77.96%
<b>Total</b>	<b>\$ 3,412,519</b>	<b>\$ 6,323,184</b>	<b>\$ 5,846,103</b>	<b>\$4,398,700</b>	<b>-30.44%</b>



## **SOLID WASTE DEPARTMENT**

*Reports to Assistant Town Manager*



### **Mission Statement**

Enhancing quality of life, public health, and safety through innovative and efficient maintenance of public assets while ensuring resiliency in the community.

### **Description**

The Solid Waste department is responsible for all duties related to solid waste management in the Town. Its responsibilities include conducting contractor oversight, managing leaf, limb, and bulk waste collection, handling and disposing of special materials, conducting public trash collection for the Central Business District, and coordinating and completing special clean-up projects. Additionally, the department handles the regular cleaning and maintenance of Town lots and property, manages and executes inclement weather response and recovery efforts, and provides support to other operations.

### **Recent Accomplishments**

- Reviewed and revised bulk items collection process, resulting in a 56 percent increase in collection capability.
- Ensured continued service to customers during the COVID-19 pandemic by combining Streets and Solid Waste as one division to ensure citizens still received full service.
- Responded to 222 service requests and completed 7068 work orders.

### **Upcoming Projects**

- Implement newly developed, more cost effective in-house training program for all solid waste personnel.
- Utilize vehicle installed GPS units to improve route efficiencies to minimize cost and maximize effectiveness.
- Evaluate vacuum truck exhaust air filtration systems to reduce dust emissions.



## **FY 2020-2021 Budget Highlights**

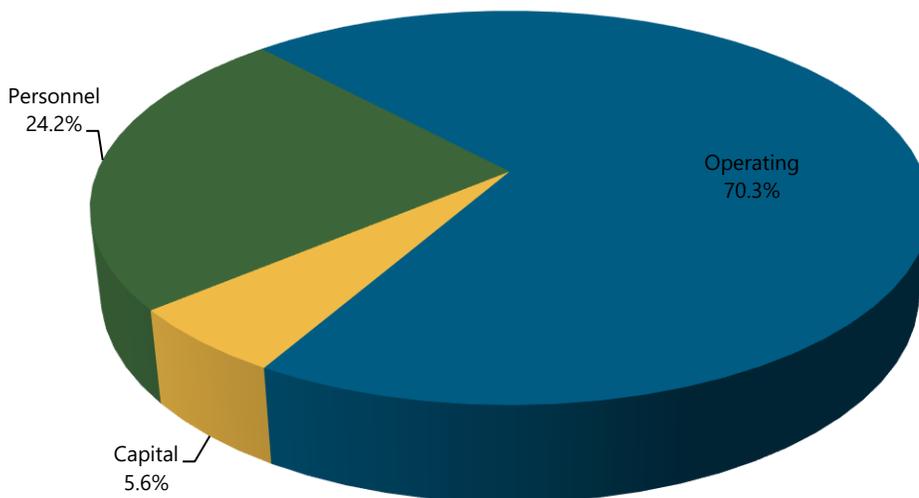
- The Solid Waste Department budget increased 2.01 percent in FY20-21.
- The Solid Waste budget accounts for 7.17 percent of the General Fund budget and is equivalent to \$0.050 on the tax rate.
- The Town plans to spend \$78.38 per capita for Solid Waste services in FY20-21.
- There were no major budget changes from prior year.
- The budget includes \$3.2 million for contracted sanitation and recycling services and \$284,000 for capital equipment including a replacement vehicle, a replacement leaf truck, and the addition of a snowplow.



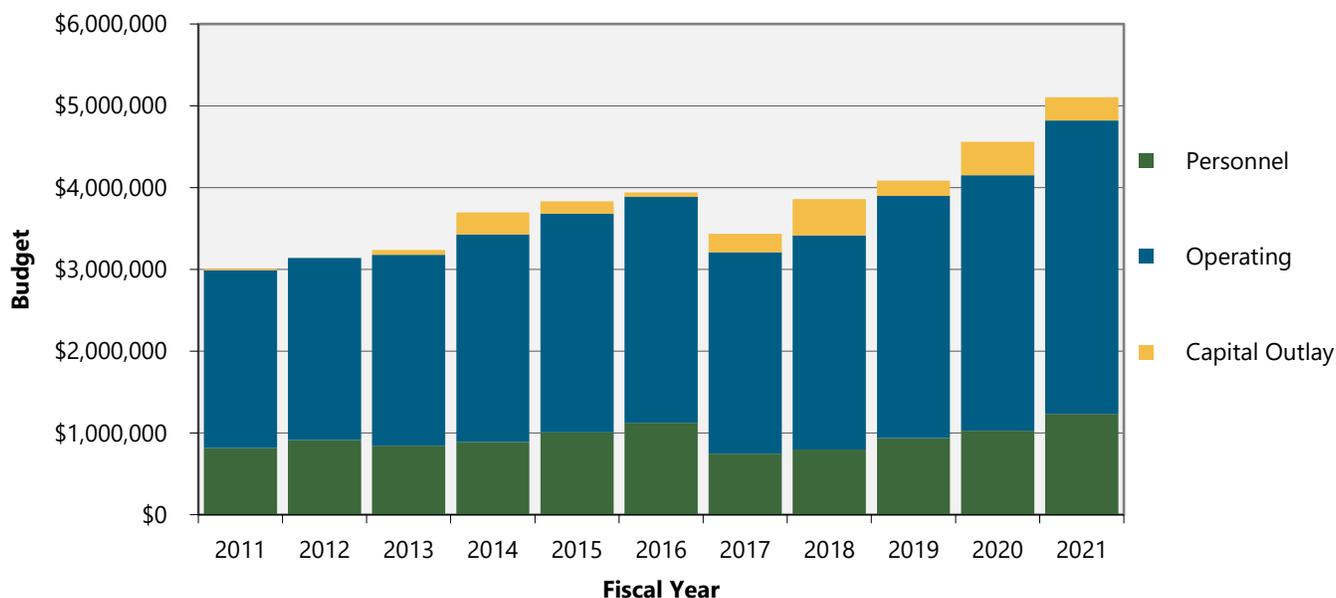
## Budget Summary

Expenditures by Type					
Type	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Budget	Percent Change
Personnel	937,942	1,179,700	1,027,142	1,232,600	4.48%
Operating	2,959,805	3,412,187	3,124,909	3,586,000	5.09%
Capital	187,521	410,000	406,000	284,000	-30.73%
<b>Total</b>	<b>\$4,085,268</b>	<b>\$5,001,887</b>	<b>\$4,558,051</b>	<b>\$5,102,600</b>	<b>2.01%</b>

### Solid Waste Expenditures by Type



### Solid Waste Expenditure History



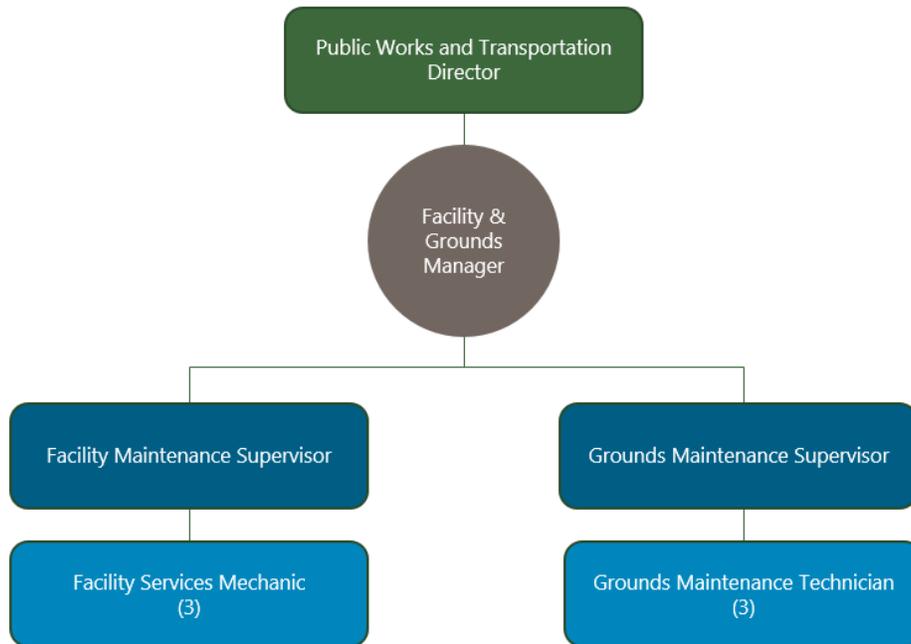
## Line Item Expenditures

Solid Waste Expenditures					
Line Item	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Budget	Percent Change
Salaries	647,028	778,400	738,249	834,500	7.21%
FICA	48,698	59,600	56,476	63,900	7.21%
Group Insurance	133,645	188,100	87,309	164,500	-12.55%
General Retirement	50,768	69,700	66,073	84,700	21.52%
401K General	32,351	38,900	36,912	41,700	7.20%
Workers Comp	25,451	45,000	42,122	43,300	-3.78%
Postage	7	-	-	-	-
Telephone & Communication	9,293	13,400	14,715	12,600	-5.97%
Printing	469	500	-	500	0.00%
Travel and Training	7,132	10,100	10,351	8,400	-16.83%
Maintenance & Repair - Building	1,014	12,000	-	12,000	0.00%
Maintenance & Repair - Equipment	63,583	79,600	54,000	71,200	-10.55%
Maintenance & Repair - Vehicle	41,099	50,000	34,000	40,000	-20.00%
Rental - Equipment	-	500	-	1,500	200.00%
Automotive Supplies	35,191	37,500	25,000	37,500	0.00%
Motor Fuel	77,678	74,900	70,000	78,000	4.14%
Office Supplies	355	500	300	500	0.00%
Janitorial Supplies	226	500	250	500	0.00%
Departmental Supplies	38,848	14,500	10,000	11,700	-19.31%
Technology Hardware & Accessories	1,461	3,500	2,500	5,500	57.14%
Safety Supplies	-	1,700	-	700	-58.82%
Meeting & Event Provisions	1,151	3,300	1,100	3,600	9.09%
Uniforms	8,487	9,000	8,500	9,000	0.00%
Contracted Services	250	200	-	4,900	2350.00%
Personal Protective Equipment	4,475	11,200	7,500	11,200	0.00%
Software License & Maintenance	9,540	16,687	12,000	16,700	0.08%
Sanitation Services	2,614,376	3,022,400	2,815,568	3,200,000	5.88%
Electronics Recycling	7,253	3,800	9,000	4,000	5.26%
Landfill Tipping Fees	9,226	16,000	22,500	25,000	56.25%
Dues and Subscriptions	620	600	625	1,000	66.67%
Operating Licenses & Permits	-	300	-	-	-100.00%
Insurance - General Liability	28,070	29,500	27,000	30,000	1.69%
Capital Outlay - Equipment	187,521	410,000	406,000	284,000	-30.73%
<b>Total</b>	<b>\$ 4,085,268</b>	<b>\$ 5,001,887</b>	<b>\$ 4,558,051</b>	<b>\$5,102,600</b>	<b>2.01%</b>



# FACILITY SERVICES

Reports to Assistant Town Manager



## Mission

Enhancing quality of life, public health, and safety through innovative and efficient maintenance of public assets while ensuring resiliency in the community.

## Description

The Facility Services division is responsible for maintaining approximately 254,247 square feet in 21 facilities, ensuring compliance with all necessary local, state, and federal building codes, and providing a safe, hygienic, and comfortable working environment for all Town employees.

## Recent Accomplishments

- Performed renovations in several Town buildings, including the addition of new floor tiles, paint, and restroom partitions in two Community Center restrooms, the installation of wi-fi boosters in all fire stations, and a restructure of the IT department at Town Hall.
- Transitioned to City Works for asset management and work flow efficiency. Since the transition on October 1, the department has responded to 257 service requests, performed 234 preventative maintenance inspections, and completed 874 work orders.
- Implemented an employee-only request portal website, as well as an open operations dashboard, to provide status updates and details back to employees about service requests and work orders.



## Upcoming Projects

- Convert conventional lights to LED lights and upgrade heat pump at Public Works to improve energy efficiency.
- Perform additional renovations in multiple Town buildings, including a key/lock upgrade at the Community Center, the installation of epoxy on the fleet garage floor, and the painting of exterior doors, casing, and pillars at Public Works Operations.
- Begin work on the Downtown Alley Improvement project (detailed in the CIP).

## FY 2020-2021 Budget Highlights

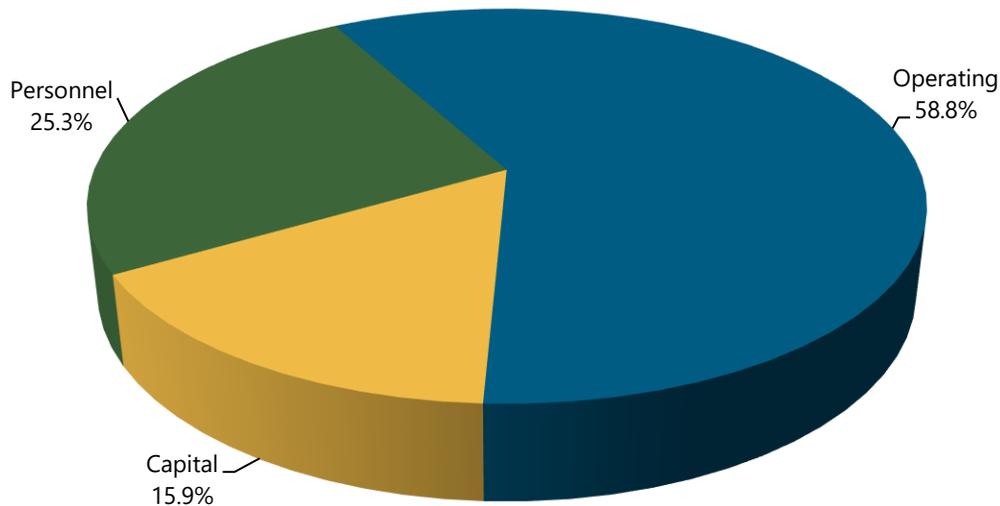
- The Facility Services Department budget decreased by -42.25 percent in FY20-21 primarily due to a reduction in capital outlay and building maintenance.
- The Facility Services budget accounts for 1.98 percent of the General Fund budget and is equivalent to \$0.014 on the tax rate.
- The Town plans to spend \$21.59 per capita for Facility Services in FY20-21.
- Major budget changes include the restructuring of the Public Works departments to move the Grounds Maintenance crew into the Facility Services Department.
- The budget includes \$223,800 for capital equipment and improvements including a vehicle replacement, replacement of HVAC systems at the Police Department, building automation system upgrades, and Town wide HVAC BACnet upgrade.



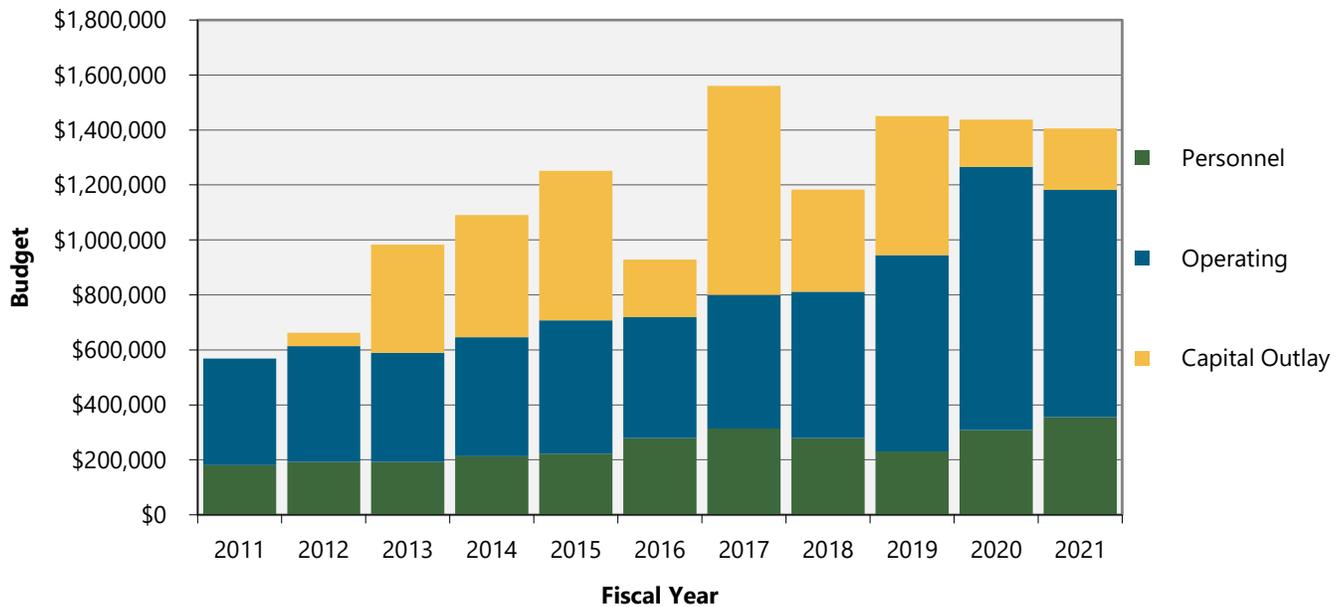
## Budget Summary

Expenditures by Type					
Type	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Budget	Percent Change
Personnel	230,246	348,700	307,667	355,600	1.98%
Operating	714,829	1,022,513	957,800	826,100	-19.21%
Capital	505,169	1,062,567	172,000	223,800	-78.94%
<b>Total</b>	<b>\$1,450,244</b>	<b>\$2,433,780</b>	<b>\$1,437,467</b>	<b>\$1,405,500</b>	<b>-42.25%</b>

### Facilities Expenditures by Type



### Facility Services Expenditure History



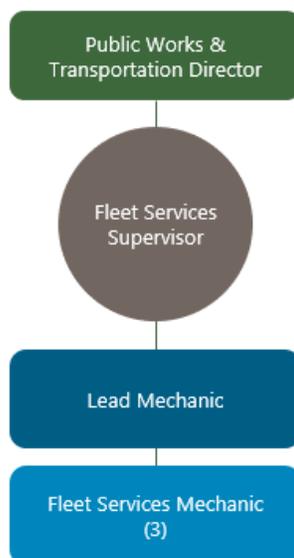
**Line Item Expenditures**

Facility Services Expenditures					
Line Item	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Budget	Percent Change
Salaries	163,977	235,900	217,428	251,300	6.53%
FICA	12,054	18,100	16,633	19,300	6.63%
Group Insurance	28,650	51,600	33,975	37,100	-28.10%
General Retirement	12,876	21,100	19,460	25,500	20.85%
401K General	8,199	11,800	10,871	12,600	6.78%
Workers Comp	4,489	10,200	9,300	9,800	-3.92%
Postage	25	100	-	100	0.00%
Telephone & Communication	2,208	3,700	3,400	6,000	62.16%
Printing	4,830	8,200	3,800	8,500	3.66%
Utilities	89,890	92,000	68,000	93,000	1.09%
Travel and Training	3,131	8,900	5,200	8,300	-6.74%
Maintenance & Repair - Building	151,454	278,554	260,000	82,900	-70.24%
Building Maintenance - Depot	18,103	20,000	20,000	81,500	307.50%
Maintenance & Repair - Equipment	8,669	26,000	8,800	8,500	-67.31%
Maintenance & Repair - Vehicle	1,339	2,000	1,250	5,000	150.00%
Rental - Equipment	-	2,000	2,500	2,000	0.00%
Automotive Supplies	255	500	250	1,000	100.00%
Motor Fuel	2,409	2,000	1,900	7,000	250.00%
Office Supplies	731	1,000	850	1,100	10.00%
Janitorial Supplies	-	1,000	100	1,100	10.00%
Departmental Supplies	6,506	25,100	20,000	26,000	3.59%
Technology Hardware & Accessories	3,750	12,500	5,000	2,500	-80.00%
Safety Supplies	148	600	-	1,500	150.00%
Meeting & Event Provisions	1,067	1,000	2,000	1,500	50.00%
Uniforms	2,490	9,200	3,000	11,500	25.00%
Contracted Services	351,053	471,905	470,000	376,100	-20.30%
Personal Protective Equipment	1,470	3,100	2,500	4,900	58.06%
Software License & Maintenance	27,918	9,854	7,100	18,800	90.79%
Professional Services	1,255	18,900	15,700	15,000	-20.63%
Sanitation Services	26,108	-	34,000	38,400	-
Lease Payments	467	11,500	12,200	12,500	8.70%
Dues and Subscriptions	350	2,400	650	400	-83.33%
Insurance - General Liability	9,204	10,500	9,600	11,000	4.76%
Capital Outlay - Improvements	469,877	982,567	98,000	158,300	-83.89%
Capital Outlay - Equipment	35,292	80,000	74,000	65,500	-18.13%
<b>Total</b>	<b>\$ 1,450,244</b>	<b>\$ 2,433,780</b>	<b>\$ 1,437,467</b>	<b>\$1,405,500</b>	<b>-42.25%</b>



## FLEET SERVICES

Reports to Assistant Town Manager



### Mission Statement

Enhancing quality of life, public health, and safety through innovative and efficient maintenance of public assets while ensuring resiliency in the community.

### Description

The Fleet Services division is responsible for maintaining 328 vehicles and 195 pieces of equipment operated by Town employees, including fire and rescue vehicles, police cruisers, dump trucks, backhoes, vacuum trucks, and other miscellaneous operational vehicles.

### Recent Accomplishments

- Achieved goal of all department mechanics receiving at least one EVT (Emergency Vehicle Technician) certification, ensuring all employees can successfully assist with emergency response.
- Assisted Electric Department with installing smart power take-off devices on trucks, which is a cost effective and energy efficient way to power truck equipment while in the field.
- Researched and identified new fleet management system (FLEETIO) to provide improved data-storing capacity.

### Upcoming Projects

- Implement new Fleet management system to better track vehicle history and information.
- Assist Electric Department with installing smart PTOs on additional vehicles.
- Implement new service schedules (ex: semi-annual inspection of leaf trucks; new schedule for trailer service) to continue providing the best possible service to Town vehicles.



## **FY 2020-2021 Budget Highlights**

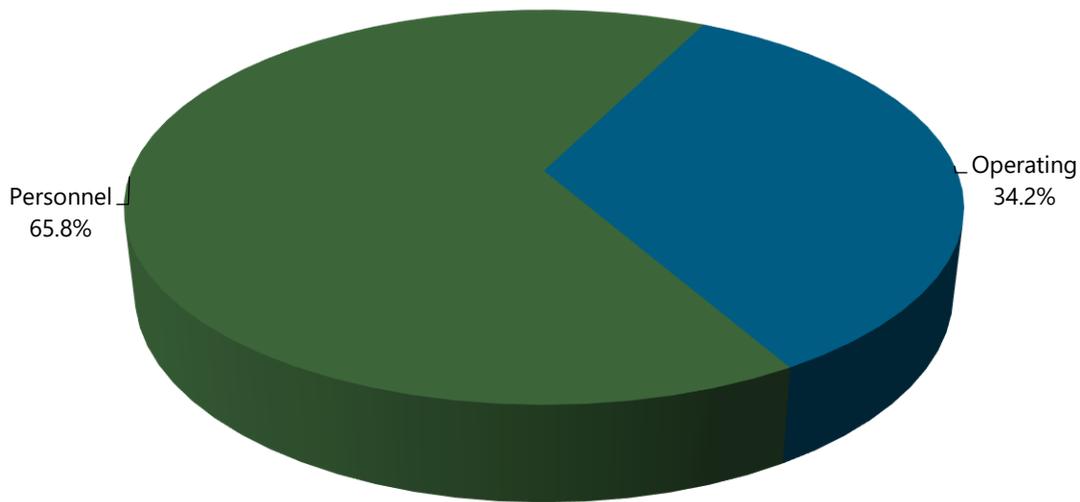
- The Fleet Services Department budget decreased by 8.56 percent in FY20-21.
- The Fleet Services budget accounts for 0.65 percent of the General Fund budget and is equivalent to \$0.005 on the tax rate.
- The Town plans to spend \$7.08 per capita for Fleet Services in FY20-21.
- Major budget changes include \$33,500 for implementation of a fleet management system.



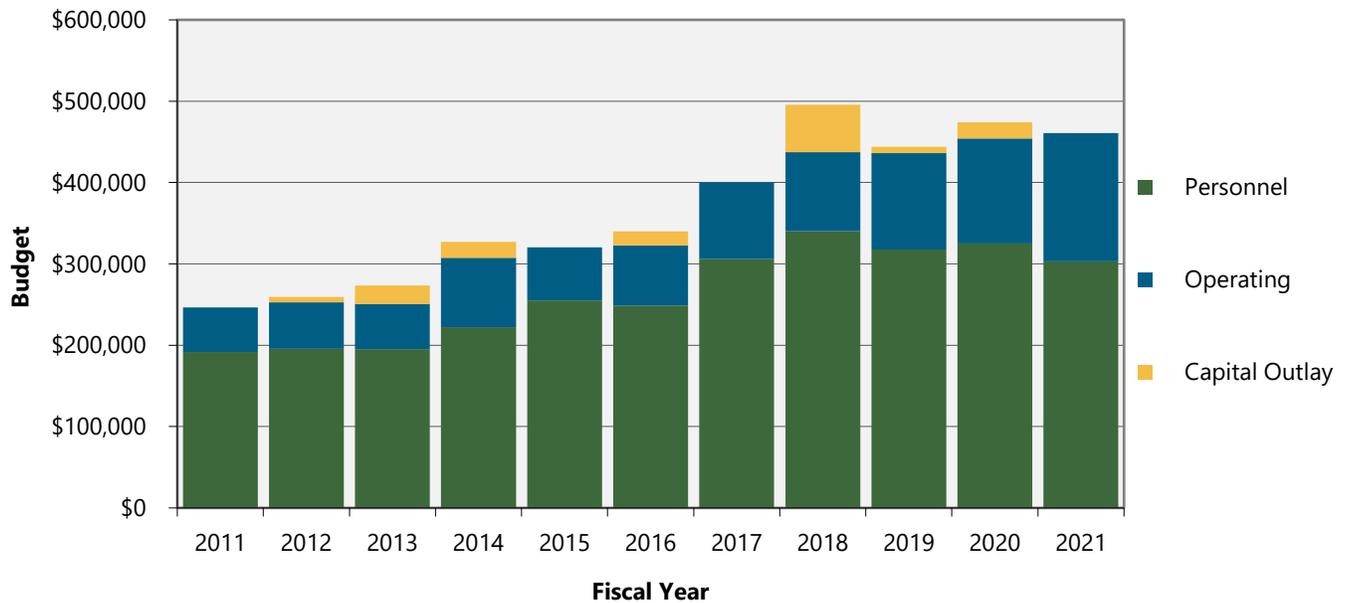
## Budget Summary

Expenditures by Type					
Type	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Budget	Percent Change
Personnel	317,742	336,700	324,949	303,200	-9.95%
Operating	118,277	137,959	129,257	157,700	14.31%
Capital	8,141	29,400	20,000	-	-100.00%
<b>Total</b>	<b>\$444,160</b>	<b>\$504,059</b>	<b>\$474,206</b>	<b>\$460,900</b>	<b>-8.56%</b>

### Fleet Expenditures by Type



### Fleet Expenditure History



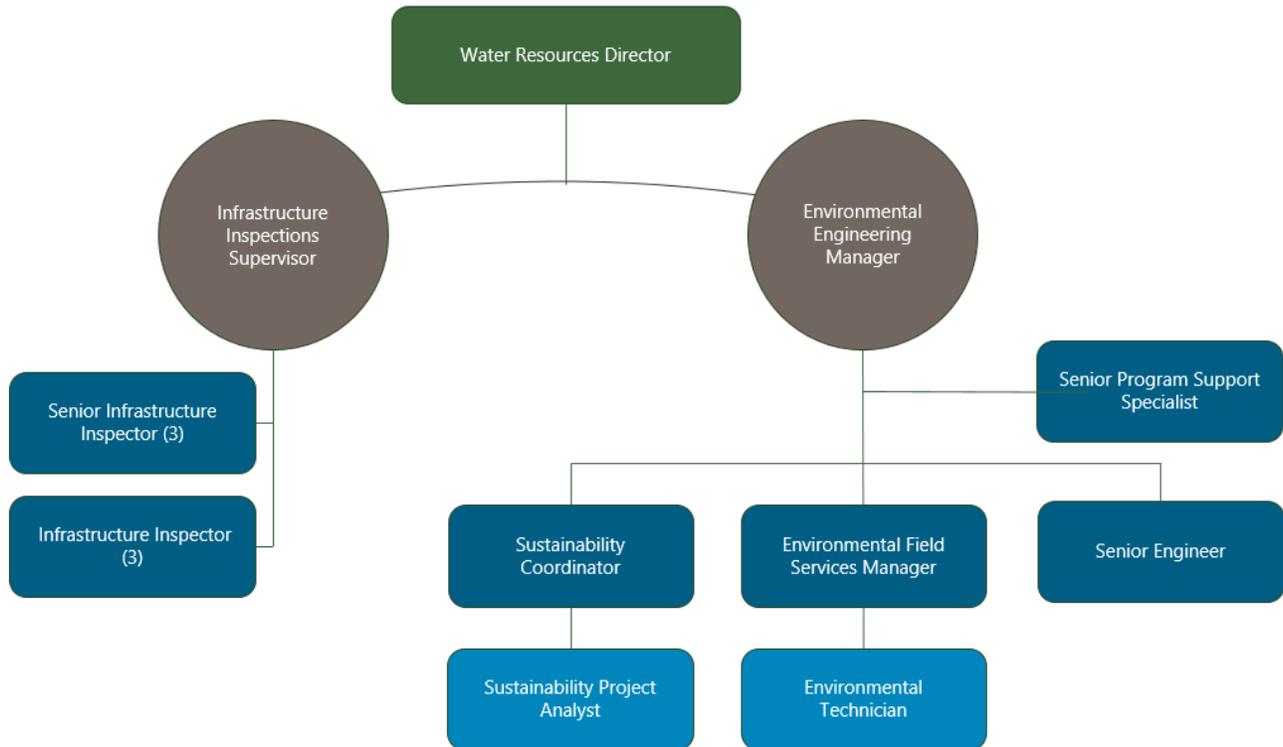
## Line Item Expenditures

Fleet Services Expenditures					
Line Item	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Budget	Percent Change
Salaries	224,456	231,900	230,911	212,500	-8.37%
FICA	16,755	17,700	17,665	16,300	-7.91%
Group Insurance	42,629	46,200	44,161	33,700	-27.06%
General Retirement	17,607	20,800	20,667	21,600	3.85%
401K General	11,223	11,600	11,546	10,600	-8.62%
Workers Comp	5,071	8,500	8,087	8,500	0.00%
Postage	50	100	-	100	0.00%
Telephone & Communication	3,431	3,800	4,053	3,800	0.00%
Printing	2,317	1,400	-	2,400	71.43%
Travel and Training	6,926	10,000	9,000	14,000	40.00%
Maintenance & Repair - Building	3,958	6,000	1,500	-	-100.00%
Maintenance & Repair - Equipment	1,067	3,000	500	2,000	-33.33%
Maintenance & Repair - Vehicle	2,120	3,000	2,500	3,000	0.00%
Automotive Supplies	2,460	3,000	1,100	3,000	0.00%
Motor Fuel	1,831	2,000	2,000	2,000	0.00%
Office Supplies	948	1,000	200	1,000	0.00%
Janitorial Supplies	15	200	50	200	0.00%
Departmental Supplies	27,658	28,200	35,000	49,000	73.76%
Technology Hardware & Accessories	10,632	2,500	767	3,000	20.00%
Meeting & Event Provisions	455	1,000	600	2,200	120.00%
Uniforms	3,215	5,500	3,100	4,300	-21.82%
Contracted Services	5,459	13,700	8,600	8,600	-37.23%
Personal Protective Equipment	1,478	2,400	2,200	1,700	-29.17%
Software License & Maintenance	31,577	37,359	37,500	43,400	16.17%
Dues and Subscriptions	475	1,000	800	1,000	0.00%
Insurance - General Liability	12,204	12,800	11,700	13,000	1.56%
Capital Outlay - Equipment	8,141	29,400	20,000	-	-100.00%
<b>Total</b>	<b>\$ 444,160</b>	<b>\$ 504,059</b>	<b>\$ 474,206</b>	<b>\$ 460,900</b>	<b>-8.56%</b>



# WATER RESOURCES & UTILITY ENGINEERING

Reports to Assistant Town Manager



## Mission

Our passion is protecting our local waterways by raising water quality awareness in the community and ensuring accountability with the highest environmental standards.

## Description

The Water Resources & Utility Engineering Department provides stormwater and utilities engineering and infrastructure inspections to the Town of Apex. The department ensures that the design and construction of all water and sewer infrastructure meets Town standards. This department is responsible for enforcing stormwater ordinances, watershed protection programs, buffer rules, and the sediment and erosion control program to ensure environmentally sound development for the community. The Water Resources & Utility Engineering Department designs, manages, and oversees all water, sewer, and stormwater CIP projects and participates in local and regional partnerships to manage resources and designs.

## Recent Accomplishments

- Continued State Delegation of Local Erosion Control Program and National Pollutant Discharge Elimination System (NPDES) Phase II Permit Compliance.
- Enhanced public education and outreach activities, including Peakfest, the Dog Waste Campaign, increased school presentations and events, and staff support of the citizen Environmental Advisory Board.
- Implemented stormwater modeling and analysis software and an electronic inspections reporting service to improve the flow of operations.



## **Upcoming Projects**

- Develop Town Environmental Sustainability Initiatives.
- Update the Erosion Control Ordinance, Unified Development Ordinance (UDO), Secondary and Cumulative Impacts Master Mitigation Plan, and develop a Stormwater Master Plan.
- Analyze and design projects aimed at improving drainage in the Town of Apex.

## **FY 2020-2021 Budget Highlights**

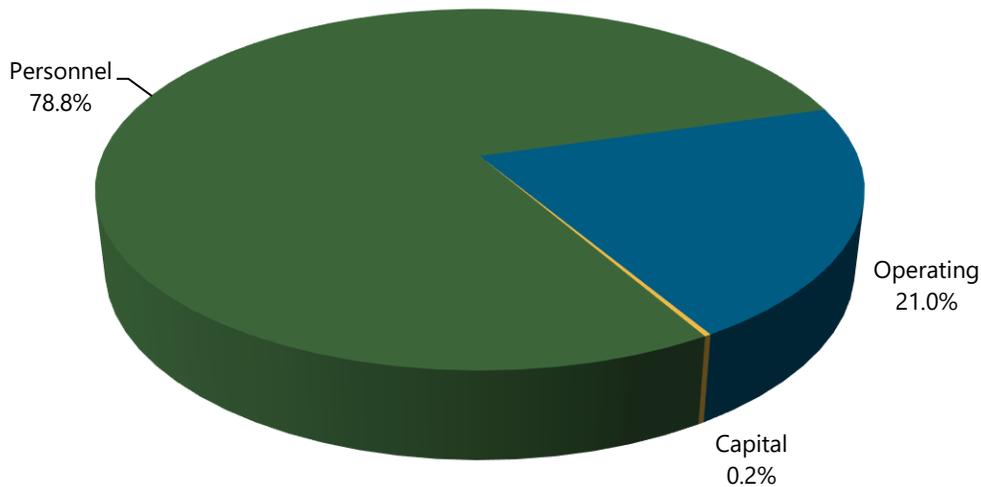
- The Water Resources & Utility Engineering Department budget decreased 9.41 percent in FY20-21.
- The Water Resources & Utility Engineering budget accounts for 2.94 percent of the General Fund budget and is equivalent to \$0.020 on the tax rate.
- The Town plans to spend \$32.10 per capita for Water Resources & Utility Engineering in FY20-21.
- Major budget changes include the addition of two new staff members, a Sustainability Coordinator and a Sustainability Project Analyst, and the associated onboarding costs.
- The budget includes \$90,000 for professional services related to a stormwater database and surveying.



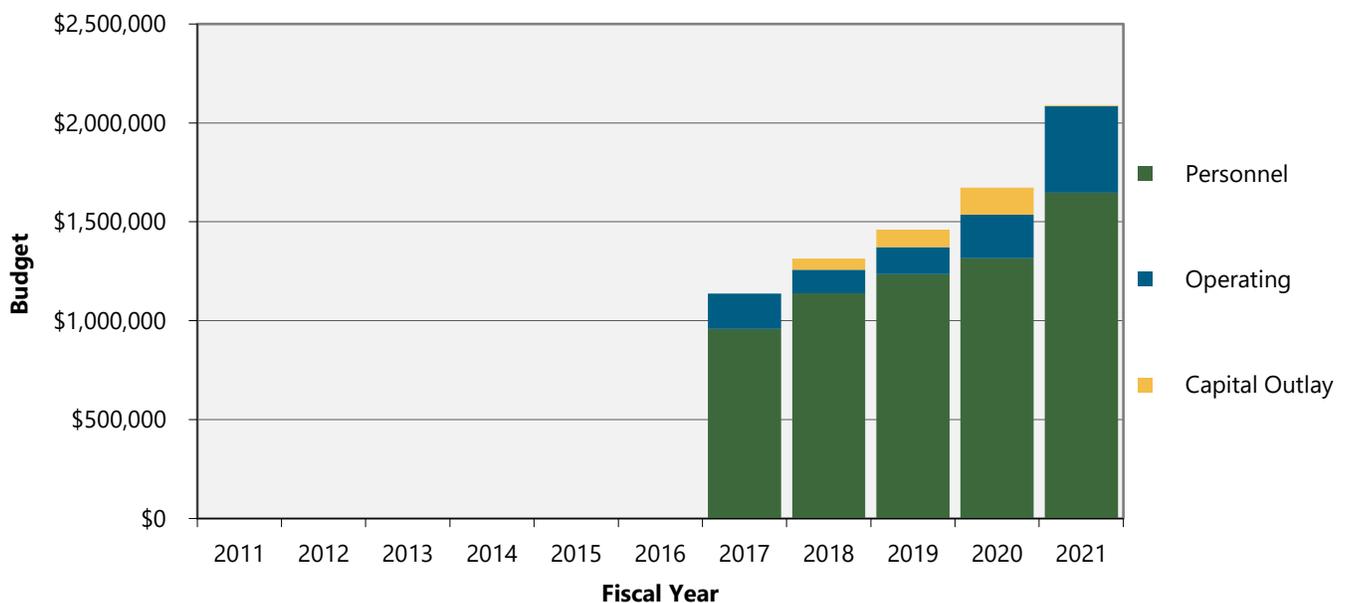
## Budget Summary

Expenditures by Type					
Type	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Budget	Percent Change
Personnel	1,234,906	1,528,200	1,316,318	1,646,900	7.77%
Operating	137,522	667,503	219,715	437,800	-34.41%
Capital	87,962	111,000	136,000	5,000	-95.50%
<b>Total</b>	<b>\$1,460,391</b>	<b>\$2,306,703</b>	<b>\$1,672,033</b>	<b>\$2,089,700</b>	<b>-9.41%</b>

**Water Resources & Utility Engineering Expenditures by Type**



**Water Resources Expenditure History**



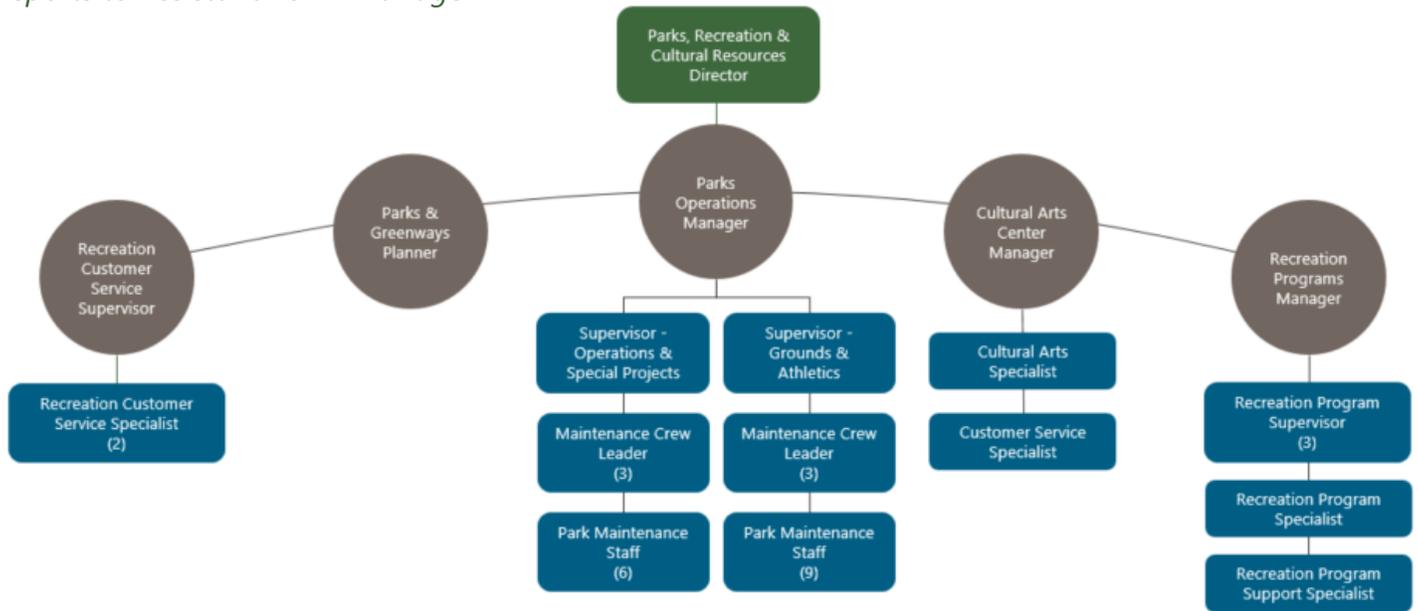
**Line Item Expenditures**

<b>Water Resources Expenditures</b>					
<b>Line Item</b>	<b>FY18-19 Actual</b>	<b>FY19-20 Budget</b>	<b>FY19-20 Estimate</b>	<b>FY20-21 Budget</b>	<b>Percent Change</b>
Salaries	908,010	1,094,500	958,609	1,198,200	9.47%
FICA	65,324	83,700	73,334	91,700	9.56%
Group Insurance	135,533	178,200	135,673	160,800	-9.76%
General Retirement	71,190	98,000	85,796	121,600	24.08%
401K General	45,401	54,800	47,930	60,000	9.49%
Workers Comp	9,448	19,000	14,976	14,600	-23.16%
Postage	302	1,100	500	1,000	-9.09%
Telephone & Communication	17,781	20,300	22,925	26,900	32.51%
Printing	10,563	9,900	7,900	8,700	-12.12%
Utilities	-	76,000	50,000	76,000	0.00%
Travel and Training	3,968	15,375	8,000	26,600	73.01%
Maintenance & Repair - Building	35	1,400	1,000	900	-35.71%
Maintenance & Repair - Equipment	895	500	-	-	-100.00%
Maintenance & Repair - Vehicle	3,499	8,000	4,500	8,600	7.50%
Automotive Supplies	3,086	6,800	2,700	6,700	-1.47%
Motor Fuel	10,392	19,200	11,000	14,000	-27.08%
Office Supplies	2,268	4,800	1,500	3,500	-27.08%
Departmental Supplies	7,750	9,300	8,000	12,600	35.48%
Technology Hardware & Accessories	14,837	22,500	12,000	20,500	-8.89%
Meeting & Event Provisions	4,341	5,000	4,000	5,900	18.00%
Community Outreach Materials/Activities	3,840	4,000	3,500	5,600	40.00%
Uniforms	4,452	7,700	2,000	8,100	5.19%
Contracted Services	18,004	56,000	42,000	63,400	13.21%
Personal Protective Equipment	2,322	3,700	2,800	3,900	5.41%
Software License & Maintenance	12,122	25,528	18,000	23,700	-7.16%
Professional Services	-	15,000	3,500	15,000	0.00%
Professional Services - Engineer/Survey	8,500	340,000	-	91,000	-73.24%
Dues and Subscriptions	7,705	9,200	8,000	8,500	-7.61%
Operating Licenses & Permits	860	1,200	1,200	1,200	0.00%
Insurance - General Liability	-	5,000	4,600	5,500	10.00%
Capital Outlay - Improvements	22,743	-	40,000	5,000	-
Capital Outlay - Equipment	65,219	111,000	96,000	-	-100.00%
<b>Total</b>	<b>\$ 1,460,391</b>	<b>\$2,306,703</b>	<b>\$1,671,943</b>	<b>\$2,089,700</b>	<b>-9.41%</b>



# PARKS, RECREATION & CULTURAL RESOURCES

Reports to Assistant Town Manager



## Mission

Enriching recreational and cultural experiences through inclusive programs, welcoming parks and amenities, and responsible stewardship of our natural resources and public lands.

## Description

The Parks, Recreation, & Cultural Resources Department includes 35 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 parkland, as well as 163 acres of undeveloped parkland, the Cultural Arts Center, the Community Center, the Rodgers Family Skate Plaza, two dog parks, and approximately 11 miles of developed public greenways. The department is comprised of three divisions: Administrative, Recreation Programs, and Park Operations. The Administrative Division is responsible for the overall management of Town parks and their adjacent facilities. The Recreation Programs Division is responsible for planning and executing a wide range of recreational and athletic programs for adults, children, seniors, and the special needs population, along with overseeing facility rentals. The Park Operations Division is responsible for the daily and long-term maintenance of all Town parks, public greenways, and several Wake County school facilities. Additionally, the division assists with the planning of new public park facilities.

