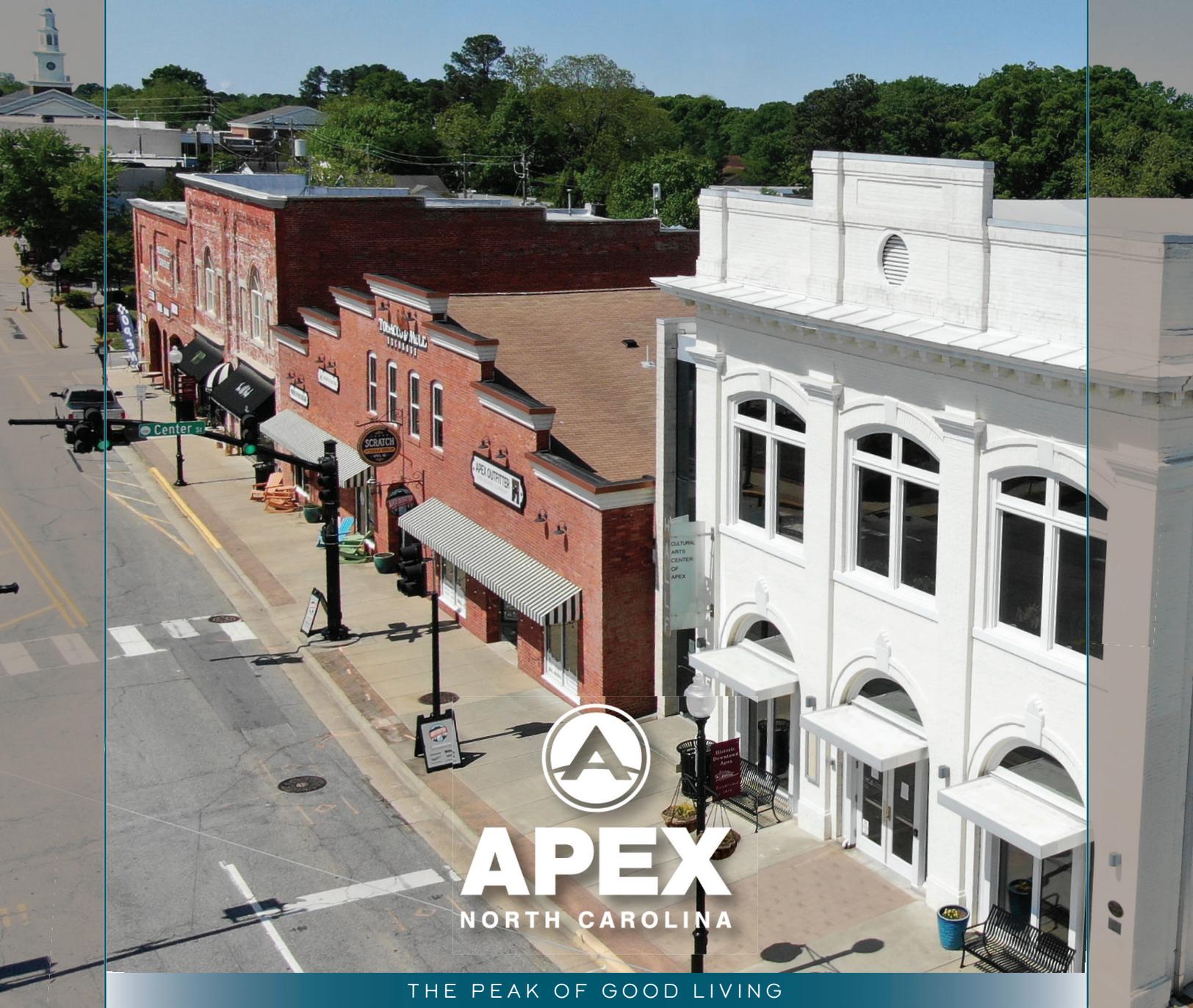


ANNUAL OPERATING BUDGET

FISCAL YEAR 2021 - 2022



APEX
NORTH CAROLINA

THE PEAK OF GOOD LIVING

**Town of Apex, North Carolina
FY 2021 – 2022 Annual Budget**

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, 2020

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, 2020. 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 2021 – 2022 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 | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Personnel | 34,032,615 | 40,671,818 | 39,052,510 | 40,976,500 | 0.75% |
| Operating | 15,537,370 | 20,547,665 | 17,541,869 | 20,225,100 | -1.57% |
| Capital | 7,131,382 | 12,842,258 | 12,690,167 | 9,752,400 | -24.06% |
| Debt Service | 7,467,181 | 6,942,500 | 6,942,500 | 8,137,900 | 17.22% |
| Total | \$64,168,548 | \$81,004,241 | \$76,227,047 | \$79,091,900 | -2.36% |

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 | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Personnel | 34,032,615 | 40,671,818 | 39,052,510 | 40,976,500 | 0.75% |
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| Total | \$64,168,548 | \$81,004,241 | \$76,227,047 | \$79,091,900 | -2.36% |

Includes capital items such as land, vehicles, equipment, etc.

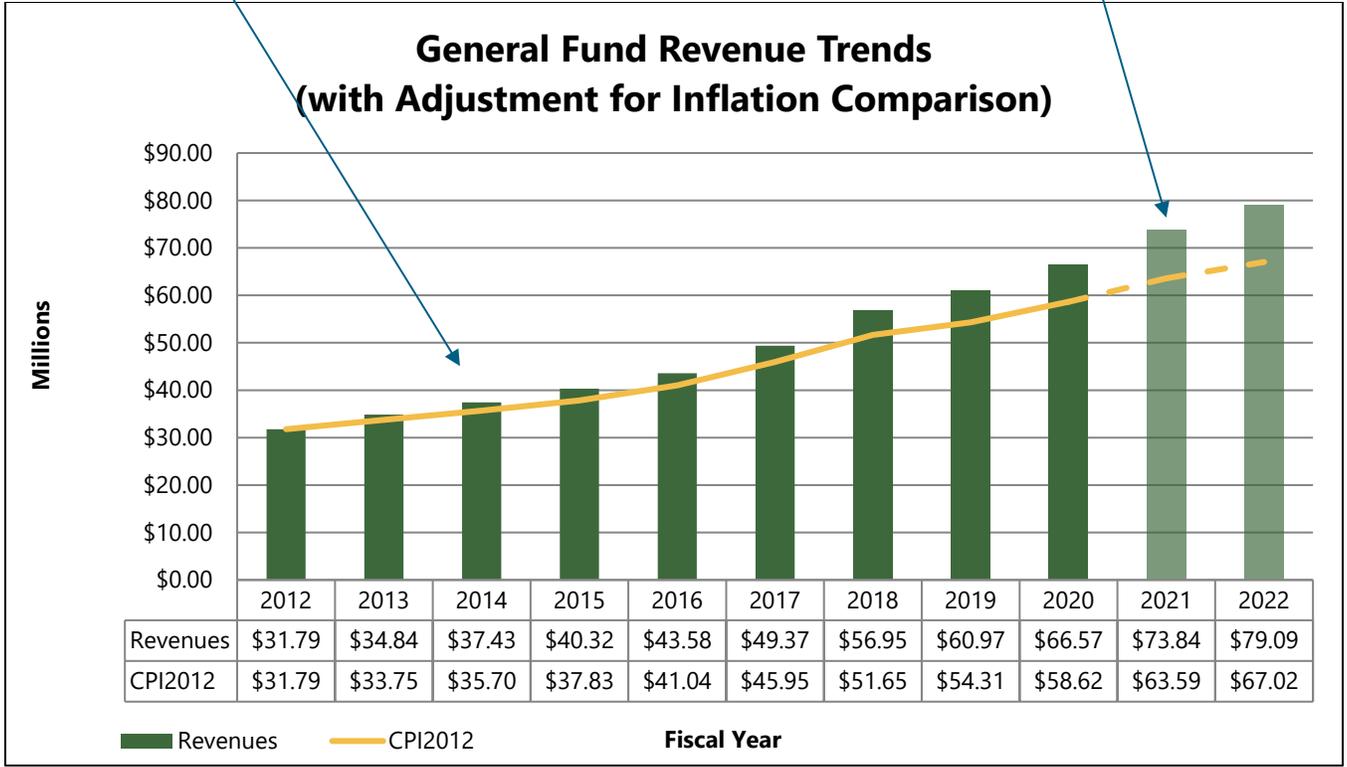
Includes annual debt service payments of capital items



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 2021 – 2022 Annual Budget

Budget Message

April 15, 2021

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, I am pleased to present the proposed Annual Budget for Fiscal Year 2021-2022 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 citizen survey results from this past year were overwhelmingly positive, and the Town continues to receive 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 2021-2022 (FY21-22) Budget, town staff followed guidance from Town Council's strategic goals to develop a proactive budget that will balance improving current town programs and services with development of new programs and projects. Town Council's strategic goals are:

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; we will 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; we will offer housing and transportation options so that anyone who chooses to live in Apex can.

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.

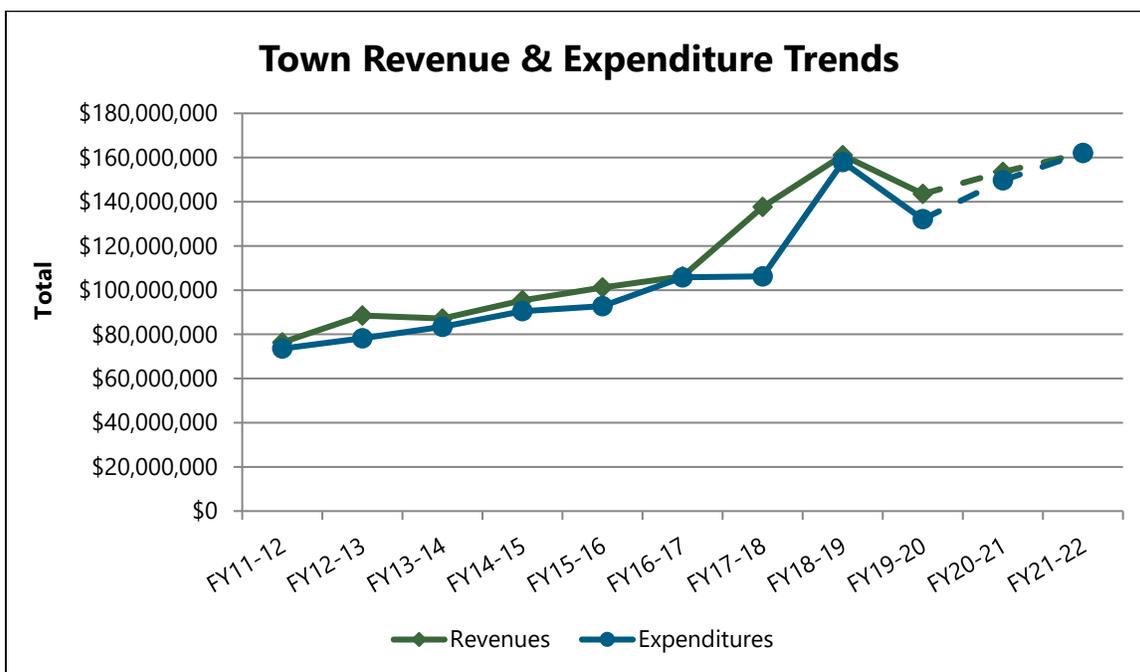
Safe Community & Reliable Infrastructure: We will ensure safe neighborhoods with reliable infrastructure through proactive, professional, and engaged public safety and infrastructure services.



| FY21-22 Budget Highlights | |
|---------------------------------------|--|
| General Fund Expenditures | \$ 79,091,900 |
| Electric Fund Expenditures | \$ 45,776,200 |
| Water & Sewer Fund Expenditures | \$ 23,722,000 |
| Non-major & Capital Fund Expenditures | <u>\$ 13,484,400</u> |
| <i>Total Budget</i> | \$162,074,500 |
| Property Tax Rate | \$0.39 per \$100 valuation <i>Property tax rate is \$.01 more than FY20-21</i> |
| Electric Rates | Residential- \$15.05 base charge, \$.0993 – .1029 per kWh energy charge <i>Rates are unchanged from FY20-21</i> |
| Water Rates | \$5.54 base charge, \$4.19 – 6.49 per 1000 gal. consumption (tiered) |
| Sewer Rates | \$10.04 base charge, \$7.17 per 1000 gal. consumption <i>Water rates are unchanged and sewer rates are 1.5% higher than FY20-21</i> |

Recommended Budget

The FY21-22 Recommended Budget totals \$162,074,500 for all town operations, capital improvements, and debt service requirements. This is \$3,601,725 (-2.17 percent) less than the FY20-21 Amended Budget as of April 1, 2021. Following Town Council’s direction, the budget is balanced with a tax rate of \$.39, an increase of one cent from the current tax rate. The budget includes no change in electric rates, no change in water rates, a 1.5 percent increase in sewer rates, and use of \$1,549,000 in fund balance from the General Fund.

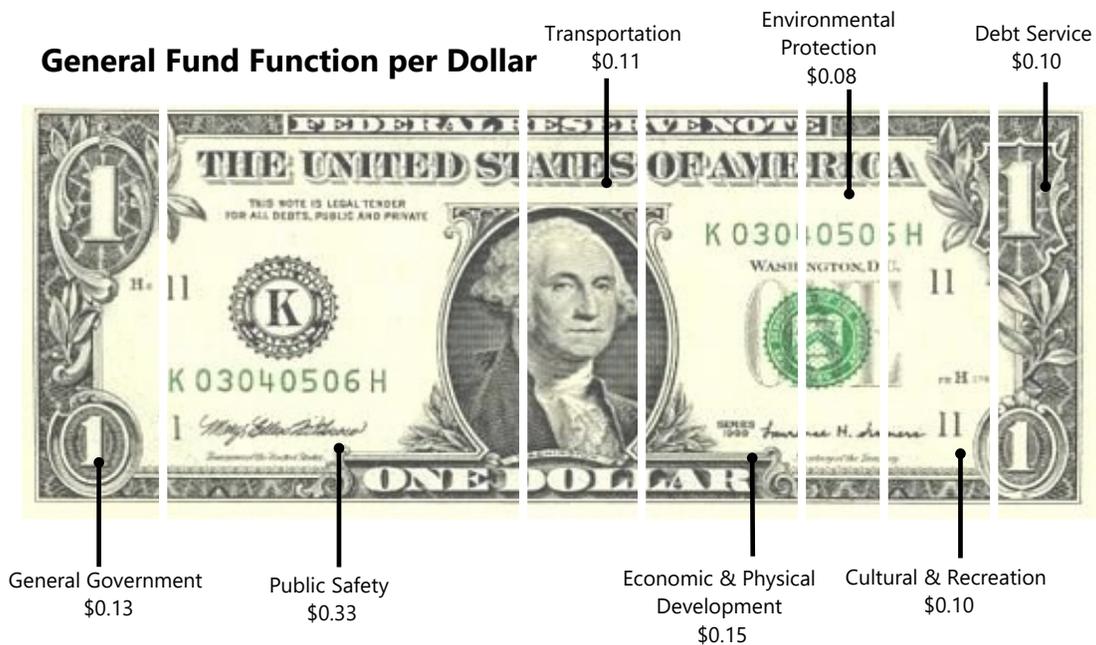


General Fund

The General Fund accounts for resources not required legally or by sound financial management to be accounted for in another fund. 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 FY21-22 Recommended Budget for the General Fund totals \$79,091,900, which is 2.36 percent less than the FY20-21 Amended Budget of \$81,004,241 as of April 1, 2021.

General Fund Expenditures

Apex's population continues to grow at a rapid pace, with a five-year average of 7.62 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. One-third of every dollar spent in the General Fund goes toward public safety, which includes police, fire, and 911 communications.



The 2.36 percent decrease in the FY21-22 General Fund Budget is not consistent with the 10.01 percent average increase between 2016 and 2020, nor the estimated 18.78 percent increase from FY19-20 to FY20-21. The primary reason for this variance is the substantial allocation of fund balance in the FY20-21 Amended Budget, which includes \$3.29 million in purchase order carry-overs from the prior fiscal year, nearly \$2 million in developer agreement reimbursements, \$1.5 million for allocations to capital projects and purchases, and \$1.75 million for a land purchase for economic development that the Town will recoup by selling the land to a prospective industry.

Comparing the FY21-22 Budget to the estimated final expenses for FY20-21 reveals a modest increase of 3.76 percent. Debt service and operating expenditures are the primary drivers of the increase. The \$1.19 million increase in debt service is the result of the sale of \$5.0 million in transportation bonds from the 2015 referendum and the \$8.0 million in combined installment financing for Public Safety Station 6 and the new Permitting and Inspections office building. Increases in operating costs reflect new programs and projects per Town Council's strategic goals, including \$745,000 in transit



operations and studies, \$575,000 in additional commitment to the Affordable Housing Fund, \$135,000 for various sustainability initiatives, \$100,000 for the downtown stormwater study, \$75,000 for the tree planting program, and \$40,000 for various diversity initiatives. Additionally, Parks and Recreation operating costs will increase with the opening of the Apex Senior Center this summer and the first phases of Pleasant Park opening during the year.

| General Fund Expenditures by Type | | | | | |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|-------------------|
| Type | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Personnel | 34,032,615 | 40,671,818 | 39,052,510 | 40,976,500 | 0.75% |
| Operating | 15,537,370 | 20,547,665 | 17,541,869 | 20,225,100 | -1.57% |
| Capital | 7,131,382 | 12,842,258 | 12,690,167 | 9,752,400 | -24.06% |
| Debt Service | 7,467,181 | 6,942,500 | 6,942,500 | 8,137,900 | 17.22% |
| Total | \$64,168,548 | \$81,004,241 | \$76,227,047 | \$79,091,900 | -2.36% |

| General Fund Department/Division Budgets | | | | | |
|--|---------------------|---------------------|---------------------|-------------------|----------------------|
| Department/Division | FY19-20 Actual | FY20-21 Budget | FY21-22 Budget | Percent Change | FY20-21 Variance |
| Town Council | 296,708 | 213,300 | 422,600 | 98.12% | 209,300 |
| Town Clerk | - | 215,500 | 297,600 | 38.10% | 82,100 |
| Administration | 1,237,706 | 1,353,477 | 1,659,000 | 22.57% | 305,523 |
| Human Resources | 1,101,602 | 1,743,015 | 1,371,700 | -21.30% | (371,315) |
| Information Technology | 1,790,621 | 2,857,476 | 2,549,900 | -10.76% | (307,576) |
| Legal | 424,362 | 482,442 | 500,000 | 3.64% | 17,558 |
| Economic Development | 1,405,153 | 1,257,853 | 666,400 | -47.02% | (591,453) |
| Finance | 767,287 | 887,728 | 857,200 | -3.44% | (30,528) |
| Planning | 2,029,620 | 2,608,752 | 3,418,800 | 31.05% | 810,048 |
| Facilities | 1,775,322 | 1,880,230 | 2,177,500 | 15.81% | 297,270 |
| Police | 11,560,005 | 14,349,257 | 13,399,400 | -6.62% | (949,857) |
| 911 Communications | 1,128,276 | 1,552,939 | 1,579,000 | 1.68% | 26,061 |
| Fire | 9,429,145 | 11,715,248 | 11,204,500 | -4.36% | (510,748) |
| Public Works-Transportation | 1,124,044 | 1,446,478 | 1,451,500 | 0.35% | 5,022 |
| Utility Engineering-Water Resources | 1,610,851 | 2,140,688 | 2,794,300 | 30.53% | 653,612 |
| Streets | 4,522,209 | 6,211,662 | 4,853,100 | -21.87% | (1,358,562) |
| Solid Waste | 4,849,384 | 5,176,873 | 5,959,700 | 15.12% | 782,827 |
| Fleet | 463,216 | 503,660 | 516,600 | 2.57% | 12,940 |
| Inspections & Permitting | 2,712,537 | 3,138,052 | 3,102,100 | -1.15% | (35,952) |
| Parks & Recreation | 4,575,273 | 6,083,468 | 6,418,700 | 5.51% | 335,232 |
| Cultural Arts Center | 575,927 | 750,476 | 846,200 | 12.76% | 95,724 |
| Cemetery | 44,249 | 60,000 | 50,800 | -15.33% | (9,200) |
| Special Allocations | 130,669 | 180,500 | 69,000 | -61.77% | (111,500) |
| Other Financing Uses | 3,147,200 | 7,102,667 | 4,638,400 | -34.69% | (2,464,267) |
| Debt Service | 7,467,181 | 6,942,500 | 8,137,900 | 17.22% | 1,195,400 |
| Contingency | - | 150,000 | 150,000 | 0.00% | - |
| Total | \$64,168,548 | \$81,004,241 | \$79,091,900 | -2.36% | (\$1,912,341) |



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 FY21-22. During FY20-21, the Town delayed some capital projects as staff evaluated the financial impact of the COVID-19 pandemic. While some projects and purchases ultimately were able to occur during FY20-21 with revenues exceeding original estimates, others, including a fire engine replacement at Station 3, a chipper truck replacement, and various facility repairs, were delayed until FY21-22. Even with a more positive economic outlook post-pandemic, however, Town Council recognized that beginning construction on the proposed transportation projects presented a challenge while relying only on natural revenue growth. To address the challenge, Town Council chose to seek a bond referendum in November 2021 for \$42 million in transportation projects to be completed over the next decade. More information about capital projects, including project descriptions, expected funding sources, debt and operating impacts, and schedules, is located in the Capital Improvement Plan section of the budget document. Highlighted below are some of the significant capital projects included in the FY21-22 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 (\$1,871,000)

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. Current and future resurfacing costs continue to exceed Powell Bill allocations. The proposed bond referendum includes \$5.0 million to address a backlog of pavement management projects.

Apex Peakway Southwest Connector (\$25,500,000)

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 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. Town Council has identified this project as one of its highest priorities but the costs and lack of outside funding have made beginning construction difficult. Funds from a 2015 bond referendum along with some Locally Administered Projects Program (LAPP) funding cover approximately \$10.50 million of project costs. The proposed bond referendum would provide the remaining \$15.0 million needed to fund the project.

Downtown Parking Expansion (\$1,200,000)

The Downtown Master Plan identifies goals to add 100 and 200 parking spaces within a three- or five-minute walk of downtown, respectively. To meet those goals and ensure adequate parking downtown, the Town is planning to add to and improve existing parking lots. Completing this project is critical to the Town moving forward with other downtown projects, including the Salem Street Streetscape and Resurfacing project.

Downtown Alley Improvements (\$500,000)

The Downtown Plan envisions creating vibrant places for people to gather by transforming the alley spaces along Commerce Street and Seaboard Street. Improving these spaces was identified as a "Top 10" priority in the plan. Truly engaging and activated spaces will require public and private investment. The Town is planning to consolidate dumpster enclosures, improve pedestrian facilities, enhance landscaping, and add decorative pavement treatments for public right-of-way.



Public Safety Station 6 (\$6,500,000)

Public Safety Station 6 will provide fire and emergency services to the White Oak Basin and Green Level areas of Apex. Development trends indicate construction of 2,100 new homes will occur in this area within the next few years. Response times from Fire Station 3 do not meet our standards due to the physical distance from the station to the area. This station will feature a new design to meet the needs of both fire and police departments. Station 6 will house a new engine and 12-14 fire personnel.

Annual Greenway Allocation (\$300,000)

This is a new, ongoing program to allow for the study, prioritization, and design of proposed greenway connections. This program is a direct response to increasing greenway request from residents and Town Council.

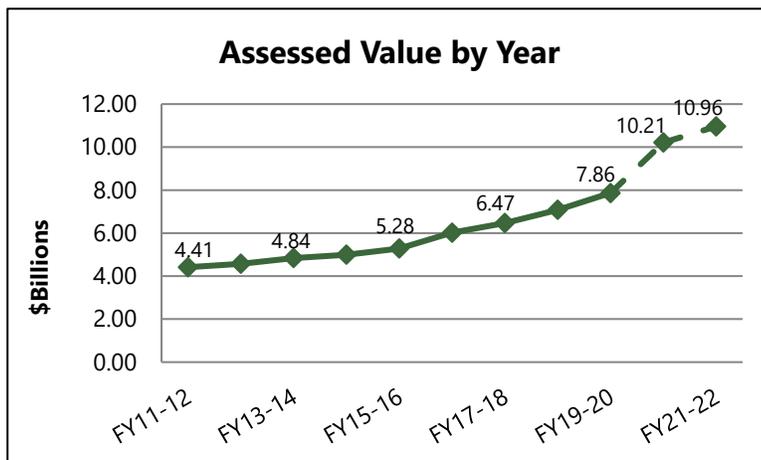
General Fund Revenues

The Town of Apex continues to experience growth in its primary revenue sources – ad valorem taxes and sales tax. This is despite the original projections from the beginning of the COVID-19 pandemic. 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 139.69 percent in the past ten years, including revaluations in 2016 and 2020. The FY21-22 tax base for Apex is projected to grow by \$748,525,280 (7.33 percent) to \$10,958,427,579, and each penny on the tax rate is equivalent to \$1,093,771 in revenue. Excluding property tax and sales tax revenues and use of fund balance, all other General Fund revenues collectively represent an 8.62 percent decrease from the FY20-21 Amended Budget. Overall, the FY21-22 Budget reflects a 2.36 percent decrease in revenues when compared to the FY20-21 Amended Budget. This decrease reflects a significant fund balance allocation in FY20-21 due to purchase order carry-overs from the prior fiscal year and COVID related expenses due to be offset by external emergency funding. Comparing the FY21-22 projected revenues to final estimates for the current fiscal year adjusts for the fund balance allocation and results in a more accurate picture of revenue trends with a revenue increase of 6.48 percent.

Ad Valorem Tax

Property taxes represent 54 percent of General Fund revenues. For FY21-22, the ad valorem tax base is an estimated \$10.96 billion, which will generate \$42.69 million in property tax revenue with a tax rate of **\$0.39 per \$100 valuation** at a 99.9 percent collection rate. This represents an increase in ad valorem revenue of \$3.89 million (10.01 percent). **The tax rate is \$.01 more than the FY20-21 tax rate.** 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 \$.045 in \$.015 increments. The FY21-22 tax rate includes the final \$.015 increment. Additionally,

Town Council intends to institute a stormwater fee within the Water and Sewer Fund as of January 1, 2022. This will convert stormwater operations to an enterprise fund and remove the associated expenses from the General Fund. Town Council asked staff to reduce the tax rate by an amount equating to half of the reduction in stormwater costs and dedicate the other half to affordable housing and community support activities. Staff estimates that the mid-year implementation of the stormwater fee will generate approximately \$1.0 million, corresponding to about a penny on the tax rate. Following Council's directive, the budget includes an additional \$500,000 dedicated to the Affordable Housing Fund and a half-cent reduction in the tax rate.



Local Option Sales Tax

Sales tax represents the Town's second largest revenue source in the General Fund at \$15.55 million (19.76 percent). The State of North Carolina collects 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 impacts of the COVID-19 pandemic on sales tax revenues proved significantly less dire than original projections. Rather than a 20 percent reduction, as originally projected for the final quarter of FY19-20, the Town experienced only a one percent reduction in March and then was up one percent for the final quarter year-over-year. The positive trend continued into FY20-21, and the Town has experienced an average 22.2 percent year-over-year increase in sales tax each month. The FY21-22 sale tax estimates reflect this positive trend, albeit with a more modest growth rate of five percent over the current end of year projections.

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 \$2,600,000 in FY21-22 and recycling fees will generate \$1,360,600. The Town conducts its own yard waste collection and covers the cost with a monthly yard waste fee. The yard waste fee will generate \$2,079,600 in FY21-22. **Solid waste and recycling fees will increase in accordance with our service contract in FY21-22.** 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 beyond the standard adjustment for inflation of 2.50 percent included in the service contract.

| Solid Waste, Recycling, & Yard Waste Monthly Charges | | |
|---|----------|----------|
| | FY20-21 | FY21-22 |
| Yard Waste Collection | \$7.83 | \$7.83 |
| Residential Roll-Out Cart | \$8.72 | \$8.94 |
| Commercial Roll-Out Cart | \$17.88 | \$18.75 |
| Recycling (per Bin or Cart) | \$4.89 | \$4.98 |
| 4-CY Dumpster Service | \$128.20 | \$131.40 |
| 6-CY Dumpster Service | \$151.67 | \$155.46 |
| 8-CY Dumpster Service | \$173.31 | \$177.64 |

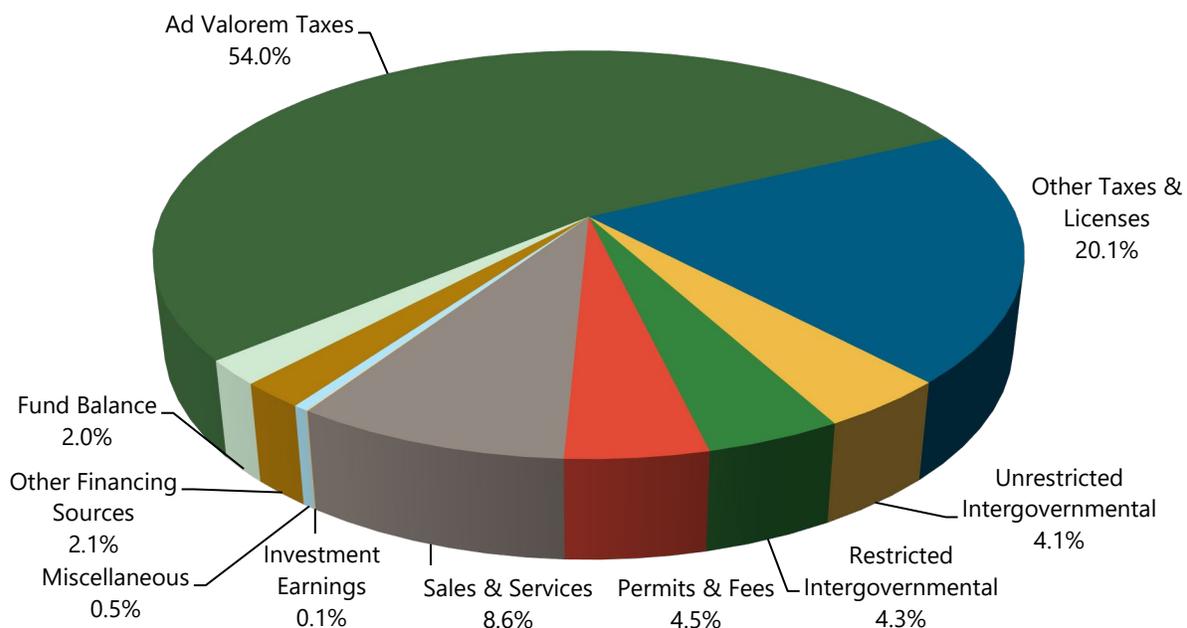
Fund Balance Appropriation

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. Occasionally, 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 FY21-22 Recommended Budget includes a fund balance allocation of \$1,549,000**, including \$649,000 for a fire engine replacement, \$400,000 for Tunstall House Restoration, and \$500,000 for the Downtown Alley Improvement project.



| General Fund Revenues by Source | | | | | |
|---------------------------------|---------------------|---------------------|---------------------|---------------------|-------------------|
| Source | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Ad Valorem Taxes | 32,658,939 | 38,813,000 | 39,265,754 | 42,698,700 | 10.01% |
| Other Taxes & Licenses | 12,255,508 | 11,854,900 | 15,120,313 | 15,882,400 | 33.97% |
| Unrestricted Intergovernmental | 3,458,723 | 3,485,000 | 3,203,323 | 3,215,000 | -7.75% |
| Restricted Intergovernmental | 2,928,655 | 5,207,178 | 5,314,363 | 3,372,500 | -35.23% |
| Permits & Fees | 4,204,812 | 3,960,900 | 3,520,944 | 3,534,300 | -10.77% |
| Sales & Services | 5,418,897 | 6,423,900 | 5,869,326 | 6,809,900 | 6.01% |
| Investment Earnings | 646,614 | 355,300 | 52,620 | 40,000 | -88.74% |
| Miscellaneous | 507,255 | 353,337 | 563,109 | 365,100 | 3.33% |
| Other Financing Sources | 4,493,187 | 964,499 | 929,499 | 1,625,000 | 68.48% |
| Fund Balance | - | 9,586,227 | - | 1,549,000 | -83.84% |
| Total | \$66,572,590 | \$81,004,241 | \$73,839,251 | \$79,091,900 | -2.36% |

General Fund Revenues by Source FY21-22



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 FY21-22 Recommended Budget for the Electric Fund totals \$45,776,200, a 3.04 percent increase from the FY20-21 Amended Budget of \$44,426,529 as of April 1, 2021.



Electric Fund Expenditures

The increase in the FY21-22 Electric Fund Budget is primarily due to increases in personnel and capital costs. Personnel cost increases reflect new positions and associated benefit costs, as well as a recalibration of electric operations costs associated with personnel in other departments such as Finance and Administration. Capital costs are higher with the inclusion of \$750,000 for the first year of a three-year program to convert all streetlights to LED to meet Dark Sky guidelines, as well as the inclusion of a bucket truck that was delayed from FY20-21 due to the COVID-19 pandemic impact on revenues.

| Electric Fund Expenditures by Type | | | | | |
|------------------------------------|-------------------|---------------------|---------------------|---------------------|-------------------|
| Type | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Personnel | 4,866,704 | 4,888,200 | 4,870,384 | 5,668,100 | 15.95% |
| Operating | 1,448,437 | 2,165,118 | 1,679,560 | 2,157,000 | -0.37% |
| Sales Tax | 2,766,473 | 2,856,500 | 2,920,000 | 3,039,000 | 6.39% |
| Purchase for Resale | 27,658,546 | 28,861,700 | 27,500,000 | 28,558,800 | -1.05% |
| Capital | 5,851,699 | 4,404,711 | 3,661,277 | 5,104,500 | 15.89% |
| Debt Service | 739,129 | 1,250,300 | 1,250,300 | 1,248,800 | -0.12% |
| Total | 43,330,989 | \$44,426,529 | \$41,881,521 | \$45,776,200 | 3.04% |

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 addition to the capital projects mentioned above, the Electric Fund capital budget includes \$2.5 million for annual system expansion, \$1.0 million for smart grid meter installation, \$120,000 for water tower lighting, \$130,000 for SCADA System Fault Indicators, and \$250,000 for a line truck replacement.

Electric Fund Revenues

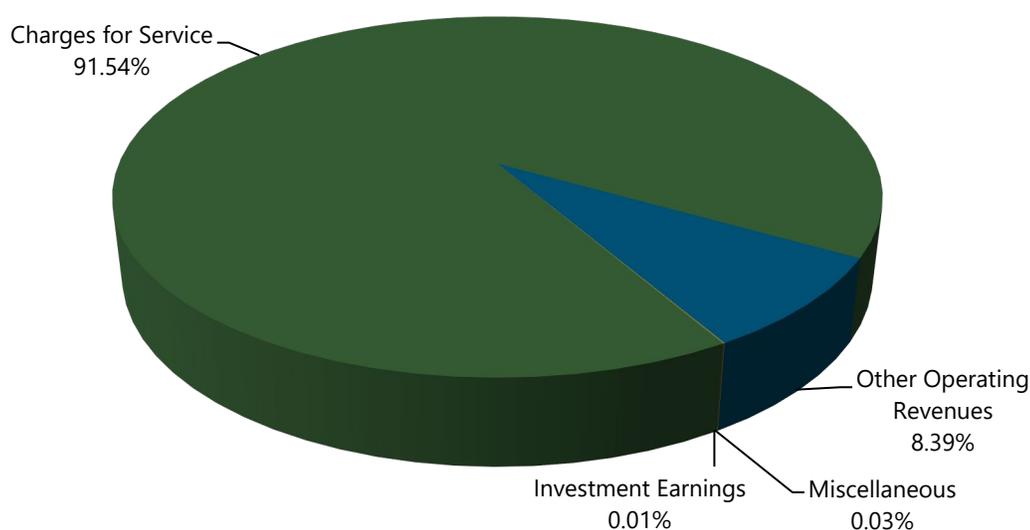
Electric Fund revenues for FY21-22 are up 3.04 percent from FY20-21. The Electric Fund generates charges for service through a base rate to cover fixed costs and an energy/demand rate to cover variable costs. The FY21-22 Recommended Budget includes \$41.91 million in revenue from charges for service with **no increases to the electric base charge or energy charge.**

Over the past two years, Apex's electric utility experienced an average of 9.55 percent customer growth. The Town has continued to experience customer growth despite the COVID-19 pandemic with a projected customer increase of 5.70 percent by the end of FY20-21. Even with the expected growth, lingering effects of the pandemic temper revenue projections for FY21-22. As households increasingly had difficulty paying utility bills, Town Council chose to suspend utility cutoffs and late payment penalties in March 2020. That suspension has continued through FY20-21 and currently has an expiration date of May 31, 2021. During the time of the cutoff and late fee suspension, past due amounts for electric bills have totaled to \$1,355,783 as of April 1, 2021. The Town cannot legally waive utility bills and is working to develop a customer assistance program and schedule payment plans for customers with past due amounts. The Town expects to recoup most of the past due amount over the next 12 to 18 months.



| Electric Fund Revenues by Source | | | | | |
|----------------------------------|-------------------|---------------------|---------------------|---------------------|-------------------|
| Source | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Charges for Service | 38,663,297 | 39,650,000 | 40,890,827 | 41,905,000 | 5.69% |
| Other Operating Revenues | 4,028,343 | 4,260,900 | 4,190,689 | 3,842,200 | -9.83% |
| Other Financing Sources | 40,635 | 10,000 | 20,000 | 10,000 | 0.00% |
| Miscellaneous | 32,685 | 35,000 | 87,592 | 13,000 | -62.86% |
| Investment Earnings | 87,061 | 75,000 | 8,000 | 6,000 | -92.00% |
| Fund Balance | - | 395,629 | - | - | -100.00% |
| Total | 42,852,021 | \$44,426,529 | \$45,197,108 | \$45,776,200 | 3.04% |

Electric Fund Revenues by Source FY21-22



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 FY21-22 Recommended Budget for the Water and Sewer Fund totals \$23,722,000, a 6.85 percent decrease from the FY20-21 Amended Budget of \$25,466,386 as of April 1, 2021. Beginning January 1, 2022, the Town intends to operate its stormwater activities as a self-supporting utility and it will incorporate stormwater expenses as a distinct division within the Water and Sewer Fund.

Water & Sewer Fund Expenditures

The FY21-22 Water and Sewer Fund Budget reflects a decrease in all expenditure categories except personnel and purchase for resale. Redistribution of personnel expenditures associated water and sewer operations from other departments such as Finance and Administration to the Water and Sewer Fund primarily account for the increases. During FY20-21, the Town refunded \$32 million of water and sewer debt. This refunding resulted in a lower annual debt service payment that will save the Town \$3.6 million over the next 15 years.



| Water & Sewer Fund Expenditures by Type | | | | | |
|---|---------------------|---------------------|---------------------|---------------------|-------------------|
| Type | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Personnel | 6,096,227 | 6,620,700 | 6,212,532 | 7,111,000 | 7.41% |
| Operating | 4,851,087 | 7,051,244 | 5,714,809 | 6,973,200 | -1.11% |
| Purchase for Resale | 1,972,741 | 2,174,800 | 2,170,000 | 2,248,000 | 3.37% |
| Capital | 995,000 | 5,663,442 | 5,305,260 | 3,668,700 | -35.22% |
| Debt Service | 1,478,755 | 3,956,200 | 3,956,200 | 3,721,100 | -5.94% |
| Total | \$15,393,811 | \$25,466,386 | \$23,358,801 | \$23,722,000 | -6.85% |

The FY21-22 Recommended Budget includes \$135,000 as part of the Town's commitment to watershed protection in partnership with Cary. Personnel increases from redistribution and Public Works and Utilities facility renovations account for the increase in the Water-Sewer Administration division budget. Changes in the other Water and Sewer Fund divisions primarily result from differences in capital projects between FY20-21 and FY21-22. The Water and Sewer Fund budget includes \$1.0 million under other financing uses to offset stormwater costs that remain in the General Fund for FY21-22. This amount is equivalent to the estimated revenues from the new stormwater fee program beginning in January 2022. Beginning in FY22-23, the Stormwater Division within the Water and Sewer Budget will account for all stormwater expenditures and revenues.

| Water & Sewer Fund Department/Division Budgets | | | | | |
|--|---------------------|---------------------|---------------------|-------------------|----------------------|
| Department/Division | FY19-20 Actual | FY20-21 Budget | FY21-22 Budget | Percent Change | FY20-21 Variance |
| Water-Sewer Admin. | 2,760,080 | 3,826,461 | 4,545,600 | 19.12% | 731,639 |
| Stormwater | - | - | - | - | - |
| Water Treatment | 2,118,077 | 2,321,300 | 2,399,000 | 3.35% | 77,700 |
| Water Maintenance | 2,195,890 | 4,251,003 | 3,649,400 | -14.15% | (601,603) |
| Sewer Treatment | 3,400,535 | 6,584,428 | 4,226,800 | -35.81% | (2,357,628) |
| Sewer Maintenance | 2,445,473 | 3,826,994 | 3,130,100 | -18.54% | (709,394) |
| Debt Service | 1,478,755 | 3,956,200 | 3,721,100 | -5.94% | (235,100) |
| Other Financing Uses | 995,000 | 550,000 | 1,900,000 | 245.45% | 1,350,000 |
| Special Appropriation | - | - | - | - | - |
| Contingency | - | 150,000 | 150,000 | 0.00% | - |
| Total | \$15,393,811 | \$25,466,386 | \$23,722,000 | -6.85% | (\$1,744,386) |

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 \$8,027,300 in FY21-22 for construction of a 1.5 million gallon elevated water tank (\$3.44 million), the Cash-Perkins Outfall project (\$2.33 million), continuation of the Western Transmission Main project (\$350,000), the water meter ERT replacement program (\$900,000), and the Cary-Apex water and sewer projects (\$1.09 million). Of this total, coverage for only \$900,000 will come from the Water and Sewer operating fund. Water and Sewer Capital Reserves will fund the remaining \$7.13 million. The Water and Sewer operating budget includes \$3,668,700 for facility renovations, barscreen replacement at the wastewater treatment plant, miscellaneous water meter installations and water main connections, and various vehicle and equipment replacements.

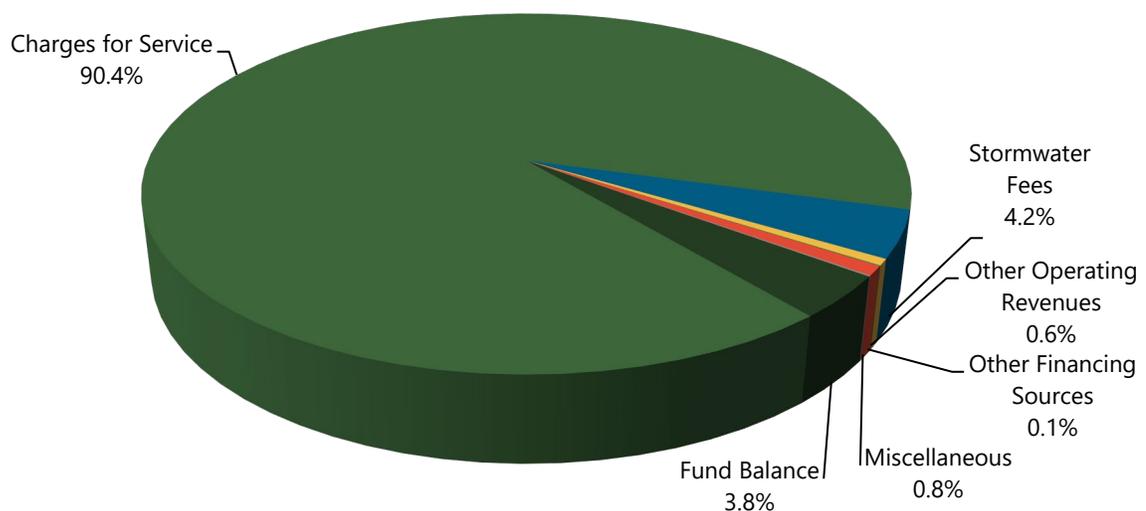


Water & Sewer Fund Revenues

Projections for Water and Sewer Fund revenues rely on many of the same variables as the Electric Fund, thus the impact of COVID-19 pandemic is similar for the two funds. The FY21-22 Recommended Budget includes \$21,452,000 in revenues from water and sewer charges, an increase of 6.09 percent. New customer growth has averaged 9.29 percent the past two years, with an estimated 7.0 percent by the end of FY20-21. The continued customer growth rate and an increase in sewer fees account for the increase in charges for service. The same suspension of utility cutoffs and late fees that Town Council instituted for the Electric Fund applied to the Water and Sewer Fund. During the time of the cutoff and late fee suspension, past due amounts for water and sewer bills have totaled to \$576,602 as of April 1, 2021.

| Water & Sewer Fund Revenues by Source | | | | | |
|---------------------------------------|---------------------|---------------------|---------------------|---------------------|-------------------|
| Source | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Charges for Service | 19,529,932 | 20,221,400 | 20,680,000 | 21,452,000 | 6.09% |
| Stormwater Fees | - | - | - | 1,000,000 | - |
| Other Operating Revenues | 166,078 | 180,000 | 135,000 | 135,000 | -25.00% |
| Other Financing Sources | 1,962,760 | 4,457,697 | 4,427,697 | 15,000 | -99.66% |
| Miscellaneous | 278,671 | 189,000 | 201,000 | 196,000 | 3.70% |
| Investment Earnings | 349,448 | 175,000 | 30,000 | 24,000 | -86.29% |
| Fund Balance | - | 243,289 | - | 900,000 | 269.93% |
| Total | \$22,286,889 | \$25,466,386 | \$25,473,697 | \$23,722,000 | -6.85% |

Water & Sewer Fund Revenues by Source FY21-22



Water & Sewer Rates

For FY21-22, the Town performed a new rate study to evaluate existing rates and rates structure. The study found that the sewer utility is generating a deficit while the water utility is 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. The study recommended annual review of water rates with no immediate change while recommending an initial increase of 1.5 percent 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 budget includes a recommendation to **keep water rates the same in FY21-22 and increase sewer rates by 1.5 percent**. The change would increase the sewer base charge from **\$9.89 to \$10.04** and volumetric rates would increase from **\$7.06 to \$7.17** per 1,000 gallons. Water and sewer rates are double for customers outside the town limits.

| Water & Sewer Monthly Rates | | | | | |
|---------------------------------|---------|---------|---------------------|---------|---------|
| Water Rates | FY20-21 | FY21-22 | Sewer Rates | FY20-21 | FY21-22 |
| Residential Inside Base Charge | \$5.54 | \$5.54 | Inside Base Charge | \$9.89 | \$10.04 |
| Residential Outside Base Charge | \$11.08 | \$11.08 | Outside Base Charge | \$19.78 | \$20.08 |
| Commercial Inside Base Charge | \$4.19 | \$4.19 | Inside Volumetric | \$7.06 | \$7.17 |
| Commercial Outside Base | \$8.38 | \$8.38 | Outside Volumetric | \$14.12 | \$14.34 |

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 \$.68 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.

Stormwater Utility Fee

During FY20-21, Town Council asked staff to develop funding options for a self-supporting stormwater utility. At Town Council's budget retreat in February 2021, staff presented potential funding options using a tiered rate structure to address the Council's concerns about equity. The stormwater fee structure uses impervious surface area based on equivalent residential units (ERU). Preliminary analysis of Apex residential properties revealed an average ERU of 2,700 square feet of impervious surfaces such as rooftops, driveways, sidewalks, and parking lots per property. **The proposed tiered rate structure presents four tiers with a \$5.00 per month fee based on the ERU.** The table below includes the breakdown for each tier. Note that properties with less than 400 square feet would be exempt from the monthly fee due to minimal stormwater impacts.

| Stormwater Rates | | | | |
|-------------------|---------------------------------------|--|---|---|
| Description Small | Small (400–1,500 ft ²) | Medium (1,500–3,000 ft ²) | Large (3,000–4,000 ft ²) | Extra-Large (> 4,000 ft ²) |
| Category Percent | 15% | 50% | 25% | 10% |
| Monthly Rate | \$1.50 | \$5.00 | \$7.50 | \$10.00 |
| Annual Amount | \$18.00 | \$60.00 | \$90.00 | \$120.00 |

Staff intends to finalize analysis of all residential and non-residential properties within Apex and the proposed rate structure by September for final approval by Town Council. Upon approval, the Town will notify residents and businesses of appropriate rates to be billed beginning in January 2022. The FY21-22 Budget includes \$1.0 million in estimated stormwater revenue that will be transferred to the General Fund to reimburse a portion of stormwater expenses paid in that fund. Town Council chose to offset this amount in FY21-22 by reducing the tax rate by an amount equal to half of the stormwater revenue and committing the other corresponding half to affordable housing and community support. The FY22-23 Budget will include all stormwater operation expenses in the Water and Sewer Enterprise Fund.

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.



The budget will highlight Town Council's strategic goals throughout and a section has been dedicated to present elements from the strategic plan and selected performance indicators.

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. The FY21-22 Recommended Budget contains merit pay increases at an average of four percent. The Town awards merit pay in October following the annual employee performance reviews conducted between July 1 and August 31. 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 FY21-22 is \$1.44 million across all funds. Beginning in FY20-21, the Town implemented a \$15.00 living wage as a baseline for the Town's compensation plan. Corresponding with an annual inflationary adjustment to the Town's salary range structure, the Town will adjust its living wage baseline by two percent to \$15.30 for FY21-22.

Employer Retirement Contribution: The North Carolina Local Government Retirement System has notified local governments that the Annual Contribution Rate (ACR) will increase in FY21-22. The employer contribution will increase from 10.15 to 11.39 percent for regular employees and from 10.90 to 12.04 percent for law enforcement officers. Local government employees currently contribute six percent of their salary. The Town's retirement contributions represent \$4,195,100 in FY21-22, an increase of \$500,980 (13.56 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 \$320,500 in the FY21-22 Budget. Contributions for all other employees represent \$2,182,500 in FY21-22.

Health Insurance: The Town will experience a 2.82 percent increase for healthcare premiums in FY21-22. The rate increase alone accounts for \$406,000 in increased healthcare cost. The FY21-22 Recommended Budget includes \$5,457,300 for



healthcare premiums across all funds. The Town's self-funded dental plan will experience a 15.3 percent decrease in insurance premiums for FY21-22, which equates to \$13,605 in savings.

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 FY21-22 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 FY21-22 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 FY21-22 Budget includes a total of \$111,300 to cover pay-as-go Retiree Medical Insurance and long-term OPEB costs in all funds. As of July 1, 2020, the Town no longer offers the retiree medical insurance benefit to new employees. The purpose of eliminating this benefit is to reduce the Town's long-term liability, which currently stands at \$41 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 FY21-22 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 reviewed all positions in the Administration, Town Clerk, Human Resources, Information Technology, Legal, Economic Development, Finance, Planning, and Inspections departments, as well as professional and program support positions in all departments. The review consisted of 117 positions held by over 160 employees. A significant recommendation from the study is to remove Town Directors and Assistant Town Managers from specific salary grade assignments. These positions will remain on the Town's position classification plan, but salaries will be based on the prevailing job market for these executive-level positions. These positions will still be eligible for merit pay and other town-wide increases, and will have a top-out salary of 25 percent above market pay.

Additional Positions: The recommended FY21-22 General Fund budget includes 20 new full-time positions and the Electric Fund budget includes three new full-time positions. Town Council approved adding one of these positions, the housing programs manager, during the final quarter of FY20-21. The Water and Sewer Fund budget does not include any new positions. Town staff worked together to prioritize these positions from an initial request of 45 new full-time positions, including 41 in the General Fund and four in the Electric Fund. All new positions will bring the total approved full-time positions to 535 and increase personnel costs by \$1,747,100 for FY21-22. 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 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, 2021, is \$26.53 million or 33.71 percent of FY21-22 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 \$1,549,000 in FY21-22 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, 2021 for the Water & Sewer Fund is \$22.36 million (95.71 percent). The estimated fund balance for the Electric Fund is \$13.04 million (31.14 percent of expenditures); however, most of this amount is restricted. The FY21-22 Recommended Budget **does not** include use of fund balance in the Electric Fund. The budget **does** include an allocation of \$900,000 in the Water & Sewer Fund.

In summary, the Recommended Budget is a balanced budget in accordance with state statutes, and it attempts to address the priorities set by Town Council for the 2021-2022 Fiscal Year. While it is typically difficult to fund all the requests made by departments or external agencies, the budget team did an excellent job in preparation of this budget to include as many requests as possible and ensure alignment with Town Council's strategic goals. The town has benefited from a less dire impact from the COVID-19 pandemic than originally predicted and is in a solid financial position going into FY21-22. The FY21-22 Budget 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 continue delivering high-level services for Apex citizens. This budget reflects our commitment to maintaining and improving our community and positioning Apex to be financially sound in the future.

I wish to extend my sincere appreciation to the Budget Office and Finance Department and other town team members who helped to prepare this budget.

I recommend this proposed budget for Fiscal Year 2021-2022 to the Apex Town Council.

Respectfully submitted,

Ralph Clark
Interim Town Manager



Town of Apex, North Carolina FY 2021 – 2022 Annual Budget

Budget Ordinance

BE IT ORDAINED by the Town Council of the Town of Apex, North Carolina that the following anticipated fund revenues and departmental expenditures, together with certain fees and schedules, and with certain restrictions and authorizations, are hereby appropriated and approved for the operation of the Town government and its activities for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

Section 1: General Fund

General Fund Revenues

| | |
|---|---------------------|
| Ad Valorem Taxes | \$42,698,700 |
| Other Taxes and Licenses | \$15,882,400 |
| Unrestricted Intergovernmental Revenues | \$3,215,000 |
| Restricted Intergovernmental Revenues | \$3,372,500 |
| Permits and Fees | \$3,534,300 |
| Sales and Services | \$6,809,900 |
| Investment Earnings | \$40,000 |
| Miscellaneous Revenues | \$365,100 |
| Other Financing Sources | \$1,625,000 |
| Fund Balance Appropriation | \$1,549,000 |
| Total Revenues | \$79,091,900 |

General Fund Expenditures

| | |
|-------------------------------------|---------------------|
| Governing Body | \$422,600 |
| Town Clerk | \$297,600 |
| Administration | \$1,659,000 |
| Human Resources | \$1,371,700 |
| Information Systems | \$2,549,900 |
| Legal Services | \$500,000 |
| Economic Development | \$666,400 |
| Finance | \$857,200 |
| Planning & Community Development | \$3,418,800 |
| Facility Services | \$2,177,500 |
| Police | \$13,399,400 |
| Communications | \$1,579,000 |
| Fire Services | \$11,204,500 |
| Public Works & Transportation | \$1,451,500 |
| Utility Engineering-Water Resources | \$2,794,300 |
| Streets | \$4,853,100 |
| Solid Waste Services | \$5,959,700 |
| Fleet Services | \$516,600 |
| Building Inspections & Permitting | \$3,102,100 |
| Parks & Recreation | \$6,418,700 |
| Cultural Arts Center | \$846,200 |
| Cemetery | \$50,800 |
| Special Appropriations | \$69,000 |
| Other Financing Uses | \$4,638,400 |
| Debt Service | \$8,137,900 |
| Contingency | \$150,000 |
| Total Expenditures | \$79,091,900 |

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

Section 2: Electric Fund**Electric Fund Revenues**

| | |
|--------------------------|---------------------|
| Investment Earnings | \$6,000 |
| Miscellaneous Revenues | \$13,000 |
| Charges for Service | \$41,905,000 |
| Other Operating Revenues | \$3,842,200 |
| Other Financing Sources | \$10,000 |
| Total Revenues | \$45,776,200 |

Electric Fund Expenditures

| | |
|---------------------------|---------------------|
| Electric Operations | \$45,776,200 |
| Total Expenditures | \$45,776,200 |

Section 3: Water / Sewer Fund**Water / Sewer Revenues**

| | |
|---------------------------|---------------------|
| Charges for Service | \$21,452,000 |
| Stormwater Fees | \$1,000,000 |
| Investment Earnings | \$24,000 |
| Miscellaneous Revenues | \$196,000 |
| Other Operating Revenues | \$135,000 |
| Fund Balance Appropriated | \$900,000 |
| Other Financing Sources | \$15,000 |
| Total Revenues | \$23,722,000 |

Water / Sewer Expenditures

| | |
|---------------------------|---------------------|
| Water/Sewer Operations | \$23,722,000 |
| Total Expenditures | \$23,722,000 |

Section 4: Police State Funds**Police - State Funds Revenues**

| | |
|------------------------|----------------|
| Investment Earnings | \$100 |
| Miscellaneous Revenues | \$1,500 |
| Total Revenues | \$1,600 |

Police - State Funds Expenditures

| | |
|----------------------------------|----------------|
| Reserved for Future Expenditures | \$1,600 |
| Total Expenditures | \$1,600 |

Section 5: Police Federal Funds**Police - Federal Funds Revenues**

| | |
|------------------------|--------------|
| Investment Earnings | \$100 |
| Police Revenues | \$500 |
| Miscellaneous Revenues | \$0 |
| Total Revenues | \$600 |

Police - Federal Funds Expenditures

| | |
|---------------------------|--------------|
| Police Operations | \$600 |
| Total Expenditures | \$600 |

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

| | |
|-----------------------|----------------|
| Investment Earnings | \$100 |
| Police Contributions | \$7,500 |
| Other Revenues | \$0 |
| Total Revenues | \$7,600 |

Police - Donations Expenditures

| | |
|---------------------------|----------------|
| Police Operations | \$7,600 |
| Total Expenditures | \$7,600 |

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

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

Fire - Donations Expenditures

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

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

| | |
|----------------------------|--------------------|
| Investment Earnings | \$1,000 |
| Transfer from General Fund | \$1,595,000 |
| Fund Balance Appropriated | \$0 |
| Total Revenues | \$1,596,000 |

Affordable Housing Fund Expenditures

| | |
|----------------------------------|--------------------|
| Capital Outlay - Improvements | \$250,000 |
| Affordable Housing Grant | \$500,000 |
| Reserved for Future Expenditures | \$846,000 |
| Total Expenditures | \$1,596,000 |

Section 9: Health & Dental Fund¹**Health & Dental Fund Revenues**

| | |
|-------------------------|--------------------|
| Health Premiums | \$5,320,743 |
| Spouse/Dependent Health | \$1,156,719 |
| Retiree Contribution | \$32,967 |
| Dental Premiums | \$218,357 |
| Spouse/Dependent Dental | \$195,043 |
| Vision Premiums | \$76,534 |
| Total Revenues | \$7,000,363 |

Health & Dental Fund Expenditures

| | |
|---|--------------------|
| Health Claims | \$5,419,428 |
| Dental Claims | \$413,400 |
| Admin Fees - Health | \$879,207 |
| Health Claims - Retirees | \$176,094 |
| Dental Claims - Retirees | \$0 |
| Medicare Premiums / Retiree Prescription Plan | \$0 |
| Admin Fees - Retirees | \$35,700 |
| Vision | \$76,534 |
| Total Expenditures | \$7,000,363 |

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**

| | |
|---------------------------|----------------|
| Investment Earnings | \$1,000 |
| Fund Balance Appropriated | \$0 |
| Total Revenues | \$1,000 |

Cemetery Fund Expenditures

| | |
|--------------------------------------|----------------|
| Transfer to General Capital Projects | \$0 |
| Reserved for Future Expenditures | \$1,000 |
| Total Expenditures | \$1,000 |

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

| | |
|------------------------------------|--------------------|
| Capital Reimbursement Fees - Water | \$700,000 |
| Capital Reimbursement Fees - Sewer | \$1,400,000 |
| Investment Earnings | \$3,500 |
| Fund Balance Appropriated | \$0 |
| Total Revenues | \$2,103,500 |

Water / Sewer Capital Reserve Fund Expenditures

| | |
|----------------------------------|--------------------|
| Reserved for Future Expenditures | \$2,103,500 |
| Total Expenditures | \$2,103,500 |

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

| | |
|----------------------------|------------------|
| Investment Earnings | \$100 |
| Transfer from General Fund | \$443,400 |
| Total Revenues | \$443,500 |

Perry Library Trust Fund Expenditures

| | |
|----------------------------------|------------------|
| Building Maint & Repair | \$443,400 |
| Reserved for Future Expenditures | \$100 |
| Total Expenditures | \$443,500 |

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

| | |
|-----------------------------|--------------------|
| Subdivision Recreation Fees | \$1,000,000 |
| Investment Earning | \$1,000 |
| Fund Balance Appropriated | \$0 |
| Total Revenues | \$1,001,000 |

Recreation Capital Reserve Expenditures

| | |
|----------------------------------|--------------------|
| Transfer to Recreation Project | \$0 |
| Reserved for Future Expenditures | \$1,001,000 |
| Total Expenditures | \$1,001,000 |

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

| | |
|------------------------|--------------------|
| Motor Vehicle Licenses | \$1,200,000 |
| Investment Earnings | \$1,000 |
| Total Revenues | \$1,201,000 |

Transportation Capital Reserve Fund Expenditures

| | |
|----------------------------------|--------------------|
| Transfer to General Fund | \$600,000 |
| Transfer to Street Project | \$595,000 |
| Reserved for Future Expenditures | \$6,000 |
| Total Expenditures | \$1,201,000 |

Section 15: Fire Capital Reserve Fund

Fire Capital Reserve Fund Revenues

| | |
|------------------------|--------------|
| Investment Earnings | \$200 |
| Miscellaneous Revenues | \$0 |
| Total Revenues | \$200 |

Fire Capital Reserve Fund Expenditures

| | |
|---|--------------|
| Transfer to General Capital Projects | \$0 |
| Reserved for Future Expenditures | \$200 |
| Reserved for Future Expenditures | \$200 |

Section 16: Levy of Taxes

There is hereby levied a tax at the rate of thirty-nine cents (\$0.39) per one hundred dollars (\$100) valuation of property as listed for taxes as of January 1, 2021, for the purpose of raising the revenue listed Ad Valorem Taxes 2021-2022 in Section 1: General Fund of this ordinance. This rate is based on a valuation of property for purposes of taxation of \$10,958,427,579 and an estimated rate of collection of 99.89%.

Section 17: Fees & Charges

There is hereby established, for Fiscal Year 2021-2022, 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, 2021.

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 2021-2022. 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 8th of June, 2021.

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 7/1/2021

Schedule subject to change upon approval by Town Council

| TAXES & FEES | | | |
|---|-------------------------------------|--|---------------|
| Tax Rate | \$ 0.39/\$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 \$650 | Site Inspections (Non-residential lot) ₂ | \$500 |
| | | Site Inspections (Residential lot) ₃ | \$35 |
| Certificate of Zoning Compliance (CZC) ₁ | \$100 | Site Plan, Major | \$1000 \$1100 + \$5/acre |
| Consultant Fees | As required | Site Plan, Minor | \$800 |
| Development Name Change | \$500 | Special Use Permit | \$600 \$700 |
| 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 |
| Land Use Map Amendment | \$700 | For Profit Express Review | \$75 |
| Late Fee – Site Plans/Master Subdivision Plan/PUD/Rezoning/Conditional Zoning (and resubmittals) | \$300 | Non-Profit | \$0 |
| | | Non-Profit Express Review | \$25 |
| Master Subdivision Plans Residential & Non-Residential | \$700 \$750 + \$10/lot | Text Amendments (UDO) | \$600 |
| Planned Unit Development (PUD-CZ) | \$1500 \$1600 + \$10/acre | Transportation Impact Analysis Review ₄ | |
| PUD-CZ not requiring full TRC Review | \$500 \$600 | Sites & Subdivisions | \$500 |
| | | PUD | \$1000 |
| Plat, Easement & Exempt | \$200 | Revised Sites & Subdivisions | \$250 |
| Plat, Master Subdivision Final | \$300 + \$10/lot | PUD | \$500 |
| Plat, Recombination | \$200 | Tree Protection Fencing Inspection (Site Plan): | |
| Plat, Site Plan Final | \$300 | - less than 2 acres: | \$50 |
| Pond Drainage Plan | \$500 | - 2-15 acres: | \$75 |
| Quasi-Judicial Public Hearing- Town Council Only | \$500 | - 15 up to 25 acres: | \$150 |
| | | - 25+ acre: | \$200 |
| Re-submittal Fees – | 1/2 Original Fee | Tree Protection Fencing Inspection (Master Subdivision Plan): | |
| Site Plans: 3 rd submittal; Master Subdivision Plans; 4 th submittal | | - up to 15 acres: | \$75 |
| | | - 15-50 acres: | \$150 |
| Rezoning/Conditional Zoning | \$600/\$900 \$700/\$1000 | - 51+ acres: | \$300 |
| Sustainable Development Conditional Zoning (SD-CZ) | \$1500 \$1600 + \$10/acre | Tree Removal Plan | \$500 |
| | | Variance Permit | \$600 \$650 |
| | | 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 ₁ | | | |
|--|--------------|------------------|--------------------|
| <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. 1. Annually on January 1, the fee amount shall be automatically adjusted in accordance with UDO §14.7.1(B).

| ENCROACHMENT AGREEMENT | |
|--|----------------------------------|
| <i>Submit to Development Services</i> | |
| Encroachment agreement preparation and recording | \$250.00 + eReording Fee at Cost |

| CONSTRUCTION FEES/BONDS | | | |
|---|--|--------------------------------------|--|
| <i>Calculated and collected by Development Services</i> | | | |
| 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 (3 rd submittal and every other subsequent submittal (3 rd , 5 th , 7 th , etc.) | | | ½ Original Fee |
| Late Fee – Construction Plan Submittal and Resubmittal | | | \$300.00 |
| Construction Plan Revisions (after initial approval) | | | \$75/sheet |
| Water Extension Permit Application | | | \$200.00 |
| Sewer Extension Permit Application | | | \$200.00 \$480.00 |
| Water and/or Sewer Extension Permit Amendment | | | \$100.00 / each |
| Infrastructure Extension Record Drawing Review (1 st & 2 nd reviews) | | | \$200 |
| Infrastructure Extension Record Drawing Review (3 rd , 5 th , 7 th , 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 \$1.75 per linear foot |
| Sewer Lines | \$1.50 per linear foot | Sidewalks/Greenways | \$1.35 \$1.50 per linear foot |
| New Streets (public) | \$1.50 \$1.75 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 | | |
| <i>*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.</i> | | | |

| STORMWATER PLAN REVIEW FEES/BONDS | |
|---|--|
| <i>Submit to Development Services</i> | |
| 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 |
| <small>\$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.</small> | |
| 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 | |
|--|--|
| <i>Submit to Development Services</i> | |
| 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 |
| <small>*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.</small> | |
| <small>**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.</small> | |

| COMMERCIAL BUILDING PERMIT FEES | | | | | | |
|--|--|--|------------|--------------------|------------|------------------|
| Calculated and collected by Building Inspections and Permitting | | | | | | |
| NEW STRUCTURES, ADDITIONS AND ALTERATIONS (Base Fee) 1,2,3 | | | | | | |
| Total Gross Building Floor Area of Construction | Fee Computation | <ol style="list-style-type: none"> Alterations to existing structures, with no footprint increase, are charged at a rate of .60 of the Permit Fee or the minimum per trade fee based upon the Single Trade Fee Schedule, whichever is greater. Permits for "shell" buildings are charged at a rate of .60 of the Permit Fee, based upon a Business Occupancy, or the minimum per trade fee based upon the Single Trade Fee Schedule, whichever is greater. Area within the building shell, which is intended to be occupied, will have the permit fees for the occupied area computed per footnote #1 above. Additional Miscellaneous Fees, listed below, will be added to the permit fees as applicable. | | | | |
| 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 | | | | | |
| A=Total Gross Building Floor Area B= Fee Per Square Foot Based Upon Occupancy | | | | | | |
| Single Trade Fee Schedule | | Fee Per Square Foot of Floor Area Based on Occupancy | | | | |
| Building | \$150 | Occupancy | Fee | Occupancy | Fee | Occupancy |
| Electrical | \$75.00 | Assembly | 0.55 | Factory/Industrial | 0.40 | Mercantile |
| Mechanical | \$75.00 | Business | 0.60 | Hazardous | 0.50 | Residential |
| Plumbing | \$75.00 | Educational | 0.60 | Institutional | 0.60 | Storage/Utility |
| Grading | \$75.00 | | | | | 0.30 |
| MISCELLANEOUS FEES | | | | | | |
| Change of General Contractor | | \$50.00 | | | | |
| Conditional Electrical Power Inspection (Apex and Duke) | | Optional Inspection | | | | |
| Conditional Mechanical Systems Inspection | | Optional Inspection | | | | |
| Demolition (All Trades) | | \$120.00 | | | | |
| Dumpster Enclosure | | \$150.00 (Single Trade Building) | | | | |
| Elevator | | \$50.00 per elevator | | | | |
| Fire Pumps, each | | \$250.00 | | | | |
| Fire Sprinkler System | | \$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) | | | | |
| Retaining Wall Permit | | \$1.00 per linear foot | | | | |
| 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 ½ Cost of Original Permit Fee | | | | |
| PLAN REVIEW FEES (Non-refundable) | | | | | | |
| Per Trade- (Not applied toward cost of permit) | | \$100.00 | | | | |
| Plan Modification (Not applied toward cost of permit) | | ½ Review Fee or ½ per trade fee for single trade modifications | | | | |
| Re-review fee (Not applied toward cost of permit) | | ½ Review Fee @ 3 rd , 5 th , 7 th , etc. | | | | |
| Re-stamp Plans, Per Trade | | \$75.00 | | | | |
| Retaining Wall, Per submitted grouping (at least one per project/subdivision) | | \$100.00 | | | | |
| EXPRESS PLAN REVIEW (2 HOUR MINIMUM) - when service is available | | | | | | |
| First Hour | \$1,000.00 | \$250.00 each additional 15 minutes | | | | |
| Cancellation Fee (3 days prior notice) | \$200.00 | | | | | |
| ADMINISTRATIVE FEES | | | | | | |
| Duplicate Building Record Card | | \$10.00 | | | | |
| General Records Research, Archive Files | | \$3.00/ page | | | | |
| General Records Research, Current Files over 10 pages | | \$.50/ page | | | | |

| INSPECTION FEES | | | |
|--|----------|--|---|
| Water Resources Certificate of Occupancy - Water/Sewer Final | \$100.00 | 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 | | |
| ONE AND TWO FAMILY DWELLING PERMIT FEES | | | |
| <i>Calculated and collected by Building Inspections and Permitting</i> | | | |
| NEW STRUCTURES (Single Family/Duplex/Townhomes) | | \$/SQ.FT | MIN/ \$/UNIT |
| 3,000 Gross SF and Less | | 0.35 | \$500.00 |
| >3,000 Gross SF:(3000SFx \$0.35/SF)+(Additional SF x \$0.35/SF x.75) = Permit Fee | | Per Formula | |
| ADDITIONS /ALTERATIONS 800 SQUARE FEET AND GREATER | | \$/SQ.FT | MIN/ \$/UNIT |
| Building | \$0.19 | | \$150.00 |
| Electrical | \$0.09 | | \$75.00 |
| Plumbing | \$0.09 | | \$75.00 |
| Mechanical | \$0.09 | | \$75.00 |
| ADDITIONS /ALTERATION LESS THAN 800 SQUARE FEET | | | MIN/ \$/UNIT |
| Building | | | \$150.00 |
| Electrical | | | \$75.00 |
| Plumbing | | | \$75.00 |
| Mechanical | | | \$75.00 |
| ACCESSORY STRUCTURES | | | MIN/ \$/UNIT |
| 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 |
| Retaining Wall Plan Review | | | \$100.00 |
| Retaining Wall | | | \$1.00 per linear foot |
| SINGLE TRADE FEE SCHEDULE | | | |
| Building | | | \$150.00 |
| Electrical | | | \$75.00 |
| Mechanical | | | \$75.00 |
| Plumbing | | | \$75.00 |
| Fire (included w/ Plumbing) | | | \$0.00 |
| Grading | | | \$75.00 |
| MISCELLANEOUS | | | |
| Change of General Contractor | | | \$50.00 |
| Change of Lot | | | \$50.00 |
| Construction Trailer | | | Per Single Trade Fee Schedule |
| Demolition (All Trades) | | | \$150.00 |
| Driveway | | | \$100.00 / 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 - 1/2 Cost of Original Permit Fee |
| PLAN REVIEW FEES (Non-refundable) | | | |
| Initial Fee For New Single Family and Townhome Construction (Not applied to cost of permit) | | | \$110.00 |
| Initial Fee All Other Construction (Not applied toward cost of permit) | | | \$100.00 |
| Plan Modification Fee (Not applied toward cost of permit) | | | 1/2 Review Fee of affected trades |
| Re-review Fee (Not applied toward cost of permit) | | | 1/2 Review Fee @ 3 rd , 5 th , 7 th , etc. |
| Re-stamp Plans | | | \$60.00 |
| ADMINISTRATIVE FEES | | | |
| Duplicate Building Record Card | | | \$10.00 |
| General Records Research, Current Files Over 10 Pages | | | \$0.50/ page |
| General Records Research, Archive Files | | | \$3.00/ page |
| INSPECTION FEES | | | |
| Water Resources Certificate of Occupancy - Water/Sewer Final | | | \$100.00 |
| Standard re-inspection fee (Building, 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 |

| EXPRESS PLAN REVIEW (2 HOUR MINIMUM) – When service is available | |
|---|--|
| First Hour | \$600.00 + \$150.00 each additional 15 minutes |
| Cancellation Fee without (3 days prior notice) | \$200.00 |

ELECTRICAL UNDERGROUND AND SERVICE LATERAL FEES

Calculated by the Electric Department

| | | | |
|---|-------------------------|---|---------------------------|
| Primary Facilities: <i>Collected by Electric Department</i> Based on cost difference of normal overhead facilities and the requested underground facilities. | | Service Laterals: <i>Collected by Building Inspections Permitting</i> 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. | |
| 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 \$2,000 | \$550.00 | \$800.00 | \$215.00 |
| 1 inch | \$1,750.00 \$2,200 | \$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 \$2,100 | 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 |
|---|---------|

SEWER AND STORMWATER RE-INSPECTION FEES

Submit to Water Resources Department

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

IRRIGATION METERS

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

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

Conditions:

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

WATER AND SEWER CAPITAL REIMBURSEMENT FEES

Calculated and collected by Inspections and Permitting & Planning

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 Testing 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 \$8.94/ month | - 4 CY Dumpster | \$128.20 \$131.40/ month |
| Commercial Roll-Out Cart | \$17.88 \$18.75/ month | - 6 CY Dumpster | \$151.67 \$155.46/ month |
| Recycling (Per Bin or Cart) | \$4.89 \$4.98/ month | - 8 CY Dumpster | \$173.31 \$177.64/ 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.*

| STORMWATER FEES | |
|---|---|
| Stormwater fees are effective January 2022. Stormwater utility fees are based on the total amount of impervious surface on an individual lot or parcel. | |
| Residential - Detached single-family homes, a duplex, or a manufactured home located on an individual lot or parcel. | |
| Tier 1: Small (400-1,500ft ²) | \$1.50 |
| Tier 2: Medium (1,500-3,000ft ²) | \$5.00 |
| Tier 3: Large (3,000-4000ft ²) | \$7.50 |
| Tier 4: Extra Large (>4,000ft ²) | \$10.00 |
| Non-Residential - Parcels that contain more than two residential units, public/private institutional buildings, commercial buildings, parking lots, churches, etc. | \$5.00 per ERU (Total Impervious Area/\$2,700ft ² * \$5) |
| *ERU (Equivalent Residential Unit) is the GIS Analysis of average impervious surface (rooftops, driveways, sidewalks, parking lots) per property. Approximately 2,700 ft ² | |
| *Properties with less than 400ft ² of impervious surface are exempt. | |

| WATER & SEWER RATES | | | |
|---|----------------------------|--|----------------------------|
| Water Rates | | Inside Town Limits | Outside Town Limits |
| Water Base Charge | | \$5.54 | \$11.08 |
| Water Volumetric Rates (per 1,000 gallons) | | | |
| Commercial | | \$4.19 | \$8.38 |
| Residential | Tier 1: 0 - 6,000 gal | \$4.19 | \$8.38 |
| | Tier 2: 6,001 - 12,000 gal | \$4.82 | \$9.64 |
| | Tier 3: > 12,000 gal | \$6.49 | \$12.98 |
| Wholesale Water Base Charge | \$5.00 \$5.45 | Wholesale Water Volumetric Rates (per 1,000 gallons) \$3.75 \$4.09 | |
| Sewer Rates | | Inside Town Limits | Outside Town Limits |
| Sewer Base Charge | | \$9.89 \$10.04 | \$19.76 \$20.08 |
| Sewer Volumetric Rates (per 1,000 gallons) | | | |
| Commercial & Residential | | \$7.06 \$7.17 | \$14.13 \$14.34 |
| Colvin Park/White Oak * | | \$12.55 | N/A |
| *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." | | | |
| Wholesale Sewer Base Charge | \$7.35 \$9.00 | Wholesale Sewer Volumetric Rates (per 1,000 gallons) \$5.05 \$6.05 | |
| Flat Rate Sewer | \$35.00/ month | | |
| Irrigation Rates | | Inside Town Limits | Outside Town Limits |
| Irrigation Base Charge | | \$5.54 | \$5.54 |
| Irrigation Volumetric Rates (per 1,000 gallons) | | \$6.49 | \$12.98 |
| Bulk Water | | | |
| Hook Up Fee (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) | | |
| | | On Peak | Off Peak | |
| Residential-Time of Use-TOU | \$15.57 | \$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) | |
| | | | All Coincident Demand | All Excess Demand |
| Large General Service-Coincident Peak | \$311.51 | \$0.0478 | \$20.18 | \$2.59 |

| ELECTRIC RATES | | | |
|--|------------------|--|--------------------------------|
| Outdoor Lighting | | | |
| Standard Lighting Service Basic Rate The basic rate does not include the monthly charges for additional facilities, outdoor lighting poles, underground service, or any contribution required under this Schedule. | | | |
| Sodium Vapor Units* | Wattage | Monthly Charge | Monthly kWh |
| 5,800 lumen-semi | 70 | \$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 |
| 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 |
| Non-standard Premium Lighting Service The following charges are in addition to Standard Lighting Service Basic Rate identified above. | | | |
| Premium Lighting Fixtures | Monthly charge | Premium Posts / Brackets | Monthly charge |
| Prismatic series classic or colony top | \$3.63/ Fixture | Decorative shroud w/ standard fiberglass post | \$11.74/ post |
| Prismatic series classic or colony top w/ crown & rib | \$4.36/ Fixture | Fluted direct bury post | \$18.53/ post |
| Vandermore series w/o spikes | \$2.42/ Fixture | Premium Twin mounting bracket | \$4.84/ bracket |
| <i>*Maintenance only; no new installs</i> | | | |
| Underground Service For Underground service, the monthly bill will be increased by \$3.50 per pole or, in lieu thereof, a one-time contribution of \$175.17 per pole. The monthly UG charge, if selected, may be terminated at any time upon payment by Customer of the one-time contribution. The UG charge will be waived if the lighting facilities are installed during the installation of the main electric facilities. The monthly pole charge defined below will also be applicable to underground service. | | | |
| Additional Facilities | | | |
| 1. 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. | | | |
| 2. For distribution transformer and/or primary conductor extension, 2% of the estimated installed cost of the excess circuit. | | | |
| 3. For an underground circuit in excess of 250 feet for an area lighting pole, 2% of the estimated installed cost of the excess circuit. | | | |
| 4. 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. | | | |

| VENDOR FEES | | | |
|---|----------|--|----------|
| Obtain Permit from the Town of Apex Police Department | | | |
| Solicitor/Peddler/Park Concessioner* | | Transient/Mobile Food Vendors | |
| 30-day Permit | \$50.00 | Annual Permit | \$150.00 |
| 90-day Permit | \$100.00 | * Anyone selling anything, including food, in a Town of Apex Park must obtain a Park Concessions Permit. | |
| 180-day Permit (Park Concessions Only) | \$175.00 | | |
| <ul style="list-style-type: none"> • Solicitor - Anyone going door-to-door to take orders for products, share information or seek donations. • Peddler – Anyone transporting goods door-to-door for sale (i.e. ice cream truck). • Park Concessioner – Anyone selling merchandise, food, and or beverages in a town park. • Transient Vendor - Anyone selling goods or services from a temporary business location (i.e. parking or vacant lot). • Mobile Food Vendor - Anyone selling food and/or beverages from a readily movable food unit | | | |

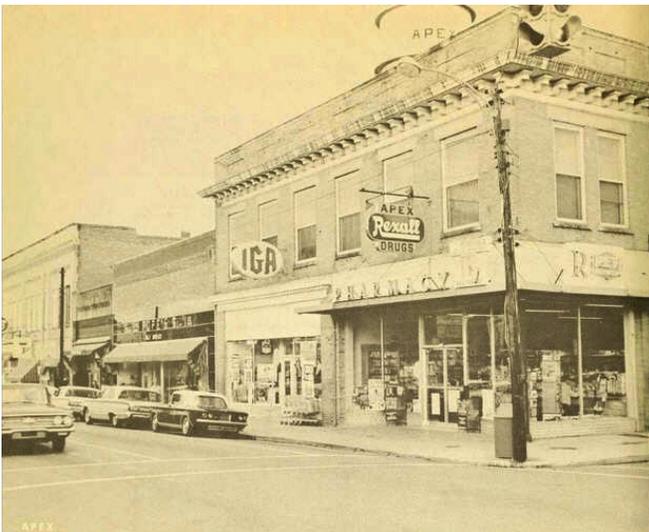
| FIRE DEPARTMENT FEES | | | |
|---|---------|---------------------------------------|--------------|
| Submit request and fees to Customer Service | | | |
| Inspection Fees | \$0 | False Alarm Fines (per Calendar Year) | |
| Reinspection (charged for 2nd and all subsequent reinspections) | \$75 | 4 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 |

| PARKS & RECREATION | | | | | |
|---|------------------|---------------------|---|-----------------|--------------------------------|
| <i>Fees are paid to Parks & Recreation</i> | | | | | |
| Withdrawal₁ | | | | | |
| - 10 + days advance notice | | | | \$5.00 | |
| - Less than 10 days' notice & participant can be replaced from a waiting list | | | | 70% of costs | |
| <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 |
| Facility Rentals | | | | | |
| <i>All reservations for 100 persons or more require Director approval and may require additional attendants, police and other requirements as deemed necessary by APRCR</i> | | | | | |
| | Resident | Non Resident | Halle Cultural Arts Center | Resident | Non Resident |
| Refundable Deposit (Facility) | \$250 | \$250 | | | |
| After Hours Rentals ₂ | \$40/ hour | \$40/ hour | - Auditorium | \$100/ hour | \$150/ hour |
| Community Center | | | | | |
| - 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 ₃ | \$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 |
| Shelter Rentals | | | | | |
| - 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 | Field & Gym Rentals₄ | | |
| - 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 |
| Other Amenity Rentals | | | | | |
| - Tennis Courts (2 min / 4 max) | \$15/hour/ court | \$22.50/hour/ court | * Synthetic Turf Fields require additional \$250 Damage Deposit | | |
| - 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> | | | | | |

| MISCELLANEOUS | | | | |
|---|---------|----------------------|-----------------|-----------------------|
| Rain Barrel | \$88.00 | Cemetery | Resident | Non – Resident |
| | | - Cemetery Plots | \$800 | \$1200 |
| | | - Columbarium Niches | \$600 | \$600 |
| | | | | Military Rate |
| | | | | \$640 (resident) |
| | | | | \$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 21st century.

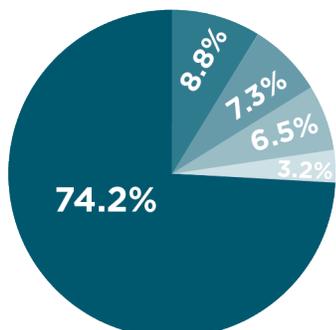


Geography

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.



Demographics¹



59,300

U.S. Census
Population (July 2019)



57.2%

Population Percentage
Increase from 2010-19



69,406

Population Estimate
2021



\$111,435

Median Household Income



64.3%

Population (25+ years)
have Bachelor's Degree
or Higher



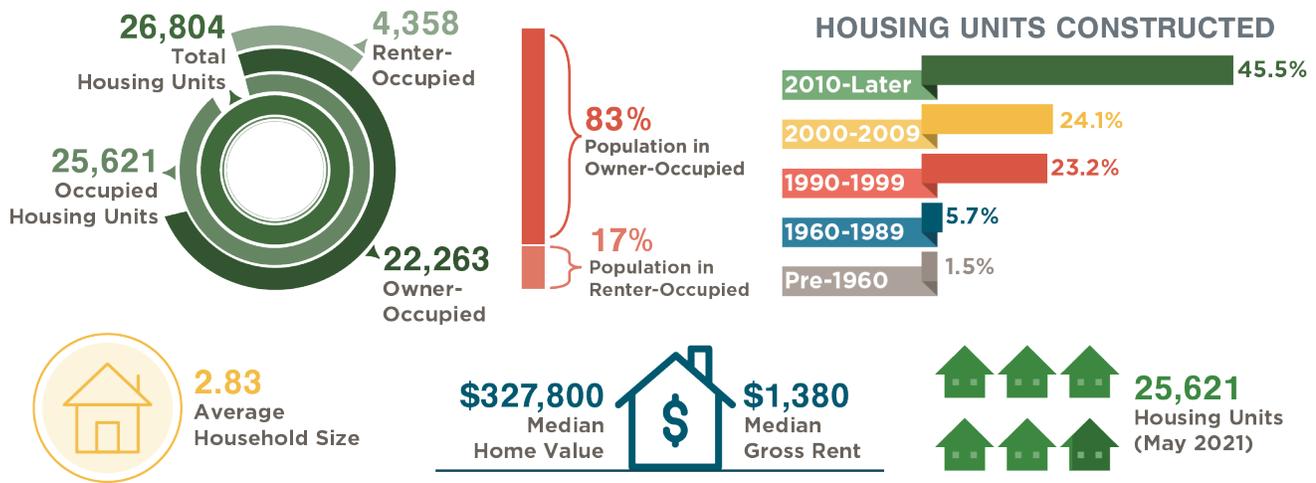
37.4

Median Age

1. <https://www.census.gov/quickfacts/fact/table/apextownnorthcarolina.wakecountynorthcarolina/PST045219>



Housing²



2. 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 COVID-19 pandemic had a negative impact on many small businesses in Apex, as it did 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.



Ten Largest Tax Payers by Assessed Valuation as of June 30, 2020

| Tax Payer | Assessed Value | Percent of Total Assessed Value |
|---|-------------------------|---------------------------------|
| CSP Community Owner LLC | \$135,601,038 | 1.73% |
| Beaver Creek Crossings Owner LLC | \$53,069,588 | 0.68% |
| B9 MF Village West Owner LLC | \$52,055,647 | 0.66% |
| JHG VBS I LLC | \$44,815,516 | 0.57% |
| Crtp Creekside Hills Drive LLC | \$44,404,108 | 0.56% |
| Beaver Creek Crossing LLC | \$43,571,061 | 0.55% |
| CFK Apex Land Co LLC | \$42,689,530 | 0.54% |
| G&I Ix Lake Cameron LLC | \$42,188,281 | 0.54% |
| Meridian At Ten Ten LLC | \$41,136,193 | 0.52% |
| Apex Independent Living LLC | \$40,968,411 | 0.52% |
| Total: | \$540,499,373 | 6.88% |
| | | |
| <i>Total Assessed Value (July 2020)</i> | <i>\$7, 860,418,000</i> | |

Ten Largest Employers for Apex as of 4th Quarter 2020

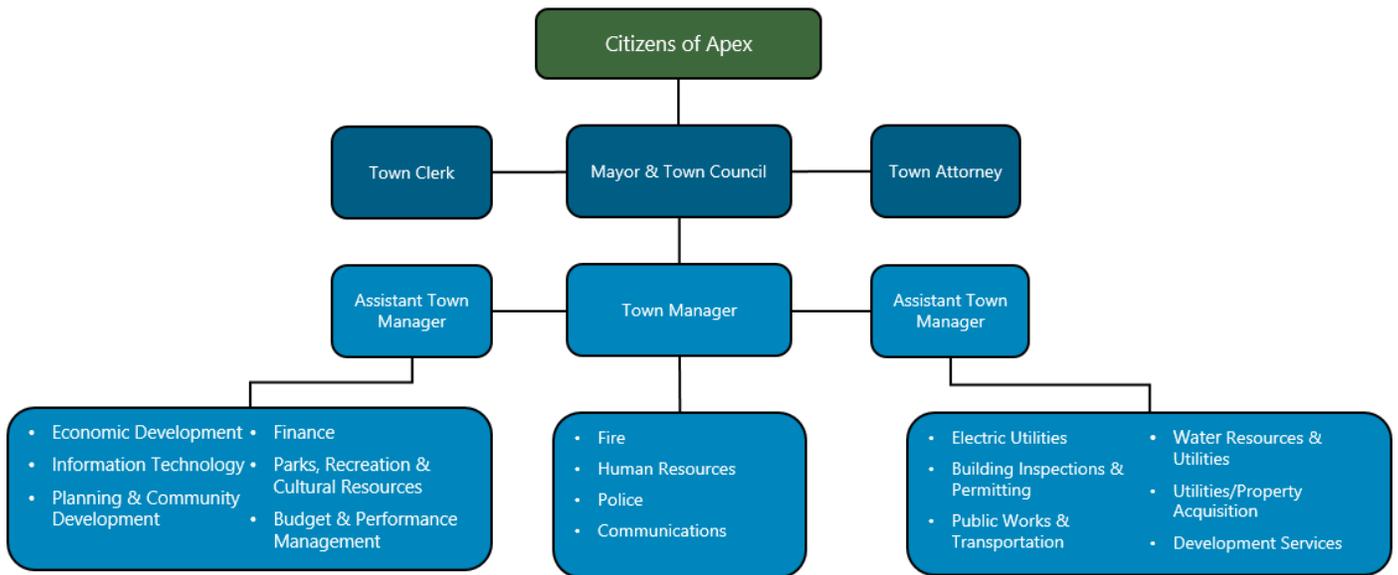
| Company Name | Industry | Employment |
|--|----------------------|------------|
| Wake County Public Schools | Education | 1,779 |
| Town of Apex | Government | 506 |
| Dell Technologies | Cloud Storage | 500 |
| Apex Tool Group | Manufacturing | 425 |
| Bland Landscaping | Landscaping Services | 325 |
| Costco | Consumer Products | 290 |
| ATI Industrial Automation | Manufacturing | 275 |
| Super Target | Consumer Products | 250 |
| Walmart | Consumer Products | 243 |
| Lowes Hardware | Consumer Products | 220 |
| <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



Strategic Goals & Budget Alignment

A Strategic Plan is a document that guides the Town as it grows and responds to the evolving needs of residents. This plan provides a blueprint for maintaining and improving the qualities that make Apex the peak of good living.

The Town of Apex’s continued goal is to provide the highest quality services to the community in the most cost effective manner. The Town Council sets goals to continuously improve Apex and to make fiscally responsible decisions that make the Town a regional leader with a strong plan for the future. This process is designed to address the needs and desires of the community, and includes their input received through surveys, committees, neighborhood meetings, and contacts with individuals throughout the year.

While work on the final Strategic Plan continues, Town Council and staff has worked diligently over the past two years to complete all the components of a Town-wide Strategic Plan.

Vision Statement

Established 2020 – What do we want Apex to be like for future generations?

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

Mission Statement

Established 2020 – What is our purpose for existence?

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

Value Statements (Peak Principles)

Established 2016 – What are our beliefs or attitudes that guide behavior and relationship with others?

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...

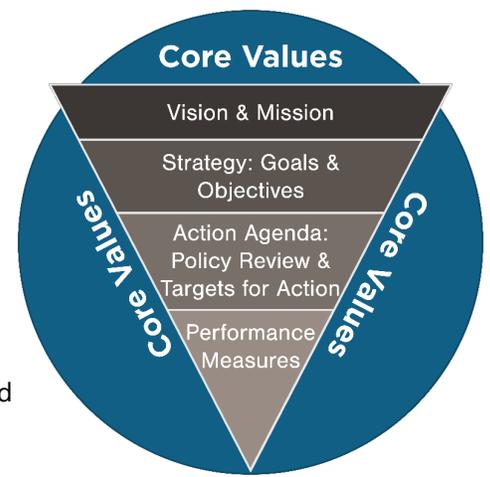
- Strive for excellence in the work we do
- Set goals that encourage high performance
- Seek improvements in processes to become more efficient in our work
- Leverage technology and other resources to enhance efficiency

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

Strategic Goal Statements

Established 2020, revised 2021 – Is there a similar question to pose here?

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.

Objectives

- Attract and retain an exceptional and diverse workforce
- Advance an organizational culture of diversity, equity, and inclusion to reduce disparities in the delivery of programs and services
- Promote trust and transparency by engaging and informing the public
- Promote financial integrity by effectively and efficiently managing resources
- Leverage resources by building collaborative partnerships with local, regional, and state entities

Initiatives

- Implement High-Performing Organization model (incorporating all 5 streams: openness & action orientation, employee quality, long-term orientation, continuous improvement & renewal, and management quality)
- Create a DEI program with clear expectations and accountability
- Develop a comprehensive communication plan to engage and inform the community
- Evaluate the authority of and participation in Council’s boards, commissions, and advisory panels to tap into the vast knowledge and expertise in the community
- Explore regional cost sharing partnerships to increase efficiency and effectiveness of various services
- Finalize the strategic plan and how to measure and report on performance



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; we will forge meaningful connections that fulfill a range of our community’s needs.

Objectives

- Promote healthy lifestyles by providing attractive public and green spaces for people with all ability and mobility levels to gather and recreate
- Align activities, programs, and facilities with the needs and interests of the community
- Provide easy access to information related to health, safety, recreational, and cultural events
- Engage and inform the community using a variety of innovative communication tools

Initiatives

- Complete the follow ongoing projects: Pleasant Park; Beaver Creek Greenway; Middle Creek Greenway; expansion of the community/senior center
- Regularly gather community input to identify desired Town-sponsored activities, programs, and events
- Develop a marketing plan to disseminate information to increase awareness and participation in Town-sponsored events
- Identify opportunities for other entities (such as the County or local non-profits) to offer space, land, or programs to enhance Town-offered services and programs

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; we will offer housing and transportation options so that anyone who chooses to live in Apex can.

Objectives

- Be a leader in renewable energy and conservation among local governments that are addressing climate change and reducing their carbon footprint
- Preserve Apex small-town character and foster a sense of community
- Inform and engage the public in planning and development
- Ensure that the Town has a broad mix of housing and transportation options that will allow people who want to live and travel in Apex to do so
- Advocate for and/or provide multi-modal transportation options for drivers and non-drivers that will reduce congestion, provide connectivity, and enhance safety

Initiatives

- Clarify roles and expand activities of the Environmental Advisory Board
- Implement the transit plan
- Implement the affordable housing plan
- Implement the downtown development plan
- Continue the ongoing efforts to update development ordinances, standards, and regulations to align with the Apex vision for its built environment
- Identify and implement targeted programs to protect Apex natural resources, such as pursuing designations as a Bee City or a Dark Sky Place; setting tree canopy goals; encouraging tree and pollinator planting, expanding solar energy efforts, and acquiring expertise from an arborist
- Adopt “green” practices in the management of government services, vehicles, equipment, and facilities



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.

Objectives

- Create a business-friendly, supportive environment
- Diversify the tax base
- Capitalize on Apex strong ‘sense of place’ to promote the Town as the place to open and operate a business
- Collaborate with other organizations to develop a ready workforce to meet the needs of businesses

Initiatives

- Develop a meaningful incentive program that attracts new businesses, rewards entrepreneurship, and encourages long-time businesses that want to grow
- Identify and invest in a variety of business-ready sites to attract different types and sizes of businesses
- Streamline internal processes and evaluate/change restrictive policies or practices to minimize the complexities of starting and operating a business in Apex
- Identify and implement concrete actions for all departments to contribute to an “Apex is open for business” culture

Safe Community & Reliable Infrastructure

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

Objectives

- Provide world-class fire and police services
- Increase safety and preparedness through prevention, response, and mitigation
- Foster positive and respectful relationships between public safety and all members of the community
- Meet the growing community need for support and referral services for people in crisis
- Ensure new and existing infrastructure is well-built, dependable, and well-maintained

Initiatives

- Pursue relevant accreditation for Police and Fire
- Research best practices and proven programs for building positive relationships between the police and community
- Create capacity and expertise to connect residents to services they need, especially crisis, but also including human services and education
- Develop and fund maintenance and replacement for aging infrastructure
- Identify infrastructure standards and requirements for developers to build high-quality infrastructure

Utilizing the Draft Initiatives for each strategic goal (major projects/actions that are underway and new ideas based on Council priorities and discussion in the 2021 retreat), staff identified various resources needed to begin working towards the initiatives. The next couple of pages highlight funds allocated in the FY22 budget to specific items identified by Town Council as priorities.



| Strategic Goal Alignment in General Fund | | | |
|---|--|--------------------|-----------------|
| Strategic Focus | Strategy/Action Item | Budget | |
| Economic Vitality | Implement the Downtown Master Plan | | |
| | - Begin alley project(s) | \$500,000 | |
| | - Downtown Coworking Station | \$29,800 | |
| | - Downtown Façade Grant Program | \$20,000 | |
| | - Downtown Development Promotion and Marketing | \$17,000 | |
| | Subtotal | \$566,800 | |
| Healthy & Engaged Community | Complete Greenway Connections | | |
| | - Update P&R Master Plan | \$100,000 | |
| | - Introduce Annual Greenway Allocation | \$300,000 | |
| | Implement Neighborhood Grant Program | | |
| | Institute Mayor Internship/Engagement Program | \$10,000 | |
| | Subtotal | \$410,000 | |
| Safe Community & Reliable Infrastructure | Connect Residents to Needed Services (Especially in Crisis) | | |
| | - Non-profit support | \$69,000 | |
| | - Vision Zero Initiative | \$10,000 | |
| | - Create one-stop-shop for assistance | | |
| | | Subtotal | \$79,000 |
| | Promote Trust & Transparency by Engaging & Informing the Public | | |
| | - Community Engagement Specialist | \$79,000 | |
| | Create DIB Program | | |
| | - Diversity & Inclusion Officer Position | \$98,200 | |
| | - GARE Membership & Tru Access Rap Sessions | \$31,000 | |
| - New Hire Diversity Training | \$8,000 | | |
| | Subtotal | \$216,200 | |
| Environmental Leadership & Responsible Development | Implement Transit Plan | | |
| | - Operating Cost for Transit Program | \$655,000 | |
| | - NCDOT S-Line Transit Oriented Development project | \$40,000 | |
| | - Downtown interim bus stop (GoTriangle) enhancements | \$50,000 | |
| | Implement Affordable Housing Plan | | |
| | - Housing Program Manager, Housing & Community Programs Specialist | \$124,000 | |
| | - Increase annual allocations to affordable housing fund | \$1,595,000 | |
| | Be a Leader in Renewable Energy & Conservation | | |
| | - Develop strategic plan to compare costs and energy savings | \$50,000 | |
| | - Plan for fleet management and conversion | \$35,000 | |
| | - Zero Waste Operations Goal | \$15,000 | |
| | - Town Community Garden Pilot | \$5,000 | |
| | - Town Living Wall Pilot | \$10,000 | |
| | - Green Revolving Fund (Initial start-up) | \$20,000 | |
| | - Stream Restoration (Apex Nature Park) | \$168,700 | |
| Tree Planting Program | \$75,000 | | |
| | Subtotal | \$2,842,700 | |
| | Grand Total | \$4,114,700 | |



| Strategic Goal Alignment Enterprise Funds | | |
|--|---|-------------------|
| Strategic Focus | Strategy/Action Item | Budget |
| Economic Vitality | System Expansion to support residential & commercial growth | |
| | - Western Pressure Zone; CATP Projects; Cash-Perkins Outfall; 1.5 MG Water Tank | 7,127,300 |
| | - New Water Meter Installation | 360,000 |
| | - Electric System expansion | 2,500,000 |
| | Subtotal | 9,987,300 |
| Safe Community & Reliable Infrastructure | Investment in infrastructure upgrades and replacement | |
| | - System Fault Indicators - SCADA | 130,000 |
| | - Water Main Replacement & Rehab Program | 200,000 |
| | - Back up pumps (2 pump stations) | 52,000 |
| | - Long Range Water Resources Plan Update | 150,000 |
| | - Inflow & Infiltration Repairs (Various Locations) | 330,000 |
| | - Pump Station assessments and flow monitoring | 150,000 |
| | - Barscreen Replacement | 265,000 |
| Subtotal | 1,277,000 | |
| High Performing Government | Personnel and equipment additions/replacements | |
| | - Senior Electrical Engineer; Forester; Program Support Tech | 182,700 |
| | - Bucket Truck & Digger Replacements | 484,500 |
| Subtotal | 667,200 | |
| Environmental Leadership & Responsible Development | Be a Leader in Renewable Energy & Conservation | |
| | - AMI/Smart Meter Project | 1,900,000 |
| | - EV transition investigation (2 replacements) | 75,000 |
| | - Stream Restoration (Apex Nature Park) - 50% | 138,700 |
| | Develop Funding Strategy for Watershed Protection of Jordan Lake | 135,000 |
| | Introduce Dark Skies Initiative | 750,000 |
| Subtotal | 2,998,700 | |
| | Grand Total | 14,930,200 |



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.