## Recent Accomplishments

- Completed renovations, including the addition of new equipment, at Kelly Road Park, Apex Community Park, Apex Nature Park and Seymour Athletic Fields, Kelly Glen Park, and Hunter Street Park.
- Completed construction and renovation projects on the Haddon Hall and Beaver Creek greenways.
- Opened over five new miles of public greenway and designed a new Park and Greenway Map to provide community members with readily accessible information and easier navigation.



## **Upcoming Projects**

- Complete GPS mapping of existing and new park areas and facilities to ensure all areas can be accessed in City Works.
- Implement Adopt-a-Park Program to encourage citizens to take an active role in beautifying the Town of Apex.
- Complete construction of Salem Pond Park, renovations of Trackside Skate Plaza, and continue construction of Pleasant Park.
- Complete construction of Apex Senior Center, which will include classroom and instructional areas to expand programming for seniors and community members with special needs.
- Complete the Beaver Creek Greenway connection between Kelly Road Park and Apex Nature Park, and add additional miles to the Middle Creek Greenway, completing further progress toward its eventual connection of Apex and Holly Springs.

## **FY 2020-2021 Budget Highlights**

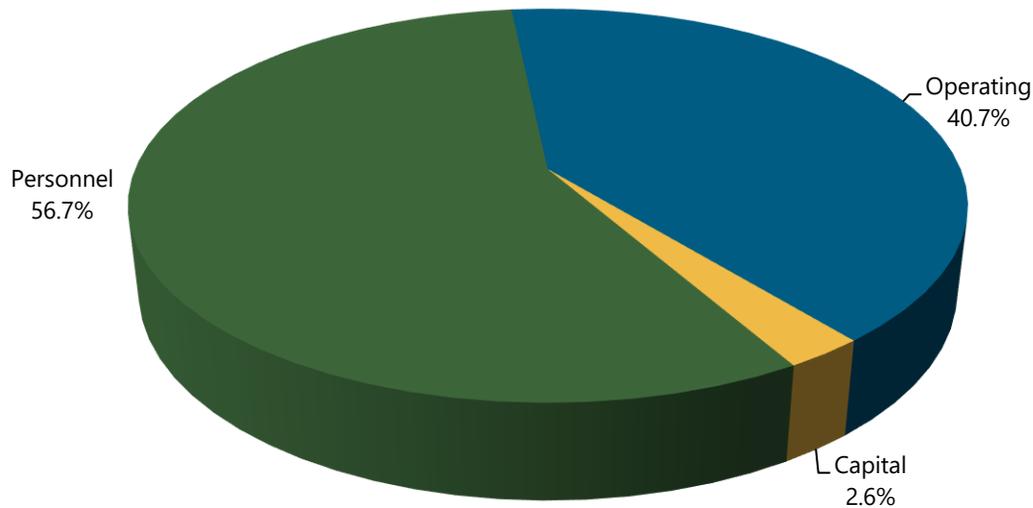
- The Parks, Recreation & Cultural Resources Department budget increased 1.44 percent in FY20-21.
- The Parks, Recreation & Cultural Resources budget accounts for 7.53 percent of the General Fund budget and is equivalent to \$0.052 on the tax rate.
- The Town plans to spend \$82.24 per capita for Parks, Recreation & Cultural Resources in FY20-21.
- Major budget changes include the addition of two new staff members, a Maintenance Crew Leader and a Park Maintenance, and the associated onboarding costs. Additionally, the budget includes \$100,000 in professional services to begin updating the Parks and Recreation Master Plan.
- The budget includes \$59,700 in capital improvements for pavement repair and restriping and \$75,400 for capital equipment including one vehicle addition, a replacement mower, bush hog, and two gators for greenway operations.



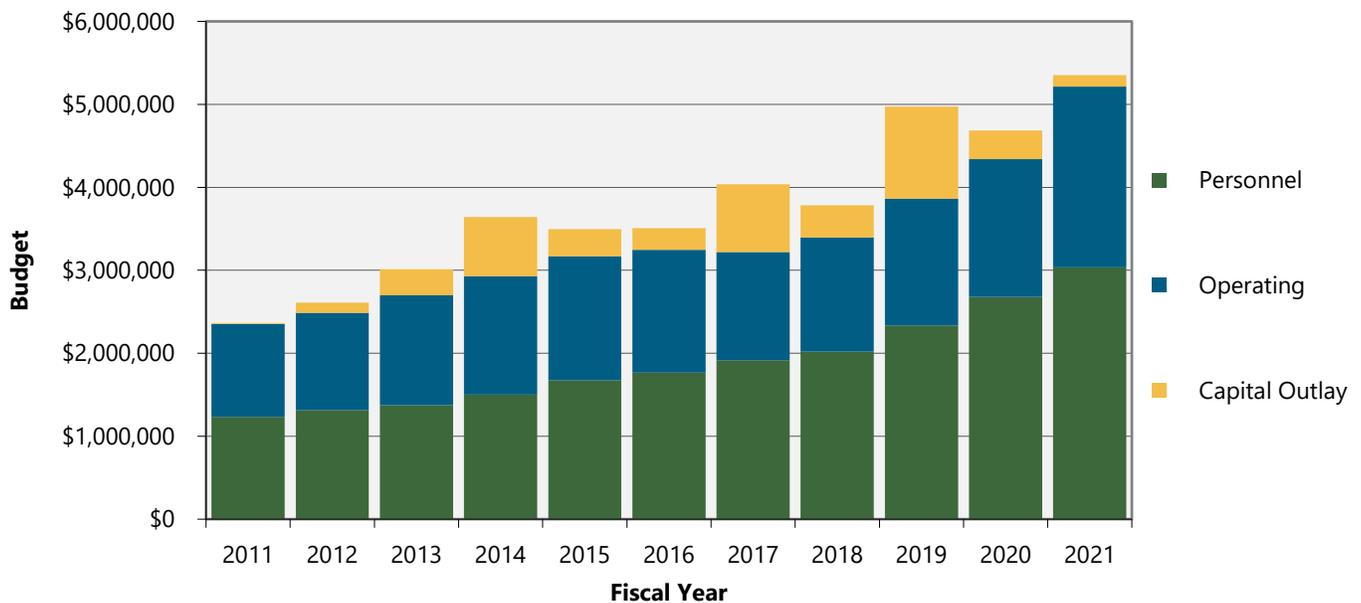
## Budget Summary

Expenditures by Type					
Type	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Budget	Percent Change
Personnel	2,332,747	2,771,500	2,679,110	3,034,200	9.48%
Operating	1,529,786	2,149,469	1,660,131	2,179,400	1.39%
Capital	1,109,789	356,840	345,536	140,100	-60.74%
<b>Total</b>	<b>\$4,972,321</b>	<b>\$5,277,809</b>	<b>\$4,684,777</b>	<b>\$5,353,700</b>	<b>1.44%</b>

**Parks & Recreation Expenditures by Type**



**Parks & Recreation Expenditure History**



**Line Item Expenditures**

<b>Parks &amp; Recreation Expenditures</b>					
<b>Line Item</b>	<b>FY18-19 Actual</b>	<b>FY19-20 Budget</b>	<b>FY19-20 Estimate</b>	<b>FY20-21 Budget</b>	<b>Percent Change</b>
Salaries	1,437,838	1,675,200	1,635,546	1,855,000	10.73%
Part-Time Salaries	291,712	315,000	291,583	345,000	9.52%
FICA	128,101	152,300	147,425	168,300	10.51%
Group Insurance	265,016	352,200	332,963	340,000	-3.46%
General Retirement	112,586	150,000	146,381	188,300	25.53%
401K General	71,736	83,800	81,777	92,800	10.74%
Workers Comp	25,758	43,000	43,434	44,800	4.19%
Postage	1,108	3,500	1,500	2,800	-20.00%
Telephone & Communication	20,932	23,800	23,800	23,100	-2.94%
Printing	20,368	27,737	25,000	22,000	-20.68%
Utilities	151,790	158,200	100,000	155,000	-2.02%
Travel and Training	17,471	29,800	18,000	28,000	-6.04%
Maintenance & Repair - Building	78,074	205,700	200,000	143,100	-30.43%
Maintenance & Repair - Equipment	22,419	16,000	18,000	28,000	75.00%
Maintenance & Repair - Vehicle	7,869	10,000	5,800	10,000	0.00%
Rental - Equipment	14,143	16,500	16,500	19,500	18.18%
Rental - Vehicle	-	1,500	400	1,500	0.00%
Rental - Facilities	35,187	36,000	36,300	38,000	5.56%
Advertising	10,030	10,800	7,800	15,800	46.30%
Automotive Supplies	8,017	13,000	9,500	14,300	10.00%
Motor Fuel	28,520	40,000	30,000	35,000	-12.50%
Office Supplies	2,794	12,300	6,500	25,900	110.57%
Janitorial Supplies	31,859	45,000	35,000	45,300	0.67%
Departmental Supplies	260,635	282,500	265,000	360,200	27.50%
Technology Hardware & Accessories	21,529	42,500	40,000	36,000	-15.29%
Athletic Supplies	75,553	98,300	65,000	85,600	-12.92%
Senior Activities	77,432	133,800	80,000	142,600	6.58%
Meeting & Event Provisions	5,413	8,900	5,000	9,500	6.74%
Community Outreach	-	2,500	2,000	2,500	0.00%
Uniforms	7,077	9,800	6,500	13,400	36.73%
Contracted Services	205,183	210,919	213,400	228,500	8.34%
Personal Protective Equipment	12,646	14,100	6,200	14,500	2.84%
Software License & Maintenance	14,037	18,273	28,300	31,900	74.57%
Contracted Services - Programs	332,816	432,600	230,000	436,300	0.86%
Professional Services	26,933	22,400	22,000	121,800	443.75%
Prof. Services - Engineer/Survey	8,660	184,140	130,000	50,000	-72.85%
Sanitation Services	-	3,000	-	3,000	0.00%
Dues and Subscriptions	1,090	2,300	2,000	2,300	0.00%
Insurance - General Liability	30,200	33,600	30,631	34,000	1.19%
Capital Outlay - Easements	-	10,000	4,030	5,000	-50.00%
Capital Outlay - Improvements	1,014,387	295,340	295,340	59,700	-79.79%
Capital Outlay - Equipment	95,402	51,500	46,166	75,400	46.41%
<b>Total</b>	<b>\$ 4,972,321</b>	<b>\$ 5,277,809</b>	<b>\$ 4,684,777</b>	<b>\$5,353,700</b>	<b>1.44%</b>



## CULTURAL ARTS

### Reports to Assistant Town Manager



### 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, under which the Halle Cultural Arts Center operates, is responsible for planning, organizing, running, and evaluating cultural arts programs and special events for the Town of Apex, including gallery art shows and seasonal concert and movie series. Beyond event planning and execution, the department's responsibilities include securing sponsorships, overseeing volunteer recruitment and coordination, grant writing, and managing contract administration.

### Recent Accomplishments

- Presented a five-month summertime series of 17 concerts and movies at Apex Nature Park, partnered with Apex Downtown Business Association to offer "Final Friday" concerts at the Depot, with attendance estimated at over 4,000 for all events, and hosted 12 gallery art shows, featuring over 100 artists, with openings attended by over 2,000 visitors.
- Continued work with the Public Art Committee on the implementation of the Town's Public Arts Plan, which included the installation of a new sculpture at Town Hall and the painting of downtown storefronts for the holidays.
- Organized and presented cultural programming for Black History Month and Indigenous People's Day, and co-sponsored the Latino Festival, Goblins Groove, Peak Fest, and Russian Festival, with attendance totaling over 25,000 for all events.



## **Upcoming Projects**

- Continue Russian Festival expansion efforts by developing additional outdoor capacity to accommodate growth in programming and attendance.
- Lead efforts in conjunction with Bee City Committee to establish a pollinator demonstration garden and other educational and preservation activities for pollinators and their habitats.
- Collaborate with Park Operations Division to design and plan environmental education programming, to be housed in the future Environmental Education Center, featured in the five-year capital improvement plan.

## **FY 2020-2021 Budget Highlights**

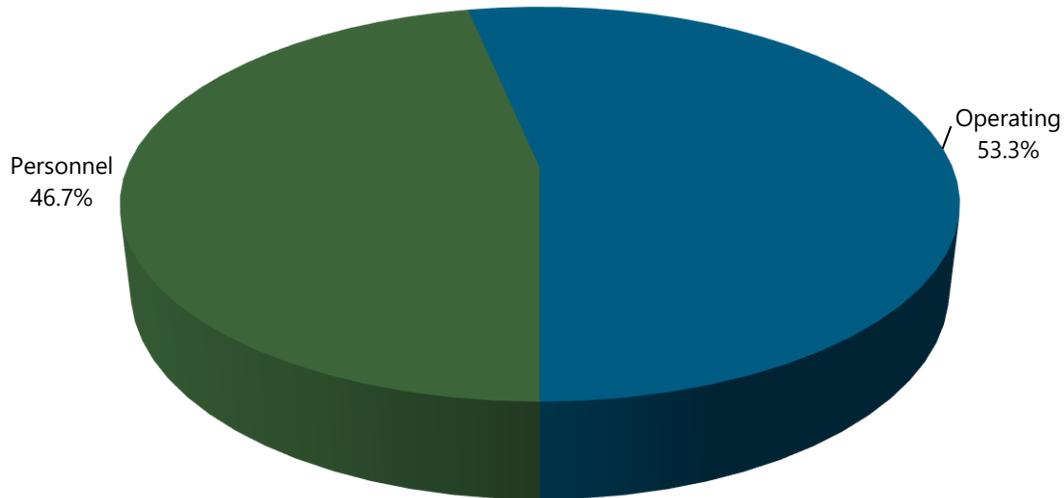
- The Cultural Arts Department budget increased 5.19 percent in FY20-21.
- The Cultural Arts budget accounts for 1.03 percent of the General Fund budget and is equivalent to \$0.007 on the tax rate.
- The Town plans to spend \$11.24 per capita for the Cultural Arts Department in FY20-21.
- There were no major budget changes from the prior year.
- The budget includes \$25,000 for the Public Art Walk and \$3,000 for Black History Month performances.



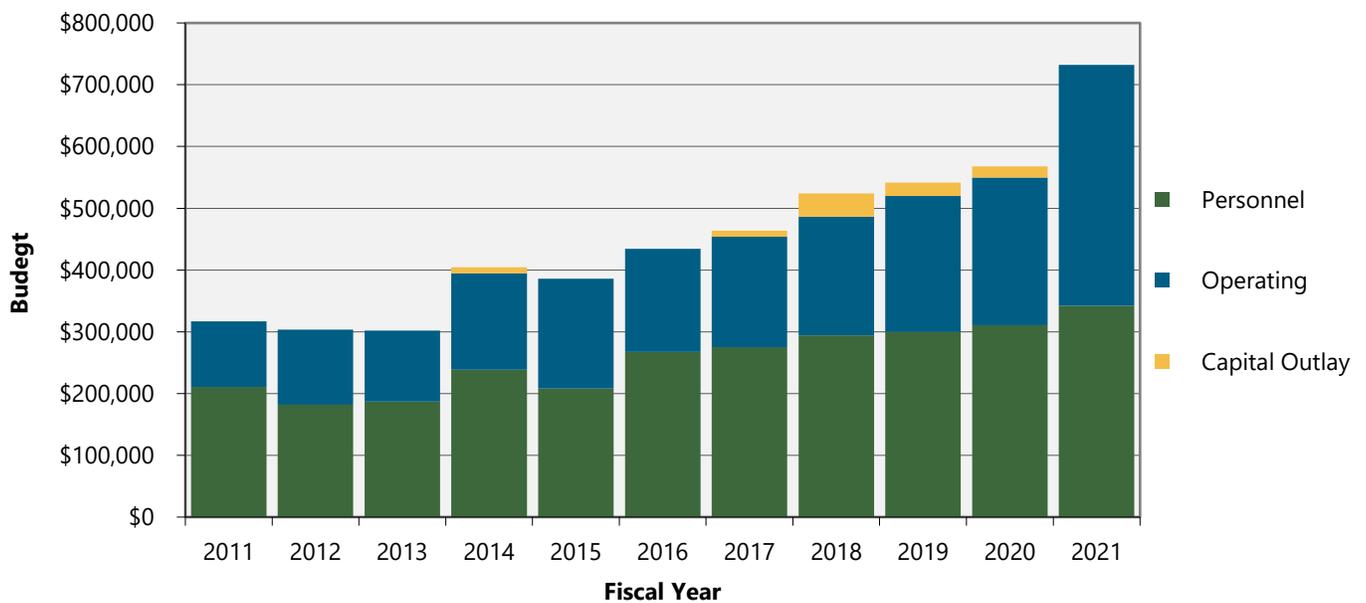
## Budget Summary

Expenditures by Type					
Type	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Budget	Percent Change
Personnel	300,067	331,300	310,491	341,900	3.20%
Operating	219,931	345,275	239,479	390,000	12.95%
Capital	21,378	19,200	17,885	-	-100.00%
<b>Total</b>	<b>\$541,376</b>	<b>\$695,775</b>	<b>\$567,855</b>	<b>\$731,900</b>	<b>5.19%</b>

### Cultural Arts Expenditures by Type



### Cultural Arts Expenditure History



**Line Item Expenditures**

<b>Halle Cultural Arts Center Expenditures</b>					
<b>Line Item</b>	<b>FY18-19 Actual</b>	<b>FY19-20 Budget</b>	<b>FY19-20 Estimate</b>	<b>FY20-21 Budget</b>	<b>Percent Change</b>
Salaries	186,870	198,200	195,576	209,300	5.60%
Part-Time Salaries	41,688	51,000	37,000	51,000	0.00%
FICA	17,233	19,100	17,792	19,900	4.19%
Group Insurance	27,390	31,000	29,659	26,500	-14.52%
General Retirement	14,464	17,700	17,504	21,300	20.34%
401K General	9,343	9,900	9,779	10,500	6.06%
Workers Comp	3,078	4,400	3,181	3,400	-22.73%
Postage	71	1,300	-	1,300	0.00%
Telephone & Communication	1,072	400	800	400	0.00%
Printing	6,659	5,200	3,800	5,200	0.00%
Utilities	19,461	22,000	14,500	20,000	-9.09%
Travel and Training	105	1,000	-	1,000	0.00%
Maintenance & Repair - Building	41,142	57,975	42,000	33,000	-43.08%
Maintenance & Repair - Equipment	1,481	3,500	2,000	2,500	-28.57%
Rental - Facilities	-	1,000	600	1,000	0.00%
Advertising	21,338	30,500	25,000	25,400	-16.72%
Office Supplies	617	1,700	750	2,300	35.29%
Janitorial Supplies	318	700	500	700	0.00%
Departmental Supplies	7,008	14,400	6,500	36,600	154.17%
Technology Hardware & Accessories	8,792	-	29	-	-
Meeting & Event Provisions	2,810	6,400	3,500	6,400	0.00%
Uniforms	157	500	-	500	0.00%
Contracted Services	15,015	17,500	25,500	17,500	0.00%
Software License & Maintenance	3,004	4,400	4,700	4,800	9.09%
Contracted Serv. - Instructors/Programs	87,590	135,800	80,000	179,200	31.96%
Professional Services	-	100	100	2,200	2100.00%
Dues and Subscriptions	1,888	3,500	2,700	3,500	0.00%
Operating Licenses & Permits	620	-	1,500	3,500	-
Special Programs - Public Art	782	37,400	25,000	43,000	14.97%
Capital Outlay - Equipment	21,378	19,200	17,885	-	-100.00%
<b>Total</b>	<b>\$ 541,376</b>	<b>\$ 695,775</b>	<b>\$ 567,855</b>	<b>\$ 731,900</b>	<b>5.19%</b>



## General Fund Non-Departmental

General Fund Debt Service					
Account Description	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY 20-21 Budget	Percent Change
Principal	2,903,793	3,000,800	3,000,793	4,422,800	47.39%
Interest	1,666,072	1,511,700	1,511,631	2,519,700	66.68%
Bond Issuance Costs	-	-	-	-	-
<b>Total</b>	<b>\$ 4,569,865</b>	<b>\$ 4,512,500</b>	<b>\$ 4,512,424</b>	<b>\$6,942,500</b>	<b>53.85%</b>

### Other Uses

Other uses in the General Fund typically represent transfers to other funds such as capital project funds or special funds. For FY20-21, other use allocations include transfers of \$1,480,000 to General Fund Capital Projects and \$2,244,000 for Streets Capital Projects. The General Fund Capital Projects include the purchase of property for the Cash Economic Development site, installation of bus stops for the new GoApex route in 2021, and design plans for the Tunstall House renovations. Allocations for Streets Capital Projects are for the Richardson Road extension wetland mitigation, Chatham Street sidewalks, the Beaver Creek and Zeno Road intersection redesign, and redesign work for Salem Street, the Saunders Street parking lot, and alleys in downtown.

General Fund Other Uses					
Account Description	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY 20-21 Budget	Percent Change
Payment to Refund Debt	-	-	-	-	-
Transfer to General Capital Projects	1,969,500	1,870,000	1,870,000	1,480,000	-20.86%
Transfer to Street Project	174,400	1,177,200	1,177,200	2,244,000	90.62%
Transfer to Perry Library	-	-	-	-	-
Transfer to Recreation Project	-	-	-	-	-
<b>Total</b>	<b>\$ 2,143,900</b>	<b>\$ 3,047,200</b>	<b>\$ 3,047,200</b>	<b>\$3,724,000</b>	<b>22.21%</b>

### Cemetery

Cemetery accounts in the General Fund include expenditures for annual maintenance contracts and other professional services that may arise such as recording of deeds. Capital Outlay represents the General Fund portion toward the columbarium project at the cemetery.

General Fund Cemetery					
Account Description	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY 20-21 Budget	Percent Change
Departmental Supplies	-	-	-	-	-
Contracted Services	(317)	30,500	35,000	35,000	14.75%
Professional Services	661	2,000	500	-	-100.00%
Capital Outlay	-	25,000	25,000	25,000	0.00%
<b>Total</b>	<b>\$ 344</b>	<b>\$ 57,500</b>	<b>\$ 60,500</b>	<b>\$ 60,000</b>	<b>4.35%</b>



## Special Appropriations

Special Appropriations accounts in the General Fund include funding for non-profit agencies, the Think Apex initiative, and downtown initiatives and programs. The funding of non-profit agencies supports the delivery of vital community services. Non-profit agencies go through an application process to be considered for funding from the Town. The Think Apex initiative encourages a local mindset by all parts of the Apex community, including businesses, residents, and visitors. It encourages those in and around Apex to support and invest in the local and unique aspects of the greater-Apex community in order to create a stronger and more vibrant economic environment and quality of life. By fostering a local mindset, Think Apex empowers the community to celebrate, engage, play, volunteer, shop, eat, and work locally. Downtown Development includes Think Apex funding along with funding for façade grants, historical markers, and renovations at The Apex Depot.

General Fund Special Appropriations					
Account Description	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY 20-21 Budget	Percent Change
Apex Farmer's Market	10,000	10,000	10,000	20,000	100.00%
Transitions Life Care	5,000	5,000	5,000	5,000	0.00%
Apex Downtown Business Association	10,000	10,000	10,000	20,000	100.00%
Apex Historical Society	-	7,000	7,000	-	-100.00%
SAFEChild	8,000	9,000	9,000	10,000	11.11%
Western Wake Crisis Ministries	10,000	10,000	10,000	20,000	100.00%
White Oak Foundation	-	6,000	6,000	10,000	66.67%
Citizens Assisting Police in Apex	-	500	500	500	0.00%
Chamber of Commerce	1,991	2,000	1,101	-	-100.00%
Downtown Development	9,950	30,000	10,000	83,000	176.67%
Downtown Advertising	3,000	5,000	2,500	5,000	0.00%
<b>Total</b>	<b>\$ 57,941</b>	<b>\$ 94,500</b>	<b>\$ 71,101</b>	<b>\$ 173,500</b>	<b>83.60%</b>

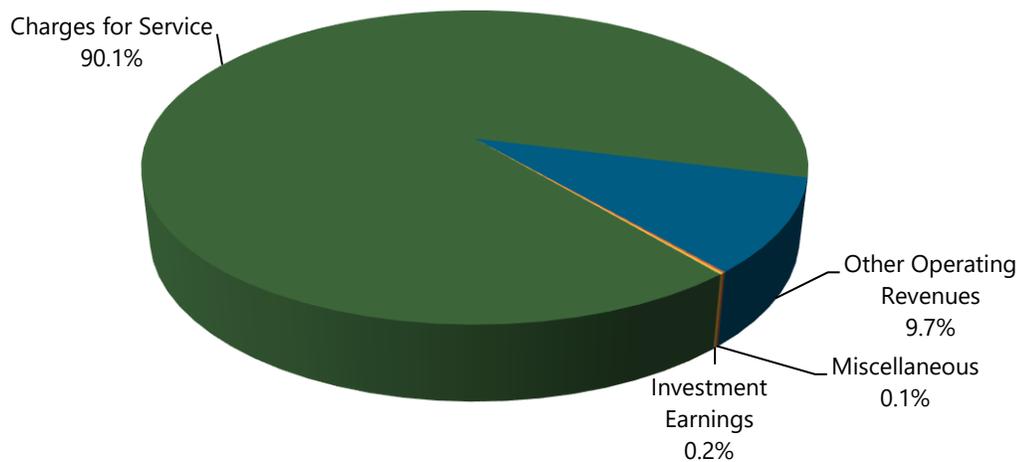
General Fund Contingency					
Account Description	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY 20-21 Budget	Percent Change
<b>Contingency</b>					
Contingency	-	150,000	-	150,000	0.00%
<b>Total</b>	<b>\$ -</b>	<b>\$ 150,000</b>	<b>\$ -</b>	<b>\$ 150,000</b>	<b>0.00%</b>



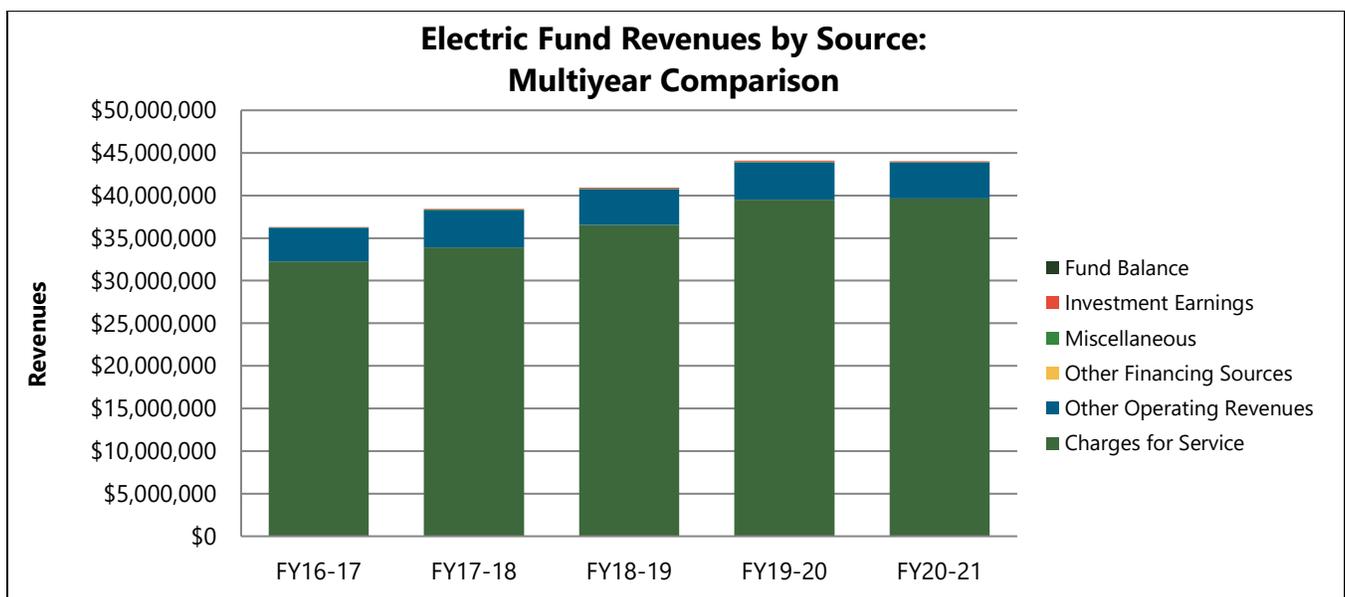
**Revenues by Source**

Electric Fund Revenues by Source					
Source	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Budget	Percent Change
Charges for Service	36,541,592	39,322,200	39,503,648	39,650,000	0.83%
Other Operating Revenues	4,196,415	4,368,300	4,393,581	4,260,900	-2.46%
Other Financing Sources	-	30,000	5,000	10,000	-66.67%
Miscellaneous	68,923	45,000	85,524	35,000	-22.22%
Investment Earnings	101,015	100,000	110,482	75,000	-25.00%
Fund Balance	-	822,114	-	-	-100.00%
<b>Total</b>	<b>\$40,907,945</b>	<b>\$44,687,614</b>	<b>\$44,098,235</b>	<b>\$44,030,900</b>	<b>-1.47%</b>

**Electric Fund Revenues by Source FY20-21**



**Electric Fund Revenues by Source: Multiyear Comparison**



## **Source Descriptions**

### **Charges for Service**

Electric charges account for 90.05 percent of Electric Fund revenues. Electric consumption by citizens and other customers generates these revenues. The Town has a residential base charge of \$15.05 and a per kWh energy charge of \$.0993 for November through June and \$.1029 for July through October. Electric charges, along with penalties and reconnection fees account for \$39.65 million in the FY20-21 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 \$4.26 million in the FY20-21 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 \$10,000 in the FY20-21 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 \$75,000 in the FY20-21 Electric Fund budget.

### **Miscellaneous**

Miscellaneous revenues in the Electric Fund include revenues that do not easily fit into other categories. Miscellaneous revenues account for \$35,000 in FY20-21.

### **Fund Balance Appropriated**

Allocations from fund balance represent use of reserve funds. The Town typically uses reserves for specific capital projects, onetime opportunities, or emergency operations. There are no fund balance appropriations in the FY20-21 Electric Fund budget.

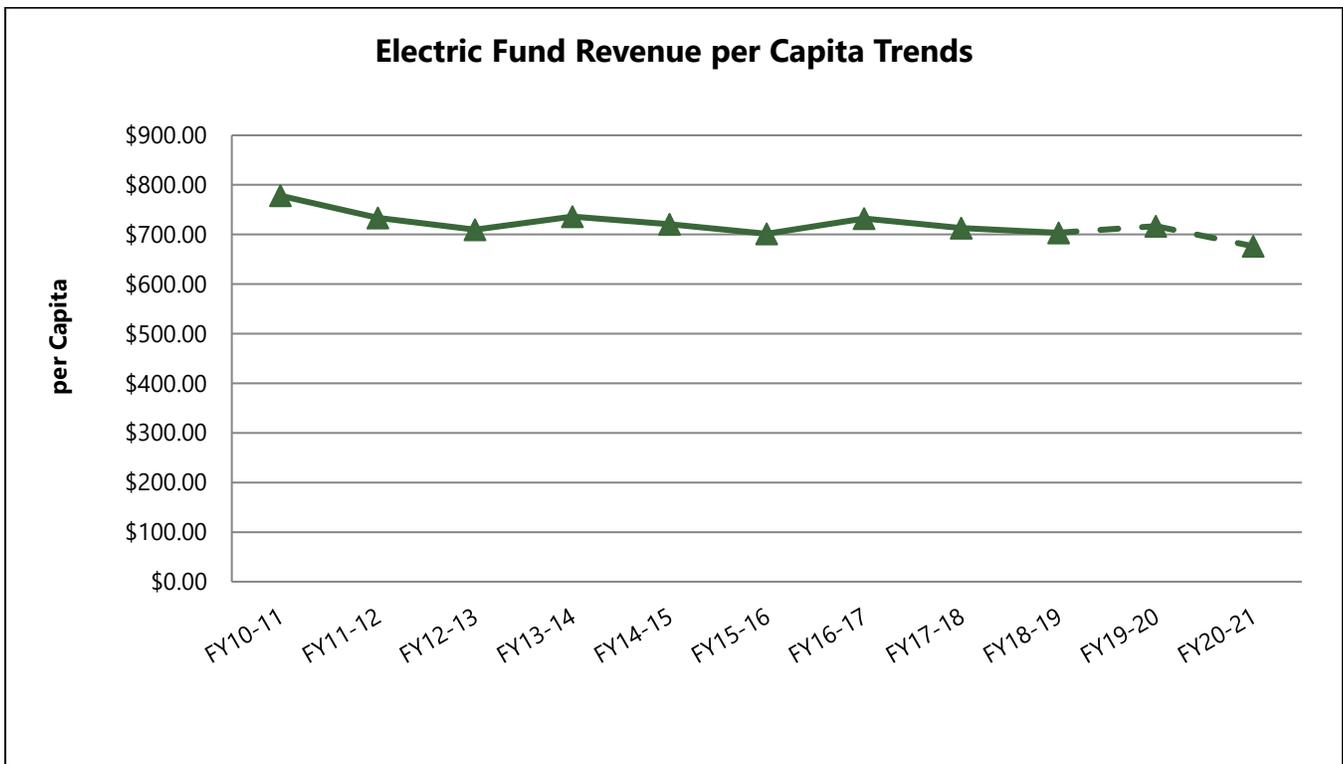
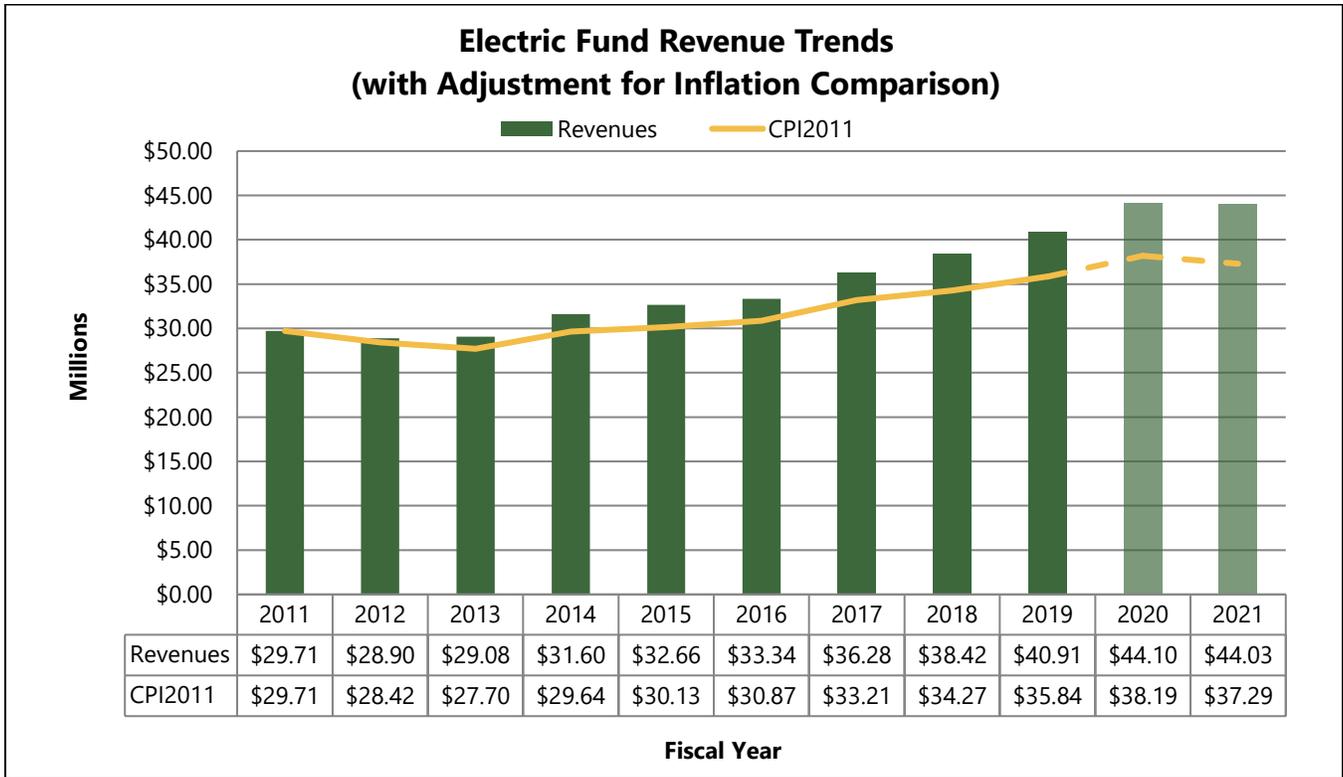


**Revenues by Line Item**

<b>Electric Fund Revenues</b>					
<b>Line Item</b>	<b>FY18-19 Actual</b>	<b>FY19-20 Budget</b>	<b>FY19-20 Estimate</b>	<b>FY20-21 Recommend</b>	<b>Percent Change</b>
State Grants	-	65,700	65,700	-	-100.00%
Sales - Residential	24,806,147	26,762,000	27,264,721	28,080,000	4.92%
Sales - Demand	1,969,415	2,090,600	2,143,701	2,175,000	4.04%
Sales - Commercial	9,463,524	10,184,600	9,734,396	9,135,000	-10.31%
Pole Relocation	-	-	60,609	-	-
Sales Tax	2,525,171	2,732,600	2,728,049	2,750,900	0.67%
Reconnection Fees	43,589	25,000	76,420	60,000	140.00%
Service Initiation Fees	55,947	60,000	107,254	80,000	33.33%
Penalties	202,970	200,000	116,547	120,000	-40.00%
Underground Primary	607,446	520,000	385,162	380,000	-26.92%
Underground Secondary	852,698	800,000	983,633	900,000	12.50%
Electric Meters	211,100	250,000	231,037	230,000	-8.00%
Interest Earned	101,015	100,000	110,482	75,000	-25.00%
Miscellaneous Revenue	68,923	45,000	85,524	35,000	-22.22%
Mutual Aid	-	-	-	-	-
Sale of Capital Assets	-	30,000	5,000	10,000	-66.67%
Fund Bal Appropriated - Budget	-	-	-	-	-
Fund Bal Appropriated - Amend	-	500,120	-	-	-100.00%
Fund Bal App - PO Carryover	-	321,994	-	-	-100.00%
<b>Total</b>	<b>\$40,907,945</b>	<b>\$44,687,614</b>	<b>\$44,098,235</b>	<b>\$44,030,900</b>	<b>-1.47%</b>



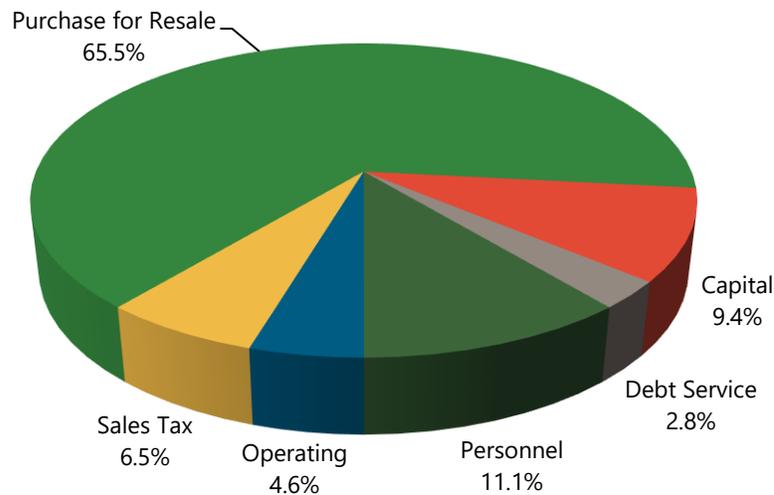
## Revenue Trends



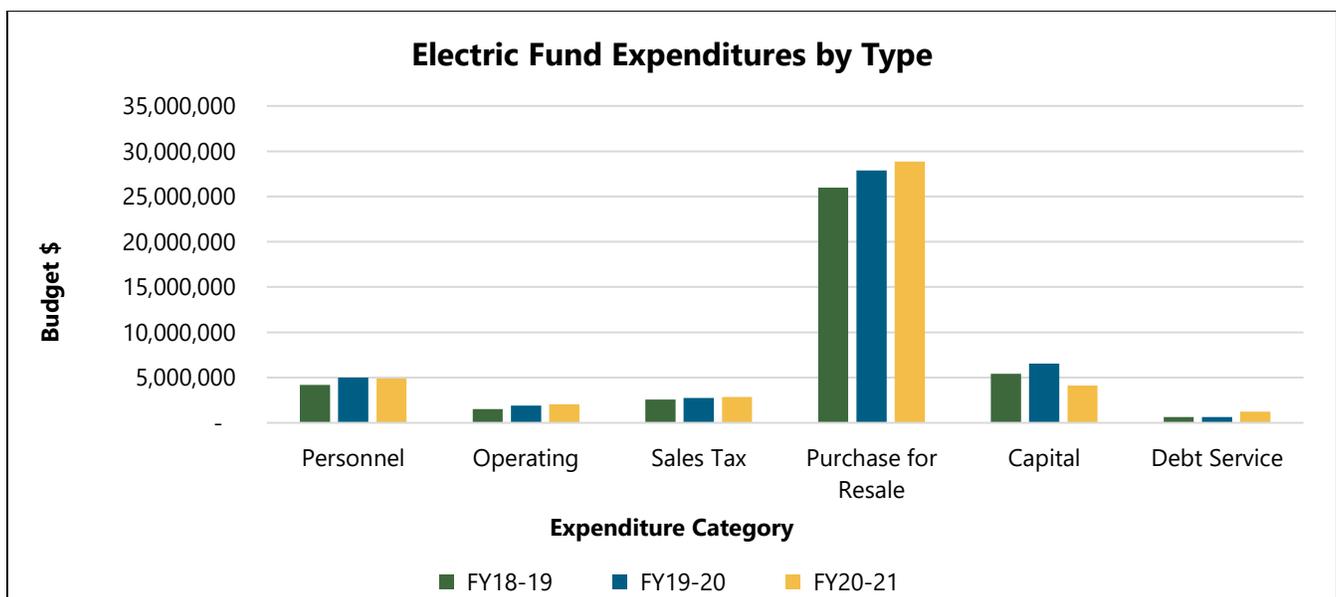
**Expenditures by Type**

Electric Fund Expenditures by Type					
Type	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Budget	Percent Change
Personnel	4,199,570	4,999,600	4,522,999	4,888,200	-2.23%
Operating	1,531,829	1,898,886	1,354,858	2,044,200	7.65%
Sales Tax	2,572,686	2,749,000	2,817,273	2,856,500	3.91%
Purchase for Resale	25,984,245	27,858,400	27,611,035	28,861,700	3.60%
Capital	5,414,238	6,542,528	5,601,511	4,130,000	-36.87%
Debt Service	636,454	639,200	639,134	1,250,300	95.60%
<b>Total</b>	<b>\$40,339,021</b>	<b>\$44,687,614</b>	<b>\$42,546,810</b>	<b>\$44,030,900</b>	<b>-1.47%</b>

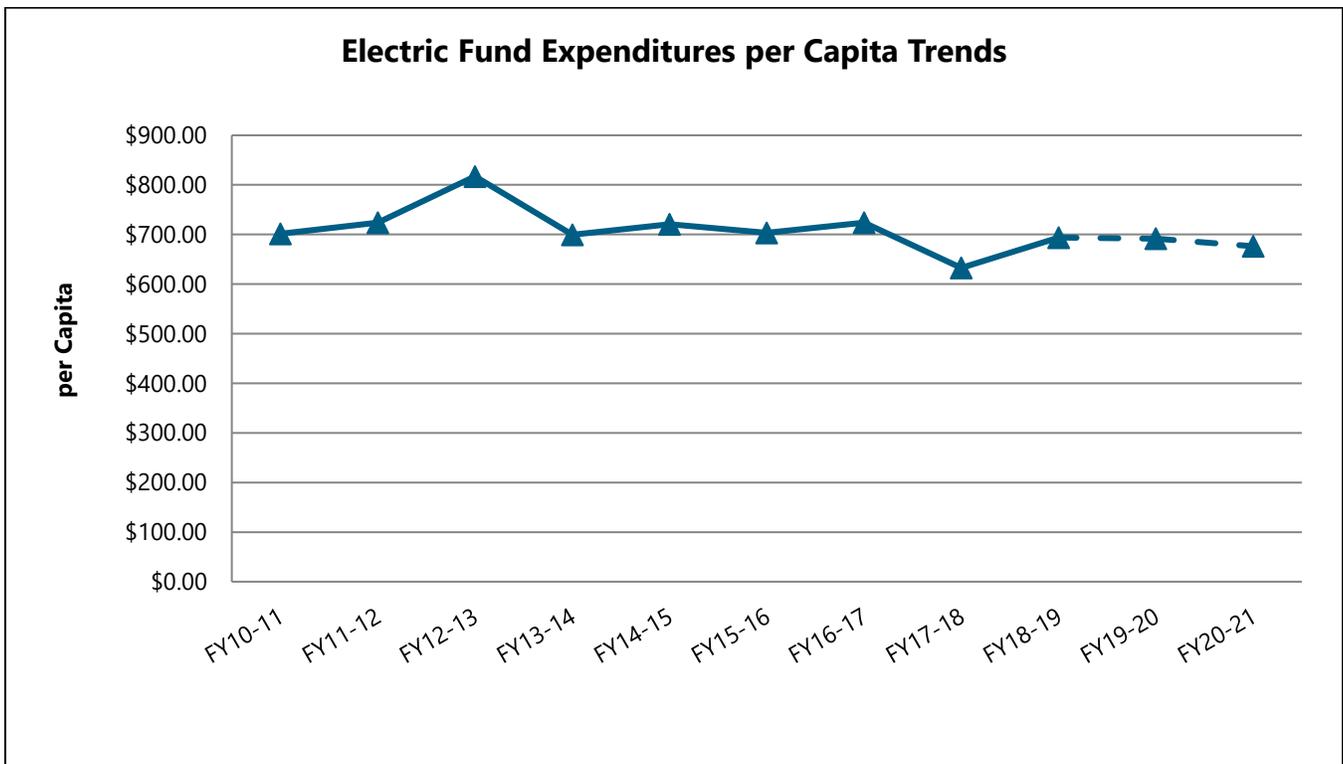
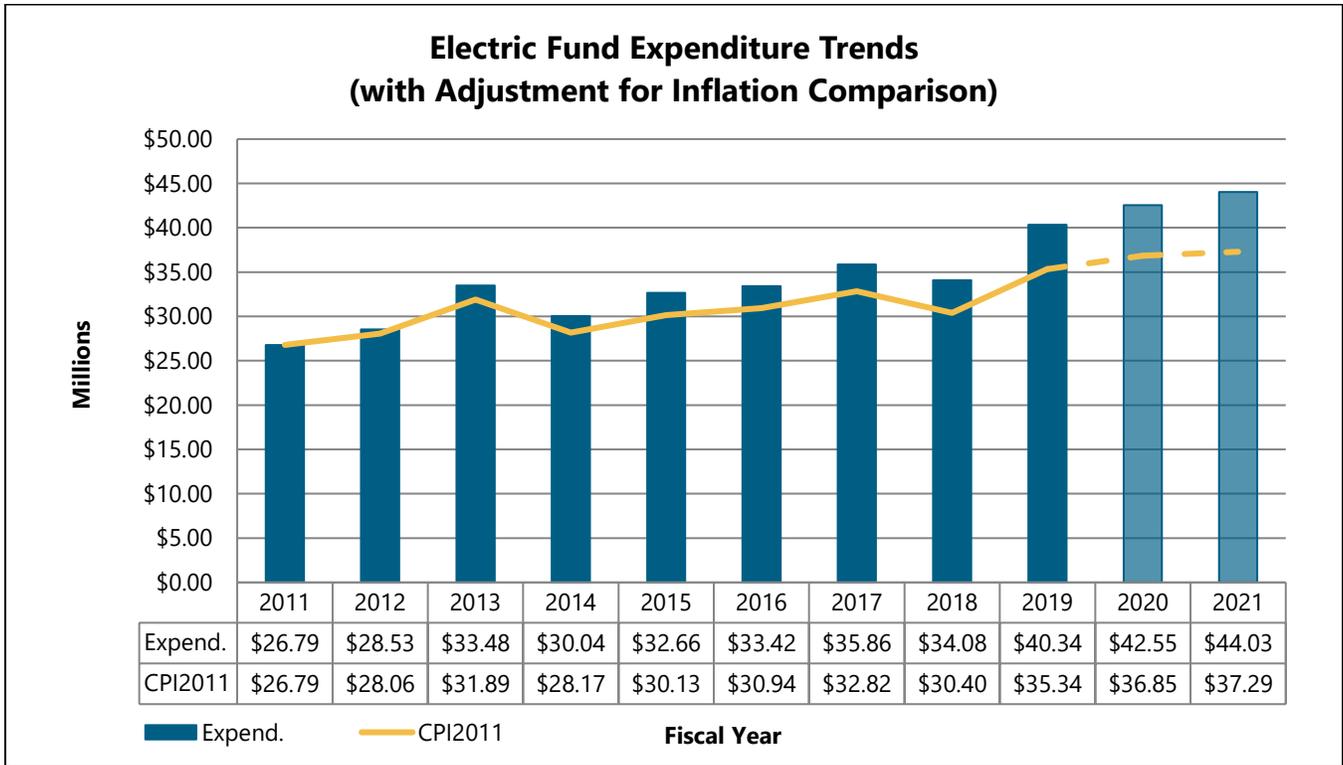
**Electric Fund Expenditures by Type FY20-21**



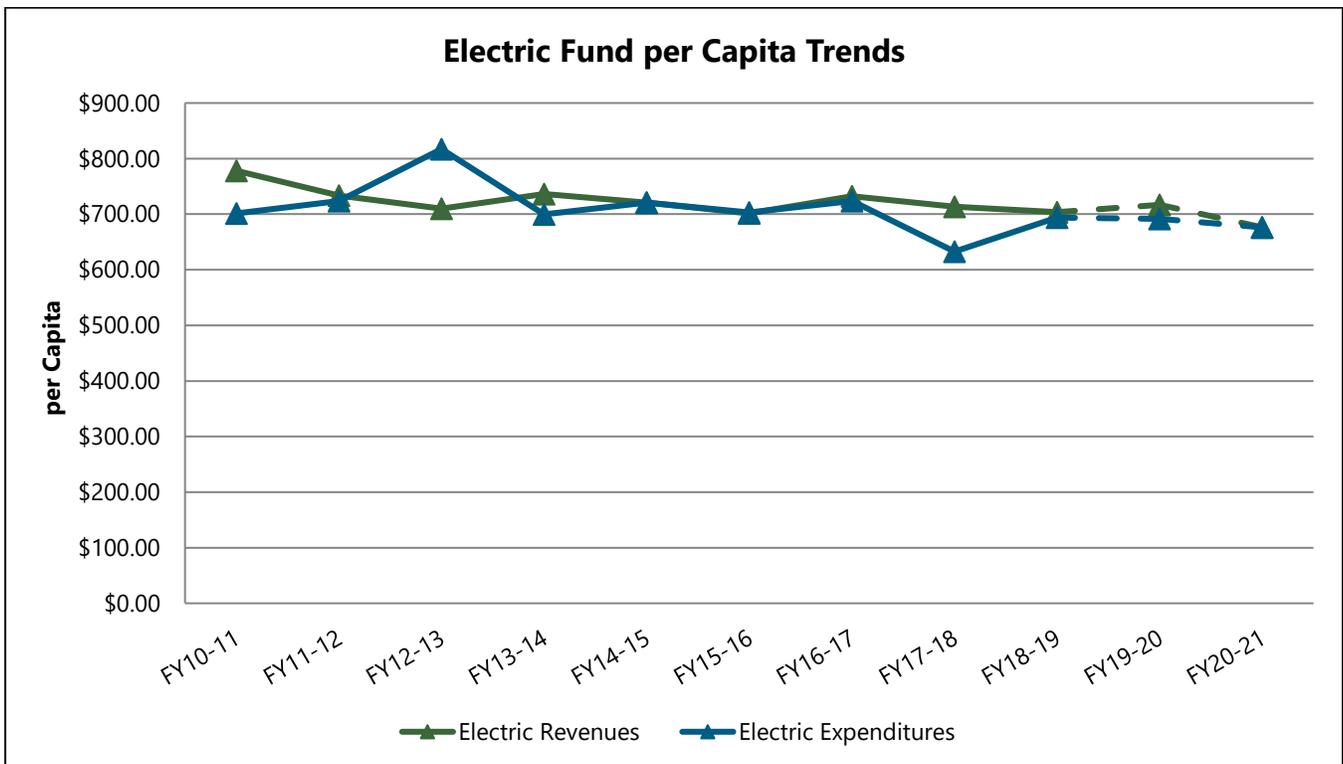
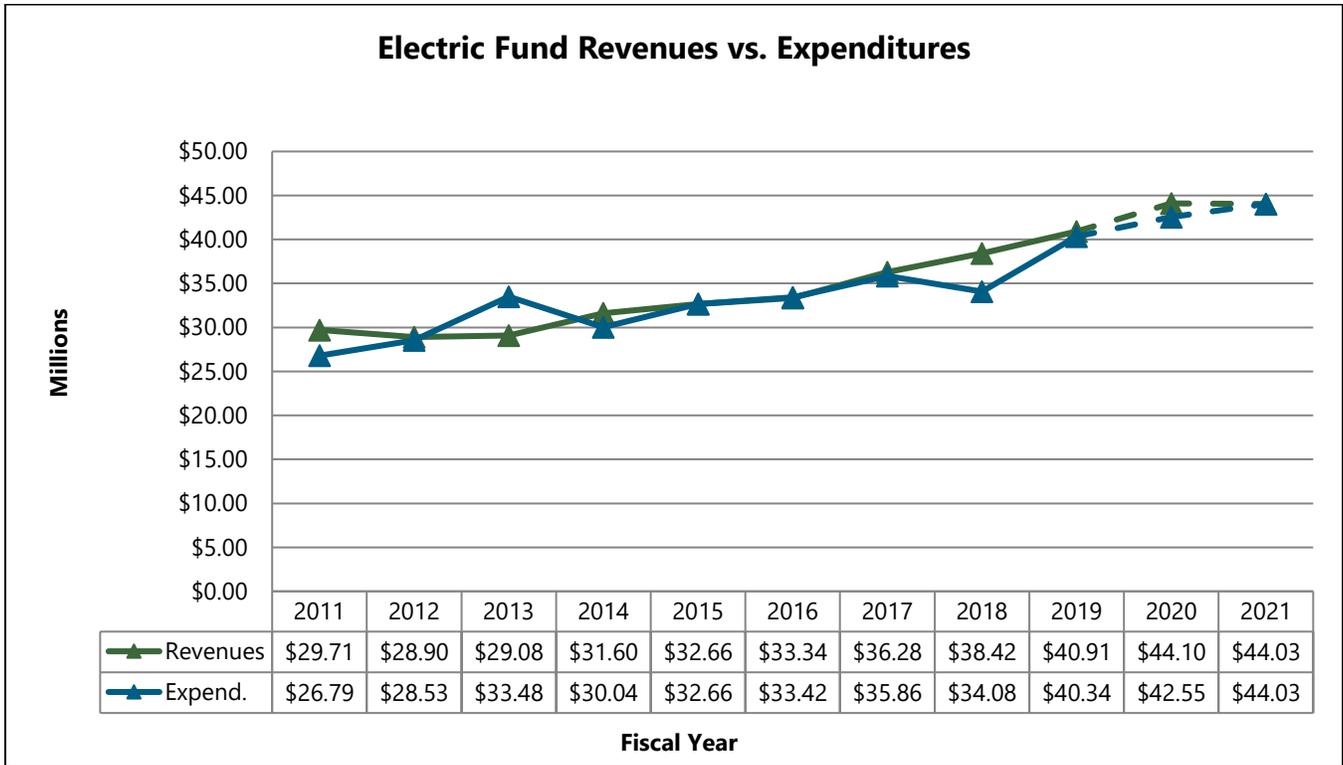
**Electric Fund Expenditures by Type**



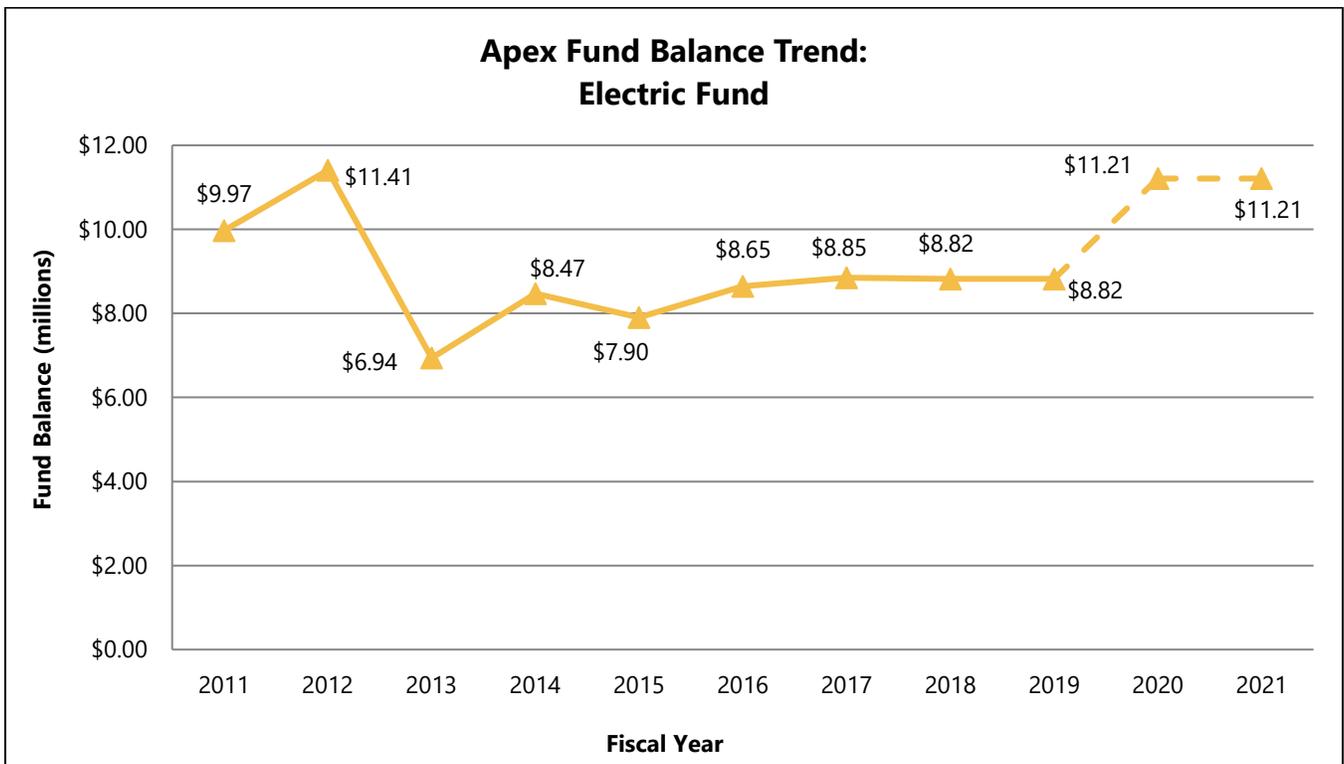
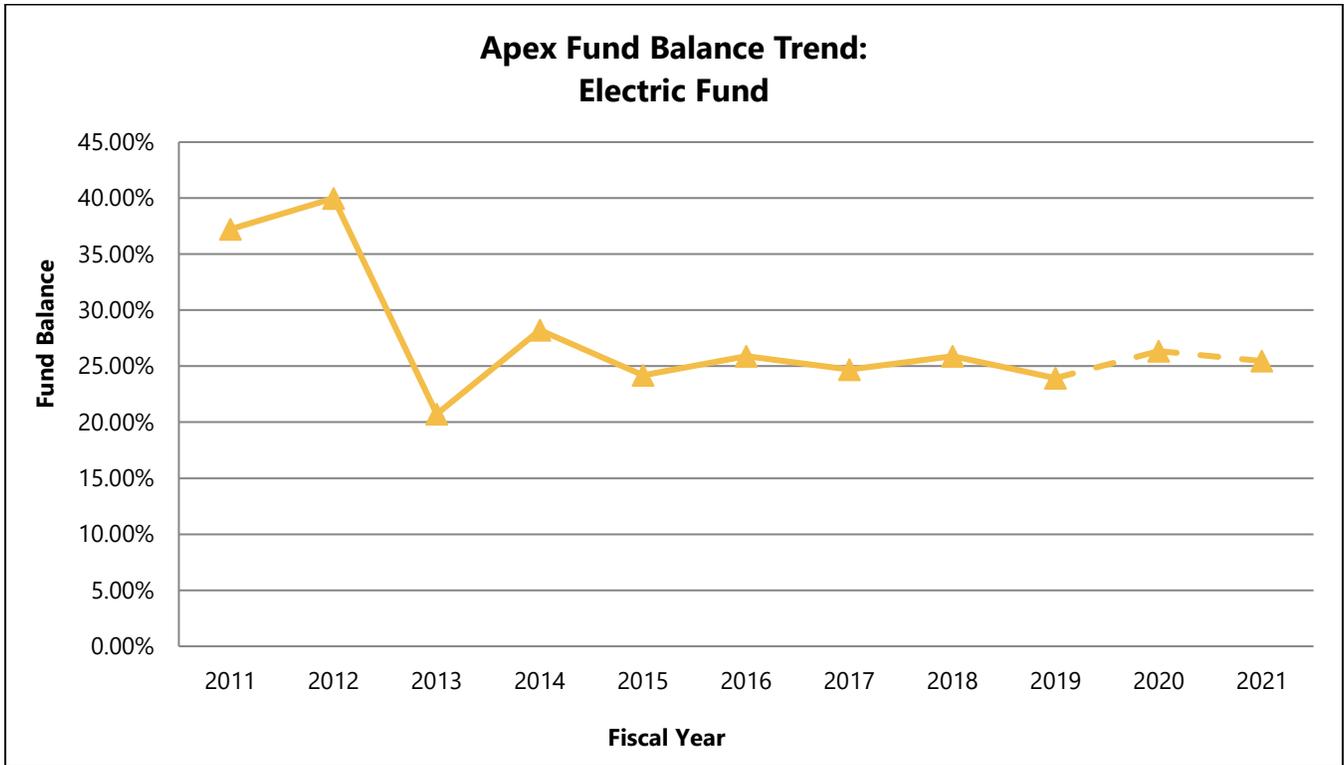
**Expenditure Trends**



## Revenues vs. Expenditures

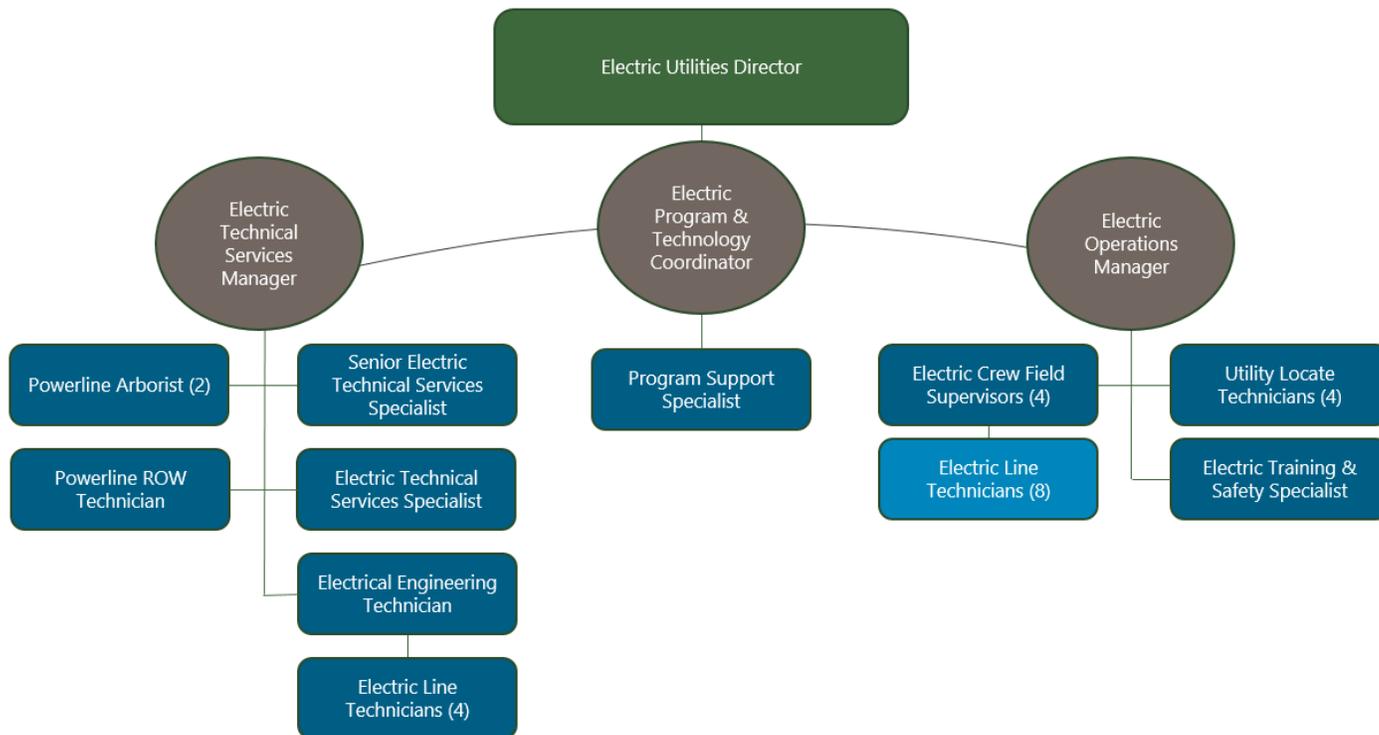


**Fund Balance**



# ELECTRIC UTILITY

Reports to Assistant Town Manager



## Mission

Apex Electric Department is a community-owned utility, providing reliable, safe, and high-quality services focused on our customers.

## Description

The Town of Apex owns and operates an electric distribution system that supplies power to over 24,424 residential and commercial customers. Responsibilities of the Electric Utility Department include developing engineering designs, coordinating material purchases and deliveries, construction, performing electric system maintenance, including necessary upgrades, conducting substation monitoring and testing, and restoring outages.

## Recent Accomplishments

- Initiated construction of new electric office facility with an anticipated 2021 move-in.
- Received Platinum Award for reliability from American Public Power Association and SolSmart Gold designation.
- Recognized for exceptional achievement in workforce development and reliable performance by ElectricCities.

## Upcoming Projects

- Develop Town wide Electric Vehicle charging master plan.
- Develop electronic modeling software for distribution system enhancement analysis.
- Continue the expansion of LED lighting on Town roadways to improve illumination and enhance driver, cyclist, and pedestrian safety.



## **FY 2020-2021 Budget Highlights**

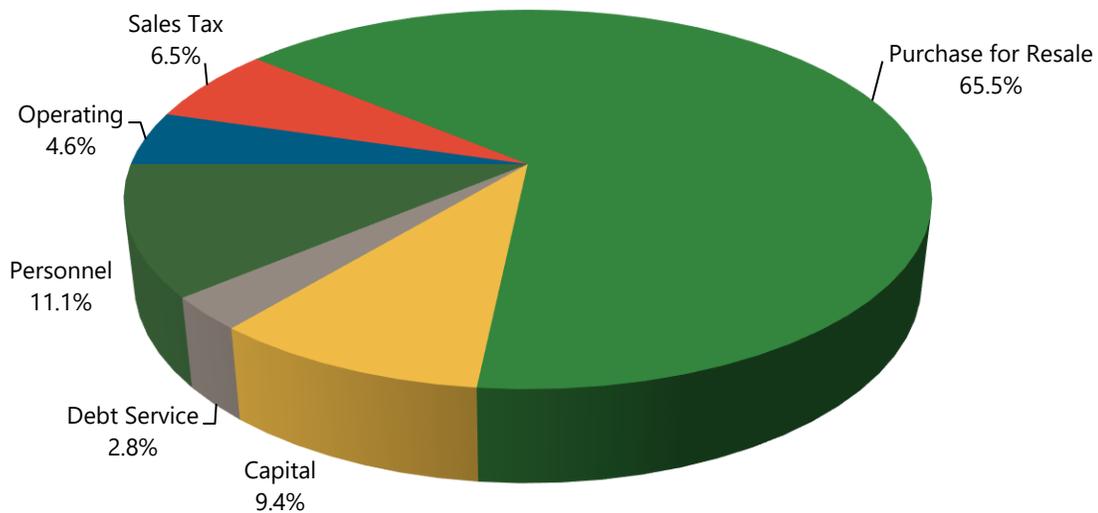
- The Electric Utility Department budget decreased by .54 percent in FY20-21.
- The Electric Utility budget is equivalent to \$1,928.25 per utility account.
- The Town plans to spend \$637.58 per capita for the Electric Utility in FY20-21.
- The budget includes \$80,000 for capital equipment including two vehicle replacements and infrared camera replacement and \$2,875,000 in capital improvements for electric system expansion and street light additions.



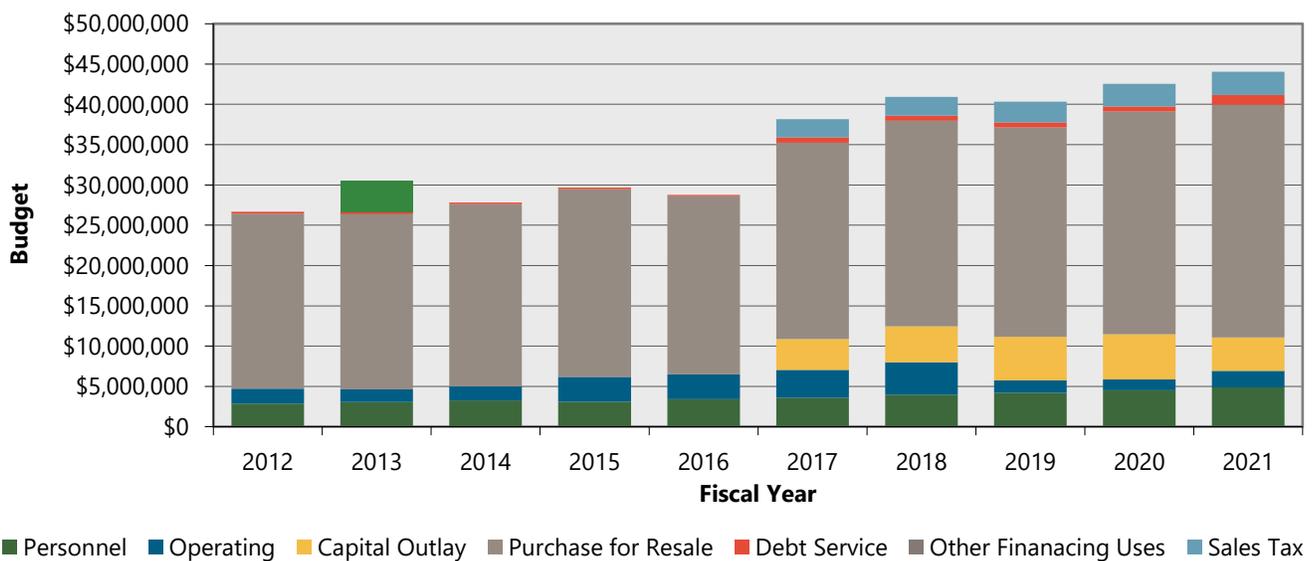
## Budget Summary

Expenditures by Type					
Type	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Budget	Percent Change
Personnel	4,199,570	4,999,600	4,522,999	4,888,200	-2.23%
Operating	1,531,829	1,898,886	1,354,858	2,044,200	7.65%
Sales Tax	2,572,686	2,749,000	2,817,273	2,856,500	3.91%
Purchase for Resale	25,984,245	27,858,400	27,611,035	28,861,700	3.60%
Capital	5,414,238	6,542,528	5,601,511	4,130,000	-36.87%
Debt Service	636,454	639,200	639,134	1,250,300	95.60%
<b>Total</b>	<b>\$40,339,021</b>	<b>\$44,687,614</b>	<b>\$42,546,810</b>	<b>\$44,030,900</b>	<b>-1.47%</b>

Electric Expenditures by Type



Electric Fund Expenditure History



## Line Item Expenditures

Electric Expenditures					
Line Item	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Budget	Percent Change
Salaries	2,834,769	3,434,500	3,167,324	3,438,500	0.12%
Part-Time Salaries	29,063	29,300	15,881	30,400	3.75%
FICA	208,661	265,000	243,515	265,400	0.15%
Group Insurance	409,110	593,700	499,754	477,400	-19.59%
OPEB Expense	227,586	49,000	49,000	49,000	0.00%
Retiree Insurance	5,781	28,500	25,000	21,500	-24.56%
General Retirement	288,089	307,400	283,475	349,000	13.53%
401K General	141,070	171,700	158,366	172,000	0.17%
Workers Comp	55,442	120,500	80,683	85,000	-29.46%
Postage	-	300	200	100	-66.67%
Telephone & Communication	24,735	28,000	27,738	39,100	39.64%
Printing	474	3,700	2,000	4,700	27.03%
Utilities	-	-	-	40,000	-
Travel and Training	37,316	39,000	20,000	35,500	-8.97%
Maintenance & Repair - Building	4,800	12,000	13,500	12,000	0.00%
Maintenance & Repair - Equipment	11,246	2,200	10,300	12,000	445.45%
Maintenance & Repair - Vehicle	83,567	76,000	42,226	78,000	2.63%
Maintenance & Repair - Utility System	233,136	263,068	125,000	250,000	-4.97%
Automotive Supplies	23,113	25,000	18,000	18,000	-28.00%
Motor Fuel	73,076	65,000	62,020	68,000	4.62%
Office Supplies	318	1,000	1,000	2,000	100.00%
Janitorial Supplies	268	500	400	500	0.00%
Departmental Supplies	151,337	105,400	99,500	117,000	11.01%
Technology Hardware & Accessories	35,780	69,400	25,000	6,000	-91.35%
Safety Supplies	1,701	2,200	650	4,800	118.18%
Medical Supplies	23	500	200	500	0.00%
Meeting & Event Provisions	1,385	3,600	2,000	3,200	-11.11%
Community Outreach Materials	-	3,600	1,200	2,200	-38.89%
Uniforms	23,779	14,400	22,000	17,000	18.06%
Sales Tax	2,572,686	2,749,000	2,817,273	2,856,500	3.91%
Customer Rebates	300	5,000	1,200	5,000	0.00%
Contracted Services	67,695	157,565	65,000	185,100	17.48%
Personal Protective Equipment	18,037	17,500	16,500	18,600	6.29%
Bank / Transaction Fees	261,544	317,700	340,000	325,000	2.30%
Software License & Maintenance	134,834	177,553	110,000	214,800	20.98%
Contracted Serv. - Billing/Collections	148,147	155,600	145,300	140,200	-9.90%
Professional Services	70,407	115,000	78,000	155,000	34.78%
Dues and Subscriptions	39,231	47,500	43,053	55,900	17.68%
Insurance - General Liability	57,148	57,800	53,809	59,000	2.08%
Insurance - Deductible	28,432	25,000	29,062	25,000	0.00%
Purchases for Resale	25,984,245	27,858,400	27,611,035	28,861,700	3.60%
Capital Outlay - Easements	28,394	100,000	-	50,000	-50.00%
Capital Outlay - Improvements	3,701,444	3,554,211	3,325,691	2,875,000	-19.11%
Capital Outlay - Equipment	484,400	677,497	65,000	80,000	-88.19%
<b>Total</b>	<b>\$38,502,567</b>	<b>\$ 41,729,794</b>	<b>\$ 39,696,856</b>	<b>\$ 41,505,600</b>	<b>-0.54%</b>



**Electric Fund Non-Departmental**

<b>Electric Fund Debt Service</b>					
<b>Account Description</b>	<b>FY18-19 Actual</b>	<b>FY19-20 Budget</b>	<b>FY19-20 Estimate</b>	<b>FY 20-21 Budget</b>	<b>Percent Change</b>
Principal	516,000	535,000	535,000	991,000	85.23%
Interest	120,454	104,200	104,134	259,300	148.85%
Bond Issuance Costs	-	-	-	-	-
<b>Total</b>	<b>\$ 636,454</b>	<b>\$ 639,200</b>	<b>\$ 639,134</b>	<b>\$ 1,250,300</b>	<b>95.60%</b>

**Other Uses**

Other uses in the Electric Fund typically represent transfers to capital project funds. For FY20-21, these transfers include \$550,000 for the final stages of the new Electric Office Facility and \$575,000 for upgrades to the Laura Duncan Substation.

<b>Electric Fund Other Uses</b>					
<b>Account Description</b>	<b>FY18-19 Actual</b>	<b>FY19-20 Budget</b>	<b>FY19-20 Estimate</b>	<b>FY 20-21 Budget</b>	<b>Percent Change</b>
<b>Other Uses</b>					
Transfer to W/S Project Fund	-	-	-	-	-
Transfer to Electric Capital Project	1,200,000	2,210,820	2,210,820	1,125,000	-49.11%
<b>Total</b>	<b>\$ 1,200,000</b>	<b>\$ 2,210,820</b>	<b>\$ 2,210,820</b>	<b>\$ 1,125,000</b>	<b>-49.11%</b>

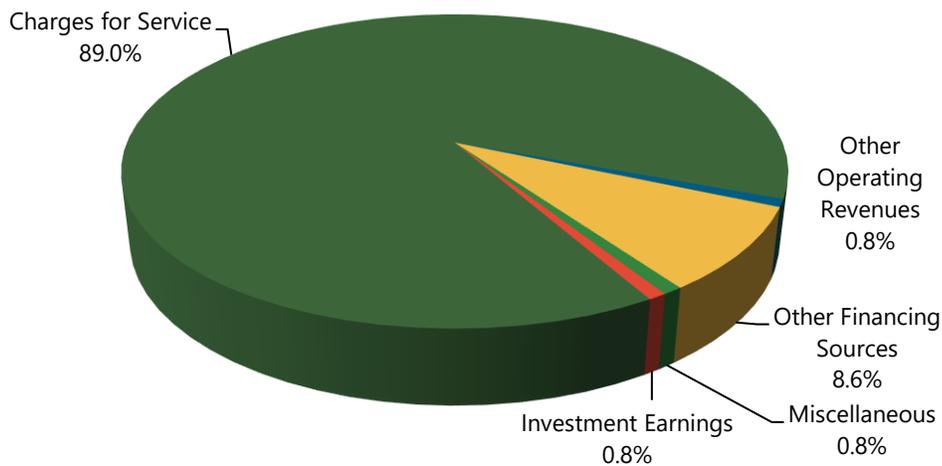
<b>Electric Fund Contingency</b>					
<b>Account Description</b>	<b>FY18-19 Actual</b>	<b>FY19-20 Budget</b>	<b>FY19-20 Estimate</b>	<b>FY 20-21 Budget</b>	<b>Percent Change</b>
<b>Contingency</b>					
Contingency	-	107,800	-	150,000	39.15%
<b>Total</b>	<b>\$ -</b>	<b>\$ 107,800</b>	<b>\$ -</b>	<b>\$ 150,000</b>	<b>39.15%</b>



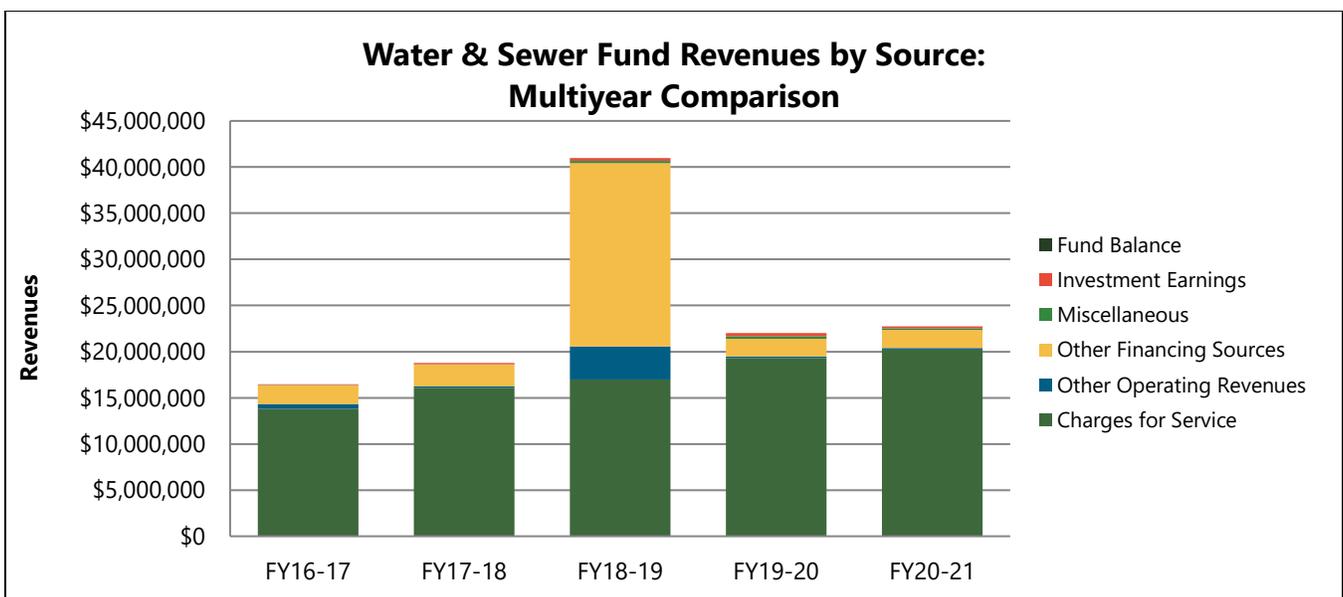
**Revenues by Source**

Water & Sewer Fund Revenues by Source					
Source	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Budget	Percent Change
Charges for Service	16,985,632	21,026,900	19,300,000	20,221,400	-3.83%
Other Operating Revenues	176,159	170,000	160,000	180,000	5.88%
Other Financing Sources	19,853,704	1,955,500	1,945,500	1,960,500	0.26%
Miscellaneous	245,618	171,000	255,667	189,000	10.53%
Investment Earnings	315,513	250,000	350,000	175,000	-30.00%
Fund Balance	-	359,146	-	-	-100.00%
<b>Total</b>	<b>\$37,576,626</b>	<b>\$23,932,546</b>	<b>\$22,011,167</b>	<b>\$22,725,900</b>	<b>-5.04%</b>

**Water & Sewer Fund Revenues by Source FY20-21**



**Water & Sewer Fund Revenues by Source: Multiyear Comparison**



## Source Descriptions

### **Charges for Service**

Water and sewer charges account for 88.98 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 and a base rate \$5.54 for residents. 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 \$7.06 plus a base rate of \$9.89. Rates are double for customers not within the town limits. Water and sewer charges, including bulk water sales and tap fees account for \$20.22 million in the FY20-21 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 FY20-21 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 \$1.96 million in the FY20-21 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 \$175,000 in the FY20-21 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 \$189,000 in FY20-21.

### **Fund Balance Appropriated**

Allocations from fund balance represent use of reserve funds. The Town typically uses reserves for specific capital projects, onetime opportunities, or emergency operations. There are no fund balance appropriations for the FY20-21 Water & Sewer Fund budget.

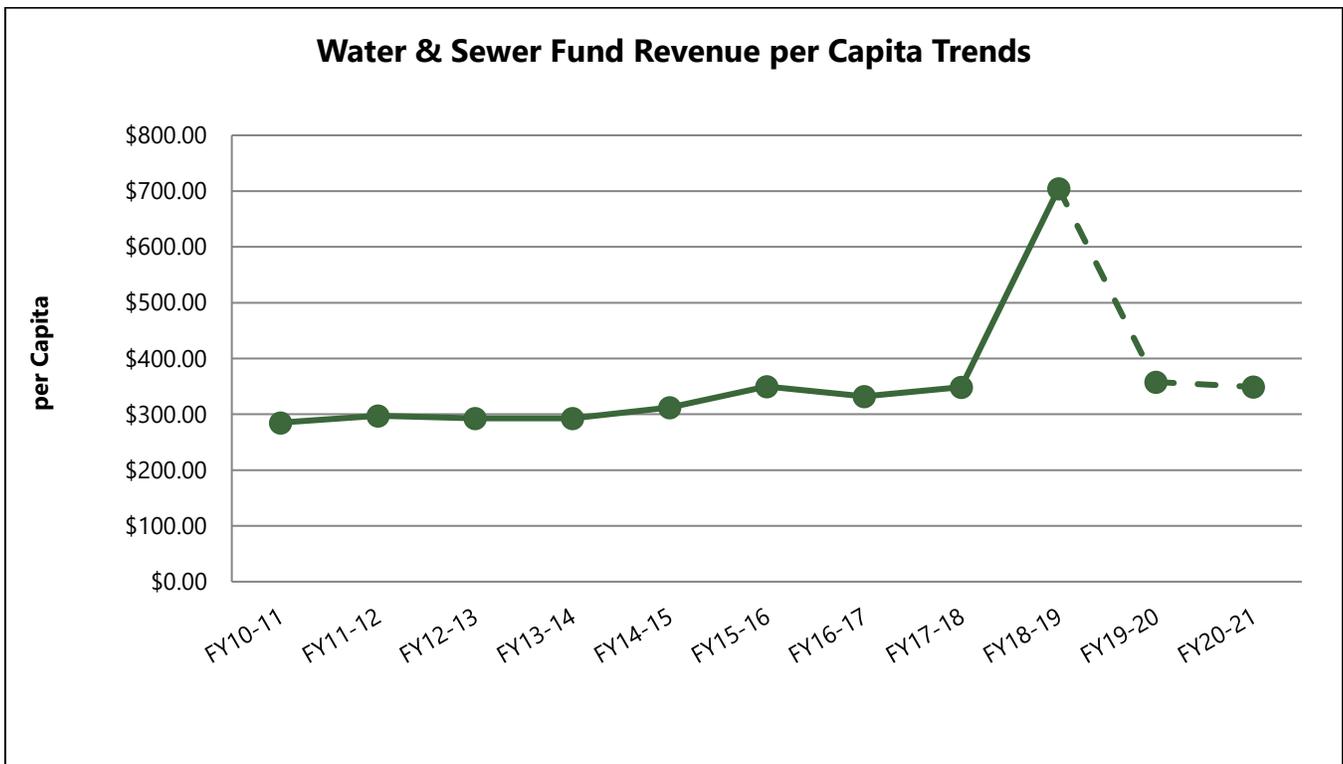
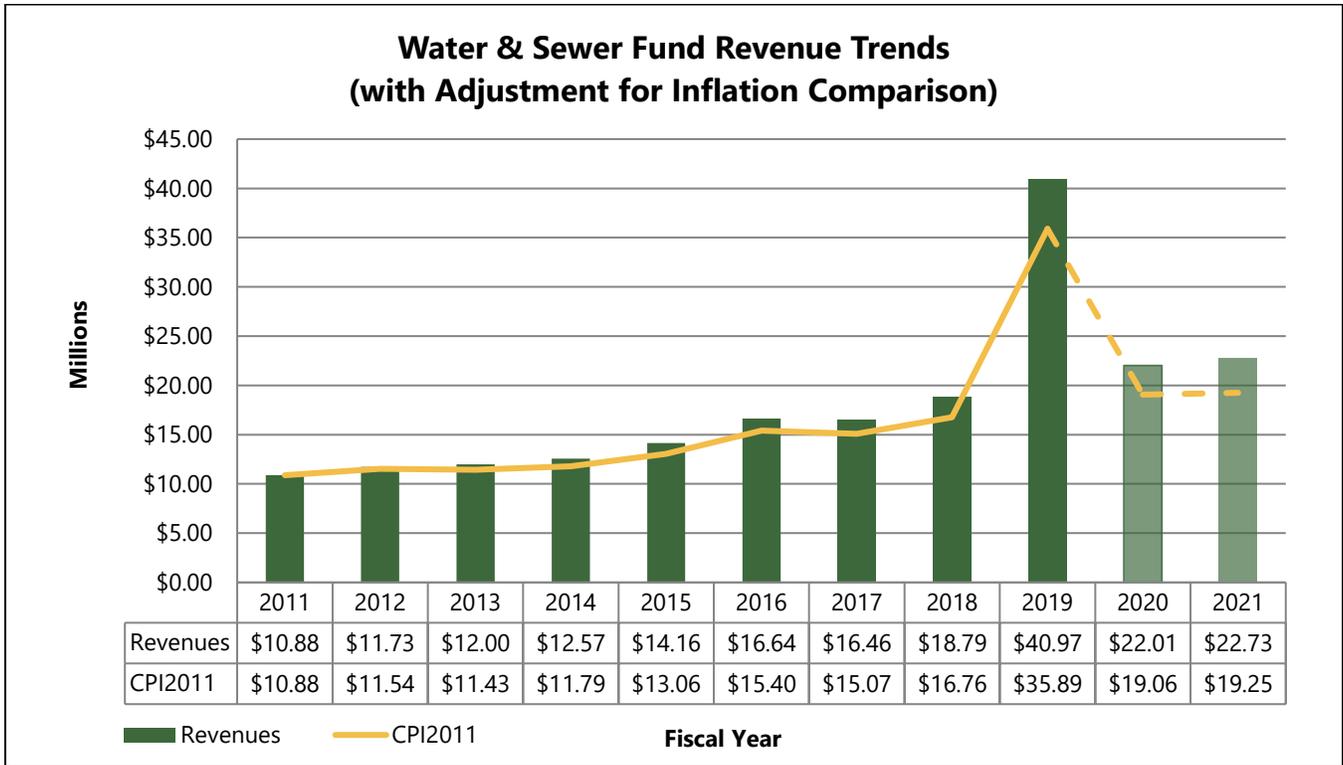


**Revenues by Line Item**

<b>Water &amp; Sewer Fund Revenues</b>					
<b>Line Item</b>	<b>FY18-19 Actual</b>	<b>FY19-20 Budget</b>	<b>FY19-20 Estimate</b>	<b>FY20-21 Recommend</b>	<b>Percent Change</b>
Re-inspection Fees	206,688	154,000	200,000	170,000	10.39%
Water Quality Testing	10,650	12,000	2,752	4,000	-66.67%
Water Sales	6,815,114	9,855,500	7,800,000	8,026,200	-18.56%
Sales of Bulk Water	272,415	280,000	300,000	290,000	3.57%
Sewer Charges	9,390,278	10,341,400	10,700,000	11,419,100	10.42%
Water Taps	506,925	550,000	500,000	486,100	-11.62%
Sewer Taps	900	-	-	-	-
Rentals - Water Tanks	176,159	170,000	160,000	180,000	5.88%
Interest Earned	315,513	250,000	350,000	175,000	-30.00%
Miscellaneous Revenue	28,280	5,000	13,000	15,000	200.00%
Insurance Refunds	-	-	39,915	-	-
Sale of Capital Assets	58,781	10,000	-	30,000	200.00%
Contributed Capital	-	-	-	-	-
Transfer from W/S Reserve	19,794,923	1,945,500	1,945,500	1,930,500	-0.77%
Fund Bal Appropriated - Budget	-	-	-	-	-
Fund Bal Appropriated - Amend	-	-	-	-	-
Fund Bal App - PO Carryover	-	359,146	-	-	-100.00%
<b>Total</b>	<b>\$37,576,626</b>	<b>\$23,932,546</b>	<b>\$22,011,167</b>	<b>\$22,725,900</b>	<b>-5.04%</b>