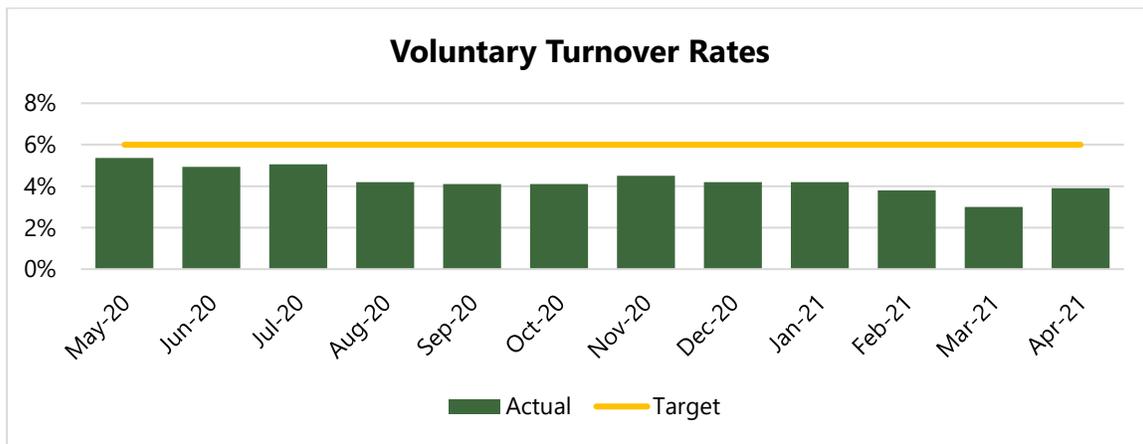
Safe Community & Reliable Infrastructure: We will ensure safe neighborhoods through proactive, professional, and engaged public safety services, and maintain reliable transportation and utility infrastructure.

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.

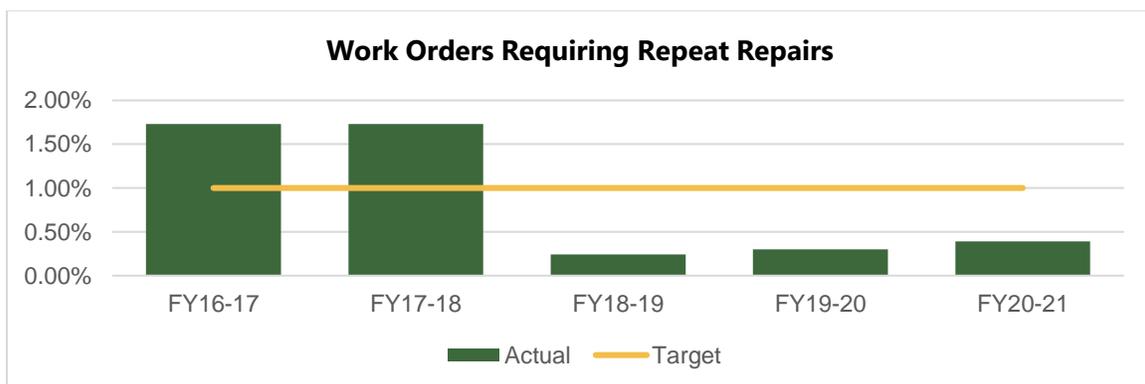


High Performing Government

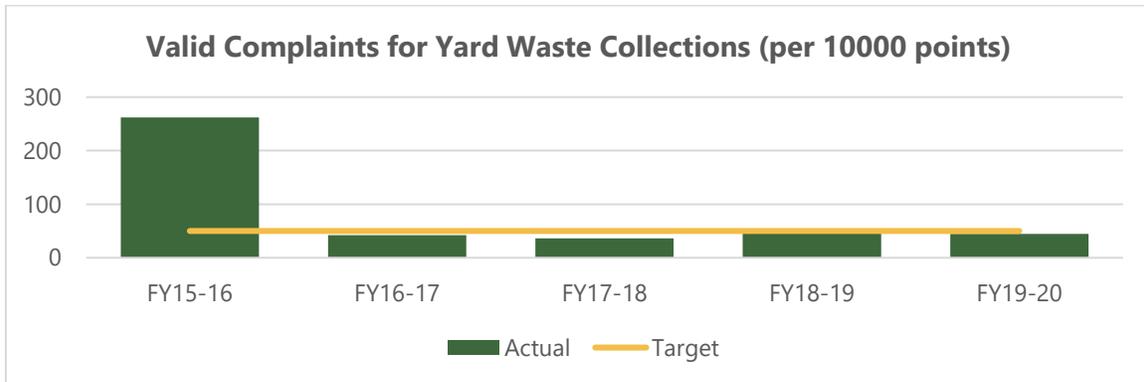
| Human Resources | |
|---|--|
| Performance Measure | Voluntary turnover rate among municipal employees |
| Description | The rate at which employees leave can signal a number of important factors. A high turnover rate can indicate a workplace environment that is not welcoming or conducive to activity or salary and benefits are not comparable with job market |
| Target | 6 percent or less |
| Current Status | 3.85 percent in April 2020 |
| Supplemental Budget for FY21-22 | Increased focus on new hire training and supervisor training; addition of paid volunteer time, wellness activities, increased tuition reimbursement program. Adjustments in pay scale and 4% average merit increases are also budgeted. |
| Estimated Timeframe for Achieving Goal | Already achieved; employee voice should lead to further gains |



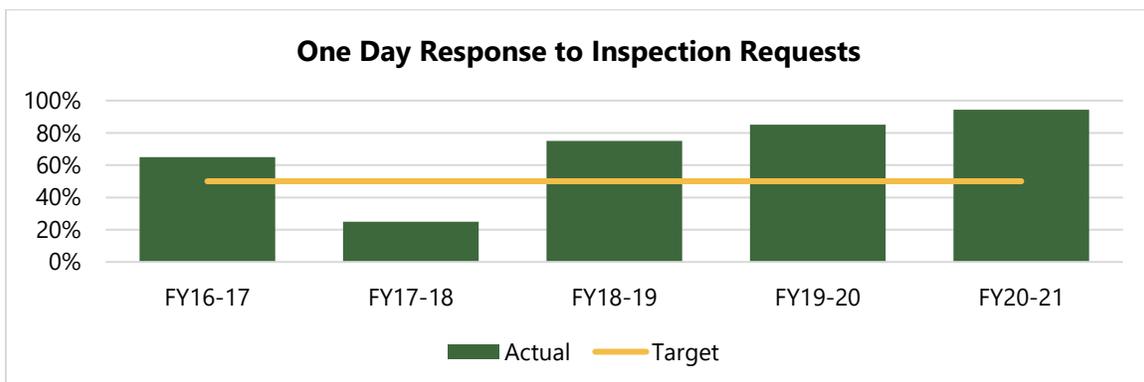
| Fleet | |
|---|---|
| Performance Measure | Percentage of work orders requiring repeat repair within 30 days |
| Description | Repair orders ideally should be taken care of the first time around, as repeat orders require additional time and resources. This measure notes how frequently work orders required a second visit in a short amount of time, effectively demonstrating efficiency. |
| Target | 1 percent or less |
| Current Status | 0.3 percent in FY 19-20 |
| Supplemental Budget for FY21-22 | Implementing new Fleetio software and inventory process; employee training; best practices evaluation from third party consultant |
| Estimated Timeframe for Achieving Goal | Already achieved; continuing training should maintain achievement for FY21-22 |



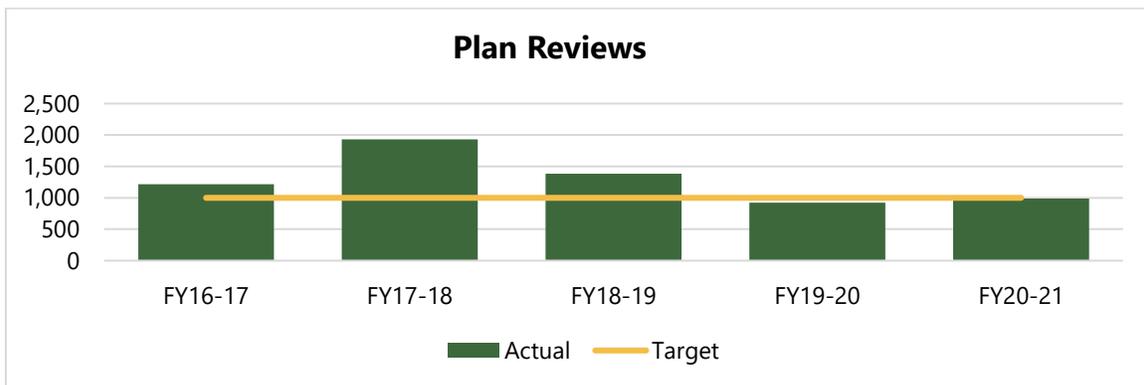
| Solid Waste | |
|---|--|
| Performance Measure | Number of complaints per 10,000 yard waste collection points |
| Description | Complaints over yard waste are an important and easily accessible metric to monitor the quality of waste disposal service. Valid complaints, while more subjective, also account for customers lodging complaints over issues that are not the department's fault. |
| Target | 50 or less |
| Current Status | 46 in FY 19-20 |
| Supplemental Budget for FY21-22 | Appropriated funds for replacing leaf truck and chipper truck in FY21-22; investigation into partnership or establishment of transfer site for yard waste to reduce haul times |
| Estimated Timeframe for Achieving Goal | Achieved |



| Inspections & Permitting | |
|---|--|
| Performance Measure | Percentage of inspection requests receiving a response within one business day |
| Description | An important aspect of efficiency is being requests in a timely fashion able to handle. For a growing economy such as Apex, being able to quickly inspect buildings is critical to ensuring new businesses can get up and running as soon as possible. |
| Target | At least 50 percent |
| Current Status | 94 percent in FY 20-21 |
| Supplemental Budget for FY21-22 | Appropriated funds for training for field inspectors; career ladder implementation to reduce turnover |
| Estimated Timeframe for Achieving Goal | Achieved |

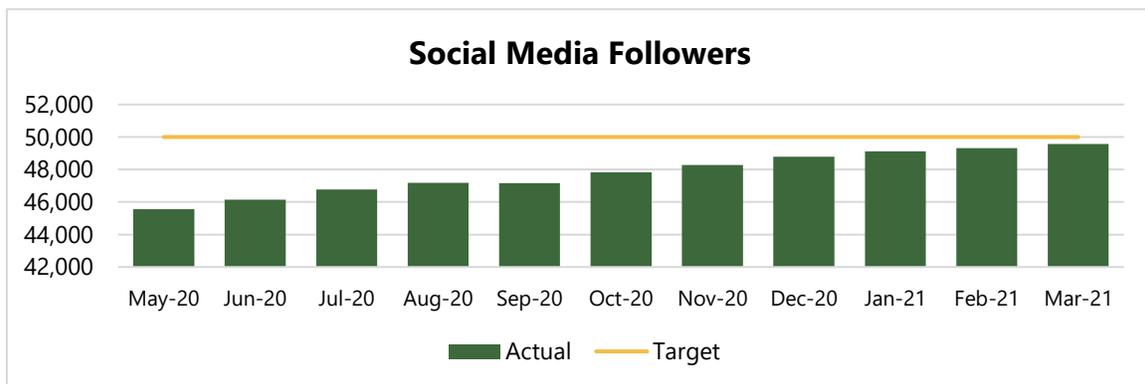


| Inspections & Permitting | |
|---|--|
| Performance Measure | Number of plan reviews performed per year per Reviewer FTE |
| Description | Reviewing prospective building and business plans is an essential part of growing a community. This metric reports the number of plans reviewed by the department. Failing to keep up with plans submitted can result in a frustrated community as well as prospective investors taking their ideas elsewhere. |
| Target | At least 1,000 |
| Current Status | 988 in FY 20-21 |
| Supplemental Budget for FY21-22 | Appropriated funds for computer replacements for reviewers; implementation of digital plan submittal and review; business process review and New World System training |
| Estimated Timeframe for Achieving Goal | FY 21-22 |

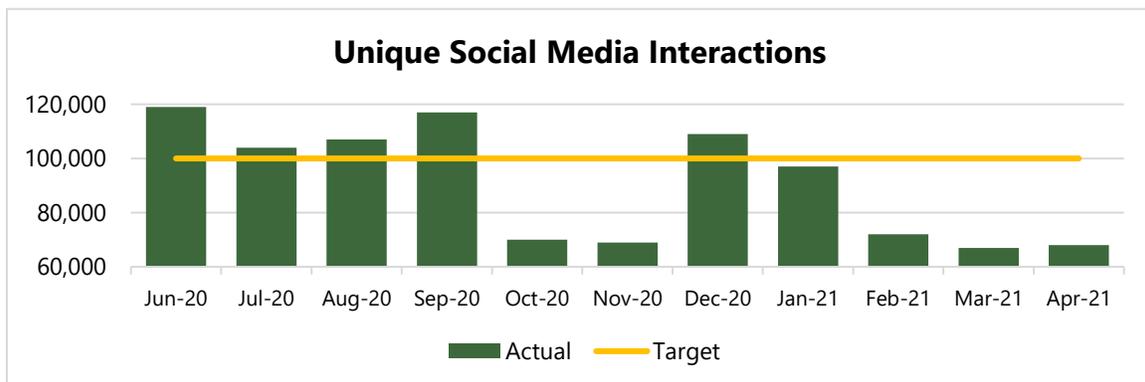


Healthy & Engaged Community

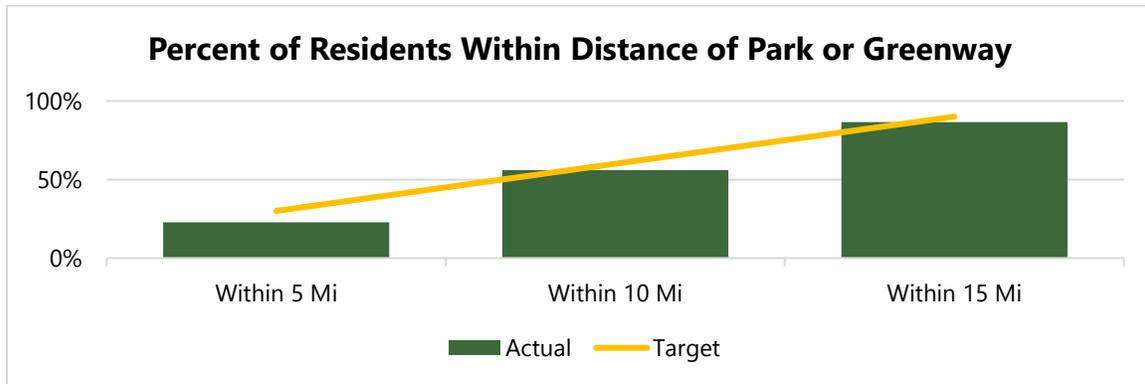
| Communications | |
|---|---|
| Performance Measure | Amount of social media followers across general town Facebook, Twitter, Instagram, and Nextdoor accounts. (primary Town only; does not include departmental accounts) |
| Description | Social media following is a simple way of assessing the base that a town is capable of reaching on social media. Following makes it much more likely that any given announcement or social media post will end up being noticed by an individual, and encouraging more people to follow is a good way to improve visibility and engagement. |
| Target | At least 50,000 social media followers |
| Current Status | 49,500 as of Mar 21 |
| Supplemental Budget for FY21-22 | Creation of communications plan for large projects. |
| Estimated Timeframe for Achieving Goal | End of FY20-21 |



| Communications | |
|---|--|
| Performance Measure | Number of unique interactions on social media posts across general town accounts on Facebook, Twitter, Instagram, and Nextdoor. Does not include departmental accounts. |
| Description | Social media interactions are an easily accessible way to assess citizen engagement in announcements and activities of town activities. More interactions mean that more people are viewing town announcements, and in turn, more individuals will be likely to participate in events or be made aware of whatever the announcement entails. |
| Target | Annual Average of 95,000 interactions per month |
| Current Status | ~91,000 as of April 2021 |
| Supplemental Budget for FY21-22 | Implementing Town rebranding and improving meeting streaming capability with new software; additional software and graphics packages |
| Estimated Timeframe for Achieving Goal | FY 21-22 |

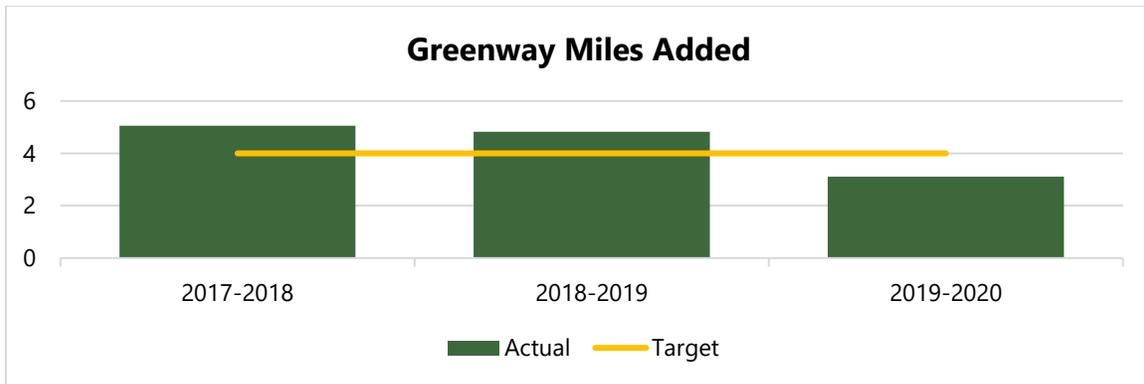


| Parks, Recreation & Cultural Resources | |
|---|---|
| Performance Measure | Percentage of residents who live within 5, 10, and 15 minutes of a park or greenway |
| Description | A healthy community needs to provide easy access to places for its citizens to exercise and enjoy nature. This measure notes how easily accessible parks and greenways are to most residents, by denoting the walking time (in minutes) to the nearest park for each house. |
| Target | At least 30% of residents fall within each zone, increasing. |
| Current Status | 23% within 5 minutes as of April 2021 |
| Supplemental Budget for FY21-22 | Increased park development; Parks and Recreation Master Plan update, increase amenities in neighborhood parks |
| Estimated Timeframe for Achieving Goal | FY 21-22 |

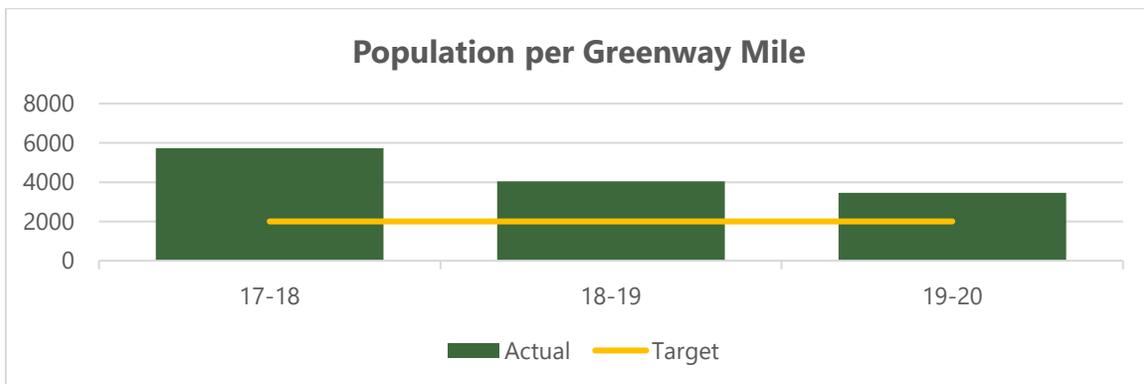


Environmental Leadership & Responsible Development

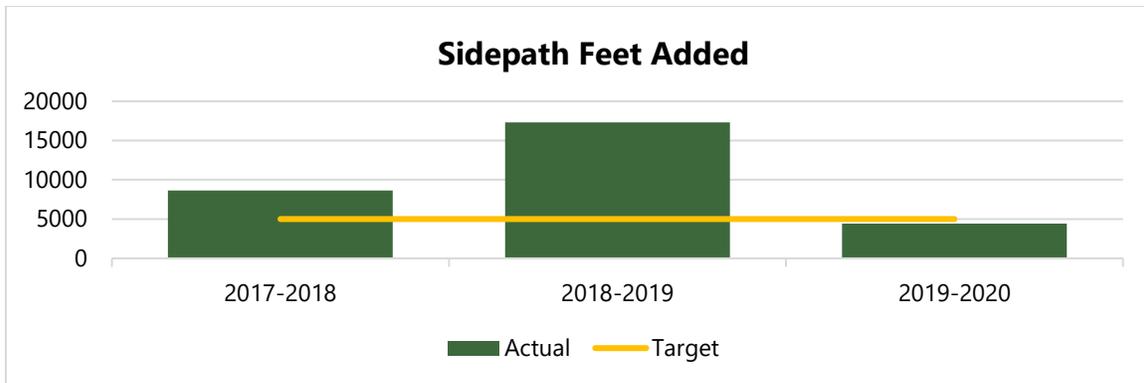
| Greenway Miles (Annually) | |
|---|--|
| Performance Measure | Greenway Miles Added Per Year |
| Description | Ensuring that a town's residents have places to exercise and enjoy nature is an important part of maintaining a healthy, vibrant community. Greenway miles offer additional amenities to a growing population. |
| Target | 4 additional miles per year |
| Current Status | 3.11 miles in FY 19-20 |
| Supplemental Budget for FY 21-22 | Continue to build on the greenway established; annual greenway allocation established for new greenway connections; Parks and Recreation Master Plan update |
| Estimated Timeframe for Achieving Goal | FY 21-22 |



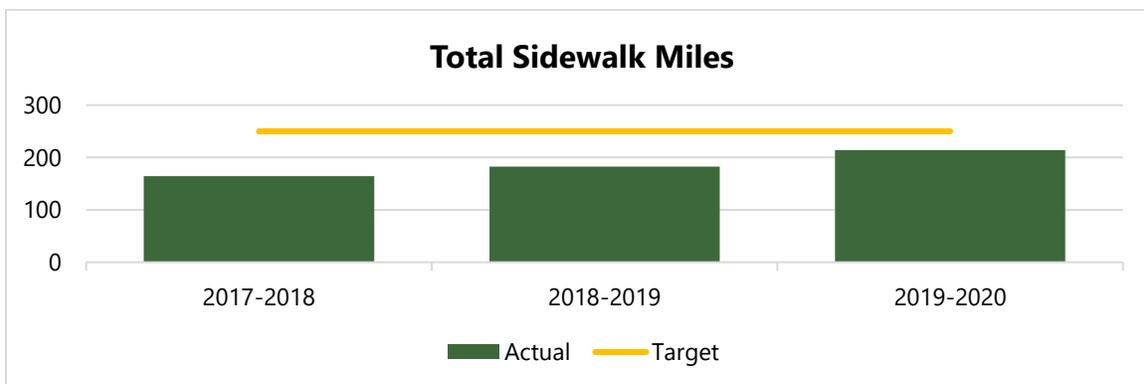
| Greenway Miles Per Capita | |
|---|--|
| Performance Measure | Apex population per greenway mile |
| Description | While a simple, total greenway miles measurement is useful, it is also important to consider the availability of greenway per capita. Goals for creating more greenways need to be framed around the population they are being made for. |
| Target | <2000 people per greenway mile |
| Current Status | 2703 people per greenway mile in FY 19-20 |
| Supplemental Budget for FY 21-22 | Continue to build on the greenway established; annual greenway allocation established for new greenway connections; Parks and Recreation Master Plan update |
| Estimated Timeframe for Achieving Goal | FY 21-22 |



| Sidepath Miles (Annually) | |
|---|--|
| Performance Measure | Sidepath Miles Added Per Year |
| Description | Sidepaths are an important element of safety on the road, allowing pedestrians and bicyclists safe movement ensuring appropriate distance from vehicular traffic. Sidepaths can help prevent tragic and sometimes fatal accidents, protecting lives while encouraging a healthy lifestyle. |
| Target | 4 additional miles per year |
| Current Status | 3.11 miles in FY 19-20 |
| Supplemental Budget for FY 21-22 | Implementation of long range transportation plan; easement acquisition for public purpose |
| Estimated Timeframe for Achieving Goal | FY 21-22 |

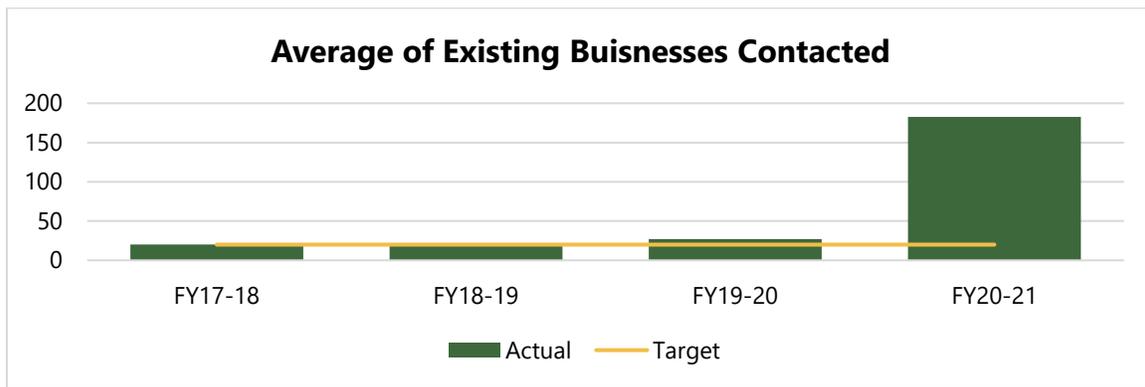


| Sidewalk Miles (Total) | |
|---|---|
| Performance Measure | Total number of sidewalk miles in Apex. |
| Description | Sidewalks are an essential aspect of public safety and responsible environmental leadership. Not only do they provide places to walk and encourage citizens to be active, but they also provide a safe buffer, discouraging citizens from walking on or by the road and reducing avoidable accidents. |
| Target | 250 miles |
| Current Status | 214 miles in FY 19-20 |
| Supplemental Budget for FY 21-22 | Continue to build on the sidewalks established; annual miscellaneous sidewalk allocation; Safe Routes to School capital funding; prioritization models |
| Estimated Timeframe for Achieving Goal | FY 22-23 |

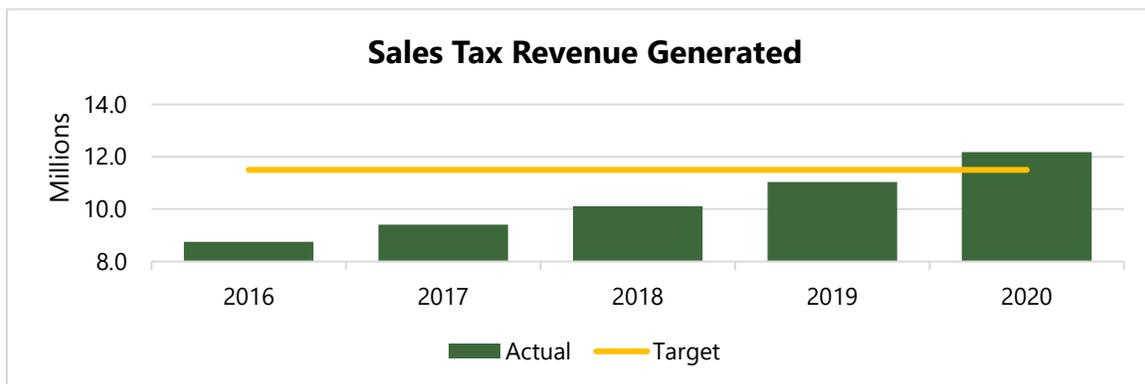


Economic Vitality

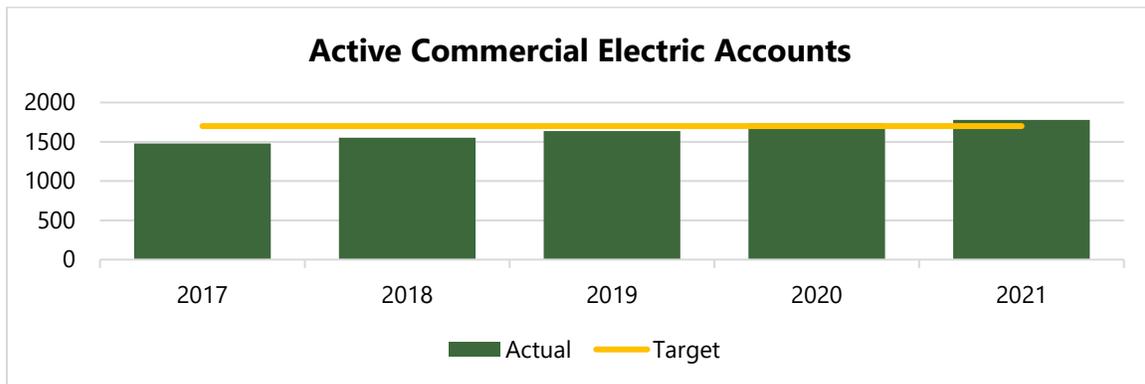
| Economic Development | |
|---|--|
| Performance Measure | Number of existing businesses contacted per month |
| Description | Municipal governments play an essential role in helping their economies to grow. Once such way in which this can be accomplished is by contacting and encouraging businesses to either stay or move to the region. The number of businesses contacted is one way in which to measure how much effort economic development is putting in. |
| Target | 20 existing businesses |
| Current Status | 180 business contacts per month in FY20-21 |
| Supplemental Budget for FY 21-22 | Increased communication efforts to determine the support Apex businesses are most in need of; staff and event development |
| Estimated Timeframe for Achieving Goal | Achieved |



| Economic Development | |
|---|---|
| Performance Measure | Sales Tax Generated Per Year |
| Description | The amount of sales tax revenue generated by a town is an easy way to assess the confidence of the town's citizens in the local economy. Spending indicates confidence in the economy and a level of disposable income. Sales tax revenue distributed based on local purchases and population numbers are reflective of a stable and growing community. |
| Target | \$12,000,000 |
| Current Status | \$12,174,795 in 2020 |
| Supplemental Budget for FY 21-22 | Cash Corporate Center marketing and development; economic development incentives; increased communication efforts to determine the support Apex businesses are most in need of |
| Estimated Timeframe for Achieving Goal | Achieved |

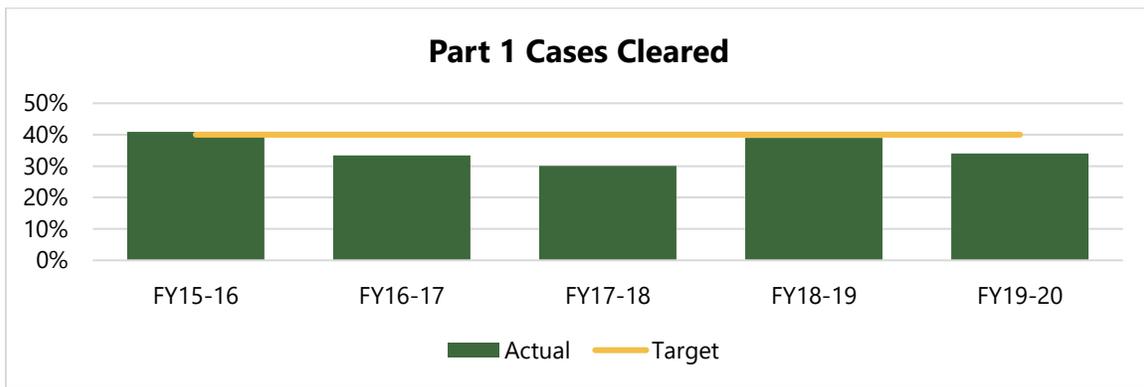


| Economic Development | |
|---|--|
| Performance Measure | Number of electric commercial utility accounts operating in Apex |
| Description | Another way to monitor the health of an economy is the number of businesses operating inside of it. While tracking the number of businesses is challenging, a good way to get a snapshot of this is to examine the number of electric commercial utility accounts. This number roughly correlates with the amount of businesses operating inside Apex. |
| Target | 1700 accounts |
| Current Status | 1779 accounts as of March 2021 |
| Supplemental Budget for FY21-22 | Continue fostering a thriving environment to attract business to Apex; Coworking station lease, Launch Apex program with business plan development; downtown business support and event co-sponsorship |
| Estimated Timeframe for Achieving Goal | Achieved |

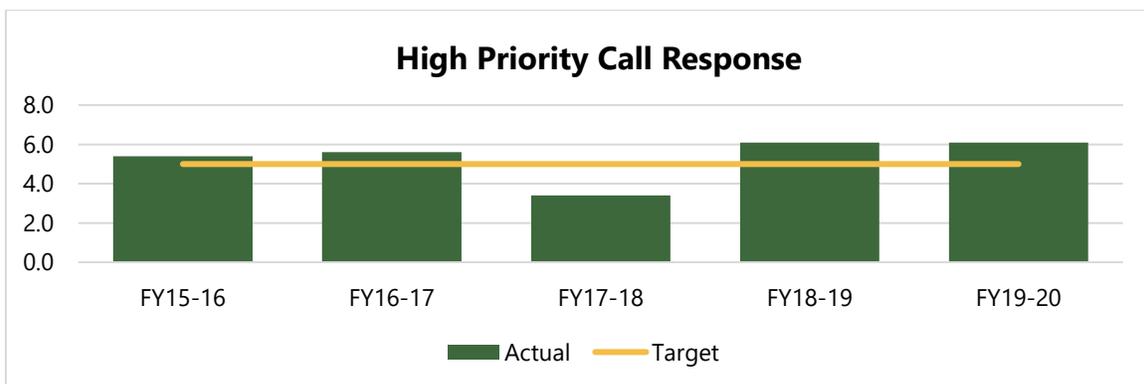


Safe Community & Reliable Infrastructure

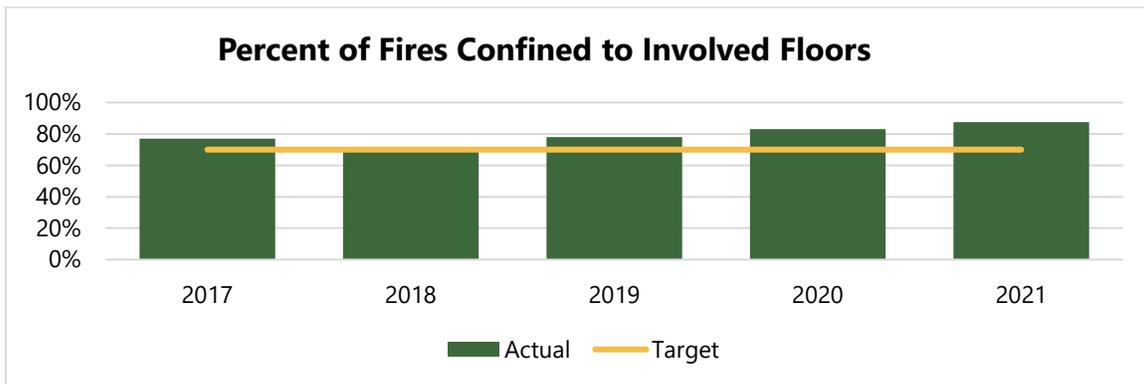
| Police | |
|---|--|
| Performance Measure | Percentage of reported Part I cases cleared |
| Description | Cases cleared is an important metric for any police department. A case is cleared when either someone is arrested, charged with the offense, or turned over for prosecution. Part 1 cases involve homicide, rape, aggravated assault, etc., and differ from Part 2, which usually less violent offenses. |
| Target | At least 40 percent |
| Current Status | 34.0 percent in FY19-20 |
| Supplemental Budget for FY21-22 | Addition of civilian support positions allowing sworn officers more time in the field; training and professional development plan implementation |
| Estimated Timeframe for Achieving Goal | FY 21-22 |



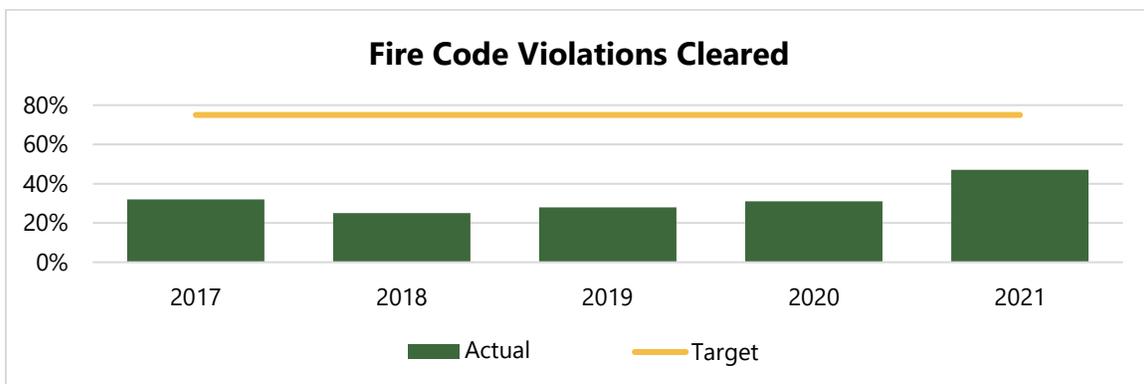
| Police | |
|---|--|
| Performance Measure | Response time for high priority calls |
| Description | Responding to calls in a timely fashion is a crucial element for any police force. High priority calls are often the greatest point of emphasis, to ensure that individuals who need help receive it as soon as possible. Response time (in minutes) is a common metric used to gauge how quickly officers can respond to calls. |
| Target | 5 minutes or less |
| Current Status | 6.1 in FY19-20 |
| Supplemental Budget for FY21-22 | Implementation of new telecommunicator software and training; computer equipment replacements and upgrades |
| Estimated Timeframe for Achieving Goal | Achieved |



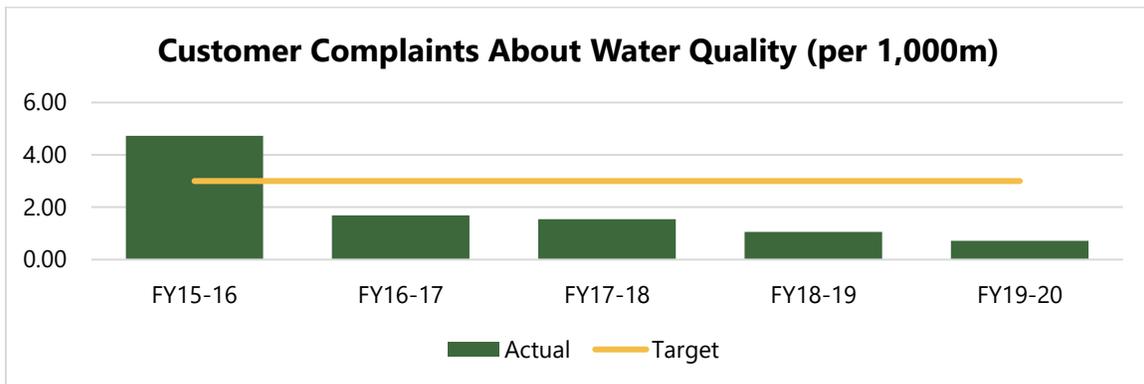
| Fire | |
|---|---|
| Performance Measure | Percentage of structure fires confined to the floor of origin |
| Description | One crucial element of fire success is ensuring that fires do not become too destructive. Stopping a fire from spreading, and containing it to the individual floors involved when fire arrives on the scene, is a simple but reliable way to measure effectiveness. The more frequently fires can be stopped from spreading to floors, the less damage is caused and the more probable it is that lives and property alike can be saved. |
| Target | 70 percent or more |
| Current Status | 88 percent in 2021 |
| Supplemental Budget for FY21-22 | Fire Engine replacement with aerial ladder apparatus; construction of Public Safety Station 6; emergency and personal protective equipment purchases |
| Estimated Timeframe for Achieving Goal | Achieved |



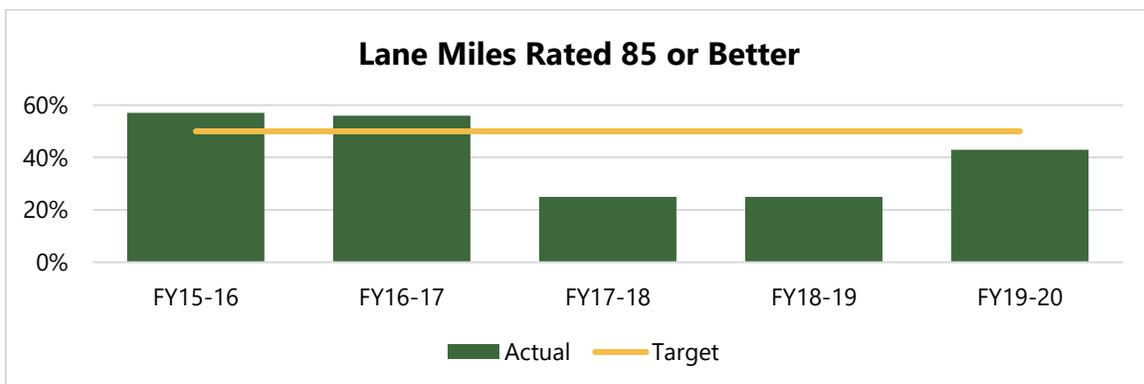
| Fire | |
|---|---|
| Performance Measure | Percentage of fire code violations cleared within 30 days of initial inspection |
| Description | Following the fire code is one of the best preventative measures to mitigate dangerous conditions. Correcting violations reduces the likelihood of personal and/or property damage. |
| Target | 75 percent or more |
| Current Status | 47 percent in 2021 |
| Supplemental Budget for FY21-22 | Training and supplemental equipment additions; implementation of fines for continued violations |
| Estimated Timeframe for Achieving Goal | FY21-22 |



| Water Resources | |
|---|--|
| Performance Measure | Number of customer complaints about water quality per 1,000 meters of main line pipe |
| Description | A way to measure consumer confidence regarding the quality of a town's water is via customer complaints; the number of customers who register a complaint with the water quality per amount of water supplied. |
| Target | 3 or less per 1,000 meters of pipeline |
| Current Status | 0.72 in FY 19-20 |
| Supplemental Budget for FY21-22 | Added drone training for Infrastructure Inspections to identify needed repairs; chemical purchases and laboratory testing costs; miscellaneous water line connections to loop lines reducing dead end lines and stagnant water supplies; water tank maintenance contract and SCADA system for water level monitoring |
| Estimated Timeframe for Achieving Goal | Achieved |



| Streets | |
|---|--|
| Performance Measure | Maintain 50 percent of lane miles rated 85 or better. |
| Description | For a growing town such as Apex, the quality of lane miles available is an important transportation based metric. Assessing and maintaining transportation infrastructure ensures that transit remains smooth and uncompromised. |
| Target | 50% or higher |
| Current Status | 43% in FY 2019-20 |
| Supplemental Budget for FY21-22 | Annual pavement management allocations; resurfacing and reconditioning contracted services; bridge inspections; replacement pothole patcher and asphalt truck |
| Estimated Timeframe for Achieving Goal | FY 2021-22 |

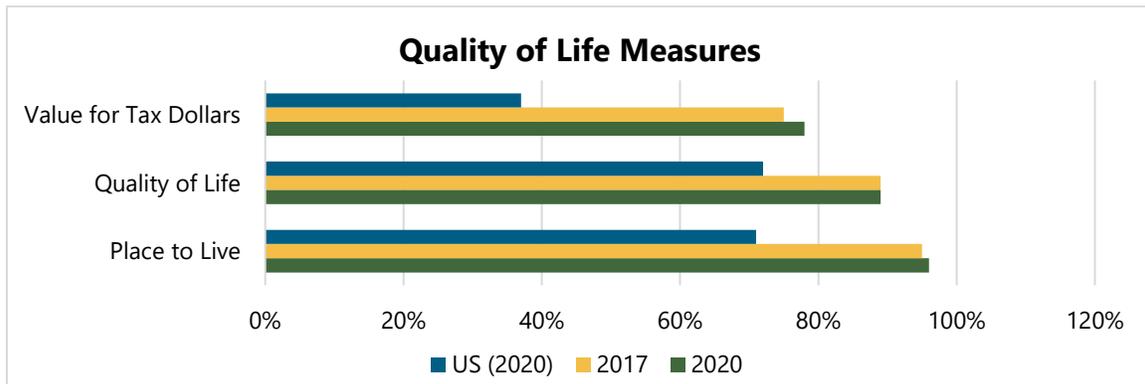


Citizen Satisfaction

The following measures were taken from the 2020 Apex Citizen Satisfaction Survey. They overview a wide variety of measures detailing citizen satisfaction with various town agencies, services, and officials. By presenting this data, we hope to demonstrate how citizen perception has changed and generally improved. The first citizen survey was conducted in 2017 with plans to continue to complete the survey every three years.

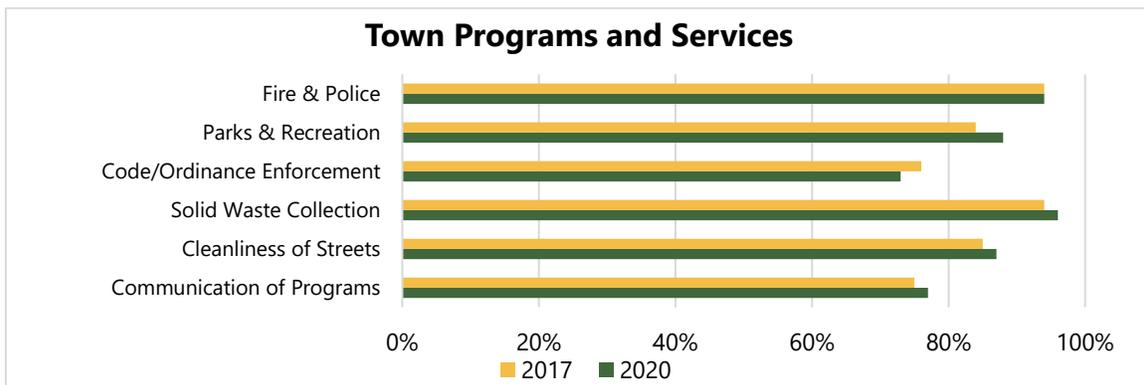
Quality of life measures are significant for the town of Apex as they assess the means by which the town is suitable for general living for its citizens. Both quality of life and place to live assess the general quality of the town as it pertains to attracting potential residents, which is essential for continued community growth and ensuring as high a standard of living as possible. Value of tax dollars, conversely, measures the degree to which the town’s citizens feel that they are receiving useful and worthwhile services based on the amount of taxes they are spending. This is also essential to promoting an efficient and responsible government.

| Measure | Percent | Target | % Above/Below |
|-----------------------|---------|--------|---------------|
| Value for Tax Dollars | 78% | 90% | -12% |
| Quality of Life | 89% | 90% | -1% |
| Place to Live | 95% | 90% | 5% |



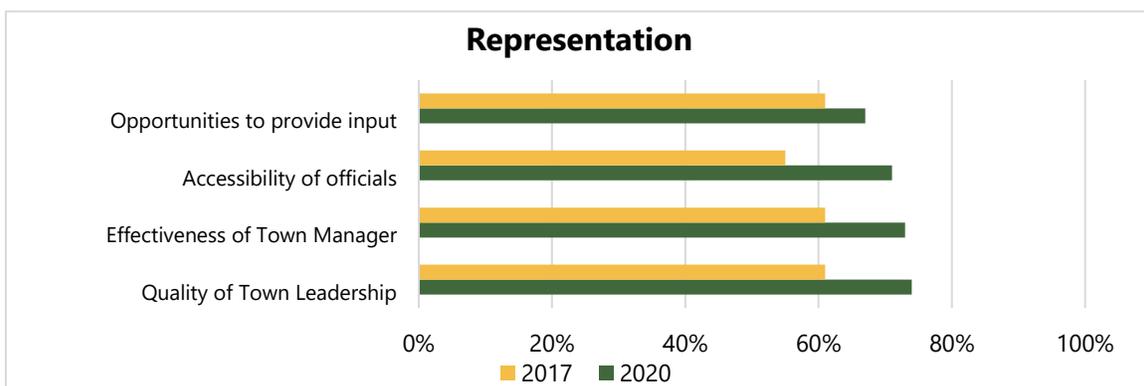
The various services offered by the Town of Apex are integral to its identity as a community-oriented society. From Fire and Police departments, to solid waste collection, to high quality parks and recreational facilities; these measures denote the general public’s satisfaction with the services provided to them. Other measures, such as communication of programs, denote how satisfied the community is with the town’s ability to inform and update on what programs are available. These measures are essential to keep track of, to know where improvements need to be made and how the town can continue providing the highest standard of living possible.

| Measure | Percent | Target | % Above/Below |
|-----------------------------------|---------|--------|---------------|
| Fire & Police | 77% | 85% | -7% |
| Parks & Recreation | 87% | 90% | -3% |
| Code/Ordinance Enforcement | 96% | 90% | 6% |
| Solid Waste Collection | 73% | 80% | -7% |
| Cleanliness of Streets | 88% | 90% | -2% |
| Communication of Programs | 94% | 90% | 4% |



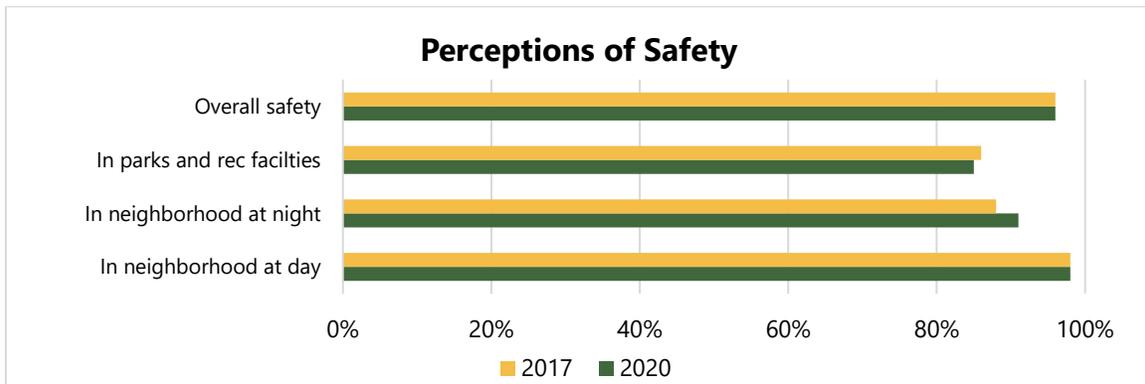
Citizen representation is a crucial aspect for any town. Measures such as accessibility of public officials and opportunities for citizen input provide insight into how well citizens feel they can make their voices heard. Meanwhile, measures such as the perceived effectiveness of the town manager and overall ratings of town leadership quality show how citizens view the effectiveness of their elected officials and public administrators. These are important ratings to keep tabs on for any society that bases itself on democratic leadership.

| Measure | Percent | Target | % Above/Below |
|---------------------------------------|---------|--------|---------------|
| Opportunities to Provide Input | 67% | 80% | -13% |
| Accessibility of Officials | 71% | 80% | -9% |
| Effectiveness of Town Manager | 73% | 80% | -7% |
| Quality of Town Leadership | 74% | 80% | -6% |



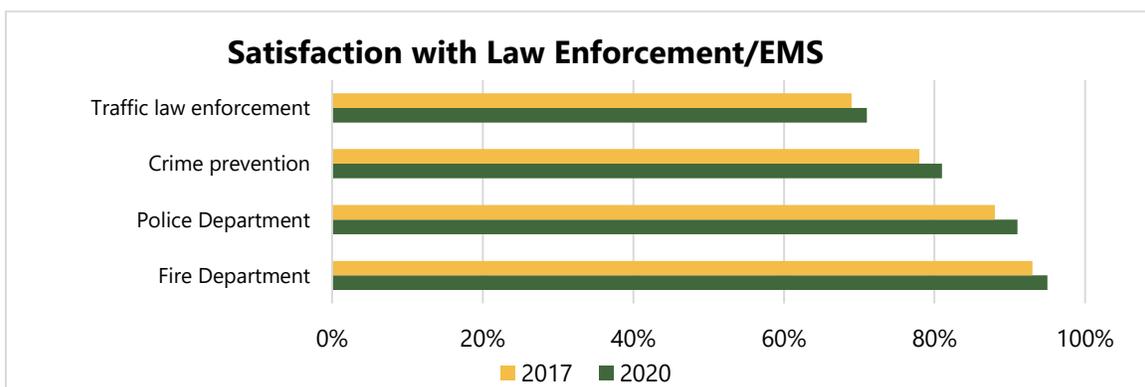
The assumption of safety may be as crucial an element for everyday living as anything else. Citizens need to feel that they can carry out their day to day activities without being put at major risk of being harmed. Measures such as perceived overall safety, as well as safety inside a person’s own neighborhood and within parks and recreation facilities, provide insight into how safe the average citizen feels in a variety of commonly visited locations.

| Measure | Percent | Target | % Above/Below |
|------------------------------------|---------|--------|---------------|
| Overall Safety | 96% | 90% | 6% |
| In Parks and Rec Facilities | 85% | 90% | -5% |
| Neighborhood, Day | 98% | 90% | 8% |
| Neighborhood, Night | 91% | 90% | 1% |



Another crucial element of town life is how public safety is viewed. Measures such as the competency of police and fire departments provide gauges for how well the public believes it’s public safety role is prepared and responds to emergency situations. Crime prevention is a direct assessment of safety, and how well the town’s residents feel their local authorities are doing at keeping crime as minimal as possible.

| Measure | Percent | Target | % Above/Below |
|--------------------------------|---------|--------|---------------|
| Traffic Law Enforcement | 71% | 80% | -19% |
| Crime Prevention | 81% | 90% | -9% |
| Police Department | 91% | 90% | 1% |
| Fire Department | 95% | 90% | 5% |



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 |
| Town Clerk | 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 & Community Development | General Fund | Economic & Physical Development |
| Facility Services | 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 Services | General Fund | General Government |
| Building 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 2021-2022 CIP & Budget Schedule

| | |
|-------------------------------------|--|
| October 16, 2020 | Departments' Preliminary Capital Improvement Plan Requests Due |
| October 26, 2020 | Draft Capital Improvement Plan Completed with Departments / Review with Assistant Managers |
| Oct. 26 – Nov. 13, 2020 | Scoring/Evaluation of CIP Projects |
| November 4, 2020 | Transportation Capital Projects Planning Workshop |
| November 13, 2020 | Scoring/Evaluation Complete – Set meeting with Town Manager for Review |
| November 17, 2020 | Transportation Capital Projects Workshop – Bond Discussion |
| November 18, 2020 | Evaluation of CIP Projects Completed with Town Manager |
| December 11, 2020 | New Line-Item Additions Due, Chart of Accounts |
| December 15, 2020 | Pre-Budget Public Hearing |
| January 4, 2021 | Preliminary Budget Worksheets Distributed with Current YTD Expenditures |
| January 11, 2021 | New Position Requests to HR |
| January 15, 2021 | Town Council Strategic Planning Session Capital Improvement Plan to Council |
| January 22, 2021 | Internal Requests to Other Departments Due (IT, Facilities, etc.) Written Position Justifications Due to HR |
| February 12, 2021 | Annual Retreat / Council Review of CIP / Prioritization of Projects for FY21-22 |
| February 15-26, 2021 | Preliminary Department Budget Meetings with Budget Staff |
| February 18, 2021 | Personnel Committee – Review New Position Requests |
| February 28, 2021 | Non-Profit Applications Due Proposed Rate & Fee Changes Due Baseline Payroll Projections Completed |
| March 1, 2021 | Departmental Requests Completed & Returned |
| March 3, 2021 | Preliminary Revenue Projections Completed |
| March 8-19, 2021 | Departmental Budget Conferences (as needed) |
| March 18, 2021 | Personnel Committee Meeting – Classification/Compensation/Benefits |
| March 30 & April 1, 2021 | Finance Committee Meeting |
| April 14, 2021 | Budget Distributed to Town Council |
| April 22, 2021 | Town Council Budget Workshop |
| May 25, 2021 | Public Hearing on Proposed Budget |
| June 1, 2021 | Town Council Budget Workshop |
| June 8, 2021 | Budget Ordinance Adopted |
| July 1, 2021 | New Fiscal Year Begins |



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

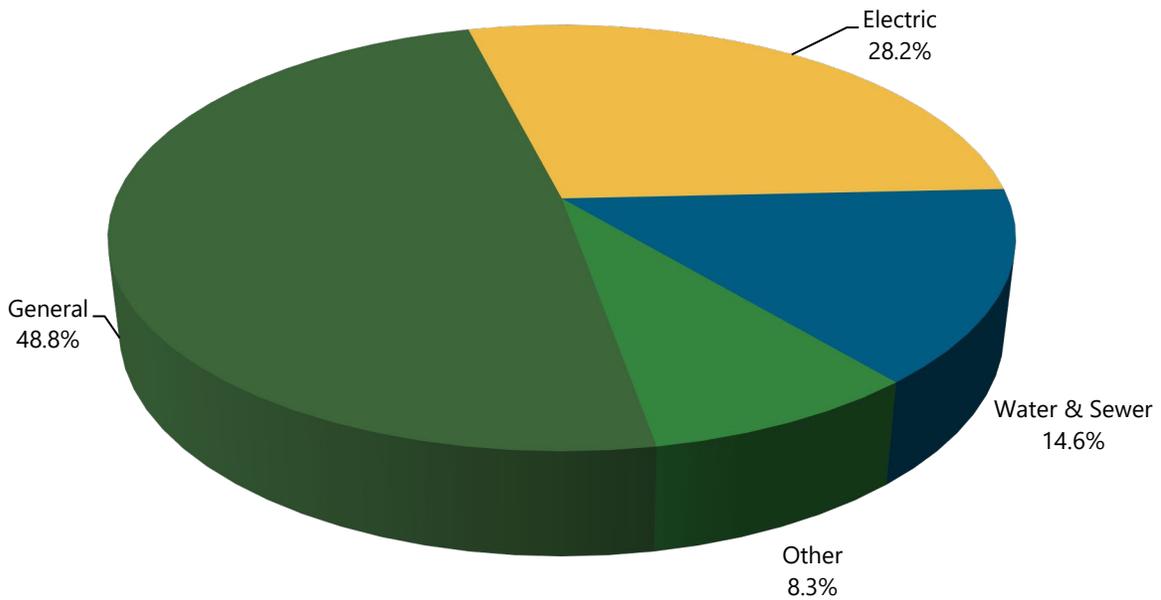
The final phase of the budget process involves reporting on all financial transactions throughout the fiscal year and performing a financial audit. Budget staff and the Finance Director prepare monthly reports throughout the fiscal year so that Town Council and management can monitor the Town's expenditures 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.



Town Revenues

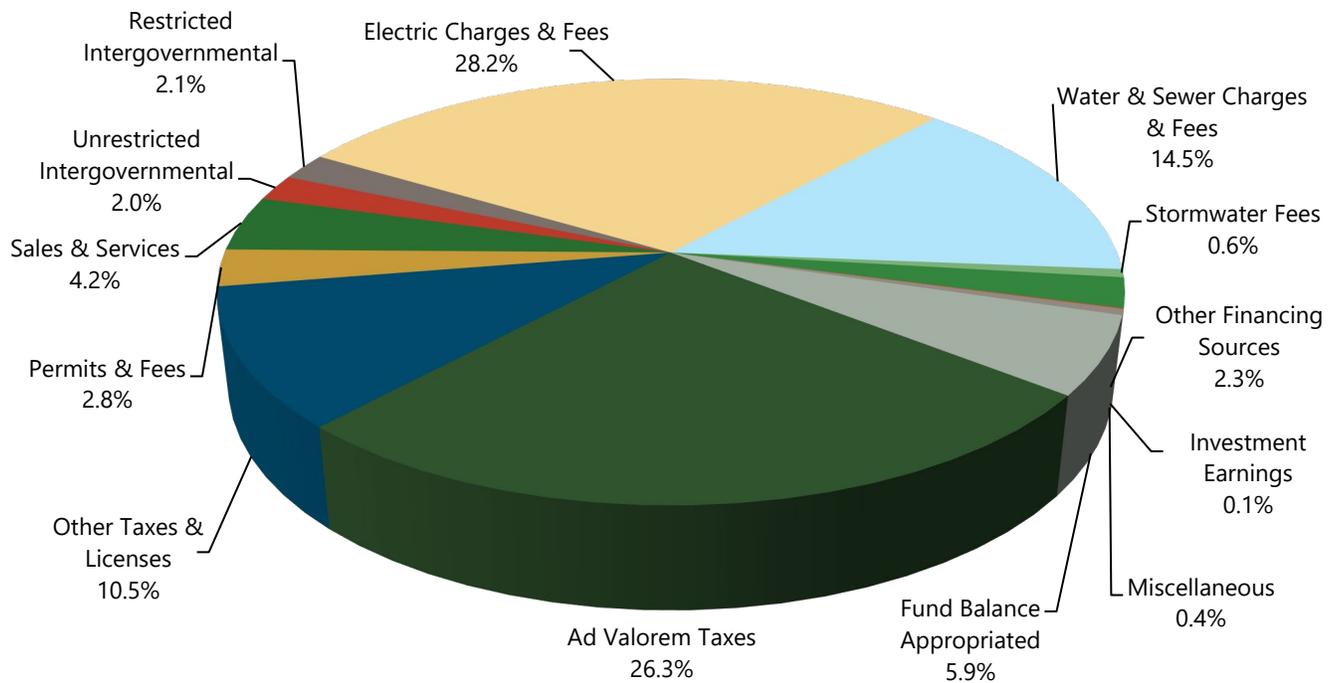
| Town Revenues by Fund | | | | | |
|-----------------------|----------------------|----------------------|----------------------|----------------------|-------------------|
| Fund | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| General | 66,572,590 | 81,004,241 | 73,839,251 | 79,091,900 | -2.36% |
| Electric | 42,852,021 | 44,426,529 | 45,197,108 | 45,776,200 | 3.04% |
| Water & Sewer | 22,286,889 | 25,466,386 | 25,473,697 | 23,722,000 | -6.85% |
| Other | 11,839,829 | 14,779,069 | 8,978,753 | 13,484,400 | -8.76% |
| Total | \$143,551,329 | \$165,676,225 | \$153,488,809 | \$162,074,500 | -2.17% |

Town Revenues by Fund FY21-22

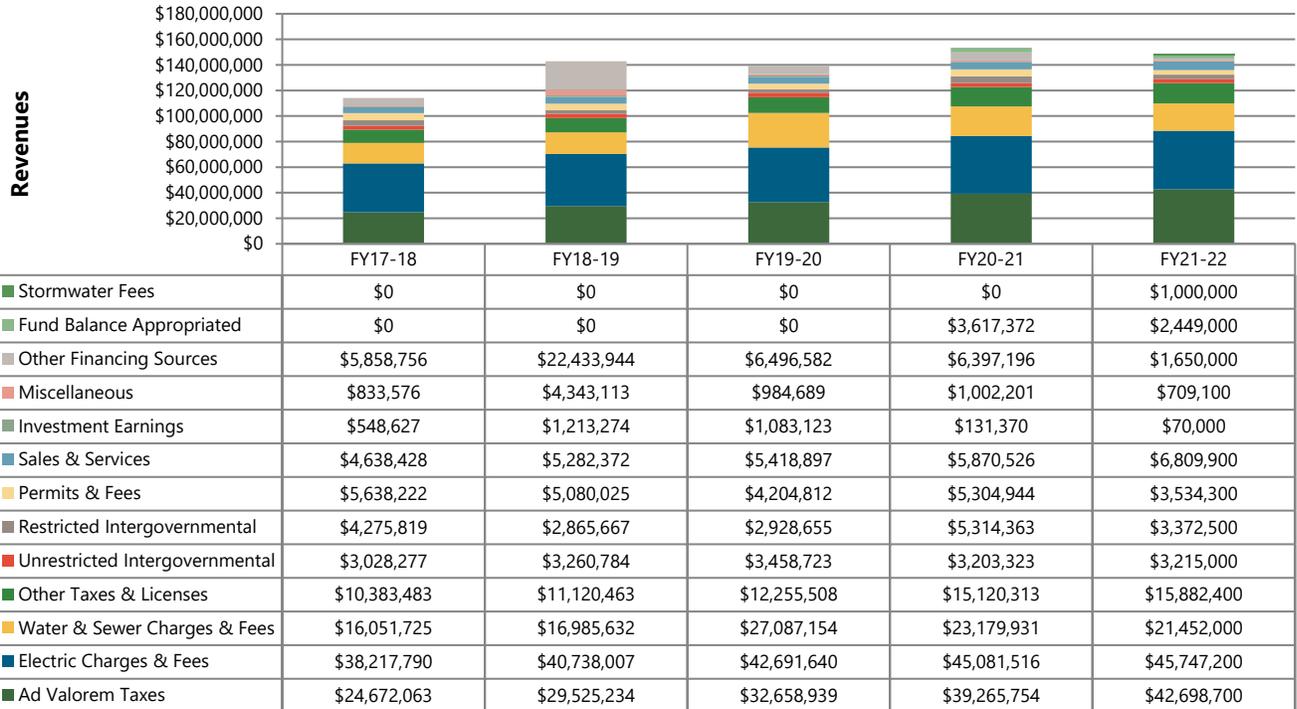


| Town Revenues by Source | | | | | |
|--------------------------------|--------------------|----------------------|----------------------|----------------------|-------------------|
| Type | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Ad Valorem Taxes | 32,658,939 | 38,813,000 | 39,265,754 | 42,698,700 | 10.01% |
| Other Taxes & Licenses | 13,299,691 | 12,689,900 | 15,120,313 | 17,082,400 | 34.61% |
| Permits & Fees | 6,815,403 | 5,960,900 | 5,304,944 | 4,534,300 | -23.93% |
| Sales & Services | 5,413,997 | 6,429,900 | 5,870,526 | 6,809,900 | 5.91% |
| Unrestricted Intergovernmental | 3,458,723 | 3,485,000 | 3,203,323 | 3,215,000 | -7.75% |
| Restricted Intergovernmental | 2,928,655 | 5,207,178 | 5,314,363 | 3,372,500 | -35.23% |
| Electric Charges & Fees | 42,691,640 | 43,910,900 | 45,081,516 | 45,747,200 | 4.18% |
| Water & Sewer Charges & Fees | 27,087,154 | 26,221,400 | 23,179,931 | 23,552,000 | -10.18% |
| Stormwater Fees | - | - | - | 1,000,000 | - |
| Other Financing Sources | 6,561,582 | 6,452,196 | 6,397,196 | 3,688,400 | -42.83% |
| Investment Earnings | 1,637,177 | 741,300 | 131,370 | 92,200 | -87.56% |
| Miscellaneous | 998,368 | 770,837 | 1,002,201 | 719,600 | -6.65% |
| Fund Balance Appropriated | - | 14,993,714 | 3,617,372 | 9,562,300 | -36.22% |
| Total | 143,551,329 | \$165,676,225 | \$153,488,809 | \$162,074,500 | -2.17% |

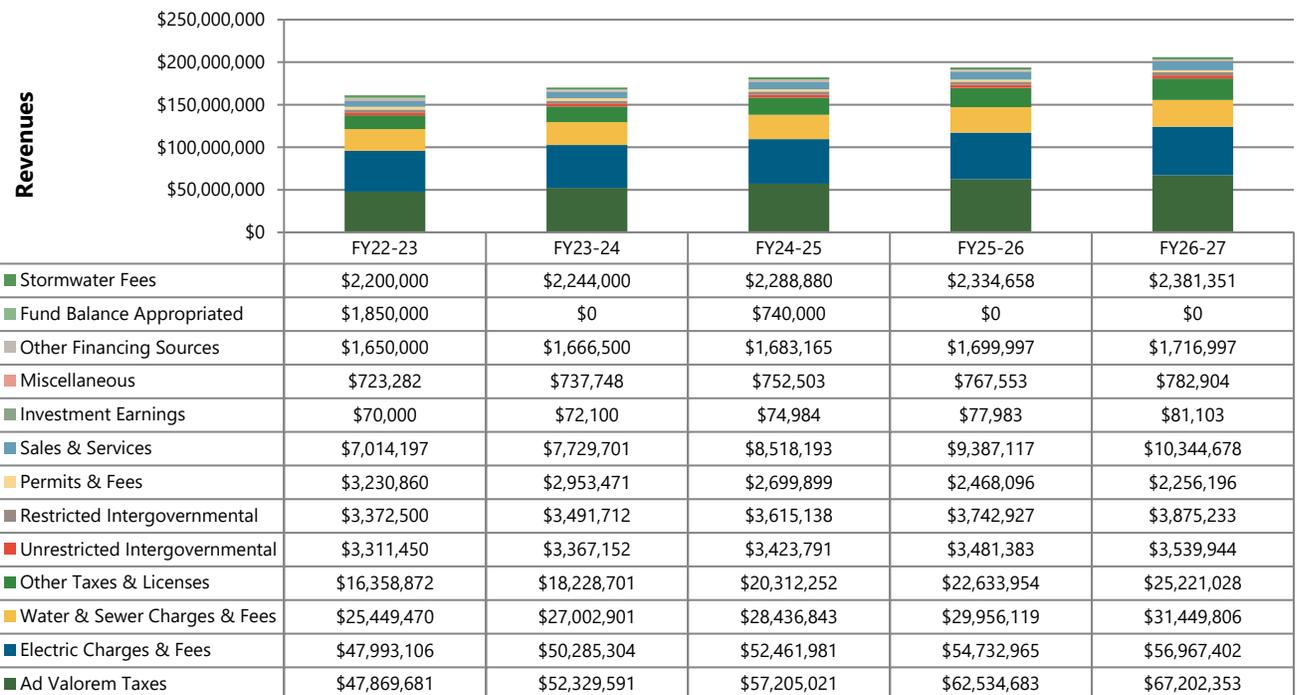
Town Revenues by Sources FY21-22



Major Town Revenues by Source: Multiyear Comparison



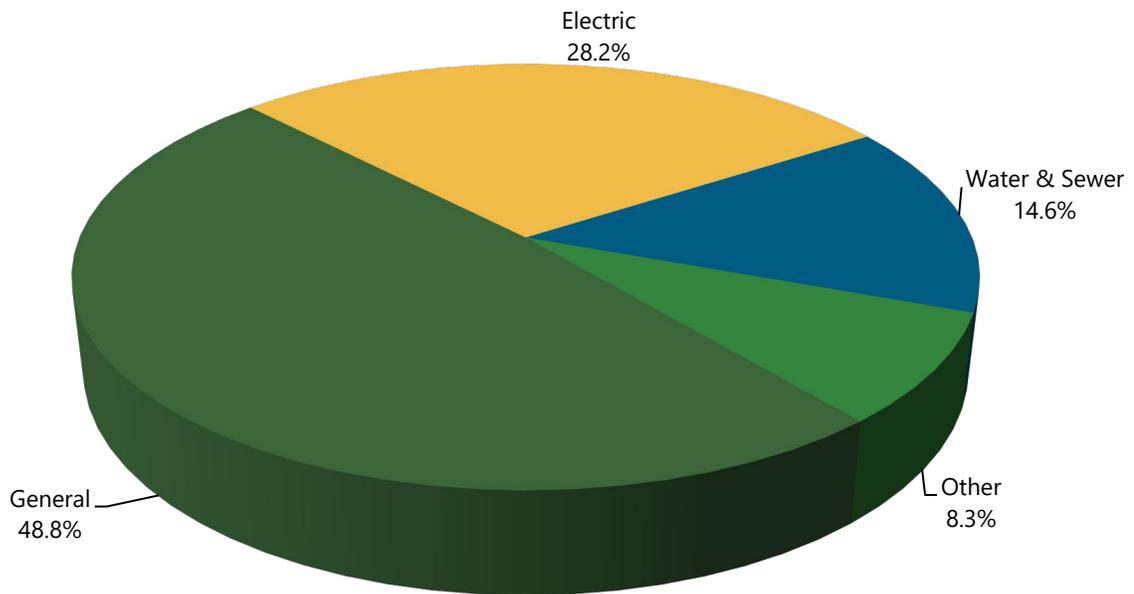
Major Town Revenues by Source Projections



Town Expenditures

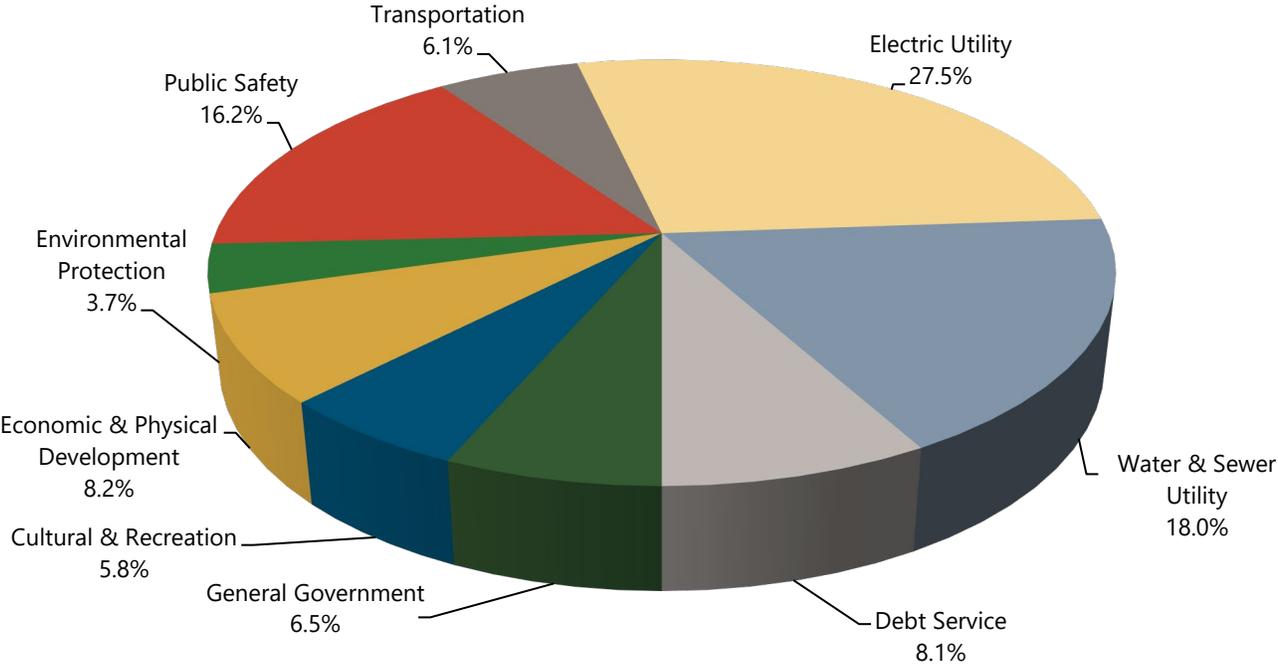
| Town Expenditures by Fund | | | | | |
|---------------------------|----------------------|----------------------|----------------------|----------------------|-------------------|
| Fund | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| General | 64,168,548 | 81,004,241 | 76,227,047 | 79,091,900 | -2.36% |
| Electric | 43,330,989 | 44,426,529 | 41,881,521 | 45,776,200 | 3.04% |
| Water & Sewer | 15,393,811 | 25,466,386 | 23,487,801 | 23,722,000 | -6.85% |
| Other | 13,769,119 | 14,779,069 | 8,099,271 | 13,484,400 | -8.76% |
| Total | \$136,662,466 | \$165,676,225 | \$149,695,640 | \$162,074,500 | -2.17% |

Town Expenditures by Fund FY21-22

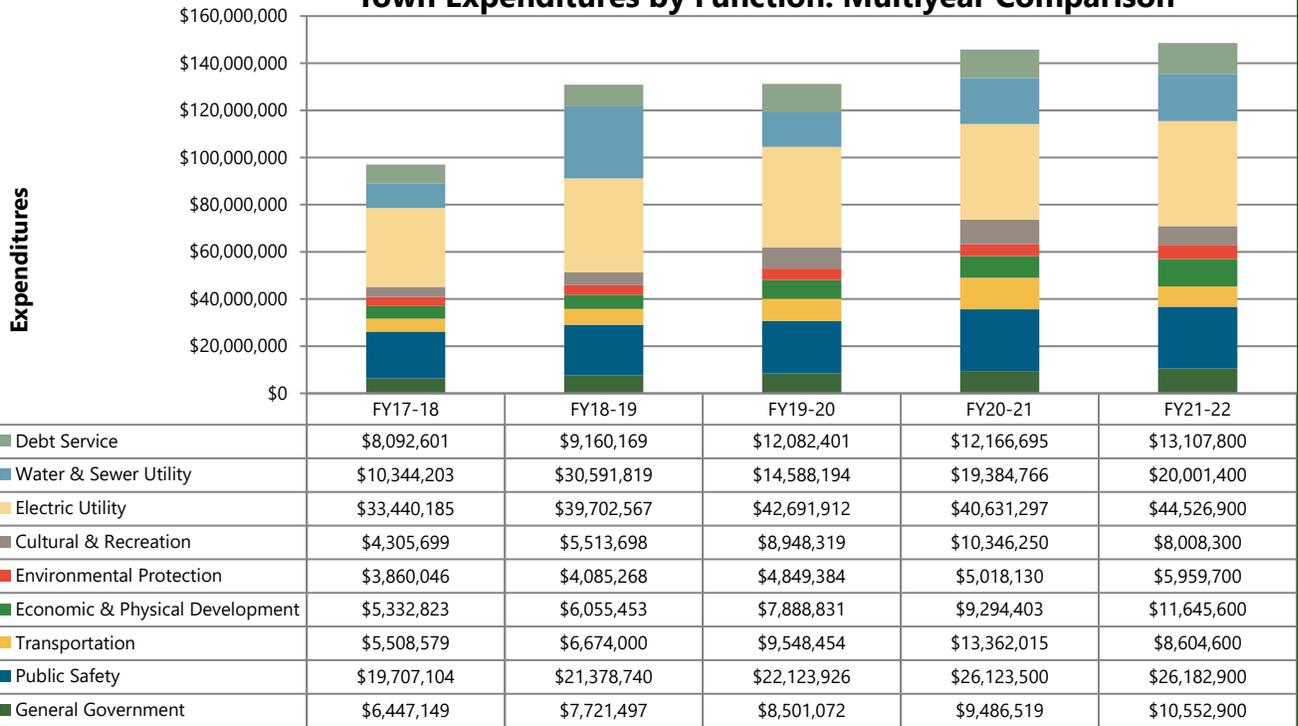


| Town Expenditures by Function | | | | | |
|---------------------------------|----------------------|----------------------|----------------------|----------------------|-------------------|
| Type | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| General Government | 8,501,072 | 10,356,828 | 9,486,519 | 10,553,900 | 1.90% |
| Cultural & Recreation | 8,948,319 | 11,171,316 | 10,346,250 | 9,452,800 | -15.38% |
| Economic & Physical Development | 7,888,831 | 11,365,845 | 9,294,403 | 13,241,600 | 16.50% |
| Environmental Protection | 4,849,384 | 5,176,873 | 5,018,130 | 5,959,700 | 15.12% |
| Public Safety | 22,123,926 | 27,631,944 | 26,123,500 | 26,194,000 | -5.20% |
| Transportation | 9,548,454 | 14,590,807 | 13,362,015 | 9,805,600 | -32.80% |
| Electric Utility | 42,591,860 | 43,176,229 | 40,631,221 | 44,527,400 | 3.13% |
| Water & Sewer Utility | 22,525,556 | 30,057,383 | 23,284,601 | 29,231,700 | -2.75% |
| Debt Service | 9,685,065 | 12,149,000 | 12,149,000 | 13,107,800 | 7.89% |
| Total | \$136,662,466 | \$165,676,225 | \$149,695,640 | \$162,074,500 | -2.17% |

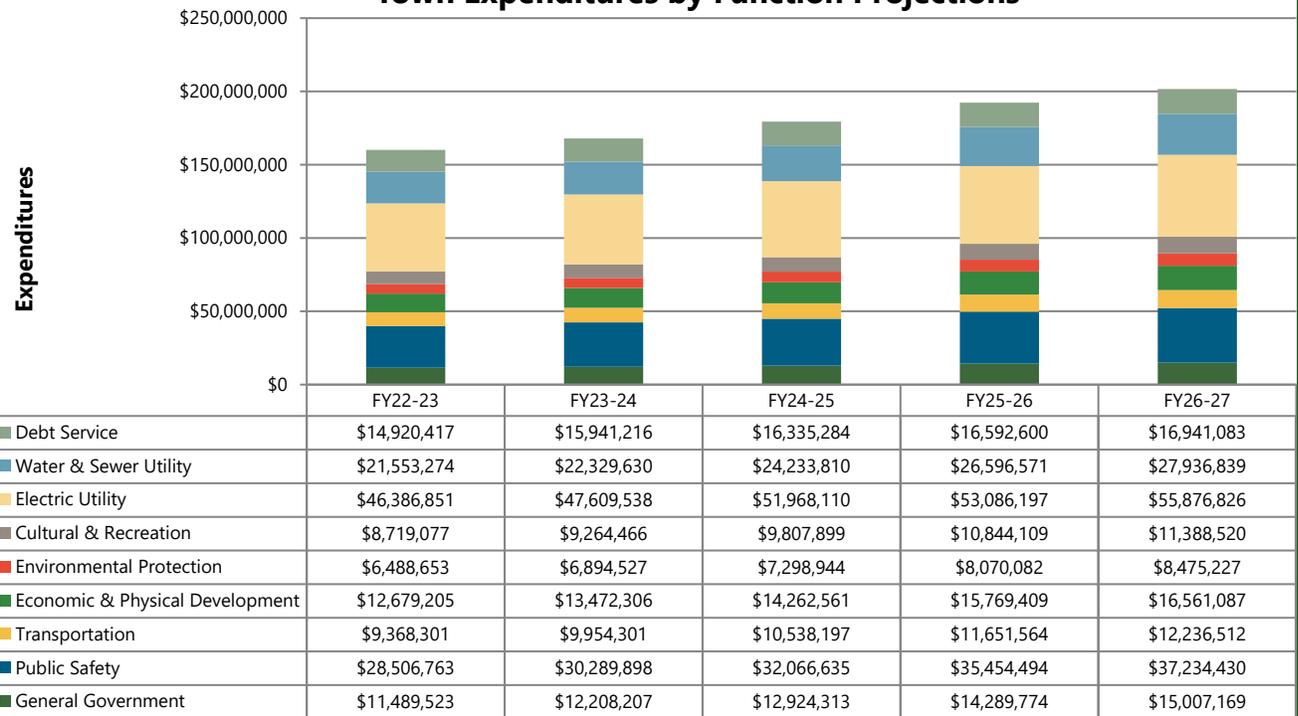
Town Expenditures by Function FY21-22



Town Expenditures by Function: Multiyear Comparison

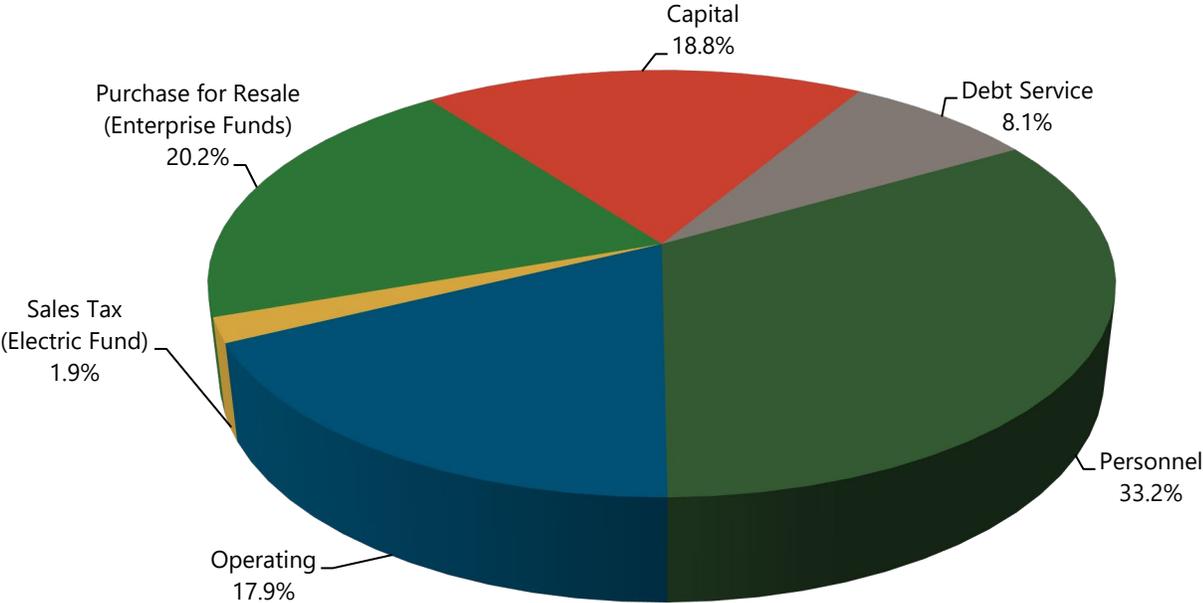


Town Expenditures by Function Projections

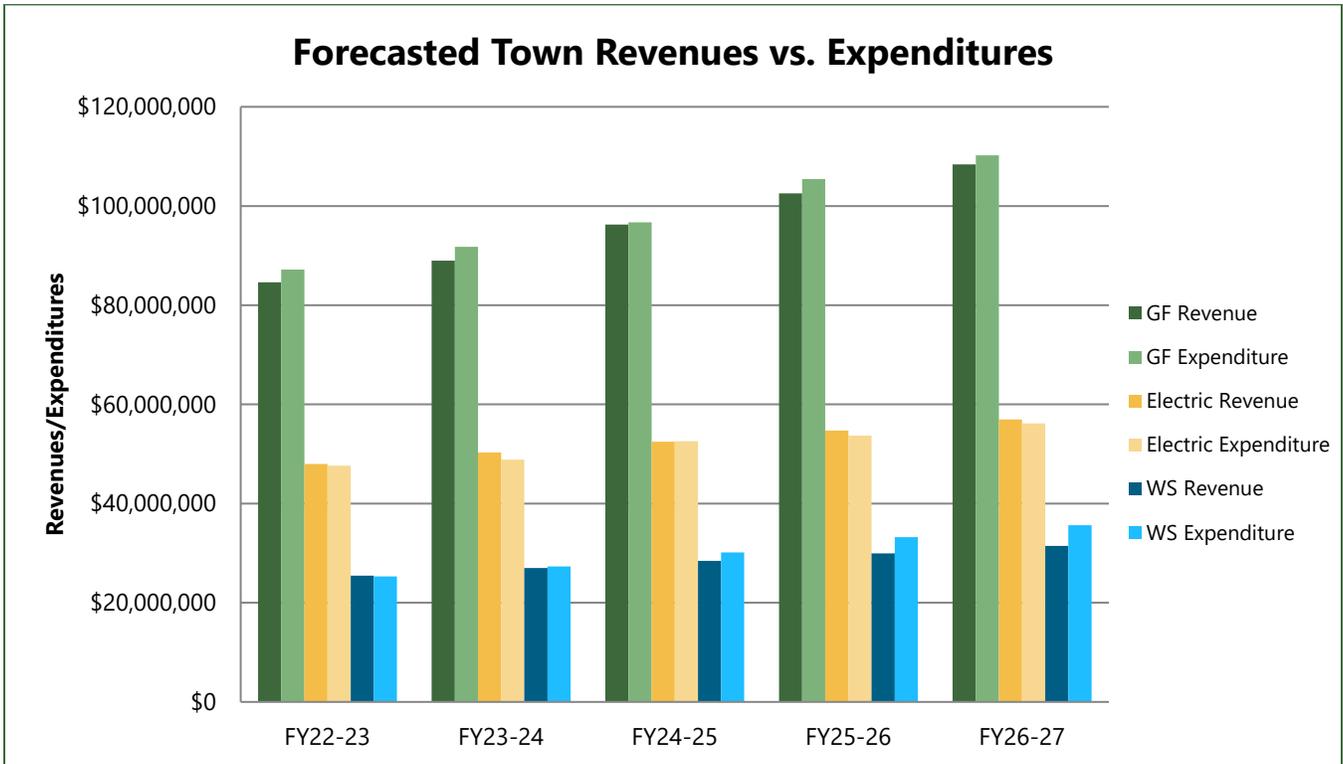
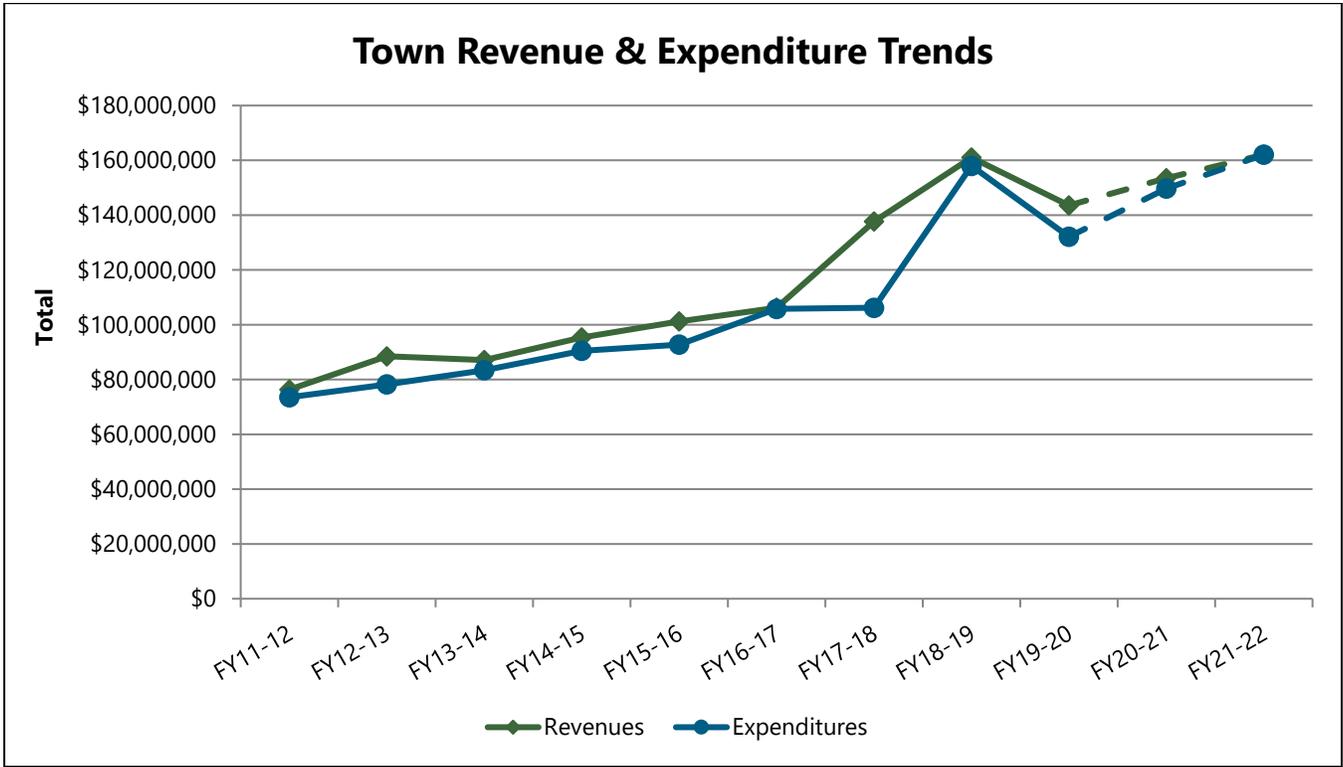


| Town Expenditures by Type | | | | | |
|--|----------------------|----------------------|----------------------|----------------------|-------------------|
| Type | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Personnel | 44,995,547 | 52,180,718 | 50,135,427 | 53,755,600 | 3.02% |
| Operating | 22,443,394 | 30,808,027 | 23,425,137 | 28,976,200 | 0.51% |
| Sales Tax (Electric Fund) | 2,766,473 | 2,856,500 | 2,920,000 | 3,039,000 | 6.39% |
| Purchase for Resale (Enterprise Funds) | 29,631,288 | 31,036,500 | 31,320,000 | 32,793,800 | -0.67% |
| Capital | 27,140,700 | 36,645,480 | 29,746,076 | 30,402,100 | -17.04% |
| Debt Service | 9,685,065 | 12,149,000 | 12,149,000 | 13,107,800 | 7.89% |
| Total | \$136,662,466 | \$165,676,225 | \$149,695,640 | \$162,074,500 | -2.17% |

Town Expenditures by Type FY21-22



Revenues vs. Expenditures



Ad Valorem Taxes

Ad valorem taxes are based on a \$0.39 tax rate per \$100 of assessed valuation (estimated at \$42.7 million with a 99.9 percent collection rate in the General Fund). The FY21-22 tax base for Apex is projected to grow by \$748,525,280 (7.33 percent) to \$10,958,427,579. Each penny on the tax rate is equivalent to \$1,093,771 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 7.62 percent in population and a three-year average increase of 9.32 percent in assessed value excluding the most recent revaluation. Property tax revenues remained stable despite the COVID-19 pandemic and the FY21-22 Budget reflects a ten percent increase in ad valorem revenues.

Other Taxes & Licenses

Local sales tax represents 97.91 percent of the taxes and licenses revenues. The North Carolina League of Municipalities (NCLM) reported that before the pandemic, sales tax trends indicated statewide growth of about 5.6 percent in FY19-20. At the same point in time, Apex had already experienced more than 15 percent in year-over-year sales tax revenue growth. Prior to the pandemic, the state has experienced an average growth in sales tax of 3.79 percent during a ten-year period while Apex has experienced a growth rate of 8.20 percent. The NCLM produced three models for sales tax revenue estimates in response to the pandemic. The most optimistic model projected a 5.0 percent decline to close FY19-20, no growth through the first two quarters of FY20-21, and 3.0 percent growth the second half of the fiscal year. Fortunately, Apex did not experience the model projections. Sales tax revenues for Apex were up one percent to close FY19-20 and have averaged a 24.4 percent year-over-year increase for the first seven months of FY20-21. Accounting for a strengthening economy, population growth, and current revenue trends, the FY21-22 Budget includes a 33.74 percent increase in sales tax revenues over the FY20-21 Amended Budget.

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. Collectively, the FY21-22 Budget includes revenue estimates for utility sales taxes to decrease by 8.0 percent from the FY20-21.

The Beer and Wine Tax includes an excise tax on beer and wine that is distributed based on a per capita basis. Distributions for FY21-22 are expected to be equivalent to FY19-20. The FY21-22 Budget reflects a 4.65 percent increase based on a four-year average prior to the pandemic.

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 but FY20-21 did not follow the pattern and increase, and instead experienced a decrease. The FY21-22 Budget includes no change from solid waste tax revenues collected in FY20-21. Similar to State collected solid waste taxes, rebates from Wake County for landfill fees have been up and down and reflects an 8.48 percent average growth over five years prior to the pandemic. The FY21-22 Budget includes \$230,000 for the solid waste rebate revenues, which is the same as the FY20-21 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 for several years with an increase of \$7.37 million scheduled FY20-21. The pandemic caused the State to reduce its FY20-21 allocation to \$132.7 million. Powell Bill estimates for FY21-22 reflect the expectation that NC General Assembly will maintain the same level of funding. Seventy-five percent of the Powell Bill distribution is calculated based on municipal populations. The projected per capita allocation for the FY21-22 Powell Bill distribution is \$17.48. 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 FY21-22 Powell Bill distribution is \$1,458.01 per street mile. Using these values, the Town estimates its FY21-22 Powell Bill allocation to be \$1,395,100.

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 \$1,366,000 from Wake County for extraterritorial fire protection services in FY21-22.

Permits & Fees

Permit and fee revenues are predominantly associated with development related services such as planning applications and building inspections. Despite the pandemic, Apex's population continues to grow although the number of new subdivisions has slowed slightly. 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, 2021, the Town has issued permits for 4,933 of 8,935 approved residential units. Of the total \$3.53 million permit and fee revenues in the FY21-22 Budget, \$2.59 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 \$6.07 million in FY21-22, a 9.57 percent increase over year-end estimates for FY20-21. Customer counts for solid waste collection increased by 9.13 percent between January 2020 and January 2021. Collection fees for solid waste and recycling will increase in FY21-22 by 2.5 percent.

The FY21-22 Budget includes \$727,700 in revenues from recreation and cultural activity fees and facility rentals, which represents a 19.13 percent decrease from FY20-21. The pandemic's impact on recreation activities was significant and the Town expects a gradual recovery over the next two years. The FY21-22 estimate is 29.63 percent more than the FY19-20 actual revenues when the pandemic began, however, the estimate is 33.20 percent less than the actual revenues from FY18-19, the last full year not affected by the pandemic.



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 FY21-22 consist of \$1,600,000 to the General Fund – \$600,000 from the Transportation reserve Fund for pavement management and \$1.0 million from the Water and Sewer Fund to offset stormwater costs.

Investment Earnings

Investment earnings had been steadily rising until the COVID-19 pandemic and initial recession. Estimates for FY21-22 are significantly less than current year revenues due to low rates of return. The FY21-22 Recommended Budget includes \$40,000 in the General Fund, \$6,000 in the Electric Fund, and \$24,000 in the Water and Sewer Fund.