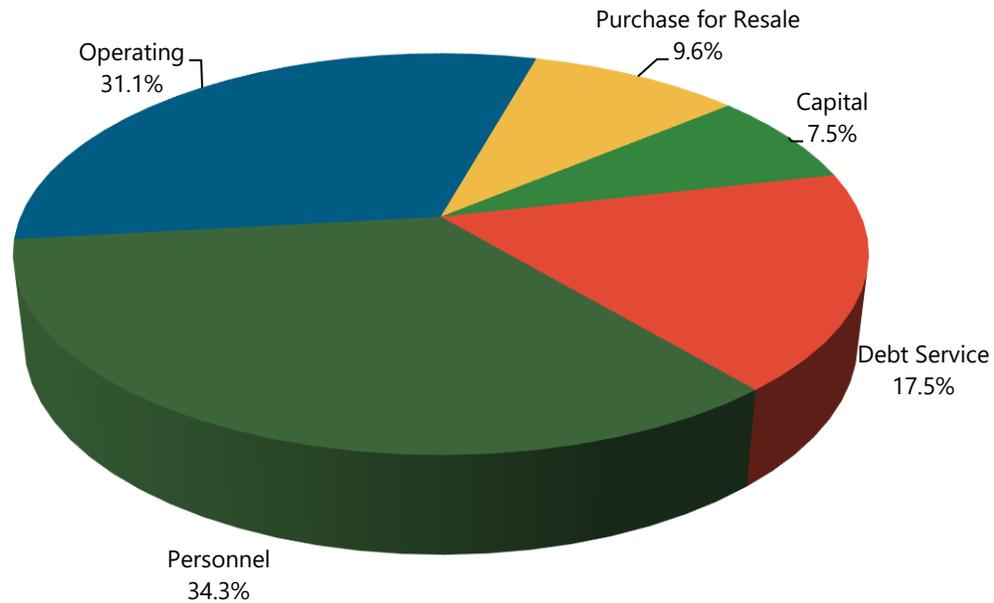
**Revenue Trends**

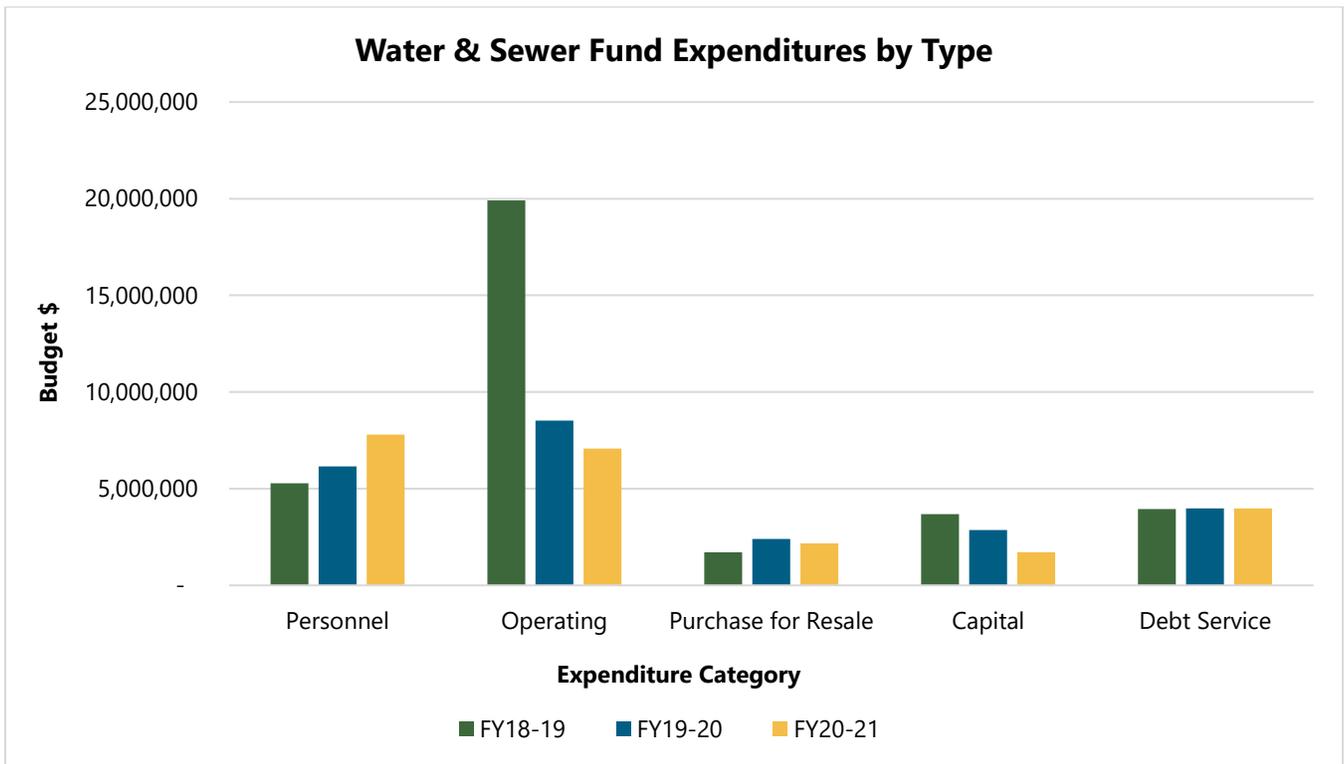


**Expenditures by Type**

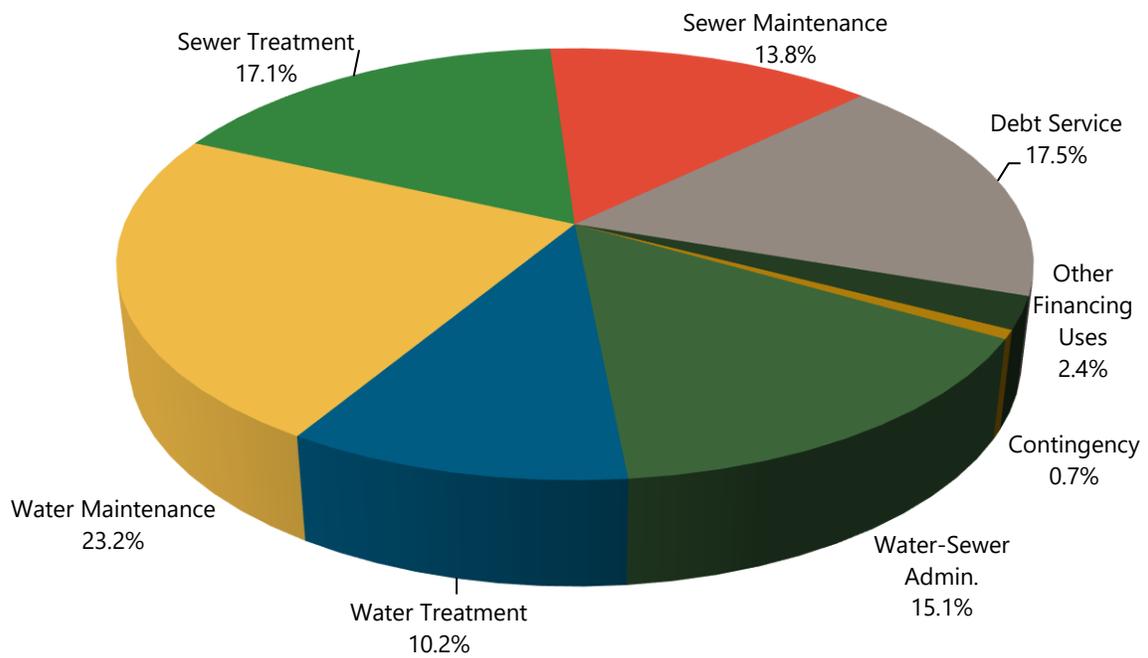
Water & Sewer Fund Expenditures by Type					
Type	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Budget	Percent Change
Personnel	5,285,800	6,159,800	5,756,352	7,796,900	26.58%
Operating	19,915,137	8,527,956	6,895,047	7,075,500	-17.03%
Purchase for Resale	1,710,932	2,403,100	2,100,000	2,174,800	-9.50%
Capital	3,680,063	2,865,290	2,647,548	1,705,000	-40.49%
Debt Service	3,953,737	3,976,400	3,976,116	3,973,700	-0.07%
<b>Total</b>	<b>\$34,545,669</b>	<b>\$23,932,546</b>	<b>\$21,375,063</b>	<b>\$22,725,900</b>	<b>-5.04%</b>

**Water & Sewer Fund Expenditures by Type  
FY20-21**

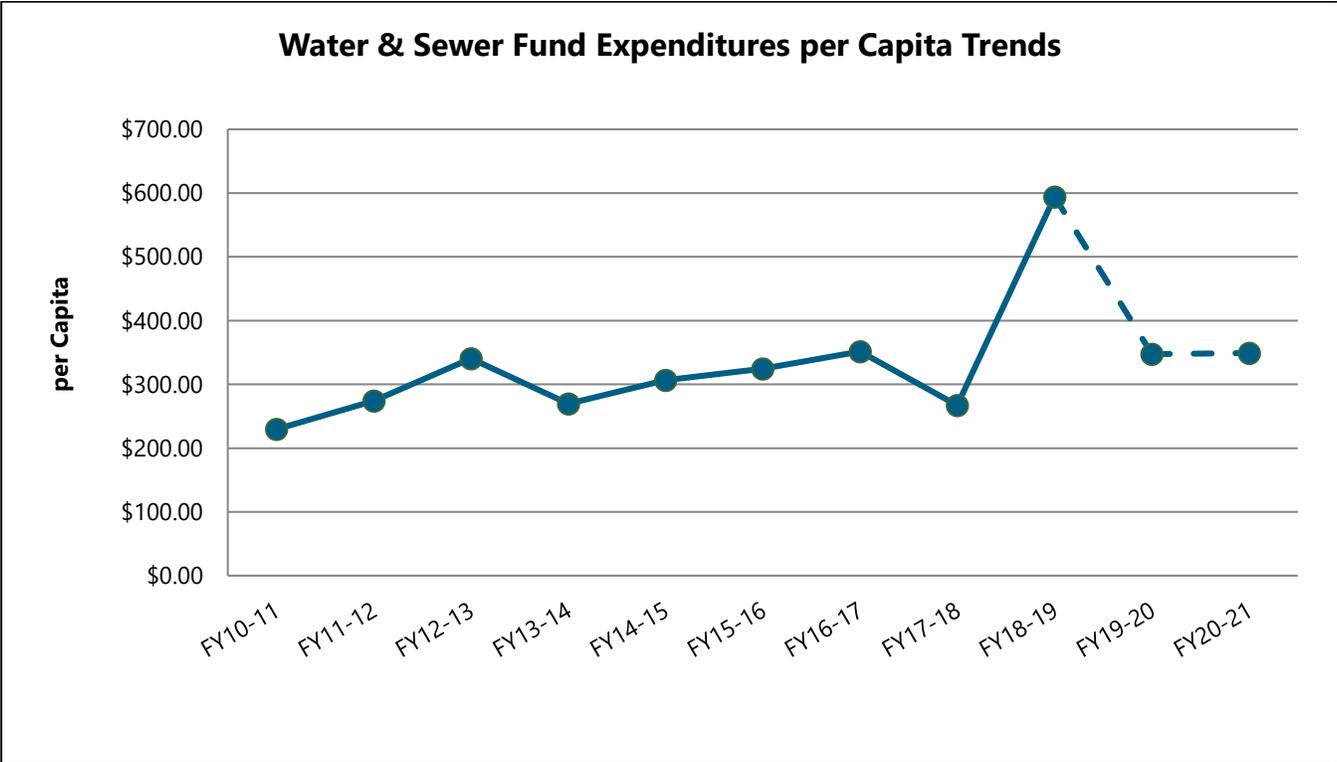
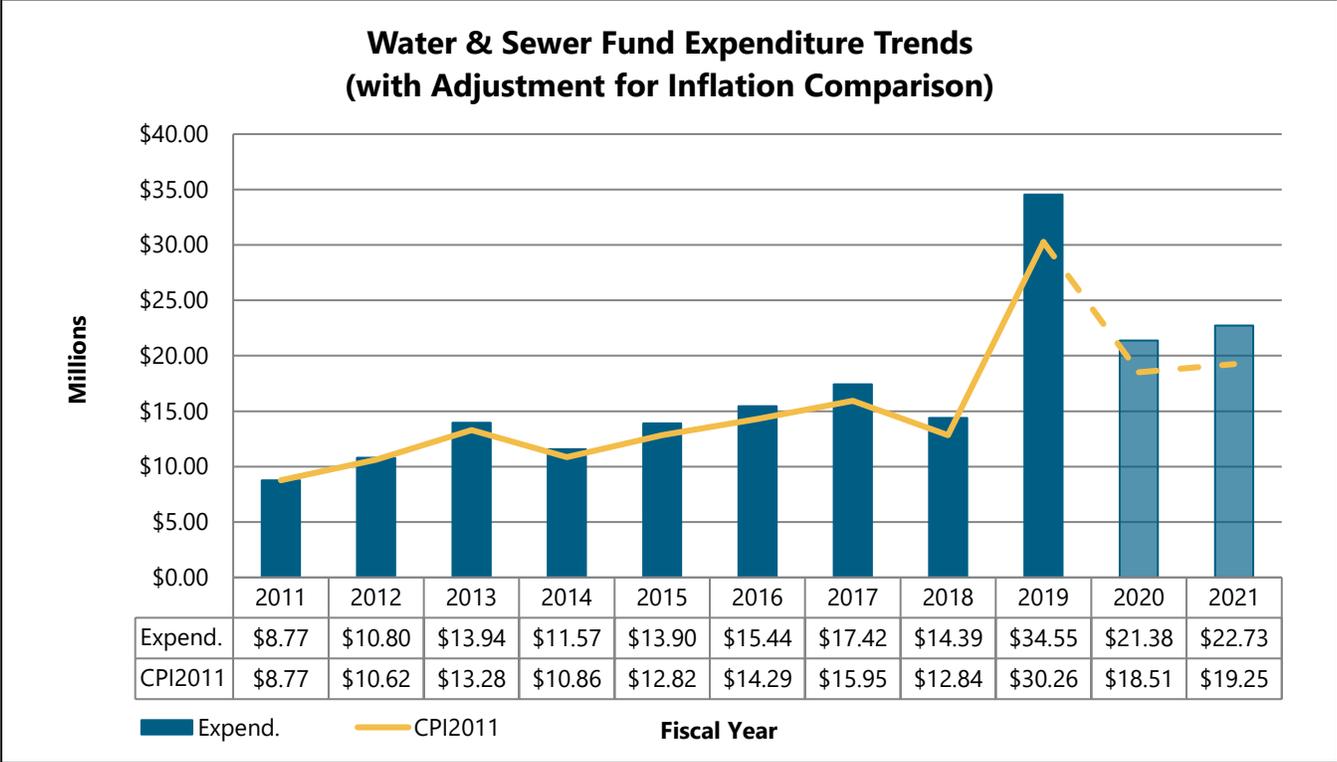




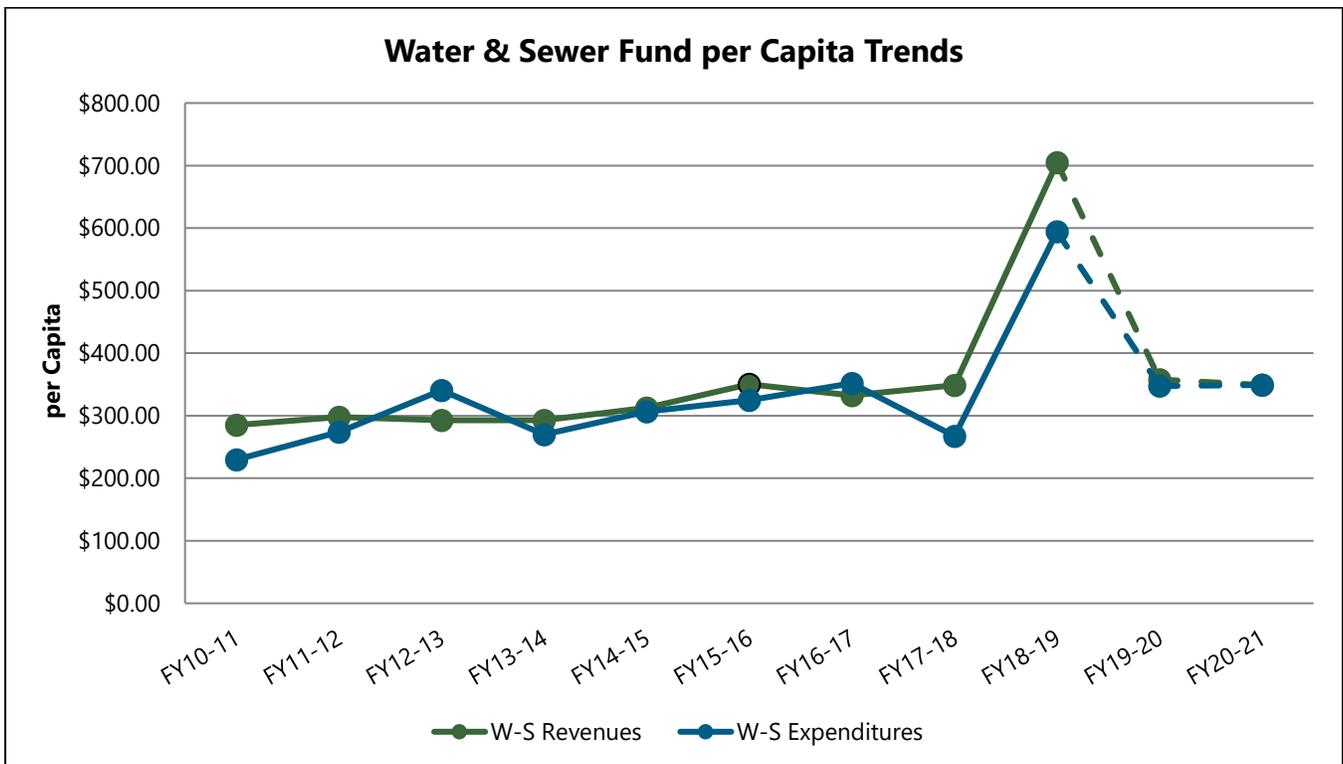
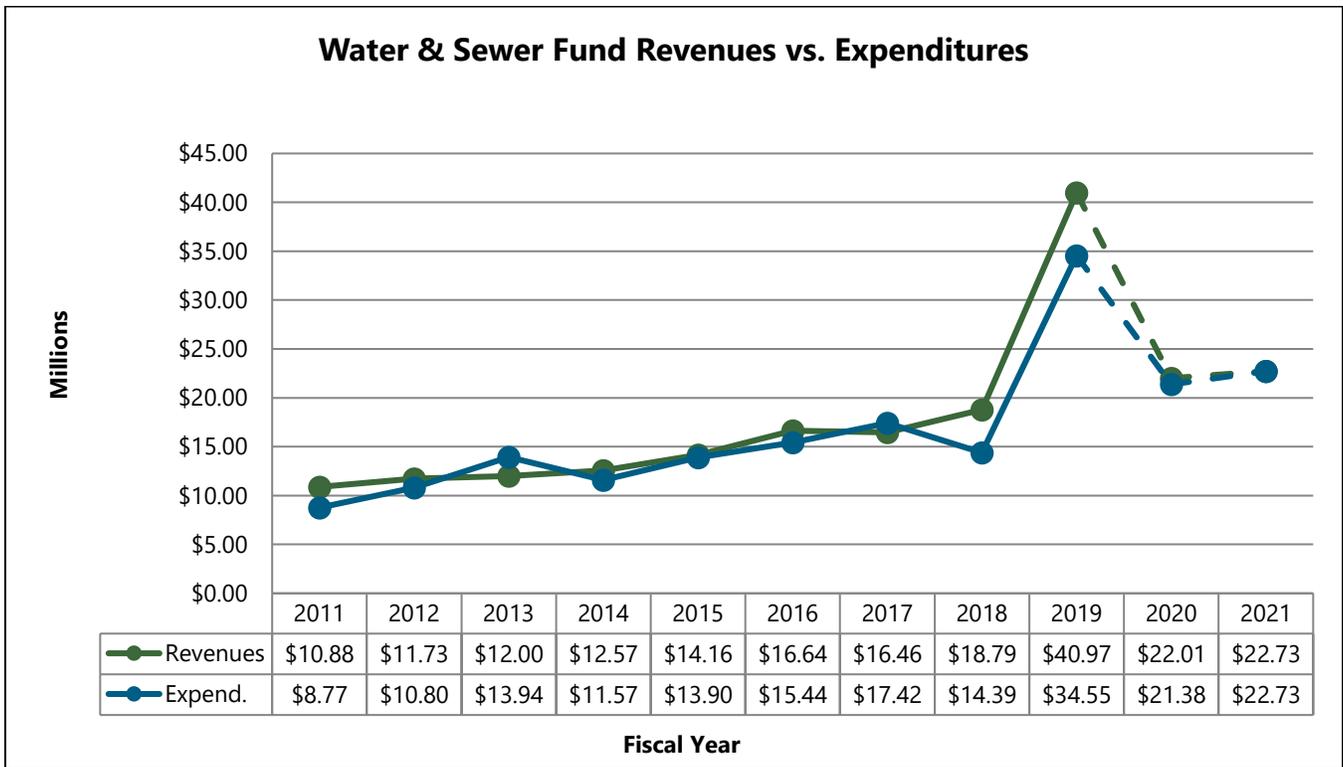
### Water & Sewer Fund Expenditures by Division FY20-21



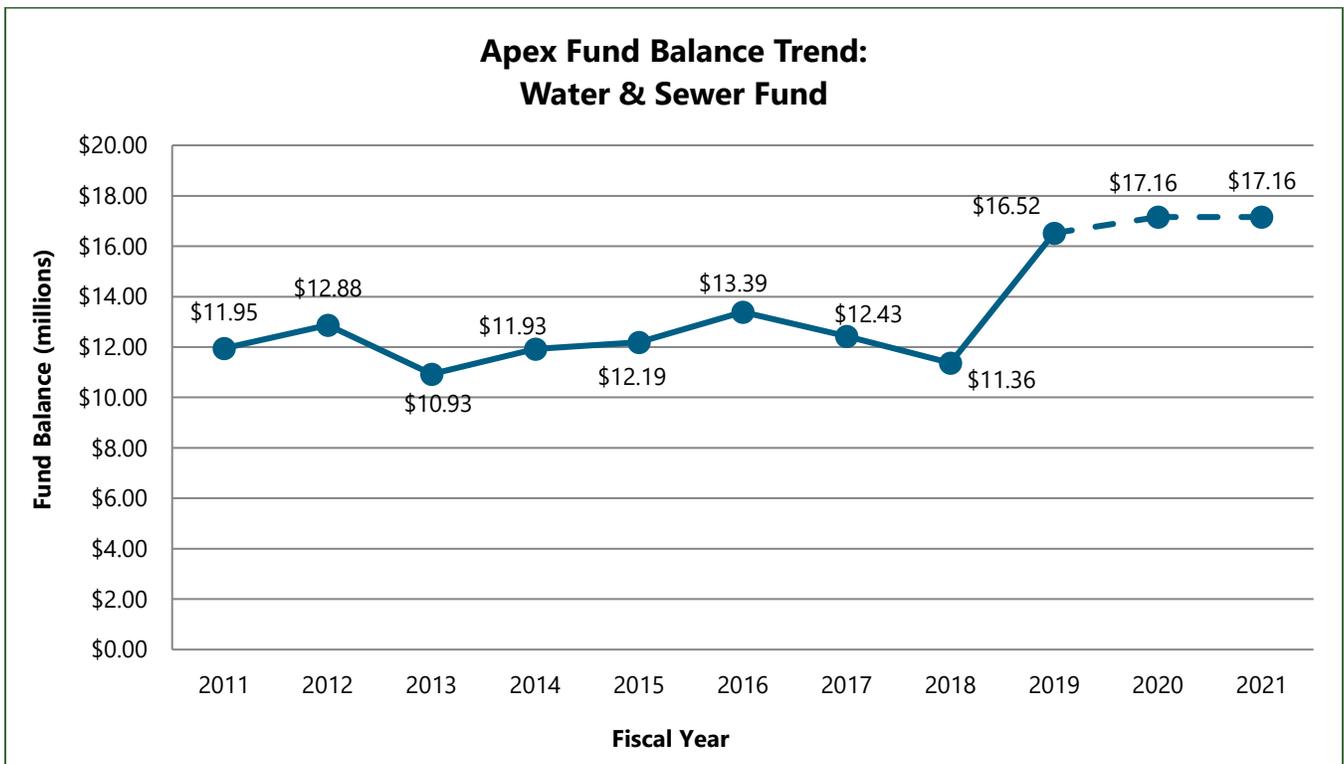
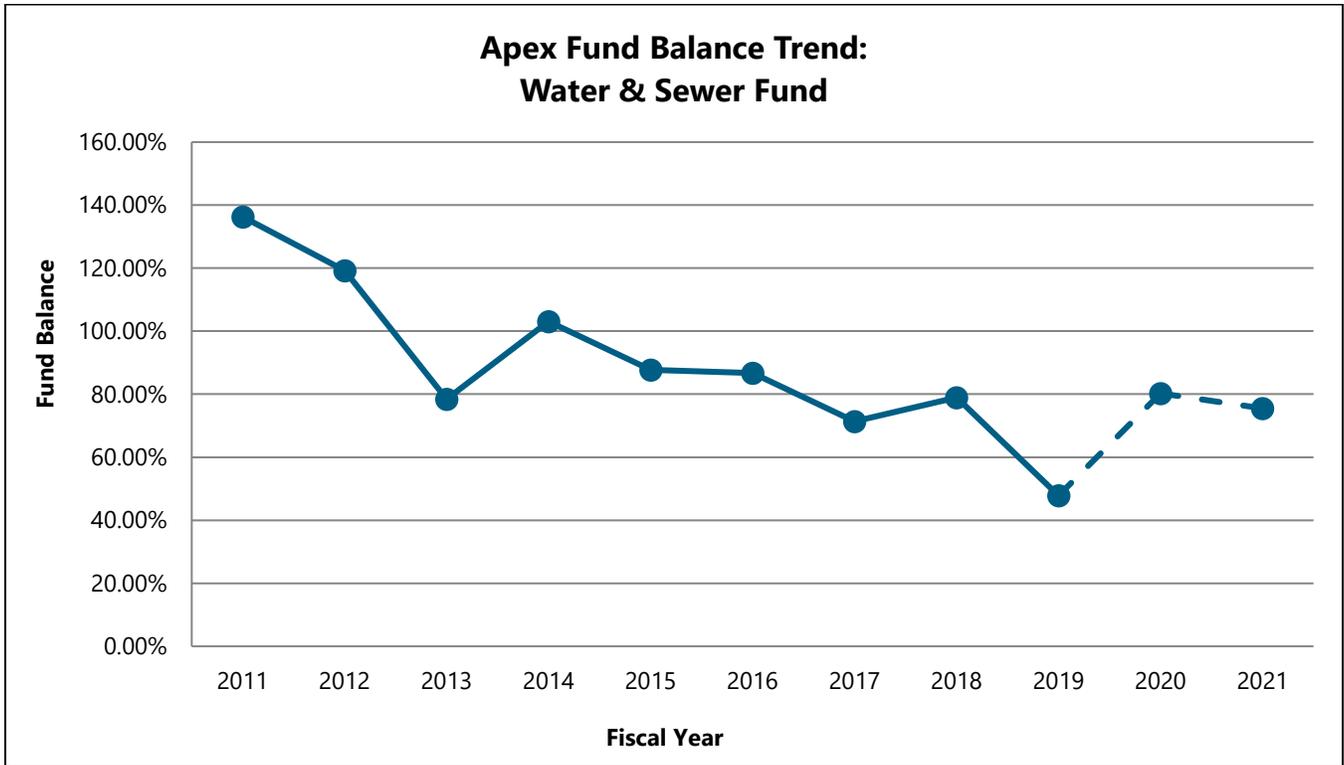
**Expenditure Trends**



## Revenues vs. Expenditures

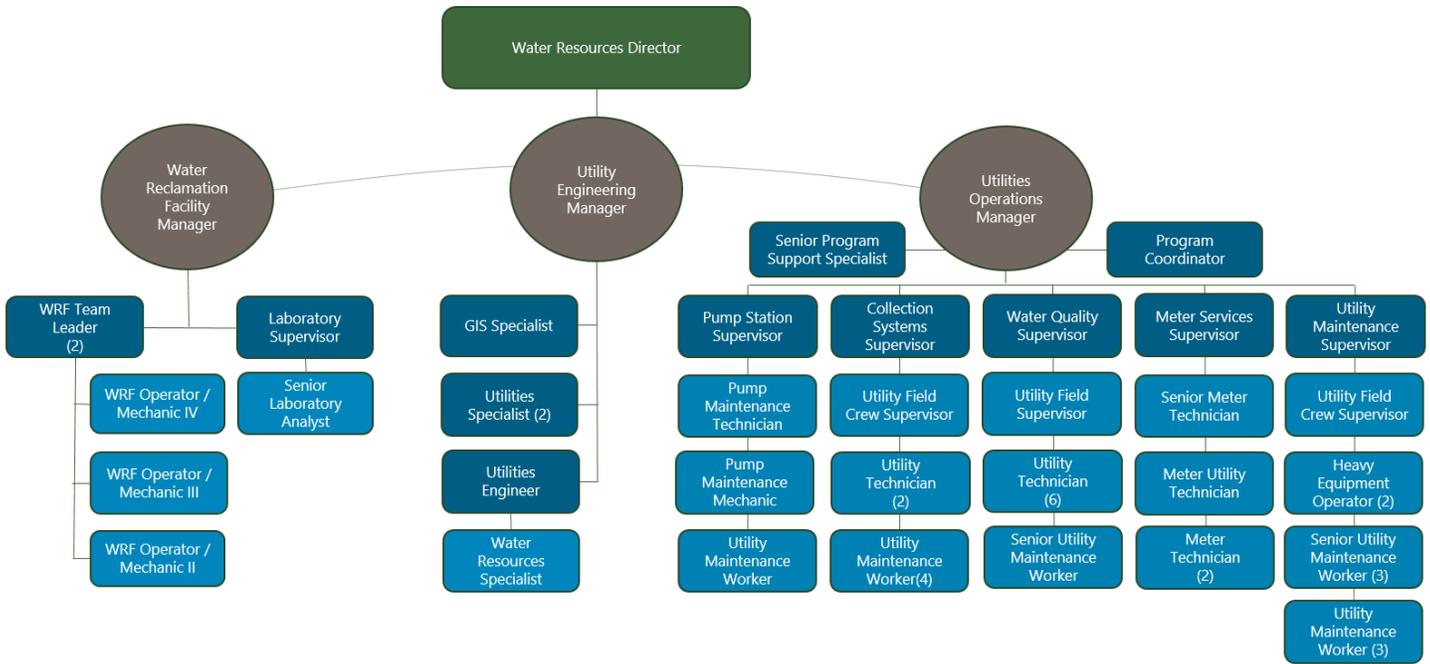


**Fund Balance**



# WATER & SEWER UTILITY OPERATIONS

Reports to Assistant Town Manager



## Mission

We provide high quality service and skilled operation of our water, wastewater, and sewer infrastructure to help protect our environment and maintain a healthy standard of living for our community.

## Description

The Water & Sewer Utility Operations Department provides wastewater treatment, maintenance on pump stations and water and sewer infrastructure, and is responsible for the Sewer Collections System and water quality in the Town of Apex. The department participates in local and regional partnerships to manage resources. This department delivers reliable, high-quality drinking water to community members in a cost-effective manner. The department also strives to minimize environmental impact from water returned through the sewer collections and wastewater treatment programs.



## Recent Accomplishments

- Completed water main extensions in various areas through town including the Irongate Subdivision (CDBG project) and Hillcrest.
- Implemented new hydraulic modeling software to continue improving water system flow.
- Improved operations in the water reclamation facility with the replacement of 40-hp floating aerator in Sludge Digester #3 and a drive assembly (helical gear) on #2 Grit Removal Unit.
- Installed 2,500 stainless steel saddles on dich rotor drums (aeration devices), and a new 75-hp Flygt pump in the recycle vault at the Water Reclamation Facility.
- Conducted a Corrosion Control Study in the Town of Apex.
- Worked with Cary on the Water Treatment Plant expansion, which expanded to 56 MGD and added 48 feet of raw water line.

## Upcoming Projects

- Work on various CIP projects, such as Apex Peakway - Salem Street Interchange Water Lines, Chatham Street - Water Line Replacement, Elevated Water Storage Tank - 1.5 MG, Lawrence Crossing Sewer Rehabilitation, Middle Creek - Sunset Hills Pump Station Renovation, Salem Street Water Main Rehabilitation, Beaver Creek Sewer Relocation, Advanced Metering Infrastructure, and Western Transmission Main - Phase II.
- Replace sand filters with disk filters and upgraded the SCADA system at the Water Reclamation Facility.
- Develop a Water System Emergency Plan, along with an AWIA Risk and Resiliency Assessment and update the Standard Specification and Detail.
- Complete the conversion to the Water Hydraulic Modeling Software.
- Perform analysis at the Big Branch Pump Station to monitor water flow and drainage.
- Perform pump station upgrades, continuing Priority Sewer Rehabilitation and work on NCDOT I-540 Utility Relocation.



# Water Sewer Administration

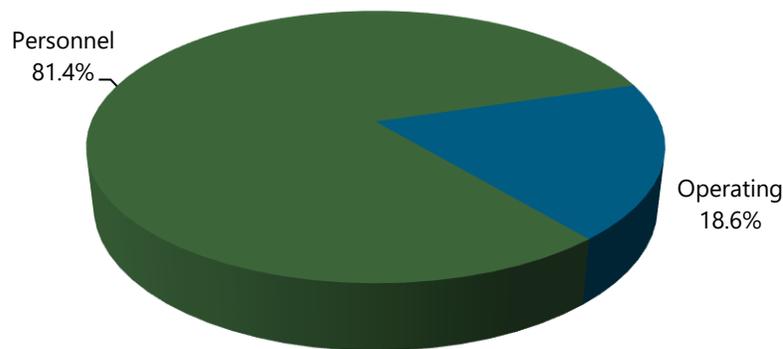
## FY 2020-2021 Budget Highlights

- The Water-Sewer Administration Department budget increased 9.64 percent in FY20-21.
- The Water-Sewer Administration budget accounts for 15.12 percent of the Water & Sewer Fund budget and is equivalent to \$172.68 per utility account.
- The Town plans to spend \$52.79 per capita for Water-Sewer Administration in FY20-21.
- Major budget changes include \$134,000 for Jordan Lake Watershed Protection.

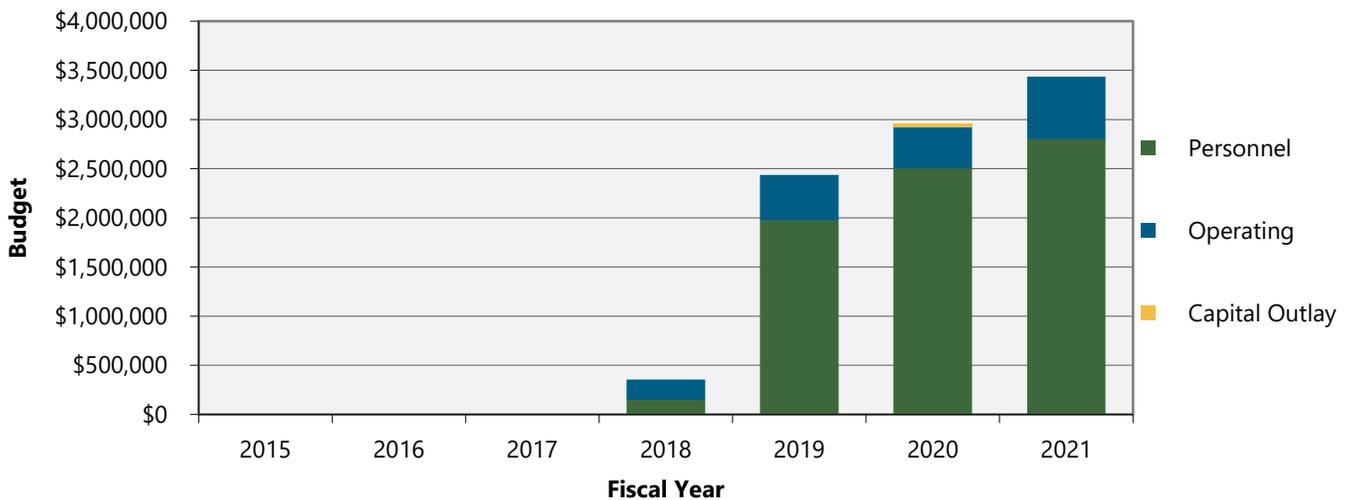
## Budget Summary

Expenditures by Type					
Type	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Budget	Percent Change
Personnel	1,971,316	2,566,600	2,500,700	2,797,300	8.99%
Operating	463,261	525,629	422,020	639,000	21.57%
Capital	-	42,000	38,958	-	-100.00%
<b>Total</b>	<b>\$2,434,577</b>	<b>\$3,134,229</b>	<b>\$2,961,678</b>	<b>\$3,436,300</b>	<b>9.64%</b>

**Water-Sewer Administration Expenditures by Type**



**Water-Sewer Administration Expenditure History**



## Line Item Expenditures

Water-Sewer Administration Expenditures					
Line Item	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Budget	Percent Change
Salaries	1,444,965	1,794,600	1,676,668	1,989,600	10.87%
Part-Time Salaries	16,742	-	15,000	-	-
FICA	101,102	137,300	129,413	152,200	10.85%
Group Insurance	184,694	284,900	251,354	273,900	-3.86%
OPEB	25,000	35,000	35,000	35,000	0.00%
Retiree Insurance	6,370	46,500	38,000	19,600	-57.85%
General Retirement	108,608	160,600	150,062	202,000	25.78%
401K General	69,229	89,700	83,833	99,500	10.93%
Workers Comp	14,604	18,000	121,370	25,500	41.67%
Postage	1,200	-	20	100	-
Telephone & Communication	7,134	10,500	11,000	14,400	37.14%
Printing	255	9,200	500	9,700	5.43%
Utilities	537	-	650	800	-
Travel and Training	1,429	11,600	9,000	10,600	-8.62%
Maintenance & Repair - Building	-	10,900	10,000	900	-91.74%
Maintenance & Repair - Equipment	-	2,500	-	2,500	0.00%
Maintenance & Repair - Vehicle	2,027	2,500	500	2,800	12.00%
Advertising	669	4,000	200	2,000	-50.00%
Automotive Supplies	524	2,200	200	2,200	0.00%
Motor Fuel	-	4,000	1,200	3,000	-25.00%
Office Supplies	1,648	5,500	750	2,900	-47.27%
Janitorial Supplies	-	1,000	200	1,000	0.00%
Departmental Supplies	34,247	-	5,000	-	-
Technology Hardware & Accessories	1,042	25,000	20,000	22,000	-12.00%
Meeting & Event Provisions	3,691	8,500	1,500	3,500	-58.82%
Community Outreach	3,678	2,500	-	2,500	0.00%
Uniforms	1,120	3,200	-	2,900	-9.38%
Contracted Services	-	-	-	6,400	-
Personal Protective Equipment	383	2,600	200	2,300	-11.54%
Bank / Transaction Fees	85,263	115,500	115,000	115,000	-0.43%
Software License & Maintenance	134,418	75,229	74,000	118,500	57.52%
Contracted Services - Billing/Collections	57,923	59,500	52,000	59,000	-0.84%
Professional Services	-	-	600	30,000	-
Professional Services - Legal	-	80,000	60,000	-	-100.00%
Dues and Subscriptions	55,437	4,700	1,500	138,000	2836.17%
Insurance - General Liability	49,555	60,000	55,000	61,000	1.67%
Insurance - Deductible	21,080	25,000	3,000	25,000	0.00%
Capital Outlay - Equipment	-	42,000	38,958	-	-100.00%
<b>Total</b>	<b>\$ 2,434,577</b>	<b>\$ 3,134,229</b>	<b>\$ 2,961,678</b>	<b>\$ 3,436,300</b>	<b>9.64%</b>



## Water Treatment

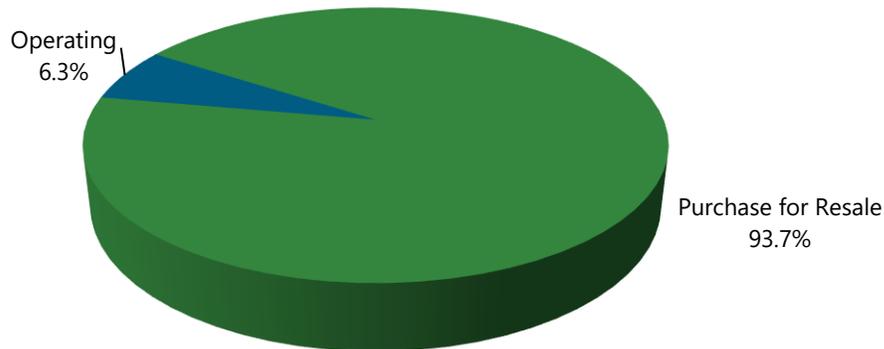
### FY 2020-2021 Budget Highlights

- The Water Treatment Department budget decreased 39.82 percent in FY20-21 primarily due to the absence of capital improvements this year.
- The Water Treatment budget accounts for 10.21 percent of the Water & Sewer Fund budget and is equivalent to \$116.65 per utility account.
- The Town plans to spend \$35.66 per capita for Water Treatment in FY20-21.
- Major budget changes include a \$1,233,000 decrease in capital improvements and a combined decrease in contracted and various professional services of \$59,800.

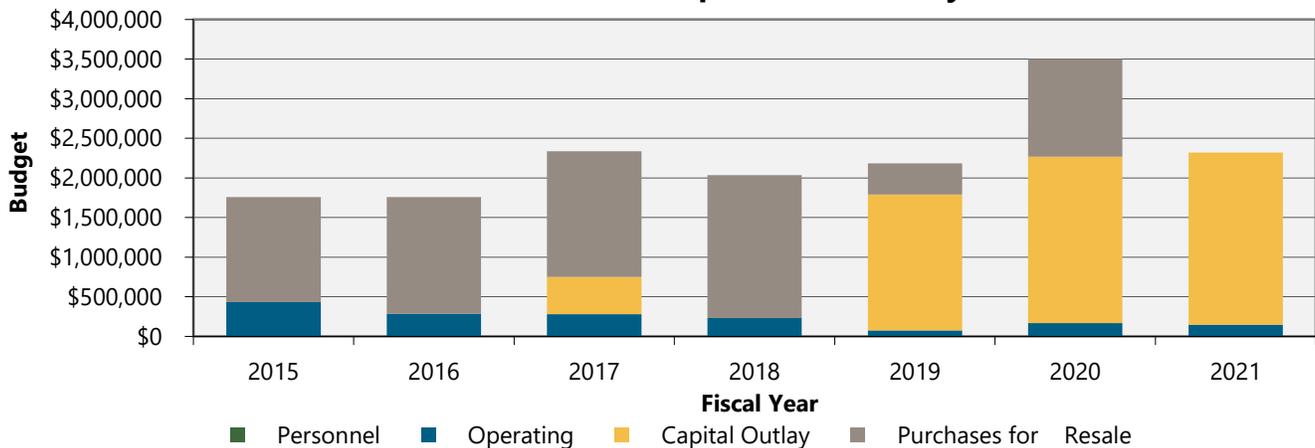
### Budget Summary

Expenditures by Type					
Type	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Budget	Percent Change
Personnel	-	-	-	-	-
Operating	77,569	221,284	169,400	146,500	-33.80%
Purchase for Resale	1,710,932	2,403,100	2,100,000	2,174,800	-9.50%
Capital	396,365	1,233,000	1,230,000	-	-100.00%
<b>Total</b>	<b>\$2,184,867</b>	<b>\$3,857,384</b>	<b>\$3,499,400</b>	<b>\$2,321,300</b>	<b>-39.82%</b>

Water Treatment Expenditures by Type



Water Treatment Expenditure History



**Line Item Expenditures**

<b>Water Treatment Expenditures</b>					
<b>Line Item</b>	<b>FY18-19 Actual</b>	<b>FY19-20 Budget</b>	<b>FY19-20 Estimate</b>	<b>FY20-21 Budget</b>	<b>Percent Change</b>
Telephone & Communication	661	-	-	-	-
Printing	18	3,000	-	3,000	0.00%
Maintenance & Repair - Building	-	-	100	-	-
Maintenance & Repair - Equipment	305	2,000	-	2,000	0.00%
Maintenance & Repair - Vehicle	134	-	-	-	-
Maintenance & Repair - Utility System	987	-	-	-	-
Departmental Supplies	23,568	58,987	56,000	44,000	-25.41%
Contracted Services	12,052	13,297	12,500	-	-100.00%
Professional Services	30,000	14,000	14,000	-	-100.00%
Professional Services - Engineer/Survey	6,025	15,000	10,000	15,000	0.00%
Professional Services - Lab Testing	3,050	55,000	18,000	22,500	-59.09%
Dues and Subscriptions	-	60,000	58,800	60,000	0.00%
Insurance - General Liability	771	-	-	-	-
Purchases for Resale	1,710,932	2,403,100	2,100,000	2,174,800	-9.50%
Capital Outlay - Improvements	396,365	1,233,000	1,230,000	-	-100.00%
<b>Total</b>	<b>\$2,184,867</b>	<b>\$3,857,384</b>	<b>\$3,499,400</b>	<b>\$2,321,300</b>	<b>-39.82%</b>



# Water Maintenance

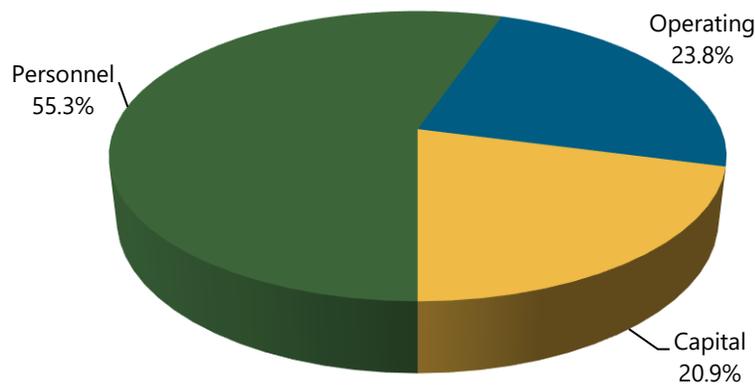
## FY 2020-2021 Budget Highlights

- The Water Maintenance Department budget increased 31.81 percent in FY20-21.
- The Water Maintenance budget accounts for 23.20 percent of the Water & Sewer Fund budget and is equivalent to \$264.94 per utility account.
- The Town plans to spend \$80.99 per capita for Water Maintenance in FY20-21.
- Major budget changes include an increase in capital improvements for new water meter installations, bulk water improvements, rehabilitation of the Salem Street waterline, Chatham street waterline, and other waterlines throughout Apex.