Electric Charges

The FY21-22 Budget includes \$41.91 million in revenue from electric charges for service. This amount represents a 5.69 percent increase from FY20-21. The budget does not include an electric rate to the base charge and energy charge. Apex's electric utility customer base increased by 1,294 (5.41 percent) from January 2020 to January 2021. The FY21-22 Budget uses a customer growth projection of five percent. In response to the COVID-19 pandemic, the Town suspended utility disconnections and late fees through May 31, 2021. As of April 1, past due electric accounts totaled \$1.37 million. The Town has implemented a customer assistance program and various payment plan options for re-payments that will allow the Town to collect past due amounts over the next year.

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 (\$3.84 million), and water tank rentals in the Water and Sewer Fund (\$135,000). Sales tax on electricity sales makes up 76.06 percent of other operating revenues for the Electric Fund at \$2.92 million. This amount is a 6.23 percent increase over FY21-22 due to a rise in economic activity as pandemic restrictions lessen.

Water & Sewer Charges

The Town estimates revenues of approximately \$21.45 million from water and sewer charges in FY21-22, a 6.09 percent increase from budgeted revenues for FY20-21. The increase is the result of an expected six-percent increase in accounts and a modest increase in sewer rates by 1.5 percent. New customer growth has averaged over eight percent the past few years, with 6.57 percent growth for water customers and 6.64 percent growth for sewer customers in FY20-21. In response to the COVID-19 pandemic, the Town suspended utility disconnections and late fees through May 31, 2021. As of April 1, past due water and sewer accounts totaled \$549,920. The Town has implemented a customer assistance program and various payment plan options for re-payments that will allow the Town to collect past due amounts over the next year.

Fund Balances

The Town plans to appropriate \$1,549,000 from the General Fund fund balance and \$900,000 for the Water and Sewer Fund for FY21-22. The FY20-21 Budget does not include appropriations of reserves for the Electric 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

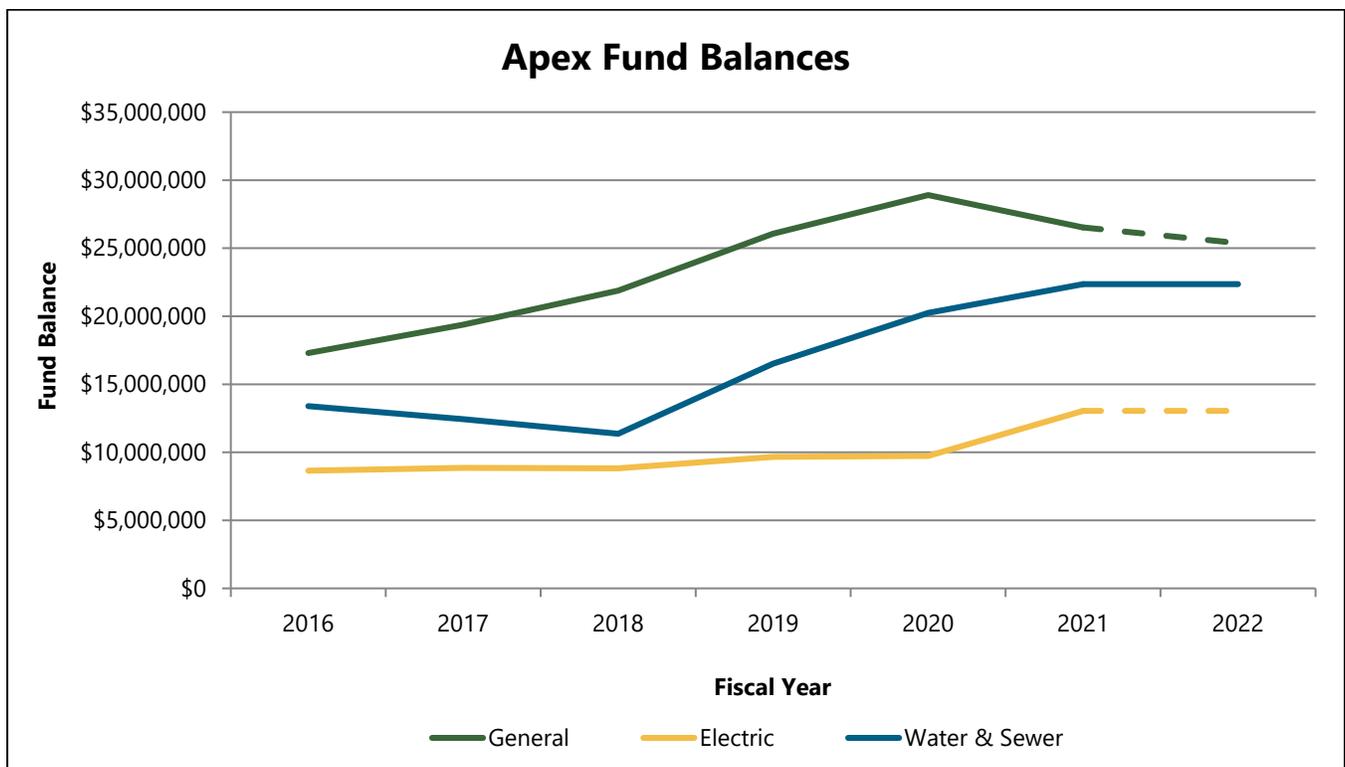
An inadequate fund balance can lead to cash flow problems, disruption of services, or the inability of the Town to respond in an emergency. Building a strong fund balance requires a substantial amount of time and often includes increases in taxes and fees and/or significant expenditure cuts. For these 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 FY21-22 in the revenues sections for each fund.



| Apex Fund Balance | | | | | | | |
|--------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Fund | 2016 | 2017 | 2018 | 2019 | 2020 | 2021 | 2022 |
| General | \$17,293,502 | \$19,377,183 | \$21,882,913 | \$26,062,318 | \$28,904,552 | \$26,525,256 | \$25,376,256 |
| % Change | | 12.05% | 12.93% | 19.10% | 10.91% | -8.23% | -4.33% |
| Fund Balance % | 42.62% | 41.37% | 43.73% | 46.54% | 45.04% | 34.80% | 32.25% |
| Months Equiv. | 5.11 | 4.96 | 5.25 | 5.58 | 5.41 | 4.18 | 3.87 |
| Electric | \$8,649,074 | \$8,852,000 | \$8,822,953 | \$9,658,339 | \$9,728,267 | \$13,043,854 | \$13,043,854 |
| % Change | | 2.35% | -0.33% | 9.47% | 0.72% | 34.08% | 0.00% |
| Fund Balance % | 25.88% | 24.69% | 25.89% | 23.94% | 22.45% | 31.14% | 28.49% |
| Months Equiv. | 3.11 | 2.96 | 3.11 | 2.87 | 2.69 | 3.74 | 3.42 |
| Water & Sewer | \$13,389,378 | \$12,430,751 | \$11,362,881 | \$16,520,078 | \$20,242,629 | \$22,357,525 | \$22,357,525 |
| % Change | | -7.16% | -8.59% | 45.39% | 22.53% | 10.45% | 0.00% |
| Fund Balance % | 86.74% | 71.35% | 78.97% | 47.82% | 109.04% | 95.71% | 94.25% |
| Months Equiv. | 10.41 | 8.56 | 9.48 | 5.74 | 13.08 | 11.49 | 11.31 |



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.

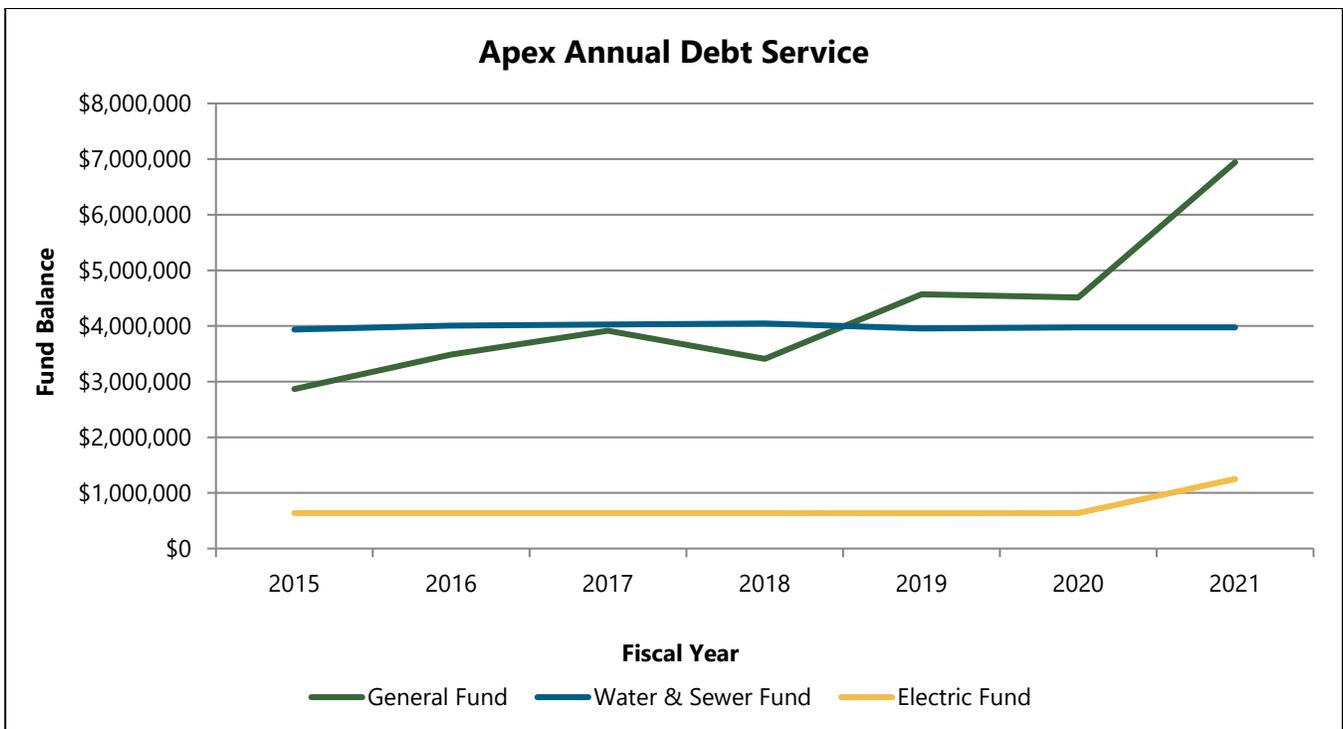


Tax Increment Financing Bonds

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 | FY21-22 Principal | FY21-22 Interest | Total Debt Service |
| 2020 | Public Safety Station 6 | Installment Purchase | \$8,000,000 | 15 | \$294,400 | \$425,600 | \$720,000 |
| 2020 | Streets & Sidewalks | General Obligation | \$5,000,000 | 10 | \$500,000 | \$49,729 | \$549,729 |
| 2020 | Parks & Recreation | General Obligation | \$28,000,000 | 20 | \$590,000 | \$988,688 | \$1,578,688 |
| 2020 | Parks & Recreation 2/3 Bonds | General Obligation | \$1,800,000 | 20 | \$900,000 | \$45,000 | \$945,000 |
| 2020 | Streets & Sidewalks Refunding (2009) | General Obligation | \$3,250,000 | 9 | \$270,000 | \$109,250 | \$379,250 |
| 2018 | Parks & Recreation Refunding | General Obligation | \$1,105,000 | 10 | \$110,000 | \$39,250 | \$149,250 |
| 2018 | Public Improvement (Parks Bond & Streets) | General Obligation | \$23,000,000 | 20 | \$545,000 | \$742,769 | \$1,287,769 |
| 2017 | Park Land | Installment Purchase | \$6,000,000 | 15 | \$413,793 | \$111,652 | \$525,445 |
| 2015 | Public Safety Station 5 | Installment Purchase | \$4,230,000 | 16 | \$340,000 | \$62,900 | \$402,900 |
| 2014 | Public Safety Station 4 Refunding | Installment Purchase | \$6,424,000 | 14 | \$455,000 | \$55,462 | \$510,462 |
| 2013 | Parks & Recreation | General Obligation | \$6,000,000 | 20 | \$300,000 | \$99,000 | \$399,000 |
| 2013 | Parks & Recreation Refunding | General Obligation | \$4,670,000 | 12 | \$500,000 | \$44,300 | \$544,300 |
| Total | | | | | | | \$7,991,793 |

| Water & Sewer Fund Debt Obligation | | | | | | | |
|------------------------------------|-------------------------------------|----------------------|---------------|------|-------------------|------------------|--------------------|
| Issue Year | Project | Finance Type | Amount Issued | Term | FY21-22 Principal | FY21-22 Interest | Total Debt Service |
| 2015 | Regional Wastewater Treatment Plant | State Revolving Loan | \$17,500,000 | 20 | \$875,000 | \$252,525 | \$1,127,525 |
| 2014 | Water & Sewer Improvements | Installment Purchase | \$8,045,000 | 14 | \$579,000 | \$81,287 | \$660,287 |
| 2012 | Wastewater System | General Obligation | \$35,000,000 | 25 | \$1,405,000 | \$445,586 | \$1,850,586 |
| 2011 | Regional Wastewater Treatment Plant | Installment Purchase | \$355,059 | 20 | \$13,640 | \$6,547 | \$20,187 |
| 2007 | Regional Wastewater Treatment Plant | Installment Purchase | \$1,159,825 | 20 | \$50,030 | \$12,370 | \$62,400 |
| Total | | | | | | | \$3,720,985 |

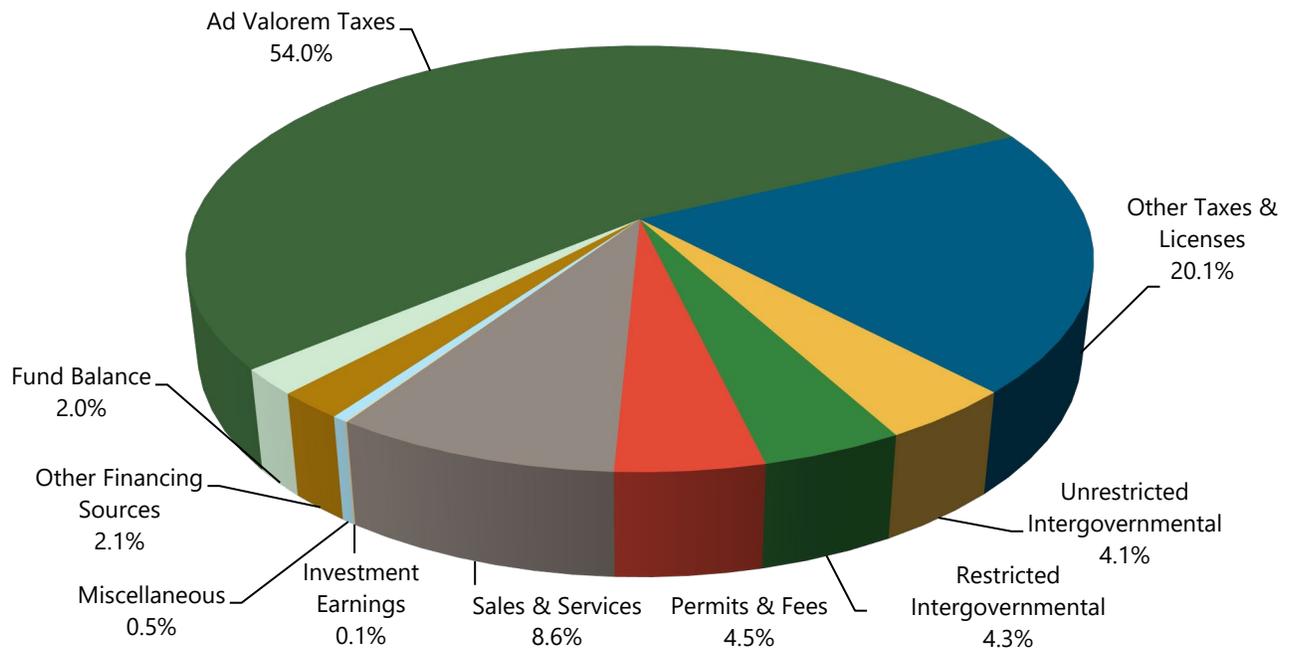
| Electric Fund Debt Obligation | | | | | | | |
|-------------------------------|--------------------------------|--------------|---------------|------|-------------------|------------------|--------------------|
| Issue Year | Project | Finance Type | Amount Issued | Term | FY20-21 Principal | FY20-21 Interest | Total Debt Service |
| 2019 | Electric Office Building | Revenue Bond | \$10,000,000 | 20 | \$419,000 | \$191,280 | \$610,280 |
| 2009 | Electrical System Improvements | Revenue Bond | \$7,300,000 | 15 | \$575,000 | \$64,689 | \$639,689 |
| Total | | | | | | | \$1,249,969 |

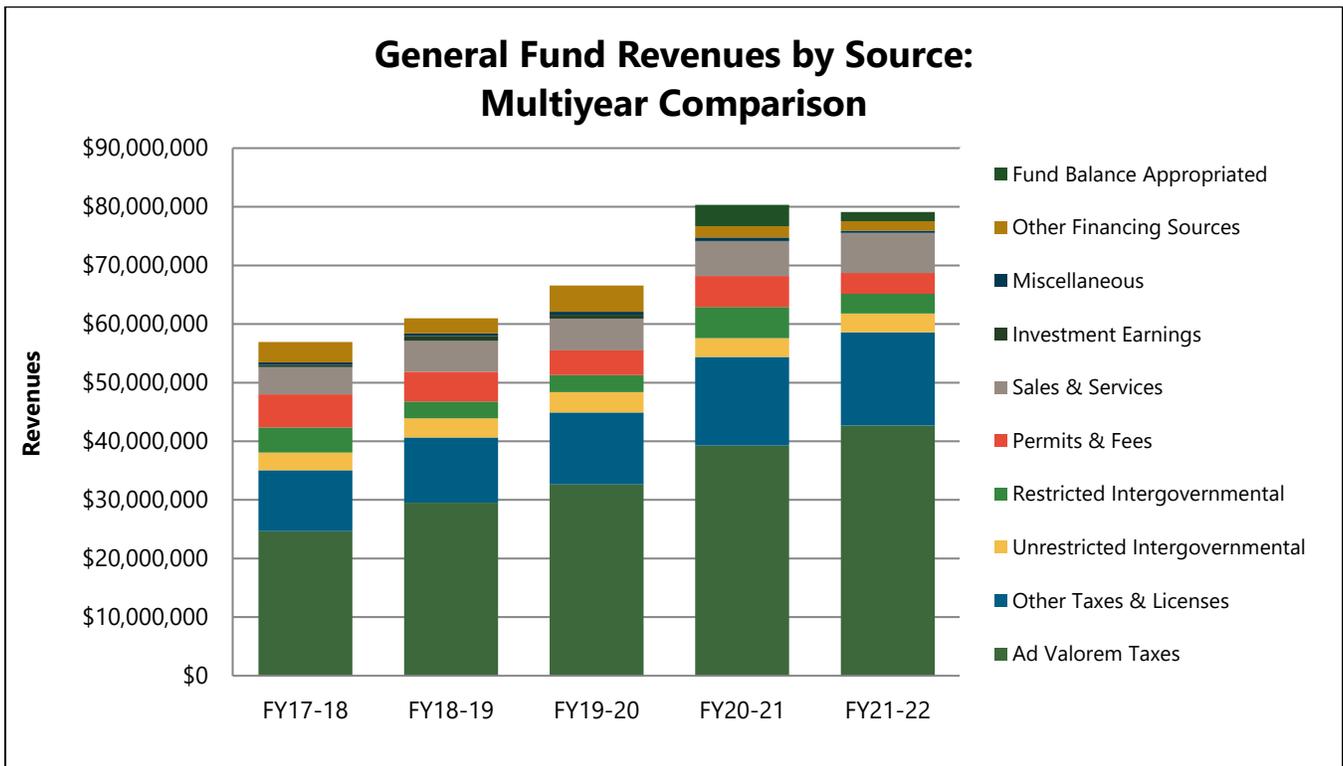


Revenues by Source

| General Fund Revenues by Source | | | | | |
|---------------------------------|---------------------|---------------------|---------------------|---------------------|----------------|
| Source | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Ad Valorem Taxes | 32,658,939 | 38,813,000 | 39,265,754 | 42,698,700 | 10.01% |
| Other Taxes & Licenses | 12,255,508 | 11,854,900 | 15,120,313 | 15,882,400 | 33.97% |
| Unrestricted Intergovernmental | 3,458,723 | 3,485,000 | 3,203,323 | 3,215,000 | -7.75% |
| Restricted Intergovernmental | 2,928,655 | 5,207,178 | 5,314,363 | 3,372,500 | -35.23% |
| Permits & Fees | 4,204,812 | 3,960,900 | 3,520,944 | 3,534,300 | -10.77% |
| Sales & Services | 5,418,897 | 6,423,900 | 5,869,326 | 6,809,900 | 6.01% |
| Investment Earnings | 646,614 | 355,300 | 52,620 | 40,000 | -88.74% |
| Miscellaneous | 507,255 | 353,337 | 563,109 | 365,100 | 3.33% |
| Other Financing Sources | 4,493,187 | 964,499 | 929,499 | 1,625,000 | 68.48% |
| Fund Balance | - | 9,586,227 | - | 1,549,000 | -83.84% |
| Total | \$66,572,590 | \$81,004,241 | \$73,839,251 | \$79,091,900 | -2.36% |

General Fund Revenues by Source FY21-22





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 \$42.69 million in FY21-22 at a tax rate of \$.39 per \$100 valuation.

Other Taxes & Licenses

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. Other taxes & licenses revenues represent the General Fund’s second largest revenue source for FY21-22 at \$15.88 million.



Unrestricted Intergovernmental

The largest portion of unrestricted intergovernmental revenues consists of Utility Sales Taxes (CATV, electric, gas, and telecommunications), solid waste rebates from Wake County, and the Beer and Wine Tax. Utility sales taxes represent the largest amount of unrestricted intergovernmental revenues at \$2.76 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 \$225,000 in the FY21-22 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 \$3.37 million in restricted intergovernmental revenues in FY21-22.

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 FY21-22 budget includes \$3.2 million in expected fees specifically for Inspections and Permitting. Overall, permits and fees revenues account for \$3.53 million in the FY21-22 budget.

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 \$2.6 million in the FY21-22 budget and yard waste and recycling collection fees account for \$2.07 million and \$1.36 million respectively. The monthly residential collections rates are \$8.94 for garbage, \$7.83 for yard waste, and \$4.98 for recycling for FY21-22. Recreation participation and facility user fees represent \$727,700 in the FY21-22 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 \$40,000 in the FY21-22 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 \$365,100 in the FY21-22 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 \$1.62 million in the FY21-22 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 \$1,549,000 in the FY21-22 budget include \$649,000 for replacement of Station 3 Fire Engine, \$400k for Tunstall House Renovation, and \$500k for Downtown Alley Improvement Project.

Revenues by Line Item

| Line Item | General Fund Revenues | | | | Recommend % Change |
|-------------------------------|-----------------------|-------------------|---------------------|-------------------|-----------------------|
| | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | |
| Current Year Taxes | 29,931,759 | 36,099,000 | 36,256,877 | 39,600,200 | 9.70% |
| Vehicle Taxes | 2,671,584 | 2,656,000 | 2,963,466 | 3,057,000 | 15.10% |
| Prior Years | 16,794 | 18,000 | 11,575 | 11,500 | -36.11% |
| Penalties and Interest | 38,802 | 40,000 | 33,836 | 30,000 | -25.00% |
| Sales Taxes | 12,174,795 | 11,626,900 | 14,801,257 | 15,550,000 | 33.74% |
| Motor Vehicle Licenses | - | 150,000 | 240,000 | 252,400 | 68.27% |
| Rental Vehicle Taxes | 80,713 | 78,000 | 79,056 | 80,000 | 2.56% |
| Utility Franchise | 2,814,107 | 3,000,000 | 2,758,323 | 2,760,000 | -8.00% |
| Beer and Wine | 227,565 | 215,000 | 215,000 | 225,000 | 4.65% |
| Solid Waste Rebates - Wake Co | 363,501 | 270,000 | 230,000 | 230,000 | -14.81% |
| Payment in Lieu of Taxes | 53,550 | - | - | - | - |
| Powell Bill | 1,353,791 | 1,421,000 | 1,456,881 | 1,395,100 | -1.82% |
| Police Grants | 72,869 | 159,500 | 159,000 | 190,700 | 19.56% |
| Wake County Grants | 158,212 | 449,184 | 449,000 | 413,300 | -7.99% |
| State Grants | - | - | - | - | - |
| Electronics Recycling Funds | 3,123 | 3,500 | 7,374 | 7,400 | 111.43% |
| Federal Grants | - | 2,033,894 | 2,000,000 | - | -100.00% |
| FEMA | 98,975 | - | - | - | - |
| Fire District - Wake County | 1,241,685 | 1,130,100 | 1,242,108 | 1,366,000 | 20.87% |
| Residential Permits | 2,371,723 | 2,372,000 | 2,200,000 | 2,200,000 | -7.25% |
| Homeowner Recovery Fees | 893 | 1,800 | 1,800 | 1,800 | 0.00% |
| Commercial Permits | 329,575 | 321,000 | 220,000 | 225,000 | -29.91% |
| Reinspection Fees | 300,115 | 300,000 | 130,000 | 150,000 | -50.00% |
| Fire Inspections | 12,716 | 25,700 | 12,000 | 12,000 | -53.31% |
| Driveway Inspection Fees | 159,915 | 140,000 | 132,336 | 135,000 | -3.57% |
| Driveway Reinspection Fee | 48,600 | 25,000 | 5,000 | 7,000 | -72.00% |
| Subdivision Inspections | 462,917 | 350,000 | 393,808 | 375,000 | 7.14% |
| Erosion and Site Inspection | 117,775 | 140,000 | 95,000 | 100,000 | -28.57% |
| Subdivision Approval Fees | 184,377 | 100,000 | 153,000 | 150,000 | 50.00% |
| Rezoning Application Fees | 24,959 | 21,900 | 21,000 | 21,000 | -4.11% |
| Annexation Application Fees | 5,200 | 5,000 | 2,500 | 5,000 | 0.00% |
| Water & Sewer Extension Fees | 9,690 | 9,000 | 8,000 | 8,000 | -11.11% |



General Fund Revenues Continued

| | | | | | |
|------------------------------|-----------|-----------|-----------|-----------|----------|
| Variance Application Fees | 700 | 500 | 600 | 500 | 0.00% |
| Other Application Fees | 104,264 | 85,000 | 90,000 | 90,000 | 5.88% |
| Encroachment Agreement Fee | 2,850 | 6,000 | 4,400 | 4,000 | -33.33% |
| Bond Administration Fee | 36,730 | 40,000 | 21,500 | 21,500 | -46.25% |
| As-Built Drawing Review | 17,200 | 5,000 | 21,000 | 20,000 | 300.00% |
| Fines and Penalties | 2,800 | - | 500 | - | - |
| Refuse Collection Fees | 2,119,006 | 2,346,700 | 2,381,858 | 2,600,000 | 10.79% |
| Refuse Bulk Pick-Up Fees | 24,765 | 22,000 | 25,000 | 30,000 | 36.36% |
| Yard Waste Fees | 1,727,874 | 1,914,700 | 1,904,625 | 2,079,600 | 8.61% |
| Recycling Collection Fees | 973,881 | 1,228,700 | 1,228,469 | 1,360,600 | 10.73% |
| Non-Athletic Programs | 35,961 | 180,000 | 12,000 | 150,000 | -16.67% |
| Fishing & Boating Licenses | 850 | 1,000 | 1,224 | 1,200 | 20.00% |
| Senior Programs | 33,906 | 45,000 | 12,000 | 25,000 | -44.44% |
| Senior Trips | 15,068 | 21,300 | 3,000 | 10,000 | -53.05% |
| Instructional Athletics | 16,219 | 18,000 | 6,000 | 15,000 | -16.67% |
| Youth Leagues | 54,279 | 175,000 | 40,000 | 100,000 | -42.86% |
| Adult Leagues | 56,566 | 110,000 | 40,000 | 75,000 | -31.82% |
| Active Net/Turkey Trot | 12,087 | 11,000 | 1,500 | 8,000 | -27.27% |
| Community Center Rentals | 49,056 | 75,000 | 65,000 | 65,000 | -13.33% |
| Miscellaneous POS | 1,678 | 2,000 | 2,500 | 2,500 | 25.00% |
| Planning Documents | 60 | 100 | 20 | - | -100.00% |
| Turf Field Rentals | 115,609 | 100,000 | 90,000 | 100,000 | 0.00% |
| CAC Rentals | 69,122 | 33,000 | 5,000 | 50,000 | 51.52% |
| E-Tickets | 27,448 | 30,000 | - | 20,000 | -33.33% |
| Grants | - | - | 2,350 | - | - |
| Art/Sales Commissions | 78 | 200 | 300 | - | -100.00% |
| CAC Programs | 35,796 | 60,000 | 10,500 | 65,000 | 8.33% |
| Sponsorships | 13,150 | 6,000 | 1,300 | 6,000 | 0.00% |
| Concessions | 586 | 3,000 | - | 3,000 | 0.00% |
| Art Center Miscellaneous | 3,272 | 1,200 | 30 | 2,000 | 66.67% |
| Dog Park Passes | 20,580 | 28,000 | 27,000 | 30,000 | 7.14% |
| Duke-Harris Plant (Fire) | 12,000 | 12,000 | 12,000 | 12,000 | 0.00% |
| PY Grant Repayment | - | - | - | - | - |
| Interest Earned | 645,782 | 355,000 | 52,478 | 40,000 | -88.73% |
| Powell Bill Interest | 745 | 200 | 134 | - | -100.00% |
| Tricentennial Interest | 87 | 100 | 8 | - | -100.00% |
| Miscellaneous Revenue | 147,800 | 50,000 | 75,000 | 50,000 | 0.00% |
| Cash Short and Over | (93) | - | - | - | - |
| ABC Revenues | 310,748 | 250,000 | 320,000 | 300,000 | - |
| Court Costs and Officer Fees | 13,242 | 13,000 | 20,000 | 12,000 | -95.20% |
| Vendor Permits | 11,813 | 10,000 | 8,500 | 8,500 | -34.62% |
| Police Revenues | - | - | - | - | -100.00% |
| Recreation Donations | - | - | 12,000 | - | - |
| Fire Department Donations | - | - | - | - | - |
| Police Contributions | - | - | - | - | - |
| Donations - 9/11 Memorial | 200 | - | 3,200 | 600 | - |
| Promotional Activities/Items | 19,394 | 10,000 | 2,430 | 2,500 | -75.00% |
| Insurance Refunds | 3,736 | 43,337 | 128,129 | - | -100.00% |
| Mutual Aid Reimbursement | 2,978 | - | - | - | - |

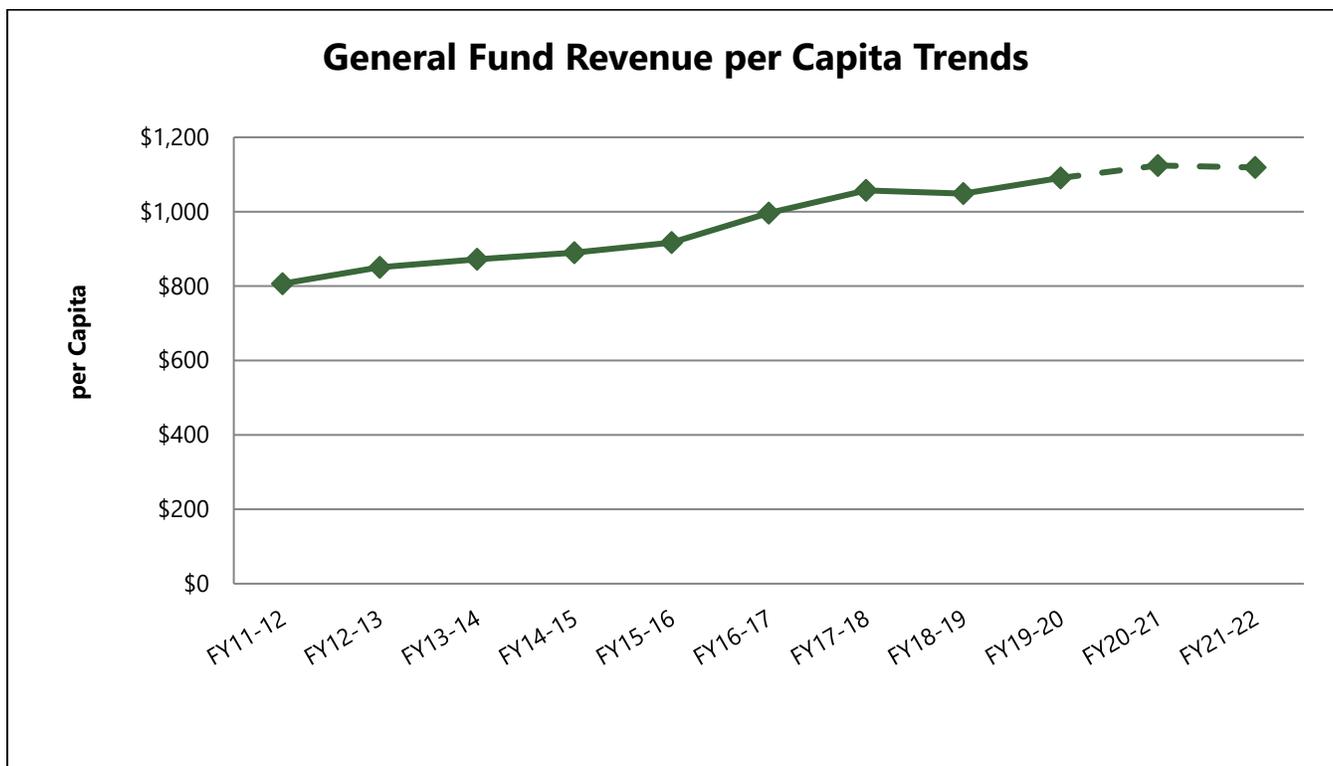
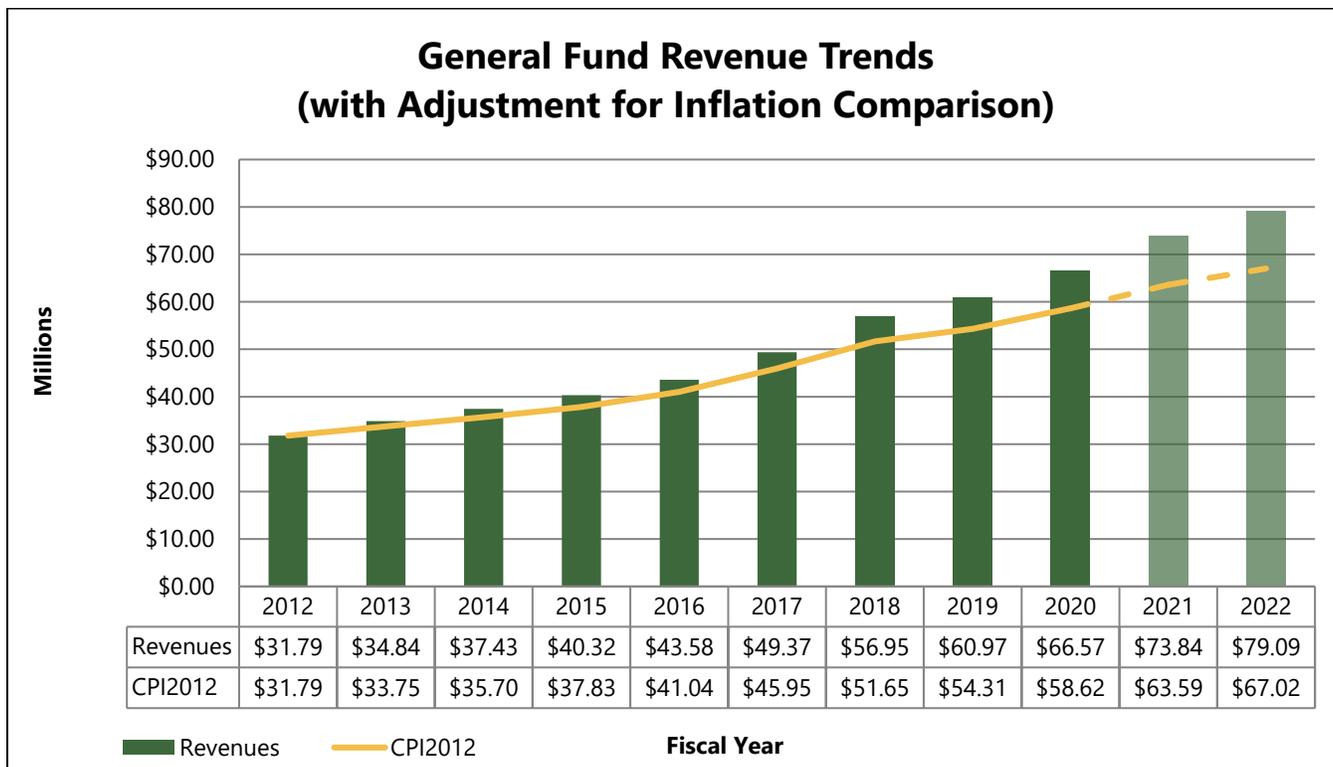


General Fund Revenues Continued

| | | | | | |
|---|-------------------|-------------------|-------------------|-------------------|---------------|
| Developer Reimbursement | - | - | - | - | - |
| NCLM Safety Grant | 9,250 | - | - | - | - |
| Sale of Capital Assets | 30,061 | 35,000 | - | 25,000 | -28.57% |
| Bond Proceeds | 2,445,000 | - | - | - | - |
| Bond Premium | 509,826 | - | - | - | - |
| Transfer from W/S (Stormwater) | - | - | - | 1,000,000 | - |
| Transfer from Street Project Fund | - | - | - | - | - |
| Transfer from Recreation Captl Project Fund | - | - | - | - | - |
| Transfer from Recreation Captl Reserve Fund | 1,508,300 | 568,072 | 568,072 | - | -100.00% |
| Transfer from Transportation Reserve Fund | - | 361,427 | 361,427 | 600,000 | 66.01% |
| Fund Balance Appropriated - Budget | - | 2,370,000 | - | 1,549,000 | -34.64% |
| Fund Balance Appropriated - Amend | - | 3,926,843 | - | - | -100.00% |
| Fund Bal App - PO Carryover | - | 3,289,384 | - | - | -100.00% |
| Total | 66,572,590 | 81,004,241 | 73,839,251 | 79,091,900 | -2.85% |

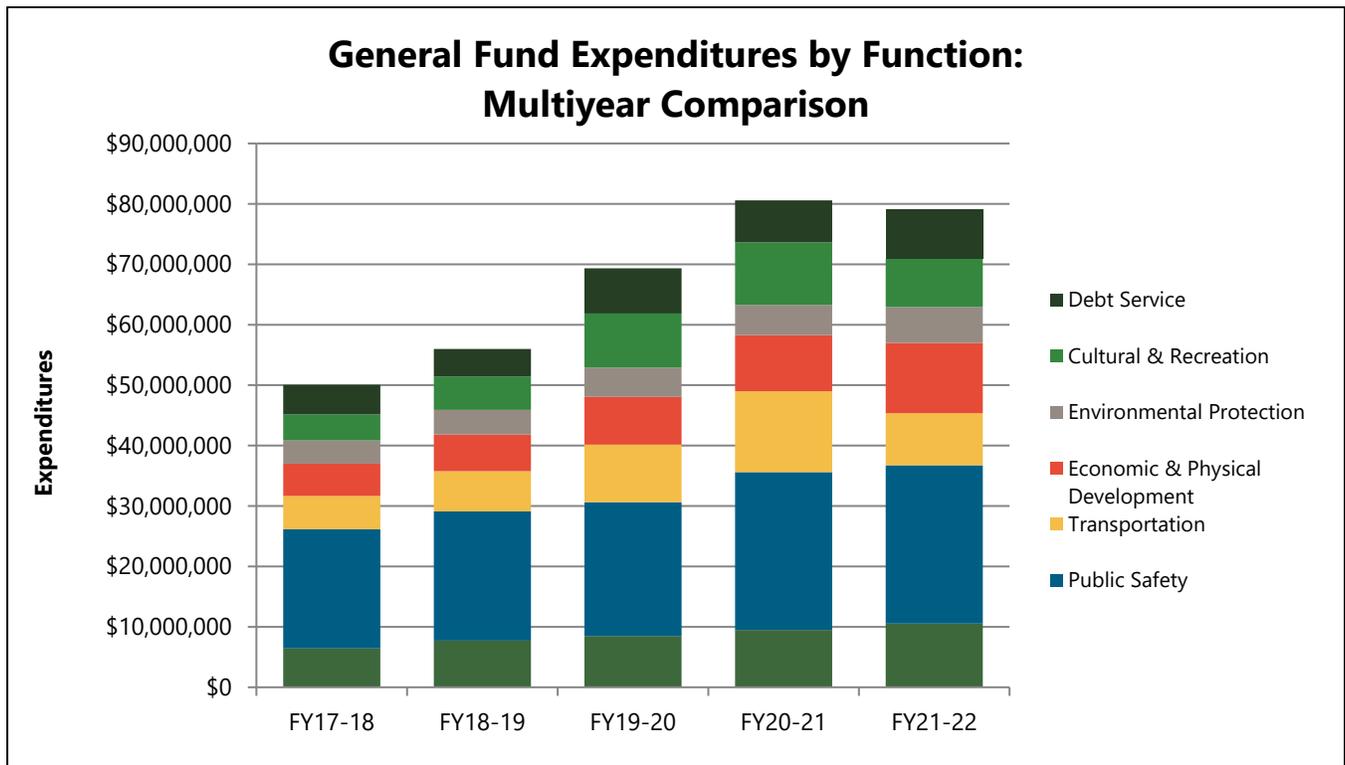


Revenue Trends



Expenditures by Function

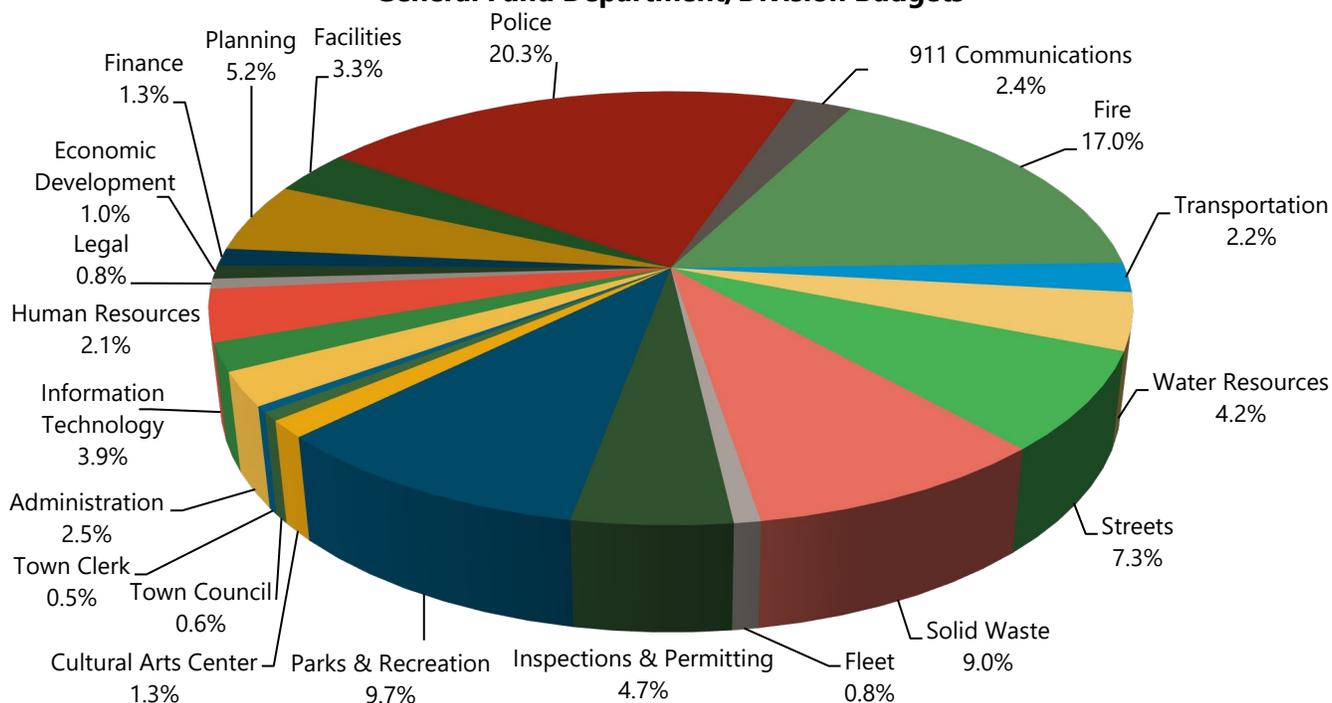
| General Fund Expenditures by Function | | | | | |
|---------------------------------------|---------------------|---------------------|---------------------|---------------------|-------------------|
| Function | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| General Government | 7,901,072 | 10,346,828 | 9,484,319 | 10,552,900 | 1.99% |
| Public Safety | 22,117,426 | 27,617,444 | 26,115,801 | 26,182,900 | -5.19% |
| Transportation | 8,793,454 | 13,740,807 | 13,362,015 | 8,604,600 | -37.38% |
| Economic & Physical Development | 7,888,831 | 10,345,845 | 9,294,403 | 11,645,600 | 12.56% |
| Environmental Protection | 4,849,384 | 5,176,873 | 5,018,130 | 5,959,700 | 15.12% |
| Cultural & Recreation | 5,151,200 | 6,833,944 | 6,009,878 | 8,008,300 | 17.18% |
| Debt Service | 7,467,181 | 6,942,500 | 6,942,500 | 8,137,900 | 17.22% |
| Total | \$64,168,548 | \$81,004,241 | \$76,227,047 | \$79,091,900 | -2.36% |



General Fund Function per Dollar



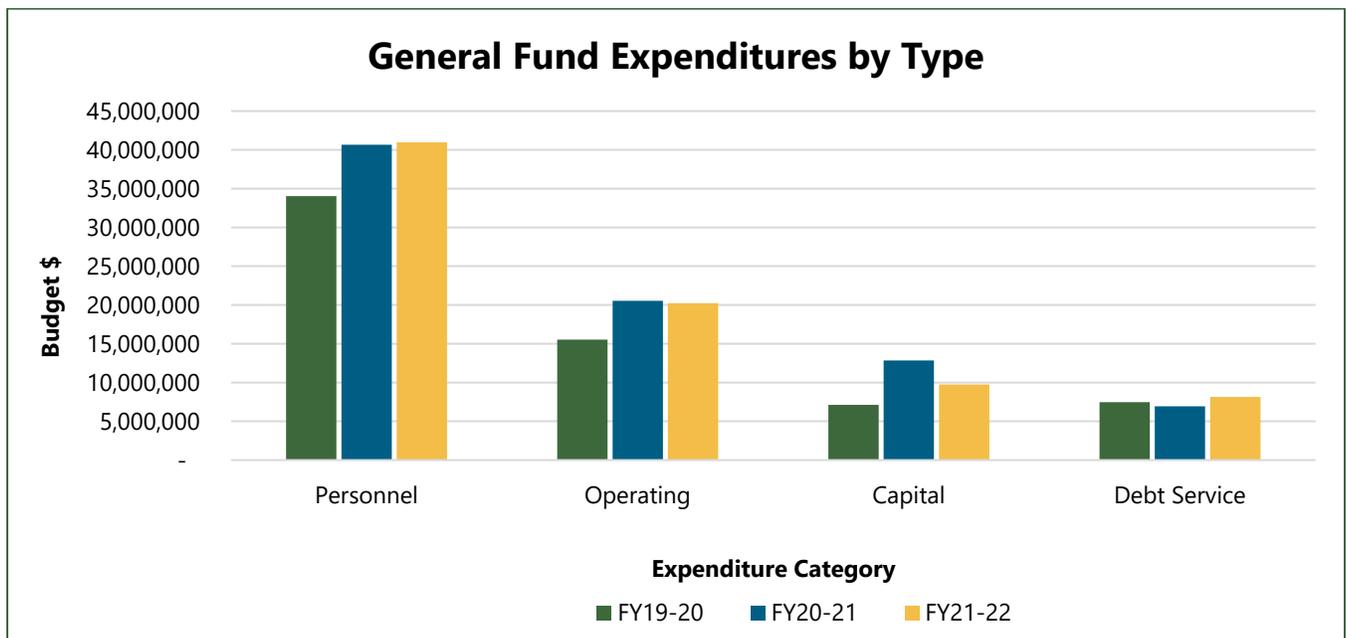
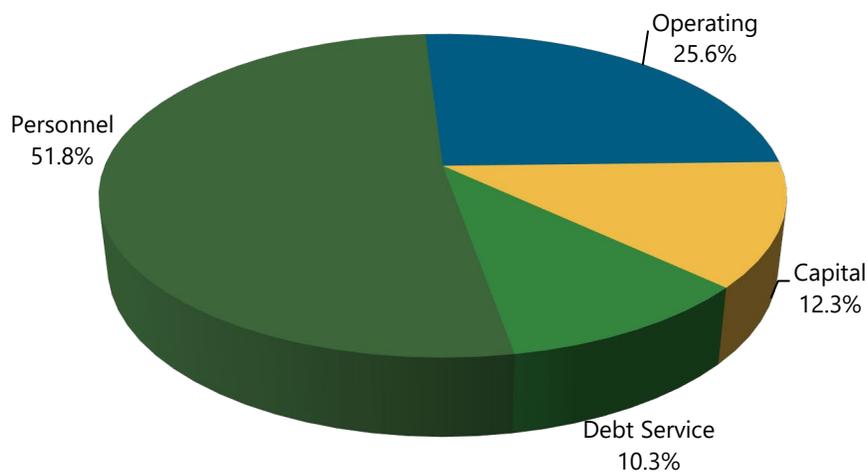
General Fund Department/Division Budgets



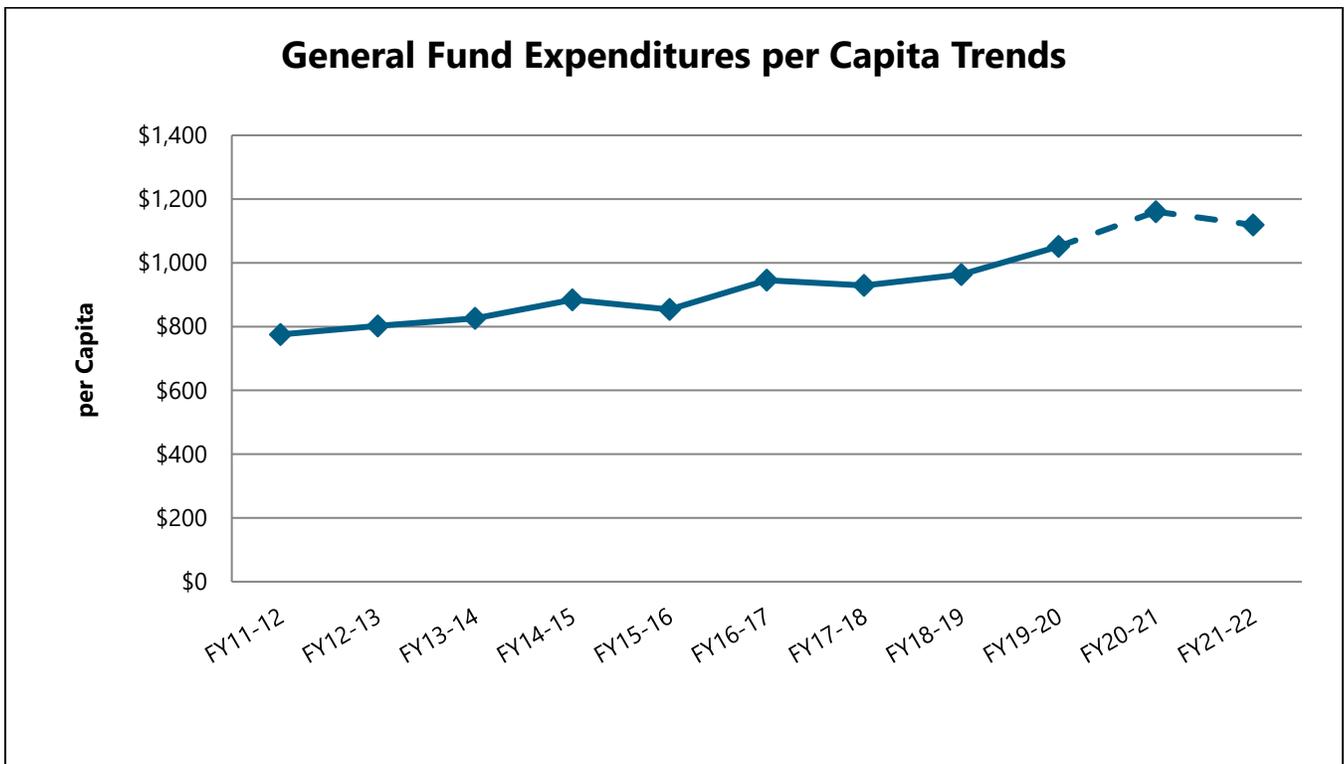
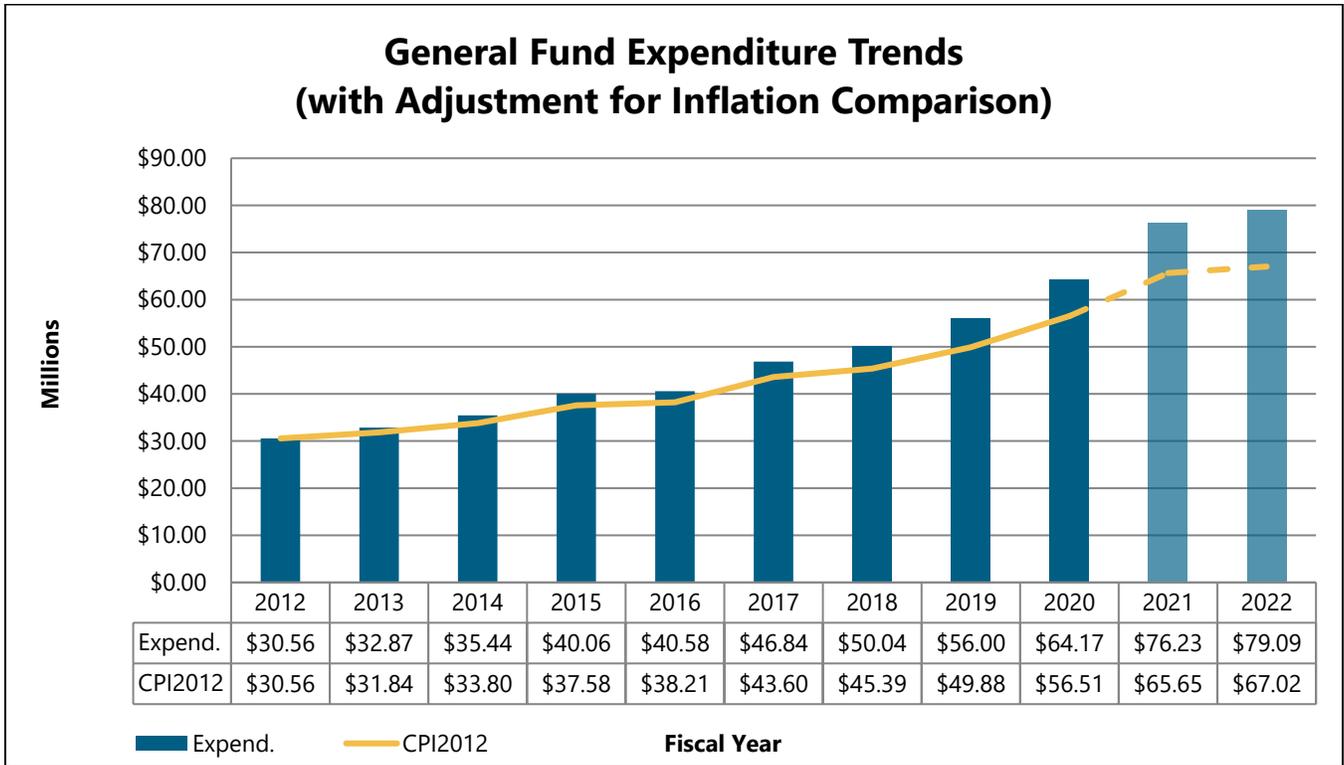
Expenditures by Type

| General Fund Expenditures by Type | | | | | |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|-------------------|
| Type | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Personnel | 34,032,615 | 40,671,818 | 39,052,510 | 40,976,500 | 0.75% |
| Operating | 15,537,370 | 20,547,665 | 17,541,869 | 20,225,100 | -1.57% |
| Capital | 7,131,382 | 12,842,258 | 12,690,167 | 9,752,400 | -24.06% |
| Debt Service | 7,467,181 | 6,942,500 | 6,942,500 | 8,137,900 | 17.22% |
| Total | \$64,168,548 | \$81,004,241 | \$76,227,047 | \$79,091,900 | -2.36% |

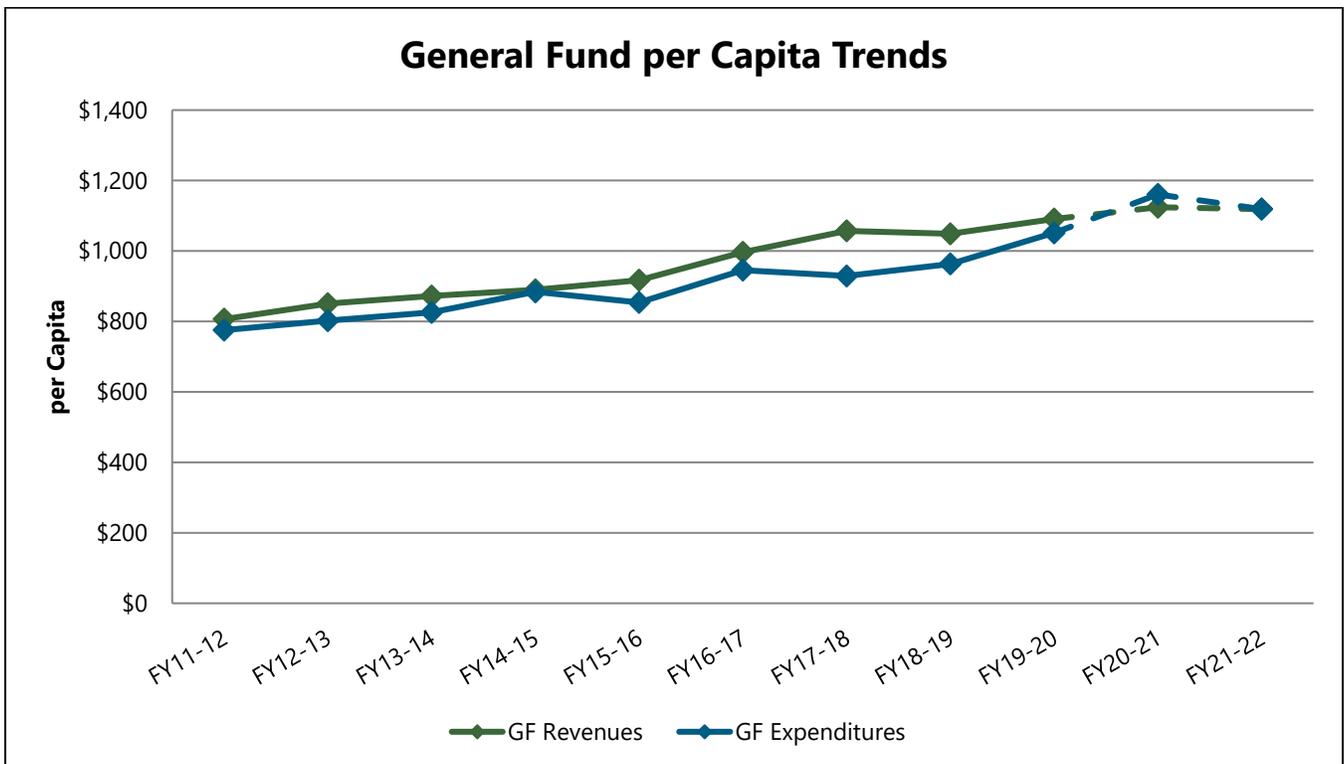
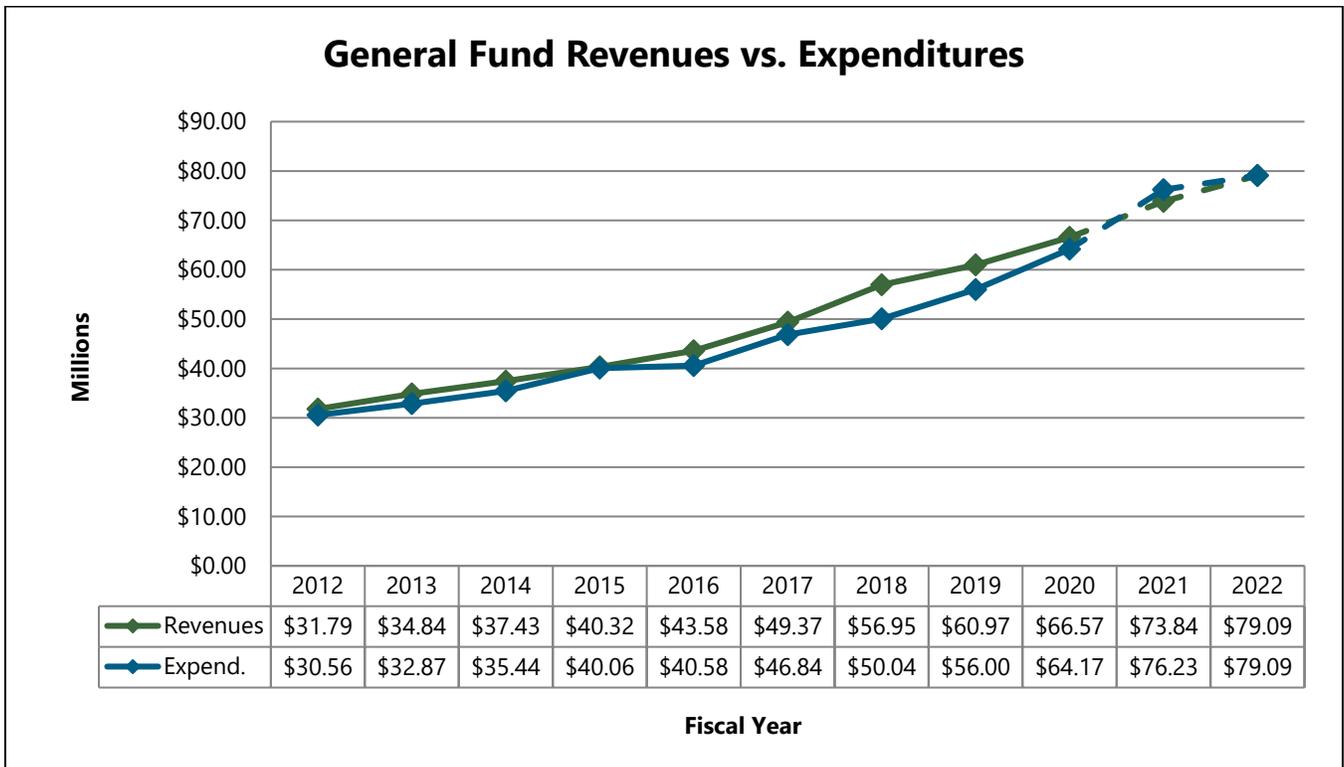
General Fund Expenditures by Type FY21-22



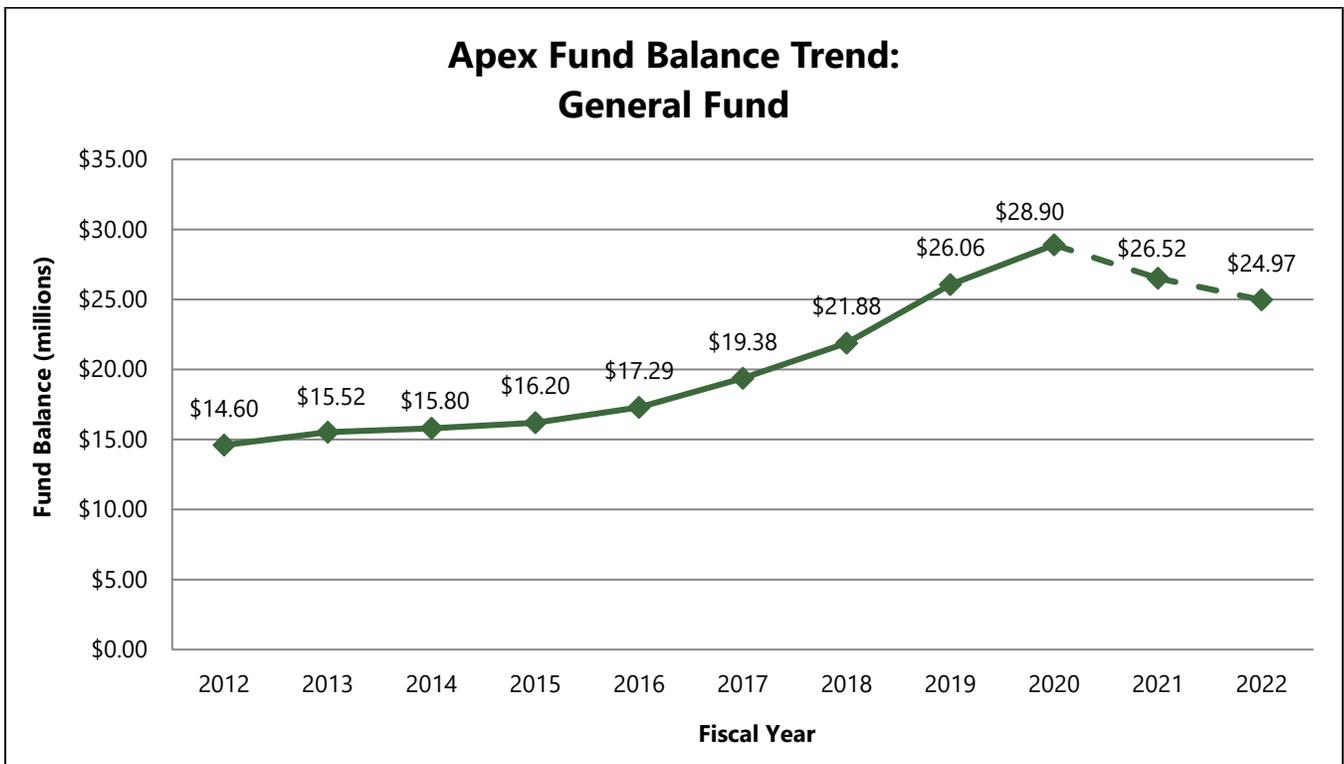
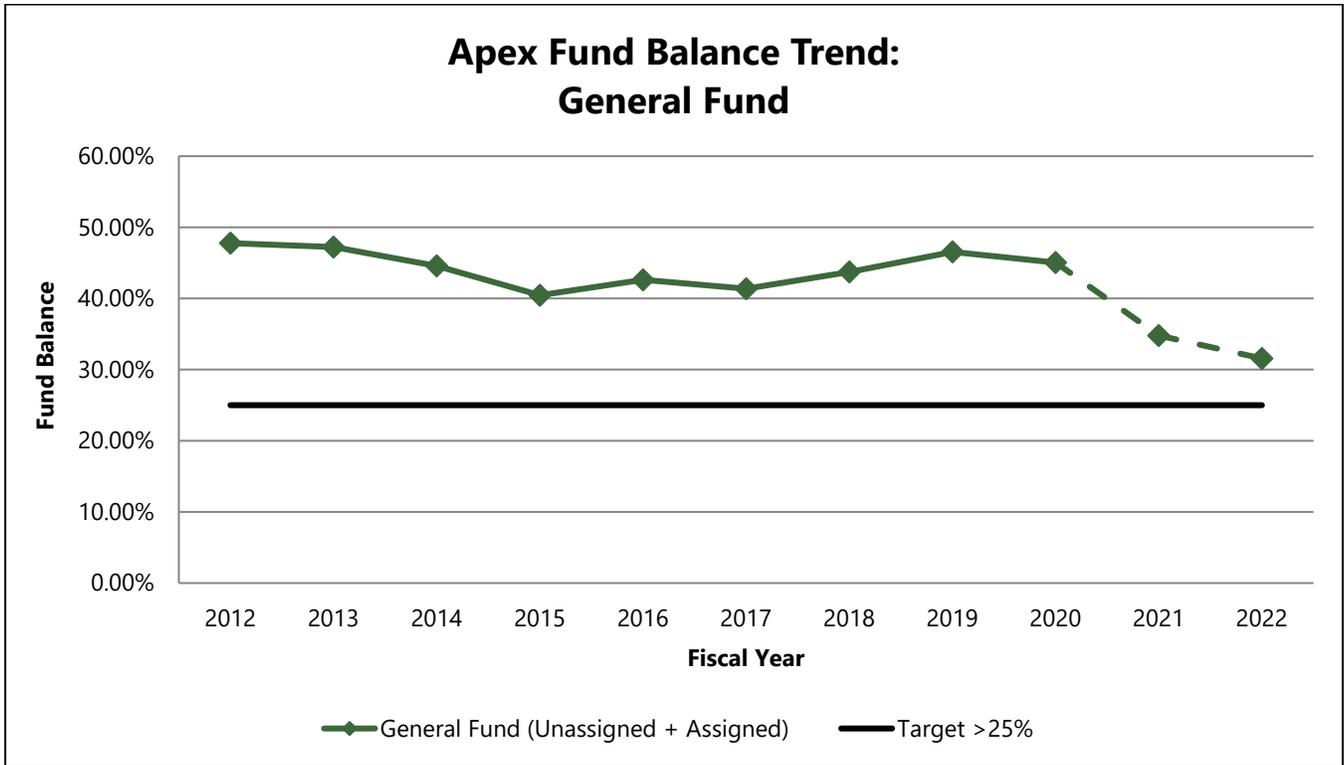
Expenditure Trends



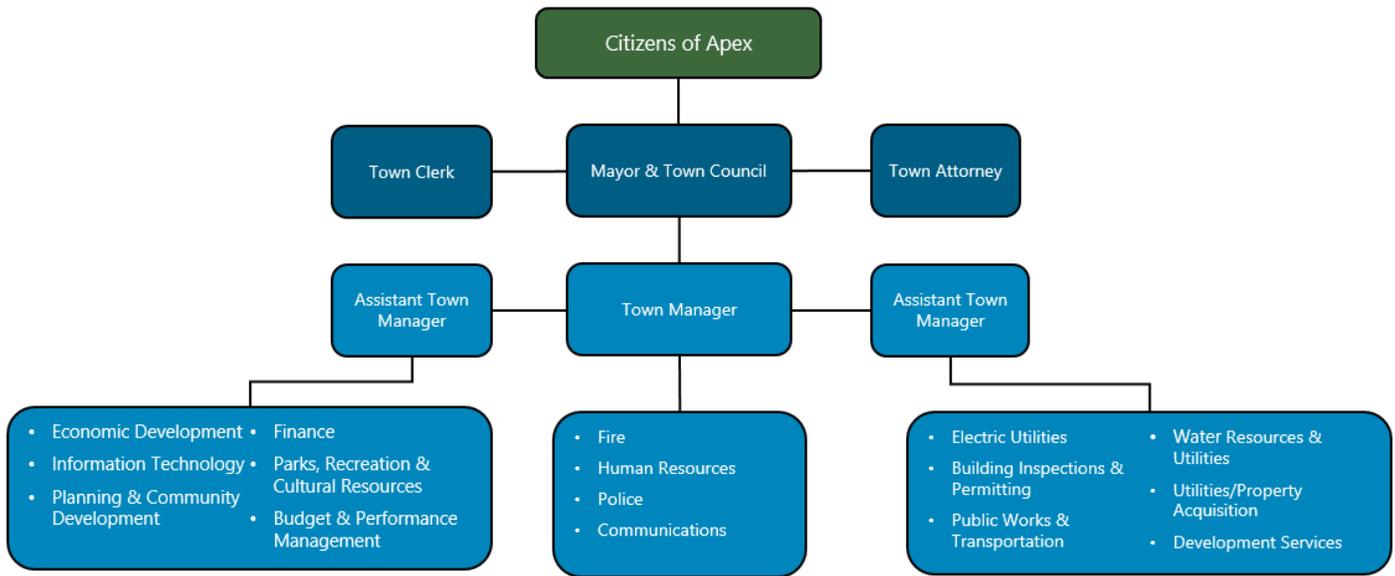
Revenues vs. Expenditures



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 2021-2022 Budget Highlights

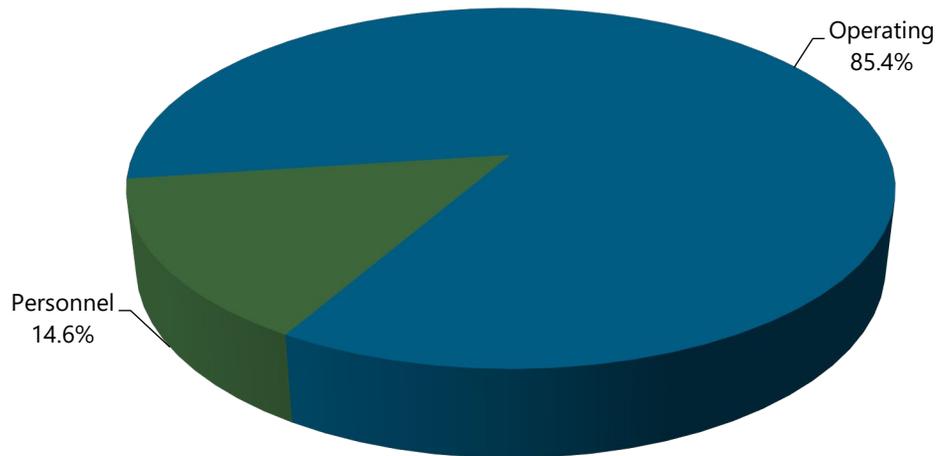
- The Governing Body budget increased 98.12 percent in FY21-22 primarily due to the off year for municipal elections.
- The Governing Body budget accounts for 0.54 percent of the General Fund budget and is equivalent to \$0.004 on the tax rate.
- The Town plans to spend \$5.98 per capita for the Governing Body in FY21-22.
- Major budget changes include the election expense with a cost of \$175,000 and \$10,000 in Special Programs for the launch of the Mayor’s Internship Program.



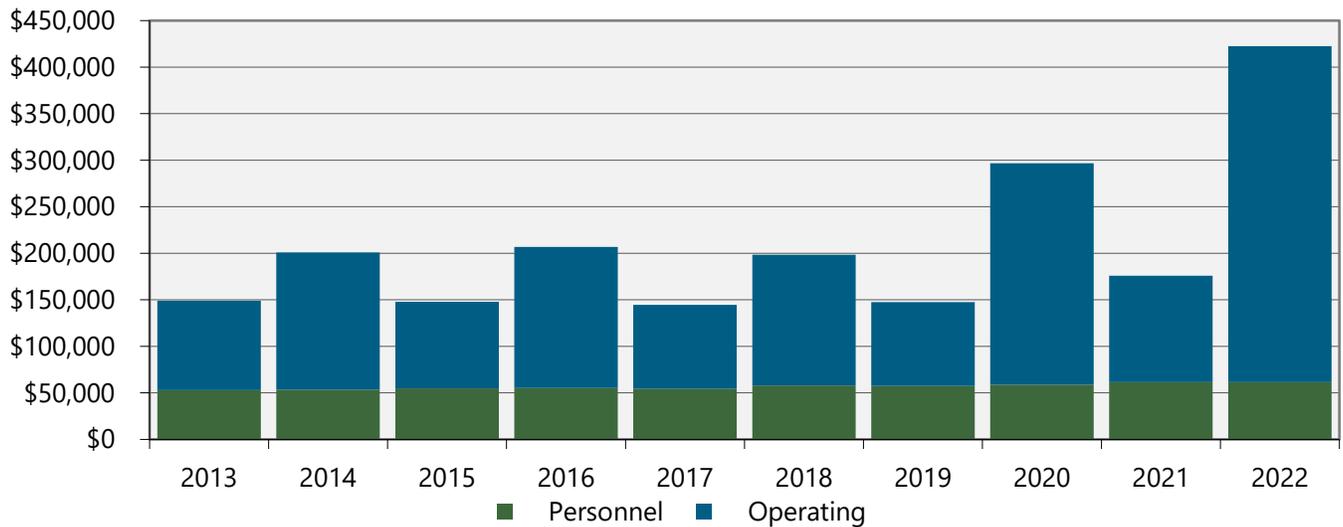
Budget Summary

| Expenditures by Type | | | | | |
|----------------------|------------------|------------------|------------------|------------------|----------------|
| Type | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Personnel | 58,712 | 61,500 | 61,550 | 61,500 | 0.00% |
| Operating | 237,996 | 151,800 | 114,300 | 361,100 | 137.88% |
| Capital | - | - | - | - | - |
| Total | \$296,708 | \$213,300 | \$175,850 | \$422,600 | 98.12% |

Town Council Expenditures by Type



Governing Body Expenditure History



Line Item Expenditures

| Town Council Expenditures | | | | | |
|---|-------------------|-------------------|---------------------|-------------------|-------------------|
| Line Item | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Salaries | 54,070 | 56,800 | 56,400 | 56,800 | 0.00% |
| FICA | 4,492 | 4,400 | 4,800 | 4,400 | 0.00% |
| Workers Comp | 150 | 300 | 350 | 300 | 0.00% |
| Postage | - | 100 | 50 | 100 | 0.00% |
| Telephone & Communication | 2,230 | 2,500 | 1,800 | 2,100 | -16.00% |
| Printing | 724 | 500 | 450 | 900 | 80.00% |
| Travel and Training | 3,236 | 10,000 | 4,500 | 14,700 | 47.00% |
| Stipend | 6,360 | 21,500 | 12,500 | 20,000 | -6.98% |
| Office Supplies | - | - | - | 100 | - |
| Departmental Supplies | 10,437 | 1,000 | 500 | 1,000 | 0.00% |
| Meeting & Event Provisions | 21,251 | 22,000 | 1,400 | 30,000 | 36.36% |
| Community Outreach Materials/Activities | 1,700 | 1,500 | 3,200 | 3,100 | 106.67% |
| Election Expense | 116,580 | - | - | 175,000 | - |
| Uniforms | - | 500 | 200 | 500 | 0.00% |
| Contracted Services | 16,250 | 10,000 | 10,000 | 10,000 | 0.00% |
| Professional Services | 400 | 6,200 | 6,200 | 7,600 | 22.58% |
| Dues and Subscriptions | 58,828 | 76,000 | 73,500 | 86,000 | 13.16% |
| Special Programs | - | - | - | 10,000 | - |
| Total | \$ 296,708 | \$ 213,300 | \$ 175,850 | \$ 422,600 | 98.12% |

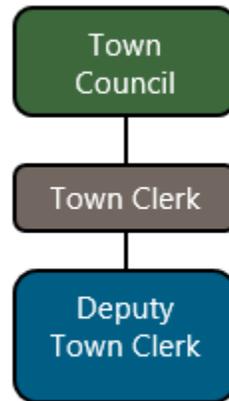
Town Council: Budget Highlights

| Travel & Training (41400) | | Election Expenses (43400) | |
|-------------------------------------|---------------|---------------------------------------|----------------|
| NC League of Municipalities | 3,900 | Primary | 78,750 |
| Apex Chamber Events | 800 | Early Voting | 96,250 |
| Metro Mayors | 1,000 | | <u>175,000</u> |
| ElectriCities | 5,500 | Contracted Services (44500) | |
| Wake County Mayors Association | 500 | UNC School of Government Benchmarking | 10,000 |
| School of Government Classes | 3,000 | | |
| | <u>14,700</u> | Professional Services (44600) | |
| Stipends (41402) | | Photographs / Council Chambers | 1,100 |
| Town Council Monthly Stipend | 6,500 | Retreat Facilitator | 6,500 |
| Boards & Committees Meeting Stipend | 13,500 | | <u>7,600</u> |
| | <u>20,000</u> | Dues & Subscriptions (45300) | |
| Meeting-Event Provisions (43310) | | Apex Chamber of Commerce | 1,500 |
| Holiday Lunch | 22,200 | Wake County Mayor's Association | 500 |
| Town Council Retreats | 3,000 | NC Metropolitan Mayor's | 8,500 |
| Misc. | 1,500 | Triangle J COG | 25,000 |
| New Council Reception | 2,000 | School of Government Foundation | 8,500 |
| Council Meetings | 500 | NC League of Municipalities | 40,000 |
| Roundtable Meetings | 800 | Misc. (NCBEO / Apex DBA) | 2,000 |
| | <u>30,000</u> | | <u>86,000</u> |
| | | Special Programs (45400) | |
| | | Mayor's Internship Program | 10,000 |



TOWN CLERK

Reports to Town Council



Mission

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

Description

The Town Clerk's office maintains a recorded history of government actions and provides assistance to the Mayor and Council. The Office provides services to all that connect the public to local government. Some of these services include fulfilling public records requests, managing the board and committee processes, assisting the public in addressing Council, performing research and records management, and promoting transparency. The Office maintains the Charter and Code of Ordinances and is the custodian of the Town Seal. The Office is also responsible for property sales and maintaining of deeds in the Apex Cemetery. The position of the Town Clerk is appointed by and reports directly to the Town Council. A full-time Deputy Town Clerk and LSE Administrative Assistant support the Office.

Recent Accomplishments

- Completed change to Apex Cemetery Code of Ordinance to authorize the Town Clerk to sell property in the Apex Cemetery.
- Hosted virtual activities highlighting Martin Luther King, Jr. Day, Black History Month, and Women's History Month.

Upcoming Projects

- Complete onboarding of one new position, LSE Administrative Assistant for records digitization
- Digitize of all records maintained in the Clerk's vault and other historical documents.

FY 2021-2022 Budget Highlights

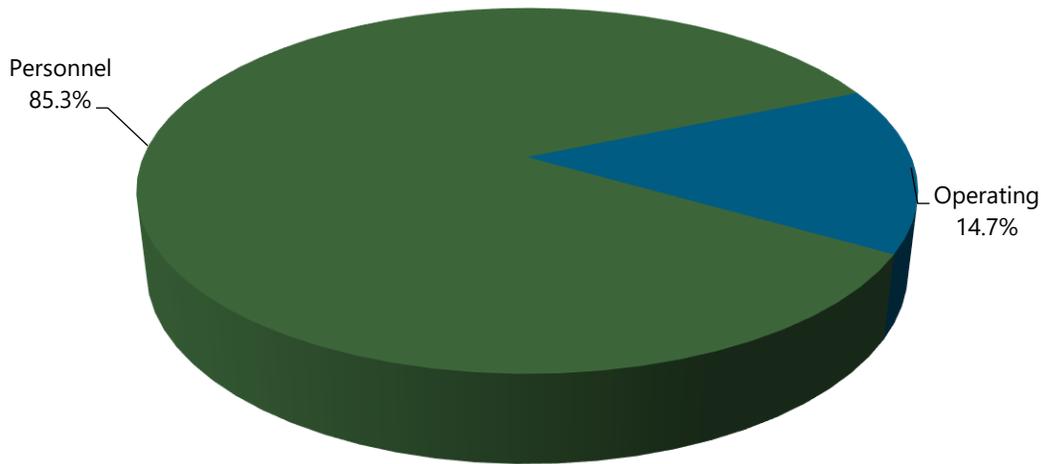
- The Town Clerk's Office budget was separated from the Administration Department budget beginning in FY21-22.
- The Town Clerk budget accounts for 0.38 percent of the General Fund budget and is equivalent to \$0.003 on the tax rate.
- The Town plans to spend \$4.21 per capita for the Town Clerk's Office in FY21-22.
- Major budget changes include the addition of a LSE Administrative Assistant and the associated onboarding costs.



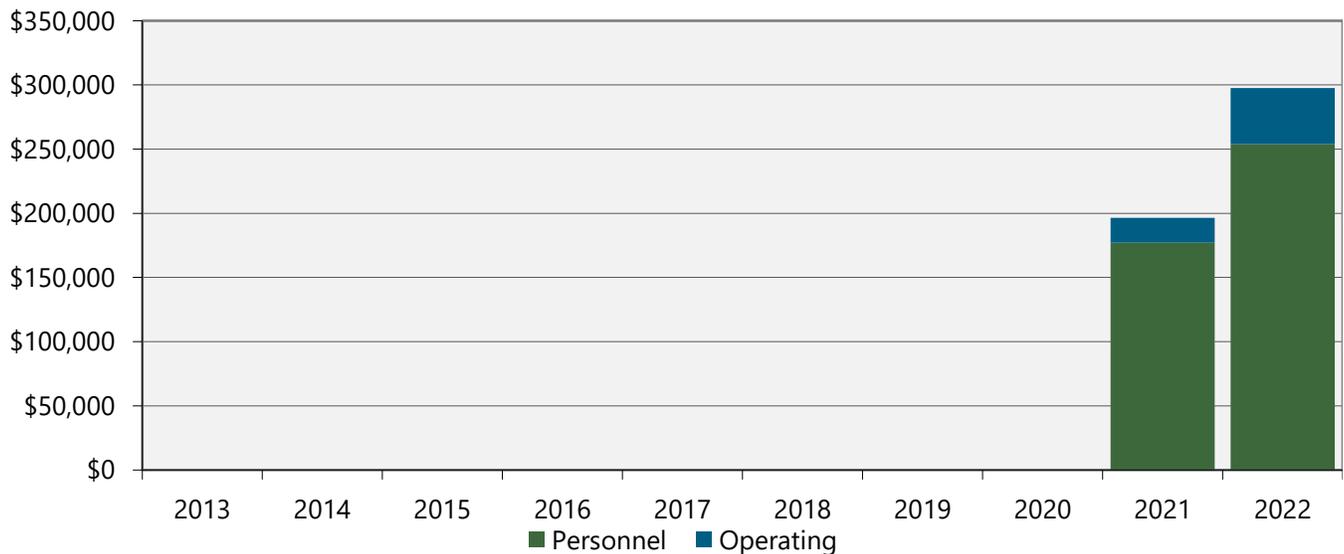
Budget Summary

| Expenditures by Type | | | | | |
|----------------------|----------------|------------------|------------------|------------------|----------------|
| Type | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Personnel | - | 194,600 | 177,060 | 253,900 | 30.47% |
| Operating | - | 20,900 | 19,490 | 43,700 | 109.09% |
| Capital | - | - | - | - | - |
| Total | \$0 | \$215,500 | \$196,550 | \$297,600 | 38.10% |

Town Clerk Expenditures by Type



Town Clerk Expenditure History



Line Item Expenditures

| Town Clerk Expenditures | | | | | |
|-----------------------------------|---------------------------|---------------------------|-----------------------------|---------------------------|---------------------------|
| Line Item | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Salaries | - | 137,800 | 130,000 | 175,000 | 27.00% |
| Part-Time Salaries | - | - | - | 15,000 | - |
| FICA | - | 12,150 | 9,945 | 14,600 | 20.16% |
| Group Insurance | - | 22,200 | 17,000 | 20,300 | -8.56% |
| General Retirement | - | 14,000 | 13,195 | 19,700 | 40.71% |
| 401K General | - | 6,950 | 6,500 | 8,800 | 26.62% |
| Workers Comp | - | 1,500 | 420 | 500 | -66.67% |
| Postage | - | 100 | 100 | 100 | 0.00% |
| Telephone & Communication | - | 420 | 420 | 600 | 42.86% |
| Printing | - | 1,000 | 200 | 1,000 | 0.00% |
| Travel and Training | - | 3,200 | 1,500 | 7,000 | 118.75% |
| Advertising | - | - | - | 1,000 | - |
| Office Supplies | - | 1,000 | 2,500 | 2,000 | 100.00% |
| Departmental Supplies | - | 500 | 510 | 500 | 0.00% |
| Technology Hardware & Accessories | - | 580 | 600 | 3,000 | 417.24% |
| Meeting & Event Provisions | - | 800 | 250 | 300 | -62.50% |
| Uniforms | - | 200 | 150 | 300 | 50.00% |
| Software License & Maintenance | - | 8,000 | 8,100 | 11,300 | 41.25% |
| Professional Services | - | - | 100 | 6,100 | - |
| Dues and Subscriptions | - | 600 | 560 | 700 | 16.67% |
| Special Programs | - | 4,500 | 4,500 | 9,800 | 117.78% |
| Total | \$ - | \$215,500 | \$196,550 | \$297,600 | 38.10% |

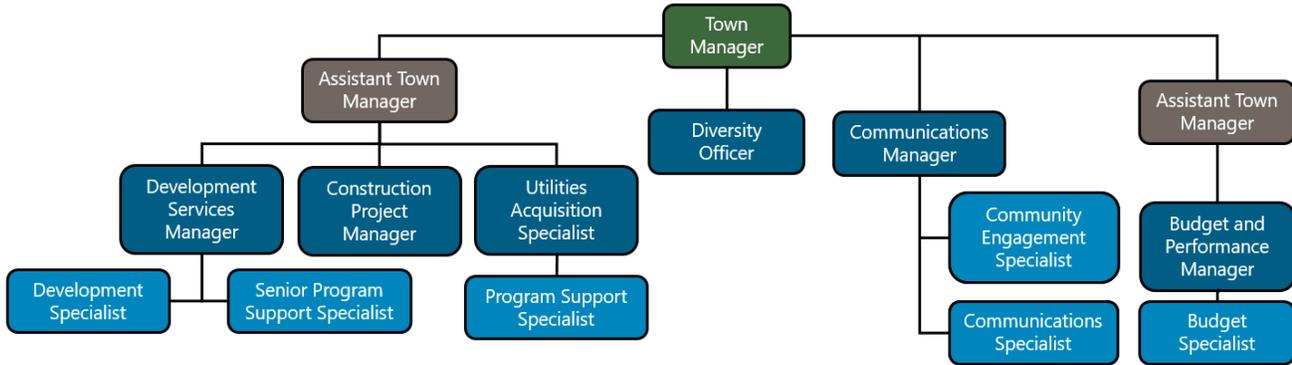
Budget Highlights

Town Clerk: Budget Highlights

| New Personnel | | Professional Services (44600) | |
|---|--------------|---|-------------|
| Administrative Assistant (LSE) | 16,184 | Municode Supplement No. 7 | 4,600 |
| | | Recording Fees (Register of Deeds) | 1,500 |
| | | | <hr/> 6,100 |
| Travel & Training (41400) | | Dues & Subscriptions (45300) | |
| NCAMC Summer Municipal Clerks Conference | 2,100 | International Institute of Municipal Clerks | 400 |
| NCAMC Spring Regional | 100 | NC Association of Municipal Clerks | 300 |
| NCAMC Municipal & County Clerks Conference | 1,200 | | <hr/> 700 |
| IIMC Annual Conference (TBD) | 2,800 | | |
| Athenian Dialogues | 500 | Special Programs (45400) | |
| Misc SOG Classes | 300 | Peak Citizens Academy | 4,000 |
| | <hr/> 7,000 | Black History Month | 1,300 |
| Software License & Maintenance (44509) | | Martin Luther King Jr. Events | 3,500 |
| Municode Admin Support Fee | 450 | Women's History Month | 1,000 |
| Municode Online Code Hosting | 950 | | <hr/> 9,800 |
| Municode Meeting Subscription | 5,600 | | |
| Canva | 150 | | |
| New World | 500 | | |
| Office365 | 250 | | |
| Executime | 150 | | |
| ArcGIS Online | 350 | | |
| Laserfiche | 900 | | |
| Adobe | 2,000 | | |
| | <hr/> 11,300 | | |



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. 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 tri-annual citizen satisfaction survey.
- Received GFOA Distinguished Budget Presentation Award (2nd year).
- Implementation of new community brand.

Upcoming Projects

- Development of organization-wide strategic plan.
- Design and construction of Building Inspections & Permitting facility and Public Safety Station 6
- Creation of CIP Dashboard – collaborative effort using the groundwork created from the Council Reporting project, to create a metrics reporting dashboard to report on CIP key performance indicators

FY 2021-2022 Budget Highlights

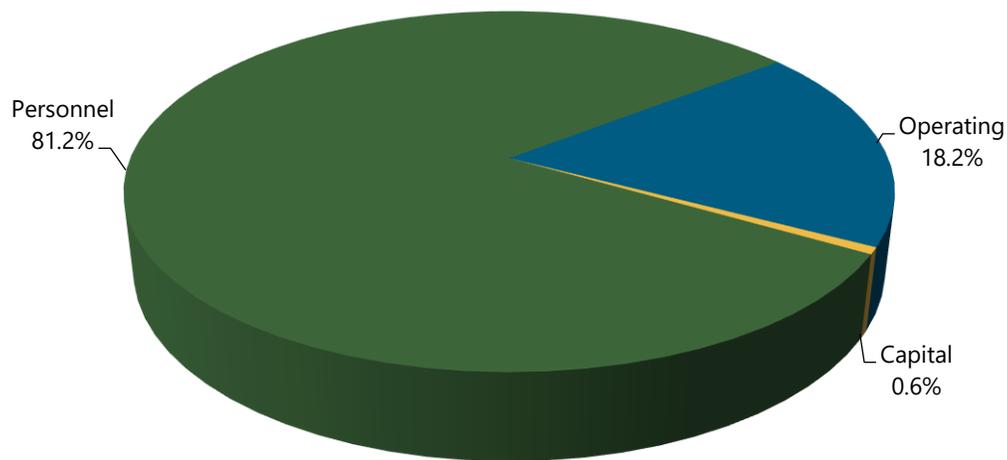
- The Administration Department budget increased 22.57 percent in FY21-22.
- The Administration budget accounts for 2.11 percent of the General Fund budget and is equivalent to \$0.015 on the tax rate.
- The Town plans to spend \$23.47 per capita for Administration in FY21-22.
- Major budget changes include the addition of three new positions, Diversity & Inclusion Officer, Development Specialist, and Community Relations Specialist and the associated onboarding costs.



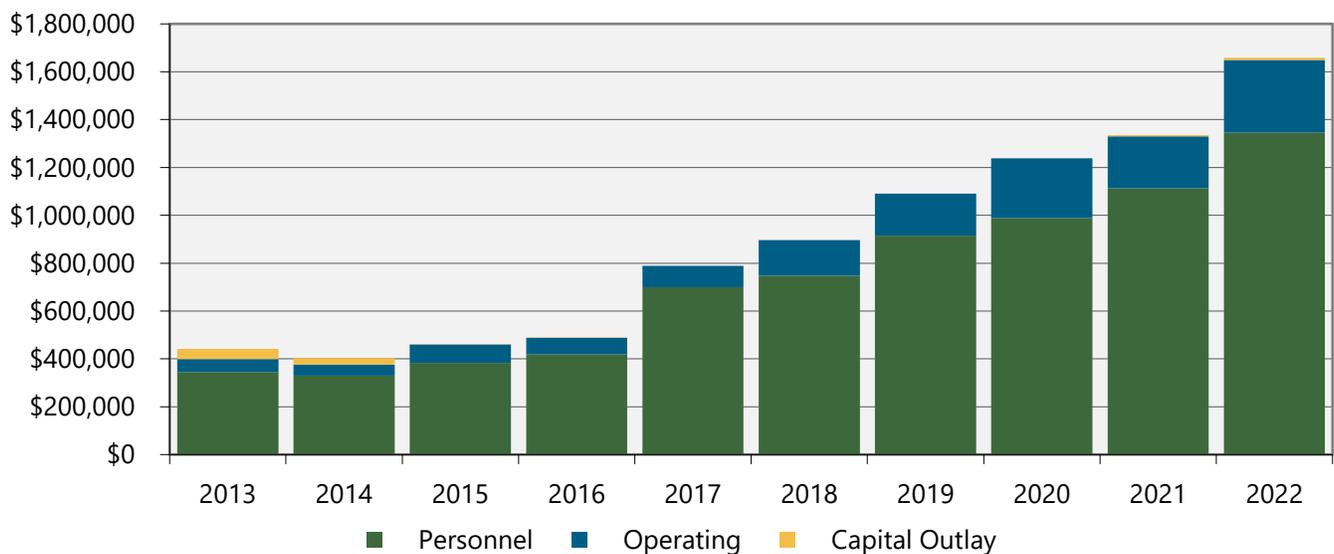
Budget Summary

| Expenditures by Type | | | | | |
|----------------------|--------------------|--------------------|--------------------|--------------------|----------------|
| Type | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Personnel | 988,767 | 1,088,400 | 1,113,500 | 1,346,400 | 23.70% |
| Operating | 248,939 | 260,077 | 216,300 | 302,600 | 16.35% |
| Capital | - | 5,000 | 5,000 | 10,000 | 100.00% |
| Total | \$1,237,706 | \$1,353,477 | \$1,334,800 | \$1,659,000 | 22.57% |

Administration Expenditures by Type



Administration Expenditure History



Line Item Expenditures

| Administration Expenditures | | | | | |
|-------------------------------------|---------------------|---------------------|---------------------|---------------------|-------------------|
| Line Item | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Salaries | 723,529 | 806,500 | 785,000 | 930,000 | 15.31% |
| Part-Time Salaries | 27,050 | 40,000 | 67,900 | 75,000 | 87.50% |
| FICA | 53,215 | 60,000 | 65,300 | 76,100 | 26.83% |
| Group Insurance | 80,900 | 70,500 | 72,000 | 109,000 | 54.61% |
| General Retirement | 65,441 | 71,600 | 79,600 | 105,000 | 46.65% |
| 401K General | 36,177 | 35,300 | 39,300 | 46,000 | 30.31% |
| Workers Comp | 2,456 | 4,500 | 4,400 | 5,300 | 17.78% |
| Postage | 17 | 500 | 500 | 500 | 0.00% |
| Telephone & Communication | 3,927 | 6,600 | 4,000 | 9,700 | 46.97% |
| Printing | 14,358 | 17,100 | 17,000 | 24,500 | 43.27% |
| Travel and Training | 18,789 | 32,800 | 16,000 | 36,000 | 9.76% |
| Maintenance & Repair - Building | - | 500 | - | - | -100.00% |
| Maintenance & Repair - Equipment | - | 500 | 300 | - | -100.00% |
| Advertising | 3,960 | 2,000 | 1,500 | 1,500 | -25.00% |
| Office Supplies | 1,449 | 10,011 | 5,400 | 7,500 | -25.08% |
| Departmental Supplies | 24,282 | 13,600 | 8,500 | 23,000 | 69.12% |
| Technology Hardware & Accessories | 12,161 | 7,740 | 5,700 | 11,500 | 48.58% |
| Trademark / Miscellaneous Purchases | - | 5,000 | - | 5,000 | 0.00% |
| Meeting & Event Provisions | 1,606 | 3,200 | 1,700 | 4,400 | 37.50% |
| Uniforms | 148 | 1,300 | 1,200 | 1,800 | 38.46% |
| Contracted Services | 150 | - | - | 30,000 | - |
| Software License & Maintenance | 67,681 | 75,726 | 73,000 | 62,900 | -16.94% |
| Professional Services | 90,655 | 76,000 | 75,000 | 75,000 | -1.32% |
| Dues and Subscriptions | 6,163 | 7,500 | 6,500 | 9,300 | 24.00% |
| Special Programs | 3,593 | - | - | - | - |
| Capital Outlay - Equipment | - | 5,000 | 5,000 | 10,000 | 100.00% |
| Total | \$ 1,237,706 | \$ 1,353,477 | \$ 1,334,800 | \$ 1,659,000 | 22.57% |



Budget Highlights

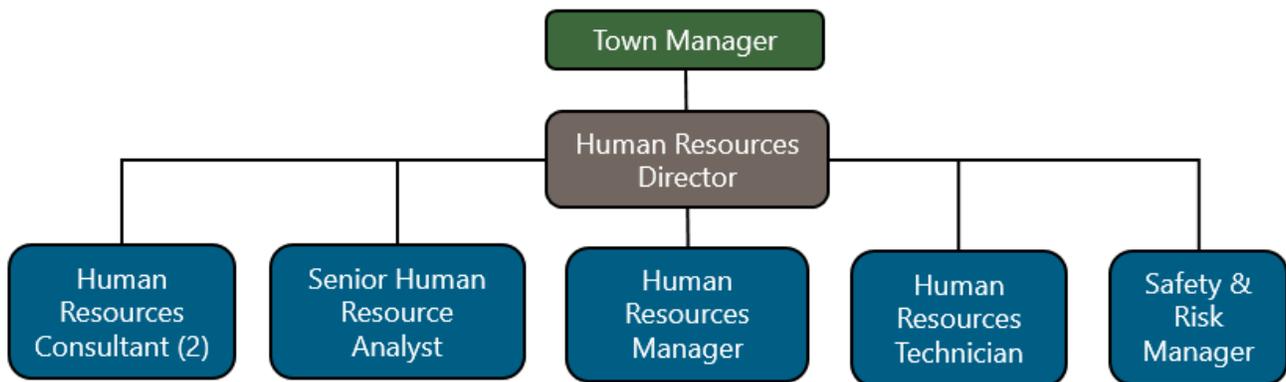
Administration: Budget Highlights

| Travel & Training (41400) | | New Personnel | |
|---|--------------|---|---------------|
| New Employee Costs | 1,600 | Community Engagement Specialist | 78,795 |
| TM Car Allowance | 4,800 | Development Specialist | 78,795 |
| NCCCMA Winter/Summer Seminar (3) | 4,800 | Program Support Specialist (LSE) | 21,579 |
| ICMA | 2,000 | | <hr/> 179,169 |
| NCLM (Metro Mayors) | 450 | | |
| Triangle J COG - Annual Summit | 100 | Departmental Supplies (43300) | |
| ICMA Gettysburg | 750 | Lewis Wilson Art (Annual Ornament) | 3,200 |
| AWWA Annual Conference | 600 | POGL Promo Items | 1,500 |
| PDH Webinars/Classes | 200 | Photo/Video Equip | 2,500 |
| ElectriCities Annual Conference | 1,600 | Shelves & Frames for Budget area | 500 |
| NC3C Conference (2) | 1,200 | New Employee setup | 7,900 |
| IRWA Classes | 1,200 | Desk Chair Replacements | 2,400 |
| Parking / Misc. | 1,000 | Misc. | 5,000 |
| Misc. Books & Materials | 500 | | <hr/> 23,000 |
| State Construction Conference | 200 | Contracted Services (44500) | |
| CMAA lunch & learns | 150 | Tru Access Rap Sessions | 30,000 |
| NCLGBA Winter Conference (2) | 3,000 | | |
| Budget Certification Classes & exams | 550 | Professional Services (44600) | |
| School of Government Courses & Workshops | 4,300 | Video Production / Misc. | 50,000 |
| Utility Management Certification Training | 500 | Diversity & Inclusion | 25,000 |
| GFOA Best Practices Courses (online) | 1,500 | | <hr/> 75,000 |
| Budget Analyst Academy | 3,000 | Capital Outlay Equipment (47400) | |
| Diversity & Inclusion Best Practices | 2,000 | 3rd Floor Common Area / Workspace | 10,000 |
| | <hr/> 36,000 | | |



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

- Automated the Town's Employee Performance Management Process
- Transitioned recruiting & applicant tracking system to Cornerstone to improve talent management capabilities
- Provided Town-wide Diversity, Inclusion, Equity, and Belonging Training for all Town employees

Upcoming Projects

- Automate the onboarding process through implementation of Cornerstone's Onboarding Module
- Integrate New World & Cornerstone systems for improved data management and resource planning
- Redefine HR service model to include department specific HR Consultants

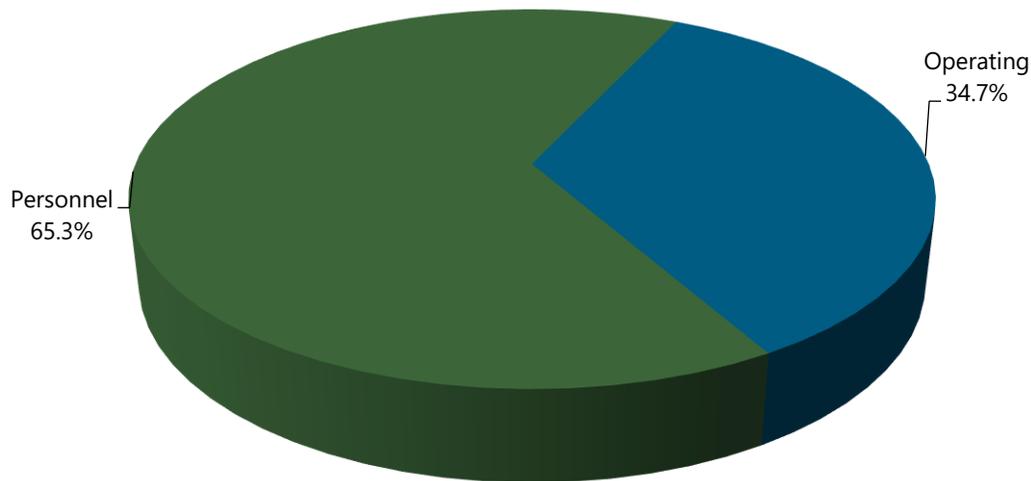
FY 2021-2022 Budget Highlights

- The Human Resources Department budget decreased 21.3 percent in FY21-22.
- The Human Resources budget accounts for 1.74 percent of the General Fund budget and is equivalent to \$0.013 on the tax rate.
- The Town plans to spend \$19.41 per capita for Human Resources in FY21-22.
- Major budget changes include the addition of a Human Resources Consultant and the costs associated with onboarding and a 66 percent increase to the Employee Tuition Reimbursement program.

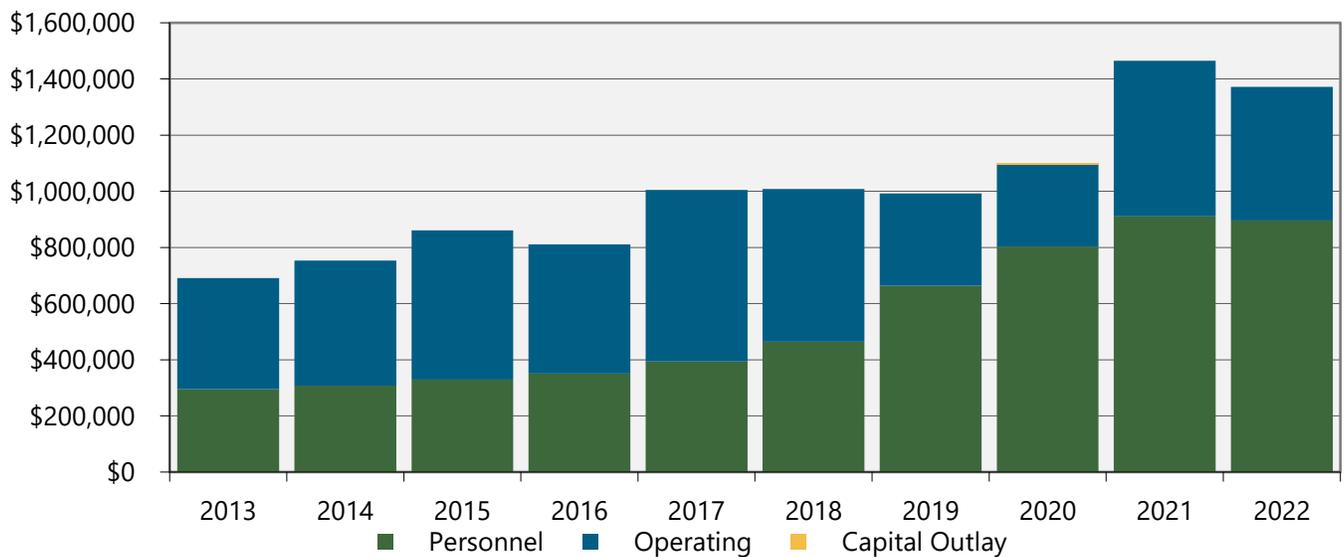
Budget Summary

| Expenditures by Type | | | | | |
|----------------------|--------------------|--------------------|--------------------|--------------------|----------------|
| Type | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Personnel | 803,006 | 1,069,300 | 911,204 | 896,000 | -16.21% |
| Operating | 292,178 | 673,715 | 553,150 | 475,700 | -29.39% |
| Capital | 6,418 | - | - | - | - |
| Total | \$1,101,602 | \$1,743,015 | \$1,464,354 | \$1,371,700 | -21.30% |

Human Resources Expenditures by Type



Human Resources Expenditure History



Line Item Expenditures

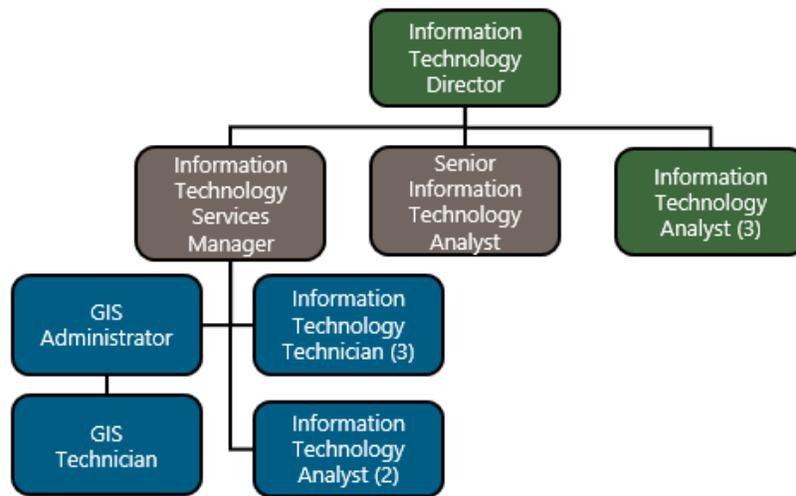
| Human Resources Expenditures | | | | | |
|-------------------------------------|---------------------|---------------------|---------------------|---------------------|-------------------|
| Line Item | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Salaries | 356,692 | 421,500 | 418,000 | 406,000 | -3.68% |
| FICA | 25,987 | 32,300 | 31,977 | 31,100 | -3.72% |
| Group Insurance | 47,147 | 55,000 | 50,000 | 53,600 | -2.55% |
| OPEB Expense | 266,000 | 266,000 | 266,000 | 266,000 | 0.00% |
| Group Insurance - Retirees | 55,188 | 227,500 | 80,000 | 70,200 | -69.14% |
| General Retirement | 32,242 | 42,800 | 42,427 | 46,300 | 8.18% |
| 401K General | 17,835 | 21,100 | 20,900 | 20,300 | -3.79% |
| Workers Comp | 1,915 | 3,100 | 1,900 | 2,500 | -19.35% |
| Postage | - | 100 | - | - | -100.00% |
| Telephone & Communication | 2,060 | 2,200 | 2,050 | 2,700 | 22.73% |
| Printing | 5,342 | 6,600 | 4,500 | 6,300 | -4.55% |
| Travel and Training | 18,441 | 37,900 | 10,000 | 46,900 | 23.75% |
| Advertising | 4,612 | 7,000 | 7,000 | 5,000 | -28.57% |
| Employee Recruitment | 2,324 | 3,240 | 4,500 | 3,500 | 8.02% |
| Office Supplies | 1,237 | 1,500 | 1,000 | 1,500 | 0.00% |
| Departmental Supplies | 3,120 | 1,000 | 1,000 | 1,000 | 0.00% |
| Technology Hardware & Accessories | 2,359 | 2,400 | 2,400 | 7,900 | 229.17% |
| Safety Supplies | 397 | 1,500 | 500 | 1,500 | 0.00% |
| Wellness Supplies | 3,941 | 32,400 | 10,000 | 25,000 | -22.84% |
| Meeting & Event Provisions | 955 | 1,000 | 500 | 1,000 | 0.00% |
| Wellness Incentives / Safety Awards | 1,050 | 1,800 | 1,000 | 1,800 | 0.00% |
| Employee Recognition | 20,313 | 46,600 | 30,000 | 49,200 | 5.58% |
| Tuition Reimbursement | 4,890 | 22,500 | 15,000 | 37,500 | 66.67% |
| Uniforms | - | 400 | 200 | 400 | 0.00% |
| Contracted Services | 38,529 | 146,700 | 124,000 | 45,000 | -69.33% |
| Software License & Maintenance | 59,771 | 163,625 | 145,000 | 91,200 | -44.26% |
| Professional Services | 25,719 | 61,350 | 61,300 | 40,000 | -34.80% |
| Dues and Subscriptions | 1,299 | 2,400 | 2,200 | 2,400 | 0.00% |
| Insurance - General Liability | 8,214 | 11,500 | 11,000 | 5,900 | -48.70% |
| Insurance - Deductible | 87,604 | 120,000 | 120,000 | 100,000 | -16.67% |
| Capital Outlay - Equipment | 6,418 | - | - | - | - |
| Total | \$ 1,101,602 | \$ 1,743,015 | \$ 1,464,354 | \$ 1,371,700 | -21.30% |

Budget Highlights

| Human Resources: Budget Highlights | | | |
|---|---------------|--|---------------|
| Travel & Training (41400) | | New Personnel | |
| Organizational Training/New Hire Diversity training | 33,000 | Human Resources Consultant | 57,713 |
| OMPO Conference | 850 | Contracted Services (44500) | |
| NC SHRM Conference (Registration & Hotel) (3) | 4,200 | Drug Testing (Pre-employment/Random) | 12,300 |
| Employment Law Update (4) | 800 | Hepatitis B Shots | 3,500 |
| NCPrima Conference | 925 | Audiograms (OSHA required) | 4,500 |
| Department Head Retreat | 3,500 | Driving Record Checks | 300 |
| Basics of Public Employment Law (1) | 1,250 | Job Ready Services - Prehire physicals | 6,000 |
| Advanced FMLA Workshop | 300 | FMCSA Drug Test Queries | 200 |
| NCLM Seminars | 75 | Shred-It | 1,200 |
| School of Government Courses | 2,000 | Criminal Background Checks | 3,000 |
| | <u>46,900</u> | P&A Cobra & Flex Administration | <u>14,000</u> |
| | | | 45,000 |
| Technology & Hardware (43301) | | Professional Services (44600) | |
| New Employee Onboarding | 3,000 | Pay Scale & Classification Study | 25,000 |
| Digital Display (2) | 2,400 | Employee Assistance | <u>15,000</u> |
| Technology Break/Fix | <u>2,500</u> | | 40,000 |
| | 7,900 | Employee Recognition (43507) | |
| Wellness Supplies (43303) | | Service Awards (61), Retirement Clocks | 9,500 |
| Path Analytics (Benefits) | 11,000 | Birthday Cards/Vouchers \$10/FTE | 5,390 |
| Flu Shot giveaways (Emergen-C, etc.) | 600 | Employee Appreciation Luncheon | 5,000 |
| Punt, Pass & Kick / Pitch, Hit & Run | 200 | Gotcha Awards/Peak Performer/EOY | 1,660 |
| Health Events (Men's & Women's) | 2,200 | Workgroup Recognition | 13,825 |
| Men's Prostate Exams | 1,200 | On the Spot Recognition | <u>13,825</u> |
| WakeMed Bootcamp (4 week class) | 400 | | 49,200 |
| Soup-R-Bowl Event | 2,400 | | |
| 2022 Employee Olympics | 3,600 | | |
| Other Wellness/Onsite Classes Supplies | <u>3,400</u> | | |
| | 25,000 | | |

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 Accomplishment

- Sponsored Data Maturity Workshop and created Data Governance Committee to address organizational data requirements and needs
- Technology and infrastructure improvements to facilitate livestreaming and Teams web conferencing from multiple locations
- GMIS "online" Accreditation, completed NC National Guard assessment and ongoing Aristotle remediation to ensure positive cybersecurity posture of the town IT infrastructure

Upcoming Projects

- Data Strategy and Architecture: Enterprise Resource Planning to Streamline Business Process Workshop coupled with execution of identified use cases to create efficiencies within data governance
- Fiber Expansion Projects: Pleasant Park (Wimberly), Western Wake Water Reclamation with Town of Cary, downtown revision for parking project and police cameras & Hunter Street Park
- GIS: Open Data Portal, Further Application Integrations



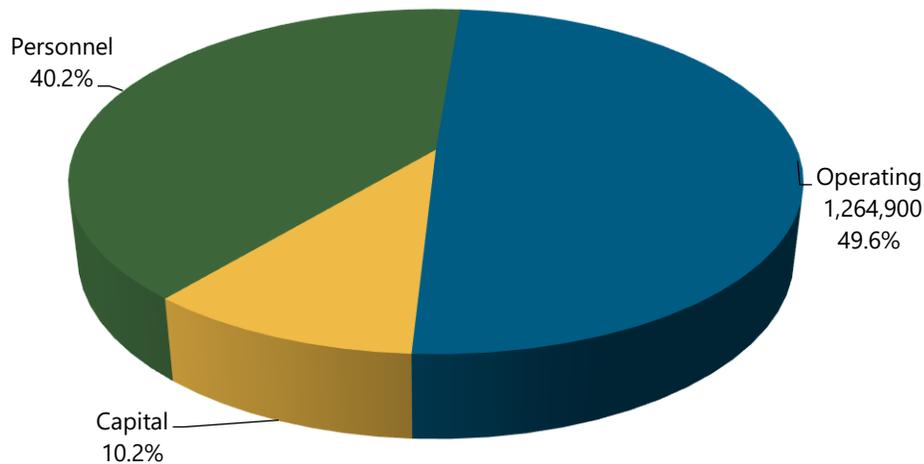
FY 2021-2022 Budget Highlights

- The Information Technology Department budget decreased by 10.76 percent in FY21-22.
- The Information Technology budget accounts for 3.24 percent of the General Fund budget and is equivalent to \$0.023 on the tax rate.
- The Town plans to spend \$36.07 per capita for Information Technology in FY20-21.
- Major budget changes include \$261,000 in capital equipment for core switches, Council chambers upgrade, Pleasant Park switches and backup storage.

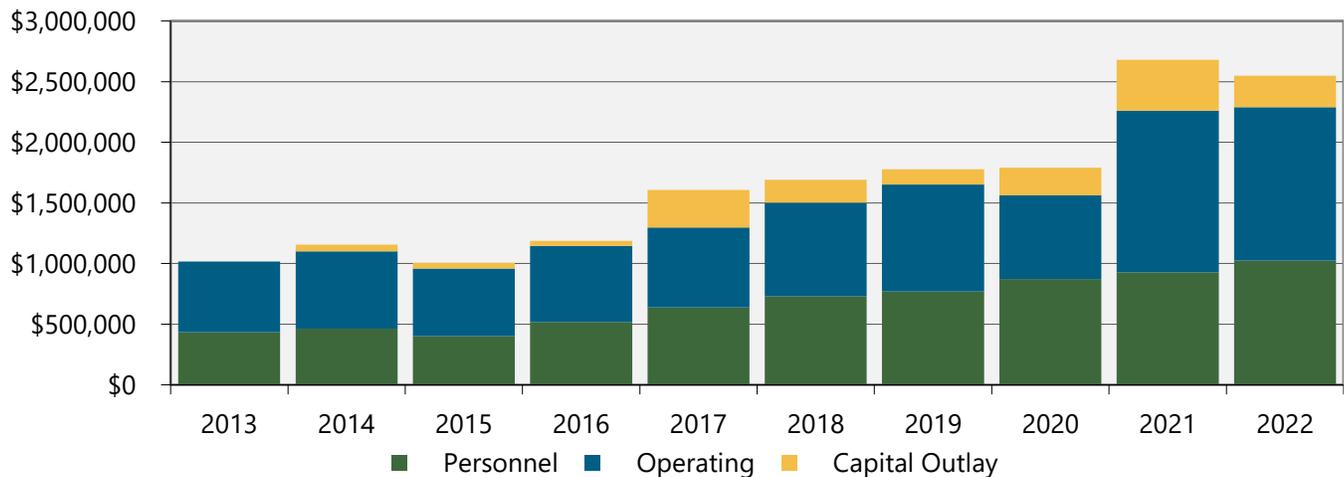
Budget Summary

| Expenditures by Type | | | | | |
|----------------------|--------------------|--------------------|--------------------|--------------------|----------------|
| Type | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Personnel | 872,804 | 997,300 | 928,579 | 1,024,000 | 2.68% |
| Operating | 689,127 | 1,439,545 | 1,330,750 | 1,264,900 | -12.13% |
| Capital | 228,690 | 420,631 | 420,000 | 261,000 | -37.95% |
| Total | \$1,790,621 | \$2,857,476 | \$2,679,329 | \$2,549,900 | -10.76% |

Information Technology Expenditures by Type



Information Technology Expenditure History



Line Item Expenditures

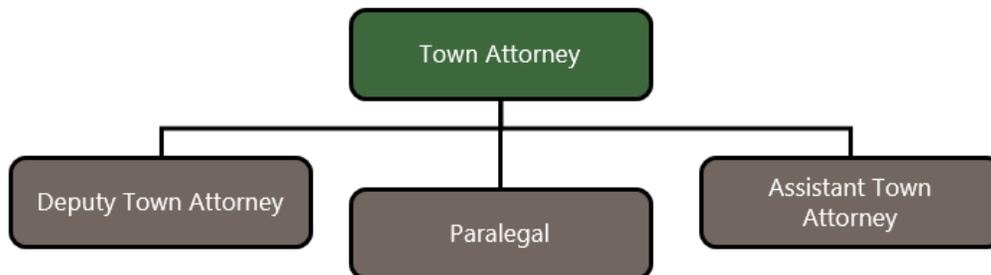
| Information Technology Expenditures | | | | | |
|---------------------------------------|---------------------|---------------------|---------------------|---------------------|-------------------|
| Line Item | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Salaries | 617,498 | 693,300 | 664,000 | 686,300 | -1.01% |
| Part-Time Salaries | 23,252 | 50,000 | 20,000 | 66,500 | 33.00% |
| FICA | 46,371 | 56,900 | 52,326 | 57,600 | 1.23% |
| Group Insurance | 97,485 | 89,500 | 89,157 | 99,200 | 10.84% |
| General Retirement | 55,852 | 70,400 | 67,396 | 78,200 | 11.08% |
| 401K General | 30,875 | 34,700 | 33,200 | 34,300 | -1.15% |
| Workers Comp | 1,471 | 2,500 | 2,500 | 1,900 | -24.00% |
| Telephone & Communication | 52,235 | 97,800 | 65,000 | 96,600 | -1.23% |
| Printing | 2,303 | 4,600 | 2,600 | 3,600 | -21.74% |
| Travel and Training | 6,828 | 23,725 | 14,500 | 35,000 | 47.52% |
| Maintenance & Repair - Equipment | 18,378 | 246,223 | 215,000 | 200,000 | -18.77% |
| Maintenance & Repair - Vehicle | 248 | 500 | 500 | 700 | 40.00% |
| Maintenance & Repair - Utility System | 17,263 | 53,537 | 50,000 | 55,000 | 2.73% |
| Automotive Supplies | 47 | 200 | 100 | 300 | 50.00% |
| Motor Fuel | 359 | 500 | 500 | 500 | 0.00% |
| Office Supplies | 158 | 500 | 200 | 500 | 0.00% |
| Departmental Supplies | 691 | 4,000 | 2,400 | 6,000 | 50.00% |
| Technology Hardware & Accessories | 113,626 | 221,459 | 200,000 | 65,500 | -70.42% |
| Meeting & Event Provisions | 127 | 1,400 | 750 | 1,200 | -14.29% |
| Uniforms | - | 900 | 500 | 900 | 0.00% |
| Contracted Services | 151,564 | 345,293 | 345,000 | 475,000 | 37.56% |
| Software License & Maintenance | 286,905 | 394,408 | 394,000 | 278,500 | -29.39% |
| Dues and Subscriptions | 200 | 2,000 | 1,200 | 2,500 | 25.00% |
| Insurance - General Liability | 38,197 | 42,500 | 38,500 | 43,100 | 1.41% |
| Capital Outlay - Improvements | 175,563 | 192,465 | 192,000 | - | -100.00% |
| Capital Outlay - Equipment | 53,127 | 228,166 | 228,000 | 261,000 | 14.39% |
| Total | \$ 1,790,621 | \$ 2,857,476 | \$ 2,679,329 | \$ 2,549,900 | -10.76% |

Budget Highlights

| Information Technology: Budget Highlights | | | |
|--|---------------|---|----------------|
| Travel & Training (41400) | | Contracted Services (44500) | |
| NCLGISA | 3,500 | TRM | 25,000 |
| ESRI | 3,500 | CVSI | 20,000 |
| New World | 3,500 | Inceed | 195,000 |
| Database Training | 6,000 | NWN | 60,000 |
| Helpdesk Continued Ed | 5,500 | Converge One | 35,000 |
| Avaya | 8,000 | NetActuate | 6,000 |
| Nutanix | 3,500 | Info Tech (ERP, Research) | 42,000 |
| Misc. SOG Courses | 1,500 | Inceed | 92,000 |
| | <u>35,000</u> | | <u>475,000</u> |
| Technology & Hardware (43301) | | Capital Outlay Equipment (47400) | |
| Displays | 1,500 | Core Switches | 95,000 |
| Softphone License | 2,500 | Council Chambers Upgrades | 45,000 |
| Computers | 11,500 | Pleasant Park Switches | 32,000 |
| Technology Break/Fix | 50,000 | Backup Storage | 89,000 |
| | <u>65,500</u> | | <u>261,000</u> |

LEGAL DEPARTMENT

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.

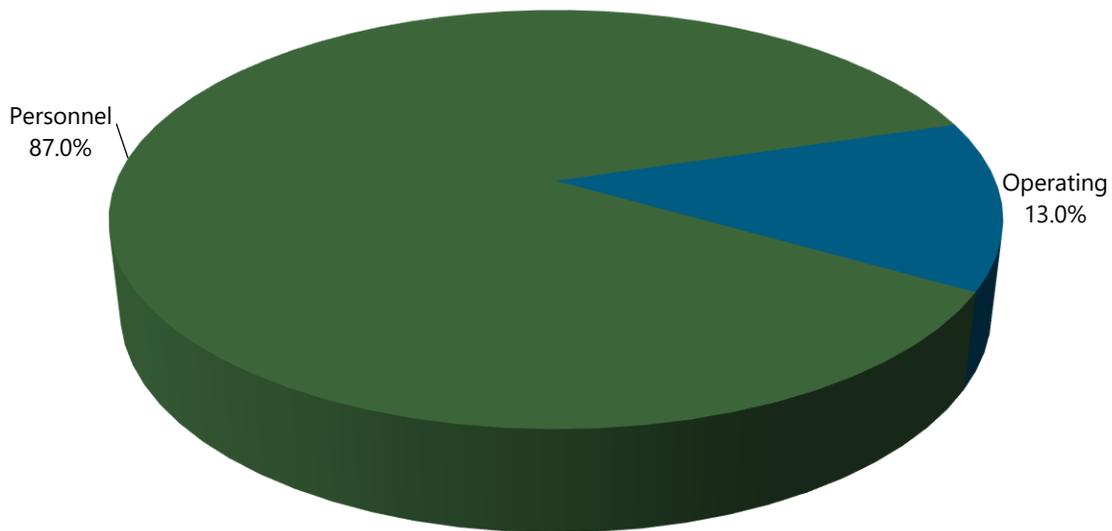
FY 2021-2022 Budget Highlights

- The Legal Department budget increased 3.64 percent in FY21-22.
- The Legal Department budget accounts for 0.64 percent of the General Fund budget and is equivalent to \$0.005 on the tax rate.
- The Town plans to spend \$7.07 per capita for Legal services in FY21-22.
- There were no major budget changes from prior year.
- The budget includes \$30,000 for outside counsel consulting fees.

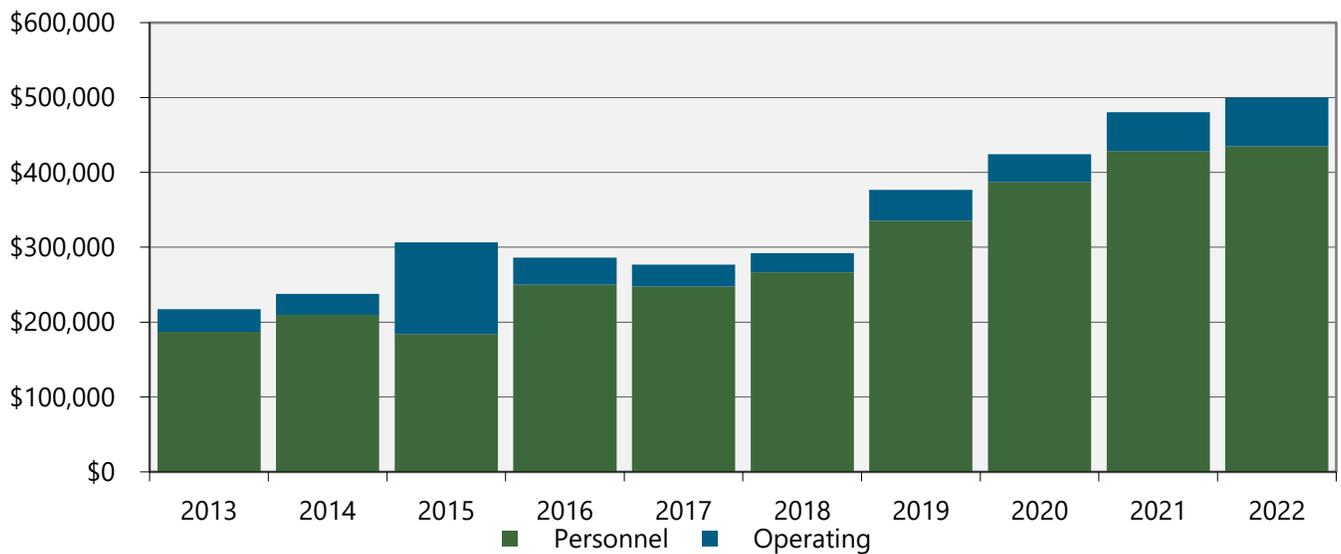
Budget Summary

| Expenditures by Type | | | | | |
|----------------------|------------------|------------------|------------------|------------------|----------------|
| Type | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Personnel | 387,410 | 421,640 | 428,487 | 434,800 | 3.12% |
| Operating | 36,952 | 60,802 | 51,950 | 65,200 | 7.23% |
| Capital | - | - | - | - | - |
| Total | \$424,362 | \$482,442 | \$480,437 | \$500,000 | 3.64% |

Legal Expenditures by Type



Legal Expenditure History



Line Item Expenditures

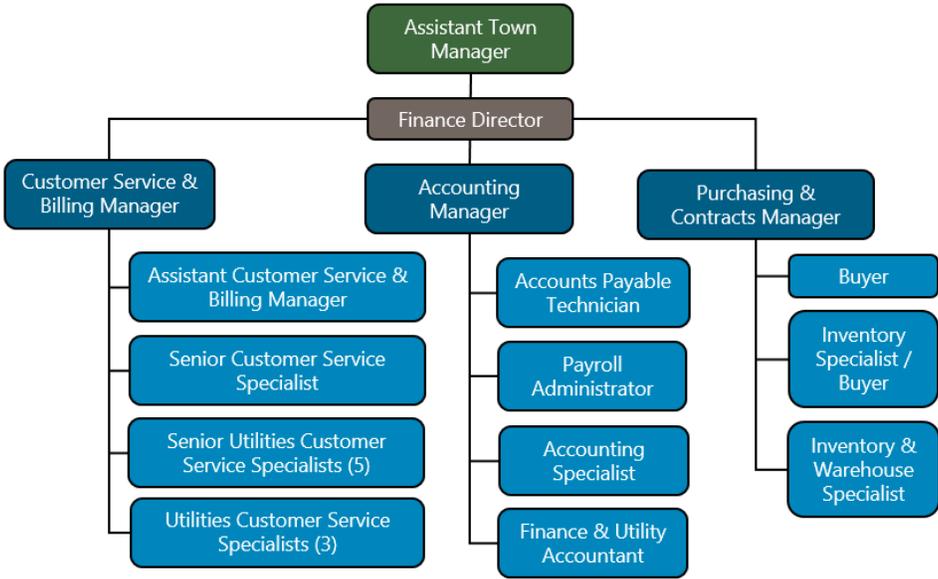
| Legal Department Expenditures | | | | | |
|-----------------------------------|-------------------|-------------------|---------------------|-------------------|-------------------|
| Line Item | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Salaries | 301,876 | 325,200 | 330,700 | 301,500 | -7.29% |
| Part-Time Salaries | - | - | - | 30,000 | - |
| FICA | 22,253 | 24,900 | 25,299 | 25,400 | 2.01% |
| Group Insurance | 20,660 | 21,840 | 21,887 | 23,000 | 5.31% |
| General Retirement | 27,301 | 33,000 | 33,566 | 37,800 | 14.55% |
| 401K General | 15,094 | 16,200 | 16,535 | 16,600 | 2.47% |
| Workers Comp | 226 | 500 | 500 | 500 | 0.00% |
| Postage | - | 100 | 50 | - | -100.00% |
| Telephone & Communication | - | 200 | 100 | - | -100.00% |
| Printing | 2,874 | 3,000 | 3,000 | 3,300 | 10.00% |
| Travel and Training | 2,764 | 5,000 | 2,800 | 5,000 | 0.00% |
| Office Supplies | 989 | 2,500 | 1,000 | 2,000 | -20.00% |
| Departmental Supplies | 13 | 300 | 300 | 300 | 0.00% |
| Technology Hardware & Accessories | - | - | 100 | 2,500 | - |
| Uniforms | - | 300 | 200 | 300 | 0.00% |
| Software License & Maintenance | 3,312 | 2,302 | 2,300 | 1,800 | -21.81% |
| Professional Services | 34 | 200 | 200 | 200 | 0.00% |
| Professional Services - Legal | 11,518 | 30,000 | 25,000 | 30,000 | 0.00% |
| Dues and Subscriptions | 15,449 | 16,900 | 16,900 | 19,800 | 17.16% |
| Total | \$ 424,362 | \$ 482,442 | \$ 480,437 | \$ 500,000 | 3.64% |

Budget Highlights

| Legal Department: Budget Highlights | | | |
|--|--------------|------------------------------|---------------|
| Software License & Maintenance (44509) | | Dues & Subscriptions (45300) | |
| Patterson Pope | 150 | Bar Dues | 3,750 |
| New World | 700 | LexisNexis Advance | 9,700 |
| Office365 | 500 | West Digest | 2,700 |
| Executime | 250 | Mathew Bender publications | 3,200 |
| NearMap | 200 | Lawyers Weekly | 300 |
| | <u>1,800</u> | N & O online | <u>150</u> |
| Professional Services (44600) | | | 19,800 |
| Outside Counsel Consulting Fees | 30,000 | | |

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

- Conducted a request for proposal for audit services and selection process
- Refunded water and sewer GO Bonds resulting in a savings of \$3.6 million and entered into rate modification for 2 installment financings that resulted in savings of over \$400,000.
- Completed Fiscal Year 19-20 Comprehensive Annual Financial Report & received GFOA award for the 2019 Fiscal Year.

Upcoming Projects

- Open a second inventory warehouse at the new Electric Office Facility.
- Establish a customer assistance program that will provide assistance from the Town’s General Fund to utility customers who have suffered economic hardship due to COVID 19.
- Assign facility numbers to all Town utility meters which will enable the Town to track the Town’s consumption of utility services and track consumption of customers by geographic areas of the Town.



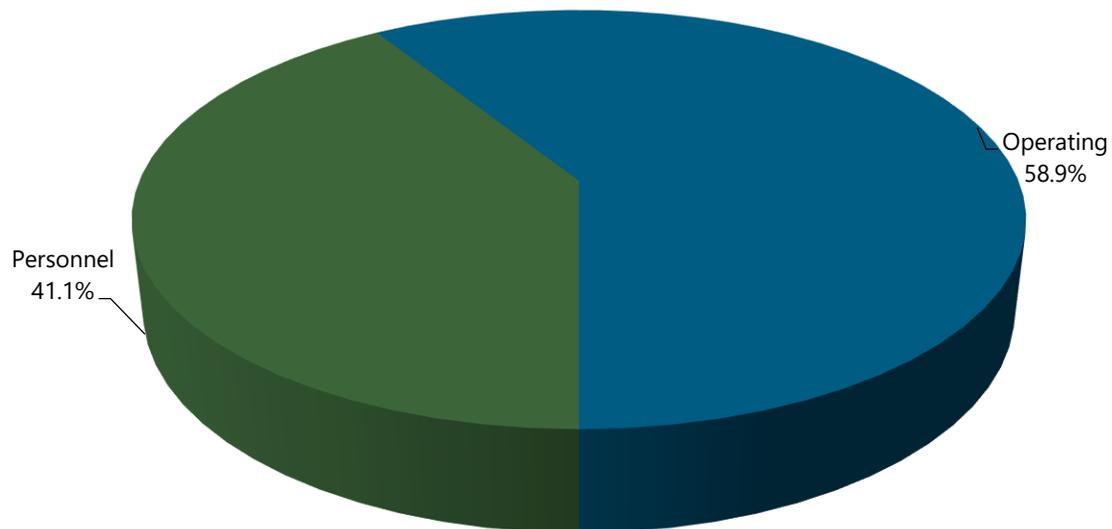
FY 2021-2022 Budget Highlights

- The Finance Department budget decreased 3.44 percent in FY21-22.
- The Finance budget accounts for 1.09 percent of the General Fund budget and is equivalent to \$0.008 on the tax rate.
- The Town plans to spend \$12.13 per capita for Finance in FY21-22.
- Major budget changes include the addition of a part-time Accountant and a full-time Assistant Customer Service Manager 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.

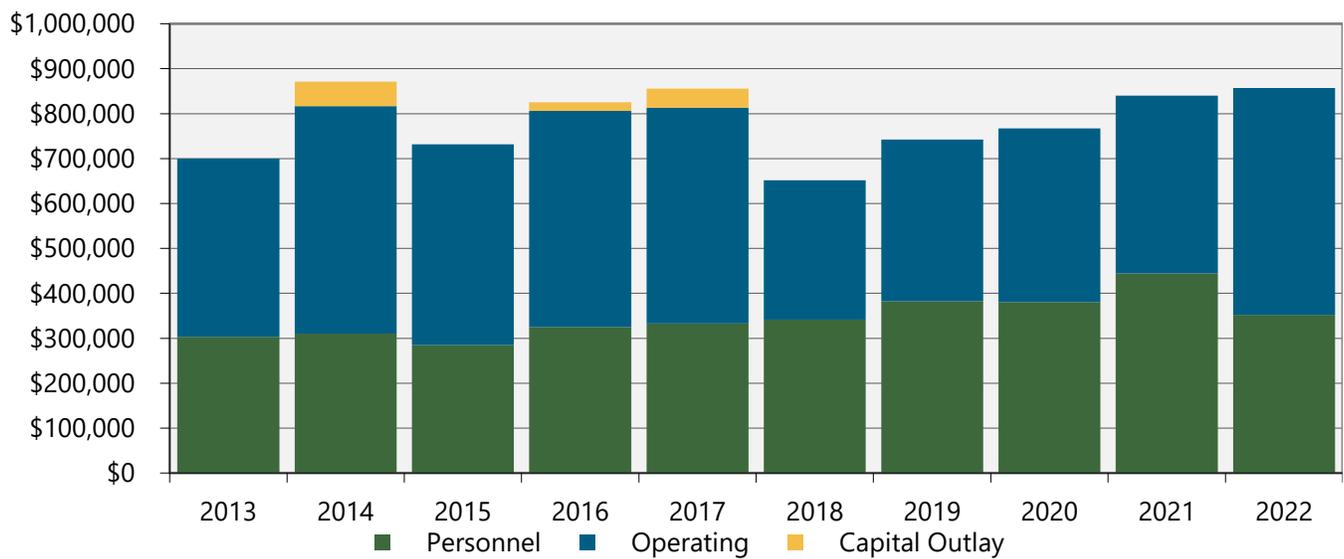
Budget Summary

| Expenditures by Type | | | | | |
|----------------------|------------------|------------------|------------------|------------------|----------------|
| Type | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Personnel | 380,468 | 436,700 | 444,062 | 352,000 | -19.40% |
| Operating | 386,819 | 451,028 | 395,800 | 505,200 | 12.01% |
| Capital | - | - | - | - | - |
| Total | \$767,287 | \$887,728 | \$839,862 | \$857,200 | -3.44% |

Finance Expenditures by Type



Finance Expenditure History



Line Item Expenditures

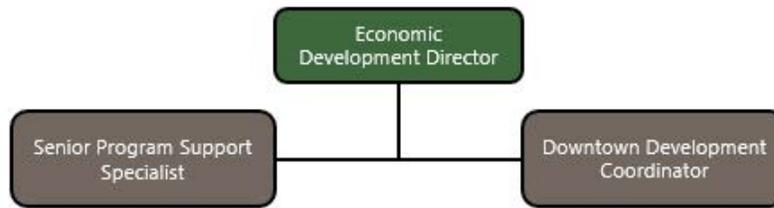
| Finance Expenditures | | | | | |
|---|-------------------|-------------------|---------------------|-------------------|-------------------|
| Line Item | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Salaries | 277,891 | 305,000 | 309,003 | 228,500 | -25.08% |
| Part-Time Salaries | 2,443 | 3,000 | 3,100 | 19,500 | 550.00% |
| FICA | 20,728 | 22,400 | 23,876 | 19,000 | -15.18% |
| Group Insurance | 39,674 | 37,200 | 36,319 | 31,000 | -16.67% |
| General Retirement | 25,125 | 29,400 | 31,364 | 26,300 | -10.54% |
| 401K General | 13,893 | 14,500 | 15,450 | 11,700 | -19.31% |
| Workers Comp | 714 | 1,500 | 1,300 | 1,000 | -33.33% |
| Unemployment | - | 23,700 | 23,650 | 15,000 | -36.71% |
| Postage | 9,048 | 9,000 | 6,000 | 9,700 | 7.78% |
| Telephone & Communication | 4,867 | 8,200 | 5,000 | 7,600 | -7.32% |
| Printing | 12,047 | 13,800 | 13,800 | 18,900 | 36.96% |
| Utilities | 6,039 | 6,200 | 4,800 | 6,200 | 0.00% |
| Travel and Training | 9,317 | 15,900 | 3,500 | 14,000 | -11.95% |
| Maintenance & Repair - Building | 4,270 | 6,500 | 1,500 | 3,000 | -53.85% |
| Maintenance & Repair - Equipment | 3,780 | 4,000 | 2,000 | 3,000 | -25.00% |
| Maintenance & Repair - Vehicle | 167 | 500 | 300 | 500 | 0.00% |
| Automotive Supplies | 352 | 600 | 200 | 800 | 33.33% |
| Motor Fuel | 1,312 | 1,800 | 1,300 | 1,800 | 0.00% |
| Office Supplies | 2,263 | 1,500 | 1,500 | 2,500 | 66.67% |
| Departmental Supplies | 1,269 | 3,500 | 3,500 | 2,000 | -42.86% |
| Technology Hardware & Accessories | 13,527 | 19,909 | 10,000 | 30,000 | 50.69% |
| Meeting & Event Provisions | 3,353 | 4,400 | 2,500 | 4,000 | -9.09% |
| Uniforms | 685 | 3,400 | 1,000 | 2,000 | -41.18% |
| Contracted Services | 174,006 | 173,200 | 180,000 | 216,600 | 25.06% |
| Bank / Transaction Fees | 21,689 | 25,000 | 25,000 | 25,300 | 1.20% |
| Software License & Maintenance | 41,055 | 67,219 | 52,000 | 62,100 | -7.62% |
| Contracted Services - Billing/Collections | 11,013 | 15,300 | 14,200 | 21,000 | 37.25% |
| Professional Services | 15,852 | 3,500 | 1,200 | 1,000 | -71.43% |
| Professional Services - Financial | 45,448 | 60,000 | 60,000 | 65,000 | 8.33% |
| Dues and Subscriptions | 1,177 | 2,600 | 1,500 | 2,800 | 7.69% |
| Insurance - General Liability | 4,285 | 5,000 | 5,000 | 5,400 | 8.00% |
| Total | \$ 767,287 | \$ 887,728 | \$ 839,862 | \$ 857,200 | -3.44% |

Budget Highlights

| Finance: Budget Highlights | | | |
|--|----------------|--|--|
| New Personnel | | | Technology & Hardware (44301) |
| Accountant (LSE) | 26,974 | | Computer Replacements (6) |
| Assistant Customer Service Manager | 67,021 | | Technology Break/Fix |
| | <u>93,995</u> | | <u>30,000</u> |
| Travel & Training (41400) | | | Contracted Services-Billing (44511) |
| Customer Service Training | 950 | | OIS: Credit Checks |
| Connections Summit / FY 22 Tyler Conference | 3,000 | | BB&T Lockbox Fees |
| CAGP Conference (Purchasing) | 2,800 | | Authorize.Net Transaction Fees |
| Sales & Use Tax Workshop | 150 | | Loomis: Armored Car Service |
| CPE hours, 40 minimum | 2,000 | | PMSI: Mailing of Bills & Notices / Postage |
| Payroll Training/Certification | 3,600 | | Postage Meter |
| School of Government Courses | 1,500 | | <u>21,000</u> |
| | <u>14,000</u> | | Dues & Subscriptions (45300) |
| Contracted Services (44500) | | | New Employee Cost |
| Shredding | 1,000 | | CAGP Membership |
| Wake County Tax Collection Fees | 72,300 | | GFOA CFR APPL |
| DMV Tax Collection Fees | 138,000 | | Costco |
| Cleaning Services - Warehouse | 2,300 | | NASASP |
| Bank Charges | 3,000 | | Certified Purchasing Association |
| | <u>216,600</u> | | US Contracting |
| Professional Services Finance (44601) | | | GFOA |
| Audit | 50,000 | | NCACPA |
| Actuary | 7,500 | | NCGFOA |
| OPEB | 7,500 | | CPA license |
| | <u>65,000</u> | | <u>2,800</u> |

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

- Secured the first tenant, EnviroFlight, at Cash Corporate Center, the Town's newest industrial and business park. EnviroFlight is a leader in agricultural bioscience and will occupy a 30,000 square foot facility for their Corporate Center and Research & Development facility. They will invest approximately \$9 million and will employ 35 persons.
- The LaunchAPEX program graduated its fourth Cohort, which represented 13 new businesses. LaunchAPEX offers business training, mentoring, networking, and micro-loan access for small businesses, start-ups, and entrepreneurs.
- Coordinated and implemented the Town's "Small Business Emergency Loan Fund" to assist local businesses with operational hardships due to the COVID-19 pandemic. This program assisted approximately 20 businesses and distributed approximately \$500,000 in loans.

Upcoming Projects

- Research and identification of potential future industrial sites, including partnering with the new owners of Veridea.
- Completion of new website page exclusively for downtown Apex and downtown businesses.
- Resurgence of the visitation program for existing business and industry, which strengthens the relationship between our business and industrial base and the Town.

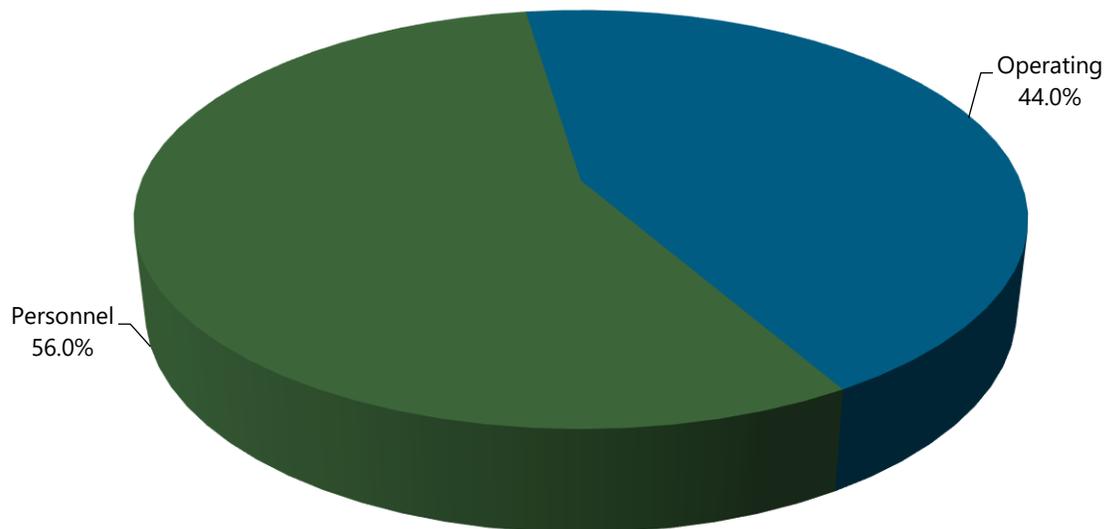
FY 2021-2022 Budget Highlights

- The Economic Development Department budget decreased by 47.02 percent in FY21-22 and accounts for 0.85 percent of the General Fund budget. It is equivalent to \$0.006 on the tax rate.
- The Town plans to spend \$9.43 per capita for Economic Development services in FY21-22.
- Major budget changes include a decrease in capital outlay land following the purchase of the Cash Corporate site the prior fiscal year.

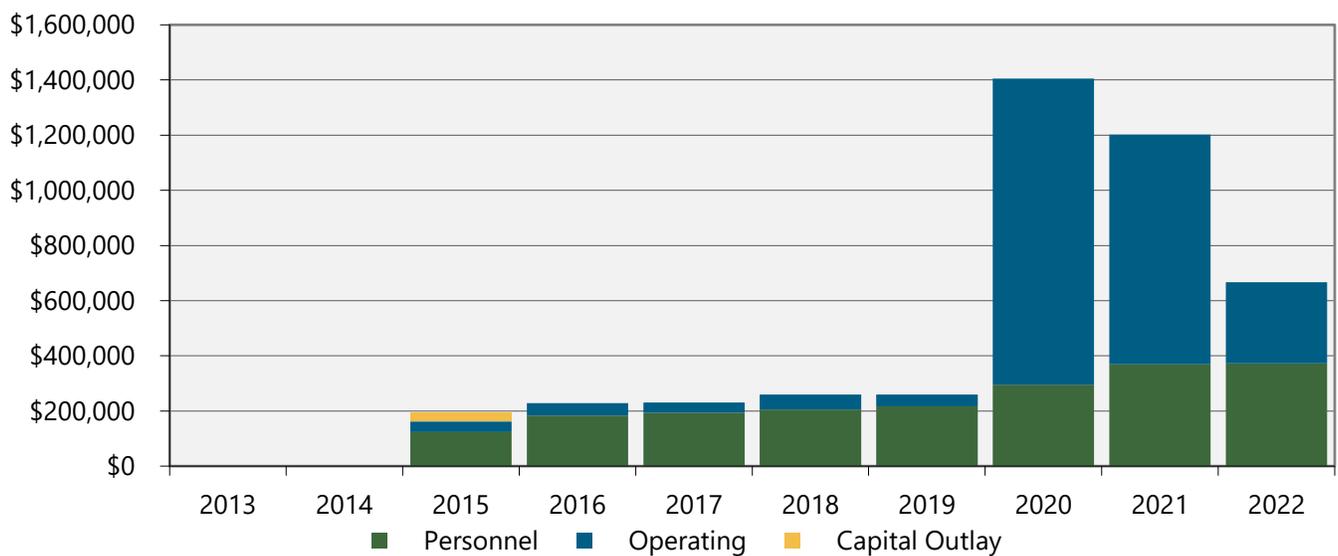
Budget Summary

| Expenditures by Type | | | | | |
|----------------------|--------------------|--------------------|---------------------|-------------------|-------------------|
| Type | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Personnel | 295,616 | 372,200 | 368,660 | 372,900 | 0.19% |
| Operating | 1,109,537 | 885,653 | 833,060 | 293,500 | -66.86% |
| Capital | - | - | - | - | - |
| Total | \$1,405,153 | \$1,257,853 | \$1,201,720 | \$666,400 | -47.02% |

Economic Development Expenditures by Type



Economic Development Expenditure History



Line Item Expenditures

| Economic Development Expenditures | | | | | |
|---|---------------------|---------------------|---------------------|-------------------|-------------------|
| Line Item | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Salaries | 207,565 | 246,200 | 255,840 | 258,000 | 4.79% |
| Part-Time Salaries | 10,366 | 32,000 | 18,894 | 17,900 | -44.06% |
| FICA | 15,494 | 21,300 | 21,017 | 21,100 | -0.94% |
| Group Insurance | 31,490 | 33,200 | 31,648 | 31,400 | -5.42% |
| General Retirement | 18,783 | 25,000 | 25,968 | 29,400 | 17.60% |
| 401K General | 10,378 | 12,300 | 12,792 | 12,900 | 4.88% |
| Workers Comp | 1,539 | 2,200 | 2,500 | 2,200 | 0.00% |
| Postage | 624 | - | 200 | 700 | - |
| Telephone & Communication | 3,554 | 600 | - | 600 | 0.00% |
| Printing | 582 | 7,900 | 3,000 | 11,300 | 43.04% |
| Travel and Training | 3,655 | 14,557 | 6,500 | 13,700 | -5.89% |
| Advertising | 2,599 | 5,000 | 4,200 | 5,000 | 0.00% |
| Office Supplies | 2,000 | 5,000 | 1,500 | 3,600 | -28.00% |
| Departmental Supplies | 1,614 | 11,900 | 10,000 | 1,500 | -87.39% |
| Technology Hardware & Accessories | 5,234 | 4,200 | 2,500 | 2,500 | -40.48% |
| Meeting & Event Provisions | 1,209 | 2,000 | 600 | 1,300 | -35.00% |
| Community Outreach Materials/Activities | 790 | 12,200 | 5,000 | 2,000 | -83.61% |
| Uniforms | - | 300 | 200 | 300 | 0.00% |
| Contracted Services | 53,149 | 64,860 | 64,500 | 5,000 | -92.29% |
| Software License & Maintenance | 3,669 | 7,376 | 7,000 | 5,000 | -32.21% |
| Professional Services | 554 | 16,000 | 15,000 | 11,000 | -31.25% |
| Professional Services - Eng/Survey | - | 29,600 | 13,000 | 35,000 | 18.24% |
| Lease Payments | 8,487 | 25,800 | 29,500 | 29,800 | 15.50% |
| Dues and Subscriptions | 2,165 | 2,900 | 2,400 | 2,200 | -24.14% |
| Special Programs | 139 | - | - | - | - |
| Capital Outlay - Land | - | 595,560 | 595,560 | - | -100.00% |
| Downtown Development | 2,179 | 62,500 | 55,000 | 17,000 | -72.80% |
| Economic Incentives | 17,336 | 17,400 | 17,400 | 146,000 | 739.08% |
| Emergency Loan Program | 1,000,000 | - | - | - | - |
| Total | \$ 1,405,153 | \$ 1,257,853 | \$ 1,201,720 | \$ 666,400 | -47.02% |

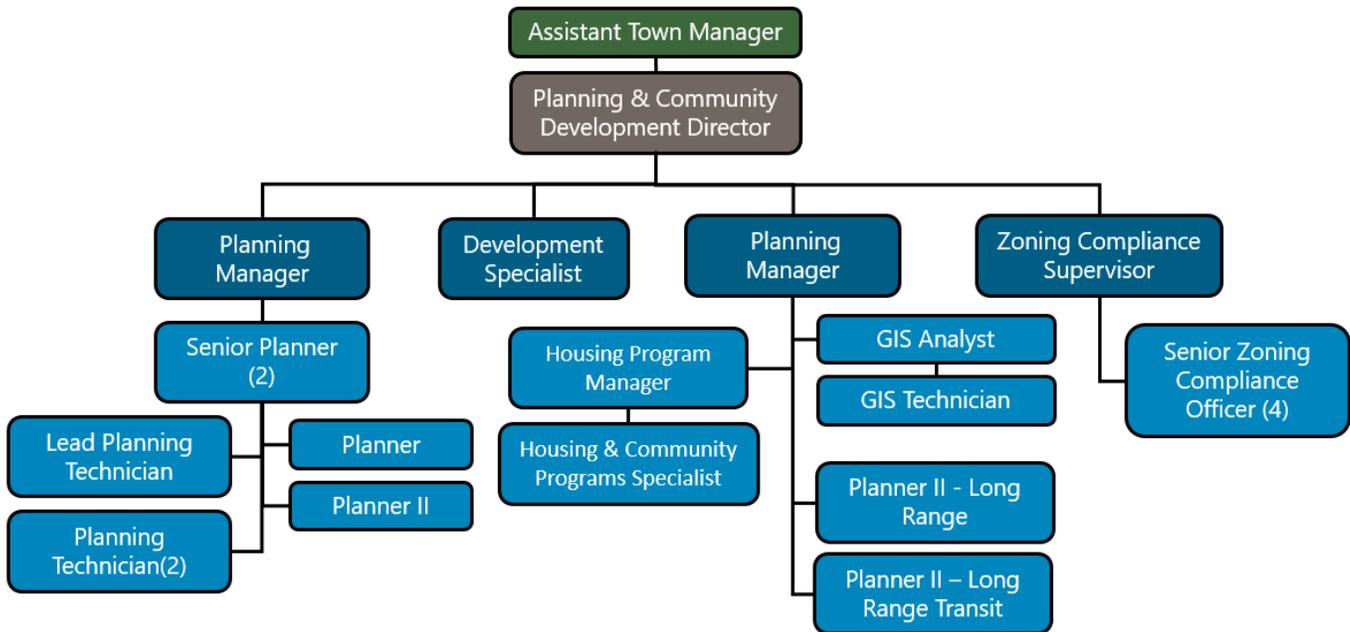
Budget Highlights

Economic Development: Budget Highlights

| Travel & Training (41400) | | Lease Payments (44900) | |
|--------------------------------------|--------------|--|--------------|
| NCEDA | 4,250 | Coworking Space | 15,000 |
| Trade Shows | 1,500 | Utilities | 3,500 |
| Meetings/Seminars, etc. | 1,900 | Fiber | 11,300 |
| Client Meetings | 500 | | <hr/> 29,800 |
| Prospect / Consultant Trips | 2,000 | | |
| Professional Development | 2,000 | Professional Services (44600) | |
| Chamber events | 250 | Videography | 1,000 |
| Notary Certification | 75 | Depot Signage | 5,000 |
| Collen Professional Development | 1,225 | Legal | 5,000 |
| | <hr/> 13,700 | | <hr/> 11,000 |
| | | Professional Services - Engineering (44602) | |
| | | Engineering (potential projects) | 10,000 |
| | | Engineering (Cash Corporate Site) | 25,000 |
| | | | <hr/> 35,000 |

PLANNING & COMMUNITY DEVELOPMENT 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 & Community Development 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

- Developed the Town's first Affordable Housing Plan, adopted by Town Council on February 1, 2021, which will help the Town work toward its goal of providing safe, sanitary, and quality housing to individuals of all incomes, ages, and abilities.

- Developed the Town’s Wayfinding Program and supported the Town’s efforts on the Downtown Design Projects for three of the top ten recommendations in the Downtown Plan, which include the Salem Street streetscape, downtown alley improvements, and addition of downtown parking.
- Won Neighborhood Revitalization Program grant from Wake County to enhance transit stops and complete pedestrian connections to transit while coordinating with multiple Town departments and GoTriangle on major roadway, pedestrian, and transit projects/studies, including Jessie Drive Phase I Design, GoApex Route 1 Bus Stop Improvements, W. Chatham Street pedestrian improvements, and the Downtown Apex Transit Transfer Station.

Upcoming Projects

- Implement near-term recommendations from the Affordable Housing Plan, including hiring a Housing Program Manager and Housing & Community Programs Analyst, creating a Housing Advisory Board, and developing an Incentive Zoning Conditions policy.
- Implement Phase I of Wayfinding Program recommendations to create and place wayfinding signs throughout Apex, helping to direct residents and visitors to key destinations in the Town.
- Launch service for GoApex Route 1 in Spring 2022, lead Apex’s participation in NCDOT’s Transit Oriented Development plan, and serve as Apex’s liaison for the NCDOT project to grade-separate Technology Drive at NC55.

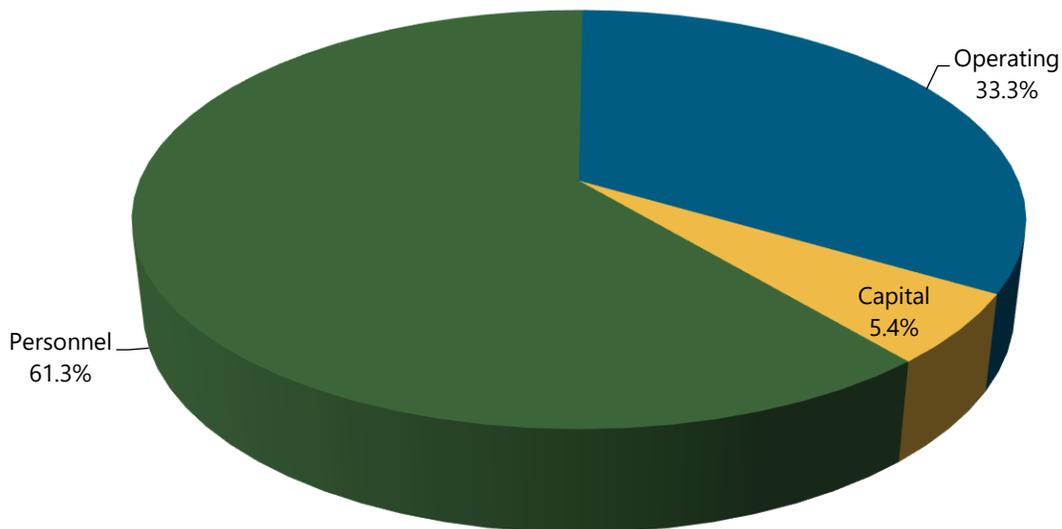
FY 2021-2022 Budget Highlights

- The Planning & Community Development Department budget increased by 31.05 percent in FY21-22.
- The Planning & Community Development budget accounts for 4.34 percent of the General Fund budget and is equivalent to \$0.031 on the tax rate.
- The Town plans to spend \$48.37 per capita for Planning in FY21-22.
- Major budget changes include the addition of two new staff member, a Housing & Community Program Specialist and a Housing Program Manager, and the associated onboarding costs.
- The budget also includes \$185,000 for the Wayfinding plan and \$100,000 in special program for the historical marker program, façade grant program and the implementation of the tree planting program.

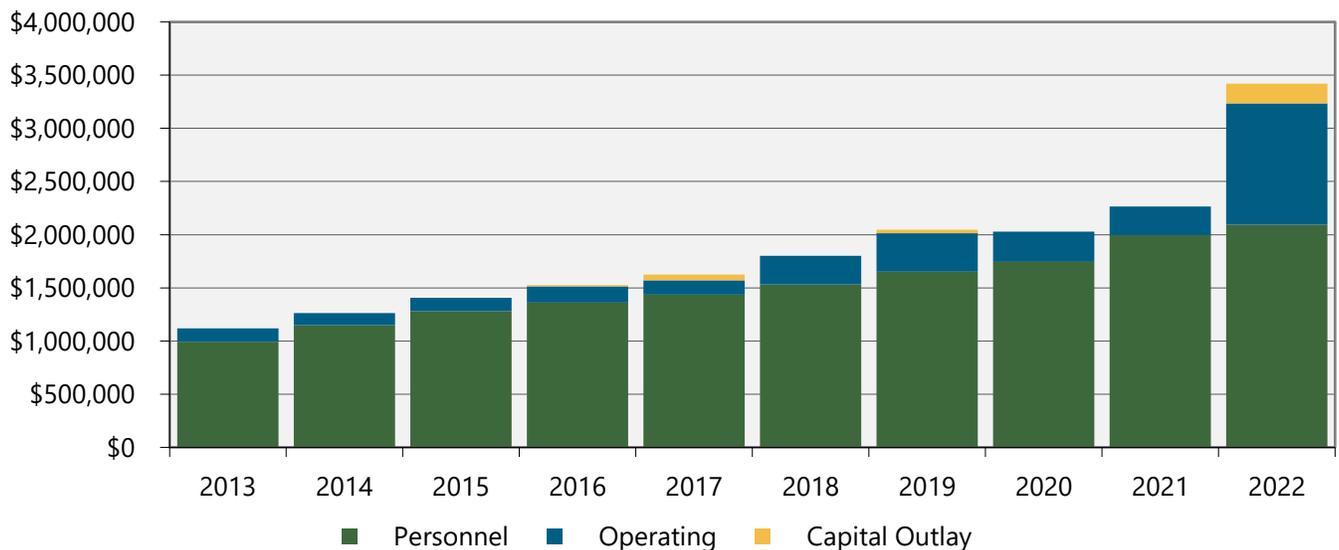
Budget Summary

| Expenditures by Type | | | | | |
|----------------------|--------------------|--------------------|--------------------|--------------------|----------------|
| Type | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Personnel | 1,743,135 | 1,951,900 | 1,995,118 | 2,094,600 | 7.31% |
| Operating | 286,485 | 656,852 | 270,674 | 1,139,200 | 73.43% |
| Capital | - | - | - | 185,000 | - |
| Total | \$2,029,620 | \$2,608,752 | \$2,265,792 | \$3,418,800 | 31.05% |

Planning & Community Development Expenditures by Type



Planning & Community Development Expenditure History



Line Item Expenditures

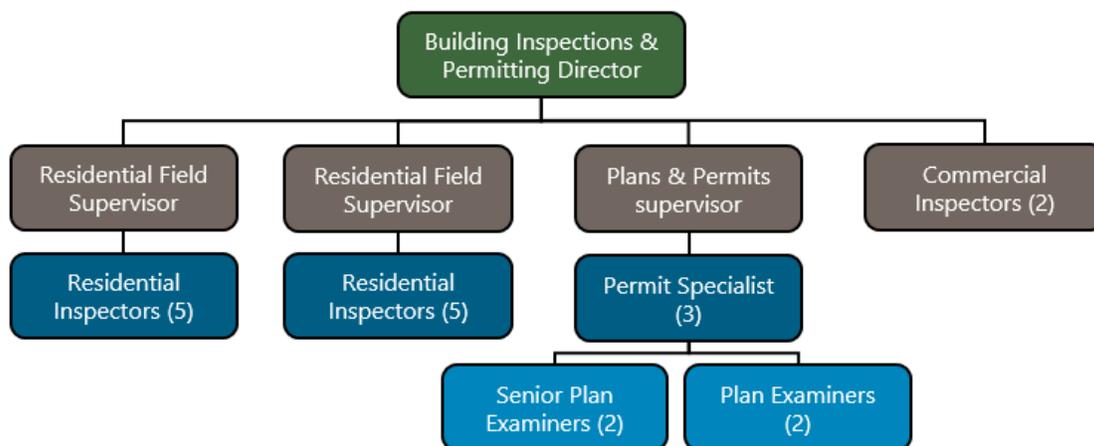
| Planning & Community Development Expenditures | | | | | |
|---|---------------------|---------------------|---------------------|---------------------|-------------------|
| Line Item | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Salaries | 1,268,754 | 1,429,700 | 1,451,641 | 1,507,800 | 5.46% |
| Part-Time Salaries | 41 | - | 14,320 | 16,000 | - |
| FICA | 93,208 | 107,200 | 112,146 | 116,600 | 8.77% |
| Group Insurance | 195,660 | 190,100 | 183,087 | 194,500 | 2.31% |
| General Retirement | 114,730 | 142,300 | 147,342 | 171,800 | 20.73% |
| 401K General | 63,438 | 70,100 | 72,582 | 75,400 | 7.56% |
| Workers Comp | 7,305 | 12,500 | 14,000 | 12,500 | 0.00% |
| Postage | 64 | 500 | 225 | 500 | 0.00% |
| Telephone & Communication | 6,978 | 7,700 | 6,000 | 9,400 | 22.08% |
| Printing | 11,132 | 12,800 | 9,800 | 13,600 | 6.25% |
| Travel and Training | 8,279 | 13,600 | 5,000 | 26,700 | 96.32% |
| Maintenance & Repair - Equipment | - | 500 | 100 | - | -100.00% |
| Maintenance & Repair - Vehicle | 1,028 | 3,000 | 2,200 | 3,000 | 0.00% |
| Advertising | - | 1,300 | 750 | 3,400 | 161.54% |
| Automotive Supplies | 122 | 2,500 | 1,200 | 2,500 | 0.00% |
| Motor Fuel | 2,356 | 4,600 | 2,200 | 4,500 | -2.17% |
| Office Supplies | 1,716 | 5,000 | 2,500 | 5,000 | 0.00% |
| Janitorial Supplies | 263 | 400 | 200 | 500 | 25.00% |
| Departmental Supplies | 7,557 | 7,700 | 5,000 | 9,100 | 18.18% |
| Technology Hardware & Accessories | 16,294 | 11,000 | 3,100 | 23,900 | 117.27% |
| Meeting & Event Provisions | 428 | 1,400 | 500 | 1,500 | 7.14% |
| Community Outreach Materials/Activities | 8,225 | 28,150 | 15,000 | 5,500 | -80.46% |
| Uniforms | - | 1,500 | 700 | 1,700 | 13.33% |
| Contracted Services | 31,886 | 235,500 | 53,800 | 57,000 | -75.80% |
| Personal Protective Equipment | 961 | 1,100 | 1,100 | 1,200 | 9.09% |
| Bank / Transaction Fees | 2,632 | 3,000 | 4,800 | 6,000 | 100.00% |
| Software License & Maintenance | 29,953 | 29,344 | 22,999 | 36,600 | 24.73% |
| Professional Services | 127,560 | 239,058 | 95,000 | 120,000 | -49.80% |
| Professional Services - Eng/Survey | - | 4,000 | - | 4,000 | 0.00% |
| Dues and Subscriptions | 25,860 | 39,700 | 35,000 | 44,800 | 12.85% |
| Special Programs | - | - | - | 100,000 | - |
| Insurance - General Liability | 3,191 | 3,500 | 3,500 | 3,800 | 8.57% |
| Transit | - | - | - | 655,000 | - |
| Capital Outlay - Equipment | - | - | - | 185,000 | - |
| Total | \$ 2,029,620 | \$ 2,608,752 | \$ 2,265,792 | \$ 3,418,800 | 31.05% |

Budget Highlights

| Planning & Community Development: Budget Highlights | | | |
|--|---------|---|---------|
| New Personnel | | | |
| Housing & Community Programs Specialist | 28,069 | | |
| Housing Program Manager | 95,919 | | |
| | <hr/> | | |
| | 123,988 | | |
| Travel & Training (41400) | | | |
| NC LEAD Program Training | 14,200 | | |
| NCAZO Conference / ZCO Professional Devpt | 3,450 | | |
| NCAPA Conference (4) | 1,200 | | |
| NCAMPO Conference | 650 | | |
| Planner Professional Development (10) | 3,200 | | |
| Planning Tech Professional Development (3) | 960 | | |
| NCGIS Conference (2) | 1,300 | | |
| GISP Professional Development (2) | 640 | | |
| NC Bike Walk Summit | 300 | | |
| AICP Exam Classes & Exams | 800 | | |
| | <hr/> | | |
| | 26,700 | | |
| Professional Services (44600) | | | |
| Downtown Bus Stop (GoTriangle) Enhancements | 50,000 | | |
| NCDOT S-Line Transit Oriented Devpt. project | 40,000 | | |
| Language Translation Services | 30,000 | | |
| | <hr/> | | |
| | 120,000 | | |
| | | Contracted Services (44500) | |
| | | New Employee Cost | 3,600 |
| | | Buffer Re-Vegetation and General Repair | 15,000 |
| | | Arboreal Services | 15,000 |
| | | Zoning Compliance Enforcement | 3,000 |
| | | Capital Area Preservation | 20,400 |
| | | | <hr/> |
| | | | 57,000 |
| | | Special Programs (45400) | |
| | | Tree Planting Program | 75,000 |
| | | Historical Marker Program | 5,000 |
| | | Façade Grant Program | 20,000 |
| | | | <hr/> |
| | | | 100,000 |
| | | Community Outreach (43311) | |
| | | Bike Apex Outreach and Education Event | 5,000 |
| | | PeakFest supplies | 500 |
| | | | <hr/> |
| | | | 5,500 |
| | | Capital Outlay Equipment (47400) | |
| | | Wayfinding Signage | 185,000 |

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

- Inspections are scheduled online except for homeowner projects, and Inspections are completed and resulted using iPads resulting in paperless workflow.
- Solar plans are submitted and reviewed electronically.
- Residential additions and alterations plans are submitted and reviewed electronically.

Upcoming Projects

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

FY 2021-2022 Budget Highlights

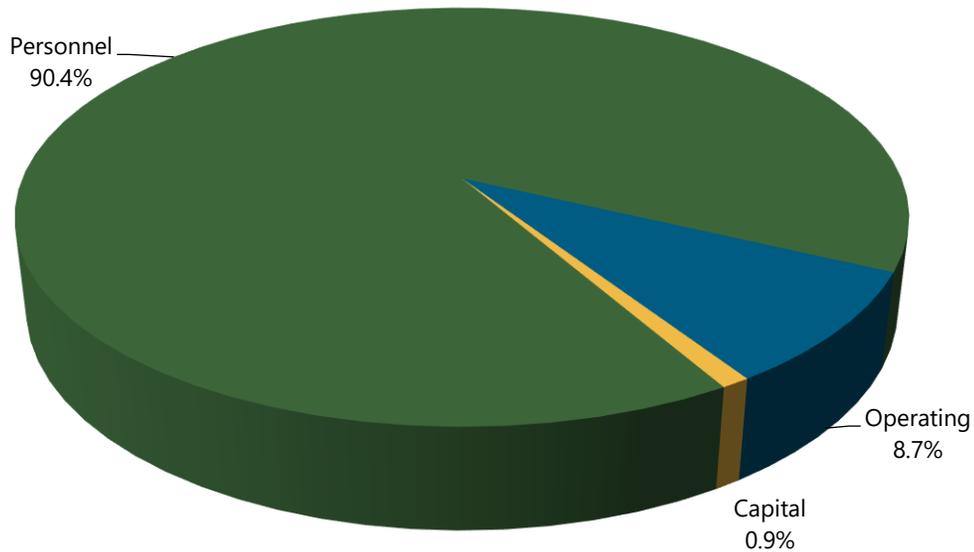
- The Building Inspections & Permitting Department budget decreased 1.15 percent in FY21-22.
- The Building Inspections & Permitting budget accounts for 3.94 percent of the General Fund budget and is equivalent to \$0.028 on the tax rate.
- The Town plans to spend \$43.89 per capita for Inspections & Permitting in FY21-22.
- There were no major budget changes from prior year.
- The budget includes \$28,000 in capital equipment for one vehicle addition.



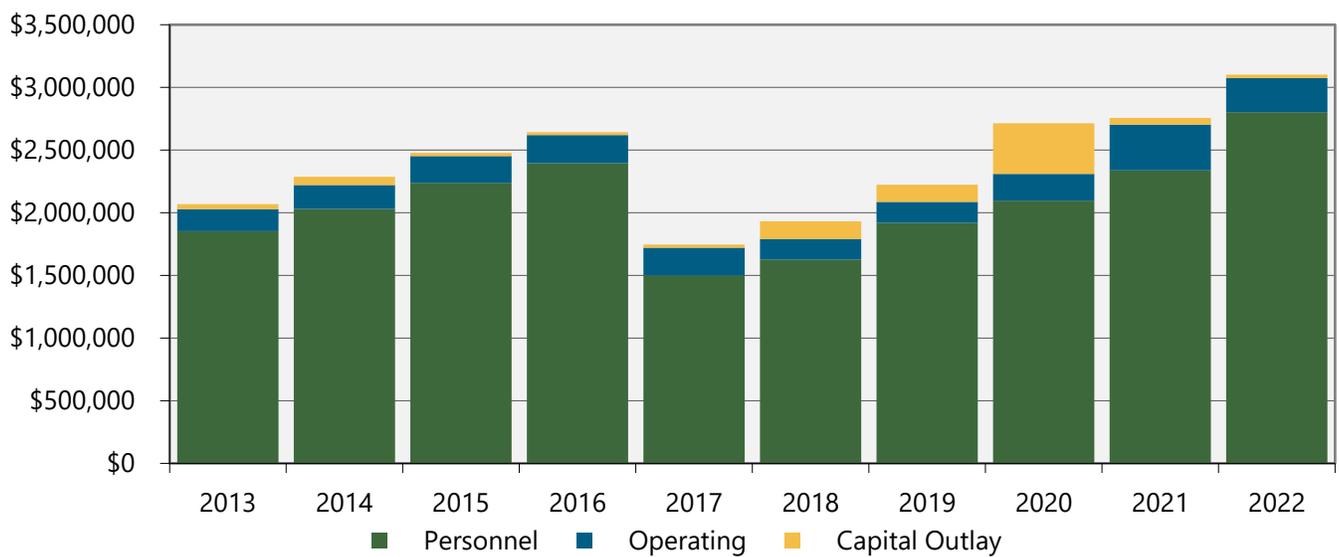
Budget Summary

| Expenditures by Type | | | | | |
|----------------------|--------------------|--------------------|--------------------|--------------------|----------------|
| Type | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Personnel | 2,095,803 | 2,612,800 | 2,337,313 | 2,803,300 | 7.29% |
| Operating | 214,485 | 469,252 | 365,100 | 270,800 | -42.29% |
| Capital | 402,249 | 56,000 | 55,000 | 28,000 | -50.00% |
| Total | \$2,712,537 | \$3,138,052 | \$2,757,413 | \$3,102,100 | -1.15% |

Building Inspections & Permitting Expenditures by Type



Building Inspections & Permitting Expenditure History



Line Item Expenditures

| Building Inspections & Permitting Expenditures | | | | | |
|--|---------------------|---------------------|---------------------|---------------------|-------------------|
| Line Item | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Salaries | 1,483,640 | 1,772,200 | 1,675,000 | 1,871,500 | 5.60% |
| Part-Time Salaries | 49,192 | 157,800 | 42,000 | 193,300 | 22.50% |
| FICA | 112,148 | 147,700 | 131,351 | 158,000 | 6.97% |
| Group Insurance | 231,858 | 251,200 | 217,400 | 253,700 | 1.00% |
| General Retirement | 134,094 | 179,900 | 170,013 | 213,200 | 18.51% |
| 401K General | 75,612 | 88,600 | 83,750 | 93,600 | 5.64% |
| Workers Comp | 9,260 | 15,400 | 17,800 | 20,000 | 29.87% |
| Postage | 225 | 500 | 200 | - | -100.00% |
| Telephone & Communication | 20,933 | 28,400 | 14,000 | 19,500 | -31.34% |
| Printing | 15,429 | 18,600 | 15,000 | 15,400 | -17.20% |
| Travel and Training | 24,876 | 59,200 | 35,000 | 56,700 | -4.22% |
| Maintenance & Repair - Vehicle | 3,329 | 4,500 | 3,000 | 4,800 | 6.67% |
| Automotive Supplies | 2,422 | 9,500 | 3,000 | 5,000 | -47.37% |
| Motor Fuel | 11,117 | 14,000 | 14,000 | 15,000 | 7.14% |
| Office Supplies | 3,355 | 5,000 | 3,500 | 5,000 | 0.00% |
| Departmental Supplies | 2,240 | 4,300 | 4,300 | 7,500 | 74.42% |
| Technology Hardware & Accessories | 22,239 | 22,638 | 12,000 | 30,500 | 34.73% |
| Safety Supplies | - | 1,000 | 500 | 1,000 | 0.00% |
| Medical Supplies | 56 | - | 100 | - | - |
| Meeting & Event Provisions | 3,842 | 5,500 | 1,300 | 4,400 | -20.00% |
| Uniforms | 4,178 | 9,100 | 6,000 | 8,300 | -8.79% |
| Contracted Services | 248 | - | - | 4,500 | - |
| Personal Protective Equipment | 1,315 | 1,500 | 1,800 | 2,000 | 33.33% |
| Bank / Transaction Fees | 14,409 | 50,000 | 18,000 | 22,500 | -55.00% |
| Software License & Maintenance | 26,916 | 59,548 | 58,000 | 51,700 | -13.18% |
| Professional Services | 47,581 | 163,566 | 163,500 | 5,000 | -96.94% |
| Dues and Subscriptions | 202 | 1,700 | 1,200 | 500 | -70.59% |
| Insurance - General Liability | 9,572 | 10,700 | 10,700 | 11,500 | 7.48% |
| Capital Outlay - Land | 355,974 | - | - | - | - |
| Capital Outlay - Equipment | 46,275 | 56,000 | 55,000 | 28,000 | -50.00% |
| Total | \$ 2,712,537 | \$ 3,138,052 | \$ 2,757,413 | \$ 3,102,100 | -1.15% |

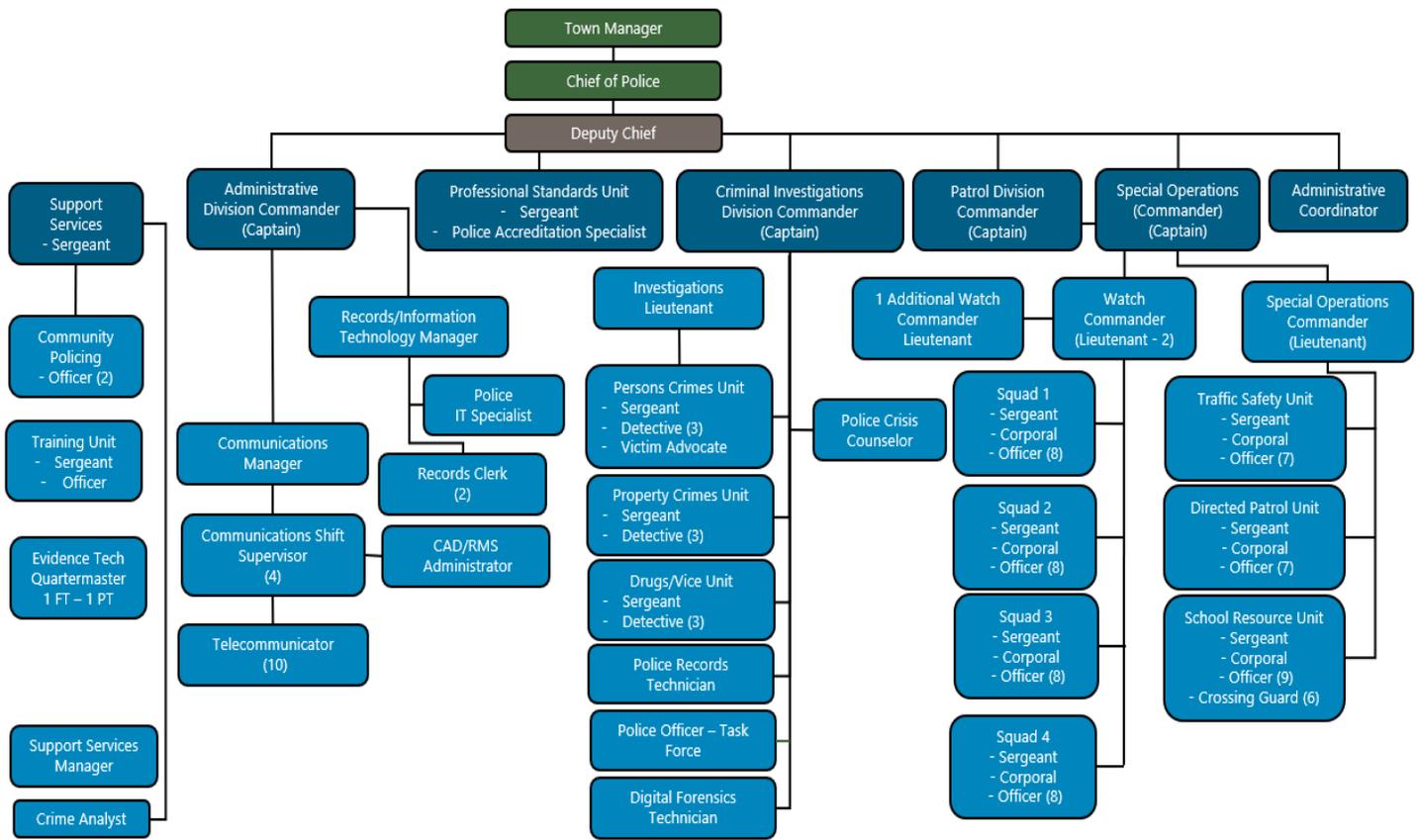
Budget Highlights

Building Inspections & Permitting: Budget Highlights

| Travel & Training (41400) | | Software License & Maintenance (44509) | |
|---|--------------|---|--------------|
| Certification Classes & Seminars (Inspectors) | 46,900 | IDT | 1,600 |
| Code Study Guides | 3,300 | E-Permitting | 10,000 |
| NWS Annual Conference | 6,500 | New World | 24,600 |
| | <hr/> 56,700 | Office365 | 3,000 |
| | | Executime | 1,550 |
| Technology & Hardware (43301) | | Laserfiche | 9,200 |
| Computer Replacements (7) | 17,500 | ArcGIS Online | 1,750 |
| IPad addition | 1,000 | | <hr/> 51,700 |
| Technology Break/Fix | 12,000 | | |
| | <hr/> 30,500 | Professional Services (44600) | |
| | | New World Training Support | 5,000 |
| Contracted Services (44500) | | | |
| Greenscape | 4,500 | Capital Outlay Equipment (47300) | |
| | | Vehicle Addition | 28,000 |

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 additional racial diversity and implicit bias training (COHORT) for new staff members and are continuing to finalizing having all remaining staff trained in Crisis Intervention Training as part of our overall strategic goals. This also continues to support our commitment to the IACP One Mind Campaign. The department also completed Instructor Certification for department's K-9 trainer. Finally, the department certified six police instructors in Integrating Communications, Assessment, and Tactics (ICAT) to provide the training to our staff. This training teaches de-escalation techniques and provides first responding police officers with the tools, skills, and options they need to successfully and safely defuse a range of critical incidents.



- Partnered with Special Olympics of North Carolina, was recognized as the *2nd highest* agency in the state to raise funds and awareness through the Law Enforcement Torch Run, and received a Director's Award.
- Received a \$69,900.00 continuation grant from the North Carolina Governor's Highway Safety Program to supplement the salary and training of an officer to focus on impaired driving enforcement, and transitioned our underage drinking prevention education program to a virtual online option for students impacted by the COVID-19 health crisis.

Upcoming Projects

- Finalizing implementation of Body Worn Cameras (BWC's) to support enhancing public trust during encounters and increase citizen perceptions of police transparency and legitimacy. Adopting this technology also improves training opportunities and raises our training's quality and applicability, which benefits our community and visitors to Apex.
- The department is preparing to participate in the final four-year assessment review of our accreditation process through The Commission on Accreditation for Law Enforcement Agencies (CALEA) assessment process. This is a long term review APD's compliance with all of the "best practice" standards required to maintain creditable standing and certification with CALEA. Each year's review has been completed and reviewed by the CALEA Commission. APD will meet with the Commission body this summer as part of the final re-accreditation program.
- The department requesting a \$60,150.00 continuation grant from the North Carolina Governor's Highway Safety Program to supplement the salary and training of an officer to focus on impaired driving enforcement.

FY 2021-2022 Budget Highlights

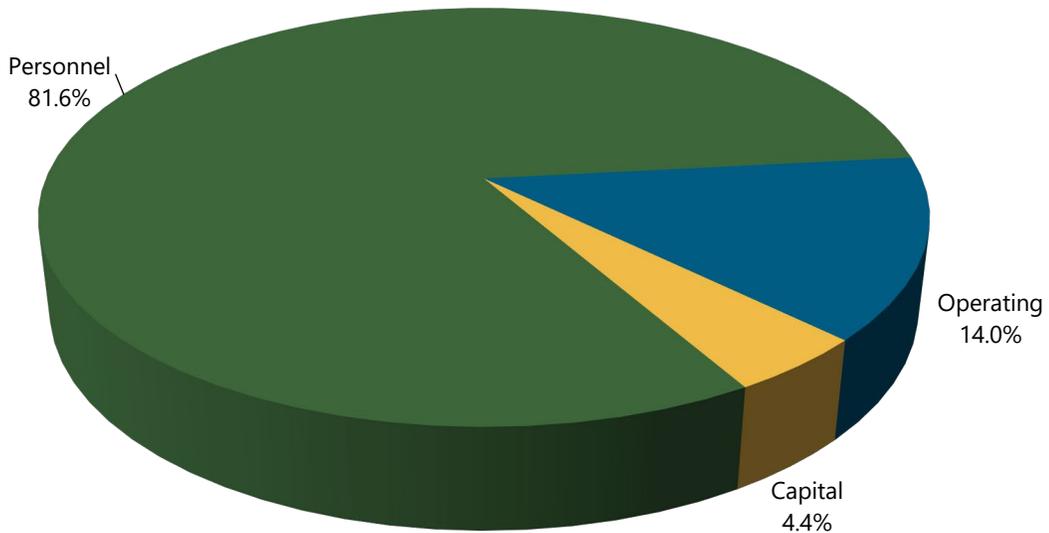
- The Police Department budget decreased 6.62 percent in FY21-22.
- The Police budget accounts for 17.03 percent of the General Fund budget and is equivalent to \$0.122 on the tax rate.
- The Town plans to spend \$189.56 per capita for Police in FY21-22.
- Major budget changes include the addition of four new staff members including a CAD/RMS Administrator, a Digital Forensic Technician, a Police Crisis Counselor, and a Support Services Manager, and the associated onboarding costs.
- The budget includes \$425,800 for capital equipment including seven vehicle replacements, one vehicle addition, an ATV, K-9 replacement, solar sign board, and a thermal monocular.



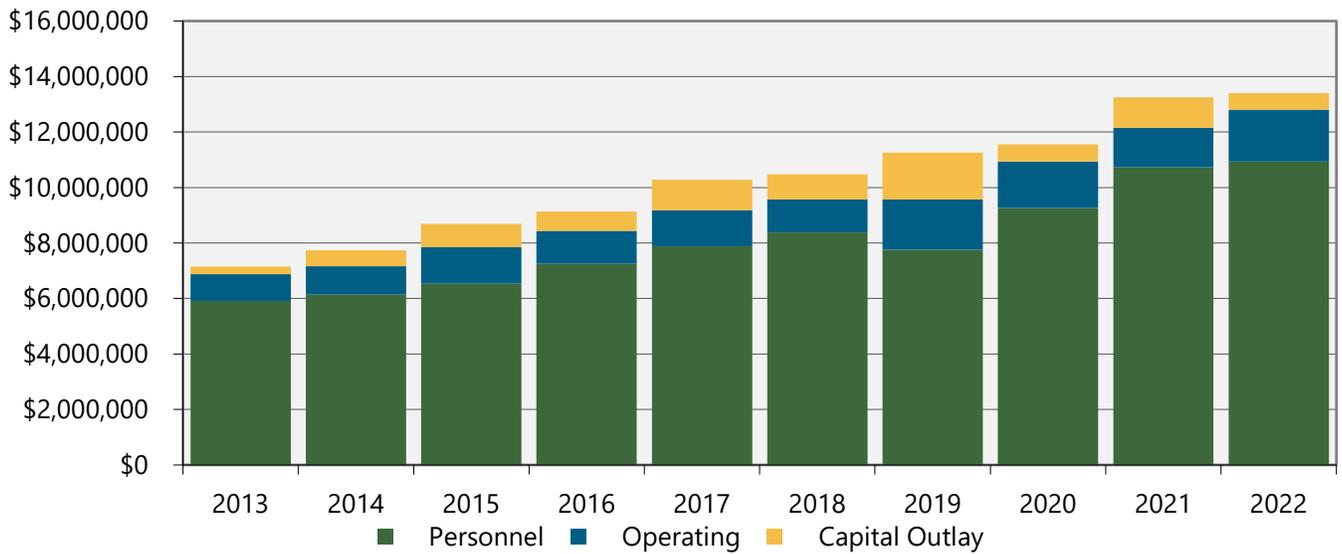
Budget Summary

| Expenditures by Type | | | | | |
|----------------------|---------------------|---------------------|---------------------|---------------------|----------------|
| Type | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Personnel | 9,265,301 | 11,425,685 | 10,728,982 | 10,938,900 | -4.26% |
| Operating | 1,672,668 | 1,805,999 | 1,420,100 | 1,871,500 | 3.63% |
| Capital | 622,037 | 1,117,573 | 1,100,000 | 589,000 | -47.30% |
| Total | \$11,560,005 | \$14,349,257 | \$13,249,082 | \$13,399,400 | -6.62% |

Police Expenditures by Type



Police Expenditure History



Line Item Expenditures

| Police Expenditures | | | | | |
|---|-------------------|-------------------|---------------------|-------------------|-------------------|
| Line Item | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Salaries | 6,411,314 | 7,853,265 | 7,470,647 | 7,275,000 | -7.36% |
| Part-Time Salaries | 119,229 | 171,800 | 151,400 | 348,200 | 102.68% |
| FICA | 476,513 | 642,600 | 583,087 | 590,800 | -8.06% |
| Group Insurance | 1,017,026 | 1,071,900 | 973,309 | 1,099,800 | 2.60% |
| General Retirement | 43,324 | 58,600 | 63,315 | 115,800 | 97.61% |
| Police Retirement | 578,030 | 838,120 | 721,587 | 774,000 | -7.65% |
| 401K General | 23,931 | 28,900 | 31,207 | 54,800 | 89.62% |
| 401K Police | 296,593 | 384,500 | 331,730 | 320,500 | -16.64% |
| Separation Allowance | 150,000 | 150,000 | 150,000 | 150,000 | 0.00% |
| Workers Comp | 149,342 | 226,000 | 252,699 | 210,000 | -7.08% |
| Postage | 2,533 | 5,000 | 3,200 | 4,000 | -20.00% |
| Telephone & Communication | 104,503 | 150,500 | 78,000 | 105,300 | -30.03% |
| Printing | 21,421 | 31,900 | 23,000 | 25,600 | -19.75% |
| Utilities | 66,939 | 75,000 | 50,000 | 65,000 | -13.33% |
| Travel and Training | 56,721 | 105,000 | 65,000 | 117,000 | 11.43% |
| Maintenance & Repair - Building | 46,835 | 153,642 | 125,000 | 127,000 | -17.34% |
| Maintenance & Repair - Equipment | 21,327 | 38,000 | 17,000 | 43,500 | 14.47% |
| Maintenance & Repair - Vehicle | 59,796 | 76,000 | 64,000 | 76,000 | 0.00% |
| Rental - Equipment | 350 | 1,500 | - | 1,500 | 0.00% |
| Rental - Vehicle | - | 1,000 | - | 1,500 | 50.00% |
| Rental - Facilities | - | 1,000 | - | 1,000 | 0.00% |
| PIN Terminal | 21,531 | 21,750 | 17,500 | 20,000 | -8.05% |
| Advertising | 94 | 7,100 | 7,000 | 8,900 | 25.35% |
| Automotive Supplies | 25,896 | 30,300 | 25,000 | 30,300 | 0.00% |
| Motor Fuel | 144,443 | 160,000 | 160,000 | 170,000 | 6.25% |
| Office Supplies | 4,015 | 6,400 | 3,200 | 6,000 | -6.25% |
| Janitorial Supplies | 903 | 2,000 | 1,100 | 2,000 | 0.00% |
| Departmental Supplies | 184,365 | 180,495 | 160,000 | 180,000 | -0.27% |
| Technology Hardware & Accessories | 183,134 | 60,029 | 48,000 | 77,500 | 29.10% |
| Safety Supplies | 4,665 | 8,000 | 6,000 | 8,000 | 0.00% |
| Medical Supplies | 1,755 | 11,100 | 8,000 | 10,300 | -7.21% |
| Meeting & Event Provisions | 8,036 | 10,000 | 4,000 | 10,000 | 0.00% |
| Community Outreach Materials/Activities | 19,717 | 22,500 | 18,000 | 24,000 | 6.67% |
| K-9 Program Expenses | 7,805 | 9,200 | 5,800 | 13,100 | 42.39% |
| Employee Recognition | 335 | 6,000 | 3,000 | 6,000 | 0.00% |
| Uniforms | 113,497 | 84,364 | 62,000 | 123,700 | 46.63% |
| Contracted Services | 102,577 | 116,300 | 106,300 | 135,000 | 16.08% |
| Personal Protective Equipment | 5,060 | 35,030 | 25,000 | 39,500 | 12.76% |
| Software License & Maintenance | 276,545 | 195,489 | 180,000 | 218,500 | 11.77% |
| Professional Services | 51,375 | 54,000 | 18,000 | 70,700 | 30.93% |



| | | | | | |
|-------------------------------|---------------------|---------------------|----------------------|---------------------|---------------|
| Dues and Subscriptions | 9,057 | 7,400 | 7,000 | 8,600 | 16.22% |
| Insurance - General Liability | 124,437 | 140,000 | 130,000 | 139,000 | -0.71% |
| Capital Outlay - Improvements | - | 175,000 | 175,000 | 125,000 | -28.57% |
| Capital Outlay - Equipment | 622,037 | 942,573 | 925,000 | 464,000 | -50.77% |
| Restricted Police Funds | 3,000 | - | - | 3,000 | - |
| Total | \$11,560,005 | \$14,349,257 | \$ 13,249,082 | \$13,399,400 | -6.62% |



Community Outreach (43311)

| | |
|---|--------|
| Apex Night Out | 3,000 |
| Outreach Aids (i.e. coloring books, stickers, etc.) | 16,000 |
| Citizen's Police Academy | 500 |
| Shred Day | 1,500 |
| Miscellaneous Outreach Items | 1,500 |
| Community Outreach Signs | 1,500 |
| | <hr/> |
| | 24,000 |

Maintenance & Repair Bldg (41500)

| | |
|---------------------------|---------|
| Building Repairs | 75,000 |
| EOC Audio/Visual Upgrade | 18,000 |
| Fire Alarm Upgrade | 13,500 |
| Brivo Card Reader Upgrade | 20,500 |
| | <hr/> |
| | 127,000 |

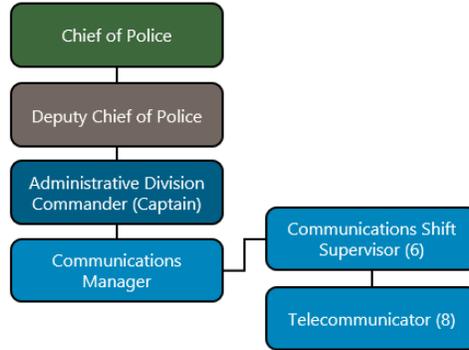
Capital Outlay Equipment (47400)

| | |
|---|---------|
| Vehicle Addition (Police Crisis Counselor) | 31,000 |
| Replace Marked Units (64, 166, 234, 240, 251) | 280,000 |
| Replace Unit #194 Unmarked CID Sedan | 27,000 |
| Replace Unit #165 (Incident Command Van) | 60,000 |
| ATV/Mule | 18,000 |
| K-9 (Replacement) | 10,000 |
| Sign Board (Solar-2) | 28,000 |
| Thermal Monocular (2) | 10,000 |
| | <hr/> |
| | 464,000 |



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

- The department is finalizing the implementation process for both the ESInet network backup and the IntelliComm software for the Communications Center.
- Added two Telecommunicator shift supervisors achieving the 5-year staffing goal of having each team supported by a dedicated supervisor for each work period.