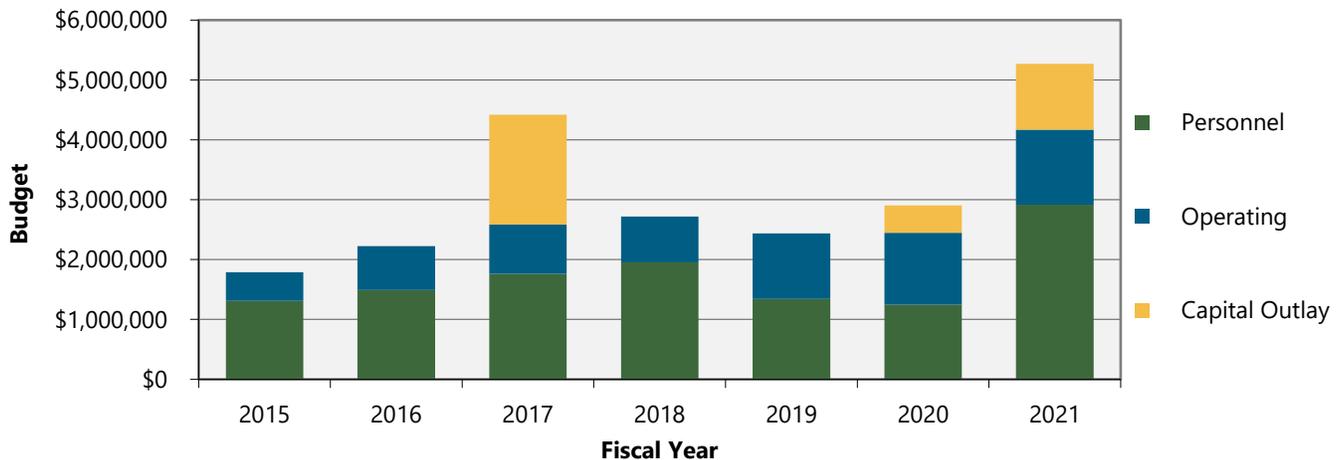
## Budget Summary

Expenditures by Type					
Type	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Budget	Percent Change
Personnel	1,340,551	1,513,000	1,247,162	2,915,300	92.68%
Operating	1,097,260	1,887,826	1,198,919	1,255,000	-33.52%
Capital	-	599,000	461,000	1,102,000	83.97%
<b>Total</b>	<b>\$2,437,811</b>	<b>\$3,999,826</b>	<b>\$2,907,081</b>	<b>\$5,272,300</b>	<b>31.81%</b>

Water Maintenance Expenditures by Type



Water Maintenance Expenditure History



## Line Item Expenditures

Water Maintenance Expenditures					
Line Item	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Budget	Percent Change
Salaries	888,644	1,048,600	868,279	2,045,600	95.08%
Part-Time Salaries	(132)	-	-	-	-
FICA	67,795	80,200	66,423	156,500	95.14%
Group Insurance	165,282	222,900	161,560	372,600	67.16%
General Retirement	153,996	93,900	77,711	207,600	121.09%
401K General	44,889	52,400	43,414	102,300	95.23%
Workers Comp	20,077	15,000	29,775	30,700	104.67%
Postage	3,462	6,000	4,000	6,000	0.00%
Telephone & Communication	20,618	26,300	26,419	26,900	2.28%
Printing	1,087	2,600	2,200	2,500	-3.85%
Travel and Training	7,688	19,680	11,800	18,500	-6.00%
Maintenance & Repair - Equipment	7,967	36,250	14,000	35,000	-3.45%
Maintenance & Repair - Vehicle	9,169	18,500	12,000	23,500	27.03%
Maintenance & Repair - Utility System	488,357	1,160,000	640,000	655,000	-43.53%
Rental - Equipment	550	20,000	-	20,000	0.00%
Automotive Supplies	11,579	21,000	10,000	15,000	-28.57%
Motor Fuel	42,489	54,200	48,000	50,500	-6.83%
Office Supplies	1,813	2,700	900	2,500	-7.41%
Departmental Supplies	105,784	157,196	125,000	100,500	-36.07%
Technology Hardware & Accessories	7,397	15,800	12,000	12,500	-20.89%
Safety Supplies	60	5,000	1,000	5,000	0.00%
Medical Supplies	93	-	-	-	-
Meeting & Event Provisions	217	1,000	500	-	-100.00%
Community Outreach Materials/Activities	-	-	-	1,500	-
Uniforms	8,266	18,700	12,500	20,300	8.56%
Contracted Services	356,646	167,000	145,000	191,300	14.55%
Personal Protective Equipment	11,044	12,800	16,000	10,600	-17.19%
Software License & Maintenance	-	44,800	40,000	19,300	-56.92%
Professional Services	5,996	30,000	30,000	-	-100.00%
Professional Services - Engineer/Survey	-	60,000	40,000	30,000	-50.00%
Dues and Subscriptions	2,725	4,000	3,000	4,000	0.00%
Operating Licenses & Permits	4,250	4,300	4,600	4,600	6.98%
Capital Outlay - Improvements	-	360,000	340,000	1,045,000	190.28%
Capital Outlay - Equipment	-	239,000	121,000	57,000	-76.15%
<b>Total</b>	<b>\$ 2,437,811</b>	<b>\$3,999,826</b>	<b>\$2,907,081</b>	<b>\$5,272,300</b>	<b>31.81%</b>



## Sewer Treatment

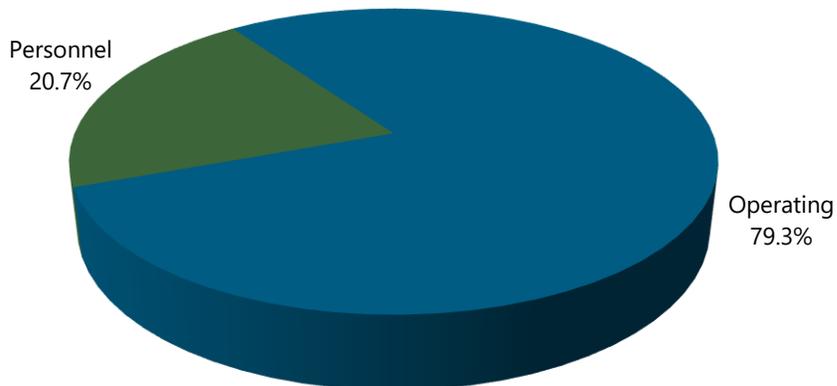
### FY 2020-2021 Budget Highlights

- The Sewer Treatment Department budget decreased 9.44 percent in FY20-21.
- The Sewer Treatment budget accounts for 17.11 percent of the Water & Sewer Fund budget and is equivalent to \$195.36 per utility account.
- The Town plans to spend \$59.72 per capita for Sewer Treatment in FY20-21.
- Major budget changes include a \$363,800 decrease between capital improvements and capital equipment.

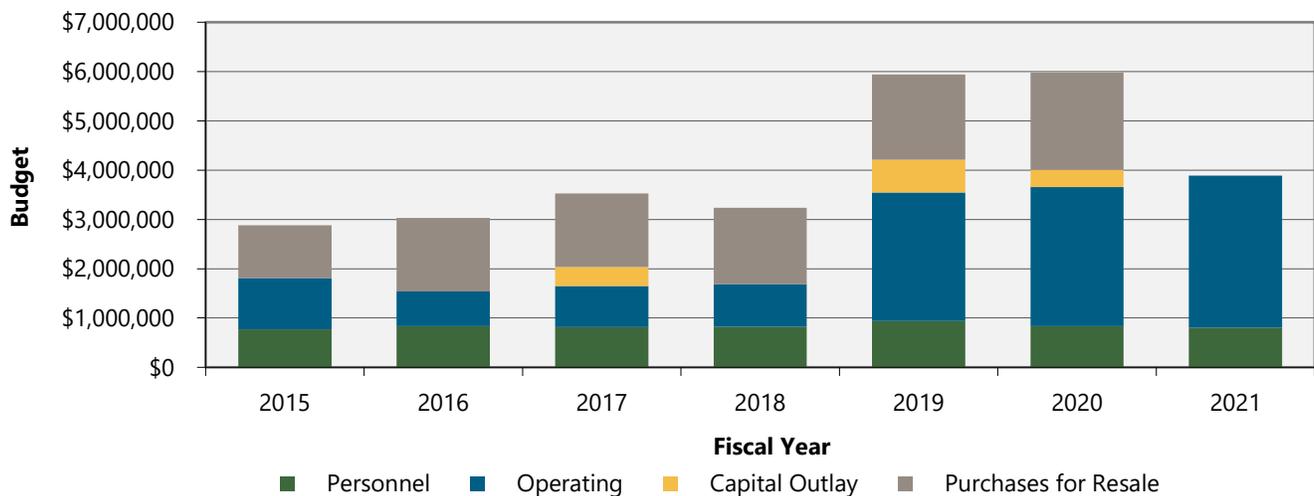
### Budget Summary

Expenditures by Type					
Type	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Budget	Percent Change
Personnel	937,402	900,900	835,559	804,700	-10.68%
Operating	2,610,439	3,028,327	2,822,850	3,082,900	1.80%
Capital	663,433	363,790	348,790	-	-100.00%
<b>Total</b>	<b>\$4,211,274</b>	<b>\$4,293,017</b>	<b>\$4,007,199</b>	<b>\$3,887,600</b>	<b>-9.44%</b>

Sewer Treatment Expenditures by Type



Sewer Treatment Expenditure History



## Line Item Expenditures

Sewer Treatment Expenditures					
Line Item	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Budget	Percent Change
Salaries	681,281	658,300	595,929	508,400	-22.77%
Part-Time Salaries	-	-	-	68,500	-
FICA	49,748	50,400	45,589	44,200	-12.30%
Group Insurance	103,730	89,300	90,137	75,200	-15.79%
General Retirement	53,309	58,900	53,336	58,600	-0.51%
401K General	33,976	32,900	29,796	28,900	-12.16%
Workers Comp	15,357	11,100	20,772	20,900	88.29%
Postage	-	-	50	-	-
Telephone & Communication	9,386	32,000	8,000	33,000	3.13%
Printing	5,944	11,000	8,000	11,000	0.00%
Utilities	329,729	350,000	315,000	350,000	0.00%
Travel and Training	2,078	2,400	2,000	6,000	150.00%
Maintenance & Repair - Building	12,317	60,627	55,000	25,500	-57.94%
Maintenance & Repair - Equipment	93,924	-	5,000	7,000	-
Maintenance & Repair - Vehicle	1,972	7,000	4,000	7,000	0.00%
Maintenance & Repair - Utility System	130,598	220,000	160,000	260,000	18.18%
Rental - Equipment	1,948	5,000	2,000	3,000	-40.00%
Automotive Supplies	2,102	4,600	2,700	7,600	65.22%
Motor Fuel	14,093	17,500	9,000	16,000	-8.57%
Office Supplies	139	-	50	-	-
Janitorial Supplies	303	-	50	-	-
Departmental Supplies	76,931	142,000	130,000	141,500	-0.35%
Technology Hardware & Accessories	2,240	1,500	1,500	14,000	833.33%
Safety Supplies	-	2,500	3,500	1,000	-60.00%
Meeting & Event Provisions	2,691	3,000	2,300	3,000	0.00%
Uniforms	2,704	5,000	5,000	5,000	0.00%
Contracted Services	9,805	43,400	55,000	59,800	37.79%
Personal Protective Equipment	2,092	7,400	2,500	8,000	8.11%
Software License & Maintenance	-	4,400	2,200	1,200	-72.73%
Professional Services	945	-	1,000	-	-
Professional Services - Engineer/Survey	-	10,000	2,000	10,000	0.00%
Professional Services - Lab Testing	8,661	25,000	17,000	25,000	0.00%
Purchases for Resale	1,801,028	1,971,800	1,922,600	1,978,000	0.31%
Colvin Park Sewer	83,521	84,000	94,400	94,400	12.38%
Dues and Subscriptions	8,108	10,200	6,500	6,900	-32.35%
Operating Licenses & Permits	7,180	8,000	6,500	9,000	12.50%
Capital Outlay - Improvements	618,626	348,790	348,790	-	-100.00%
Capital Outlay - Equipment	44,807	15,000	-	-	-100.00%
<b>Total</b>	<b>\$ 4,211,274</b>	<b>\$ 4,293,017</b>	<b>\$ 4,007,199</b>	<b>\$ 3,887,600</b>	<b>-9.44%</b>



## Sewer Maintenance

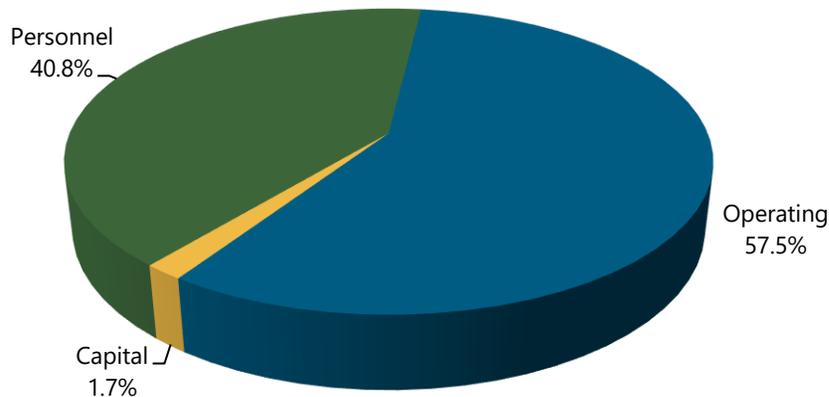
### FY 2020-2021 Budget Highlights

- The Sewer Maintenance Department budget decreased 31.09 percent in FY20-21.
- The Sewer Maintenance budget accounts for 13.79 percent of the Water & Sewer Fund budget and is equivalent to \$157.52 per utility account.
- The Town plans to spend \$48.15 per capita for Sewer Maintenance in FY20-21.
- Major budget changes include \$566,000 decrease between capital improvements and capital easements.

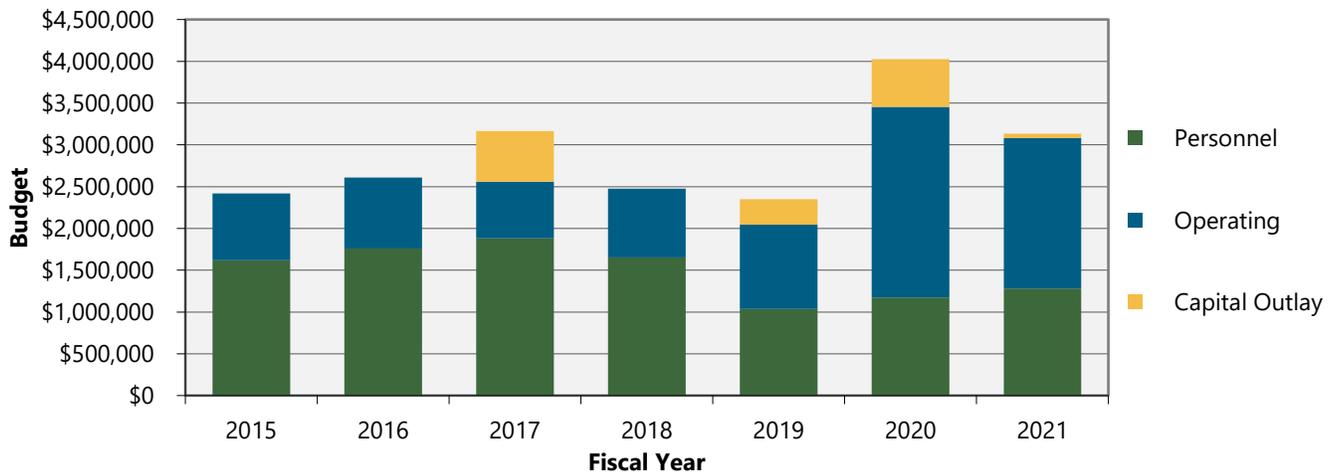
### Budget Summary

Expenditures by Type					
Type	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Budget	Percent Change
Personnel	1,036,531	1,179,300	1,172,931	1,279,600	8.51%
Operating	1,008,509	2,741,890	2,281,858	1,802,100	-34.28%
Capital	305,039	627,500	568,800	53,000	-91.55%
<b>Total</b>	<b>\$2,350,079</b>	<b>\$4,548,690</b>	<b>\$4,023,589</b>	<b>\$3,134,700</b>	<b>-31.09%</b>

**Sewer Maintenance Expenditures by Type**



**Sewer Maintenance Expenditure History**



**Line Item Expenditures**

<b>Sewer Maintenance Expenditures</b>					
<b>Line Item</b>	<b>FY18-19 Actual</b>	<b>FY19-20 Budget</b>	<b>FY19-20 Estimate</b>	<b>FY20-21 Budget</b>	<b>Percent Change</b>
Salaries	569,376	818,600	802,252	888,500	8.54%
Part-Time Salaries	(132)	-	-	-	-
FICA	41,437	62,600	61,372	68,000	8.63%
Group Insurance	121,713	173,100	159,530	160,500	-7.28%
OPEB Expense	216,718	-	-	-	-
General Retirement	45,630	73,300	71,802	90,200	23.06%
401K General	29,339	40,900	40,113	44,400	8.56%
Workers Comp	12,449	10,800	37,863	28,000	159.26%
Postage	(34)	500	100	500	0.00%
Telephone & Communication	15,036	14,300	10,000	15,400	7.69%
Printing	898	1,000	1,000	1,000	0.00%
Utilities	74,756	75,000	62,000	75,000	0.00%
Travel and Training	5,976	9,850	7,000	9,500	-3.55%
Maintenance & Repair - Equipment	20,553	45,000	50,000	45,000	0.00%
Maintenance & Repair - Vehicle	15,675	23,000	13,000	28,000	21.74%
Maintenance & Repair - Utility System	79,862	1,000,000	900,000	600,000	-40.00%
Maintenance & Repair - Pump Stations	84,698	614,250	610,000	404,500	-34.15%
Rental - Equipment	2,492	6,000	-	5,000	-16.67%
Advertising	290	-	208	-	-
Automotive Supplies	8,752	20,000	13,000	19,000	-5.00%
Motor Fuel	52,896	51,500	41,000	50,000	-2.91%
Office Supplies	332	2,000	600	1,500	-25.00%
Departmental Supplies	132,600	126,000	65,000	126,000	0.00%
Technology Hardware & Accessories	7,564	13,000	8,000	15,500	19.23%
Safety Supplies	765	2,500	-	2,500	0.00%
Medical Supplies	23	-	-	-	-
Meeting & Event Provisions	119	-	350	-	-
Uniforms	6,962	9,900	9,000	12,100	22.22%
Contracted Services	436,012	551,000	325,000	331,600	-39.82%
Personal Protective Equipment	7,875	6,700	9,000	6,200	-7.46%
Software License & Maintenance	3,977	18,400	18,000	19,300	4.89%
Professional Services	45,631	55,900	55,000	-	-100.00%
Professional Services - Engineer/Survey	785	91,690	82,000	30,000	-67.28%
Dues and Subscriptions	1,395	1,400	1,000	1,500	7.14%
Operating Licenses & Permits	2,620	3,000	1,600	3,000	0.00%
Capital Outlay - Easements	-	17,650	18,800	-	-100.00%
Capital Outlay - Improvements	-	548,350	500,000	-	-100.00%
Capital Outlay - Equipment	305,039	61,500	50,000	53,000	-13.82%
<b>Total</b>	<b>\$2,350,079</b>	<b>\$4,548,690</b>	<b>\$4,023,589</b>	<b>\$3,134,700</b>	<b>-31.09%</b>



**Water - Sewer Fund Non-Departmental**

<b>Water - Sewer Fund Debt Service</b>					
<b>Account Description</b>	<b>FY18-19 Actual</b>	<b>FY19-20 Budget</b>	<b>FY19-20 Estimate</b>	<b>FY20-21 Budget</b>	<b>Percent Change</b>
Principal	534,000	549,000	549,000	563,000	2.55%
Principal - Sewer	1,805,444	1,865,500	1,865,500	1,930,500	3.48%
Interest	162,981	148,700	148,492	133,900	-9.95%
Interest - Sewer	1,451,312	1,413,200	1,413,124	1,346,300	-4.73%
<b>Total</b>	<b>\$ 3,953,737</b>	<b>\$ 3,976,400</b>	<b>\$ 3,976,116</b>	<b>\$ 3,973,700</b>	<b>-0.07%</b>

<b>Water - Sewer Fund Contingency</b>					
<b>Account Description</b>	<b>FY18-19 Actual</b>	<b>FY19-20 Budget</b>	<b>FY19-20 Estimate</b>	<b>FY20-21 Budget</b>	<b>Percent Change</b>
Contingency	-	123,000	-	150,000	21.95%
<b>Total</b>	<b>\$ -</b>	<b>\$ 123,000</b>	<b>\$ -</b>	<b>\$ 150,000</b>	<b>21.95%</b>

<b>Water - Sewer Fund Special Items</b>					
<b>Account Description</b>	<b>FY18-19 Actual</b>	<b>FY19-20 Budget</b>	<b>FY19-20 Estimate</b>	<b>FY20-21 Budget</b>	<b>Percent Change</b>
Claims & Judgments	14,658,099	-	-	-	-
<b>Total</b>	<b>\$14,658,099</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-</b>



## Capital Reserve Funds

The Town of Apex maintains six (6) Capital Reserve Accounts: Fire, Transportation, Eva Perry Library, Recreation, Water & Sewer, Water & Sewer (HB436) 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.

### Fire Capital Reserve

The Fire 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.

Fire Capital Reserve					
Revenues	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY 20-21 Budget	Percent Change
Interest Earned	2,040	1,000	1,481	500	-50.00%
<b>Total</b>	<b>\$2,040</b>	<b>\$1,000</b>	<b>\$1,481</b>	<b>\$500</b>	<b>-50.00%</b>
Expenditures	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY 20-21 Budget	Percent Change
Transfer to General Fund	-	-	-	-	-
Reserved for Future Expenditures	-	1,000	1,481	500	-50.00%
<b>Total</b>	<b>-</b>	<b>\$1,000</b>	<b>\$1,481</b>	<b>\$500</b>	<b>-50.00%</b>

### Transportation Capital Reserve

The Transportation Capital Reserve revenues include the motor vehicle tax authorized by NC General Statutes and interest earned. 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. Beginning in FY20-21, Apex will implement the full \$30 motor vehicle tax. All revenues from the first \$25 of the tax go to transportation improvement projects, and revenues from the remaining \$5 of the tax are included in the General Fund for transit costs. The FY20-21 Budget includes the use of these funds for Safe Routes to School projects and continued work on the Apex Peakway.

Transportation Capital Reserve					
Revenues	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Budget	Percent Change
Motor Vehicle Licenses	790,883	750,000	947,409	835,000	11.33%
Transportation Fees - Residential	(590)	-	-	-	-
Transportation Fees - Commercial	-	-	-	-	-
Interest Earned	25,901	5,000	30,000	15,000	200.00%
Fund Bal Appropriated - Budget	2,150,191	-	-	-	-
Fund Bal Appropriated - Amend	-	134,950	-	-	-100.00%
<b>Total</b>	<b>\$2,966,385</b>	<b>\$889,950</b>	<b>\$977,409</b>	<b>\$850,000</b>	<b>-4.49%</b>
Expenditures	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Budget	Percent Change
Transfer to General Fund	293,574	-	-	-	-
Transfer to Street Project	555,522	889,950	889,950	850,000	-4.49%
Reserved for Future Expenditures	-	-	141,459	-	-
<b>Total</b>	<b>\$849,096</b>	<b>\$889,950</b>	<b>\$1,031,409</b>	<b>\$850,000</b>	<b>-4.49%</b>



### 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.

Eva Perry Library Fund					
Revenues	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Budget	Percent Change
Interest Earned	2,253	2,000	1,636	1,000	-50.00%
Fund Bal Appropriated - Budget	-	-	-	-	-
<b>Total</b>	<b>\$2,253</b>	<b>\$2,000</b>	<b>\$1,636</b>	<b>\$1,000</b>	<b>-50.00%</b>
Expenditures	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Budget	Percent Change
Building Maintenance and Repair	-	2,000	-	-	-100.00%
Reserved for Future Expenditures	-	-	1,636	1,000	-
<b>Total</b>	<b>-</b>	<b>\$2,000</b>	<b>\$1,636</b>	<b>\$1,000</b>	<b>-50.00%</b>

### Recreation Capital Reserve

The Recreation Capital Reserve accounts for development fees that are 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. Recreation capital projects in FY202-21 include continued work on Pleasant Park and the Beaver Creek and Middle Creek Greenways.

Recreation Capital Reserve					
Account Description	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Budget	Percent Change
Subdivision Recreation Fees	3,449,496	2,800,000	2,500,000	2,000,000	-28.57%
Interest Earned	120,181	150,000	65,000	65,000	-56.67%
Transfer from General Fund	-	-	-	-	-
Fund Bal Appropriated - Budget	-	-	-	1,703,300	-
Fund Bal Appropriated - Amend	-	400,000	-	-	-100.00%
<b>Total</b>	<b>\$3,569,677</b>	<b>\$3,350,000</b>	<b>\$2,565,000</b>	<b>\$3,768,300</b>	<b>12.49%</b>
Expenditures	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Budget	Percent Change
Transfer to General Fund	1,872,408	1,508,300	1,123,300	-	-100.00%
Transfer to Recreation Project	3,251,000	1,841,700	1,841,700	3,768,300	104.61%
Reserved for Future Expenditures	-	-	-	-	-
<b>Total</b>	<b>\$5,123,408</b>	<b>\$3,350,000</b>	<b>\$2,965,000</b>	<b>\$3,768,300</b>	<b>12.49%</b>



**Water & Sewer/Water & Sewer (HB436) Capital Reserves**

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. In 2017, The NC General Assembly passed legislation regarding the collection of system development fees, or capital reimbursement fees. To make a clear transition to the new collection method, the Town established a new capital reserve fund to account for capital reimbursement fees. The HB436 tag references the bill passed by the General Assembly. Transfers to the Water-Sewer Fund in FY20-21 are for principal debt service payments associated with sewer system expansion. Transfers to the Water-Sewer Capital Project Fund are for expansion projects including extension of western transmission lines, an elevated storage tank, upgrades and improvements to the Sunset Hills pump station, and the Town's commitment to its joint facilities with Cary.

<b>Water-Sewer Capital Reserve</b>					
<b>Revenues</b>	<b>FY18-19 Actual</b>	<b>FY19-20 Budget</b>	<b>FY19-20 Estimate</b>	<b>FY20-21 Budget</b>	<b>Percent Change</b>
Capital Reimbursement Fees - Residential	1,064,510	-	-	-	-
Capital Reimbursement Fees - Commercial	237,304	-	-	-	-
Capacity Fees - Residential	119,678	-	-	-	-
Capacity Fees - Commercial	227,987	-	-	-	-
Interest Earned	678,459	-	-	-	-
Miscellaneous Revenue	-	-	-	-	-
Fund Bal Appropriated - Budget	-	300,000	300,000	-	-100.00%
Fund Bal Appropriated - Amend	-	80,000	80,000	-	-100.00%
<b>Total</b>	<b>\$2,327,938</b>	<b>\$380,000</b>	<b>\$380,000</b>	<b>\$0</b>	<b>-100.00%</b>
<b>Expenditures</b>	<b>FY18-19 Actual</b>	<b>FY19-20 Budget</b>	<b>FY19-20 Estimate</b>	<b>FY20-21 Budget</b>	<b>Percent Change</b>
Transfer to W/S Fund	15,597,073	80,000	80,000	-	-100.00%
Transfer to W/S Project Fund	1,314,750	300,000	300,000	-	-100.00%
Reserved for Future Expenditures	-	-	-	-	-
<b>Total</b>	<b>\$16,911,823</b>	<b>\$380,000</b>	<b>\$380,000</b>	<b>\$0</b>	<b>-100.00%</b>

<b>Water-Sewer Capital Reserve (HB436)</b>					
<b>Revenues</b>	<b>FY18-19 Actual</b>	<b>FY19-20 Budget</b>	<b>FY19-20 Estimate</b>	<b>FY20-21 Budget</b>	<b>Percent Change</b>
Capital Reimbursement Fees - Water	3,189,630	2,000,000	2,100,000	2,000,000	0.00%
Capital Reimbursement Fees - Sewer	5,993,491	4,000,000	4,100,000	4,000,000	0.00%
Interest Earned	63,615	50,000	80,000	50,000	0.00%
Fund Bal Appropriated - Budget	-	905,500	875,500	-	-
Fund Bal Appropriated - Amend	-	200,000	-	-	-100.00%
<b>Total</b>	<b>\$9,246,736</b>	<b>\$7,155,500</b>	<b>\$7,155,500</b>	<b>\$6,050,000</b>	<b>-15.45%</b>
<b>Expenditures</b>	<b>FY18-19 Actual</b>	<b>FY19-20 Budget</b>	<b>FY19-20 Estimate</b>	<b>FY20-21 Budget</b>	<b>Percent Change</b>
Transfer to W/S Fund	4,197,850	1,865,500	1,865,500	1,930,500	3.48%
Transfer to W/S Project Fund	-	5,290,000	5,290,000	3,753,000	-29.05%
Reserved for Future Expenditures	-	-	-	366,500	-
<b>Total</b>	<b>\$4,197,850</b>	<b>\$7,155,500</b>	<b>\$7,155,500</b>	<b>\$6,050,000</b>	<b>-15.45%</b>



## Other Funds

The Town of Apex maintains six "Other" or miscellaneous funds that include State & Federal Police Funds, Police & Fire Donations, Affordable Housing Fund, 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 State Funds					
Revenues	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Budget	Percent Change
Interest Earned	719	400	556	200	-50.00%
Police Revenues	1,756	1,000	4,000	1,000	0.00%
<b>Total</b>	<b>\$2,475</b>	<b>\$1,400</b>	<b>\$4,556</b>	<b>\$1,200</b>	<b>-14.29%</b>
Expenditures					
Supplies and Materials	-	-	-	-	-
Reserved for future Expenditures	-	1,400	4,556	1,200	-14.29%
<b>Total</b>	<b>\$0</b>	<b>\$1,400</b>	<b>\$4,556</b>	<b>\$1,200</b>	<b>-14.29%</b>

Police Federal Funds					
Revenues	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Budget	Percent Change
Interest Earned	433	200	339	100	-50.00%
Police Revenues	-	4,000	500	4,000	0.00%
Asset Seizures	7,940	-	-	-	-
<b>Total</b>	<b>\$8,373</b>	<b>\$4,200</b>	<b>\$839</b>	<b>\$4,100</b>	<b>-2.38%</b>
Expenditures					
Supplies and Materials	-	4,200	839	4,100	-2.38%
Capital Outlay - Equipment	-	-	-	-	-
<b>Total</b>	<b>\$0</b>	<b>\$4,200</b>	<b>\$839</b>	<b>\$4,100</b>	<b>-2.38%</b>

### 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.

Police Donations					
Revenues	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Budget	Percent Change
Interest Earned	506	200	389	100	-50.00%
Miscellaneous Revenue	-	-	-	-	-
Police Contributions	8,616	7,500	8,000	7,500	0.00%
<b>Total</b>	<b>\$9,122</b>	<b>\$7,700</b>	<b>\$8,389</b>	<b>\$7,600</b>	<b>-1.30%</b>
Expenditures					
Supplies and Materials	5,920	7,700	8,389	7,600	-1.30%
<b>Total</b>	<b>\$5,920</b>	<b>\$7,700</b>	<b>\$8,389</b>	<b>\$7,600</b>	<b>-1.30%</b>



Fire Donations					
Revenues	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Budget	Percent Change
Interest Earned	285	100	1,217	100	0.00%
Fire Dept. Donations	1,100	1,000	-	1,000	0.00%
<b>Total</b>	<b>\$1,385</b>	<b>\$1,100</b>	<b>\$1,217</b>	<b>\$1,100</b>	<b>0.00%</b>
Expenditures					
Supplies and Materials	-	1,100	1,217	1,100	0.00%
Capital Outlay - Equipment	-	-	-	-	-
<b>Total</b>	<b>\$0</b>	<b>\$1,100</b>	<b>\$1,217</b>	<b>\$1,100</b>	<b>0.00%</b>

### Affordable Housing Fund

Town Council created this fund beginning in FY20-21. Town Council has dedicated revenue equivalent to one cent on the tax rate to fund various affordable housing projects and initiatives.

Affordable Housing Fund					
Revenues	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Budget	Percent Change
Interest Earned	-	-	-	-	-
Transfer from General Fund	-	-	-	1,020,000	-
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,020,000</b>	<b>-</b>
Expenditures					
Capital Outlay - Improvements	-	-	-	-	-
Reserved for Future Expenditures	-	-	-	1,020,000	-
<b>Total</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,020,000</b>	<b>-</b>

### 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 reserves any excess revenues over expenditures for cemetery improvements and perpetual care of the property.

Cemetery Fund					
Revenues	FY18-19 Actual	FY19-20 Budget	FY19-20 Estimate	FY20-21 Budget	Percent Change
Sale of Cemetery Plots	(2,550)	-	(2,200)	6,000	-
Interest Earned	21,157	15,000	15,324	4,000	-73.33%
Fund Bal Appropriated - Budget	-	585,000	585,000	-	-100.00%
<b>Total</b>	<b>\$18,607</b>	<b>\$600,000</b>	<b>\$598,124</b>	<b>\$10,000</b>	<b>-98.33%</b>
Expenditures					
Transfer to General Capital Projects	-	600,000	598,000	-	-100.00%
Reserved for Future Expenditures	-	-	-	10,000	-
<b>Total</b>	<b>\$0</b>	<b>\$600,000</b>	<b>\$598,000</b>	<b>\$10,000</b>	<b>-98.33%</b>



## 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.

### Revenues

Health & Dental Fund Revenues					
Source	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Estimate	FY 20-21 Budget	Percent Change
Health Premiums	3,938,889	5,056,902	3,576,501	4,404,830	-12.89%
Spouse/Dependent Health	884,450	1,011,849	802,341	963,303	-4.80%
Retiree Contribution	78,839	-	-	37,856	-
Dental Premiums	238,1281	304,783	232,657	296,534	-2.71%
Spouse/Dependent Dental	142,545	154,003	137,491	141,978	-7.81%
Vision Premiums	60,804	56,912	32,591	71,534	25.69%
<b>Total</b>	<b>\$5,343,655</b>	<b>\$6,584,449</b>	<b>\$4,781,581</b>	<b>\$5,916,035</b>	<b>-10.15%</b>

### Expenditures

Health & Dental Fund Expenditures					
Source	FY 18-19 Actual	FY 19-20 Budget	FY 19-20 Estimate	FY 20-21 Budget	Percent Change
Health Claims	2,910,868	5,154,049	2,973,166	4,769,144	-7.47%
Dental Claims	309,538	425,819	334,031	418,168	-1.80%
Admin Fees - Health	661,535	373,409	629,901	300,585	-19.50%
Health Claims - Retirees	397,229	546,673	456,303	310,783	-43.15%
Dental Claims - Retiree	8,536	9,000	8,536	-	-100.00%
Admin Fees - Retiree	65,463	18,587	39,277	45,821	-146.52%
Admin Fees - Vision	54,801	56,912	31,782	71,534	49.93%
<b>Total</b>	<b>\$4,407,970</b>	<b>\$6,584,449</b>	<b>\$4,472,997</b>	<b>\$5,916,035</b>	<b>-10.15%</b>



# Supplemental Information



**Town of Apex, North Carolina**  
**FY 2020 – 2021 Annual Budget**

**General Fund Reductions- Capital Outlay & Significant Purchases**

Department	Line	Item	Requested	Manager Rec.	Reduction
IT	Capital Outlay Improvements	Fiber Expansions	150,000	130,000	20,000
Facility Services	Capital Outlay Improvements	Garage Floor Epoxy	20,000	-	20,000
Facility Services	Capital Outlay Improvements	Eva Perry Library Renovations	438,000	-	438,000
Police	Departmental Supplies	Civil Disturbance Equipment (10)	10,000	-	10,000
Police	Technology & Hardware	Laptop - New Motorcycle	5,000	-	5,000
Police	Technology & Hardware	Computer Replacements	97,500	30,000	67,500
Police	Professional Services	Outsider Consulting Leadership Succession Training	20,000	-	20,000
Police	Capital Outlay Improvements	Parking Lot Fence Upgrade	35,000	-	35,000
Police	Capital Outlay Equipment	Radios-SRO Supervisors (2 ea.)	13,400	-	13,400
Police	Capital Outlay Equipment	Recon Robot	13,000	-	13,000
Police	Capital Outlay Equipment	Motorcycle (Additional)	26,500	-	26,500
Police	Capital Outlay Equipment	ATV/Mule	17,500	-	17,500
Police	Capital Outlay Equipment	Long Range Communications Microphone	16,500	-	16,500
Police	Capital Outlay Equipment	Rescue Vehicle	165,000	-	165,000
Communications	Technology & Hardware	Computer Replacements	7,500	-	7,500
Communications	Capital Outlay Equipment	Encryption Keyloader (Replacement)	5,500	-	5,500
Communications	Capital Outlay Equipment	RAPID SOS Portal Interface	9,500	-	9,500
Communications	Capital Outlay Equipment	Motorola Backup center Radios (2)	11,500	-	11,500
Fire	Travel & Training	Child Seat Class	5,000	-	5,000
Fire	Travel & Training	UNC Management	5,000	1,000	4,000
Fire	Travel & Training	Accreditation Site Visit	7,500	-	7,500
Fire	Maint & Repair - Building	Station 2 Floor Refinish	5,000	-	5,000
Fire	Dues & Subscriptions	CPSE Agency Fee	7,400	-	7,400
Fire	Capital Outlay Improvements	Ceiling Fans for Station 4	10,000	-	10,000
Fire	Capital Outlay Improvements	Station 3 Kitchen Upgrade	6,000	-	6,000
Fire	Capital Outlay Equipment	Ladder 33 Replacement	740,000	-	740,000
PWT	Professional Services Engineering	Surveys & Design for unplanned project	30,000	22,000	8,000
Facility Services	Capital Outlay Improvements	Replacement of R22A HVAC at CAC	55,000	-	55,000
Facility Services	Maintenance & Repair Building	Carpet 3rd Floor Town Hall	54,000	-	54,000
Facility Services	Maintenance & Repair Building	Paint 3rd floor Town Hall	25,000	-	25,000

**Town of Apex, North Carolina  
FY 2020 – 2021 Annual Budget**

**General Fund Reductions- Capital Outlay & Significant Purchases (cont.)**

Department	Line	Item	Requested	Manager Rec.	Reduction
Streets	Departmental Supplies	Street Striping Paint Machine	7,500	-	7,500
Streets	Contracted Services	Sidewalk Cutting Safety Contract	25,000	-	25,000
Streets	Capital Outlay Equipment	Replace Unit #178	38,000	-	38,000
Streets	Capital Outlay Equipment	Replace Unit #63 Dump Truck	80,000	-	80,000
Streets	Capital Outlay Equipment	New Dump Truck	80,000	-	80,000
Streets	Capital Outlay Equipment	2 Additional Snow Plows	40,000	-	40,000
Streets	Capital Outlay Equipment	Vinyl Printer	14,000	-	14,000
Streets	Capital Outlay Equipment	Snow Plow	20,000	-	20,000
Streets	Capital Outlay Equipment	Replace Unit #145 ('06 Ford F350, 97k miles)	38,000	-	38,000
Streets	Capital Outlay Equipment	Asphalt Roller (Replacement)	30,000	-	30,000
Solid Waste	Maint & Repair - Equipment	Reversible Fan Kits	6,000	-	6,000
Solid Waste	Capital Outlay Equipment	2 Additional Snow Plows	36,000	-	36,000
Solid Waste	Capital Outlay Equipment	Replace Unit #76 - Chipper & chipper Truck	165,000	-	165,000
Fleet	Capital Outlay Equipment	Alignment Lift & Machine	59,000	-	59,000
Fleet	Capital Outlay Equipment	New Service Truck/Wrecker	100,000	-	100,000
Recreation	Maint & Repair - Building	Replace Ceramic Tiles in M/W rear restrooms	24,000	-	24,000
Recreation	Maint & Repair - Building	Replace Partitions in rear restrooms	5,723	-	5,723
Recreation	Maint & Repair - Building	Ceiling paint & repair- Gym 1	55,600	-	55,600
Recreation	Capital Outlay Improvements	Repair Tennis Courts at Nature Park	53,408	-	53,408
		Reduction Total			2,705,531

**Electric Fund Reductions - Capital Outlay & Significant Purchases**

Department	Line	Item	Requested	Manager Rec.	Reduction
Electric	Capital Outlay Improvements	Electric System Expansion	3,000,000	2,750,000	250,000
Electric	Capital Outlay Improvements	Street Light Expansion	250,000	125,000	125,000
Electric	Capital Outlay Improvements	Water Tower Lighting	120,000	-	120,000
Electric	Capital Outlay Equipment	Replace Bucket Truck, Unit #65	235,450	-	235,450
Electric	Capital Outlay Equipment	Replace Unit #273	40,000	-	40,000
		Reduction Total			770,450

**Town of Apex, North Carolina**  
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**General Fund Reduction Considerations (\$1 - \$1.5 Million)**

Department	Line	Item	Requested	Manager Rec.	Reduction
Town Council	Contract Services	Swagit Streaming Services	13,200	-	13,200
Town Council	Capital Outlay Equipment	Swagit Streaming Services Equipment	49,000	-	49,000
Town Council	Capital Outlay Equipment	Streaming Application EASE 2D	12,000	-	12,000
Administration	Professional Services	Video Production	30,000	20,000	10,000
Planning	Professional Services	Wayfinding Plan Implementation	75,000	50,000	25,000
Facility Services	Capital Outlay Equipment	Replace Unit #176 (2006 Ford F350, 125k miles)	65,500	-	65,500
Facility Services	Capital Outlay Improvements	Replacement of R22A HVAC at PD Chiller	125,000	-	125,000
Police	Departmental Supplies	Drone, Bolo Wrap, Misc.	161,700	141,700	20,000
Police	Capital Outlay Equipment	Body Worn Cameras & Equipment (15)	30,100	-	30,100
Police	Capital Outlay Equipment	Replace Units #9, 46, 64, 195, 141, 228 (4 instead of 6)	378,600	252,400	126,200
Fire	Capital Outlay Improvements	Repave Parking Lot Station 2	20,000	-	20,000
Fire	Capital Outlay Equipment	Pressure Washer for Department Use	8,500	-	8,500
Fire	Capital Outlay Equipment	Replace Unit #179 ('01 Dodge Durango, 125k miles)	30,000	-	30,000
Fire	Capital Outlay Equipment	Lifting & Stabilization Kit (Rescue)	28,000	-	28,000
Fire	Capital Outlay Equipment	Replace Unit #83 ('13 Ford Expedition, 105k miles)	80,000	-	80,000
Streets	Capital Outlay Equipment	Flatbed Tilt Trailer	10,000	-	10,000
Streets	Capital Outlay Improvements	Annual Misc. Road & Sidewalk Projects	200,000	150,000	50,000
Streets	Capital Outlay Improvements	Annual Misc. Pavement Maintenance	400,000	300,000	100,000
Solid Waste	Capital Outlay Equipment	Replace Unit #28 ('06 Ford F450, 168k miles)	60,000	-	60,000
Recreation	Maintenance & Repair - Building	Replace Summit Room Tile	9,700	-	9,700
Recreation	Maintenance & Repair - Building	Replace Sinks, Counters, & Fixtures in Restrooms	6,100	-	6,100
Recreation	Capital Outlay Improvements	Pavement Repair/Restripe	59,700	-	59,700
Recreation	Capital Outlay Equipment	Replace Unit #513 Bush hog	9,200	-	9,200
Recreation	Capital Outlay Equipment	Replace Unit #650 Gator	8,200	-	8,200
Other	Street Capital Project	Saunders St. Parking Expansion Study	50,000	-	50,000
Other	General Capital Projects Fund	Tunstall House Restoration	100,000	-	100,000
Other	Street Capital Project	Salem Street Downtown Streetscape & Resurfacing	300,000	-	300,000
		Reduction Total			1,405,400

**Town of Apex, North Carolina  
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**Electric Fund Reduction Considerations (\$400,000 - \$500,000)**

Department	Line	Item	Requested	Manager Rec.	Reduction
Electric	Capital Outlay Improvements	Electric System Expansion	2,750,000	2,500,000	250,000
Electric	Capital Outlay Improvements	Street Light Expansion	125,000	-	125,000
Electric	Capital Outlay Equipment	IR Camera Replacement	10,000	-	10,000
Electric	Capital Outlay Equipment	Replace Unit #142	40,000	-	40,000
Electric	Capital Outlay Equipment	Replace Unit #608 (2008 Yanmar V1027)	30,000	-	30,000
		Reduction Total			455,000

**Water-Sewer Fund Reduction Considerations (\$1.2 Million)**

Department	Line	Item	Requested	Manager Rec.	Reduction
Water-Sewer Admin.	Dues & Subscriptions	Jordan Lake Watershed Protection- Triangle LC	134,000	-	134,000
Water Maintenance	Capital Outlay Equipment	Sewerin AC 200 Leak Detect	22,000	-	22,000
Water Maintenance	Capital Outlay Equipment	Kraftsman 7-Ton Trailer	35,000	-	35,000
Water Maintenance	Capital Outlay Improvements	New Water Meter Install	360,000	180,000	180,000
Water Maintenance	Capital Outlay Improvements	Bulk Water Improvements	35,000	-	35,000
Water Maintenance	Capital Outlay Improvements	Misc. Water Main Connections	650,000	300,000	350,000
Water Maintenance	Maint & Repair Utility System	Maint & Repair Utility System	655,000	500,000	155,000
Sewer Maintenance	Capital Outlay Equipment	Large Ibak Camera	36,000	-	36,000
Sewer Maintenance	Capital Outlay Equipment	Off Road Gator	17,000	-	17,000
Sewer Maintenance	Maint & Repair Utility System	Inflow & Infiltration Repairs (Various Locations)	500,000	200,000	300,000
Sewer Maintenance	Maintenance & Repair- Pump Stations	Pumps/Motors	150,000	75,000	75,000
Sewer Maintenance	Maintenance & Repair- Pump Stations	Replacement Generators	70,000	35,000	35,000
		Reduction Total			1,374,000

**Town of Apex, North Carolina  
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**Approved Position Requests**

Department	Position Title	Request	Annual Personnel Cost	Manager Recomd.	Annual Personnel Cost	Notes
Finance	Inventory & Warehouse Specialist	1	58,998	-	-	
	Customer Service & Billing Supervisor	1	82,333	1	82,333	
	Senior Customer Service Specialist	1	66,702	-	-	
Inspections & Permits	Code Enforcement Officer 1	1	78,894	-	-	
Information Technology	IT Analyst (Project Management)	1	93,712	-	-	
	IT Technician (Help Desk)	1	78,894	1	78,894	Converts 2 existing LSE positions to 1 FTE; approved March 2020
Parks, Rec & Cultural Resources	Maintenance Crew Leader	1	66,702	1	66,702	
	Park Maintenance Worker	1	56,672	1	56,672	
Planning	Planner II - Long Range Transit	1	85,942	1	85,942	
911 Communications	Communications Shift Supervisor	2	145,001	2	145,001	
	Telecommunicator	2	128,016	-	-	
Police	Digital Forensics Technician	1	78,894	-	-	
	Support Services Manager	1	66,702	-	-	
	Records Clerk (PT to FT)	1	64,009	1	64,009	
	Police Lieutenant	1	112,345	-	-	
	Police Captain	1	122,822	-	-	
	Police Officer - Task Force	1	79,313	-	-	
Fire	Systems and Performance Analyst	1	75,620	-	-	
Public Works	Facilities Maintenance Mechanic	1	66,702	-	-	
	Program Support Specialist	1	61,442	-	-	
Water Resources	Environmental Specialist	1	85,942	-	-	
	Sustainability Program Coordinator	1	85,942	1	85,942	
	Sustainability Project Analyst	1	48,261	1	48,261	Full time temporary fellowship through Lead for NC program approved March 2020
Town Clerk's Office	Deputy Town Clerk	1	72,500	1	72,500	
	<b>Subtotal General Fund</b>	<b>26</b>	<b>1,962,364</b>	<b>11</b>	<b>786,258</b>	
Electric	Powerline Forester	1	97,892	-	-	
	<b>Subtotal Electric Fund</b>	<b>1</b>	<b>97,892</b>	<b>-</b>	<b>-</b>	
	<b>Total All Funds</b>	<b>27</b>	<b>2,060,256</b>	<b>11</b>	<b>786,258</b>	

General Government	Salary Grade	FY 2018-2019			FY 2019-2020			FY 2020-2021		
		FT	PT	FTE	FT	PT	FTE	FT	PT	FTE
<b>Town Clerk's Office</b>										
Town Clerk <sub>19</sub>	23	1	-	1	1	-	1	1	-	1
Deputy Town Clerk	19	-	-	-	-	-	-	1	-	1
	<b>Total</b>	<b>1</b>	<b>-</b>	<b>1</b>	<b>1</b>	<b>-</b>	<b>1</b>	<b>2</b>	<b>-</b>	<b>2</b>
<b>Administration</b>										
Town Manager	N/A	1	-	1	1	-	1	1	-	1
Assistant Town Manager	37	2	-	2	2	-	2	2	-	2
Budget & Management Analyst	24	1	-	1	1	-	1	1	-	1
Budget Technician	17	-	-	-	1	-	1	1	-	1
Communications Manager	26	1	-	1	1	-	1	1	-	1
Marketing & Communications Specialist	18	-	-	-	1	-	1	1	-	1
Development Services Supervisor <sub>1</sub>	25	1	-	1	1	-	1	1	-	1
Senior Program Support Specialist <sub>1</sub>	17	1	-	1	1	-	1	1	-	1
Utilities Acquisition Specialist <sub>1</sub>	24	1	-	1	1	-	1	1	-	1
Construction Project Manager	25	1	-	1	1	-	1	1	-	1
	<b>Total</b>	<b>9</b>	<b>-</b>	<b>9</b>	<b>11</b>	<b>-</b>	<b>11</b>	<b>11</b>	<b>-</b>	<b>11</b>
<b>Legal</b>										
Town Attorney	N/A	1	-	1	1	-	1	1	-	1
Assistant Town Attorney	30	2	-	2	2	-	2	2	-	2
Paralegal	18	-	1	0.5625	-	1	0.5625	-	1	0.5625
	<b>Total</b>	<b>3</b>	<b>1</b>	<b>3.5625</b>	<b>3</b>	<b>1</b>	<b>3.5625</b>	<b>3</b>	<b>1</b>	<b>3.5625</b>
<b>Human Resources</b>										
Human Resources Director	34	1	-	1	1	-	1	1	-	1
Human Resources Manager	27	-	-	-	1	-	1	1	-	1
Human Resources Analyst (Senior)	24	1	-	1	1	-	1	1	-	1
Human Resources Specialist <sub>10</sub>	19	1	-	1	1	-	1	1	-	1
Human Resources Technician	17	1	-	1	1	-	1	1	-	1
Safety & Risk Manager	27	1	-	1	1	-	1	1	-	1
	<b>Total</b>	<b>5</b>	<b>-</b>	<b>5</b>	<b>6</b>	<b>-</b>	<b>6</b>	<b>6</b>	<b>-</b>	<b>6</b>
<b>Information Technology</b>										
Information Technology Director	34	1	-	1	1	-	1	1	-	1
Information Technology Client Services Team Lead	29	1	-	1	1	-	1	1	-	1
Senior Information Technology Analyst	27	1	-	1	1	-	1	1	-	1
GIS Administrator <sub>1</sub>	25	-	-	-	-	-	-	-	-	-
Information Technology Analyst	25	3	-	3	3	-	3	3	-	3
Information Technology Specialist <sub>11</sub>	23	3	-	3	3	-	3	3	-	3
Information Technology Technician	21	1	-	1	2	-	2	3	-	3
	<b>Total</b>	<b>10</b>	<b>-</b>	<b>10</b>	<b>11</b>	<b>-</b>	<b>11</b>	<b>12</b>	<b>-</b>	<b>12</b>
<b>Finance</b>										
Finance Director	35	1	-	1	1	-	1	1	-	1
Purchasing & Contracts Manager	25	1	-	1	1	-	1	1	-	1
Customer Service & Billing Manager	25	1	-	1	1	-	1	1	-	1
Accounting Manager <sub>2</sub>	25	1	-	1	1	-	1	1	-	1
Utility Accountant	22	1	-	1	1	-	1	1	-	1
Payroll Specialist	18	1	-	1	1	-	1	1	-	1
Utility Customer Service Specialist	15	3	-	3	3	-	3	3	-	3
Senior Utility Customer Service Specialist	17	4	-	4	4	-	4	4	-	4
Accounting Specialist	18	1	-	1	1	-	1	1	-	1
Accounts Payable Technician	15	1	-	1	1	-	1	1	-	1
Buyer	18	1	-	1	1	-	1	1	-	1
Inventory & Warehouse Specialist	14	2	-	2	2	-	2	2	-	2
Customer Service & Billing Supervisor	22	-	-	-	-	-	-	1	-	1
	<b>Total</b>	<b>18</b>	<b>-</b>	<b>18</b>	<b>18</b>	<b>-</b>	<b>18</b>	<b>19</b>	<b>-</b>	<b>19</b>
<b>Parks, Recreation, &amp; Cultural Resources</b>										
Parks, Recreation & Cultural Resources Director	34	1	-	1	1	-	1	1	-	1
Parks & Greenways Planner	24	1	-	1	1	-	1	1	-	1
Recreation Program Manager	26	1	-	1	1	-	1	1	-	1
Recreation Program Supervisor	22	3	-	3	3	-	3	3	-	3
Recreation Program Specialist	20	1	-	1	1	-	1	1	-	1
Cultural Arts Center Manager	25	1	-	1	1	-	1	1	-	1
Cultural Arts Specialist	21	1	-	1	1	-	1	1	-	1
Parks Operations Manager	25	1	-	1	1	-	1	1	-	1
Parks Operations Supervisor	21	2	-	2	2	-	2	2	-	2
Parks Operations Team Leader	17	4	-	4	5	-	5	6	-	6
Parks Maintenance Worker/Specialist/Senior	13-15	8	-	8	8	-	8	9	-	9
Parks Attendant	11	4	-	4	6	-	6	6	-	6
Facility Maintenance Mechanic	17	-	-	-	-	-	-	-	-	-
Recreation Customer Service Supervisor	20	1	-	1	1	-	1	1	-	1
Recreation Customer Service Specialist	15	3	-	3	3	-	3	3	-	3
Program Support Specialist	15	1	-	1	1	-	1	1	-	1
	<b>Total</b>	<b>33</b>	<b>-</b>	<b>33</b>	<b>36</b>	<b>-</b>	<b>36</b>	<b>38</b>	<b>-</b>	<b>38</b>
<b>Total General Government</b>		<b>79</b>	<b>1</b>	<b>79.56</b>	<b>86</b>	<b>1</b>	<b>86.56</b>	<b>93</b>	<b>1</b>	<b>93.56</b>

Planning, Economic & Development Services	Salary Grade	FY 2018-2019			FY 2019-2020			FY 2020-2021		
		FT	PT	FTE	FT	PT	FTE	FT	PT	FTE
<b>Economic Development</b>										
Economic Development Director	32	1	-	1	1	-	1	1	-	1
Downtown Development Coordinator	23	-	-	-	1	-	1	1	-	1
Marketing & Communications Specialist	18	1	-	1	1	-	1	1	-	1
<b>Total</b>		<b>2</b>	<b>-</b>	<b>2</b>	<b>3</b>	<b>-</b>	<b>3</b>	<b>3</b>	<b>-</b>	<b>3</b>
<b>Planning</b>										
Planning Director	34	1	-	1	1	-	1	1	-	1
Planner Manager	29	2	-	2	2	-	2	2	-	2
Planner/Planner II/Senior Planner	22-26	5	-	5	5	-	5	6	-	6
Zoning Compliance Supervisor	25	1	-	1	1	-	1	1	-	1
Zoning Compliance Officer (Senior, Landscaping)	21-24	4	-	4	4	-	4	4	-	4
GIS Analyst	23	1	-	1	1	-	1	1	-	1
GIS Technician	19	-	-	-	1	-	1	1	-	1
Planning Technician (Lead)	21	1	-	1	1	-	1	1	-	1
Planning Technician	20	2	-	2	2	-	2	2	-	2
Development Specialist/Deputy Town Clerk	22	1	-	1	1	-	1	1	-	1
Administrative Specialist	15	-	-	-	-	-	-	-	-	-
<b>Total</b>		<b>18</b>	<b>-</b>	<b>18</b>	<b>19</b>	<b>-</b>	<b>19</b>	<b>20</b>	<b>-</b>	<b>20</b>
<b>Water Resources</b>										
Water Resources Director	35	1	-	1	1	-	1	1	-	1
Assistant Public Works/Utilities Director	-	-	-	-	-	-	-	-	-	-
Stormwater & Utility Engineering Manager <sub>3</sub>	31	1	-	1	1	-	1	-	-	-
Utilities Engineering Manager	-	-	-	-	-	-	-	1	-	1
Engineer (Professional, Senior, Utility)	27-28	4	-	4	4	-	4	1	-	1
Environmental Engineering Manager <sub>1,6</sub>	31	-	-	-	-	-	-	1	-	1
Environmental Specialist (Lead)	23-24	1	-	1	1	-	1	1	-	1
Utilities Specialist <sub>4</sub>	25	2	-	2	2	-	2	2	-	2
Environmental Technician	21	1	-	1	1	-	1	1	-	1
Water Resources Specialist <sub>5</sub>	25	1	-	1	1	-	1	1	-	1
Water Resources Technician	21	-	-	-	1	-	1	1	-	1
Infrastructure Inspections Supervisor	25	1	-	1	1	-	1	1	-	1
Infrastructure Inspector (Senior)	23-24	5	-	5	6	-	6	6	-	6
Senior Program Support Specialist	17	1	-	1	1	-	1	1	-	1
Sustainability Project Analyst	19	-	-	-	-	-	-	1	-	1
Sustainability Program Coordinator	23	-	-	-	-	-	-	1	-	1
GIS Specialist	21	1	-	1	1	-	1	1	-	1
Utility Locate Technician	15	-	-	-	-	-	-	-	-	-
<b>Total</b>		<b>19</b>	<b>-</b>	<b>19</b>	<b>21</b>	<b>-</b>	<b>21</b>	<b>21</b>	<b>-</b>	<b>21</b>
<b>Inspections &amp; Permits</b>										
Inspections & Permits Director	32	1	-	1	1	-	1	1	-	1
Code Enforcement Supervisor	27	1	-	1	1	-	1	2	-	2
Code Enforcement Officer I, II, III	21-25	12	-	12	12	-	12	13	-	13
Plans & Permits Supervisor	27	1	-	1	1	-	1	1	-	1
Plans Examiner (Senior)	20-25	3	-	3	4	-	4	4	-	4
Permit Specialist	17	3	-	3	3	-	3	3	-	3
<b>Total</b>		<b>21</b>	<b>-</b>	<b>21</b>	<b>22</b>	<b>-</b>	<b>22</b>	<b>24</b>	<b>-</b>	<b>24</b>
<b>Total Planning, Economic &amp; Development Services</b>		<b>60</b>	<b>-</b>	<b>60</b>	<b>65</b>	<b>-</b>	<b>65</b>	<b>68</b>	<b>-</b>	<b>68</b>

Public Safety	Salary Grade	FY 2018-2019			FY 2019-2020			FY 2020-2021		
		FT	PT	FTE	FT	PT	FTE	FT	PT	FTE
<b>Fire</b>										
Fire Chief	35	1	-	1	1	-	1	1	-	1
Assistant Fire Chief	29	2	-	2	2	-	2	2	-	2
Fire Marshal	27	1	-	1	1	-	1	1	-	1
Deputy Fire Marshal	25	1	-	1	1	-	1	1	-	1
Fire Inspector	19	1	-	1	1	-	1	1	-	1
Fire Battalion Chief	27	3	-	3	3	-	3	3	-	3
Fire Training Coordinator	24	1	-	1	2	-	2	2	-	2
Fire Captain	24	3	-	3	3	-	3	3	-	3
Fire Lieutenant	23	15	-	15	18	-	18	18	-	18
Fire Engineer	21	18	-	18	21	-	21	21	-	21
Firefighter, Senior Firefighter	17-18	33	-	33	39	-	39	39	-	39
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 <sub>9</sub>	18	1	-	1	1	-	1	1	-	1
<b>Total</b>		<b>81</b>	<b>1</b>	<b>81.875</b>	<b>94</b>	<b>1</b>	<b>94.875</b>	<b>94</b>	<b>1</b>	<b>94.875</b>
<b>EMS<sub>2</sub></b>										
EMS Chief	31	-	-	-	-	-	-	-	-	-
Paramedic Shift Supervisor	21	-	-	-	-	-	-	-	-	-
EMT (Basic, Intermediate, Paramedic)	15-19	-	-	-	-	-	-	-	-	-
Paramedic 0 FTO	20	-	-	-	-	-	-	-	-	-
Staffing & Logistics Specialist	17	-	-	-	-	-	-	-	-	-
<b>Total</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Police</b>										
Police Chief	35	1	-	1	1	-	1	1	-	1
Deputy Police Chief	31	-	-	-	1	-	1	1	-	1
Police Captain	29	3	-	3	3	-	3	3	-	3
<b>Police (cont.)</b>										
Police Lieutenant	27	3	-	3	3	-	3	3	-	3
Police Sergeant <sub>6</sub>	25	13	-	13	13	-	13	13	-	13
Records and Technology Manager	26	1	-	1	1	-	1	1	-	1
Accreditation Manager	23	-	-	-	1	-	1	1	-	1
Police Corporal	23	7	-	7	7	-	7	7	-	7
Police Officers (PO I, PO II, Master PO, Senior PO)	19-22	65	-	65	67	-	67	68	-	68
Crime Analyst	20	1	-	1	1	-	1	1	-	1
Information Technology Technician	21	1	-	1	1	-	1	1	-	1
Victim Advocate	21	1	-	1	1	-	1	1	-	1
Evidence Technician/Quartermaster	16	1	-	1	1	-	1	1	-	1
Administrative Coordinator <sub>14</sub>	18	1	-	1	1	-	1	1	-	1
Police Records Clerk	16	1	1	1.625	2	1	2.625	3	-	3
<b>Total</b>		<b>99</b>	<b>1</b>	<b>99.625</b>	<b>104</b>	<b>1</b>	<b>104.625</b>	<b>106</b>	<b>-</b>	<b>106</b>
<b>Emergency Communications</b>										
Communications Manager	26	1	-	1	1	-	1	1	-	1
Communications Shift Supervisor <sub>7</sub>	19	2	-	2	2	-	2	4	-	4
Telecommunicator (I, II, Senior)	16-18	8	-	8	8	-	8	8	-	8
<b>Total</b>		<b>11</b>	<b>-</b>	<b>11</b>	<b>11</b>	<b>-</b>	<b>11</b>	<b>13</b>	<b>-</b>	<b>13</b>
<b>Total Public Safety</b>		<b>191</b>	<b>2</b>	<b>192.50</b>	<b>209</b>	<b>2</b>	<b>210.50</b>	<b>213</b>	<b>1</b>	<b>213.88</b>

Public Works	Salary Grade	FY 2018-2019			FY 2019-2020			FY 2020-2021		
		FT	PT	FTE	FT	PT	FTE	FT	PT	FTE
<b>Facility &amp; Fleet Services</b>										
Facility & Fleet Services Director	32	-	-	-	-	-	-	-	-	-
Facilities & Grounds Supervisor	25	-	-	-	1	-	1	1	-	1
Fleet Services Supervisor	22	1	-	1	1	-	1	1	-	1
Facility Services Supervisor	23	1	-	1	1	-	1	1	-	1
Fleet Services Mechanic/ Sr. Mechanic	17-18	4	-	4	4	-	4	4	-	4
Facility Maintenance Mechanic/ Sr. Mechanic	17	3	-	3	3	-	3	3	-	3
Grounds Maintenance Crew Field Supervisor <sub>17</sub>	17	1	-	1	1	-	1	1	-	1
Grounds Maintenance Technician <sub>17</sub>	13	3	-	3	3	-	3	3	-	3
<b>Total</b>		<b>14</b>	<b>-</b>	<b>14</b>	<b>14</b>	<b>-</b>	<b>14</b>	<b>14</b>	<b>-</b>	<b>14</b>
<b>Public Works &amp; Transportation</b>										
Public Works & Transportation Director <sub>1</sub>	35	1	-	1	1	-	1	1	-	1
Engineering Supervisor	29	1	-	1	1	-	1	1	-	1
Senior Engineer	28	1	-	1	1	-	1	1	-	1
Professional Engineer	27	1	-	1	1	-	1	1	-	1
Engineering Projects Coordinator	24	1	-	1	1	-	1	1	-	1
Engineering Technician	22	1	-	1	1	-	1	1	-	1
Public Works Operations Support Specialist	21	1	-	1	1	-	1	1	-	1
Senior Program Support Specialist	17	-	-	-	-	-	-	-	-	-
Program Support Specialist <sub>18</sub>	15	1	-	1	1	-	1	1	-	1
Public Works Data Operations Technician <sub>13</sub>	18	1	-	1	1	-	1	1	-	1
<b>Total</b>		<b>9</b>	<b>-</b>	<b>9</b>	<b>9</b>	<b>-</b>	<b>9</b>	<b>9</b>	<b>-</b>	<b>9</b>
<b>Streets</b>										
Public Works Operations Manager	29	1	-	1	1	-	1	1	-	1
Street Maintenance Worker (all Levels)	13-15	8	-	8	9	-	9	9	-	9
Street Maintenance Supervisor	23	1	-	1	1	-	1	1	-	1
Heavy Equipment Operator	17	2	-	2	2	-	2	2	-	2
Street Crew Field Supervisor	19	1	-	1	1	-	1	1	-	1
Street Signs Worker/Technician	15-16	2	-	2	2	-	2	2	-	2
<b>Total</b>		<b>15</b>	<b>-</b>	<b>15</b>	<b>16</b>	<b>-</b>	<b>16</b>	<b>16</b>	<b>-</b>	<b>16</b>
<b>Solid Waste Services</b>										
Solid Waste Supervisor	22	1	-	1	1	-	1	1	-	1
Solid Waste Equipment Operator (I, Senior)	15-16	11	-	11	12	-	12	12	-	12
General Maintenance Worker (I,II)	11-12	4	-	4	5	-	5	5	-	5
<b>Total</b>		<b>16</b>	<b>-</b>	<b>16</b>	<b>18</b>	<b>-</b>	<b>18</b>	<b>18</b>	<b>-</b>	<b>18</b>
<b>Total Public Works</b>		<b>53</b>	<b>-</b>	<b>53</b>	<b>57</b>	<b>-</b>	<b>57</b>	<b>57</b>	<b>-</b>	<b>57</b>

Public Utilities	Salary Grade	FY 2018-2019			FY 2019-2020			FY 2020-2021		
		FT	PT	FTE	FT	PT	FTE	FT	PT	FTE
<b>Electric</b>										
Electric Utilities Director	34	1	-	1	1	-	1	1	-	1
Senior Electrical Projects Manager	30	-	-	-	-	-	-	-	-	-
Electric Operations Supervisor	27	1	-	1	1	-	1	1	-	1
Electric Technical Services Manager	27	1	-	1	1	-	1	1	-	1
Electric Training & Safety Specialist	24	-	-	-	1	-	1	1	-	1
Electric Crew Field Supervisor	24	4	-	4	4	-	4	4	-	4
Electric Line Technician (I,II or Senior)	17-20	15	-	15	15	-	15	15	-	15
Electric Technical Services Specialist (Senior)	20-22	2	-	2	2	-	2	2	-	2
Electric Engineering Technician	21	1	-	1	1	-	1	1	-	1
Powerline Arborist (Trainee)	22	2	-	2	2	-	2	2	-	2
Powerline Right-of-way Technician	16	4	-	4	4	-	4	4	-	4
Program Support Specialist	15	-	-	-	-	1	0.875	-	1	0.750
Utility Locate Technician	15	4	-	4	4	-	4	4	-	4
Electric Programs & Technology Coordinator	19	1	-	1	1	-	1	1	-	1
<b>Total Electric Fund</b>	<b>Total</b>	<b>36</b>	<b>-</b>	<b>36</b>	<b>37</b>	<b>1</b>	<b>37.875</b>	<b>37</b>	<b>1</b>	<b>37.750</b>
<b>Water &amp; Sewer Administration (Water Resources)</b>										
Engineer (Professional, Senior, Utility)	27/28	-	-	-	-	-	-	2	-	2
Program Support Specialist	15	1	-	1	1	-	1	1	-	1
<b>Total</b>	<b>Total</b>	<b>1</b>	<b>-</b>	<b>1</b>	<b>1</b>	<b>-</b>	<b>1</b>	<b>3</b>	<b>-</b>	<b>3</b>
<b>Water Maintenance</b>										
Utilities Operations Manager	29	1	-	1	1	-	1	1	-	1
Water Resources Program Coordinator	18	1	-	1	1	-	1	1	-	1
Utility Maintenance Supervisor	21	1	-	1	1	-	1	1	-	1
Water Quality Supervisor	24	1	-	1	1	-	1	1	-	1
Utility Crew Leader	19	1	-	1	1	-	1	1	-	1
Utility Field Supervisor	19	-	-	-	1	-	1	1	-	1
Heavy Equipment Operator	17	2	-	2	2	-	2	2	-	2
Utility Maintenance Worker/Technician (all Levels)	13-16	11	-	11	12	-	12	12	-	12
Meter Services Supervisor <sub>1,2</sub>	19	1	-	1	1	-	1	1	-	1
Senior Meter Technician <sub>1,2</sub>	15	1	-	1	1	-	1	1	-	1
Meter Technician <sub>1,2</sub>	14	2	-	2	2	-	2	2	-	2
<b>Total</b>	<b>Total</b>	<b>22</b>	<b>-</b>	<b>22</b>	<b>24</b>	<b>-</b>	<b>24</b>	<b>24</b>	<b>-</b>	<b>24</b>
<b>Sewer Treatment</b>										
Water Reclamation Facility Manager	29	1	-	1	1	-	1	1	-	1
Laboratory Supervisor	22	-	1	0.875	-	1	0.875	-	1	0.875
WRF - Team Leader	21	2	-	2	2	-	2	2	-	2
WRF Operator III / Electrical Specialist	21	1	-	1	1	-	1	1	-	1
WRF Operator / Mechanic I,II,III	18-20	2	-	2	2	-	2	2	-	2
Laboratory Analyst (I, Senior)	17-18	1	-	1	1	-	1	1	-	1
<b>Total</b>	<b>Total</b>	<b>7</b>	<b>1</b>	<b>7.875</b>	<b>7</b>	<b>1</b>	<b>7.875</b>	<b>7</b>	<b>1</b>	<b>7.875</b>
<b>Sewer Maintenance</b>										
Collections Systems Supervisor	24	1	-	1	1	-	1	1	-	1
Pump Maintenance Supervisor	23	1	-	1	1	-	1	1	-	1
Pump Maintenance Mechanic	18	3	-	3	3	-	3	3	-	3
Utility Field Supervisor	19	1	-	1	1	-	1	1	-	1
Utility Maintenance Worker/Technician (all Levels)	13-16	7	-	7	7	-	7	7	-	7
Heavy Equipment Operator	17	-	-	-	-	-	-	-	-	-
<b>Total</b>	<b>Total</b>	<b>13</b>	<b>-</b>	<b>13</b>	<b>13</b>	<b>-</b>	<b>13</b>	<b>13</b>	<b>-</b>	<b>13</b>
<b>Total Water &amp; Sewer Fund</b>		<b>43</b>	<b>1</b>	<b>43.88</b>	<b>45</b>	<b>1</b>	<b>45.88</b>	<b>47</b>	<b>1</b>	<b>47.875</b>
<b>Total Public Utilities</b>		<b>79</b>	<b>1</b>	<b>79.88</b>	<b>82</b>	<b>2</b>	<b>83.75</b>	<b>84</b>	<b>2</b>	<b>85.63</b>

Total Funds	FY 2018-2019			FY 2019-2020			FY 2020-2021		
	FT	PT	FTE	FT	PT	FTE	FT	PT	FTE
Total General Fund	383	3	385.06	417	3	419.06	431	2	432.44
Total Electric Fund	36	-	36.00	37	1	37.88	37	1	37.75
Total Water & Sewer Fund	43	1	43.88	45	1	45.88	47	1	47.88
<b>Total All Funds</b>	<b>462</b>	<b>4</b>	<b>464.94</b>	<b>499</b>	<b>5</b>	<b>502.81</b>	<b>515</b>	<b>4</b>	<b>518.06</b>

Position Notes:

- <sup>1</sup> Positions were previously housed under Construction Management department; Positions moved as a result of an organizational restructure in August 2016.
- <sup>2</sup> Position title change from Accounting Technician to Accounting Manager in FY 2014-2015 was a result of reclassification & not creation of a new position.
- <sup>3</sup> Position title change from Environmental Programs Manager to Stormwater & Utility Engineering Manager occurred in FY 2016-2017
- <sup>4</sup> The Utilities Project Coordinator was retitled in FY 2016-2017. An existing Environmental Specialist position was reclassified to Utilities Specialist in FY 2017-2018.
- <sup>5</sup> Pretreatment Coordinator (previously under Sewer Treatment) was retitled Water Resources Specialist in FY 2016-2017
- <sup>6</sup> Change in FY 2017-2018 is the result of reclassifying one corporal position & adding a new sergeant position.
- <sup>7</sup> 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.
- <sup>8</sup> Reduction of EMS staffing is a reflection of the merger between Wake County EMS & Apex EMS.
- <sup>9</sup> The Administrative Logistics Coordinator position is the result of a transfer of the Staffing & Logistics Specialist position from the EMS Department in 2018.
- <sup>10</sup> Change was the result of reclassification in FY 2018-2019 & not creation of a new position.
- <sup>11</sup> GIS Administrator moved from Construction Management as a result of an organizational restructure in 2016; position reclassified to IT Specialist in 2018.
- <sup>12</sup> Positions restructured under Water Maintenance from Finance in 2018
- <sup>13</sup> Reclassification of Senior Administrative Specialist in 2018
- <sup>14</sup> Reclassification of Senior Program Support Specialist in 2019
- <sup>15</sup> Reclassification of Stormwater & Utility Engineering Manager in 2020
- <sup>16</sup> Reclassification of Senior Engineer in 2020
- <sup>17</sup> Position restructured from Street Right of Way in Streets to Grounds Maintenance in Facilities in 2020
- <sup>18</sup> Position restructured under Public Works & Transportation from Facility/Fleet in 2020
- <sup>19</sup> Position restructured under new department, Town Clerk's Office, from Administration in 2020

# Glossary



## Glossary

**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.

**Bond Referendum:** is a voting process that gives voters the power to decide if a municipality should be authorized to raise funds through the sale of bonds.

**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.

**Capital Reserve Fund:** permits the district to set aside money for future construction projects and major purchases.

**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.

**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.

**Limited Service Employee (LSE):** An employee appointed to a position for which either the average work week required by the Town over the course of a year is less than 20 hours, or continuous employment required by the Town is less than 1000 hours per year.

**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.

**Ordinance:** a piece of legislation enacted by a municipal authority.

**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 is estimated to produce revenue for the next fiscal year equal to the revenue that would have been produced for the next fiscal year by the current tax rate if no reappraisal had occurred. The revenue-neutral rate is calculated as follows: 1) Determine a rate that would produce revenues equal to those produced for the current fiscal year, 2) Increase the rate by a growth factor equal to the average annual percentage increase in the tax base due to improvements since the last general reappraisal, and 3) Adjust the rate to account for an annexation, de-annexation, merger, or similar events.



**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 Acronyms

<b>ACR</b>	Annual Contribution Rate	<b>LGC</b>	Local Government Commission
<b>AMI</b>	Advanced Metering Infrastructure	<b>LSE</b>	Limited Service Employee
<b>APA</b>	American Planning Association	<b>LWCF</b>	Land and Water Conservation Fund
<b>CAD</b>	Computer Aided Dispatch	<b>MGD</b>	Millions of Gallons per Day
<b>CAFR</b>	Comprehensive Annual Financial Report	<b>N/A</b>	Not Applicable
<b>CALEA</b>	Commission on Accreditation for Law Enforcement Agencies	<b>NC</b>	North Carolina
<b>CATV</b>	Community Access Television	<b>NCCMA</b>	North Carolina City/County Management Association
<b>CDBG</b>	Community Development Block Grant	<b>NCCMT</b>	North Carolina Capital Management Trust
<b>CIP</b>	Capital Improvement Plan	<b>NCDEQ</b>	North Carolina Department of Environment Quality
<b>CO</b>	Certificate of Occupancy	<b>NCDOT</b>	North Carolina Department of Transportation
<b>EEO</b>	Equal Employment Opportunity	<b>NCDMV</b>	North Carolina Division of Motor Vehicles
<b>EO</b>	Executive Order	<b>NCDWQ</b>	North Carolina Division of Water Quality
<b>EPA</b>	Environmental Protection Agency	<b>NCLM</b>	North Carolina League of Municipalities
<b>ERP</b>	Enterprise Resource Planning	<b>NFPA</b>	National Fire Protection Agency
<b>ETJ</b>	Extra Territorial Jurisdiction	<b>NPDES</b>	National Pollutant Discharge Elimination System
<b>FEMA</b>	Federal Emergency Management Administration	<b>OPEB</b>	Other Post-Employment Benefits
<b>FT</b>	Full-time	<b>OSHA</b>	Occupational Safety and Health Act
<b>FTE</b>	Full-time Equivalent	<b>PIL</b>	Payment in Lieu
<b>FY</b>	Fiscal Year	<b>PIO</b>	Public Information Officer
<b>GAAP</b>	Generally Accepted Accounting Principles	<b>PO</b>	Purchase Order
<b>GASB</b>	Government Accounting Standards Board	<b>PT</b>	Part-time
<b>GFOA</b>	Government Finance Officers Association	<b>RCA</b>	Resources Conservation Act
<b>GO Bonds</b>	General Obligation Bonds	<b>RFP</b>	Request For Proposals
<b>GIS</b>	Geographic Information Systems	<b>SCADA</b>	Supervisory Control and Data Acquisition
<b>GS / N.C.G.S.</b>	General Statutes / North Carolina General Statutes	<b>SCM</b>	Stormwater Control Measure
<b>ICMA</b>	International City/County Management Association	<b>TIA</b>	Traffic Impact Analysis
<b>IP</b>	Instalment Purchase	<b>TIF</b>	Tax Increment Financing
<b>IT</b>	Information Technology	<b>TIP</b>	Transportation Improvement Program
<b>LAPP</b>	Locally Administered Projects Program	<b>TP</b>	Transportation Plan
<b>LEO</b>	Law Enforcement Officer	<b>UDO</b>	Unified Development Ordinance
<b>LGBFCA</b>	Local Government Budget and Fiscal Control Act		





# Capital Improvement Plan

## **FISCAL YEAR 2021 - 2025**

**Town of Apex, North Carolina**  
**FY 2020 – 2021 Annual Budget**

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**Capital Improvement Plan Message**

Dear Mayor Gilbert and Apex Town Council:

I am pleased to present the Recommended FY2020-2021 Capital Improvement Plan (CIP) for your review and consideration. The Town's CIP represents a guide for maintenance and acquisition of capital assets. The CIP is an important management tool, as it evaluates the effects of capital costs on the Town's operating budget and the Town's financial standing in terms of debt burden and capacity. The entire CIP is not an adopted budget. Only the first year of the CIP (FY20-21) will become part of the Town's annual budget document, once approved. The CIP is a dynamic planning tool, as it is evaluated annually and adjusted according to Town Council's goals and financial considerations. Town Council will find that the proposed capital improvement plan addresses Council's goals with projects focusing on high performing government, a healthy and engaged community, environmental leadership and responsible development, economic vitality, and a safe community and reliable infrastructure.

**FY20-21 CIP Overview**

The Recommended FY20-21 CIP includes 32 projects totaling \$48,991,450 for the General Fund, Electric Fund, and Water and Sewer Fund. Twenty capital projects in the General Fund total \$42,003,000. Parks and Recreation and Transportation elements represent the greatest portion of the General Fund CIP. Parks and Recreation projects total \$10.31 million including the final phases of Pleasant Park (\$5.75 million), the Beaver Creek Greenway (\$2.44 million), and the Middle Creek Greenway (2.13 million). All three projects are at least partially funded by the 2017 bonds. Transportation projects total \$30.9 million, with the largest project being the Apex Peakway Southwest Connector for \$25 million followed by \$1.82 million for annual pavement management. Other capital projects totaling \$791,000 include mechanical upgrades at the police department and the Halle Cultural Arts Center, design work for the Tunstall House renovations, fiber expansion, and a leaf truck replacement.

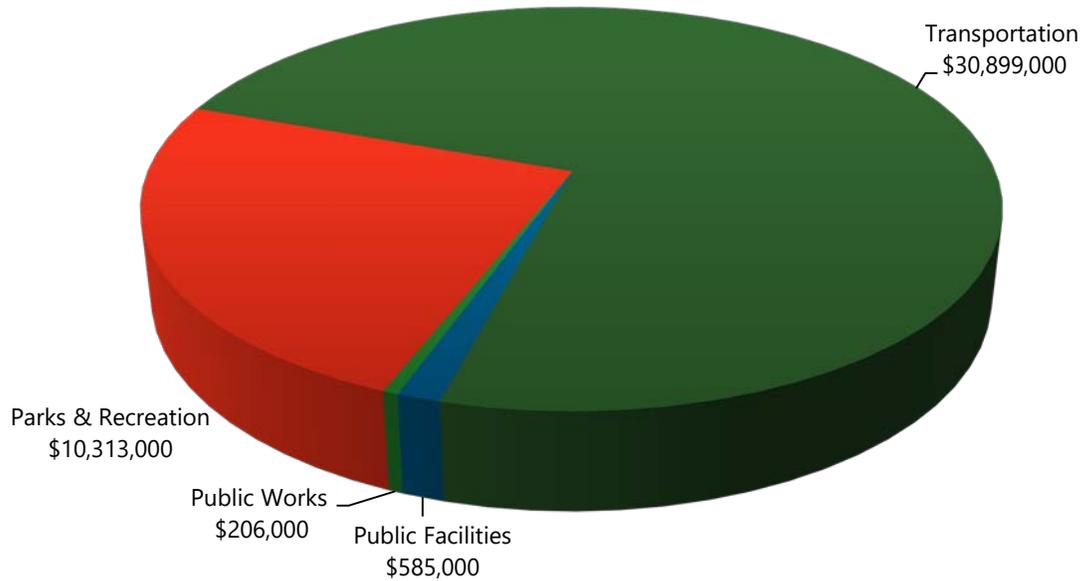
The FY20-21 CIP for the Electric Fund consists of three projects totaling \$1,360,450. The three projects include upgrades to the Laura Duncan Substation (\$575,000), the final stages of the new Electric Office Facility (\$550,000), and a replacement bucket truck (\$235,450).

Water and Sewer Fund projects total \$5,628,000 for nine projects. The highest cost is associated with the Town's cost share projects with the Town of Cary for water and sewer, totaling \$1.34 million. Water and sewer line rehab projects for Lawrence Crossing and Salem Street amount to \$775,000, and miscellaneous water main connections constitute \$650,000. The Town will also begin design work for a new 1.5-million gallon elevated water tank in FY20-21. The CIP includes \$850,000 for the initial design and engineering. Over the past few years, the CIP for the Water and Sewer Fund has been consistent, averaging around \$6 million each year. The financial stability of the fund combined with system development fees and consistent capital project programming has enabled the Town to undertake water and sewer capital projects without any debt financing. Significant sewer projects included in the 5-year CIP, however, will likely require the Town to consider financing options within the next three years.

The complete 5-year CIP represents projects totaling \$178.49 million for the General Fund, Electric Fund, and Water and Sewer Fund combined.



## General Fund CIP Projects by Element FY20-21



### Financial Impact

Debt burden and capacity ratios remain within acceptable levels for FY20-21 for all funds. The General Fund net debt service to expenditures is 10.20 percent, the Electric Fund is 2.84 percent, and the Water and Sewer percentage is 17.41. This indicates the Town's debt is a small percentage of its overall expenditures and within an acceptable range. The General Fund net debt per assessed valuation of .814 percent remains well below the policy maximum of 2.5 percent, and the 10-year principal payout ratio will be 71.67 as of FY20-21.

**General Fund Fiscal Indicators and Key Debt Ratios**

	Target	Projected
Net debt service to expenditures	<12%	10.20%
Net debt per assessed valuation	<2.5%	0.814%
10-year Principal Payout	>55%	71.67%

Balancing capital needs with services and other priorities can place a significant strain on town revenues. The CIP indicates that capital projects will have a minimal effect on the General Fund operating budget in FY20-21, but it does indicate a significant impact in future years due to larger projects. Specifically, the planned construction (relocation) of Public Safety Station 3 in FY21-22 and the completion of Pleasant Park will require increases in personnel, maintenance, and other operating expenses. These projects will add nearly \$700,000 annually to the General Fund operating budget. The potential impact on the tax rate is of concern when prioritizing capital projects and operating costs. The CIP includes a tax rate impact analysis to evaluate the potential effects of capital projects on the overall budget over the next five years. Other revenues from fees and grants can help diminish the potential impact on the tax rate.



## Economic Conditions and COVID-19 Pandemic

The full extent of the COVID-19 pandemic's effect on the economy is unknown but there will certainly be an impact on the Town. The economic disruption necessitated a reduction in spending for the last quarter of FY19-20 due to projected shortfalls in revenue. The financial impact of COVID-19 will stretch into FY20-21, and the expected contraction in the economy will result in decreases in revenue growth, especially in sales tax and fees associated with new development. Sales tax revenues represent the Town's second largest revenue source at 17.3 percent of the General Fund and could experience between a 15 and 20 percent decrease from FY19-20. The Town's growth and significant gains in assessed value from the 2020 Wake County revaluation will temper some of the overall adverse effects on revenues caused by the COVID-19 recession. Estimates for all other revenues indicate a collective decrease between -8.96 percent and -11.24 percent.

These economic impacts influence projections in the CIP by reducing revenue growth rates, which potentially increases projected funding gaps and may require deferment of some capital projects. For FY20-21, the decrease in projected revenues required the police rescue vehicle, a fire engine, a chipper truck, and Eva Perry Library improvements to be removed from the proposed FY20-21 Budget and placed in year two of the CIP. Staff will evaluate revenue trends after each quarter in the new fiscal year to determine if each of these capital items can be reinserted into the FY20-21 Budget. Additionally, the decrease in revenues makes grant funding even more relevant for some projects. The Town has applied for and is waiting on responses for significant grants for the Peakway Southwest Connector and for the final stages of Pleasant Park. If the Town is unable to secure these grant funds, the projects will likely need to be delayed, especially during an economic recession.

In summary, the proposed FY20-21 CIP includes 20 projects in the General Fund, three in the Electric Fund, and nine in the Water and Sewer Fund totaling \$48,991,450. The CIP addresses concerns related to debt management and the effects on the operating budget, and the capital projects address town needs while adhering to the Town Council's goals. In response to the current recession brought on by the COVID-19 pandemic, the CIP includes reduced revenue projections and subsequent adjustments to when capital projects are likely to be funded. If implemented, the CIP will provide the Town with a plan to maintain and acquire capital assets that improve the Town's ability provide exceptional services as well as provide the foundation for the Town's future.

Respectfully submitted,

Shawn Purvis  
Assistant Town Manager



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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, Advance Apex: The 2045 Transportation Plan, the Downtown Master Plan, 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 a 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 on 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 subsequently guide 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 and 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 as 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 roadways, improvements to existing roadways, sidewalks, bicycle and pedestrian facilities, transit projects, and railroad crossing improvements. Implementation of Advance Apex: The 2045 Transportation Plan, Bike Apex, and the Downtown Master Plan and Parking Study are 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 911 Communications). 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 & 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, Stormwater Control Measure (SCM) 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, major maintenance of infrastructure, and the 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, major maintenance of infrastructure, and the 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 revenues are used to fund Town operations and may be used to fund capital projects such as facility improvements, transportation system 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, 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 water/sewer 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.