Upcoming Projects

- Finalizing implementation IntelliComm, an APCO certified software suite designed to support EMD based dispatching in our communications center. Emergency Medical Dispatch (EMD) refers to a system that enhances services we provide by setting pre-selected questions and responses designed to increase consistency and our ability to give clear guidance in an emergency.
- Finalizing implementation of ESInet to enhance all public safety services we provide in emergency response incidents by having the capability to receive text, digital photos, and video directly from smart devices utilized by callers to 911. This is a crucial step in Apex's ability to be part of the Next Gen 911 system.
- Continuing to participate in review and logistics planning for PSS6. We are planning to provide a more robust backup telecommunications solution at the PSS6 (Wimberly Rd) location to ensure continuity of operations.

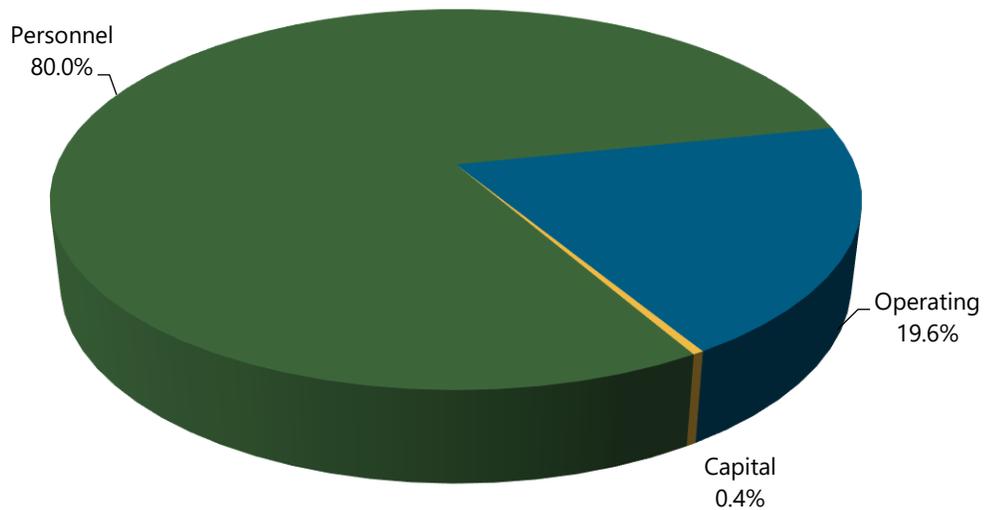
FY 2021-2022 Budget Highlights

- The 911 Communications Department budget increased 1.68 percent in FY21-22.
- The 911 Communications budget accounts for 2.01 percent of the General Fund budget and is equivalent to \$0.014 on the tax rate and \$22.34 per capita cost in FY21-22.
- There were no major budget changes this year.

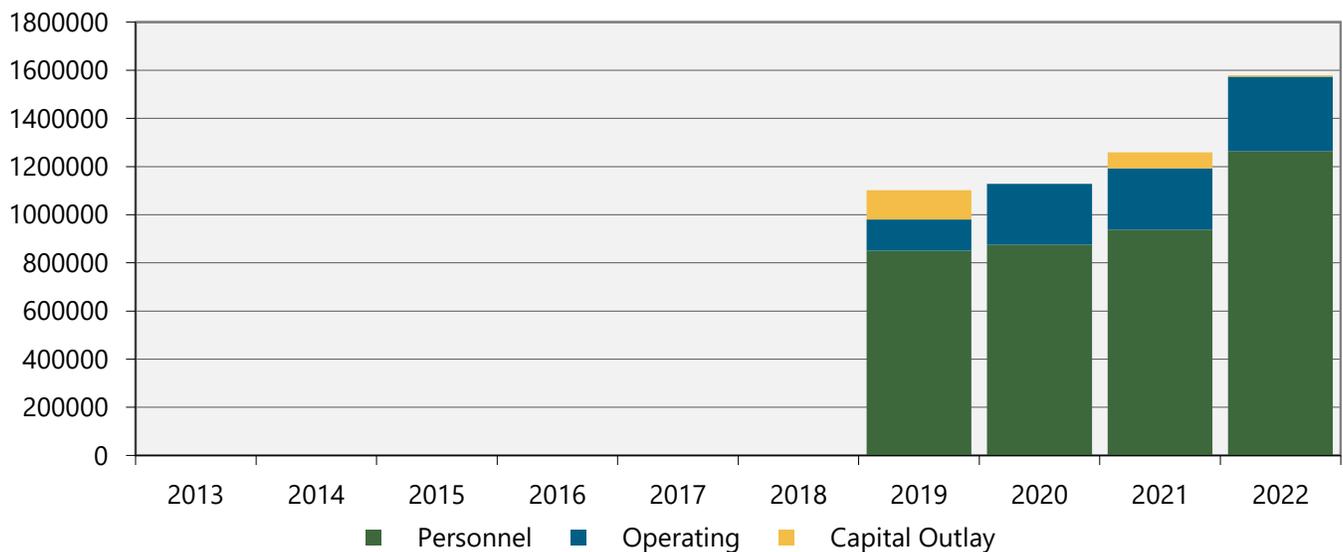
Budget Summary

| Expenditures by Type | | | | | |
|----------------------|--------------------|--------------------|--------------------|--------------------|----------------|
| Type | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Personnel | 875,985 | 1,135,500 | 937,295 | 1,263,800 | 11.30% |
| Operating | 252,291 | 324,439 | 256,100 | 309,200 | -4.70% |
| Capital | - | 93,000 | 65,000 | 6,000 | -93.55% |
| Total | \$1,128,276 | \$1,552,939 | \$1,258,395 | \$1,579,000 | 1.68% |

Emergency Communications Expenditures by Type



Emergency Communications Expenditure History



Line Item Expenditures

| Emergency Communications Expenditures | | | | | |
|---|---------------------|---------------------|---------------------|---------------------|-------------------|
| Line Item | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Salaries | 621,221 | 798,000 | 675,000 | 853,800 | 6.99% |
| Part-Time Salaries | 7,919 | 23,400 | 13,000 | 63,900 | 173.08% |
| FICA | 45,803 | 51,700 | 52,632 | 70,200 | 35.78% |
| Group Insurance | 112,951 | 138,900 | 92,000 | 133,700 | -3.74% |
| General Retirement | 55,651 | 81,100 | 68,513 | 97,200 | 19.85% |
| 401K General | 31,047 | 40,000 | 33,750 | 42,700 | 6.75% |
| Workers Comp | 1,392 | 2,400 | 2,400 | 2,300 | -4.17% |
| Postage | 133 | 200 | 200 | 200 | 0.00% |
| Telephone & Communication | 63,676 | 60,500 | 45,000 | 63,600 | 5.12% |
| Printing | 994 | 600 | 600 | 700 | 16.67% |
| Utilities | - | 3,000 | - | 3,000 | 0.00% |
| Travel and Training | 4,577 | 8,900 | 5,000 | 6,600 | -25.84% |
| Maintenance & Repair - Building | 1,233 | 4,211 | 2,300 | 6,400 | 51.98% |
| Maintenance & Repair - Equipment | 7,276 | 3,500 | 800 | 13,000 | 271.43% |
| PIN Terminal | 2,049 | 2,700 | 3,900 | 2,700 | 0.00% |
| Motor Fuel | - | 600 | - | 600 | 0.00% |
| Office Supplies | 168 | 500 | 400 | 500 | 0.00% |
| Janitorial Supplies | 739 | 500 | 200 | 1,000 | 100.00% |
| Departmental Supplies | 7,739 | 2,600 | 2,000 | 600 | -76.92% |
| Technology Hardware & Accessories | 5,348 | 5,500 | 5,000 | 5,100 | -7.27% |
| Meeting & Event Provisions | 258 | 500 | 200 | 500 | 0.00% |
| Community Outreach Materials/Activities | - | 300 | 250 | 300 | 0.00% |
| Employee Recognition | - | 1,000 | 500 | 1,000 | 0.00% |
| Uniforms | 1,598 | 2,500 | 2,400 | 3,000 | 20.00% |
| Contracted Services | 89,161 | 120,382 | 92,500 | 108,700 | -9.70% |
| Software License & Maintenance | 63,385 | 93,546 | 85,000 | 79,500 | -15.02% |
| Professional Services | 3,274 | 11,400 | 8,000 | 10,500 | -7.89% |
| Dues and Subscriptions | 685 | 1,500 | 1,850 | 1,700 | 13.33% |
| Capital Outlay - Equipment | - | 93,000 | 65,000 | 6,000 | -93.55% |
| Total | \$ 1,128,276 | \$ 1,552,939 | \$ 1,258,395 | \$ 1,579,000 | 1.68% |

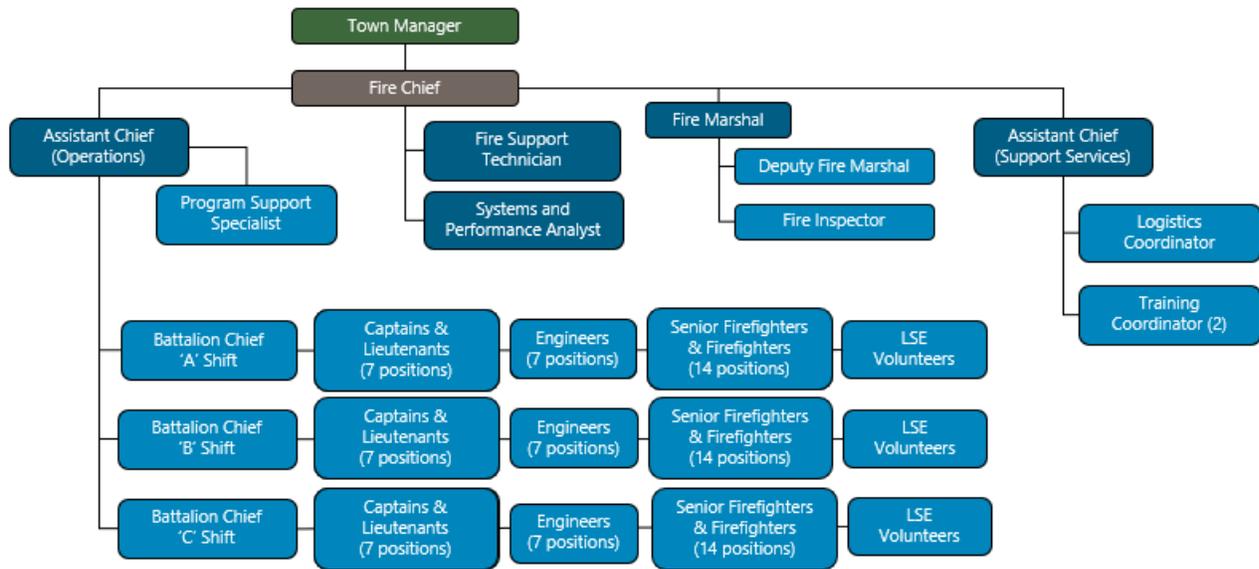
Budget Highlights

Emergency Communications: Budget Highlights

| Technology & Hardware (43301) | | Professional Services (44600) | |
|--|----------------|--|--------------|
| Computers (2) & Monitors (8) | 4,000 | Testing for Entry-Level Telecommunicators | 1,500 |
| Communications Headset AMPS | 400 | Psychological, Drug and Medical Eval. | 5,000 |
| Communications Headset Replacements (6) | 600 | Psychological/ Fitness for Duty Testing | 1,200 |
| Misc. | 100 | CCBI-Background Investigation Fingerprints | 200 |
| | <u>5,100</u> | Employment Advertising | 900 |
| | | Records for Background Checks | 400 |
| | | Language Line | <u>1,300</u> |
| | | | 10,500 |
| Contracted Services (44509) | | Capital Outlay Equipment (47400) | |
| Maintenance on Buildings' (HQ and Substation) | | Encryption Keyloader (Replacement) | 6,000 |
| Security Systems (Card Readers, Cameras, etc.) | 700 | | |
| Janitorial Services and Supplies | 3,400 | | |
| Landscaping | 500 | | |
| Shred-It-Documents Shredding | 300 | | |
| Digital Recorder Maintenance Contract | 8,300 | | |
| Motorola-Radio Console Maintenance | 36,500 | | |
| Cary-Apex-Morrisville PSAP | 59,000 | | |
| | <u>108,700</u> | | |

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.

Recent Accomplishments

- Improved our public protection classification rating from a Class 3 to a Class 1 within the municipal limits and improved our protection rating from a Class 6 to a Class 2 in our rural district. Class 1 is the highest rating awarded by the North Carolina Rating Response System and should result in reduced property insurance rates for our business community.
- Designed Public Safety #36 which features elements intended to support our commitment to supporting the physical and behavioral health of firefighters. Construction on this station is planned to begin in late 2021.
- Completed the first of several operational policies between the Cary, Apex, and Morrisville (CAM) fire departments that helps to ensure cohesive operations during emergency incidents.

Upcoming Projects

- Improve outreach efforts to recruit future talent in advance of the completion of Public Safety Station #36 which will be constructed on Wimberly Road.



- Continue to strengthen operational performance and capabilities through comprehensive policy updates and an increased investment of time and resources into our personnel and equipment.
- Continue working towards achieving accreditation status through the completion of the Community Risk Assessment and Standard of Cover as well as embarking on and organizational self-assessment.

FY 2021-2022 Budget Highlights

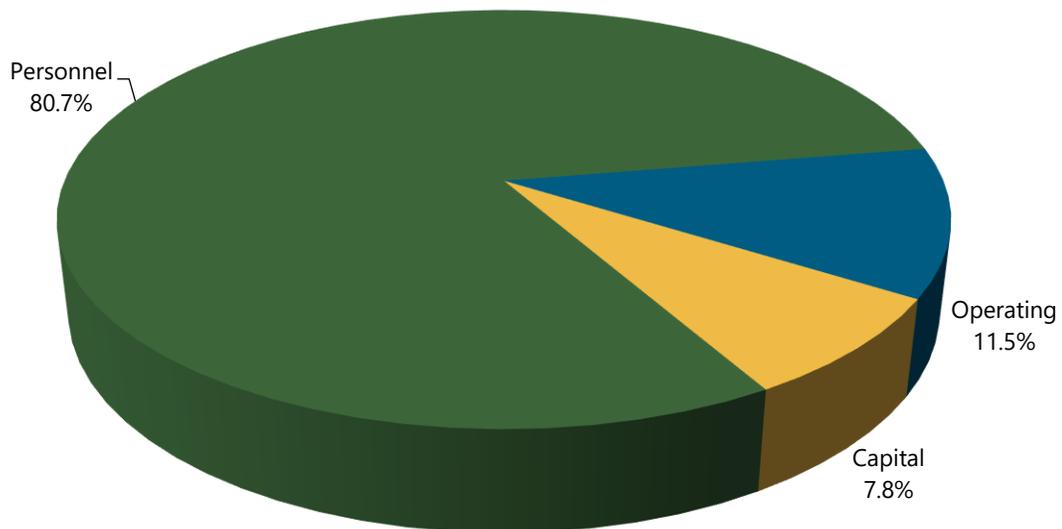
- The Fire Department budget decreased 4.36 percent in FY21-22.
- The Fire budget accounts for 14.24 percent of the General Fund budget and is equivalent to \$0.102 on the tax rate.
- The Town plans to spend \$158.51 per capita for Fire in FY21-22.
- Major budget changes include the addition of one new staff member, a Systems and Performance Analyst and the associated onboarding costs, as well as an increases in capital outlay equipment, which includes hydraulic tool replacement, tools for Ladder 34 and Rescue 33, thermal imaging cameras, a pumper for Station 6.



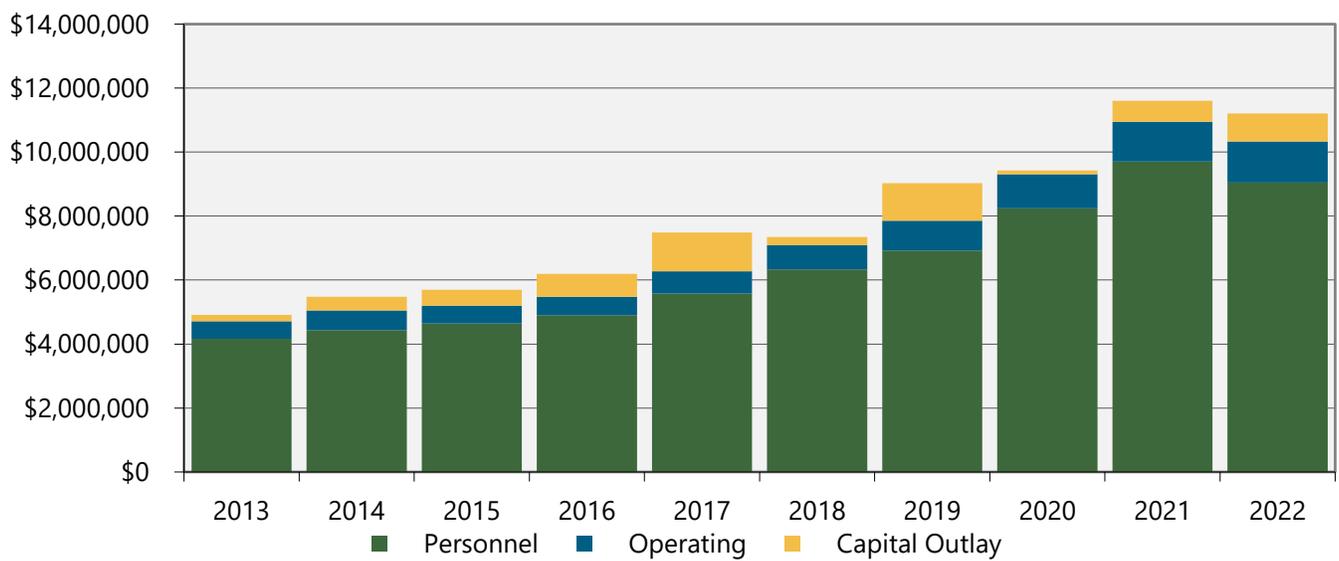
Budget Summary

| Expenditures by Type | | | | | |
|----------------------|--------------------|---------------------|---------------------|---------------------|----------------|
| Type | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Personnel | 8,238,517 | 9,658,500 | 9,702,563 | 9,045,900 | -6.34% |
| Operating | 1,068,508 | 1,387,398 | 1,245,262 | 1,283,600 | -7.48% |
| Capital | 122,120 | 669,350 | 660,500 | 875,000 | 30.72% |
| Total | \$9,429,145 | \$11,715,248 | \$11,608,325 | \$11,204,500 | -4.36% |

Fire Expenditures by Type



Fire Expenditure History



Line Item Expenditures

| Fire Expenditures | | | | | |
|---|---------------------|---------------------|----------------------|---------------------|-------------------|
| Line Item | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Salaries | 5,801,977 | 6,877,000 | 6,939,317 | 6,188,600 | -10.01% |
| Part-Time Salaries | 35,716 | 60,000 | 25,000 | 129,000 | 115.00% |
| FICA | 421,958 | 510,000 | 532,770 | 483,300 | -5.24% |
| Group Insurance | 1,017,857 | 980,300 | 914,197 | 1,005,700 | 2.59% |
| General Retirement | 524,038 | 657,300 | 704,341 | 704,900 | 7.24% |
| 401K General | 289,829 | 323,900 | 346,966 | 309,400 | -4.48% |
| Workers Comp | 147,141 | 250,000 | 239,972 | 225,000 | -10.00% |
| Postage | 252 | 1,000 | 500 | 1,000 | 0.00% |
| Telephone & Communication | 31,245 | 42,800 | 30,000 | 62,800 | 46.73% |
| Printing | 9,563 | 10,000 | 8,500 | 10,200 | 2.00% |
| Utilities | 68,209 | 80,000 | 62,000 | 70,000 | -12.50% |
| Travel and Training | 35,445 | 35,400 | 25,000 | 58,100 | 64.12% |
| Maintenance & Repair - Building | 58,224 | 60,550 | 55,500 | 49,000 | -19.08% |
| Maintenance & Repair - Equipment | 29,725 | 24,000 | 20,000 | 46,600 | 94.17% |
| Maintenance & Repair - Vehicle | 73,372 | 97,901 | 97,900 | 82,000 | -16.24% |
| Automotive Supplies | 18,120 | 40,000 | 30,000 | 40,000 | 0.00% |
| Motor Fuel | 44,101 | 60,000 | 50,000 | 60,000 | 0.00% |
| Office Supplies | 3,079 | 3,500 | 2,500 | 3,500 | 0.00% |
| Janitorial Supplies | 12,240 | 10,000 | 9,000 | 15,000 | 50.00% |
| Departmental Supplies | 20,784 | 64,719 | 58,000 | 56,800 | -12.24% |
| Technology Hardware & Accessories | 25,653 | 49,700 | 28,000 | 30,000 | -39.64% |
| Safety Supplies | 2,554 | 1,500 | 1,000 | 2,500 | 66.67% |
| Medical Supplies | 9,963 | 12,000 | 7,500 | 12,000 | 0.00% |
| Meeting & Event Provisions | 6,363 | 10,900 | 4,500 | 11,400 | 4.59% |
| Community Outreach Materials/Activities | 8,549 | 15,900 | 12,000 | 18,000 | 13.21% |
| Uniforms | 82,451 | 68,358 | 65,000 | 67,700 | -0.96% |
| Contracted Services | 118,569 | 203,149 | 200,000 | 133,300 | -34.38% |
| Personal Protective Equipment | 207,688 | 171,000 | 161,000 | 101,700 | -40.53% |
| Software License & Maintenance | 57,726 | 83,068 | 82,000 | 75,800 | -8.75% |
| Professional Services | 48,089 | 78,153 | 78,000 | 47,600 | -39.09% |
| Emergency Equipment | 29,131 | 58,000 | 53,000 | 116,400 | 100.69% |
| Wake County Hazmat | - | 28,100 | 28,100 | 30,300 | 7.83% |
| Dues and Subscriptions | 9,121 | 13,500 | 11,500 | 13,900 | 2.96% |
| Insurance - General Liability | 58,293 | 64,200 | 64,762 | 68,000 | 5.92% |
| Capital Outlay - Land | - | 475,850 | 467,000 | - | -100.00% |
| Capital Outlay - Improvements | - | 35,000 | 35,000 | 10,000 | -71.43% |
| Capital Outlay - Equipment | 122,120 | 158,500 | 158,500 | 865,000 | 445.74% |
| Total | \$ 9,429,145 | \$11,715,248 | \$ 11,608,325 | \$11,204,500 | -4.36% |

| Community Outreach (43311) | |
|-----------------------------------|--------|
| Plastic fire helmets | 4,500 |
| Jr. Firefighter stickers | 1,000 |
| CO Alarms | 1,000 |
| Promotional Items | 4,000 |
| Key Chains | 500 |
| Smoke Alarms | 4,000 |
| New Dept. Challenge Coin | 3,000 |
| | <hr/> |
| | 18,000 |

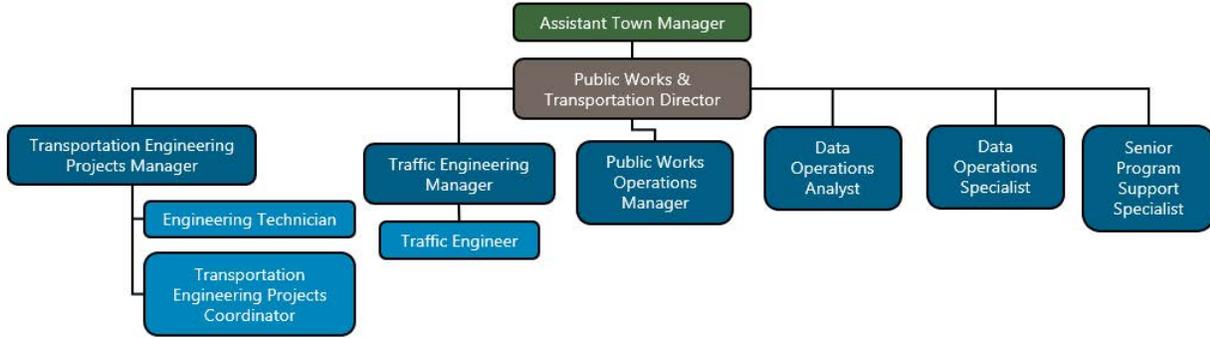
| Capital Outlay Improvement (47300) | |
|---|--------|
| Ceiling fans for Station 4 apparatus bay | 10,000 |
| | <hr/> |
| | 10,000 |

| Capital Outlay Equipment (47400) | |
|---|---------|
| Hydraulic Tool Replacement on R33 | 45,000 |
| eDRAULIC® tools for Rescue 33 | 17,000 |
| eDRAULIC® tools for Ladder 34 | 23,000 |
| Pumper for Station 6 | 762,000 |
| Thermal Imaging Cameras (2) | 18,000 |
| | <hr/> |
| | 865,000 |

| | |
|--|---------|
| Rope rescue gloves (8) | 400 |
| Petzl Avao body harness (4) | 2,000 |
| Rope 600' section (2) | 1,000 |
| Petzl ASAP/ID/absorbica lanyard (4) | 1,600 |
| CMC Straps, loops, pullys | 1220 |
| Petzl swivel open gate (2) | 200 |
| 16" electric chainsaw / battery (2) | 1,000 |
| Cordless Reciprocating Saw | 450 |
| NY Hook (2) | 250 |
| Spare ladders to replace damaged ladders | 5,500 |
| Halligan 30" Probar Halligan Tool (2) | 600 |
| Large Area Search Kit (2) | 1,650 |
| Firefighting Foam (20) | 2,600 |
| 1 3/4 Fire Hose (50' sections x 51) | 8,500 |
| 2" Hose for High Rise (x32 sect.) | 9,000 |
| 2 1/2" attack hose (50' sections x 80) | 14,750 |
| 3" Supply Hose (50' sections x 38) | 7,500 |
| 5" Supply Hose (100' sections x 5) | 2,750 |
| Automatic External Defibrulators (AEDs) | 20,000 |
| | <hr/> |
| | 116,400 |

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

- Construction completed for U-5530 AC, James St to Downtown Pedestrian Improvements.
- Completed Town-wide transition to Cityworks, with 9 departments and 191 users currently utilizing the software. The switch has allowed the Town to improve efficiency and effectiveness across departments, including in Solid Waste and Streets, where the creation of a new electronic service request form has decreased the computer manual entry time for supervisors by up to 75%.

Upcoming Projects

- Complete construction of Beaver Creek Commons Drive at Zeno Road traffic signal and road improvements.
- Support work on new transportation projects, including Safe Routes to School.
- Complete design approval on Downtown Projects, including parking, alleys, & streetscape.

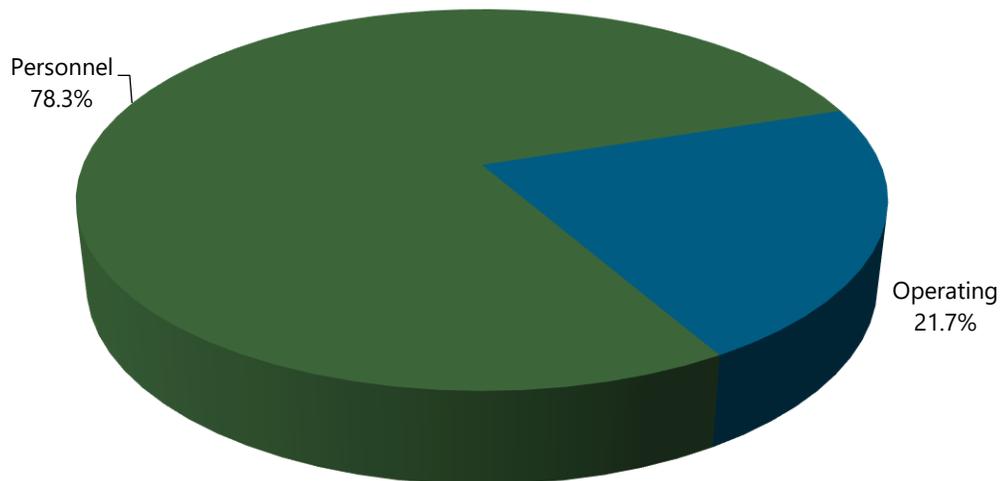
FY 2021-2022 Budget Highlights

- The Public Works & Transportation Department budget increased by 0.35 percent in FY21-22.
- The Public Works & Transportation budget accounts for 1.84 percent of the General Fund budget and is equivalent to \$0.013 on the tax rate.
- The Town plans to spend \$20.53 per capita for Public Works & Transportation in FY21-22.
- There were no major budget changes from prior year.
- The budget includes \$15,000 for a biannual bridge inspection and \$25,000 for surveying and design of transportation projects.

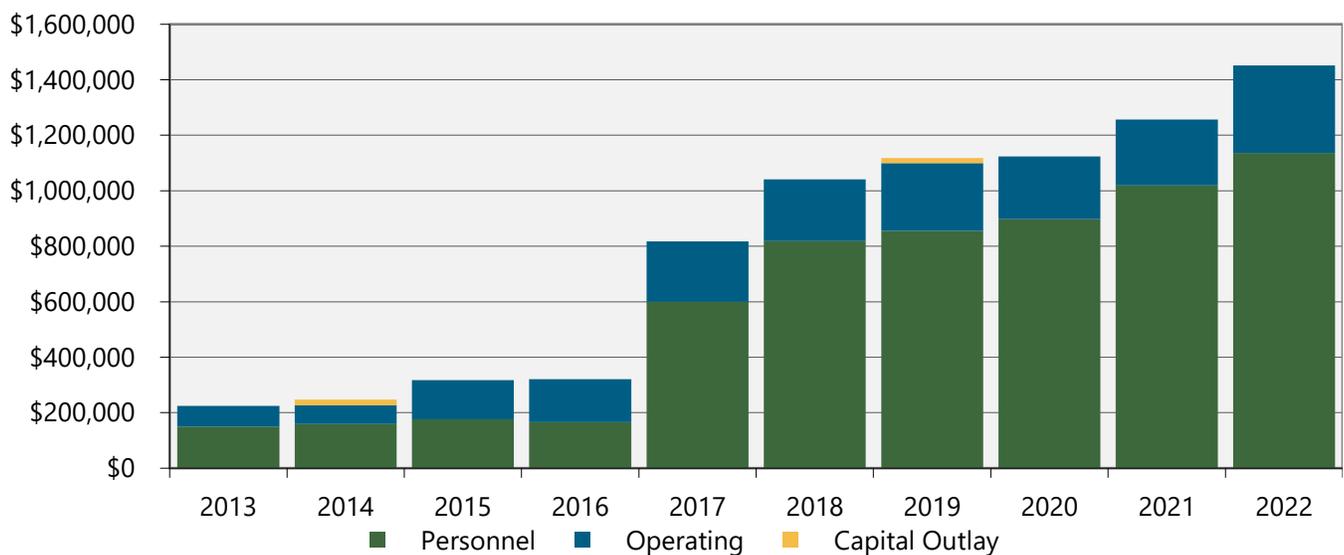
Budget Summary

| Expenditures by Type | | | | | |
|----------------------|--------------------|--------------------|---------------------|--------------------|-------------------|
| Type | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Personnel | 897,456 | 1,121,040 | 1,018,783 | 1,136,800 | 1.41% |
| Operating | 226,588 | 325,438 | 238,350 | 314,700 | -3.30% |
| Capital | - | - | - | - | - |
| Total | \$1,124,044 | \$1,446,478 | \$1,257,133 | \$1,451,500 | 0.35% |

Public Works & Transportation Expenditures by Type



Public Works & Transportation Expenditure History



Line Item Expenditures

| Public Works & Transportation Expenditures | | | | | |
|--|---------------------|---------------------|---------------------|---------------------|-------------------|
| Line Item | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Salaries | 662,738 | 831,800 | 755,000 | 825,900 | -0.71% |
| Part-Time Salaries | - | - | - | 15,000 | - |
| FICA | 47,240 | 63,670 | 57,758 | 64,300 | 0.99% |
| Group Insurance | 90,271 | 89,770 | 77,000 | 83,700 | -6.76% |
| General Retirement | 59,899 | 84,400 | 79,275 | 94,100 | 11.49% |
| 401K General | 33,137 | 41,600 | 37,750 | 41,300 | -0.72% |
| Workers Comp | 4,172 | 9,800 | 12,000 | 12,500 | 27.55% |
| Postage | - | 100 | - | - | -100.00% |
| Telephone & Communication | 8,572 | 3,500 | 10,000 | 10,000 | 185.71% |
| Printing | 827 | 18,400 | 3,500 | 6,400 | -65.22% |
| Utilities | 30,021 | 75,000 | 58,000 | 55,600 | -25.87% |
| Travel and Training | 16,364 | 17,200 | 7,500 | 23,200 | 34.88% |
| Maintenance & Repair - Building | 11,019 | 792 | 1,000 | 5,500 | 594.44% |
| Maintenance & Repair - Equipment | 15 | 1,100 | 500 | 4,500 | 309.09% |
| Maintenance & Repair - Vehicle | 298 | 3,000 | 600 | 4,000 | 33.33% |
| Advertising | - | 8,000 | - | 8,000 | 0.00% |
| Automotive Supplies | 47 | 1,000 | 600 | 1,000 | 0.00% |
| Motor Fuel | 433 | 1,000 | 750 | 1,000 | 0.00% |
| Office Supplies | 613 | 1,200 | 600 | 1,200 | 0.00% |
| Departmental Supplies | 14,334 | 10,808 | 6,000 | 17,500 | 61.92% |
| Technology Hardware & Accessories | 5,991 | 15,000 | 7,500 | 12,500 | -16.67% |
| Meeting & Event Provisions | 1,930 | 4,000 | 1,400 | 4,000 | 0.00% |
| Uniforms | 504 | 700 | 400 | 900 | 28.57% |
| Contracted Services | 6,543 | 31,600 | 25,000 | 57,000 | 80.38% |
| Personal Protective Equipment | 754 | 2,400 | 1,000 | 2,400 | 0.00% |
| Software License & Maintenance | 31,440 | 71,438 | 71,000 | 21,700 | -69.62% |
| Professional Services | 4,090 | 1,000 | - | 10,000 | 900.00% |
| Professional Services - Eng/Survey | 72,223 | 35,000 | 20,000 | 43,600 | 24.57% |
| Dues and Subscriptions | 1,345 | 2,200 | 2,000 | 2,200 | 0.00% |
| Operating Licenses & Permits | 263 | - | - | - | - |
| Insurance - General Liability | 18,962 | 21,000 | 21,000 | 22,500 | 7.14% |
| Total | \$ 1,124,044 | \$ 1,446,478 | \$ 1,257,133 | \$ 1,451,500 | 0.35% |

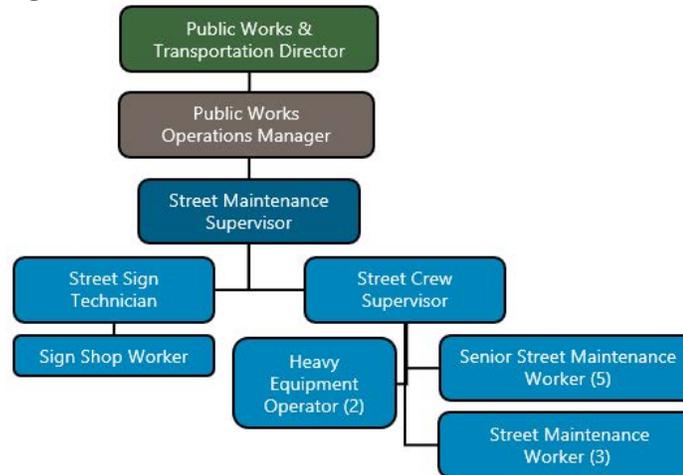
Budget Highlights

Public Works & Transportation: Budget Highlights

| New Personnel | | Contracted Services (44500) | |
|---|---------------|--|---------------|
| Program Support Specialist (LSE) | 16,184 | Traffic Signal & Beacon Maintenance | 55,000 |
| | | GPS Monthly Maintenance | 2,000 |
| | | | <u>57,000</u> |
| Printing (41200) | | Professional Services (44600) | |
| Copier Lease | 1,200 | Vision Zero community outreach | 10,000 |
| Business Cards | 200 | | |
| Vision Zero (printing preparation and production) | 5,000 | | |
| | <u>6,400</u> | | |
| Travel & Training (41400) | | Professional Services - Engineering (44604) | |
| Traffic - Local Conference/Workshops (2) | 6,575 | Traffic Counts x3 Locations | 3,600 |
| Cityworks Training (2 offsite) | 6,000 | Biannual Bridge Inspection | 15,000 |
| Cityworks Training (2 online) | 2,000 | Surveys & Design for Unplanned Projects | 25,000 |
| Advanced Model Builder Training | 300 | | <u>43,600</u> |
| American PW Association | 3,600 | | |
| LTAP courses | 450 | | |
| PMP Training | 1,500 | | |
| UNC School of Government courses | 1,500 | | |
| PLS Courses /Review | 1,275 | | |
| | <u>23,200</u> | | |
| | | Technology & Hardware (43301) | |
| | | New Employee Cost | 2,500 |
| | | Computer Replacements (3) | 7,500 |
| | | Technology Break/Fix | 2,500 |
| | | | <u>12,500</u> |

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

- Kept Streets operations running efficiently and effectively throughout COVID-19, including temporarily partnering with Solid Waste to assist with its operations while manning numbers were down due to the pandemic.
- Implemented newly developed pavement maintenance inspection program, which will allow Streets department to identify and treat pavement issues before they progress and worsen, improving cost effectiveness.

Upcoming Projects

- Develop neighborhood sign/pavement marking inspection program, creating proactive approach to ensure signage compliance with MUTCD (Manual on Uniform Traffic Control Devices for Streets and Highways) Standards and increase resident safety.
- Create Street Division Employee Handbook to assist with clarity of policies and procedures and ensure uniformity of departmental actions.

FY 2021-2022 Budget Highlights

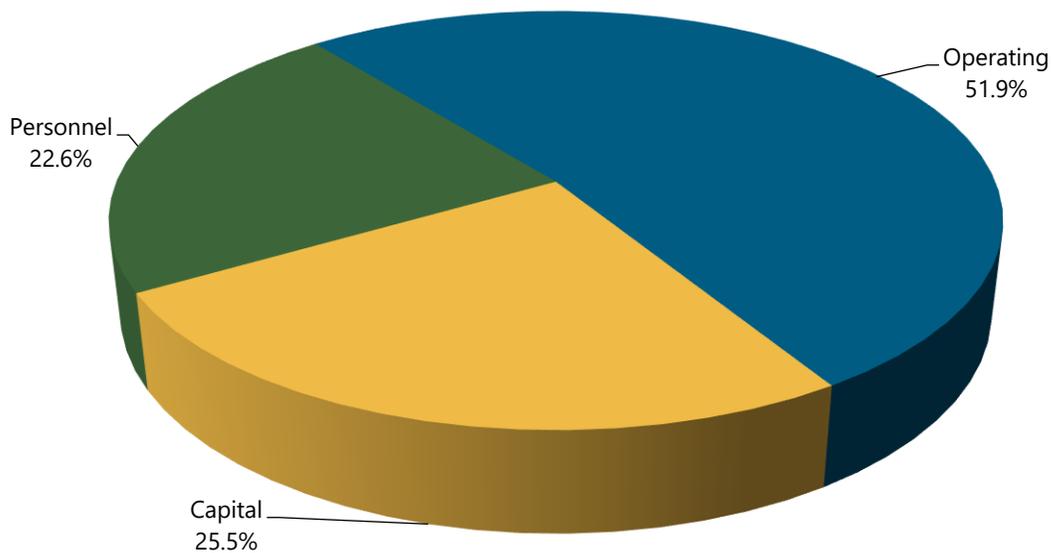
- The Streets Department budget decreased 21.87 percent in FY21-22.
- The Streets budget accounts for 6.14 percent of the General Fund budget and is equivalent to \$0.044 on the tax rate.
- The Town plans to spend \$68.66 per capita for Streets in FY21-22.

- Major budget changes \$439,100 in capital outlay equipment including a replacement truck, a replacement dump truck with snow plow, a new asphalt roller, a compact utility loader, a snow plow and salt spreader, a street striping paint machine, and a replacement pothole patcher.
- The budget also include \$800,000 in capital outlay improvements for annual miscellaneous road and sidewalk projects, annual pavement maintenance, and Ten Ten Road at Jessie Drive turn lane cost share.

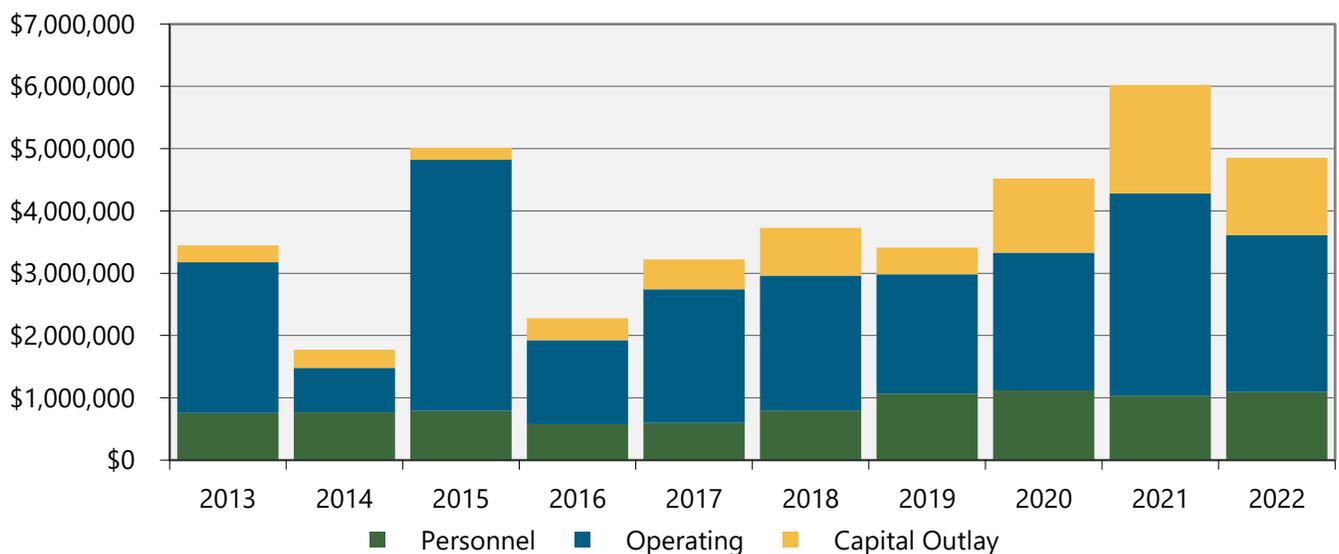
Budget Summary

| Expenditures by Type | | | | | |
|----------------------|--------------------|--------------------|--------------------|------------------|----------------|
| Type | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Personnel | 1,120,088 | 1,048,160 | 1,039,460 | 1,095,000 | 4.47% |
| Operating | 2,209,632 | 3,392,922 | 3,242,755 | 2,519,000 | -25.76% |
| Capital | 1,192,489 | 1,770,580 | 1,740,000 | 1,239,100 | -30.02% |
| Total | \$4,522,209 | \$6,211,662 | \$6,022,215 | 4,853,100 | -21.87% |

Streets Expenditures by Type



Streets Expenditure History



Line Item Expenditures

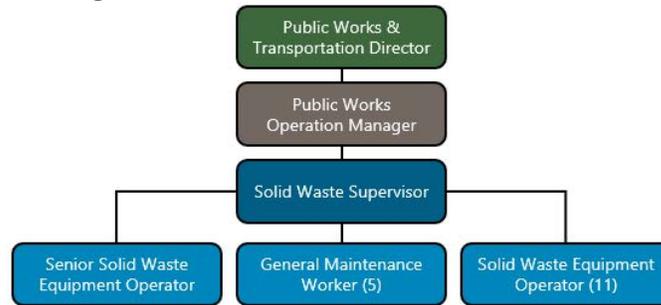
| Streets Expenditures | | | | | |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|-------------------|
| Line Item | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Salaries | 757,383 | 708,200 | 695,000 | 725,300 | 2.41% |
| FICA | 55,983 | 55,155 | 53,168 | 55,500 | 0.63% |
| Group Insurance | 167,869 | 129,630 | 140,000 | 143,300 | 10.55% |
| General Retirement | 68,523 | 71,100 | 70,543 | 84,000 | 18.14% |
| 401K General | 37,870 | 35,475 | 34,750 | 36,300 | 2.33% |
| Workers Comp | 32,461 | 48,600 | 46,000 | 50,600 | 4.12% |
| Postage | - | 500 | - | - | -100.00% |
| Telephone & Communication | 17,066 | 13,400 | 12,800 | 13,700 | 2.24% |
| Printing | - | 500 | 500 | 500 | 0.00% |
| Utilities | 104 | 100 | 100 | 200 | 100.00% |
| Utilities-Street Lights | 194,605 | 150,000 | 185,000 | 200,000 | 33.33% |
| Travel and Training | 14,973 | 9,200 | 4,500 | 14,300 | 55.43% |
| Maintenance & Repair - Building | - | 2,000 | 1,000 | 6,000 | 200.00% |
| Maintenance & Repair - Equipment | 26,397 | 24,700 | 10,000 | 24,700 | 0.00% |
| Maintenance & Repair - Vehicle | 19,322 | 50,000 | 25,000 | 50,000 | 0.00% |
| Rental - Equipment | - | 5,000 | - | 5,000 | 0.00% |
| Advertising | 382 | 2,000 | 500 | 1,000 | -50.00% |
| Automotive Supplies | 6,433 | 20,000 | 7,500 | 15,000 | -25.00% |
| Motor Fuel | 21,085 | 26,000 | 23,500 | 25,000 | -3.85% |
| Office Supplies | 889 | 1,000 | 400 | 1,000 | 0.00% |
| Janitorial Supplies | 167 | - | 50 | 200 | - |
| Departmental Supplies | 128,665 | 85,644 | 65,000 | 40,800 | -52.36% |
| Technology Hardware & Accessories | 2,112 | 5,000 | - | 6,000 | 20.00% |
| Safety Supplies | 2,404 | 2,600 | 1,500 | 2,700 | 3.85% |
| Road Treatment - Salt | 33,647 | 15,000 | - | 35,000 | 133.33% |
| Meeting & Event Provisions | 1,699 | 2,700 | 1,800 | 2,700 | 0.00% |
| Sign Shop Supplies | 39,798 | 67,000 | 35,000 | 67,100 | 0.15% |
| Construction Materials | - | 75,000 | 50,000 | 60,000 | -20.00% |
| Uniforms | 8,975 | 8,000 | 5,000 | 7,500 | -6.25% |
| Railroad Crossing Maintenance | 4,596 | 17,256 | 18,900 | 17,500 | 1.41% |
| Contracted Services | 356,626 | 383,500 | 380,000 | 381,500 | -0.52% |
| Personal Protective Equipment | 6,257 | 11,400 | 9,500 | 8,600 | -24.56% |
| Contracted Services (PB) | 1,274,661 | 2,322,717 | 2,322,700 | 1,471,000 | -36.67% |
| Software License & Maintenance | 13,569 | 44,105 | 44,105 | 20,700 | -53.07% |
| Professional Services | - | 10,000 | - | - | -100.00% |
| Dues and Subscriptions | 1,015 | 600 | 400 | 600 | 0.00% |
| Insurance - General Liability | 34,186 | 38,000 | 38,000 | 40,700 | 7.11% |
| Capital Outlay - Land | 11,176 | - | - | - | - |
| Capital Outlay - Improvements | 780,691 | 1,680,580 | 1,650,000 | 800,000 | -52.40% |
| Capital Outlay - Equipment | 400,622 | 90,000 | 90,000 | 439,100 | 387.89% |
| Total | \$ 4,522,209 | \$ 6,211,662 | \$ 6,022,215 | \$ 4,853,100 | -21.87% |

Budget Highlights

| Streets: Budget Highlights | | | |
|---|----------------|--|----------------|
| Travel & Training (41400) | | Capital Outlay Improvements (47300) | |
| APWA Conference Streets | 3,000 | Annual Misc. Road & Sidewalk Projects | 200,000 |
| APWA Conference Stormwater | 1,000 | Annual Pavement Maintenance | 200,000 |
| LTAP courses | 6,700 | Ten Ten Rd at Jessie Dr Turn Lane Cost Share | 400,000 |
| CPR Training | 1,800 | | <u>800,000</u> |
| Confined Spaces Training | 1,800 | Capital Outlay Equipment (47400) | |
| | <u>14,300</u> | Replace Unit #145 (06 F 350 107k miles) | 40,000 |
| Technology & Hardware (43301) | | Replace Unit #63 (06 F550 Dump Truck 32k m) | 86,000 |
| Computer Replacements | 2,500 | New Asphalt roller (replacement) | 31,000 |
| Technology Break/Fix | 3,500 | Toro Compact Utility Loader w/attachments | 47,000 |
| | <u>6,000</u> | Snow Plow Set up for 63 replacement | 8,100 |
| Contracted Services (44500) | | Snow Plow & Salt Spreader (Unit #119) | 19,500 |
| Blue Arrow Telemetrics GPS | 4,500 | Street Striping Paint Machine | 7,500 |
| Street Sweeping | 135,000 | Replace Unit # 20 Pothole Patcher | 200,000 |
| Greenscape (additional ROW Cutting every 2 weeks) | 239,000 | | <u>439,100</u> |
| Cleaning Service | 3,000 | | |
| | <u>381,500</u> | | |

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

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

Upcoming Projects

- Develop and implement a community education plan to better inform citizens of items the Town does and does not collect.
- Continue to monitor and evaluate yard waste schedule and add new subdivisions to ensure continuous efficiency.

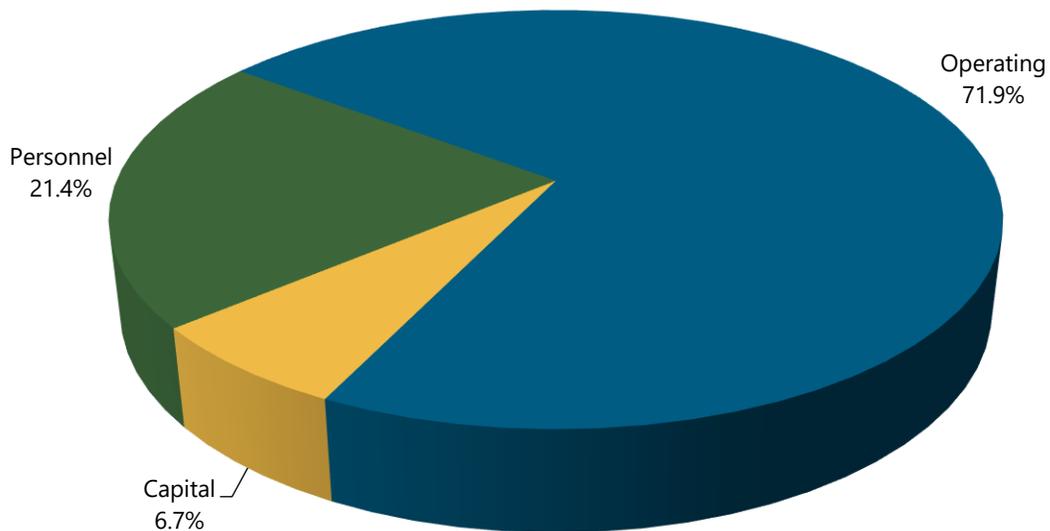
FY 2021-2022 Budget Highlights

- The Solid Waste Department budget increased 15.12 percent in FY21-22.
- The Solid Waste budget accounts for 7.54 percent of the General Fund budget and is equivalent to \$0.054 on the tax rate.
- The Town plans to spend \$84.31 per capita for Solid Waste services in FY21-22.
- Major budget changes include an increase in contracted services, travel and training, and regularly scheduled technology replacement.
- The budget includes \$3.89 million for contracted sanitation and recycling services and \$389,000 for capital equipment including a replacement chipper truck, a replacement leaf truck, and the addition of a snowplow.

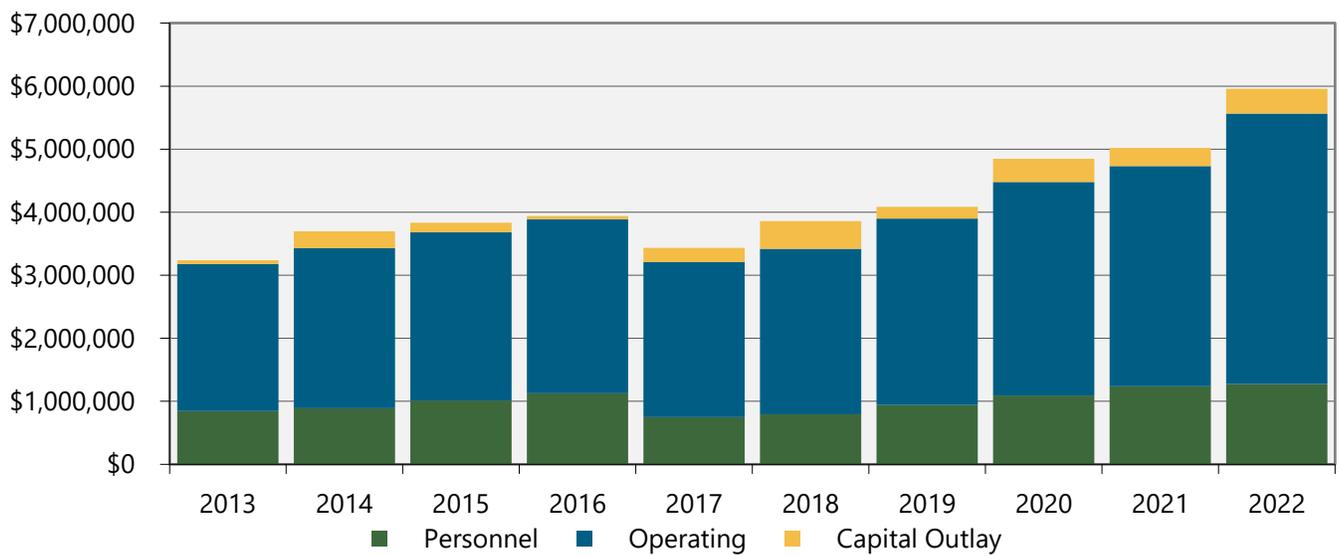
Budget Summary

| Expenditures by Type | | | | | |
|----------------------|--------------------|--------------------|--------------------|--------------------|----------------|
| Type | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Personnel | 1,094,279 | 1,269,600 | 1,237,393 | 1,274,700 | 0.40% |
| Operating | 3,381,826 | 3,588,524 | 3,495,737 | 4,287,000 | 19.46% |
| Capital | 373,278 | 318,749 | 285,000 | 398,000 | 24.86% |
| Total | \$4,849,384 | \$5,176,873 | \$5,018,130 | \$5,959,700 | 15.12% |

Solid Waste Expenditures by Type



Solid Waste Expenditure History



Line Item Expenditures

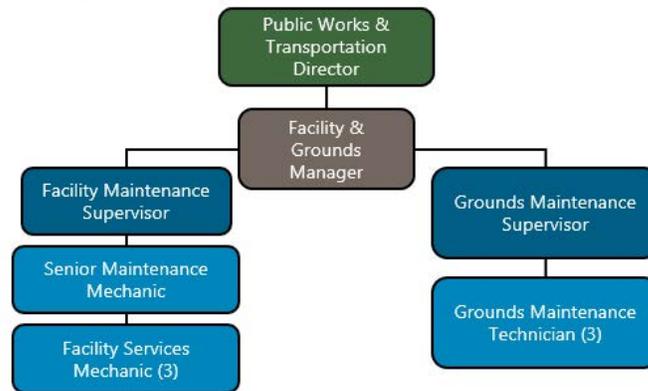
| Solid Waste Expenditures | | | | | |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|-------------------|
| Line Item | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Salaries | 739,724 | 864,500 | 843,487 | 857,600 | -0.80% |
| FICA | 55,665 | 66,200 | 64,527 | 65,600 | -0.91% |
| Group Insurance | 167,340 | 164,500 | 155,590 | 170,000 | 3.34% |
| General Retirement | 66,895 | 87,900 | 85,614 | 98,600 | 12.17% |
| 401K General | 36,987 | 43,200 | 42,174 | 42,900 | -0.69% |
| Workers Comp | 27,669 | 43,300 | 45,800 | 40,000 | -7.62% |
| Postage | - | - | 200 | 500 | - |
| Telephone & Communication | 14,475 | 12,600 | 9,800 | 11,000 | -12.70% |
| Printing | 70 | 500 | - | 500 | 0.00% |
| Travel and Training | 11,526 | 8,400 | 3,000 | 10,000 | 19.05% |
| Maintenance & Repair - Building | 72 | 12,000 | - | 12,000 | 0.00% |
| Maintenance & Repair - Equipment | 55,937 | 71,200 | 55,000 | 72,700 | 2.11% |
| Maintenance & Repair - Vehicle | 39,360 | 40,000 | 36,000 | 40,000 | 0.00% |
| Rental - Equipment | - | 1,500 | - | 1,500 | 0.00% |
| Automotive Supplies | 24,671 | 37,500 | 20,000 | 30,000 | -20.00% |
| Motor Fuel | 64,666 | 78,000 | 65,000 | 70,000 | -10.26% |
| Office Supplies | 332 | 500 | 300 | 500 | 0.00% |
| Janitorial Supplies | 142 | 500 | 150 | 500 | 0.00% |
| Departmental Supplies | 9,656 | 11,700 | 11,700 | 10,700 | -8.55% |
| Technology Hardware & Accessories | 415 | 5,500 | - | 6,300 | 14.55% |
| Safety Supplies | - | 700 | 500 | 1,100 | 57.14% |
| Meeting & Event Provisions | 831 | 3,600 | 700 | 3,600 | 0.00% |
| Uniforms | 7,501 | 9,000 | 2,500 | 9,000 | 0.00% |
| Contracted Services | - | 4,900 | 5,500 | 19,700 | 302.04% |
| Personal Protective Equipment | 7,449 | 11,200 | 7,500 | 9,900 | -11.61% |
| Software License & Maintenance | 10,396 | 19,224 | 18,500 | 20,200 | 5.08% |
| Sanitation Services | 3,071,780 | 3,200,000 | 3,196,587 | 3,894,000 | 21.69% |
| Electronics Recycling | 9,979 | 4,000 | 10,000 | 5,000 | 25.00% |
| Landfill Tipping Fees | 24,837 | 25,000 | 22,000 | 25,000 | 0.00% |
| Dues and Subscriptions | 840 | 1,000 | 1,000 | 800 | -20.00% |
| Operating Licenses & Permits | - | - | - | 400 | - |
| Insurance - General Liability | 26,893 | 30,000 | 30,000 | 32,100 | 7.00% |
| Capital Outlay - Equipment | 373,278 | 318,749 | 285,000 | 398,000 | 24.86% |
| Total | \$ 4,849,384 | \$ 5,176,873 | \$ 5,018,130 | \$ 5,959,700 | 15.12% |

Budget Highlights

| Solid Waste: Budget Highlights | | | |
|--|---------------|---|----------------|
| Travel & Training (41400) | | Contracted Services (44500) | |
| LTAP Courses | 6,000 | Blue Arrow Telemetrics GPS | 5,200 |
| APWA Conference - Solid Waste | 4,000 | NC 540 Fees | 4,000 |
| | <u>10,000</u> | Cleaning Service | 5,500 |
| Technology & Hardware (43301) | | On Call MSA | <u>5,000</u> |
| GPS with Harness | 300 | | 19,700 |
| Computer Replacements | 2,500 | Capital Outlay Equipment (47400) | |
| Technology Break/Fix | 3,500 | Snow Plow for Chipper Truck | 18,000 |
| | <u>6,300</u> | Chipper Truck Replacement (Unit #76) | 165,000 |
| | | Leaf Truck Replacement (Unit #53) | <u>215,000</u> |
| | | | 398,000 |

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

- Completed Town Wide HVAC BACnet upgrades, which allows the Town to use one integrated workstation to monitor and control the heating and ventilation, fire alarm system, security control, and lighting systems of Town buildings.

Upcoming Projects

- Install new fencing and gate at Police Department to enhance security and safety.
- Start various ADA compliance project throughout Town buildings to ensure accessibility for all citizens.
- Develop a uniform facility schedule in order to make the Tow more efficient, cost effective, uniform, and to simplify our process for inventory, ordering and replacement/repairs through attrition.

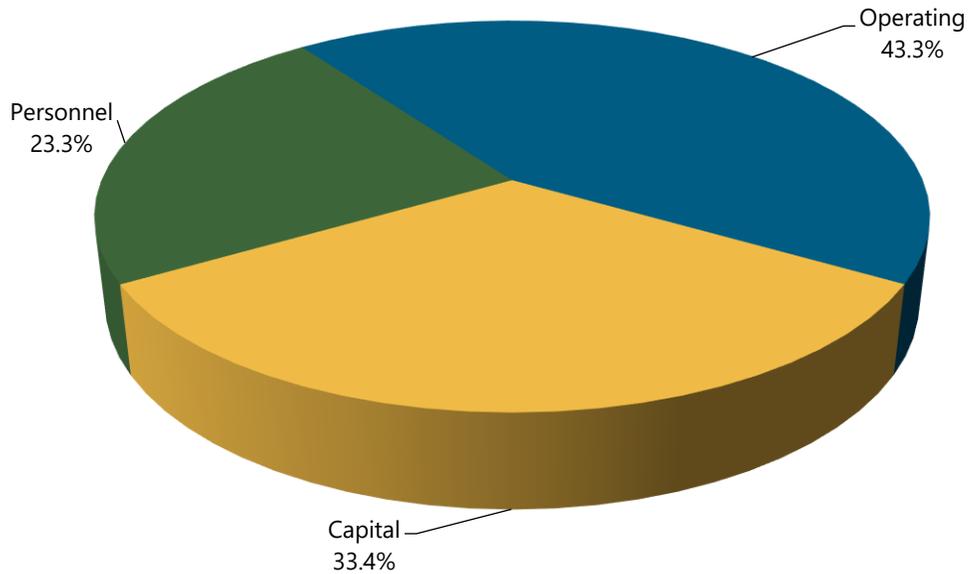
FY 2021-2022 Budget Highlights

- The Facility Services Department budget increased by 15.81 percent in FY21-22 primarily due to an increase in capital outlay and building maintenance.
- The Facility Services budget accounts for 2.75 percent of the General Fund budget and is equivalent to \$0.020 on the tax rate.
- The Town plans to spend \$30.89 per capita for Facility Services in FY21-22.
- Major budget changes include the addition of a Grounds Maintenance Mechanic and scheduled replacement of technology.
- The budget includes \$635,000 for capital improvements including Public Works Operations renovations and Yown wide HVAC upgrades.

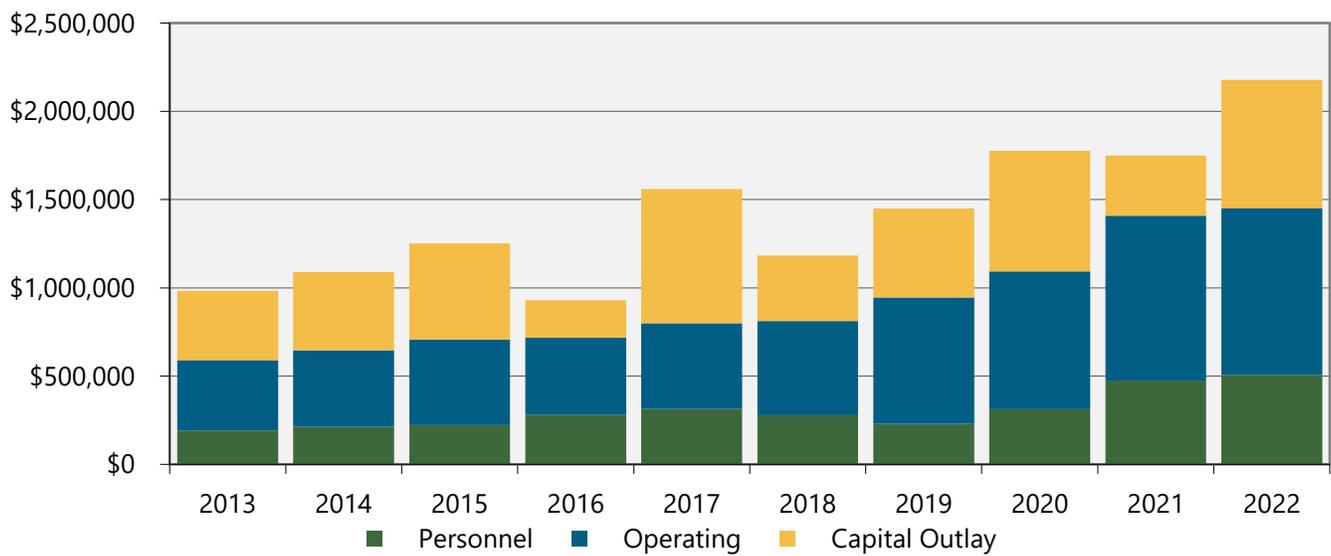
Budget Summary

| Expenditures by Type | | | | | |
|----------------------|--------------------|--------------------|--------------------|--------------------|----------------|
| Type | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Personnel | 312,378 | 448,700 | 475,312 | 507,700 | 13.15% |
| Operating | 780,814 | 1,063,338 | 932,528 | 943,500 | -11.27% |
| Capital | 682,129 | 368,192 | 342,000 | 726,300 | 97.26% |
| Total | \$1,775,322 | \$1,880,230 | \$1,749,840 | \$2,177,500 | 15.81% |

Facilities Expenditures by Type



Facility Services Expenditure History



Line Item Expenditures

| Facility Services Expenditures | | | | | |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|-------------------|
| Line Item | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Salaries | 223,443 | 310,300 | 337,895 | 325,100 | 4.77% |
| Part-Time Salaries | - | - | - | 22,400 | - |
| FICA | 16,999 | 34,900 | 25,849 | 27,000 | -22.64% |
| Group Insurance | 34,542 | 45,900 | 45,977 | 57,600 | 25.49% |
| General Retirement | 20,222 | 31,600 | 34,296 | 39,000 | 23.42% |
| 401K General | 11,172 | 16,200 | 16,895 | 17,100 | 5.56% |
| Workers Comp | 6,000 | 9,800 | 14,400 | 19,500 | 98.98% |
| Postage | 21 | 100 | 50 | - | -100.00% |
| Telephone & Communication | 3,511 | 6,000 | 3,500 | 9,800 | 63.33% |
| Printing | 3,794 | 8,500 | 4,000 | 2,600 | -69.41% |
| Utilities | 86,595 | 93,000 | 55,000 | 90,000 | -3.23% |
| Travel and Training | 4,636 | 8,300 | 4,000 | 12,400 | 49.40% |
| Maintenance & Repair - Building | 103,716 | 146,697 | 146,700 | 235,000 | 60.19% |
| Building Maintenance - Depot | 21,329 | 81,500 | 55,000 | 27,700 | -66.01% |
| Maintenance & Repair - Equipment | 420 | 23,400 | 25,000 | 30,000 | 28.21% |
| Maintenance & Repair - Vehicle | 1,081 | 11,700 | 13,000 | 15,000 | 28.21% |
| Rental - Equipment | 2,936 | 4,600 | 6,653 | 5,000 | 8.70% |
| Automotive Supplies | 184 | 1,000 | 2,000 | 1,000 | 0.00% |
| Motor Fuel | 2,282 | 7,000 | 3,700 | 5,000 | -28.57% |
| Office Supplies | 3,400 | 1,100 | 1,100 | 1,100 | 0.00% |
| Janitorial Supplies | 76 | 1,100 | 200 | 1,000 | -9.09% |
| Departmental Supplies | 25,456 | 18,000 | 20,000 | 28,500 | 58.33% |
| Technology Hardware & Accessories | 3,514 | 2,500 | 2,000 | 17,000 | 580.00% |
| Safety Supplies | 173 | 1,500 | 1,000 | 1,800 | 20.00% |
| Meeting & Event Provisions | 1,579 | 1,500 | 1,000 | 1,500 | 0.00% |
| State of Emergency Supplies | - | 192,000 | 150,000 | - | -100.00% |
| Uniforms | 2,804 | 11,500 | 9,500 | 8,300 | -27.83% |
| Contracted Services | 429,445 | 341,060 | 340,000 | 355,000 | 4.09% |
| Personal Protective Equipment | 2,402 | 4,900 | 3,800 | 4,900 | 0.00% |
| Software License & Maintenance | 6,904 | 18,894 | 15,000 | 11,600 | -38.60% |
| Professional Services | 15,713 | 15,187 | 10,500 | - | -100.00% |
| Sanitation Services | 36,808 | 38,400 | 37,000 | 39,500 | 2.86% |
| Lease Payments | 12,136 | 12,500 | 11,305 | 27,400 | 119.20% |
| Dues and Subscriptions | 327 | 400 | 520 | 400 | 0.00% |
| Insurance - General Liability | 9,572 | 11,000 | 11,000 | 12,000 | 9.09% |
| Capital Outlay - Improvements | 610,604 | 302,692 | 285,000 | 635,000 | 109.78% |
| Capital Outlay - Equipment | 71,525 | 65,500 | 57,000 | 91,300 | 39.39% |
| Total | \$ 1,775,322 | \$ 1,880,230 | \$ 1,749,840 | \$ 2,177,500 | 15.81% |

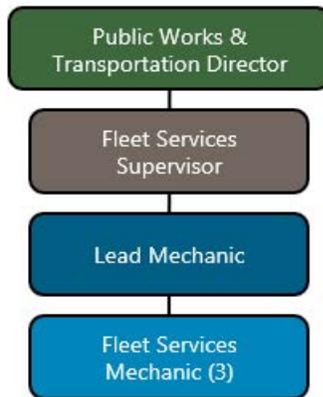
Budget Highlights

Facility Services: Budget Highlights

| New Personnel | | Contracted Services (44500) | |
|---|---------|--|---------|
| Grounds Maintenance Technician (LSE) | 16,998 | Custodial Contract | 59,950 |
| Senior Facility Maintenance Mechanic | 42,426 | Landscape Contract | 108,900 |
| | 59,424 | ADA Transition Plan Implementation | 20,000 |
| Maintenance & Repair Building (41500) | | Miscellaneous Equip Maintenance | 25,000 |
| Town Hall Maintenance | 65,000 | Building Automation System Fees | 20,000 |
| Tile second floor Public restrooms | 23,000 | Pest Control Contract | 15,600 |
| Paint for 3rd Floor Town Hall | 25,000 | Fire Sprinkler Contract | 4,400 |
| Carpet for 3rd Floor Town Hall | 54,000 | Generator Contract | 22,500 |
| Tile for 3rd floor public bathrooms Town Hall | 23,000 | Load Bank Test for PD Genset | 1,700 |
| Fire Alarm Cellular Communicator Migrations | 20,000 | PW Rugs and Shop Rags | 6,500 |
| Paint exterior doors and casings at PWO | 10,000 | Fire Alarm Monitoring Cont. | 4,500 |
| Community Center re-keying | 15,000 | Fire Alarm Test & Inspect | 16,100 |
| | 235,000 | Fire Extinguisher Contract | 3,700 |
| Travel & Training (41400) | | Chiller Maintenance Contract | 7,900 |
| New Employee Cost | 1,570 | Overhead Door PM Contract | 9,000 |
| Facility Module Courses | 960 | PD Boiler Maintenance Agreement | 4,000 |
| BCxA Courses | 2,800 | Elevator Inspections NCDOL | 950 |
| Electrical License Classes | 300 | Elevator Maintenance Contract | 6,900 |
| APWA Conference Registration (for 2) | 2,000 | Alarm Monitoring for Panic | 2,500 |
| Local/Government License | 520 | Panic Button Annual Test | 1,550 |
| Code Books | 1,400 | Boiler Safety Inspections | 500 |
| Pesticide licensing | 200 | Secure Access Brivo Web | 9,600 |
| LTAP courses | 1,300 | Fire Alarm Communicator Migrations | 3,250 |
| CPR Training | 1,350 | | 355,000 |
| | 12,400 | Lease Payments (44900) | |
| Software License & Maintenance (44509) | | CSX014182 (Hunter Street) | 650 |
| AEC Collection Single-User | 2,750 | CSX SCL 4058 (Depot Street) | 1,520 |
| New World | 500 | Wake County Taxes (Saunders Street lot) | 1,500 |
| Office365 | 750 | Seaboard Street Lease | 13,000 |
| Executime | 540 | CSX869918 _ID Location | 10,730 |
| CityWorks | 4,560 | | 27,400 |
| ArcGIS Online | 1,100 | Capital Outlay Equipment (47400) | |
| NearMap | 200 | Replace Unit #176 (06 F350, 139k miles) | 75,000 |
| Radley/CityWorks Storeroom | 1,200 | Boom mower attachment & blower | 16,300 |
| | 11,600 | | 91,300 |
| | | Capital Outlay Improvements (47300) | |
| | | PWO Building Renovations (50%) | 415,000 |
| | | PW Operations Retention Wall | 80,000 |
| | | Mechanical (HVAC/Chiller) Upgrades | 140,000 |
| | | | 635,000 |

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

- Completed in-frame engine rebuild on two fire trucks, saving several thousand dollars for the Town.
- Implemented new fleet software system for better maintenance records and asset tracking

Upcoming Projects

- Complete Fleet Assessment to right size fleet and conduct best practices assessment

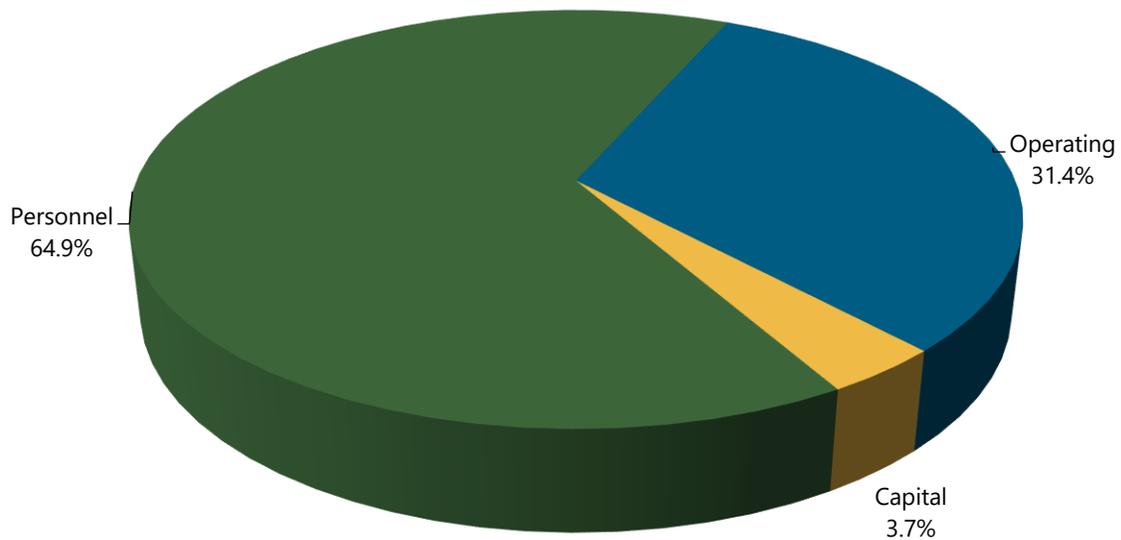
FY 2021-2022 Budget Highlights

- The Fleet Services Department budget increased by 2.57 percent in FY21-22.
- 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 \$7.31 per capita for Fleet Services in FY21-22.
- Major budget changes include \$19,000 in capital equipment including a tilt equipment trailer and a tire changer.

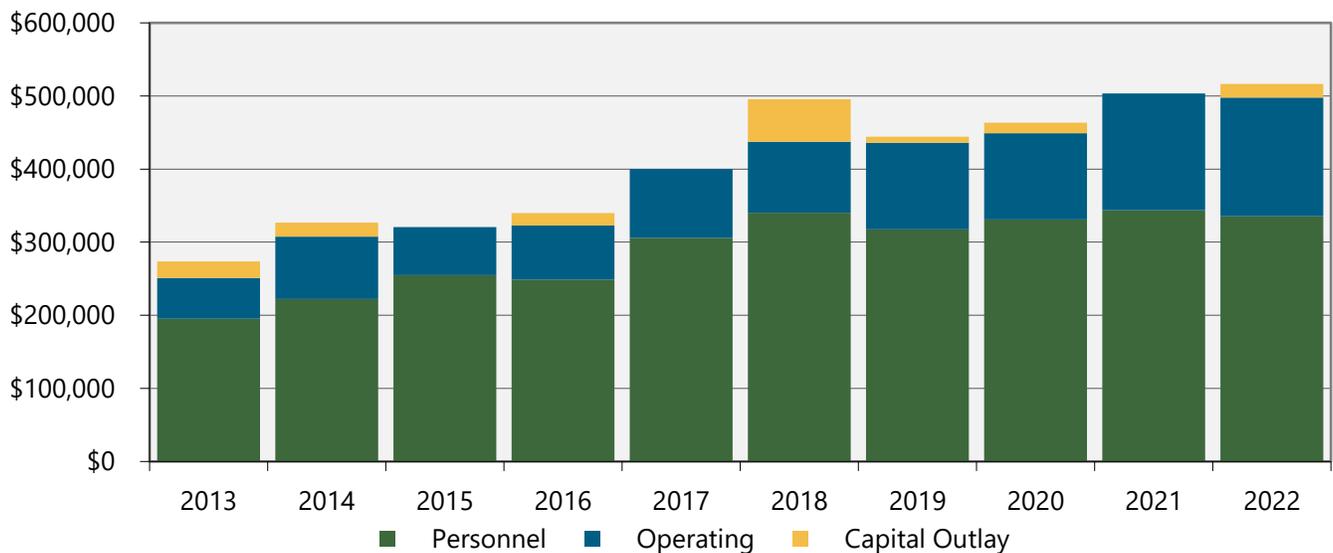
Budget Summary

| Expenditures by Type | | | | | |
|----------------------|------------------|------------------|------------------|------------------|----------------|
| Type | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Personnel | 330,982 | 313,200 | 343,747 | 335,500 | 7.12% |
| Operating | 117,899 | 190,460 | 159,550 | 162,100 | -14.89% |
| Capital | 14,335 | - | - | 19,000 | - |
| Total | \$463,216 | \$503,660 | \$503,297 | \$516,600 | 2.57% |

Fleet Expenditures by Type



Fleet Expenditure History

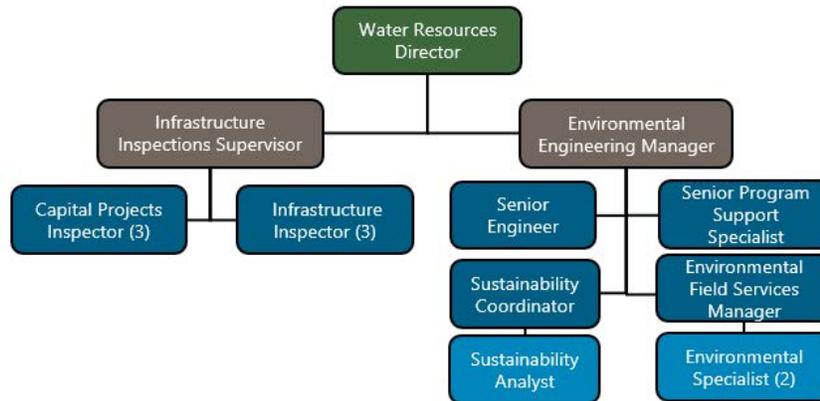


Line Item Expenditures

| Fleet Services Expenditures | | | | | |
|------------------------------------|---------------------------|---------------------------|-----------------------------|---------------------------|---------------------------|
| Line Item | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Salaries | 232,388 | 220,400 | 249,990 | 233,700 | 6.03% |
| FICA | 17,286 | 16,950 | 19,124 | 17,900 | 5.60% |
| Group Insurance | 43,366 | 33,700 | 36,759 | 35,800 | 6.23% |
| General Retirement | 21,015 | 22,450 | 25,374 | 26,800 | 19.38% |
| 401K General | 11,619 | 11,200 | 12,499 | 11,700 | 4.46% |
| Workers Comp | 5,308 | 8,500 | 8,900 | 9,600 | 12.94% |
| Postage | - | 100 | 50 | 100 | 0.00% |
| Telephone & Communication | 4,036 | 3,800 | 2,500 | 3,100 | -18.42% |
| Printing | - | 2,400 | 1,200 | 2,800 | 16.67% |
| Travel and Training | 8,063 | 14,000 | 4,500 | 13,500 | -3.57% |
| Maintenance & Repair - Building | 458 | - | - | 4,500 | - |
| Maintenance & Repair - Equipment | 494 | 1,600 | 1,000 | 2,000 | 25.00% |
| Maintenance & Repair - Vehicle | 2,663 | 3,400 | 5,000 | 5,000 | 47.06% |
| Automotive Supplies | 1,181 | 3,000 | 1,000 | 3,000 | 0.00% |
| Motor Fuel | 2,167 | 2,000 | 2,000 | 2,000 | 0.00% |
| Office Supplies | 305 | 1,000 | 500 | 1,000 | 0.00% |
| Janitorial Supplies | 9 | 200 | 50 | 200 | 0.00% |
| Departmental Supplies | 35,519 | 49,000 | 30,000 | 43,500 | -11.22% |
| Technology Hardware & Accessories | 2,749 | 3,000 | 2,000 | 3,500 | 16.67% |
| Meeting & Event Provisions | 328 | 2,200 | 300 | 2,300 | 4.55% |
| Uniforms | 2,862 | 4,300 | 3,300 | 4,300 | 0.00% |
| Contracted Services | 4,674 | 41,000 | 40,000 | 10,200 | -75.12% |
| Personal Protective Equipment | 2,354 | 1,700 | 1,500 | 1,500 | -11.76% |
| Software License & Maintenance | 37,413 | 43,760 | 42,000 | 44,700 | 2.15% |
| Dues and Subscriptions | 955 | 1,000 | 750 | 1,000 | 0.00% |
| Insurance - General Liability | 11,669 | 13,000 | 13,000 | 13,900 | 6.92% |
| Capital Outlay - Equipment | 14,335 | - | - | 19,000 | - |
| Total | \$ 463,216 | \$ 503,660 | \$ 503,297 | \$ 516,600 | 2.57% |

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 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

- Launched the Town’s Sustainability Program in July 2020.
- Received a Notice of Compliance from the North Carolina Department of Environmental Quality (NCDEQ) during September 2020 NPDES Phase II Stormwater Audit.

Upcoming Projects

- Implementation of a new Town-wide stormwater utility fee by January 2022.

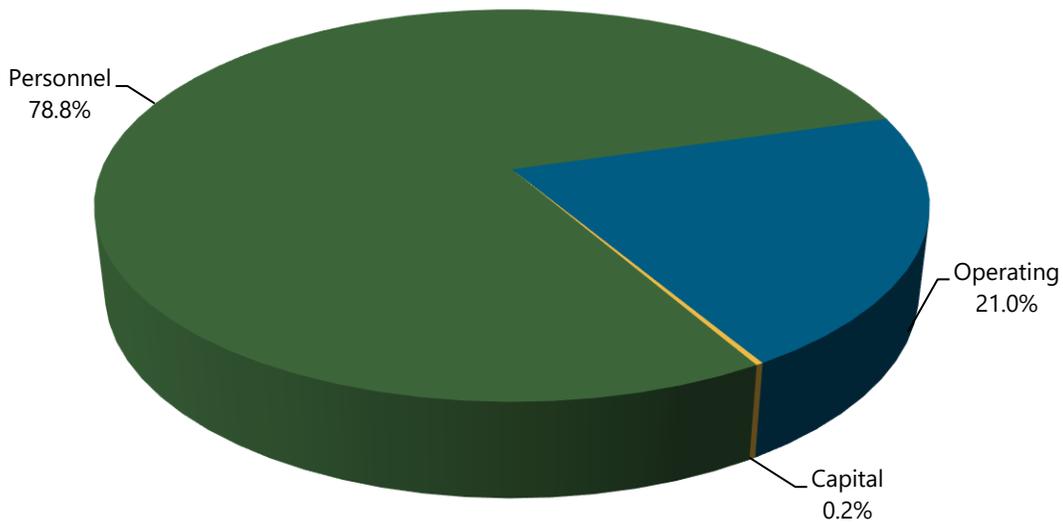
FY 2021-2022 Budget Highlights

- The Water Resources & Utility Engineering Department budget increased 30.53 percent in FY21-22.
- The Water Resources & Utility Engineering budget accounts for 3.53 percent of the General Fund budget and is equivalent to \$0.026 on the tax rate.
- The Town plans to spend \$39.53 per capita for Water Resources & Utility Engineering in FY21-22.
- Major budget changes include the addition of two new staff members, a Sustainability Specialist and an Environmental Specialist, and the associated onboarding costs.
- The budget includes \$378,000 for capital improvements related to miscellaneous drainage improvements, Kelly Point Court drainage improvements, and Apex Nature Park restoration grant.

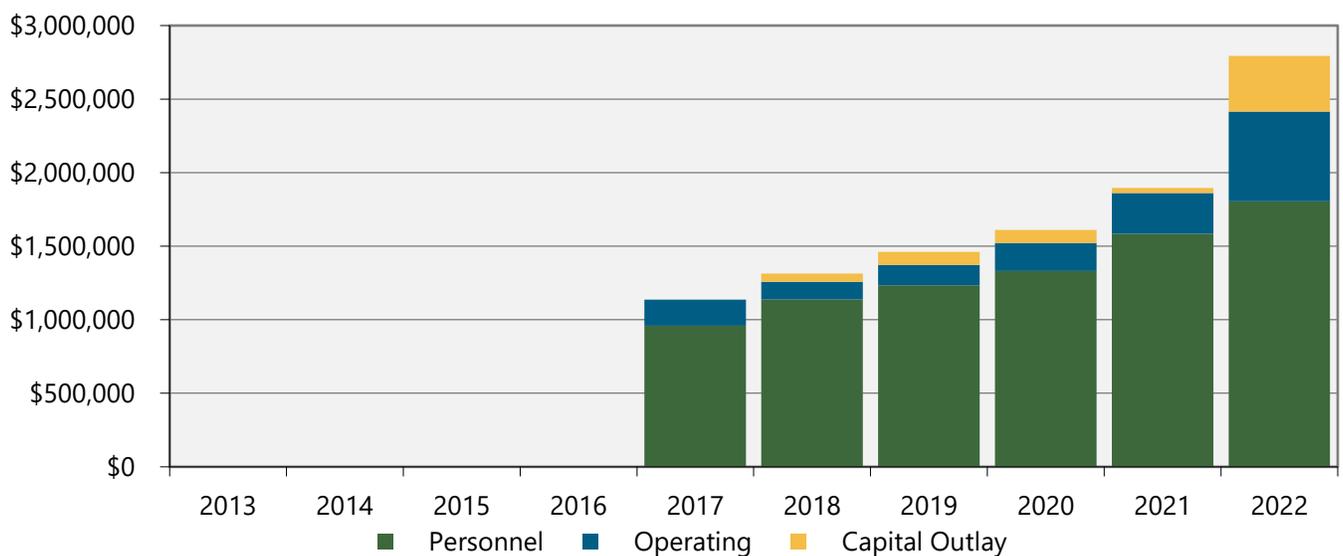
Budget Summary

| 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% |
| Total | \$1,460,391 | \$2,306,703 | \$1,672,033 | \$2,089,700 | -9.41% |

Water Resources & Utility Engineering Expenditures by Type



Water Resources & Utility Engineering Expenditure History

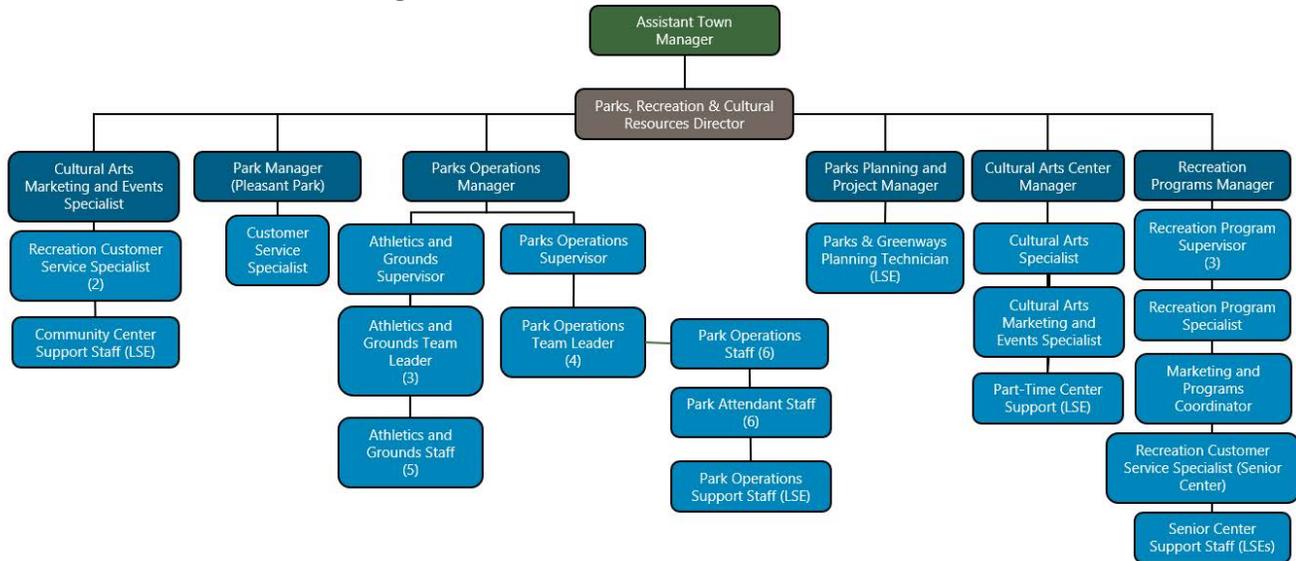


Line Item Expenditures

| Water Resources Expenditures | | | | | |
|---|---------------------|---------------------|---------------------|---------------------|-------------------|
| Line Item | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Salaries | 978,381 | 1,198,200 | 1,140,000 | 1,302,400 | 8.70% |
| Part-Time Salaries | - | - | 25,500 | - | - |
| FICA | 70,904 | 91,700 | 89,161 | 99,700 | 8.72% |
| Group Insurance | 135,866 | 160,800 | 141,085 | 169,000 | 5.10% |
| General Retirement | 88,564 | 121,600 | 115,710 | 148,000 | 21.71% |
| 401K General | 48,920 | 60,000 | 57,000 | 65,100 | 8.50% |
| Workers Comp | 8,653 | 14,600 | 16,000 | 20,000 | 36.99% |
| Postage | 231 | 1,000 | 500 | 2,300 | 130.00% |
| Telephone & Communication | 23,163 | 26,900 | 23,000 | 24,000 | -10.78% |
| Printing | 7,078 | 8,700 | 9,500 | 17,500 | 101.15% |
| Utilities | 38,905 | 76,000 | 25,000 | 38,000 | -50.00% |
| Travel and Training | 6,927 | 26,600 | 18,000 | 15,000 | -43.61% |
| Maintenance & Repair - Building | 814 | 900 | 500 | 800 | -11.11% |
| Maintenance & Repair - Vehicle | 2,767 | 8,600 | 6,500 | 8,600 | 0.00% |
| Advertising | 90 | - | - | - | - |
| Automotive Supplies | 2,389 | 6,700 | 3,500 | 3,800 | -43.28% |
| Motor Fuel | 10,936 | 14,000 | 20,000 | 20,000 | 42.86% |
| Office Supplies | 1,160 | 3,500 | 1,500 | 3,700 | 5.71% |
| Departmental Supplies | 6,792 | 14,271 | 10,000 | 10,000 | -29.93% |
| Technology Hardware & Accessories | 7,740 | 20,500 | 10,000 | 15,900 | -22.44% |
| Meeting & Event Provisions | 3,816 | 5,900 | 2,000 | 9,000 | 52.54% |
| Community Outreach Materials/Activities | 3,474 | 5,600 | 2,500 | 13,000 | 132.14% |
| Uniforms | 1,280 | 8,100 | 7,500 | 6,800 | -16.05% |
| Contracted Services | 35,165 | 84,766 | 50,000 | 56,200 | -33.70% |
| Personal Protective Equipment | 1,954 | 3,900 | 2,500 | 4,300 | 10.26% |
| Software License & Maintenance | 23,277 | 25,865 | 23,500 | 41,200 | 59.29% |
| Professional Services | 788 | 15,000 | - | 115,000 | 666.67% |
| Professional Services - Eng/Survey | - | 91,000 | 45,000 | 190,000 | 108.79% |
| Dues and Subscriptions | 6,137 | 8,500 | 8,500 | 9,100 | 7.06% |
| Operating Licenses & Permits | - | 1,200 | 1,200 | 1,200 | 0.00% |
| Insurance - General Liability | 4,558 | 5,500 | 5,500 | 5,900 | 7.27% |
| Capital Outlay - Improvements | - | 30,786 | 35,000 | 378,800 | 1130.43% |
| Capital Outlay - Equipment | 90,120 | - | - | - | - |
| Total | \$ 1,610,851 | \$ 2,140,688 | \$ 1,895,656 | \$ 2,794,300 | 30.53% |

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 44 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 Senior Center, the Rodgers Family Skate Plaza, two dog parks, approximately 19 miles of developed public greenways, and 3.8 miles of natural trails. 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 Salem Pond Park Phase III renovations, including replacing the natural turf soccer field with synthetic turf and adding a restroom. This will allow for improved playability on the field and offer participants the convenience of a restroom on site.
- Completed construction of Apex Senior Center, including classroom and instructional areas to expand programming for seniors and community members with special needs.
- Completed greenway additions including Middle Creek Greenway connection to Miramonte, Swift Creek Connector, Community Park Connector, Reedy Branch, Middle Creek, Beaver Creek, North Beaver Creek, Deer Creek, and Clark Branch.

Upcoming Projects

- Continue Pleasant Park construction and open first facilities in late 2021, including six synthetic turf multipurpose fields and amenity area.
- Begin construction on the extension of Beaver Creek Greenway from Kelly Road to Apex Nature Park and Middle Creek Greenway. Additionally, conduct feasibility evaluation and design on prioritized greenway corridors to continue connectivity efforts.
- Complete West Street Park Site Analysis and concept plan to renovate West Street Park.

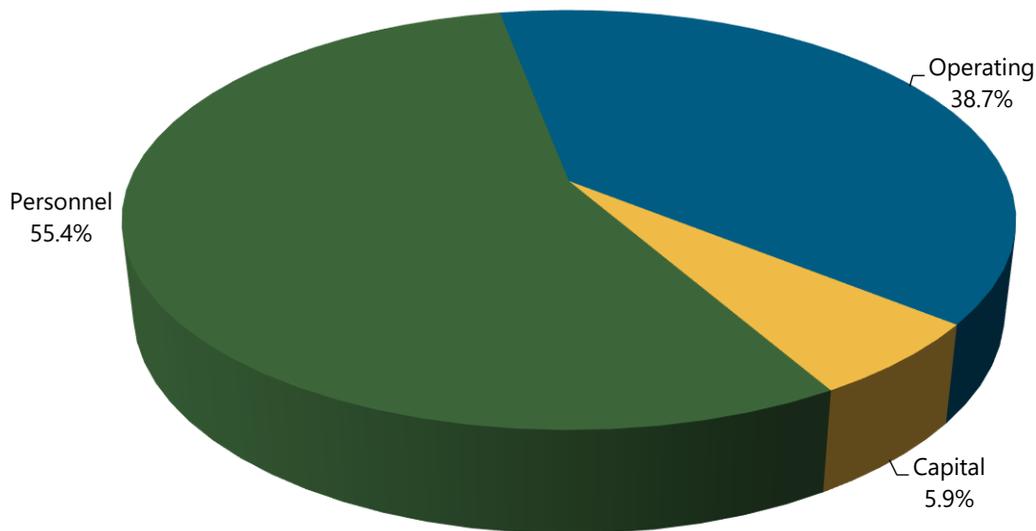
FY 2021-2022 Budget Highlights

- The Parks, Recreation & Cultural Resources Department budget increased 5.51 percent in FY21-22.
- The Parks, Recreation & Cultural Resources budget accounts for 8.12 percent of the General Fund budget and is equivalent to \$0.059 on the tax rate.
- The Town plans to spend \$90.81 per capita for Parks, Recreation & Cultural Resources in FY21-22.
- Major budget changes include the addition of 5 full-time staff members associated with the opening of Pleasant Park and one part time staff member associated with greenway planning including a Park Manager, Parks Operations Team Leader, Parks Operation Specialist, Parks Operations Worker, Recreation Customer Service Specialist, and a part time Parkes &Greenways Planning Tech, and the associated onboarding costs.
- The budget includes \$231,500 in capital improvements for tennis court repairs, Justice Heights West Street Park renovations and dog park renovations and \$137,300 for capital equipment including one vehicle addition, one vehicle replacement, two mowers, a ride on blower, and a gator for Pleasant Park operations.