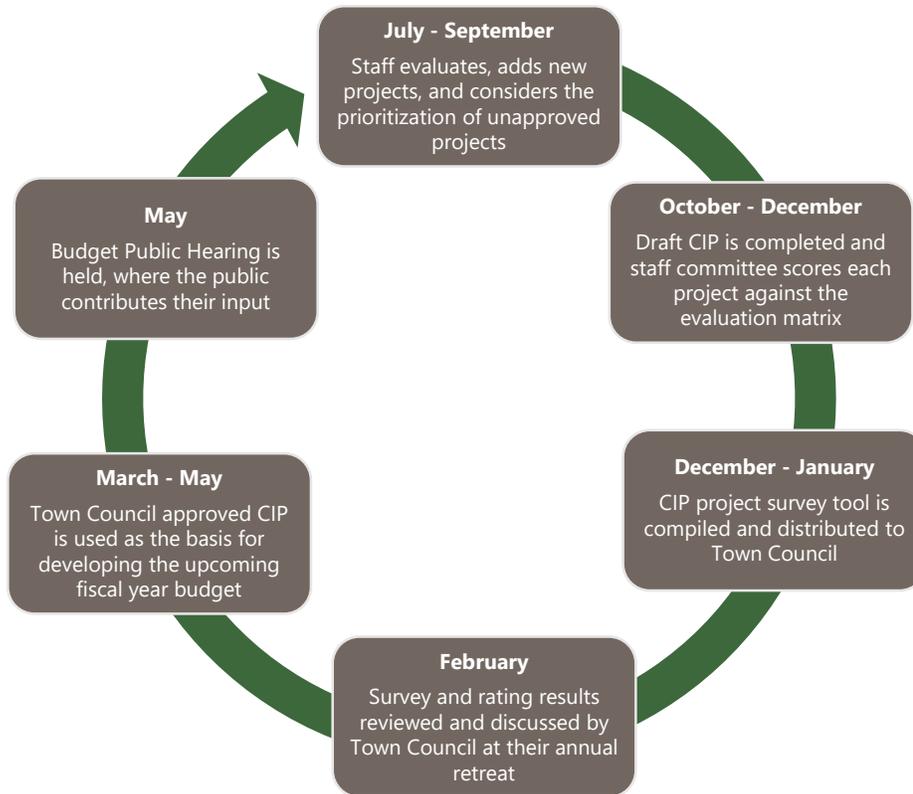
Debt Financing: For debt financing, the Town uses several types of debt mechanisms, including general obligation bonds, revenue bonds, and traditional lease-purchase or installment financing. The mechanism selected varies depending on the level of funding needed, the term of the need, and current debt 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.

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/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 on the previous page, 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. 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 mid-October of each year.

Following an evaluation of current projects and needs, new projects are proposed to the 5-year plan. Using these proposals alongside pre-existing projects, a selection of senior staff representing the various departments are tasked with using an evaluation matrix to score the projects across eight categories, including public health and safety, legal mandates (as illustrated in the table to the right), economic development capacity, funding/budget impact, and other technical factors.

Legal Mandate	
* Select all that apply	Points Possible
Project mandated by State and/or	10 points
Project mandated by Town Council	7 points
Project mandated by legal settlement, contractual obligation or regulation	5 points
Project corrects a violation of Town or State code that would result in fines	2 points
Not Applicable	0 points

In preparation for the Town Council Annual Retreat in February, the Mayor and Town Council Members are provided with a survey tool to rate a selection of General Fund projects. The ranking excludes projects that are considered necessary for operations, such as replacement leaf trucks and radio replacements for public safety. While the staff ratings focused on technical factors, the Mayor and Town Council evaluate the projects in terms of how well they addressed each of the Town Council's five strategic goals:

*High Performing Government: We will deliver exceptional, responsive, and effective services by attracting and empowering a knowledgeable and diverse workforce that values transparency, financial stewardship, and collaboration with community, regional, and state partners.*



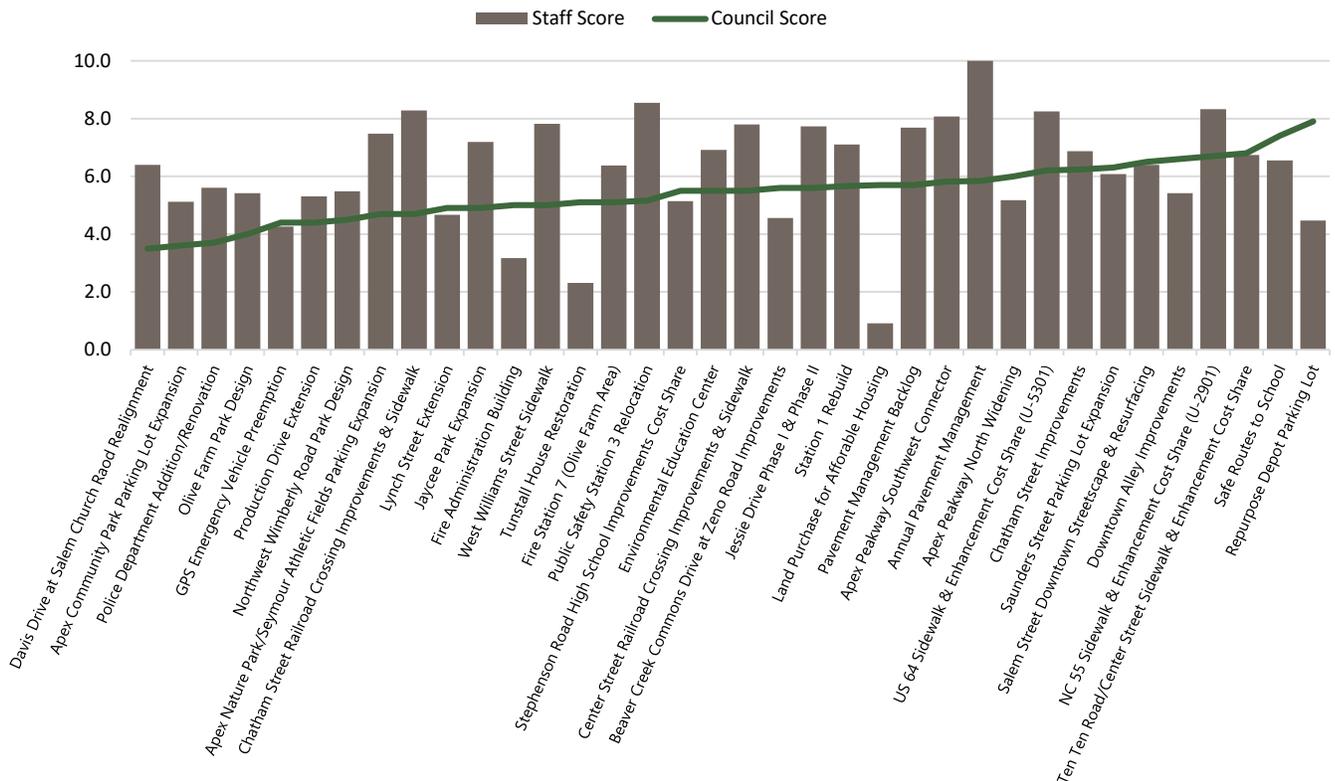
*Healthy & Engaged Community: We will promote the overall well-being of our residents and visitors with welcoming public spaces and high quality recreational facilities and cultural activities, and forge meaningful connections that fulfill a range of our community's needs.*

*Environmental Leadership & Responsible Development: We will plan our built environment in a way that respects and preserves natural resources and the small town character of our community.*

*Economic Vitality: We will leverage partnerships to create a supportive environment for current businesses, and form relationships that foster new and continued economic opportunities in Apex.*

*Safe Community & Reliable Infrastructure: We will ensure safe neighborhoods through proactive, professional, and engaged public safety services, and maintain reliable transportation and utility infrastructure.*

Using these responses, staff ratings are averaged across response categories and summed to provide a score for each proposal. Similarly, the responses from the Mayor and Town Council members for each proposal are averaged by goal and summed, with the totals being used to create an index scale. A comparison of the average scores shows that there was limited agreement (27.7 percent) in terms of each proposal's relative importance in the chart below.



Using the average score of the Mayor and Town Council's responses and a measure of dispersion (standard deviation), the results are then used to assign projects into quartiles based on average ranking and agreement. This helps illustrate projects where the Town Council is in agreement on ranking (high or low) and is used as the basis for further discussion on projects that have higher than average disagreement.



1st Quartile - Above Average Score, Above Average Agreement	2nd Quartile - Above Average Score, Below Average Agreement
Apex Peakway North Widening Apex Peakway Southwest Connector Downtown Alley Improvements NC 55 Sidewalk & Enhancement Cost Share (U-2901) Repurpose Depot Parking Lot Safe Routes to School Salem Street Downtown Streetscape & Resurfacing Saunders Street Parking Lot Expansion Station 1 Rebuild Ten Ten Road/Center Street Sidewalk & Enhancement Cost Share	Annual Pavement Management Beaver Creek Commons Drive at Zeno Road Improvements Center Street Railroad Crossing Improvements & Sidewalk Chatham Street Improvements Environmental Education Center Jessie Drive Phase I & Phase II Land Purchase for Affordable Housing Pavement Management Backlog Stephenson Road High School Improvements Cost Share US 64 Sidewalk & Enhancement Cost Share (U-5301)
3rd Quartile - Below Average Score, Below Average Agreement	4th Quartile - Below Average Score, Above Average Agreement
Davis Drive at Salem Church Road Realignment Fire Administration Building GPS Emergency Vehicle Preemption Jaycee Park Expansion Lynch Street Extension Police Department Addition/Renovation Public Safety Station 3 Relocation West Williams Street Sidewalk	Apex Community Park Parking Expansion Apex Nature Park / Seymour Athletic Fields Parking Expansion Chatham Street Railroad Crossing Improvements & Sidewalk Fire Station 7 Northwest Wimberly Road Park Design Olive Farm Park Design Production Drive Extension Tunstall House Restoration

The chart above reflects the project distribution. 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 focuses discussion on many of these projects in the 2<sup>nd</sup> and 3<sup>rd</sup> quartiles.

Following Town Council input and approval, 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.

### **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 the 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**

The following sections represent a description of the projects submitted, by element, for the five year planning timeframe under consideration. Each element begins with a brief description of what types of projects are funded and 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 from one or more of the 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 large part by ad valorem taxes, along with sales taxes, utility taxes, and other similar revenues.

The types of capital projects that qualify for this fund include facility improvements, transportation system 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 Facilities*



*Public Works &  
Environmental  
Services*





## Transportation Element Projects

**Projects Funded:** Construction of new roadways, improvements to existing roadways, sidewalks, bicycle and pedestrian facilities, transit projects, and railroad crossing improvements.

**Peak Plan 2030 Recommendation:** Implementation of Advance Apex: The 2045 Transportation Plan, Bike Apex, and the Downtown Master Plan and Parking Study are funded in this element.

*Transportation infrastructure, like the Peakway shown on the right, has a long lasting effect on the quality of life in Apex. It provides easier access to all areas of Town and helps 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 and the estimated cost of the project in each fiscal year in the plan. Section 6 of this document contains detailed information regarding the proposed funding source for each individual project.

Transportation	FY20-21	FY21-22	FY22-23	FY23-24	FY24-25	Future Years	Total Capital Cost
Annual Miscellaneous Drainage Improvements	100,000	100,000	100,000	100,000	100,000	100,000	600,000
Annual Miscellaneous Road & Sidewalk Improvements	200,000	200,000	200,000	200,000	200,000	200,000	1,200,000
Annual Pavement Management	1,821,000	1,871,000	1,950,000	2,025,000	2,100,000	2,200,000	11,967,000
Apex Peakway Southwest Connector	25,000,000						25,000,000
Beaver Creek Commons Drive at Zeno Road Improvements	500,000						500,000
Chatham Street Improvements	953,000						953,000
Downtown Alley Improvements	250,000	250,000					500,000
GoApex Route 1	630,000						630,000
Richardson Road Mitigation	570,000						570,000
Safe Routes to School	525,000	565,000	610,000	570,000	460,000		2,730,000
Salem Street Downtown Streetscape & Resurfacing	300,000		2,500,000				2,800,000
Saunders Street Parking Lot Expansion	50,000	1,200,000					1,250,000
GPS Emergency Vehicle Preemption		260,000	160,000	160,000	160,000		740,000
Pavement Management Backlog		5,000,000	5,000,000				10,000,000
Production Drive Extension		400,000	4,000,000				4,400,000
Jessie Drive Phase I & Phase II			7,500,000	1,500,000		12,000,000	21,000,000
Center Street Railroad Crossing Improvements & Sidewalk				100,000	700,000		800,000
Chatham Street Railroad Crossing Improvements & Sidewalk				100,000	700,000		800,000
Lynch Street Extension				550,000			550,000
Stephenson Road High School Improvements Cost Share			1,000,000				1,000,000
West Williams Street Sidewalk				70,000	500,000		570,000
Davis Drive at Salem Church Road Realignment					500,000	6,000,000	6,500,000
NC 55 Sidewalk & Enhancement Cost Share (U-2901)					2,000,000		2,000,000
US 64 Sidewalk & Enhancement Cost Share (U-5301)					2,000,000		2,000,000
Apex Peakway North Widening						5,000,000	5,000,000
Ten Ten Road/Center Street Sidewalk & Enhancement Cost Share						2,000,000	2,000,000
<b>Element Total</b>	<b>30,899,000</b>	<b>9,846,000</b>	<b>22,020,000</b>	<b>6,375,000</b>	<b>9,420,000</b>	<b>27,500,000</b>	<b>106,060,000</b>





## Continuous Projects

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### 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 funding for this program, we would have to delay and bundle small projects while seeking a funding source, in some cases for a year or longer. Delaying response could adversely impact private property.

### Annual Miscellaneous Road & Sidewalk Improvements

\$200,000  
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 Pavement Management

\$1,821,000+  
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 focuses on deficiencies in pavement condition throughout Apex, addressing 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.

## FY 2020-21

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### Apex Peakway Southwest Connector

\$25,000,000

This project completes a gap in the Apex Peakway, bridging over South Salem Street and the CSX S-Line with a four-lane bridge to connect the existing sections of Peakway north and south over the railroad tracks. The existing intersection at South Salem Street will be relocated to a new a four-lane loop road connector. Sidewalks will be connected along Apex Peakway on both sides of the bridge, both sides of the new loop road, and along the north side of South Salem Street. The interior of the loop provides an opportunity for a public park. Metal poles and mast arm traffic signals will be installed at both ends of the loop road and at the intersection with James Street. Decorative treatments including brick facing will be used to improve the appearance of the bridge and walls. This project was previously programmed for \$5 million in construction funds. Since 2015, substantial increases in estimated cost due to expanded scope and dramatic inflation in the construction market require reprioritization subject to new funding sources. Final design and property acquisition will be complete in 2020. Without it, the Peakway will still have a gap west of NC 55, forcing traffic to use other existing routes including NC 55, Olive Chapel Road, South Salem Street, Tingen Road, and James Street while leaving the sidewalk network incomplete.





### Beaver Creek Commons Drive at Zeno Road Improvements

\$500,000

This project includes extending a second eastbound lane along Beaver Creek Commons Drive from the bus lane to Zeno Road, adding a new right-in/right-out driveway (RIRO) at the bank outparcel with an extension of the concrete median refuge, converting the RIRO driveway at the bank/Panda Express to an inbound only driveway, and installing a traffic signal coordinated with the signal at NC 55. Without this project, potentially preventable left turn crashes will continue to occur and drivers will experience long delays for left turns exiting Zeno Road during peak hours.

### Chatham Street Improvements

\$953,000

This project includes constructing approximately 860 linear feet of 5-foot sidewalk to complete a gap along West Chatham Street between Saunders Street and Hunter Street. Construction of this sidewalk will include variable widening (3-5') on West Chatham Street to meet minimum standards, installing curb and gutter, and building a retaining wall. This project will improve pedestrian crossing at the east leg of Hunter Street and NC 55 including addition of crosswalk, restriping, and relocation of stop bar and vehicle detection loops. This work will be done in conjunction with replacement of a water line. Leveraging the opportunity to complete the sidewalk in conjunction with the water line replacement provides overall cost efficiencies and limits the disturbance to area residents and property owners. This cost pertains only to the transportation element of the project.

### Downtown Alley Improvements

\$500,000

Two-year Total

The Downtown Plan envisions creating vibrant places for people to gather using the "leftover" spaces along Commerce Street and Seaboard Street. Improving these spaces was identified as a "Top 10" priority in the plan and would also address complaints from the public regarding Seaboard and Commerce Streets. Implementation is likely to require a public investment and private partnership. This CIP request is for the implementation elements likely to be publicly funded - consolidated dumpster enclosures, improved pedestrian facilities, landscaping, and decorative pavement treatments for public right-of-way. It is anticipated that private funding would leverage this public investment to install murals, back porch areas, lighting, and other soft improvements to create a place for people. Moving this project forward is critical for the implementation of the Downtown Plan.

### GoApex Route 1

\$630,000

This project will fund GoApex Route 1, the first local bus in Apex, with connections to three regional routes. Without this project, Apex will not be able to provide expanded and enhanced transit service. Without improved service, Apex will struggle to serve the transportation needs of the young, elderly, and lower income populations, and be unable to attract other demographics to transit. This project was informed by the draft recommendations from the Apex Circulator Study.

### Richardson Road Mitigation

\$570,000

This project includes payment of mitigation fees toward release of a portion of the Land and Water Conservation Fund (LWCF) Conservation Easement along the future Richardson Road corridor as well as potential purchase of downstream property to exchange for the release area. The potential mitigation ranges from \$266,000 to \$399,000. Without this project, extension of Richardson Road to Old US 1 when proposed at a later date would not be possible. Downstream land required for the release may be dedicated within the Soil & Water Resource Conservation Act of 1977 (RCA) area as part of a development plan rather than the Town acquiring in advance of development. Both the mitigation payment and replacement conservation easement are required for the release to occur.





## Safe Routes to School

**\$2,730,000**  
Five-year Total

The project will improve and add to existing Town infrastructure related to pedestrian and bicycle traffic to/from school. This five phase project includes adding sidewalks, pedestrian facilities, and safe crosswalks in the areas surrounding Apex Elementary School, Green Level High School, Apex High School, Baucom Elementary School, and Thales Academy Elementary School. These phases were identified through an analysis of safe routes to school needs. 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.

## Salem Street Downtown Streetscape & Resurfacing

**\$2,800,000**  
Two-year Total

This project includes resurfacing Salem Street from Hunter Street to NC 55, addition of marked on street parking north of Center Street by shifting the road center line, and the removal of on street parking between Saunders Street and Chatham Street in order to widen sidewalk and provide planting beds, landscaping, and pedestrian amenities. If the project is not funded, the pavement will continue to degrade and the vision of Salem Street shown in the Downtown Plan for improving the walking and driving experience to promote accessibility and downtown growth as a focal point for the community will not be realized.

## Saunders Street Parking Lot Expansion

**\$1,250,000**  
Two-year Total

This project includes resurfacing the existing paved Saunders Street public parking lot and paving the currently leased gravel lot. Parking count will be maximized in the combined lot. This project assumes acquisition of property in order to pave the gravel lot. If the project is not funded, it will be more difficult to offset parking loss from the Streetscape and increase parking downtown, and the vision shown in the Downtown Plan to promote accessibility and downtown growth as a focal point for the community will not be realized.

### **FY 2021-22**

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## GPS Emergency Vehicle Preemption

**\$740,000**  
Four-year Total

This project includes installing GPS preempt in 10 traffic signals and outfitting all fire vehicles with GPS preempt capability in the first year. Future years include adding GPS preemption at 10 signals/year, prioritizing 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, time-saving 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 four signals town wide and Apex Fire Department no longer has infrared emitters.

## Pavement Management Backlog

**\$10,000,000**  
Two-year Total

This project is designed to catch up on our backlog of streets in need of rehabilitation over a two year period. This supplements the ongoing program that manages roadway infrastructure conditions throughout Apex on the municipal street system by optimizing strategies for maintaining pavements in serviceable condition at the lowest cost, providing a safe and reliable transportation system. Without it, we would continue to lag behind on street maintenance needs, the overall condition of streets would degrade, and maintenance costs over time would increase substantially.





## Production Drive Extension

\$4,400,000

Two-year Total

This project would extend Production Drive south for approximately 3,000 feet to the future extension of Jessie Drive. In conjunction with Jessie Drive, this would provide improved connectivity for economic development areas including the Town's certified site as well as an alternative route to avoid Ten Ten Road for residential development south of Jessie Drive. In the interim, development will continue to depend on existing Jessie Drive and Smith Road/Stephenson Road as well as residential streets with no convenient alternatives to Ten Ten Road.

### FY 2022-23

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## Jessie Drive Phase I & Phase II

\$21,000,000

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. Phase I begins the project at an estimated cost of \$9 million with Phase II programed for a yet to be determined future year at an estimated \$12 million.

### FY 2023-24

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## Center Street Railroad Crossing Improvements & Sidewalk

\$800,000

Two-year Total

This 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, the sidewalk will continue to stop short of the tracks on each side forcing pedestrians onto the roadway, and the crossing surface will continue to compromise ride comfort. An additional benefit is the potential to create a quiet zone at this crossing.

## Chatham Street Railroad Crossing Improvements & Sidewalk

\$800,000

Two-year Total

This 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. An additional benefit is the potential to create a quiet zone at this crossing.

## Lynch Street Extension

\$550,000

This project includes extending Lynch Street from its existing stub west of South Salem Street to intersect Apex Peakway. The project would provide improved local connectivity for traffic flow south of NC 55 and pedestrian connectivity between Salem Street and Apex Peakway through the Justice Heights neighborhood. If the project is not funded, there will continue to be a gap in the transportation network between Salem Street and Apex Peakway for this local area.





### Stephenson Road High School Improvements Cost Share

\$1,000,000

This project will contribute funds toward street infrastructure, sidewalks, and paths as part of the construction of Stephenson Road High School (2024 anticipated opening) that would not otherwise be constructed if they are beyond the required improvements for Wake County Public School System (WCPSS). Without this project, there would not be an opportunity to accomplish the Town's Transportation Plan goals around the school during construction, leaving gaps and other deficiencies in the transportation system that make walking and biking to school difficult.

### West Williams Street Sidewalk

\$570,000

Two-year Total

This project would complete gaps in 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 this project. Without it, pedestrian trips will continue along the shoulder of the road and lack accessible ramps and crosswalks at both ends of this project.

## FY 2024-25

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### Davis Drive at Salem Church Road Realignment

\$6,500,000

Two-year Total

This 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 the 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.

### NC 55 Sidewalk & Enhancement Cost Share (U-2901)

\$2,000,000

Transportation Improvement Program (TIP) project U-2901 will widen NC 55 from US 1 to Olive Chapel Road with construction beginning in 2021. This project will provide enhancements the Town requests. Enhancements include pedestrian facilities (sidewalk and path), aesthetic treatments at new CSX Bridge, median enhancement and landscaping. As part of TIP U-2901, 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. Similarly, NCDOT will not provide an enhanced streetscape without the Town sharing a portion of the costs.

### US 64 Sidewalk & Enhancement Cost Share (U-5301)

\$2,000,000

This project will convert the intersections of US 64 at Lake Pine Drive and US 64 at 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.





## Horizon

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### Apex Peakway North Widening

\$2,000,000

(Center Street to Old Raleigh Road)

This project widens existing Apex Peakway from a two-lane median-divided road to a four-lane median-divided road. Peak hour traffic exceeds capacity of the existing roadway so this widening will reduce queue lengths and delays. Without it, the road will continue to experience longer delays, making access difficult for commuters as well as emergency vehicles while causing more drivers to divert to other local routes and increasing congestion elsewhere. Until the state TIP widens Center Street/Ten Ten Road beginning in 2029 as currently programmed, this project may still not address backups at Center Street. However, this widening should be constructed prior to or during the Peakway Southeast Extension project regardless of the state's schedule for widening Center Street.

### Ten Ten Road/Center Street Sidewalk & Enhancement Cost Share

\$2,000,000

This project will provide enhancements the Town requests as part of the NCDOT widening project (Ten Ten Road from Apex Peakway to Kildaire Farm Road in the Town of Cary). Enhancements include pedestrian facilities (sidewalk and multi-use path), median treatments, and landscaping. As part of TIP U-5825, 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. Similarly, NCDOT will not provide an enhanced streetscape without the Town sharing a portion of the costs.

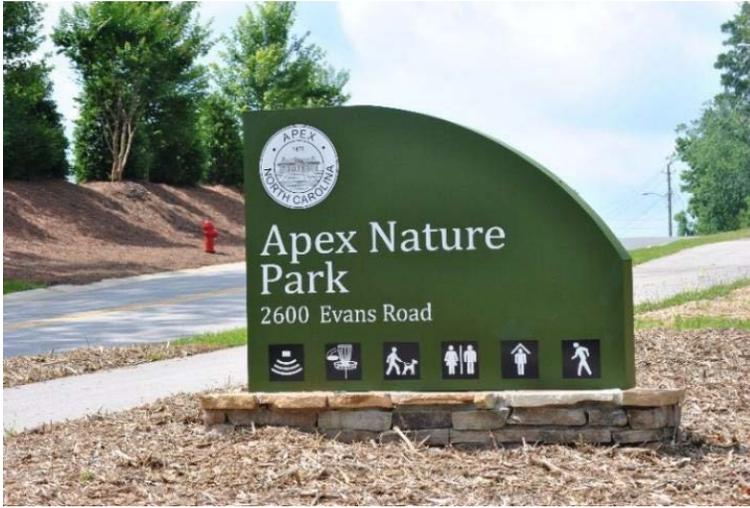




## Parks, Recreation, and Cultural Resources Element Projects

**Projects Funded:** The construction of park and recreation amenities, expansion of existing parks, 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. Projects shown in this element include bicycle transportation improvements included in the Bike Apex plan.



*The Apex Nature Park, which opened in early 2014, 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 and the estimated cost of the project in each fiscal year of the plan. Section 6 of this document contains detailed information regarding the proposed funding source for each individual project.

Parks & Recreation	FY20-21	FY21-22	FY22-23	FY23-24	FY24-25	Future Years	Total Capital Cost
Beaver Creek Greenway - Phase II	2,435,000						2,435,000
Middle Creek Greenway - Phase II Construction/Phase III Design	2,128,000						2,128,000
Pleasant Park - Phase III	5,750,000						5,750,000
Environmental Education Center			100,000	1,100,000			1,200,000
Apex Nature Park/Seymour Athletic Fields Parking Expansion			957,000				957,000
Jaycee Park Expansion				99,825	998,250		1,098,075
Apex Community Park Parking Lot Expansion					665,500		665,500
Dredge Apex Community Park Lake						3,660,000	3,660,000
Northwest Wimberly Road Park Design						5,500,000	5,500,000
Olive Farm Park Design						5,500,000	5,500,000
Element Total	10,313,000	-	1,057,000	1,199,825	1,663,750	14,660,000	28,893,575





**FY 2020-21**

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**Beaver Creek Greenway – Phase II** **\$2,435,000**

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 a boardwalk.

**Middle Creek Greenway – Phase II Construction/Phase III Design** **\$2,128,000**

Phase II of the Middle Creek Greenway adds .81 miles of greenway and provides trail connection from Reunion Pointe's existing greenway at the Southern Property line of Miramonte northward to the northern boundary of Pemberly. The trail will be a mixture of asphalt, concrete, and boardwalk that further completes the eventual connection between Apex and Holly Springs. Also included are design fees for Phase III. 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. 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 III** **\$5,750,000**

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.

**FY 2022-23**

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**Environmental Education Center** **\$1,200,000**  
Two-year Total

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 is to utilize this 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 would be 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 is 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.

**Apex Nature Park/Seymour Athletic Fields Parking Lot Expansion** **\$957,000**

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.





## FY 2023-24

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### Jaycee Park Expansion

**\$1,098,075**  
Two-year Total

The expansion of Jaycee Park, adjacent to the 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.

## FY 2024-25

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### Apex Community Park Parking Lot Expansion

**\$665,500**

This project would reconfigure the existing parking area and add approximately 30 spaces to service greenway, shelters, fitness course, tennis courts, playgrounds, basketball courts, and special events.

## Horizon

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### Dredge Apex Community Park Lake

**\$3,660,000**

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 of it off-site.

### Northwest Wimberly Road Park Design

**\$5,500,000**

In September of 2017, the Town purchased approximately 30 acres of land 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.

### Olive Farm Park Design

**\$5,500,000**

The Town acquired approximately 22 acres of land 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.





## 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 and police 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 and the estimated cost of the project in each fiscal year in the plan. Section 6 of this document contains detailed information regarding the proposed funding source for each individual project.

Public Safety	FY20-21	FY21-22	FY22-23	FY23-24	FY24-25	Future Years	Total Capital Cost
Fire Engine Replacement - Station 3		740,000					740,000
Rescue Retrieval Van		165,000					165,000
Aerial Apparatus to Replace Ladder 4			1,400,000				1,400,000
Engine 31 - Replacement				675,000			675,000
Fire Pumper for Olive Farm Station						800,000	800,000
Element Total	-	905,000	1,400,000	675,000	-	800,000	3,780,000





## **FY 2021-22**

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### **Fire Engine Replacement – Station 3**

**\$740,000**

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. The current Ladder 3 would remain as the Town's only reserve aerial.

### **Rescue Retrieval Van**

**\$165,000**

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. The armored transit van would primarily serve in the role of hostage recovery & rescue transport. This addition will increase officer and citizen safety.

## **FY 2022-23**

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### **Aerial Apparatus to Replace Ladder 4**

**\$1,400,000**

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 an expensive apparatus to operate and the maintenance cost associated with this truck will increase over time.

## **FY 2023-24**

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### **Engine 31 – Replacement**

**\$675,000**

This will replace Engine 31, a 2011 model rescue pumper that currently has 86K miles. While the Town typically attempts to get 15 years out of front-line service from a pumper, this truck's dual purpose has caused it to build up mileage at a faster rate. Therefore, a replacement pumper is being requested in order to ensure that our front-line response fleet remains at a level necessary to provide the highest level of service to our community. Not funding this request will require the department to continue to operate this truck until such time as it is replaced.

## **Horizon**

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### **Fire Pumper for Olive Farm Station**

**\$800,000**

This fire pumper will be needed for the fire station slated to be built in the area of Olive Farm Road and Humie Olive Road. This new station was proven to be needed through a third-party station distribution assessment by Envirosafe. If not funded and the station is constructed, the station will be forced to open with a reserve apparatus with well over 100,000 miles. The cost of this project includes equipment needed in order to fully outfit the truck.





## Public Facilities Element Projects

**Projects Funded:** Construction and major maintenance of general government and public safety facilities and infrastructure, including upgrades to existing Town facilities, new public safety facilities, and additional public works facilities.

**Peak Plan 2030 Recommendations:** The Peak Plan recommends: 1) Provide adequate fire and police services in all areas. 2) Continue to assess public facility needs to meet demand generated by existing, as well as future, growth and development.



*The 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, currently houses Water Resources staff. 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 submitted for consideration in this year's CIP process and the estimated cost of the project in each fiscal year of the plan. Section 6 of this document contains detailed information regarding the proposed funding source for each individual project.

Public Facilities	FY20-21	FY21-22	FY22-23	FY23-24	FY24-25	Future Years	Total Capital Cost
Mechanical Upgrades to Police Department & Cultural Arts Center	180,000						180,000
Police Data Center Infrastructure Upgrades & Additions	175,000						175,000
Town Fiber Optic Expansion	130,000	75,000					205,000
Tunstall House Restoration	100,000	835,000					935,000
Eva Perry Library Improvements		438,000					438,000
Public Safety Station 3 Relocation		4,000,000					4,000,000
Station 1 Rebuild		450,000	4,750,000				5,200,000
Town Hall Remodel		550,000					550,000
Repurpose Depot Parking Lot			250,000	2,000,000			2,250,000
Town Campus Parking Lot Resurfacing			470,000				470,000
Vehicle Storage Shed & Brine Building			23,500	235,500			259,000
Public Works Campus Parking Lot Resurfacing				500,000			500,000
Fire Station 7					750,000	5,325,000	6,075,000
Police Department Addition/Renovation					500,000	6,400,000	6,900,000
Fire Administration Building						2,000,000	2,000,000
Land Purchase for Affordable Housing						500,000	500,000
Element Total	585,000	6,348,000	5,493,500	2,735,500	1,250,000	14,225,000	30,637,000





**FY 2020-21**

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**Mechanical Upgrades to Police Department & Cultural Arts Center** **\$180,000**

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.

**Police Data Center Infrastructure Upgrades & Additions** **\$175,000**

Infrastructure required for Police Equipment in the Police Department Data Center includes additional server, camera, physical security, and port additions. Requirements to backup and stream video from new and current interview rooms, cars recordings, Town/event security cameras, and future (bodycam) requests require additional network and storage for redundancy and security. This project increases infrastructure for the door reader system and storage. This project adds network gear for multi-gig wireless and additions to the ports requested for add on space and devices connected in and outside the building, as well as a new patch panel to add and clean up the oversubscribed current data center gear.

**Town Fiber Optic Expansion** **\$205,000**  
Two-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 two phases of this project.

**Tunstall House Restoration** **\$935,000**  
Two-year Total

Restoration of the existing Tunstall House would not only be 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 determining preventive steps to stop further deterioration until the renovation, planned for the following year, occurs.

**FY 2021-22**

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**Eva Perry Library Improvements** **\$438,000**

The Eva Perry Regional Library first opened in 1996 and is one of Wake County's most active libraries. It serves the Apex and southern Cary areas. A renovation is scheduled to update the building's interiors and address long-term maintenance issues with aging building systems. This project includes funding to replace the roof and HVAC mechanical components at the facility. Wake County and the Town, through the current interlocal agreement, have agreed to the replacement of capital items by the Town for the duration of the agreement.

**Public Safety Station 3 Relocation** **\$4,000,000**

Public Safety Station 6 will provide fire and emergency services to the White Oak Basin and Green Level areas of Apex. It is forecasted that this area will see upwards of 2,100 new homes, along with related services, within the next few years. This





rapid development, coupled with the existing I-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. This station will feature 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.

**Station 1 Rebuild** **\$5,200,000**  
Two-year Total

This project will raze and rebuild a three-bay fire station on half of the land that the current Station 1 sits on. The current building is not suitable for major renovation. This station will be designed to fit with the character of downtown while providing modern capabilities and operational effectiveness. It is anticipated that this station will continue to be a single company house with the addition of battalion chief quarters since the current Station 3 will house Fire Administration. Incorporation of some type of public "museum space" featuring the Hunter fire apparatus is also planned for this location.

**Town Hall Remodel** **\$550,000**

This project includes a placeholder to fund the design changes to the Town Hall facility once the Building Inspections & Permitting Department relocates to the Mason Street property. Following the recommendations of a space needs study conducted in FY19-20, the Town has identified areas it can renovate or change to improve and increase the physical capacity of the building. An important component of this will be anticipated growth/changes for each department and interactions between departments.

**FY 2022-23**

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**Repurpose Depot Parking Lot** **\$2,250,000**  
Two-year Total

The conversion of the Depot parking lot to the premier space to gather downtown was identified as a "Top 10" priority project in the Downtown Plan. The details of the final design will include a durable curbless environment with a balance of sun and shaded areas along with lighting, and movable, interactive furnishings. Conceptual plans include space for the Farmer's Market, a splash pad area, an ice skating rink, and plenty of seating and space to program a variety of activities.

**Town Campus Parking Lot Resurfacing** **\$470,000**

This project is for the reconstruction of the Town Campus parking lot to include asphalt pavement and remarking.

**Vehicle Storage Shed & Brine Building** **\$259,000**  
Two-year Total

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 not currently protected from inclement weather.

**FY 2023-24**

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**Public Works Campus Parking Lot Resurfacing** **\$500,000**

This project is for the reconstruction of the Public Works Campus parking lot to include asphalt pavement and remarking.





**FY 2024-25**

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**Fire Station 7**  
(Olive Farm Area)

**\$6,075,000**  
Two-year Total

Fire Station 7 (possibly #6) has been identified by a third party as being needed in order to meet the informally adopted fire department coverage standard of at least 90% of our coverage area being within a five minute travel time from all stations. This Station's concept will mirror the Wimberly Road Station without the Police elements.

**Police Department Addition/Renovation**

**\$6,900,000**  
Two-year Total

With the growth of the community and police department, the Town is experiencing space limitations at the main police facility. This project includes plans to add space for operations, administrative functions, and the Communications Center. The conceptual plan adds two stories of office space above the current administrative parking lot (east side) over a secured police parking lot. 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 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.

**Horizon**

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**Fire Department Administration Building**

**\$2,000,000**

As the Fire Department grows, the need for additional administrative office and conference room space is increasing exponentially. This project will renovate Station 3 to a fire administrative building that is capable of housing fire administration, logistics, training, and the fire marshal's office. This building will also contain conference space, planning rooms, and secure storage for departmental supplies.

**Land Purchase for Affordable Housing**

**\$500,000**

This project will provide funding for the purchase of land for future development of affordable housing.





## Public Works & 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, SCM 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.



*Focusing 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 and the estimated cost of the project in each fiscal year in the plan. Section 6 of this document contains detailed information regarding the proposed funding source for each individual project.

Public Works & Environmental Services	FY20-21	FY21-22	FY22-23	FY23-24	FY24-25	Future Years	Total Capital Cost
Leaf Truck - Replacement	206,000	206,000				206,000	618,000
Chipper Truck - Replacement		165,000					165,000
Dump Truck - Addition		130,000	130,000				260,000
Leaf Truck - Addition		212,000					212,000
Motor Grader - Replacement		250,000					250,000
Backhoe - Replacement			150,000				150,000
Grapple Truck - Replacement				195,000			195,000
Mini Excavator - Addition				120,000			120,000
Street Sweeper - Replacement				275,000			275,000
<b>Element Total</b>	<b>206,000</b>	<b>963,000</b>	<b>280,000</b>	<b>590,000</b>	<b>-</b>	<b>206,000</b>	<b>2,245,000</b>





**FY 2020-21**

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Leaf Truck – Replacement \$206,000

This project will replace a 2006 leaf truck (Unit #155) in the Town’s current fleet that will be 14 years old with over 120,000 miles at the time of replacement.

**FY 2021-22**

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Leaf Truck – Replacement \$206,000

This project will replace a leaf truck (Unit #212) in the Town’s current fleet that will be 7 years old with over 70,000 miles at the time of replacement.

Chipper Truck – Replacement \$165,000

This truck replacement is necessary to maintain our current level of service to the Town. Not adequately maintaining the fleet of the Town would mean the current level of service would have to be decreased in order to accommodate the higher population. The replacement is needed due to the aging of an existing chipper truck/chipper combo (Unit #76), which will be 13 years old at the time of replacement and have well over 103,000 miles.

Dump Truck – Addition \$130,000

There are currently four dump trucks available to public works. The oldest is a 1996 single axle dump truck and the newest 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.

Leaf Truck – Addition \$212,000

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.

Motor Grader – Replacement \$250,000

This project will replace a grader (Unit #506) that is over 50 years old with over 120,000 miles. A motor grader is necessary to spread materials, maintain ditches, and maintain gravel roads and parking lots. This vehicle will also be utilized for snow and ice control operations.

**FY 2022-23**

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Dump Truck – Addition \$130,000

There are currently four dump trucks available to public works. The oldest is a 1996 single axle dump truck and the newest 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.

Backhoe – Replacement \$150,000

This purchase will replace a backhoe (Unit #595) in the Town’s current equipment fleet that is beyond its useful years. The department will not be able to maintain production due to lack of equipment to excavate materials at job sites and load





material for transportation to job sites. Additionally, this replacement is required for the removal of broken sidewalks and pavement that require repairs.

**FY 2023-24**

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**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 (Unit #210) that will be over 8 years old with over 100,000 miles.

**Mini Excavator – Addition** **\$120,000**

This project will be an addition of a Mini Excavator, which will be a required addition to the future growth of the department and additional responsibilities of the department. The department will not be able to maintain production due to lack of equipment to excavate/grade small scale jobsites within the Town.

**Street Sweeper – Replacement** **\$275,000**

This project will replace a street sweeper (Unit #96) that will be over 23 years old at the time of replacement. There is currently one 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 clean up after parades and festivals.

**Horizon**

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**Leaf Truck – Replacement** **\$206,000**

This project will replace a leaf truck (Unit #108) in the Town's current fleet that will be 7 years old with over 70,000 miles at time of replacement.



## 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 6 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 percent 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 Element Totals	FY20-21	FY21-22	FY22-23	FY23-24	FY24-25	Future Years	Total Capital Cost
Transportation	30,899,000	9,846,000	22,020,000	6,375,000	9,420,000	27,500,000	106,060,000
Parks, Recreation, and Cultural Arts	10,313,000	-	1,057,000	1,199,825	1,663,750	14,660,000	28,893,575
Public Safety	-	905,000	1,400,000	675,000	-	800,000	3,780,000
Public Facilities	585,000	6,348,000	5,493,500	2,735,500	1,250,000	14,225,000	30,637,000
Public Works and Environmental Services	206,000	963,000	280,000	590,000	-	206,000	2,245,000
<b>Element Total</b>	<b>42,003,000</b>	<b>18,062,000</b>	<b>30,250,500</b>	<b>11,575,325</b>	<b>12,333,750</b>	<b>57,391,000</b>	<b>171,615,575</b>
Revenues	FY20-21	FY21-22	FY22-23	FY23-24	FY24-25	Future Years	Total
General Fund / Capital Outlay	3,538,000	5,673,500	7,333,500	7,873,325	9,317,750	5,691,000	39,427,075
Designated Capital Funds	4,618,300	1,317,000	1,422,000	2,005,000	925,000	945,000	11,232,300
General Obligation Bonds	12,000,000	5,000,000	16,500,000	-	-	12,000,000	45,500,000
Installment Purchase / Capital Lease	-	4,000,000	4,150,000	-	-	26,385,000	34,535,000
Intergovernmental Funds	1,421,000	1,450,000	1,479,000	1,509,000	1,539,000	1,570,000	8,968,000
Grants	20,025,700	186,500	201,000	188,000	552,000	8,800,000	29,953,200
Public-Private Partnership	-	-	-	-	-	2,000,000	2,000,000
<b>Total</b>	<b>41,603,000</b>	<b>17,627,000</b>	<b>31,085,500</b>	<b>11,575,325</b>	<b>12,333,750</b>	<b>57,391,000</b>	<b>171,615,575</b>



## Section 3: CIP Financial Impact Analysis on General Fund

A key element of the CIP is the financial impact analysis that discusses the effects of capital spending on the town's operation costs, debt capacity, and other important debt ratios. It is important to understand how capital spending affects these indicators because the Local Government Commission (LGC) and bond rating agencies use them to evaluate the town's financial condition and to issue ratings. Apex currently has a bond rating of AAA with Standard & Poor's Corporation and Aaa with Moody's Investors Service. These ratings represent strong financial standing and are the highest possible ratings attainable.

### Projections and Estimates

Proper financial planning requires projections and estimates for expenditures, revenues, and other financial indicators. Expenditure and revenue estimates require forecasts for changes in population, assessed property value, and other factors such as changes in the economy. The COVID-19 pandemic has had an adverse effect on the economy and the full extent of its impact is unknown. Until the pandemic-induced recession occurred, local economic trends supported an inflation factor of 7.5 percent growth in expenditures and recurring project costs. To accommodate for reduced revenues, the Town has reduced operational spending and deferred some capital projects. The CIP projections represent a four percent growth factor for operations expenditures in FY21-22 followed by a six percent growth factor for years three through five in the CIP. The town was the beneficiary of a revaluation for FY20-21 that resulted in 30 percent increase in assessed value over FY19-20. This resulted in a revenue-neutral tax rate of \$.3493. The three-year rolling average not including revaluation years represents a 9.29 percent annual increase in property values. Apart from gains in property tax revenues, estimates indicate other revenues will decrease by at least 8.96 percent collectively. As a result of this decrease, the CIP includes a revenue growth rate of three percent for FY21-22, a 60-percent reduction from the pre-pandemic rate. Revenue projections use a four percent increase for year three and a 5 percent increase for the final two years. Wake County will perform another revaluation in 2024. For projects subject to financing in FY20-21, interest rates between 3.0 and 3.5 percent are accurate based on other recent financing by the Town. For future years, a half percent has been added to the interest rate per year beginning in FY21-22. That rate may vary depending on the size of the project and length of term. Financing recommendations in this CIP include use of general obligation bonds and installment financing in the General Fund and revenue bonds in enterprise funds.

### Debt Ratios

The large costs associated with capital projects may require financing, which results in debt obligation for the Town. The LGC and bond rating agencies assess the Town's ability to incur and repay debt through various debt capacity ratios and indicators. In the General Fund, the Town evaluates net debt as a percentage of total assessed value of taxable property, the aggregate ten-year principal payout ratio, and the ratio of debt service expenditures as a percent of total fund expenditures.

**Net debt per assessed valuation** is an important indicator because it takes into account the Town's largest revenue source and greatest means for repaying debt. This is a measure of debt capacity as well as debt burden. This ratio divides the Town's net debt by its total assessed value, where net debt is defined as all tax-supported debt. Town policy states that its net debt per assessed valuation should not exceed 2.5 percent. Apex's expected debt-to-assessed valuation ratio for FY20-21 is .814 percent. Upcoming projects in the CIP will require additional debt financing and will increase the Town's ratio to a high of .863 percent by FY22-23. This is well below the Town's maximum and the legal limit set forth by N.C.G.S. 159-55, which limits net debt to eight percent or less of a local government's total property valuation. Apex's legal debt limit, based on the July 1, 2019 audited valuation is \$566,583,807. The CIP includes a maximum debt obligation of \$105,282,138 in FY22-23.



**The 10-year payout ratio** measures the amount of principal being retired in the next 10 years. As an indicator, it determines if debt is back-loaded, which can cause concern for long-term financial stability. Apex has a policy that establishes a minimum 10-year payout ratio of 55 percent. The CIP includes issuance of previously authorized bonds as well new bond debt and installment purchase financing. The new debt brings the payout ratio down from a high of 71.67 percent in FY20-21 to a low of 60.11 in FY22-23, which remains above the Town's minimum.

**Debt service as a percentage of total expenditures** measures annual debt service payments of non-self-supporting projects as a portion of the Town's General Fund expenditures. Debt service payments can become a large portion of a town's budget and should be monitored to ensure acceptable levels. Too much debt service may indicate excessive debt and fiscal strain. Bond rating agencies consider a net debt service percentage between 15 and 20 percent to be high. A ratio below five (5) percent indicates capacity for significant new debt. The Town's policy is to maintain a net debt service ratio of less than 12 percent. For FY20-21, the General Fund debt service ratio is 10.20 percent and reaches a high of 11.42 percent in FY23-24. Without significant changes to the CIP, the debt service ratio will remain below 12 percent for the length of the current CIP. Keeping this ratio below 12 percent provides the town with opportunities to finance more projects.

**Pay-as-go financing** can help keep key debt ratios in acceptable range by eliminating new debt obligations and annual debt service payments. The proposed CIP indicates differences from year to year in pay-as-go financing over the five-year period. This is due to the significant costs associated with some larger projects such as roads or a new fire station. If debt ratios begin to approach unacceptable ranges, delaying projects or using pay-as-go financing should be considered to keep the Town in good financial standing and reduce fiscal strain.

Other factors bond rating agencies consider when assessing a town's financial condition may include the community's wealth, tax base, sources of revenues, and the overall economy.



### Summary of CIP Impact on General Fund Debt Ratios and Fiscal Indicators

Debt Obligations	FY19-20	FY20-21	FY21-22	FY22-23	FY23-24	FY24-25
GO Bond Debt	\$61,755,000	\$71,980,000	\$75,205,000	\$88,435,000	\$84,565,000	\$80,445,000
Installment Purchase & Lease Debt	\$12,349,517	\$11,123,724	\$13,905,931	\$16,847,138	\$15,447,679	\$13,851,853
<b>Total Net Debt Obligations</b>	<b>\$74,104,517</b>	<b>\$83,103,724</b>	<b>\$89,110,931</b>	<b>\$105,282,138</b>	<b>\$100,012,679</b>	<b>\$94,296,853</b>
Debt Service	FY19-20	FY20-21	FY21-22	FY22-23	FY23-24	FY24-25
GO Bond Principal	\$1,775,000	\$3,270,000	\$3,870,000	\$4,120,000	\$4,955,000	\$4,950,000
GO Bond Interest	\$1,162,013	\$2,290,875	\$2,561,968	\$2,589,240	\$3,088,687	\$2,903,595
<i>Total GO Bond Debt Service</i>	<i>\$2,937,013</i>	<i>\$5,560,875</i>	<i>\$6,431,968</i>	<i>\$6,709,240</i>	<i>\$8,043,687</i>	<i>\$7,853,595</i>
IP & Lease Principal	\$1,225,793	\$1,217,793	\$1,208,793	\$1,399,459	\$1,595,826	\$1,605,358
IP & Lease Interest	\$349,618	\$317,240	\$285,078	\$409,542	\$552,439	\$503,473
<i>Total IP Debt Service</i>	<i>\$1,575,411</i>	<i>\$1,535,033</i>	<i>\$1,493,871</i>	<i>\$1,809,001</i>	<i>\$2,148,265</i>	<i>\$2,108,831</i>
<b>Total GF Debt Service</b>	<b>\$4,512,424</b>	<b>\$7,095,908</b>	<b>\$7,925,839</b>	<b>\$8,518,241</b>	<b>\$10,191,952</b>	<b>\$9,962,426</b>

General Fund Debt Ratios & Fiscal Indicators	FY19-20	FY20-21	FY21-22	FY22-23	FY23-24	FY24-25
Fund Balance	\$26,062,318	\$23,692,318	\$22,023,552	\$20,681,587	\$18,030,522	\$16,193,501
Fund Balance Percentage	37.70%	32.94%	28.44%	25.08%	20.06%	16.92%
Impact on Capital Designated Funds	\$0	\$4,618,300	\$1,317,000	\$1,485,000	\$2,005,000	\$925,000
Impact on Operating Budget	\$0	\$0	\$89,099	\$370,007	\$328,769	\$343,106
Revenue per Capita	\$1,118	\$1,094	\$1,094	\$1,110	\$1,112	\$1,117
% Property Tax Revenue	46.97%	53.88%	57.56%	58.32%	59.82%	61.24%
10-year Principal Payout (>55%)	0.00%	71.67%	69.80%	60.11%	63.79%	67.43%
Net Debt per Assessed Valuation (<2.5%)	0.943%	0.814%	0.799%	0.863%	0.750%	0.615%
Net Debt Service to Expenditures Less Transfers-in (<12%)	6.86%	10.20%	10.33%	10.51%	11.42%	10.41%
PAYGO Percent	0.00%	71.43%	50.17%	31.74%	100.00%	100.00%



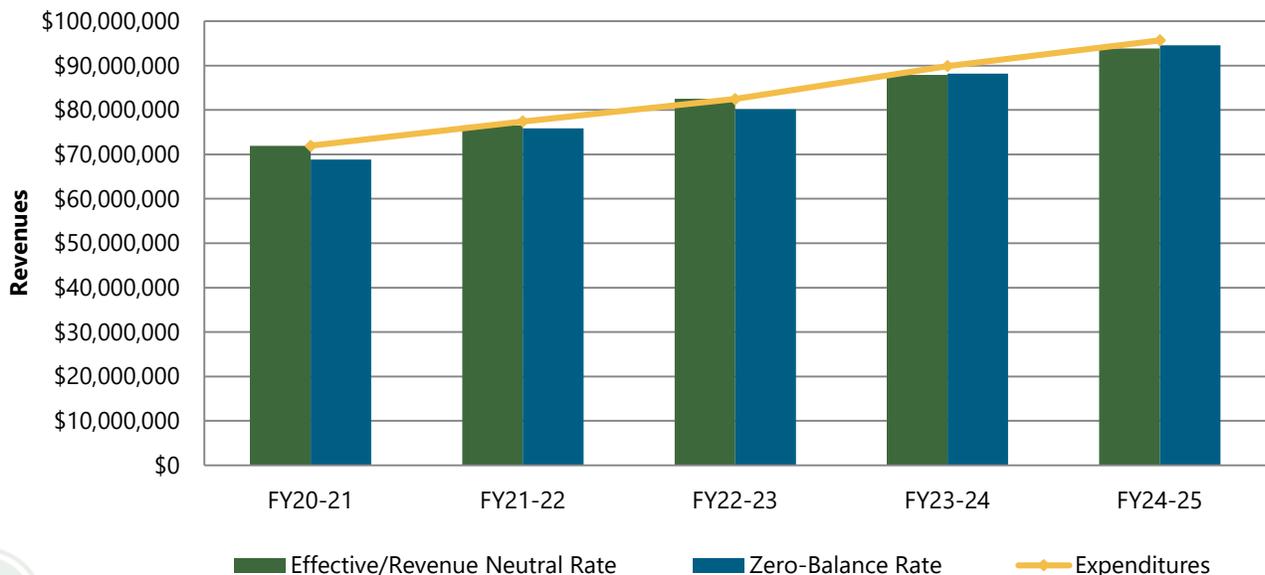
## Tax Rate Analysis

One method of assessing the CIP impact on the operating budget is to illustrate the effects in terms of the tax rate. The table and graphs below depict the potential tax rate needed to generate enough revenue to account for General Fund CIP project costs beyond the Town's typical capital and operating expenditures. This calculation is dependent on the Town's assessed value and the revenue generated by a penny on the tax rate. The formula does not take into account substantial increases or decreases in revenues from other sources such as sales tax or service fees. In addition, it does not address changes in operational needs for the Town unless addressed in the CIP. Wake County underwent a revaluation in 2020 that resulted in a revenue neutral tax rate of \$.3493. The FY20-21 Recommended Budget includes a tax rate of \$.38, which includes a \$.015 increase for voter approved bond debt in 2017 and \$.01 dedicated to affordable housing initiatives. Wake County will undergo another revaluation in 2024 and the projections for FY24-25 use a revenue-neutral tax rate of \$.375. For this analysis, the Town's capital expenditures do not include grant-funded projects except for the required local contributions.

If projections are accurate, CIP projects will create a funding gap each year beginning in FY21-22 with potential shortfalls ranging from \$928,766 in FY21-22 to \$1.98 million in FY23-24. These funding gaps represent potential policy decisions for Town Council regarding use of fund balance, setting the tax rate, delaying projects, and consideration of operational cuts. The funding gap is increasingly noticeable as of FY23-24 due to large capital projects that will require financing, such as reconstruction of Fire Station 1 and new road construction. The CIP includes \$78.6 million in transportation projects over the next five years and identifies another \$27.5 million in projects on the horizon. Ten projects in the next five years are \$1 million or more. How to finance these projects presents another policy decision for Town Council. The CIP includes general obligation bonds beginning in FY21-22 to cover \$21.5 million in transportation projects. This amount can easily be higher and only covers a portion of the large transportation projects. The impact model does not include a tax rate increase to accompany the proposed general obligation debt. If a proposed bond referendum includes an associated tax rate increase, it would need to be \$.01 - \$.015 to cover the annual debt service.

The five-year tax rate assessment table indicates the change in tax rate needed to account for the potential funding gaps. Estimated expenditures and tax rate scenarios are depicted in the chart below. This does not account for any potential increases in other revenues sources or cuts in the operating budget that may offset the gap. The effective/revenue neutral rate line reflects revenues with no change in the current tax rate other than an adjustment for revenue neutral in the revaluation year and the required tax increase for the 2017 recreation bonds. The zero-balance rate line reflects revenues with the tax rate adjusted to offset the funding gap.

**Projected GF Revenues vs. Expenditures Scenarios**



### 5-Year Tax Rate Assessment

Forecasted Expenditures (Including CIP Projects)	FY20-21	FY21-22	FY22-23	FY23-24	FY24-25
Operating Budget	\$59,481,192	\$61,949,539	\$66,036,518	\$70,327,478	\$74,890,232
Capital Outlay	\$9,977,300	\$8,875,500	\$9,399,500	\$11,387,325	\$11,781,750
Debt Service	\$7,095,908	\$7,925,839	\$8,518,241	\$10,191,952	\$9,962,426
Transfers Out	-\$4,618,300	-\$1,317,000	-\$1,485,000	-\$2,005,000	-\$925,000
<i>Total Expenditures</i>	<i>\$71,936,100</i>	<i>\$77,433,878</i>	<i>\$82,469,259</i>	<i>\$89,901,755</i>	<i>\$95,709,408</i>
<b>Total Capital &amp; Debt</b>	<b>\$12,454,908</b>	<b>\$15,484,339</b>	<b>\$16,432,741</b>	<b>\$19,574,277</b>	<b>\$20,819,176</b>
<b>Capital &amp; Debt Expenditures %</b>	<b>17.31%</b>	<b>20.00%</b>	<b>19.93%</b>	<b>21.77%</b>	<b>21.75%</b>
Forecasted Revenues					
Property Tax	\$38,758,831	\$44,033,625	\$48,126,547	\$52,599,906	\$57,489,064
Other Taxes, Fees, Charges	\$30,807,269	\$31,731,487	\$33,000,747	\$34,650,784	\$36,383,323
Transfers In	\$0	\$0	\$0	\$0	\$0
<i>Total Revenues</i>	<i>\$71,936,100</i>	<i>\$76,505,112</i>	<i>\$82,527,294</i>	<i>\$87,925,690</i>	<i>\$93,872,387</i>
<b>Difference</b>	<b>\$0</b>	<b>(\$928,766)</b>	<b>\$58,035</b>	<b>(\$1,976,065)</b>	<b>(\$1,837,021)</b>
Projected Fund Balance	\$23,692,318	\$22,023,552	\$20,681,587	\$18,030,522	\$16,193,501
Capital Impact on Fund Balance	\$0	(\$928,766)	\$58,035	(\$1,976,065)	(\$1,837,021)
Fund Balance Impact Percentage	32.94%	28.44%	25.08%	20.06%	16.92%
Assessed Property Value	\$10,209,902,299	\$11,158,912,016	\$12,196,132,120	\$13,329,761,762	\$15,329,226,026
\$.01 Property Tax Increase =	\$1,019,969	\$1,114,775	\$1,218,394	\$1,331,643	\$1,531,390
Tax Rate	\$0.380	\$0.395	\$0.395	\$0.395	\$0.375
Change in Tax Rate Needed for Difference	(\$0.000)	\$0.008	(\$0.000)	\$0.015	\$0.012
<b>Zero-Balance Tax Rate</b>	<b>\$0.380</b>	<b>\$0.403</b>	<b>\$0.395</b>	<b>\$0.410</b>	<b>\$0.387</b>
Projected Fund Balance with Tax Rate Adjustment	\$23,692,318	\$22,952,318	\$20,623,552	\$20,006,587	\$18,030,522
Projected Fund Balance % with Tax Rate Adjustment	32.94%	29.64%	25.01%	22.25%	18.84%



## Section 4: 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 the General Fund.

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 on 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 and the estimated cost of the project in each fiscal year in the plan.

Electric Utility Fund	FY20-21	FY21-22	FY22-23	FY23-24	FY24-25	Future Years	Total Capital Cost
Bucket Truck - Replacement	235,450						235,450
Electric Office Facility - Phase II	550,000						550,000
Laura Duncan Substation Upgrades	575,000						575,000
Electric Line Truck - Replacement		285,400	285,400				570,800
Smart Grid Meters and Load Control		2,000,000					2,000,000
Green Level Substation					1,700,000		1,700,000
East Williams Street Substation						5,075,000	5,075,000
<b>Total</b>	<b>1,360,450</b>	<b>2,285,400</b>	<b>285,400</b>	<b>-</b>	<b>1,700,000</b>	<b>5,075,000</b>	<b>10,706,250</b>





**FY 2020-21**

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Bucket Truck – Replacement \$235,450

This request is to replace one bucket truck (Unit #65). 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 over 17 years old.

Electric Office Facility – Phase II \$550,000

The final stages of the new Electric Office Facility include additional site work for sidewalks, streets, and landscaping. The street improvements provide an extension of Milano Avenue as a collector road to access the electric substation property and extend further west to connect to Richardson Road through Buckhorn Preserve. The extension will complete the remaining gap between Richardson Road and Evans Road.

Laura Duncan Substation Upgrades \$575,000

This project will replace existing regulator controls with modern units capable of being integrated into the SCADA system, and will perform preventative maintenance on existing regulators and upgrade them to accept new controls. The existing equipment is outdated, no longer supported by the manufacturers, and nearing the end of useful life. Upgrading this equipment will improve the reliability of the Town’s system.

**FY 2021-22**

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Electric Line Truck – Replacement \$285,400

This request is to replace one Electric Line truck (Unit #183). The Digger Derrick is a specialized vehicle required for the installation of both overhead and underground electrical equipment. At time of replacement, the truck will be over 10 years old.

Smart Grid Meters and Load Control \$2,000,000

This project provides an end-to-end solution for wireless smart grid and advanced metering. It will provide the ability to manage and monitor 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 2022-23**

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Electric Line Truck – Replacement \$285,400

This request is to replace one Electric Line truck (Unit #200). The Digger Derrick is a specialized vehicle required for the installation of both overhead and underground electrical equipment. At time of replacement, the truck will be over 10 years old.





**FY 2024-25**

**Green Level Substation**

**\$1,700,000**

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, we will initially 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.

**Horizon**

**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. Phase I will install one 40 MVA transformer and Phase II, 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.

At this time, no issuance of additional debt is projected to be needed to meet the capital needs described above.



Electric Utility Fund	FY20-21	FY21-22	FY22-23	FY23-24	FY24-25	Future Years	Total Capital Cost
Bucket Truck - Replacement	235,450						235,450
Electric Office Facility - Phase II	550,000						550,000
Laura Duncan Substation Upgrades	575,000						575,000
Electric Line Truck - Replacement		285,400	285,400				570,800
Smart Grid Meters and Load Control		2,000,000					2,000,000
Green Level Substation					1,700,000		1,700,000
East Williams Street Substation						5,075,000	5,075,000
<b>Total</b>	<b>1,360,450</b>	<b>2,285,400</b>	<b>285,400</b>	<b>-</b>	<b>1,700,000</b>	<b>5,075,000</b>	<b>10,706,250</b>
Revenues	FY20-21	FY21-22	FY22-23	FY23-24	FY24-25	Future Years	Total
Local Revenues/Retained Earnings	1,360,450	2,285,400	285,400	-	1,700,000	5,075,000	10,706,250



## Section 5: Water and Sewer Utility

Projects assigned to the Water and Sewer Utility element are funded through the Water and Sewer Enterprise Fund. This fund only pays 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 Utility 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 and the estimated cost of the project in each fiscal year of the plan.

Water-Sewer Utility Fund	FY20-21	FY21-22	FY22-23	FY23-24	FY24-25	Future Years	Total Capital Cost
Apex Peakway - Salem Street Interchange Water Lines	100,000						100,000
Chatham Street - Water Line Replacement	350,000						350,000
Elevated Water Storage Tank - 1.5 MG	850,000	3,443,000					4,293,000
Lawrence Crossing Sewer Rehabilitation	575,000						575,000
Middle Creek - Sunset Hills Pump Station Renovation	1,065,000						1,065,000
Miscellaneous Water Main Connections	650,000	925,000	350,000				1,925,000
Salem Street Water Main Rehabilitation	200,000						200,000
Western Transmission Main - Phase II	500,000						500,000
Advanced Metering Infrastructure (AMI)		900,000					900,000
Barscreen Replacement		265,000					265,000
Beaver Creek Commons Gravity Sewer Extension		1,115,000					1,115,000
Big Branch 2 Pump Station and Force Main		1,200,000	16,400,000	20,400,000			38,000,000
Combo Truck - Replacement		420,000					420,000
Utility Relocation - NC Highway 55		700,000	700,000	750,000			2,150,000
Utility Relocation - Ten Ten Road (SR1010)		25,000	600,000	975,000		900,000	2,500,000
Utility Relocation - US Highway 64		100,000	1,100,000	1,300,000			2,500,000
Cash-Perkins Outfall						650,000	650,000
Old Raleigh Road - Water Line Replacement						3,600,000	3,600,000
Cary Projects Sub-Total	1,288,000	58,100	483,000	230,000		21,781,000	23,840,100
WWRWRF Sub-Total	50,000	93,500	195,500	274,800		535,500	1,149,300
<b>Total</b>	<b>5,628,000</b>	<b>9,244,600</b>	<b>19,828,500</b>	<b>23,929,800</b>	<b>-</b>	<b>27,466,500</b>	<b>86,097,400</b>





## FY 2020-21

### Apex Peakway – Salem Street Interchange Water Lines

\$100,000

This project provides additional funding for an existing project involving relocation of a 12 inch water line on Apex Peakway north of Salem Street, a new 16 inch water line on Apex Peakway south of Salem Street, and a new 20 inch water line on Salem Street. If this project is not funded then key loops in the water system will not be completed per the master plan. This line will improve the performance of the Tingen Road Elevated Water Storage Tank.

### Chatham Street – Water Line Replacement

\$350,000

This project provides additional funding for an existing water line replacement project on Chatham Street. The scope has been amended to include roadway widening and sidewalk connection. The pedestrian improvements portion of this project is incorporated into the General Fund Transportation Element of the CIP document.

### Elevated Water Storage Tank – 1.5 MG

\$4,293,000

Two-year total

Year one of this project includes \$850,000 for the engineering and design of an estimated \$4.29 million project to construct a 1.5 million gallon elevated storage tank to ensure we meet the State's minimum requirement for elevated storage.

### Lawrence Crossing Sewer Rehabilitation

\$575,000

This project will replace an aging 24 inch gravity sewer outfall with a new 12 inch sewer line. The 24 inch line formerly conveyed over half of the Town's sewer flow. The completion of the Western Wake Regional Water Reclamation Facility (WRF) in 2014 diverted most of this flow. It is more cost effective to replace and downsize to a 12 inch line than to install a liner in the 24 inch pipe.

### Middle Creek - Sunset Hills Pump Station Renovation

\$1,065,000

This project includes renovation of the existing Middle Creek - Sunset Hills Pump Station. The renovation includes installing a new, deeper wetwell that will allow the pump station to serve the area to the northeast including the future school site. Pumps will be updated to carry the additional area flow and meet the new pumping requirements of the new Middle Creek Regional Pump Station.

### Miscellaneous Water Main Connections

\$1,925,000

Three-year total

This project includes a variety of water main extensions and interconnections that are identified as development projects are approved and installed. These interconnections are gaps in the water system that are typically just outside of what is required to be installed by the developer. Making these connections increase fire flow capacity and allow water to flow in multiple paths, reducing water age and increasing water quality.

### Salem Street Water Main Rehabilitation

\$200,000

(Highway 55 to Chatham Street)

This project rehabilitates 2,800 feet of existing water line along Salem Street from NC 55 to Chatham Street. The project will clean and coat the existing 6 inch water line under Salem Street which will increase available flow in the area. Work will





require the Town to provide temporary water service to customers connected to the existing line while the main line is undergoing rehab.

**Western Transmission Main – Phase II** **\$500,000**  
 (Kelly Road Park to Apex BBQ)

Phase II of the Western Transmission Main Project includes the following sections: 1,000 feet of 24-inch waterline on Kelly Road from Olive Chapel Elementary School to Kelly Road Park, and 2,500 feet of 24-inch waterline from Kelly Road Park Pump station to Apex BBQ Road. The primary purpose of Phase II work is to provide adequate water flow at a manageable pressure to the entire water system as western portions of Apex, south of Olive Chapel Road, develop and 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.

**FY 2021-22**

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**Advanced Metering Infrastructure (AMI)** **\$900,000**

This project continues to deploy AMI interfaces for all water meters. Upgrading to AMI technology will allow staff to take meter readings from a fixed location and have the readings enter directly into billing software. Phases 2 -5 include funds to transition to AMI and continue replacement of meters older than 10 years old. Tied with our proposed electric meter replacement, this project will allow us to deploy an advanced outage management system to greatly improve service to our customers.

**Barscreen Replacement** **\$265,000**

This project will replace one existing bar screen at the Wastewater Treatment facility's headworks. The existing bar screen is 30 years old and approaching the end of its life cycle. Better technology is available that will provide more efficient removal of debris from the wastewater, resulting in increased capacity and reducing maintenance costs.

**Beaver Creek Commons Gravity Sewer Extension** **\$1,115,000**

Recent development projects near Kelly Road have upgraded and extended gravity sewer from the Abbingdon 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. This 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.

**Big Branch 2 Pump Station and Force Main** **\$38,000,000**  
 Three-year total

This project includes construction of Big Branch Pump Station (capacity of 3 million gallons per day) and approximately 6 miles of 30 inch force main that will discharge at the Western Wake Regional WRF. This infrastructure is needed to serve the Big Branch Basin, which is generally located in the triangle between I-540, US 1, and NC 55.

**Combo Truck – Replacement** **\$420,000**

This project will replace a combination vacuum truck (Unit #97) in the Town's current fleet that will be over 12 years old at time of replacement.





### Utility Relocation – NC Highway 55

\$2,150,000  
Three-year total

This project includes utility relocations to accommodate NC Department of Transportation’s (NCDOT) widening of NC Highway 55. The Town has existing water and sewer utilities within the right-of-way, including 12 inch and 6 inch water lines, fire hydrants, valves, water service lines, 8 inch gravity sewer lines, manholes, and water and sewer service laterals that will be in conflict with NCDOT's proposed road widening. Utilities in conflict have to be relocated to prevent disruption of utility service to customers within the construction corridor. This project also includes an extension of 12 inch line down NC 55 under the railroad trestle to create new loop in distribution system.

### Utility Relocation – Ten Ten Road (SR1010)

\$2,500,000  
Four-year Total

This project includes utility relocations to accommodate NC Department of Transportation’s widening of Ten Ten Road/Center Street to Kildaire Farm Road. The Town has existing water and sewer utilities within the right-of-way, including 12 inch and 16 inch water lines, fire hydrants, valves, water service lines, and 6 and 8 inch force mains that will be in conflict with NCDOT's proposed road widening. Utilities in conflict have to be relocated to prevent disruption of utility service to customers within the construction corridor.

### Utility Relocation – US Highway 64

\$2,500,000  
Three-year Total

This project includes extending a 12 inch water line down Laura Duncan Road, under US 64, and tie-in to the existing 12 inch water line that runs parallel with US 64. In addition, utility relocations are needed to accommodate US 64 improvements. Existing Town utilities within the corridor include 8, 10, and 12 inch water lines, 14 inch force main and 8-10 inch gravity sewers. If the 12 inch water line is not extended across US 64, the Town will have flow issues in this area and continue to have to flush because of the dead-end lines. These lines are flushed routinely to keep up the proper disinfectant levels for water quality purposes.

## Horizon

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### Cash-Perkins Outfall

\$650,000

This project includes construction of a gravity sewer main extending through the Cash-Perkins property, connecting to the future Upper Middle Creek Gravity Interceptor and regional pump station to construct for Horton Park. This gravity sewer will allow both the Cash-Perkins and Pinnacle Park Pump Stations to be taken off line, resulting in a reduction of approximately \$50,000 in annual maintenance costs. This project is in compliance with the adopted Master Sewer Plan.

### Old Raleigh Road – Water Line Replacement

\$3,600,000

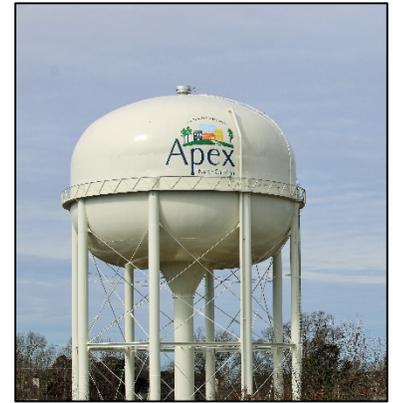
The 10 inch water main in Old Raleigh Road was installed in the early 1960s and is now surpassing the designed 50-year life expectancy. Of additional concern are the improvements to Old Raleigh Road that have taken place over the years, subjecting this pipe to increasing vibration and stress from vehicle traffic. Research shows that expansive clay soil, which is found 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.



## 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 Utility Fund	FY20-21	FY21-22	FY22-23	FY23-24	FY24-25	Future Years	Total Capital Cost
Apex Peakway - Salem Street Interchange Water Lines	100,000						100,000
Chatham Street - Water Line Replacement	350,000						350,000
Elevated Water Storage Tank - 1.5 MG	850,000	3,443,000					4,293,000
Lawrence Crossing Sewer Rehabilitation	575,000						575,000
Middle Creek - Sunset Hills Pump Station Renovation	1,065,000						1,065,000
Miscellaneous Water Main Connections	650,000	925,000	350,000				1,925,000
Salem Street Water Main Rehabilitation	200,000						200,000
Western Transmission Main - Phase II	500,000						500,000
Advanced Metering Infrastructure (AMI)		900,000					900,000
Barscreen Replacement		265,000					265,000
Beaver Creek Commons Gravity Sewer Extension		1,115,000					1,115,000
Big Branch 2 Pump Station and Force Main		1,200,000	16,400,000	20,400,000			38,000,000
Combo Truck - Replacement		420,000					420,000
Utility Relocation - NC Highway 55		700,000	700,000	750,000			2,150,000
Utility Relocation - Ten Ten Road (SR1010)		25,000	600,000	975,000		900,000	2,500,000
Utility Relocation - US Highway 64		100,000	1,100,000	1,300,000			2,500,000
Cash-Perkins Outfall						650,000	650,000
Old Raleigh Road - Water Line Replacement						3,600,000	3,600,000
Cary Projects Sub-Total	1,288,000	58,100	483,000	230,000		21,781,000	23,840,100
WWRWRF Sub-Total	50,000	93,500	195,500	274,800		535,500	1,149,300
<b>Total</b>	<b>5,628,000</b>	<b>9,244,600</b>	<b>19,828,500</b>	<b>23,929,800</b>	<b>-</b>	<b>27,466,500</b>	<b>86,097,400</b>
<b>Revenues</b>	<b>FY20-21</b>	<b>FY21-22</b>	<b>FY22-23</b>	<b>FY23-24</b>	<b>FY24-25</b>	<b>Future Years</b>	<b>Total</b>
Local Revenues/Capital Reserve	5,628,000	9,244,600	19,828,500	23,929,800	-	27,466,500	86,097,400



## Section 6: Project Funding Detail

The following pages contain project funding details.



## Transportation

ID #	Project Cost	2020-21	2021-22	2022-23	2023-24	2024-25	Future	Total
PW&T 1	<b>Annual Pavement Management</b>	<b>1,821,000</b>	<b>1,871,000</b>	<b>1,950,000</b>	<b>2,025,000</b>	<b>2,100,000</b>	<b>2,200,000</b>	<b>11,967,000</b>
	- Intergovernmental Funds (Powell Bill Revenues)	1,421,000	1,450,000	1,479,000	1,509,000	1,539,000	1,570,000	8,968,000
	- General Fund / Capital Outlay	400,000	421,000	155,000	516,000	561,000	630,000	2,683,000
	- Designated Capital Funds	-	-	316,000	-	-	-	316,000
PW&T 2	<b>Annual Miscellaneous Road and Sidewalk Improvements</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>200,000</b>	<b>1,200,000</b>
	- General Fund / Capital Outlay	200,000	200,000	200,000	200,000	200,000	200,000	1,200,000
PW&T 3	<b>Annual Miscellaneous Drainage Improvements</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>600,000</b>
	- General Fund / Capital Outlay	100,000	100,000	100,000	100,000	100,000	100,000	600,000
PW&T 4	<b>Jessie Drive Phase I &amp; Phase II</b>	-	-	<b>7,500,000</b>	<b>1,500,000</b>	-	<b>12,000,000</b>	<b>21,000,000</b>
	- General Fund / Capital Outlay	-	-	-	1,500,000	-	-	1,500,000
	- Grants	-	-	-	-	-	6,000,000	6,000,000
	- Public-Private Partnership	-	-	-	-	-	2,000,000	2,000,000
	- General Obligation Bonds	-	-	7,500,000	-	-	4,000,000	11,500,000
PW&T 5	<b>GPS Emergency Vehicle Preemption</b>	-	<b>260,000</b>	<b>160,000</b>	<b>160,000</b>	<b>160,000</b>	-	<b>740,000</b>
	- Designated Capital Funds	-	238,500	160,000	160,000	160,000	-	718,500
	- General Fund / Capital Outlay	-	21,500	-	-	-	-	21,500
PW&T 6	<b>NC 55 Sidewalk &amp; Enhancement Cost Share (U-2901)</b>	-	-	-	-	<b>2,000,000</b>	-	<b>2,000,000</b>
	- General Fund / Capital Outlay	-	-	-	-	2,000,000	-	2,000,000
PW&T 7	<b>GoApex Route 1</b>	<b>630,000</b>	-	-	-	-	-	<b>630,000</b>
	- General Fund / Capital Outlay	203,000	-	-	-	-	-	203,000
	- Grants	427,000	-	-	-	-	-	427,000
PW&T 8	<b>US 64 Sidewalk &amp; Enhancement Cost Share (U-5301)</b>	-	-	-	-	<b>2,000,000</b>	-	<b>2,000,000</b>
	- General Fund / Capital Outlay	-	-	-	-	2,000,000	-	2,000,000
PW&T 9	<b>Ten Ten Road/Center Street Sidewalk &amp; Enhancement</b>	-	-	-	-	-	<b>2,000,000</b>	<b>2,000,000</b>
	- Designated Capital Funds	-	-	-	-	-	945,000	945,000
	- General Obligation Bonds	-	-	-	-	-	1,055,000	1,055,000
PW&T 10	<b>Center Street Railroad Crossing Improvements &amp; Sidewalk</b>	-	-	-	<b>100,000</b>	<b>700,000</b>	-	<b>800,000</b>
	- Designated Capital Funds	-	-	-	100,000	178,500	-	278,500
	- General Fund / Capital Outlay	-	-	-	-	521,500	-	521,500
PW&T 11	<b>Chatham Street Railroad Crossing Improvements &amp; Sidewalk</b>	-	-	-	<b>100,000</b>	<b>700,000</b>	-	<b>800,000</b>
	- Designated Capital Funds	-	-	-	100,000	178,500	-	278,500
	- General Fund / Capital Outlay	-	-	-	-	521,500	-	521,500
PW&T 12	<b>West Williams Street Sidewalk</b>	-	-	-	<b>70,000</b>	<b>500,000</b>	-	<b>570,000</b>
	- Designated Capital Funds	-	-	-	70,000	100,000	-	170,000
	- Grants	-	-	-	-	400,000	-	400,000



## Transportation (cont.)

ID #	Project Cost	2020-21	2021-22	2022-23	2023-24	2024-25	Future	Total
PW&T 13	<b>Davis Drive at Salem Church Road Realignment</b>	-	-	-	-	500,000	6,000,000	6,500,000
	- General Fund / Capital Outlay	-	-	-	-	500,000	1,255,000	1,755,000
	- General Obligation Bonds	-	-	-	-	-	1,945,000	1,945,000
	- Grants	-	-	-	-	-	2,800,000	2,800,000
PW&T 14	<b>Stephenson Road High School Improvements Cost Share</b>	-	-	-	1,000,000	-	-	1,000,000
	- General Fund / Capital Outlay	-	-	-	1,000,000	-	-	1,000,000
PW&T 15	<b>Pavement Management Backlog</b>	-	5,000,000	5,000,000	-	-	-	10,000,000
	- General Obligation Bonds	-	5,000,000	5,000,000	-	-	-	10,000,000
PW&T 16	<b>Salem Street Downtown Streetscape &amp; Resurfacing</b>	300,000	-	2,500,000	-	-	-	2,800,000
	- General Fund / Capital Outlay	300,000	-	2,500,000	-	-	-	2,800,000
PW&T 17	<b>Saunders Street Parking Lot Expansion</b>	50,000	1,200,000	-	-	-	-	1,250,000
	- General Fund / Capital Outlay	50,000	1,200,000	-	-	-	-	1,250,000
PW&T 18	<b>Lynch Street Extension</b>	-	-	-	550,000	-	-	550,000
	- General Fund / Capital Outlay	-	-	-	457,000	-	-	457,000
	- Designated Capital Funds	-	-	-	93,000	-	-	93,000
PW&T 20	<b>Beaver Creek Commons Drive at Zeno Road Improvements</b>	500,000	-	-	-	-	-	500,000
	- General Fund / Capital Outlay	252,000	-	-	-	-	-	252,000
	- Designated Capital Funds	248,000	-	-	-	-	-	248,000
PW&T 21	<b>Richardson Road Mitigation</b>	570,000	-	-	-	-	-	570,000
	- General Fund / Capital Outlay	570,000	-	-	-	-	-	570,000
PW&T 22	<b>Chatham Street Improvements</b>	953,000	-	-	-	-	-	953,000
	- General Fund / Capital Outlay	572,000	-	-	-	-	-	572,000
	- Grants	381,000	-	-	-	-	-	381,000
SRTS	<b>Safe Routes to School</b>	525,000	565,000	610,000	570,000	460,000	-	2,730,000
	- Designated Capital Funds	352,000	378,500	409,000	382,000	308,000	-	1,829,500
	- Grants	173,000	186,500	201,000	188,000	152,000	-	900,500
PW&T 28	<b>Production Drive Extension</b>	-	400,000	4,000,000	-	-	-	4,400,000
	- General Fund / Capital Outlay	-	400,000	-	-	-	-	400,000
	- General Obligation Bonds	-	-	4,000,000	-	-	-	4,000,000
PW&T 29	<b>Downtown Alley Improvements</b>	250,000	250,000	-	-	-	-	500,000
	- Designated Capital Funds	250,000	250,000	-	-	-	-	500,000
PW&T 30	<b>Apex Peakway Southwest Connector</b>	25,000,000	-	-	-	-	-	25,000,000
	- General Obligation Bonds	12,000,000	-	-	-	-	-	12,000,000
	- Grants	12,500,000	-	-	-	-	-	12,500,000
	- General Fund / Capital Outlay	500,000	-	-	-	-	-	500,000
PW&T 31	<b>Apex Peakway North Widening</b>	-	-	-	-	-	5,000,000	5,000,000
	- General Obligation Bonds	-	-	-	-	-	5,000,000	5,000,000



Parks, Recreation & Cultural Resources								
ID #	Project Cost	2020-21	2021-22	2022-23	2023-24	2024-25	Future	Total
PR 1	<b>Beaver Creek Greenway - Phase II</b>	<b>2,435,000</b>	-	-	-	-	-	<b>2,435,000</b>
	- Designated Capital Funds	2,435,000	-	-	-	-	-	2,435,000
PR 2	<b>Middle Creek Greenway - Phase II Construction/Phase III Design</b>	<b>2,128,000</b>	-	-	-	-	-	<b>2,128,000</b>
	- Grants	1,544,700	-	-	-	-	-	1,544,700
	- Designated Capital Funds	583,300	-	-	-	-	-	583,300
PR 3	<b>Pleasant Park - Phase III</b>	<b>5,750,000</b>	-	-	-	-	-	<b>5,750,000</b>
	- Grants	5,000,000	-	-	-	-	-	5,000,000
	- Designated Capital Funds	750,000	-	-	-	-	-	750,000
PR 4	<b>Jaycee Park Expansion</b>	-	-	-	<b>99,825</b>	<b>998,250</b>	-	<b>1,098,075</b>
	- General Fund / Capital Outlay	-	-	-	99,825	998,250	-	1,098,075
PR 5	<b>Environmental Education Center</b>	-	-	<b>100,000</b>	<b>1,100,000</b>	-	-	<b>1,200,000</b>
	- General Fund / Capital Outlay	-	-	100,000	-	-	-	100,000
	- Designated Capital Funds	-	-	-	1,100,000	-	-	1,100,000
PR 6	<b>Apex Community Park Parking Lot Expansion</b>	-	-	-	-	<b>665,500</b>	-	<b>665,500</b>
	- General Fund / Capital Outlay	-	-	-	-	665,500	-	665,500
PR 7	<b>Apex Nature Park/Seymour Athletic Fields Parking Lot</b>	-	-	<b>957,000</b>	-	-	-	<b>957,000</b>
	- General Fund / Capital Outlay	-	-	957,000	-	-	-	957,000
PR 8	<b>Dredge Apex Community Park Lake</b>	-	-	-	-	-	<b>3,660,000</b>	<b>3,660,000</b>
	- Installment Purchase / Capital Lease	-	-	-	-	-	3,660,000	3,660,000
PR 9	<b>Olive Farm Park Design</b>	-	-	-	-	-	<b>5,500,000</b>	<b>5,500,000</b>
	- Installment Purchase / Capital Lease	-	-	-	-	-	5,500,000	5,500,000
PR 10	<b>Northwest Wimberly Road Park Design</b>	-	-	-	-	-	<b>5,500,000</b>	<b>5,500,000</b>
	- Installment Purchase / Capital Lease	-	-	-	-	-	5,500,000	5,500,000

Public Safety								
ID #	Project Cost	2020-21	2021-22	2022-23	2023-24	2024-25	Future	Total
PS 2	<b>Fire Engine Replacement - Station 3</b>	-	<b>740,000</b>	-	-	-	-	<b>740,000</b>
	- General Fund / Capital Outlay	-	740,000	-	-	-	-	740,000
PS 3	<b>Aerial Apparatus to Replace Ladder 4</b>	-	-	<b>1,400,000</b>	-	-	-	<b>1,400,000</b>
	- General Fund / Capital Outlay	-	-	1,400,000	-	-	-	1,400,000
PS 4	<b>Rescue Retrieval Van</b>	-	<b>165,000</b>	-	-	-	-	<b>165,000</b>
	- General Fund / Capital Outlay	-	165,000	-	-	-	-	165,000
PS 5	<b>Engine 31 - Replacement</b>	-	-	-	<b>675,000</b>	-	-	<b>675,000</b>
	- General Fund / Capital Outlay	-	-	-	675,000	-	-	675,000
PS 6	<b>Fire Pumper for Olive Farm Station</b>	-	-	-	-	-	<b>800,000</b>	<b>800,000</b>
	- General Fund / Capital Outlay	-	-	-	-	-	800,000	800,000



## Public Facilities

ID #	Project Cost	2020-21	2021-22	2022-23	2023-24	2024-25	Future	Total
PF 1	<b>Mechanical Upgrades to Police Department &amp; Cultural Arts Center</b>	<b>180,000</b>	-	-	-	-	-	<b>180,000</b>
	- General Fund / Capital Outlay	180,000	-	-	-	-	-	180,000
PF 2	<b>Town Hall Remodel</b>	-	<b>550,000</b>	-	-	-	-	<b>550,000</b>
	- General Fund / Capital Outlay	-	550,000	-	-	-	-	550,000
PF 3	<b>Town Fiber Optic Expansion</b>	<b>130,000</b>	<b>75,000</b>	-	-	-	-	<b>205,000</b>
	- General Fund / Capital Outlay	130,000	75,000	-	-	-	-	205,000
PF 4	<b>Tunstall House Restoration</b>	<b>100,000</b>	<b>835,000</b>	-	-	-	-	<b>935,000</b>
	- General Fund / Capital Outlay	100,000	835,000	-	-	-	-	935,000
PF 5	<b>Public Safety Station 3 Relocation</b>	-	<b>4,000,000</b>	-	-	-	-	<b>4,000,000</b>
	- Installment Purchase / Capital Lease	-	4,000,000	-	-	-	-	4,000,000
PF 6	<b>Town Campus Parking Lot Resurfacing</b>	-	-	<b>470,000</b>	-	-	-	<b>470,000</b>
	- General Fund / Capital Outlay	-	-	470,000	-	-	-	470,000
PF 7	<b>Vehicle Storage Shed &amp; Brine Building</b>	-	-	<b>23,500</b>	<b>235,500</b>	-	-	<b>259,000</b>
	- General Fund / Capital Outlay	-	-	23,500	235,500	-	-	259,000
PF 8	<b>Police Department Addition/Renovation</b>	-	-	-	-	<b>500,000</b>	<b>6,400,000</b>	<b>6,900,000</b>
	- General Fund / Capital Outlay	-	-	-	-	500,000	-	500,000
	- Installment Purchase / Capital Lease	-	-	-	-	-	6,400,000	6,400,000
PF 9	<b>Land Purchase for Affordable Housing</b>	-	-	-	-	-	<b>500,000</b>	<b>500,000</b>
	- General Fund / Capital Outlay	-	-	-	-	-	500,000	500,000
PF 10	<b>Fire Administration Building</b>	-	-	-	-	-	<b>2,000,000</b>	<b>2,000,000</b>
	- General Fund / Capital Outlay	-	-	-	-	-	2,000,000	2,000,000
PF 11	<b>Repurpose Depot Parking</b>	-	-	<b>250,000</b>	<b>2,000,000</b>	-	-	<b>2,250,000</b>
	- General Fund / Capital Outlay	-	-	250,000	2,000,000	-	-	2,250,000
PF 13	<b>Public Works Campus Parking Lot Resurfacing</b>	-	-	-	<b>500,000</b>	-	-	<b>500,000</b>
	- General Fund / Capital Outlay	-	-	-	500,000	-	-	500,000
PF 14	<b>Fire Station 7</b>	-	-	-	-	<b>750,000</b>	<b>5,325,000</b>	<b>6,075,000</b>
	- General Fund / Capital Outlay	-	-	-	-	750,000	-	750,000
	- Installment Purchase / Capital Lease	-	-	-	-	-	5,325,000	5,325,000
PF 15	<b>Station 1 Rebuild</b>	-	<b>450,000</b>	<b>4,750,000</b>	-	-	-	<b>5,200,000</b>
	- Designated Capital Funds	-	450,000	537,000	-	-	-	987,000
	- Installment Purchase / Capital Lease	-	-	4,150,000	-	-	-	4,150,000
	- General Fund / Capital Outlay	-	-	63,000	-	-	-	63,000
PF 16	<b>Eva Perry Library</b>	-	<b>438,000</b>	-	-	-	-	<b>438,000</b>
	- General Fund / Capital Outlay	-	438,000	-	-	-	-	438,000
IT 3	<b>Police Data Center Infrastructure Upgrades &amp; Additions</b>	<b>175,000</b>	-	-	-	-	-	<b>175,000</b>
	- General Fund / Capital Outlay	175,000	-	-	-	-	-	175,000



## Public Works and Environmental Services

ID #	Project Cost	2020-21	2021-22	2022-23	2023-24	2024-25	Future	Total
PW 1	<b>Leaf Truck - Replacement</b>	<b>206,000</b>	<b>206,000</b>	-	-	-	<b>206,000</b>	<b>618,000</b>
	- General Fund / Capital Outlay	206,000	206,000	-	-	-	206,000	618,000
PW 2	<b>Leaf Truck - Addition</b>	-	<b>212,000</b>	-	-	-	-	<b>212,000</b>
	- General Fund / Capital Outlay	-	212,000	-	-	-	-	212,000
PW 4	<b>Motor Grader - Replacement</b>	-	<b>250,000</b>	-	-	-	-	<b>250,000</b>
	- General Fund / Capital Outlay	-	250,000	-	-	-	-	250,000
PW 5	<b>Chipper Truck - Replacement</b>	-	<b>165,000</b>	-	-	-	-	<b>165,000</b>
	- General Fund / Capital Outlay	-	165,000	-	-	-	-	165,000
PW 6	<b>Dump Truck - Addition</b>	-	<b>130,000</b>	<b>130,000</b>	-	-	-	<b>260,000</b>
	- General Fund / Capital Outlay	-	130,000	130,000	-	-	-	260,000
PW 7	<b>Grapple Truck - Replacement</b>	-	-	-	<b>195,000</b>	-	-	<b>195,000</b>
	- General Fund / Capital Outlay	-	-	-	195,000	-	-	195,000
PW 10	<b>Street Sweeper - Replacement</b>	-	-	-	<b>275,000</b>	-	-	<b>275,000</b>
	- General Fund / Capital Outlay	-	-	-	275,000	-	-	275,000
PW 12	<b>Mini Excavator - Addition</b>	-	-	-	<b>120,000</b>	-	-	<b>120,000</b>
	- General Fund / Capital Outlay	-	-	-	120,000	-	-	120,000
PW 13	<b>Backhoe - Replacement</b>	-	-	<b>150,000</b>	-	-	-	<b>150,000</b>
	- General Fund / Capital Outlay	-	-	150,000	-	-	-	150,000