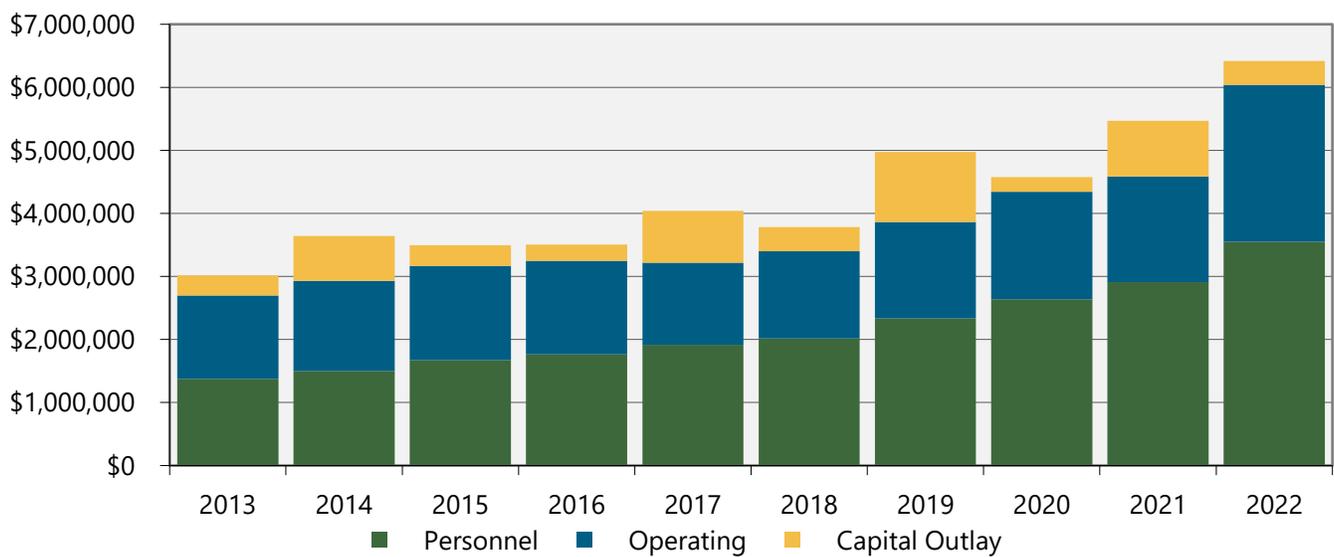
Budget Summary

| Expenditures by Type | | | | | |
|----------------------|--------------------|--------------------|---------------------|--------------------|-------------------|
| Type | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Personnel | 2,637,984 | 3,056,293 | 2,910,368 | 3,552,900 | 16.25% |
| Operating | 1,704,856 | 2,137,445 | 1,676,880 | 2,487,000 | 16.35% |
| Capital | 232,432 | 89,730 | 880,000 | 378,800 | -57.43% |
| Total | \$4,575,273 | \$6,083,468 | \$5,467,248 | \$6,418,700 | 5.51% |

Parks & Recreation Expenditures by Type



Parks & Recreation Expenditure History



Line Item Expenditures

| Parks & Recreation Expenditures | | | | | |
|-----------------------------------|---------------------|---------------------|---------------------|--------------------|-------------------|
| Line Item | FY18-19 Actual | FY19-20 Budget | FY19-20 Estimate | FY20-21 Budget | Percent Change |
| 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% |
| Total | \$ 4,972,321 | \$ 5,277,809 | \$ 4,684,777 | \$5,353,700 | 1.44% |

Budget Highlights

| Parks & Recreation: Budget Highlights | | | |
|--|----------------|---|----------------|
| New Personnel | | Athletic Supplies (43307) | |
| Park Manager (Pleasant Park) | 74,227 | Soccer (Adult/Youth) | 25,600 |
| Park Operations Team Leader (Pleasant Park) | 45,279 | Volleyball (Adult/Youth) | 10,900 |
| Parks and Greenways Planning Tech (30 hours) | 52,105 | Spring/Fall Tennis Lessons | 3,700 |
| Parks Operations Specialist (Pleasant Park) | 40,528 | Disc Golf | 3,000 |
| Parks Operations Worker (Pleasant Park) | 31,736 | Turkey Trot | 6,800 |
| Recreation Customer Service Specialist | 32,966 | Spirit League | 1,600 |
| | <u>276,841</u> | Softball (Adult/Youth) | 17,600 |
| Travel & Training (41400) | | Youth Baseball | 33,000 |
| New Employee Cost (2) | 3,500 | Youth Basketball | 16,600 |
| Director (TBD) | 1,500 | Youth Lacrosse League | 2,000 |
| Park Operations Inspections | 12,200 | Adult Basketball | 500 |
| Park Planner Training | 1,000 | Running Club | 200 |
| NYSICA Programs | 9,600 | Open Gym | 500 |
| Senior Programs/Special Populations | 1,900 | | <u>122,000</u> |
| Recreation Program Management | 1,600 | Capital Outlay Easements (47101) | |
| | <u>31,300</u> | Acquisition (Greenways) | 10,000 |
| Maintenance & Repair - Building (41500) | | Capital Outlay Improvement (47300) | |
| Gym #1 scrape/repaint ceiling | 55,600 | Repair Tennis Courts (ANP) | 61,500 |
| Countertops and Fixtures (Back restrooms) | 4,000 | Justice Heights West St Park Renovations | 75,000 |
| Restroom tiling | 17,200 | Dog Park Renovations | 95,000 |
| Park Operations (in house maint.) | 50,000 | | <u>231,500</u> |
| Facilities (in house maint) | 50,000 | Capital Outlay Equipment (47400) | |
| Skate Plaza Repair | 9,700 | Truck F-250 with Snow Plow Attachment | 43,000 |
| | <u>186,500</u> | John Deere Go Pro Gator | 26,000 |
| Technology & Hardware (43301) | | John Deere Utility Vehicle | 18,000 |
| iPad | 1,000 | Z-Mower (60 inch Cut) | 14,000 |
| New Employee Onboarding (4) | 10,000 | Z-Mower (52 inch Cut) | 12,000 |
| Computer Replacements (5) | 12,500 | Replace Unit # 521 Field Conditioner | 14,500 |
| Technology Break/Fix | 10,600 | Ride-on Blower | 9,800 |
| | <u>33,100</u> | | <u>137,300</u> |

CULTURAL ARTS CENTER

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 with the Public Art Committee a nine piece sculpture art walk throughout downtown Apex. Exhibit will continue through March 2022. Developed guided tour of art walk using phone app “Ottocast.”
- Installed Pollinator Demonstration Garden at Apex Nature Park with Bee City Committee and public volunteer groups. Renewed the Town’s Bee City USA and Mayor’s Monarch Challenge status for 2021.
- Expanded seating area at Apex Nature Park Amphitheater, which will provide more capacity for citizens attending the summertime concert and movie series, as well as the newly developed outdoor theater series.

Upcoming Projects

- 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.
- Present a five-month summertime series of 17 concerts and movies at Apex Nature Park. Additionally, produce and present the first outdoor theater offerings, *Laughter in the Park*, in summer 2021.
- Continue work with the Public Art Committee on the implementation of the Town’s Public Arts Plan, which includes the installation of new murals, continued offering and expansion of Sculpture Walk, and festive sidewalk and alleys

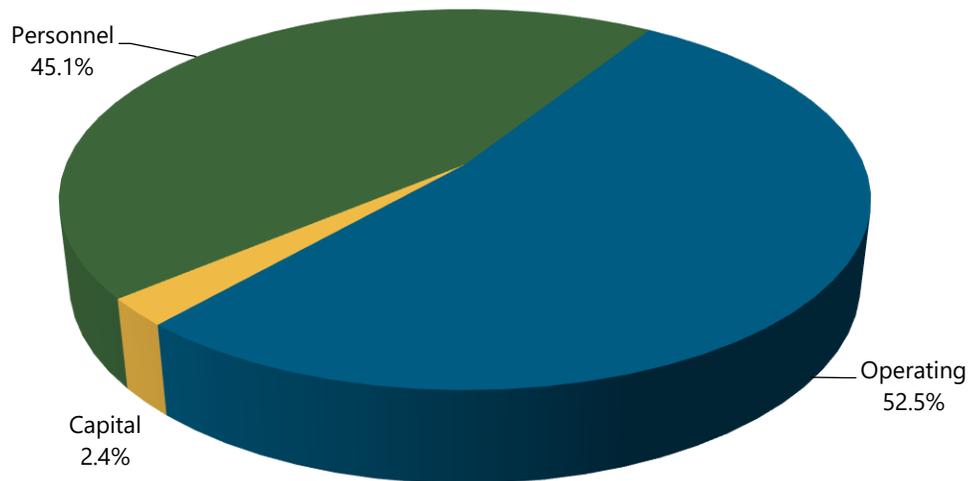
FY 2021-2022 Budget Highlights

- The Cultural Arts Department budget increased 12.76 percent in FY21-22.
- The Cultural Arts budget accounts for 1.07 percent of the General Fund budget and is equivalent to \$0.008 on the tax rate.
- The Town plans to spend \$11.97 per capita for the Cultural Arts Department in FY21-22.
- Major budget changes includes \$50,000 for the Public Art Walk and \$20,000 in capital improvements for an outdoor theatre and office space addition.

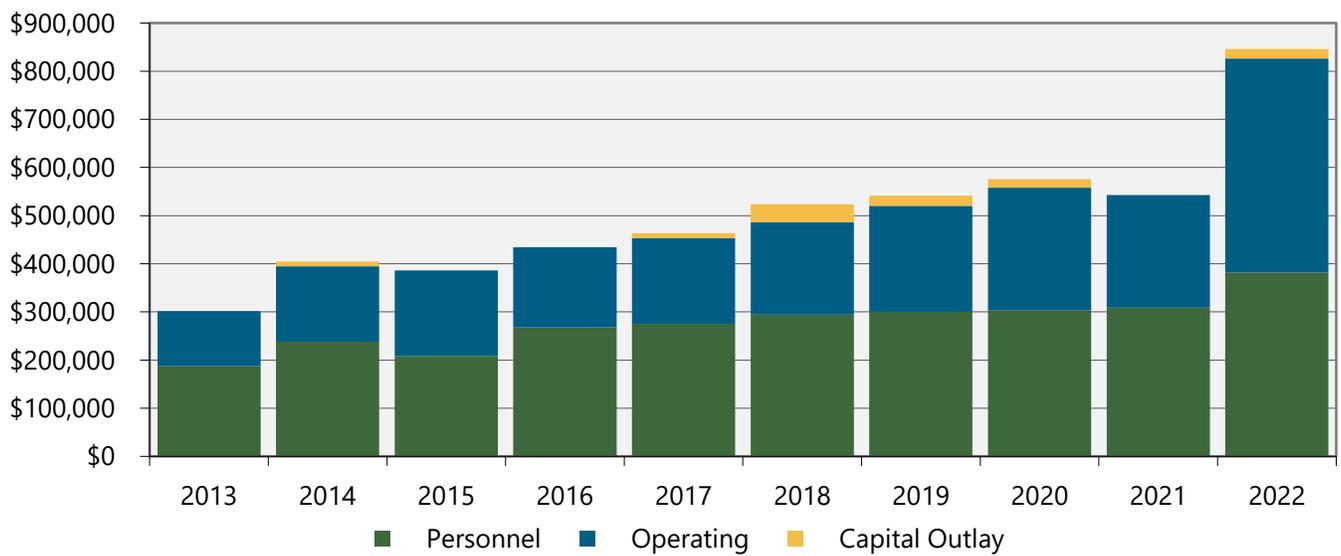
Budget Summary

| Expenditures by Type | | | | | |
|----------------------|------------------|------------------|------------------|------------------|----------------|
| Type | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Personnel | 302,636 | 341,900 | 308,620 | 381,700 | 11.64% |
| Operating | 255,406 | 408,576 | 234,010 | 444,500 | 8.79% |
| Capital | 17,885 | - | - | 20,000 | - |
| Total | \$575,927 | \$750,476 | \$542,630 | \$846,200 | 12.76% |

Cultural Arts Center Expenditures by Type



Cultural Arts Center Expenditure History



Line Item Expenditures

| Halle Cultural Arts Center Expenditures | | | | | |
|--|-------------------|-------------------|---------------------|-------------------|-------------------|
| Line Item | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Salaries | 198,011 | 209,300 | 219,018 | 221,800 | 5.97% |
| Part-Time Salaries | 29,195 | 51,000 | 10,000 | 70,000 | 37.25% |
| FICA | 17,085 | 19,900 | 17,520 | 22,300 | 12.06% |
| Group Insurance | 28,915 | 26,500 | 26,000 | 27,000 | 1.89% |
| General Retirement | 17,905 | 21,300 | 22,230 | 25,300 | 18.78% |
| 401K General | 9,901 | 10,500 | 10,951 | 11,100 | 5.71% |
| Workers Comp | 1,625 | 3,400 | 2,900 | 4,200 | 23.53% |
| Postage | - | 1,300 | 500 | 1,300 | 0.00% |
| Telephone & Communication | 745 | 400 | 680 | 800 | 100.00% |
| Printing | 2,971 | 5,200 | 3,500 | 5,000 | -3.85% |
| Utilities | 22,336 | 20,000 | 20,000 | 21,000 | 5.00% |
| Travel and Training | 50 | 1,000 | 1,000 | 1,000 | 0.00% |
| Maintenance & Repair - Building | 28,839 | 33,000 | 30,000 | 28,700 | -13.03% |
| Maintenance & Repair - Equipment | 1,206 | 2,500 | 500 | 5,000 | 100.00% |
| Rental - Facilities | 900 | 1,000 | 900 | 1,100 | 10.00% |
| Advertising | 20,745 | 25,400 | 8,800 | 35,600 | 40.16% |
| Office Supplies | 456 | 2,300 | 400 | 2,500 | 8.70% |
| Janitorial Supplies | 114 | 700 | 300 | 700 | 0.00% |
| Departmental Supplies | 14,963 | 36,600 | 35,000 | 29,600 | -19.13% |
| Technology Hardware & Accessories | 29 | - | 60 | - | - |
| Medical Supplies | 95 | - | 20 | - | - |
| Meeting & Event Provisions | 3,215 | 6,400 | 1,400 | 11,700 | 82.81% |
| Uniforms | - | 500 | 150 | 500 | 0.00% |
| Contracted Services | 25,822 | 17,500 | 17,000 | 29,000 | 65.71% |
| Software License & Maintenance | 4,311 | 5,136 | 5,100 | 3,900 | -24.07% |
| Contracted Services - Instructors/Programs | 75,797 | 179,200 | 40,000 | 205,400 | 14.62% |
| Professional Services | - | 2,200 | 2,200 | 3,200 | 45.45% |
| Dues and Subscriptions | 2,142 | 3,500 | 3,500 | 7,500 | 114.29% |
| Operating Licenses & Permits | 1,351 | 3,500 | 3,000 | 1,000 | -71.43% |
| Special Programs - Public Art | 49,321 | 61,240 | 60,000 | 50,000 | -18.35% |
| Capital Outlay - Improvements | - | - | - | 20,000 | - |
| Capital Outlay - Equipment | 17,885 | - | - | - | - |
| Total | \$ 575,927 | \$ 750,476 | \$ 542,630 | \$ 846,200 | 12.76% |

Budget Highlights

Halle Cultural Arts Center: Budget Highlights

| Departmental Supplies (43300) | | Contracted Services (44500) | |
|---|--------------|---|---------------|
| Program Materials | 2,800 | Director (Plays) | 1,000 |
| Pollinator Garden | 5,000 | Applause Theatre | 10,000 |
| Nature Education / Bee City | 5,000 | Custodial Contract | 18,000 |
| Trash Cans | 2,000 | | <hr/> 29,000 |
| Artist Workshop | 500 | Contracted Services- Instructors (44512) | |
| Gallery Display System | 4,800 | Halle Camps, Classes | 152,000 |
| Microphone Stands | 250 | Halle Performances | 26,850 |
| Ice Machine Replacement | 2,200 | Halle Outdoor Concerts | 16,000 |
| Props | 2,750 | Artists Workshops | 5,350 |
| E-Tix | 500 | Juried Artist Fees | 200 |
| Visual Arts | 200 | Nature Programming | 5,000 |
| Replace Card Tables | 600 | | <hr/> 205,400 |
| Office Space Addition Supplies | 3,000 | Special Programs (45400) | |
| | <hr/> 29,600 | Unity Mural | 15,000 |
| Meeting & Event Provisions (43310) | | Mural - above Ambassador's garden | 15,000 |
| Beer and Wine Inventory | 5,000 | Crosswalk Art: alleys painted by volunteers | 15,000 |
| Bottle Water / Concerts | 100 | Sculpture: 2021 People's choice | 3,000 |
| Training Sessions | 800 | Marketing: Develop Public Art | 1,000 |
| Coffee / Water Service | 1,200 | Holiday Window Painting | 1,000 |
| Concessions for plays | 400 | | <hr/> 50,000 |
| Goblins Grove | 300 | Capital Outlay Improvements (47400) | |
| Gallery Openings | 900 | Outdoor Theatre | 10,000 |
| Pizza and Movie | 3,000 | Office Space Addition | 10,000 |
| | <hr/> 11,700 | | <hr/> 20,000 |

General Fund Non-Departmental

| General Fund Debt Service | | | | | |
|---------------------------|---------------------|---------------------|---------------------|----------------------|-------------------|
| Account Description | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Recommend | Percent Change |
| Principal | 5,925,793 | 4,422,800 | 4,422,800 | 5,218,200 | 17.98% |
| Interest | 1,512,818 | 2,497,700 | 2,497,700 | 2,897,700 | 16.01% |
| Bond Issuance Costs | 18,789 | 22,000 | 22,000 | 22,000 | 0.00% |
| UW Discount | 9,780 | - | - | - | - |
| Total | \$ 7,467,181 | \$ 6,942,500 | \$ 6,942,500 | \$ 8,137,900 | 17.22% |

Other Uses

Other uses in the General Fund typically represent transfers to other funds such as capital project funds or special funds. For FY21-22, other use allocations include transfers of \$600,000 to General Fund Capital Projects and \$1,700,000 for Streets Capital Projects. The General Fund Capital Projects include Tunstall House Restoration, Town Hall Remodel, and Town Fiber Optic Expansion. Allocations for Streets Capital Projects are for Saunders Street Parking Lot Expansion and Downtown Alley Improvements.

| General Fund Other Uses | | | | | |
|--------------------------------------|---------------------|---------------------|---------------------|----------------------|-------------------|
| Account Description | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Recommend | Percent Change |
| Payment to Refund Debt | - | - | - | - | - |
| Transfer to Affordable Housing | - | 1,020,000 | 1,020,000 | 1,595,000 | 56.37% |
| Transfer to General Capital Projects | 1,970,000 | 2,635,792 | 2,635,792 | 600,000 | -77.24% |
| Transfer to Street Project | 1,177,200 | 3,446,875 | 3,446,875 | 1,700,000 | -50.68% |
| Transfer to Perry Library | - | - | - | 443,400 | - |
| Transfer to Recreation Project | - | - | - | 300,000 | - |
| Total | \$ 3,147,200 | \$ 7,102,667 | \$ 7,102,667 | \$ 4,638,400 | -34.69% |

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 | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Departmental Supplies | 369 | - | - | - | - |
| Contracted Services | 43,880 | 35,000 | 35,000 | 25,800 | -26.29% |
| Capital Outlay | - | 25,000 | 25,000 | 25,000 | 0.00% |
| Total | \$ 44,249 | \$ 60,000 | \$ 60,000 | \$ 50,800 | -15.33% |

Special Appropriations

Special Appropriations accounts in the General Fund include funding for non-profit agencies. 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 Town dedicates \$1 per capita toward non-profit funding.

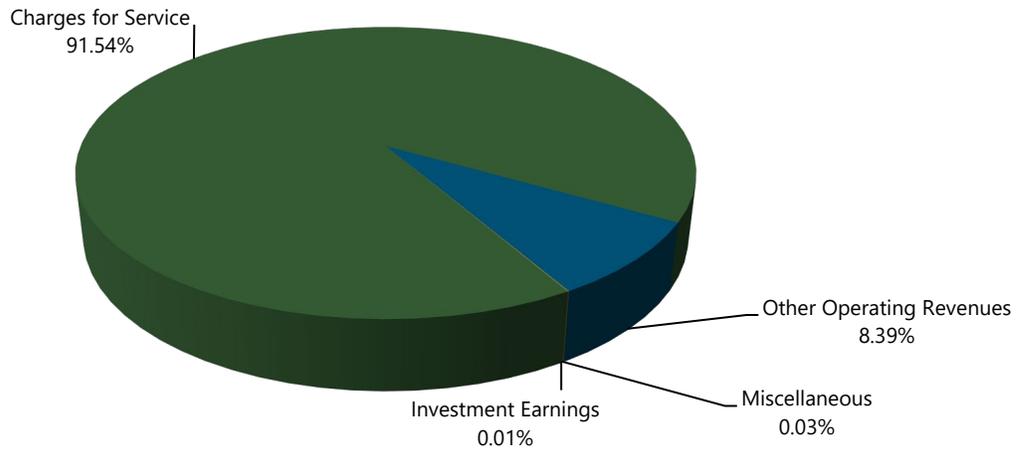
| General Fund Special Appropriations | | | | | |
|-------------------------------------|-------------------|-------------------|---------------------|----------------------|-------------------|
| Account Description | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Recommend | Percent Change |
| Apex Farmer's Market | 10,000 | 20,000 | 20,000 | 18,000 | -10.00% |
| Transitions Life Care | 12,300 | 5,000 | 5,000 | 8,000 | 60.00% |
| Apex Downtown Business Association | 10,000 | 20,000 | 21,274 | 8,000 | -60.00% |
| Apex Historical Society | - | 7,000 | - | - | -100.00% |
| SAFEChild | 12,600 | 10,000 | 10,000 | 8,000 | -20.00% |
| Western Wake Crisis Ministries | 30,000 | 20,000 | 20,000 | 9,250 | -53.75% |
| White Oak Foundation | 11,100 | 10,000 | 10,000 | 8,000 | -20.00% |
| CAPA | 325 | 500 | 325 | 1,250 | 150.00% |
| InterAct | - | - | - | 1,500 | - |
| YMCA | - | - | - | 7,000 | - |
| Chamber of Commerce | 41,695 | - | 908 | - | - |
| Downtown Development | 1,224 | 83,000 | 64,742 | - | -100.00% |
| Downtown Advertising | 1,425 | 5,000 | 1,575 | - | -100.00% |
| Total | \$ 130,669 | \$ 180,500 | \$ 153,823 | \$ 69,000 | -61.77% |

| General Fund Contingency | | | | | |
|--------------------------|-------------------|-------------------|---------------------|----------------------|-------------------|
| Account Description | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Recommend | Percent Change |
| Contingency | - | 150,000 | - | 150,000 | 0.00% |
| Total | \$ - | \$ 150,000 | \$ - | \$ 150,000 | 0.00% |

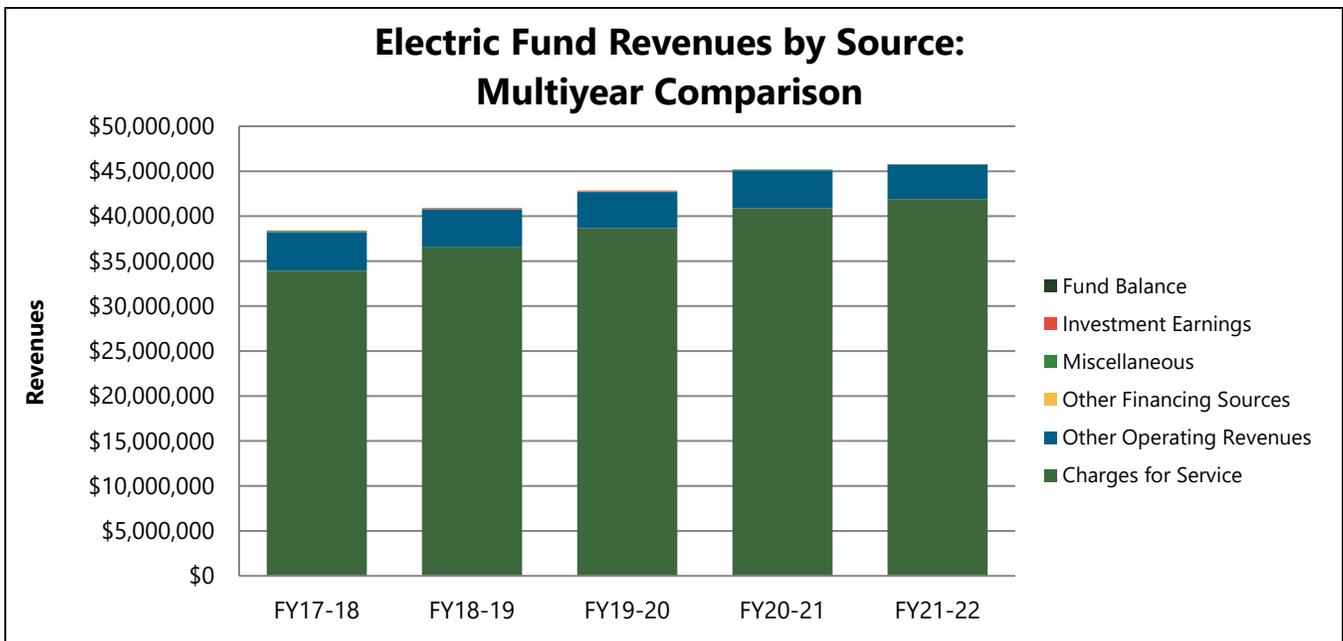
Revenues by Source

| Electric Fund Revenues by Source | | | | | |
|----------------------------------|-------------------|---------------------|---------------------|---------------------|-------------------|
| Source | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Charges for Service | 38,663,297 | 39,650,000 | 40,890,827 | 41,905,000 | 5.69% |
| Other Operating Revenues | 4,028,343 | 4,260,900 | 4,190,689 | 3,842,200 | -9.83% |
| Other Financing Sources | 40,635 | 10,000 | 20,000 | 10,000 | 0.00% |
| Miscellaneous | 32,685 | 35,000 | 87,592 | 13,000 | -62.86% |
| Investment Earnings | 87,061 | 75,000 | 8,000 | 6,000 | -92.00% |
| Fund Balance | - | 395,629 | - | - | -100.00% |
| Total | 42,852,021 | \$44,426,529 | \$45,197,108 | \$45,776,200 | 3.04% |

Electric Fund Revenues by Source FY21-22



Electric Fund Revenues by Source: Multiyear Comparison



Source Descriptions

Charges for Service

Electric charges account for 91.54 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 \$41.91 million in the FY21-22 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 \$3.84 million in the FY21-22 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 FY21-22 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 \$6,000 in the FY21-22 Electric Fund budget.

Miscellaneous

Miscellaneous revenues in the Electric Fund include revenues that do not easily fit into other categories. Miscellaneous revenues account for \$13,000 in FY21-22.

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 FY21-22 Electric Fund budget.

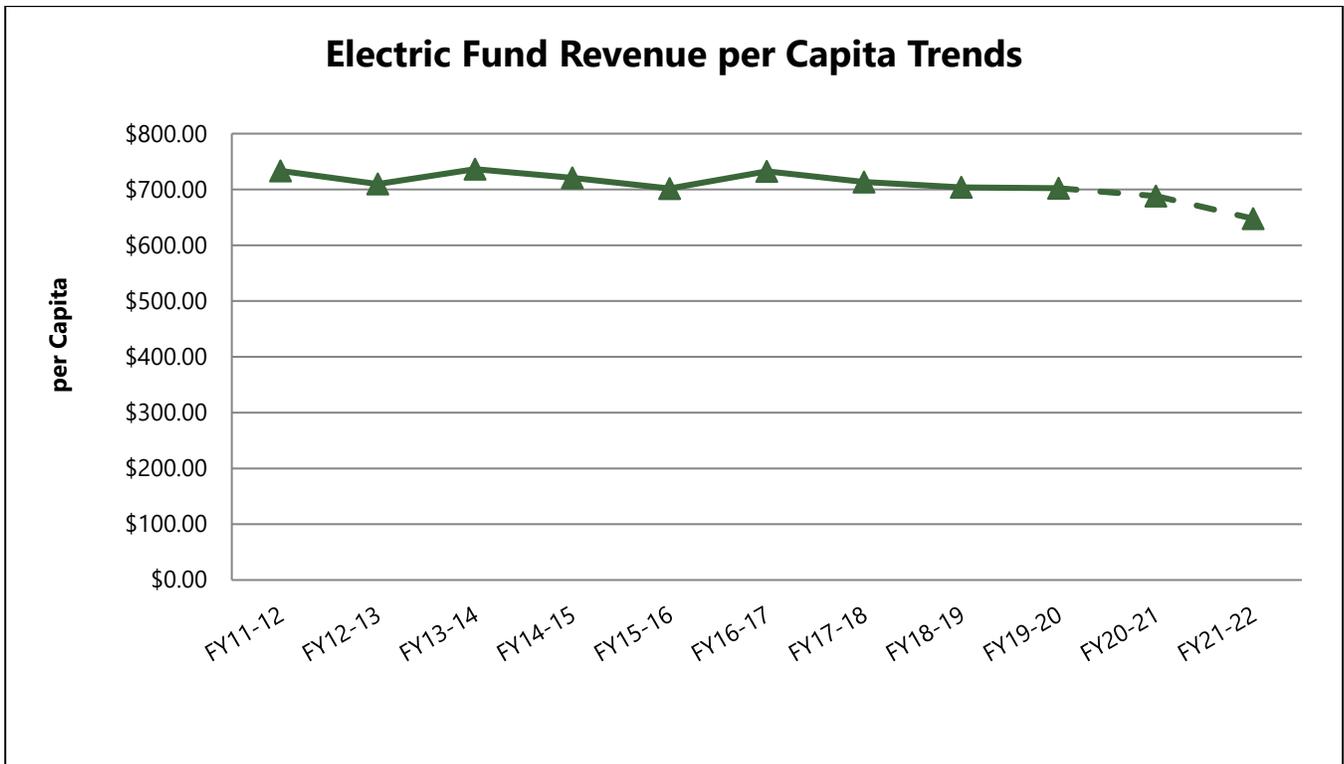
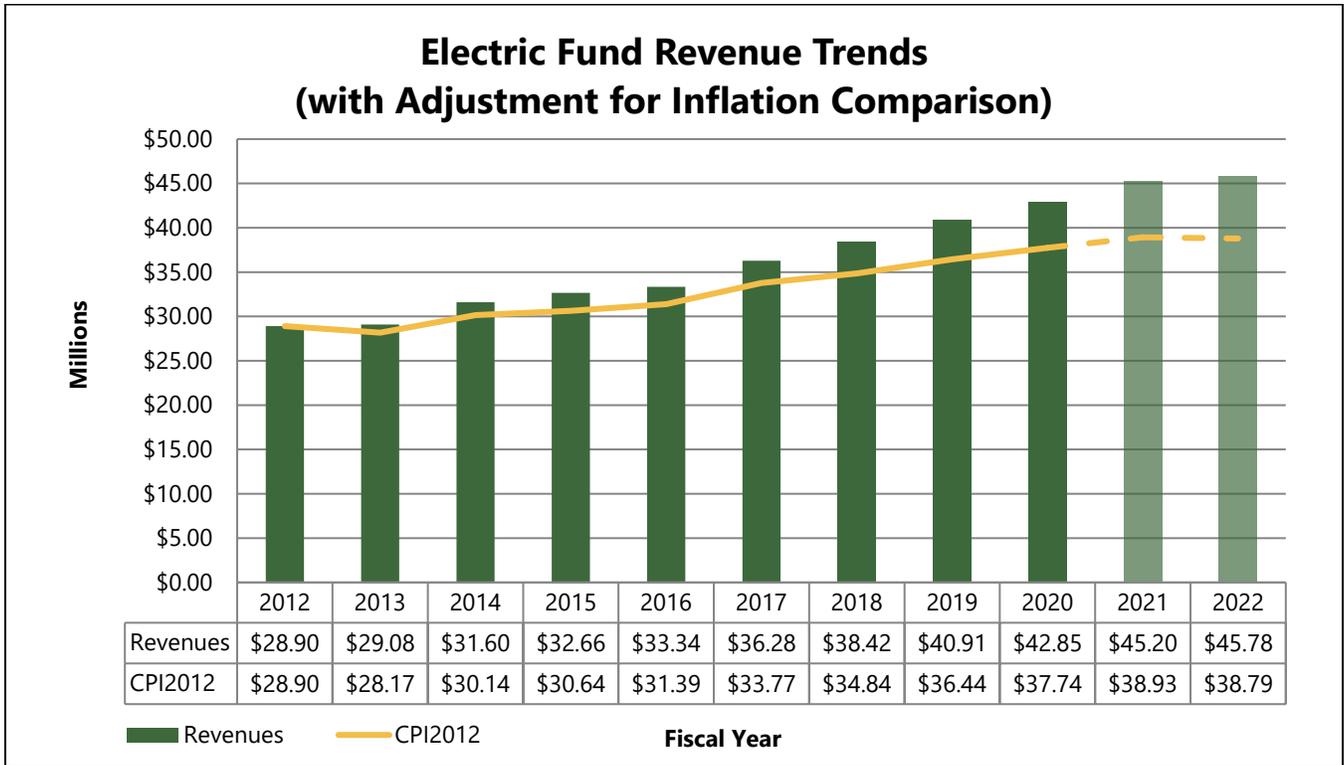


Revenues by Line Item

| Electric Fund Revenues | | | | | |
|--------------------------------|---------------------|---------------------|---------------------|----------------------|-------------------|
| Line Item | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Recommend | Percent Change |
| Wake County Grants | 2,753 | - | - | - | - |
| State Grants | 87,632 | - | - | - | - |
| Sales - Residential | 26,867,394 | 28,080,000 | 29,562,818 | 30,307,000 | 7.93% |
| Sales - Demand | 2,026,156 | 2,175,000 | 1,855,488 | 1,882,000 | -13.47% |
| Sales - Commercial | 9,516,893 | 9,135,000 | 9,383,187 | 9,556,000 | 4.61% |
| Pole Relocation | 60,609 | - | - | - | - |
| Sales Tax | 2,688,151 | 2,750,900 | 2,859,876 | 2,922,200 | 6.23% |
| Reconnection Fees | 40,915 | 60,000 | 320 | 20,000 | -66.67% |
| Service Initiation Fees | 78,629 | 80,000 | 89,013 | 80,000 | 0.00% |
| Penalties | 72,701 | 120,000 | - | 60,000 | -50.00% |
| Underground Primary | 312,495 | 380,000 | 520,000 | 350,000 | -7.89% |
| Underground Secondary | 745,627 | 900,000 | 650,000 | 420,000 | -53.33% |
| Electric Meters | 191,685 | 230,000 | 160,813 | 150,000 | -34.78% |
| Interest Earned | 87,061 | 75,000 | 8,000 | 6,000 | -92.00% |
| Miscellaneous Revenue | 27,253 | 35,000 | 43,000 | 13,000 | -62.86% |
| Insurance Refunds | 5,432 | - | - | - | - |
| Mutual Aid | - | - | 44,592 | - | - |
| Sale of Capital Assets | 40,635 | 10,000 | 20,000 | 10,000 | 0.00% |
| Fund Bal Appropriated - Budget | - | - | - | - | - |
| Fund Bal Appropriated - Amend | - | - | - | - | - |
| Fund Bal App - PO Carryover | - | 395,629 | - | - | -100.00% |
| Total | \$42,852,021 | \$44,426,529 | \$45,197,108 | \$45,776,200 | 3.04% |



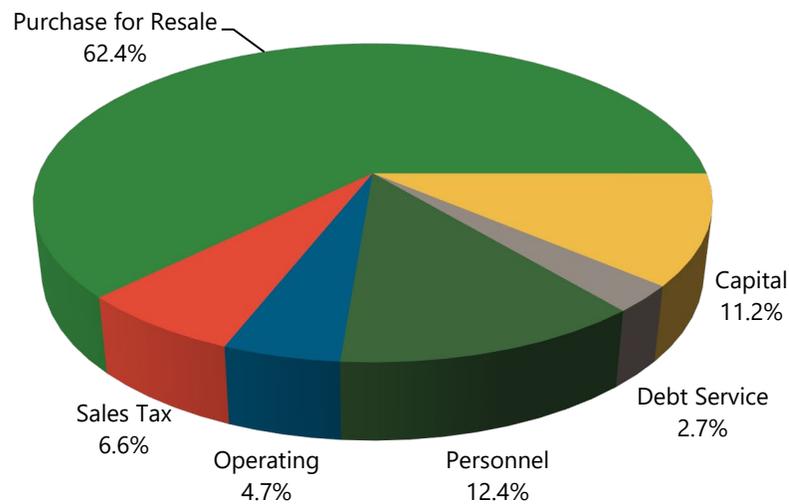
Revenue Trends



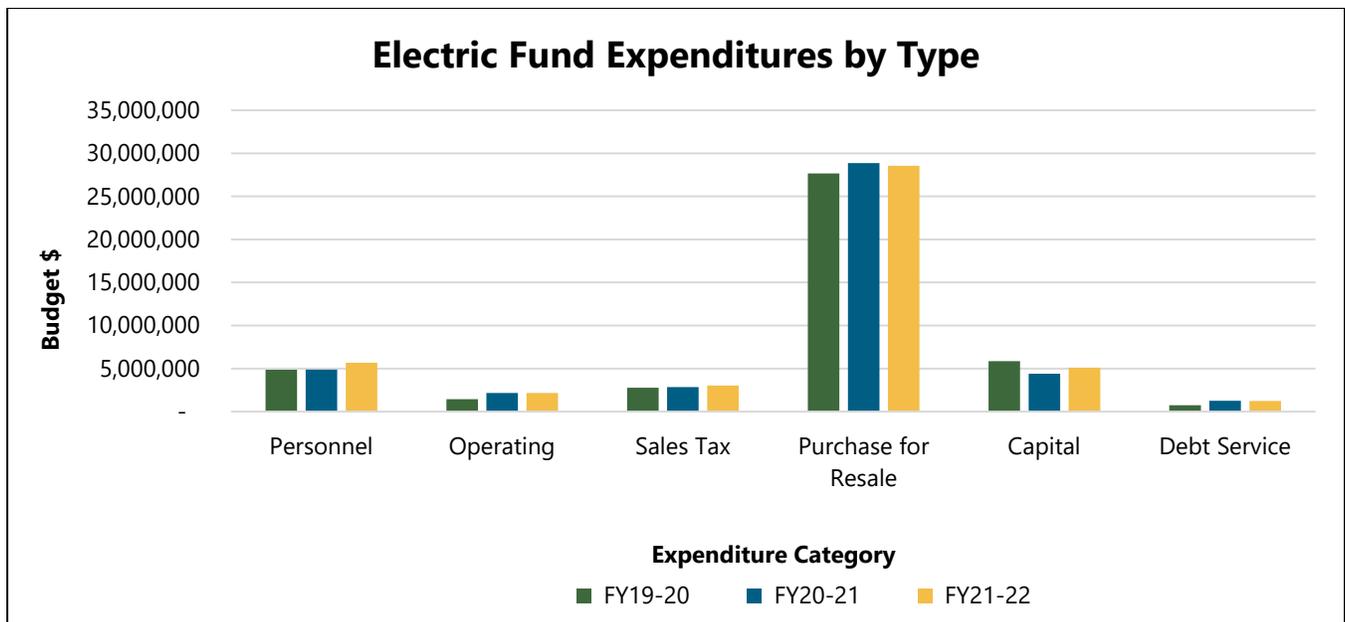
Expenditures by Type

| Electric Fund Expenditures by Type | | | | | |
|------------------------------------|-------------------|---------------------|---------------------|---------------------|-------------------|
| Type | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Personnel | 4,866,704 | 4,888,200 | 4,870,384 | 5,668,100 | 15.95% |
| Operating | 1,448,437 | 2,165,118 | 1,679,560 | 2,157,000 | -0.37% |
| Sales Tax | 2,766,473 | 2,856,500 | 2,920,000 | 3,039,000 | 6.39% |
| Purchase for Resale | 27,658,546 | 28,861,700 | 27,500,000 | 28,558,800 | -1.05% |
| Capital | 5,851,699 | 4,404,711 | 3,661,277 | 5,104,500 | 15.89% |
| Debt Service | 739,129 | 1,250,300 | 1,250,300 | 1,248,800 | -0.12% |
| Total | 43,330,989 | \$44,426,529 | \$41,881,521 | \$45,776,200 | 3.04% |

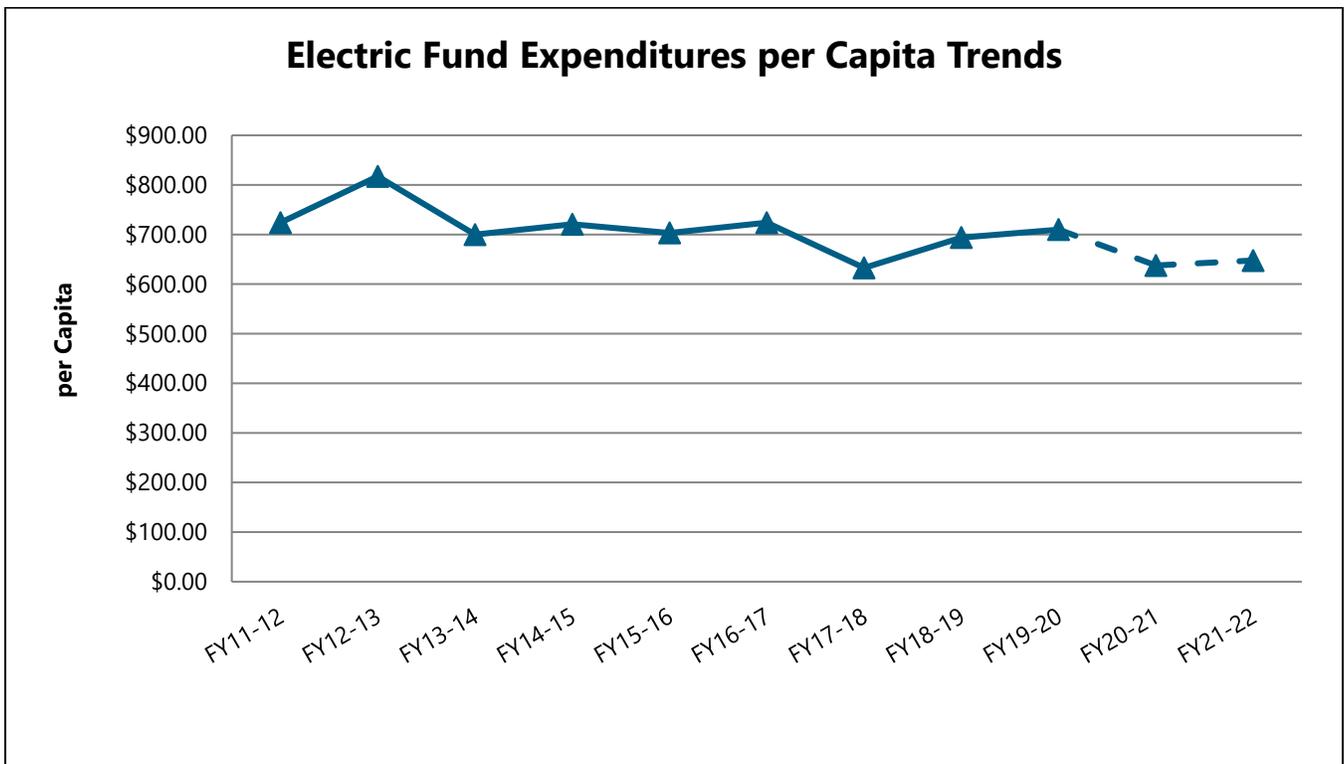
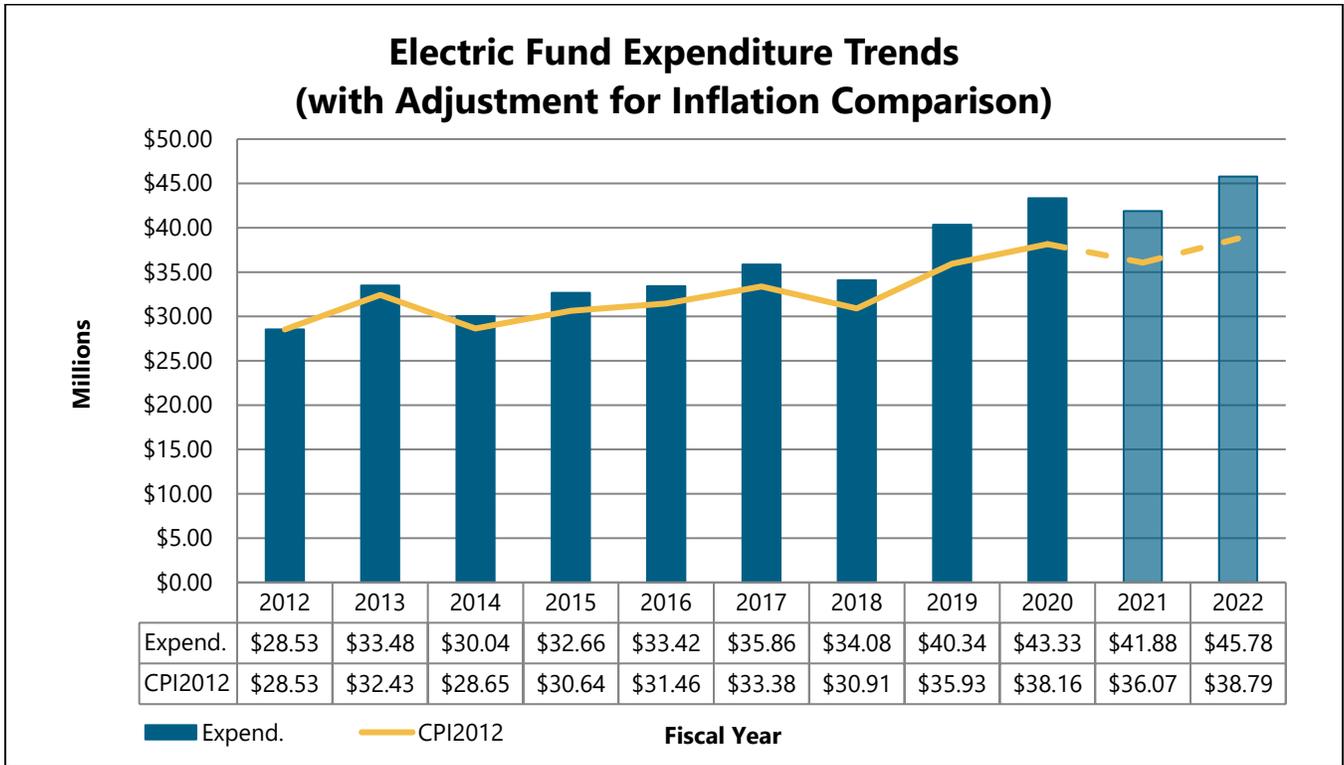
Electric Fund Expenditures by Type FY21-22



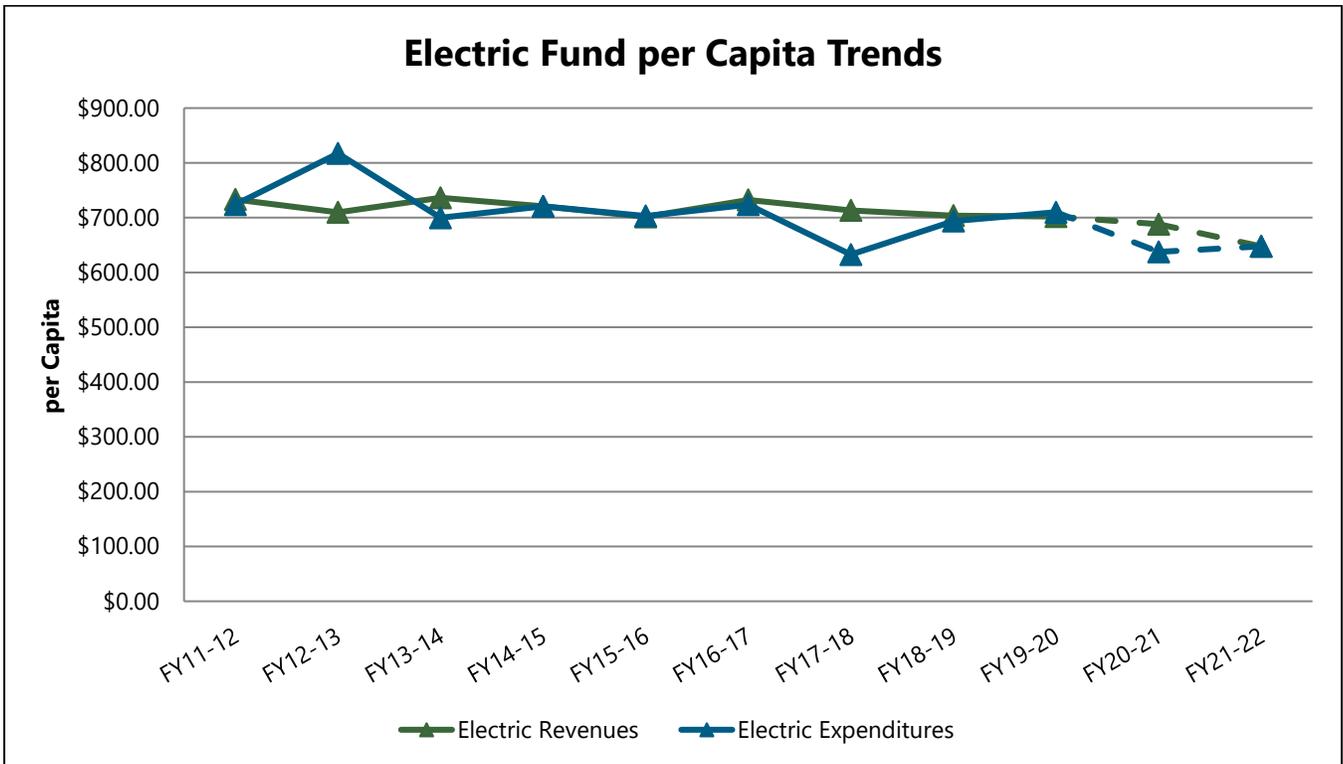
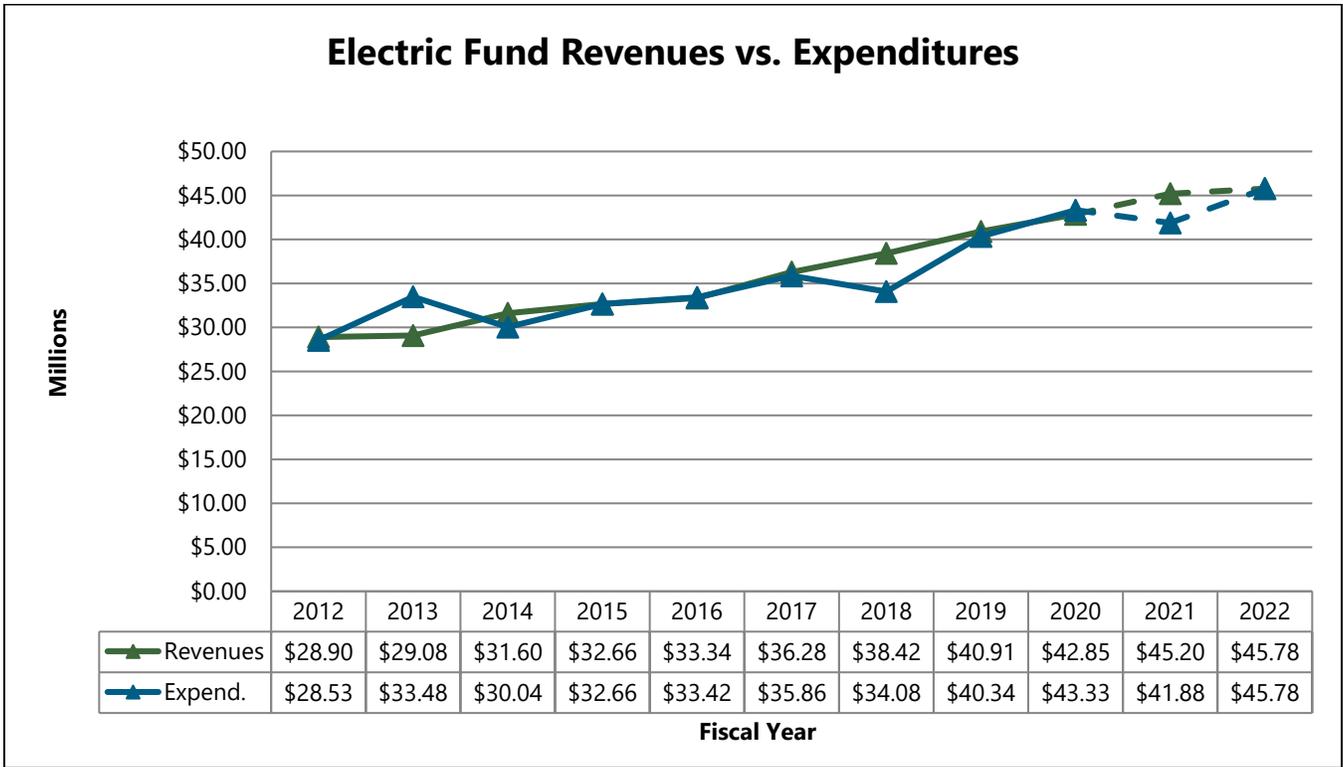
Electric Fund Expenditures by Type



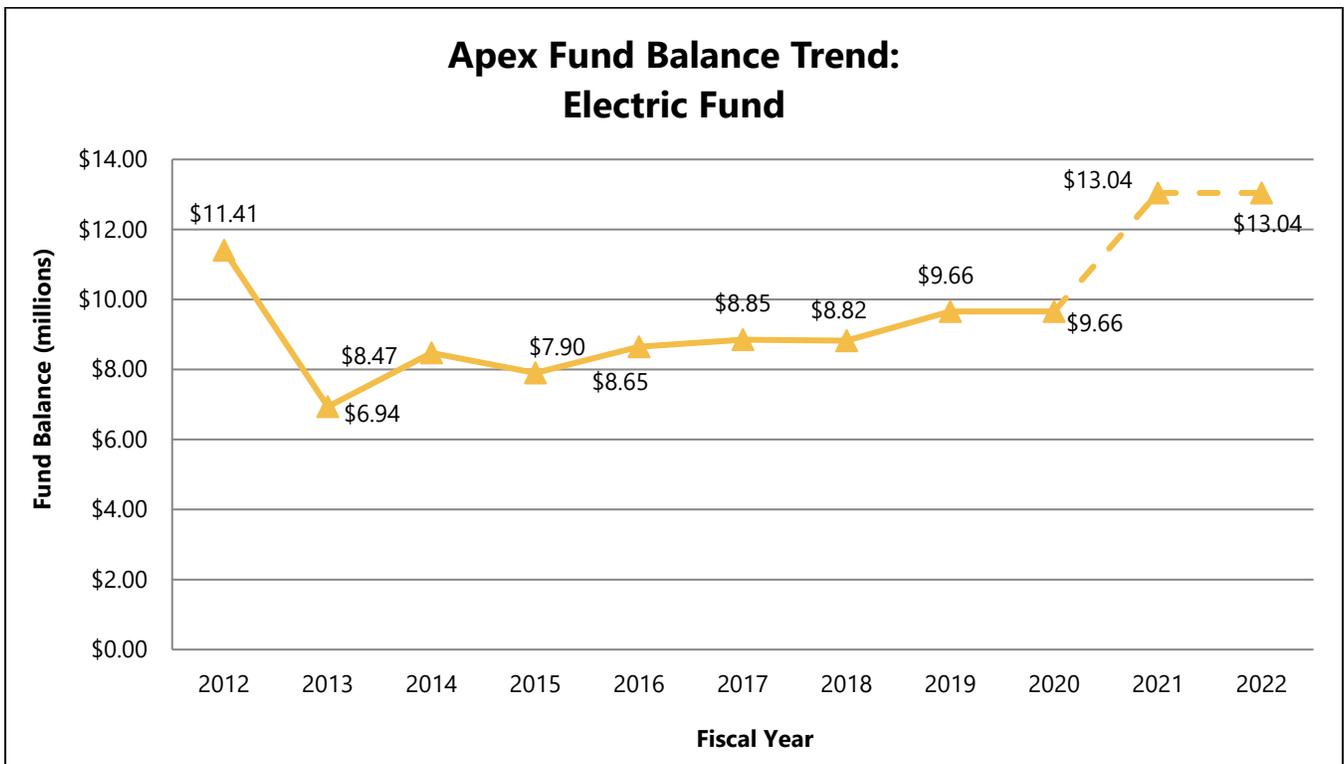
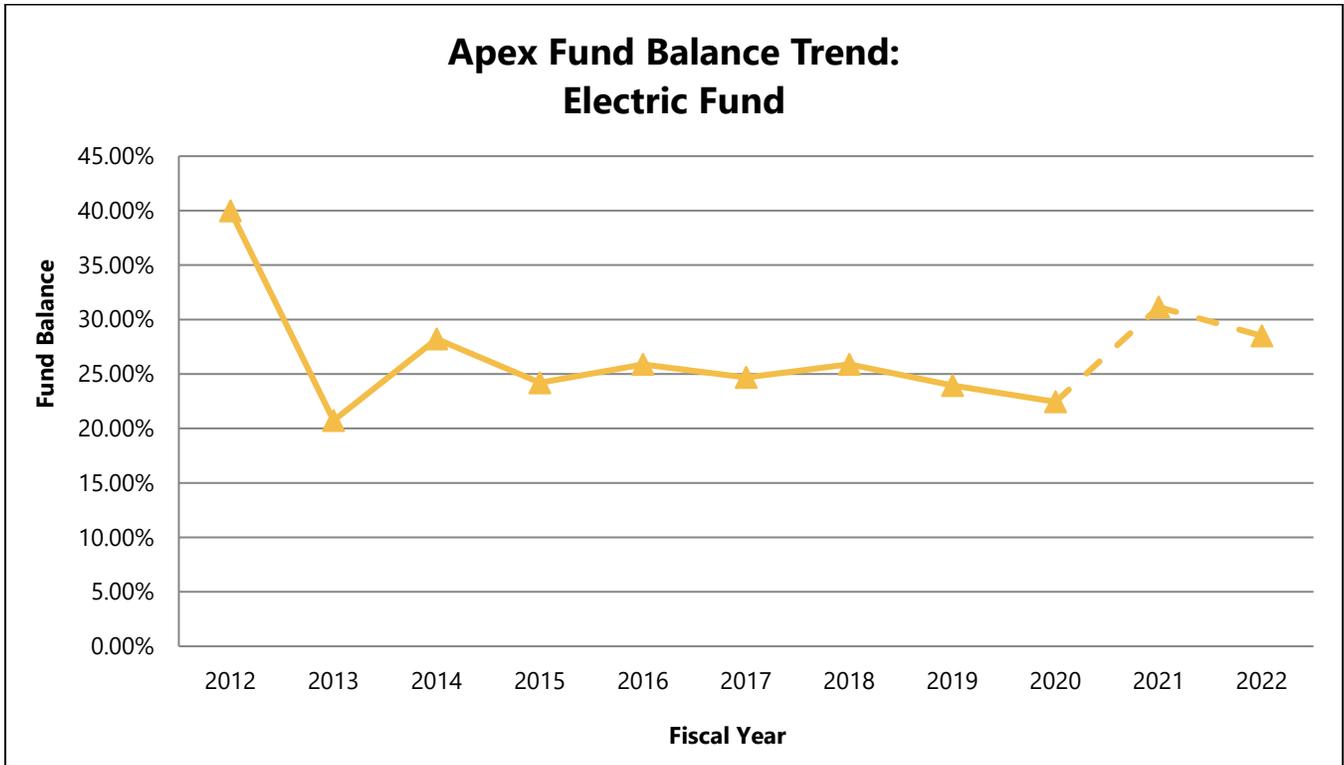
Expenditure Trends



Revenues vs. Expenditures

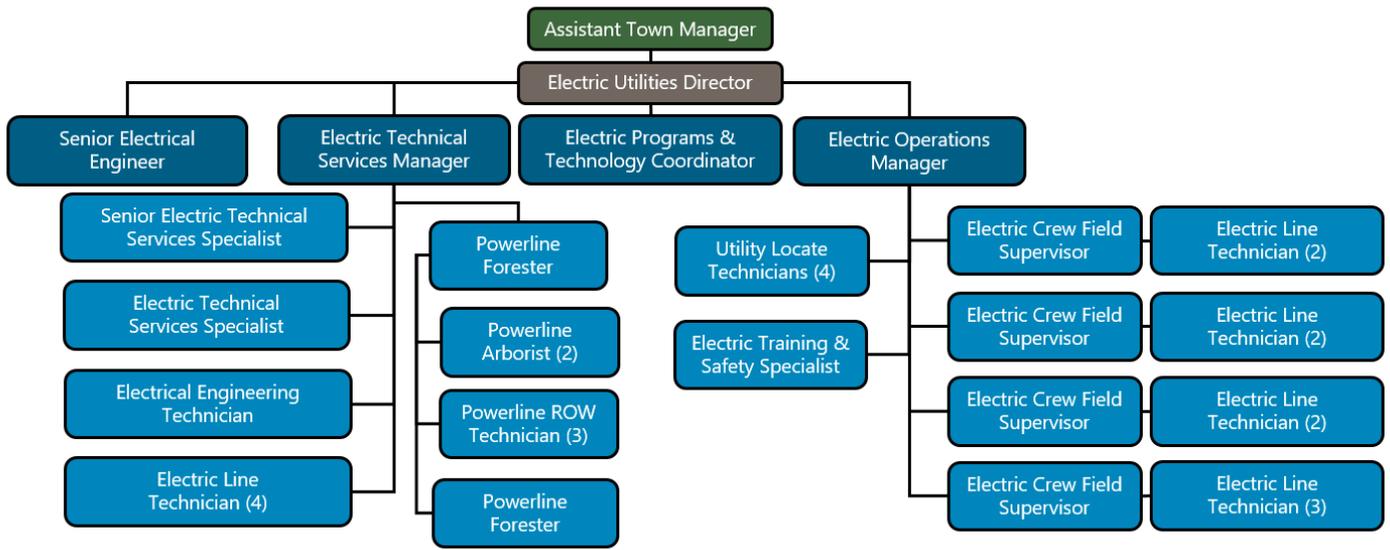


Fund Balance



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 25,900 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

- Received Public Power Award of Excellence in the areas of Grid Modernization and Workforce Development by ElectriCities, which recognizes remarkable efforts within the municipally owned electric utility industry.
- Received American Public Power Association award for exceptional electric reliability in 2020 for achieving top quartile performance in System Average Interruption Duration, or SAIDI (a key metric for reporting reliability).
- Completed overhaul of East Williams Substation, including upgrading the Supervisory Control and Data Acquisition System (SCADA). SCADA provides Electric with real-time data, enabling the department to make quicker and better informed decisions on power restoration efforts.

Upcoming Projects

- Complete major upgrade of the protection and control system at the Laura Duncan Substation to include SCADA integration, continuing the department's efforts to make data driven decisions to maintain a reliable electric system.
- Overhaul Town-wide street and area lighting system with LED fixtures, further supporting the Town's efforts to minimize its carbon footprint.
- Move electric operations to new facility on Milano Avenue, providing a centralized space to streamline departmental operations.

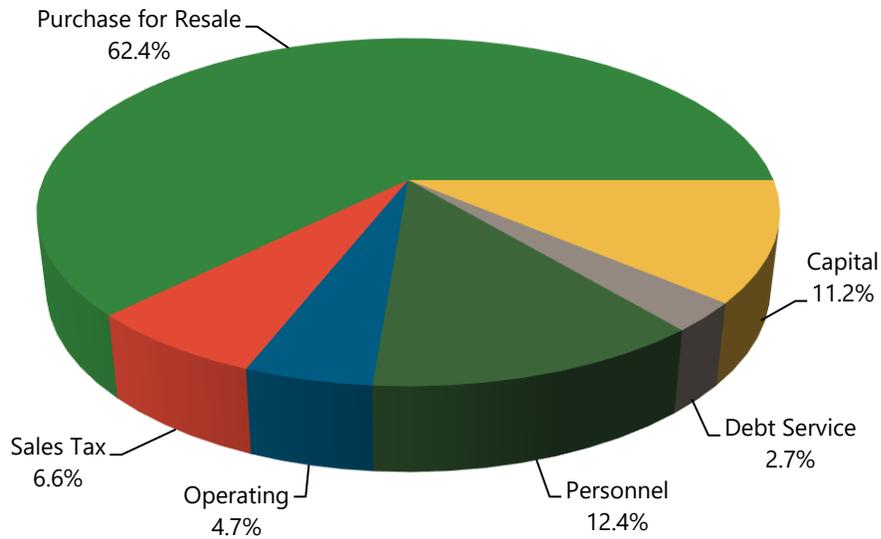
FY 2021-2022 Budget Highlights

- The Electric Utility Department budget increased by 3.16 percent in FY21-22.
- The Electric Utility budget is equivalent to \$2,008.24 per utility account.
- The Town plans to spend \$611.54 per capita for the Electric Utility in FY21-22.
- The budget includes the addition of two new staff members including a Forester, a Senior Electrical Engineer, and the associated onboarding costs. The budget also includes transition a part-time Program Support Technician to full-time.
- Major budget changes include \$684,000 for capital equipment including three vehicle replacements, one vehicle addition and system fault indicators and \$3,370,000 in capital improvements for electric system expansion, water tower lighting, and street light system conversions.

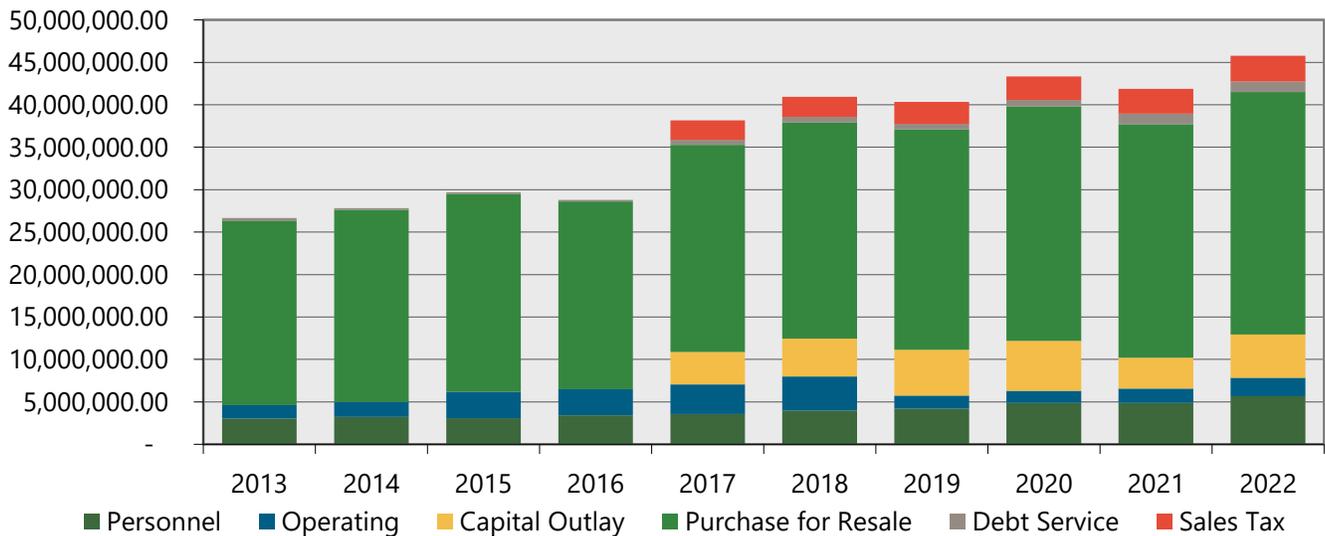
Budget Summary

| Electric Fund Expenditures by Type | | | | | |
|------------------------------------|-------------------|---------------------|---------------------|---------------------|----------------|
| Type | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Personnel | 4,866,704 | 4,888,200 | 4,870,384 | 5,668,100 | 15.95% |
| Operating | 1,448,437 | 2,165,118 | 1,679,560 | 2,157,000 | -0.37% |
| Sales Tax | 2,766,473 | 2,856,500 | 2,920,000 | 3,039,000 | 6.39% |
| Purchase for Resale | 27,658,546 | 28,861,700 | 27,500,000 | 28,558,800 | -1.05% |
| Capital | 5,851,699 | 4,404,711 | 3,661,277 | 5,104,500 | 15.89% |
| Debt Service | 739,129 | 1,250,300 | 1,250,300 | 1,248,800 | -0.12% |
| Total | 43,330,989 | \$44,426,529 | \$41,881,521 | \$45,776,200 | 3.04% |

Electric Fund Expenditures by Type FY21-22



Electric Fund Expenditure History



Line Item Expenditures

| Electric Expenditures | | | | | |
|---|-------------------|-------------------|---------------------|-------------------|-------------------|
| Line Item | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Salaries | 3,134,257 | 3,438,500 | 3,438,781 | 3,948,000 | 14.82% |
| Part-Time Salaries | 13,563 | 30,400 | 20,000 | 38,100 | 25.33% |
| FICA | 231,356 | 265,400 | 264,597 | 306,000 | 15.30% |
| Group Insurance | 491,625 | 477,400 | 470,000 | 557,700 | 16.82% |
| OPEB Expense | 263,565 | 49,000 | 49,000 | 49,000 | 0.00% |
| Retiree Insurance | 6,738 | 21,500 | 14,000 | 21,500 | 0.00% |
| General Retirement | 528,533 | 349,000 | 351,066 | 451,200 | 29.28% |
| 401K General | 157,686 | 172,000 | 172,939 | 198,100 | 15.17% |
| Workers Comp | 39,382 | 85,000 | 90,000 | 98,500 | 15.88% |
| Postage | 116 | 100 | 350 | 12,700 | 12600.00% |
| Telephone & Communication | 27,324 | 39,100 | 23,000 | 40,200 | 2.81% |
| Printing | 1,396 | 4,700 | 2,000 | 6,800 | 44.68% |
| Utilities | - | 40,000 | 20,000 | 51,000 | 27.50% |
| Travel and Training | 14,436 | 35,500 | 35,500 | 36,500 | 2.82% |
| Maintenance & Repair - Building | 12,151 | 12,000 | 700 | 5,000 | -58.33% |
| Maintenance & Repair - Equipment | 16,380 | 32,433 | 38,000 | 15,000 | -53.75% |
| Maintenance & Repair - Vehicle | 57,648 | 78,000 | 55,000 | 65,000 | -16.67% |
| Maintenance & Repair - Utility System | 251,437 | 289,508 | 200,000 | 275,000 | -5.01% |
| Automotive Supplies | 15,073 | 18,000 | 22,000 | 15,000 | -16.67% |
| Motor Fuel | 61,805 | 68,000 | 62,500 | 60,000 | -11.76% |
| Office Supplies | 1,557 | 2,000 | 1,000 | 2,000 | 0.00% |
| Janitorial Supplies | 216 | 500 | 300 | 1,500 | 200.00% |
| Departmental Supplies | 106,597 | 120,300 | 120,000 | 136,000 | 13.05% |
| Technology Hardware & Accessories | 15,784 | 6,000 | 5,000 | 19,400 | 223.33% |
| Safety Supplies | 1,457 | 4,800 | 4,500 | 1,500 | -68.75% |
| Medical Supplies | 758 | 500 | 500 | 1,000 | 100.00% |
| Meeting & Event Provisions | 1,785 | 3,200 | 2,500 | 4,600 | 43.75% |
| Community Outreach Materials/Activities | 721 | 2,200 | 2,200 | 3,000 | 36.36% |
| State of Emergency Supplies | - | - | 2,510 | - | - |
| Uniforms | 19,379 | 17,000 | 17,000 | 15,500 | -8.82% |
| Sales Tax | 2,766,473 | 2,856,500 | 2,920,000 | 3,039,000 | 6.39% |
| Customer Rebates | 1,500 | 5,000 | 1,000 | 5,000 | 0.00% |
| Contracted Services | 53,948 | 209,967 | 110,000 | 74,300 | -64.61% |
| Personal Protective Equipment | 17,306 | 18,600 | 15,000 | 15,500 | -16.67% |
| Bank / Transaction Fees | 325,500 | 325,000 | 325,000 | 323,200 | -0.55% |
| Software License & Maintenance | 95,088 | 230,110 | 200,000 | 271,300 | 17.90% |
| Contracted Services - Billing/Collections | 165,444 | 140,200 | 145,000 | 122,000 | -12.98% |
| Professional Services | 52,204 | 172,500 | 155,000 | 123,000 | -28.70% |
| Purchases for Resale | 27,658,546 | 28,861,700 | 27,500,000 | 28,558,800 | -1.05% |
| Dues and Subscriptions | 43,276 | 55,900 | 50,000 | 55,700 | -0.36% |

| | | | | | |
|-------------------------------|---------------------|---------------------|---------------------|---------------------|--------------|
| Insurance - General Liability | 53,750 | 59,000 | 59,000 | 75,300 | 27.63% |
| Insurance - Deductible | 34,400 | 25,000 | 5,000 | 25,000 | 0.00% |
| Capital Outlay - Easements | - | 50,000 | 12,000 | 50,000 | 0.00% |
| Capital Outlay - Improvements | 3,171,379 | 2,932,277 | 2,232,277 | 3,370,000 | 14.93% |
| Capital Outlay - Equipment | 424,501 | 297,434 | 292,000 | 684,500 | 130.14% |
| Total | \$40,336,040 | \$41,901,229 | \$39,506,221 | \$43,227,400 | 3.16% |

Budget Highlights

Electric Fund: Budget Highlights

| New Personnel | | Technology and Hardware (43301) | |
|--|----------------|--|------------------|
| Forester | 72,248 | New Employee Onboarding | 5,000 |
| Senior Electrical Engineer | 84,877 | SCADA Laura Duncan | 10,000 |
| Program Support Technician (PT to FT) | 25,604 | Break Fix | 4,400 |
| | <u>182,729</u> | | <u>19,400</u> |
| Travel & Training (41400) | | Contracted Services (44500) | |
| OMS/AMI (2) | 5,300 | Cleaning Contract | 8,980 |
| Advance Underground (2) | 4,500 | Accurate Calibration Services (WECO Board) | 1,400 |
| Sub Operation (3) | 3,000 | Greenscapes @ New Location | 40,000 |
| Intermediate Line School (4) | 4,500 | Waste wood contract | 8,000 |
| Advanced Line School (2) | 2,900 | Safe Truck Dielectric | 8,000 |
| Transformer School (2) | 2,900 | BlueArrow Telemetrics (Geotab) | 7,920 |
| APPA Rodeo | 2,000 | | <u>74,300</u> |
| NCAMES Conference | 4,600 | Contracted Services - Billing / Collections (44511) | |
| CPR (15) | 1,500 | Online Information Services / Credit Checks | 11,500 |
| ElectriCities Annual Conference | 3,000 | BB&T Lockbox Fees | 21,200 |
| Arborist Certification Class | 1,000 | Authorize.Net Transaction Fees | 6,900 |
| Troubleshooting School (3) | 1,300 | Loomis / Armored Car Service | 7,300 |
| | <u>36,500</u> | PMSI / Mailing of Bills and Notices / Postage | 73,000 |
| Software License & Maint. (44509) | | Quadriant (Postage Meter) | 2,100 |
| OMS | 157,400 | | <u>122,000</u> |
| TrueNorth | 12,000 | Professional Services (44600) | |
| New World (tyler Tech) | 29,800 | Southern Geospatial | 85,000 |
| Radley/CityWorks Storeroom | 2,600 | On call MSA | 30,000 |
| CityWorks | 18,230 | Electricities SCADA maintenance | 8,000 |
| Office365 | 4,500 | | <u>123,000</u> |
| ArcGIS Online | 7,110 | Capital Outlay Improvements (47300) | |
| NearMap | 1,250 | Electric System Expansion | 2,500,000 |
| Laserfiche | 1,700 | Water Tower Lighting | 120,000 |
| ExecuTime | 2,150 | Street Light System conversion | 750,000 |
| Milsoft (system analysis) | 5,400 | | <u>3,370,000</u> |
| Elster SMA | 12,000 | Capital Outlay Equipment (47400) | |
| NC 811 | 5,160 | Replace Bucket Truck (#65) | 234,500 |
| APPA E-Reliability Tracker | 5,700 | Replace Digger #183 | 250,000 |
| DLT Solutions (Autocad) | 5,000 | Replace Unit #273 (07 F150, 126k miles) | 40,000 |
| IDT | 1,300 | System Fault Indicators - SCADA | 130,000 |
| | <u>271,300</u> | F150 addition (new employee) | 30,000 |
| | | | <u>684,500</u> |

| Electric Fund Non-Departmental | | | | | |
|--------------------------------|-------------------|---------------------|---------------------|---------------------|-------------------|
| Account Description | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Principal | 535,000 | 991,000 | 991,000 | 1,022,000 | 3.13% |
| Interest | 204,129 | 259,300 | 259,300 | 226,800 | -12.53% |
| Bond Issuance Costs | - | - | - | - | - |
| Total | \$ 739,129 | \$ 1,250,300 | \$ 1,250,300 | \$ 1,248,800 | -0.12% |

Other Uses

Other uses in the Electric Fund typically represent transfers to capital project funds. For FY21-22, these transfers include \$1,000,000 for a smart grid and advanced metering solution.

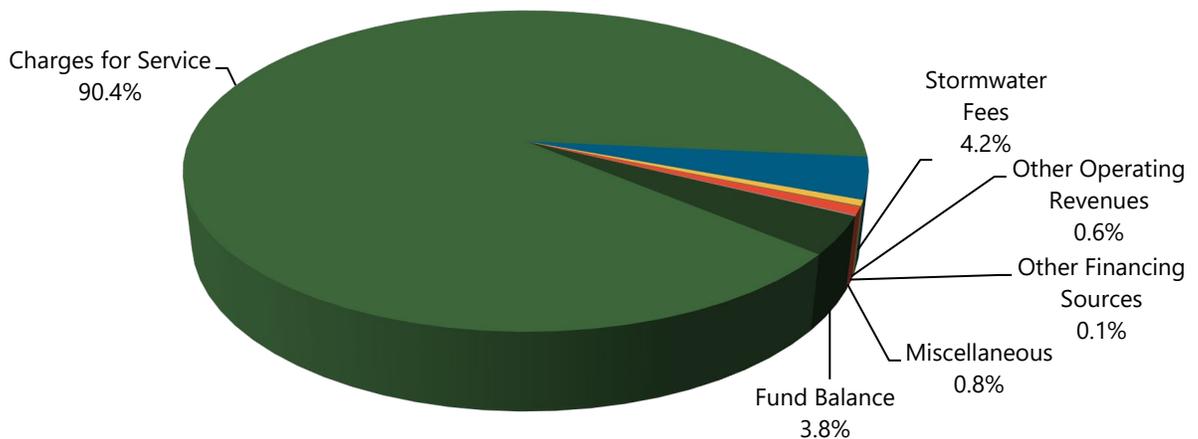
| Electric Fund Other Uses | | | | | |
|--------------------------------------|---------------------|---------------------|---------------------|----------------------|-------------------|
| Account Description | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Recommend | Percent Change |
| Transfer to W/S Project Fund | - | - | - | - | - |
| Transfer to Electric Capital Project | 2,255,820 | 1,125,000 | 1,125,000 | 1,000,000 | -11.11% |
| Total | \$ 2,255,820 | \$ 1,125,000 | \$ 1,125,000 | \$ 1,000,000 | -11.11% |

| Electric Fund Contingency | | | | | |
|---------------------------|-------------------|-------------------|---------------------|----------------------|-------------------|
| Account Description | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | Recommend FY18-19 | Percent Change |
| Contingency | - | 150,000 | - | 300,000 | 100.00% |
| Total | \$ - | \$ 150,000 | \$ - | \$ 300,000 | 100.00% |

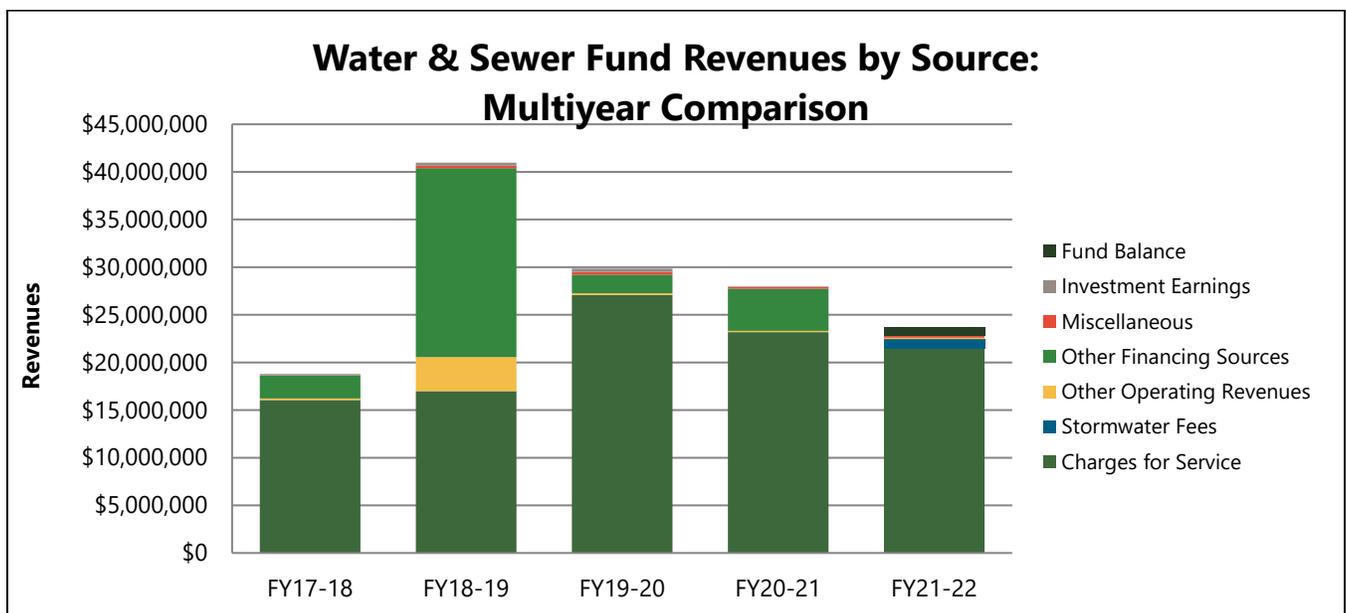
Revenues by Source

| Water & Sewer Fund Revenues by Source | | | | | |
|---------------------------------------|---------------------|---------------------|---------------------|---------------------|-------------------|
| Source | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Charges for Service | 19,529,932 | 20,221,400 | 20,680,000 | 21,452,000 | 6.09% |
| Stormwater Fees | - | - | - | 1,000,000 | - |
| Other Operating Revenues | 166,078 | 180,000 | 135,000 | 135,000 | -25.00% |
| Other Financing Sources | 1,962,760 | 4,457,697 | 4,427,697 | 15,000 | -99.66% |
| Miscellaneous | 278,671 | 189,000 | 201,000 | 196,000 | 3.70% |
| Investment Earnings | 349,448 | 175,000 | 30,000 | 24,000 | -86.29% |
| Fund Balance | - | 243,289 | - | 900,000 | 269.93% |
| Total | \$22,286,889 | \$25,466,386 | \$25,473,697 | \$23,722,000 | -6.85% |

Water & Sewer Fund Revenues by Source FY21-22



Water & Sewer Fund Revenues by Source: Multiyear Comparison



Source Descriptions

Charges for Service

Water and sewer charges account for 90.4 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 \$7.17 plus a base rate of \$10.04. 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 FY21-22 Water & Sewer Fund budget.

Stormwater Fees

Stormwater fees are collected by the Town to fund projects to maintain the stormwater system which helps in the effort to reduce runoff and improve water quality. Stormwater fees account for \$1 million in the FY21-22 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 \$135,000 in the FY21-22 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 \$15,000 in the FY21-22 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 \$24,000 in the FY21-22 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 \$196,000 in FY21-22.

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 is \$900,000 in fund balance appropriations for the FY21-22 Water & Sewer Fund budget.

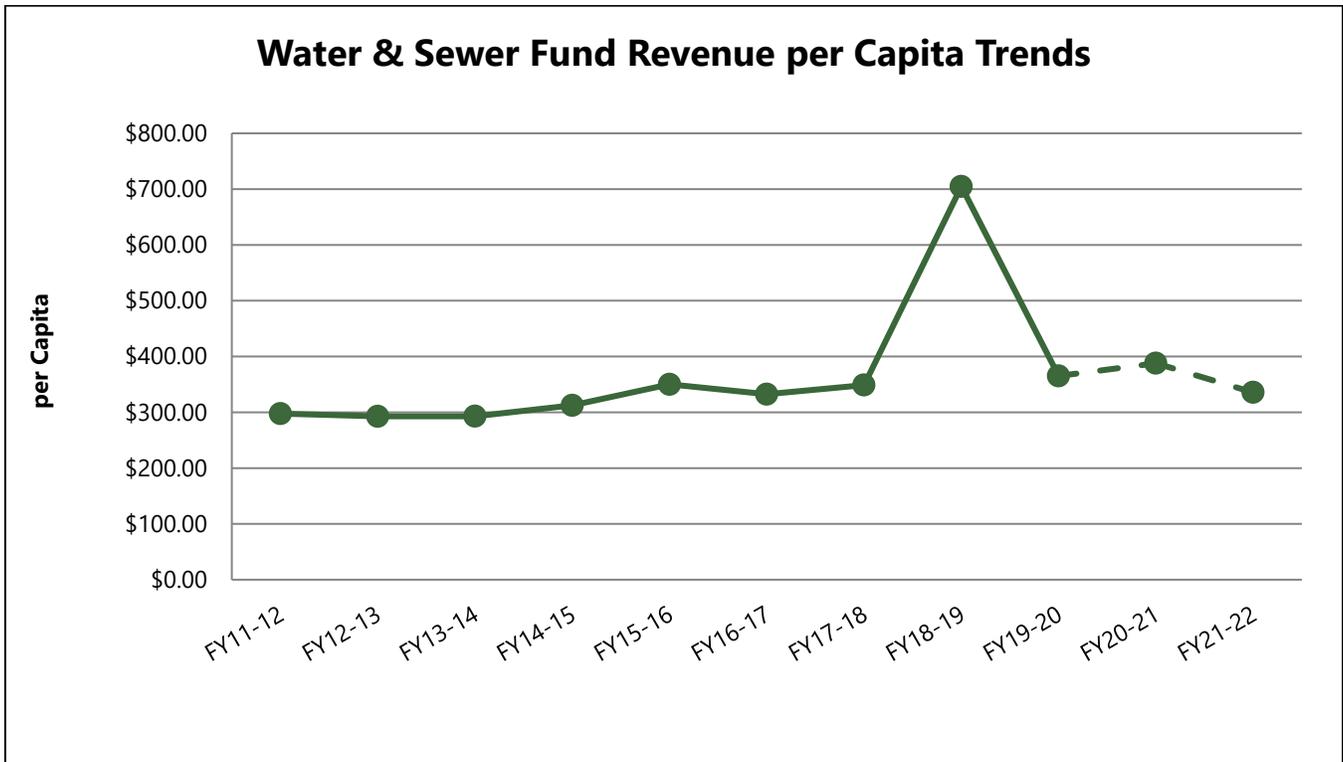
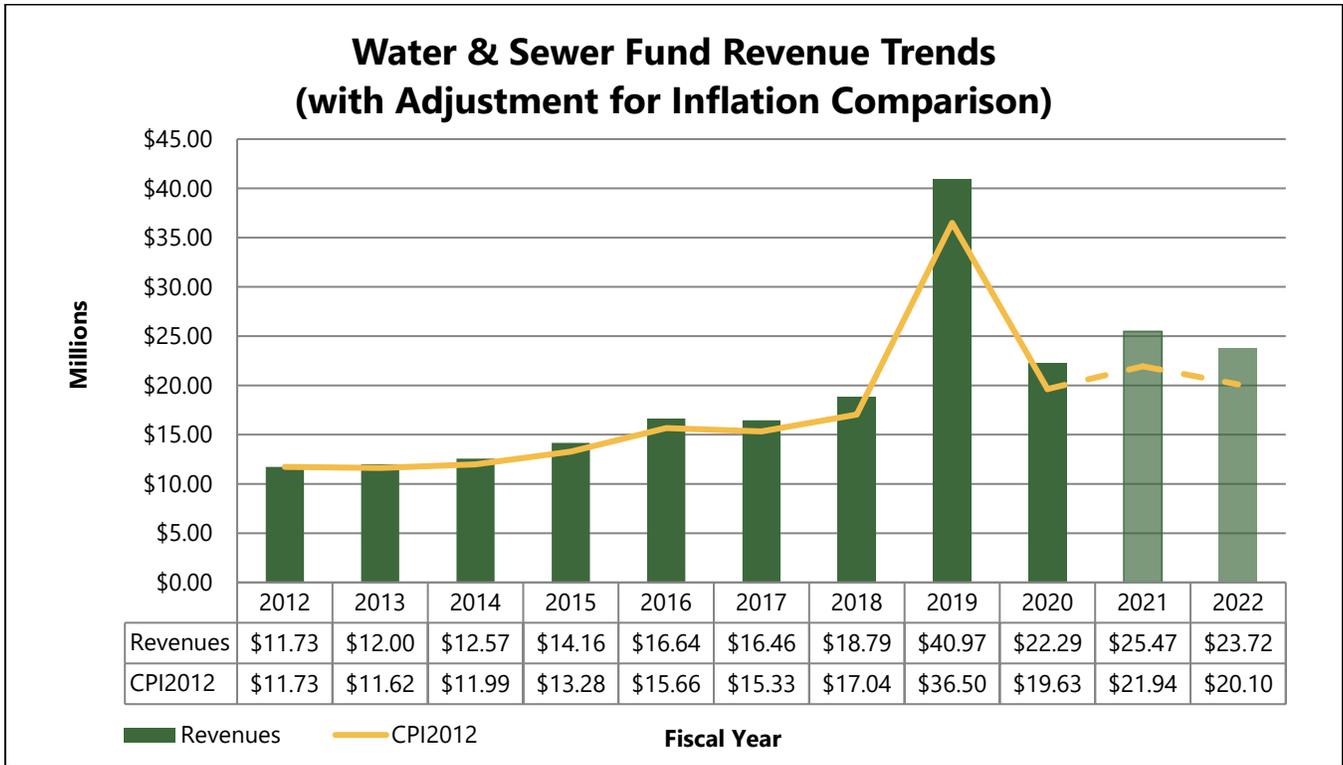


Revenues by Line Item

| Water & Sewer Fund Revenues | | | | | |
|--------------------------------|---------------------|---------------------|---------------------|---------------------|-------------------|
| Line Item | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Wake County Grants | 3,409 | - | - | - | - |
| FEMA | 5,682 | - | - | - | - |
| Re-inspection Fees | 208,850 | 170,000 | 170,000 | 170,000 | 0.00% |
| Water Quality Testing | 2,700 | 4,000 | 6,000 | 6,000 | 50.00% |
| Water Sales | 7,742,266 | 8,026,200 | 8,010,000 | 8,244,000 | 2.71% |
| Sales of Bulk Water | 331,828 | 290,000 | 280,000 | 280,000 | -3.45% |
| Sewer Charges | 10,932,472 | 11,419,100 | 11,990,000 | 12,528,000 | 9.71% |
| Water Taps | 523,366 | 486,100 | 400,000 | 400,000 | -17.71% |
| Sewer Taps | - | - | - | - | - |
| Rentals - Water Tanks | 166,078 | 180,000 | 135,000 | 135,000 | -25.00% |
| Stormwater Fees - Residential | - | - | - | 500,000 | - |
| Stormwater Fees - Commercial | - | - | - | 500,000 | - |
| Interest Earned | 349,448 | 175,000 | 30,000 | 24,000 | -86.29% |
| Miscellaneous Revenue | 17,814 | 15,000 | 25,000 | 20,000 | 33.33% |
| Insurance Refunds | 40,216 | - | - | - | - |
| Sale of Capital Assets | 17,260 | 30,000 | - | 15,000 | -50.00% |
| Transfer from W/S Reserve | 1,945,500 | 4,427,697 | 4,427,697 | - | -100.00% |
| Fund Bal Appropriated - Budget | - | - | - | 900,000 | - |
| Fund Bal Appropriated - Amend | - | - | - | - | - |
| Fund Bal App - PO Carryover | - | 243,289 | - | - | -100.00% |
| Total | \$22,286,889 | \$25,466,386 | \$25,473,697 | \$23,722,000 | -6.85% |

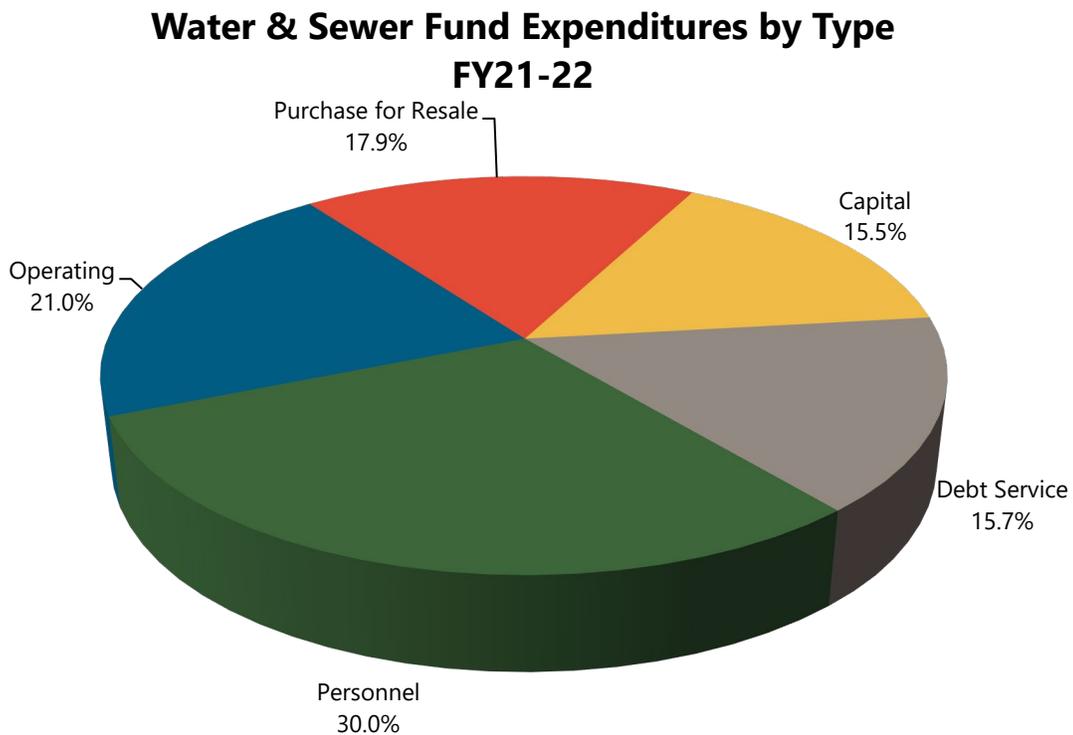


Revenue Trends

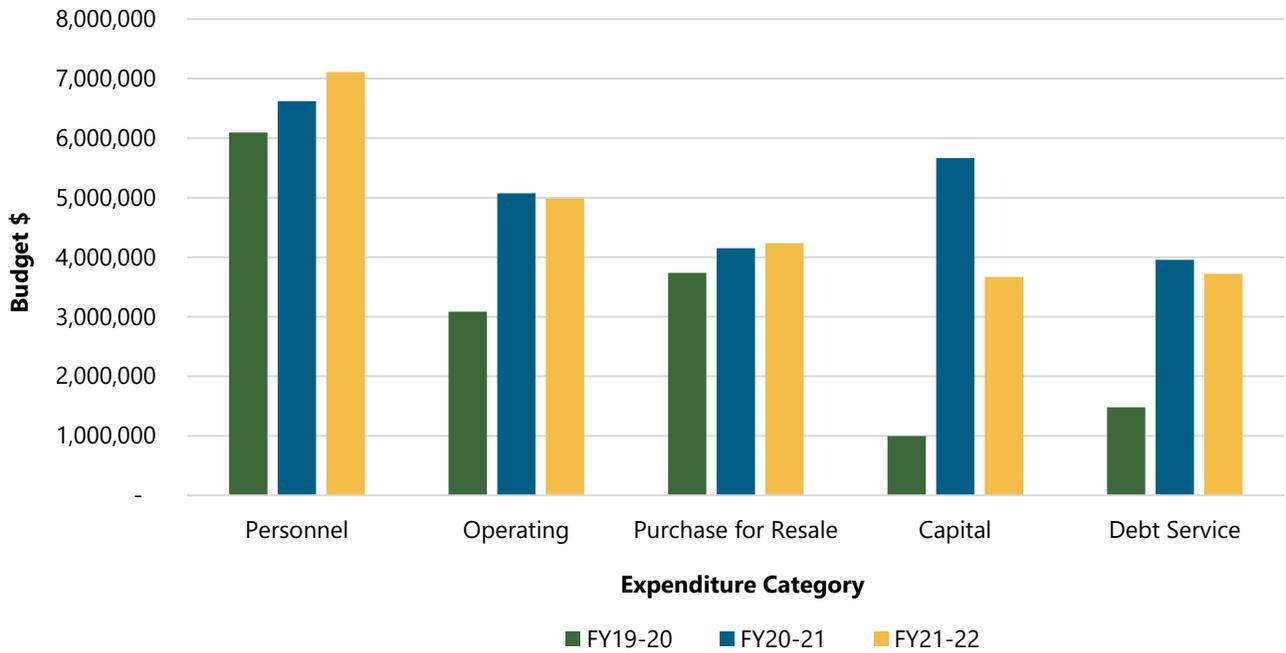


Expenditures by Type

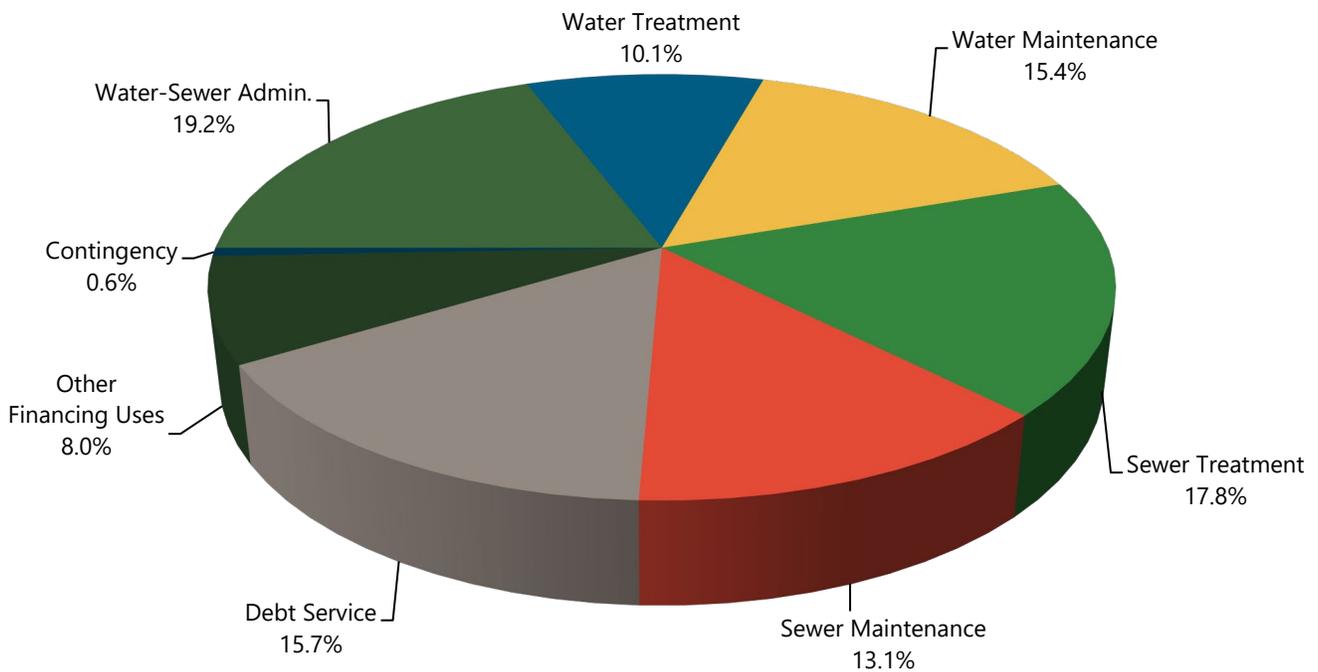
| Water & Sewer Fund Expenditures by Type | | | | | |
|---|---------------------|---------------------|---------------------|---------------------|-------------------|
| Type | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Personnel | 6,096,227 | 6,620,700 | 6,212,532 | 7,111,000 | 7.41% |
| Operating | 3,085,128 | 5,073,244 | 4,193,809 | 4,986,200 | -1.72% |
| Purchase for Resale | 3,738,700 | 4,152,800 | 3,820,000 | 4,235,000 | 1.98% |
| Capital | 995,000 | 5,663,442 | 5,305,260 | 3,668,700 | -35.22% |
| Debt Service | 1,478,755 | 3,956,200 | 3,956,200 | 3,721,100 | -5.94% |
| Total | \$15,393,811 | \$25,466,386 | \$23,487,801 | \$23,722,000 | -6.85% |



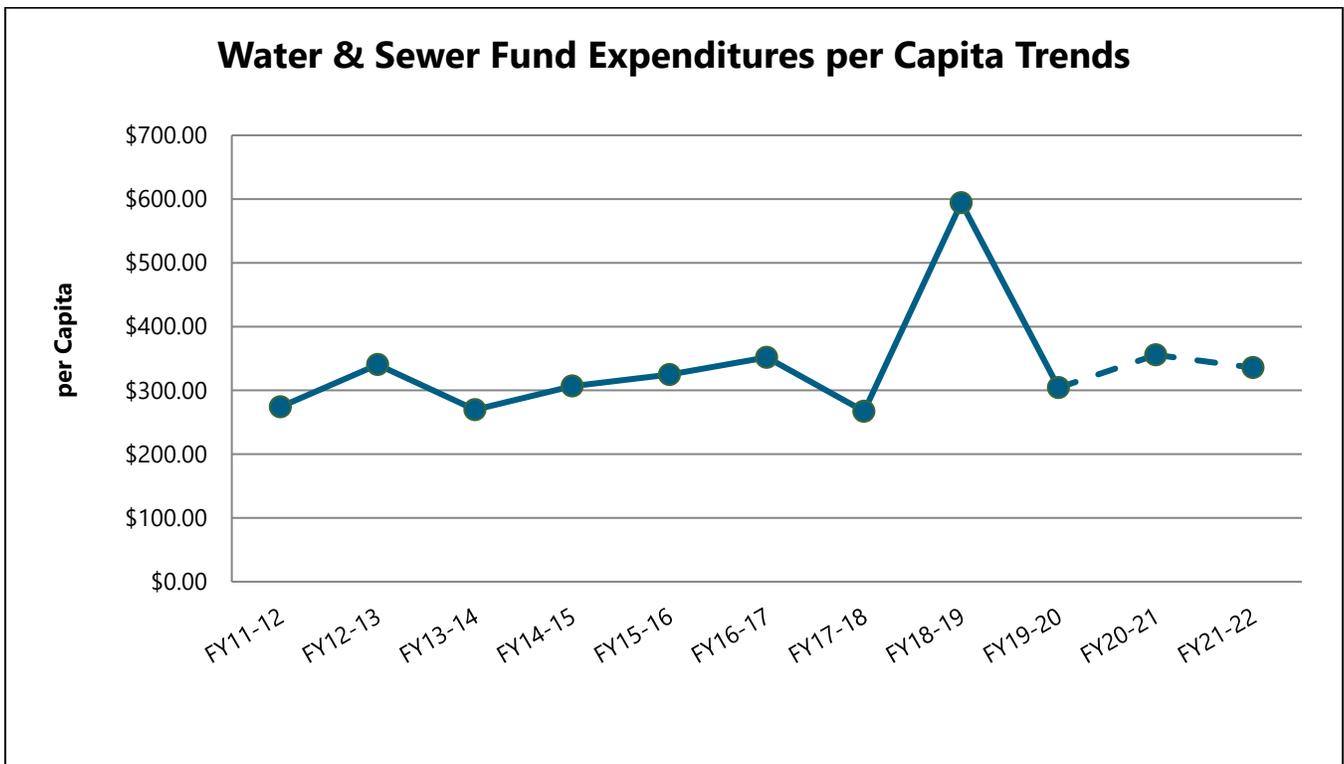
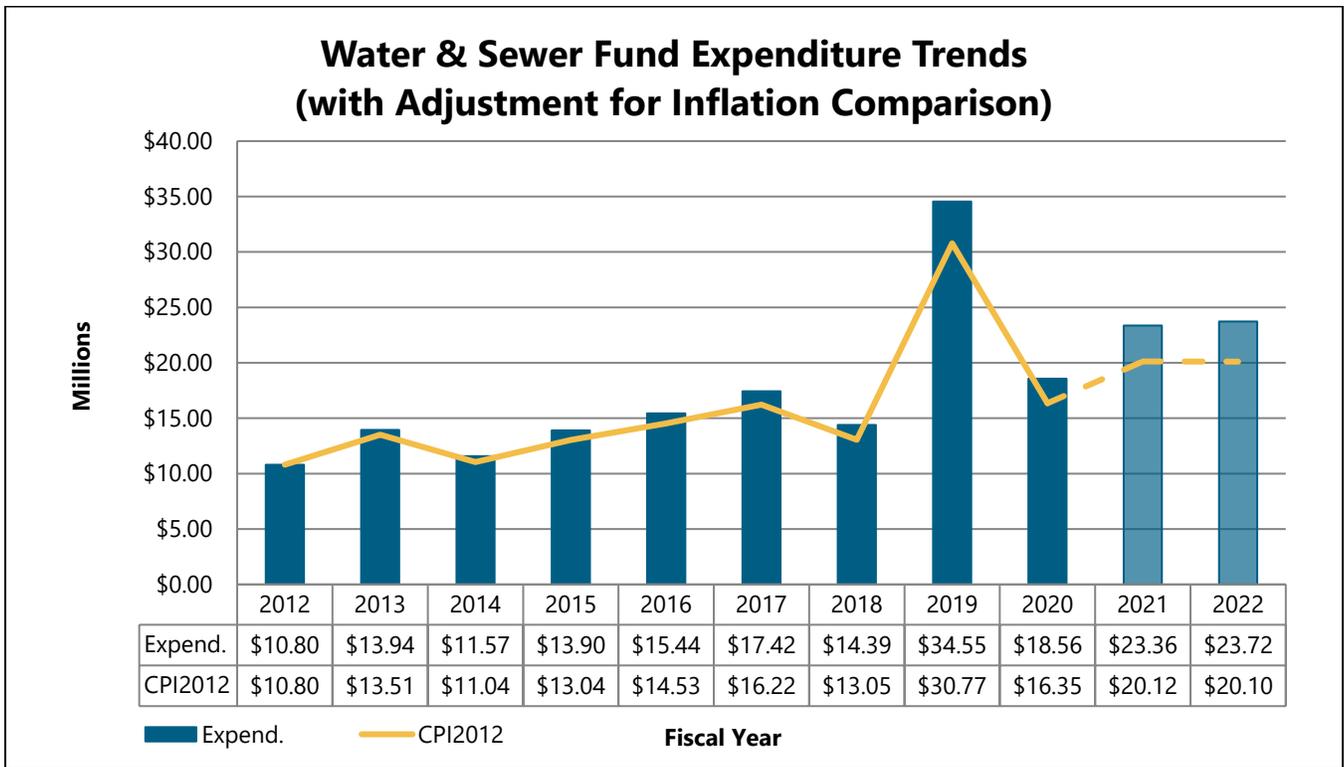
Water & Sewer Fund Expenditures by Type



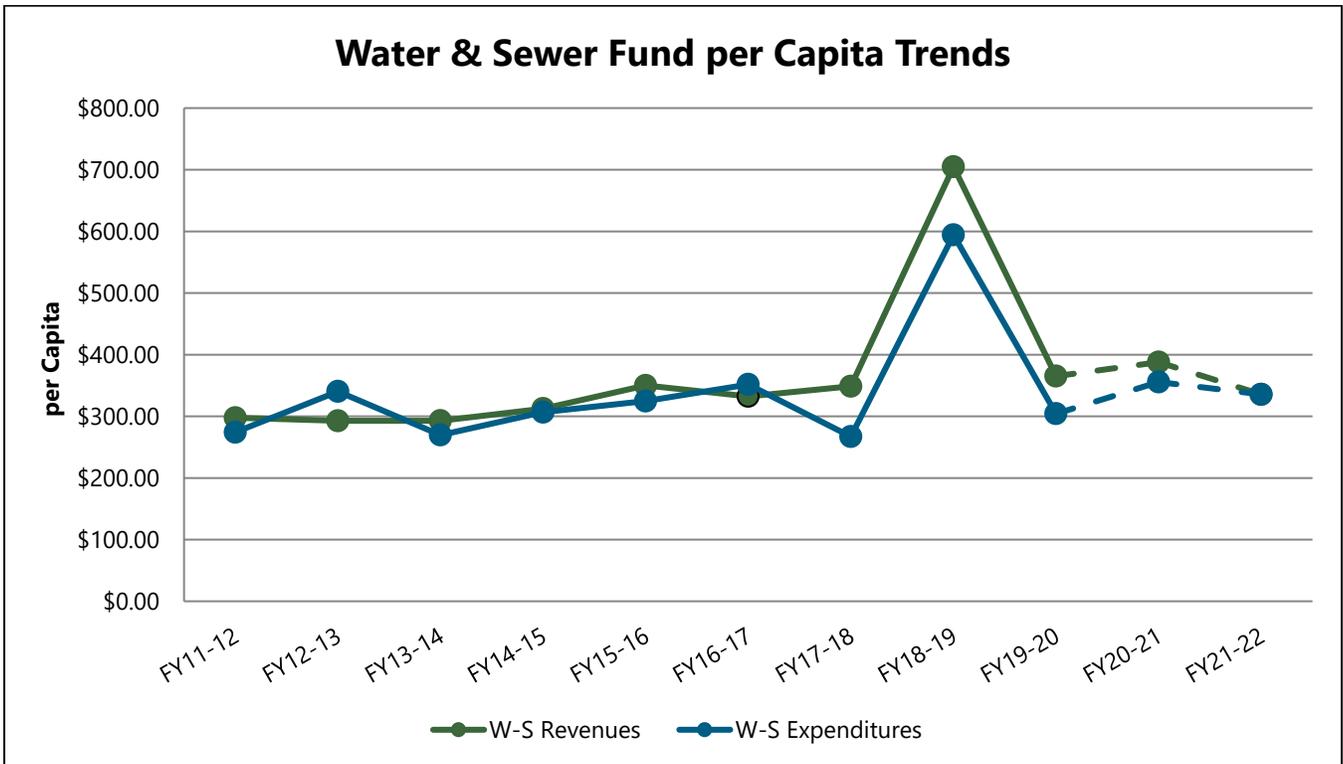
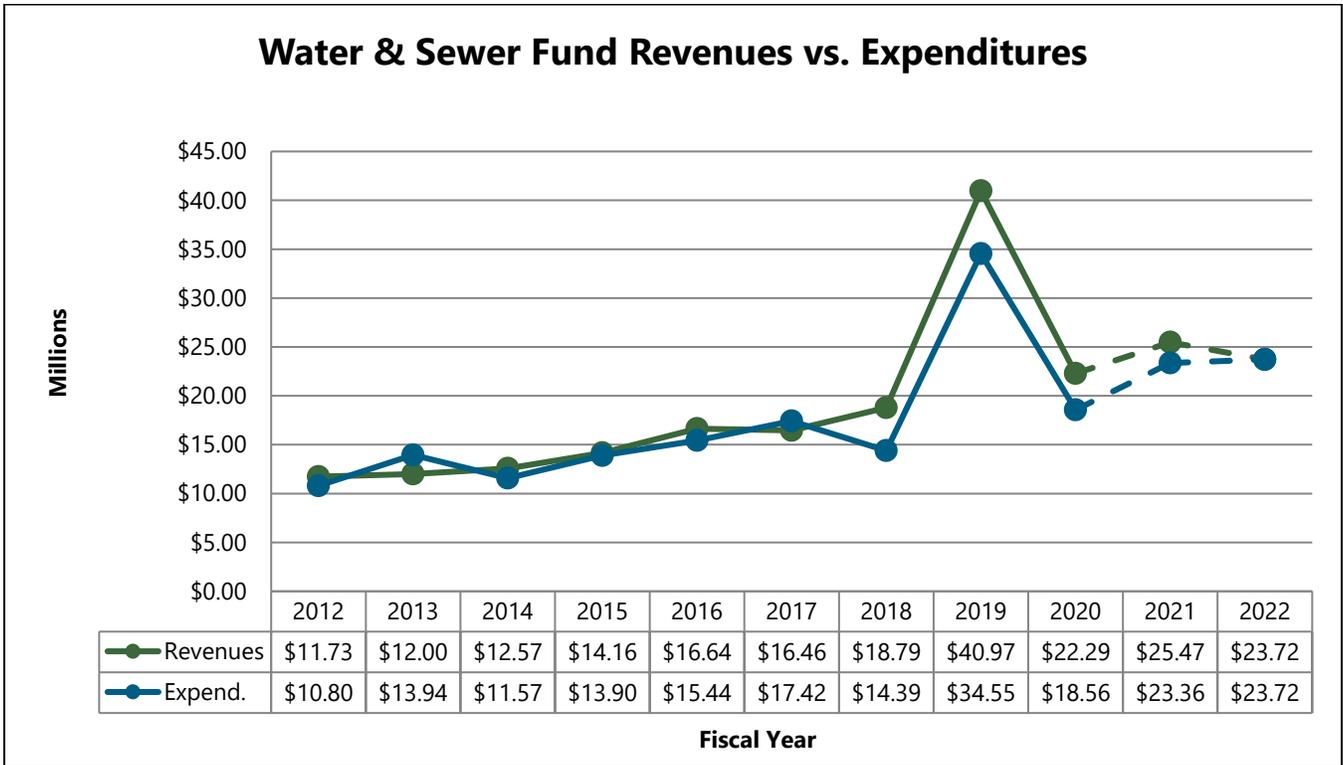
Water & Sewer Fund Expenditures by Division FY21-22



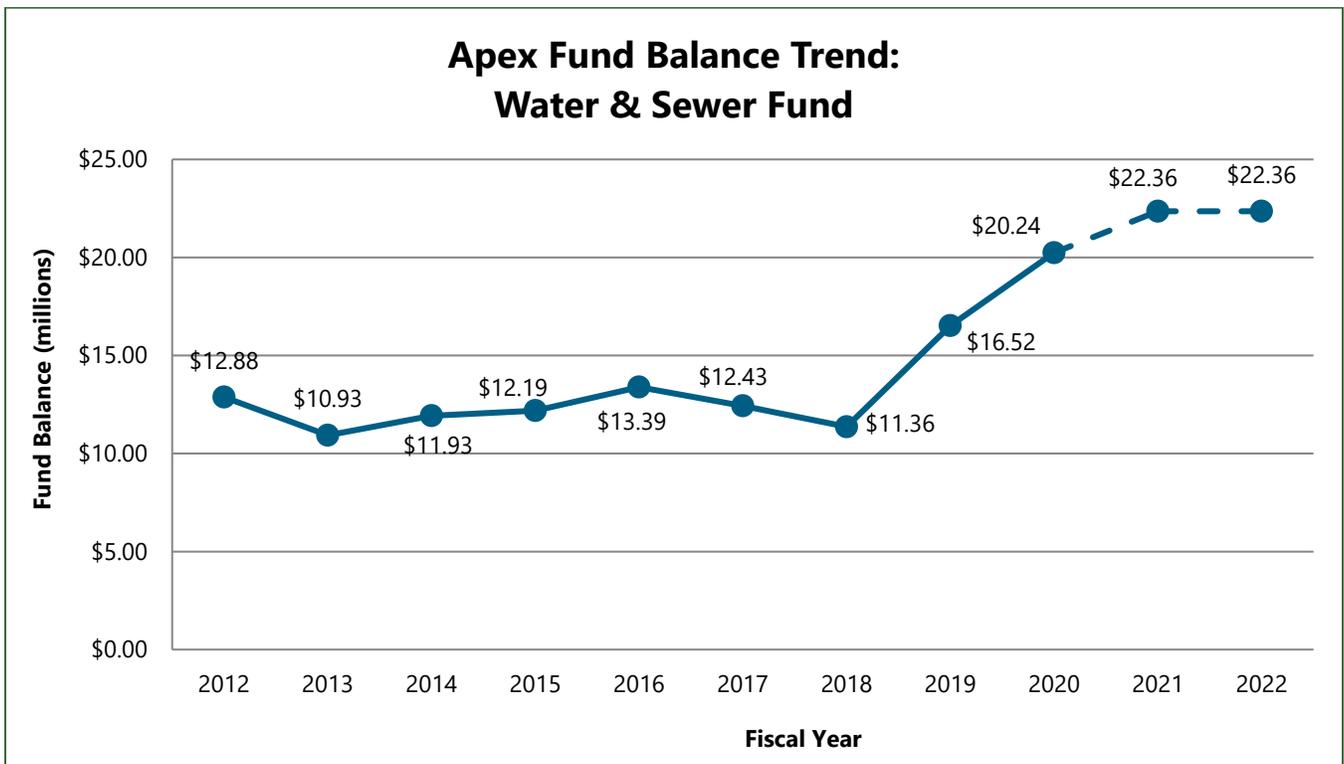
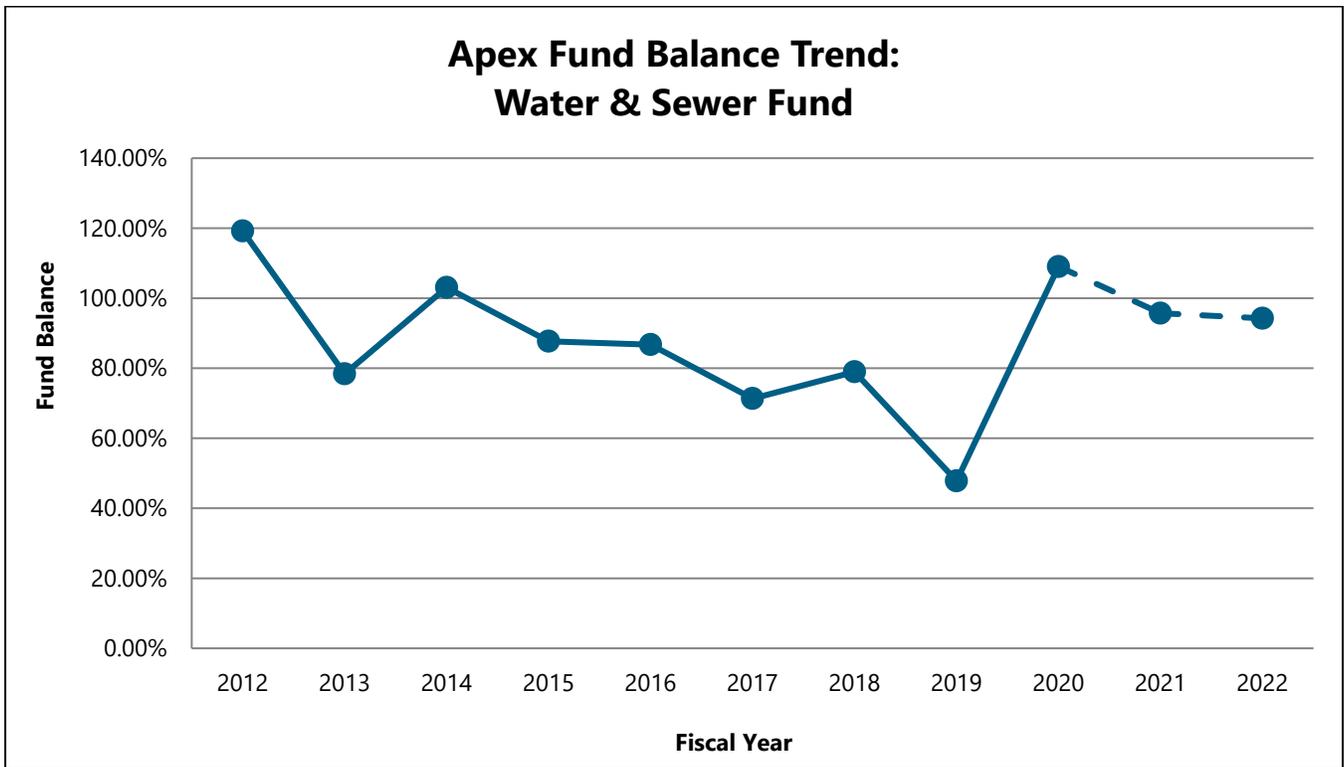
Expenditure Trends



Revenues vs. Expenditures

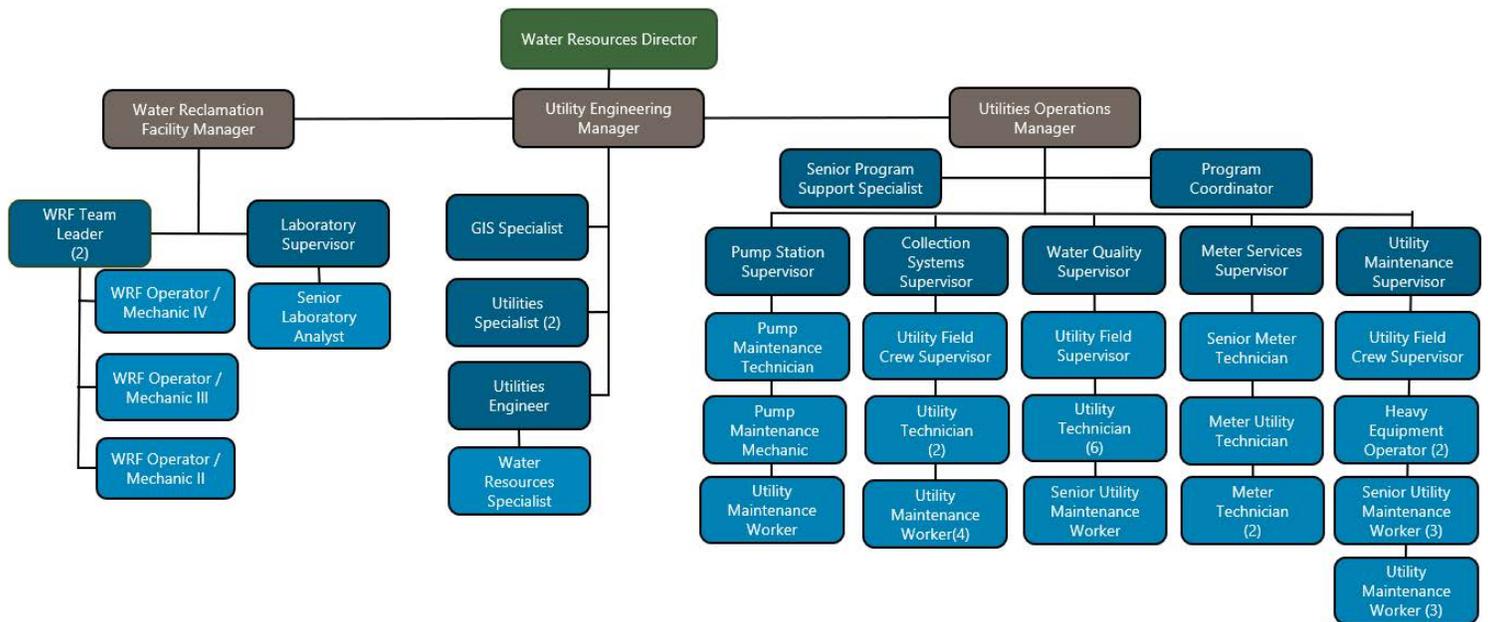


Fund Balance



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

- Replaced old sand filters with new efficient disk filters at Apex Water Reclamation Facility.
- Relocated and upsized 1,500 linear feet of 30" gravity sewer along Beaver Creek near Kelly Road Park.
- Completed all required water quality sampling and testing required by the State and exceeded Sewer Main Inspection and cleaning goals required by the State.

Upcoming Projects

- Complete one of the Town's first stream restoration projects in the Dogwood Ridge subdivision in order to protect an existing sewer line.
- Implement a new stormwater database to store and manipulate vast amounts of stormwater data and streamline our tracking of Stormwater Control Measure (SCM) compliance.
- Purchase and install a new barscreen for the headworks at Apex Water Reclamation Facility, begin construction of a new 1.5 million gallon elevated water storage tank, improvements and relocation of Sunset Hills Pump Station, and Lawrence Crossing Sewer Outfall Rehabilitation
- Lead and Copper service line Inventory/Protocol development.

Water Sewer Administration

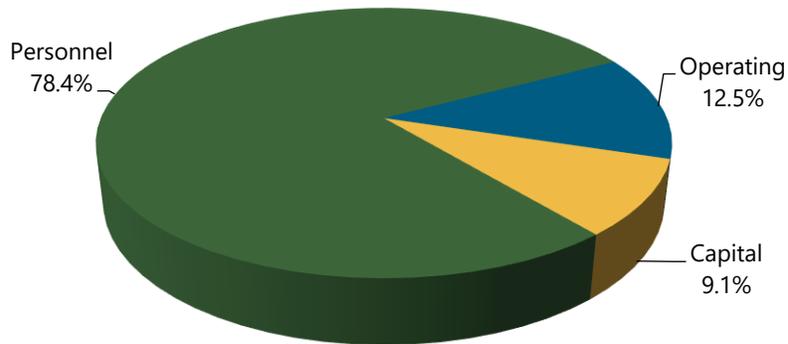
FY 2021-2022 Budget Highlights

- The Water-Sewer Administration Department budget increased 19.12 percent in FY21-22.
- The Water-Sewer Administration budget accounts for 19.21 percent of the Water & Sewer Fund budget and is equivalent to \$229.05 per utility account.
- The Town plans to spend \$64.48 per capita for Water-Sewer Administration in FY21-22.
- Major budget changes include \$415,000 for Public Works Operations renovations.

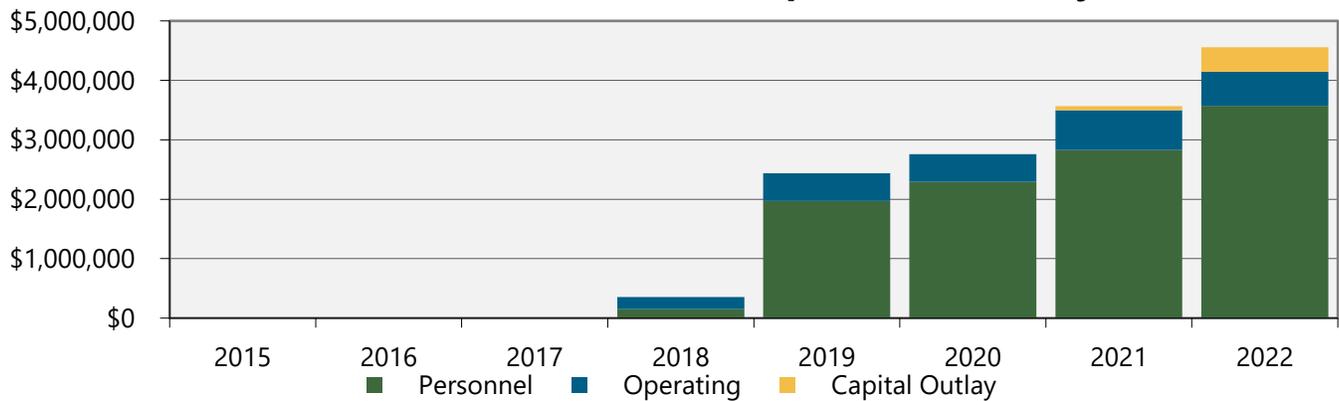
Budget Summary

| Type | Expenditures by Type | | | | Percent Change |
|--------------|----------------------|--------------------|--------------------|--------------------|----------------|
| | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | |
| Personnel | 2,294,301 | 2,977,100 | 2,826,599 | 3,571,800 | 19.98% |
| Operating | 465,779 | 739,367 | 670,309 | 571,300 | -22.73% |
| Capital | - | 109,994 | 69,990 | 415,000 | 277.29% |
| Total | \$2,760,080 | \$3,826,461 | \$3,566,898 | \$4,558,100 | 19.12% |

Water Sewer Administration Expenditures by Type



Water Sewer Administration Expenditure History



Line Item Expenditures

| Water Sewer Administration Expenditures | | | | | |
|---|---------------------|---------------------|---------------------|---------------------|----------------|
| Line Item | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Salaries | 1,614,644 | 2,089,600 | 2,000,000 | 2,494,500 | 19.38% |
| Part-Time Salaries | 13,563 | 31,000 | 25,000 | 38,200 | 23.23% |
| FICA | 124,038 | 159,850 | 154,913 | 191,300 | 19.67% |
| Group Insurance | 243,766 | 293,400 | 264,686 | 338,000 | 15.20% |
| OPEB | 35,000 | 35,000 | 35,000 | 35,000 | 0.00% |
| Retiree Insurance | 7,340 | 19,600 | 12,500 | 19,600 | 0.00% |
| General Retirement | 152,872 | 212,150 | 203,000 | 283,600 | 33.68% |
| 401K General | 84,549 | 104,500 | 100,000 | 124,500 | 19.14% |
| Workers Comp | 18,528 | 32,000 | 31,500 | 47,100 | 47.19% |
| Postage | 13 | 100 | 100 | - | -100.00% |
| Telephone & Communication | 10,800 | 14,400 | 8,500 | 8,500 | -40.97% |
| Printing | 265 | 9,700 | 1,500 | 7,800 | -19.59% |
| Utilities | 813 | 800 | 800 | 1,200 | 50.00% |
| Travel and Training | 5,729 | 10,600 | 6,000 | 10,200 | -3.77% |
| Maintenance & Repair - Building | 10,498 | 900 | 300 | 1,000 | 11.11% |
| Maintenance & Repair - Equip | - | 2,500 | - | 2,700 | 8.00% |
| Maintenance & Repair - Vehicle | 11 | 2,800 | 350 | 2,800 | 0.00% |
| Advertising | (137) | 2,000 | 500 | 2,000 | 0.00% |
| Automotive Supplies | - | 2,200 | - | 1,600 | -27.27% |
| Motor Fuel | 1,015 | 3,000 | 750 | 1,000 | -66.67% |
| Office Supplies | 626 | 2,900 | 700 | 1,100 | -62.07% |
| Janitorial Supplies | - | 1,000 | 200 | 1,000 | 0.00% |
| Departmental Supplies | 2,644 | - | 1,000 | 1,000 | - |
| Tech Hardware & Accessories | 13,195 | 22,000 | 15,000 | 3,000 | -86.36% |
| Meeting & Event Provisions | 1,114 | 3,500 | 1,400 | 3,500 | 0.00% |
| Community Outreach Materials | - | 2,500 | - | 2,500 | 0.00% |
| State of Emergency Supplies | - | 6,500 | 5,000 | - | -100.00% |
| Uniforms | - | 2,900 | 2,000 | 3,200 | 10.34% |
| Contracted Services | - | 6,400 | 3,500 | 9,200 | 43.75% |
| Personal Protective Equipment | 107 | 2,300 | 600 | 2,300 | 0.00% |
| Bank / Transaction Fees | 106,113 | 95,000 | 115,000 | 98,000 | 3.16% |
| Software License & Maintenance | 82,053 | 133,358 | 130,000 | 115,700 | -13.24% |
| Contracted Services - Bill/Collect | 54,380 | 59,000 | 50,800 | 59,500 | 0.85% |
| Professional Services | 12,929 | 50,000 | 50,000 | - | -100.00% |
| Professional Services - Legal | 101,296 | 39,009 | 39,100 | 5,000 | -87.18% |
| Dues and Subscriptions | 1,393 | 138,000 | 136,400 | 137,300 | -0.51% |
| Insurance - General Liability | 55,019 | 71,000 | 62,809 | 65,200 | -8.17% |
| Insurance - Deductible | 5,902 | 55,000 | 38,000 | 25,000 | -54.55% |
| Capital Outlay - Improvements | - | 69,994 | 69,990 | 415,000 | 492.91% |
| Capital Outlay - Equipment | - | 40,000 | - | - | -100.00% |
| Total | \$ 2,760,080 | \$ 3,826,461 | \$ 3,566,898 | \$ 4,558,100 | 19.12% |

Water Treatment

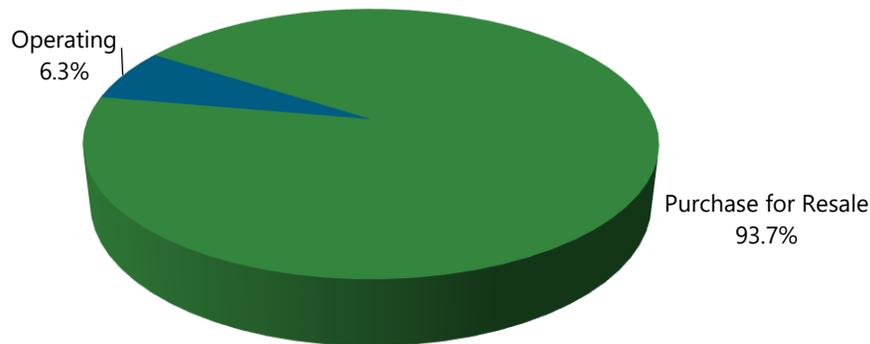
FY 2021-2022 Budget Highlights

- The Water Treatment Department budget increased 3.35 percent in FY21-22.
- The Water Treatment budget accounts for 10.11 percent of the Water & Sewer Fund budget and is equivalent to \$120.55 per utility account.
- The Town plans to spend \$33.94 per capita for Water Treatment in FY21-22.
- There were no major budget changes from last fiscal year.

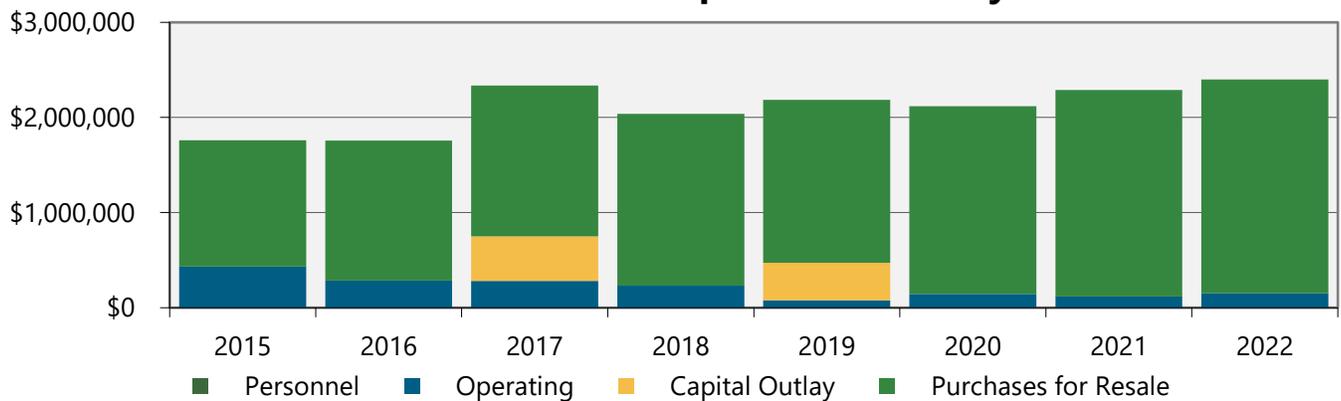
Budget Summary

| Expenditures by Type | | | | | |
|----------------------|--------------------|--------------------|--------------------|--------------------|----------------|
| Type | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Personnel | - | - | - | - | - |
| Operating | 145,336 | 146,500 | 117,700 | 151,000 | 3.07% |
| Purchase for Resale | 1,972,741 | 2,174,800 | 2,170,000 | 2,248,000 | 3.37% |
| Capital | - | - | 770 | - | - |
| Total | \$2,118,077 | \$2,321,300 | \$2,288,470 | \$2,399,000 | 3.35% |

Water Treatment Expenditures by Type



Water Treatment Expenditure History



Line Item Expenditures

| Water Treatment Expenditures | | | | | |
|-------------------------------------|---------------------|---------------------|---------------------|---------------------|-------------------|
| Line Item | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Postage | - | - | 100 | - | - |
| Printing | 262 | 3,000 | 100 | 2,800 | -6.67% |
| Maintenance & Repair - Building | 53 | - | - | - | - |
| Maintenance & Repair - Equipment | - | 2,000 | 2,000 | 2,500 | 25.00% |
| Maintenance & Repair - Utility Sys | 25 | - | - | - | - |
| Departmental Supplies | 53,925 | 44,000 | 43,000 | 44,000 | 0.00% |
| Contracted Services | 2,782 | - | - | 4,200 | - |
| Professional Services | 14,000 | - | - | - | - |
| Professional Services - Eng/Survey | 6,100 | 15,000 | 5,000 | 15,000 | 0.00% |
| Professional Services - Lab Testing | 6,115 | 22,500 | 11,500 | 22,500 | 0.00% |
| Purchases for Resale | 1,972,741 | 2,174,800 | 2,170,000 | 2,248,000 | 3.37% |
| Dues and Subscriptions | 58,749 | 60,000 | 55,000 | 60,000 | 0.00% |
| Insurance - Deductible | 3,327 | - | - | - | - |
| Capital Outlay - Equipment Cary | - | - | 770 | - | - |
| Total | \$ 2,118,077 | \$ 2,321,300 | \$ 2,287,370 | \$ 2,399,000 | 3.35% |

Budget Highlights

| Water Treatment: Budget Highlights | | | |
|--|--------------|---|--------------|
| Professional Services - Lab Testing (44606) | | Departmental Supplies (43300) | |
| Bac T samples (New Construction) | 15,000 | Chemical Monitoring Supplies | 40,000 |
| DBP Sampling | 5,000 | S can Entrypoint Monitor | 4,000 |
| Misc. | 2,500 | | <hr/> 44,000 |
| | <hr/> 22,500 | Dues & Subscriptions (45300) | |
| | | Triangle Water Supply Partnership | 25,000 |
| | | TAWSMP (water monitoring) | 35,000 |
| | | | <hr/> 60,000 |

Water Maintenance

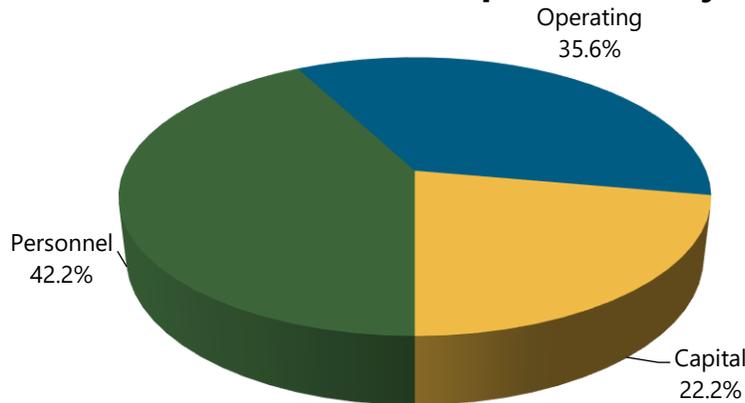
FY 2021-2022 Budget Highlights

- The Water Maintenance Department budget decreased 14.15 percent in FY21-22.
- The Water Maintenance budget accounts for 15.38 percent of the Water & Sewer Fund budget and is equivalent to \$183.39 per utility account.
- The Town plans to spend \$51.63 per capita for Water Maintenance in FY21-22.
- Major budget changes include a 42.99 percent decrease in capital improvements and equipment due to the completion of projects the prior fiscal year. The budget include \$810,000 for capital improvements and equipment including new water meter install, water main replacement and rehabilitation program, a large truck crash attenuator, a dump truck addition, a mini excavator, one vehicle replacement, a set of CAT easement tracks, and Itron handheld equipment.

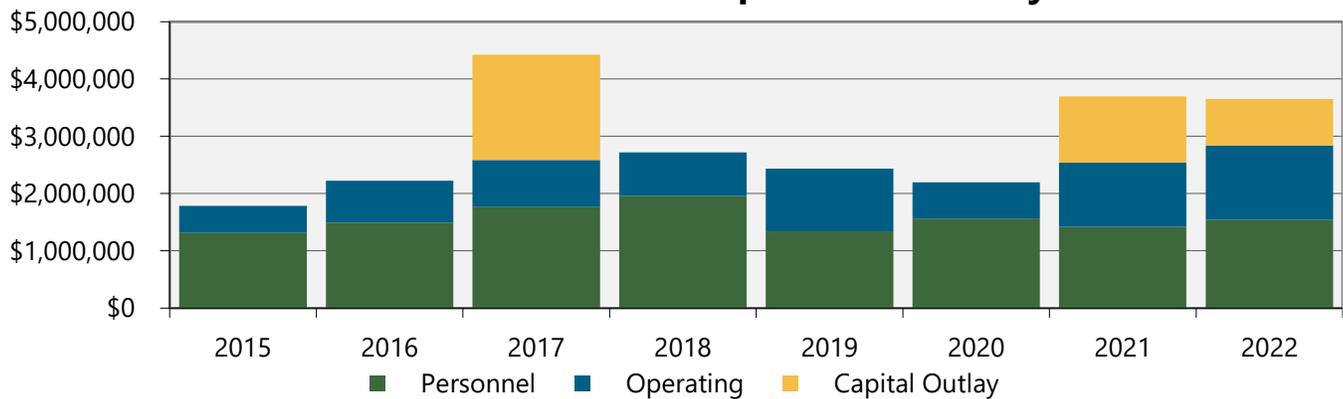
Budget Summary

| Expenditures by Type | | | | | |
|----------------------|--------------------|--------------------|--------------------|--------------------|----------------|
| Type | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Personnel | 1,561,777 | 1,513,200 | 1,418,226 | 1,541,300 | 1.86% |
| Operating | 634,114 | 1,317,053 | 1,122,550 | 1,298,100 | -1.44% |
| Capital | - | 1,420,750 | 1,154,500 | 810,000 | -42.99% |
| Total | \$2,195,890 | \$4,251,003 | \$3,695,276 | \$3,649,400 | -14.15% |

Water Maintenance Expenditures by Type



Water Maintenance Expenditure History



Line Item Expenditures

| Water Maintenance Expenditures | | | | | |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|-------------------|
| Line Item | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Salaries | 886,067 | 1,065,000 | 1,000,713 | 1,063,600 | -0.13% |
| FICA | 63,784 | 85,000 | 76,555 | 82,900 | -2.47% |
| Group Insurance | 160,276 | 161,600 | 156,350 | 184,200 | 13.99% |
| General Retirement | 384,124 | 109,600 | 101,572 | 121,200 | 10.58% |
| 401K General | 42,912 | 55,300 | 50,036 | 53,200 | -3.80% |
| Workers Comp | 24,614 | 36,700 | 33,000 | 36,200 | -1.36% |
| Postage | 5,841 | 6,000 | 5,000 | 7,500 | 25.00% |
| Telephone & Communication | 28,909 | 26,900 | 26,800 | 28,100 | 4.46% |
| Printing | 1,923 | 2,500 | 2,500 | 3,000 | 20.00% |
| Travel and Training | 10,449 | 18,500 | 10,000 | 18,500 | 0.00% |
| Maintenance & Repair - Equipment | 21,315 | 35,000 | 24,800 | 35,000 | 0.00% |
| Maintenance & Repair - Vehicle | 9,422 | 23,500 | 19,500 | 18,500 | -21.28% |
| Maintenance & Repair - Utility Sys | 197,722 | 647,110 | 600,000 | 555,000 | -14.23% |
| Rental - Equipment | - | 20,000 | 10,000 | 20,000 | 0.00% |
| Automotive Supplies | 10,050 | 15,000 | 12,500 | 15,000 | 0.00% |
| Motor Fuel | 44,997 | 50,500 | 43,000 | 50,500 | 0.00% |
| Office Supplies | 732 | 2,500 | 1,100 | 2,500 | 0.00% |
| Departmental Supplies | 99,150 | 100,500 | 68,000 | 100,000 | -0.50% |
| Tech Hardware & Accessories | 10,230 | 12,769 | 8,500 | 12,500 | -2.11% |
| Safety Supplies | - | 5,000 | 2,000 | 5,000 | 0.00% |
| Meeting & Event Provisions | 178 | 1,000 | 550 | 500 | -50.00% |
| Community Outreach Materials | - | 1,500 | 500 | 2,000 | 33.33% |
| Uniforms | 12,859 | 30,300 | 30,300 | 8,700 | -71.29% |
| Contracted Services | 106,501 | 195,755 | 150,000 | 198,400 | 1.35% |
| Personal Protective Equipment | 15,355 | 10,600 | 10,500 | 11,600 | 9.43% |
| Software License & Maintenance | 34,218 | 20,400 | 20,000 | 17,500 | -14.22% |
| Professional Services | 10,273 | 19,119 | 15,000 | 150,000 | 684.56% |
| Professional Services - Eng/Survey | 6,000 | 64,000 | 54,000 | 30,000 | -53.13% |
| Dues and Subscriptions | 3,390 | 4,000 | 3,400 | 4,000 | 0.00% |
| Operating Licenses & Permits | 4,600 | 4,600 | 4,600 | 4,300 | -6.52% |
| Capital Outlay - Improvements | - | 1,363,750 | 1,100,000 | 560,000 | -58.94% |
| Capital Outlay - Equipment | - | 57,000 | 54,500 | 250,000 | 338.60% |
| Total | \$ 2,195,890 | \$ 4,251,003 | \$ 3,695,276 | \$ 3,649,400 | -14.15% |

Budget Highlights

Water Maintenance: Budget Highlights

| | | | | |
|---|----------------|--|--|----------------|
| Travel & Training (41400) | | | Contracted Services (44500) | |
| Certification Schools | 5,000 | | Water Tank Maint/Repair Suez | 90,000 |
| Safety / Continued Ed Training | 8,000 | | Altitude Valve Maint. | 5,000 |
| ArcGIS Training | 4,000 | | GEO Tab Vehicle GPS | 5,000 |
| Meter Tech Training | 1,500 | | Water Maintenance Laundry Service | 6,500 |
| | <u>18,500</u> | | Mars Co (meter test equip. cert) | 9,000 |
| | | | On call MSA | 75,000 |
| Maint. & Repair - Utility System (41800) | | | Lancaster / Safety Procedures | <u>7,900</u> |
| Utility Maint/Repairs | 250,000 | | Capital Outlay Improvements (47300) | 198,400 |
| Replacement Meters/ERTS/Box | 250,000 | | New Water Meter Install | |
| Hydrant Parts | 40,000 | | Water Main Replacement & Rehab Program | 360,000 |
| Town BFP Parts | 15,000 | | | <u>200,000</u> |
| | <u>555,000</u> | | Capital Outlay Equipment (47400) | 560,000 |
| Technology & Hardware (43301) | | | Large Truck Crash Attenuator | |
| Replacement Monitors | 500 | | Ford F550 Dump Truck | |
| Cell Phones Replacements | 2,000 | | Cat 305 Mini Excavator | |
| Computer Replacement (2) | 5,000 | | Replace Unit #171 (2008 Ranger, 92k miles) | 35,000 |
| Computer Repairs | 5,000 | | 308 Cat easement tracks | 80,000 |
| | <u>12,500</u> | | Itron Handheld Equipment | 85,000 |
| | | | | 35,000 |
| | | | | 5,000 |
| | | | | <u>10,000</u> |
| | | | | 250,000 |

Sewer Treatment

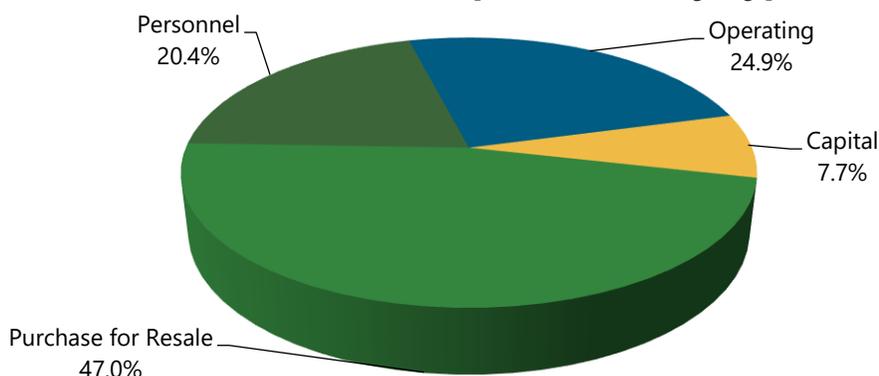
FY 2021-2022 Budget Highlights

- The Sewer Treatment Department budget decreased 35.81 percent in FY21-22 due to completion of capital projects in prior fiscal year.
- The Sewer Treatment budget accounts for 17.82 percent of the Water & Sewer Fund budget and is equivalent to \$212.40 per utility account.
- The Town plans to spend \$44.10 per capita for Sewer Treatment in FY21-22.
- Major budget changes include an 87.94 percent decrease between capital improvements. The budget include \$325,000 for barscreen replacement and concrete additions at Clarifiers Administration.

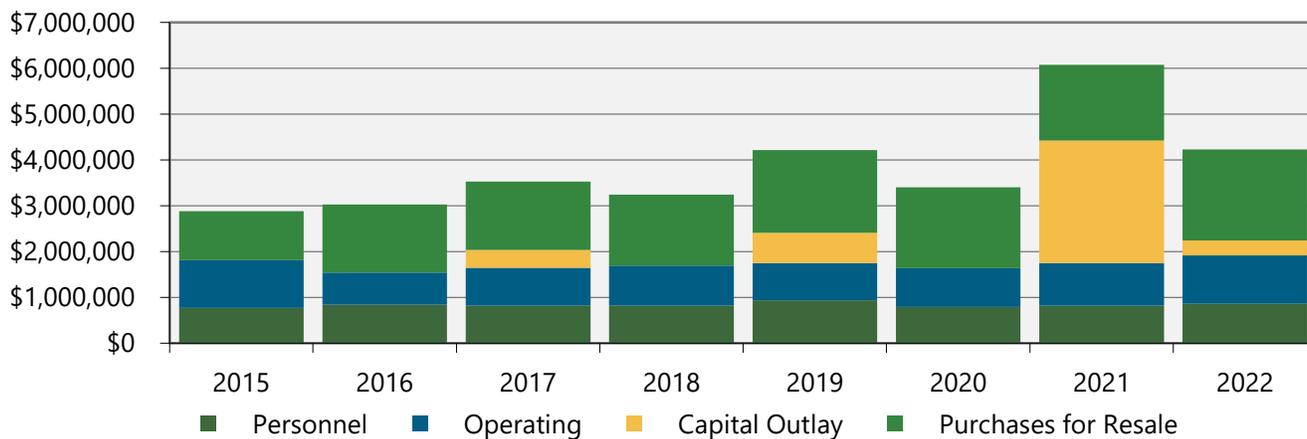
Budget Summary

| Expenditures by Type | | | | | |
|----------------------|------------------|------------------|------------------|------------------|----------------|
| Type | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Personnel | 793,424 | 850,800 | 820,476 | 863,500 | 1.49% |
| Operating | 841,152 | 1,060,430 | 929,450 | 1,051,300 | -0.86% |
| Capital | - | 2,695,198 | 2,672,000 | 325,000 | -87.94% |
| Purchase for Resale | 1,765,959 | 1,978,000 | 1,650,000 | 1,987,000 | 0.46% |
| Total | 3,400,535 | 6,584,428 | 6,071,926 | 4,226,800 | -35.81% |

Sewer Treatment Expenditures by Type



Sewer Treatment Expenditure History



Line Item Expenditures

| Sewer Treatment Expenditures | | | | | |
|---|-------------------|-------------------|---------------------|-------------------|-------------------|
| Account Description | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Salaries | 563,758 | 608,400 | 589,149.86 | 614,900 | 1.07% |
| Part-Time Salaries | - | 500 | - | - | -100.00% |
| FICA | 42,683 | 46,000 | 45,070 | 47,000 | 2.17% |
| Group Insurance | 89,181 | 84,000 | 75,000 | 79,000 | -5.95% |
| General Retirement | 52,371 | 61,000 | 59,799 | 69,200 | 13.44% |
| 401K General | 28,970 | 30,000 | 29,457 | 30,800 | 2.67% |
| Workers Comp | 16,460 | 20,900 | 22,000 | 21,600 | 3.35% |
| Postage | 11 | - | - | - | - |
| Telephone & Communication | 3,305 | 33,000 | 3,000 | 9,100 | -72.42% |
| Printing | 4,311 | 11,000 | 5,500 | 8,100 | -26.36% |
| Utilities | 357,236 | 350,000 | 342,000 | 325,000 | -7.14% |
| Travel and Training | 1,896 | 6,000 | 4,300 | 6,000 | 0.00% |
| Maintenance & Repair - Building | 31,739 | 25,500 | 22,000 | 80,000 | 213.73% |
| Maintenance & Repair - Equipment | 5,463 | 7,000 | 5,500 | 7,000 | 0.00% |
| Maintenance & Repair - Vehicle | 2,513 | 7,000 | 4,400 | 7,000 | 0.00% |
| Maintenance & Repair - Utility System | 139,445 | 234,699 | 187,000 | 200,000 | -14.78% |
| Rental - Equipment | 2,399 | 3,000 | 3,000 | 10,000 | 233.33% |
| Automotive Supplies | 1,810 | 7,600 | 4,800 | 5,000 | -34.21% |
| Motor Fuel | 7,150 | 16,000 | 12,000 | 10,000 | -37.50% |
| Office Supplies | 14 | 1,250 | 500 | 2,000 | 60.00% |
| Janitorial Supplies | 31 | - | 50 | 1,000 | - |
| Departmental Supplies | 95,645 | 101,500 | 100,000 | 125,000 | 23.15% |
| Technology Hardware & Accessories | 878 | 14,000 | 10,000 | 15,000 | 7.14% |
| Safety Supplies | 2,606 | 1,000 | 1,000 | 1,500 | 50.00% |
| Medical Supplies | - | - | 500 | - | - |
| Meeting & Event Provisions | 2,155 | 3,000 | 3,000 | 3,000 | 0.00% |
| Uniforms | 4,397 | 5,000 | 5,000 | 6,500 | 30.00% |
| Contracted Services | 51,613 | 69,800 | 69,000 | 32,700 | -53.15% |
| Personal Protective Equipment | 908 | 8,000 | 3,500 | 8,000 | 0.00% |
| Software License & Maintenance | 1,375 | 1,253 | 1,400 | 2,500 | 99.52% |
| Professional Services | 611 | - | - | - | - |
| Professional Services - Engineering/Surveying | 349 | 10,000 | 5,000 | 50,000 | 400.00% |
| Professional Services - Lab Testing | 15,686 | 25,000 | 22,000 | 25,000 | 0.00% |
| Purchases for Resale | 1,765,959 | 1,978,000 | 1,650,000 | 1,987,000 | 0.46% |
| Colvin Park Sewer | 95,317 | 94,400 | 95,000 | 92,000 | -2.54% |
| White Oak TOC Sewer | - | 3,000 | 2,000 | 4,000 | 33.33% |
| Dues and Subscriptions | 5,229 | 6,900 | 5,500 | 7,400 | 7.25% |
| Operating Licenses & Permits | 7,060 | 15,528 | 12,500 | 9,500 | -38.82% |
| Capital Outlay - Improvements | - | 2,695,198 | 2,672,000 | 325,000 | -87.94% |
| Capital Outlay - Equipment | - | - | - | - | - |
| Total | 3,400,535 | 6,584,428 | 6,071,926 | 4,226,800 | -35.81% |

Budget Highlights

Sewer Treatment: Budget Highlights

| Maintenance & Repair - Utility System (41800) | | Operating Licenses & Permits (45301) | |
|--|----------------|---|---------------|
| Expected / normal maintenance expenditures | 70,000 | NPDES permit | 3,700 |
| Emergency / Critical pump replacement | 30,000 | Water Reuse Permit | 1,500 |
| MLSS Recycle Pump Replacement | 50,000 | Ground water/Storm water permit | 250 |
| Ditch Gearbox replacements | 20,000 | Laboratory Certification | 2,000 |
| Ditch (#2) Paddle Repair Replacement | 30,000 | WWTP Operator certification renewals | 1,500 |
| | <u>200,000</u> | WPC | <u>550</u> |
| | | | 9,500 |
| Contracted Services (44500) | | Capital Outlay Improvement (47300) | |
| Gregory Poole (annual fuel treatment) | 2,000 | CIP - Barscreen Replacement | 265,000 |
| Landscape | 23,000 | Concrete additions at clarifiers/admin | <u>60,000</u> |
| Cleaning Contract | 4,200 | | 325,000 |
| Laboratory Calibration Services | 2,500 | | |
| Flow Meter Calibration | <u>1,000</u> | | |
| | 32,700 | | |

Sewer Maintenance

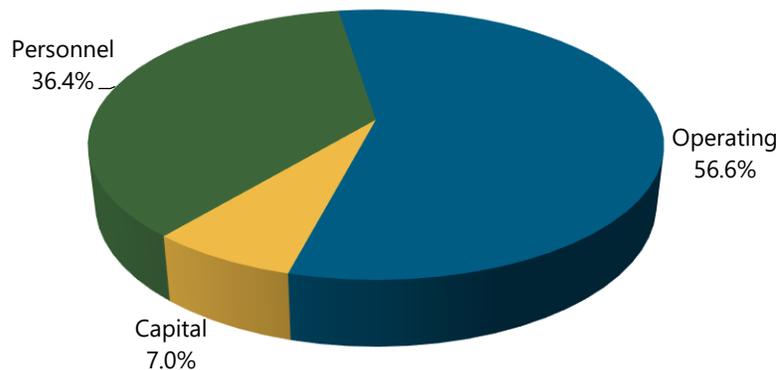
FY 2021-2022 Budget Highlights

- The Sewer Maintenance Department budget decreased 18.54 percent in FY21-22.
- The Sewer Maintenance budget accounts for 13.14 percent of the Water & Sewer Fund budget and is equivalent to \$156.66 per utility account.
- The Town plans to spend \$44.10 per capita for Sewer Maintenance in FY21-22.
- Major budget changes include a 75.36 percent decrease between capital improvements and capital equipment. The budget includes \$218,700 for capital improvements including Apex Nature Park stream restoration and sewer improvements.

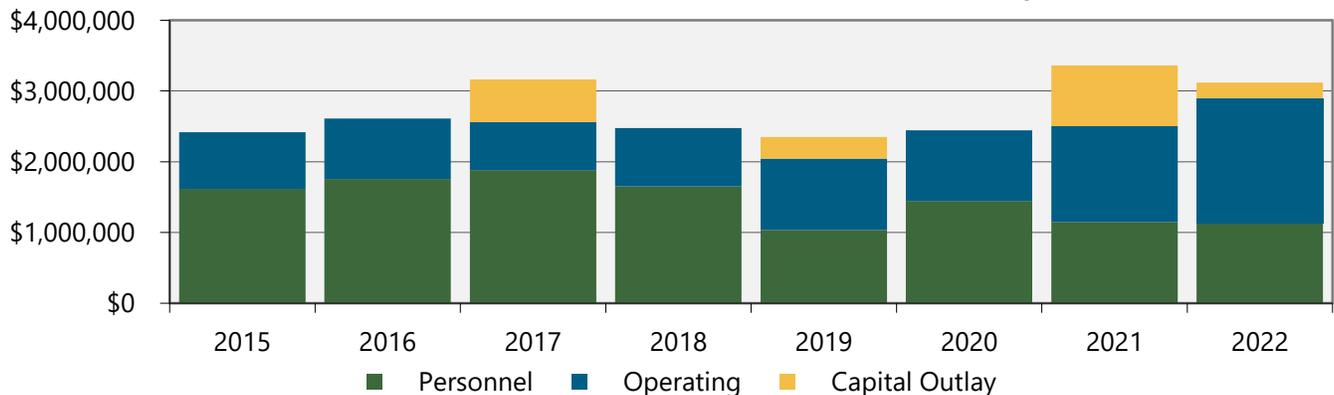
Budget Summary

| Expenditures by Type | | | | | |
|----------------------|--------------------|--------------------|--------------------|--------------------|----------------|
| Type | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Personnel | 1,446,726 | 1,279,600 | 1,147,232 | 1,134,400 | -11.35% |
| Operating | 998,747 | 1,659,894 | 1,354,800 | 1,764,500 | 6.30% |
| Capital | - | 887,500 | 858,000 | 218,700 | -75.36% |
| Total | \$2,445,473 | \$3,826,994 | \$3,360,032 | \$3,117,600 | -18.54% |

Sewer Maintenance Expenditures by Type



Sewer Maintenance Expenditure History



Line Item Expenditures

| Sewer Maintenance Expenditures | | | | | |
|------------------------------------|---------------------|---------------------|---------------------|---------------------|-------------------|
| Line Item | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Salaries | 812,942 | 888,500 | 790,905 | 781,300 | -12.07% |
| FICA | 58,549 | 68,000 | 60,504 | 59,600 | -12.35% |
| Group Insurance | 157,011 | 160,500 | 145,000 | 138,200 | -13.89% |
| OPEB Expense | 286,407 | - | - | - | - |
| General Retirement | 73,588 | 90,200 | 80,277 | 89,000 | -1.33% |
| 401K General | 40,715 | 44,400 | 39,545 | 39,100 | -11.94% |
| Workers Comp | 17,514 | 28,000 | 31,000 | 27,200 | -2.86% |
| Postage | 106 | 500 | 500 | 500 | 0.00% |
| Telephone & Communication | 9,759 | 15,400 | 6,000 | 9,500 | -38.31% |
| Printing | 1,021 | 2,000 | 1,500 | 1,000 | -50.00% |
| Utilities | 71,217 | 75,000 | 70,000 | 73,900 | -1.47% |
| Travel and Training | 6,389 | 9,500 | 8,000 | 9,500 | 0.00% |
| Maintenance & Repair - Equip | 49,571 | 45,000 | 30,000 | 32,500 | -27.78% |
| Maintenance & Repair - Vehicle | 15,411 | 48,000 | 45,000 | 23,000 | -52.08% |
| Maintenance & Repair - Utility Sys | 19,660 | 379,500 | 275,000 | 430,000 | 13.31% |
| Maintenance & Repair - Pump Sta. | 420,203 | 432,066 | 320,000 | 272,000 | -37.05% |
| Rental - Equipment | - | 10,200 | 10,200 | 20,000 | 96.08% |
| Advertising | 208 | - | - | - | - |
| Automotive Supplies | 8,210 | 19,000 | 12,000 | 19,000 | 0.00% |
| Motor Fuel | 39,141 | 50,000 | 45,000 | 45,000 | -10.00% |
| Office Supplies | 281 | 1,500 | 800 | 1,500 | 0.00% |
| Departmental Supplies | 18,542 | 126,000 | 100,000 | 100,500 | -20.24% |
| Tech Hardware & Accessories | 1,434 | 15,500 | 10,500 | 11,800 | -23.87% |
| Safety Supplies | - | 2,500 | 2,000 | 2,500 | 0.00% |
| Meeting & Event Provisions | 153 | 500 | 500 | 500 | 0.00% |
| Uniforms | 8,202 | 17,600 | 16,000 | 7,700 | -56.25% |
| Contracted Services | 219,688 | 327,600 | 327,600 | 491,400 | 50.00% |
| Personal Protective Equipment | 10,378 | 7,700 | 7,700 | 6,700 | -12.99% |
| Software License & Maintenance | 5,675 | 19,709 | 12,000 | 21,500 | 9.09% |
| Professional Services | 32,173 | 19,119 | 19,000 | - | -100.00% |
| Professional Services - Eng/Survey | 57,377 | 31,500 | 31,000 | 180,000 | 471.43% |
| Dues and Subscriptions | 1,106 | 1,500 | 1,500 | 1,500 | 0.00% |
| Operating Licenses & Permits | 2,842 | 3,000 | 3,000 | 3,000 | 0.00% |
| Capital Outlay - Improvements | - | 825,000 | 800,000 | 218,700 | -73.49% |
| Capital Outlay - Equipment | - | 62,500 | 58,000 | - | -100.00% |
| Total | \$ 2,445,473 | \$ 3,826,994 | \$ 3,360,032 | \$ 3,117,600 | -18.54% |

Budget Highlights

Sewer Maintenance: Budget Highlights

| Maintenance & Repair - Utility System (41800) | | Contracted Services (44500) | |
|--|----------------|--|----------------|
| Inflow & Infiltration Repairs (Various Locations) | 330,000 | Evoqua (ongoing PS service) | 135,000 |
| Routine System Maintenance | 100,000 | State Chemical (degreaser) | 50,000 |
| | <u>430,000</u> | Antx/Aquavx (PT scada) | 18,000 |
| Maintenance & Repair - Pump Stations (41801) | | Medlin-Davis | 13,000 |
| Pumps/Motors | 150,000 | Easement Access Mitigation | 150,000 |
| Electric Components | 30,000 | Misc. / Emergency | 80,000 |
| Generator Maint. & Repair | 20,000 | Generator Load Bank Testing | 17,000 |
| Backup pump White Oak | 36,000 | Vehicle GPS Info System | 5,500 |
| Backup pump Deer Creek | 16,000 | Lancaster / Safety Procedures | 7,900 |
| Volute & Impeller rpl. Mid Cre | 20,000 | Buckhorn Vegetation | 15,000 |
| | <u>272,000</u> | | <u>491,400</u> |
| Technology & Hardware (43301) | | Professional Services - Engineering (44604) | |
| Replacement Monitor | 600 | On call MSA | 30,000 |
| Cell Phone Replacements (3) | 1,200 | Pump Station Condition Assessments | 150,000 |
| Computer Replacements (2) | 5,000 | | <u>180,000</u> |
| Replacement Computers (Break/Fix) | 5,000 | Capital Outlay Improvements (47300) | |
| | <u>11,800</u> | Apex Nature Park Stream Restoration | 168,700 |
| | | Sewer Improvements | 50,000 |
| | | | <u>218,700</u> |

| Water & Sewer Fund Debt Service | | | | | |
|---------------------------------|---------------------|---------------------|---------------------|---------------------|-------------------|
| Account Description | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Principal | - | 563,000 | 563,000 | 579,000 | 2.84% |
| Principal - Sewer | - | 1,930,500 | 1,930,500 | 2,343,700 | 21.40% |
| Interest | 148,576 | 116,400 | 116,400 | 81,300 | -30.15% |
| Interest - Sewer | 1,330,180 | 1,346,300 | 1,346,300 | 717,100 | -46.74% |
| Total | \$ 1,478,755 | \$ 3,956,200 | \$ 3,956,200 | \$ 3,721,100 | -5.94% |

Other Uses

Other uses in the Water & Sewer Fund typically represent transfers to capital project funds. For FY21-22, these transfers include \$900,000 for a smart grid and advanced metering solution (AMI project). The \$1 million transfer to General Fund is to offset stormwater costs that remain in the General Fund for FY21-22. This amount is equivalent to the estimated revenues from the new stormwater fee program beginning in January 2022. Beginning in FY22-23, the Stormwater Division within the Water and Sewer Budget will account for all stormwater expenditures and revenues.

| Water & Sewer Fund Other Financing | | | | | |
|------------------------------------|-------------------|-------------------|---------------------|---------------------|-------------------|
| Account Description | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Payment to Refund Debt | - | - | - | - | - |
| Transfer to General Fund | - | - | - | 1,000,000 | - |
| Transfer to W/S Project Fund | 995,000 | 550,000 | 550,000 | 900,000 | 63.64% |
| Total | \$ 995,000 | \$ 550,000 | \$ 550,000 | \$ 1,900,000 | 245.45% |

| Water & Sewer Fund Contingency | | | | | |
|--------------------------------|-------------------|-------------------|---------------------|-------------------|-------------------|
| Account Description | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Contingency | - | 150,000 | - | 150,000 | 0.00% |
| Total | \$ - | \$ 150,000 | \$ - | \$ 150,000 | 0.00% |

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 | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Interest Earned | 1,616 | 500 | 200 | 200 | -60.00% |
| Total | \$1,616 | \$500 | \$200 | \$200 | -60.00% |
| Expenditures | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Transfer to General Fund | - | - | - | - | - |
| Reserved for Future Expenditures | - | 500 | - | 200 | -60.00% |
| Total | - | \$500 | \$0 | \$200 | -60.00% |

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 implemented 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 FY21-22 Budget includes the use of these funds for Safe Routes to School projects and continued work on the Apex Peakway.

| Transportation Capital Reserve | | | | | |
|----------------------------------|--------------------|-------------------|---------------------|--------------------|-------------------|
| Revenues | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Motor Vehicle Licenses | 1,044,183 | 835,000 | - | 1,200,000 | 43.71% |
| Interest Earned | 40,107 | 15,000 | - | 1,000 | -93.33% |
| Fund Bal Appropriated - Budget | - | - | - | - | - |
| Fund Bal Appropriated - Amend | - | - | - | - | - |
| Total | \$1,084,290 | \$850,000 | \$0 | \$1,201,000 | 41.29% |
| Expenditures | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Transfer to General Fund | - | - | - | 600,000 | - |
| Transfer to Street Project | 755,000 | 850,000 | - | 595,000 | -30.00% |
| Reserved for Future Expenditures | - | - | - | 6,000 | - |
| Total | \$755,000 | \$850,000 | \$0 | \$1,201,000 | 41.29% |

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. The FY21-22 Budget includes the use of these funds to replace the roof and HVAC mechanical components at the facility.

| Eva Perry Library Fund | | | | | |
|----------------------------------|-------------------|-------------------|---------------------|-------------------|-------------------|
| Revenues | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Interest Earned | 1,785 | 1,000 | 300 | 100 | -90.00% |
| Fund Bal Appropriated - Budget | - | - | - | 443,400 | - |
| Total | \$1,785 | \$1,000 | \$300 | \$443,500 | 44250.00% |
| Expenditures | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Building Maintenance and Repair | - | 1,000 | - | 443,400 | 44240.00% |
| Reserved for Future Expenditures | - | - | - | 100 | - |
| Total | - | \$1,000 | \$0 | \$443,500 | 44250.00% |

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 FY21-22 include continued work on miscellaneous greenway connections.

| Recreation Capital Reserve | | | | | |
|----------------------------------|--------------------|--------------------|---------------------|--------------------|-------------------|
| Account Description | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Subdivision Recreation Fees | 2,564,412 | 2,000,000 | 1,784,000 | 1,000,000 | -50.00% |
| Interest Earned | 71,188 | 65,000 | 4,000 | 1,000 | -98.46% |
| Transfer from General Fund | - | - | - | - | - |
| Fund Bal Appropriated - Budget | - | 1,703,300 | 1,703,300 | - | -100.00% |
| Fund Bal Appropriated - Amend | - | 568,072 | 568,072 | - | -100.00% |
| Total | \$2,635,600 | \$4,336,372 | \$4,059,372 | \$1,001,000 | -76.92% |
| Expenditures | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Transfer to General Fund | 1,508,300 | 568,072 | 568,072 | - | -100.00% |
| Transfer to Recreation Project | 2,288,819 | 3,768,300 | 3,768,300 | - | -100.00% |
| Reserved for Future Expenditures | - | - | - | 1,001,000 | - |
| Total | \$3,797,119 | \$4,336,372 | \$4,336,372 | \$1,001,000 | -76.92% |

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 FY21-22 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, Cash-Perkins outfall, an elevated storage tank, and the Town's commitment to its joint facilities with Cary.

| Water-Sewer Capital Reserve | | | | | |
|--|--------------------|-------------------|---------------------|--------------------|-------------------|
| Revenues | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Capital Reimbursement Fees - Residential | 35,767 | - | (88,448) | - | - |
| Capital Reimbursement Fees - Commercial | 41,392 | - | 40,448 | - | - |
| Capacity Fees - Residential | 6,282 | - | - | - | - |
| Capacity Fees - Commercial | 239,500 | - | 95,149 | - | - |
| Interest Earned | 314,278 | - | 28,000 | 14,000 | - |
| Fund Bal Appropriated - Budget | - | - | - | 7,113,300 | - |
| Fund Bal Appropriated - Amend | - | - | - | - | - |
| Total | \$637,219 | \$0 | \$75,149 | \$7,127,300 | - |
| Expenditures | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Transfer to W/S Fund | 80,000 | - | - | - | - |
| Transfer to W/S Project Fund | 950,000 | - | - | 7,127,300 | - |
| Reserved for Future Expenditures | - | - | - | - | - |
| Total | \$1,030,000 | \$0 | \$0 | \$7,127,300 | - |

| Water-Sewer Capital Reserve (HB436) | | | | | |
|-------------------------------------|--------------------|--------------------|---------------------|--------------------|-------------------|
| Revenues | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Capital Reimbursement Fees - Water | 2,426,309 | 2,000,000 | 800,000 | 700,000 | -65.00% |
| Capital Reimbursement Fees - Sewer | 4,795,368 | 4,000,000 | 1,600,000 | 1,400,000 | -65.00% |
| Interest Earned | 107,566 | 50,000 | 7,000 | 3,500 | -93.00% |
| Fund Bal Appropriated - Budget | - | - | - | - | - |
| Fund Bal Appropriated - Amend | - | 2,497,197 | 1,346,000 | - | -100.00% |
| Total | \$7,329,243 | \$8,547,197 | \$3,753,000 | \$2,103,500 | -75.39% |
| Expenditures | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Transfer to W/S Fund | 1,865,500 | 4,427,697 | - | - | -100.00% |
| Transfer to W/S Project Fund | 5,715,000 | 3,753,000 | 3,753,000 | - | -100.00% |
| Reserved for Future Expenditures | - | 366,500 | - | 2,103,500 | 473.94% |
| Total | \$7,580,500 | \$8,547,197 | \$3,753,000 | \$2,103,500 | -75.39% |

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 19-20 Actual | FY 20-21 Budget | FY 20-21 Estimate | FY 21-22 Budget | Percent Change |
| Health Premiums | 4,700,858 | 4,404,830 | 4,404,830 | 5,320,743 | 20.79% |
| Spouse/Dependent Health | 944,818 | 963,303 | 963,303 | 1,156,719 | 20.08% |
| Retiree Contribution | 86,823 | 37,856 | 37,856 | 32,967 | -12.91% |
| Dental Premiums | 318,562 | 296,534 | 296,534 | 218,357 | -26.36% |
| Spouse/Dependent Dental | 177,541 | 141,978 | 141,978 | 195,043 | 37.38% |
| Vision Premiums | 65,177 | 71,534 | 71,534 | 76,534 | 6.99% |
| Total | \$6,293,778 | 5,916,035 | \$5,916,035 | \$7,000,363 | 18.33% |

Expenditures

| Health & Dental Fund Expenditures | | | | | |
|--|----------------------------|----------------------------|------------------------------|----------------------------|---------------------------|
| Source | FY 19-20 Actual | FY 20-21 Budget | FY 20-21 Estimate | FY 21-22 Budget | Percent Change |
| Health Claims | 3,251,712 | 4,769,144 | 4,769,144 | 5,419,428 | 13.64% |
| Dental Claims | 318,314 | 418,168 | 418,168 | 413,400 | -1.14% |
| Admin Fees - Health | 774,843 | 300,585 | 300,585 | 879,207 | 192.50% |
| Health Claims - Retirees | 185,748 | 310,783 | 310,783 | 176,094 | -43.34% |
| Dental Claims - Retiree | 3,655 | - | - | - | - |
| Medicare Premiums | 69,266 | - | - | - | - |
| Admin Fees - Retiree | 64,321 | 45,821 | 45,821 | 35,700 | -22.09% |
| Admin Fees - Vision | 58,530 | 71,534 | 71,534 | 76,534 | 29.53% |
| Total | \$4,726,388 | \$5,916,035 | \$5,916,035 | \$7,000,363 | 18.33% |

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 | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Interest Earned | 615 | 200 | 100 | 100 | -50.00% |
| Police Revenues | 4,278 | 1,000 | 3,500 | 1,500 | 50.00% |
| Total | \$4,893 | \$1,200 | \$3,600 | \$1,600 | 33.33% |
| Expenditures | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Supplies and Materials | - | - | - | - | - |
| Reserved for future Expenditures | - | 1,200 | - | 1,600 | 33.33% |
| Total | \$0 | \$1,200 | \$0 | \$1,600 | 33.33% |

| Police Federal Funds | | | | | |
|----------------------------|-------------------|-------------------|---------------------|-------------------|-------------------|
| Revenues | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Interest Earned | 369 | 100 | 50 | 100 | 0.00% |
| Police Revenues | - | 4,000 | 500 | 500 | -87.50% |
| Asset Seizures | - | - | - | - | - |
| Total | \$369 | \$4,100 | \$550 | \$600 | -85.37% |
| Expenditures | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Supplies and Materials | - | 4,100 | - | 600 | -85.37% |
| Capital Outlay - Equipment | - | - | - | - | - |
| Total | \$0 | \$4,100 | \$0 | \$600 | -85.37% |

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 | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Interest Earned | 429 | 100 | 50 | 100 | 0.00% |
| Miscellaneous Revenue | - | - | 100 | - | - |
| Police Contributions | 7,685 | 7,500 | 9,800 | 7,500 | 0.00% |
| Total | \$8,114 | \$7,600 | \$9,950 | \$7,600 | 0.00% |
| Expenditures | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Supplies and Materials | 6,500 | 7,600 | 7,699 | 7,600 | 0.00% |
| Total | \$6,500 | \$7,600 | \$7,699 | \$7,600 | 0.00% |

| Fire Donations | | | | | |
|----------------------------|-------------------|-------------------|---------------------|-------------------|-------------------|
| Revenues | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Interest Earned | 242 | 100 | - | 100 | 0.00% |
| Fire Dept. Donations | 1,716 | 1,000 | - | 1,000 | 0.00% |
| Total | \$1,958 | \$1,100 | \$0 | \$1,100 | 0.00% |
| Expenditures | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Supplies and Materials | - | 1,100 | - | 1,100 | 0.00% |
| Capital Outlay - Equipment | - | - | - | - | - |
| Total | \$0 | \$1,100 | \$0 | \$1,100 | 0.00% |

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 | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Interest Earned | - | - | - | 1,000 | - |
| Transfer from General Fund | - | 1,020,000 | 1,020,000 | 1,595,000 | 56.37% |
| Total | \$0 | \$1,020,000 | \$1,020,000 | \$1,596,000 | 56.47% |
| Expenditures | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Contracted Services | - | 250,000 | - | 250,000 | 0.00% |
| Affordable Housing Grant | - | 20,000 | - | 500,000 | 2400.00% |
| Reserved for Future Expenditures | - | 750,000 | - | 846,000 | 12.80% |
| Total | \$0 | \$1,020,000 | \$0 | \$1,596,000 | 56.47% |

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 | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Sale of Cemetery Plots | (4,900) | 6,000 | 1,200 | - | -100.00% |
| Interest Earned | 15,859 | 4,000 | 1,000 | 1,000 | -75.00% |
| Fund Bal Appropriated - Budget | - | - | - | - | - |
| Total | \$10,959 | \$10,000 | \$2,200 | \$1,000 | -90.00% |
| Expenditures | FY19-20 Actual | FY20-21 Budget | FY20-21 Estimate | FY21-22 Budget | Percent Change |
| Transfer to General Capital Projects | 600,000 | - | - | - | - |
| Reserved for Future Expenditures | - | 10,000 | 2,200 | 1,000 | -90.00% |
| Total | \$600,000 | \$10,000 | \$2,200 | \$1,000 | -90.00% |

Supplemental Information



**Town of Apex, North Carolina
FY 2021 – 2022 Annual Budget**

New Position Recommendations

| Department | Hire Date | Position | Request | Recc. | Annual Salary & Benefits | Notes |
|----------------------------------|-----------|---|-----------|-----------|--------------------------|--------------------------------|
| Administration | 8/1/2021 | Community Relations Specialist | 1 | 1 | 78,795 | |
| | 8/2/2021 | Development Specialist | 1 | 1 | 78,795 | |
| | 7/1/2021 | Program Support Specialist (LSE) | 1 | 1 | 21,579 | |
| Facility Services | 7/1/2021 | Grounds Maintenance Technician (LSE) | 1 | 1 | 16,998 | |
| | 1/1/2022 | Facility Maintenance Mechanic | 1 | 1 | 42,426 | |
| Finance | 9/1/2021 | Accountant (LSE) | 1 | 1 | 26,974 | |
| | 9/1/2021 | Assistant Customer Service Manager | 1 | 1 | 67,021 | |
| Fire | 4/1/2022 | Battalion Chief | 3 | - | - | |
| | 10/1/2021 | Community Outreach Specialist | 1 | - | - | |
| | 4/1/2022 | Fire Engineer | 3 | - | - | |
| | 4/1/2022 | Firefighter Cadet | 6 | - | - | |
| | 4/1/2022 | Lieutenant | 3 | - | - | |
| | 10/1/2021 | Systems & Performance Analyst | 1 | 1 | 44,971 | |
| Human Resources | 10/4/2021 | Human Resources Consultant | 1 | 1 | 57,713 | |
| Parks & Recreation | 9/1/2021 | Park Manager- Pleasant Park | 1 | 1 | 74,227 | |
| | 12/1/2021 | Park Operations Team Leader | 1 | 1 | 45,279 | Pleasant Park |
| | 7/1/2021 | Parks & Greenways Planning Tech | 1 | 1 | 52,105 | PT - 30 hours |
| | 12/1/2021 | Parks Operations Specialist | 1 | 1 | 40,528 | Pleasant Park |
| | 1/1/2022 | Parks Operations Worker | 1 | 1 | 31,736 | Pleasant Park |
| | 1/1/2022 | Recreation Customer Service Specialist | 1 | 1 | 32,966 | |
| Planning & Community Development | 7/15/2021 | Housing & Community Programs Specialist | 1 | 1 | 28,069 | (NC LEAD Fellow) |
| | 7/1/2021 | Housing Program Manager | 1 | 1 | 95,919 | Authorization provided in FY21 |
| Police | 7/1/2021 | CAD / RMS Administrator | 1 | 1 | 88,270 | |
| | 7/1/2021 | Captain | 1 | - | - | |
| | 7/1/2021 | Digital Forensic Technician | 1 | 1 | 81,333 | |
| | 7/1/2021 | Evidence Clerk | 1 | - | - | |
| | 7/1/2021 | Lieutenant | 1 | - | - | |
| | 7/1/2021 | Lieutenant | 1 | - | - | |
| | 7/31/2021 | Police Crisis Counselor | 1 | 1 | 67,814 | |
| | 7/1/2021 | Support Services Manager | 1 | 1 | 113,648 | |
| Public Works & Transportation | 7/1/2021 | Data Operations Specialist - PLL | 1 | - | - | |
| | 9/1/2021 | Program Support Specialist (LSE) | 1 | 1 | 16,184 | |
| Town Clerk | 7/1/2021 | Administrative Assistant (LSE) | 1 | 1 | 16,184 | |
| Water Resources | 10/1/2021 | Environmental Specialist | 1 | 1 | 70,452 | |
| | 7/1/2021 | Sustainability Specialist | 1 | 1 | 79,073 | |
| General Fund Totals | | | 46 | 25 | 1,369,058 | |
| Electric Fund | | | | | | |
| Electric Utility | 7/30/2021 | Forester | 1 | 1 | 72,248 | |
| | 7/30/2021 | Senior Electrical Engineer | 1 | 1 | 84,877 | |
| | 7/30/2021 | System Operator | 1 | - | - | |
| | 1/1/2022 | Electrical Program Support Technician | 1 | 1 | 25,604 | PT to FT |
| Electric Fund Totals | | | 4 | 3 | 182,729 | |

| General Government | Salary Grade | FY 2019-2020 | | | FY 2020-2021 | | | FY 2021-2022 | | |
|--|--------------|--------------|----------|---------------|--------------|----------|---------------|--------------|----------|---------------|
| | | FT | PT | FTE | FT | PT | FTE | FT | PT | FTE |
| Town Clerk's Office | | | | | | | | | | |
| Town Clerk ¹⁹ | 23 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Deputy Town Clerk | 19 | - | - | - | 1 | - | 1 | 1 | - | 1 |
| Total | | 1 | - | 1 | 2 | - | 2 | 2 | - | 2 |
| Administration | | | | | | | | | | |
| Town Manager | N/A | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Assistant Town Manager | N/A | 2 | - | 2 | 2 | - | 2 | 2 | - | 2 |
| Diversity Officer | 27 | - | - | - | 1 | - | 1 | 1 | - | 1 |
| Budget & Performance Manager | 27 | - | - | - | - | - | - | 1 | - | 1 |
| Budget & Management Analyst | 24 | 1 | - | 1 | 1 | - | 1 | - | - | - |
| Budget Specialist | 21 | - | - | - | - | - | - | 1 | - | 1 |
| Budget Technician | 17 | 1 | - | 1 | 1 | - | 1 | - | - | - |
| Communications Manager | 27 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Communications Specialist | 19 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Community Engagement Specialist | 22 | - | - | - | - | - | - | 1 | - | 1 |
| Development Services Manager ₁ | 26 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Development Specialist | 22 | - | - | - | - | - | - | 1 | - | 1 |
| Senior Program Support Specialist ₁ | 17 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Utilities Acquisition Specialist ₁ | 25 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Capital Project Manager | 29 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Total | | 11 | - | 11 | 12 | - | 12 | 14 | - | 14 |
| Legal | | | | | | | | | | |
| Town Attorney | N/A | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Deputy Town Attorney | 31 | - | - | - | 1 | - | 1 | 1 | - | 1 |
| Assistant Town Attorney | 30 | 2 | - | 2 | 1 | - | 1 | 1 | - | 1 |
| Paralegal | 18 | - | 1 | 0.5625 | - | 1 | 0.5625 | - | 1 | 0.5625 |
| Total | | 3 | 1 | 3.5625 | 3 | 1 | 3.5625 | 3 | 1 | 3.5625 |
| Human Resources | | | | | | | | | | |
| Human Resources Director | N/A | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Human Resources Manager | 27 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Human Resources Analyst (Senior) | 24 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Human Resources Consultant ₁₀ | 21 | 1 | - | 1 | 1 | - | 1 | 2 | - | 2 |
| Human Resources Technician | 17 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Safety & Risk Manager | 27 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Total | | 6 | - | 6 | 6 | - | 6 | 7 | - | 7 |
| Information Technology | | | | | | | | | | |
| Information Technology Director | N/A | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Information Technology Services Manager | 29 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Senior Information Technology Analyst | 27 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| GIS Administrator ₁ | 25 | - | - | - | 1 | - | 1 | 1 | - | 1 |
| Information Technology Analyst | 25 | 3 | - | 3 | 3 | - | 3 | 5 | - | 5 |
| Information Technology Specialist ₁₁ | 23 | 3 | - | 3 | 3 | - | 3 | 1 | - | 1 |
| Information Technology Technician | 21 | 2 | - | 2 | 3 | - | 3 | 3 | - | 3 |
| Total | | 11 | - | 11 | 13 | - | 13 | 13 | - | 13 |
| Finance | | | | | | | | | | |
| Finance Director | N/A | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Purchasing & Contracts Manager | 24 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Customer Service & Billing Manager | 25 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Accounting Manager ₂ | 25 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Finance & Utility Accountant | 23 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Payroll Administrator | 18 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Utilities Customer Service Specialist | 15 | 3 | - | 3 | 3 | - | 3 | 3 | - | 3 |
| Senior Utilities Customer Service Specialist | 17 | 4 | - | 4 | 5 | - | 5 | 5 | - | 5 |
| 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 |
| Assistant Customer Service Manager | 22 | - | - | - | - | - | - | 1 | - | 1 |
| Total | | 18 | - | 18 | 19 | - | 19 | 20 | - | 20 |
| Parks, Recreation, & Cultural Resources | | | | | | | | | | |
| Parks, Recreation & Cultural Resources Director | N/A | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Parks Planning & Project Manager | 26 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Parks & Greenways Planning Technician | 15 | - | - | - | - | - | - | - | 1 | 0.750 |
| Recreation Program Manager | 27 | 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 |
| Recreation Customer Service Supervisor | 20 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Recreation Customer Service Specialist | 15 | 3 | - | 3 | 4 | - | 4 | 4 | - | 4 |
| Marketing & Programs Coordinator | 18 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Parks Operations Manager | 25 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Park Manager | 22 | - | - | - | - | - | - | 1 | - | 1 |
| Parks Operations Supervisor | 21 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Parks Operations Team Leader | 17 | 3 | - | 3 | 3 | - | 3 | 4 | - | 4 |
| Parks Operations Worker/Specialist/Senior | 13-16 | 8 | - | 8 | 4 | - | 4 | 6 | - | 6 |

| Parks, Recreation, & Cultural Resources (cont.) | | | | | | | | | | |
|--|-------|--------------|-------------|--------------|-----------|----------|--------------|------------|----------|---------------|
| Athletic & Grounds Supervisor | 21 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Athletic & Grounds Team Leader | 17 | 2 | - | 2 | 3 | - | 3 | 3 | - | 3 |
| Athletics & Grounds Worker/ Technician | 13-14 | - | - | - | 5 | - | 5 | 5 | - | 5 |
| Parks Attendant | 11 | 6 | - | 6 | 6 | - | 6 | 6 | - | 6 |
| Cultural Arts Center Manager | 25 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Cultural Arts Specialist | 21 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Cultural Arts Marketing & Events Specialist | 17 | - | - | - | - | - | - | 1 | - | 1 |
| Total | | 36 | - | 36 | 39 | - | 39 | 44 | 1 | 44.750 |
| Total General Government | | 86.00 | 1.00 | 86.56 | 94 | 1 | 94.56 | 103 | 2 | 104.31 |

| Planning, Economic & Development Services | | Salary Grade | FY 2019-2020 | | | FY 2020-2021 | | | FY 2020-2021 | | |
|--|-------|---------------------|---------------------|-----------|------------|---------------------|-----------|------------|---------------------|-----------|------------|
| | | | FT | PT | FTE | FT | PT | FTE | FT | PT | FTE |
| Economic Development | | | | | | | | | | | |
| Economic Development Director | N/A | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | |
| Downtown Development Coordinator | 23 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | |
| Program Support Specialist | 18 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | |
| Total | | 3 | - | 3 | 3 | - | 3 | 3 | - | 3 | |
| Planning | | | | | | | | | | | |
| Planning & Community Development Director | N/A | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | |
| Planning Manager | 29 | 2 | - | 2 | 2 | - | 2 | 2 | - | 2 | |
| Housing Program Manager | 26 | - | - | - | 1 | - | 1 | 1 | - | 1 | |
| Housing & Community Programs Specialist | 21 | - | - | - | - | - | - | 1 | - | 1 | |
| Planner/Planner II/Senior Planner | 22-26 | 5 | - | 5 | 6 | - | 6 | 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 | 1 | - | 1 | |
| Planning Technician (Lead) | 21 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | |
| Planning Technician | 20 | 2 | - | 2 | 2 | - | 2 | 2 | - | 2 | |
| Development Specialist | 22 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | |
| Total | | 19 | - | 19 | 21 | - | 21 | 22 | - | 22 | |
| Water Resources | | | | | | | | | | | |
| Water Resources Director | N/A | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | |
| Stormwater & Utility Engineering Manager ₃ | 31 | 1 | - | 1 | - | - | - | - | - | - | |
| Engineer (Professional, Senior, Utility) | 27-28 | 4 | - | 4 | 1 | - | 1 | 1 | - | 1 | |
| Environmental Engineering Manager ₁₆ | 31 | - | - | - | 1 | - | 1 | 1 | - | 1 | |
| Environmental Field Services Supervisor | 26 | - | - | - | 1 | - | 1 | 1 | - | 1 | |
| Environmental Specialist | 22 | 2 | - | 2 | 2 | - | 2 | 3 | - | 3 | |
| Infrastructure Inspections Supervisor | 25 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | |
| Capital Projects Inspector | 25 | - | - | - | - | - | - | 1 | - | 1 | |
| Infrastructure Inspector (Senior) | 23-24 | 6 | - | 6 | 6 | - | 6 | 5 | - | 5 | |
| Senior Program Support Specialist | 17 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | |
| Sustainability Specialist | 20 | - | - | - | 1 | - | 1 | 1 | - | 1 | |
| Sustainability Program Coordinator | 23 | - | - | - | 1 | - | 1 | 1 | - | 1 | |
| Total | | 16 | - | 16 | 16 | - | 16 | 17 | - | 17 | |
| Inspections & Permits | | | | | | | | | | | |
| Inspections & Permits Director | N/A | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | |
| Code Enforcement Supervisor | 27 | 1 | - | 1 | 2 | - | 2 | 2 | - | 2 | |
| Code Enforcement Officer I, II, III | 21-25 | 12 | - | 12 | 13 | - | 13 | 13 | - | 13 | |
| Plans & Permits Supervisor | 27 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | |
| Plans Examiner (Senior) | 20-25 | 4 | - | 4 | 4 | - | 4 | 4 | - | 4 | |
| Permit Specialist | 17 | 3 | - | 3 | 3 | - | 3 | 3 | - | 3 | |
| Total | | 22 | - | 22 | 24 | - | 24 | 24 | - | 24 | |
| Total Planning, Economic & Development Services | | 60 | - | 60 | 64 | - | 64 | 66 | - | 66 | |

| Public Safety | | Salary Grade | FY 2019-2020 | | | FY 2020-2021 | | | FY 2020-2021 | | |
|---|-------|---------------------|---------------------|---------------|------------|---------------------|-----------|------------|---------------------|-----------|------------|
| | | | FT | PT | FTE | FT | PT | FTE | FT | PT | FTE |
| Fire | | | | | | | | | | | |
| Fire Chief | N/A | 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 | 2 | - | 2 | 2 | - | 2 | 2 | - | 2 | |
| Fire Captain | 24 | 3 | - | 3 | 3 | - | 3 | 3 | - | 3 | |
| Fire Lieutenant | 23 | 18 | - | 18 | 18 | - | 18 | 18 | - | 18 | |
| Fire Engineer | 21 | 21 | - | 21 | 21 | - | 21 | 21 | - | 21 | |
| Firefighter, Senior Firefighter | 17-18 | 39 | - | 39 | 39 | - | 39 | 39 | - | 39 | |
| Fire Support Technician | 17 | - | 1 | 0.875 | 1 | - | 1 | 1 | - | 1 | |
| Program Support Specialist | 15 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | |
| Systems & Performance Analyst | 17 | - | - | - | - | - | - | 1 | - | 1 | |
| Administrative Logistics Coordinator ₉ | 18 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 | |
| Total | | 94 | 1 | 94.875 | 95 | - | 95 | 96 | - | 96 | |

| Public Safety (cont.) | Salary Grade | FY 2019-2020 | | | FY 2020-2021 | | | FY 2020-2021 | | |
|---|--------------|--------------|----------|----------------|--------------|----------|---------------|--------------|----------|---------------|
| | | FT | PT | FTE | FT | PT | FTE | FT | PT | FTE |
| Police | | | | | | | | | | |
| Police Chief | N/A | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Deputy Police Chief | 31 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Police Captain | 29 | 3 | - | 3 | 3 | - | 3 | 3 | - | 3 |
| Police Lieutenant | 27 | 3 | - | 3 | 3 | - | 3 | 3 | - | 3 |
| Police Sergeant ₆ | 25 | 13 | - | 13 | 13 | - | 13 | 13 | - | 13 |
| Records and Technology Manager | 26 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Police Accreditation Specialist | 21 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| CAD / RMS Administrator | 23 | - | - | - | - | - | - | 1 | - | 1 |
| Police Corporal | 23 | 7 | - | 7 | 7 | - | 7 | 7 | - | 7 |
| Police Officers (PO I, PO II, Master PO, Senior PO) | 19-22 | 67 | - | 67 | 68 | - | 68 | 68 | - | 68 |
| Crime Analyst | 20 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Information Technology Technician | 21 | 1 | - | 1 | - | - | - | - | - | - |
| Victim Advocate | 21 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Digital Forensic Technician | 21 | - | - | - | - | - | - | 1 | - | 1 |
| Police Crisis Counselor | 20 | - | - | - | - | - | - | 1 | - | 1 |
| Support Services Manager | 29 | - | - | - | - | - | - | 1 | - | 1 |
| Evidence Technician/Quartermaster | 16 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Administrative Coordinator ₁₄ | 18 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Police Records Technician | 16 | 2 | 1 | 2.625 | 3 | - | 3 | 3 | - | 3 |
| Total | | 104 | 1 | 104.625 | 105 | - | 105 | 109 | - | 109 |
| Emergency Communications | | | | | | | | | | |
| Communications Manager | 26 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Communications Shift Supervisor ₇ | 19 | 2 | - | 2 | 4 | - | 4 | 4 | - | 4 |
| Telecommunicator (I, II, Senior) | 16-18 | 8 | - | 8 | 8 | - | 8 | 8 | - | 8 |
| Total | | 11 | - | 11 | 13 | - | 13 | 13 | - | 13 |
| Total Public Safety | | 209 | 2 | 210.50 | 213 | - | 213.00 | 218 | - | 218.00 |

| Public Works | Salary Grade | FY 2019-2020 | | | FY 2020-2021 | | | FY 2020-2021 | | |
|---|--------------|--------------|----------|-----------|--------------|----------|-----------|--------------|----------|-----------|
| | | FT | PT | FTE | FT | PT | FTE | FT | PT | FTE |
| Facility & Fleet Services | | | | | | | | | | |
| Facilities & Grounds Supervisor | 25 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Fleet Services Supervisor | 22 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Fleet Services Mechanic/ Sr. Mechanic | 17-18 | 4 | - | 4 | 4 | - | 4 | 4 | - | 4 |
| Facility Services Supervisor | 23 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Facility Maintenance Mechanic/ Sr. Mechanic | 17 | 3 | - | 3 | 3 | - | 3 | 4 | - | 4 |
| Grounds Maintenance Crew Field Supervisor ₁₇ | 17 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Grounds Maintenance Technician ₁₇ | 13 | 3 | - | 3 | 3 | - | 3 | 3 | - | 3 |
| Total | | 14 | - | 14 | 14 | - | 14 | 15 | - | 15 |
| Public Works & Transportation | | | | | | | | | | |
| Public Works & Transportation Director ₁ | N/A | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Transportation Engineering Manager | 29 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Traffic Engineering Manager | 29 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Professional Engineer | 27 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Transportation Engineering Projects Coordinator | 24 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Engineering & Surveying Technician | 22 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Public Works Operations Manager | 29 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Public Works Operations Data Analyst | 23 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Program Support Specialist ₁₈ | 15 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Public Works Data Operations Specialist ₁₃ | 21 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Total | | 10 | - | 10 | 10 | - | 10 | 10 | - | 10 |
| Streets | | | | | | | | | | |
| Street Maintenance Worker (all Levels) | 13-15 | 9 | - | 9 | 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 |
| Total | | 15 | - | 15 | 15 | - | 15 | 15 | - | 15 |
| Solid Waste Services | | | | | | | | | | |
| Solid Waste Supervisor | 22 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Solid Waste Equipment Operator (I, Senior) | 15-16 | 12 | - | 12 | 12 | - | 12 | 12 | - | 12 |
| General Maintenance Worker (I,II) | 11-12 | 5 | - | 5 | 5 | - | 5 | 5 | - | 5 |
| Total | | 18 | - | 18 | 18 | - | 18 | 18 | - | 18 |
| Total Public Works | | 57 | - | 57 | 57 | - | 57 | 58 | - | 58 |

| Public Utilities | Salary Grade | FY 2019-2020 | | | FY 2020-2021 | | | FY 2020-2021 | | |
|---|--------------|--------------|----|-----|--------------|----|-----|--------------|----|-----|
| | | FT | PT | FTE | FT | PT | FTE | FT | PT | FTE |
| Electric | | | | | | | | | | |
| Electric Utilities Director | N/A | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Electric Operations Supervisor | 27 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Electric Technical Services Manager | 27 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Senior Electrical Engineer | 25 | - | - | - | - | - | - | 1 | - | 1 |
| Electric Training & Safety Specialist | 24 | 1 | - | 1 | 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 |

| Public Utilities (cont.) | Salary Grade | FY 2019-2020 | | | FY 2020-2021 | | | FY 2020-2021 | | |
|---|--------------|--------------|----------|---------------|--------------|----------|---------------|--------------|----------|---------------|
| | | FT | PT | FTE | FT | PT | FTE | FT | PT | FTE |
| Powerline Arborist (Trainee) | 22 | 2 | - | 2 | 2 | - | 2 | 2 | - | 2 |
| Forester | 21 | - | - | - | - | - | - | 1 | - | 1 |
| Powerline Right-of-way Technician | 16 | 4 | - | 4 | 4 | - | 4 | 4 | - | 4 |
| Program Support Specialist | 15 | - | 1 | 0.750 | - | 1 | 0.875 | 1 | - | 1 |
| Utility Locate Technician | 15 | 4 | - | 4 | 4 | - | 4 | 4 | - | 4 |
| Electric Programs & Technology Coordinator | 19 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Total Electric Fund | Total | 37 | 1 | 37.750 | 37 | 1 | 37.875 | 40 | - | 40 |
| Water & Sewer Administration (Water Resources) | | | | | | | | | | |
| Utilities Operations Manager | 29 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Utilities Engineering Manager | 30 | - | - | - | 1 | - | 1 | 1 | - | 1 |
| Engineer (Professional, Senior, Intern) | 25-28 | 2 | - | 2 | 2 | - | 2 | 2 | - | 2 |
| Program Support Specialist | 15 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Water Resources Specialist ₅ | 25 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Utilities Specialist ₄ | 25 | 2 | - | 2 | 2 | - | 2 | 2 | - | 2 |
| GIS Specialist | 21 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Meter Services Supervisor ₁₂ | 19 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Meter Technician (Senior) ₁₂ | 14/15 | 3 | - | 3 | 4 | - | 4 | 4 | - | 4 |
| Total | Total | 12 | - | 12 | 14 | - | 14 | 14 | - | 14 |
| Water Maintenance | | | | | | | | | | |
| 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 |
| Water Quality Team Leader | 19 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Utility Operations Team Leader | 19 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Heavy Equipment Operator | 17 | 2 | - | 2 | 2 | - | 2 | 2 | - | 2 |
| Utility Maintenance Worker/Technician (all Levels) | 13-16 | 13 | - | 13 | 13 | - | 13 | 13 | - | 13 |
| Total | Total | 20 | - | 20 | 20 | - | 20 | 20 | - | 20 |
| Sewer Treatment | | | | | | | | | | |
| 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 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| WRF Operator / Mechanic I,II,III | 18-21 | 4 | - | 4 | 4 | - | 4 | 4 | - | 4 |
| Laboratory Analyst (I, Senior) | 17-18 | 1 | - | 1 | 1 | - | 1 | 1 | - | 1 |
| Total | Total | 7 | 1 | 7.875 | 7 | 1 | 7.875 | 7 | 1 | 7.875 |
| Sewer Maintenance | | | | | | | | | | |
| 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 | 6 | - | 6 | 6 | - | 6 | 6 | - | 6 |
| Total | Total | 12 | - | 12 | 12 | - | 12 | 12 | - | 12 |
| Total Water & Sewer Fund | | 51 | 1 | 51.88 | 53 | 1 | 53.875 | 53 | 1 | 53.875 |
| Total Public Utilities | | 88 | 2 | 89.63 | 90 | 2 | 91.75 | 93 | 1 | 93.88 |

| Total Funds | FY 2019-2020 | | | FY 2020-2021 | | | FY 2021-2022 | | |
|--------------------------|--------------|----------|---------------|--------------|----------|---------------|--------------|----------|---------------|
| | FT | PT | FTE | FT | PT | FTE | FT | PT | FTE |
| Total General Fund | 412 | 3 | 414.06 | 428 | 2 | 428.56 | 445 | 2 | 446.31 |
| Total Electric Fund | 37 | 1 | 37.75 | 37 | 1 | 37.88 | 40 | - | 40.00 |
| Total Water & Sewer Fund | 51 | 1 | 51.88 | 53 | 1 | 53.88 | 53 | 1 | 53.88 |
| Total All Funds | 500 | 5 | 503.69 | 518 | 4 | 520.31 | 538 | 3 | 540.19 |

Position Notes:

- ¹ Positions were previously housed under Construction Management department; Positions moved as a result of an organizational restructure in August 2016.
- ² Position title change in FY 2014-2015 was a result of reclassification & not creation of a new position.
- ³ Position title change from Environmental Programs Manager to Stormwater & Utility Engineering Manager occurred in FY 2016-2017
- ⁴ The Utilities Project Coordinator was retitled in FY 2016-2017. An existing Environmental Specialist position was reclassified to Utilities Specialist in FY 2017-2018.
- ⁵ Pretreatment Coordinator (previously under Sewer Treatment) was retitled Water Resources Specialist in FY 2016-2017
- ⁶ Change in FY 2017-2018 is the result of reclassifying one corporal position & adding a new sergeant position.
- ⁷ 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.
- ⁸ Reduction of EMS staffing is a reflection of the merger between Wake County EMS & Apex EMS.
- ⁹ The Administrative Logistics Coordinator position is the result of a transfer of the Staffing & Logistics Specialist position from the EMS Department in 2018.
- ¹⁰ Change was the result of reclassification in FY 2018-2019 & not creation of a new position.
- ¹¹ GIS Administrator moved from Construction Management as a result of an organizational restructure in 2016; position reclassified to IT Specialist in 2018.
- ¹² Positions restructured under Water Maintenance from Finance in 2018
- ¹³ Reclassification of Senior Administrative Specialist in 2018
- ¹⁴ Reclassification of Senior Program Support Specialist in 2019
- ¹⁵ Reclassification of Stormwater & Utility Engineering Manager in 2020
- ¹⁶ Reclassification of Senior Engineer in 2020
- ¹⁷ Position restructured from Street Right of Way in Streets to Grounds Maintenance in Facilities in 2020
- ¹⁸ Position restructured under Public Works & Transportation from Facility/Fleet in 2020
- ¹⁹ Position restructured under new department, Town Clerk's Office, from Administration in 2020
- ²⁰ Budget positions reclassified in 2021; Budget Technician promoted to Specialist, Analyst to Budget and Performance Manager

**Town of Apex, North Carolina
FY 2021 – 2022 Annual Budget
Non - Profit Funding Applications**

| Entity | Meets Public Purpose & Statutory Authority Test | Previous Funding Level | Request | Finance Committee Recommendation | In Kind Support Requested / Notes | Notes | 21-22 Requested Funding Purpose |
|------------------------------------|---|------------------------|----------|----------------------------------|---|--|--|
| Apex Farmers Market | Yes (Economic Development) | \$20,000 | \$19,500 | \$18,000 | Tobacco Mule parking lot Saturdays from 6:30 am until 1:30 pm, access to electricity, and banner hanging. Support with advertising and promotions to reach more residents. | 70% of budget revenues from TOA | We are asking for support in three major programs this season: Education Outreach, Year-round, Weekly Community Events: for 44 weeks of the year, & pre-ordering for Saturday pick up. (Contracted Services: Market Operations & Vendor Management -\$18,000, Community Outreach/Fundraising -\$1,200, Volunteer Program -\$300) |
| Apex Downtown Business Association | Yes (Economic Development / General Recreation) | \$20,000 | \$10,000 | \$8,000 | Use of one room in Halle every month for general membership meeting, Banner hanging by Town of Apex employees, Police and Fire support for events, Social Media promotional support for downtown events and ADBA promotions | 54% of budget revenues from TOA | MARKETING: Our members were surveyed regarding how they would like the organization to spend its funding. They reported that they believed marketing & promotional events were the most valuable use of the funds we receive. The \$10,000 funding from the town would support large scale marketing campaigns with three specific goals. A. Increase awareness through online, radio & print advertising. B. Increase visitors & sales for downtown retail & restaurants. C. Increase online traffic to the ADBA website & the ADBA business pages. |
| Citizens Assisting Police in Apex | Yes (Public Safety, Health & Welfare) | \$500 | \$2,500 | \$1,250 | No in-kind support requested. | Asking for \$2,500, but will accept \$1,000 to keep program at current level | The CAPA version of Blanket Buddies has chosen to provide tied fleece blankets to SafeChild, a Wake County organization that supports child & teen victims of abuse, trauma & other situations that may bring them into contact with law enforcement & the court systems. The blankets that are created by CAPA volunteers are made to be given to clients of SafeChild as a source of comfort. |
| InterAct | Yes (Health & Welfare) | \$0 | \$3,000 | \$1,500 | Engagement with Town employees and volunteers to explore new opportunities to partner to support residents who are victims and survivors of domestic violence and/or sexual assault. | | Funding from the Town of Apex will be used for our Crisis Intervention Client Assistance fund which assist with individual or family basic needs during their immediate time of crisis such as food, supplies, transportation, or temporary lodging. |
| SafeChild | Yes (Public Safety, Health & Welfare) | \$10,000 | \$10,000 | \$8,000 | Volunteer support for PD. | Funding also provided by Raleigh (\$20,000) & Town of Cary (\$4,500) | The Center provides positive results for child victims & provides collaborating partners who serve on the Multidisciplinary Team (law enforcement detectives, child protection social workers, prosecutors, victim advocates, mental health & medical providers, & school personnel) opportunities to partner together to protect each child from further victimization & help him/her heal from the trauma. |
| Transitions LifeCare | Yes (Public Safety, Health & Welfare / Hospitals) | \$5,000 | \$10,000 | \$8,000 | Transitions LifeCare receives volunteer support from Town of Apex residents. | | Hospice & Palliative Care services for low to moderate income residents of all ages in Apex. Services are provided in the home or place of residence or in the Hospice Home. Funds will be used to supply visiting services, medications & supplies to patients with limited financial resources |
| Western Wake Crisis Ministries | Yes (Community Development / Low income support) | \$20,000 | \$20,000 | \$9,250 | Any advertising/promotion opportunities for support that the Town of Apex is able to provide, and we enjoy the partnership of town sponsored food drives | Funding also provided through Customer Assistance Program; Neighbors Helping Neighbors (Round up to the nearest dollar, one-time contribution, or Monthly recurring contribution) Various staff events/food drives | Funds will be used directly for financial assistance for clients living in Apex. Individuals & families may receive financial assistance for a late utility bill (electric, water, or heat) or past due rent. HOME Project participants (the homeless prevention program) may receive assistance for other things such as transportation assistance, home repairs, or deposits if these items can be determined to be a factor in preventing homelessness. Families are required to meet criteria documenting a current situation or verifying limited income. Eligible families from Apex, New Hill, & Friendship may receive between \$350 - \$800 in financial assistance annually. Exceptions to the income limit or the maximum annual amount are sometimes made in situations when health or safety is at risk or when homelessness is being prevented. Special consideration is given to households participating in the HOME Project or Impact Coaching. |
| White Oak Foundation | Yes (Senior Programs /Transit) | \$10,000 | \$10,000 | \$8,000 | Apex PD's annual gathering with our Summer Campers, use of Jaycee Park (play ball, eat lunch, & engage in interactive discussions). Requesting face masks; and use of Apex buildings and facilities. | | The requested funding will be used for Food (\$3,000), Vehicle Fuel & Maintenance (\$4,000), Kitchen Supplies, & Sanitation Equipment & Supplies (\$3,000)- all in support of our Food Pantry Distribution. |
| YMCA | Yes (Health & Welfare) | \$0 | \$9,300 | \$7,000 | No in-kind support requested. | | The Kraft Family YMCA operates Camp G.R.A.C.E. in Apex, a developmentally appropriate summer day camp for children with autism & Pervasive Developmental Disorder. Funding covers rent of Apex Elementary (\$3,000), office supplies, program expenses (5,000) and scholarships (\$1,300). |
| | | \$85,500 | \$94,300 | \$69,000 | | | |

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

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



CAPITAL IMPROVEMENT PLAN

FISCAL YEAR 2022 - 2026



APEX
NORTH CAROLINA

THE PEAK OF GOOD LIVING

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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.

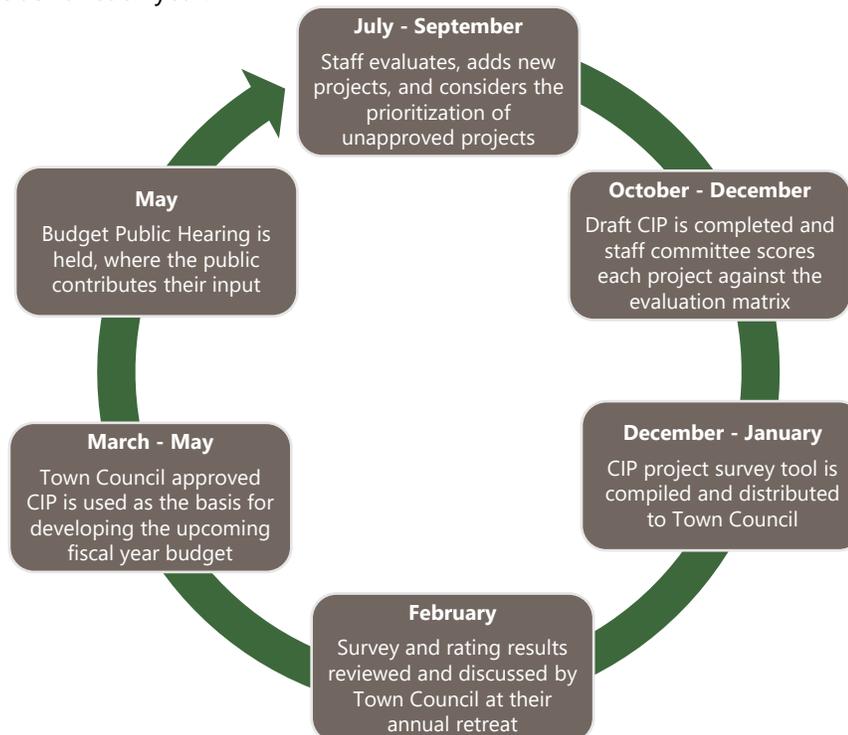
Debt Financing: For debt financing, the Town uses several types of debt mechanisms, including general obligation bonds, revenue bonds, and traditional lease-purchase or installment financing. The mechanism selected varies depending on the level of funding needed, the term of the need, and current debt 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 below, begins shortly after the beginning of a new fiscal year (July 1) as staff considers unmet capital needs in the recently adopted budget and other emerging needs. For each project, staff in the requesting department complete a CIP project request form and compile 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 rank 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 rank the projects while keeping in mind 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.

The ranked responses from the Mayor and Town Council members for each proposal are averaged to create a project prioritization order. This order reveals which projects the Mayor and Town Council determine are most critical to achieving the Town’s strategic goals and, accordingly, have the most pressing need for immediate funding.

Using the prioritization list created with the averages of the Mayor and Town Council’s rankings for each project 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.

| 1. Above Average Score, Above Average Agreement | 2: Above Average Score, Below Average Agreement |
|---|---|
| Apex Peakway North Widening Chatham Street Railroad Crossing Improvements & Sidewalk Downtown Alley Improvements GPS Emergency Vehicle Preemption Jessie Drive Phase I & Phase II Production Drive Extension Repurpose Depot Parking Lot Safe Routes to School Ten Ten Road at Jessie Drive Left Turn Lane Extension Cost Share | Apex Peakway Southeast Connector Burma Drive Phase 2/Pristine Water Drive to Lufkin Road Center Street Railroad Crossing Improvements and Sidewalk Communications Backup Center Kelly Point Court Drainage Improvements Public Safety Station 6 Ragan Road Sidepath Salem Street Downtown Streetscape and Resurfacing Saunders Street Parking Lot Expansion Tingen Road Pedestrian Bridge West Williams Street Sidewalk |
| 3: Below Average Score, Below Average Agreement | 4: Below Average Score, Above Average Agreement |
| Environmental Education Center Lynch Street Extension Station 1 Rebuild Tunstall House Restoration | Annual Miscellaneous Greenway Connections Apex Community Park Parking Lot Expansion Apex Nature Park/Seymour Athletic Fields Parking Lot Expansion Beaver Creek Greenway Improvement Davis Drive at Salem Church Road Realignment Fire Department Administration Building Fire Station 7 Jaycee Park Expansion Police Department Addition/Renovation Town Hall Remodel |

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 2nd and 3rd 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. In FY 20-21, the Town also introduced an online budgeting priorities survey, detailed in the following section.

Citizen Budget Priorities Survey

This year, the Town launched its first citizen budget priorities survey, inviting Apex residents to share their input on budgetary decisions. The online survey presented citizens with two different ranking tools. First, citizens were provided the opportunity to indicate the importance they placed on the following broad budgeting categories, which staff developed according to the priorities highlighted by the Town’s strategic goals and ongoing plans, such as the Downtown Plan, Affordable Housing Plan, and others. Staff presented the categories with the following brief descriptions prior to the ranking:

Recreation and Cultural Opportunities: Construction of new parks, greenways and facilities; maintenance and improvements to existing parks, greenways, and facilities; and athletic and cultural arts programming.

Transportation and Infrastructure: Construction and improvement of roadways, sidewalks, and bicycle lanes; public transit projects; and railroad crossing improvements.

Environmental Sustainability: Stormwater management; sanitation and recycling services; and initiatives to decrease the Town's carbon footprint, such as renewable energy improvements to Town facilities.

Economic Stability and Growth: Identifying and purchasing new development sites; recruiting new business and industry; and launching marketing initiatives for downtown businesses.

Housing Affordability: Programs to assist with home rehabilitation for low-income homeowners; emergency rental assistance; down-payment assistance for new homebuyers; construction of affordable housing units; and homeownership counseling.

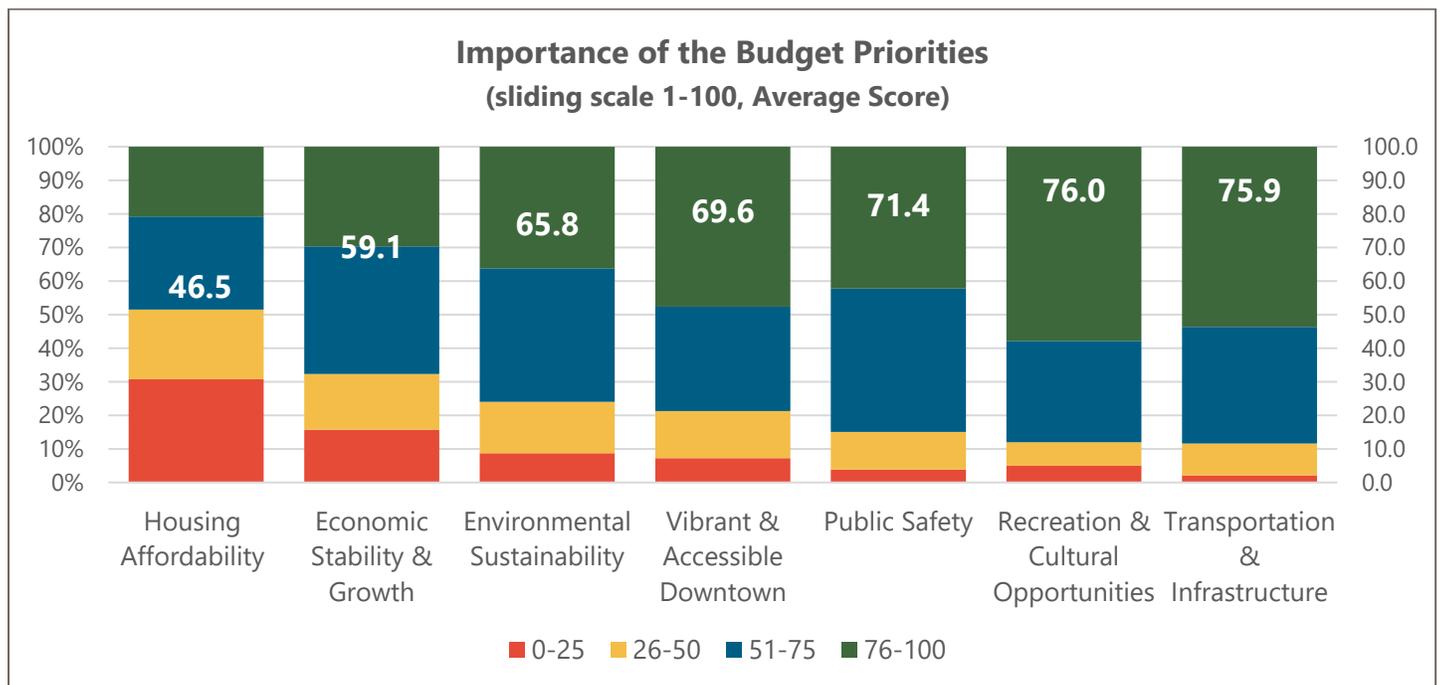
Public Safety: Resources to support the operations of the three public safety departments within the Town: Fire, Police, and Emergency Communications.

Vibrant and Accessible Downtown: Repurposing unused or underused spaces for public enjoyment; landscaping; and improving parking, sidewalks, and pedestrian crossings.

Next, residents were presented with a slider bar for each category, which represented a scale from “not at all important” to “very important.” By dragging and dropping a pin in the appropriate spot, citizens communicated how important they felt each given category was.

Then, citizens were invited to use a simple drag-and-drop tool to rank specific initiatives within each category. By moving these items into their preferred order, citizens indicated which items within the broader categories they felt were most and least important to fund. Citizens were also given the option to indicate that none of the items listed were important to them.

To analyze results, Town budget staff calculated the average score of each broad budgeting category. Citizens rated Recreation & Cultural Opportunities as being most important to them, while they indicated that Housing Affordability was least important to them.



Next, staff calculated the average rankings for the items within each budgeting category, which revealed the initiatives residents feel are most important for the Town to address in the FY 21-22 budget.

| | 1 (Most Votes) | 2 | 3 | 4 | 5 | 6 |
|--|--|---|---|--|--|---|
| Housing Affordability | None of these are important to me | Home rehabilitation programs for current low-income homeowners | Developer incentives for construction of affordable housing units | Construction of new affordable housing units | Emergency rental assistance & supportive services for low-income renters | Direct financial assistance for prospective low-income homebuyers |
| Transportation & Infrastructure | Construction of new sidewalks/side paths & improvement of pedestrian crossings | Improvements to existing roadways (e.g. road widening, traffic signal improvements) | Maintenance of existing roadways (e.g. road resurfacing, pothole repair) | Increased public transit options (e.g. GoApex bus route) | Construction of new roadways | None of these are important to me |
| Environmental Sustainability | Resources to support community forestry efforts | Increased renewable & alternative energy sources in Town | Stormwater runoff & collection improvements | Improved sanitation & recycling services for residents | None of these are important to me | |
| Economic Stability & Growth | Promotional initiatives for downtown businesses | Construction of road infrastructure to improve citizen access to new development | Marketing campaigns to attract new business & industry | None of these are important to me | Identification & purchase of new development sites | |
| Vibrant & Accessible Downtown | Repurposing of unused or underused downtown spaces for public enjoyment | Additional parking capacity | Aesthetic improvements (e.g. Salem St streetscape project; addition of murals, lighting, & landscaping to downtown alleyways) | None of these are important to me | Revitalization of the Tunstall House, grounds, & strollway | |
| Recreation & Cultural Opportunities | New park & greenway construction & completion of existing greenway connections | Maintenance & renovation of current parks, recreation facilities, & greenways | Additional/enhanced cultural arts programming | Additional/enhanced athletic programming | None of these are important to me | |

The Town's goal in creating the citizen budget priorities survey was to gain input from a larger number of citizens than it typically reaches during its two annual budget hearings. With 251 usable survey responses, the Town was able to successfully gain a fuller picture of what is important to Apex citizens. This knowledge will help the Mayor and Town Council ensure Town actions are well aligned with citizen needs in the coming fiscal year.

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, &
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 | FY21-22 | FY22-23 | FY23-24 | FY24-25 | FY25-26 | 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 | 1,871,000 | 1,950,000 | 2,025,000 | 2,100,000 | 2,200,000 | 2,200,000 | 12,346,000 |
| Apex Peakway Southwest Connector | 22,625,000 | - | - | - | - | - | 22,625,000 |
| Downtown Alley Improvements | 500,000 | - | - | - | - | - | 500,000 |
| Kelly Point Court Drainage Improvements | 110,000 | - | - | - | - | - | 110,000 |
| Pavement Management Backlog | 1,000,000 | - | - | - | 4,000,000 | - | 5,000,000 |
| Safe Routes to School | 1,595,000 | 660,000 | 200,000 | 500,000 | 5,640,000 | 710,000 | 9,305,000 |
| Saunders Street Parking Lot Expansion | 1,200,000 | - | - | - | - | - | 1,200,000 |
| Ten Ten Road at Jessie Drive Left Turn Lane Extension Cost Share | 200,000 | - | - | - | - | - | 200,000 |
| Wayfinding Signage Fabrication & Installation | 155,000 | 190,000 | 340,000 | 330,000 | 155,000 | - | 1,170,000 |
| GPS Emergency Vehicle Preemption | - | 260,000 | 160,000 | 160,000 | 160,000 | - | 740,000 |
| Salem Street Downtown Streetscape & Resurfacing | - | 2,500,000 | - | - | - | - | 2,500,000 |
| Burma Drive Phase 2 | - | - | 450,000 | 1,000,000 | 3,000,000 | - | 4,450,000 |
| Ragan Road Sidepath | - | - | 1,000,000 | - | - | - | 1,000,000 |
| Stephenson Road High School Improvements Cost Share | - | - | 750,000 | - | - | - | 750,000 |
| Tingen Road Pedestrian Bridge | - | - | 150,000 | 500,000 | - | 3,000,000 | 3,650,000 |
| Apex Peakway North Widening | - | - | - | 350,000 | 5,000,000 | - | 5,350,000 |
| Center Street Railroad Crossing Improvements & Sidewalk | - | - | - | 100,000 | 700,000 | - | 800,000 |
| Chatham Street Railroad Crossing Improvements & Sidewalk | - | - | - | 150,000 | 1,125,000 | - | 1,275,000 |
| Davis Drive at Salem Church Road Realignment | - | - | - | 200,000 | 500,000 | 7,000,000 | 7,700,000 |
| GoApex Transit Program | - | - | - | 100,000 | 690,000 | - | 790,000 |
| Lynch Street Extension | - | - | - | 550,000 | - | - | 550,000 |
| West Williams Street Sidewalk | - | - | - | 200,000 | 650,000 | - | 850,000 |
| Apex Peakway Southeast Connector | - | - | - | - | 1,710,000 | 17,100,000 | 18,810,000 |
| Jessie Drive Phase I & Phase II | - | - | - | - | 7,500,000 | 13,500,000 | 21,000,000 |
| Production Drive Extension | - | - | - | - | 400,000 | 4,000,000 | 4,400,000 |
| 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 |
| Ten Ten Road/Center Street Sidewalk & Enhancement Cost Share (U-5825) | - | - | - | - | - | 2,000,000 | 2,000,000 |
| Element Total | \$29,556,000 | \$ 5,860,000 | \$ 5,375,000 | \$6,540,000 | \$33,730,000 | \$ 53,810,000 | \$134,271,000 |



Continuous Projects

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

\$1,871,000+

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 2021-22

Apex Peakway Southwest Connector

\$22,625,000

Four-year Total

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.

Downtown Alley Improvements

\$500,000

The Downtown Plan envisions creating vibrant places for people to gather by transforming 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.

Kelly Point Court Drainage Improvements

\$110,000

This project addresses an existing drainage issue at Kelly Point Court by rerouting storm drainage to avoid stormwater inundation of the properties and the street. Providing funds for this specific location, in addition to the annual program that addresses various deficiencies throughout Apex within the municipal drainage system, assists in the safe and efficient management of stormwater. Delaying this project may adversely impact private property and emergency services access to the properties.

Pavement Management Backlog

\$5,000,000

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.

Safe Routes to School

\$9,305,000

Six-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.

Saunders Street Parking Lot Expansion

\$1,200,000

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. Further, the vision shown in the Downtown Plan, to promote accessibility and downtown growth as a focal point for the community, will not be realized.

Ten Ten Road at Jessie Drive Left Turn Lane Extension Cost Share

\$200,000

This cost share would contribute funds for extending the 100 feet northbound left turn lane on Ten Ten Road at Jessie Drive, being constructed by Horton Park, to provide 300 feet storage as required by NCDOT for the Town's plans to later upgrade Jessie Drive. Delaying response would result in a shorter storage length being constructed prior to the Town's planned project, losing the opportunity to construct this lane to its ultimate required length at one time.

Wayfinding Signage Fabrication & Installation

\$1,170,000

Five-year Total

This project includes fabrication and installation of Wayfinding signage throughout Town. Sign types include parking directional, vehicular directional, pedestrian directional, destination identification, and gateway signage. This project was identified as part of the Downtown Plan & Parking Study and is an extension of the Community Branding Study. If it is not completed, the Town will not meet the objective of the Wayfinding Signage Program to provide consistent and attractive information to help residents and visitors discover and navigate to key destinations in Town.



FY 2022-23

GPS Emergency Vehicle Preemption

\$740,000
Four-year Total

In the first year, this project includes installing GPS preempt in 10 traffic signals and outfitting all fire vehicles with GPS preempt capability. Future years include adding GPS preempt at 10 signals/year, prioritizing major corridors (including NC 55, Salem Street, Center Street/Ten Ten Road, and 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.

Salem Street Downtown Streetscape & Resurfacing

\$2,500,000

This project includes resurfacing Salem Street from Hunter Street to NC 55, the 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, of improving the walking and driving experience to promote accessibility and downtown growth as a focal point for the community, will not be realized.

FY 2023-24

Burma Drive Phase 2

(Pristine Water Drive to Lufkin Road)

\$4,450,000
Three-year Total

This project would extend Burma Drive 350 feet further south of the Phase 1 project, construct 700 feet of minor collector street west to Pristine Water Drive, upgrade 1,300 feet of Pristine Water Drive (west and northwest) to a public street, and upgrade 1,000 feet of an existing concrete private driveway to a public street connecting Pristine Water Drive to Lufkin Road to serve existing municipal and private industrial uses, as well as add a second point of access to the Cash Corporate Center for economic development. Without this connectivity, the Town would not be able to meet the needs of prospective major employers seeking access in accordance with the Transportation Plan, and thus, it would be difficult to attract such businesses to Apex at this time.

Ragan Road Sidepath

\$1,000,000

This project includes creating a connection from the Ragan Road sidepath to the American Tobacco Trail. Currently, residents surrounding Ragan Road have been using the sidepath along Ragan Road to the terminus and then walking along Ragan Road and cutting through a private property to access the southern end of the American Tobacco Trail.

Stephenson Road High School Improvements Cost Share

\$750,000

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.

Tingen Road Pedestrian Bridge

\$3,650,000
Three-year Total

This request is for construction of a pedestrian bridge over the railroad crossing of Tingen Road. This at-grade railroad crossing will be closed as part of the Apex Peakway Southwest Connector project per the agreement with CSX. Construction of the pedestrian bridge will provide a space for members of the community to safely cross the railroad tracks on Tingen Road to access downtown Apex, multi-family residential developments, multiple churches, and Apex Elementary School. If



it is not completed, the railroad crossing will become a barrier to the pedestrian network within the Town Center. A feasibility study will determine more accurate scope and cost with public involvement.

FY 2024-25

Apex Peakway North Widening

(Center Street to Old Raleigh Road)

\$5,350,000

Two-year Total

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 and emergency vehicles and causing more drivers to divert to other local routes, 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.

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 70% 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

\$1,275,000

Two-year Total

The project includes addition of sidewalk across CSX railroad tracks, as well as 4-quad gates and associated RR equipment upgrades. Current review of statewide prioritization shows this may score well enough to allow for 70% state funding. Without it, sidewalk will continue to stop short of the tracks on each side, forcing pedestrians onto the roadway, and the quiet zone will not be able to move forward. This project also includes sidewalk along East Chatham Street from South Mason Street to the cul-de-sac. This sidewalk segment is a high-priority Safe Routes to School Project and is combined with the railroad crossing improvements for construction efficiencies and to complete pedestrian connectivity along the corridor.

Davis Drive at Salem Church Road Realignment

\$7,700,000

Four-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 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 persist for the following issues: no left turn on Davis Drive backing 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.

GoApex Transit Program

\$790,000

Two-year Total

This request represents funds for improvements to GoApex Route 1 and expansion of the local public transportation services to offer a second route, GoApex Route 2. The first local transit route, GoApex Route 1, will begin operating in 2021. It is anticipated that, after several years of operating, ridership will be quantified and priority locations for shelters and other enhancements on GoApex Route 1 will be identified.



Lynch Street Extension

\$550,000

This project includes extending Lynch Street from its existing stub west of South Salem Street to intersect Apex Peakway and adds sidewalk on the north side of the street. 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.

West Williams Street Sidewalk

\$850,000

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 70% state funding. Signalized crosswalks would be installed at the existing traffic signals on both ends of this project. Without it, pedestrians will continue traveling along the shoulder of the road and both ends of this project will lack accessible ramps and crosswalks.

FY 2025-26

Apex Peakway Southeast Connector

(NC 55 to Center Street)

\$18,810,000

Three-year Total

The proposed project would complete the final gap in the Apex Peakway, completing a full loop around downtown Apex. The construction of Apex Peakway was identified as a high priority in Apex. It will become increasingly important given anticipated delays to NCDOT's widening of the NC 55 corridor between US 1 and Olive Chapel Road. The completed Apex Peakway loop will provide a needed alternative to the NC 55 corridor through Apex. Without completing this project, there will not be an intuitive relief valve for NC 55, nor will there be an alternative designed to handle the anticipated volume of traffic. This request is consistent with the Apex Peakway Southeast Connector Feasibility Study, completed in June 2018.

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. Phase II is programed for a yet-to-be determined future year, at an estimated \$12 million.

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.

Horizon

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. This project will provide the enhancements the Town requests, which include pedestrian facilities (sidewalk and path), aesthetic



treatments at new CSX Bridge, and 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 unless the Town shares 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. This project will provide funding for enhancements the Town requests as part of the widening project. Enhancements are likely to include protected pedestrian facilities, including sidewalk, multi-use path, and crossings. NCDOT will replace existing pedestrian facilities, but will not complete gaps where there are no existing facilities unless the Town shares a portion of the costs.

Ten Ten Road/Center Street Sidewalk & Enhancement Cost Share \$2,000,000

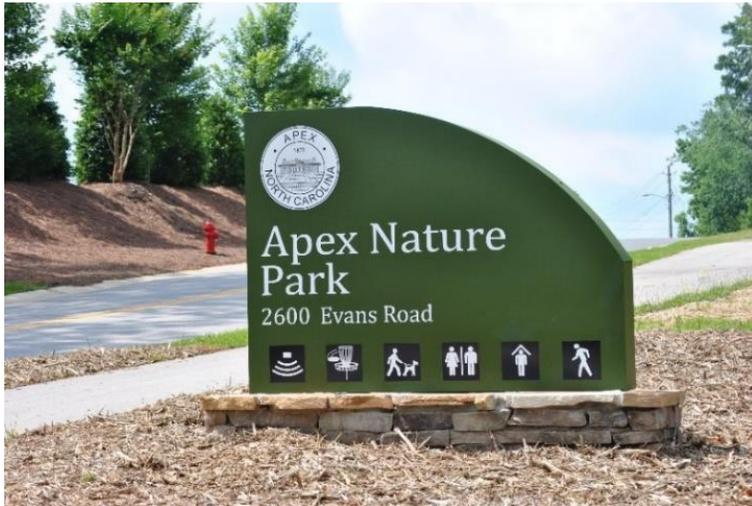
This project will provide enhancements the Town requests as part of the NCDOT widening project (Ten Ten Road from Apex Peakway to Kildaire Farm Road in the Town of Cary). Enhancements include pedestrian facilities (sidewalk and multi-use path), median treatments, and landscaping. As part of TIP U-5825, NCDOT will replace existing pedestrian facilities, but will not complete gaps where there are no existing facilities unless the Town shares a portion of the costs. Similarly, NCDOT will not provide an enhanced streetscape unless the Town shares a portion of the costs.



Parks, Recreation, & 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, & Cultural Resources | FY21-22 | FY22-23 | FY23-24 | FY24-25 | FY25-26 | Future Years | Total Capital Cost |
|--|-------------------|-------------------|---------------------|---------------------|---------------------|----------------------|----------------------|
| Annual Miscellaneous Greenway Connections | 300,000 | 300,000 | 300,000 | 300,000 | 300,000 | 300,000 | 1,800,000 |
| Beaver Creek Greenway Improvement | - | 337,800 | - | - | - | - | 337,800 |
| Environmental Education Center | - | 100,000 | 1,100,000 | - | - | - | 1,200,000 |
| Apex Nature Park/Seymour Athletic Fields Parking Lot Expansion | - | - | - | 975,000 | - | - | 975,000 |
| Jaycee Park Expansion | - | - | - | 100,000 | 1,000,000 | - | 1,100,000 |
| Apex Community Park Parking Lot Expansion | - | - | - | - | 665,000 | - | 665,000 |
| 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 | \$ 300,000 | \$ 737,800 | \$ 1,400,000 | \$ 1,375,000 | \$ 1,965,000 | \$ 14,960,000 | \$ 20,737,800 |



Continuous Projects

Annual Miscellaneous Greenway Connections

\$300,000

Annually

This ongoing program would allow for the study and prioritization of proposed connections of existing greenways. As requests for connections continue to increase each year, without funding for this program, we would lack the resources to properly identify the viability of the proposed connections.

FY 2022-23

Beaver Creek Greenway Improvement

\$337,800

Relocate, replace, and rebuild a section of greenway that is flooding/holding standing water on Beaver Creek Greenway.

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. Additionally, 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.

FY 2023-24

Apex Nature Park/Seymour Athletic Fields Parking Lot Expansion

\$975,000

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.

Jaycee Park Expansion

\$1,100,000

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, which will serve 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

Apex Community Park Parking Lot Expansion

\$665,000

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

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 | FY21-22 | FY22-23 | FY23-24 | FY24-25 | FY25-26 | Future Years | Total Capital Cost |
|--------------------------------------|-------------------|---------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| Fire Engine Replacement - Station 3 | 762,000 | - | - | - | - | - | 762,000 |
| Aerial Apparatus to Replace Ladder 4 | - | 1,400,000 | - | - | - | - | 1,400,000 |
| Engine 32 Replacement | - | - | 740,000 | - | - | - | 740,000 |
| Driving Simulator | - | - | - | 243,000 | - | - | 243,000 |
| Rescue Retrieval Van | - | - | - | - | 165,000 | - | 165,000 |
| Fire Pumper for Olive Farm Station | - | - | - | - | - | 825,000 | 825,000 |
| Element Total | \$ 762,000 | \$ 1,400,000 | \$ 740,000 | \$ 243,000 | \$ 165,000 | \$ 825,000 | \$ 4,135,000 |



FY 2021-22

Fire Engine Replacement – Station 3**\$762,000**

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 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 with over 100,000 miles and has begun to experience higher maintenance/repair costs due to age and mileage. This replacement will also support the 3 aerial apparatuses that are needed for the public protection classification. The current Ladder 3 would remain as the Town's only reserve aerial.

FY 2022-23

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 the department to continue to run an aerial apparatus that will have approximately 90,000 miles when this replacement is requested. Aerial apparatuses are expensive to operate and the maintenance cost associated with this truck will increase over time.

FY 2023-24

Engine 32 Replacement**\$740,000**

This will replace Engine 32, a 2011 model rescue pumper that currently has 94,000 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.

FY 2024-25

Driving Simulator**\$243,000**

The Town currently has extremely limited access to a quality driving simulator. Funding this project would be beneficial to staff members in every department and directly enhance our ability to improve employee safety. A modern driving simulator is extremely realistic and can simulate nearly every piece of equipment present within a Town vehicle. Trainers can program real life scenarios for staff to encounter during the simulation and integrate a number of challenges into the course.

FY 2025-26

Rescue Retrieval Van**\$165,000**

This vehicle has a "normal" van exterior appearance and 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 explosives. The armored transit van would primarily serve in the role of hostage recovery & rescue transport. This addition will increase officer and citizen safety.

Horizon

Fire Pumper for Olive Farm Station**\$825,000**

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 | FY21-22 | FY22-23 | FY23-24 | FY24-25 | FY25-26 | Future Years | Total Capital Cost |
|---|---------------------|---------------------|---------------------|---------------------|-------------------|----------------------|----------------------|
| Mechanical (HVAC/Chiller) Upgrades to Town Facilities | 140,000 | 120,000 | - | 125,000 | 165,000 | - | 550,000 |
| Eva Perry Library Improvements | 443,400 | 110,000 | - | - | - | - | 553,400 |
| Police Department Security Fencing | 125,000 | - | - | - | - | - | 125,000 |
| Public Safety Station 6 | 6,500,000 | - | - | - | - | - | 6,500,000 |
| Public Works Operations Building Renovations | 830,000 | - | 870,000 | - | - | - | 1,700,000 |
| Town Fiber Optic Expansion | 125,000 | - | - | - | - | - | 125,000 |
| Town Hall Remodel | 75,000 | 500,000 | - | 500,000 | - | - | 1,075,000 |
| Tunstall House Restoration | 400,000 | 450,000 | - | - | - | - | 850,000 |
| Communications Backup Center | - | 325,000 | - | - | - | - | 325,000 |
| Mechanical (Boiler) Upgrades to Community Center | - | 130,000 | - | - | - | - | 130,000 |
| Repurpose Depot Parking Lot | - | 250,000 | 2,000,000 | - | - | - | 2,250,000 |
| Station 1 Rebuild | - | 500,000 | 4,500,000 | - | - | - | 5,000,000 |
| Vehicle Storage Shed & Brine Building | - | - | 23,500 | 235,500 | - | - | 259,000 |
| Fleet Fluid Pumps/Reclamation | - | - | - | 100,000 | - | - | 100,000 |
| Town Campus Parking Lot Resurfacing | - | - | - | 470,000 | 500,000 | - | 970,000 |
| Fire Department Administration Building | - | - | - | - | - | 2,000,000 | 2,000,000 |
| Fire Station 7 | - | - | - | - | - | 6,500,000 | 6,500,000 |
| Land Purchase for Affordable Housing | - | - | - | - | - | 500,000 | 500,000 |
| Police Department Addition/Renovation | - | - | - | - | - | 6,400,000 | 6,400,000 |
| Element Total | \$ 8,638,400 | \$ 2,385,000 | \$ 7,393,500 | \$ 1,430,500 | \$ 665,000 | \$ 15,400,000 | \$ 35,912,400 |



FY 2021-22

Mechanical (HVAC/Chiller) Upgrades to Town Facilities

\$550,000
Four-year Total

This project includes the replacement of old inefficient R22A HVAC/chiller units to R410 in Town Facilities due to R22 refrigerant being phased out with limited to no replacements available. Where replacements can be found, it is extremely expensive and timely to replace/repair.

Eva Perry Library Improvements

\$553,400
Two-year Total

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.

Police Department Security Fencing

\$125,000

This project will provide increased security along the Apex Police Department compound by fully enclosing it in decorative gating with one vehicle entry point, one vehicle exit point, and one pedestrian walk-through gate. Vehicle entry/exit points will have sensor and magnetic reading capabilities for slide gate operators. Failure to obtain the needed safety gate may result in vandalism and trespassing.

Public Safety Station 6

\$6,500,000

Public Safety Station 6 (PSS6) involves the relocation of Public Safety Station 3 and 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 that would need to be covered. 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.

Public Works Operations Building Renovations

\$1,700,000
Two-year Total

Phase I of this project includes renovating the existing locker area and expand it into the adjacent space being vacated by Electrical Operations upon their move to a new facility off-campus. New, larger men's and women's locker rooms would be created, with more toilet fixtures, showers, and lockers in each space. Additionally, a single occupancy toilet and shower room would be added, as well as a larger janitorial space. In the wider and longer hallway serving these new spaces, more laundry dropoff and pick-up lockers would be made available.

Town Fiber Optic Expansion

\$125,000

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.



Town Hall Remodel

\$1,075,000

Three-year Total

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 project will be anticipating growth and changes for each department and considering interactions between departments.

Tunstall House Restoration

\$850,000

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 mediate 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 occurs in the following year.

FY 2022-23

Communications Backup Center

\$325,000

The Continuity of Operations review completed in April 2020 identified four critical issues that need to be addressed. These include: limitations of the backup Communications Center physical footprint, backup equipment and functional capabilities, aging Apex Police Department radio tower, and the limitation of technology currently in place in the event the primary center needed to evacuate. Funding the CIP project will resolve three of these four issues. This project is designed to align with the opportunity to build the equipment and footprint into the construction of PSS6. Delaying would result in and increased cost to retrofit PSS6 and limit some design flexibility currently available during the pre-construction planning stages for PSS6.

Mechanical (Boiler) Upgrades to Community Center

\$130,000

Replace the four 20 year-old boilers at the Community Center and create a hot water loop system. Currently, there are issues with keeping temperatures up during colder months throughout the year, and there is significant deterioration of heat bricks, burners, and sensors. Burners and sensors have been replaced several times, but due to the age and inefficiency of units replaced, the items burn out.

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 host a variety of activities.

Station 1 Rebuild

\$5,000,000

Two-year Total

This project will raze and rebuild a three-bay fire station on half of the land on which the current Station 1 sits. 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.



FY 2023-24

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 2024-25

Fleet Fluid Pumps/Reclamation

\$100,000

This project includes the relocating of motor oil, hydraulic, coolant, and reclamation reservoir. Currently, the vehicle and equipment fluids are located in a small room with limited size drums, which increases the number of times vendors have to come out to refill or remove used fluids. Dumping old/used fluids is hazardous, based upon current practices, in which the mechanic hand pours/pumps old fluids into an open drum. This project will relocate to a larger area to allow larger tanks of new fluids and several reclamation tanks hooked up to pneumatic pumps that would safely and efficiently remove used fluids. On several occasions, the "oil room" where fluids are kept has experienced spills and overflow due to an increase in services provided by our fleet mechanics.

Town Campus Parking Lot Resurfacing

\$970,000
Two-year Total

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

Horizon

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.

Fire Station 7

(Olive Farm Area)

\$6,500,000
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.

Land Purchase for Affordable Housing

\$500,000

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

Police Department Addition/Renovation

\$6,400,000
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 to allow for future growth. The existing administrative office space would be renovated to allow for a doubling in size of the existing Communications Center and the addition of related office and work space.



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 | FY21-22 | FY22-23 | FY23-24 | FY24-25 | FY25-26 | Future Years | Total Capital Cost |
|---|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|
| Chipper Truck - Replacement | 165,000 | - | - | - | 165,000 | - | 330,000 |
| Leaf Truck - Replacement | 212,000 | - | 212,000 | - | 212,000 | 212,000 | 848,000 |
| Pothole Patcher/Asphalt Truck - Replacement | 200,000 | - | - | - | - | - | 200,000 |
| Dump Truck - Addition | - | 100,000 | - | - | - | - | 100,000 |
| Leaf Truck - Addition | - | 212,000 | - | 212,000 | - | - | 424,000 |
| Motor Grader - Replacement | - | 250,000 | - | - | - | - | 250,000 |
| Grapple Truck - Replacement | - | - | 195,000 | - | - | - | 195,000 |
| Street Sweeper - Replacement | - | - | 275,000 | - | - | - | 275,000 |
| Chipper Truck - Addition | - | - | - | 165,000 | - | - | 165,000 |
| Small Asphalt Paver - Addition | - | - | - | - | 115,000 | - | 115,000 |
| Dump Truck - Replacement | - | - | - | - | - | 185,000 | 185,000 |
| Element Total | \$ 577,000 | \$ 562,000 | \$ 682,000 | \$ 377,000 | \$ 492,000 | \$ 397,000 | \$ 3,087,000 |



FY 2021-22

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 109,000 miles.

Leaf Truck – Replacement \$212,000

This project will replace a leaf truck (Unit #53) in the Town’s current fleet that will be 12 years old with over 121,000 miles at the time of replacement.

Pothole Patcher/Asphalt Truck – Replacement \$200,000

The purpose of the haul vehicle is to transport the asphalt mixture from the asphalt plant while maintaining proper heat of the virgin asphalt so there is no loss of material during the delivery process and the asphalt remains workable. This truck will be used on 95% of the asphalt patches throughout town. If not funded, the older, more unreliable truck (Unit #20) will continue to be used resulting in less efficiencies and loss of materials. The vehicle will be 14 years old at time of replacement.

FY 2022-23

Dump Truck – Addition \$100,000

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 #5506) that is over 53 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 2023-24

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 9 years old with over 94,000 miles.

Leaf Truck – Replacement \$212,000

This project will replace a leaf truck (Unit #212) in the Town’s current fleet that will be 8 years old with over 75,000 miles at the time of replacement.



Street Sweeper – Replacement

\$275,000

This project will replace a street sweeper (Unit #96) that will be over 22 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.

FY 2024-25

Chipper Truck – Addition

\$165,000

This project will be an addition of a Chipper Truck, 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 within the Town.

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.

FY 2025-26

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 #225), which will be 10 years old at the time of replacement.

Small Asphalt Paver

\$115,000

This paver is to expand our capabilities to pave when utility cuts might occur or for greenway trail repairs. Funding this Paver would prevent the Town from having to contract out these small projects at a higher cost.

Leaf Truck – Replacement

\$212,000

This project will replace a leaf truck (Unit #108) in the Town’s current fleet that will be 8 years old at the time of replacement.

Horizon

Dump Truck – Replacement

\$185,000

This project will replace a dump truck (Unit #62) in the Town’s fleet that will be 18 years old at time of replacement.

Leaf Truck – Replacement

\$212,000

This project will replace a leaf truck (Unit #121) in the Town’s current fleet that will be 8 years old 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 Total | FY21-22 | FY22-23 | FY23-24 | FY24-25 | FY25-26 | Future Years | Total Capital Cost |
|---|----------------------|----------------------|----------------------|---------------------|----------------------|----------------------|-----------------------|
| Transportation | 29,556,000 | 5,860,000 | 5,375,000 | 6,540,000 | 33,730,000 | 53,810,000 | 134,871,000 |
| Parks, Recreation, & Cultural Resources | 300,000 | 737,800 | 1,400,000 | 1,375,000 | 1,965,000 | 14,960,000 | 20,737,800 |
| Public Safety | 762,000 | 1,400,000 | 740,000 | 243,000 | 165,000 | 825,000 | 4,135,000 |
| Public Facilities | 8,638,400 | 2,385,000 | 7,393,500 | 1,430,500 | 665,000 | 15,400,000 | 35,912,400 |
| Public Works & Environmental Services | 577,000 | 562,000 | 682,000 | 377,000 | 492,000 | 397,000 | 3,087,000 |
| | \$ 39,833,400 | \$ 10,944,800 | \$ 15,590,500 | \$ 9,965,500 | \$ 37,017,000 | \$ 85,392,000 | \$ 198,743,200 |
| Revenues | FY21-22 | FY22-23 | FY23-24 | FY24-25 | FY25-26 | Future Years | Total |
| General Fund / Capital Outlay | 6,099,800 | 7,894,200 | 8,489,300 | 6,513,100 | 9,422,800 | 3,722,000 | 42,141,200 |
| Designated Capital Funds | 1,620,000 | 1,520,000 | 1,040,000 | 1,060,000 | 1,080,000 | - | 6,320,000 |
| General Obligation Bonds | 24,000,000 | - | - | 800,000 | 24,200,000 | - | 49,000,000 |
| Installment Purchase / Capital Lease | 6,500,000 | - | 4,500,000 | - | - | 27,860,000 | 38,860,000 |
| Intergovernmental Funds | 1,613,600 | 1,530,600 | 1,561,200 | 1,592,400 | 1,624,200 | - | 7,922,000 |
| Grants | - | - | - | - | 690,000 | - | 690,000 |
| To Be Determined | - | - | - | - | - | 53,810,000 | 53,810,000 |
| | \$ 39,833,400 | \$ 10,944,800 | \$ 15,590,500 | \$ 9,965,500 | \$ 37,017,000 | \$ 85,392,000 | \$ 198,743,200 |

After capital assets are acquired or constructed, most will entail ongoing expenses for routine operation, repair, and maintenance. These operations, repair, and maintenance costs are accounted for annually in each year’s operating budget.

Transportation Element: New road and parking lot construction will necessitate future maintenance work including pothole repair, crack sealing, road marking repair, and resurfacing. Downtown improvements, such as the downtown alley improvements and Salem Street Streetscape, will involve future costs such as landscaping, electrical work, and repainting. Sidewalk construction in the Safe Routes to School project will involve regular pavement repair, repainting crosswalk markings, and performing maintenance work on crosswalk signals. Lastly, the GoApex Transit Program will involve future costs including wages for operating personnel and routine vehicle maintenance and repair work.

Parks, Recreation, & Cultural Arts Element: New greenway connections will necessitate future maintenance work including brush clearing, sign and bench replacement, and trail reconstruction. Once constructed and operational, the Environmental Education Center will necessitate ongoing costs such as staff wages, educational materials, and regular cleaning and building maintenance. Parking lot



expansions will involve future costs including sweeping and asphalt treatment. New park construction will necessitate regular annual costs such as landscaping, irrigation system maintenance, restroom and public facility cleaning, and wages for park maintenance and programming staff.

Public Safety Element: The replacement aerial apparatus, replacement fire engines, and new rescue retrieval van will incur regular costs such as the purchase of fuel, wages for operating personnel, and repair and maintenance. Once acquired, the driving simulator will necessitate annual repair and maintenance costs

Public Facilities Element: New public safety and fire stations will incur future costs including staff wages, building cleaning and maintenance, and utility services. After renovations are complete, the Eva Perry Library will incur costs for routine maintenance and repairs of its new roof and HVAC unit. The repurposing of the downtown Depot parking lot will involve regular costs including street sweeping, landscaping, furniture and lighting replacement, and programming. HVAC, chiller, and boiler upgrades to Town administrative buildings will necessitate routine maintenance and repair costs as their useful lives progress.

Public Works & Environmental Element new and replacement vehicles and equipment such as chipper trucks, leaf trucks, dump trucks, and asphalt pavers will incur regular maintenance and repair costs over the course of their useful lives.

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 CIP projections represent a six percent growth factor for operations expenditures throughout the five-year scope. The town has been the beneficiary of sustained growth in property values with a three-year rolling average of 7.33 percent not including revaluation years. Wake County will perform a revaluation in 2024 that will affect the assessed value and revenue neutral tax rate for Apex. The CIP includes an adjustment in FY24-25 for a potential revenue neutral rate in response to the revaluation. Apart from gains in property tax revenues and sales tax revenues, estimates indicate growth in other revenues collectively is mostly flat or nominal. The CIP includes a revenue growth rate of five percent for FY22-23 and FY23-24 and a rate of 4.5 percent for the final two years of the plan. For projects subject to financing in FY21-22, interest rates between 3.5 and 4.0 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 FY22-23. 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 FY21-22 is .90 percent. The ratio for FY21-22 represents the expected high point within the proposed CIP. Even with upcoming projects that will require additional debt financing, the growth in assessed value will outpace that modest increase in net debt, resulting in a lower ratio. The .90 percent 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, 2020 audited valuation is \$630,808,983. The CIP includes a maximum debt obligation of \$105,824,674 in FY25-26.

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 to 68.27 percent in FY21-22. The lowest ratio of 66.52 in FY25-26 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 FY21-22, the General Fund debt service ratio is 9.54 percent and reaches a high of 11.63 percent in FY22-23. 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 | FY20-21 | FY21-22 | FY22-23 | FY23-24 | FY24-25 | FY25-26 |
|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|----------------------|
| GO Bond Debt | \$61,660,000 | \$82,455,000 | \$79,250,000 | \$75,535,000 | \$71,420,000 | \$90,695,000 |
| Installment Purchase & Lease Debt | \$10,941,724 | \$16,223,931 | \$15,015,138 | \$18,097,738 | \$16,681,512 | \$15,129,674 |
| Total Net Debt Obligations | \$72,601,724 | \$98,678,931 | \$94,265,138 | \$93,632,738 | \$88,101,512 | \$105,824,674 |
| Debt Service | | | | | | |
| GO Bond Principal | \$3,205,000 | \$3,715,000 | \$4,915,000 | \$4,925,000 | \$4,925,000 | \$4,720,000 |
| GO Bond Interest | \$2,202,403 | \$2,243,257 | \$3,126,007 | \$2,919,357 | \$2,712,057 | \$2,504,456 |
| <i>Total GO Bond Debt Service</i> | <i>\$5,407,403</i> | <i>\$5,958,257</i> | <i>\$8,041,007</i> | <i>\$7,844,357</i> | <i>\$7,637,057</i> | <i>\$7,224,456</i> |
| IP & Lease Principal | \$1,217,793 | \$1,208,793 | \$1,417,400 | \$1,416,225 | \$1,551,839 | \$1,559,275 |
| IP & Lease Interest | \$317,240 | \$230,014 | \$460,977 | \$427,206 | \$615,208 | \$574,160 |
| <i>Total IP Debt Service</i> | <i>\$1,535,033</i> | <i>\$1,438,807</i> | <i>\$1,878,377</i> | <i>\$1,843,431</i> | <i>\$2,167,047</i> | <i>\$2,133,435</i> |
| Total GF Debt Service | \$6,942,436 | \$7,397,064 | \$9,919,383 | \$9,687,787 | \$9,804,103 | \$9,357,891 |

| General Fund Debt Ratios & Fiscal Indicators | FY20-21 | FY21-22 | FY22-23 | FY23-24 | FY24-25 | FY25-26 |
|---|----------------|----------------|----------------|----------------|----------------|----------------|
| Fund Balance | \$25,035,475 | \$23,486,475 | \$19,095,409 | \$16,309,174 | \$15,116,714 | \$12,242,979 |
| Fund Balance Percentage | 30.91% | 29.70% | 21.91% | 17.77% | 15.63% | 11.61% |
| Impact on Capital Designated Funds | \$0 | \$1,820,000 | \$1,520,000 | \$1,040,000 | \$1,060,000 | \$1,080,000 |
| Impact on Operating Budget | \$0 | (\$12,000) | \$1,348,200 | \$1,027,700 | \$1,457,131 | \$1,522,100 |
| Revenue per Capita | \$1,233 | \$1,119 | \$1,112 | \$1,087 | \$1,092 | \$1,082 |
| % Property Tax Revenue | 47.91% | 53.98% | 56.56% | 58.81% | 59.43% | 60.97% |
| 10-year Principal Payout (>55%) | 0.00% | 68.27% | 73.70% | 75.35% | 80.24% | 66.52% |
| Net Debt per Assessed Valuation (<2.5%) | 0.711% | 0.900% | 0.787% | 0.715% | 0.585% | 0.643% |
| Net Debt Service to Expenditures Less Transfers-in (<12%) | 9.29% | 9.54% | 11.63% | 10.56% | 10.22% | 8.88% |
| PAYGO Percent | 0.00% | 22.62% | 100.00% | 69.43% | 91.97% | 34.62% |

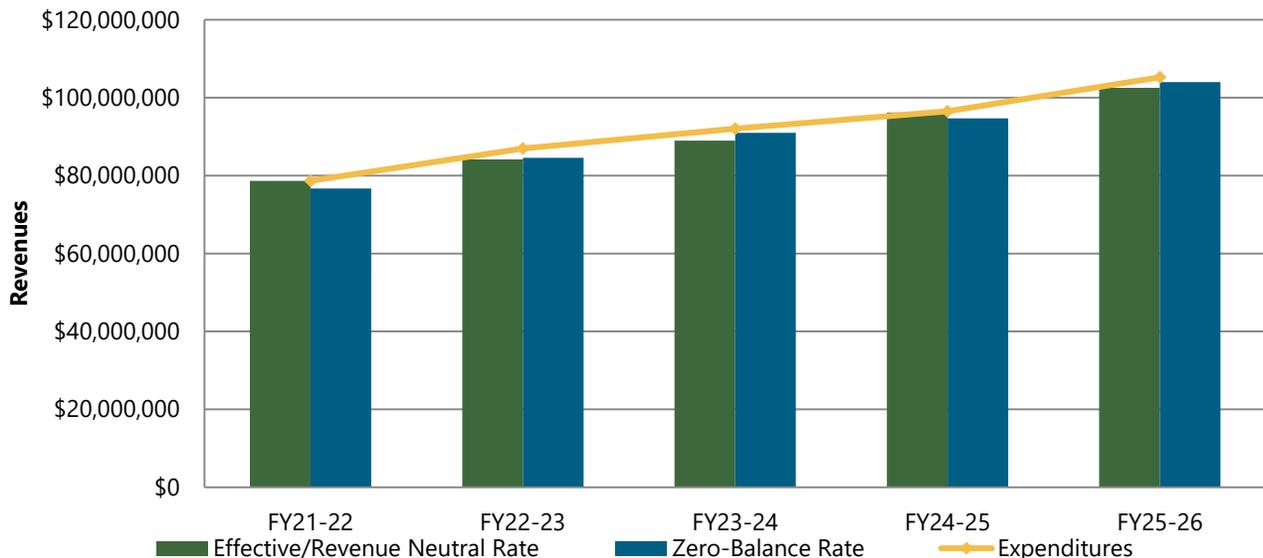
Tax Rate Analysis

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. The FY21-22 Recommended Budget includes a tax rate of \$.39, which includes the net of a \$.015 increase for voter approved bond debt in 2017 and \$.005 decrease as part of a shift in stormwater operations from the General Fund to an enterprise fund. Wake County will undergo another revaluation in 2024 and the projections for FY24-25 use a revenue-neutral tax rate of \$.38. 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 FY22-23 with potential shortfalls ranging from \$290,505 in FY24-25 to \$3.08 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 noticeable for all years due to large capital projects that will require financing, such as reconstruction of Fire Station 1 and new road construction as well as the substantial impact on the operating budget with the addition of a full engine company upon completion of Public Safety Station 6 in FY22-23. The CIP includes \$81.06 million in transportation projects over the next five years and identifies another \$53.8 million in projects on the horizon. Twelve 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 \$42 million in transportation projects. This amount can easily be higher and only covers a portion of the large transportation projects. The impact model does include a tax rate increase to accompany the proposed general obligation debt. The proposed bond plan would include two separate tax rate increases of approximately \$.015 in FY22-23 and FY26-27 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) | FY21-22 | FY22-23 | FY23-24 | FY24-25 | FY25-26 |
|---|---------------------|----------------------|----------------------|---------------------|----------------------|
| Operating Budget | \$63,001,436 | \$65,629,722 | \$70,595,205 | \$76,288,049 | \$82,387,432 |
| Capital Outlay | \$8,918,400 | \$10,944,800 | \$10,220,500 | \$9,165,500 | \$12,127,000 |
| Debt Service | \$7,397,064 | \$9,919,383 | \$9,687,787 | \$9,804,103 | \$9,357,891 |
| Transfers Out | -\$1,820,000 | -\$1,520,000 | -\$1,040,000 | -\$1,060,000 | -\$1,080,000 |
| <i>Total Expenditures</i> | <i>\$79,091,900</i> | <i>\$87,170,905</i> | <i>\$91,771,493</i> | <i>\$96,702,652</i> | <i>\$105,437,323</i> |
| Total Capital & Debt | \$14,495,464 | \$19,344,183 | \$18,868,287 | \$17,909,603 | \$20,404,891 |
| Capital & Debt Expenditures % | 18.33% | 22.19% | 20.56% | 18.52% | 19.35% |
| Forecasted Revenues | | | | | |
| Property Tax | \$42,695,130 | \$47,869,681 | \$52,329,591 | \$57,205,021 | \$62,534,683 |
| Other Taxes, Fees, Charges | \$33,247,770 | \$34,910,159 | \$36,655,666 | \$38,305,171 | \$40,028,904 |
| Transfers In | \$1,600,000 | \$0 | \$0 | \$0 | \$0 |
| <i>Total Revenues</i> | <i>\$79,091,900</i> | <i>\$84,629,840</i> | <i>\$88,985,257</i> | <i>\$96,250,192</i> | <i>\$102,563,587</i> |
| Difference | \$0 | (\$2,541,066) | (\$2,786,235) | (\$452,460) | (\$2,873,736) |
| Projected Fund Balance | \$23,486,475 | \$19,095,409 | \$16,309,174 | \$15,116,714 | \$12,242,979 |
| Capital Impact on Fund Balance | \$0 | (\$2,541,066) | (\$2,786,235) | (\$452,460) | (\$2,873,736) |
| Fund Balance Impact Percentage | 29.70% | 21.91% | 17.77% | 15.63% | 11.61% |
| Assessed Property Value | \$10,958,427,579 | \$11,979,399,513 | \$13,095,493,095 | \$15,059,817,060 | \$16,462,906,184 |
| \$.01 Property Tax Increase = | \$1,094,747 | \$1,196,742 | \$1,308,240 | \$1,504,476 | \$1,644,644 |
| Tax Rate | \$0.390 | \$0.400 | \$0.400 | \$0.380 | \$0.380 |
| Change in Tax Rate Needed for Difference | (\$0.000) | \$0.021 | \$0.021 | \$0.003 | \$0.017 |
| Zero-Balance Tax Rate | \$0.390 | \$0.421 | \$0.421 | \$0.383 | \$0.398 |
| Projected Fund Balance with Tax Rate Adjustment | \$23,486,475 | \$21,636,475 | \$19,095,409 | \$15,569,174 | \$15,116,714 |
| Projected Fund Balance % with Tax Rate Adjustment | 29.70% | 24.82% | 20.81% | 16.10% | 14.34% |

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 | FY21-22 | FY22-23 | FY23-24 | FY24-25 | FY25-26 | Future Years | Total Capital Cost |
|-----------------------------------|---------------------|---------------------|-------------|---------------------|-------------|---------------------|---------------------|
| Bucket Truck - Replacement | 235,450 | - | - | - | - | - | 235,450 |
| Electric Line Truck - Replacement | 285,400 | 285,400 | - | - | - | - | 570,800 |
| Smart Grid Meters & Load Control | 1,000,000 | 1,000,000 | - | - | - | - | 2,000,000 |
| System Fault Indicators | 130,000 | - | - | - | - | - | 130,000 |
| Green Level Substation | - | - | - | 1,700,000 | - | - | 1,700,000 |
| East Williams Street Substation | - | - | - | - | - | 5,075,000 | 5,075,000 |
| Total | \$ 1,650,850 | \$ 1,285,400 | \$ - | \$ 1,700,000 | \$ - | \$ 5,075,000 | \$ 9,711,250 |



FY 2021-22

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 18 years old.

Electric Line Truck – Replacement \$285,400

This request is to replace one Electric Line truck (Unit #13) which will be over 10 years old at time of replacement. The Digger Derrick is a specialized vehicle required for the installation of both overhead and underground electrical equipment.

Smart Grid Meters & Load Control \$2,000,000
Two-year Total

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

System Fault Indicators \$130,000

This project utilizes technology to help improve the town’s response to outages by allowing first responders to quickly identify location of faults on our distribution system. Utilizing cellular technology coupled with electronic fault indicators, the town’s response is increased by correctly locating the point of the disturbance prior to the service technician being dispatched. Coupled with our SCADA system, we will be able to reduce the customer’s outage time significantly. This project address two of our major strategic areas of focus; Customer Satisfaction and Integration of Technology.

FY 2022-23

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.

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 | FY21-22 | FY22-23 | FY23-24 | FY24-25 | FY25-26 | Future Years | Total Capital Cost |
|--------------------------------------|---------------------|---------------------|-------------|---------------------|-------------|---------------------|---------------------|
| Bucket Truck - Replacement | 235,450 | - | - | - | - | - | 235,450 |
| Electric Line Truck - Replacement | 285,400 | 285,400 | - | - | - | - | 570,800 |
| Smart Grid Meters & Load Control | 1,000,000 | 1,000,000 | - | - | - | - | 2,000,000 |
| System Fault Indicators | 130,000 | - | - | - | - | - | 130,000 |
| Green Level Substation | - | - | - | 1,700,000 | - | - | 1,700,000 |
| East Williams Street Substation | - | - | - | - | - | 5,075,000 | 5,075,000 |
| Total | \$ 1,650,850 | \$ 1,285,400 | \$ - | \$ 1,700,000 | \$ - | \$ 5,075,000 | \$ 9,711,250 |
| Revenues | FY21-22 | FY22-23 | FY23-24 | FY24-25 | FY25-26 | Future Years | Total |
| Capital Outlay | 1,650,850 | 1,285,400 | - | 1,700,000 | - | - | 4,636,250 |
| Installment Purchase / Capital Lease | - | - | - | - | - | 5,075,000 | 5,075,000 |
| | \$ 1,650,850 | \$ 1,285,400 | \$ - | \$ 1,700,000 | \$ - | \$ 5,075,000 | \$ 9,711,250 |



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 and Sewer Utility Fund | FY21-22 | FY22-23 | FY23-24 | FY24-25 | FY25-26 | Future Years | Total Capital Cost |
|---|---------------------|----------------------|----------------------|---------------------|---------------------|----------------------|----------------------|
| Advanced Metering Infrastructure (AMI) | 900,000 | - | - | - | - | - | 900,000 |
| Barscreen Replacement | 265,000 | - | - | - | - | - | 265,000 |
| Cash-Perkins Outfall | 2,325,000 | - | - | - | - | - | 2,325,000 |
| Combo Truck - Replacement | 420,000 | - | - | - | - | - | 420,000 |
| Elevated Water Storage Tank - 1.5 MG | 3,443,000 | - | - | - | - | - | 3,443,000 |
| Lawrence Crossing Sewer Rehabilitation | 395,000 | - | - | - | - | - | 395,000 |
| Water Main Replacement & Rehab Program | 300,000 | 309,000 | 318,300 | 327,800 | 337,700 | - | 1,592,800 |
| Wester Transmission Main - Phase III | 350,000 | 1,700,000 | - | - | - | - | 2,050,000 |
| Abbingtion Gravity Sewer Extension | - | 250,000 | - | - | - | - | 250,000 |
| Beaver Creek Commons Gravity Sewer Extension | - | 1,115,000 | - | - | - | - | 1,115,000 |
| Big Branch 2 Pump Station & Force Main | - | 16,400,000 | 20,400,000 | - | - | - | 36,800,000 |
| Friendship Elementary Gravity Sewer Extension | - | 835,000 | - | - | - | - | 835,000 |
| Humie Olive Water Loop | - | 260,000 | 1,300,000 | - | - | - | 1,560,000 |
| Old Raleigh Road Water Line Replacement | - | - | 800,000 | 2,800,000 | - | - | 3,600,000 |
| US 64 Utility Relocation | - | - | - | - | 2,500,000 | - | 2,500,000 |
| UV System Replacement | - | - | - | - | 1,386,500 | - | 1,386,500 |
| Elevated Water Storage Tank - 2.0 MG | - | - | - | - | - | 6,461,600 | 6,461,600 |
| NC 55 Utility Relocation | - | - | - | - | - | 2,150,000 | 2,150,000 |
| SR1010 Utility Relocation | - | - | - | - | - | 2,500,000 | 2,500,000 |
| Cary Projects Sub-Total | 960,300 | 59,000 | 483,000 | 230,000 | - | - | 1,732,300 |
| WWRWRF Sub-Total | 49,000 | 93,500 | 195,500 | 274,800 | - | - | 612,800 |
| Total | \$ 9,407,300 | \$ 21,021,500 | \$ 23,496,800 | \$ 3,632,600 | \$ 4,224,200 | \$ 11,111,600 | \$ 72,894,000 |



FY 2021-22

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. Originally, this project was envisioned as a phased approach to convert the town's existing AMR (Drive-by meter reading) system to an AMI (Advanced Metering Infrastructure) system. The first phase was to upgrade the existing meter interface units (MIUs) and some older meters. With this approach, the town would remain with its current AMR vendor through the transition to AMI. However, over the last year it has proven more prudent to take a more holistic approach to transitioning to AMI. In addition to considering other AMI vendors, the Water Resources and Electric Utilities departments have determined it is both feasible and in the towns best interest to pursue a combined AMI system (to read both electric and water meters). Thus, we have halted active upgrades to the AMR system and have begun working with the Electric Utilities Department to evaluate and select an AMI vendor. We expect to complete the selection process and begin system-wide implementation in the spring/summer of 2020. The operational, customer service, and financial benefits of AMI have proven well worth the cost for many utilities who have already implemented the technology. Not funding this request would simply prevent the town from realizing these benefits.

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.

Cash-Perkins Outfall

\$2,325,000

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.

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.

Elevated Water Storage Tank – 1.5 MG

\$3,443,000

This project include construction of a 1.5 million gallon elevated storage tank to ensure we meet the State's minimum requirement for elevated storage.

Lawrence Crossing Sewer Rehabilitation

\$395,000

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.



Water Main Replacement & Rehab Program

\$1,592,800

Five-year total

Gradual replacement of small diameter (<10"), extremely old cast iron and AC water lines. These water lines are 60+ years old and likely tuberculated such that their capacities are greatly reduced. Replacing these lines will improve reliability and available fire flow in the water system.

Western Transmission Main – Phase III

\$2,050,000

(Apex BBQ to Peakway)

Two-year Total

Phase III of the Western Transmission Main Project will be the final phase of this project. The project includes the following sections: 900 feet of 20-inch waterline on Salem Street from Apex BBQ Road to the Peakway, and 3,000 feet of 20-inch waterline on Old US 1 from West Village to Holland Road. The primary purpose of Phase III 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 2022-23

Abbington Gravity Sewer Extension

\$250,000

Due to constant overtime and emergency maintenance at this station, approximately 2,400 LF of gravity sewer is needed to connect the sewer flowing into the Abbington Pump Station to the outfall along Reedy Branch. Not funding this project will require continued maintenance of the pump station. Being able to abandon this pump station will reduce the amount of funding needed for maintenance and eventual upgrades as well as reduce the noise and odors that come from the site.

Beaver Creek Commons Gravity Sewer Extension

\$1,115,000

Recent development projects near Kelly Road have upgraded and extended gravity sewer from the Abbington Subdivision to I-540. Currently, there is a gap between I-540 and the Beaver Creek Crossings Pump Station. The land between is part of a large lot subdivision (Chapel Ridge) with little potential for redevelopment. 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. Project also includes looping a dead-end 12-inch water main along Beaver Creek Commons Drive from Beaver Creek to Kelly Road. If not constructed, redundancy and improved transmission to Town's elevated tanks will not be realized. Increased flushing of water may be required in the dead-end 12-inch water line to maintain water quality.

Big Branch 2 Pump Station & Force Main

\$36,800,000

Two-year total

This project includes construction of Big Branch Pump Station (capacity of 3 million gallons per day) and approximately six 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.

Friendship Elementary Gravity Sewer

\$835,000

Due to recent sewer extensions along Little Beaver Creek, the existing pump station located at the Friendship HS/ES site can be taken offline. In order to do so, approximately 2,400 linear feet of 12-inch gravity sewer is needed to extend from the Friendship Elementary School site to the Little Beaver Creek outfall. Not funding this project will require continued maintenance of the pump station. Being able to abandon this pump station will reduce the amount of funding needed for maintenance and eventual upgrades as well as reduce the noise and odors that come from the site.



Humie Olive Water Loop

\$1,560,000

Two-year total

This project will add approx. 7,000 linear feet of 12-inch water main along Humie Olive and New Hill Olive Chapel Road to complete a full 12-inch loop in this area. This loop will provide better water quality and fire protection capabilities to this section of the service area.

FY 2023-24

Old Raleigh Road Water Line Replacement

\$3,600,000

Two-year Total

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.

FY 2025-26

US 64 Utility Relocation

\$2,500,000

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.

UV System Replacement

\$1,386,500

The core components of a UV system consist of UV lamps, lamp drivers, and electronic circuit boards. As we all know, new electronic components generally replace older technology every few years. Like mobile phones, tablets, and computers, for example. We often see them become outdated in two or three years. Similarly, though perhaps not as quickly, a UV system's electronic lamp drivers and circuit boards (used for a UV intensity sensor) also have limited useful life expectancies. Not only that, but as components age, they may become more difficult to replace and keep in stock. Not to mention the cost increases associated with hard to get parts. There has been significant innovation in UV technology since our TrojanUV4000 was designed and installed (1998). Newer lamp and driver technologies combined with smart reactor design work together to reduce the amount of energy needed to achieve disinfection compared to older UV systems. So yes, power savings can alone justify a UV system replacement. But it's not the only one. There have also been advances in cleaning systems, monitoring and controls as well as reductions in maintenance, thanks to reduced lamp counts needed. Can do more for less. The TrojanUVSigna may be selected to replace the TrojanUV4000 in order to take advantage of the high-efficiency low-pressure high-output (LPHO) lamp technology, which reduces both electrical consumption and power costs. We will have the ability to operate the existing TrojanUV4000 system while installing the new UV system.

Horizon

Elevated Water Storage Tank – 2.0 MG

\$6,461,600

This project include construction of a 2.0 million gallon elevated storage tank to meet storage tank to meet storage requirements as demands grow.

NC 55 Utility Relocation

\$2,150,000

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.

SR1010 Utility Relocation

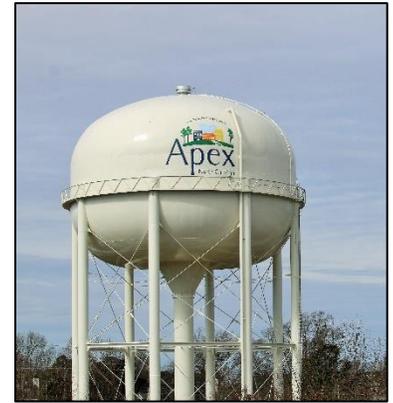
\$2,500,000

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.

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 and Sewer Utility Fund | FY21-22 | FY22-23 | FY23-24 | FY24-25 | FY25-26 | Future Years | Total Capital Cost |
|---|---------------------|----------------------|----------------------|---------------------|---------------------|----------------------|----------------------|
| Advanced Metering Infrastructure (AMI) | 900,000 | - | - | - | - | - | 900,000 |
| Barscreen Replacement | 265,000 | - | - | - | - | - | 265,000 |
| Cash-Perkins Outfall | 2,325,000 | - | - | - | - | - | 2,325,000 |
| Combo Truck - Replacement | 420,000 | - | - | - | - | - | 420,000 |
| Elevated Water Storage Tank - 1.5 MG | 3,443,000 | - | - | - | - | - | 3,443,000 |
| Lawrence Crossing Sewer Rehabilitation | 395,000 | - | - | - | - | - | 395,000 |
| Water Main Replacement & Rehab Program | 300,000 | 309,000 | 318,300 | 327,800 | 337,700 | - | 1,592,800 |
| Wester Transmission Main - Phase III | 350,000 | 1,700,000 | - | - | - | - | 2,050,000 |
| Abbingtion Gravity Sewer Extension | - | 250,000 | - | - | - | - | 250,000 |
| Beaver Creek Commons Gravity Sewer Extension | - | 1,115,000 | - | - | - | - | 1,115,000 |
| Big Branch 2 Pump Station & Force Main | - | 16,400,000 | 20,400,000 | - | - | - | 36,800,000 |
| Friendship Elementary Gravity Sewer Extension | - | 835,000 | - | - | - | - | 835,000 |
| Humie Olive Water Loop | - | 260,000 | 1,300,000 | - | - | - | 1,560,000 |
| Old Raleigh Road Water Line Replacement | - | - | 800,000 | 2,800,000 | - | - | 3,600,000 |
| US 64 Utility Relocation | - | - | - | - | 2,500,000 | - | 2,500,000 |
| UV System Replacement | - | - | - | - | 1,386,500 | - | 1,386,500 |
| Elevated Water Storage Tank - 2.0 MG | - | - | - | - | - | 6,461,600 | 6,461,600 |
| NC 55 Utility Relocation | - | - | - | - | - | 2,150,000 | 2,150,000 |
| SR1010 Utility Relocation | - | - | - | - | - | 2,500,000 | 2,500,000 |
| Cary Projects Sub-Total | 960,300 | 59,000 | 483,000 | 230,000 | - | - | 1,732,300 |
| WWRWRF Sub-Total | 49,000 | 93,500 | 195,500 | 274,800 | - | - | 612,800 |
| Total | \$ 9,407,300 | \$ 21,021,500 | \$ 23,496,800 | \$ 3,632,600 | \$ 4,224,200 | \$ 11,111,600 | \$ 72,894,000 |
| Revenues | FY21-22 | FY22-23 | FY23-24 | FY24-25 | FY25-26 | Future Years | Total |
| Capital Outlay | 2,280,000 | 2,769,000 | 2,418,300 | 3,127,800 | 4,224,200 | 4,650,000 | 19,469,300 |
| Designated Capital Funds | 7,127,300 | 1,852,500 | 678,500 | 504,800 | - | 6,461,600 | 16,624,700 |
| Revenue Bonds | - | 16,400,000 | 20,400,000 | - | - | - | 36,800,000 |
| | \$ 9,407,300 | \$ 21,021,500 | \$ 23,496,800 | \$ 3,632,600 | \$ 4,224,200 | \$ 11,111,600 | \$ 72,894,000 |

Section 6: Project Funding Detail

The following pages contain project funding details.

Transportation

| Project Cost | 2021-22 | 2022-23 | 2023-24 | 2024-25 | 2025-26 | Future | Total |
|---|-------------------|------------------|------------------|------------------|------------------|------------------|-------------------|
| Annual Miscellaneous Drainage Improvements | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | 600,000 |
| - Designated Capital Funds | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 | - | 500,000 |
| - To Be Determined | - | - | - | - | - | 100,000 | 100,000 |
| Annual Miscellaneous Road & Sidewalk Improvements | 200,000 | 200,000 | 200,000 | 200,000 | 200,000 | 200,000 | 1,200,000 |
| - Designated Capital Funds | 200,000 | 200,000 | 200,000 | 200,000 | 200,000 | - | 1,000,000 |
| - To Be Determined | - | - | - | - | - | 200,000 | 200,000 |
| Annual Pavement Management | 1,871,000 | 1,950,000 | 2,025,000 | 2,100,000 | 2,200,000 | 2,200,000 | 12,346,000 |
| - Intergovernmental Funds (Powell Bill Revenues) | 1,500,600 | 1,530,600 | 1,561,200 | 1,592,400 | 1,624,200 | - | 7,809,000 |
| - Designated Capital Funds | 100,000 | 60,000 | 463,800 | 260,000 | 365,000 | - | 1,248,800 |
| - General Fund / Capital Outlay | 270,400 | 359,400 | - | 247,600 | 210,800 | - | 1,088,200 |
| - To Be Determined | - | - | - | - | - | 2,200,000 | 2,200,000 |
| Apex Peakway Southwest Connector | 22,625,000 | - | - | - | - | - | 22,625,000 |
| - Designated Capital Funds | 625,000 | - | - | - | - | - | 625,000 |
| - General Obligation Bonds | 22,000,000 | - | - | - | - | - | 22,000,000 |
| Downtown Alley Improvements | 500,000 | - | - | - | - | - | 500,000 |
| - General Fund / Capital Outlay | 500,000 | - | - | - | - | - | 500,000 |
| Kelly Point Court Drainage Improvements | 110,000 | - | - | - | - | - | 110,000 |
| - General Fund / Capital Outlay | 110,000 | - | - | - | - | - | 110,000 |
| Pavement Management Backlog | 1,000,000 | - | - | - | 4,000,000 | - | 5,000,000 |
| - General Obligation Bonds | 1,000,000 | - | - | - | 4,000,000 | - | 5,000,000 |
| Safe Routes to School | 1,595,000 | 660,000 | 200,000 | 500,000 | 5,640,000 | 710,000 | 9,305,000 |
| - General Obligation Bonds | 1,000,000 | - | - | - | 5,225,000 | - | 6,225,000 |
| - Designated Capital Funds | 595,000 | 660,000 | 200,000 | 500,000 | 415,000 | - | 2,370,000 |
| - To Be Determined | - | - | - | - | - | 710,000 | 710,000 |
| Saunders Street Parking Lot Expansion | 1,200,000 | - | - | - | - | - | 1,200,000 |
| - General Fund / Capital Outlay | 1,200,000 | - | - | - | - | - | 1,200,000 |
| Ten Ten Road at Jessie Drive Left Turn Lane Extension Cost Share | 200,000 | - | - | - | - | - | 200,000 |
| - General Fund / Capital Outlay | 200,000 | - | - | - | - | - | 200,000 |
| Wayfinding Signage Fabrication & Installation | 155,000 | 190,000 | 340,000 | 330,000 | 155,000 | - | 1,170,000 |
| - General Fund / Capital Outlay | 155,000 | - | - | - | - | - | 155,000 |
| GPS Emergency Vehicle Preemption | - | 260,000 | 160,000 | 160,000 | 160,000 | - | 740,000 |
| - Designated Capital Funds | - | - | 76,200 | - | - | - | 76,200 |
| - General Fund / Capital Outlay | - | 260,000 | 83,800 | 160,000 | 160,000 | - | 663,800 |
| Salem Street Downtown Streetscape & Resurfacing | - | 2,500,000 | - | - | - | - | 2,500,000 |
| - General Fund / Capital Outlay | - | 2,500,000 | - | - | - | - | 2,500,000 |

Transportation Cont.

| Project Cost | 2021-22 | 2022-23 | 2023-24 | 2024-25 | 2025-26 | Future | Total |
|---|---------|---------|-----------|-----------|-----------|------------|------------|
| Burma Drive Phase 2 | - | - | 450,000 | 1,000,000 | 3,000,000 | - | 4,450,000 |
| - General Fund / Capital Outlay | - | - | 450,000 | 1,000,000 | 3,000,000 | - | 4,450,000 |
| Ragan Road Sidepath | - | - | 1,000,000 | - | - | - | 1,000,000 |
| - General Obligation Bonds | - | - | 1,000,000 | - | - | - | 1,000,000 |
| Stephenson Road High School Improvements Cost Share | - | - | 750,000 | - | - | - | 750,000 |
| - General Fund / Capital Outlay | - | - | 750,000 | - | - | - | 750,000 |
| Tingen Road Pedestrian Bridge | - | - | 150,000 | 500,000 | - | 3,000,000 | 3,650,000 |
| - General Fund / Capital Outlay | - | - | 150,000 | 500,000 | - | - | 650,000 |
| - To Be Determined | - | - | - | - | - | 3,000,000 | 3,000,000 |
| Apex Peakway North Widening | - | - | - | 350,000 | 5,000,000 | - | 5,350,000 |
| - General Obligation Bonds | - | - | - | 350,000 | 5,000,000 | - | 5,350,000 |
| Center Street Railroad Crossing Improvements & Sidewalk | - | - | - | 100,000 | 700,000 | - | 800,000 |
| - General Obligation Bonds | - | - | - | 100,000 | 700,000 | - | 800,000 |
| Chatham Street Railroad Crossing Improvements & Sidewalk | - | - | - | 150,000 | 1,125,000 | - | 1,275,000 |
| - General Obligation Bonds | - | - | - | 150,000 | 1,125,000 | - | 1,275,000 |
| Davis Drive at Salem Church Road Realignment | - | - | - | 200,000 | 500,000 | 7,000,000 | 7,700,000 |
| - General Fund / Capital Outlay | - | - | - | 200,000 | 500,000 | - | 700,000 |
| - To Be Determined | - | - | - | - | - | 7,000,000 | 7,000,000 |
| GoApex Transit Program | - | - | - | 100,000 | 690,000 | - | 790,000 |
| - General Fund / Capital Outlay | - | - | - | 100,000 | - | - | 100,000 |
| - Grants | - | - | - | - | 690,000 | - | 690,000 |
| Lynch Street Extension | - | - | - | 550,000 | - | - | 550,000 |
| - General Fund / Capital Outlay | - | - | - | 550,000 | - | - | 550,000 |
| West Williams Street Sidewalk | - | - | - | 200,000 | 650,000 | - | 850,000 |
| - General Obligation Bonds | - | - | - | 200,000 | 650,000 | - | 850,000 |
| Apex Peakway Southeast Connector | - | - | - | - | 1,710,000 | 17,100,000 | 18,810,000 |
| - General Fund / Capital Outlay | - | - | - | - | 1,710,000 | - | 1,710,000 |
| - To Be Determined | - | - | - | - | - | 17,100,000 | 17,100,000 |
| Jessie Drive Phase I & Phase II | - | - | - | - | 7,500,000 | 13,500,000 | 21,000,000 |
| - General Obligation Bonds | - | - | - | - | 7,500,000 | - | 7,500,000 |
| - To Be Determined | - | - | - | - | - | 13,500,000 | 13,500,000 |
| Production Drive Extension | - | - | - | - | 400,000 | 4,000,000 | 4,400,000 |
| - General Fund / Capital Outlay | - | - | - | - | 400,000 | - | 400,000 |
| - To Be Determined | - | - | - | - | - | 4,000,000 | 4,000,000 |

Transportation Cont.

| Project Cost | 2021-22 | 2022-23 | 2023-24 | 2024-25 | 2025-26 | Future | Total |
|---|---------|---------|---------|---------|---------|------------------|------------------|
| NC 55 Sidewalk & Enhancement Cost Share (U-2901) | - | - | - | - | - | 2,000,000 | 2,000,000 |
| - To Be Determined | - | - | - | - | - | 2,000,000 | 2,000,000 |
| US 64 Sidewalk & Enhancement Cost Share (U-5301) | - | - | - | - | - | 2,000,000 | 2,000,000 |
| - To Be Determined | - | - | - | - | - | 2,000,000 | 2,000,000 |
| Ten Ten Road/Center Street Sidewalk & Enhancement Cost Share (U- | - | - | - | - | - | 2,000,000 | 2,000,000 |
| - To Be Determined | - | - | - | - | - | 2,000,000 | 2,000,000 |

Parks, Recreation, & Cultural Resources

| Project Cost | 2021-22 | 2022-23 | 2023-24 | 2024-25 | 2025-26 | Future | Total |
|---|----------------|----------------|------------------|----------------|------------------|------------------|------------------|
| Annual Miscellaneous Greenway Connections | 300,000 | 300,000 | 300,000 | 300,000 | 300,000 | 300,000 | 1,800,000 |
| - General Fund / Capital Outlay | 300,000 | 300,000 | 300,000 | 300,000 | 300,000 | 300,000 | 1,800,000 |
| Beaver Creek Greenway Improvement | - | 337,800 | - | - | - | - | 337,800 |
| - General Fund / Capital Outlay | - | 337,800 | - | - | - | - | 337,800 |
| Environmental Education Center | - | 100,000 | 1,100,000 | - | - | - | 1,200,000 |
| - General Fund / Capital Outlay | - | 100,000 | 1,100,000 | - | - | - | 1,200,000 |
| Apex Nature Park/Seymour Athletic Fields Parking Lot Expansion | - | - | - | 975,000 | - | - | 975,000 |
| - General Fund / Capital Outlay | - | - | - | 975,000 | - | - | 975,000 |
| Jaycee Park Expansion | - | - | - | 100,000 | 1,000,000 | - | 1,100,000 |
| - General Fund / Capital Outlay | - | - | - | 100,000 | 1,000,000 | - | 1,100,000 |
| Apex Community Park Parking Lot Expansion | - | - | - | - | 665,000 | - | 665,000 |
| - General Fund / Capital Outlay | - | - | - | - | 665,500 | - | 665,500 |
| Dredge Apex Community Park Lake | - | - | - | - | - | 3,660,000 | 3,660,000 |
| - Installment Purchase / Capital Lease | - | - | - | - | - | 3,660,000 | 3,660,000 |
| Northwest Wimberly Road Park Design | - | - | - | - | - | 5,500,000 | 5,500,000 |
| - Installment Purchase / Capital Lease | - | - | - | - | - | 5,500,000 | 5,500,000 |
| Olive Farm Park Design | - | - | - | - | - | 5,500,000 | 5,500,000 |
| - Installment Purchase / Capital Lease | - | - | - | - | - | 5,500,000 | 5,500,000 |

Public Safety

| Project Cost | 2021-22 | 2022-23 | 2023-24 | 2024-25 | 2025-26 | Future | Total |
|---|----------------|------------------|----------------|----------------|----------------|----------------|------------------|
| Fire Engine Replacement - Station 3 | 762,000 | - | - | - | - | - | 762,000 |
| - General Fund / Capital Outlay | 649,000 | - | - | - | - | - | 649,000 |
| - Intergovernmental Funds | 113,000 | - | - | - | - | - | 113,000 |
| Aerial Apparatus to Replace Ladder 4 | - | 1,400,000 | - | - | - | - | 1,400,000 |
| - General Fund / Capital Outlay | - | 1,400,000 | - | - | - | - | 1,400,000 |
| Engine 32 Replacement | - | - | 740,000 | - | - | - | 740,000 |
| - General Fund / Capital Outlay | - | - | 740,000 | - | - | - | 740,000 |
| Driving Simulator | - | - | - | 243,000 | - | - | 243,000 |
| - General Fund / Capital Outlay | - | - | - | 243,000 | - | - | 243,000 |
| Rescue Retrieval Van | - | - | - | - | 165,000 | - | 165,000 |
| - General Fund / Capital Outlay | - | - | - | - | 165,000 | - | 165,000 |
| Fire Pumper for Olive Farm Station | - | - | - | - | - | 825,000 | 825,000 |
| - General Fund / Capital Outlay | - | - | - | - | - | 825,000 | 825,000 |

| Public Facilities | | | | | | | |
|--|------------------|----------------|------------------|----------------|----------------|------------------|------------------|
| Project Cost | 2021-22 | 2022-23 | 2023-24 | 2024-25 | 2025-26 | Future | Total |
| Mechanical (HVAC/Chiller) Upgrades to Town Facilities | 140,000 | 120,000 | - | 125,000 | 165,000 | - | 550,000 |
| - General Fund / Capital Outlay | 140,000 | 120,000 | - | 125,000 | 165,000 | - | 550,000 |
| Eva Perry Library Improvements | 443,400 | 110,000 | - | - | - | - | 553,400 |
| - General Fund / Capital Outlay | 443,400 | 110,000 | - | - | - | - | 553,400 |
| Police Department Security Fencing | 125,000 | - | - | - | - | - | 125,000 |
| - General Fund / Capital Outlay | 125,000 | - | - | - | - | - | 125,000 |
| Public Safety Station 6 | 6,500,000 | - | - | - | - | - | 6,500,000 |
| - Installment Purchase / Capital Lease | 6,500,000 | - | - | - | - | - | 6,500,000 |
| Public Works Operations Building Renovations | 830,000 | - | 870,000 | - | - | - | 1,700,000 |
| - General Fund / Capital Outlay | 830,000 | - | 870,000 | - | - | - | 1,700,000 |
| Town Fiber Optic Expansion | 125,000 | - | - | - | - | - | 125,000 |
| - General Fund / Capital Outlay | 125,000 | - | - | - | - | - | 125,000 |
| Town Hall Remodel | 75,000 | 500,000 | - | 500,000 | - | - | 1,075,000 |
| - General Fund / Capital Outlay | 75,000 | 500,000 | - | 500,000 | - | - | 1,075,000 |
| Tunstall House Restoration | 400,000 | 450,000 | - | - | - | - | 850,000 |
| - General Fund / Capital Outlay | 400,000 | 450,000 | - | - | - | - | 850,000 |
| Communications Backup Center | - | 325,000 | - | - | - | - | 325,000 |
| - General Fund / Capital Outlay | - | 325,000 | - | - | - | - | 325,000 |
| Mechanical (Boiler) Upgrades to Community Center | - | 130,000 | - | - | - | - | 130,000 |
| - General Fund / Capital Outlay | - | 130,000 | - | - | - | - | 130,000 |
| Repurpose Depot Parking Lot | - | 250,000 | 2,000,000 | - | - | - | 2,250,000 |
| - General Fund / Capital Outlay | - | 250,000 | 2,000,000 | - | - | - | 2,250,000 |
| Station 1 Rebuild | - | 500,000 | 4,500,000 | - | - | - | 5,000,000 |
| - Designated Capital Funds | - | 500,000 | - | - | - | - | 500,000 |
| - Installment Purchase / Capital Lease | - | - | 4,500,000 | - | - | - | 4,500,000 |
| Vehicle Storage Shed & Brine Building | - | - | 23,500 | 235,500 | - | - | 259,000 |
| - General Fund / Capital Outlay | - | - | 23,500 | 235,500 | - | - | 259,000 |
| Fleet Fluid Pumps/Reclamation | - | - | - | 100,000 | - | - | 100,000 |
| - General Fund / Capital Outlay | - | - | - | 100,000 | - | - | 100,000 |
| Town Campus Parking Lot Resurfacing | - | - | - | 470,000 | 500,000 | - | 970,000 |
| - General Fund / Capital Outlay | - | - | - | 470,000 | 500,000 | - | 970,000 |
| Fire Department Administration Building | - | - | - | - | - | 2,000,000 | 2,000,000 |
| - General Fund / Capital Outlay | - | - | - | - | - | 2,000,000 | 2,000,000 |

| Public Facilities Cont. | | | | | | | |
|--|----------------|----------------|----------------|----------------|----------------|------------------|------------------|
| Project Cost | 2021-22 | 2022-23 | 2023-24 | 2024-25 | 2025-26 | Future | Total |
| Fire Station 7 | - | - | - | - | - | 6,500,000 | 6,500,000 |
| - Installment Purchase / Capital Lease | - | - | - | - | - | 6,500,000 | 6,500,000 |
| Land Purchase for Affordable Housing | - | - | - | - | - | 500,000 | 500,000 |
| - General Fund / Capital Outlay | - | - | - | - | - | 500,000 | 500,000 |
| Police Department Addition/Renovation | - | - | - | - | - | 6,400,000 | 6,400,000 |
| - Installment Purchase / Capital Lease | - | - | - | - | - | 6,400,000 | 6,400,000 |

| Public Works & Environmental Services | | | | | | | |
|--|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Project Cost | 2021-22 | 2022-23 | 2023-24 | 2024-25 | 2025-26 | Future | Total |
| Chipper Truck - Replacement | 165,000 | - | - | - | 165,000 | - | 330,000 |
| - General Fund / Capital Outlay | 165,000 | - | - | - | 165,000 | - | 330,000 |
| Leaf Truck - Replacement | 212,000 | - | 212,000 | - | 212,000 | 212,000 | 848,000 |
| - General Fund / Capital Outlay | 212,000 | - | 212,000 | - | 212,000 | 212,000 | 848,000 |
| Pothole Patcher/Asphalt Truck - Replacement | 200,000 | - | - | - | - | - | 200,000 |
| - General Fund / Capital Outlay | 200,000 | - | - | - | - | - | 200,000 |
| Dump Truck - Addition | - | 100,000 | - | - | - | - | 100,000 |
| - General Fund / Capital Outlay | - | 100,000 | - | - | - | - | 100,000 |
| Leaf Truck - Addition | - | 212,000 | - | 212,000 | - | - | 424,000 |
| - General Fund / Capital Outlay | - | 212,000 | - | - | 212,000 | - | 424,000 |
| Motor Grader - Replacement | - | 250,000 | - | - | - | - | 250,000 |
| - General Fund / Capital Outlay | - | 250,000 | - | - | - | - | 250,000 |
| Grapple Truck - Replacement | - | - | 195,000 | - | - | - | 195,000 |
| - General Fund / Capital Outlay | - | - | 195,000 | - | - | - | 195,000 |
| Street Sweeper - Replacement | - | - | 275,000 | - | - | - | 275,000 |
| - General Fund / Capital Outlay | - | - | 275,000 | - | - | - | 275,000 |
| Chipper Truck - Addition | - | - | - | 165,000 | - | - | 165,000 |
| - General Fund / Capital Outlay | - | - | - | - | 165,000 | - | 165,000 |
| Small Asphalt Paver - Addition | - | - | - | - | 115,000 | - | 115,000 |
| - General Fund / Capital Outlay | - | - | - | - | 115,000 | - | 115,000 |
| Dump Truck - Replacement | - | - | - | - | - | 185,000 | 185,000 |
| - General Fund / Capital Outlay | - | - | - | - | - | 185,000 | 185,000 |